

CHICHESTER CITY COUNCIL

MINUTES OF FINANCE COMMITTEE MEETING

HELD ON MONDAY 25 JULY 2016 AT 5.30PM

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

20 MINUTES

The Minutes of the Finance Committee Meeting held on 14 June 2016 having been circulated, were signed by the Chairman as a correct record.

21 REVENUE BUDGET MONITORING REPORT TO 30 JUNE 2016

A copy of the Revenue Budget Monitoring Report to 30 June 2016 was circulated with the Agenda.

The Report showed a surplus of £51,671 against the budget to the end of January 2016, however the Finance Manager advised that the expenditure in the first quarter had been slow and that the surplus would reduce significantly in the second quarter of the financial year when outstanding expenditure has been met.

The Finance Manager explained that the Income reported was higher than anticipated due to the income being received from developers and residents in connection with Street Naming.

22 CAPITAL MONITORING REPORT 2016/2017

A copy of the Capital Monitoring Report 2016/2017 was circulated with the Agenda.

The Report would be amended to include the budget of £5,000 for the purchase of the City Council's van and trailer.

23 CHICHESTER VISION

The Chairman reminded members that Chichester Vision was a project between the three local authorities and stakeholders and that funding for the research element of the project was required. Initially the City Council's contribution to the Chichester Vision was the works being carried out to the Council House and Market Cross. However after a brief discussion this matter was deferred again to the next Finance Committee Meeting in October 2016.

24 BANK CHARGES

The Finance Manager advised that the Application Forms required to open accounts with Unity Trust Bank had been partly completed but the Mayor, Deputy Mayor and Chairman and Vice Chairman of the Committee and other Committee Chairman were required to sign the forms. This action would be carried at the conclusion of the meeting.

25 CHICHESTER OBSERVER BUSINESS AWARDS - SPONSORSHIP

Following the last Finance Committee Meeting it was requested that information be obtained about the Chichester Observer Business Awards before this matter was considered further. A report had been prepared and circulated to all members with the Agenda.

The report outlined the package deal available for sponsoring award categories; the cost per category was £1,000 + VAT. The categories currently available for sponsorship covered all businesses across the Observer group area (eg. Bognor Regis, Midhurst and Petworth) and there was not a category that focused on solely Chichester businesses,

Members discussed the sponsorship package deal and raised concerns over the awards not being solely Chichester based. It was suggested that the City Council could award a Business Award for 'Start-up' businesses in the Chichester City.

It was RESOLVED that a Business Award for Start-up businesses be discussed further at the next Finance Committee Meeting in October 2016 and that the Officers prepare a report for the Committee on the matter.

26 NEW SUNDAY AND BANK HOLIDAY BUS SERVICE

A request had been received from Tangmere Parish Council requesting the City Council give consideration to part-funding of £2,000 for a new proposed Sunday and Bank Holiday bus service between Chichester Bus Station and Tangmere, via St Richard's Hospital, Westhampnett and Boxgrove. Parish councils of Westhampnett, Tangmere and Boxgrove had confirmed they would be contributing to the new service.

It was RESOLVED that Chichester City Council contribute £2,000 as part-funding for the new proposed Sunday and Public Holiday bus service between Chichester and Tangmere.

The Chairman asked the Town Clerk to find out information about existing bus services in the Chichester area and report back at the next Finance Committee Meeting in October 2016 as the City Council may consider financial assistance to other local bus services.

27 CEMETERY CHARGES

The Finance Manager advised that a meeting had taken place with representatives of Chichester District Council to discuss why the annual cemetery charges had significantly increased to £43,700.

The City Council's budget was £38,000 (£35,000 for Chichester Cemetery and £3,000 for the cemetery at All Saints Church at Portfield).

Chichester District Council would be amending its cemetery charges for Chichester City Council and these would therefore be in line with the City Council's budget of £38,000.

28 MARKET CROSS - UPDATE

Members were advised that tenders for the Market Cross work were due in on Monday 1 August 2016.

29 CHRISTMAS CLOSURE OF OFFICES

It was RESOLVED that Chichester City Council offices would close for the Christmas break at midday on Friday 23 December 2016 and re-open on Tuesday 3 January 2017.

30 ITEMS FOR INFORMATION ONLY

- (a) List of Cheques paid for April, May and June 2016

RESOLVED to note the cheques paid for April, May and June 2016.

- (b) List of Barclaycard Payments for April, May and June 2016

RESOLVED to note the Barclaycard payments for April, May and June 2016.

- (c) Finance Round Up

The Finance Manager advised that she had recently attended a Legal and Finance Training Day that had advised on the updates to the Transparency Code and the effects on parish councils. For example, the City Council would have to publish details on the website of contracts issued that exceeds £5,000 and that contracts over £10,000 should be published on the government's Contracts Finder Website. The Finance Manager also advised that all land and building asset details should be available on-line, monthly reconciliations and evidence of statement balances should be seen by the Finance Committee and each year the City Council should approve a list of all Standing Orders and Direct Debits.

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

- Chichester Vision
- Market Cross
- Protocol for appointment of a Chairman in the absence of both Chairman and Vice-Chairman
- Discretionary Grant Budget (provision for Public Realm projects)
- Bus Services
- Chichester City Council Business Awards

32 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 and security.

33 PENSION TRANSFER

The Finance Manager reminded members that they had resolved in principle to support a member of staff wishing to transfer his pensions to the Local Government Pension Scheme and that following the last Committee meeting further financial implications were to be obtained. This information had now been received and was reported at the meeting.

It was RESOLVED that the pension transfer now be actioned.

34 CIVIC REGALIA AUDIT

The City Council's Internal Auditor had undertaken a Civic Regalia Audit and the confidential report had been copied to all members and an update given. The recommendations in the report were supported and therefore it was RESOLVED that :

- (i) the log detailing items that have been removed from their usual place (ie. on loan) be updated; and
- (ii) that periodic checks of Civic Regalia, Furniture, Silverware, Paintings, Clocks and Collectables held by the City Council be undertaken twice a year, including when a new Mayor takes office.

35 DATE OF NEXT MEETING

Tuesday 18 October 2016 at 5.30pm

The meeting closed at 6.30pm.