



**CHICHESTER CITY COUNCIL**  
**FINANCIAL YEAR 2022/2023**  
**FINANCE COMMITTEE 21st NOVEMBER 2022**

**MONITORING REPORT TO 30<sup>th</sup> SEPTEMBER 2022**

## INTRODUCTION

This budget monitor for 2022/2023 reports on the month to the end of September 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 September), 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 £82,102 against the budget to the end of July 2022. Much of this surplus relates to unspent balances for Discretionary Grants, the Public Realm Budget and the Underspend on the Cemetery budget. It is anticipated that the Cemetery variance will even out as expenditure increases.

The variances listed below are cumulative from the start of the financial year 2022/23.

## VARIANCES

1. A 2% pay award was built into the budget. The pay award of £1,925 pp will be backdated.
2. Remaining Discretionary budget unspent.
3. Remaining Public Realm budget unspent.
4. Expenditure on allotments has been high. The purchase of a new mower will be funded from reserve.
5. Neighbourhood Plan Heritage Design Study by Craft Pegg Ltd £4,500
6. The Oxmarket mezzanine NHB has been claimed.

7. Cemetery costs were hugely reduced last year. We are still waiting to find out the accurate Budget for 2022-2023.
8. Custodian hours have increased in line with the increase in Hall Booking income. Both Budgets will need to be revised in 2023-24.
9. Underspends on utilities will be transferred to reserve.
10. Council House maintenance included carpeting of the Lion Street corridor and replacement of the hopper and downpipe. These will be funded from Council House reserve.
11. £16,000 was initially budgeted for the replacement of the boilers. Upon further investigation these costs were found to be much higher. It is therefore proposed that these schemes would be better funded from Cil to provide longer term energy efficiency of the building.
12. The Council House underpinning costs will be funded by the Insurance claim apart from the initial excess.
13. Cil receipts received in April 2022 total £450,681
14. Grass cutting at Brewery field and tree works have been costly. The budget will need to be revised in 2023-24.

Kim Martin

FINANCE MANAGER AND DEPUTY TOWN CLERK

**CHICHESTER CITY COUNCIL  
FINANCIAL YEAR 2022/2023**

**AGENDA ITEM 4**

**SUMMARY MONITORING REPORT TO 30th September 2022**

	<b>Current Budget £</b>	<b>Profiled Budget £</b>	<b>Actual To Date £</b>	<b>Committed Expend. £</b>	<b>Variance To Date £</b>
<b>INCOME</b>					
Council House	103,600	51,800	512,089	(450,681)	(9,608)
Market House	50,000	25,000	25,000	-	-
Allotments	19,750	19,750	20,627	-	(877)
Sale of Goods	300	150	3,642	-	(3,492)
Other:	4,700	2,350	3,041	-	(691)
<b>TOTAL INCOME (Excl. Precept)</b>	<b>178,350</b>	<b>99,050</b>	<b>564,399</b>	<b>(450,681)</b>	<b>(14,668)</b>
<b>EXPENDITURE</b>					
Administration & recharges	254,120	134,175	126,136	7,500	(539)
Civic	11,270	6,635	2,306	2,000	(2,329)
Discretionary	123,898	104,813	64,987	11,679	(28,146)
Allotments	27,680	13,840	16,998	(1,049)	2,109
Council & Committees	80,970	45,935	37,460	12,000	3,525
Community Affairs	2,000	1,955	1,252	-	(703)
Community Safety/Crime Reduction	43,385	43,385	43,296	-	(89)
Events	19,020	12,510	13,816	-	1,306
Statutory Expenses	76,340	47,970	33,223	(1,397)	(16,144)
Mayoralty	31,880	19,250	15,646	2,000	(1,604)
Council House	330,250	221,925	205,582	(7,292)	(23,634)
Heritage	440	220	219	-	(1)
Market House	3,840	1,920	670	-	(1,250)
City Cross	4,690	3,345	1,489	2,000	144
St James Obelisk	100	100	100	-	-
Brewery Field	1,500	750	3,234	-	2,484
<b>TOTAL EXPENDITURE</b>	<b>1,011,383</b>	<b>658,728</b>	<b>566,415</b>	<b>27,442</b>	<b>(64,872)</b>
<b>NET COST OF SERVICES</b>	<b>833,033</b>	<b>559,678</b>	<b>2,016</b>	<b>478,123</b>	<b>(79,540)</b>
<b>Reversal of Capital Charges</b>	<b>(47,000)</b>	<b>(23,500)</b>	<b>(23,500)</b>	<b>-</b>	<b>-</b>
<b>Interest and Investment income</b>	<b>(18,000)</b>	<b>(9,000)</b>	<b>(11,563)</b>	<b>-</b>	<b>(2,563)</b>
<b>NET OPERATING EXPENDITURE</b>	<b>768,033</b>	<b>527,178</b>	<b>(33,047)</b>	<b>478,123</b>	<b>(82,103)</b>
<b>AMOUNT TO BE MET FROM PRECEPT</b>	<b>768,033</b>	<b>527,178</b>	<b>(33,047)</b>	<b>478,123</b>	<b>(82,103)</b>
<b>Precept on District Council</b>	<b>737,615</b>	<b>368,808</b>	<b>737,615</b>	<b>368,808</b>	<b>1</b>
<b>(SURPLUS) / DEFICIT FOR YEAR</b>	<b>30,418</b>	<b>158,371</b>	<b>(770,662)</b>	<b>109,315</b>	<b>(82,102)</b>

# AGENDA ITEM 4

**CHICHESTER CITY COUNCIL**  
**FINANCIAL YEAR 2022/2023**  
**To 30th September 2022**

Month: 6

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>101 Administration</b>						
4001 Staff Costs	280,150	280,150	140,075	137,249		(2,826)
4002 Employers NI	24,500	24,500	12,250	12,993		743
4003 Employers Superannuation	50,440	50,440	25,220	25,748		528
4004 Staff expenses	300	300	150	17		(133)
4005 Ill Health Insurance	3,600	3,600	3,600	3,479		(121)
4007 Staff Recruitment	500	500	250	-		(250)
4008 Professional Development	1,500	1,500	750	284		(466)
4009 Travel and Subsistence	100	100	50	132		82
4010 Card terminal charges	300	300	150	48		(102)
4011 Eye tests	300	300	150	-		(150)
4012 Overtime	-	-	-	339		339
4014 Cyclescheme	-	-	-	(117)		(117)
4020 General Expenses	200	200	100	207		107
4021 Telephone	3,000	3,000	1,500	1,218		(282)
4022 Postage	700	700	350	691		341
4023 Stationery	800	800	400	561		161
4024 Subscriptions	50	50	25	-		(25)
4025 Petty Cash Expenditure	70	70	35	-		(35)
4026 Printing	300	300	150	-		(150)
4027 Photocopying	1,100	1,100	550	386		(164)
4029 SALC	3,300	3,300	3,200	3,391		191
4030 South East Employers	230	230	115	231		116
4031 Nat Allotment Gardens Assoc	60	60	60	-		(60)
4032 Walled Town Friendship	130	130	65	-		(65)
4033 UNA	40	40	20	-		(20)
4035 LCAS Subscription	150	150	75	-		(75)
4036 Publications	150	150	75	11		(64)
4038 Computer Improvement/Maint.	14,000	14,000	7,000	4,083	5,000	2,083
4039 CHIBAC DTE Subscription	270	270	270	291		21
4050 Office Equipment	1,000	1,000	500	1,615		1,115
4051 Bank Charges Payable	500	500	250	158		(92)
4055 Professional Fees	3,400	3,400	3,400	2,804		(596)
4057 Audit Fees	2,300	2,300	2,500	-	2,500	-
4059 Payroll Admin Costs	1,500	1,500	1,300	762		(538)
4216 Cleaning Sundries	70	70	35	-		(35)
4700 Accommodation recharge	53,300	53,300	26,650	26,650		-
<b>Total Expenditure</b>	<b>448,310</b>	<b>448,310</b>	<b>231,270</b>	<b>223,231</b>	<b>7,500</b>	<b>(539)</b>
1075 Sale of Goods	300	300	150	302		(152)
1176 Precept Received	737,615	737,615	368,808	737,615	368,808	1
1196 Interest Received	18,000	18,000	9,000	11,563		(2,563)
1201 Recharge to other services	448,310	448,310	224,155	224,155		-
<b>Total Income</b>	<b>1,204,225</b>	<b>1,204,225</b>	<b>602,113</b>	<b>973,635</b>	<b>368,808</b>	<b>(2,715)</b>
<b>Net Expenditure</b>	<b>(755,915)</b>	<b>(755,915)</b>	<b>(370,843)</b>	<b>(750,404)</b>	<b>376,308</b>	<b>(3,254)</b>

# AGENDA ITEM 4

**CHICHESTER CITY COUNCIL**  
**FINANCIAL YEAR 2022/2023**  
**To 30th September 2022**

Month: 6

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>102 Civic Expenses</b>						
4020 General Expenses	1,000	1,000	500	175		(325)
4111 Custodian Uniforms	800	800	400	197		(203)
4112 Robes and Hats	250	250	125	4		(121)
4113 Cleaning/Repair Insignia	1,000	1,000	500	200		(300)
4114 Civic and Heritage Awards	1,000	1,000	500	1		(499)
4115 Civic/Heritage Reception	1,500	1,500	750	-		(750)
4116 Official Gifts	500	500	250	149		(101)
4117 Guild of Mace-Bearers Sub	60	60	30	-		(30)
4119 Civic Regalia Appraisal	2,000	2,000	2,000	-	2,000	-
4127 Freedom Ceremony	-	-	-	-		-
4800 Administration recharge	2,910	2,910	1,455	1,455		-
4801 C S Ohead recharge	250	250	125	125		-
<b>Total Expenditure</b>	11,270	11,270	6,635	2,306	2,000	(2,329)
<b>Net Expenditure</b>	11,270	11,270	6,635	2,306	2,000	(2,329)
<b>103 Discretionary Expense Finance</b>						
4172 Flags	1,260	1,260	1,145	620		(525)
4063 Bell Tower Clock	500	500	-	-		-
4065 City Band (Gold level)	300	300	-	-		-
4182 Blue plaques	600	600	-	-		-
4188 Environment	800	800	400	-		(400)
4195 Chichester in Bloom	15,000	15,000	7,500	8,860		1,360
4204 Walled Town Symposium	1,000	1,000	500	-		(500)
4260 Discretionary grants	35,000	43,621	43,621	23,556	11,679	(8,386) 2.
4296 Public Realm Projects	23,000	42,477	42,477	23,031		(19,446) 3.
4900 Depreciation charged	6,600	6,600	3,300	3,300		-
4801 C S Ohead recharge	890	890	445	445		-
4199 local historic interest plaque	500	500	250	-		(250)
4800 Administration recharge	10,350	10,350	5,175	5,175		-
<b>Total Expenditure</b>	95,800	123,898	104,813	64,987	11,679	(28,146)
1030 Delegates Fees	-	-	-	-		-
1059 Admin charge for sale of Banners	-	-	-	201		(201)
1060 Admin charge street name change	4,700	4,700	2,350	2,840		(490)
<b>Total Income</b>	4,700	4,700	2,350	3,041	-	(691)
<b>Net Expenditure</b>	91,100	119,198	102,463	61,946	11,679	(28,837)
<b>104 Allotments.</b>						
4022 Postage	150	150	75	-		(75)
4211 Rates & Water	1,800	1,800	900	1,554		654
4236 Reps/Maint. General	6,000	6,000	3,000	5,579	(1,049)	1,530 4.
4900 Depreciation Charged	1,300	1,300	650	650		-
4801 C S Ohead recharge	1,450	1,450	725	725		-
4800 Administration recharge	16,980	16,980	8,490	8,490		-
<b>Total Expenditure</b>	27,680	27,680	13,840	16,998	(1,049)	2,109
1020 Allotment Rents	19,750	19,750	19,750	20,666		(916)
1029 Allotment deposits	-	-	-	(39)		39
<b>Total Income</b>	19,750	19,750	19,750	20,627	-	(877)
<b>Net Expenditure</b>	7,930	7,930	(5,910)	(3,629)	(1,049)	1,232

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**To 30th September 2022**

Month: 6

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>105 Democratic Representation</b>						
4801 C S Ohead recharge	5,320	5,320	2,660	2,660		-
4800 Administration recharge	62,080	62,080	31,040	31,040		-
<b>Net Expenditure</b>	67,400	67,400	33,700	33,700	-	-
<b>106 Corporate Management</b>						
4801 C S Ohead recharge	15,090	15,090	7,545	7,545		-
4800 Administration recharge	170,290	170,290	85,145	85,145		-
<b>Net Expenditure</b>	185,380	185,380	92,690	92,690	-	-
<b>110 Council and Committees</b>						
4001 Staff Costs	18,220	18,220	9,110	8,857		(253)
4002 Employers NI	1,740	1,740	870	648		(222)
4003 Employers Superannuation	3,600	3,600	1,800	1,789		(11)
4004 Members Allowances	1,100	1,100				
4008 Training	500	500	250	75		(175)
4009 Travel and Subsistence	400	400	200	-		(200)
4020 General Expenses	150	150	75	11		(64)
4100 Local Election Expenses	12,000	12,000	12,000	-	12,000	-
4102 Refreshments	100	100	50	-		(50)
4128 Neighbourhood Plan	-	-	-	4,500		4,500
4700 Accommodation recharge	19,800	19,800	9,900	9,900		-
4801 C S Ohead recharge	1,840	1,840	920	920		-
4800 Administration recharge	21,520	21,520	10,760	10,760		-
<b>Total Expenditure</b>	80,970	80,970	45,935	37,460	12,000	3,525
<b>Net Expenditure</b>	80,970	80,970	45,935	37,460	12,000	3,525
<b>111 Community Development Admin</b>						
4801 C S Ohead recharge	110	110	55	55		-
4800 Administration recharge	1,230	1,230	615	615		-
<b>Net Expenditure</b>	1,340	1,340	670	670	-	-
<b>140 New Homes Bonus</b>						
4068 NHB Oxmarket Mezzanine 2019	-	-	-	7,000	(7,000)	-
<b>Net Expenditure</b>	-	-	-	7,000	-	-
<b>201 Discretionary Exps C Affairs</b>						
4185 International Relations	250	250	250	1,047		797
4186 Joint Twinning-Chartres	500	500	500			(500)
4187 Joint Twinning-Ravenna	500	500	500			(500)
xxxx European Assoc of Historic Towns	300	300	500			(500)
4800 Administration recharge	410	410	205	205		-
4801 C S Ohead recharge	40	40	20	20		-
<b>Total Expenditure</b>	2,000	2,000	1,955	1,252	-	(703)
<b>Net Expenditure</b>	2,000	2,000	1,955	1,252	-	(703)
<b>202 Events</b>						
4164 Other events	6,000	6,000	6,000	7,306		1,306
4801 C S Ohead recharge	1,030	1,030	515	515		-
4800 Administration recharge	11,990	11,990	5,995	5,995		-
<b>Total Expenditure</b>	19,020	19,020	12,510	13,816	-	1,306
1075 Miscellaneous income	-	-	-	3,340		3,340
<b>Total Income</b>	-	-	-	3,340	-	3,340
<b>Net Expenditure</b>	19,020	19,020	12,510	10,476	-	(2,034)

# AGENDA ITEM 4

**CHICHESTER CITY COUNCIL**  
**FINANCIAL YEAR 2022/2023**  
**To 30th September 2022**

Month: 6

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>203 Community Safety</b>						
4140 Community Wardens	43,385	43,385	43,385	43,296		(89)
<b>Total Expenditure</b>	43,385	43,385	43,385	43,296	-	(89)
<b>Net Expenditure</b>	43,385	43,385	43,385	43,296	-	(89)
<b>301 Statutory Expenses</b>						
4148 Repairs to War Memorial	2,000	2,000	1,000	200		(800)
4144 Contribution to Public Conveniences	13,500	13,500	13,500	13,848		348
4150 Footpath Lighting-Energy	3,000	3,000	1,500	1,728		228
4151 Footpath Lighting Maintenance	2,300	2,300	2,200	2,884		684
4152 City Cemetery-Annual Contrib.	44,000	44,000	22,000	7,115		(14,885) 7.
4153 Litten Garden maintenance	2,500	2,500	1,250	1,998		748
4154 St Pauls-General Maint.	500	500	250	196		(54)
4156 Misc Grnd Mtce & Street Furn.	500	500	250	1,473	(1,397)	(174)
4157 Street Naming & Signage	4,000	4,000	4,000	1,761		(2,239)
4801 C S Ohead recharge	320	320	160	160		-
4800 Administration recharge	3,720	3,720	1,860	1,860		-
<b>Total Expenditure</b>	76,340	76,340	47,970	33,223	(1,397)	(16,144)
<b>Net Expenditure</b>	76,340	76,340	47,970	33,223	(1,397)	(16,144)
<b>401 Mayoralty</b>						
4009 Travel and Subsistence	1,000	1,000	500	48		(452)
4020 General Expenses	1,000	1,320	660	512		(148)
4125 Mayors Allowance	4,000	4,000	4,000	2,000	2,000	-
4130 Mayors at Home	-	-	-	696		696
4131 Mayor at Home-Christmas	2,200	2,200	1,100	-		(1,100)
4132 Receptions Other	1,000	1,000	500	18		(482)
4174 Ukrainian activities	-	-	-	(118)		(118)
4700 Accommodation recharge	8,900	8,900	5,760	5,760		-
4801 C S Ohead recharge	1,060	1,060	530	530		-
4800 Administration recharge	12,400	12,400	6,200	6,200		-
<b>Total Expenditure</b>	31,560	31,880	19,250	15,646	2,000	(1,604)
<b>Net Expenditure</b>	31,560	31,880	19,250	15,646	2,000	(1,604)

# AGENDA ITEM 4

**CHICHESTER CITY COUNCIL**  
**FINANCIAL YEAR 2022/2023**  
**To 30th September 2022**

Month: 6

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
<b>501 Council House</b>							
4001 Staff Costs	22,750	22,750	11,375	11,099		(276)	
4002 Employers NI	2,180	2,180	1,090	986		(104)	
4003 Employers Superannuation	3,700	3,700	1,850	2,242		392	
4012 Overtime	8,000	8,000	8,000	9,570		1,570	8.
4055 Professional Fees (painting restoration)	2,000	2,000	1,000	-		(1,000)	
4101 Publicity	1,200	1,200	600	421		(179)	
4145 Maintenance bus shelters	500	500	250	70		(180)	
4176 Cil - electric van				14,355	(14,355)	-	
4201 Wedding licence	690	690	690	-		(690)	
4206 Bid membership	1,020	1,020	510	1,013		503	
4211 Rates and Water	42,500	42,500	40,880	41,994		1,114	
4212 Building cleaning and windows	5,000	5,000	2,500	3,312		812	
4214 Electricity	4,000	4,000	2,000	1,392		(608)	9.
4215 Gas	4,500	6,500	3,250	2,084		(1,166)	9.
4216 General Cleaning	2,300	2,300	1,150	1,814		664	
4217 Alarm main servicing and monitoring	1,500	1,500	750	898		148	
4218 Lift Service Contract	2,900	2,900	2,900	-		(2,900)	
4219 Fire Equipment Service	460	460	230	-		(230)	
4209 Emergency lighting	1,500	1,500	750	34		(716)	
4210 Fire Extinguishers	1,250	1,250	625	-		(625)	
4221 Automatic Door Service	650	650	325	1,144		819	
4222 Air conditioning system service	4,500	4,500	2,250	-		(2,250)	
4224 Portable App. Testing	500	500	250	-		(250)	
4225 Insurance	9,000	9,000	9,000	9,540		540	
4227 Licences	510	510	255	730		475	
4231 Council House Improvements	8,000	8,000	8,000	8,096	(3,406)	(3,310)	10.
4234 CCTV Maintenance Contract	400	400	200	-		(200)	
4238 Cyclical Maintenance budget	3,000	3,000	1,500			(1,500)	
4241 Lightning Protection R & M	180	180	90	182		92	
4242 Display Energy Certificate	400	400	200	179		(21)	
4245 Health and Safety	2,000	2,000	1,000	1,174		174	
4246 Wedding Expenditure	500	500	250	21		(229)	
4250 Council house equipment	1,450	1,450	725	287		(438)	
4283 Council Chamber Redecorations	28,000	28,000	28,000		28,000	-	
4284 MUGA running costs	750	750	750	-		(750)	
4291 Van running costs	1,000	1,000	1,000	1,568		568	
4298 Cil - fingerposts	-	-	-	500		500	
4304 Energy efficiency (boilers)	16,000	16,000	16,000	1,615		(14,385)	11.
4303 Council House Underpinning	-	-	-	17,531	(17,531)	-	12.
4800 Administration recharge	91,587	91,587	45,794	45,794		1	
4801 C S Ohead recharge	12,773	12,773	6,387	6,387		1	
4900 Capital Charges	39,100	39,100	19,550	19,550		0	
<b>Total Expenditure</b>	<b>328,250</b>	<b>330,250</b>	<b>221,925</b>	<b>205,582</b>	<b>(7,292)</b>	<b>(23,634)</b>	
1001 Hire Charges-Assembly Room	9,000	9,000	4,500	14,621		(10,121)	8.
1002 Hire Charges-Court Room	7,500	7,500	3,750	4,578		(828)	
1011 Solar Panel income	1,600	1,600	800	-		800	
1012 Wedding Income	1,000	1,000	500	334		166	
1014 CIL receipts	-	-	-	450,681	(450,681)	-	13.
1015 small screen	-	-	-	72		(72)	
1016 large screen	-	-	-	803		(803)	
1013 Hanging Basket	2,500	2,500	1,250	-		1,250	
1201 Recharges to other services	82,000	82,000	41,000	41,000		-	
<b>Total Income</b>	<b>103,600</b>	<b>103,600</b>	<b>51,800</b>	<b>512,089</b>	<b>(450,681)</b>	<b>(9,608)</b>	
<b>Net Expenditure</b>	<b>224,650</b>	<b>226,650</b>	<b>170,125</b>	<b>(306,507)</b>	<b>443,389</b>	<b>(33,242)</b>	
<b>502 Market House</b>							
4055 Professional Fees	2,500	2,500	1,250			(1,250)	
4801 C S Ohead recharge	110	110	55	55		-	
4800 Administration recharge	1,230	1,230	615	615		-	



# AGENDA ITEM 4

**CHICHESTER CITY COUNCIL**  
**FINANCIAL YEAR 2022/2023**  
**To 30th September 2022**

Month: 6

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>Total Expenditure</b>	3,840	3,840	1,920	670	-	(1,250)
1120 Rents Received-Ground Floor	50,000	50,000	25,000	25,000		-
<b>Total Income</b>	50,000	50,000	25,000	25,000	-	-
<b>Net Expenditure</b>	(46,160)	(46,160)	(23,080)	(24,330)	-	(1,250)
<b>504 City Cross</b>						
4214 Electricity	300	300	150	130		(20)
4236 Reps/Maint. General	500	500	250	914		664
4300 City Cross Conservation	2,000	2,000	2,000	-	2,000	-
4302 Annual Maintenance of Clock	1,000	1,000	500	-		(500)
4801 C S Ohead recharge	70	70	35	35		-
4800 Administration recharge	820	820	410	410		-
<b>Total Expenditure</b>	4,690	4,690	3,345	1,489	2,000	144
<b>Net Expenditure</b>	4,690	4,690	3,345	1,489	2,000	144
<b>505 St James Obelisk</b>						
4236 Reps/Maint. General	100	100	100	100		-
<b>Total Expenditure</b>	100	100	100	100	-	-
<b>Net Expenditure</b>	100	100	100	100	-	-
<b>506 Heritage Account expenditure</b>						
4800 Administration recharge	410	410	205	205		-
4801 C S Ohead recharge	30	30	15	15		-
<b>Total Expenditure</b>	440	440	220	219	-	(1)
<b>Net Expenditure</b>	440	440	220	219	-	(1)
<b>508 Brewery Field</b>						
4236 Reps/Maint. General	1,500	1,500	750	3,234		2,484
<b>Total Expenditure</b>	1,500	1,500	750	3,234	-	2,484
<b>Net Expenditure</b>	1,500	1,500	750	3,234	-	2,484

# AGENDA ITEM 4

**CHICHESTER CITY COUNCIL**  
**FINANCIAL YEAR 2022/2023**  
**To 30th September 2022**

Month: 6

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>NET EXPENDITURE</b>	47,000	77,418	181,871	(747,162)	846,931	(82,102)
<b>ADJUSTMENT RE CAPITAL CHARGES</b>	(47,000)	(47,000)	(23,500)	(23,500)	-	-
<b>(SURPLUS)/DEFICIT</b>	-	<b>30,418</b>	<b>158,371</b>	<b>(770,662)</b>	<b>846,931</b>	<b>(82,102)</b>

**Notes:**

The Current Budget varies from the Original Budget due to budgets brought forward fm 2021/22.

Original budget surplus/deficit

Budgets carried forward from 2021/22

£

-

30,418

30,418

**Variations**

1. A 2% pay was built into the budget. The latest pay award of £1,925 per person will be backdated to April 2022.
2. Remaining Discretionary budget unspent.
3. Remaining Public Realm budget unspent.
4. Expenditure on allotments has been high. The purchase of a new mower will be funded from reserve.
5. Neighbourhood Plan Heritage Design Study by Craft Pegg Ltd £4,500
6. The Oxmarket mezanine NHB has been claimed.
7. Cemetery costs were hugely reduced last year. We are still waiting to find out the accurate Budget for 2022-2023.
8. Custodian hours have increased in line with the increase in Hall Booking income. Both Budgets will need to be revised in 2023-24.
9. Underspends on utilities will be transferred to reserve.
10. Council House maintenance included carpeting of the Lion Street corridor and replacement of the hopper and downpipe. These will be funded from Council House reserve.
11. £16,000 was initially budgeted for the replacement of the boilers. Upon further investigation these costs were found to be much higher. It is therefore proposed that these schemes would be better funded from Cil to provide longer term energy efficiency of the building.
12. The Council House underpinning costs will be funded by the Insurance claim apart from the initial excess.
13. Cil receipts received in April 2022 total £450,681
14. Grass cutting at Brewery field and tree works have been costly. The budget will need to be revised in 2023-24.

Expenditure on Reserves

**Council House Reserve**

Description	Actual Expenditure (£)	Committed Expenditure (£)	Committee	Date RESOLVED
Carpeting Lion Street corridor	2,220.00			
Downpipe Hopper	1,185.60			
<u>Total</u>	3,405.60	0.00		

	£	£
Cfwd	98,854.85	
Expenditure	3,405.60	0.00
<u>Total</u>	<b>95,449.25</b>	<b>0.00</b>

**Public Realm Budget**

Description	Actual Expenditure (£)	Committed Expenditure (£)	Committee	Date RESOLVED
Supply & Install socket for SID	£1,080.00		Community Affairs	5th Oct 2020
Padlocks for SID	£47.68		Additional Costs	
Extra Solar Panel bracket for SID	£154.50		Additional Costs	
CCTV install Litten Gardens	£5,666.00		Finance Committee	14th June 2022
Elec parts for CCTV	£7.25		Additional Costs	
Contribution to Rangers	£15,834.00			
<b>Total</b>	<b>£22,789.43</b>	<b>£0.00</b>		

	£	£
cfwd	42,477.00	
Actual Expenditure	-22,789.43	
<b>Total</b>	<b>19,687.57</b>	

= £23,000 Budget + £19,477 Bfwd



## CHICHESTER CITY COUNCIL

### 2023-2024 BUDGET REPORT

#### FOR FINANCE COMMITTEE ON 21st NOVEMBER 2022

##### Introduction

The 2023/24 Budget attached includes a 4.34% increase in the precept. This is reduced to 0.17% after taking into account the Draft taxbase figure.

The Draft taxbase figure from the District Council is 11,990.60 which is a 4.16% increase from last year. This is the figure that represents the number of Band D properties in the City. The Precept is divided by the taxbase gives the annual Council Tax Band D charge. This has risen far higher than normal because of the number of new developments in the City.

This means that the 4.34% increase in the budget has reduced to 0.17% which equates to a Band D Council Tax of £64.18 which is 11p pa more than last year.

The Draft Budget reported to the Finance Committee in October, included an allowance for the 2022 pay award, plus an estimated 8% pay award for 2023. It also included the increase in costs of Chichester Wardens, the increase in the budget for an annual gala and a provision for the increase in utility bills. In addition to this income budgets have been increased by £25,300. The Council has made a decision not to increase room booking fees to give some support to the local community in such difficult times.

The Country is in a period of financial strain, the likes of which hasn't been experienced for many years. With pressures such as high inflation and energy price increases it is difficult to accurately predict how these might affect the City Council, but fortunately we have been able to provide for these in the Budget.

##### Changes since the Draft Budget.

A few changes have taken place since the Draft budget was reported on 18th October 2022.

- 1) The Council Tax base has been estimated by the District Council to be 11,990.60 an increase of 4.16% on last year.

- 2) Recommended employer pension contribution rates have been set by Actuaries Hymans Robertson who say that the pension fund is now 123% funded and as such contribution rates remain unchanged.
- 3) Custodian hours have been increased in line with the increase in hall bookings. The Budget has been increased to £13,000.
- 4) The International Relations Budget has been increased by £2,000 to assist with the Speyer twinning costs, including the twinning scroll.
- 5) The Draft Budget reduced the Cemetery maintenance Budget pending more accurate figures from the District Council. The Budget has been revised to £40,100.
- 6) The Brewery Field maintenance budget has been increased by £1,000 to cover the increased cost of grass cutting and tree works.
- 7) The Office equipment budget has been increased by £670.

### **Recommendation**

That it be recommended to full council that the City Council's Budget for 2023/2024 be agreed providing the Tax Base remains unchanged from the Draft figure provided by Chichester District Council of 11,990.60.

A budget of £909,265 be agreed with a Precept Demand £769,615 and a Band D of £64.18 an increase of 0.17%.

### **Documents attached**

Earmarked Reserves  
Planned maintenance Programme  
Fees and Charges

K. Martin  
Finance Manager & Deputy Town Clerk

**CHICHESTER CITY COUNCIL**  
**BUDGET SUMMARY 2023/2024**

	2021/2022 Budget £	2023/2024 Budget £
<b>INCOME</b>		
Council House	19,100	38,100
Buttermarket	50,000	50,000
Allotments	19,750	21,250
Sale of Goods	300	300
Street name change	4,700	8,000
Other	2,500	2,500
<b>TOTAL INCOME (Excl. Precept)</b>	<b>96,350</b>	<b>120,150</b>
<b>EXPENDITURE</b>		
Recharges to new cost centres	254,120	254,120
Civic	11,270	11,270
Discretionary	95,800	97,800
Allotments	27,680	27,680
Council & Committees	80,970	83,663
Community Affairs	2,000	4,000
Crime & Disorder	43,385	47,180
Events	19,020	24,020
Statutory Expenses	76,340	74,172
Mayoralty	31,560	31,560
Council House	246,250	289,230
Buttermarket	3,840	3,840
City Cross	4,690	4,690
St James Obelisk	100	100
Heritage	440	440
Henty Field	1,500	2,500
<b>TOTAL EXPENDITURE</b>	<b>898,965</b>	<b>956,265</b>
<b>NET COST OF SERVICES</b>	<b>802,615</b>	<b>836,115</b>
<b>Reversal of Capital Charges</b>	<b>(47,000)</b>	<b>(47,000)</b>
<b>Interest and investment income</b>	<b>(18,000)</b>	<b>(19,500)</b>
<b>NET OPERATING EXPENDITURE</b>	<b>737,615</b>	<b>769,615</b>
<b>Transfers (from) / to Earmarked Reserves</b>	<b>0</b>	<b>0</b>
<b>AMOUNT TO BE MET FROM PRECEPT</b>	<b>737,615</b>	<b>769,615</b>
<b>Precept on District Council</b>	<b>(737,615)</b>	<b>(769,615)</b>
<b>(SURPLUS) / DEFICIT FOR YEAR</b>	<b>0</b>	<b>0</b>

4.34%

Increase in precept after taking into  
account the tax base

0.17%

Expenditure headings	Cost Centre	Description Code	2022/2023 Budget £	2023/2024 Budget £
<b>Administration</b>				
Staff Costs	101	4001	280,150	304,802
Employers NI	101	4002	24,500	30,128
Employers Superannuation	101	4003	50,440	62,364
Staff expenses	101	4004	300	300
Ill Health Insurance	101	4005	3,600	3,600
Eye tests and corrective appliances	101	4011	300	300
Staff Recruitment	101	4007	500	500
Professional Development	101	4008	1,500	1,500
Travel and Subsistence	101	4009	100	100
General Expenses	101	4020	200	200
Telephone	101	4021	3,000	3,000
Postage	101	4022	700	700
Stationery	101	4023	800	800
SRCC Subscription	101	4024	50	50
Petty Cash Expenditure	101	4025	70	70
Printing	101	4026	300	300
Photocopying	101	4027	1,100	1,100
West Sussex ALC Ltd	101	4029	3,300	3,300
South East Employers	101	4030	230	230
Nat Allotment Gardens Assoc	101	4031	60	60
Walled Town Friendship	101	4032	130	130
UNA	101	4033	40	40
LCAS Subscription (Zurich Municipal)	101	4035	150	150
Shopwatch subscription/CHIBAC	101	4039	270	270
Publications	101	4036	150	150
Computer Improvement/Maint.*	101	4038	14,000	14,000
Office Equipment	101	4050	1,000	1,670
Bank Charges Payable	101	4051	500	400
Card Payment System fees	101	4010	300	300
Professional Fees*	101	4055	2,400	2,400
Professional Fees (staff)	101	4055	1,000	1,000
Audit Fees	101	4057	2,300	2,300
Payroll Admin Costs	101	4059	1,500	1,500
Cleaning Sundries	101	4216	70	70
Accommodation recharge	101	4700	53,300	53,300
<b>Subtotal</b>			<b>448,310</b>	<b>491,084</b>
<b>Recharges to other services</b>	101	1201	-448,310	-491,084



## EXPENDITURE

## AGENDA ITEM 7

Expenditure headings	Cost Centre	Description Code	2022/2023 Budget £	2023/2024 Budget £
<b>Civic</b>				
Remembrance Sunday	102	4020	1,000	1,000
Custodian Uniforms	102	4111	800	800
Revaluation and Audit of Civic Regalia	102	4119	2,000	2,000
Robes and Hats*	102	4112	250	250
Cleaning/Repair Insignia*	102	4113	1,000	1,000
Civic and Heritage Awards	102	4114	1,000	1,000
Civic/Heritage Reception	102	4115	1,500	1,500
Official Gifts	102	4116	500	500
Guild of Mace-Bearers sub.	102	4117	60	60
C S O'head recharge	102	4801	250	250
Administration recharge	102	4800	2,910	2,910
<b>Subtotal</b>			<b>11,270</b>	<b>11,270</b>
<b>Discretionary</b>				
Flags and Flagpoles	103	4172	1,260	1,260
Chichester Tree Trail	xxx	xxxx	0	0
City Band (Gold level supporter)	xxx	4065	300	300
Keats statue	xxx	xxxx	0	0
Blue plaques	103	4182	600	600
Local Historic Interest plaque	xxx	xxxx	500	500
Bell Tower Clock	103	4063	500	500
Discretionary Grants	103	4260	35,000	35,000
VAAC			0	2,000
Public Realm Projects	103	4296	23,000	23,000
Environmental Initiatives	103	4188	800	800
Chichester in Bloom	103	4195	15,000	15,000
Walled Town Delegates	103	4204	1,000	1,000
Capital Charges	103	4900	6,600	6,600
C S O'head recharge	103	4801	890	890
Administration recharge	103	4800	10,350	10,350
<b>Subtotal</b>			<b>95,800</b>	<b>97,800</b>
<b>Allotments</b>				
Rates & Water	104	4211	1,800	1,800
Postage	104	4022	150	150
Reps/Maint. General	104	4236	6,000	6,000
Capital Charges	104	4900	1,300	1,300
C S O'head recharge	104	4801	1,450	1,450
Administration recharge	104	4800	16,980	16,980
<b>Subtotal</b>			<b>27,680</b>	<b>27,680</b>

## EXPENDITURE

## AGENDA ITEM 7

Expenditure headings	Cost Centre	Description Code	2022/2023 Budget £	2023/2024 Budget £
<b>Democratic Representation</b>				
C S O'head recharge	105	4801	5,320	5,320
Administration recharge	105	4800	62,080	62,080
<b>Subtotal</b>			<b>67,400</b>	<b>67,400</b>
<b>Corporate Management</b>				
C S O'head recharge	106	4801	15,090	15,090
Administration recharge	106	4800	170,290	170,290
<b>Subtotal</b>			<b>185,380</b>	<b>185,380</b>
<b>Council &amp; Committees</b>				
Staff Costs (Planning)	110	4001	18,220	20,086
Employers NI	110	4002	1,740	2,009
Employers Superannuation	110	4003	3,600	4,158
Councillor Prof Development	110	4008	500	500
Councillor Travel and Subsistence	110	4009	400	400
General Expenses	110	4020	150	150
Local election Expenses *	110	4100	12,000	12,000
Refreshments	110	4102	100	100
C S O'head recharge	110	4801	1,840	1,840
Administration recharge	110	4800	21,520	21,520
Accommodation recharge	110	4700	19,800	19,800
Members allowances	110	4004	1,100	1,100
<b>Subtotal</b>			<b>80,970</b>	<b>83,663</b>
C S O'head recharge	111	4801	110	110
Community Develt admin	111	4800	1,230	1,230
<b>Subtotal</b>			<b>1,340</b>	<b>1,340</b>
<b>Community Affairs Committee</b>				
International Relations*	201	4185	250	2,250
Joint Twinning-Chartres*	201	4186	500	500
Joint Twinning-Ravenna*	201	4187	500	500
European Assoc of Historic Towns	201	xxxx	300	300
C S O'head recharge	201	4801	40	40
Administration recharge	201	4800	410	410
<b>Subtotal</b>			<b>2,000</b>	<b>4,000</b>

## EXPENDITURE

## AGENDA ITEM 7

Expenditure headings	Cost Centre	Description Code	2022/2023 Budget £	2023/2024 Budget £
<b>Events</b>				
Other Events - civic	202	4164	6,000	11,000
Italy Star Reception	202	4166	0	0
C S O'head recharge	202	4801	1,030	1,030
Administration recharge	202	4800	11,990	11,990
<b>Subtotal</b>			<b>19,020</b>	<b>24,020</b>
<b>Crime and Disorder Initiatives</b>				
Community Wardens	203	4140	43,385	47,180
<b>Subtotal</b>			<b>43,385</b>	<b>47,180</b>
<b>Statutory Expenses</b>				
War Memorial R&M *	301	4148	2,000	2,000
Litten Gardens War Memorial	301	xxxx	0	0
Footpath Lighting-Energy	301	4150	3,000	3,000
Footpath Lighting Maintenance	301	4151	2,300	2,300
City Cemetery-Annual Contrib.	301	4152	44,000	40,100
Contribution to Public Conveniences	301	4144	13,500	15,232
Litten Gardens grounds maintenance contract*	301	4153	2,500	2,500
Disused burial grounds*	301	4154	500	500
Misc. Grnd Mtce & Street Furn.*	301	4156	500	500
Street Naming & Signage*	301	4157	4,000	4,000
C S O'head recharge	301	4801	320	320
Administration recharge	301	4800	3,720	3,720
<b>Subtotal</b>			<b>76,340</b>	<b>74,172</b>

## EXPENDITURE

## AGENDA ITEM 7

Expenditure headings	Cost Centre	Description Code	2022/2023 Budget £	2023/2024 Budget £
<b>Mayoralty</b>				
Travel and Subsistence	401	4009	1,000	1,000
General Expenses	401	4020	1,000	1,000
Mayors Allowance	401	4125	4,000	4,000
Mayor at Home-Summer	401	4130	0	0
Mayor at Home-Christmas	401	4131	2,200	2,200
Receptions Other	401	4132	1,000	1,000
Accommodation recharge	401	4700	8,900	8,900
C S O'head recharge	401	4801	1,060	1,060
Administration recharge	401	4800	12,400	12,400
<b>Subtotal</b>			<b>31,560</b>	<b>31,560</b>
<b>Council House</b>				
Staff Costs (Custodians)	501	4001	22,750	24,054
Employers NI	501	4002	2,180	2,405
Employers Superannuation	501	4003	3,700	5,377
Overtime	501	4012	8,000	13,000
Professional fees (paintings)	501	4055	2,000	2,000
Publicity	501	4101	1,200	1,200
Rates and Water	501	4211	42,500	42,500
Bid membership	501	4206	1,020	1,020
Electricity	501	4214	4,000	8,000
Gas	501	4215	4,500	9,000
General cleaning	501	4216	2,300	2,300
Cleaning and window cleaning	501	4212	5,000	5,000
Council House equipment	501	4250	1,450	1,450
Alarm main servicing and monitoring	501	4217	800	800
Key holding and call outs	501	4217	700	700
Lift Service Contract and R&M	501	4218	2,900	2,900
Fire Alarm service maintenance and monitor	501	4219	460	460
Emergency Lighting	501	4209	1,500	1,500
Fire Extinguishers	501	4210	1,250	1,250
Automatic door service contract and R&M	501	4221	650	650
Annual electrical test & PAT	501	4224	500	0
Insurance	501	4225	9,000	9,000
Wedding Licences*	501	4201	690	690
Premises Licence	501	4227	510	510
Council House R&M & improvements*	501	4231	8,000	8,000

## EXPENDITURE

## AGENDA ITEM 7

Expenditure headings	Cost Centre	Description Code	2022/2023 Budget £	2023/2024 Budget £
Cyclical maintenance budget*	501	4238	3,000	3,000
Health and Safety	501	4245	2,000	2,000
CCTV service contract and R&M	501	4234	400	400
Council Chamber redecorations	xxx	xxxx	28,000	28,000
MUGA running costs	xxx	xxxx	750	750
Running costs for van	501	4291	1,000	1,000
Energy efficiency initiatives (boilers)	xxx	xxxx	16,000	
Maintenance of bus shelter	501	4154	500	500
Lightning Protection service and R & M*	501	4241	180	180
Heating, ventilation and air conditioning	501	4222	4,500	4,500
Display Energy Certificate*	501	4242	400	400
Wedding expenditure	501	4246	500	500
C S O'head recharge	501	4801	12,773	12,773
Administration recharge	501	4800	91,587	134,361
Capital Charges	501	4900	39,100	39,100
<b>Subtotal</b>			<b>328,250</b>	<b>371,230</b>
<b>Accomm. Recharges to other services</b>	501	1201	<b>-82,000</b>	<b>-82,000</b>
<b>Market House</b>				
Professional fees (legal fees)	502	4055	2,500	2,500
C S O'head recharge	502	4801	110	110
Administration recharge	502	4800	1,230	1,230
<b>Subtotal</b>			<b>3,840</b>	<b>3,840</b>
<b>City Cross</b>				
Electricity	504	4214	300	300
Reps/Maint. General	504	4236	500	500
City Cross Conservation *	504	4300	2,000	2,000
Clock service contract and R&M*	504	4302	1,000	1,000
C S O'head recharge	504	4801	70	70
Administration recharge	504	4800	820	820
<b>Subtotal</b>			<b>4,690</b>	<b>4,690</b>
<b>St James Obelisk</b>				
Reps/Maint. General*	505	4236	100	100
<b>Subtotal</b>			<b>100</b>	<b>100</b>
<b>Heritage</b>				
C S O'head recharge	506	4801	30	30
Administration recharge	506	4800	410	410
<b>Subtotal</b>			<b>440</b>	<b>440</b>
<b>Henty Field</b>				
Reps/Maint. General	508	4236	1,500	2,500
<b>Subtotal</b>			<b>1,500</b>	<b>2,500</b>
<b>Transfer from Asset Mgt. Rev. Acc.</b>			<b>-47,000</b>	<b>-47,000</b>
<b>TOTAL EXPENDITURE</b>			<b>851,965</b>	<b>909,265</b>

Income headings	Cost Centre	Description Code	2022/2023 Budget £	2023/2024 Budget £
<b>Council House</b>				
Hire Charges-Assembly Room	501	1001	9,000	22,000
Hire Charges-Court Room	501	1002	7,500	13,000
Wedding Income	501	1012	1,000	1,500
Solar Panel Income	501	1011	1,600	1,600
Street name change	103	1060	4,700	8,000
Hanging Basket Income		1013	2,500	2,500
<b>Subtotal</b>			<b>26,300</b>	<b>48,600</b>
<b>Buttermarket</b>				
Rental income	502	1120	50,000	50,000
<b>Subtotal</b>			<b>50,000</b>	<b>50,000</b>
<b>Allotments</b>				
Allotment rents	104	1020	19,500	21,000
Licence agreements			250	250
<b>Subtotal</b>			<b>19,750</b>	<b>21,250</b>
<b>Sales of Goods / Misc. income</b>	<b>101</b>	<b>1075</b>	<b>300</b>	<b>300</b>
<b>Other</b>				
Precept Received	101	1176	737,615	769,615
Interest Received - General	101	1196	18,000	19,500
CDC Share of grant			0	0
<b>Subtotal</b>			<b>755,615</b>	<b>789,115</b>
<b>TOTAL INCOME</b>			<b>851,965</b>	<b>909,265</b>

## AGENDA ITEM 7

### Earmarked Reserve Balances

<u>Earmarked Reserves</u>	<b>Bal 2022/2023</b>	<b>Total</b>
<b>Local Elections</b>	38,429	£12,000 is transferred from the Rev Acc per annum to assist with the cost of elections. Last bill £15,330 paid 2022 for 06.05.21 & 04.11.21 Byelections.
<b>Painting Restoration (Prof fees)</b>	3,700	To assist with Council House Professional fees
<b>Computer Replacement</b>	5,610	Build up a reserve for computer replacement
<b>Brewery Field</b>	6,531	To assist with ground works in the future.
<b>Chi in Bloom</b>	5,000	To assist with Chi in Bloom projects, such as cost of weight testing and new brackets.
<b>Council House</b>	95,449	To assist with refurbishment works and five year works programme.
<b>Lift Contract</b>	2,000	To assist with lift repairs
<b>Solar Panels</b>	3,000	To assist with solar panel repairs
<b>Joint Twinning - Chartres</b>	2,075	)Transferred to or from revenue account as required. (Anniversaries)
<b>Joint Twinning - Ravenna</b>	6,832	)Transferred to or from revenue account as required. (Anniversaries)
<b>International Relations</b>	3,530	)Transferred to or from revenue account as required.
<b>City Cross Conservation</b>	16,117	£2,000 put into reserves every year as part of a rolling programme.
<b>St James Obelisk</b>	1,800	£100 transferred into reserve each year for future maintenance.
<b>Civic Regalia</b>	9,199	£2,000 put into reserves every year as part of a rolling programme. (Audit completed 2019)
<b>Litten Gardens</b>	3,000	To assist with costly tree works.
<b>War Memorial</b>	6,004	To assist with restoration works required.
<b>Disused Burial Ground Maintenance</b>	11,070	Grounds maintenance and tree works set aside for emergency works.
<b>Benches</b>	11,938	From WSCC to maintain street furniture
<b>Allotment Improvements</b>	5,480	Specific reserve set up for Allotment Improvements.
<b>Allotment deposits</b>	650	To be paid back to tenants
<b>Bus shelter</b>	17,064	Bus shelter Broyle Rd - money from WSCC
<b>The Market House</b>	13,913	Set up to cover Buttermarket professional fees or loss of rent.
	<b>268,391</b>	

# AGENDA ITEM 7

PLANNED MAINTENANCE PROJECTION 2019 - 2029											
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Comments
<b>THE COUNCIL HOUSE</b>											
Council House Reserve (incl. Council Chamber refurb/Lift reserve and major expenditure)	£ 20,000.00	£ 20,000.00	£ 20,000.00	£ 20,000.00	£ 20,000.00	£ 20,000.00	£ 20,000.00	£ 20,000.00	£ 20,000.00	£ 20,000.00	Plan to undertake major project 2022/23. Carpet replacement will cost circa. £6k (quotes obtained)
Council Chamber Window repainting & cosmetic repairs		£ 1,000.00				£ 2,500.00				£ 2,500.00	Tender
Secondary Glazing to single glazed windows				£ 18,000.00							Quotes being obtained. Will confirm budget figure ASAP. Grant funding may be available
Replace gas boilers				£ 16,000.00							Saunders Specialised Services
Upgrade insulation and draught proofing				£ 8,000.00							Quotes being obtained. Will confirm budget figure ASAP. Grant funding may be available
Install 2no. EV charging points				£ 5,000.00							Grant funding may be available
2no. Low energy hand driers - Reception Office / OCR kitchen				£ 700.00							Possibly use existing R&M budget
The Old Court Room Redecoration	£ 500.00					£ 750.00					Done in-house. Materials cost only
Replace picture lighting and chandeliers in OCR with low energy fittings					£ 3,500.00						
Assembly Room refurbishment				£ 5,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	Build up reserve. Cost approx. £60k.
The Old Court Room - floor refurbishment	£ 1,000.00					£ 1,200.00					Done in-house. Materials cost only
<b>External Redecoration and repairs</b>		£ 89,000.00					£ 15,000.00				
Replacement of Roof Lantern	£ 7,444.12										
Redecoration of main entrance, stairs and landing		£ 1,000.00		£ 3,500.00							
Redecoration of Crush Bar and Kitchen			£ 500.00				£ 500.00				Inhouse - allowance for materials
Replacement of Crush bar/corridor suspended ceiling				£ 7,000.00							Includes allowance for electrical works.
Mayor's Parlour cloakroom - replace sanitaryware and redecorate				£ 2,000.00							In-house
Replacement of carpet in OCR & Lion St corridors, lift lobby (retain existing stair carpet and nosings)				£ 5,500.00							Quotes obtained
New carpet in Property Office					£ 600.00						
Drain cleaning (annual de-scale)	£ 500.00	£ 500.00	£ 500.00	£ 550.00	£ 550.00	£ 550.00	£ 550.00	£ 550.00	£ 550.00	£ 550.00	Existing budgets
Gutter and roof gully cleaning (annual - autumn)	£ 400.00	£ 400.00	£ 400.00	£ 450.00	£ 450.00	£ 450.00	£ 450.00	£ 450.00	£ 450.00	£ 450.00	Existing budgets
Mayor's car park re-surfacing (rear section)				£ 1,800.00							In-house
Mayor's car park and courtyard paving clean		£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	In-house
Additional small e-van /Truck Replacement			£ 15,000.00			£ 40,000.00					



# AGENDA ITEM 7

PLANNED MAINTENANCE PROJECTION 2019 - 2029											
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Comments
Lift Replacement	£ 23,067.33	£ -									Combined into Council House Reserve
<b>MARKET CROSS</b>											
General cleaning & Maintenance	£ 500.00	£ 500.00	£ 550.00	£ 550.00	£ 550.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	Existing budgets
Cleaning & Repairs			£ 5,000.00					£ 5,000.00			
LED Lighting upgrade			£ 1,500.00								
<b>ST PAUL'S CHURCHYARD</b>											
Trees	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	reserve
Walls	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	reserve
<b>ST BARTHELOMEWS</b>											
Trees	£ 500.00	£ 500.00	£ 500.00								Responsibility ended 2021
Walls	£ 500.00	£ 500.00	£ 3,000.00								Responsibility ended 2021
<b>ALL SAINTS, PORTFIELD</b>											
Trees	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	Build up reserve
<b>ST MARTIN'S GARDEN</b>											
Wall	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	Build up reserve
	£ 2,600.00										
<b>LITTEN GARDENS</b>											
Grounds maintenance		£ 500.00	£ 1,500.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	
Trees	£ 3,000.00	£ -	£ 1,000.00	£ 1,000.00	£ 1,250.00	£ 1,250.00	£ 1,250.00	£ 1,250.00	£ 1,250.00	£ 1,250.00	Build up reserve
Sculptures (include Keats, Eastgate Square)		£ 150.00	£ 150.00	£ 150.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	Build up reserve. Cleaning, oiling, waxing etc.
Boundary wall repair				£ 2,500.00							Root damage to wall on corner of New Park Road/St Pancras
<b>THE BREWERY FIELD</b>											
Grounds maintenance		£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	
Trees	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	Build up reserve
Bins, goal posts, benches etc.	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	Build up reserve
<b>ALLOTMENTS</b>											
Japanese Knot weed treatment - Whyke Road	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00	Existing budgets
St Paul's fence (Woodlands Lane boundary)		£ 1,500.00	£ 1,500.00	£ 1,500.00							Existing budget - replace in stages. Materials only
Notice boards (all sites)	£ 450.00	£ 450.00	£ 450.00	£ 450.00	£ 450.00	£ 450.00	£ 450.00	£ 450.00	£ 450.00	£ 450.00	Build up reserve for future replacement (10-15 year life cycle)

# AGENDA ITEM 7

PLANNED MAINTENANCE PROJECTION 2019 - 2029											
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Comments
Water supply pipe replacement (all sites except Durnford Close)	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	Build up reserve
Fencing reserve (for future replacement - all sites)	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	Build up reserve
Trees - all sites	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	Build up reserve
<b>BENCHES</b>											
Repairs and refurbishment	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	WSSC reserve
<b>BIKE RACKS</b>											
Repairs and refurbishment	£ 32,000.00		£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	Cleaning and minor repairs
<b>BUS SHELTERS</b>											
Repairs & Maintenance	£ -		£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	
<b>WHYKE MUGA</b>											
Cleaning & General Repairs/lamp replacement	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	Existing budgets
<b>ST JAMES OBELISK</b>											
General maintenance/ repairs	£ 437.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	Existing budgets
	£ 103,948.45	£ 127,200.00	£ 65,850.00	£ 115,950.00	£ 53,850.00	£ 94,900.00	£ 66,450.00	£ 55,950.00	£ 50,950.00	£ 53,450.00	
		£ 38,200.00									

- Key
- Existing reserves
  - Existing budgets
  - Capital budgets
  - New Homes Bonus

**FEES AND CHARGES****AGENDA ITEM 7**

SERVICE / ACTIVITY	Charges Excluding VAT 2023-24 £	
<b><u>THE COUNCIL HOUSE</u></b>		
<b>Room Hire</b>	<b>All Room Hire Charges are subject to VAT</b>	
<b>The Assembly Room</b>		
Mon-Fri	1/2 Day (3.5hours)	98.67
	Day (9-5 pm)	198.25
	Evening (7-10pm)	198.25
Saturday	1/2 Day (3.5hours)	149.75
	Day (9-5 pm)	300.33
	Evening (7-10pm)	198.25
	Per hour after 10pm	57.83
	Per week (9-5 pm excluding Sunday)	1,166.50
	Dismantle stage (when required)	42.58
	Hire of large screen	29.75
<b>The Old Court Room</b>		
Mon-Fri	1/2 Day (3.5hours)	66.33
	Day (9-5 pm)	132.75
	Evening (7-10pm)	163.33
Saturday	1/2 Day (3.5hours)	124.25
	Day (9-5 pm)	246.75
	Evening (7-10pm)	163.33
	Per hour after 10pm	57.83
	Per week (9-5 pm excluding Sunday)	806.58
	Hire of small screen	10.25
<b><u>Weddings</u></b>		
<b>The Council Chamber</b>		
	Special Offer Weekday Ceremony	334.42
	Saturday Wedding Ceremony	501.17
<b>The Assembly Room</b>		
	Wedding Ceremony	671.33
	Ceremony including Reception	997.17
	Assembly Room for Reception	872.92
	Dismantle stage	51.08
	Extra hour	63.00

**FEES AND CHARGES****AGENDA ITEM 7**

SERVICE / ACTIVITY	Charges Excluding VAT 2023-24 £
<b>The Old Court Room</b>	
Ceremony including Reception (9.00 - 10.00am)	747.00
Old Court Room for Reception (9.00 - 10.00am)	548.75
Extra hour	63.00
Damage deposit for Receptions	204.20
<b><u>ALLOTMENT CHARGES</u></b>	
<b>All Allotments</b>	
- Per rod	11.00 <b>No VAT</b>
New tenancy/tenancy termination admin fee	20.00
New tenancy deposit (returnable)	50.00
Key issue fee	5.00 <b>No VAT</b>
<b><u>STREET NAMING AND NUMBERING FEES</u></b>	
New or amended building name of an existing property	34.00
New or amended building name of an existing property (commercial)	112.00
Letter confirming change of house name/postal number or address.	17.00
Naming/numbering of a new Development/Street	168.00
	per phase
	12.00
	per plot/unit
Changes to Development layout after notification	28.00
	per affected plot
Changes of Street name requested by residents	224.00 plus 23.00 per property <b>No VAT</b>
<b><u>BANNERS</u></b>	
Administration fee	33.46 <b>Plus VAT</b>
<b><u>HANGING BASKETS</u></b>	
Per basket	45.00 <b>Plus VAT</b>



## AGENDA ITEM 8a

Report for Finance Committee Monday 21st November 2022

### MURRAY/NELSON SCULPTURE

#### 1. Introduction.

Admiral Sir George Murray 1759 -1819, is a Chichester hero, born in Chichester died and buried in Chichester, Nelson's Captain of the Fleet and close friend but because he missed Trafalgar was virtually unknown. The Murray club quickly assembled a Band of Brothers and sister with a focus. The main focus was the 200th anniversary of Murray as Mayor of Chichester in 2015 which a great success and financed by a English Heritage Lottery grant of £65,000 mainly used for a major exhibition at the Novium.

The work of the Murray club with direct descendant, Ian Murray, was to ensure Chichester is the home for over 100 documents including 12 Nelson letters and many precious artefacts such as the golden sword. This means that Chichester now has one of the finest collections of national importance in the UK. However the main ambition was to have a long term heritage sculpture of Murray prominently displayed in the centre of Chichester.

The benefits of public art are well documented by the Knight Foundation and the Portas Review – City Centre Survival . These include a creating a sense of community, celebration of local heritage, and acting as a tourist attraction. However Murray was virtually unknown so the idea of a sculpture showing the close relationship of Murray and Nelson was discussed with local sculptor, Vincent Gray. A maquette produced and fund raising started, the money mainly raised by public donations.

The challenges along the way were considerable but on 3rd April 2021, ( 220 years after the Battle of Copenhagen) the full size resin version was unveiled by former First Sea Lord Admiral sir George Zambellas in the middle of lockdown during the Covid-19 pandemic. There was extensive TV and media coverage. The sculpture also won the prestigious Sussex Heritage Trust Award 2022.

Fund raising for the bronze version has been very difficult not helped by the Pandemic and the rejection by CDC of the City Council's approved New Homes Bonus. The Murray club will continue fundraising but this may take several years for the £60,000 needed and therefore believe this is the right time to move the ownership of the Sculpture to the City Council which was always the intention as for the Keats statue for East Gate Square

#### 2. Ownership

a) Sculpture : The Murray Club has stated that it is happy to donate the statue to the City council for the people of Chichester. This would give an asset to the City Council of at least £20,000 based on cost of replacement only. A unique bronze sculpture incorporating copper from HMS Colossus would cost about £60,000 but could be worth on excess £125,000

# AGENDA ITEM 8a

b) Plinth: A Portland stone plinth is owned by the City Council following Section 106 monies from CDC

### 3. Licensing

The owner of the statue would need a licence from WSCC. contact Chris Dye 0330 2225707

### 4. Maintenance and Insurance.

A resin sculpture has a life span of about 20 years . A bronze will last for 1000 years and is very robust . The resin sculpture is necessary to be intact for a mould to cast the bronze version. However the resin sculpture is not destroyed during the process and can be used for exhibition and promotional uses.

#### Recommendations

1. The City Council takes ownership of the Murray Nelson Sculpture in keeping with its policy of maintaining the streetscape, supporting tourism and the Vision for Chichester.
2. The Sussex Heritage Award Plaques are incorporated into the plinth

Richard Plowman

Date: 9th Nov , 2022



# AGENDA ITEM 11

## **Statement to Finance in support of funding for four SID posts and fixings at St. Paul's Road and Broyle Road.**

The Property Sub Committee discussed (and agreed on) the prospect of purchasing and fitting four additional posts to carry the SID owned by Chichester City Council and currently sited on St. Pancras Road.

SIDs are said to be effective if operational for only two weeks out of any three-month period. More than this, and the research suggests they lose their potency through driver's attentional fatigue which leads to apathy. It is the surprise factor that reminds drivers of their speed behaviour and encourages compliance. It therefore makes sense to use the SID owned by CCC over multiple sites.

Property Manager, Stephen Hawkins reports, 'We have recently been involved in the installation of a SID in St. Pancras. We financed and provided the device itself for around £4000. Subsequent to that we also financed the installation of two mounting posts on the West and Eastbound sides of the carriageway. There is currently a growing interest in the use of SIDs and we have now received a proposal to install a further four mounting posts for the device. Two in St. Pauls Road in the vicinity of the Rainbow Public House and two in Broyle Road adjacent King George Gardens.... To date we have received a quotation of £1,600-00+ VAT to install the additional four mounting posts.'

Concerns were raised that the moving of the SID itself might be burdensome in terms of Officer's time. The proposal was that if the posts were in place the community would recruit volunteers to move the device between sites according to a pre-arranged schedule in collaboration with the local community groups. There would, however, be a time cost for the volunteers to be training in this procedure. Some community groups might want to use the data collected by the SID and, if so, this would be the responsibility of those groups.

The proposal was accepted and is forwarded here to the Finance Committee for ratification.

Cllr Corfield  
08.11.22

Ash Pal  
c/o Chichester City Council  
The Council House  
North Street  
Chichester PO19 1LQ

Feria Urbanism  
Second Floor Studio  
11 Fernside Road  
Bournemouth  
BH9 2LA

## Chichester Neighbourhood Plan

### Community Groups & Organisations — Summit or Forum Event

Dear Ash,

Further to our call earlier this week, we are pleased to put in writing to you our proposal for a event that will support the Chichester Neighbourhood Plan. Your original request was for support around the preparation of a questionnaire or survey to help determine what community groups and organisations across the city want in terms of facilities or support into the future.

However, we suggested that a more effective way of gathering this data could be in the form of an in-person “Summit” or “Forum” at which representatives of community groups and organisations present their vision and ambitions to one another. We have used this technique successfully on a variety of other neighbourhood plan projects and know it to be an effective method of sharing knowledge and developing consensus.

The benefits of our suggested approach includes: a written record of different user group requirements (adding to the evidence base for the neighbourhood plan), the chance for groups to collaborate and combine ideas, and the opportunity to map the various facility requirements, assisting with the drafting of planning policies to support the delivery of new infrastructure.

We suggest the following methodology to deliver this initiative:

**1) VENUE** — A venue is booked by the city council or the neighbourhood plan group to host the Forum. This needs to be large enough to accommodate the expected numbers and be available from 9am through until 5pm. The venue should be in a central location and be accessible.

**2) INVITATION** — A written invitation is issued to all community groups and organisation registered in Chichester. It is assumed that a database of contact names and details is already in place to facilitate this. We would recommend as wide a range as possible are invited, including arts, culture, sports, youth, seniors, charities and other civic and activist societies. Our team will assist with the precise wording of the invitation, but from past experience this will likely comprise a requirement for the invitee to consult with the wider membership of his/her organisation so





that a 10 x slide PowerPoint slide show or a 4 x side A4 written statement can be prepared. These materials as prepared by the community groups will be described as “Position Statements” and will be submitted to our team in advance of the Forum. The date and venue of the Forum will be included on the invitation. There needs to be a minimum four-week advance notice period between receipt of the invitation and the date of the Forum. The invitation will be issued by the city council or the steering group.

**3) EVENT** — On the day of the Forum, our team will chair the event and invite participants to present their position statements one by one. Using large scale maps and plans, we shall plot in real time the projects and ideas that are referenced during the presentations. We shall endeavour to make linkages between different initiatives. For example, if a repeated request is made for community facilities in the south of the city, or the need for sporting facilities in the north, or the need for a youth-focused space in the city centre. We will moderate debates, issue task sheets (tbc) and run question and answer sessions during the day. In previous projects, we have printed all received Position Statements and made them available on the day, to form an accessible library of ideas and manifestos. We would recommend the same approach for Chichester.

**4) REPORT** — Using the information and data gathered during the Forum, our team will prepare a short report capturing the key headlines and results from the day. Subject to agreement, this report could be published on a website and supported by a short questionnaire survey, the results from which will complement the data gathered at the event.

We set out our fee proposal for this work on the following page. As per your request, we have added to this fee proposal time to attend PLACE workshops or outreach sessions in different wards or neighbourhoods. We have provided time for up to three such sessions.

We trust this work proposal and fee is acceptable to you and we look forward to hearing from you shortly. With kind regards,



Richard Eastham  
for and on behalf of Feria Limited

## Professional Fees

Project Phase	Number of days	Fee total
Forum preparation (inc. invitation wording, prepare, print maps and plans, and collate submissions)	1.5	£1,200
Organise and run the Forum	2.0	£1,400
Prepare short report	2.0	£1,400
PLACE outreach events	3.0	£2,400
	<b>8.5</b>	<b>£6,400 + reasonable expenses + VAT</b>

Daily fee rates — £600 Team Support; £800 Richard Eastham

Reasonable expenses are external to this fee and will car mileage (as appropriate), overnight accommodation (if required), subsistence expenses, venue hire (if required) and printing of materials (e.g. plans, maps, posters, final documents etc.)

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All services provided by Feria Limited to the client are subject to the following general terms and conditions.

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The Client : The company, organisation or individual requesting the services of Feria Limited.

Feria Limited: Primary designer & employees or affiliates.

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3. In the event any proposal is not accepted by the client all copies of the proposal together with any accompanying documentation shall remain confidential.
4. A proposal is deemed to be accepted where agreement is provided either by email, telephone, mail or fax ("the Commission").
5. Any costing or timetable provided by Feria Limited shall be provided on the basis of the Commission shall hold good for 30 days and if not accepted within that period shall be subject to review and adjustment by Feria Limited.
6. Any statement by Feria Limited as to the date of completion of the Commission is an estimate only. Feria Limited will use reasonable endeavours to comply with any timetable but will be under no liability to the client or any other person in the event the Commission is not completed by the agreed date. Feria Limited alone shall specify when the commission or any stage thereof has been completed.
7. Any alteration to the Commission agreed between the client and Feria Limited shall entitle Feria Limited to review and adjust any costing or timetable provided to the client.
8. Unless otherwise agreed in writing any costing of the Commission will be exclusive of VAT disbursements and reasonable expenses incurred by Feria Limited. Feria Limited shall have absolute discretion regarding the use of specialist materials or services in completion of the Commission [including (without prejudice to the generality of the foregoing): photography, type-setting, courier services, express deliveries, long distance telephone calls and facsimile transmissions and the client shall fully reimburse Feria Limited for the cost of such items] and may sub-contract such elements of the Commission as it deems appropriate.
9. All fees, charges and disbursements shall be paid within 30 days of the submission of Feria Limited's account (unless otherwise agreed) in default of which interest shall accrue on the gross amount of the account so outstanding at a rate of 4% above the base rate of RBS Bank from time to time and Feria Limited reserves the right to stop work on the Commission should any account not be paid. Non-payment will result in legal action being taken if necessary.
10. Feria Limited reserves the right to require the client to provide sums on account of the fee for the Commission or any disbursement or to require that the client obtain or provide to Feria Limited any specialist material or service.
11. Feria Limited shall provide such information regarding the amount of costs incurred as the client may reasonably require.
12. Unless otherwise agreed in writing Feria Limited may submit interim accounts for payment notwithstanding that the Commission has yet to be completed.
13. On completion of the Commission and payment of all Feria Limited's accounts Feria Limited shall grant to the client at the cost of the client a license to exploit the finished version of the designs created modified or used in connection with the Commission ("the Works") for the purposes and in the territories specified in the Commission or if no such territories are specified the United Kingdom.
14. The license granted shall extend to the Works in electronic form only. If the client requires a license in respect of tangible copies of the Works this may be granted at the absolute discretion of Feria Limited at additional cost.
15. Feria Limited reserves such rights as are necessary for Feria Limited to use the Works for its archive and/or any advertising of its business (if any).
16. The client acknowledges that each Work is created according to its own instructions and Feria Limited makes no warranty as to its quality or suitability for any purpose or compliance with any rules regulations standards or criteria save that the Work will reasonably conform to the Commission. Where drafts are submitted for approval to the client the client shall be responsible for the correction of errors or omissions and Feria Limited shall bear no liability whatsoever in respect of any errors or omissions subsequently discovered.
17. Feria Limited shall not in any circumstances be liable for any loss of profit or any consequential loss suffered by the client or by any third party and in any event any claim against Feria Limited shall be limited to the amount of Feria Limited's fees and charges for the Commission. The client shall indemnify Feria Limited against any liability over and above the said amount absolutely.
18. Feria Limited warrants that it has not knowingly infringed any copyright design right or patent in the completion of the Commission and subject thereto the client agrees to indemnify Feria Limited against any claim for infringement of any such right.
19. The client warrants that the information given to Feria Limited in the Commission does not infringe any patent copyright or design right; is not information received by the client in confidence from a third party; is not defamatory and does not contravene any act of Parliament any subsidiary legislation any order of any Court or any other restraint and agrees to indemnify Feria Limited against any claim arising from the use thereof in breach of any such matter.
20. Where the Commission includes printing by Feria Limited the client acknowledges that due to the nature of the process there may be some non-material variation in colour tone or printing quality. Feria Limited warrants it will use reasonable care and skill in the production of the printed items.
21. Without prejudice to its existing rights Feria Limited may terminate this contract immediately if the client is in default of any term of any contract between Feria Limited and the client or if the client becomes insolvent. Either party may terminate this contract by the giving of two months written notice to the other. Upon such termination the client will pay Feria Limited any fees due, including fees for the period up to the end of the notice, together with any VAT and disbursements and will return all of the Works forthwith.
22. Any goods or chattels supplied by or on behalf of the client to Feria Limited are insured for their replacement value only and the client shall bear the risk of any addition loss or damage from the date of the contract.
23. Nothing in this agreement shall operate so as to create a partnership or joint venture of any kind between Feria Limited and any other person.
24. The client may not assign the benefit of this agreement or any right arising there from in any way whatsoever.
25. This agreement shall be construed in accordance with the laws of England.



Chichester City Council

## Annual Awards criteria

Last revised – July 2018

### **Civic Award**

Presented to people (who need not necessarily be resident in the City) who have contributed their services to the well-being of the City of Chichester.

### **Young Citizens' Award**

Young people under the age of 18 years who have undertaken heroic, caring and citizenship roles within the City

### **Community Award**

For groups or organisations who have made an outstanding contribution to the City and its residents

### **Heritage Award**

Buildings in the City that have been refurbished or redeveloped in the past 12 months and have enhanced the area

### **Buildings or Places of Local Historic Interest Award**

For buildings or places that have made a significant contribution to the history of Chichester

### **Blue Plaque**

To commemorate famous people or events connected with Chichester buildings

**Bank Reconciliation Statement as at 31/08/2022  
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	31/08/2022	111	1,156,426.56
			<hr/> 1,156,426.56
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			1,156,426.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			1,156,426.56
		<b>Balance per Cash Book is :-</b>	<b>1,156,426.56</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 13/09/2022  
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	31/08/2022	89	15,760.60
			<u>15,760.60</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
02/09/2022 BACS01 Mrs Kim Martin		1.49	
02/09/2022 BACS02 Peter Roberts		29.49	
02/09/2022 BACS03 Mary Ambrose		15.40	
02/09/2022 BACS04 Pestforce		70.00	
02/09/2022 BACS05 City Electrical Factors		34.50	
02/09/2022 BACS06 Michelle Carter		5.00	
02/09/2022 BACS07 Amazon		58.24	
02/09/2022 BACS08 South Downs Water Co Ltd		21.60	
02/09/2022 BACS09 Screwfix		2.85	
02/09/2022 BACS10 Rosewood Projects Ltd		708.00	
02/09/2022 BACS11 Apuldram Roses		354.00	
02/09/2022 BACS12 St John Ambulance		18.00	
07/09/2022 BACS13 Agri-Gem Ltd		98.70	
07/09/2022 BACS14 Screwfix		7.99	
07/09/2022 BACS15 City Electrical Factors		26.34	
07/09/2022 BACS16 Allstar		150.01	
07/09/2022 BACS17 Microshade Business Consultant		691.20	
07/09/2022 BACS18 Amazon		47.64	
07/09/2022 BACS19 Luna Clean		559.36	
07/09/2022 BACS20 The Woodhorn Group Ltd		563.69	
			<u>3,463.50</u>
			12,297.10
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			12,297.10
		<b>Balance per Cash Book is :-</b>	<b>12,297.10</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/09/2022  
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	30/09/2022	112	1,414,924.70
			<u>1,414,924.70</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,414,924.70
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,414,924.70
		<b>Balance per Cash Book is :-</b>	<b>1,414,924.70</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/09/2022  
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	30/09/2022	90	18,810.09
			<hr/> 18,810.09
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			18,810.09
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			18,810.09
		<b>Balance per Cash Book is :-</b>	<b>18,810.09</b>
		<b>Difference is :-</b>	<b>0.00</b>



## Unity Trust Current Account

## List of Payments made between 01/08/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2022	Pitney Bowes Ltd	DD2	132.00		Qtly rent & maint + set up fee
01/08/2022	Renault Finance	DD15	30.00		36 Mnth Battery Lease for Van
02/08/2022	Chichester District Council	DD7	49.40		Refuse & Recycling - Aug 22
03/08/2022	O2 - Telephonica UK Ltd	DD3	32.40		3 x Mobile phones - Jul 22
11/08/2022	Copperstone Consultants Ltd	BACS1	1,938.00		Survey, spec, meet re Boilers
11/08/2022	West Sussex County Council	BACS2	39,103.88		July 22 Salaries
15/08/2022	Drax	DD6	1,261.84		Street Light 2 - Jan to Jun 22
15/08/2022	Chichester District Council	DD12	4,147.00		Annual rates for Council Hse
15/08/2022	Chichester BID	DD13	101.30		BID Levy for 22/23
16/08/2022	Vodafone Ltd	DD1	31.45		Broadband for Aug 22
17/08/2022	Business Stream	CN MATCH	-35.97		Water - St P Allot to 28.03.22
17/08/2022	Business Stream	TNSFR	35.97		Correction
17/08/2022	Business Stream	CN MATCH	-53.52		Water Pd Fm Rd Allot to 24/11
17/08/2022	Business Stream	TNSFR	53.52		CN MATCH
17/08/2022	Drax	DD4	271.63		Elec - Coun Hse - Jul 22
17/08/2022	Square	TNSFR	0.09		Square Fees
18/08/2022	Drax	DD5	260.79		Street Lighting 3 - Jul 22
21/08/2022	Barclaycard	DD	1,041.41		Barclaycard Aug 2022
23/08/2022	Imprest Account	TRANSFER	10,000.00		TRANSFER
23/08/2022	Business Stream	DD8	43.01		Water - Velyn Allot to 08.8.22
24/08/2022	Earth Anchors Ltd	BACS27	1,189.20		2 x Recycled Benches + plaque
24/08/2022	Amazon	BACS28	1,096.73		10 x Black Clip on Ties
24/08/2022	Business Stream	DD9	30.03		Water - Pd Fm Allot to 09.8.22
25/08/2022	Business Stream	DD10	22.28		Water - Whyke Allot to 10.8.22
26/08/2022	EE	DD11	13.70		Mobile Phone for RD - Aug 22
30/08/2022	Chichester District Council	DD16	49.40		Refuse & Recycling
31/08/2022	Renault Finance	DD14	30.00		36 Mnth Battery Lease for Van
<b>Total Payments</b>			60,875.54		

## Imprest Account

## List of Payments made between 01/08/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2022	T V Licensing	DD1	159.00		TV License to 31.07.23
03/08/2022	Mary Ambrose	BACS3	2.37		Gift wrap re Speyer Guests
09/08/2022	C Adams	BACS4	6.15		Refreshments for Speyer
09/08/2022	Edwards Engraving & Trophies	BACS5	14.00		Engraving of 2 x Mayor's badge
09/08/2022	The Woodhorn Group Ltd	BACS6	57.29		Green waste Litten - Jul22
09/08/2022	Luna Clean	BACS7	559.36		Cleaning for Coun hse - Jul22
09/08/2022	Spareboxes.com	BACS8	72.00		IBC Tank & Adaptor for waterin
09/08/2022	Amazon	BACS9	11.48		Chi Sstudy in conserv books x2
09/08/2022	Chichester Garden Machinery	BACS10	108.98		Recoil repair for Blower Vac
09/08/2022	C Adams	BACS11	11.37		12 x teaspoons for Meetings
09/08/2022	Allstar	BACS12	131.38		Diesel for Tipper van - Jul 22
09/08/2022	Growtrain Ltd	BACS13	114.00		Fire Warden Training for BS
09/08/2022	Screwfix	BACS14	26.20		2 x Mirror plates for pictures
09/08/2022	Goodrowes of Chichester Ltd	BACS15	97.36		Hose Clips & Fittings
09/08/2022	Sussex Estate Care Ltd	BACS16	396.00		Grass cut contract Brew -Jul22
09/08/2022	Agilico Workplace Technologies	BACS17	395.58		Wide plot printer to Jul23
11/08/2022	East Walls Hotel Ltd	BACS18	804.60		Hotel room for Speyer Guests
11/08/2022	Lesley Petty	BACS19	50.00		Return of Allot Deopsit RA
11/08/2022	South Downs Water Co Ltd	BACS20	28.80		4 x 19L Water bottles
11/08/2022	SSE Contracting	BACS21	661.37		Gas - Coun Hse Jun & Jul 22
17/08/2022	Arundel Trophies and Engravers	BACS23	149.25		Supply & Engrave Goodwood tray
17/08/2022	Cyclescheme.co.uk	BACS26	400.00		Bicycle for PRoberts
17/08/2022	Mary Ambrose	BACS25	1.70		Milk & Biscuits - Mayor's Parl
17/08/2022	Canon (UK) Ltd	BACS24	348.78		P/Copier copies to 31.07.22
17/08/2022	The Crown community Pub Hub Lt	BACS22	500.00		Discretionary Grant re Ap 22
24/08/2022	Mr V Gray	BACS29	200.00		Repairs to Maurice Patt Sculpt
24/08/2022	Mulberry and Co	BACS30	48.00		Plan & Policy course - M Corfi
24/08/2022	Mrs Kim Martin	BACS31	2.25		Napkins & Plates - Ukraine Rec
24/08/2022	Mr S Holman	BACS32	16.00		Tube sealant to repair punctur
24/08/2022	Pitney Bowes Ltd	BACS33	4.58		Credit & Set up fee less cfwd
24/08/2022	Visual Hygiene Cleaning Servic	BACS34	180.00		Window Cleaning Coun Hs-Jul22
24/08/2022	Covers Trade Centre Branch	BACS35	48.90		Raw plugs, screws & timber
24/08/2022	S & P Tree Specialists Ltd	BACS36	395.00		Stump grinding - Mayor's Car P
24/08/2022	Screwfix	BACS37	81.04		Knife blades, hex tools & Org
24/08/2022	Goodrowes of Chichester Ltd	BACS38	153.15		Hose fittings for Litten
24/08/2022	Purely Paper	BACS39	218.70		25 x Reams of A4 Copier Paper

<b>Total Payments</b>	6,454.64
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## Unity Trust Current Account

## List of Payments made between 01/09/2022 and 30/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2022	O2 - Telephonica UK Ltd	DD02	32.40		3 X Mobile Phones
05/09/2022	Business Stream	DD03	35.11		Water KA Allot to 19.08.22
07/09/2022	SQUARE	TNSFR	6.31		SQUARE FEES
13/09/2022	Chichester District Council	BACS30	25,697.52		50% 21/22 Chi Cem run cost- 4
13/09/2022	West Sussex County Council	BACS31	38,600.33		Salaries for August 2022
14/09/2022	Vodafone Ltd	DD11	31.45		Broadband charge for Aug 22
15/09/2022	Chichester District Council	DD08	4,147.00		Annual rates for Council Hse
15/09/2022	Chichester BID	DD09	101.30		BID Levy for 22/23
16/09/2022	Square	TNSFR	4.64		Square Fees
20/09/2022	Drax	DD07	274.25		Elec supply C/Hse - Aug 22
21/09/2022	Drax	DD06	260.79		Street lighting 3 - August 22
22/09/2022	Barclaycard	DD	268.99		Barclaycard Sept 22
23/09/2022	Chichester District Council	DD05	49.40		Refuse & Recycling Sept22
26/09/2022	EE	DD04	13.70		Mobile phone RD to Aug22
28/09/2022	South Downs Water Co Ltd	BACS46	28.80		4 X 19L Water Bottles
28/09/2022	Imprest Account	TRANSFER	10,000.00		TRANSFER
29/09/2022	Moore	BACS47	2,400.00		Auditing of 21/22 Final A/Cs
29/09/2022	Business Stream	DD01	265.04		Water FI Rd Allot to 14.09.22
29/09/2022	West Sussex County Council	BACS48	37,569.56		Salaries - Sept 2022
30/09/2022	Unity Bank Plc	TNSFR	38.55		Bank Charges to 03.09.22
30/09/2022	Unity Trust Bank Plc	TNSFR	3.00		Bank Charges - Manual handling
30/09/2022	Renault Finance	DD10	30.00		36 Mnth Battery Lease for Van
<b>Total Payments</b>			<u>119,858.14</u>		

## Imprest Account

## List of Payments made between 01/09/2022 and 30/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/09/2022	Mrs Kim Martin	BACS01	1.49		Squash for Ukrainian Tea
02/09/2022	Peter Roberts	BACS02	29.49		H & S Test for Managers
02/09/2022	Mary Ambrose	BACS03	15.40		Milk & Cake for Ukrainian Tea
02/09/2022	Pestforce	BACS04	70.00		Treat Wasps nest - St Pauls
02/09/2022	City Electrical Factors	BACS05	34.50		Materials for Emergency Lights
02/09/2022	Michelle Carter	BACS06	5.00		Kitchen roll & Basket
02/09/2022	Amazon	BACS07	58.24		5 x Lt Liquid hand soap
02/09/2022	South Downs Water Co Ltd	BACS08	21.60		Qtrly Rental for Water Dispens
02/09/2022	Screwfix	BACS09	2.85		Pk 100 Cable Ties
02/09/2022	Rosewood Projects Ltd	BACS10	708.00		Graffiti removal at Market X
02/09/2022	Apuldram Roses	BACS11	354.00		40 x Rose bushes + 10 x R/Grow
02/09/2022	St John Ambulance	BACS12	18.00		1st Aid Requal - CA 12.09.22
07/09/2022	Agri-Gem Ltd	BACS13	98.70		3 x 100g Wild Flower Seed
07/09/2022	Screwfix	BACS14	7.99		1 x 20a Dp Key Switch
07/09/2022	City Electrical Factors	BACS15	26.34		Classic Memshield 20A
07/09/2022	Allstar	BACS16	150.01		Fuel for Van & Mowers
07/09/2022	Microshade Business Consultant	BACS17	691.20		1/2 Yrly Hosting of Citrix
07/09/2022	Amazon	BACS18	47.64		Pk of rubber feet for TV Troll
07/09/2022	Luna Clean	BACS19	559.36		Cleaning - Coun Hse - Aug 22
07/09/2022	The Woodhorn Group Ltd	BACS20	563.69		Topsoil + 6 x Mulch bags etc
13/09/2022	Jane Walker Event Floristry	BACS21	45.00		Flower arrange Condolence book
13/09/2022	C Adams	BACS22	25.90		Toilet & Kitchen rolls
13/09/2022	Screwfix	BACS23	90.94		Fixings for fixing Bike Racks
13/09/2022	City Electrical Factors	BACS24	11.34		Materials for Wifi in Assemb R
13/09/2022	Covers Trade Centre Branch	BACS25	91.20		Woodscrews for Council Hse
13/09/2022	Sussex Estate Care Ltd	BACS26	198.00		Grass Cutting Brewery - Aug22
13/09/2022	Mulberry and Co	BACS27	42.00		Training 07.09.22 M.Ambrose
13/09/2022	Dyson King (Architectural Iron	BACS28	64.99		1 x spare key cut
13/09/2022	Michelle Carter	BACS29	4.00		Black organza for Mace Head
28/09/2022	Goodrowes of Chichester Ltd	BACS32	44.08		Machine Screw & Nut set
28/09/2022	Rosewood Projects Ltd	BACS33	360.00		Graffiti Removal - Market X
28/09/2022	Visual Hygiene Cleaning Servic	BACS34	80.00		Window Cleaning Coun Hse
28/09/2022	C Adams	BACS35	16.99		Flu jab reimbursement
28/09/2022	Pestforce	BACS36	70.00		Treatment of wasp nest - St J
28/09/2022	Pitney Bowes Ltd	BACS37	268.00		Franking Machine credit
28/09/2022	Voxit Limited	BACS38	120.00		Website publishing Re ER II
28/09/2022	Dyson King (Architectural Iron	BACS39	21.94		5 x 5 Pin Keys - Brewery Field
28/09/2022	Ricara Limited	BACS40	196.98		Custodians Uniform
28/09/2022	Rapid Racking Ltd	BACS41	117.12		Shelf & support flat storage
28/09/2022	Screwfix	BACS42	599.97		3 x Sensor flushes -ladies WC
28/09/2022	Amazon	BACS43	23.99		Channel switch timer -Market X
28/09/2022	Mr D J Pennicott	BACS44	395.00		Signwrite Mayor's Board
28/09/2022	Purchase AV Ltd	BACS45	96.00		Spares for Projector Screen
28/09/2022	Unity Trust Current Account	TRANS	28.80		Re Southdowns Water
29/09/2022	PFI GB Sign Solutions Ltd	BACS48	151.37		2 x replacement street signs
29/09/2022	Titan Products Ltd	BACS49	65.40		Extension Timer - for Portico
29/09/2022	Timothy Roe Fine Jewellery	BACS50	240.00		Repair work Mayor's chain
30/09/2022	Unity Bank	TNSFR	18.00		Bank Charges to 03.09.22



**PAYMENTS MADE BY BARCLAYCARD**  
**ANALYSIS OF STATEMENTS FOR AUGUST AND SEPTEMBER 2022**

Date	Supplier	Detail	Allocated to:		Net £	VAT £	Total £
			Code	Centre			
14/07/2022	BKA UK LTD	Telecom wire	4038	101	21.000	4.200	25.20
15/07/2022	Zoom	Mobile phone	4038	101	23.990	4.797	28.78
15/07/2022	Smarty	phone contract	4021	101	8.333	1.667	10.00
04/08/2022	The Park Tavern	Speyer guests	4185	201	109.792	21.958	131.75
04/08/2022	The Park Tavern	Speyer guests	4185	201	23.250	4.650	27.90
05/08/2022	Pallant café	Speyer guests	4185	201	88.275	17.655	105.93
05/08/2022	Spires Bakery	Speyer guests	4185	201	50.000	10.000	60.00
05/08/2022	Portsmouth naval museur	Ukrainian grant	4174	401	215.000	43.000	258.00
05/08/2022	Caper and Berry	Speyer guests	4185	201	328.208	65.642	393.85
<b>Total for August 2022</b>					<b>867.85</b>	<b>173.57</b>	<b>1041.41</b>
15/08/2022	Zoom	Mobile phone	4038	101	23.990	5.493	32.96
15/08/2022	Smarty	phone contract	4021	101	8.333	1.667	10.00
24/08/2022	Helloprint	Business cards	4038	101	24.48	4.90	29.38
25/08/2022	Spires	Ukrainian afternoon tea	4172	103	125.00	25.00	150.00
25/08/2022	Solenoid valve world	Plumbing	4050	101	37.63	7.53	45.15
06/09/2022	Royal Mail	Extra postage	4164	202	1.25	0.25	1.50
<b>Total for September 2022</b>					<b>220.68</b>	<b>44.83</b>	<b>268.99</b>