



CHICHESTER CITY COUNCIL

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

Tel : 01243 788502

Email : clerk@chichestercity.gov.uk • Website : www.chichestercity.gov.uk

Town Clerk : R Duggua RD BA (Hons)

**YOUR ATTENDANCE IS REQUESTED AT A MEETING OF THE
FINANCE COMMITTEE
TO BE HELD IN THE COUNCIL CHAMBER
ON TUESDAY 14 JUNE 2022 AT 2PM.**


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Town Clerk

AGENDA

1. ELECTION OF CHAIRMAN FOR 2022-2023
2. APPOINTMENT OF VICE-CHAIRMAN FOR 2022-2023

CHAIRMAN AND VICE-CHAIRMAN OF THE STANDING COMMITTEE SHALL BE VOTING MEMBERS OF EVERY SUB-COMMITTEE APPOINTED BY IT UNLESS THEY DECLARE THEY DO NOT WISH TO SERVE.
3. APOLOGIES FOR ABSENCE
4. EXPRESSIONS OF INTEREST FOR MEMBERS OF THE PROPERTY SUB-COMMITTEE
5. TO APPROVE THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 5 APRIL 2022
6. DECLARATIONS OF INTEREST BY MEMBERS OF THE COMMITTEE IN MATTERS ON THE AGENDA FOR THIS MEETING
7. UPDATE FROM THE PREVIOUS MINUTES
 - a) **Minute 105 refers** – Speed Indicator Device (SID)
To receive an update
 - b) **Minute 99(b) refers** – Platinum Jubilee Gala and Family Fun Day
To receive an update
 - c) **Minute 103 refers** – Neighbourhood Plan update
Councillor Plowman to report
8. STATEMENT OF ACCOUNTS 2021/2022
Recommendation to Full Council on Wednesday 29 June 2022 for approval and signing of the Statement of Accounts.
(Copy attached)

9. BUDGETS TO BE CARRIED FORWARD FROM 2021/2022 AND BUDGETS TRANSFERRED TO RESERVES
(Copy attached)
10. ANNUAL GOVERNANCE STATEMENT (Part 1 of the Annual Return)
Recommendation to Full Council on Wednesday 29 June 2022 for approval and signing.
(Copy attached)
11. ACCOUNTING STATEMENTS (Part 2 of the Annual Return)
Recommendation to Full Council on Wednesday 29 June 2022 for approval and signing.
(Copy attached)
12. INTERNAL CONTROL POLICY
(Copy attached)
13. INTERNAL AUDIT
Deputy Town Clerk to report (copy attached)
 - Appointment of the Internal Auditor – 2022/2023
 - Internal Audit plan – 2022/2023
 - Draft Annual Internal Audit report – 2021/2022
14. INVESTMENT REGISTER
Deputy Town Clerk to report.
15. PROPERTY SUB-COMMITTEE
To consider the following recommendations from the Property Sub-Committee meeting held on Monday 23 May 2022.

Minute 4b - Electric vehicle charging point

Having reviewed the quotes, it was RECOMMENDED to Finance Committee on Tuesday 14 June 2022 that the City Council Property Maintenance Team install the electric vehicle charging point at the Council House at a cost of £1,140.55 payable from CIL. Committee are asked to note that, as the electric vehicle had already been purchased, the installation had taken place under Officer discretion to allow for ongoing charging of the van.

Minute 4c - Council Chamber

After a short discussion on the quotes received for the subsidence repair, it was RECOMMENDED to Finance Committee on 14 June 2022 that the Committee accept the recommendation of Archibald-Shaw to proceed with Mainmark to undertake the necessary works. It was further noted that the City Council's insurers had accepted the quote and that only the £1,000 excess would be payable from Council House Repairs and Maintenance budget.

Minute 4d - Damp in the Town Clerk's office

It was RECOMMENDED to Finance Committee on Tuesday 14 June 2022 that Happy Drains Ltd be employed to undertake initial remedial works to line the damaged drain at a cost of £750 + VAT payable from the Council House Repairs and Maintenance budget. Committee are asked to note that, due to the need to minimise damage to the building, Officer discretion was exercised and the work was undertaken on 24 May 2022.

Minute 4f - Hopper and Downpipe repairs

It was RECOMMENDED to Finance Committee on Tuesday 14 June 2022 that an order be placed with Clanfield Gutters for the replacement of the damaged hopper and downpipe at a total cost of £2,376 + VAT payable from Council House Repairs and Maintenance budget. Committee are asked to note that, due to the need to minimise damage to the building, Officer discretion was exercised and the work was undertaken on 27 May 2022.

Minute 4g - Carpet in lift lobby and Lion Street corridor

It was RECOMMENDED to Finance Committee on Tuesday 14 June 2022 that an order be placed with Eazylay Carpets for the replacement of the lift lobby and Lion Street carpets and underlay board in the sum of £2,664.00 payable from Council House Repairs and Maintenance budget.

Minute 6b – Bus shelter on Bognor Road

It was RECOMMENDED to Finance Committee on 14 June 2022 that a bus shelter with a standard roof be installed in Bognor Road subject to availability of S106 funding from the Bartholomews site development.

Minute 6d - Litten Gardens CCTV

It was RECOMMENDED to Finance Committee on Tuesday 14 June 2022 that ASDC be asked to install the Option B (extended) CCTV system in Litten Gardens at a cost of £5,666 + VAT to be paid from the Public Realm budget. It was further RECOMMENDED that the ongoing maintenance and broadband costs be reviewed after the initial 12 months to ensure best value was being achieved.

Minute 9 - Brewery Field

It was RECOMMENDED to Finance Committee on Tuesday 14 June 2022 that the contract for mowing at Brewery Field be given to Sussex Estate Care at an initial cost of £2,970 + VAT per annum payable from the Brewery Field Maintenance budget.

Minute 11 - Staffing and Resources

It was RECOMMENDED to Finance Committee on Tuesday 14 June 2022 that the Personnel Sub-Committee be re-established to review the issues raised at the Property Sub-Committee meeting on 23 May 2022 as well as wider staffing matters.

16. IBABS AGENDA AND MINUTING SOFTWARE
To consider a trial of the software as per attached report.
Member Services Support Officer to report.
17. SUSTAINABILITY COSTS FOR 2030 CARBON NEUTRAL TARGET
The Mayor to report.
18. REMEMBERANCE SUNDAY
To consider attendance by the Garrison Artillery Volunteers and associated costs.
Deputy Town Clerk to report.
19. DRAFT BUSINESS PLAN (*copy attached*)
To consider formation of a Business Plan Working Group.
Deputy Town Clerk to report.

20. MEDIA AND SOCIAL MEDIA POLICY
The Mayor to report.
21. EVENTS BUDGET INCREASE TO ACCOMMODATE REGULAR LARGE EVENT
Deputy Town Clerk to report
22. SECTION 106 FUNDING FOR PUBLIC ART
The Deputy Town Clerk to report
23. ITEMS FOR INFORMATION ONLY (*reports attached*)
 - a) MONTHLY RECONCILIATION WITH EVIDENCE OF BANK STATEMENTS FOR MARCH 2022
 - b) LIST OF RECEIPTS AND PAYMENTS FOR MARCH 2022
 - c) LIST OF BARCLAYCARD PAYMENTS FOR MARCH 2022
24. PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960)
Proposal to resolve that the public and press be excluded from this meeting for agenda item 25 because of the confidential nature of the business to be transacted namely commercial matters.
25. MARKET HOUSE UPDATE
Deputy Town Clerk to report

DATE OF NEXT ORDINARY MEETING: TUESDAY 13 SEPTEMBER 2022

To: Members of the Finance Committee
Councillors Scicluna, Harry, Barrie, J Hughes, K Hughes and Dignum

Ex Officio Members:

The Mayor (Councillor J Joy)

The Deputy Mayor (Councillor Plowman)

Chairman of Planning & Conservation Working Group (Councillor Quail)

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.