



## CHICHESTER CITY COUNCIL

The Council House • North Street • CHICHESTER • West Sussex • PO19 1LQ

Tel: 01243 788502

Email: [clerk@chichestercity.gov.uk](mailto:clerk@chichestercity.gov.uk) • Website: [www.chichestercity.gov.uk](http://www.chichestercity.gov.uk)

Town Clerk: R Duggua RD BA (Hons)

**YOUR ATTENDANCE IS REQUESTED AT A VIRTUAL MEETING OF THE  
FINANCE WORKING GROUP TO BE HELD VIA ZOOM  
AT 2.00PM ON THURSDAY 25 NOVEMBER 2021**

### **PLEASE NOTE CHANGE OF DAY**

  
Town Clerk

### **AGENDA**

1. APOLOGIES FOR ABSENCE
2. MINUTES OF THE FINANCE WORKING GROUP MEETING HELD ON 19 OCTOBER 2021 AND THE SPECIAL MEETING OF THE FINANCE WORKING GROUP HELD ON 28 OCTOBER 2021.
3. DECLARATIONS OF INTEREST BY MEMBERS OF THE WORKING GROUP IN MATTERS ON THE AGENDA FOR THIS MEETING
4. UPDATE FROM PREVIOUS MINUTES  
Please note that any actions arising from the previous Minutes are included on the agenda.
  - a) Minute 29(a) – Speed Indicator Device  
Town Clerk to report
  - b) Minute 46(iii) – Remembrance Sunday  
Town Clerk to report
  - c) Minute 58 – Neighbourhood Plan – request from the Steering Group for funding for administrative support  
Town Clerk to report.
5. REVENUE BUDGET MONITORING TO OCTOBER 2021  
Deputy Town Clerk to report  
(Report attached)
6. EARMARKED RESERVES  
Deputy Town Clerk to report  
(Report attached)
7. PUBLIC REALM PROJECTS  
Deputy Town Clerk to report  
(Report attached)

8. CITY COUNCIL BUDGET 2022/2023  
Deputy Town Clerk to report  
(Report attached)
9. UPDATE ON NEW HOMES BONUS APPROVALS  
Deputy Town Clerk to report  
(Report attached)
10. EXTERNAL AUDIT OF ANNUAL ACCOUNTS – 2020/2021 – BY MOORE UK  
Deputy Town Clerk to report  
(Report attached)
11. RISK MANAGEMENT ACTION PLAN  
Deputy Town Clerk  
(Report attached)
12. MINUTES OF THE PROPERTY WORKING GROUP MEETING HELD ON 8 NOVEMBER 2021  
To approve and adopt the minutes of the Property Working Group meeting held on 8 November 2021.

Items of note:

- a) *Damp in the Town Clerk's office* – to note immediate works required to rectify rising damp in the Town Clerk's office to be undertaken by DB Damp Proofing Services at a cost of £1,670 to be paid from Council House Maintenance.
  - b) *Lidl to Story Road link* – to note strictly limited further work by the Property Team to lay additional aggregate as a short term repair to the path.
13. ITEMS FOR INFORMATION ONLY (reports attached)
    - a) MONTHLY RECONCILIATION WITH EVIDENCE OF BANK STATEMENTS TO END OF OCTOBER 2021
    - b) LIST OF PAYMENTS MADE FOR JULY, AUGUST, SEPTEMBER AND OCTOBER 2021
    - c) LIST OF BARCLAYCARD PAYMENTS FOR JULY, AUGUST, SEPTEMBER AND OCTOBER 2021
  14. ITEMS FOR INCLUSION ON NEXT AGENDA
  15. CONFIDENTIAL ITEMS  
To request that the public and press be excluded from this meeting for agenda items 16 and 17 only because of the confidential nature of the business to be transacted namely commercial and staffing matters.
  16. UPDATE ON THE MARKET HOUSE  
Deputy Town Clerk to report
  17. STAFFING REPORT  
Town Clerk to report  
(Report attached)

DATE OF NEXT ORDINARY MEETING: MONDAY 24 JANUARY 2022  
**NOTE CHANGE OF DAY**

To: Members of the Finance Working Group  
Councillors Scicluna, Barrie, Dignum, Harry, K Hughes

Ex Officio Members:  
The Mayor (Councillor J Hughes)  
The Deputy Mayor (Councillor J Joy)

Chairman of Planning & Conservation Working Group (Councillor Plowman)  
Chairman of Community Affairs Working Group (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.*