

# CHICHESTER CITY COUNCIL

## MINUTES OF FINANCE COMMITTEE MEETING

HELD ON TUESDAY 24 OCTOBER 2017 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 : Councillor Plowman
- APOLOGIES : Councillors Galloway and Kilby
- IN ATTENDANCE : Town Clerk, Finance Manager and Administration Manager

### 42 APOLOGIES FOR ABSENCE

As recorded above.

### 43 MINUTES

The Minutes of the Finance Committee Meeting held on 25 July 2017 having been circulated, were signed by the Chairman as a correct record.

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

Councillors T French and Plowman declared Personal Interests in Agenda Item 15, New Homes Bonus 2017/2018

### 45 REVENUE BUDGET MONITORING REPORT 31 AUGUST 2017

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

The Report showed a surplus of £49,198 against the budget to 31 August 2017. The Finance Manager explained the Variances which included monies allocated in the current financial year but not yet expended. She estimated the full year surplus could be around £15,000.

### 46 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. Also circulated with the report was a schedule outlining the New Homes Bonus allocation over the past four years which indicated one outstanding project in each of the years 2015/2016 and 2016/2017. Officers were being kept informed by the various organisations on these outstanding monies.

### 47 REVIEW OF FINANCIAL REGULATIONS

A draft copy of the Financial Regulations and the Finance Managers' report had been circulated with the Agenda.

The Finance Manager explained that the National Association of Local Council provided model Financial Regulations which take into account new regulations for internet banking; the model can be adapted for each local council.

The model regulations had been updated to reflect the City Council's current procedures and the Finance Manager was recommending that the attached draft Financial Regulations be adopted to move forward with internet banking.

It was RECOMMENDED to Full Council that the draft Financial Regulations be adopted by Chichester City Council.

48 REVIEW OF INVESTMENTS

The Finance Manager's report on the City Council's Investments had been circulated with the Agenda and it was being recommended that the City Council transfer a further £100,000 into the Local Authorities' Property Fund and a further £100,000 into the Public Sector Deposit Fund to ensure optimal interest is achieved.

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49 DRAFT BUDGET 2018/2019

A draft Budget 2018/2019 and the Finance Manager's report had been circulated with the Agenda.

The Finance Manager distributed a summary of budget changes which indicated at 0% budget increase for 2018/2019.

The Property Manager had recommended consideration be given to including a budget for an additional Property Maintenance Officer and either a purchased or leased secondhand vehicle (Property Sub-Committee Minute 26 refers). However an additional Property Maintenance Offices was not supported with members expecting the Property Team to undertake their workload within existing resources. An additional £1,000 had been included in the draft budget to accommodate either the purchasing or leasing of a petrol van.

It was RESOLVED to note the Draft Budget 2018/2019 that, at present, showed a 0% increase in the Precept. The final budget proposals would be considered at the November meeting.

50 WAR MEMORIAL

Property Sub-Committee Minute 21(c) refers

The Finance Committee were asked to consider the Recommendation of the Property Sub-Committee that the additional work to the War Memorial to the sum of £4,556.56 be funded from Reserves

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51 SEATS AT BUS STOPS, EAST BROYLE

Property Sub-Committee 23(b) refers

The Finance Committee were asked to consider the Recommendation of the Property Sub-Committee that seats be installed at the following locations : Worcester Road at its junction with Exeter Road (£1,109), Norwich Road by the Green (£1,109) and Norwich Road at its junction with Little Breach (£1,969 to include an extra area of hard standing to give firm access to the kerb to board the bus); works to be funded from the contribution received from West Sussex County Council for benches in the City.

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52 CIL PROJECTS

CIL Sub-Committee Minute 10 refers

The Finance Committee were asked to consider the Recommendation of the CIL Sub-Committee that the CIL money already received by Chichester City Council (£19,014.30) be used towards Public Realm projects, in particular upgrading the signage around the City and that the upgrading of the signage around the City be added to the list of projects in the Chichester Infrastructure Business Plan.

Members amended the recommendation and therefore it was RESOLVED that the CIL money already received by Chichester City Council (£19,014.30) be used towards upgrading the signage around the City as part of a Public Realm project.

53 NOTICES/SIGNS AROUND THE CITY

The Committee noted that the Property Sub-Committee had discussed this matter and that the Property Manager would be taking this project forward in liaison with BID and Visit Chichester.

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

Town Clerk advised that Chichester District Council were offering the use of the Guildhall in Priory Park for the Annual Meeting of Council on 16 May 2018 at a fee of £250; this was half of the current hire charge for the Guildhall.

Councillor Scicluna did not agree with the City Council being charged to use the Guildhall.

It was RESOLVED to accept this fee of £250 to hire the Guildhall in Priory Park for the 2018 Annual Meeting of Council (Mayor Making Ceremony) and that Officers now commence preparatory work.

55 USE OF COAT OF ARMS

The Town Clerk reported that there were several variations and unauthorised usage of the Coat of Arms around the City that would be followed up.

Councillor Budge left the meeting.

The Mayor advised that he proposed to redesign and refresh the current City Council's tie and scarves and circulated a picture of the proposed design. The graphic of the tie and scarf showed a repetition of the Coat of Arms in a diagonal interspersed with a yellow and blue line representing the Sussex flag.

The Committee discussed this matter and that 50 ties and 50 scarves be ordered; with 50% of each being polyester and silk. The products would be available to all City Councillors at cost, however the male members of the City Council staff would be given a tie to represent the corporate identity of the City Council.

**Post Meeting Note :** This matter would be discussed further at the Full Council Meeting on Wednesday 6 December 2017 as increased costings had been received following the Committee's meeting.

56 NEW HOMES BONUS 2017/2018

The Committee were asked to formally record acceptance of the Conditions in the Agreement relating to New Homes Bonus (Parish Allocations) 2017/2018 between Chichester District Council and Chichester City Council and that the Town Clerk be authorised to sign the Agreement on the City Council's behalf.

It was RECOMMENDED to Full Council that the Conditions in the Agreement relating to New Homes Bonus (Parish Allocations) 2017/2018 between Chichester District Council and Chichester City Council be accepted and that the Town Clerk be authorised to sign the Agreement on the City Council's behalf.

The Committee noted that Chichester District Council have approved the New Homes Bonus 2016/2017 allocation to Chichester Community Development Trust to be used towards the Graylingwell Chapel project as opposed to the Graylingwell Water Tower project.

Councillor Plowman commented on the refusal of the New Homes Bonus Application for the Nelson/Murray Statue and said that he wished the application to be re-submitted. He was advised that the New Homes Bonus application could be re-submitted next year.

57 CREATION OF NEW CITY COUNCIL AWARDS  
Council-in-Committee Minute 39 and 42 refers

The Town Clerk's report had been circulated with the Agenda and outlined the criteria for the new award categories namely, the 'Community Award' and 'Buildings or Places of Local Historic Interest'. The report also included consideration be given to inviting the proposers of the awards to give a presentation of their nomination and budget implications of introducing new awards.

It was RESOLVED that :

- (i) the new award for Community Groups be named the 'Community Award';
- (ii) the 'Community Award' will be a framed Certificate;
- (iii) the criteria for the 'Community Award' would be the same as the Civic Award criteria other than it would apply to a group/organisation as opposed to individuals;
- (iv) the new award for buildings or places of local historic interest be named 'Buildings or Places of Local Historic Interest';
- (iv) the 'Building or Places of Local Historic Interest' Award would be a rectangular plaque with black text on a white background (the design subject to approval by Chichester District Council Planners);
- (v) up to 5 'Building or Places of Local Historic Interest' Awards to be presented each year;
- (vi) the criteria for the 'Buildings or Places of Local Historic Interest' award would be "for buildings or places that have made a significant contribution to the history of the Chichester";
- (vii) all nominations for the 'Buildings or Places of Local Historic Interest' award must state the name of the owner of the building or place being nominated;
- (vii) all proposers of nominations for any awards be given the opportunity to give up to a 3 minute presentation of their nomination; and
- (viii) that the budgets for the awards and award reception be increased accordingly (potential increases had already been included in the draft Budget 2018/2019).

58 GENERAL DATA PROTECTION REGULATION

The Committee noted that the EU regulation known as General Data Protection Regulation (GDPR) would come into force on 25 May 2018 and Officers would be attending the appropriate training courses and would brief Councillors accordingly.

59 MINUTES OF SUB-COMMITTEES AND WORKING GROUPS

(a) CIL Sub-Committee

It was RESOLVED that the Minutes of the CIL Sub-Committees held on 14 June and 9 October 2017 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 2 October 2017 having been previously circulated, were approved and adopted

60 ITEMS FOR INFORMATION ONLY

(a) Monthly Reconciliation with evidence of Bank Statements to the end of July and August 2017

RESOLVED to note the monthly reconciliation with evidence of Bank Statements to the end of July and August 2017.

(b) List of Cheques paid for July and August 2017

RESOLVED to note the cheques paid for July and August 2017.

(c) List of Barclaycard Payments for July and August 2017

RESOLVED to note the Barclaycard payments for July and August 2017.

(d) FINANCE MANAGER ROUND-UP

The Finance Manager advised that :

- (i) PKF Littlejohn, Auditors, had completed the Audit of the Annual Return year ended 31 March 2017 and discharged their responsibilities with no matters for attention.
- (ii) Under delegated authority a virement of £1,145 from the Professional Fees, Painting Restoration budget to the Flags and Flagpole budgets had been approved to accommodate the replacement of the flagpole on the Council House roof.
- (iii) The banking for the Holocaust Memorial Day 2018 would be minimal this year for the Finance team as the Finance Manager had been advised that a dedicated bank account had now been opened for future Holocaust Memorial commemorations.

61 ITEMS TO BE INCLUDED ON AGENDA FOR NEXT MEETING

- Budget 2018/2019

62 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 third parties and personnel matters

63 MARKET HOUSE

The Finance Manager reported on the latest situation regarding the Market House and the effect it may have on the City Council.

64 PERSONNEL MATTERS

Chairman and Town Clerk to report verbally on the matters discussed at the Personnel Sub-Committee meeting held before this meeting

It was RESOLVED that

- (i) that the Property Manager's backdated salary be revised and be effective from April 2016;
- (ii) the Finance Assistant's working hours be reduced from 15 to 10 with effect from 1 November 2017;
- (iii) the Mayoral/Administrative Assistant working week be reduced from 5 days to 4 days with effect from 1 June 2018;
- (iv) the Planning Adviser's potential start date would be 1 December 2017; and
- (v) that a one year period for payment of professional fees be implemented for any member of staff attending a Training Course which would enhance their skill qualifications as part of personal career development. This would be subject to confirmation with the Council's Employment Advisers.

65 DATE OF NEXT MEETING

Tuesday 28 November 2017 at 5.30pm

The meeting closed at 7.25pm.