

CHICHESTER CITY COUNCIL

MINUTES OF FINANCE COMMITTEE MEETING

HELD ON TUESDAY 11 AUGUST 2015 AT 5.30PM

- PRESENT : Councillors Bell, Dignum, T French, Keyworth and Scicluna
- EX OFFICIO : The Mayor (Councillor P Budge)
Deputy Mayor (Councillor Tupper)
Councillor J Kilby
- APOLOGIES : Councillors M Evans and P Evans
- ALSO PRESENT : Councillors Galloway and Plowman
- IN ATTENDANCE : Town Clerk, Finance Manager and Administration Manager

17 MINUTES

The Minutes of the Finance Committee Meeting held on 9 June 2015 having been circulated, were signed by the Chairman as a correct record.

18 REVENUE BUDGET MONITORING REPORT TO 30 JUNE 2015

A copy of the Revenue Budget Monitoring Report to 30 June 2015 was circulated with the Agenda.

The Report showed a surplus of £51,850 against the budget to the end of June 2015.

The Finance Manager spoke on the Variances listed in the Budget Monitoring Report which were now cumulative from the start of the financial year 2015/2016.

19 CAPITAL MONITORING REPORT 2015/2016

A copy of the Capital Monitoring Report 2015/2016 was circulated with the Agenda.

The Finance Manager advised there had been no Capital spend so far this financial year, however it was explained that the proposed surveys to be carried out on the Council House and Market Cross to ascertain what works needed to be undertaken would be Capital expenditure if the projects were to go ahead.

20 EARMARKED RESERVES UPDATE

The Committee were asked to consider the Recommendation of the Finance Manager that the following Earmarked Reserve amounts be transferred to the General Reserves :

- Historic Impact Study	£4,629
- Footbridge Lighting (balance)	£1,552
- General Power of Competence	£8,000

It was RESOLVED that the above Earmarked Reserves be transferred to the General Reserves.

21 COUNCIL TAX BASE AND BUDGET 2016/2017 - BUDGET DETERMINATION PROCESS

The Finance Manager advised that Chichester District Council's draft Local Government Finance settlement would not be received until December so the grant that is given to the City Council to compensate for the loss of Council Tax Base would not be notified until District Council's Cabinet meeting on 15 December 2015. Indicative tax base figures would be available from mid November 2015.

The City Council's Finance Committee meeting on 24 November 2015 and the Council Meeting on 2 December 2015 would consider the 2016/2017 budget based on estimated Council Tax Grant figures and any adjustment necessary would be taken from reserves. It was felt not necessary to amend the City Council's meeting dates.

22 EXTERNAL LIGHTING

Property Sub-Committee Minute 4(a) refers

The Committee were asked to consider the Recommendation of the Property Sub-Committee that no further action be taken on the External Lighting Project of the Council House

It was RESOLVED that the External Lighting project of the Council House not be undertaken and funds allocated back to usable Capital Receipts Reserves.

Councillors French, Scicluna and Plowman commented that although it was unfortunate the project was not going ahead that perhaps it could be considered again in the future.

23 FACADE AND BRICKWORK CLEANING OF THE COUNCIL HOUSE

Property Sub-Committee Minute 4(b) refers

The Committee were asked to consider the Recommendation of the Property Sub-Committee that if costs for the survey do not exceed £3,000 + VAT that the Property Manager appoint a Surveyor to carry out the work

The Administration Manager explained that two quotes had been received to carry out a survey of the Council House and both exceeded £3,000 + VAT.

It was RECOMMENDED to Full Council that the cost of the survey work be approved at a cost not to exceed £4,500 + VAT.

24 MAYOR'S CAR PARK

Property Sub-Committee Minute 4(c) refers

The Committee were asked to consider the Recommendation of the Property Sub-Committee that Crown Civil Engineering carry out the works to replace the bollards in the Mayor's Car Park in the sum of £3,582 + VAT. These works would be funded from Capital.

It was RESOLVED that the above works be carried out.

25 PAINTING CONSERVATION

Property Sub-Committee Minute 4(d) refers

The Committee were asked to consider the Recommendation of the Property Sub-Committee that £1,000 be allocated from the Painting Conservation budget to protect the paintings with the Artshield system.

It was RESOLVED that the above work be carried out.

26 ALLOTMENTS

Property Sub-Committee Minute 5(a) (iii) refers

The Committee were asked to consider the Recommendation of the Property Sub-Committee that the Florence Road Earmarked Reserve (£28,647) be transferred to the existing Allotment Improvements Reserve.

It was RESOLVED that the Florence Road Earmarked Reserve (£28,647) be transferred to the existing Allotment Improvements Reserve.

The Committee were also asked to consider that part of the £100,000 in Capital Reserves for the acquisition of allotment land be transferred to the Allotment Improvements Reserves.

It was therefore RESOLVED that £30,000 be allocated to the Allotment Improvement Reserves (Capital) and £70,000 be transferred to the usable Capital Receipts Reserves.

27 ALLOTMENT SOFTWARE

Property Sub-Committee Minute 5(c) refers

The Committee were asked to consider the Recommendation of the Property Sub-Committee that the allotment software package offered by AdvantEDGE is accepted at a cost of £920 plus £310 for annual support over a 3-year contract. The Property Manager would investigate whether there was a break-clause after 12 months.

It was RESOLVED that the City Council purchase the AdvantEDGE allotment software package.

28 MARKET CROSS

Property Sub-Committee Minute 7 refers

The Committee were asked to consider the Recommendation of the Property Sub-Committee that the Property Manager appoint an Accredited Conservation Building Surveyor up to a cost of £5,250. + VAT and hire a cherry picker, a trained operator and Banksman which would be approximately £750 + VAT for the day.

The Administration Manager explained that three quotes had been received and all exceeded the recommended figure of £6,000.

It was RECOMMENDED to Full Council that the cost of the survey work be approved at a cost not to exceed £6,750 + VAT.

29 RENOVATION AND CONSERVATION OF TWO GEORGIAN TABLES

Property Sub-Committee Minute 10 refers

The Committee were asked to consider the Recommendation of the Property Sub-Committee that the work to the tables at a combined cost of £445 be funded from the Painting Conservation Budget

It was RESOLVED that the above work be carried out.

30 SILVER BIRCH TREE IN MAYORAL CAR PARK

The Committee were asked to consider the Recommendation from the Town Clerk and Property Manager to apply to fell this tree in the Conservation Area (but not subject of a Tree Preservation Order). This matter had been referred to the Finance Committee for expediency rather than await consideration by the Property Sub-Committee in October.

It was RESOLVED that an application to fell the Silver Birch tree be submitted.

31 LITTEN GARDEN SCULPTURE

The Committee noted that the New Homes Bonus Application submitted for this project had not been supported and that other funding streams were being investigated. An alternative would be reducing the scale of the project, therefore reducing the overall cost of the project. It was agreed that the officers report back to the Property Sub-Committee on alternative funding.

32 SPONSORING AWARDS AT CHICHESTER COLLEGE

Councillor Bell declared a Personal Interest as a Governor of Chichester College.

The Mayor explained that following a visit to the College, he was proposing that the links between the City Council and Chichester College be firmly established by the sponsoring of two awards. One of the awards would be for computing and the other for students with disabilities. The overall cost per year would be £80 and £30 respectively.

It was RESOLVED that this initiative be taken forward.

Sponsoring similar awards at the University of Chichester would be investigated.

33 HENTY FIELD

The Town Clerk advised that the Lease from West Sussex County Council had been received, however the City Council had been advised that an incorrect plan had been attached to the lease and a correct version of the plan was awaited. The Town Clerk was anticipating the Lease would be signed by him on behalf of the City Council but an exchange date of 1 September 2015 had been agreed.

34 REMEMBRANCE SUNDAY DISCUSSIONS WITH WEST SUSSEX HUMANISTS

A report of the Town Clerk had been circulated with the Agenda about a proposal to introduce a secular order of service or a secular element. The Chairman permitted Mr Edmondson to speak in favour of his proposal.

There was strong consensus of opinion from Committee members that the current Remembrance Sunday Service should remain as it is with no changes and this was agreed.

35 CHRISTMAS OFFICE CLOSURE

It was RESOLVED that the City Council offices would close at noon on Thursday 24 December 2015 and re-open on Monday 4 January 2016.

36 MINUTES OF SUB-COMMITTEES AND WORKING GROUPS

It was RESOLVED that the Minutes of the Property Sub-Committee held on 13 July 2015 having been previously circulated, were approved and adopted

37 ITEMS FOR INFORMATION ONLY

- (a) List of Cheques paid for April, May and June 2015

RESOLVED to note the cheques paid for April, May and June 2015.

- (b) List of Barclaycard Payments for April, May and June 2015

RESOLVED to note the Barclaycard payments for April, May and June 2015.

(c) Finance Round Up

The Committee noted the following :

- (i) Finance Training with Derek Kemp of DCK Beavers
Tuesday 8 September 2015 at 6.00pm
- (ii) Investment Presentation by CCLA
Friday 18 September 2015 at 2.00pm

38 MURRAY CLUB ARTEFACTS

Councillor Scicluna declared a Personal Interest in this item,

Councillor Plowman had circulated to members of the Committee a report indicating that the Murray Family would like to bequest important and valuable artefacts of Admiral Sir George Murray to Chichester City Council. These items had been on display at the Murray Exhibition held at the Council House earlier in the year and were currently on display at the Novium until December 2016. An Agreement between the Murray Family and the City Council would be prepared for the bequest.

Councillor Plowman advised that the Battle of St Vincent Medal (part of the bequest) would not be part of the display at the Novium and asked that the medal be displayed at the Council House in one of the secure display cabinets; this medal would be transferred to the City Council before the end of August 2015.

It was RECOMMENDED to Full Council that consideration be given to :

- (i) the City Council accepting the bequest of important and valuable artefacts of Admiral Sir George Murray;
- (ii) a budget of £1,000 be allocated for costs involved with insurance of the items and any legal costs incurred in connection with signing the Agreement;
- (iii) the artefacts be on permanent display at the Council House following the closing of the Murray Exhibition at the Novium in December 2016; and
- (iv) discussions on how the artefacts will be displayed, eg, in special display cabinets take place at a later date.

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

- Henty Field
- Litten Gardens Sculpture

40 DATE OF NEXT MEETING

Tuesday 20 October 2015

41 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 namely business affairs of third parties and personnel matters.

42 STAFFING MATTERS

Prior to the Finance Committee, a Personnel Sub-Committee Meeting had been held and the Town Clerk's report was discussed. The Committee agreed the following :

- (a) To confirm in post the Planning Adviser and Property Manager.
- (b) To note the changes in Casual Custodian appointments.
- (c) To agree honoraria payments to the Front of House Supervisor and Finance Assistant in recognition of exceptional service.
- (d) To note that the Property Manager's Assistant is retiring on 8 September 2015 and to agree a Vote of Thanks be given for the increase in days worked during the absence of the Property Manager.
- (e) To give the Town Clerk authority to fill the Property Manager's job temporarily if required due to the personal circumstances of the applicant
- (f) That the Property Manager's Assistant post to be disestablished and the concept of a 'City Ranger' to support to the Property Manager be worked up as part of the Staff Structure Review.
- (g) That the request of the Town Clerk to reduce from 5 full days to 4 days per week with effect from 1 April 2016 be agreed subject to enquiries of the Pension Scheme Administrators.

The meeting closed at 7.00pm.