

CHICHESTER CITY COUNCIL

MINUTES OF FINANCE COMMITTEE MEETING

HELD ON TUESDAY 11 JUNE 2013 AT 5.30PM

- PRESENT : Councillors Bell, Campling, T Dignum, French, Plowman, Rankin, Scicluna and Siggs
- EX OFFICIO : The Mayor (Councillor Chaplin)
Deputy Mayor (Councillor Hughes)
- APOLOGIES : Councillor Woolley
- IN ATTENDANCE : Town Clerk, Finance Manager, Property Manager and Administration Manager

1 ELECTION OF CHAIRMAN

It was proposed, seconded and RESOLVED that Councillor Plowman be appointed Chairman of the Finance Committee for the remainder of the Council Year. There were no other nominations.

2 ELECTION OF VICE-CHAIRMAN

It was proposed, seconded and RESOLVED that Councillor Campling be appointed Vice-Chairman of the Finance Committee for the remainder of the Council Year. There were no other nominations.

3 TO CONFIRM CHAIRMAN AND VICE-CHAIRMAN MEMBERSHIP OF SUB-COMMITTEES

In accordance with Standing Order 45, the Chairman and Vice-Chairman were asked to indicate membership of the Sub-Committees reporting to the Finance Committee namely the Personnel Sub-Committee and Property Sub-Committee.

The Chairman indicated he wished to be a member of the Property Sub-Committee and the Personnel Sub-Committee.

The Vice-Chairman indicated he wishes to be a member of the Property Sub-Committee only.

4 MINUTES

The Minutes of the Special Finance Committee Meeting held on 10 April 2013 having been circulated, were signed by the Chairman as a correct record.

5 HENTY FIELD - UPDATE

The Property Manager reported upon the latest position. West Sussex County Council had advised that they had had preliminary discussions with Chichester District Council over the development of properties 23a,b,c Orchard Street and various matters had been raised concerning the development. There was currently no substantive offer on the table to the City Council from West Sussex County Council.

6 MUTLI-USE GAMES AREA (MUGA) LIGHTING AT WHYKE ESTATE - UPDATE

The Property Manager advised that Chichester District Council had no problem in principle with consent being granted to install a MUGA lighting system at Whyke but would require plans and a Form of Agreement to be in place before proceeding. A specification for the MUGA lighting installation was being prepared in conjunction with a sports equipment consultant.

It was hoped that the lighting could be connected to the existing cabling already in place for the footpath lighting. It was noted that a strict regime for the MUGA lighting times would need to be established to avoid unnecessary light pollution into resident's properties.

7 STREET LIGHTING REPORT

A meeting had taken place on the morning of 11 June, attended by the Property Manager and representatives of Chichester District Council, West Sussex County Council, Scottish Southern Electricity and Chichester Conservation Area Advisory Committee.

It was noted that there had been a lack of consultation with Chichester City Council and other agencies over the commencement of replacing the street lighting in the City and in the conservation areas, particularly Cavendish, Washington and Parchment Streets.

Another meeting had been arranged for Monday 17 June when a plan would be available that indicated the location of the lampposts. All street lighting, with the exception of approximately 60 columns owned by the City Council, was the responsibility of West Sussex County Council with car parking lighting being owned by Chichester District Council. West Sussex County Council were agreeable to other agencies paying for lampposts to be upgraded to a 'heritage' style. The additional cost of heritage style lighting would be between £400 and £600 per lamppost. The Committee asked that the cost of consumption and wattage levels be investigated.

In principle the Committee agreed that Cavendish, Washington and Parchment Streets should be upgraded to the heritage style and be funded by Chichester City Council.

8 REVENUE BUDGET MONITORING REPORT TO 30 APRIL 2013

A copy of the Revenue Budget Monitoring Report to 30 April 2013 was circulated with the Agenda.

The Report showed an overspend of £21,205 against the budget to the end of April 2013. It was noted that payment for the City Council's Insurance Premium and Business Rates had been paid in full was resulting in an overspend in the first month of the financial year.

9 CAPITAL MONITORING REPORT 2013/2014

A copy of the Capital Monitoring Report and a 5-year forecast on Capital Projects was circulated with the Agenda.

The Finance Manager advised that new projects had been added to the Capital Programme namely the Whyke Community Centre and the MUGA lighting at Whyke. The capital outlay for the Sound Equipment was a one-off cost.

It was **RESOLVED** that the Capital Monitoring Report be noted.

10 STATEMENT OF ACCOUNTS 2012/2013

A copy of the Statement of Accounts 2012.2013 produced by DCK Beavers Ltd had been circulated to all members with the Agenda.

The Committee were advised that the Accounts showed an underspend of £79,501 in the 2012/2013 financial year and that £48,359 had been transferred to Earmarked Reserves.

It was **RECOMMENDED** to Full Council on Wednesday 19 June 2013 that Statement of Accounts 2012/2013 be approved and signed.

Councillor T Dignum congratulated the Finance Manager for producing clear and informative Year End Accounts.

11 BUDGETS TO BE CARRIED FORWARD FROM 2012/2013 AND BUDGETS TRANSFERRED TO RESERVES

RESOLVED that the following budgets be carried forward from 2012/2013 to 2013/2014 financial year :

Staffing

- Staffing	£14,700.00	4001/101
- Staff Restructure Report	£ 1,500.00	4006/101
- Staff Recruitment	£ 500.00	4007/101

Civic Expenses

- Robes and Hats	£ 250.00	4112/102
- Official Gifts	£ 350.00	4116/102
- City Regalia	£ 1,300.00	4122/102

Discretionary Expense Finance

- Power of Well Being	£ 8,000.00	4055/103
- Discretionary Grants	£14,612.00	4116/103
- International Relations	£ 214.98	4185/201

Council House

- Professional Fees	£ 4,285.00	4055/501
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It was further RESOLVED that the following Underspends in 2012/2013 be transferred to Reserves :

Council and Committees

- Local Elections	£ 5,000	4100/101
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Discretionary Exps Community Affairs

- International Relations	£ 500	4185/201
- Joint Twinning - Chartres	£ 259	4186/201
- Joint Twinning - Ravenna	£ 500	4187/201

Council House

- Benches	£40,000	4020/110
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City Cross

- City Cross Conservation	£ 2,000	4300/504
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St James Obelisk

- Repairs	£ 100	4236/505
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12 AUDIT COMMISSION ANNUAL RETURN FOR YEAR ENDED 31 MARCH 2013

A copy of the Audit Commission Annual Return for Year Ended 31 March 2013 was circulated to all members with the Agenda.

The Committee were advised that the end of year figures had been extrapolated from the accounts. The Annual Return has to be received by the Auditors by 24 June 2013.

It was RECOMMENDED to Full Council on Wednesday 19 June 2013 that the Audit Commission Annual Return for Year Ended 31 March 2013 be approved and signed.

13 APPOINTMENT OF INTERNAL AUDITOR

The Committee noted that both these items were an External Audit requirement.

It was therefore RECOMMENDED to Full Council on Wednesday 19 June 2013 that the following be approved :

- (a) the appointment of Mr Stephen James as the City Council's Internal Auditor continue for the financial year ending 31 March 2013; and
- (b) the Audit Plan 2013/2014 and Audit Terms of reference which had been circulated with the Agenda

14 FINANCIAL REGULATIONS AND STANDING ORDERS

The Town Clerk explained that it was a requirement of the External Audit to formally adopt the Financial Regulations and Standing Orders.

It was RECOMMENDED to Full Council on Wednesday 19 June 2013 that the Financial Regulations and Standing Orders be approved.

15 PUBLIC CONVENIENCES

It was reported that a positive meeting with Chichester District Councillors and Officers had taken place. The Business Review Committee had asked that Chichester District Council draft a Memorandum of Understanding between themselves and the City Council. This matter (together with a recommendation upon funding towards the City public conveniences) would be made in the next cycle of meetings.

16 PRIORY PARK Minute 109 refers

There was no further progress to report in this matter.

17 NEIGHBOURHOOD PLAN ENABLING ACTION FINANCE

The Chairman explained that at the recent Business Review Committee, the next steps to be taken when the draft Local Plan was formalised later in the year had been discussed. If a Neighbourhood Plan was to be produced, it was considered useful to have already carried out some enabling actions to ascertain what would be involved in producing a such a Plan.

It was RESOLVED that upto £5,000 be vired from the Power of Well Being Budget to the Training Budget to facilitate information being sought from advisors on the production of Neighbourhood Plans.

18 TOWN CRIER

A report on this matter had been circulated to all members with the Agenda.

Councillor Rankin expressed his personal concerns over the Town Crier being an appointment by the City Council and was not in favour of this role.

The Chairman explained that the purpose of the report was to formalise a way ahead when Officers are approached about the hiring of the Town Crier that has been seen at events in Chichester.

It was therefore RESOLVED that :

- (i) For any request from the Mayor or Mayor's charity and any event involving the City Council there will be no charge.
- (ii) For any Chichester based charity or a tenant of the Market House (Buttermarket) or hirer of the rooms in the Council House a fee of £30 will be charged for a full day or £15 for half a day or an appearance. Expenses would be extra and agreed between the organisation and the Town Crier.
- (iii) Other Chichester based organisations will be charged a fee of £60 for a full day of 'crying' or £30 for half a day or an appearance. Expenses would be extra and agreed between the organisation and the Town Crier.

All fees would be invoiced by Chichester City Council and generate a small income for the City Council.

Any requests would be determined on the availability of Councillor Richard Plowman.

- (iv) For commercial activities from retailers etc, all other private requests eg. weddings, birthdays, Care Homes and all activity outside Chichester, there will be direct negotiation and payment between Richard Plowman and the parties concerned

19 ITEMS FOR INFORMATION ONLY

- (a) List of Cheques paid for March and April 2013

RESOLVED to note the cheques paid for March and April 2013.

- (b) List of Barclaycard Payments for March and April 2013

RESOLVED to note the Barclaycard payments for March and April 2013.

20 MINUTES OF SUB-COMMITTEES/WORKING GROUPS

- (a) Property Sub-Committee

RESOLVED that the Minutes of the meeting held on 4 June 2013 having been circulated be approved.

With reference to Minute 4(h) Repairs to Mace, it was RESOLVED that £3,225 (excluding VAT) be approved for the repairs to be carried out to the Mace.

21 ITEMS TO BE INCLUDED ON THE AGENDA FOR THE NEXT ORDINARY MEETING

- MUGA Lighting at Whyke
- Replacement Street Lighting
- Public Conveniences
- Neighbourhood Plan Enabling Actions

22 DATE OF NEXT MEETING

Tuesday 13 August 2013

The meeting closed at 6.38pm.