

**CHICHESTER CITY COUNCIL**

**MINUTES OF FINANCE COMMITTEE MEETING**

**HELD ON TUESDAY 13 JUNE 2017 AT 5.30PM**

**PRESENT** : Councillors Budge, Dignum, M Evans, T French, Keyworth and Scicluna

**EX OFFICIO** : The Mayor (Councillor P Evans)  
The Deputy Mayor (Councillor Bell)  
Councillor Galloway

**ALSO PRESENT** : Councillor Hixson

**IN ATTENDANCE** : Administration Manager and Finance Manager

**1 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

It was proposed, seconded and **RESOLVED** that Councillor Dignum be elected Chairman of the Finance Committee for the remainder of the Council Year. There were no other nominations.

It was proposed, seconded and **RESOLVED** that Councillor M Evans be elected Vice-Chairman of the Finance Committee for the remainder of the Council Year. There were no other nominations.

**2 TO CONFIRM CHAIRMAN AND VICE-CHAIRMAN MEMBERSHIP OF SUB-COMMITTEES**

In accordance with Standing Order 45, the Chairman and Vice-Chairman were asked to indicate membership of the Sub-Committees reporting to the Finance Committee namely the CIL Sub-Committee, Personnel Sub-Committee and Property Sub-Committee.

The Chairman and Vice-Chairman indicated that they both wished to be members of the following Sub-Committees, namely CIL, Personnel and Property.

**3 MINUTES**

The Minutes of the Finance Committee Meeting held on 28 March 2017 having been circulated, were signed by the Chairman as a correct record.

**4 DECLARATIONS OF INTEREST BY MEMBERS OF THE COMMITTEE ON MATTERS ON THE AGENDA FOR THIS MEETING**

There were no declarations of interests relating to matters on the Agenda.

**5 INTERNAL CONTROL POLICY**

A copy of the Internal Control Policy for the year ending 31 March 2017 had been circulated to all members with the Agenda.

The Finance Manager advised that there were no changes since last year.

The Chairman wished the last sentences in both Sections 5 and 6 of the Internal Control Policy be removed as they were a statement and not policy related.

It was also suggested that the last paragraph under section 3.1 explain fully which members had the authority to sign cheques over £1,000.

It was RECOMMENDED to Full Council on Wednesday 21 June 2017 that the amended Internal Control Policy be adopted and signed by the Mayor and Responsible Finance Officer.

6 STATEMENT OF ACCOUNTS 2016/2017

A copy of the Statement of Accounts 2016/2017 produced by DCK Beavers Ltd had been circulated to all members with the Agenda.

The Finance Manager's accompanying report explained that the year end accounts to 31 March 2017 showed a surplus of £10,012. The City Council's balances total £711,064 plus a £390,000 investment in the Local Government Property Fund. The transfers to and from Reserves were explained and these had occurred due to the works to the Council House and the City Cross.

The Chairman asked the Finance Manager to explain some of the headings used in the Statement of Accounts and how they related to City Council activities as some of the headings used were standard accountancy headings and did not seem to relate to the City Council.

The Finance Manager would query the number of employees stated in the Statement of Accounts and also ask for the purchase of the van to be included in the 'Notes to the Accounts'.

It was RECOMMENDED to Full Council on Wednesday 21 June 2017 that the Statement of Accounts 2015/2016 be approved and signed by the Mayor and Responsible Finance Officer.

The Committee requested that Derek Kemp of DCK Beavers be thanked for preparing the Statement of Accounts and also that the Finance Manager be thanked.

7 BUDGETS TO BE CARRIED FORWARD FROM 2016/2017 AND BUDGETS TRANSFERRED TO RESERVES

The Finance Manager explained the rationale behind the budgets being carried forward and the budgets transferred to reserves.

It was RESOLVED that the following budgets be carried forward from 2016/2017 to 2017/2018 financial year :

Administration

- Computer Replacement	£ 1,500	4038/101
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Discretionary Expenses Finance

- Discretionary Grants	£ 5,000	4260/103*
Public Realm Projects	£ 5,058	4296/103

TOTAL £11,558

\* This carried forward relates to a Discretionary Grant determined in February 2017 to which has a Condition attached

RESOLVED that the following Underspend in 2016/2017 be transferred to Earmarked Reserves :

Council and Committees

- Local Elections	£ 12,000
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Civic Expenses

- City Regalia Appraisal	£ 2,000	4119/102
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Discretionary Exps Community Affairs		
- Joint Twinning - Chartres	£ 500	4186/201
- Joint Twinning - Ravenna	£ 268	4187/201
- International Relations	£ 250	4185/201
Council House		
- Council House Maintenance	£10,000	4278/501
- Lift Replacement	£ 1,200	4287/501
- Offset reduction in Tax Base	£ 3,540	4277/501
- Professional Fees (painting restoration)	£ 2,000	4055/501
Statutory Expenses		
- War Memorial	£ 2,000	4148/301
War Memorial Sculpture	£ 4,000	4148/302
St James Obelisk		
- Repairs	£ 100	4236/505
Events		
- Events	£ 4,775	4164/202
TOTAL		£43,133

#### 8 ANNUAL GOVERNANCE STATEMENT (Part 1 of the Annual Return) 2016/2017

A copy of Annual Governance Statement (Part 1 of the Annual Return) 2016/2017 was circulated with the Agenda to all members. The Finance Manager explained that this Statement assured the Auditors that Chichester City Council was conducting their accounts correctly.

It was RECOMMENDED to Full Council on Wednesday 21 June 2017 that the Annual Governance Statement (Part 1 of the Annual Return) 2016/2017 be approved and signed by the Mayor and the Town Clerk.

#### 9 ACCOUNTING STATEMENTS (Part 2 of the Annual Return) 2016/2017

A copy of the Accounting Statements (Part 2 of the Annual Return) 2016/2017 was circulated with the Agenda to all members. The Finance Manager explained that the figures on the Statement were extracted from the Statement of Accounts.

It was RECOMMENDED to Full Council on Wednesday 21 June 2017 that the Accounting Statements (Part 2 of the Annual Return) 2016/2017 be approved and signed by the Mayor and Responsible Finance Officer.

#### 10 APPOINTMENT OF INTERNAL AUDITOR

The Committee noted that both these items were an External Audit requirement.

It was therefore RECOMMENDED to Full Council on Wednesday 21 June 2017 that the following be approved :

- (a) the appointment of Mr Stephen James as the City Council's Internal Auditor continue for the financial year ending 31 March 2018; and
- (b) the Audit Plan 2017/2018 and Audit Terms of reference which had been circulated with the Agenda.

## 11 ALLOTMENTS

Property Sub-Committee Minute 5 refers

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

- (i) that new gates and fencing be installed at the Durnford Close allotment site in the sum of £3,553.30 + VAT and that this be funded from the Allotment Improvement budget; and
- (ii) that new gates be installed at the entrance in Blackberry Lane to the Florence Road allotment site in the sum of £1,300 + VAT and that this be funded from the Allotment Improvement budget.

It was RESOLVED

- (i) that new gates and fencing be installed at the Durnford Close allotment site in the sum of £3,553.30 + VAT and that this be funded from the Allotment Improvement budget; and
- (ii) that new gates be installed at the entrance in Blackberry Lane to the Florence Road allotment site in the sum of £1,300 + VAT and that this be funded from the Allotment Improvement budget.

## 12 WAR MEMORIAL

Property Sub-Committee Minute 7(c) refers

To consider the Recommendation from the Property Sub-Committee that the tender received from Traditional Stone Ltd in the sum of £27,135.24 be approved and that Mr Richard Glover's Professional Fees would increase the overall figure for the works to £30,200. No commitment to the works would be made until the result of an application made to the War Memorials Trust for a grant of £22,000 had been considered by the Committee.

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## 13 KEATS SCULPTURE

Property Sub-Committee Minute 12 refers

To consider the Recommendation from the Property Sub-Committee that the City Council take ownership of the Keats Sculpture together with the maintenance and insurance responsibility. The City Council would also submit a Licence to West Sussex County Council for the sculpture to be on the highway.

It was RESOLVED that the City Council take ownership of the Keats Sculpture together with the maintenance and insurance responsibility. The City Council would also submit a Licence to West Sussex County Council for the sculpture to be on the highway.

It was suggested that a plaque be affixed to the sculpture with appropriate wording explaining about Keats and the connection with Chichester.

**Post Meeting Note :** The project includes a plaque on the Keats sculpture stating his name, date of birth and date of death.

14 INVESTMENT POLICY - UPDATE

The Finance Manager advised that the Investment Policy had been updated since the City Council's investment in the Local Authority Property Fund. The Policy clearly stated that any alternative investment should be suitably risk assessed by an Independent Financial Advisor and that any monies invested which exceeded 6 months would require authorisation from the Town Clerk and Responsible Finance Officer in consultation with the Finance Committee.

15 COMMUNITY GOVERNANCE REVIEW - UPDATE

The Chairman spoke on this matter and briefly explained the rationale behind the City Council requesting a Community Governance Review.

The Administration Manager advised that Chichester District Council had received a response from the Local Government Boundary Commission in connection with a Community Governance Review. The advice received was that a Review could be conducted but there was a risk that the Commission may not give Consent to the proposed changes.

The Committee were reminded that there was an extant Minute of the City Council (Council Minute 73 of the 12 April 2017 meeting refers) that requests a Community Governance Review be carried out.

16 NEW HOMES BONUS 2016/2017

The Administration Manager said that a letter had been received from David Hyland, Chichester District Council Community and Partnerships Support Manager, explaining that the New Homes Bonus project (Chichester Community Development Trust Voluntary Sector Hub) supported by the City Council in 2016 would now be funded from Section 106 monies and not from the New Homes Bonus Scheme.

Therefore, Chichester Community Development Trust would prepare a new proposal/application for the 2016/2017 New Homes Bonus funding, possibly to be used in connection with the Graylingwell Chapel project. A presentation on this New Homes Bonus variation would take place at the City Council's Special Council Meeting on Wednesday 5 July 2017.

Councillor T French declared a Personal Interest in Chichester Community Development Trust.

17 NEW HOMES BONUS 2017/2018

The Committee noted that to date three expressions of interest had been received for the New Homes Bonus 2017/2018 Scheme. The closing date for draft applications was Tuesday 27 June 2017 with the City Council determining New Homes Bonus Schemes at the Special Council Meeting on Wednesday 5 July 2017 at 6pm.

18 MAYORAL PEW

A letter from the Dean of Chichester and the Administration Manager's report were circulated to all members with the Agenda.

The report stated that Corporation Pews had been part of the fabric of the Cathedral since at least the 18<sup>th</sup> century and in 1962, the City Council presented to the Cathedral six pews which included the 'four seat' Mayoral Pew. However, in recent times the moving of the Mayoral Pew had been a challenge to the Cathedral when accommodating various seating layouts and with the introduction of the new light oak chairs, the Mayoral Pew had been stored in the North Transept together with the two frontals. The Corporation Pews had been disposed of some years ago without any consultation with the City Council.

In the letter from the Dean, he apologised for not discussing with the City Council the project to replace the seating in the Cathedral which involved the removal of the Mayoral Pew. As an alternative to the Mayoral Pew the Cathedral had purchased two new chairs with arms that would match the new seating and would be suitable for the Mayor and Mayoress; the Cathedral would be purchasing another four identical chairs at their cost. The chairs would form part of the general seating and therefore no identification, no cushions, no coverings, etc, would be allowed on the new chairs.

Two new light oak frontals are being produced but to date it is uncertain when they will be delivered and how the Mace will be fixed to the frontal is not clear as no updated information has been forthcoming.

The Committee agreed that Mayoral Pew (255cm long with a depth of 49cm) be relocated at the Council House, possibly along the east side of the Old Court Room corridor and would still enable a wheelchair/pushchair/mobility scooter user to pass and continue to the lift or disabled toilet.

## 19 MINUTES OF SUB-COMMITTEES AND WORKING GROUPS

### (a) Property Sub-Committee

It was RESOLVED that the Minutes of the Property Sub-Committee held on 24 May 2017 having been previously circulated, were approved and adopted

## 20 ITEMS FOR INFORMATION ONLY

### (a) Monthly Reconciliation with evidence of Bank Statements to the end of February and March 2017

RESOLVED to note the monthly reconciliation with evidence of Bank Statements to the end of February and March 2017.

### (b) List of Cheques paid for February and March 2017

RESOLVED to note the cheques paid for February and March 2017.

### (b) List of Barclaycard Payments for February and March 2017

RESOLVED to note the Barclaycard payments for February and March 2017.

### (c) Finance Round Up

The Finance Manager advised that the Memorandum of Understanding on Public Conveniences between the City Council and Chichester District Council had been signed for one year.

A schedule detailing the Balances of Earmarked Reserves had been circulated to all members and would be reviewed.

## 21 ITEMS TO BE INCLUDED ON THE AGENDA FOR THE NEXT ORDINARY MEETING

- Christmas Office Closing
- Holocaust Memorial Day 2018
- Review of Earmarked Reserves
- Update on CIL
- Notices/Signs around the City

## 22 DATE OF NEXT MEETING

Tuesday 25 July 2017 at 5.30pm

The meeting closed at 6.40pm