**A Meeting of the Finance, Asset, Community and Environment Committee**

**took place to be held at 7.30pm on Monday 11th September 2023,**

**in the Town Council Offices, the Old Library, Knockhundred Row, Midhurst**

**MINUTES**

**Present**: Cllr M Facer, Cllr A Lambert, Cllr McAra, Cllr D Merritt, and Cllr J Travers

**In attendance**: Sharon Hurr, Town Clerk

**F/044/23 Chairman’s Announcements:** Cllr Merritt took the chair, as Cllr Travers is currently required to rest his voice.

**F/045/23 Apologies for Absence:** Apologies had been received from Cllr D Coote and Cllr R Watts. Cllr D Fraser was absent without apology.

**F/046/23 Declarations of Interest:** None.

*Meeting halted for Public Participation Session*

**F/047/23 Public Participation Session:** None present.

The meeting was reconvened.

**F/048/23 Minutes of the Previous Meeting held on 10th July 2023:** The minutes were proposed as an accurate record and agreed by all present.

**F/049/23 Matters Arising from those Minutes:** None.

**F/050/23 Financial Reports for July 2023:** The financial reports for the end of July 2023 were circulated prior to the meeting.

The following payments in excess of £500 were also noted:

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Details** | **Amount**  |
| West Sussex County Council  | June 2023 Salaries  | 8,979.19 |
| Archibald Shaw  | Dante Structural Engineering Advice  | 576.00 |
| SSE | Street Lighting  | 1,239.90 |
| Public Works Loan Board | Repayment  | 17,000.52 |
| West Sussex County Council  | July 2023 Salaries  | 8,912.69 |

**F/051/23 Financial Reports for August 2023:** The financial reports for the end of June2023 were circulated prior to the meeting.

The following payments in excess of £500 were also noted:

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Details** | **Amount**  |
| Mayday HR  | HR Support  | 654.00 |
| Rubicon Industries  | Skate Jam | 1,800.00 |
| Hugh Alexander (Boxhill) | Various Works on St Ann’s Hill | 732.00 |
| SSE | Street Lights  | 972.03 |
| The Fabulous Fug Band  | Summer Street Party Entertainment  | 600.00 |
| Ark Animal Encounters  | Summer Street Party Entertainment | 650.00 |
| Playsafe Playgrounds | Playground Repairs  | 2342.40 |
| West Sussex County Council  | August 2023 Salaries  | 8846.19 |

**F/052/23 Bank Reconciliations**: The bank reconciliations for the end of July 2023 were reviewed, and signed by Cllr Merritt.

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**F/054/23 Events** **Update:** The Clerk reported that the Summer Street Party had been well received. Cllr Facer commented that the street parties are bigger and better each year and Cllr Lambert confirmed that it had been a busy session at his business, the Bricklayers Arms Public House, and added that it was important for businesses to adapt to benefit from such events.

The Clerk further reported that plans were now underway for the Christmas Street Party on 1st December 2023 (with the December Farmers and Artisan Market on the following day). Cllr McAra requested that Tesco was approached regarding the possibility of an involvement in the street party.

**Action:** Events Officer to make contact with Tesco’s regarding participation in the Christmas Street Party.

Cllr McAra further suggested that contact could also be made with Sainsbury’s, Pet’s Corner and the Police Station regarding potential involvement in the Christmas Street Party.

The Clerk reminded councillors that their support would be sought for the Christmas Street Party. Cllr Merritt suggested that Army and Police Cadets could be approached to support road closures for events. Cllr Travers also suggested requesting Special Constables from Chichester Police Station.

**F/055/23** **Civic Activities and Rural Amenities:**

1. **St Ann’s Hill Update:** Cllr McAra reported that considerable work had been undertaken including grass cutting, weeding, the steps cleaned, fences re-erected and brambles removed. The Information Display Board had now also been installed. The Council are currently awaiting Cowdray Estate to remove a large tree from the water (timescale for this is at the present unknown) and once this work had been completed, the adjacent grass area could be reseeded. A large branch had also recently fallen and the tree surgeon had cleared this and undertaken further work on adjacent trees.

Cllr Facer asked if further benches could be installed and Cllr responded that a picnic area was being planning with seating which would provide a view to the Cowdray ruins.

**F/056/23 Review outstanding actions:** None

**F/057/23 Matters of Report:** Cllr McAra asked that a request to remove the King & Chasemore MADhurst advertising was made and Cllr Travers responded that he would speak to the secretary of MADhurst.

Cllr McAra also cited a number of changes taking place at the foodbank and for the foodbank to be added to the next meeting’s agenda.

**F/058/23 Date of Next Meeting –** 7.30pm, 9th October 2023

The meeting ended at 8.10pm.

**Signed:…………………………...........…...........…. Date..................................**

**Chairman**