

Town Clerk : R Duggua RD BA (Hons)

**YOUR ATTENDANCE IS REQUESTED AT A
VIRTUAL MEETING OF THE FINANCE COMMITTEE
TO BE HELD AT 2.00PM ON TUESDAY 9 JUNE 2020**



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Town Clerk

PLEASE NOTE CHANGE OF TIME

AGENDA

1. ELECTION OF CHAIRMAN FOR 2020-2021
2. APPOINTMENT OF VICE-CHAIRMAN FOR 2020-2021

CHAIRMAN AND VICE CHAIRMAN OF THE STANDING COMMITTEE SHALL BE VOTING MEMBERS OF EVERY SUB-COMMITTEE APPOINTED BY IT UNLESS THEY SIGNIFY THEY DO NOT WISH TO SERVE (in accordance with Standing Order 45)

3. APOLOGIES FOR ABSENCE
4. PROPERTY SUB-COMMITTEE EXPRESSIONS OF INTEREST FOR MEMBERSHIP
5. MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 14 JANUARY 2020 (attached)
6. DECLARATIONS OF INTEREST BY MEMBERS OF THE COMMITTEE IN MATTERS ON THE AGENDA FOR THIS MEETING
7. UPDATE FROM THE PREVIOUS MINUTES
 - a. **Minute 109** – The Market House
Please refer to Confidential Agenda item 28
 - b. **Minute 110(ii)** – Chichester City Council Standing Orders Review
Member Services Support Officer to report
 - c. **Minute 110(iii)** – Chichester City Council Business Plan
No updates to report
8. INTERNAL CONTROL POLICY AND RISK MANAGEMENT PLAN
Copy attached

9. STATEMENT OF ACCOUNTS 2019/2020
Copy attached
Recommendation to Full Council on Thursday 25 June 2020 for approval and signing of the Statement of Accounts
10. BUDGETS TO BE CARRIED FORWARD FROM 2019/20 AND BUDGETS TRANSFERRED TO RESERVES
Copy attached
11. ANNUAL GOVERNANCE STATEMENT (Part 1 of the Annual Return)
Copy attached
Recommendation to Full Council on Thursday 25 June 2020 for approval and signing
12. ACCOUNT STATEMENTS (Part 2 of the Annual Return)
Copy attached
Recommendation to Full Council on Thursday 25 June 2020 for approval and signing
13. INTERNAL AUDIT
Deputy Town Clerk to report (*copy attached*)
 - Appointment of Internal Auditor
 - Internal Audit plan
Recommendation to Full Council on Thursday 25 June 2020 for approval and signing
14. INVESTMENT REGISTER
Copy attached
15. RETROSPECTIVE DECISIONS TAKEN UNDER DELEGATED AUTHORITY
 - a. Blayde Security Patrols – Property Manager to report
 - b. Insurance Contract – Deputy Town Clerk to report
 - c. Street bench sanitising – Property Manager to report
 - d. Mayor’s Hardship Fund – Mayor and Town Clerk to report
 - e. Computer equipment purchased to enable home working – Member Services Support Officer to report (*copy attached*)
 - f. Implementation of remote accessibility for the finance and booking systems – Deputy Town Clerk to report
16. NEW HOMES BONUS
Deputy Town Clerk to report
 - a. Extension to Planetarium spending plans
 - b. Rugby Club New Homes Bonus grant update
 - c. New allocation for 2020/21
17. UPGRADE OF EXISTING STREET LIGHT AT WHYKE LANE FOOTBRIDGE
Property Manager to report
18. CREDIT CARD MACHINE REPLACEMENT OPTIONS
Member Services Support Officer to report
(*copy attached*)
19. WEBSITE UPGRADE PROJECT
Member Services Support Officer to report

20. AGENDA AND MINUTING SOFTWARE
Member Services Support Officer to report
(copy attached)
21. COUNCIL HOUSE TELEPHONE SYSTEM UPGRADE
Member Services Support Officer to report
(copy attached)
22. COUNCIL AND COMMITTEE MEETING ARRANGEMENTS POST LOCKDOWN
Town Clerk to report
23. PRAYERS AT MEETINGS OF COUNCIL
Town Clerk to report
24. CYCLING AND SAFER PEDESTRIAN SCHEMES
Pending further information from West Sussex County Council to discuss allocation of CIL funds to any joint project
Officers to report
25. ITEMS FOR INFORMATION ONLY
 - a. MONTHLY RECONCILIATION WITH EVIDENCE OF BANK STATEMENTS TO END OF MARCH 2020
 - b. LIST OF CHEQUES PAID FOR MARCH 2020
 - c. LIST OF BARCLAYCARD PAYMENTS FOR MARCH 2020
26. ITEMS FOR INCLUSION ON NEXT AGENDA
27. PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960)
Proposal to resolve that the public and press be excluded from this meeting for Agenda Item 28 and 29 only because of the confidential nature of the business to be transacted namely commercial and staffing matters.
28. THE MARKET HOUSE
Deputy Town Clerk to update Members of the Committee on current situation regarding the Market House
29. STAFFING UPDATE
Deputy Town Clerk to report

DATE OF NEXT ORDINARY MEETING: MONDAY 7 SEPTEMBER 2020

To : Members of the Finance Committee
Councillors Scicluna, Harry, Barrie, K Hughes and Dignum

Ex Officio Members :

The Mayor (Councillor Plowman)
The Deputy Mayor (Councillor J Hughes)
Chairman of Planning & Conservation Committee (Councillor Joy)
Chairman of Community Affairs Committee (Councillor Apel)

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.