

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 15 SEPTEMBER 2020**



Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE
2. TO APPROVE THE MINUTES OF THE FINANCE COMMITTEE MEETINGS HELD ON 9 JUNE 2020 AND 30 JULY 2020 AND TO ACKNOWLEDGE THE MINUTES OF THE PROPERTY SUB-COMMITTEES HELD ON 7 JANUARY 2020 AND 23 JUNE 2020 (*copies previously circulated*).
3. DECLARATIONS OF INTEREST BY MEMBERS OF THE COMMITTEE IN MATTERS ON THE AGENDA FOR THIS MEETING
4. UPDATE FROM THE PREVIOUS MINUTES

The following items do not have updates for presentation at this time. Updates will be presented to future meetings of the Committee as appropriate.

- **Minute 7(b)** – Chichester City Council Standing Orders Review
 - **Minute 7(c)** – Chichester City Council Business Plan
 - **Minute 18** – Credit card machine replacement options
 - **Minute 20** – Agenda and Minuting Software
 - **Minute 21** – Council House telephone system upgrade
 - **Minute 35** – Council House exterior works
 - **Minute 36** – Council House Portico
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- a. **Minutes 7(a) and 33** – The Market House
Deputy Town Clerk to report
 - b. **Minutes 16(b) and 40** – Chichester Rugby Club New Homes Bonus allocation
Deputy Town Clerk to report
 - c. **Minutes 19 and 34** – Website upgrade project
Member Services Support Officer to report
 - d. **Minute 37** – Council House Energy and Water Audit
Member Services Support Officer to report
 - e. **Minute 38** – Litten Gardens paving
Member Services Support Officer to report

- f. **Minute 39** – St James Property Team Maintenance Compound
Member Services Support Officer to report
 - g. **Minute 41** – Councillor Expenditure Reimbursement
Member Services Support Officer to report
 - h. **Minute 42** – Chichester District Council High Street Recovery Group
The Chairman to report
5. REVENUE BUDGET MONITORING TO JULY 2020
(Copy attached)
Deputy Town Clerk to report
 6. UPDATE ON INVESTMENTS
(Report attached)
Deputy Town Clerk to report
 7. EARMARKED RESERVES
(Report attached)
Deputy Town Clerk to report
 8. PUBLIC REALM PROJECTS
(Report attached)
Deputy Town Clerk to report
 9. REQUEST FROM CHICHESTER CANAL TRUST FOR CIL FUNDING FOR CHICHESTER CANAL PROJECTS
Catherine Cannon (Trustee – Chichester Canal Trust) to attend to report to Councillors.
 10. CITY COUNCIL OFFICE CLOSURE FOR CHRISTMAS PERIOD
A decision is required on the closure of the office over the Christmas and New Year period.

The following recommendation is made:

- Close at 12pm on Thursday 24 December 2020, reopen on Monday 4 January 2021
- During the closedown period Councillors will be provided with emergency contact details and public notice will be given on the Ward Notice Boards, the City Council's website, Facebook page and Twitter feed.

Town Clerk to report

11. CHICHESTER STREET NAMING BOOK – PROGRESS AND FUNDING
Town Clerk to report
12. COMMUNITY WARDENS – CHICHESTER DISTRICT COUNCIL PROPOSAL TO CHANGE FUNDING STRUCTURE
(Letter from Chichester District Council attached)
Town Clerk to report
13. CIVIC AWARDS AND CO-VID19 AWARDS
Town Clerk to report
14. REMEMBRANCE SUNDAY 2020 – CO-VID19 ERA ARRANGEMENTS
Town Clerk to report

15. CHANGES IN THE PATTERN OF WORK – SIX MONTHS ON
Town Clerk to update Members (*report attached*)
16. ITEMS FOR INFORMATION ONLY (*reports attached*)
 - a. MONTHLY RECONCILIATION WITH EVIDENCE OF BANK STATEMENTS
TO END OF JULY 2020
 - b. LIST OF CHEQUES PAID FOR APRIL, MAY, JUNE AND JULY 2020
 - c. LIST OF BARCLAYCARD PAYMENTS FOR APRIL, MAY, JUNE AND JULY
2020
17. ITEMS FOR INCLUSION ON NEXT AGENDA

DATE OF NEXT ORDINARY MEETING: TUESDAY 20 OCTOBER 2020 AT 2PM

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.