

CHICHESTER CITY COUNCIL

MINUTES OF FINANCE COMMITTEE MEETING

HELD ON TUESDAY 14 JUNE 2016 AT 5.30PM

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

1 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

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

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

2 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 and Vice-Chairman indicated that they both wished to be members of the Property Sub-Committee and the Personnel Sub-Committee.

3 MINUTES

The Minutes of the Finance Committee Meeting held on 15 March 2016 having been circulated, were signed by the Chairman as a correct record.

The Chairman advised that as members of the Committee had to leave to go to other meetings the Agenda Items would be taken out of Agenda order.

4 CHICHESTER OBSERVER BUSINESS AWARDS - SPONSORSHIP

The Mayor advised that he had attended the recent Chichester Observer Business Awards Ceremony and requested consideration be given to the City Council sponsoring one of the Business Awards. Members discussed the matter and it was RESOLVED that further information was required and that a report be prepared for the next Finance Committee meeting for members to consider this matter further.

5 BANK CHARGES

The Finance Manager's report had been circulated with the Agenda to all members. The report outlined that the current service received from Barclays was diminishing and their costs increasing for some of the services the City Council used, so a comparison of alternatives banks was undertaken. However this proved that most high street banks offered the same fees for their services.

The Finance Manager's recommendation was to transfer the Current and Imprest Accounts to Unity Trust Bank, which was used by many other local Parish Councils. By using Unity Trust Bank cash received could be banked via the Post Office and cheques would need to be posted to Unity Trust Bank. There was currently no charge for on-line banking for Parish Councils.

The Committee discussed the report and the recommendation and it was RESOLVED that the City Council's Current and Imprest Accounts be transferred to Unity Trust Bank and to continue to setting-up appropriate systems to transfer to Internet banking with dual authorisation.

The Finance Manager would circulate to all members background information of the Unity Trust Bank.

6 PURCHASE OF A TRAILER AND TOW-BAR FOR CITY COUNCIL'S VEHICLE

The Committee were asked to consider purchasing a trailer and tow-bar for the City Council vehicle and that it be funded from Capital Reserves.

The Property Manager explained that a trailer was required to be able to dispose of green waste and the transportation of heavy equipment, eg. a generator. The trailer would be a small un-braked trailer with high mesh sides; a tow bar and a single electric socket would need to be fitted to the van. The cost of the trailer and towbar would be £1,500 + VAT.

It was RESOLVED that a trailer be purchased and the associated works carried out in the sum of £1,500 + VAT and be funded from Capital Reserves.

7 MINUTES OF SUB-COMMITTEES AND WORKING GROUPS

(a) Property Sub-Committee

It was RESOLVED that the Minutes of the Property Sub-Committee held on 31 May 2016 having been previously circulated, were approved and adopted, excluding Minute 6(b) Market Cross Clock.

The Committee considered the Recommendation of the Property Sub-Committee (Minute 6(b) Market Cross Clock refers) that the preferred option would be to electrify the Market Cross Clock and leave the current mechanism in place; this would be subject to the quotations received.

It was further RESOLVED to agree that the Market Cross Clock be electrified and the current mechanism left in-situ and quotes be obtained for the works.

The Mayor left the meeting.

8 CHICHESTER VISION

The Chairman asked the Committee to give consideration to the principle of allocating a sum of money to Chichester Vision.

The Committee were advised that the matter of allocating money to Chichester Vision had been discussed at the Finance Committee in January 2016 and 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. As this Minute was still extant under Standing Order 33, it was therefore RESOLVED that this matter be deferred to the July 2016 Finance Committee meeting.

9 ESTABLISHMENT OF A CIL SUB-COMMITTEE

The Chairman explained that the introduction of CIL would enable funding to be available to improve the City by various projects and although a list of projects had already been submitted, they needed reviewing, so the establishment of a CIL Sub-Committee would be able to refine the project list in anticipation of the CIL funding being forwarded.

It was RESOLVED that the CIL Sub-Committee consist of Councillors Dignum, M Evans, Scicluna and Sharp; the Officer representation would be the Planning Advisor and Finance Manager. The Town Clerk and Administration Manager would also be involved.

Councillor Scicluna left the meeting.

10 STATEMENT OF ACCOUNTS 2015/2016

A copy of the Statement of Accounts 2015/2016 produced by DCK Beavers Ltd had been circulated to all members with the Agenda.

The Finance Manager's accompanying report explained that the year end accounts to 31 March 2016 showed a surplus of £29,902 which would be put into General Reserves. This surplus included the surplus on the Revenue of £15,721 plus movements back to the General Reserve of three earmarked reserves. These were agreed by the Finance Committee in October 2015 and were as follows : the Town Plan Reserve £4,629, Footbridge Lighting Reserve £1,551.52 and the General Power of Competence Reserve £8,000. The balance held in the General Reserve was £359,948.67.

The total balances held by the City Council at the end of the 2015/2016 financial year totalled £1,124,566. The Finance Manager explained that this balance comprises of £423,023 Usable Capital Receipts, £341,594 Earmarked Reserves and £359,949 General Reserves. The Committee noted that the General Reserves balance was at the recommended level.

Councillor Bell commented that the Accounts and attached Notes were very clear to understand and the Committee wished a Vote of Thanks to the Finance Manager be minuted.

It was RECOMMENDED to Full Council on Wednesday 22 June 2016 that the Statement of Accounts 2015/2016 be approved and signed by the Mayor and Responsible Finance Officer.

11 BUDGETS TO BE CARRIED FORWARD FROM 2015/2016 AND BUDGETS TRANSFERRED TO RESERVES

The Finance Manager circulated at the meeting explanatory notes for each of the items in the Carried Forward budgets and the Earmarked Reserves.

RESOLVED that the following budgets be carried forward from 2015/2016 to 2016/2017 financial year :

Administration

- Computer Replacement	£ 1,000	4038/101
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Discretionary Expenses Finance

- Discretionary Grants	£ 9,174	4260/103
- Environment	£ 100	4188/103

Council House

- Health & Safety	£ 1,200	4245/501
- Cyclical Maintenance	£ 3,000	4238/501

Statutory Expenses		
- Street Naming	£ 1,800	4157/301
Mayoralty		
- Mayoralty Expenses	£ 1,500	4130/401
	TOTAL	£17,774

RESOLVED that the following Underspends in 2015/2016 be transferred to Earmarked Reserves :

Administration		
- Professional Fees	£ 1,930	4055/101
Civic Expenses		
- City Regalia Appraisal	£ 2,000	4119/102
Discretionary Exps Community Affairs		
- Joint Twinning - Chartres	£ 254	4186/201
- Joint Twinning - Ravenna	£ 500	4187/201
- International Relations	£ 250	4185/201
- Chichester in Bloom	£ 5,000	4195/103
- Henty Field	£15,000	4198/103
Council House		
- Council House Maintenance	£20,000	4278/501
- Section 106 Schemes	£ 5,340	4287/501
- Offset reduction in Tax Base	£ 7,840	4277/501
- Professional Fees	£ 4,935	4055/501
City Cross		
- Clock Maintenance	£ 2,231	4302/504
- City Cross	£ 1,500	4300/504
Statutory Expenses		
- War Memorial	£ 3,500	4148/301
St James Obelisk		
- Repairs	£ 100	4236/505
Events		
- Events	£ 1,000	4164/202
Buttermarket		
- Professional Fees	£ 2,500	4055/502
	TOTAL	£73,880

Councillor M Evans left the meeting.

12 ANNUAL GOVERNANCE STATEMENT (Part 1 of the Annual Return) 2015/2016

A copy of Annual Governance Statement (Part 1 of the Annual Return) 2015/2016 was circulated with the Agenda to all members. The Finance Manager explained that this Statement assured the Auditors that Chichester City Council was conducting their accounts correctly.

It was RECOMMENDED to Full Council on Wednesday 22 June 2016 that the Annual Governance Statement (Part 1 of the Annual Return) 2015/2016 be approved and signed by the Mayor and the Town Clerk.

13 ACCOUNTING STATEMENTS (Part 2 of the Annual Return) 2015/2016

A copy of the Accounting Statements (Part 2 of the Annual Return) 2015/2016 was circulated with the Agenda to all members. The Finance Manager explained that the figures on the Statement were extracted from the Statement of Accounts.

It was RECOMMENDED to Full Council on Wednesday 22 June 2016 that the Accounting Statements (Part 2 of the Annual Return) 2015/2016 be approved and signed by the Mayor.

14 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 22 June 2016 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 2017; and
- (b) the Audit Plan 2016/2017 and Audit Terms of reference which had been circulated with the Agenda.

15 ITEMS FOR INFORMATION ONLY

- (a) List of Cheques paid for February and March 2016

RESOLVED to note the cheques paid for February and March 2016.

- (b) List of Barclaycard Payments for February and March 2016

RESOLVED to note the Barclaycard payments for February and March 2016.

- (c) Finance Round Up

The Finance Manager advised that the Cemetery Costs had exceeded the budget in 2015/2016 with a final cost of £37,618.96 against a budget of £35,000. Cemetery Costs would be closely monitored in 2016/2017

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

- Christmas Office Closing
- Bank Charges
- Chichester Vision
- Market Cross
- Pension Transfer

The Property Manager left the meeting.

17 PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

It was RESOLVED that the public and press be excluded from the meeting because of the confidential nature of the business to be transacted namely a staffing matter.

18 PENSION TRANSFER

The Finance Manager explained that a member of staff wished to transfer their pensions to the Local Government Pension Scheme.

West Sussex County Council had agreed that a 6 month extension be allowed given the exceptional circumstances of the individual, however the City Council had to agree to allow this transfer to take place and that this could have financial implications to the City Council in the future.

It was RESOLVED in principle to support the transfer but the cost of financial implications had to be obtained and then discussed further with the Chairman of the Committee and the Town Clerk and the Finance Manager.

19 DATE OF NEXT MEETING

Monday 25 July 2016 at 5.30pm

The meeting closed at 6.45pm.