

CHICHESTER CITY COUNCIL

FINANCIAL YEAR 2021/2022

MONITORING REPORT TO 28th FEBRUARY 2022

INTRODUCTION

This budget monitor for 2021/2022 reports on the month to the end of February 2022. The report shows the current total budget for the year and a profiled budget, (i.e. the amount expected to be expended by the end of February), against which actual income and expenditure is compared. Certain costs are accrued for where the liability is known to have been incurred, such as charges from the District Council for various services provided.

A column for committed expenditure has also been included. This refers to items of expenditure approved at previous Finance Committees, to be funded from specific existing budgets. The expenditure has not yet been incurred, but it is included to give councillors a clearer picture of funds available.

SUMMARY

The monitoring report shows a surplus of £59,591 against the budget to the end of February 2022.

The variances listed below are cumulative from the start of the financial year 2021/22.

VARIANCES

1. Pay award pending, which is due to be paid in March 2022. Also, Pension strain costs to be paid.
2. Qtr 4 interest on investments due.
3. This budget has been reduced from £30,000 last year. It is hoped that this year's floral decorations will be achieved under budget.
The expenditure has slightly overspent, but income of £5,631 has offset this.
4. Discretionary Grants has a remaining balance of £8,621 which will be carried forward.
5. Public Realm expenditure including Speed Indicator device and the contribution to City Rangers.
The remaining balance £19,530
Any new commitments will be paid and the remaining balance will be carried forward.
6. Income for street name change now totals £7,337 far exceeding the initial budget.
7. Cleaning/repairs to the War Memorial were carried out in June 2021.
8. Invoicing for Cemetery maintenance costs has been slow and very under budget.
Income from burials has been higher than budgeted.
9. £1,470 has been spent on tree works at St Pauls, including removing dead ash.
10. £7,500 Upgrading of the central heating controls.
11. £13,897 has been spent on Save Money Cut Carbon initiative for which we have received Salix grant funding for 75% of the total cost.
12. Costs for the Fingerpost scheme, 2 more signs to be purchase approx £2,000 to be funded from Cil receipts.
13. Assembly Room booking income is higher than anticipated.
14. Cil receipts received so far this year.

AGENDA ITEM 5

CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2021/2022

Month: 11

| | Original Budget £ | Current Budget £ | Profiled Budget £ | Actual To Date £ | Committed Expend. £ | Variance To Date £ | |
|----------------------------------|-------------------------|------------------------|-------------------------|------------------------|---------------------------|--------------------------|----|
| 101 Administration | | | | | | | |
| 4001 Staff Costs | 263,380 | 263,380 | 241,432 | 216,185 | 22,015 | (3,232) | 1. |
| 4002 Employers NI | 24,200 | 24,200 | 22,183 | 20,903 | 2,093 | 813 | |
| 4003 Employers Superannuation | 50,440 | 50,440 | 46,237 | 41,632 | 9,599 | 4,994 | |
| 4004 Staff expenses | 300 | 300 | 275 | 15 | | (260) | |
| 4005 Ill Health Insurance | 3,600 | 3,600 | 3,600 | 3,531 | | (69) | |
| 4007 Staff Recruitment | 500 | 500 | 458 | - | | (458) | |
| 4008 Professional Development | 1,500 | 1,500 | 1,375 | 329 | | (1,046) | |
| 4009 Travel and Subsistence | 100 | 100 | 92 | 190 | | 98 | |
| 4010 Card terminal charges | 300 | 300 | 275 | 97 | | (178) | |
| 4011 Eye tests | 300 | 300 | 275 | 85 | | (190) | |
| 4012 Overtime | - | - | - | 2,969 | | 2,969 | |
| 4014 Cyclescheme | - | - | - | (500) | 500 | - | |
| 4020 General Expenses | 200 | 200 | 183 | 299 | | 116 | |
| 4021 Telephone | 3,000 | 3,000 | 2,750 | 2,173 | | (577) | |
| 4022 Postage | 1,000 | 1,000 | 917 | 810 | | (107) | |
| 4023 Stationery | 1,000 | 1,000 | 917 | 363 | | (554) | |
| 4024 Subscriptions | 50 | 50 | 46 | - | | (46) | |
| 4025 Petty Cash Expenditure | 70 | 70 | 64 | - | | (64) | |
| 4026 Printing | 300 | 300 | 275 | 236 | | (39) | |
| 4027 Photocopying | 1,100 | 1,100 | 1,008 | 843 | | (165) | |
| 4029 SALC | 3,200 | 3,200 | 3,200 | 3,352 | | 152 | |
| 4030 South East Employers | 200 | 200 | 183 | 226 | | 43 | |
| 4031 Nat Allotment Gardens Assoc | 60 | 60 | 60 | 55 | | (5) | |
| 4032 Walled Town Friendship | 130 | 130 | 119 | - | | (119) | |
| 4033 UNA | 40 | 40 | 37 | - | | (37) | |
| 4035 LCAS Subscription | 150 | 150 | 138 | - | | (138) | |
| 4036 Publications | 150 | 150 | 138 | 58 | | (80) | |
| 4038 Computer Improvement/Maint. | 10,000 | 10,000 | 9,167 | 9,356 | | 189 | |
| 4039 CHIBAC DTE Subscription | 270 | 270 | 270 | 130 | | (140) | |
| 4050 Office Equipment | 1,000 | 1,000 | 917 | 780 | | (137) | |
| 4051 Bank Charges Payable | 500 | 500 | 458 | 194 | | (264) | |
| 4055 Professional Fees | 3,400 | 3,400 | 3,117 | 1,481 | | (1,636) | |
| 4057 Audit Fees | 2,300 | 2,300 | 2,108 | 1,600 | | (508) | |
| 4059 Payroll Admin Costs | 1,500 | 1,500 | 1,375 | 610 | | (765) | |
| 4216 Cleaning Sundries | 70 | 70 | 64 | 12 | | (52) | |
| 4700 Accommodation recharge | 53,300 | 53,300 | 48,858 | 48,858 | | (0) | |
| Total Expenditure | 427,610 | 427,610 | 392,570 | 356,872 | 34,207 | (1,491) | |
| 1075 Sale of Goods | 300 | 300 | 275 | 766 | | (491) | |
| 1176 Precept Received | 702,156 | 702,156 | 702,156 | 702,156 | - | - | |
| 1196 Interest Received | 17,600 | 17,600 | 17,600 | 13,534 | (4,500) | (434) | 2. |
| 1201 Recharge to other services | 427,610 | 427,610 | 391,976 | 391,976 | | (0) | |
| Total Income | 1,147,666 | 1,147,666 | 1,112,007 | 1,108,432 | (4,500) | (925) | |
| Net Expenditure | (720,056) | (720,056) | (719,437) | (751,560) | 29,707 | (2,416) | |

CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2021/2022

Month: 11

| | Original Budget £ | Current Budget £ | Profiled Budget £ | Actual To Date £ | Committed Expend. £ | Variance To Date £ |
|--|-------------------------|------------------------|-------------------------|------------------------|---------------------------|--------------------------|
| 102 Civic Expenses | | | | | | |
| 4020 General Expenses | 800 | 800 | 733 | 1,369 | | 636 |
| 4111 Custodian Uniforms | 1,000 | 1,000 | 917 | 369 | | (548) |
| 4112 Robes and Hats | 250 | 250 | 229 | 7 | | (222) |
| 4113 Cleaning/Repair Insignia | 1,000 | 1,000 | 917 | - | | (917) |
| 4114 Civic and Heritage Awards | 2,000 | 2,000 | 1,833 | 211 | | (1,622) |
| 4115 Civic/Heritage Reception | 1,500 | 1,500 | 1,375 | - | 1,000 | (375) |
| 4116 Official Gifts | 500 | 500 | 458 | - | | (458) |
| 4117 Guild of Mace-Bearers Sub | 60 | 60 | 55 | - | | (55) |
| 4119 Civic Regalia Appraisal | 2,000 | 2,000 | 2,000 | 51 | 2,000 | 51 |
| 4127 Freedom Ceremony | - | - | - | 1,368 | | 1,368 |
| 4800 Administration recharge | 2,910 | 2,910 | 2,668 | 2,668 | | 1 |
| 4801 C S Ohead recharge | 250 | 250 | 229 | 229 | | (0) |
| Total Expenditure | 12,270 | 12,270 | 11,414 | 6,272 | 3,000 | (2,142) |
| Net Expenditure | 12,270 | 12,270 | 11,414 | 6,272 | 3,000 | (2,142) |
| 103 Discretionary Expense Finance | | | | | | |
| 4172 Flags | 1,260 | 1,260 | 1,155 | 2,589 | | 1,434 |
| 4063 Bell Tower Clock | 500 | 500 | - | 500 | | 500 |
| 4065 City Band (Gold level) | 300 | 300 | - | 300 | | 300 |
| 4182 Blue plaques | 600 | 600 | - | - | | - |
| 4188 Environment | 800 | 800 | 733 | - | | (733) |
| 4195 Chichester in Bloom | 15,000 | 15,000 | 15,000 | 16,548 | | 1,548 |
| 4204 Walled Town Symposium | 1,000 | 1,000 | 1,000 | - | | (1,000) |
| 4260 Discretionary grants | 35,000 | 35,000 | 35,000 | 26,379 | 8,621 | - |
| 4296 Public Realm Projects | 23,000 | 35,409 | 35,409 | 15,879 | 19,530 | (0) |
| 4900 Depreciation charged | 6,600 | 6,600 | 6,050 | 6,050 | | - |
| 4801 C S Ohead recharge | 890 | 890 | 816 | 816 | | 0 |
| 4199 local historic interest plaque | 1,000 | 1,000 | 917 | 917 | | 0 |
| 4800 Administration recharge | 10,350 | 10,350 | 9,488 | 9,488 | | 1 |
| Total Expenditure | 96,300 | 108,709 | 105,567 | 79,466 | 28,151 | 2,049 |
| 1030 Delegates Fees | - | - | - | - | | - |
| 1013 Chichester in Bloom | 2,500 | 2,500 | 2,500 | 5,631 | | (3,131) |
| 1059 Admin charge for sale of Banners | - | - | - | 194 | | (194) |
| 1060 Admin charge street name change | 1,300 | 1,300 | 1,300 | 8,637 | | (7,337) |
| Total Income | 3,800 | 3,800 | 1,300 | 14,462 | - | (10,662) |
| Net Expenditure | 92,500 | 104,909 | 104,267 | 65,004 | 28,151 | (8,612) |
| 104 Allotments. | | | | | | |
| 4022 Postage | 150 | 150 | 138 | 8 | | (130) |
| 4211 Rates & Water | 1,800 | 1,800 | 1,650 | 1,300 | | (350) |
| 4236 Reps/Maint. General | 6,000 | 6,000 | 5,500 | 4,643 | | (857) |
| 4900 Depreciation Charged | 1,300 | 1,300 | 1,192 | 1,192 | | 0 |
| 4801 C S Ohead recharge | 1,450 | 1,450 | 1,329 | 1,329 | | (0) |
| 4800 Administration recharge | 16,980 | 16,980 | 15,565 | 15,565 | | - |
| Total Expenditure | 27,680 | 27,680 | 25,373 | 24,037 | - | (1,336) |
| 1020 Allotment Rents | 18,500 | 18,500 | 18,500 | 20,870 | | (2,370) |
| 1028 Licence Agreements | 250 | 250 | 250 | | | 250 |
| 1029 Allotment deposits | - | - | - | 634 | | (634) |
| Total Income | 18,750 | 18,750 | 18,750 | 21,504 | - | (2,754) |
| Net Expenditure | 8,930 | 8,930 | 6,623 | 2,533 | - | (4,090) |

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|---|-------------------------|------------------------|-------------------------|------------------------|---------------------------|--------------------------|
| 105 Democratic Representation | | | | | | |
| 4801 C S Ohead recharge | 5,320 | 5,320 | 4,877 | 4,877 | | 0 |
| 4800 Administration recharge | 62,080 | 62,080 | 56,907 | 56,907 | | 0 |
| Net Expenditure | 67,400 | 67,400 | 61,783 | 61,784 | - | 1 |
| 106 Corporate Management | | | | | | |
| 4801 C S Ohead recharge | 15,090 | 15,090 | 13,833 | 13,833 | | 1 |
| 4800 Administration recharge | 170,290 | 170,290 | 156,099 | 156,099 | | (0) |
| Net Expenditure | 185,380 | 185,380 | 169,932 | 169,932 | - | 0 |
| 110 Council and Committees | | | | | | |
| 4001 Staff Costs | 17,760 | 17,760 | 16,280 | 14,507 | 1,450 | (323) |
| 4002 Employers NI | 1,740 | 1,740 | 1,595 | 1,374 | 99 | (123) |
| 4003 Employers Superannuation | 3,600 | 3,600 | 3,300 | 2,541 | 293 | (466) |
| 4004 Staff Expenses | 1,800 | 1,800 | 1,650 | 28 | | |
| 4008 Training | 500 | 500 | 458 | 433 | | (25) |
| 4009 Travel and Subsistence | 400 | 400 | 367 | - | | (367) |
| 4020 General Expenses | 150 | 150 | 138 | 17 | | (121) |
| 4100 Local Election Expenses | 12,000 | 12,000 | 12,000 | - | 12,000 | - |
| 4102 Refreshments | 100 | 100 | 92 | - | | (92) |
| 4128 Neighbourhood Plan | - | - | - | - | | - |
| 4700 Accommodation recharge | 19,800 | 19,800 | 18,150 | 18,150 | | - |
| 4801 C S Ohead recharge | 1,840 | 1,840 | 1,687 | 1,687 | | 0 |
| 4800 Administration recharge | 21,520 | 21,520 | 19,727 | 19,727 | | 0 |
| Total Expenditure | 81,210 | 81,210 | 75,443 | 58,464 | 13,842 | (1,515) |
| Net Expenditure | 81,210 | 81,210 | 75,443 | 58,464 | 13,842 | (1,515) |
| 111 Community Development Admin | | | | | | |
| 4801 C S Ohead recharge | 110 | 110 | 101 | 101 | | 0 |
| 4800 Administration recharge | 1,230 | 1,230 | 1,128 | 1,128 | | 1 |
| Net Expenditure | 1,340 | 1,340 | 1,228 | 1,229 | - | 1 |
| 201 Discretionary Exps C Affairs | | | | | | |
| 4185 International Relations | 250 | 250 | 229 | - | 188 | (41) |
| 4186 Joint Twinning-Chartres | 500 | 500 | 458 | - | 375 | (83) |
| 4187 Joint Twinning-Ravenna | 500 | 500 | 458 | - | 375 | (83) |
| 4800 Administration recharge | 410 | 410 | 376 | 376 | | 0 |
| 4801 C S Ohead recharge | 40 | 40 | 37 | 37 | | 0 |
| Total Expenditure | 1,700 | 1,700 | 1,522 | 376 | 938 | (208) |
| Net Expenditure | 1,700 | 1,700 | 1,522 | 376 | 938 | (208) |
| 202 Events | | | | | | |
| 4164 Other events | 1,000 | 1,000 | 917 | 432 | | (485) |
| 4801 C S Ohead recharge | 1,030 | 1,030 | 944 | 944 | | (0) |
| 4800 Administration recharge | 11,990 | 11,990 | 10,991 | 10,991 | | 0 |
| Total Expenditure | 14,020 | 14,020 | 12,852 | 12,367 | - | (485) |
| Net Expenditure | 14,020 | 14,020 | 12,852 | 12,367 | - | (485) |

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|--|-------------------------|------------------------|-------------------------|------------------------|---------------------------|--------------------------|----|
| 203 Community Safety | | | | | | | |
| 4140 Community Wardens | 40,800 | 40,800 | 40,800 | 42,448 | | 1,648 | |
| Total Expenditure | 40,800 | 40,800 | 40,800 | 42,448 | - | 1,648 | |
| Net Expenditure | 40,800 | 40,800 | 40,800 | 42,448 | - | 1,648 | |
| 301 Statutory Expenses | | | | | | | |
| 4148 Repairs to War Memorial | 2,000 | 2,000 | 2,000 | 2,333 | | 333 | 7. |
| 4144 Contribution to Public Conveniences | 12,456 | 12,456 | 12,456 | 12,882 | | 426 | |
| 4150 Footpath Lighting-Energy | 3,000 | 3,000 | 2,750 | 1,932 | | (818) | |
| 4151 Footpath Lighting Maintenance | 2,300 | 2,300 | 2,300 | 2,838 | | 538 | |
| 4152 City Cemetery-Annual Contrib. | 44,000 | 44,000 | 40,333 | - | 32,000 | (8,333) | 8. |
| 4153 Litten Garden maintenance | 2,500 | 2,500 | 2,292 | 2,619 | | 327 | |
| 4154 St Pauls-General Maint. | 500 | 500 | 500 | 2,099 | | 1,599 | 9. |
| 4156 Misc Grnd Mtce & Street Furn. | 500 | 500 | 458 | 186 | | (272) | |
| 4157 Street Naming & Signage | 4,000 | 4,000 | 3,667 | 2,479 | | (1,188) | |
| 4801 C S Ohead recharge | 320 | 320 | 293 | 293 | | (0) | |
| 4800 Administration recharge | 3,720 | 3,720 | 3,410 | 3,410 | | - | |
| Total Expenditure | 75,296 | 75,296 | 70,459 | 31,071 | 32,000 | (7,388) | |
| Net Expenditure | 75,296 | 75,296 | 70,459 | 31,071 | 32,000 | (7,388) | |
| 401 Mayoralty | | | | | | | |
| 4009 Travel and Subsistence | 1,000 | 1,000 | 917 | 154 | | (763) | |
| 4020 General Expenses | 1,000 | 1,000 | 917 | 1,195 | | 278 | |
| 4123 Charter dinner | - | - | - | - | | - | |
| 4125 Mayors Allowance | 4,000 | 4,000 | 4,000 | 4,000 | | - | |
| 4131 Mayor at Home-Christmas | 2,200 | 2,200 | 2,017 | - | | (2,017) | |
| 4132 Receptions Other | 1,000 | 1,000 | 917 | 139 | | (778) | |
| 4700 Accommodation recharge | 8,900 | 8,900 | 6,933 | 6,933 | | (0) | |
| 4801 C S Ohead recharge | 1,060 | 1,060 | 972 | 972 | | 0 | |
| 4800 Administration recharge | 12,400 | 12,400 | 11,367 | 11,367 | | 0 | |
| Total Expenditure | 31,560 | 31,560 | 28,038 | 24,760 | - | (3,278) | |
| Net Expenditure | 31,560 | 31,560 | 28,038 | 24,760 | - | (3,278) | |

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| | Original Budget £ | Current Budget £ | Profiled Budget £ | Actual To Date £ | Committed Expend. £ | Variance To Date £ | |
|--|-------------------------|------------------------|-------------------------|------------------------|---------------------------|--------------------------|-----|
| 501 Council House | | | | | | | |
| 4001 Staff Costs | 22,180 | 22,180 | 20,332 | 18,158 | 1,817 | (357) | |
| 4002 Employers NI | 2,180 | 2,180 | 1,998 | 1,498 | 150 | (350) | |
| 4003 Employers Superannuation | 3,700 | 3,700 | 3,392 | 3,682 | 368 | 658 | |
| 4012 Overtime | 11,000 | 11,000 | 10,083 | 9,183 | 707 | (193) | |
| 4050 Office equipment | - | - | - | - | - | - | |
| 4055 Professional Fees (painting restoration) | 2,000 | 2,000 | 1,833 | 1,015 | - | (818) | |
| 4101 Publicity | 1,200 | 1,200 | 1,100 | 884 | - | (216) | |
| 4145 Maintenance bus shelters | 500 | 500 | 458 | 105 | - | (353) | |
| 4201 Wedding licence | 690 | 690 | 633 | 770 | - | 138 | |
| 4206 Bid membership | 1,020 | 1,020 | 1,020 | 1,013 | - | (7) | |
| 4211 Rates and Water | 42,500 | 42,500 | 42,500 | 41,809 | - | (691) | |
| 4212 Building cleaning and windows | 6,400 | 6,400 | 5,867 | 4,320 | - | (1,547) | |
| 4214 Electricity | 5,000 | 5,000 | 4,583 | 2,757 | - | (1,826) | |
| 4215 Gas | 3,500 | 3,500 | 3,208 | 3,485 | - | 277 | |
| 4216 General Cleaning | 2,300 | 2,300 | 2,108 | 1,118 | - | (990) | |
| 4217 Alarm main servicing and monitoring | 1,500 | 1,500 | 1,375 | 1,182 | - | (193) | |
| 4218 Lift Service Contract | 2,900 | 2,900 | 2,658 | 280 | 2,000 | (378) | |
| 4219 Fire Equipment Service | 460 | 460 | 422 | 345 | - | (77) | |
| 4209 Emergency lighting | 1,500 | 1,500 | 1,375 | 142 | - | (1,233) | |
| 4210 Fire Extinguishers | 1,250 | 1,250 | 1,146 | 705 | - | (441) | |
| 4221 Automatic Door Service | 650 | 650 | 596 | 248 | - | (348) | |
| 4222 Air conditioning and heating system service | 4,500 | 4,500 | 4,125 | 8,056 | - | 3,931 | 10. |
| 4224 Portable App. Testing | 500 | 500 | 458 | - | - | (458) | |
| 4225 Insurance | 11,500 | 11,500 | 11,500 | 8,588 | - | (2,912) | |
| 4227 Licences | 510 | 510 | 468 | 996 | - | 529 | |
| 4231 Council House Improvements | 8,000 | 8,000 | 7,333 | 3,119 | - | (4,214) | |
| 4299 Save Money Cut Carbon | - | - | - | 13,897 | (8,885) | 5,012 | 11. |
| 4234 CCTV Maintenance Contract | 400 | 400 | 367 | 114 | - | (253) | |
| 4238 Cyclical Maintenance budget | 3,000 | 3,000 | 3,000 | 3,718 | - | 718 | |
| 4241 Lightning Protection R & M | 180 | 180 | 165 | - | - | (165) | |
| 4242 Display Energy Certificate | 400 | 400 | 367 | - | - | (367) | |
| 4245 Health and Safety | 2,000 | 2,000 | 1,833 | 514 | - | (1,319) | |
| 4246 Wedding Expenditure | 500 | 500 | 458 | 24 | - | (434) | |
| 4250 Council house equipment | 1,450 | 1,450 | 1,329 | 648 | - | (681) | |
| 4283 Council Chamber Redecorations | 20,000 | 20,000 | 20,000 | - | 20,000 | - | |
| 4284 MUGA running costs | 750 | 750 | 688 | 204 | - | (484) | |
| 4291 Van running costs | 1,000 | 1,000 | 917 | 2,653 | - | 1,736 | |
| 4298 Cil - fingerposts | - | - | - | 9,038 | (9,038) | - | 12. |
| 4823 Tsfir from EMR Council Hse | - | - | - | - | - | - | |
| 4800 Administration recharge | 70,887 | 70,887 | 64,980 | 64,980 | - | 0 | |
| 4801 C S Ohead recharge | 12,773 | 12,773 | 11,709 | 11,709 | - | 0 | |
| 4900 Capital Charges | 39,100 | 39,100 | 35,842 | 35,842 | - | 0 | |
| Total Expenditure | 289,880 | 289,880 | 272,225 | 256,799 | 7,119 | (8,307) | |
| 1001 Hire Charges-Assembly Room | 3,700 | 3,700 | 3,700 | 18,819 | 2,164 | (12,955) | 13. |
| 1002 Hire Charges-Court Room | 7,500 | 7,500 | 7,500 | 9,580 | 543 | (1,537) | |
| 1003 Telephone Income | - | - | - | - | - | - | |
| 1011 Solar Panel income | 1,600 | 1,600 | 1,467 | 1,497 | - | (30) | |
| 1012 Wedding Income | 1,000 | 1,000 | 917 | 502 | - | 415 | |
| 1013 Chi in Bloom | - | - | - | - | - | - | |
| 1014 CIL receipts | - | - | - | 334,000 | 334,000 | - | 14. |
| 1015 Hire of screen (small) | - | - | - | 51 | - | (51) | |
| 1016 Hire of screen (large) | - | - | - | (29) | - | 29 | |
| 1201 Recharges to other services | 82,000 | 82,000 | 75,167 | 75,167 | - | (0) | |
| Total Income | 95,800 | 95,800 | 88,750 | 439,587 | 336,707 | (14,130) | |
| Net Expenditure | 194,080 | 194,080 | 183,475 | (182,788) | (329,588) | (22,437) | |

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Month: 11

| | Original Budget £ | Current Budget £ | Profiled Budget £ | Actual To Date £ | Committed Expend. £ | Variance To Date £ |
|---|-------------------------|------------------------|-------------------------|------------------------|---------------------------|--------------------------|
| 502 Market House | | | | | | |
| 4055 Professional Fees | 2,500 | 2,500 | 2,500 | 2,425 | | (75) |
| 4801 C S Ohead recharge | 110 | 110 | 101 | 101 | | 0 |
| 4800 Administration recharge | 1,230 | 1,230 | 1,128 | 1,128 | | 1 |
| Total Expenditure | 3,840 | 3,840 | 3,728 | 3,654 | | (74) |
| 1120 Rents Received-Ground Floor | 50,000 | 50,000 | 50,000 | 53,792 | 4,167 | (7,959) |
| Total Income | 50,000 | 50,000 | 50,000 | 53,792 | 4,167 | (7,959) |
| Net Expenditure | (46,160) | (46,160) | (46,272) | (50,138) | (4,167) | (8,033) |
| 504 City Cross | | | | | | |
| 4214 Electricity | 300 | 300 | 275 | 497 | | 222 |
| 4236 Reps/Maint. General | 500 | 500 | 458 | 23 | | (435) |
| 4300 City Cross Conservation | 2,000 | 2,000 | 1,833 | 1,700 | | (133) |
| 4302 Annual Maintenance of Clock | 1,000 | 1,000 | 917 | 337 | | (580) |
| 4801 C S Ohead recharge | 70 | 70 | 64 | 64 | | (0) |
| 4800 Administration recharge | 820 | 820 | 752 | 752 | | 0 |
| Total Expenditure | 4,690 | 4,690 | 4,299 | 3,518 | - | (926) |
| Net Expenditure | 4,690 | 4,690 | 4,299 | 3,518 | - | (926) |
| 505 St James Obelisk | | | | | | |
| 4236 Reps/Maint. General | 100 | 100 | 92 | - | 92 | 0 |
| Total Expenditure | 100 | 100 | 92 | - | 92 | 0 |
| Net Expenditure | 100 | 100 | 92 | - | 92 | 0 |
| 506 Heritage Account expenditure | | | | | | |
| 4800 Administration recharge | 410 | 410 | 376 | 376 | | 0 |
| 4801 C S Ohead recharge | 30 | 30 | 28 | 28 | | 1 |
| Total Expenditure | 440 | 440 | 403 | 404 | | 1 |
| Net Expenditure | 440 | 440 | 403 | 404 | - | 1 |
| 508 Henty Field | | | | | | |
| 4236 Reps/Maint. General | 1,500 | 1,500 | 1,375 | 1,665 | | 290 |
| Total Expenditure | 1,500 | 1,500 | 1,375 | 1,665 | - | 290 |
| Net Expenditure | 1,500 | 1,500 | 1,375 | 1,665 | - | 290 |

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| | Original Budget £ | Current Budget £ | Profiled Budget £ | Actual To Date £ | Committed Expend. £ | Variance To Date £ |
|--------------------------------------|----------------------|---------------------|----------------------|---------------------|------------------------|-----------------------|
| NET EXPENDITURE | 47,000 | 59,409 | 8,297 | (502,659) | (226,025) | (59,591) |
| ADJUSTMENT RE CAPITAL CHARGES | (47,000) | (47,000) | (43,083) | (43,084) | - | (1) |
| (SURPLUS)/DEFICIT | - | 12,409 | (34,786) | (545,743) | (226,025) | (59,591) |

Notes:

The Current Budget varies from the Original Budget due to budgets brought forward fm 2020/21.

Original budget surplus/deficit

Budgets carried forward from 2020/21

£

-

12,409

 12,409

1. Pay award pending, which is due to be paid in March 2022, plus Pension strain costs to be paid.
2. Qtr 4 interest on investments due.
3. This budget has been reduced from £30,000 last year. It is hoped that this years floral decorations will be achieved under budget. The expenditure has slightly overspent, but income of £5,631 has offset this.
4. Discretionary Grants has a remaining balance of £8,621 which will be carried forward.
5. Public Realm expenditure including Speed Indicator device and the contribution to City Rangers. The remaining balance £19,530 Any new commitments will be paid and the remaining balance will be carried forward.
6. Income for street name change now totals £7,337 far exceeding the initial budget.
7. Cleaning/repairs to the War Memorial were carried out in June 2021.
8. Invoicing for Cemetery maintenance costs has been slow and very under budget. Income from burials has been higher than budgeted.
9. £1,470 has been spent on tree works at St Pauls, including removing dead ash.
10. £7,500 Upgrading of the central heating controls.
11. £13,897 has been spent on Save Money Cut Carbon initiative for which we have received Salix grant funding for 75% of the total cost.
12. Costs for the Fingerpost scheme, 2 more signs to be purchase approx £2,000 to ve funded from Cil receipts.
13. Assembly Room booking income is higher than anticipated.
14. Cil receipts received so far this year.

Expenditure on Reserves

Council House Reserve

| Description | Actual Expenditure (£) | Committed Expenditure (£) | Committee | Date RESOLVED |
|--------------------------|-------------------------------|----------------------------------|------------------|----------------------|
| CH Exterior repair works | 2,000.00 | | Finance | 30-Jul-20 |
| Rendering works | 2,380.00 | | | |
| Painting works | 2,500.00 | | | |
| Surveyor fees | 750.00 | | | |
| thermostatic radiator | 7,500.00 | 7,500.00 | Property | 01-Sep-21 |
| <u>Total</u> | 15,130.00 | 7,500.00 | | |

| | £ | £ |
|---------------------|------------------|------------------|
| Cfwd | 73,984.85 | 73,984.85 |
| Expenditure | 14,228.15 | 7,500.00 |
| <u>Total</u> | 59,756.70 | 66,484.85 |

AGENDA ITEM 7

Public Realm Budget

| Description | Actual Expenditure (£) | Committed Expenditure (£) | Committee | Date RESOLVED |
|-------------------------|-------------------------------|----------------------------------|-------------------|----------------------|
| Speed Indicator Device | £4,520.00 | £4,550.00 | Community Affairs | 5th Oct 2020 |
| Maintained by sign | £55.00 | | | |
| Contribution to Rangers | £10,763.80 | £10,763.80 | Council | 23rd June 2021 |
| 3 bike racks | £540.00 | | | |
| Story Road | £53.41 | | | |
| Total | £15,932.21 | £15,313.80 | | |

| | £ | £ |
|--------------------|------------------|----------|
| cfwd | 35,409.00 | |
| Actual Expenditure | -15,932.21 | |
| Total | 19,476.79 | |

AGENDA ITEM 8b

Neighbourhood Plan expenditure to date

| | £ |
|-----------------------------------|---|
| 2019-20 | 13,793.86 |
| 2020-21 | |
| Carbon footprint report | 1,875.00 |
| Staffcosts | 11,888.82 |
| Summersdale Character study | 2,830.95 |
| staff costs | 8,397.96 |
| Stantec | 5,350.00 |
| Stantec | 2,450.00 |
| Ethos Invoice | 4,637.50 |
| Ethos Invoice | 4,637.50 |
| Feria | 1,000.00 |
| Feria | 145.50 |
| Motion study | 1,500.00 |
| Survey monkey | 750.00 |
| | <hr/> |
| | 45,463.23 |
| Less Groundwork grant | -9,275.00 |
| Total | <hr/> |
| | 49,982.09 |
| 2021-2022 | |
| Feria Urbanism | 5,900.00 |
| (£23,600) | 1,500.00 |
| | 364.56 |
| Concept design Craft:Pegg | 4,500.00 |
| Total cost | 62,246.65 |
| Agreed for Administrative Support | 3,600.00 |
| Balance to Feria (not yet paid) | 16,200.00 |
| | <hr/> |
| | 82,046.65 |



CHICHESTER CITY COUNCIL

Report for Finance Committee – 5 April 2022

Review of meeting Agenda and Minuting processes

This report was first presented in June 2020 and forms part of the review of working practices and costs incurred for the continuation of City Council business during the Coronavirus pandemic and the rapid shut down of the City Council offices.

This resulted in the need for Officers to be able to work from home and it was felt appropriate to review the methodology and costs involved with the creation, distribution and publishing of meeting Agendas and Minutes with a view to increasing flexibility and preparing the Council for more home and mobile working.

In addition, there is a need for the City Council to become fully compliant with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

The requirement is that the City Council website and any documents published on it or otherwise by the City Council; must meet these regulations – or be demonstrably aiming to do so as soon as possible.

Current situation:

Agendas, Minutes and supporting reports are currently compiled by the Member Services Support Officer with the new Committee and Community Officer starting on this work shortly; using Word and other Office applications.

Agendas are signed electronically and then converted to PDF and uploaded to the website.

In order to be fully compliant the document templates should use a full heading structure and reports should include linked tables of contents to allow easy movement around longer documents – to date, these templates have not been fully implemented so work would be needed to apply new templates to these documents before reuploading to the website.

Prior to April 2019, Agendas, supporting reports and some Minutes were scanned in to PDF format before upload to the website. As these are essentially images, they cannot be read by accessibility software and therefore would also need retrospective conversion.

Proposal:

It is proposed that consideration is given to implementing the IBABS meeting management system.

This system has a number of features in common with the ModernGov package used by Chichester District Council:

- Agendas created within pre-configured templates
- Management of governance processes
- Audit track to see who has read what and when
- Distribution lists
- Electronic signing
- Fully accessibility compliant document templates
- 24/7 access to all documents for all users
- Hierarchy of users with ability to control who does what

AGENDA ITEM 9

Costs for IBABS are as follows (ex VAT):

iBabs (Euronext)

| | | |
|----------------|--|-------|
| Year 1 | Installation | £ 995 |
| | Licences (3 blocks of 10) | £3600 |
| | Website build | £2950 |
| | TOTAL | £7545 |
| Year 2 onwards | Licences (3 blocks of 10) | £3600 |
| | Can be increased or decreased in blocks of 10 at £1200 per block per annum with 30 days notice of variation. | |

Officers felt that the iBabs system was a better fit and offered more functionality than Modern.Go.

That, coupled with the advantageous pricing means that it is recommended to Finance Committee that the City Council proceeds with purchase of the iBabs system.

The stand out points were:

- Easy to access on all platforms – Windows, Android, iOs (Apple)
- Retrospective conversion of Agendas and Minutes to fully accessible format – automatically
- Integrates with Outlook and the City Council's Office 365 account
- Automatically generates Councillor attendance and voting records
- Quick minuting during the meeting to save staff time
- Ability to assign actions to individuals during the meeting
- Agendas, minutes etc get automatically "pushed" to devices so Councillors and Officers receive alerts that documents are waiting

Current UK IBABS customers include:

<https://newquay.ibabs.org/>

<https://burnhamhighbridgetc.ibabs.org/>

Gareth Bowen – Member Services Support Officer – 01 June 2020 – rev. 28 March 2022

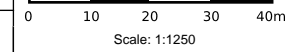
Proposed location of SID Mounting Post

St Pancras East bound carriageway

Chichester

Author: P. Roberts

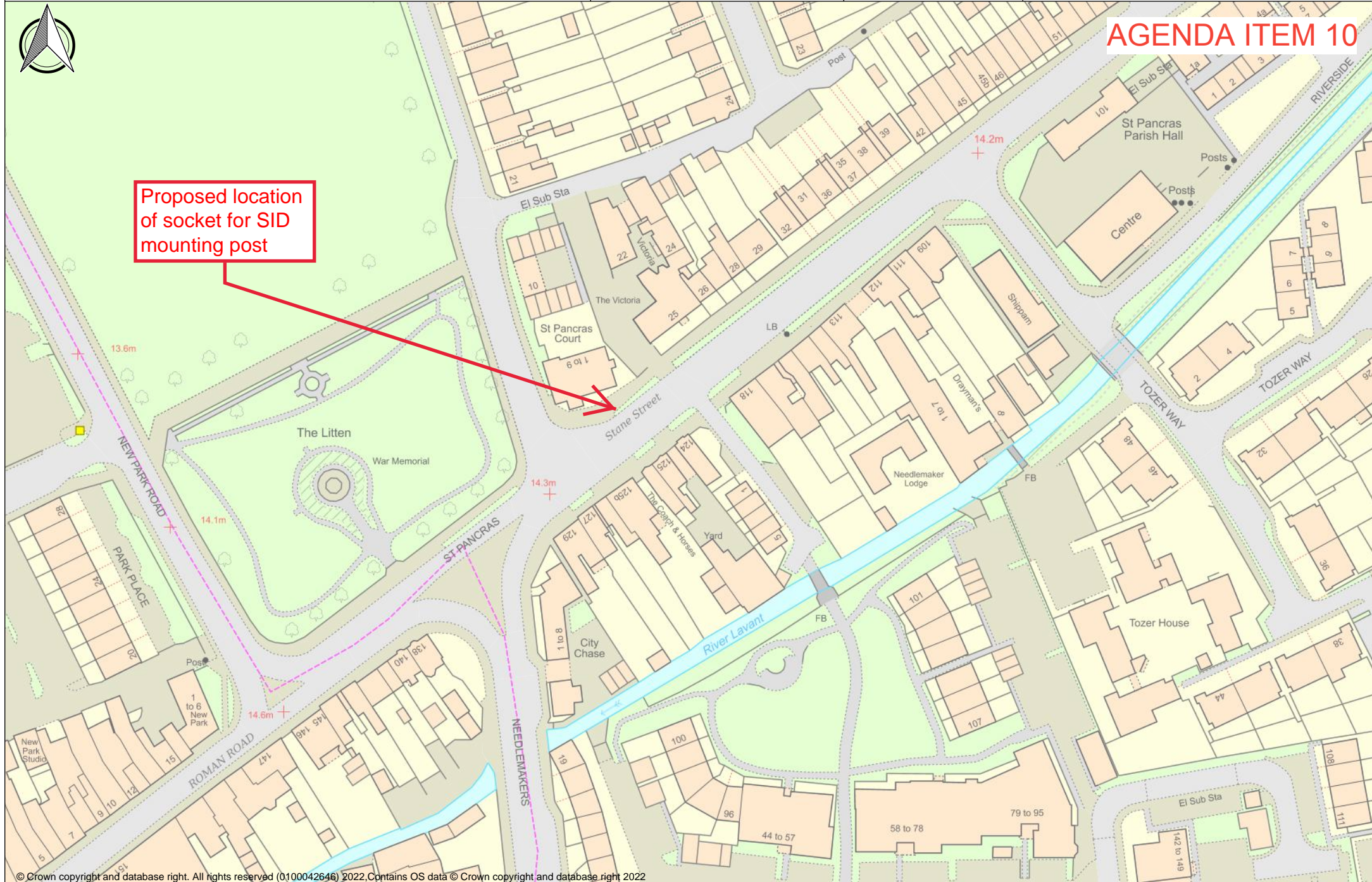
Date: 14/01/2022



AGENDA ITEM 10



Proposed location
of socket for SID
mounting post

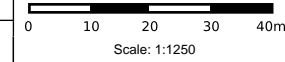


Proposed location of SID Mounting Post

Chichester

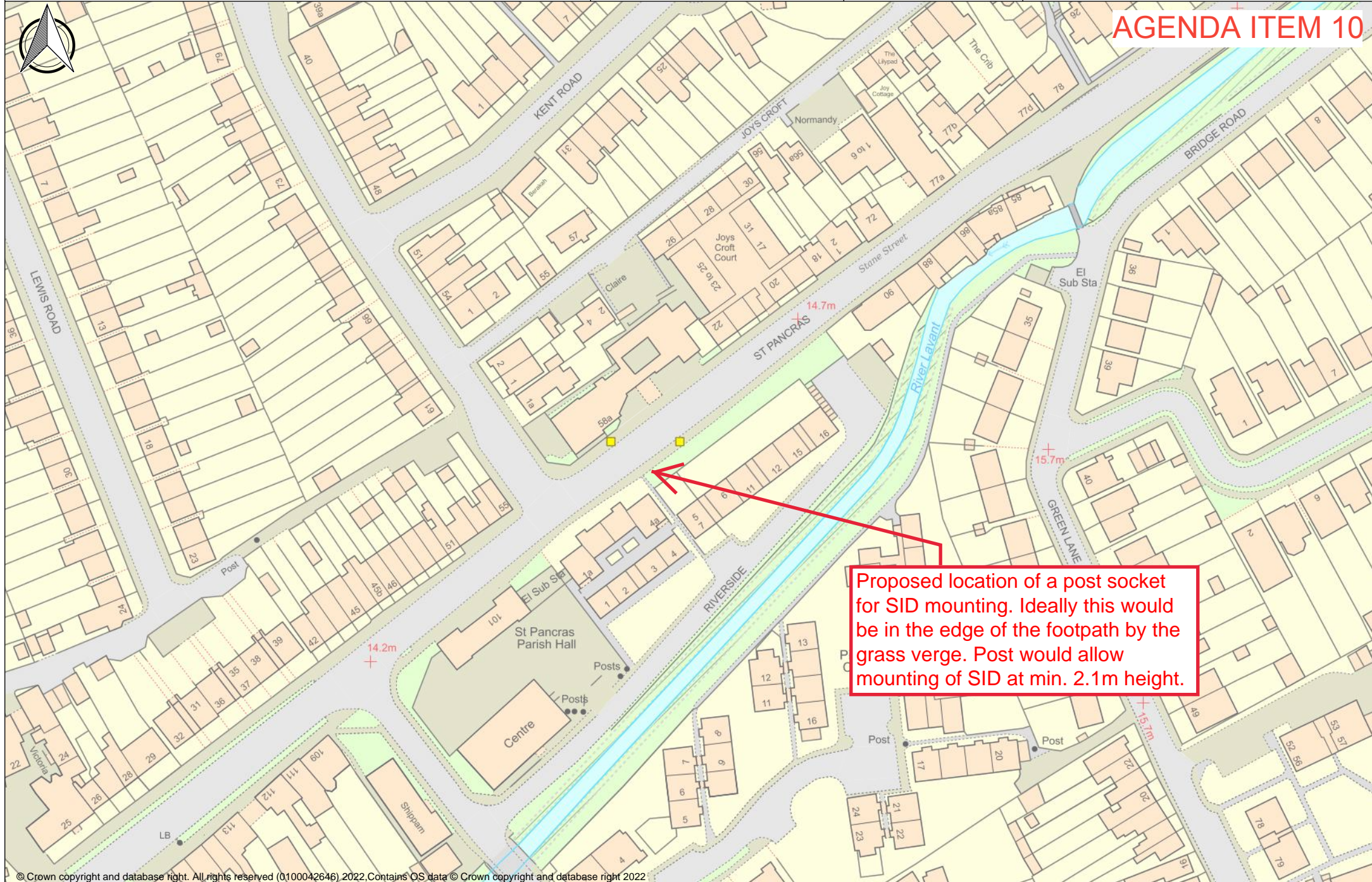
St Pancras Town bound carriageway

Author: P. Roberts



Date: 14/01/2022

AGENDA ITEM 10



Proposed location of a post socket for SID mounting. Ideally this would be in the edge of the footpath by the grass verge. Post would allow mounting of SID at min. 2.1m height.

Sections 115B and 115E Highways Act 1980

IN CONSIDERATION of **West Sussex County Council** giving consent/permission subject to the following conditions to the siting of **permanent** sockets which will be used periodically to support Speed Indicator Device apparatus / operations at two locations within the limits of the highway, as set out in the Schedule below, and as shown on the attached plan

Chichester City Council hereby undertakes to: -

- (a) Maintain the sockets to the satisfaction of the Highway Manager.
- (b) Carry out regular inspections of the sockets and any associated items.
- (c) Repair forthwith any damage howsoever caused to the sockets and any associated items to the satisfaction of the Highway Manager.
- (d) Indemnify the County Council against any costs, claims and demands that may arise because of its placing or existence or removal.
- (e) Ensure that the contractor carrying out the work has £10 million public liability insurance and New Roads and Street Works accreditation.
- (f) No part of the SID when in situ to be sited within 450mm of the edge of the carriageway.
- (g) When post not in situ socket to be securely covered
- (h) If a safety concern was to arise WSCC would reserve right to request removal
- (i) SID to be erected in accordance with the regulations as specified in the Traffic Signs Regulations and General Directions

SCHEDULE

To site two sockets in the highway as shown precisely on the attached plan.

This consent approved on behalf of WSCC by
Highway Manager,



24 . 2 . 2022

AGENDA ITEM 10

Signed by: *Peter Roberts* on behalf of
Chichester City Council.

In the presence of; *Rodney Duggua*
c/o Chichester City Council, The Council House,
North Street, Chichester, PO19 1LQ

Dated this 24th day of February 2022

**Bank Reconciliation Statement as at 02/02/2022
for Cashbook 2 - Unity Trust Current Account**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|------------------------------------|-------------------|
| Current account-Unity | 31/01/2022 | 104 | 765,332.50 |
| | | | <hr/> 765,332.50 |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 765,332.50 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 765,332.50 |
| | | Balance per Cash Book is :- | 765,332.50 |
| | | Difference is :- | 0.00 |

**Bank Reconciliation Statement as at 21/03/2022
for Cashbook 2 - Unity Trust Current Account**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-------------------|
| Current account-Unity | 28/02/2022 | 105 | 761,529.14 |
| | | | <u>761,529.14</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| 04/03/2022 BACS1 CCE Sussex Ltd | | 3,324.00 | |
| 04/03/2022 BACS2 Chichester District Council | | 15,330.47 | |
| 04/03/2022 BACS3 West Sussex County Council | | 31,422.02 | |
| 10/03/2022 BACS14 The Dean & Chapter Of Chichest | | 1,320.00 | |
| 10/03/2022 BACS13 Foot Anstey | | 3,607.20 | |
| | | | <u>55,003.69</u> |
| | | | 706,525.45 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 706,525.45 |
| | | Balance per Cash Book is :- | 707,118.77 |
| | | Difference is :- | -593.32 |

**Bank Reconciliation Statement as at 31/01/2022
for Cashbook 1 - Imprest Account**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|------------------------------------|------------------|
| Imprest Account-Unity | 31/01/2022 | 82 | 17,221.77 |
| | | | <hr/> 17,221.77 |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 17,221.77 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 17,221.77 |
| | | Balance per Cash Book is :- | 17,221.77 |
| | | Difference is :- | 0.00 |

**Bank Reconciliation Statement as at 21/03/2022
for Cashbook 1 - Imprest Account**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|----------------------|-----------------|
| Imprest Account-Unity | 28/02/2022 | 83 | 14,495.11 |
| | | | <hr/> 14,495.11 |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| 04/03/2022 BACS1 Dudman Aggregates Ltd | | 32.59 | |
| 04/03/2022 BACS2 Southern Electric plc | | 694.57 | |
| 04/03/2022 BACS3 City Electrical Factors | | 50.28 | |
| 04/03/2022 BACS4 GB Sign Solutions Ltd | | 52.80 | |
| 04/03/2022 BACS5 Beaver Tool Hire | | 31.50 | |
| 04/03/2022 BACS6 Leander Architectural | | 418.80 | |
| 04/03/2022 BACS7 Society of Local Council Clerk | | 327.00 | |
| 04/03/2022 BACS8 Chichester District Council | | 47.70 | |
| 04/03/2022 BACS9 Luna Clean | | 507.00 | |
| 04/03/2022 BACS10 South Downs Water Co Ltd | | 21.60 | |
| 04/03/2022 BACS11 Mr D Jenkins | | 6.58 | |
| 04/03/2022 BACS12 Councillor A Scicluna | | 48.00 | |
| 04/03/2022 BACS13 Copperstone Consultants Ltd | | 864.00 | |
| 04/03/2022 BACS14 Goodrowes of Chichester Ltd | | 129.96 | |
| 04/03/2022 BACS15 Chichester Garden Machinery | | 71.08 | |
| 09/03/2022 BACS32 West Sussex Drains Ltd | | 300.00 | |
| 10/03/2022 BACS15 Society of Local Council Clerk | | 108.00 | |
| 10/03/2022 BACS16 IGS Fencing Ltd | | 54.96 | |
| 10/03/2022 BACS17 South Downs Water Co Ltd | | 34.80 | |
| 10/03/2022 BACS18 C Adams | | 59.99 | |
| 10/03/2022 BACS19 Goodrowes of Chichester Ltd | | 2.92 | |
| 10/03/2022 BACS20 City Electrical Factors | | 75.36 | |
| 10/03/2022 BACS21 Microshade Business Consultant | | 691.20 | |
| 10/03/2022 BACS22 Hampshire Flag Company | | 59.33 | |
| 16/03/2022 BACS33 Mrs Kim Martin | | 11.00 | |
| 18/03/2022 BACS24 Screwfix | | 35.98 | |
| 18/03/2022 BACS25 GSF Car Parts Ltd | | 11.60 | |
| 18/03/2022 BACS26 City Electrical Factors | | 816.00 | |
| 18/03/2022 BACS27 Southern Electric plc | | 621.90 | |
| 18/03/2022 BACS28 The Nat. Society of Allotment | | 66.00 | |
| 18/03/2022 BACS29 Allstar | | 50.00 | |
| 18/03/2022 BACS30 Sussex Heritage Trust | | 420.00 | |
| 18/03/2022 BACS31 Miss PL Mansergh | | 50.00 | |
| 18/03/2022 BACS32 Amazon | | 510.76 | |
| 18/03/2022 BACS34 Screwfix | | 76.97 | |
| 19/03/2022 BACS35 Visual Hygiene Cleaning Servic | | 80.00 | |
| | | | <hr/> 7,440.23 |
| | | | 7,054.88 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |

**Bank Reconciliation Statement as at 21/03/2022
for Cashbook 1 - Imprest Account**

| <u>Amount</u> | <u>Balances</u> |
|------------------------------------|-----------------|
| | 0.00 |
| | <hr/> 7,054.88 |
| Balance per Cash Book is :- | 7,054.88 |
| Difference is :- | 0.00 |

Unity Trust Current Account

Payments made between 01/01/2022 and 31/01/2022

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|------------------------|--------------------------------|-----------|--------------|-------------|-------|------|--------|----------|--------------------------------|
| 04/01/2022 | Drax | DDR1 | 153.03 | 153.03 | | 501 | | | Street Lighting - Nov 21 |
| 04/01/2022 | O2 - Telephonica UK Ltd | DDR3 | 32.40 | 32.40 | | 501 | | | 3 x Mobile Phones for Dec 21 |
| 05/01/2022 | Drax | DDR2 | 99.07 | 99.07 | | 501 | | | Street Lighting - Nov 21 |
| 10/01/2022 | New Park Centre | BACS1 | 5,500.00 | 5,500.00 | | 501 | | | NHB Claim 23.12.21 |
| 10/01/2022 | West Sussex County Council | BACS2 | 35,315.10 | 35,315.10 | | 501 | | | Salaries for Dec 2021 |
| 12/01/2022 | Screwfix | BACS37 | 185.58 | 185.58 | | 501 | | | Makita 18v Jigsaw & Blades |
| 12/01/2022 | Square | TNSFR | 2.96 | | | 4010 | 101 | 2.96 | Square Fees |
| 14/01/2022 | Barclaycard | DD | 167.54 | | | 521 | | 167.54 | Barclaycard |
| 17/01/2022 | Chichester District Council | DDR10 | 101.30 | 101.30 | | 501 | | | BID Levy 2021/22 |
| 17/01/2022 | British Telecommunications PLC | DDR4 | 63.61 | 63.61 | | 501 | | | Redcare & alarm line - Jan 22 |
| 17/01/2022 | British Telecommunications PLC | DDR5 | 45.47 | 45.47 | | 501 | | | Lift Emergency line - Jan 22 |
| 17/01/2022 | Chichester District Council | DDR9 | 4,147.00 | 4,147.00 | | 501 | | | Nat Non-Domestic Rates 2021/22 |
| 18/01/2022 | British Telecommunications PLC | DDR6 | 344.71 | 344.71 | | 501 | | | Phonelines to Jan 22 |
| 19/01/2022 | Drax | DDR7 | 548.19 | 548.19 | | 501 | | | Council House Elec - Dec 21 |
| 20/01/2022 | Square | TNSFR | 0.09 | | | 4010 | 101 | 0.09 | Square Fees |
| 21/01/2022 | GB Sign Solutions Ltd | BACS36 | 58.97 | 58.97 | | 501 | | | Street name for Palmers Field |
| 21/01/2022 | Covers Trade Centre Branch | BACS38 | 11.58 | 11.58 | | 501 | | | Timber for Street sign |
| 21/01/2022 | C Adams | BACS39 | 7.65 | 7.65 | | 501 | | | Toilet Rolls for Lavatories |
| 21/01/2022 | Street Furniture Direct | BACS40 | 115.14 | 115.14 | | 501 | | | Replacement Bike Rack |
| 21/01/2022 | NUAIRE | BACS41 | 1,393.54 | 1,393.54 | | 501 | | | 1 X Hall effect Blower for Toi |
| 21/01/2022 | City Electrical Factors | BACS42 | 2,115.36 | 2,115.36 | | 501 | | | 8 X 14W LED Tube cool white |
| 24/01/2022 | Square | TNSFR | 0.18 | | | 4010 | 101 | 0.18 | Square Fees |
| 26/01/2022 | EE | DDR8 | 12.54 | 12.54 | | 501 | | | Mobile Phone for January 2022 |
| 31/01/2022 | Square | TNSFR | 0.60 | | | 4010 | 101 | 0.60 | Square Fees |
| Total Payments: | | | 50,421.61 | 50,250.24 | 0.00 | | | 171.37 | |

Unity Trust Current Account

List of Payments made between 01/02/2022 and 28/02/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|----------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 02/02/2022 | O2 - Telephonica UK Ltd | DDR3 | 32.40 | | 3 x Mobile phones Dec 21 |
| 04/02/2022 | West Sussex County Council | BACS1 | 31,552.71 | | Salaries for January 22 |
| 08/02/2022 | Square Fees | TNSFR | 0.96 | | Square Fees |
| 09/02/2022 | Drax | DDR1 | 230.05 | | Elec - Street Ligh to 31.12.21 |
| 15/02/2022 | Square | TNSFR | 6.40 | | Square Fees |
| 16/02/2022 | Vodafone | DDR4 | 23.65 | | Broadband line to 31.01.22 |
| 17/02/2022 | Drax | DDR2 | 437.32 | | Elec - City Cross to 31.01.22 |
| 24/02/2022 | Pineneedle Design Ltd | BACS2 | 1,002.00 | | Advertising in Weddings & Cere |
| 25/02/2022 | Business Stream | DDR6 | 1.61 | | Water Whyke Allot to 19.11.21 |
| 28/02/2022 | EE | DDR5 | 12.54 | | Mobile Phone - Feb 22 |
| Total Payments | | | <u>33,299.64</u> | | |

Imprest Account

List of Payments made between 01/01/2022 and 31/01/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 07/01/2022 | The Guild Of Mace Bearers | BACS1 | 10.00 | | Ann Memb - Macebearers Guild |
| 07/01/2022 | Coastline Fire Protection Ltd | BACS2 | 846.00 | | Rent & Service Fire Extinguish |
| 07/01/2022 | C Adams | BACS3 | 7.99 | | Balance of refund due 21.12.21 |
| 07/01/2022 | Gravel Lane Garage Services Lt | BACS4 | 436.03 | | MOT & repairs to Truck |
| 07/01/2022 | S & P Tree Specialists Ltd | BACS5 | 560.00 | | Fell Bay Tree - Kingsham Allot |
| 07/01/2022 | Screwfix | BACS6 | 23.89 | | 24v Fire Door Retainer 95mm |
| 07/01/2022 | Luna Clean | BACS7 | 507.00 | | Cleaning Coun House - Dec 21 |
| 07/01/2022 | Peter Roberts | BACS8 | 45.00 | | Contribution - Reading Glasses |
| 07/01/2022 | The Woodhorn Group Ltd | BACS9 | 28.64 | | Green waste tipping - Litten |
| 07/01/2022 | Chichester District Council | BACS10 | 51.55 | | Refuse & Recycling -Dec 21 |
| 07/01/2022 | Pitney Bowes Ltd | BACS11 | 107.00 | | Credit for Franking Machine |
| 07/01/2022 | South East Employers | BACS12 | 420.00 | | Job Evaluation for 2 x Posts |
| 13/01/2022 | Southern Electric plc | BACS20 | 116.95 | | Gas - Coun Hse for Dec 21 |
| 13/01/2022 | Dyson King (Architectural Iron | BACS21 | 18.11 | | 2 x Padlocks for City X hatch |
| 13/01/2022 | C Brewer & Sons Ltd | BACS22 | 56.90 | | 2.5ltr Green Paint -Allot Comp |
| 13/01/2022 | Mr S Holman | BACS23 | 2.89 | | Offside rear ind bulb replace |
| 13/01/2022 | John Hughes | BACS24 | 80.11 | | Mileage & Parking Exp to Dec21 |
| 13/01/2022 | Kestrel Guards | BACS25 | 453.78 | | Annual Keyholding to 13.12.22 |
| 13/01/2022 | GLASDON UK LTD | BACS26 | 71.49 | | Metal Bin Liner - Litten Gds |
| 13/01/2022 | Gravel Lane Garage Services Lt | BACS28 | 300.86 | | Supply & Fit Glow plugs - Van |
| 13/01/2022 | Purely Paper | BACS29 | 91.62 | | A4 Paper 3 x 5 Reams |
| 13/01/2022 | The Acorn Workshop | BACS30 | 330.00 | | Clerks Wooden Board 1800 x 750 |
| 13/01/2022 | C Adams | BACS31 | 6.00 | | 4 x H/Wash & T/rolls for Toile |
| 13/01/2022 | Mr G Bowen | BACS32 | 5.99 | | Tape Dispenser for Main Office |
| 13/01/2022 | Mrs Kim Martin | BACS33 | 20.00 | | Refund of Eye Test |
| 13/01/2022 | Sam Turner & Sons Ltd | BACS34 | 159.00 | | EGO Cordless Chainsaw 35 |
| 13/01/2022 | UK Spares | BACS35 | 124.00 | | Heat Element for Water Heater |
| 13/01/2022 | Amazon | BACS27 | 42.40 | | TP Link Start Kit & Date Stamp |
| 27/01/2022 | Unity Trust Current Account | TRANSFER | 378.92 | | Total of 5 x Invoices s/be Imp |
| Total Payments | | | 5,302.12 | | |

Imprest Account

List of Payments made between 01/02/2022 and 28/02/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/02/2022 | UK Spares | BACS1 | 97.52 | | 1 x Red cap Stat for Heating |
| 01/02/2022 | Amazon | BACS3 | 64.55 | | Visitor Lanyards & plastic poc |
| 01/02/2022 | Covers Trade Centre Branch | BACS11 | 8.74 | | 2 x Hooks for Cellar & Lanyard |
| 02/02/2022 | Visual Hygiene Cleaning Servic | BACS2 | 180.00 | | Window Cleaning Coun Hse |
| 03/02/2022 | Allstar | BACS01 | 133.01 | | Diesel for van 19.01.22 |
| 03/02/2022 | Luna Clean | BACS02 | 507.00 | | Council House Cleaning - Jan22 |
| 03/02/2022 | Mrs Kim Martin | BACS3 | 28.05 | | Lunch & refresh - Away Day 22 |
| 03/02/2022 | Chichester District Council | BACS04 | 43.85 | | Refuse & Recycle - Jan 22 |
| 03/02/2022 | Michelle Carter | BACS05 | 11.34 | | Sticky notes, highlighter, w/u |
| 03/02/2022 | Canon (UK) Ltd | BACS06 | 132.10 | | P/Copier contract to 31.05.22 |
| 03/02/2022 | GSF Car Parts Ltd | BACS07 | 267.50 | | Neg & Pos Battery Terminal |
| 03/02/2022 | BLOODYIT LIMITED | BACS08 | 69.99 | | Software for Neighbourhood Pla |
| 15/02/2022 | City Electrical Factors | BACS09 | 89.52 | | Credit for LED Faulty fitting |
| 15/02/2022 | Canon (UK) Ltd | BACS12 | 132.70 | | Photocopies to 31.01.22 |
| 15/02/2022 | Mulberry and Co | BACS13 | 90.00 | | 2 x Training - SQuail - Feb 22 |
| 15/02/2022 | Goodrowes of Chichester Ltd | BACS14 | 4.97 | | Hooks for securing flag |
| 15/02/2022 | Screwfix | BACS15 | 3.80 | | Replacement socket - St James |
| 15/02/2022 | Peter Roberts | BACS16 | 2.60 | | Blanking caps heating control |
| 15/02/2022 | Amazon | BACS17 | 42.28 | | Ink Cartridges for CA Home pri |
| 15/02/2022 | Thomas Fattorini Ltd | BACS18 | 25.58 | | Civic Award medal |
| 15/02/2022 | Microsoft | BACS19 | 93.10 | | 1 x sSoftware license for MA |
| 15/02/2022 | The Flag Shop Limited | BACS20 | 34.95 | | Union Jack Flag 6' x 3' |
| 24/02/2022 | Amazon | BACS21 | 136.37 | | Jug Kettle - Tower 1.7Ltr |
| 24/02/2022 | Recognition Express Southern | BACS22 | 28.08 | | 4 Magnetic Name badges |
| 24/02/2022 | GW Shelter Solutions Ltd | BACS23 | 126.00 | | Cleaning of 3 x Bus Shelters |
| 24/02/2022 | Pitney Bowes Ltd | BACS24 | 214.00 | | 2 xCredit for Franking machine |
| 24/02/2022 | City Electrical Factors | BACS25 | 35.42 | | Parts for Ext fan in Gents WC |
| 24/02/2022 | Thomas Fattorini Ltd | BACS26 | 25.58 | | CCC Civic Award Medallion |
| 24/02/2022 | Screwfix | BACS27 | 12.13 | | Ducting - Extrac fan in Gents |
| Total Payments | | | 2,640.73 | | |

AGENDA ITEM 12c

PAYMENTS MADE BY BARCLAYCARD
ANALYSIS OF STATEMENTS FOR JAN AND FEB 2022

| Date | Supplier | Detail | Allocated to: | | Net £ | VAT £ | Total £ |
|---------------------------------------|-------------------|-----------------------------|---------------|--------|---------------|---------------|---------------|
| | | | Code | Centre | | | |
| Jan-22 | | | | | | | |
| 15/12/2021 | Zoom | Zoom | 4038 | 101 | 23.98 | 4.80 | 28.78 |
| 16/12/2021 | Smarty | Mobile phone | 4021 | 101 | 8.33 | 1.67 | 10.00 |
| 22/12/2021 | Greggs | Retirement food | 4132 | 401 | 42.50 | 8.50 | 51.00 |
| 04/01/2022 | Motoring Assistan | Breakdown cover for the van | 4291 | 501 | 64.80 | 12.96 | 77.76 |
| Total for January 2022 | | | | | 139.62 | 27.92 | 167.54 |
| Feb-22 | | | | | | | |
| 13/01/2022 | Stagedepot | Mauve lighting | 4250 | 501 | 19.95 | 3.99 | 23.94 |
| 13/01/2022 | Zoom | Zoom | 4038 | 101 | 23.98 | 4.80 | 28.78 |
| 14/01/2022 | Smarty | Mobile phone | 4021 | 101 | 8.33 | 1.67 | 10.00 |
| 31/01/2022 | Greggs | Away day food | 4102 | 110 | 50.42 | 10.08 | 60.50 |
| 04/01/2022 | ETI Ltd | thermostats (radiators) | 4250 | 501 | 18.20 | 3.64 | 21.84 |
| 07/02/2022 | Thomann | Bluetooth receiver | 4250 | 501 | 120.83 | 24.17 | 145.00 |
| 08/02/2022 | Hello print | Business cards | 4023 | 101 | 36.48 | 7.30 | 43.78 |
| 04/01/2022 | Bpphonline | bolts for projector | 4250 | 501 | 9.62 | 1.92 | 11.54 |
| 04/01/2022 | Efans | Extractor fan | 4250 | 501 | 206.62 | 41.32 | 247.94 |
| Total for February 2022 | | | | | 494.43 | 98.89 | 593.32 |
| Total for Jan to February 2022 | | | | | 502.77 | 100.55 | 603.32 |