



Mr R Duggua RD BA (Hons)
Town Clerk, Chichester City Council
The Council House
North Street
Chichester
West Sussex
PO19 1LQ

If calling please ask for: Emma Beeney
ebeeney@chichester.gov.uk
01243 534839

NHB03/20, 04/20, 05/20, 06/20

Our ref: & 07/20

Your ref:

23rd September 2020



Dear Rodney,

New Homes Bonus (Parish Allocations) 2020/21 – Chichester City Council

A special meeting of the Grants and Concessions Panel was held on Wednesday 16th September 2020 to consider a number of applications made to the New Homes Bonus (Parish Allocations), including five applications from Chichester City Council.

I am pleased to confirm that the Panel were supportive of all five bids, and funding of up to £49,549.64 will be available to Chichester City Council as follows:

| Our reference | Description | Amount awarded |
|---------------|--|----------------|
| NHB03/20 | Chichester Community Development Trust | £5,000 |
| NHB04/20 | St Pauls | £15,000 |
| NHB05/20 | Cycling without Age | £7,965.13 |
| NHB06/20 | Council House Portico | £6,000 |
| NHB07/20 | Council House Roofing project | £15,584.51 |

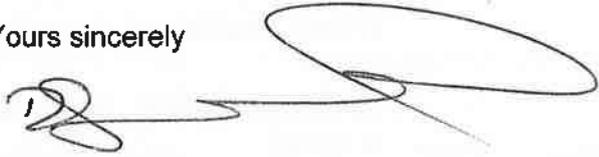
Please note that in respect of project NHB06/20, some of the Panel Members are also members of this Council's Planning Committee, and in the event that the proposed planning application is considered by that Committee, those Members have confirmed that the positive decision in respect of funding the application is at no prejudice to the determination of that Planning matter.

The awards are made subject to a number of standard conditions. Please find enclosed two copies of a proposed Agreement which have been signed on behalf of Chichester District Council. I would be grateful if you would sign both copies on behalf of Chichester City Council, accepting the terms of the Agreement, and return one signed copy. It is important that the whole City Council is aware of the terms of the Agreement, particularly the restricted use of the monies and the requirement to seek the Grants and Concessions Panel's authority for changes to the project. Accordingly I would also be grateful if you can provide the relevant extract from the City Council minutes where the conditions are accepted and understood by the Council.

... continued

We wish you success in the delivery of your project and look forward to hearing from you in due course. If you have any questions, please contact myself or Emma Beeney (details above).

Yours sincerely

A handwritten signature in black ink, appearing to be 'David Hyland', written over a horizontal line. The signature is stylized and includes a large loop at the end.

David Hyland
Community Engagement Manager
Enclosed: Agreement (2 copies)



Mr Rodney Duggua
Clerk of Chichester City Council
The Council House
North Street
Chichester
PO19 1LQ

If calling please ask for: Emma Beeney
ebeeney@chichester.gov.uk
01243 534839

Our ref: NHB 03/17

Your ref:

23rd September 2020

Dear Rodney

New Homes Bonus (Parish Allocations) 2017/18 – Chichester City Council

I refer to our letter of 5th October 2017, and your recent request (by email) in relation to funding provided for New Park Community and Arts Association, for an extension to the signed Agreement between our Councils. I can confirm that the matter was considered by the Grants and Concessions Panel at their meeting of 16th September 2020.

I am pleased to confirm that the proposal to extend the offer of funding by three months (to 5th January 2021) has been approved by the Panel.

Please note that the funding remains conditional upon the Agreement and any further variation will still require reference back to the Panel.

We wish you and your delivery partner success in the delivery of this project and look forward to hearing from you in due course. If you have any questions, please contact myself or Emma Beeney (details above).

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Hyland', written over a large, light-colored scribble.

David Hyland
Community Engagement Manager



CHICHESTER CITY COUNCIL

2021-2022 DRAFT BUDGET REPORT

FINANCE COMMITTEE ON 20th OCTOBER 2020

Introduction

The current budget proposals would result in a 6.81% increase in the precept. This does not consider any change in the tax base, which can sometimes reduce this figure.

The City Council's budget for 2020/21.

The following items are for consideration:

- The National Joint Council pay award for 2021-2022 has not been decided so we have estimated a pay award of 2% for Draft Budget purposes.
- That the Discretionary Grants Budget remain at £35,000.
- The Public Realm Budget has since been increased to £23,000 to assist with the increased cost of the City Rangers. The City Council paid 50% of the total cost of the Rangers in 2020/21 £12,065.
- A decision needs to be reviewed annually regarding the £300 gold level sponsor for the City Band.
- A sum of £20,000 has been included in the budget to be set aside in Council House reserve to assist with future schemes such as a restoration project for the Council Chamber.
- The contribution towards the cost of Priory Park Public Conveniences has been increased in line with RPI from £12,983. The Memorandum of Understanding was last reviewed in 2017, so is due to be reviewed.
- Each year the election budget is £12,000 giving a total in reserve, after 4 years of £48,000 This should be sufficient to cover the cost of an election (approx. £22k) and any by-elections in between.
- it is possible that there could be savings on Mayoral events and Civic events budgets, but it is unknown at this time, which events will go ahead, and which will not.

AGENDA ITEM 6

Income

The following alterations/assumptions have been made to budgets:

- The Market House.
We are currently guaranteed £50,000 per annum with a 50/50 split of additional income. It is unlikely that we will get any additional income above the £50,000 next year.
- Income from Council House bookings were increased by 2.1% in 2020/21. It is recommended that charges remain the same in 2021-22. It is estimated that we will lose over £41,000 in hall bookings next year.
- In 2021/22 allotment charges will increase from £9 to £10 per rod. I have increased the income budget by £500.
- The City Council has £490,000 invested in the Local Authorities' Property Fund for which we are receiving a return of approximately £1,483 interest a month. However, in June we only received £1,119. I have reduced the estimated income from £23,760 to £17,600. It is difficult to accurately estimate how the market will change, it is possible that this income may reduce further.
- The Chichester in Bloom/Hanging basket expenditure budget has been reduced to £15,000 and income budget reduced to £2,500. We will need to sign up to a new contract and limit expenditure to help with the City Council's expenditure.

Summary

Overall, the Budget faces some huge strains in the coming year. It is very difficult to predict how the pandemic will continue to affect us. It is very likely that hall bookings in the building will remain limited and investment income will decline. Some of the associated costs with the building such as, gas, electricity and cleaning may reduce, although not significantly.

The estimated increase in the budget of 6.81% equates to an increase of £3.94 per Band D taxpayer per annum (under 7.5p per week) from £57.79 to £61.73.

This budget report is a discussion document used to identify and forecast changes to the 2021/22 budget.

The actual taxbase figure will change the final precept increase. This is currently unknown until Late November.

R. Duggua
Town Clerk

K. Martin
Finance Manager and Deputy Town Clerk

AGENDA ITEM 6

Budget 2021/2022

Significant variances in the budget

£

Precept 20/21

644,098

Expenditure

| | |
|-----------------------|---------|
| Staffing 2% pay award | 7,396 |
| Staffing increases | 10,189 |
| Card terminal charges | -500 |
| Custodian salaries | -10,000 |
| Hanging Baskets | -15,000 |
| Card terminal charges | -500 |
| stationery | -500 |
| Heating and lighting | 600 |
| Printing costs | -400 |
| postage | -500 |

-9,215

Income

| | |
|-------------------------|--------|
| Hall Booking income | 45,110 |
| Investment Income | 6,160 |
| Hanging basket income | 2,300 |
| Allotment rental income | -500 |

53,070

other minor variances

Precept 2021/2022

687,953

6.81%

43,855

After taking into account the taxbase

0.00%

| Org Name | IBP Id | Category | Project Type | Scheme | Justification | Phasing | Term Time | Cost Range | Funding Sources | Delivery Lead | CIL S106 Other | |
|-------------------------|---------|-----------------------|---|---|--|------------------|------------------------|------------|-----------------|------------------------------|----------------|--|
| Boxgrove Parish Council | IBP/858 | Education | Preschool and Primary school | School Hall for Boxgrove Primary School | They do not have space for assemblies or activities which hold more than a few children. | | | £170,000 | | Boxgrove Primary School | CIL | |
| Boxgrove Parish Council | IBP/736 | Green Infrastructure | Playing fields, sports pitches, related build and children's play areas | New play area | Existing play area dilapidated/out of date. Needs to be completely refurbished. | | | | | | CIL | |
| Chichester City Council | IBP/25 | Transport | Cycle infrastructure | Improved Cycle Ways around City | To improve safe access for cyclists. | 2019 | Short term (2020-2026) | | CIL/S106 | WSCC & CDC | CIL | |
| Chichester City Council | IBP/833 | Transport | Local road network | Purchase of Speed Indicator Devices | To improve speed awareness in the City. | 2020 | Short term (2020-2026) | £15,000 | | Chichester City Council | CIL | |
| Chichester City Council | IBP/22 | Transport | Pedestrian infrastructure | A complete resurfacing of the existing pedestrian precinct. Widening of the footpaths in key streets approaching the pedestrian area (e.g. North Street and South Street) to achieve improved public. A general improvement in the signage, streetscape, street | Over 40 years old and very uneven, better HGV/pavement definition. Increased pedestrian flows anticipated from increased population. Refer to Public Realm and Accessibility Enhancement Strategy September 2005 | 2019 | Short term (2020-2026) | | CIL & S106 | CDC, WSCC & City Centre BID. | CIL | |
| Chichester City Council | IBP/24 | Transport | Pedestrian infrastructure | Provision for slow moving vehicles. | Improve access for people in City Centre. | 2020 | Short term (2020-2026) | | CIL | Chichester City Council | CIL | |
| Chichester City Council | IBP/832 | Social Infrastructure | Community facilities | Glaze the Council House portico | To conserve the building and to assist with energy efficiency at the Council House | 2020 | Short term (2020-2026) | £70,000 | | Chichester City Council | CIL | |
| Chichester City Council | IBP/812 | Social Infrastructure | Community facilities | Production of a Neighbourhood | To facilitate greater local input into planning decisions in | Sept 2019 aiming | Short term (2020- | £70,000 | | Chichester City Council | CIL | |

| Org Name | IBP Id | Category | Project Type | Scheme | Justification | Phasing | Term Time | Cost Range | Funding Sources | Delivery Lead | CIL S106 Other | PI |
|-------------------------------------|---------|-----------------------|--|--|--|-----------|---------------------------|------------|-----------------|-------------------------|----------------|----|
| | | e | | d Plan | the City. | | for adoption by Sept 2021 | | | | | |
| Chichester City Council | IBP/712 | Social Infrastructure | Streetscene and built environment | Improve City signage. | | 2017-2018 | Short term (2020-2026) | £20,000 | | Chichester City Council | CIL | |
| Chichester City Council | IBP/831 | Green Infrastructure | Landscaping, planting and woodland creation and public rights of way | Tree planting within the City | To assist in becoming carbon neutral by 2030 | 2020 | Short term (2020-2026) | £3,000 | | Chichester City Council | CIL | |
| Chidham and Hambrook Parish Council | IBP/603 | Transport | Car parking | Improve residents' parking in the following areas: East side of Chidham Lane to the Meadow, both sides of Broad Road by Broad Meadow, outside Mansfield Cottages, top of Cot Lane. | Improve parking | | | | | WSCC | CIL | |
| Chidham and Hambrook Parish Council | IBP/600 | Transport | Cycle infrastructure | Provision of dedicated cycle route the whole length of the Parish. Link with Chemroute/cycle routes IBP/676 | Support the Chemroute campaign | | | | | WSCC | CIL | |
| Chidham and Hambrook Parish Council | IBP/598 | Transport | Local road network | Reduce speed on parish roads and along the peninsula including the A259 through the Parish. Linked with CHEMROUTE and cycle routes IBP 676. | Speed reduction | | | | | WSCC | CIL | |



LCRS 7b - All Action Plans

Action completed

| Ref | Risk | Hazard | Control | Likelihood Impact | Score | Action to be taken | Action by person/position | Action by date | Action completed |
|----------------------------|--------------|------------------|--|----------------------|-------|---|------------------------------|-------------------|--------------------------|
| Allotments | | | | | | | | | |
| 0 | Physical | A pandemic | Ensure tenants are instructed to maintain social distancing at all times. Ensure signage is posted on noticeboard, gates and tap locations to remind tenants of hand washing, social distancing, face coverings etc. | Medium High | 6 | The majority of the risk is out of our control; even with the measures we are taking there is still a level of risk involved. | N/A | | <input type="checkbox"/> |
| Bus Shelters | | | | | | | | | |
| 0 | Physical | A pandemic | Ensure regular cleaning of surfaces to prevent infection. Consider taping off seating to prevent use or to indicate safe distancing between users. | Medium Medium | 4 | The majority of the risk is out of our control; even with the measures we are taking there is still a level of risk involved. | N/A | | <input type="checkbox"/> |
| Employment of Staff | | | | | | | | | |
| 362 | Professional | Lack of Training | Determine a policy for training. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc.. Encourage staff to network with other Clerks and colleagues in the area. Maintain appropriate training records. | Medium Medium | 4 | Regular Staff Appraisals are needed to highlight any training needs. | Finance Manager | 31/03/2021 | <input type="checkbox"/> |
| Land | | | | | | | | | |



LCRS 7b - All Action Plans

| Ref | Risk | Hazard | Control | Likelihood Impact | Score | Action to be taken | Action by person/position | Action by date | Action completed |
|-----|----------------------------------|---|---|------------------------|-------|---|------------------------------|-------------------|--------------------------|
| 27 | Administration/ Legal | Maintenance and Security of Deeds of ownership etc. | Determine responsibility for security. Ensure that all known deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping. Maintain a copy of each deed for administrative purposes. | Medium High | 6 | Ensure that all known deeds and relevant documentation are held in a fire proof cabinet/safe or deposited with an appropriate third party for safe keeping. Specifically the deeds for: The Council House, Buttermarket and Market Cross. | Property Manager | 31/03/2021 | <input type="checkbox"/> |

Meetings of the Council

| | | | | | | | | | |
|---|-----------------|------------|--|------------------------|---|---|-----|--|--------------------------|
| 0 | Physical | A pandemic | Ensure that we are able to hold meetings virtually when necessary. This includes making sure that everyone who wants to attend has the ability to. Attending meetings should be possible by a telephone presence. Ensure we follow legislation introduced from May 2020 to May 2021, as a result of the COVID 19 crisis to enable meetings to be held virtually, as opposed to the former requirement for Councillors to be physically present at meetings. Follow Annual Meeting legislation. The requirement for the Annual Meeting of the Council has also been disapplied by the legislation, enabling the current incumbents of Mayor and Deputy Mayor to remain in office until the Annual Meeting in 2021. | Medium High | 6 | The majority of the risk is out of our control; even with the measures we are taking there is still a level of risk involved. | N/A | | <input type="checkbox"/> |
|---|-----------------|------------|--|------------------------|---|---|-----|--|--------------------------|

Open spaces



LCRS 7b - All Action Plans

| Ref | Risk | Hazard | Control | Likelihood Impact | Score | Action to be taken | Action by person/position | Action by date | Action completed |
|--|----------------------|--|--|--------------------------------|-------|--|------------------------------|-------------------|--------------------------|
| 433 | Environmental | Fly tipping | Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/byelaws as appropriate. | Medium High | 6 | Regularly inspect boundary gates and fences, keep boundary hedges low to maximise visibility to prevent fly tipping. Liaise with CDC/Police regarding intelligence on the movements of traveller groups to inform preventative measures. | Property Manager | 31/03/2021 | <input type="checkbox"/> |
| 324 | Environmental | Vandalism | Take reasonable action to maintain security of sites. Arrange for regular site visits. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders. | Medium Medium | 4 | Regularly inspect boundary gates and fences, keep boundary hedges low to maximise visibility to prevent vandalism. Liaise with CDC/Police regarding intelligence on the movements of traveller groups to inform preventative measures. | Property Manager | 31/03/2021 | <input type="checkbox"/> |
| <u>Planning & Development Control</u> | | | | | | | | | |
| 202 | Environmental | Failure to comply within consultation deadline | Ensure adequate number of Planning & Conservation and Planning & Delegation Cttee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension. | Medium Medium | 4 | Make sure an adequate number of Planning Committees go ahead. | Planning Adviser | 31/03/2021 | <input type="checkbox"/> |

Provision of Office Accommodation



LCRS 7b - All Action Plans

| Ref | Risk | Hazard | Control | Likelihood Impact | Score | Action to be taken | Action by person/position | Action by date | Action completed |
|-----|-----------------|------------------------------|--|--------------------------------|-------|--|------------------------------|-------------------|--------------------------|
| 0 | Physical | A pandemic | <p>Ensure restriction of access to essential staff only and impose strict social distancing for work stations.</p> <p>Ensure working from home where practicable.</p> <p>Ensure meetings are held remotely.</p> <p>Ensure wearing of face coverings where social distancing cannot reasonably be maintained.</p> <p>Ensure frequent hand washing.</p> <p>Ensure items such as stationery, keyboards and mice are not shared.</p> | Medium High | 6 | <i>The majority of the risk is out of our control; even with the measures we are taking there is still a level of risk involved.</i> | N/A | | <input type="checkbox"/> |
| 350 | Physical | Poor/Faulty Office Furniture | <p>Arrange periodical inspection of office furniture and fittings.</p> <p>Where appropriate submit report to council/committee for approval to repair/replace.</p> | Medium Medium | 4 | <i>Regularly inspect office areas to ensure that fixtures, fittings, floor coverings, office furniture etc. are in a good state of repair and fit for purpose. Repair or replace defective items promptly.</i> | <i>Property Manager</i> | 31/03/2021 | <input type="checkbox"/> |

Public buildings and Village hall



LCRS 7b - All Action Plans

| Ref | Risk | Hazard | Control | Likelihood Impact | Score | Action to be taken | Action by person/position | Action by date | Action completed |
|--------------|-----------------|------------|--|--------------------------------|-------|---|------------------------------|-------------------|--------------------------|
| 0 | Physical | A pandemic | <p>Restrict access to offices to essential staff only.</p> <p>Ensure staff work from home whenever possible.</p> <p>Ensure meetings are held virtually.</p> <p>Control public access to the building to ensure appropriate social distancing.</p> <p>Implement a one-way system.</p> <p>Limit occupancy of rooms to ensure adequate social distancing.</p> <p>Ensure face masks/screens are used where adequate social distancing cannot be maintained.</p> <p>Implement Track & Trace system to record contact details of all visitors to building.</p> <p>Clean surfaces frequently with suitable disinfectant.</p> <p>Spray function rooms and public areas with a disinfectant fogger between events.</p> <p>Postpone or cancel any events that cannot be reasonably controlled or breach legislation.</p> | Medium High | 6 | The majority of the risk is out of our control; even with the measures we are taking there is still a level of risk involved. | N/A | | <input type="checkbox"/> |
| Seats | | | | | | | | | |
| 0 | Physical | A pandemic | <p>Consider taping off seats to either prevent use or indicate safe distance between users.</p> <p>Consider weekly or daily sanitation of seats.</p> | Medium Medium | 4 | The majority of the risk is out of our control; even with the measures we are taking there is still a level of risk involved. | N/A | | <input type="checkbox"/> |

Web Sites



LCRS 7b - All Action Plans

| Ref | Risk | Hazard | Control | Likelihood Impact | Score | Action to be taken | Action by person/position | Action by date | Action completed |
|-----|----------------------------------|--------------------------------|---|------------------------|-------|---|----------------------------------|-------------------|--------------------------|
| 0 | Administration/ Legal | Dependence upon an individual. | Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status. Provide training where necessary to minimise risk. | Medium High | 6 | Consider training additional staff to undertake website activity. | Administrati on/IT Manager | 31/03/2021 | <input type="checkbox"/> |

No of issues listed: 13

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - The Mayor of Chichester, Cllr R Plow _____

Signed by responsible Finance officer - Kim Martin _____

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked) (not recorded on LCRS .