



CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2022/2023
FINANCE COMMITTEE 30th JANUARY 2023

MONITORING REPORT TO 31st DECEMBER 2022

INTRODUCTION

This budget monitor for 2022/2023 reports on the month to the end of December 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 December), 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 £37,304 against the budget to the end of December 2022. Much of this surplus is due to higher than anticipated income from interest on investments and room booking income. The Council also budgeted £16,000 to replace the boilers, but this was funded from Cil receipts as part of the energy efficiency schemes to improve the Council House facilities.

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

VARIANCES

1. A 2% pay was built into the budget. The latest pay award of £1,925 per person will be backdated to April 2022. There will be an overspend on payroll taking this into account.
2. The interest on our investments is increasing in line with increasing interest rates.
3. Remaining Discretionary budget unspent.
4. Remaining Public Realm budget unspent.

AGENDA ITEM 5

5. A potential leak at Kingsham allotments is being investigated. Water costs have increased substantially.
6. Expenditure on allotments has been high. The purchase of a new mower will be funded from reserve.
7. Neighbourhood Plan Heritage Design Study by Craft Pegg Ltd £4,500
8. The Oxmarket mezanine NHB has been claimed.
9. Cemetery costs were hugely reduced last year. We are still waiting to find out the accurate Budget for 2022-2023.
10. Custodian hours have increased in line with the increase in Hall Booking income. Both Budgets will need to be revised in 2023-24.
11. Underspends on utilities will be transferred to reserve.
12. 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.
13. Council House redecorations budget to be transferred to reserve.
14. £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. £29,533 will be funded from Cil.
15. The Council House underpinning costs will be funded by the Insurance claim apart from the initial excess.
16. Room booking income estimates were very cautious, thankfully income has increased substantially.
17. Cil receipts received in April 2022 total £900,298
18. The turnover statement to 24th Dec 2022 shows £57,331 due to the City Council.
19. Grass cutting at Brewery field and tree works have been costly. The budget will need to be revised in 2023-24.

CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2022/2023

AGENDA ITEM 5

SUMMARY MONITORING REPORT TO 31st December 2022

	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
INCOME					
Council House	103,600	79,575	102,403	-	(22,828)
Cil Receipts	-	-	900,298	(900,298)	-
Market House	50,000	37,500	37,500	-	-
Allotments	19,750	19,750	21,913	-	(2,163)
Sale of Goods	300	225	3,642	-	(3,417)
Other:	4,700	3,525	3,142	-	383
TOTAL INCOME (Excl. Precept)	178,350	140,575	1,068,898	(900,298)	(28,025)
EXPENDITURE					
Administration & recharges	254,120	197,598	175,346	37,628	15,376
Civic	11,270	8,953	5,725	2,000	(1,228)
Discretionary	123,898	113,598	83,206	27,832	(2,560)
Allotments	27,680	20,760	24,410	(1,049)	2,601
Council & Committees	80,970	62,903	52,798	9,398	(707)
Community Affairs	2,000	2,058	1,870	-	(188)
Community Safety/Crime Reduction	43,385	43,385	43,296	-	(89)
Events	19,020	15,765	17,115	-	1,350
Statutory Expenses	76,340	62,105	48,103	14,524	522
Mayoralty	31,880	25,975	24,800	-	(1,175)
Council House	330,250	274,898	260,671	(4,033)	(18,259)
Heritage	440	330	330	-	-
Market House	3,840	2,880	1,006	-	(1,874)
City Cross	4,690	4,018	2,086	2,000	69
St James Obelisk	100	100	100	-	-
Brewery Field	1,500	1,125	4,224	-	3,099
TOTAL EXPENDITURE	1,011,383	836,448	745,087	88,300	(3,062)
NET COST OF SERVICES	833,033	695,873	(323,811)	988,598	(31,087)
Reversal of Capital Charges	(47,000)	(35,250)	(35,250)	-	-
Interest and Investment income	(18,000)	(13,500)	(19,717)	-	(6,217)
NET OPERATING EXPENDITURE	768,033	647,123	(378,778)	988,598	(37,304)
AMOUNT TO BE MET FROM PRECEPT	768,033	647,123	(378,778)	988,598	(37,304)
Precept on District Council	737,615	737,615	737,615	-	-
(SURPLUS) / DEFICIT FOR YEAR	30,418	(90,492)	(1,116,393)	988,598	(37,304)

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CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2022/2023
To 31st December 2022

Month: 9

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
101 Administration							
4001 Staff Costs	280,150	280,150	210,113	187,329	23,416	633	1.
4002 Employers NI	24,500	24,500	18,375	18,228	2,460	2,313	
4003 Employers Superannuation	50,440	50,440	37,830	35,937	4,252	2,359	
4004 Staff expenses	300	300	225	17		(208)	
4005 Ill Health Insurance	3,600	3,600	3,600	4,468		868	
4007 Staff Recruitment	500	500	375	8,158		7,783	
4008 Professional Development	1,500	1,500	1,125	284		(841)	
4009 Travel and Subsistence	100	100	75	176		101	
4010 Card terminal charges	300	300	225	90		(135)	
4011 Eye tests	300	300	225	65		(160)	
4012 Overtime	-	-	-	3,520		3,520	
4014 Cyclescheme	-	-	-	(83)		(83)	
4020 General Expenses	200	200	150	239		89	
4021 Telephone	3,000	3,000	2,250	1,754		(496)	
4022 Postage	700	700	525	767		242	
4023 Stationery	800	800	600	779		179	
4024 Subscriptions	50	50	38	-		(38)	
4025 Petty Cash Expenditure	70	70	53	-		(53)	
4026 Printing	300	300	225	26		(199)	
4027 Photocopying	1,100	1,100	825	496		(329)	
4029 SALC	3,300	3,300	3,200	3,391		191	
4030 South East Employers	230	230	173	231		59	
4031 Nat Allotment Gardens Assoc	60	60	60	-		(60)	
4032 Walled Town Friendship	130	130	98	-		(98)	
4033 UNA	40	40	30	-		(30)	
4035 LCAS Subscription	150	150	113	-		(113)	
4036 Publications	150	150	113	215		103	
4038 Computer Improvement/Maint.	14,000	14,000	14,000	7,872	5,000	(1,128)	
4039 CHIBAC DTE Subscription	270	270	270	291		21	
4050 Office Equipment	1,000	1,000	750	1,784		1,034	
4051 Bank Charges Payable	500	500	375	220		(155)	
4055 Professional Fees	3,400	3,400	3,400	3,316		(84)	
4057 Audit Fees	2,300	2,300	2,500	-	2,500	-	
4059 Payroll Admin Costs	1,500	1,500	1,300	1,442		142	
4216 Cleaning Sundries	70	70	53	-		(53)	
4700 Accommodation recharge	53,300	53,300	39,975	39,975		-	
Total Expenditure	448,310	448,310	343,240	320,987	37,628	15,375	
1075 Sale of Goods	300	300	225	302		(77)	
1176 Precept Received	737,615	737,615	737,615	737,615		-	
1196 Interest Received	18,000	18,000	13,500	19,717		(6,217)	2.
1201 Recharge to other services	448,310	448,310	336,233	336,233		(1)	
Total Income	1,204,225	1,204,225	1,087,573	1,093,867	-	(6,295)	
Net Expenditure	(755,915)	(755,915)	(744,333)	(772,880)	37,628	9,080	

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To 31st December 2022

Month: 9

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
102 Civic Expenses						
4020 General Expenses	1,000	1,000	750	1,433		683
4111 Custodian Uniforms	800	800	600	197		(403)
4112 Robes and Hats	250	250	188	4		(184)
4113 Cleaning/Repair Insignia	1,000	1,000	750	772		22
4114 Civic and Heritage Awards	1,000	1,000	750	799		49
4115 Civic/Heritage Reception	1,500	1,500	1,125	-		(1,125)
4116 Official Gifts	500	500	375	149		(226)
4117 Guild of Mace-Bearers Sub	60	60	45	-		(45)
4119 Civic Regalia Appraisal	2,000	2,000	2,000	-	2,000	-
4127 Freedom Ceremony	-	-	-	-		-
4800 Administration recharge	2,910	2,910	2,183	2,183		1
4801 C S Ohead recharge	250	250	188	188		1
Total Expenditure	11,270	11,270	8,953	5,725	2,000	(1,228)
Net Expenditure	11,270	11,270	8,953	5,725	2,000	(1,228)
103 Discretionary Expense Finance						
4172 Flags	1,260	1,260	1,145	1,699		554
4063 Bell Tower Clock	500	500	-	500		500
4065 City Band (Gold level)	300	300	-	500		500
4182 Blue plaques	600	600	-	-		-
4188 Environment	800	800	600	-		(600)
4195 Chichester in Bloom	15,000	15,000	11,250	8,860		(2,390)
4204 Walled Town Symposium	1,000	1,000	750	-		(750)
4260 Discretionary grants	35,000	43,621	43,621	35,235	8,386	-
4296 Public Realm Projects	23,000	42,477	42,477	23,031	19,446	0
4900 Depreciation charged	6,600	6,600	4,950	4,950		-
4801 C S Ohead recharge	890	890	668	668		1
4199 local historic interest plaque	500	500	375	-		(375)
4800 Administration recharge	10,350	10,350	7,763	7,763		1
Total Expenditure	95,800	123,898	113,598	83,206	27,832	(2,560)
1030 Delegates Fees	-	-	-	-		-
1059 Admin charge for sale of Banners	-	-	-	234		(234)
1060 Admin charge street name change	4,700	4,700	3,525	2,908		617
Total Income	4,700	4,700	3,525	3,142	-	383
Net Expenditure	91,100	119,198	110,073	80,064	27,832	(2,177)
104 Allotments.						
4022 Postage	150	150	113	-		(113)
4211 Rates & Water	1,800	1,800	1,350	3,748		2,398
4236 Reps/Maint. General	6,000	6,000	4,500	5,864	(1,049)	315
4900 Depreciation Charged	1,300	1,300	975	975		-
4801 C S Ohead recharge	1,450	1,450	1,088	1,088		1
4800 Administration recharge	16,980	16,980	12,735	12,735		-
Total Expenditure	27,680	27,680	20,760	24,410	(1,049)	2,601
1020 Allotment Rents	19,750	19,750	19,750	21,913		(2,163)
1029 Allotment deposits	-	-	-	-		-
Total Income	19,750	19,750	19,750	21,913	-	(2,163)
Net Expenditure	7,930	7,930	1,010	2,497	(1,049)	438

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	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
105 Democratic Representation						
4801 C S Ohead recharge	5,320	5,320	3,990	3,990		-
4800 Administration recharge	62,080	62,080	46,560	46,560		-
Net Expenditure	67,400	67,400	50,550	50,550	-	-
106 Corporate Management						
4801 C S Ohead recharge	15,090	15,090	11,318	11,318		1
4800 Administration recharge	170,290	170,290	127,718	127,718		1
Net Expenditure	185,380	185,380	139,035	139,036	-	1
110 Council and Committees						
4001 Staff Costs	18,220	18,220	13,665	12,399	1,476	210
4002 Employers NI	1,740	1,740	1,305	937	109	(259)
4003 Employers Superannuation	3,600	3,600	2,700	2,504	313	117
4004 Members Allowances	1,100	1,100				
4008 Training	500	500	375	75		(300)
4009 Travel and Subsistence	400	400	300	-		(300)
4020 General Expenses	150	150	113	13		(100)
4100 Local Election Expenses	12,000	12,000	12,000	-	12,000	-
4102 Refreshments	100	100	75	-		(75)
4128 Neighbourhood Plan	-	-	-	4,500	(4,500)	-
4700 Accommodation recharge	19,800	19,800	14,850	14,850		-
4801 C S Ohead recharge	1,840	1,840	1,380	1,380		-
4800 Administration recharge	21,520	21,520	16,140	16,140		-
				-		-
Total Expenditure	80,970	80,970	62,903	52,798	9,398	(707)
Net Expenditure	80,970	80,970	62,903	52,798	9,398	(707)
111 Community Development Admin						
4801 C S Ohead recharge	110	110	83	83		1
4800 Administration recharge	1,230	1,230	923	923		1
Net Expenditure	1,340	1,340	1,005	1,006	-	1
140 New Homes Bonus						
4068 NHB Oxmarket Mezzanine 2019	-	-	-	7,000	(7,000)	-
Net Expenditure	-	-	-	7,000		-
201 Discretionary Exps C Affairs						
4185 International Relations	250	250	250	1,562		1,312
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	308	308		1
4801 C S Ohead recharge	40	40	30	30		-
Total Expenditure	2,000	2,000	2,058	1,870	-	(188)
Net Expenditure	2,000	2,000	2,058	1,870	-	(188)
202 Events						
4164 Other events	6,000	6,000	6,000	7,349		1,349
4801 C S Ohead recharge	1,030	1,030	773	773		1
4800 Administration recharge	11,990	11,990	8,993	8,993		1
Total Expenditure	19,020	19,020	15,765	17,115	-	1,350
1075 Miscellaneous income	-	-	-	3,340		3,340
Total Income	-	-	-	3,340	-	3,340
Net Expenditure	19,020	19,020	15,765	13,775	-	(1,990)

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To 31st December 2022

Month: 9

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
203 Community Safety						
4140 Community Wardens	43,385	43,385	43,385	43,296		(89)
Total Expenditure	43,385	43,385	43,385	43,296	-	(89)
Net Expenditure	43,385	43,385	43,385	43,296	-	(89)
301 Statutory Expenses						
4148 Repairs to War Memorial	2,000	2,000	1,500	200		(1,300)
4144 Contribution to Public Conveniences	13,500	13,500	13,500	13,848		348
4150 Footpath Lighting-Energy	3,000	3,000	2,250	2,457		207
4151 Footpath Lighting Maintenance	2,300	2,300	2,200	2,884		684
4152 City Cemetery-Annual Contrib.	44,000	44,000	33,000	18,476	14,524	-
4153 Litten Garden maintenance	2,500	2,500	1,875	2,239		364
4154 St Pauls-General Maint.	500	500	375	196		(179)
4156 Misc Grnd Mtce & Street Furn.	500	500	375	2,074		1,699
4157 Street Naming & Signage	4,000	4,000	4,000	2,699		(1,301)
4801 C S Ohead recharge	320	320	240	240		-
4800 Administration recharge	3,720	3,720	2,790	2,790		-
Total Expenditure	76,340	76,340	62,105	48,103	14,524	522
Net Expenditure	76,340	76,340	62,105	48,103	14,524	522
401 Mayoralty						
4009 Travel and Subsistence	1,000	1,000	750	323		(427)
4020 General Expenses	1,000	1,320	990	518		(472)
4125 Mayors Allowance	4,000	4,000	4,000	4,000		-
4130 Mayors at Home	-	-	-	696		696
4131 Mayor at Home-Christmas	2,200	2,200	2,200	2,188		(12)
4132 Receptions Other	1,000	1,000	750	58		(692)
4174 Ukrainian activities	-	-	-	(268)		(268)
4700 Accommodation recharge	8,900	8,900	7,190	7,190		-
4801 C S Ohead recharge	1,060	1,060	795	795		-
4800 Administration recharge	12,400	12,400	9,300	9,300		-
Total Expenditure	31,560	31,880	25,975	24,800	-	(1,175)
Net Expenditure	31,560	31,880	25,975	24,800	-	(1,175)

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CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2022/2023
To 31st December 2022

Month: 9

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
501 Council House							
4001 Staff Costs	22,750	22,750	17,063	18,075		1,013	
4002 Employers NI	2,180	2,180	1,635	1,654		19	
4003 Employers Superannuation	3,700	3,700	2,775	3,658		883	
4012 Overtime	8,000	8,000	8,000	11,646		3,646	10.
4055 Professional Fees (painting restoration)	2,000	2,000	1,500	-		(1,500)	
4101 Publicity	1,200	1,200	900	421		(479)	
4145 Maintenance bus shelters	500	500	375	(14,930)	15,000	(305)	
4176 Cil - electric van				14,355	(14,355)	-	
4201 Wedding licence	690	690	690	2,117	(1,411)	16	
4206 Bid membership	1,020	1,020	765	1,013		248	
4211 Rates and Water	42,500	42,500	42,500	43,168		668	
4212 Building cleaning and windows	5,000	5,000	3,750	4,790		1,040	
4214 Electricity	4,000	4,000	3,000	2,297		(703)	11.
4215 Gas	4,500	6,500	4,875	2,796		(2,079)	11.
4216 General Cleaning	2,300	2,300	1,725	2,048		323	
4217 Alarm main servicing and monitoring	1,500	1,500	1,125	963		(162)	
4218 Lift Service Contract	2,900	2,900	2,900	280	2,620	-	
4219 Fire Equipment Service	460	460	345	-		(345)	
4209 Emergency lighting	1,500	1,500	1,125	34		(1,091)	
4210 Fire Extinguishers	1,250	1,250	938	-		(938)	
4221 Automatic Door Service	650	650	488	1,144		657	
4222 Air conditioning system service	4,500	4,500	3,375	6,511		3,136	
4224 Portable App. Testing	500	500	375	-		(375)	
4225 Insurance	9,000	9,000	9,000	9,540		540	
4227 Licences	510	510	383	1,025		643	
4231 Council House Improvements	8,000	8,000	6,000	8,982	(4,354)	(1,373)	12.
4234 CCTV Maintenance Contract	400	400	300	-		(300)	
4238 Cyclical Maintenance budget	3,000	3,000	2,250			(2,250)	
4241 Lightning Protection R & M	180	180	135	182		47	
4242 Display Energy Certificate	400	400	300	179		(121)	
4245 Health and Safety	2,000	2,000	1,500	1,726		226	
4246 Wedding Expenditure	500	500	375	21		(354)	
4250 Council house equipment	1,450	1,450	1,088	762		(326)	
4283 Council Chamber Redecorations	28,000	28,000	28,000		28,000	-	13.
4284 MUGA running costs	750	750	750	-		(750)	
4291 Van running costs	1,000	1,000	1,000	2,092		1,092	
4298 Cil - fingerposts	-	-	-	500		500	
4304 Energy efficiency (boilers)	16,000	16,000	16,000	29,533	(29,533)	(16,000)	14.
4303 Council House Underpinning	-	-	-	(3,506)		(3,506)	15.
4800 Administration recharge	91,587	91,587	68,690	68,690		(0)	
4801 C S Ohead recharge	12,773	12,773	9,580	9,580		0	
4900 Capital Charges	39,100	39,100	29,325	29,325		0	
Total Expenditure	328,250	330,250	274,898	260,671	(4,033)	(18,259)	
1001 Hire Charges-Assembly Room	9,000	9,000	6,750	22,189		(15,439)	16.
1002 Hire Charges-Court Room	7,500	7,500	7,500	15,368		(7,868)	16.
1011 Solar Panel income	1,600	1,600	1,200	-		1,200	
1012 Wedding Income	1,000	1,000	750	1,835		(1,085)	
1014 CIL receipts	-	-	-	900,298	(900,298)	-	17.
1015 small screen	-	-	-	113		(113)	
1016 large screen	-	-	-	1,398		(1,398)	
1013 Hanging Basket	2,500	2,500	1,875	-		1,875	
1201 Recharges to other services	82,000	82,000	61,500	61,500		-	
Total Income	103,600	103,600	79,575	1,002,701	(900,298)	(22,828)	
Net Expenditure	224,650	226,650	195,323	(742,030)	896,265	(41,087)	
502 Market House							
4055 Professional Fees	2,500	2,500	1,875			(1,875)	
4801 C S Ohead recharge	110	110	83	83		1	
4800 Administration recharge	1,230	1,230	923	923		1	

AGENDA ITEM 5

CHICHESTER CITY COUNCIL
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To 31st December 2022

Month: 9

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
Total Expenditure	3,840	3,840	2,880	1,006	-	(1,874)	
1120 Rents Received-Ground Floor	50,000	50,000	37,500	37,500		-	18.
Total Income	50,000	50,000	37,500	37,500	-	-	
Net Expenditure	(46,160)	(46,160)	(34,620)	(36,494)	-	(1,874)	
504 City Cross							
4214 Electricity	300	300	225	222		(3)	
4236 Reps/Maint. General	500	500	375	914		539	
4300 City Cross Conservation	2,000	2,000	2,000	-	2,000	-	
4302 Annual Maintenance of Clock	1,000	1,000	750	282		(468)	
4801 C S Ohead recharge	70	70	53	53		1	
4800 Administration recharge	820	820	615	615		-	
Total Expenditure	4,690	4,690	4,018	2,086	2,000	69	
Net Expenditure	4,690	4,690	4,018	2,086	2,000	69	
505 St James Obelisk							
4236 Reps/Maint. General	100	100	100	100		-	
Total Expenditure	100	100	100	100	-	-	
Net Expenditure	100	100	100	100	-	-	
506 Heritage Account expenditure							
4800 Administration recharge	410	410	308	308		1	
4801 C S Ohead recharge	30	30	23	23		1	
Total Expenditure	440	440	330	330	-	-	
Net Expenditure	440	440	330	330	-	-	
508 Brewery Field							
4236 Reps/Maint. General	1,500	1,500	1,125	4,224		3,099	19.
Total Expenditure	1,500	1,500	1,125	4,224	-	3,099	
Net Expenditure	1,500	1,500	1,125	4,224	-	3,099	

AGENDA ITEM 5

CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2022/2023
To 31st December 2022

Month: 9

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
NET EXPENDITURE	47,000	77,418	(55,242)	(1,081,143)	988,598	(37,304)
ADJUSTMENT RE CAPITAL CHARGES	(47,000)	(47,000)	(35,250)	(35,250)	-	-
(SURPLUS)/DEFICIT	-	30,418	(90,492)	(1,116,393)	988,598	(37,304)

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. There will be an overspend on payroll taking this into account.
2. The interest on our investments is increasing in line with increasing interest rates.
3. Remaining Discretionary budget unspent.
4. Remaining Public Realm budget unspent.
5. A potential leak at Kingsham allotments is being investigated. Water costs have increased substantially.
6. Expenditure on allotments has been high. The purchase of a new mower will be funded from reserve.
7. Neighbourhood Plan Heritage Design Study by Craft Pegg Ltd £4,500
8. The Oxmarket mezzanine NHB has been claimed.
9. Cemetery costs were hugely reduced last year. We are still waiting to find out the accurate Budget for 2022-2023.
10. Custodian hours have increased in line with the increase in Hall Booking income. Both Budgets will need to be revised in 2023-24.
11. Underspends on utilities will be transferred to reserve.
12. 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.
13. Council House redecorations budget to be transferred to reserve.
14. £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. £29,533 will be funded from Cil.
15. The Council House underpinning costs will be funded by the Insurance claim apart from the initial excess.
16. Room booking income estimates were very cautious, thankfully income has increased substantially.
17. Cil receipts received in April 2022 total £900,298
18. The turnover statement to 24th Dec 2022 shows £57,331 due to the City Council.
19. Grass cutting at Brewery field and tree works have been costly. The budget will need to be revised in 2023-24.

AGENDA ITEM 6

Expenditure on Reserves

Council House Reserve

Description	Actual Expenditure (£)	Committed Expenditure (£)	Committee	Date RESOLVED
Carpeting Lion Street corridor	2,220.00			
Downpipe Hopper	2,134.08			
<u>Total</u>	4,354.08	0.00		

	£	£
Cfwd	98,854.85	
Expenditure	4,354.08	0.00
<u>Total</u>	94,500.77	0.00

AGENDA ITEM 7

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			
Total	£22,789.43	£0.00		

	£	£
cfwd	42,477.00	
Actual Expenditure	-22,789.43	
Total	19,687.57	

= £23,000 Budget + £19,477 Bfw

Potential Public Realm projects to come;
 Murray Sculpture
 Bike Racks
 Boundary Signs
 Task force



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
<u>Employment of Staff</u>									
362	Professional	Lack of Training	Determine a policy for training. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc.. Encourage staff to network with other Clerks and colleagues in the area. Maintain appropriate training records.	Medium	4	Regular Staff Appraisals are needed to highlight any training needs. This will be picked up as part of the review process for the new Town Clerk, later in the year.	Finance Manager	31/03/2024	<input type="checkbox"/>
<u>Open spaces</u>									
433	Environmental	Fly tipping	Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/byelaws as appropriate.	Medium	4	Regularly inspect boundary gates and fences, keep boundary hedges low to maximise visibility to prevent fly tipping. Liaise with CDC/Police regarding intelligence on the movements of traveller groups to inform preventative measures.	Property & Maintenance Officer monitoring	31/03/2023	<input type="checkbox"/>
324	Environmental	Vandalism	Take reasonable action to maintain security of sites. Arrange for regular site visits. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders.	Medium	4	Regularly inspect boundary gates and fences, keep boundary hedges low to maximise visibility to prevent vandalism. Liaise with CDC/Police regarding intelligence on the movements of traveller groups to inform preventative measures.	Property & Maintenance Officer monitoring	31/03/2023	<input type="checkbox"/>

Public buildings and Village hall



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
0	Physical	A pandemic	<p>Restrict access to offices to essential staff only.</p> <p>Ensure staff work from home whenever possible.</p> <p>Ensure meetings are held virtually.</p> <p>Control public access to the building to ensure appropriate social distancing.</p> <p>Implement a one-way system.</p> <p>Limit occupancy of rooms to ensure adequate social distancing.</p> <p>Ensure face masks/screens are used where adequate social distancing cannot be maintained.</p> <p>Implement Track & Trace system to record contact details of all visitors to building.</p> <p>Clean surfaces frequently with suitable disinfectant.</p> <p>Spray function rooms and public areas with a disinfectant fogger between events.</p> <p>Postpone or cancel any events that cannot be reasonably controlled or breach legislation.</p>	Medium	4	<i>The majority of the risk is out of our control; even with the measures we are taking there is still a level of risk involved.</i>	<i>Property Manager</i>	31/03/2023



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
-----	------	--------	---------	----------------------	-------	--------------------	------------------------------	-------------------

No of issues listed: **4**

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - The Mayor of Chichester, Cllr J Joy _____

Signed by responsible Finance officer - Kim Martin _____

How to complete (individual risk section):

1. *Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.*
2. *Action by person - the name or names of the persons taking the relevant actions.*
3. *Action by date - the proposed date that this action should be completed by.*
4. *Action completed - that the proposed action has been taken (ticked)*
(not recorded on LCRS .

AGENDA ITEM 14

REPORT ON THE ADOPTION OF THE MURRAY STATUE

Presented by Councillor Rhys Chant

Background

At Finance Committee on the 21st November 2022, the Committee was requested by the Murray Club to accept responsibility and ownership of the Murray and Nelson Statue which resides outside of the Council Offices in Chichester.

The Finance Committee resolved to accept this proposal and recommend to Full Council to accept the transfer of ownership from the Murray Club. The Full Council chose to reject the matter on the 14th December 2022 and referred the matter back to the Finance Committee following a point raised by Councillor Chant in relation to the cost of insurance and general maintenance of the statue.

Statues and Public Art of the City Council

Chichester City Council is the caretaker and owner of many installations of public art of varying mediums throughout the City of Chichester. The collection includes statues, historical documents, busts, paintings and other important artefacts of local and national importance.

This section of the report will focus predominantly on art and installations which are installed and maintained within the public sphere and will specifically highlight the **John Keats Statue** and the **Maurice Patten Memorial Statue** as examples of works already owned council which set precedent for the adoption of the Murray Statue.

The **John Keates Statue** is an example of public artwork owned by the City Council. The statue is installed as a permanent fixture of public art, installed in the public sphere, of an historically important local and national figure. The statue is affixed at the end of East Street opposite Turner's Pie Shop and near Saint Pancras. The **John Keates Statue** shares similarities with the **Murray Statue** in relation to it's nature as a permanent fixture of public art, installed in the public sphere, of an historically important local and national figure.

The **Maurice Patten Memorial Statue**, is another example of public artwork owned by the City Council. The statue is one of several statues and public artworks within Litten War Memorial Gardens which is maintained by the City Council. The statue, created by Vincent Gray, was unveiled in 2019 and stands as testament to the "900,000 British and Commonwealth personnel who paid the ultimate price" (Wickham,2019) during the course of the First World War and is a permanent fixture within the Litten Gardens Memorial Gardens near Saint Pancras. The **Maurice Patten Memorial Statue** shares similarities with **Murray Statue** in relation to its nature as a permanent fixture of public art which commemorates the efforts and actions of a group or individual in military service to our country.

An important distinction which applies to both statues, in relation to their ownership by the City Council, is that they are both cast in resin and are therefore easily insurable by the City Council. Currently, the City Council does provide annual insurance for both statues and has done so consistently since undertaking ownership for them.

In summary Chichester City Council owns several prominent examples of public artwork and has a precedent for taking on ownership of public artwork such as the assumption of responsibility for the Litten Garden Memorial Gardens which occurred in 2017, and the addition of the **Maurice Patten Memorial Statue** in 2019.

AGENDA ITEM 14

The Murray Statue

In considering accepting responsibility for the Murray Statue from the Murray Club, it is important for the City Council to consider the ongoing cost and efforts required to protect and insure the statue. There are several factors for the City Council to consider in relation to the adoption of the Murray Statue including CCTV, bronze and resin materials, insurance costs, metal thefts, vandalism and public opinion. Below I have provided a summary about the current situation of each of these factors.

CCTV

The current proposed position of the statue to be permanently fixed can be categorised as in a prime location for both the protection and insurance cost of the statue. The City Council building is an optimal location for CCTV monitoring and is already serviced by cameras which are owned by the City Council. This will have a positive impact on reducing the cost of insurance, according **Zurich Municipal** who are providing the current quotations, and also means that the statue is under constant surveillance should any damage or theft incur.

Statues: Value, Metal Thefts and Public Opinion

The current proposed plan from the Murray Club is that the City Council will accept temporary ownership of the resin statue which is currently fixed outside the City Council Offices, this is until the money is raised for a bronze casting to be produced and handed over to the council. The value and responsibilities of owning resin and bronze statues are vastly different. The lifetime and durability of bronze is significantly longer than resin and the value is also exponentially higher. The value of the bronze statue will be estimated at around £125,000.

The value of the statue and the material from which it will be cast makes the statue a primary target for metal thefts and vandalism. The Association of Chief Police Officers estimates the cost of metal thefts to the UK economy to be £770 million annually (Lipscombe and Bennett,2012). Whilst the figures available are from over ten years ago, there were an estimated 80,000 – 100,000 cases of metal theft in 2010-11 and we can only expect this to have continued to rise (Lipscombe and Bennett,2012). In addition to these numbers, and in highlighting these thefts locally, Stephen Hawkins (Property Manager) recently reported to the Property Sub-Committee on Wednesday 18th January that “The Market Cross has been subjected to vandalism and theft” (Hawkins,2023) and as a result “two high level decorative pennants have gone missing” (Hawkins,2023). These thefts have been categorised as having been done with intent due to the nature of the person(s) having to have scaled the structure to attain access to the stolen artefacts. These two combining factors highlight a considerable concern in relation to the protection of the statue from vandalism and theft.

In addition to the figures of the report, there is also a more recent history to be aware of in accepting the responsibility of the statue. Across the country there has been a series of public action in recent years which has seen the removal of statues which date from the era of Murray including Edward Colston (Bristol), John Cass (London) and Thomas Guy (London), as well more locally the removal of headstones in Rottingdean dedicated to artists who performed in blackface (Wikipedia, 2022). The often public, and sometimes violent, nature of these removals means that there is a growing culture of rejecting statues in the public sphere and taking them into a more contextual and appropriate position for viewing. In addition to this, insurance companies are more aware of the potential for vandalism and damage by members of the public, which has lead to an increase cost for insurance.

Moreover, the growing public and academic discourse surrounding the nature of statues within the public sphere emphasises a clear move away from the celebration of historical figures associated with

AGENDA ITEM 14

the colonial era of British and English history and that of military figures. This wider trend, as acknowledged by the removal of Civil War statues in America (Seurth,2017) and the removal and protest against statues of Churchill, Gladstone and other colonial and military figures (Gopal,2021), is part of an increasingly more modern projection of Britain and the vocalisation of a forward-thinking nation whose ambitions are distinctly different from the politics of colonialism, Pax-Britannica and militarism. Instead, public artwork has become something to celebrate the positive contributions made to society in relation to the arts, cultures, sciences and other advances. An example of this type of statue within Chichester is that of the Keats Statue which is positioned by the chapel which inspired one of his most famous poems, 'The Eve of St. Agnus', it is celebrated as honouring one of the most well-known literary figures of England and is a site-specific instillation in celebration of Chichester's part in Keats' artistic journey. The Keats statue speaks to the history of the moment and engages visitors from the international literature community offering opportunity for inspiration, reflection and imagination of the literary icon himself.

Cost of Insurance:

Following discussions at Finance Committee on the 21st November 2022, Kim Martin and Councillor Chant began investigating the potential financial expenditure required to insure and maintain the Murray Statue should the City Council accept the proposal.

Kim Martin obtained a quote through the insurance broker **Zurich Municipal** who have provided a quotation of £2,380.00 per annum including an Insurance Premium Tax (1.7%). This quote is based on the estimated value of the statue being £125,000 and under constant monitoring by CCTV plus an excess of £500.

There are many other variable factors which will impact the cost of the insurance, as well as unknown factors, including rises in insurance premiums, future rises in metal thefts or vandalisms, as I have already alluded to in previous sections. Nevertheless, the Council should be fully aware that the cost of insurance will be an ongoing matter, something which will need to be incorporated into the annual budget and should not be a matter undertaken without serious understanding of this indefinite commitment to a public artwork.

Conclusion

In conclusion, there are a variety of factors which the council must consider before adopting the statue and must be aware of the indefinite nature of this acceptance of responsibility. The costs of insurance, threats of rising metal theft and the always possible turning tide of public opinion could make the statue a volatile subject in the future. However, the council has precedent of accepting and promoting artworks of public interest, especially those relating to local history. Nevertheless, context is a factor which is imperative to the discourse of art and the statues which currently reside within City Council ownership are centralised on civic celebration, contribution to the fabric of society and reflection on those who dutifully protected others. Chichester's current discourse around public artworks, including statues, stands in contrast to the Murray statue, where a degree of widespread public appreciation is not as known or fundamentally established. Whilst Chichester might want to find and celebrate examples of its history, any adopted or commissioned artwork and the cost of maintain it, need to be weighted against its place in current and historical canons. We should rightly ask if the Murray Statue lives up to the standard already set. Overall, the Murray Statue is an issue which the council will have to consider seriously as a matter of the public purse, public opinion and public value.

AGENDA ITEM 14

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Wickham, K. (2019) *Unveiling of special soldier statue*. Chichester Post. Available at: <https://www.chichesterpost.co.uk/2019/11/unveiling-of-special-soldier-statue/> (Accessed: January 3, 2023).

AGENDA ITEM 17

The Annual Parish Meeting (APM) is scheduled for Monday, 24th April, at 6.30pm.

During the Covid years, for obvious reasons, the APM was not held. There is no sole obligation on the City Council to convene this meeting and there is no legal penalty to face if it is not convened by the Council.

The APM may be convened by a. the Chairman of the Council or b. two City Councillors or c. six local government electors for the Parish.

If the APM is convened then it must be held between 1 March and 1 June.

Whilst the practice of the City Council has been to give an annual report at the APM, it is essential to NOT regard the APM as a Council meeting. It is a meeting of electors and becomes a meeting of lesser value if there is a sole focus on Council business.

APM's can be successful community occasions if, for example, there is a guest speaker (or speakers) from community based organisations who have a link to Chichester but not necessarily the Council.

Clarification is sought about whether or not the City Council will be convening the APM this year.

This year, Councillors would need to be cautious in observing the pre-election period (formerly 'purdah') which commences on 22nd March 2023.

Town Clerk
12 January 2023

**Bank Reconciliation Statement as at 31/10/2022
for Cashbook 2 - Unity Trust Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current account-Unity	31/10/2022	113	1,823,022.58
			<u>1,823,022.58</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,823,022.58
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,823,022.58
		Balance per Cash Book is :-	1,823,022.58
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2022
for Cashbook 1 - Imprest Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Imprest Account-Unity	31/10/2022	91	9,445.09
			<u>9,445.09</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9,445.09
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			9,445.09
		Balance per Cash Book is :-	9,445.09
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2022
for Cashbook 2 - Unity Trust Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current account-Unity	30/11/2022	114	1,784,433.25
			<u>1,784,433.25</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,784,433.25
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,784,433.25
		Balance per Cash Book is :-	1,784,433.25
		Difference is :-	0.00

Date: 05/12/2022

Chichester City Council

AGENDA ITEM 18a Page 1

Time: 16:23

User: MC

**Bank Reconciliation Statement as at 30/11/2022
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	30/11/2022	92	12,611.11
			<u>12,611.11</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			12,611.11
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			12,611.11
		Balance per Cash Book is :-	12,611.11
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2022
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	31/12/2022	115	1,712,591.96
			<hr/> 1,712,591.96
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			1,712,591.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			1,712,591.96
		Balance per Cash Book is :-	1,712,591.96
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2022
for Cashbook 1 - Imprest Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Imprest Account-Unity	31/12/2022	93	14,693.14
			<u>14,693.14</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
23/11/2022 300593	The Royal British Legion Poppy	140.00	
			<u>140.00</u>
			14,553.14
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			14,553.14
		Balance per Cash Book is :-	14,553.14
		Difference is :-	0.00

Unity Trust Current Account

Payments made between 01/10/2022 and 31/10/2022

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
04/10/2022	O2 - Telephonica UK Ltd	DD04	32.40	32.40		501		3 x Mobile phones
05/10/2022	Square	TNSFR	6.31			4010 101	6.31	Square Fees Inv4453
06/10/2022	Terry's Place	BACS 01	1,819.00	1,819.00		501		DISCGRANT- SEP22-10
06/10/2022	Information Shop for Young Peo	BACS 02	2,000.00	2,000.00		501		DISCGRANT- SEP22-05
06/10/2022	Chichester BID	BACS 03	19,000.80	19,000.80		501		Contribution to City Rangers22
06/10/2022	Pregnancy Options Centre	BACS 04	2,000.00	2,000.00		501		DISC GRANT-SEP 22
06/10/2022	Amazon	BACS 05	97.40	97.40		501		Velcro stick on coins display
11/10/2022	Square	TNSFR	7.59			4010 101	7.59	Square Fees Inv4453
14/10/2022	Vodafone Ltd	DD05	31.45	31.45		501		Broadband Oct 2022
17/10/2022	Chichester District Council	DD02	4,147.00	4,147.00		501		Annual rates for Council Hse
17/10/2022	Chichester BID	DD03	101.30	101.30		501		BID Levy for 22/23
17/10/2022	British Telecommunications PLC	DD06	45.49	45.49		501		Lift emerg line to 31.12.22
17/10/2022	British Telecommunications PLC	DD07	64.60	64.60		501		Redcare alarm line to 31.12.22
17/10/2022	British Telecommunications PLC	DD08	354.63	354.63		501		Phonelines to 31.12.22
19/10/2022	Microsoft	BACS06	2,940.99	2,940.99		501		Credit for cancelled Licence
19/10/2022	Saunders Specialised Services	BACS07	7,813.20	7,813.20		501		Air Con controls & Vent
19/10/2022	Children's Book Festival	BACS08	1,360.00	1,360.00		501		DISC GRANT- SEP22 02
19/10/2022	West Sussex Scout Council	BACS09	1,500.00	1,500.00		501		DISCGRANT- SEP22-07
19/10/2022	Drax	DD11	559.87	559.87		501		Elec - Street Light 3 - Sep 22
21/10/2022	Barclaycard	DD	133.15			521	133.15	Barclaycard Oct 22
21/10/2022	Chichester District Council	DD09	49.40	49.40		501		Refuse & Recycling collection
24/10/2022	Pitney Bowes Ltd	DD10	90.71	90.71		501		Qtrly rental & Maint charge
26/10/2022	EE	DD12	13.70	13.70		501		Mobile Phone - Clerk - Oct22
27/10/2022	Chichester District Council	BACS10	13,634.16	13,634.16		501		50% Chi Cemetery Qtr 2
31/10/2022	Renault Finance	DD01	30.00	30.00		501		36 Mnth Battery Lease for Van
31/10/2022	Square	TNSFR	0.04			4010 101	0.04	Square Fees re Hooker Map
Subtotal Carried Forward:			57,833.19	57,686.10	0.00		147.09	

Unity Trust Current Account

Payments made between 01/10/2022 and 31/10/2022

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
Total Payments:			57,833.19	57,686.10	0.00		147.09	

Imprest Account

Payments made between 01/10/2022 and 31/10/2022

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
06/10/2022	Voxit Limited	BACS01	720.00	720.00		501		Annual Web Maint fee
06/10/2022	Canon (UK) Ltd	BACS02	132.10	132.10		501		Lease for Copier 1.09-30.11.22
06/10/2022	Chichester District Council	BACS03	295.00	295.00		501		Ann Premises Lic to 05.10.23
06/10/2022	Chichester Symphony Orchestra	BACS04	500.00	500.00		501		DISCGRANT-SEP 22
06/10/2022	Luna Clean	BACS05	559.36	559.36		501		Cleaning - Council Hse Sep22
06/10/2022	City Electrical Factors	BACS06	14.45	14.45		501		Elec materials for Coun Hse
06/10/2022	Kelly Beaulieu	BACS07	50.00	50.00		501		Refund of Allotment Deposit
06/10/2022	Allstar	BACS08	29.22	29.22		501		Fuel for Mowers
06/10/2022	Chichester Men's Shed	BACS09	500.00	500.00		501		DISCGRANT-SEP22-09
06/10/2022	Helens Airport Cars Ltd	BACS11	232.80	232.80		501		Trans Speyer to & fm A/port
06/10/2022	Agri-Gem Ltd	BACS12	37.44	37.44		501		Vine weevil & chafer control
10/10/2022	Katie Coffey	BACS10	12.00	12.00		501		Refreshments for event
19/10/2022	C Adams	BACS13	64.00	64.00		501		Berry Decor - Assem Rooms
19/10/2022	West Sussex County Council	BACS14	816.00	816.00		501		Payroll admin fee to 30/09/22
19/10/2022	Mr D Jenkins	BACS15	1.00	1.00		501		Rinseaid for Dishwasher -Crush
19/10/2022	Smith of Derby Ltd	BACS16	338.40	338.40		501		Service of Market X Clock
19/10/2022	Sussex Estate Care Ltd	BACS17	396.00	396.00		501		Grass cutting - Sep22 Brewery
19/10/2022	Rosewood Projects Ltd	BACS18	390.00	390.00		501		Graffiti removal - Lion Street
19/10/2022	Agilico Workplace Technologies	BACS19	378.00	378.00		501		Printhead of Wide printer
19/10/2022	Mrs Kim Martin	BACS20	20.13	20.13		501		Refreshments for Chamber
19/10/2022	Legal & General	BACS21	989.82	989.82		501		Ill Health Ins Adjustment
19/10/2022	Mary Ambrose	BACS22	4.55	4.55		501		Refreshments for Jnr Mayor day
19/10/2022	The Dean & Chapter Of Chichester	BACS23	500.00	500.00		501		Bell Tower Clock contrib
19/10/2022	Chichester Garden Machinery	BACS24	68.52	68.52		501		Pump repairs for water bowser
19/10/2022	Friends of Priory Park	BACS25	500.00	500.00		501		DISCGRANT-SEP22-04
Subtotal Carried Forward:			7,548.79	7,548.79	0.00		0.00	

Imprest Account

Payments made between 01/10/2022 and 31/10/2022

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
19/10/2022	12th Chichester Scouts	BACS26	500.00	500.00		501		DISCGRANT-SEP22-06
19/10/2022	Hampshire Association of Local	BACS27	48.00	48.00		501		Job Vacancy Advert-TClerk Post
19/10/2022	Rotary Club of Chi Harbour	BACS28	500.00	500.00		501		DISCGRANT-SEP22-08
19/10/2022	Amazon	BACS29	89.75	89.75		501		Hard drive for PMan Laptop
27/10/2022	Mrs Kim Martin	BACS30	133.97	133.97		501		Return flight for Speyer visit
27/10/2022	Mr R Duggua	BACS31	2.29	2.29		501		Cardboard env for Speyer seal
27/10/2022	Mr D Jenkins	BACS32	1.20	1.20		501		Milk for Coun Meet 24/10
27/10/2022	C Adams	BACS33	5.00	5.00		501		Handwash for Staff Toilets
27/10/2022	West Sussex Mediation Service	BACS34	500.00	500.00		501		DISCGRANT11-SEP22
27/10/2022	Kestrel Guards	BACS35	36.00	36.00		501		Security call out for the C/Hs
Total Payments:			9,365.00	9,365.00	0.00		0.00	

Unity Trust Current Account

List of Payments made between 01/11/2022 and 30/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/11/2022	O2 - Telephonica UK Ltd	DD08	32.40		Mobile phones x 3 - Oct 22
02/11/2022	Business Stream	DD13	146.84		Water - C/Hse to 19.10.22
03/11/2022	Imprest Account	TRANSFER	10,000.00		TRANSFER
04/11/2022	Finial Roofing	BACS01	3,790.00		Loft insulate Mats & Lab
04/11/2022	Julian Joy	BACS02	2,000.00		2nd 1/2 yr Mayoral Allow
04/11/2022	West Sussex County Council	BACS03	32,792.31		October 22 Salaries
07/11/2022	Business Stream	DD11	457.17		Water - St P Allot to 31.10.22
15/11/2022	Chichester District Council	DD14	4,147.00		Annual rates for Council Hse
15/11/2022	Chichester BID	DD15	101.30		BID Levy for 22/23
16/11/2022	Concept Audio Ltd	BACS03	1,142.40		Supply PA & Sound Rememb
16/11/2022	West Sussex County Council	BACS04	2,117.00		Marriage Premises 4yr Licence
16/11/2022	Mr A S Stagg	BACS05	50.00		Allotment Deposit Refund
16/11/2022	Vodafone Ltd	DD02	31.45		Broadband for Oct 22
18/11/2022	Chichester District Council	DD01	49.40		Refuse & recycling Nov 22
18/11/2022	Drax	DD09	653.01		Elec - Council Hse to 31.10.22
20/11/2022	Barclaycard	DD	886.88		Barclaycard Nov 22
21/11/2022	Business Stream	DD03	146.48		Water Allots Whyke to 31.10.22
21/11/2022	Business Stream	DD04	879.48		Water Kingsham Allot 31.10.22
21/11/2022	Business Stream	DD05	213.46		Water Allots Pound - Oct22
21/11/2022	Business Stream	DD06	448.04		Water Allots Roman - Oct22
21/11/2022	Business Stream	DD12	377.30		Water - St J Allot to 31.10.22
22/11/2022	Business Stream	DD07	96.59		Water C/Hse to 07.11.22
23/11/2022	Saunders Specialised Services	BACS3	33,501.60		Boiler Replacement @ C/Hse
24/11/2022	Square	TRANS	6.52		Square Fees for Nov 22
28/11/2022	EE	DD10	13.70		Mobile phone to RD - Nov 22
30/11/2022	Renault Finance	DD16	30.00		36 Mnth Battery Lease for Van
Total Payments			94,110.33		

Imprest Account

List of Payments made between 01/11/2022 and 30/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/11/2022	Majestic Wine Warehouses Ltd	BACS01	194.64		36 x Bottles -Mayor's at Home
04/11/2022	Dyson King (Architectural Iron	BACS02	43.87		10 x 5 Pin Keys for Allotments
04/11/2022	Sussex Estate Care Ltd	BACS03	594.00		3 x Grass Cut @ Brewery Oct22
04/11/2022	Growtrain Ltd	BACS04	114.00		Emerg 1st Aid Course-D Jenkins
04/11/2022	Luna Clean	BACS05	559.36		Cleaning C/Hse - Oct 22
04/11/2022	Goodrowes of Chichester Ltd	BACS06	41.90		2 x Plastic Leaf rake
04/11/2022	Amazon	BACS07	483.78		Lenovo V15 Laptop for KM
04/11/2022	Mary Ambrose	BACS08	1.95		Milk & Bisc for MP's Meeting
04/11/2022	C Adams	BACS09	49.07		Refresh for Rememb & Loo rolls
04/11/2022	Mr R O Brewer	BACS10	50.00		Refund of allotment Depositi
16/11/2022	Kestrel Guards	BACS11	42.00		Call out 14.09.22
16/11/2022	City Electrical Factors	BACS12	17.00		Bench fixings
16/11/2022	Screwfix	BACS13	126.06		Cable Ties for Road signs
16/11/2022	GW Shelter Solutions Ltd	BACS14	126.00		Cleaning 3 x Shelters - Jul22
16/11/2022	C Adams	BACS15	83.80		Mayors at Home & Rememb
16/11/2022	Thomas Fattorini Ltd	BACS16	992.76		2 x Civic Awards + Engraving
16/11/2022	Amazon	BACS17	51.98		2 x 5 Box files for Committees
16/11/2022	Beaver Tool Hire	BACS18	34.66		Hire of Garden Leaf Blower
16/11/2022	Houston Global Ltd	BACS19	48.47		2 X A4 + 1 X A3 Laminating
16/11/2022	Needapianotuner.co.uk	BACS20	60.00		1 x Piano tuning - Assemb Room
23/11/2022	Mr R Duggua	BACS22	187.11		Return flight re Speyer
23/11/2022	Chichester City Band	BACS21	300.00		Corporate Gold 2022
23/11/2022	Growtrain Ltd	BACS23	342.00		1st Aid train for JS, TS & SH
23/11/2022	Mr S Holman	BACS24	9.99		Star head screw set - Elec van
23/11/2022	South Downs Water Co Ltd	BACS25	15.60		3 x 19L Water less dep refund
23/11/2022	Association of Accounting Tech	BACS26	175.00		KM Ann Membership Fees
23/11/2022	Society of Local Council Clerk	BACS27	141.80		13th Ed Local Coun Admin
23/11/2022	Smye-Rumsby Ltd	BACS28	133.20		Hire of 10 x Walkie Talkies
23/11/2022	Visual Hygiene Cleaning Servic	BACS29	80.00		Window Clean C/Hse 10.11.22
23/11/2022	Thomas Fattorini Ltd	BACS30	651.12		5 x Civic Award Medallions
23/11/2022	PFI GB Sign Solutions Ltd	BACS31	988.88		2 x replacement Street signs
23/11/2022	Amazon	BACS32	90.44		1m long mono jack plug cable
23/11/2022	Goodrowes of Chichester Ltd	BACS33	3.54		String to secure Wreaths Litte
23/11/2022	The Royal British Legion Poppy	300593	140.00		6 x Poppy Wreaths for 2023
25/11/2022	Unity Trust Current Account	INC35	5.00		Sq Allot Key McKeever
30/11/2022	Unity Trust Current Account	TRANSINC04	954.59		Should be Current Not Imprest
Total Payments			7,933.57		

Unity Trust Current Account

List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2022	Phil Jones Associates Ltd	BACS01	5,700.00		Re Review of Southern Access R
02/12/2022	O2 - Telephonica UK Ltd	DD06	32.40		3 x Mobile Phones - Nov 22
02/12/2022	Square	TNSFR	0.04		Square Fees
02/12/2022	West Sussex County Council	BACS04	49,106.61		November 22 Salaries
06/12/2022	Square	TNSFR	13.92		Square Fees
07/12/2022	Business Stream	DD07	850.93		Water - Coun Hse - to 22.11.22
08/12/2022	Nat World Publishing	DD	62.40		Chi Observer ann Subs
13/12/2022	Square	TNSFR	12.59		Square Fees
14/12/2022	Vodafone Ltd	DD05	31.45		B/band Coun Hse - Nov22
15/12/2022	Imprest Account	TRANSFER	10,000.00		Transfer
15/12/2022	Chichester District Council	DD01	4,147.00		Annual rates for Council Hse
15/12/2022	Chichester BID	DD02	101.30		BID Levy for 22/23
15/12/2022	Square	TNSFR	0.04		Square Fees
16/12/2022	Sindles Caterers	BACS03	1,550.00		Supply & serve food M @ home
20/12/2022	Drax	DD03	736.48		St Lighting 3 Elec to 30.11.22
21/12/2022	South East Employers	9741.84	9,741.84		Credo tests re T.Clerk recruit
21/12/2022	Chichester District Council	DD04	49.40		Refuse & Recycle - Dec 22
21/12/2022	Barclaycard	DD	827.07		Barclaycard Dec 2022
23/12/2022	Business Stream	DD10	101.33		Water - Velyn Ave to 08.12.22
28/12/2022	EE	DD06	13.70		Mobile phone RD - Dec 22
30/12/2022	Unity Trust Bank	DD	2.80	DD08	Man. handling charges
31/12/2022	Unity Trust Bank	DD	41.40	DD09	Service Charges
Total Payments			83,122.70		

Imprest Account

List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2022	Growtrain Ltd	BACS01	114.00		Emerg 1st Aid 25.11.22 BS
02/12/2022	Mary Ambrose	BACS02	3.90		Coffee for Mayor's Parlour
02/12/2022	Goodrowes of Chichester Ltd	BACS03	6.72		Bolts for bench North St
02/12/2022	Amazon	BACS04	291.97		CD player for Green Room
02/12/2022	CJS Portsmouth	BACS05	76.38		H/Towels & T/Tissue - Pub loos
02/12/2022	Julian Joy	BACS06	275.67		Flight for Speyer Twin visit
02/12/2022	Hampshire Flag Company	BACS07	595.31		3 x Flags re Twinning
02/12/2022	South Downs Water Co Ltd	BACS08	21.60		Qrtly Cooler rental to 21.3.23
02/12/2022	C Adams	BACS09	61.99		Xmas Tree + Decs etc for Foyer
02/12/2022	Allstar	BACS10	184.00		Fuel for van + mowers etc
02/12/2022	Specialised Canvas Services Lt	BACS11	550.02		5 x Wooden bases for Flagpoles
02/12/2022	A Purcell	BACS12	50.00		Refund of Allotment deposit
02/12/2022	V Titchmarsh	BACS13	50.00		Allotment Deopsit refund
12/12/2022	Sussex Estate Care Ltd	BACS14	198.00		Grass cutting Nov 22 Brewery F
12/12/2022	Luna Clean	BACS15	559.36		Cleaning C/Hse - Nov 22
12/12/2022	Dyson King (Architectural Iron	BACS16	28.80		2 x Keys for Back gate @ C/Hse
12/12/2022	Mary Ambrose	BACS17	9.60		Fruit juice for Mayor's @ Home
12/12/2022	The Woodhorn Group Ltd	BACS18	121.94		Green waste for Litten etc
12/12/2022	Mr G Bowen	BACS19	65.00		Eye test & Glasses contrib
12/12/2022	Earth Anchors Ltd	BACS20	571.20		1.8M Bench for Worcester Rd
12/12/2022	S J Thornton-Smith	BACS21	50.00		Refund of Allot Deposit
12/12/2022	Amazon	BACS29	9.47		Blanking plate for CD racking
15/12/2022	Mr D Jenkins	BACS22	7.98		Velcro - Assemb;y Room curtain
15/12/2022	Mary Ambrose	BACS23	1.00		Xmas CD for Mayor's @ home
15/12/2022	Coastline Fire Protection Ltd	BACS24	846.00		Rental & service Fire Exting
15/12/2022	Screwfix	BACS25	22.99		Trench wellies for SHolman
15/12/2022	PFI GB Sign Solutions Ltd	BACS26	56.40		Street sign for Charles Ave
15/12/2022	SSE Contracting	BACS27	854.96		Gas for C/Hs to 30.11.22
15/12/2022	Amazon	BACS28	96.56		Wired Keyboard for KM
21/12/2022	Screwfix	BACS30	80.19		Materials for Street sign repa
21/12/2022	City Electrical Factors	BACS31	298.49		Elec Materials re catering sup
21/12/2022	Covers Trade Centre Branch	BACS32	50.11		Coat Hook for Prop Man's offic
21/12/2022	Society of Local Council Clerk	BACS33	337.00		Membership for 2023
21/12/2022	Heating Plumbing Supplies	BACS34	79.98		Plumbing materials to fix leak
21/12/2022	Gravel Lane Garage Services Lt	BACS35	537.38		Truck MOT & Service + repairs
21/12/2022	Sussex Lifts Ltd	BACS36	336.00		Ann service charge to 13.01.24
21/12/2022	Jo Hunt Photography	BACS37	400.00		Photo shoot re Mayors at home
31/12/2022	Untiy Bank	TRANS	18.00		Bank Charges
Total Payments			7,917.97		

AGENDA ITEM 18c

PAYMENTS MADE BY BARCLAYCARD ANALYSIS OF STATEMENTS FOR OCTOBER, NOVEMBER AND DECEMBER 2022

Date	Supplier	Detail	Net £	VAT £	Total £
28/09/2022	vax	Battery	66.658	13.332	79.99
15/09/2022	Zoom	contract	23.990	7.193	43.16
01/10/2022	Smarty	phone contract	8.333	1.667	10.00
Total for October 2022			98.98	22.19	133.15
15/10/2022	Zoom	Mobile phone	35.967	7.193	43.16
16/10/2022	Smarty	phone contract	8.333	1.667	10.00
17/10/2022	Spires	Junior Mayor	43.00	8.60	51.60
25/10/2022	Helloprint	Business cards	19.28	3.86	23.14
26/10/2022	Specialised canvas	Flags	363.22	72.64	435.86
02/11/2022	Majestic	Refreshments	200.00	40.00	240.00
04/11/2022	Catering appliances	Water boiler	55.93	11.19	67.12
08/11/2022	M&S	Groceries (Remembrance Sunday)	13.33	2.67	16.00
Total for November 2022			669.80	133.96	886.88
14/11/2022	Majestic	Refreshments	-200.00	-40.00	-240.00
15/11/2022	Zoom	Mobile phone	35.967	7.193	43.16
16/11/2022	Smarty	phone contract	8.333	1.667	10.00
17/10/2022	Kim's Bookshop	Publication	12.50	2.50	15.00
25/11/2022	Specialised canvas	Flags	458.35	91.67	550.02
26/11/2022	Tanya Ltd	Van service	176.57	35.31	211.88
27/11/2022	Spires	Refreshments	45.00	9.00	54.00
01/12/2022	EUKhost	Domain name	92.47	18.49	110.96
08/12/2022	Ebay	Strimmer line	43.29	8.66	51.95
09/12/2022	Stampit	Gold seals	10.38	2.08	12.45
10/12/2022	Post Office	Postage	6.38	1.28	7.65
Total for December 2022			736.72	147.34	827.07