

CHICHESTER CITY COUNCIL

MINUTES OF FINANCE COMMITTEE MEETING

HELD ON TUESDAY 27 MARCH 2018 AT 5.30PM

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

90 APOLOGIES FOR ABSENCE

As recorded above.

91 MINUTES

The Minutes of the Finance Committee Meeting held on 23 January 2018 having been circulated, were signed by the Chairman as a correct record.

92 DECLARATIONS OF INTEREST BY MEMBERS OF THE COMMITTEE ON MATTERS ON THE AGENDA FOR THIS MEETING

There were no Personal Interests declared

93 REVENUE BUDGET MONITORING REPORT 31 JANUARY 2018

A copy of the Revenue Budget Monitoring Report to 31 January 2018 was circulated with the Agenda.

The Report showed a surplus of £36,108 against the budget to 31 January 2018. The Finance Manager explained the variances contained within the report. Councillor French said that he was pleased to see interest being received on the City Council's investment.

94 MONITORING REPORTS 2017/2018

(a) Capital Monitoring Report

A copy of the Capital Monitoring Report 2017/2018 was circulated with the Agenda and noted that no expenditure had occurred to date.

(b) New Homes Bonus Report

A copy of the New Homes Bonus Monitoring Report was circulated with the Agenda. The Finance Manager advised that officers were monitoring the allocations particularly the 2015/2016 South Downs Planetarium application which needed to be claimed before October 2018 or an extension applied for and agreed with Chichester District Council by June 2018.

95 VALUATION OF BUILDINGS

The Finance Manager advised that when negotiating the new 3-year agreement with Zurich, they had agreed to assist the City Council in undertaking a valuation on the City Council owned buildings. However, it had been difficult to find a company to carry out such a valuation but a company had now been selected and as a goodwill gesture Zurich have offered to contribute £1,175 towards the overall cost of the valuation of £2,350.

96 ACCESS CONTROL SYSTEM

Property Sub-Committee Minute 50(a) refers

The Finance Committee were asked to consider the recommendation of the Property Sub-Committee that the quote received from TVC Visual in the sum of £1,368 to upgrade the existing access system be accepted and that the works be carried out in the new financial year. The works would be funded from the Council House Repairs Improvements budget

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97 PURCHASE OF A WATER BOWSER

Property Sub-Committee Minute 52(d) refers

The Finance Committee were asked to consider the recommendation of the Property Sub-Committee that a white road towable water bowser (as identified by the Property Manager) be purchased at a cost of £2,473 and that this be funded from the Allotment Improvement Budget.

It was RESOLVED that a white road towable water bowser (as identified by the Property Manager) be purchased at a cost of £2,473 and that this be funded from the Allotment Improvement Budget.

98 FREEDOM CEREMONY - CHICHESTER FESTIVAL THEATRE COSTINGS

The Town Clerk advised that Chichester Festival Theatre had initially advised the staff costs on the day of the Freedom Ceremony would be up to £1,000 and it was agreed that £1,000 could be funded from the budget allocated for this event and this had already been paid. However, the theatre had now advised the Council of additional costs totalling £1,500.

Members discussed this matter and it was proposed, seconded and RESOLVED that an ex-gratia payment of £1,000 be made to Chichester Festival Theatre and that this be funded from the underspend in the Events Budget and money vired from the MUGA lighting budget. The Theatre had proven to be a superb venue for this event that was beneficial to the City and the City Council were grateful for the long-term support of the Theatre in this matter.

99 ON-LINE PURCHASING PROCEDURE NOTES

Following the Internal Auditor's audit on On-Line Purchasing, the Finance Manager had produced appropriate procedures for all staff to follow when making on-line purchases on behalf of the City Council.

100 POSSIBLE NEW PUBLIC REALM PROJECTS

(a) Tarmac Path at Litten Garden (Property Sub-Committee Minute 52(d) refers

To consider the recommendation of the Property Sub-Committee that consideration be given to the re-surfacing of the tarmac path at Litten Gardens be a Public Realm Project and be funded from this budget.

It was RECOMMENDED to Full Council that the re-surfacing of the tarmac path at Litten Gardens be a Public Realm Project and be funded from this budget. The Property Manager was authorised to spend up to £5,000 on this project having received three quotations for the work.

(b) Social Prescribing

The Community Affairs Committee referred to the Finance Committee (Minute 33(g) refers) the Discretionary Grant request received from Chichester District Council on behalf of Chichester in Partnership for the 'Social Prescribing' initiative being a possible Public Realm Project. A copy of the Discretionary Grant Application had been circulated with the Agenda.

Councillor M Evans gave a summary of the initiative and how it had been funded so far. Councillor Scicluna commented that it was not clear whether other parishes had been contacted and contributed to the scheme.

It was RECOMMENDED to Full Council that a contribution of £2,500 (the requested amount in the Discretionary Grant Application) be taken from the Public Realm budget for the 'Social Prescribing' initiative.

It was also agreed that it would be recommended to Chichester in Partnership that it contact other parish councils and housing associations for funding.

101 PUBLIC REALM PROJECTS - UPDATE

The Committee noted that the latest update on the Public Realm Projects was recorded in the Property Sub-Committee Minutes dated 12 March 2018. The Chairman added that it had been agreed that funding for the Public Realm projects would be from the CIL Receipts and the Public Realm budget.

102 GENERAL DATA PROTECTION REGULATION

Prior to the Finance Committee there had been a presentation by Colin Howard of Satswana on the new General Data Protection Regulation (GDPR) and the effect it will have on Parish Councils; the GDPR would be effective from 23 May 2018.

Mr Howard also spoke on the services Satswana can offer Parish Councils; Satswana were one of the companies that SSALC had been working with in respect of GDPR. The fee for Satswana services would be £2,000 per year which would include an annual audit, three monthly visits, an impact assessment and assistance on any other GDPR related matters. The firm would also act as the Council's Data Protection Officer as advice indicated it would not be appropriate for a City Council employee to act in this role.

It was RECOMMENDED to Full Council that the City Council enter into a one year contract with Satswana and the situation then be reviewed.

103 EAST STREET PAINTING

The Committee noted the long term loan of the 1715 painting of 'East Street, Chichester' possibly by Charles Collins, a local painter at that time. The owners of the painting would be meeting the costs of covering the painting in museum quality UV glass. The painting will be hung in the Old Court Room Corridor above the Mayoral Pew.

104 GEORGE III LONG CASE CLOCK

The Committee were asked to consider a request from Councillor Plowman who wished to loan a Joseph Plowman George III Long case clock to the City Council for displaying in the Council House. The suggested location would be the Mayor's Parlour.

It was RESOLVED that the request from Councillor Plowman to loan the City Council a Joseph Plowman George III Long case clock be approved.

105 MINUTES OF SUB-COMMITTEES AND WORKING GROUPS

(a) CIL Sub-Committee

It was RESOLVED that the Minutes of the CIL Sub-Committee held on 12 March 2018 having been previously circulated, were approved and adopted

(b) Property Sub-Committee

It was RESOLVED that the Minutes of the Property Sub-Committee held on 912 March 2018 having been previously circulated, were approved and adopted

106 ITEMS FOR INFORMATION ONLY

(a) Monthly Reconciliation with evidence of Bank Statements to the end of December 2017 and January 2018

RESOLVED to note the monthly reconciliation with evidence of Bank Statements to the end of December 2017 and January 2018.

(b) List of Cheques paid for December 2017 and January 2018

RESOLVED to note the cheques paid for December 2017 and January 2018.

(c) List of Barclaycard Payments for December 2017 and January 2018

RESOLVED to note the Barclaycard payments for December 2017 and January 2018.

(d) FINANCE MANAGER ROUND-UP

The Finance Manager advised that the DCK Beavers would be visiting the City Council on 23 May 2018 to carry out the Year End Accounts for 2017/2018. Information was still awaited on the Audit of Accounts which this year would be carried out by a sector-led body.

107 ITEMS TO BE INCLUDED ON AGENDA FOR NEXT MEETING

- Public Realm Projects
- Finance Reports
- Valuation of City Council owned buildings

108 DATE OF NEXT MEETING

Tuesday 12 June 2018 at 5.30pm

The meeting closed at 6.20pm.