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

**took place at 7.45pm on Monday 12th February 2024**

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

**MINUTES**

**Present**: Cllr D Coote, Cllr M Facer, Cllr D Fraser, Cllr G McAra, Cllr J Travers (Chairman) and

Cllr Watts.

**In attendance:** S Hurr, Town Clerk and one member of the public.

**F/133/23 Chairman’s Announcements:** The Chairman welcomed everyone to the meeting

**F/134/23 Apologies for Absence:** Apologies had been received from Cllrs P Piper, A Lambert and D Merritt.

**F/135/23 Declarations of Interest:** None.

*Meeting halted for Public Participation Session*

**F/136/23 Public Participation Session:** No questions asked.

*The meeting was reconvened.*

**F/137/23 Minutes of the Previous Meeting held on 12th February 2024:** The minutes were proposed as an accurate record and agreed by all present.

**F/138/23 Matters Arising and Review of Actions from those Minutes:** Clerk to organise a meeting regarding the playground at Carron Lane.

**Action carried forward:** The Clerk to again forward an email to all Councillors to seek volunteers for a Playground Working Group.

**F/139/23 Financial Reports for February 2024:** The financial reports were circulated prior to the meeting. Cllr Watts thanked the staff for their control of expenditure for delegated works and ensuring the income streams were providing funds in accordance with budgetary expectations.

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

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Details** | **Amount** |
| Sharon Hurr | Reimbursement for Lilac Cottage Planning Application | £642.00 |
| West Sussex County Council | January 2024 Salaries | £11,114.27  |
| Windle Ferrier Land & Property | Re-evaluation of the Council’s Property Assets  | £1,560.00 |
| Playsafe Playgrounds | Play equipment repairs  | £4,986.00 |
| SSE | Street Lighting | £942.39 |
| Ernest Tordoff  | Donation for Dante Planning Application | £526.00 |
| Monkey Nuts  | Old Library Cleaning | £564.00 |
| Roger Gunn Garden Machinery | Equipment Repair and Service | £1,278.55 |
| Cadmap Limited  | Drawings of Lilac Cottage for Planning Application | £720.00 |
| Sharon Hurr  | Reimbursement for Van Insurance  | £9341.78 |
| West Sussex County Council  | Pension Strain Costs  | Undisclosed |
| Smith Simmons & Partners | Preparation of Planning Application for Lilac Cottage | £1,200.00 |
| Total Energies  | Old Library Electricity | £1547.04 |
| Public Works Loan Board | Loan (second tranche) | £17,000.52 |
| Merlin Lighting  | Christmas Lights  | £6,480.00 |

**F/140/23 Bank Reconciliations**: The bank statements for February 2024 were signed.

**F/141/23 Events** **Update:** The Clerk reported the following:

The Community Book Sale/Swap funds were now standing at £181.85.

The next edition of Midhurst Matters would be delivered at the end of the month.

The annual Skate Jam would take place on Saturday 18th May 2024 at Carron Lane Recreation Ground.

The Easter Trail will take place in the week before Easter and over the Easter weekend. Children who have completed the trail, will be able to collect an Easter Egg on 2nd, 3rd and 4th April, and also at the market on 6th April. The Clerk sought Councillor volunteers to staff the Councillor table and hand out Easter Eggs at the April market and Cllrs Watts and Fraser agreed to undertake this task.

**Action:** Cllrs Watts and Fraser to staff the Councillor table at the April market and hand out Easter Eggs.

**F/142/23 Matters of Report:**

Cllr Fraser expressed concerns with regards to the Northern Gateway signage, which were noted.

The Clerk reported that Allnuts had kindly engraved the Chairmans’ Regalia without charge, and Denise Mordle the manager of the Cancer Research shop had also kindly given excess Easter craft kits to the Town Council for the free children’s crafts at the March market.

**F/143/23 Date of Next Meeting –** 7.30pm, 8th April 2024

The meeting ended at 7.54pm.

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

**Chairman**