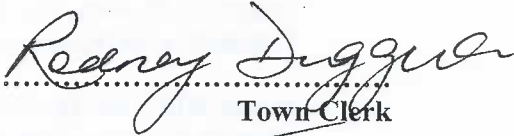


Town Clerk : R Duggua RD BA (Hons)

**YOUR ATTENDANCE IS REQUESTED AT A MEETING OF THE  
FINANCE COMMITTEE  
TO BE HELD IN THE COUNCIL CHAMBER  
AT 5.30PM ON TUESDAY 23 OCTOBER 2018**

  
Town Clerk

**A G E N D A**

1. APOLOGIES FOR ABSENCE
2. MINUTES of the Meeting held on 12 June 2018  
*Copy previously circulated*
3. DECLARATIONS OF INTEREST BY MEMBERS OF THE COMMITTEE IN MATTERS ON  
THE AGENDA FOR THIS MEETING
4. INTRODUCTION OF 'CYCLE TO WORK' SCHEME  
Simon Ballard, Environmental Protection Manager of Chichester District Council, to give a brief  
presentation of the scheme
5. REVENUE BUDGET MONITORING REPORT TO 31 AUGUST 2018  
*Copy attached*
6. CAPITAL MONITORING REPORT 2018/2019  
*Copy attached*
7. REVIEW OF EARMARKED RESERVES  
*Copy attached*
8. PUBLIC REALM PROJECTS  
*Copy attached*
9. REVIEW OF INVESTMENTS  
*Finance Manager's Report attached*

Cont'd . . . .

10. MAYORAL CAR PARK DECORATIVE GATES

Property Sub-Committee Minutes 15(a) refers

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

It was RECOMMENDED to the Finance Committee that the quote received from IGS Fencing in the sum of £2,886.72 to provide black powder coated steel decorative gates for the Mayoral Car Park be accepted, subject to relevant planning consents being obtained. This would be funded from the Council House Reserve budget.

11. COUNCIL HOUSE ROOF

Property Sub-Committee Minute 15(b) refers

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

For audit purposes, it was retrospectively RECOMMENDED to the Finance Committee that under Executive Powers, the Town Clerk together with the Chairman and Vice-Chairman of the Finance Committee had approved the work to be undertaken by NJS Roofing in the sum of £8,266.

It was RECOMMENDED to the Finance Committee that an external Condition Survey on the Council House roof be carried out by Fuller Associates at a cost of £3,200 and be funded from the Council House Reserve budget.

12. ALLOTMENT MANAGEMENT SYSTEM

Property Sub-Committee Minute 16(a) refers

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

It was RECOMMENDED to the Finance Committee that the City Council enter into an agreement with MCPC Colony Allotment Software System on a 3-year contract at the cost of £5,525.05 including initial data transfer, setup and training. On-going annual costs would be for 3 user licences, data hosting and support at £1,195, (subject to inflationary increases). This would initially be funded from the Allotment Improvement Fund with on-going annual costs being funded from the Computer Improvement/Maintenance Budget.

13. LITTEN GARDENS LIGHTING

Property Sub-Committee Minute 17(a) refers

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

It was RECOMMENDED to Finance Committee that £28,578.91 be allocated from the CIL Receipts received for the lighting project at Litten Gardens.

14. CYCLE RACKS

CIL Sub-Committee Minute 3(b)

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

- (i) £32,500 be allocated for this project from the CIL Receipts received;
- (ii) 182 cycle racks in the City be replaced with the new stainless steel 'Sheffield' style rack;
- (iii) up to 20 cycle racks in the City be replaced with the new stainless steel circular style rack subject to the extra cost incurred for these racks being funded by Chichester BID;
- (iv) the Property Manager liaise with West Sussex County Council on the current locations of the cycle racks as some of them would benefit from being relocated in the nearby area, eg, Eastgate Square;
- (v) the Property Manager and Councillor Sharp liaise on other possible sites for cycle racks.

15. CATHEDRAL BELL TOWER CLOCK  
Town Clerk to report further
  - (a) Invoice received for works
  - (b) Review annual contribution
16. DRAFT BUDGET 2019/2020  
*Finance Manager's Report attached*
17. VALUATION OF BUILDINGS  
Finance Manager to report
18. VALUATION OF CIVIC REGALIA  
Administration Manager to report
19. NEW HOMES BONUS 2018/2019
  - (a) To formally record acceptance of the Conditions in the Agreement relating to the New Homes Bonus (Parish Allocations) 2018/2019 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.
  - (b) To note that Chichester District Council approved South Downs Planetarium's request for a Variation and Extension on their New Homes Bonus Application 2015/2016 which will enable the Planetarium to use the funding for wider structural improvements as opposed to using the funding for upgrading the exhibition and display areas at the Planetarium. The funding is extended by 12 months to 1 October 2019.
20. IT UPDATE  
*Administration Manager's Report attached*
21. CITY CENTRE RANGERS - UPDATE
22. REMEMBRANCE SUNDAY 2018  
Town Clerk to report
23. CHRISTMAS OFFICE CLOSING 2018  
Town Clerk to report further
24. SOCIETY OF LOCAL COUNCIL CLERKS  
*Report of Town Clerk attached - for information only*
25. MINUTES OF SUB-COMMITTEES AND WORKING GROUPS  
*Copies previously circulated*
  - (a) CIL Sub-Committee  
17 September 2018
  - (b) Property Sub-Committee  
17 September 2018
26. FINANCE MANAGER ROUND-UP
  - Pension Scheme
  - Ill Health Insurance
  - External Audit Update

27. ITEMS FOR INFORMATION ONLY

- (a) MONTHLY RECONCILIATION WITH EVIDENCE OF BANK STATEMENTS TO END OF APRIL, MAY, JUNE, JULY AND AUGUST 2018  
*Copy attached*
- (b) LIST OF CHEQUES PAID FOR APRIL, MAY, JUNE JULY AND AUGUST 2018  
*Copy attached*
- (c) LIST OF BARCLAYCARD PAYMENTS FOR APRIL, MAY, JUNE, JULY AND AUGUST 2018  
*Copy attached*

28. ITEMS TO BE INCLUDED ON AGENDA FOR NEXT MEETING

29. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Proposal to resolve that the public and press be excluded from this meeting for Agenda Item 5 only because of the confidential nature of the business to be transacted namely financial matters.

30. MARKET HOUSE - UPDATE

Finance Manager to report

DATE OF NEXT MEETING : TUESDAY 27 NOVEMBER 2018

To : Members of the Finance Committee

Councillors Budge, Dignum, M Evans, T French, Keyworth and Scicluna

Ex-Officio Members : The Mayor (Councillor Bell) and Deputy Mayor (Councillor Tupper)

Chairman of Planning & Conservation Committee (Cllr Kilby)

Chairman of Community Affairs Committee (Councillor Galloway)

*The filming, photographing and recording of City Council meetings is now permitted by those members of the press and public attending. This includes the use of mobile devices by those using social media. It would be appreciated if anyone who wishes to do this could let the Chairman know before the meeting commences.*

*However, these provisions will not apply on occasions where the press and public are excluded from the meeting when confidential matters are discussed.*

*It is requested that discretion is exercised and nothing done to disrupt or distract the meeting in any way. The Chairman will reserve the right to request that filming/recording ceases if it is having a detrimental effect upon the meeting. If you do not wish to be filmed then please let the Chairman know so that alternative arrangements can be made.*