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

**took place to be held at 7.30pm on Monday 8th January 2024**

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

**MINUTES**

**Present**: Cllr D Coote, Cllr D Facer, Cllr Lambert, Cllr G McAra, Cllr D Merritt, Cllr P Piper, and Cllr J Travers (Chairman)

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

**F/109/23 Chairman’s Announcements:** The Chairman welcomed everyone to the meeting

**F/110/23 Apologies for Absence:** Apologies received from Cllr Watts. Cllr Fraser was absent without apology.

**F/111/23 Declarations of Interest:** None.

*Meeting halted for Public Participation Session*

**F/112/23 Public Participation Session:** None present, and no questions had been received.

*The meeting was reconvened.*

**F/113/23 Minutes of the Previous Meeting held on 11th December 2023:** The Clerk explained that the last two sets of minutes had been conflated in error and therefore the minutes from 13th November 2023 (correct set provided as paper copies at meeting) and 11th December 2023 would be presented again for adoption at the next full Council meeting on 22nd January 2024. The Clerk apologised for this oversight.

**F/114/23 Matters Arising and Review of Actions from those Minutes:** Cllr Coote reported that 2023-24 MTC grants had been paid (see item F/115/23 below).

**F/115/23 Financial Reports for December 2023:** The financial reports were circulated prior to the meeting.

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

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Details** | **Amount** |
| Laptops Direct | New laptop, and new mouse for desktop | £647.17 |
| Design Directive | Lilac Cottage refurbishment consultancy | £2,400.00 |
| West Sussex County Council | November 2023 Salaries | £15,026.94 |
| T Jays Fun4 All | Christmas Street Party fairground rides | £1,800.00 |
| Home Start Chichester | MTC Grant | £800.00 |
| 4Sight Vision Support | MTC Grant | £1,000.00 |
| The Midhurst Green Volunteers | MTC Grant | £918.00 |
| I Brewer | Christmas Street Party stage and sound | £1200.00 |
| SSE | Street Lights | £912.00 |
| Sussex Land Works | Cemetery Maintenance | £1,332.00 |
| Total Energies | Old Library Electricity | £780.64 |

Further MTC Grants:

|  |  |
| --- | --- |
| **Organisation** | **Amount** |
| The Midhurst Society | £200.00 |
| UK Harvest | £200.00 |
| South Pond Group | £350.00 |
| Midhurst Community Bus | £250.00 |

**F/116/23 Bank Reconciliations**: The bank statements for December 2023 were signed. Cllr McAra sought clarification regarding the Public Works Loan Board loan payments, and the Clerk confirmed that second tranche for 2023-24 of £17,000.52 was due to be paid on 26th January 2024.

**F/117/23 Events** **Update:** The Clerk reported that the Community Book Sale/Swap held at the January market had been well supported and £69.70 had been received in donations for the ‘Chairman’s Charities’.

***Post meeting****: Following advice from the internal auditor, a new nominal code and cost code will be recorded in the financial software to ensure the Community Book Sale/Swap donations can be viewed in the financial reports separately from all other income and expenditure.*

The Clerk confirmed that Events Officer will forward a market rota to all Councillors, to allow Councillors to volunteer to staff the Town Council table at the Town Council’s monthly markets.

The Clerk added that next event (following the February market) will be the half-term children’s activity which is currently being planned.

Councillors thanked Events Officer Mrs Brown-Fuller and the Town Council staff for their work regarding the market.

**F/118/23 Playground Repairs:** Cllr Travers referred Councillors to the quotation from Playsafe Playgrounds to undertake the necessary repairs highlighted in the annual RoSPA report, circulated prior to the meeting. Following a debate regarding short-term, medium-term and long-term planning for improvements to the playground, Cllr Lambert proposed that all the repairs should be undertaken as listed within the quotation, this was seconded by Cllr Merritt and agreed by all present. Cllr Merritt further proposed a working group should be established to consider further improvements to the playground.

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

**F/107/23 Matters of Report:** Cllr McAra reported that Midhurst had recently been identified as an area on television weather reporting.

**F/108/23 Date of Next Meeting –** 7.30pm, 12th February 2024

The meeting ended at 7.59pm.

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

**Chairman**