



Chichester City Council

MEETING OF THE CITY COUNCIL

TO THE MEMBERS OF THE CITY COUNCIL

MEMBERS ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE COUNCIL OF THE CITY OF CHICHESTER TO BE HELD AT 7.00PM ON WEDNESDAY 28 JUNE 2023 IN THE COUNCIL CHAMBER, THE COUNCIL HOUSE, NORTH STREET, CHICHESTER

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Town Clerk
21 June 2023

PRAYERS

Prayers will be said for those who wish to participate

Agenda

1. **APOLOGIES FOR ABSENCE**
To receive and approve apologies and reasons for absence from members of the Council.
2. **DISPENSATION REQUESTS**

To approve the dispensation requests received since the last Meeting of Council.

Copies attached or to follow.
3. **DECLARATIONS OF INTEREST BY MEMBERS OF THE CITY COUNCIL IN MATTERS ARISING ON THE AGENDA FOR THIS MEETING**
4. **MINUTES OF COUNCIL**
To approve and sign as a correct record the minutes of the Meeting of Council held as follows:
 - [Minutes – Annual Meeting of Council – 17 May 2023](#)
5. **MAYOR’S ANNOUNCEMENTS**
6. **PUBLIC QUESTIONS**
To answer questions (if any) from members of the public being residents of the City pursuant to Appendix 1 of Chichester City Council’s Standing Orders (September 2020).
7. **MINUTES OF COMMITTEES**
 - a) **Planning and Conservation Committee**
 - [Minutes – Planning and Conservation – 25 May 2023](#)
 - Minutes – Planning and Conservation – 22 June 2023 – *link to follow*

b) **Community Affairs Committee**

- [Minutes – Community Affairs – 5 June 2023](#)

c) **Finance Committee**

- [Minutes – Finance Committee – 13 June 2023](#)

To consider the following recommendations:

- **Minute 9 – Statement of Accounts – 2022-2023**

RECOMMENDED to Full Council on 28 June 2023 that the Statement of Accounts 2022/2023 be approved and signed by the Mayor and RFO.

- **Minute 11 – Internal Control Policy**

It was RECOMMENDED to Full Council on 28 June 2023 that the Internal Control Policy be adopted and signed by the Mayor and the RFO.

- **Minute 12 – Internal Audit – Appointment of Internal Auditor – 2023-2024**

RECOMMENDED to Full Council on 28 June 2023 that the renewal of the appointment of the Internal Auditor be agreed for the year 2023-2024

- **Minute 12 – Internal Audit – Internal Audit Plan – 2023-2024**

RECOMMENDED to Full Council on 28 June 2023 that the Internal Audit Plan for 2023-2024 be approved.

- **Minute 12 – Internal Audit – Draft Internal Audit report – 2022-2023**

RECOMMENDED to Full Council on 28 June 2023 that the Draft Internal Audit report for 2022-2023 be noted and approved.

- **Minute 13 – Annual Governance Statement (Part 1 of the Annual Return)**

It was RECOMMENDED to Full Council on 28 June 2023 that the Annual Governance Statement (Part 1 of the Annual Return) 2022/2023 be approved and signed by the Mayor and the Town Clerk

- **Minute 14 – Annual Statements (Part 2 of the Annual Return)**

It was RECOMMENDED to Full Council on 28 June 2023 that the Accounting Statements (Part 2 of the Annual Return) 2022/2023 be approved and signed by the Mayor and the Responsible Finance Officer.

8. **JOHN SELSBY PORTRAIT**

To consider the offer from the Selsby family of the long term loan of a portrait of former Mayor of Chichester John Selsby, painted by David Goodman.

Town Clerk to report

9. CITY COUNCIL POLICIES

To review and adopt the following policies for the City Council:

- [Chichester City Council Health and Safety Policy](#)
- [Chichester City Council Member-Officer Protocol](#)
- [Chichester City Council Complaints Procedure](#)
- Civility and Respect - <https://www.nalc.gov.uk/our-work/civility-and-respect-project>
 - o Previously discussed and agreed at Finance Committee (13 September 2022) – minute 49 here: <https://chichestercity.gov.uk/minutes-finance-committee-13-september-2022/>

10. CHICHESTER CITY COUNCIL BUSINESS PLAN

To consider the dissolution of the current Business Plan Working Group and creation of a new Business Plan Oversight Committee.

The Mayor to report

11. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

To receive reports, if any, from City Council representatives on Outside Bodies (*reports attached if available*).

12. WARD REPORTS FROM CHICHESTER CITY COUNCILLORS

To receive reports, if any, from City Councillors about matters affecting their wards (*reports attached if available*).

13. REPORTS FROM CHICHESTER DISTRICT AND WEST SUSSEX COUNTY COUNCIL'S WARD MEMBERS

To receive reports from Chichester division members of West Sussex County Council and from Chichester ward members of Chichester District Council, if they consider it to be appropriate (*reports attached if available*).

14. QUESTIONS

To answer questions (if any) from members of Council pursuant to Standing Order 8.

15. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Proposal to resolve that the public and press be excluded from this meeting for agenda item 17 due to the nature of the business to be transacted, namely confidential personnel matters.

16. PERSONNEL SUB-COMMITTEE MEETING HELD ON TUESDAY 27 JUNE 2023

To review and approve the recommendations, if any, put forward at the meeting of the Personnel Sub-Committee held on Tuesday 27 June 2023

17. COMMON SEAL

The filming, photographing and recording of City Council meetings is now permitted by those members of the press and public attending. This includes the use of mobile devices by those using social media. It would be appreciated if anyone who wishes to do this could let the Chairman know before the meeting commences.

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

It is requested that discretion is exercised and nothing done to disrupt or distract the meeting in any way. The Chairman will reserve the right to request that filming/recording ceases if it is having a detrimental effect upon the meeting. If you do not wish to be filmed then please let the Chairman know so that alternative arrangements can be made.