



CHICHESTER CITY COUNCIL

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

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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 MONDAY 24 JANUARY 2022**

PLEASE NOTE CHANGE OF DAY


Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE
2. MINUTES OF THE FINANCE WORKING GROUP MEETING HELD ON 25 NOVEMBER 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 62(a) – Speed Indicator Device (SID)
Councillor Plowman to update the Working Group about Parklands Residents Association SID purchase.
5. REVENUE BUDGET MONITORING TO DECEMBER 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. MINUTES OF THE PROPERTY WORKING GROUP MEETING HELD ON 10 JANUARY 2022
To approve and adopt the minutes of the Property Working Group meeting held on 10 January 2022.

Items to note:

- a) *Council Chamber – investigation in to signs of recent structural movement - To note that the City Council's insurers have accepted liability for works required to investigate*

and remedy subsidence under the Council Chamber subject to a £1000 excess to be paid from the Council House Reserve.

- b) *Damp in the Town Clerk's office* – to note works have been delayed further to a requirement from Chichester District Council to commission a survey by an approved historic building surveyor. Since the Property Working Group meeting a cost estimate of £720 has been received for this work.

- c) *Bognor Road bus stop* – to approve the following recommendation (minute 44b refers)

After a short further discussion, it was AGREED TO RECOMMEND to the Finance Working Group that the Bognor Road bus shelter installation go ahead subject to the available of S106 funding.

- d) *West Street project* – to approve the following recommendation (minute 45b refers)

After a short further discussion, it was AGREED TO RECOMMEND to the Finance Committee that the City Council contribute to the West Street feasibility study in the amount of £3,590.70, to be funded from the Public Realm budget.

9. NEIGHBOURHOOD PLAN UPDATES

- a) Steering Group
- b) Expenditure – request for the purchase of a software licence for use by the Steering Group in the amount of £70.

10. IBABS COMMITTEE AND MINUTING SOFTWARE DEMONSTRATION

Richard Sealey (Head of Sales and Marketing, iBABS)

11. CIVIC AWARDS EVENT – OPTIONS FOR CONSIDERATION

Deputy Town Clerk to report

12. STAFFING

- a) Confirmation of new post assessments by South East Employers
- b) Update on recruitment progress

Town Clerk and Deputy Town Clerk to report

13. ANNUAL PARISH MEETING

Town Clerk to report
(*Report attached*)

14. ITEMS FOR INFORMATION ONLY (*reports attached*)

- a) MONTHLY RECONCILIATION WITH EVIDENCE OF BANK STATEMENTS TO END OF DECEMBER 2021
- b) LIST OF PAYMENTS MADE FOR NOVEMBER AND DECEMBER 2021
- c) LIST OF BARCLAYCARD PAYMENTS FOR NOVEMBER AND DECEMBER 2021

15. ITEMS FOR INCLUSION ON NEXT AGENDA

DATE OF NEXT ORDINARY MEETING: TUESDAY 5 APRIL 2022

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)

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However, these provisions will not apply on occasions where the press and public are excluded from the meeting when confidential matters are discussed.

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