

# CHICHESTER CITY COUNCIL

## MINUTES OF FINANCE COMMITTEE MEETING

HELD ON TUESDAY 12 JUNE 2018 AT 5.30PM

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

### 1 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

It was proposed, seconded and RESOLVED that Councillor Dignum be elected 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 elected 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 CIL Sub-Committee, Personnel Sub-Committee and Property Sub-Committee.

The Chairman and Vice-Chairman indicated that they both wished to be members of the following Sub-Committees, namely CIL, Personnel and Property.

### 3 APOLOGIES FOR ABSENCE

As recorded above.

### 4 MINUTES

The Minutes of the Finance Committee Meeting held on 27 March 2017 having been circulated, were signed by the Chairman as a correct record.

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

There were no declarations of interests relating to matters on the Agenda.

### 6 INTERNAL CONTROL POLICY

A copy of the Internal Control Policy for the year ending 31 March 2018 had been circulated to all members with the Agenda.

The Finance Manager advised that the Internal Control Policy showed that the City Council's business was conducted appropriating.

The wording relating to the authorised signatories for payment over £1,000 (page 2 of the Policy) had been amended since the 2017 Policy and this now reflected the procedures followed by the City Council for on-line banking. The Finance Manager was requested to update the bank mandate as soon as possible.

It was RECOMMENDED to Full Council on Wednesday 20 June 2018 that the amended Internal Control Policy be adopted and signed by the Mayor and Responsible Finance Officer.

## 7 STATEMENT OF ACCOUNTS 2017/2018

A copy of the Statement of Accounts 2017/2018 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 2018 showed a surplus of £97,626, which includes £70,321 transfers from the General Fund following a review of the Earmarked Reserves in July 2017 and a surplus of £27,305 on current Income and Expenditure for the year.

The Finance Manager was asked to explain some of the detail in the accounts and would email members a breakdown explaining the differences between the Budget and the Actual figures on page 22 of the Statement of Accounts.

It was RECOMMENDED to Full Council on Wednesday 20 June 2018 that the Statement of Accounts 2017/2018 be approved and signed by the Mayor and Responsible Finance Officer.

## 8 BUDGETS TO BE CARRIED FORWARD FROM 2017/2018 AND BUDGETS TRANSFERRED TO RESERVES

The Finance Manager explained the rationale behind the budgets being carried forward and the budgets transferred to reserves.

It was RESOLVED that the following budgets be carried forward from 2017/2018 to 2018/2019 financial year :

Walled Towns Symposium	£ 1,000	4204/103*
Chichester in Bloom	£ 3,180	4195/103
Bus Shelters	£ 500	4145/501
Public Realm Projects	£23,966	4296/103
TOTAL	£28,646	

\* This carried forward balance may not be required but will remain as the figure is included in the carried forward amounts noted in the Statement of Accounts 2017/2018

RESOLVED that the following Underspends in 2017/2018 be transferred to Earmarked Reserves following a review of the Reserve by the Finance Committee on 25 July 2017 (Minute 28 refers) :

City Cross	£ 4,935	4302/504
Administration		
- Computer Improvement	£ 2,110	4038/101
Council and Committees		
- Local Elections	£ 12,000	4100/110

Civic Expenses		
- City Regalia Appraisal	£ 2,000	4119/102
Discretionary Exps Community Affairs		
- Joint Twinning - Chartres	£ 500	4186/201
- Joint Twinning - Ravenna	£ 500	4187/201
- International Relations	£ 250	4185/201
Council House		
- Council House Maintenance	£20,000	4278/501
- Lift Replacement	£ 500	4218/501
Statutory Expenses		
- War Memorial War Memorial Sculpture	£ 4,000	4148/302
St James Obelisk		
- Repairs	£ 100	4236/505
City Cross		
- City Cross	£ 5,500	4302/504
Market House		
- Market House	£ 2,500	4055/502
TOTAL		£54,895

#### 9 ANNUAL GOVERNANCE STATEMENT (Part 1 of the Annual Return) 2017/2018

A copy of Annual Governance Statement (Part 1 of the Annual Return) 2017/2018 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 20 June 2018 that the Annual Governance Statement (Part 1 of the Annual Return) 2017/2018 be approved and signed by the Mayor and the Town Clerk.

#### 10 ACCOUNTING STATEMENTS (Part 2 of the Annual Return) 2017/2018

A copy of the Accounting Statements (Part 2 of the Annual Return) 2017/2018 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 20 June 2018 that the Accounting Statements (Part 2 of the Annual Return) 2017/2018 be approved and signed by the Mayor and Responsible Finance Officer.

#### 11 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 20 June 2018 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 2019; and

- (b) the Audit Plan 2018/2019 and Audit Terms of reference which had been circulated with the Agenda.

It was noted that the Internal Auditor's contracted hours would be put in writing by the Clerk.

## 12 INVESTMENT REGISTER

A copy of the Investment Register had been circulated to all members with the Agenda.

The Finance Manager advised that the Investment Register showed the purchase of the units in the Property Fund and the price per unit. The number of units purchased in February 2017 was 127,135 and 31,663 in November 2017 (amended) making a total of 158,798 units.

## 13 VALUATION OF BUILDINGS

The Finance Manager advised that a valuation for only the Council House had been received and therefore it was agreed that this item be deferred to the next Finance Committee in October 2018.

## 14 LITTEN GARDENS

Property Sub-Committee Minute 6(e) refers

To consider the following Recommendation from the Property Sub-Committee :

- (i) that the quote received from IGS Fencing in the sum of £1,890.76 to replace the damaged chain link fence to the boundary of Litten Gardens and the New Park Recreation Ground footpath be accepted (Minute 18(a) also relates to this item)

It was RESOLVED that the quote received from IGS Fencing in the sum of £1,890.76 to replace the damaged chain link fence to the boundary of Litten Gardens and the New Park Recreation Ground footpath be accepted (Minute 18(a) also relates to this item)

## 15 BID CITY RANGERS AND CHRISTMAS LIGHTS

The Chairman welcomed the BID Chairman, Colin Hicks, to the meeting.

A report from the BID Chairman had been circulated to all members with the Agenda which requested that under the Baseline Agreements with the City Council, consideration be given towards funding an extension of the Christmas Lights (£20,000) and a £10,000 contribution for a new BID initiative to supply part-time City Ranger coverage at weekends and one floating day for 40 weeks in the year with the City Council bearing the cost for 20 weeks.

Mr Hicks added that the City Rangers had been working in the City Centre since 1 June 2018 and within 8 days, 41 incidents had been reported ranging from thefts from businesses, cycling in the precinct, buskers not moving on, etc.

The Town Clerk reminded the Committee of the past investment by the City Council both regarding the Christmas Lights and infrastructure and why the Council had not felt obliged to make additional contributions since the formation of BID and the introduction of the BID Levy.

The Chairman explained that in his role as Chichester District Council's Leader, it was his intention to seek approval from the District Council to add certain enforcement powers to those applied by the anti-litter Enforcement Officers to deal with licensed activities in the City Centre that required enforcing. He would also request Chichester District Council to liaise with West Sussex County Council on the issue of buskers.

Although members were encouraged by this it was acknowledged that this would not happen immediately and that in the interim the BID City Rangers, by their presence in the City, were helping to control some anti-social issues that were taking place in the City Centre.

It was proposed, seconded and RECOMMENDED to Full Council that £10,000 be allocated to the BID for the City Rangers and that this be funded from the Public Realm Project.

It was proposed, seconded and RESOLVED that the City Council would not contribute towards the Christmas Lights.

#### 16 INTRODUCTION OF 'CYCLE TO WORK' SCHEME

The Committee were advised of the Government initiative 'Cyclescheme' was aimed to reduce the dependency on cars for commuting to work, alleviate the requirement for parking spaces and reduce pollution and congestion. The scheme allowed employers to provide bicycles and safety accessories to employees as a tax-free benefit with the whole process being managed and administered by 'Cyclescheme' free of charge. The Scheme works by the employer purchasing bike and safety accessories at full retail price with the employee entering into a hire agreement with the employer. The balance of the purchase cost of the bike is recovered from the employee from their monthly gross salary over a 12 month period. The financial benefit to the employer is a saving on National Insurance payments. Both the West Sussex and Chichester District Council's were involved with this scheme

The Committee felt that more information was required about this scheme and that this item be deferred to the next Finance Committee in October 2018.

Councillor Keyworth left the meeting.

#### 17 REQUESTS FOR THE USE OF THE COAT OF ARMS

The Town Clerk explained that the two following requests had been received to use the City Council's Coat of Arms :

- (a) A bookbinder born in Chichester and living in Australia wishes to use the Coat of Arms on the books they make.
- (b) Chichester Bowman wish to use the Coat of Arms on club medals and possibly

It was RESOLVED that neither of the two requests above be permitted in accordance with the Council Policy on the use of the Coat of Arms. However, an alternative would be suggested to the applicants using an image of the Market Cross.

#### 18 POSSIBLE NEW PUBLIC REALM PROJECTS

- (a) Litten Gardens - Damaged Chain Link Fence (Property Sub-Committee Minute 6(e) refers)

To consider the following Recommendation from the Property Sub-Committee that consideration be given to replacing the damaged chain link fence as a Public Realm Project and that it be funded from that budget.

It was RECOMMENDED to Full Council that replacing the damaged chain link fence at the cost of £1,890.76 be a Public Realm Project and that it be funded from that budget

- (b) Cycle Racks (Property Sub-Committee Minute 8(c) refers)

To consider the Recommendation from the Property Sub-Committee that the existing cycle racks should be repainted and where necessary replaced. Replacement/repainting of cycle racks and the installation of replacement racks where required and of additional racks where feasible up to a total cost of £5,000 in 2018/2019 and that the sum of £5,000 towards this to be allocated from the Public Realm budget and added to the agreed contribution of £7,500 from Chichester District Council

It was RECOMMENDED to Full Council that £5,000 towards the repainting and replacing (where necessary) of cycle racks and the installation of additional racks (where feasible) be allocated from the Public Realm budget. This sum would be added to the agreed contribution of £7,500 from Chichester District Council for this project.

(c) Grit Bins and Salt Spreaders (Property Sub-Committee Minute 11 refers)

To consider the Recommendation from the Property Sub-Committee that consideration be given to the purchasing of 1 Nr x 400 litre Salt Bin (to be located at the rear of the Mayor's Car Park), 2 Nr x 57kg walk-behind salt spreaders and 2 Nr x snow shovels, in the sum of £650.00 to enable the City Council to provide a Winter Plan precinct gritting response as a Public Realm Project and be funded from that budget. The question of funding this through West Sussex County Council's Winter Plan offered to parishes would also be explored.

It was RECOMMENDED to Full Council that £650 be allocated from the Public Realm budget for the purchasing of a grit bin, salt spreaders and snow shovels unless these items can be sourced under the West Sussex County Council's Winter Offer for parishes.

**Post Meeting Note :** The Property Manager has been advised that West Sussex County Council no longer provide salt bins or fund associated equipment and that they will only top up salt bins on request from Parish Councils (if this is requested prior to the Winter season) and offer advice and guidance under the Winter Plan.

19 MINUTES OF SUB-COMMITTEES AND WORKING GROUPS

(a) Property Sub-Committee

It was RESOLVED that the Minutes of the Property Sub-Committee held on 21 May 2018 having been previously circulated, were approved and adopted

20 ITEMS FOR INFORMATION ONLY

(a) Monthly Reconciliation with evidence of Bank Statements to the end of February and March 2018

RESOLVED to note the monthly reconciliation with evidence of Bank Statements to the end of February and March 2018.

(b) List of Cheques paid for February and March 2018

RESOLVED to note the cheques paid for February and March 2018.

(b) List of Barclaycard Payments for February and March 2018

RESOLVED to note the Barclaycard payments for February and March 2018.

21 ITEMS TO BE INCLUDED ON THE AGENDA FOR THE NEXT MEETING

- Christmas Office Closing
- Review of Earmarked Reserves
- Review of Investments
- Valuation of Buildings
- 'Cyclescheme - Tax-free bikes for work'
- City Centre Rangers
- Market House

22 DATE OF NEXT MEETING

Tuesday 23 October 2018 at 5.30pm

The meeting closed at 6.54pm.