

CHICHESTER CITY COUNCIL

MINUTES OF FINANCE COMMITTEE MEETING

HELD ON TUESDAY 19 JANUARY 2016 AT 5.30PM

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

61 MINUTES

The Minutes of the Finance Committee Meeting held on 24 November 2015 having been circulated, were signed by the Chairman as a correct record.

62 REVENUE BUDGET MONITORING REPORT TO 30 NOVEMBER 2015

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

The Report showed a surplus of £64,089 against the budget to the end of November 2015. The Finance Manager explained that this figure will reduce significantly with the increase in the salaries invoices for December 2015, January, February and March 2016.

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

Councillor Keyworth wished it to be minuted that he thanked the Finance Manager on the clarity of the reports; this was endorsed by the Committee.

63 CAPITAL MONITORING REPORT 2015/2016

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

The Finance Manager advised that the only expenditure that had occurred since the last report was the installation of the car park posts. The Committee were also advised that the cost of the surveys carried out by Richard Glover on the Council House and Market Cross would be transferred to Revenue as the works proposed to both these buildings could not be funded out of Capital as the works were considered to be 'repairs and maintenance' which is a revenue cost.

The Finance Manager updated the Committee on the New Homes Bonus allocations.

64 CHICHESTER VISION FUNDING

The Chairman reminded the Committee that £20,000 of the Discretionary Grant budget would be ring-fenced for public realm projects, however Chichester District Council's Chichester Vision Steering Group had requested contributions towards the Chichester Vision project.

It was RESOLVED that the City Council's contribution to the Chichester Vision would be the improvements involved with the proposed works to the Council House and Market Cross.

65 PURCHASE OF A CITY COUNCIL PROPERTY TEAM VEHICLE

This item had been included on the Agenda to inform members that this initiative was progressing following the appointment of the Property Maintenance Officer and that a budget of £5,000 had been allocated from Capital for the purchase of a vehicle.

It was RESOLVED that purchase of a vehicle be undertaken by Officers. It was unanimously agreed that the vehicle should be petrol and not diesel.

66 COUNCIL HOUSE - FACADE AND BRICKWORK CLEANING

Property Sub-Committee Minute 24(a) refers

It was RECOMMENDED to the Finance Committee that £44,000 be allocated from General Reserves to undertake the cleaning of the Council House's facade and brickwork. This figure included a 10% contingency.

The Committee agreed that the works to the Council House should be undertaken and funded from the current earmarked Council House Reserve and General Reserves.

The figures quoted in the Recommendation from the Property Sub-Committee had been rounded up and were not the exact figures for the works, therefore the following Recommendation to Council includes the correct figures as presented by Richard Glover in the Schedule of Works for the Council House facade and brickwork.

Therefore it was RECOMMENDED to Council that the sum of £42,900 to undertake the works to the Council House be funded from the Council House Reserve (£40,100) and £2,800 from General Reserves.

67 MARKET CROSS

Property Sub-Committee Minute 27 refers

It was RECOMMENDED to the Finance Committee that £88,440 be allocated from General Reserves for the works to the Market Cross to be carried out. This included a 10% contingency

The Committee agreed that the works to the Market Cross should be undertaken and funded from the current earmarked Market Cross Reserve and General Reserves.

The figures quoted in the Recommendation from the Property Sub-Committee had been rounded up and were not the exact figures for the works, therefore the following Recommendation to Council includes the correct figures as presented by Richard Glover in the Schedule of Works for the Market Cross.

Therefore it was RECOMMENDED to Council that the sum of £88,440 to undertake the works to the Market Cross be funded from the Market Cross Reserve (£14,144) and £74,296 from General Reserves.

68 HIRE OF ASSEMBLY ROOM

The Mayor had requested a review of the current practice whereby the Mayor is permitted to grant six hirings of the Assembly Room per Mayoral year at no charge.

The Committee discussed the use of the Assembly Room during the past mayoralities and figures were provided from 2009 to present day on the income lost due to the free hirings.

It was RECOMMENDED to Council that

- (i) the Mayor is permitted to grant three ‘free of charge’ hirings during the Mayoral year for the sole purpose of their Mayor’s Charity/Charities events. The hirings can be either in the Assembly Room or Old Court Room;
- (ii) the use of the Council Chamber by outside bodies was at the discretion of the Mayor, Chairman of Finance Committee and the Town Clerk and usage would only be permitted if the Council House was already open at the same time for another hirer.

It was noted that events such as the Mayor’s at Home, Civic Award Ceremony and other City Council civic events did not encroach on the Mayor’s permitted use of the Assembly Room.

Post Meeting Note : A list of organisations currently permitted to use the Council Chamber for meetings is attached to the Minutes.

69 LOCAL GOVERNMENT PENSION SCHEME - DISCRETIONS POLICY

A copy of the Finance Manager’s report and Local Government Pension Scheme Policy had been circulated with the Agenda to all members. The Finance Manager advised that such a policy was required under the provisions of the Administration Regulations that apply to the Local Government Pension Scheme.

It was RECOMMENDED to Council that the Local Government Pension Scheme Discretions Policy be adopted and forwarded to the Local Government pension scheme provider (West Sussex County Council).

70 AUDIT PROCUREMENT

A report from the National Local Association of Local Councils (NALC) on Audit Procurement had been circulated to all members with the Agenda. The Finance Manager advised that from 2017/2018 parish councils could choose to have an external auditor appointed to them by a new ‘sector-led body’ or, procure their own auditor. The new sector-led body would be known as Small Authorities’ Audit Appointments Limited. All small local authorities were automatically opted in to this new body and the procurement of a 5-year External Audit Contract, however there was an option to opt-out before the end of March 2016. The cost to the City Council would be similar to the current fees paid to the external auditors.

It was RECOMMENDED to Council that Chichester City Council do not opt-out of the Sector Led Body Audit procurement.

71 ELECTORAL BOUNDARY REVIEWS

- (i) Electoral Review of West Sussex County Council

The Chairman said that the West Sussex County Council were currently reviewing their electoral boundaries and comments were to be submitted by 8 February 2016.

- (ii) Electoral Review of Chichester District Council

The Chairman explained that the District Council were also reviewing their electoral boundaries to achieve an equality of representation in the district-wide wards. A workshop was being held on Monday 1 February 2016 for District Council members to discuss the boundaries. Parish council consultation would take place in February/March. Any changes would take effect from 2019.

72 ROYAL CITIES INVITATION TO BUCKINGHAM PALACE GARDEN PARTY

The Committee were advised that the annual Royal Cities Invitation to Buckingham Palace Garden Party had been received. Nominations had to be submitted by 5 February 2016 for the event on Thursday 19 May 2016.

It was RESOLVED that Councillor Nigel Galloway would represent the City of Chichester at the Garden Party; he would be accompanied by his wife.

73 ANNUAL PARISH MEETING 2016 AND BEYOND - UPDATE

The Annual Parish Meeting for the year 2015/2016 would be held on Monday 25 April 2016 at 6.30pm. Councillor Galloway had forwarded some ideas on how to improve the content of the meeting and hopefully attract more residents of the City to attend. The Committee Chairmen would liaise with the Officers on presenting a brief overview of their Committee and introduce speakers, eg. recipients of Discretionary Grants and New Homes Bonus monies, Community Wardens, etc.

74 ALL SAINTS CHURCHYARD, PORTFIELD - UPDATE

The Committee noted that the City Council had served a counter notice on Chichester District Council and a shared programme of works and amendment to the current Memorandum of Understanding between the District and City Councils on cemetery charges was awaited.

75 MINUTES OF SUB-COMMITTEES AND WORKING GROUPS

(a) Property Sub-Committee

It was RESOLVED that the Minutes of the Property Sub-Committee held on 11 January 2016 having been previously circulated, were approved and adopted.

76 ITEMS FOR INFORMATION ONLY

(a) List of Cheques paid for September, October and November 2015

RESOLVED to note the cheques paid for September, October and November 2015.

(b) List of Barclaycard Payments for September, October and November 2015

RESOLVED to note the Barclaycard payments for September, October and November 2015.

(c) Finance Round Up

The Finance Manager advised that the 2015 Turnover Certificate for the Market House had been received in the sum of £50,937.

The Finance Manager explained that court action had been taken against a hirer to ensure an outstanding debt was cleared.

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

- Council House and Market Cross Works
- Chichester District Council Electoral Boundary Review
- Annual Parish Meeting
- All Saints Churchyard, Portfield
- Policy on Reserves

78 DATE OF NEXT MEETING

Tuesday 15 March 2016

The meeting closed at 6.39pm