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

**took place at 7.35pm on Monday 15th July 2024**

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

**MINUTES**

**Present**: Cllr D Coote, Cllr C Gilson, Cllr A Lambert, Cllr P Piper, Cllr J Travers (Chairman), and Cllr R Watts

**In attendance:** S Hurr, Town Clerk, and M Haywood, Deputy Clerk.

**F/029/24 Chairman’s Announcements:** The Chairman welcomed Councillors to the meeting.

**F/030/24 Apologies for Absence:** Apologies had been received from Cllrs D Fraser, D Merritt, and G McAra. Cllr M Facer is currently on sabbatical.

**F/031/24 Declarations of Interest:** None.

*Meeting halted for Public Participation Session*

**F/032/24 Public Participation Session:** No questions received.

*The meeting was reconvened.*

**F/033/24 Minutes of the Previous Meeting held on 10th June 2024:** The minutes were proposed as an accurate record by Cllr Lambert, seconded by Cllr Piper, agreed by all present, adopted and signed. The minutes of the closed session were proposed as an accurate record by Cllr Coote, seconded by Cllr Lambert, agreed by all present, adopted and signed.

**F/034/24 Financial Reports for June 2024:**

**F/034/24.1** Payments and receipts made in the month up to 30th June 2024: payments and receipts had been circulated prior to the meeting.

**F/034/24.2** Total expenditure for June 2024 = £52,899.61Excluding VAT

**F/034/24.3** List of payments in excess of £500 during May 2024 were noted as follows:

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Details** | **Amount** |
| West Sussex County Council | Salaries (May) | £10,826.85 |
| Danny Minter Property and Garden Maintenance | Carron Lane Recreation Ground grass cutting | £600.00 |
| Monkey Nuts | Old Library Cleaning | £672.00 |
| Design Directive | Project Management for Lilac Cottage | £1770.00 |
| Danny Minter Property and Garden Maintenance | Closed Churchyards grass cutting | £500.00 |
| SSM Decorating | Cemetery Lodge external decoration | £2,811.36 |
| Danny Minter Property and Garden Maintenance | Closed Churchyards grass cutting and collection of risings | £600.00 |
| DA Property Maintenance | Lilac Cottage Refurbishment | £10,321.20 |
| SSE | Street Lights | £802.71 |
| West Sussex County Council | Street Light maintenance | £2,622.31 |
| Windowflowers | Floral Displays | £20,341.22 |
| Greenscape Grounds Maintenance | Cemetery grass cutting | £672.00 |
| SSM Decorating | Cemetery Lodge external decoration | £3,064.00 |

**F/035/24 Bank Reconciliations**: The bank statements for June 2024 were signed.

**F/036/24 Events** **Update:** The Chairman thanked the Deputy Clerk for her assistance with the Chichester District Council (CDC) film and music event the previous weekend, confirming that the event had been well received.

The Clerk reported that the July Farmers and Artisan Market had been held entirely in the Market Square due to a number of stallholders taking holidays and therefore being unavailable and confirmed that this had worked well. It was planned to continue this regime for the next market in August at which the MADhurst unplugged music event would also be held alongside the market.

The Deputy Clerk explained that CDC would hold their second event on 27th July 2024 which would include buskers, children’s workshops and small number of food trucks around the square. A number of local businesses would also be involved in the event. The Town Council would be providing some administrative support and further practical support on the day.

The Clerk confirmed that planning was well underway for the Summer Street Party which will take place on 24th August 2024. A meeting will be arranged shortly for Councillors who wish to provide ideas and suggestions, and be directly involved in the event.

**F/037/24 Review of Finance Reports:** The Chairman drew attention to the nine finance reports circulated to Councillors each month and requested comment upon whether the number of reports should be reduced. Following a discussion, Councillors concluded that they wished to continue with receipt of all nine reports.

**F/038/24 Matters of Report:** Cllr Lambert expressed concerns regarding the number of road closures for events and Cllr Watts confirmed that he had already requested an item on the next full Council agenda regarding this matter.

Cllr Watts also confirmed that the date of 9th September 2024 had been set to unveil the Dante statue and that Councillors would receive invitations to the ceremony.

**F/039/24 Date of Next Meeting –** 7.30pm, 9th September 2024

The meeting ended at 8.00pm

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

**Chairman**