

## CHICHESTER CITY COUNCIL

### MINUTES OF FINANCE COMMITTEE MEETING

HELD ON TUESDAY 16<sup>TH</sup> APRIL 2019 AT 5.30PM

- PRESENT : Councillors Budge, Dignum, T French, Galloway, Scicluna and M Evans  
EX-OFFICIO : The Mayor (Councillor Bell)  
The Deputy Mayor (Councillor Tupper)  
APOLOGIES : Councillors Galloway, Keyworth and Kilby  
ALSO PRESENT : Councillors Plowman and Sharp  
IN ATTENDANCE : Town Clerk, Deputy Town Clerk and Finance Manager, Property Manager and the Member Services Support Officer

Two members of the public attended.

#### 92 APOLOGIES FOR ABSENCE

#### 93 MINUTES of the Meetings held on 15 January, 13 March and 2 April 2019

The Minutes of the Finance Committee Meeting held on 15 January 2019 and the Special Finance Committee meetings held on 13 March 2019 and 2 April 2019 having been circulated, were signed by the Chairman as a correct record subject to the amendment made to the minutes of 2 April 2019 in regards to the absence of Councillor T French.

The Chair noted that the Mayor had written to the Mayor of Chartres to express the deepest sympathies of the People of Chichester in regards to the major fire at Notre Dame Cathedral and the significant damage this had caused.

#### 94 UPDATE FROM THE PREVIOUS MINUTES

Minute 73	CIL Receipts	Item on agenda, current position about receipts will be reported
Minute 74	Bus Shelters	No response yet from Chichester District Council
Minute 75	Boundary Signs	Installed, some adverse comments made at Annual Parish Meeting. West Sussex County Council have been contacted but will not permit a secondary, smaller notice to be fitted to give a 'slow down message'. West Sussex County Council's decision is about visual clutter and the limit on effective observation by passing traffic.  The Property Manager was asked to pursue the matter further with West Sussex County Council.
Minute 76	St Martin's Garden Work	Scheduled to take place late April/early May
Minute 77	Plinth for Maurice Patten Sculpture	On agenda for discussion and decision in light of the Rotary Club offer of contribution to the plinth.
Minute 84	Market House	Item on agenda and current position will be reported.
Minute 88	Staffing	Implemented with effect from 15 April 2019; Property Maintenance Office job is being advertised.
Minute 91	Cycle Racks	On agenda and details of lowest tender will be reported.

95 DECLARATIONS OF INTEREST BY MEMBERS OF THE COMMITTEE IN MATTERS ON THE AGENDA FOR THIS MEETING

Councillor Scicluna declared a personal interest as a member of the Chichester Conservation Area Advisory Committee. She stated that, as the City Council representative on the Advisory Committee, her declaration did not prejudice her involvement in speaking upon the agenda item.

Councillor Scicluna declared a personal interest as a Member of the Murray Club.

Councillor P Evans declared a personal interest as a member of the Rotary Club.

96 REVENUE BUDGET MONITORING REPORT TO 28 FEBRUARY 2019

A Copy of the Revenue Budget Monitoring Report to 28 February 2019 had been circulated to all members with the Agenda.

The Deputy Town Clerk and Finance Manager advised that this report was currently showing a surplus of £22,459 against the budget.

The Deputy Town Clerk and Finance Manager answered questions from Members regarding the variances noted in some budgets.

97 CAPITAL MONITORING REPORT 2018/2019

The Committee considered this report.

The Deputy Town Clerk and Finance Manager advised that there had been no Capital Expenditure to date since the last meeting.

98 PUBLIC REALM PROJECTS

A copy of the Public Realm Projects to date had been circulated to all members with the Agenda.

The Deputy Town Clerk and Finance Manager explained that the public realm budget for 2018/19 was £43966 and to date £27,567 had been spent on Public Realm Projects. The Deputy Town Clerk and Finance Manager further explained that this was a variance on the figures from the Finance Committee meeting of 15 January 2019 (minute ref. 73) as the sum approved for the Cycle Racks project had not been spent at this time.

99 CIL RECEIPTS

A copy of the schedule detailing CIL Receipts received to date by the City Council had been circulated to all members with the Agenda.

The Deputy Town Clerk and Finance Manager explained that, since the Finance Committee meeting on 15 January 2019, a further £39,276.59 had been received by the City Council. This increased the total received to £170,015.51 of which £61,078.91 had been committed.

100 COUNCIL HOUSE - EXTERNAL BUILDING SURVEY

Property Sub-Committee Minute 39(c) refers

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

It was RECOMMENDED to the Finance Committee that Fuller Associates be engaged to manage the tender process for an initial fee of £3000 and an on-going fee of £500 per week to manage the contracted works to a maximum estimated £7000.

It was RESOLVED that an order be placed with Fuller Associates in the sum of £3000 for the management of the tender process with scope for up to a maximum of £7000 for the ongoing management of contracted works.

101 LITTEN GARDENS

Property Sub-Committee Minute 41(a) refers

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

It was RECOMMENDED to the Finance Committee that the installation of 8 Heritage lighting columns and the associated works at Litten Gardens proceed at a cost of £27,258.69 which would be funded from CIL Receipts (Council Minute 36 refers).

There was a discussion between Members and the Property Manager regarding light pollution and the agreements that had been reached with Chichester District Council.

It was RESOLVED that an order be placed with SSE in the sum of £27,258.69 for the installation of 8 Heritage lighting columns and the associated works at Litten Gardens to be funded from CIL Receipts.

102 MAURICE PATTEN STATUE

Property Sub-Committee Minute 41(d) refers

Town Clerk to report further

Further to the Property Sub-Committee decision in minute 41(d), the Town Clerk reminded the Committee that prior to the Property Sub-Committee decision it had been agreed that the City Council would set aside £2000 for the installation of the statue. This decision being made before the news of the Rotary Club's contribution was known.

He also reported that:

- a) That a quote for the plinth had been received from Traditional Stone Restoration Ltd in the sum of £2744.
- b) The Property Manager was in contact with the Rotary Club representatives about the exact level of their contribution.
- c) It was recommended that, in addition, an interpretation board be provided, at an estimated cost of £700.

It was RECOMMENDED to Full Council that, in order to facilitate the installation of the Maurice Patten Statue and interpretation board in Litten Gardens, an allocation of a maximum of £3500 be made from the War Memorial Earmarked Reserve. It was noted that this was an increase from that previously agreed and that it may not be fully used if the contribution from Rotary was confirmed.

103 REQUEST FROM CHICHESTER CONSERVATION AREA ADVISORY COMMITTEE

Property Sub-Committee Minute 48 refers

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

Councillor Scicluna declared a personal interest in this matter as the City Representative on the Chichester Conservation Area Committee.

It was RECOMMENDED to the Finance Committee that the request from the Chichester Conservation Area Advisory Committee for the use of the Assembly Room at either a heavily discounted rate or free of charge be considered.

It was RESOLVED EXCEPTIONALLY that The Chichester Conservation Area Advisory Committee be permitted to make use of the Assembly Room free of charge, given the deep and longstanding history between the Advisory Committee and the City Council.

104 PROPOSAL TO WITHDRAW THE SATURDAY SERVICE OF THE 85 AND 85A BUS ROUTE FROM CHICHESTER TO ARUNDEL

Planning & Conservation Committee Minute 114 refers

Councillor Scicluna declared a personal interest in this matter.

This bus service ran several times a day, Monday to Friday, between Arundel and Chichester. With effect from 15 April 2019 the Saturday service had been withdrawn.

A number of adjacent Parishes whose residents used the bus had sought the reintroduction of the Saturday service.

Compass Bus, the operator, estimated this would cost £15,000 per annum.

It was noted that the Saturday service averaged 33 passengers per day and that the route through Chichester included St Richard's Hospital.

RESOLVED that The Town Clerk undertake discussions and investigate options with the affected Parish Councils and report back to the next Finance Committee meeting.

105 ROTARY CHRISTMAS TREE LIGHTS

Councillor P Evans declared a personal interest as a member of the Rotary Club.

The Chairman of the Chichester Business Improvement District (BID) had advised that due to the BID levy falling by 6.6% as a result of Business Rates Discount Relief, BID were unable to fund the Rotary Club Christmas tree decorations, lights (including the installation of the lights, call out charges and Foamex boards around the tree) in 2019.

BID also considered that the Rotary Clubs needed to take back ownership of their "Tree of Goodwill".

Members discussed the history of the Christmas tree and associated lights and where responsibilities lay. Concerns were expressed about resources and additional burdens on the City Council.

It was RESOLVED that a one off amount of up to £2000 be allocated from the Public Realm Budget for the purchase of a set of Christmas lights for the City Centre Christmas tree. The Committee stipulated that this was on the understanding that the Rotary Club would take full responsibility for putting up and taking the down the lights in addition to any associated maintenance. The Committee agreed that, in the event the Rotary Club were unable to store the lights, space would be made available in the cellar at the Council House.

#### 106 NELSON/MURRAY STATUE LEGAL AGREEMENT

Councillor Scicluna declared a personal interest as a member of the Murray Club.

Councillor Plowman updated the Committee regarding the progress of the ongoing discussions between the Murray Club and the land owners, Kingsbridge Estates.

Councillor Plowman advised that Kingsbridge Estates were willing to sign a two year lease on the proposed site of the statue but that they had requested that the City Council sign the lease.

There was a discussion between Members and the Town Clerk regarding any legal costs that this may incur. The Murray Club, through Councillor Plowman, confirmed that they would cover any legal costs incurred.

The Committee requested Officers investigate the necessary legal processes and also look at possible future locations for the statue should the land users require its removal at the end of the lease.

#### 107 MAYORS TROPHY

It was noted that the original supplier of the trophy had ceased trading.

The Town Clerk suggested to the Committee that adding an additional wooden base to the existing trophy would create additional space for future winners of the trophy.

The Deputy Mayor noted that it may be possible to transfer previous winners on to a single metal plate fixed to the existing trophy, with further full face plates making additional space for future winners.

RESOLVED that The Town Clerk to investigate options and report back to the next meeting.

#### 108 MINUTES OF SUB-COMMITTEES AND WORKING GROUPS

- (a) Personnel Sub-Committee  
13 March 2019

It was RESOLVED that the Minutes of the Personnel Sub-Committee meeting held on 13 March 2019 having been previously circulated, were approved and adopted.

- (b) Property Sub-Committee  
1 April 2019

It was RESOLVED that the Minutes of the Property Sub-Committee meeting held on 1 April 2019 having been previously circulated, were approved and adopted.

The Property Manager left the meeting.

The Deputy Town Clerk and Finance Manager circulated additional notes for information only.

- Market House Update
  - A new licence had been signed for Unit 1 on 11 March 2019 for one year. Either side can terminate the licence giving one month notice. Rent on the unit is £1692.60 + VAT per calendar month in advance with three months to be paid in full before occupation.
- Tenders for Cycle Racks
  - New tenders for the installation of the cycle racks had been received 5 April 2019
    - Company 1 - £42,268.50
    - Company 2 - £19,592.00 - contract awarded
- Revised Internal Audit Report
  - Finance Committee held on 15 January 2019 reported that the External Auditors had raised a concern that the City Council's Internal Audit report was very short and not detailed enough. They suggested that the following areas were addressed:
    - More precise terms regarding 'what was done'.
    - How the requirements were fulfilled.
    - Conclusions/recommendations.
    - To satisfy all of the Internal Control objectives as detailed in the Annual Governance and Accountability Annual Return.
  - This has been discussed with the Internal Auditor and a new report format designed. These requirements will be detailed at the next Finance Committee when we reappoint the Internal Auditor and the terms of reference.

#### 110 ITEMS FOR INFORMATION ONLY

- (a) MONTHLY RECONCILIATION WITH EVIDENCE OF BANK STATEMENTS TO END OF DECEMBER 2018, JANUARY AND FEBRUARY 2019

RESOLVED to note the monthly reconciliation with evidence of Bank Statements to the end of December 2018, January and February 2019.

- (b) LIST OF CHEQUES PAID FOR DECEMBER 2018, JANUARY AND FEBRUARY 2019

RESOLVED to note the cheques paid for December 2018, January and February 2019.

- (c) LIST OF BARCLAYCARD PAYMENTS FOR DECEMBER 2018, JANUARY AND FEBRUARY 2019

RESOLVED to note the Barclaycard payments for December 2018, January and February 2019

111 ITEMS TO BE INCLUDED ON AGENDA FOR NEXT MEETING

- a) 85 AND 85A BUS SERVICES BETWEEN ARUNDEL AND CHICHESTER
- b) MAYOR'S TROPHY
- c) CHARLES 1<sup>ST</sup> BUST
- d) MAURICE PATTEN STATUE

112 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Proposal to resolve that the public and press be excluded from this meeting for Agenda Item 22 only because of the confidential nature of the business to be transacted namely financial matters.

113 CHARLES 1 BUST

After some discussion it was RESOLVED that the matter be deferred until after the election of a new Council on 2 May 2019.

114 DATE OF NEXT MEETING

Tuesday 11 June 2019 at 5.30pm

The meeting closed at 6.58pm

POST MEETING:

The Chairman thanked Officers for their efforts and support over the previous four years of Council.

The Chairman also thanked all Councillors for their hard work over the current administration. He paid particular tribute to Councillor Tony French who was not seeking re-election having served as a City Councillor since 1975.