

## CHICHESTER CITY COUNCIL

### MINUTES OF FINANCE COMMITTEE MEETING

HELD ON TUESDAY 13 AUGUST 2013 AT 5.30PM

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

#### 23 MINUTES

The Minutes of the Finance Committee Meeting held on 11 June 2013 having been circulated, were signed by the Chairman as a correct record with the following amendment :

Minute 13(a) Appointment of Internal Auditor, the sentence ‘..... continue for the financial year ending 31 March 2013 ..’ should read 31 March 2014.

#### 24 REVENUE BUDGET MONITORING REPORT TO 30 JUNE 2013

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

The Report showed a surplus of £20,635 against the budget to the end of June 2013. The Finance Manager explained the variances that included a sum of money being set aside to compensate for any future reduction in Chichester District Council’s Council Tax Reduction Grant to the City Council, Discretionary Grants that had yet to be presented, the cost of repairs to the water supply at Florence Road allotments, expenditure incurred for legal advice from Dr Mynors on the Local Plan and the full annual payment of various utility bills relating to the Council House.

#### 25 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.

It was RESOLVED that the Capital Monitoring Report be noted.

#### 26 REVIEW OF CREDIT AND DEBIT CARD PAYMENTS

The Finance Manager’s report reviewing the Credit and Debit Card Payments after 18 months of usage was circulated with the Agenda. Although the number of card payments was lower than anticipated, the costs for the facility had partly been recouped. The Finance Manager’s recommendation was that the card payment facility should continue; this was supported.

27 CCTV FUNDING  
Community Affairs Committee Minute 29 refers

The Finance Committee were requested to consider the Recommendation of the Community Affairs Committee to allocate £3,000 as a one-off payment towards the funding of the CCTV in the City.

The Chairman expressed his concerns about another funding request from Chichester District Council when budgets had been set and any payment would need to come from General Reserves. The Chairman added that he totally supported CCTV.

It was RECOMMENDED to Full Council that a one-off payment of £3,000 be allocated to the funding of CCTV in Chichester. However it was requested that clarification from Chichester District Council was required on which financial year this payment was to be made in.

28 STREET LIGHTING REPLACEMENT FOR CHICHESTER CITY (HERITAGE LAMP POSTS)  
Business Review Committee Minute 14 refers

The Finance Committee were requested to consider the Recommendation of the Business Review Committee that £100,000 of Capital Funding be allocated to enable the provision of Heritage lighting columns in specified areas and that this sum include the LED uplift of Heritage Lamps within the City Walls.

The Property Manager advised that the City Council had no contractual link with West Sussex County Council or Southern & Scottish Electric over the replacement of street lighting in Chichester. The City Council had been invited as a courtesy and Chichester District Council were involved because of the effects on the Conservation Area. Accurate figures for the provision of Heritage lighting columns were still awaited although they had been requested on numerous occasions.

The Committee were advised that any historic lamps in the City would be retained.

The total money to be allocated for the project from Capital funding was debated with figures ranging from £80,000 to £100,000. The Committee agreed that the replacement Heritage lamp posts in the following areas : all roads within the City Walls, Somerstown and Westgate to Parklands should be funded by the City Council. The Property Manager was requested to obtain a detailed estimate for these areas.

The Finance Manager clarified that the sum of £100,000 would be allocated from the City Council's usable Capital Receipts of which the balance as at 31 March 2013 was £503,657.

It was RECOMMENDED to Full Council that £100,000 be allocated from Capital Receipts for the replacement of Heritage lamp posts and that £80,000 of the money allocated be committed to replacement scheme in all the roads within the City Walls, Somerstown and Westgate to Parklands.

29 CITY COUNCIL WEBSITE

This item had been included on the Agenda initially as there was the possibility of an overspend on the Computer Maintenance Budget if the budget was to accommodate the updating of the website and hosting of emails and website, digital mapping and the hardware that may be required for the introduction of the 'Paperless Plans' project by Chichester District Council. However, due to the probable costs involved with the 'Paperless Plans' project this could be taken from Capital. Hence the Computer Maintenance Budget would be able to fund digital mapping software and costs involved with updating the website and new host server.

### 30 REVIEW OF MILEAGE RATES

The Deputy Mayor expressed his view on the mileage rate and in his opinion considered he should be paid at the higher rate based on the engine size of his car. Unfortunately the figure being quoted of 46.9p/mile was incorrect as it had been subsequently agreed at the Finance Committee of 20 March 2012 that a figure of 52.2p/mile would be paid to all members and staff regardless of the size of car they had. The Committee noted that the tax implications involved with claiming mileage at this amount, the rate of 52.2p would remain.

### 31 NEW HOMES BONUS

The Chairman advised the Committee of the decisions taken at the Council-in-Committee meeting held on 7 August 2013 where the City Council supported six local organisations in their application for funding from Chichester District Council's New Homes Bonus initiative.

Councillor Campling declared a Personal Interest as an applicant for the New Homes Bonus on behalf of the Oxmarket Centre of Arts.

The Application Forms received from the organisations were incomplete and some of the organisations would be refining their applications. The Town Clerk and Administration Manager would be contacting the organisations to arrange a meeting to ensure the Application Forms were correctly completed and that all the information requested had been produced. The Applications Forms would be submitted to Chichester District Council early in September.

Councillor Budge asked what would happen to organisations that made late applications for the New Homes Bonus and was advised that Chichester District Council's Grants and Concessionary Panel could be approached and that the New Homes Bonus may be available next year.

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

The Property Manager advised that a firm design proposal had been received for MUGA and that it would be fully automated in regards of the hours the lighting would be on and that the lighting would be low energy generating running costs to be below £1,000 per annum, however final costs are yet to be confirmed. Anticipated life expectancy of the lighting would be 5 to 10 years.

The cost for the supply of the MUGA would be in the region of £9,500, however installation costs would need to be added to this figure.

The Property Manager advised that the residents had agreed in principle to the MUGA lighting and that West Sussex County Council, as the owners of the power supply, supported the project. Chichester District Council as landowners was also supportive.

The Committee were advised that the residents had also requested a small fence be installed to avoid vehicles being hit by wayward balls. The cost for a fence could be in the region of £3,000 and this initiative was supported by the Committee.

The Property Manager would submit two planning applications, one for the MUGA lighting and the other for the fence. By keeping the applications separate, each project was not hindered by the other. When Planning Permission had been obtained for the MUGA lighting, tenders for the work could then be sought.

Members raised concern over who would be responsible for any vandalism to the MUGA lighting. The Property Manager would investigate this matter.

The costs of the MUGA lighting and the possible installation of a small fence, would be within the £25,000 budgeted figure for this project.

33 PUBLIC CONVENIENCES  
Business Review Committee Minute 13 refers

The Committee were advised that Chichester District Council had responded on the proposed City Council amendments and would be reported further at the next Business Review Committee meeting on 30 August 2013 and a Recommendation to Full Council on 4 September 2013.

In summary, the District Council were proposing the City Council contribute £11,000 for the next three years which would be a contribution specifically for the Priory Park toilets. All Public Conveniences would remain open in the City for the next three years. This approach was supported by the Committee.

34 NEIGHBOURHOOD PLAN ENABLING ACTIONS  
Business Review Committee Minute 11 refers

The Chairman advised that there may be some financial implications with any enabling actions connected with the production of a Neighbourhood Plan, and that currently Chichester District Council were considering if a Neighbourhood Plan for the West Ward would be appropriate.

The Chairman reported that Neighbourhood Plans produced for strategic sites in other parts of the country had not been successful and that recent changes to the Draft Local Plan in relation to the West side of Chichester could result in it being inappropriate to produce a Neighbourhood Plan for this area.

35 UPDATE FOLLOWING TOWN CLERK'S MEETING WITH CHICHESTER DISTRICT COUNCIL'S CHIEF EXECUTIVE

The Town Clerk reported that his meeting with Chichester District Council's Chief Executive on Tuesday 6 August 2013 had been encouraging and that an email had been circulated to all members outlining the items that had been discussed.

The Chairman suggested that the items could be categorised into three groups, namely those the City Council may wish to be involved with immediately, those that would need more investigations and those that the City Council would not be interested in taking over.

Members of the Committee felt that before items were categorised, the City Council needed to decide whether it wanted to be seen as a proactive Parish Council and a more philosophical and pragmatic approach should be taken when considering the functions the City Council may be interested in taking over.

It was suggested that the items listed should be prioritised as opposed to categorised and that the appropriate Committee should discuss the matters relating to the Committee and then report to Full Council for a full discussion.

The Committee felt that immediate consideration should be given to certain aspects of City Centre licensing, Bus Shelters in the City currently maintained by Chichester District Council and Farmers' Markets

36 CHRISTMAS OFFICE CLOSURE

It was RESOLVED that the Council House would close on Tuesday 24 December 2013 at midday and reopen on Thursday 2 January 2014.

37 ITEMS FOR INFORMATION ONLY

- (a) List of Cheques paid for May and June 2013

RESOLVED to note the cheques paid for May and June 2013.

- (b) List of Barclaycard Payments for May and June 2013

RESOLVED to note the Barclaycard payments for May and June 2013.

- (c) Finance Round-up

The Finance Manager advised that the Auditors, Littlejohns, had yet to comment on the City Council's accounts.

38 MINUTES OF SUB-COMMITTEES/WORKING GROUPS

- (a) Personnel Sub-Committee

RESOLVED that the Minutes of the meeting held on 2 August 2013 having been circulated be approved.

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

- Draft Budgets
- Replacement Heritage Street Lighting

40 PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

It was proposed, seconded and RESOLVED that the public and press be excluded from this meeting because of the confidential nature of the business to be transacted involving a third party.

41 CIVIC AND CEREMONIAL MATTER

The Town Clerk advised that funding for a Civic and Ceremonial matter was requested and it was proposed, seconded and RESOLVED that £1,800 be allocated for this purpose.

42 DATE OF NEXT MEETING

Tuesday 22 October 2013

The meeting closed at 7.41pm.