

CHICHESTER CITY COUNCIL

MINUTES OF FINANCE COMMITTEE MEETING

HELD ON TUESDAY 23 JANUARY 2018 AT 5.30PM

- PRESENT : Councillors Budge, Dignum, M Evans, T French, Galloway, Kilby and Scicluna
- EX OFFICIO : The Mayor (Councillor P Evans)
The Deputy Mayor (Councillor Bell)
- ALSO PRESENT : Councillor Plowman
- APOLOGIES : Councillor Keyworth
- IN ATTENDANCE : Town Clerk, Finance Manager, Property Manager and Administration Manager

71 APOLOGIES FOR ABSENCE

As recorded above.

72 MINUTES

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

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

There were no Personal Interests declared

74 FREEDOM CEREMONY - UPDATE

The Town Clerk advised that the Ceremony to confer the Honorary Freedom of the City on Tim Peake CMG would take place on Sunday 25 February 2018 at 2.30pm at Chichester Festival Theatre. Further details would be circulated at a later date.

75 REVENUE BUDGET MONITORING REPORT 30 NOVEMBER 2017

A copy of the Revenue Budget Monitoring Report to 30 November 2017 was circulated with the Agenda.

The Report showed a surplus of £65,262 against the budget to 30 November 2017. The Finance Manager explained the more significant variances contained within the report but also circulated, at the request of the Chairman, an explanation on some minor variances.

With reference to Property Sub-Committee Minute 45, the Finance Manager advised that the Property Manager had sourced a used diesel double cab caged tipper vehicle for the City Council which would be a replacement for the current vehicle. Although the 2018/2019 budget included a budget for the purchase of a replacement vehicle, it was requested that the Committee consider approving the funding for the vehicle from the 2017/2018 budget surplus (and be paid back from the 2018/2019 budget) in order not to miss out on the opportunity to purchase the aforementioned vehicle. The current vehicle would be used as a trade-in against the overall purchase cost.

It was RESOLVED that the vehicle sourced by the Property Manager be purchased and funded from the 2017/2018 surplus and the trade-in cost of the current vehicle offset the overall cost. The expenditure would be paid back from the 2018/2019 budget.

76 CAPITAL MONITORING REPORT 2017/2018

A copy of the Capital Monitoring Report 2017/2018 was circulated with the Agenda and noted that no expenditure had occurred to date. Also circulated with the report was a schedule outlining the New Homes Bonus allocations.

77 COUNCIL HOUSE CCTV

Property Sub-Committee Minute 37(b) refers

The Finance Committee were asked to consider the recommendation of the Property Sub-Committee that the quote from TVC Visual Ltd be accepted in the sum of £1,142. However it was noted that there was no specific budget for this work in the current financial year but as the work would improve security at the Council House, the Property Manger and Finance Manager would investigate whether the funding for this work could be allocated in the current financial year.

It was RESOLVED that the Council House CCTV system be updated and the quote from TVC Visual Ltd in the sum of £1,142 be accepted and funded from existing budgets if possible.

78 AUDIT REPORT ON ON-LINE PURCHASING

A copy of the Internal Auditor's Report on On-line purchasing had been circulated to all members with the Agenda.

The Committee noted the Report and requested that the Procedure Notes be produced and considered at the next Finance Committee meeting for approval.

79 CIL PROJECTS - UPDATE

The Chairman advised that the current situation regarding CIL Projects were contained in the CIL Sub-Committee Minutes.

80 PUBLIC REALM PROJECTS

Property Sub-Committee Minute 43(f) refers

The Chairman advised that the Property Sub-Committee Minute 43(f) included a Resolution to accept the quote from Earth Anchors Ltd in the sum of £5,360.60 to replace the Flower Tower Base surrounds. However it was felt that any Public Realm Project should be recommended to Full Council for approval.

Therefore, it was RECOMMENDED to Full Council that the quote from Earth Anchors Ltd in the sum of £5,360.60 to replace the Flower Tower Base surrounds be accepted and funded from the Public Realm budget.

81 REVALUATION AND AUDIT OF CIVIC REGALIA

The Administration Manager advised that the revaluation and audit of the Civic Regalia would take place in February 2018 by David Webb of Webb Valuations. Mr Webb had produced the initial and current valuation schedules and had knowledge of the history of the regalia. There was an earmarked reserve for this work and a quotation from Mr Webb would be obtained, which would be accepted if as expected was within budget.

82 GENERAL DATA PROTECTION REGULATION

The Town Clerk reported that at the next Finance Committee meeting a firm proposal on the City Council's compliance with the General Data Protection Regulation would be reported. Currently there was conflicting information from both the National Association of Local Councils and the Sussex & Surrey Association of Local Councils (SALC) on who could carry out the role of the Data Protection Officer in councils.

It appeared that it may be more opportune to employ a consultant to carry out this role. Officers would be attending a Training Day on 6 February 2018 organised by SALC; Officers had already attended a webinar on the matter.

83 ANNUAL MEETING OF COUNCIL (MAYOR MAKING CEREMON) 16 MAY 2018

The Committee were advised that the Town Clerk and Administration Manager had met with a representative of Chichester District Council to discuss some broad details on how the Guildhall in Priory Park would facilitate the Annual Meeting of Council on 16 May 2018 and it appeared to be a straightforward transaction. The timing of the meeting would be crucial, as any Civic procession to Priory Park would have to take place after the closure of the Wednesday general market in North Street.

84 MINUTES OF SUB-COMMITTEES AND WORKING GROUPS

(a) CIL Sub-Committee

It was RESOLVED that the Minutes of the CIL Sub-Committee held on 9 January 2018 having been previously circulated, were approved and adopted

(b) Property Sub-Committee

It was RESOLVED that the Minutes of the Property Sub-Committee held on 9 January 2018 having been previously circulated, were approved and adopted

85 ITEMS FOR INFORMATION ONLY

(a) Monthly Reconciliation with evidence of Bank Statements to the end of September, October and November 2017

RESOLVED to note the monthly reconciliation with evidence of Bank Statements to the end of September, October and November 2017.

(b) List of Cheques paid for September, October and November 2017

RESOLVED to note the cheques paid for September, October and November 2017.

(c) List of Barclaycard Payments for September, October and November 2017

RESOLVED to note the Barclaycard payments for September, October and November 2017.

(d) FINANCE MANAGER ROUND-UP

The Finance Manager advised that member signatories for signing off payments over £1,000 had been received with their details of how to sign-up for internet banking

86 ITEMS TO BE INCLUDED ON AGENDA FOR NEXT MEETING

- On-line Purchasing Procedure Notes

87 PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

It was proposed, seconded and RESOLVED that the public and press be excluded from this meeting because of the confidential nature of the business to be transacted namely matters relating to third parties property and finance.

88 MARKET HOUSE

The Finance Manager reported on the latest situation regarding Unit 1 at the Market House and that the proposal being put forward would be subject to approval by the City Council's solicitor with the assurance that the new lease would ultimately be based on one month's notice from both parties.

89 DATE OF NEXT MEETING

Tuesday 27 March 2018 at 5.30pm

The meeting closed at 6.45pm.