

## CHICHESTER CITY COUNCIL

### MINUTES OF FINANCE COMMITTEE MEETING

**HELD ON TUESDAY 28 MARCH 2017 AT 5.30PM**

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

#### 83 MINUTES

The Minutes of the Finance Committee Meeting held on 17 January 2017 having been circulated, were signed by the Chairman as a correct record.

#### 84 DECLARATIONS OF INTEREST BY MEMBERS OF THE COMMITTEE IN MATTERS ON THE AGENDA FOR THIS MEETING

Councillors Budge, Dignum, Galloway and Plowman declared a Personal Interests as Chichester District Councillors and Councillors M and P Evans declared Personal Interests as members of West Sussex County Council. Councillor P Evans also declared a Personal Interest as a Board Director of BID.

#### 85 REVENUE BUDGET MONITORING REPORT TO 31 JANUARY 2017

A copy of the Revenue Budget Monitoring Report to 31 January 2017 was circulated with the Agenda.

The Report showed a surplus of £22,128 against the budget to the end of January 2017. It was noted that by the end of the financial year this surplus would decrease.

The Committee were advised that the total of the underspend in Variance No 5 relating to the balance of the Discretionary Grant Budget 2016/2017 had now been reduced by £500 due to a Discretionary Grant being awarded at the recent Community Affairs Committee meeting.

#### 86 CAPITAL MONITORING REPORT 2016/2017

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

The Finance Manager commented on the New Homes Bonus Schemes as follows :

##### (a) New Homes Bonus Schemes 2013/2014

A total of £23,313 had been claimed by the New Park Centre from their £35,000 allocation and as the money had not been claimed within the 3-year deadline, the remaining £11,687 will be returned to Chichester District Council.

The project submitted by Chichester Runners and which was supported by a New Homes Bonus allocation of £30,000 had not been achieved. As the District Council had only advanced the City Council a partial New Homes Bonus contribution of £100,000, this amount did not need to be returned.

(b) New Homes Bonus Schemes 2014/2015

The only outstanding balance was £7,600 which was allocated for the City Council's Garden of Reflection and Reconciliation. Chichester District Council had agreed an extension on the time limit this money had to be expended by the fourth anniversary of the agreement in 2018.

(c) New Homes Bonus Schemes 2015/2016

The monies outstanding were the allocations to SPRING for Youth Swanfield Community Centre and the South Downs Planetarium; both these projects would be starting shortly.

(d) New Homes Bonus Scheme 2016/2017

All the projects were progressing. The Chichester Boys Club had claimed their £15,000 of funding.

## 87 INVESTMENTS

A copy of the Purchase Contract Note confirming the City Council's investment of £390,000 in the Local Authority Property Fund and the Independent Financial Advisers, James Ryan Thornhill, report on the suitability of the City Council investing in the Property Fund had been circulated to all members. Councillor French asked how much the independent financial advisers report had been and was advised the cost was £250.

The Finance Manager had also circulated with the Agenda a revised 'Investment Policy' that had been updated and amended to include references to investments being made for longer than 12 months. Other amendments were suggested by members and a further draft 'Investment Policy' would be produced for the next Finance Committee meeting in June 2017.

The Committee were advised that short-term investments had been investigated but had proved unsuccessful but the Finance Manager would continue to investigate other potential investment opportunities.

## 88 CHICHESTER DISTRICT COUNCIL MEMORANDUM OF UNDERSTANDING RELATING TO CHICHESTER CITY PUBLIC CONVENIENCES

As the Chairman had already declared a Personal Interest as a member of Chichester District Council, the Vice-Chairman took the chair for this item.

The Committee were asked to agree and approve the revised Memorandum of Understanding relating to Chichester City Public Conveniences. The Finance Manager had suggested to the District Council that the MOU be reviewed annually as the revised MOU under consideration suggested bi-annually.

Members also asked for any reference to the usage of Florence Park facilities be removed and that as the annual payment is increased in line with RPI, reference to the initial payment of £11,000 in year 1 also be removed, as would the reference to 'Chairman of the City Council'.

It was RESOLVED that the Memorandum of Understanding between Chichester City Council and Chichester District Council relating to Chichester City Public Conveniences be approved and signed if the Memorandum of Understanding relating to Chichester City Public Conveniences is amended as outlined above.

89 PURCHASE OF DEFIBRILLATOR  
Property Sub-Committee Minute 49(b) refers

The Committee were asked to consider the Recommendation from the Property Sub-Committee that a defibrillator be purchased from the Health and Safety Budget.

It was RESOLVED that a defibrillator be purchased and funded from the Health and Safety Budget. The cost would be up to a maximum of £1,000 (between £700-£800 for the defibrillator and £100-£200 for the cabinet). The Committee also noted that the three NADFAS groups that hire the Assembly Room were willing to contribute £150 each towards a defibrillator.

90 CHRISTMAS LIGHTS

The Committee were asked to consider the following :

- (a) a request from BID to contribute towards the Christmas Lights display 2017
- (b) removing the Christmas Lights Infrastructure from the City Council's Asset Register and Insurance Policy as the original City Council infrastructure had been updated and the current infrastructure was included on the BID's Asset Register and Insurance Policy

It was RESOLVED that

- (a) the City Council make no contribution to the Christmas Lights display 2017; and
- (b) that the Christmas Lights Infrastructure be removed from the City Council's Asset Register and written down to zero in the Year End Accounts and removed from the Insurance Policy. The remaining infrastructure purchased by the City Council that was still in place would be offered at no cost to BID.

91 REAL TIME PASSENGER INFORMATION AND BUS SHELTERS

To consider West Sussex County Council's request to purchase, install and maintain four new bus shelters at the following bus stops :

- Southbound bus stop on Summerdale Road near to junction with Blomfield Drive
- Southbound bus stop on Broyle Road near to junction with Springbank
- Northbound bus stop on Broyle Road south of the junction with Wellington
- Southbound bus stop on Broyle Road north of the junction with Wellington Road

The City Council would obtain quotations and arrange for installation and invoice West Sussex County Council for the work. The monies for the bus shelters were from West Sussex County Council S106 receipts from the Graylingwell and Roussillon Barracks developments, hence the reason why the locations were in the North of the City. Advertising on the bus shelters would also be investigated at the City Council's discretion and also the addition of seats.

West Sussex County Council also advised that orders had been placed for the installation of Real Time Passenger Information (RTPI) at the two bus shelters in Market Avenue and the existing bus shelters in West Street. The RTPI equipment within the new bus shelters would remain the responsibility of West Sussex County Council.

It was RECOMMENDED to Full Council that the City Council support West Sussex County Council's request for the City Council to obtain quotations and install four new bus shelters on behalf of West Sussex County Council and that the City Council would agree to maintain them in the future.

It would be suggested to West Sussex County Council that if any money remained from the S106 allocation after the four new bus shelters had been installed, that consideration be given to providing bus shelters in the Parklands and East Broyle areas.

## 92 PUBLIC REALM PROJECTS

A report suggesting possible public realm projects had been circulated with the Agenda and were as follows :

- (i) John Keats sculpture - provide the sum of £5,000 to top up the project fund. Project cost £30,000; Chichester District Council contribution £20,000, £5,215.73 collected in donations would leave a shortfall of £4,784.27.
- (ii) New community notice board for the Whyke Estate to replace the existing Hyde Martlet notice board
- (iii) St Pancras - speed triggered warning sign to encourage drivers to slow down and to protect pedestrians
- (iv) Eastgate Square - relocate the existing cycle racks to provide more pedestrian space
- (v) Public footpath between Ormonde Avenue and Winden Avenue - install a solid path edging to retain the pea shingle French drain and prevent it from migrating across the footpath
- (vi) Northgate (South side) - Planting scheme and maintenance by Ferring Nurseries (up to a maximum project cost of £1,000)

In accordance with Council Minute 58(c) ‘... *RESOLVED that any residual money (if any) from the Discretionary Grant Budget 2016/2017 be used for public realm projects.*’ The unexpended balance from the Discretionary Grant Budget 2016/2017 was £9,842.

The Committee considered that suggested Public Realm Projects (ii) and (v) were the responsibility of Hyde and items (iii) and (iv) the responsibility of West Sussex County Council. It was noted that (iv) had already been acknowledged by West Sussex County Council.

It was **RESOLVED** that the City Council write to Hyde about items (ii) and (iv) above.

It was **RECOMMENDED** to Full Council (in accordance with Community Affairs Committee Minute 52) that from the unexpended balance of the Discretionary Grant Budget 2016/2017 the John Keats sculpture be funded in the sum of £4,784.27 and that £1,000 be allocated for a planting scheme at Northgate by Ferring Nurseries.

It was also **RECOMMENDED** to Full Council that the remaining unexpended balance of £4,058 be carried forward to the Public Realm Projects budget 2017/2018.

## 93 MAYOR’S CHARITY MONIES 2012/2013

The Finance Manager advised that the Mayor’s Charity Monies 2012/2013 had been distributed and grateful letters of acceptance had been received.

## 94 COMMUNITY GOVERNANCE REVIEW

The Town Clerk explained that members had been consulted informally for their comments on a Community Governance Review and responses had suggested reducing the number of City Councillors to 18 and aligned with the District Council’s new ward boundaries. A legal ruling was awaited from the Local Government Boundary Commission for England about whether such change would be possible to be implemented in time for the May 2019 Elections.

It was RECOMMENDED to Full Council that the Town Clerk be asked to write to the District Council requesting a Community Governance Review and state that the City Council's preferred solution was for the City Wards to be aligned with the five new Chichester District Council Wards and that the number of City Councillors be therefore reduced from 20 to 18.

95 QUAKERS REQUEST TO LAY A WHITE POPPY WREATH AT THE WAR MEMORIAL

A report from the Town Clerk had been circulated with the Agenda that outlined a request from the Chichester Quakers to lay a white poppy wreath at the War Memorial on Remembrance Sunday after the annual Remembrance Sunday Service and Parade had taken place.

It was RECOMMENDED to Full Council that this request be supported.

96 POLICY OF MEMORIAL BENCHES

The Committee noted that a Policy on Memorial Benches was no longer required.

97 ALLOTMENT COMPUTER SYSTEM

The Internal Auditor's Review of the Allotment Computer System had been circulated with the Agenda and was noted. The Review was proposing that the allotment software system be reviewed in six months time to evaluate the system further

98 MINUTES OF SUB-COMMITTEES AND WORKING GROUPS

(a) Property Sub-Committee

It was RESOLVED that the Minutes of the Property Sub-Committee held on 15 March 2017 having been previously circulated, were approved and adopted including the following Recommendation :

Minute 49(a) Council House Portico

It was RECOMMENDED to Finance Committee that Richard Glover be asked to firm up the sketch design for plain glazing.

It was RESOLVED that Richard Glover be asked to firm up the sketch design for plain glazing for the Council House Portico.

99 ITEMS FOR INFORMATION ONLY

(a) Monthly Reconciliation with evidence of Bank Statements to the end of December 2016 and January 2017

RESOLVED to note the monthly reconciliation with evidence of Bank Statements to the end of December 2016 and January 2017.

(b) List of Cheques paid for December 2016 and January 2017

RESOLVED to note the cheques paid for December 2016 and January 2017.

(c) List of Barclaycard Payments for December 2016 and January 2017

RESOLVED to note the Barclaycard payments for December 2016 and January 2017.

(d) Finance Manager Round-Up

(i) Update on Staffing Reserve Budget

The Staffing Reserve Budget had funded the costs incurred for security guards (£240) and an extra recruitment advert for the position of Planning Adviser (£150). The South East Employers Job Evaluation exercise if agreed would be at a cost of £2,600.

(ii) Staff Job Evaluation Review

The Town Clerk's report had been circulated with the Agenda. The report outlined the Job Evaluation exercise should be undertaken for the posts of Administration, Finance and Property Managers and the Property Maintenance Officers and it was now considered that all posts should be re-evaluated. This would not change the staffing structure.

The Committee RESOLVED to agree the Job Evaluation exercise at a cost of £2,600 and to be financed from the Staffing Reserve Budget.

(iii) Local Government Pension Scheme Discretions

Since the Agenda had been dispatched this item did not require any further action following discussions with West Sussex County Council.

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

- Investments
- New Homes Bonus 2017/2018
- Community Governance
- West Sussex Bus Shelter Update

101 PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

It was RESOLVED that the public and press be excluded from this meeting because of the confidential nature of the business to be transacted namely financial and business affairs of third parties

102 RENEWAL OF CHICHESTER CITY COUNCIL INSURANCES

The Finance Manager's report on the Renewal of the City Councils insurances was circulated with the Agenda.

The Finance Manager advised that quotes had been received from four insurance providers and the lowest quote submitted had been received from Zurich Insurance Co Ltd in the sum of £9,789.70.

It was RESOLVED that the City Council continue their insurance cover with Zurich Insurance Co Ltd for the next three years at the cost of £9,789.70.

103 DATE OF NEXT MEETING

Tuesday 13 June 2017

The meeting closed at 7.00pm.