

**CHICHESTER CITY COUNCIL**

**MINUTES OF FINANCE COMMITTEE MEETING**

**HELD ON TUESDAY 25 JULY 2017 AT 5.30PM**

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

**23 APOLOGIES FOR ABSENCE**

As recorded above.

**24 MINUTES**

The Minutes of the Finance Committee Meeting held on 13 June 2017 having been circulated, were signed by the Chairman as a correct record.

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

Councillor Plowman declared a Personal Interest in Agenda Item 10, Annual Meeting of Council (Mayor Making Ceremony) 16 May 2018.

**26 REVENUE BUDGET MONITORING REPORT 30 JUNE 2017**

A copy of the Revenue Budget Monitoring Report to 30 June 2017 was circulated with the Agenda.

The Report showed a surplus of £41,922 against the budget to 30 June 2017 but this was the first quarter of the financial year and it was anticipated that expenditure would 'catch-up' in the second quarter of the financial year.

The Finance Manager explained the variances and particularly highlighted the encouraging first quarter dividend that had been received following the City Council's investment in the Local Authorities' Property Fund.

The Finance Manager expressed concern over the high expenditure that had occurred in the first quarter of the year on the maintenance and water bills for allotments. It was agreed that at the next Property Sub-Committee meeting in October it would be discussed that the City Council only carry out essential works that related to health and safety matters or protecting our assets on allotment sites.

The Mayor commented on the annual insurance saving for the 3-year insurance agreement the City Council had with Zurich and asked whether a 5-year agreement would increase the saving; the Finance Manager would investigate further.

## 27 CAPITAL MONITORING REPORT 2017/2018

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

The Finance Manager commented on the New Homes Bonus (NHB) schemes and circulated a schedule that indicated the amount of NHB funding individual organisations had received over the past four years.

## 28 REVIEW OF EARMARKED RESERVES

The Finance Manager explained that it was good practise to annually review Earmarked Reserves and circulated a report indicating proposed changes. Currently the Earmarked Reserves totalled £308,080.

It was RESOLVED that :

- (i) the Brewery Field Reserve be reduced to £5,000;
- (ii) the Market House Reserve be reduced to £15,000;
- (iii) savings from the Market House Reserve of £4,935 be added to the City Cross Reserve;
- (iv) the Events Reserve be reduced to £2,888;
- (v) accumulated monies of £36,055 in the Tax Base Reserve be transferred to General Reserves;
- (vi) S106 Earmarked Reserve to transferred to General Reserves; and
- (vii) the Staff Salary Adjustments Reserve be reduced to £7,000

With the current adjustments the General Reserves would total £440,281.43.

## 29 TRANSFER OF BALANCE FROM BUSINESS PREMIUM ACCOUNT TO THE PUBLIC SECTOR DEPOSIT FUND

The Finance Manager proposed, subject to support from the Committee, closing the current Barclays Premium Account and transferring the funds to the Public Sector Deposit Fund (information on the Public Sector Deposit Fund had been circulated to all members with the Agenda). Although the rate of interest was not significant at currently 0.4% it was more than the current nil rate of interest being received from Barclays. The Committee noted that this Deposit Fund had instant access.

In accordance with the Council's Investment Policy, the Committee, having been consulted supported the proposal of the Finance Manager and it was therefore RESOLVED that the balance of the Barclays Premium Account be transferred to the Public Sector Deposit Fund and the Barclays account be closed.

The Finance Manager was asked to report back to the next meeting on whether some of the City Council's unearmarked funds could be invested for a longer term at reasonable risk

30 UPDATE ON CIL

A copy of the CIL Monitoring Report (Regulation 62A) 1 April 2016 - 31 March 2017 was circulated to all members with the Agenda. The Report showed that Chichester City Council had received a CIL Receipt of £8,806.50 in the financial year 2016/2017.

The Finance Manager explained that this Monitoring Report needed to be completed each year and publicised on the website. Any monies received had to be expended within five years.

31 HOLOCAUST MEMORIAL DAY 2018

This item was withdrawn as the matter had previously been discussed at the Council Meeting in June 2017.

Councillor Apel left the meeting.

32 ANNUAL MEETING OF COUNCIL (MAYOR MAKING CEREMONY) 16 MAY 2018

Councillor Plowman's report on the Annual Meeting of Council (Mayor Making Ceremony) on 16 May 2018 being held in the Guildhall, Priory Park had been circulated to all members with the Agenda.

The report outlined that Priory Park would be celebrating its 100<sup>th</sup> anniversary in 2018 and that historically the Guildhall had been used for Mayor Making ceremonies prior to 1732 when the Council House was built. It was considered that it would be apt if the ceremony could take place in the Guildhall as part of the historical history of the Park that the 100<sup>th</sup> anniversary celebrations were planning to commemorate. Chichester District Council had indicated a daily charge of £500 for use of the Guildhall.

The Committee discussed the matter and were concerned over the fee that had been quoted, however the Town Clerk advised that he had already contacted officers at the District Council and they were in negotiations about the fee.

It was RESOLVED that the Annual Meeting of Council (Mayor Making Ceremony) on 16 May 2018 be held in the Guildhall, Priory Park if the fee is waived or reduced considerably.

33 USE OF COAT OF ARMS

The Committee considered a request from the Chichester Art Society to use the Coat of Arms as part of their logo.

It was RESOLVED that this request be declined and that the Chichester Art Society be advised that maybe they could consider using the universal symbology of the Market Cross as part of their logo.

Members of the Committee mentioned other organisations that appeared to use the Coat of Arms as their logo and asked that the Town Clerk investigate this matter further, take the appropriate action and report back.

34 CHRISTMAS CLOSURE OF OFFICES 2017

It was RESOLVED that the Council House would close at midday on Friday 22 December 2017 and re-open on Tuesday 2 January 2018.

35 NEW HOMES BONUS 2017/2018

The Administration Manager advised that all but one of the New Homes Bonus applications that the City Council had supported had been submitted to Chichester District Council. The closing date of the submission of applications was Friday 28 July 2017 and the outstanding applicant was aware of this date.

36 NOTICES/SIGNS AROUND THE CITY

The Chairman commented on the signs currently located on the entrances to the City. The City Council was responsible for the four parish boundary signs around the City but these were not necessarily at gateway entrances. It was suggested that the Town Clerk and Property Manager carrying out an audit on signs on the edge of the City and perhaps new signage or new wording may be required. This would be discussed further by the Property Sub-Committee.

Councillor Macey raised the issue of cycling signs in the precinct in relation to the Traffic Regulation Order (TRO) being considered by West Sussex County Council later in the year. Although members agreed the signage was confusing, the outcome of the TRO application would determine whether this matter would be addressed.

On another matter, the Committee congratulated officers of the City Council on organising the floral displays in the City Centre.

37 ITEMS FOR INFORMATION ONLY

- (a) Monthly Reconciliation with evidence of Bank Statements to the end of April, May and June 2017

RESOLVED to note the monthly reconciliation with evidence of Bank Statements to the end of April, May and June 2017.

- (b) List of Cheques paid for April, May and June 2017

RESOLVED to note the cheques paid for April, May and June 2017.

- (c) List of Barclaycard Payments for April, May and June 2017

RESOLVED to note the Barclaycard payments for April, May and June 2017.

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

- Investments
- Notices/Signs around the City
- Use of Coat of Arms

39 PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

It was proposed, seconded and RESOLVED that the public and press be excluded from this meeting because of the confidential nature of the business to be transacted namely matters relating to personnel.

40 PERSONNEL MATTERS

The Town Clerk advised on the Job Evaluation exercise that had been carried out by South East Employers and commented on the recommendations therein.

It was RESOLVED that

- (i) those employees recommended to have their posts regarded would have their salary backdated to 1 April 2017;
- (ii) existing salary gradings for certain employees would continue personal to those appointed but if vacancies were to occur the gradings listed in the Job Evaluation Report would apply;
- (iii) the Planning Adviser's post be on the spinal point recommended in the Job Evaluation Report plus a market premium being added; the working hours for the Planning Adviser needed further investigation and that the Town Clerk together with Councillors Kilby and Plowman interview applicants; and
- (iv) to note that pension options were being obtained for an employee and would be discussed at a later date

41 DATE OF NEXT MEETING

Tuesday 24 October 2017 at 5.30pm

The meeting closed at 7.07pm.