

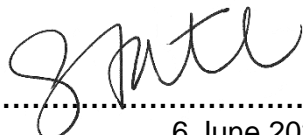


Chichester City Council

## FINANCE COMMITTEE

### Agenda

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE FINANCE COMMITTEE  
TO BE HELD IN THE COUNCIL CHAMBER AT 6.15PM ON TUESDAY 13 JUNE 2023**

  
.....  
6 June 2023

**1. ELECTION OF TEMPORARY CHAIRMAN OF THE COMMITTEE**

To appoint a temporary Chairman of the Committee for the purposes of overseeing the formal election of the Committee Chairman for 2023-2024

**2. ELECTION OF CHAIRMAN FOR 2023-2024**

**3. APPOINT OF VICE-CHAIRMAN FOR 2023-2024**

Chairman and vice-chairman of the standing committee shall be voting members of every sub-committee appointed by it unless they declare they do not wish to serve.

**4. EXPRESSIONS OF INTEREST FOR MEMBERS OF SUB-COMMITTEES AND WORKING GROUPS OF THE FINANCE COMMITTEE**

- Property Sub-Committee
- Personnel Sub-Committee
- Business Plan Working Group

**5. APOLOGIES FOR ABSENCE**

To receive and approve apologies and reasons for absence from members of the Committee.

**6. DECLARATIONS OF INTEREST BY MEMBERS OF THE COMMITTEE IN MATTERS ON THE AGENDA FOR THIS MEETING**

**7. MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 11 APRIL 2023**

To approve and sign as a correct record the minutes of the Finance Committee meeting held on 11 April 2023.

**8. UPDATES FROM PREVIOUS MINUTES**

**a) Woolstaplers Section 106 funding for public art (minute 119c refers)**

To advise that the prints and frames had now been installed at Chichester Railway Station and positive feedback had been received from the Station Manager.

b) **Bus shelters (minute 119d refers)**

Member Services Support Officer to report.

c) **Pavements and Chichester City Centre design brief (minute 123 refers)**

Deputy Town Clerk to report.

d) **Property Sub-Committee items (minute 124 refers)**

To note that the following have now been completed:

- Mayor's carpark relandscaping
- Electrical Installation Condition Report
- Crush Bar ceiling replacement
- Fire alarm control panel and smoke detectors replacement
- Electric ride on mower purchase

9. **STATEMENT OF ACCOUNTS 2022-2023**

Recommendation to Full Council on Wednesday 28 June 2023 for approval and signing of the Statement of Accounts.

*(Copy attached)*

10. **BUDGETS TO BE CARRIED FORWARD FROM 2022/2023 AND BUDGETS TRANSFERRED TO RESERVES**

*(Copy attached)*

11. **INTERNAL CONTROL POLICY**

*(Copy attached)*

12. **INTERNAL AUDIT**

Deputy Town Clerk to report *(copy attached)*

- Appointment of the Internal Auditor – 2023/2024
- Internal Audit plan – 2023/2024
- Draft Annual Internal Audit report – 2022/2023

13. **ANNUAL GOVERNANCE STATEMENT (Part 1 of the Annual Return)**

Recommendation to Full Council on Wednesday 28 June 2023 for approval and signing.

*(Copy attached)*

14. **ACCOUNTING STATEMENTS (Part 2 of the Annual Return)**

Recommendation to Full Council on Wednesday 28 June 2023 for approval and signing.

*(Copy attached)*

**15. INVESTMENT REGISTER**

Deputy Town Clerk to report.

**16. REVIEW OF INVENTORY AND OTHER ASSETS INCLUDING BUILDINGS**

To review the current inventory of City Council assets, including buildings, as part of the annual review process as outlined in the new Standing Orders approved at the Meeting of Council held on 17 May 2023. (Minute 9 refers)

Deputy Town Clerk to report.

**17. FINANCE COMMITTEE MEETING DAYS AND TIMES**

To agree the weekday and start times of the Finance Committee meetings for the remainder of 2023-2024

**18. BUSINESS PLAN WORKING GROUP**

To review membership of the Working Group and agree next steps.

**19. COMMUNITY INFRASTRUCTURE LEVY (CIL) SUB-COMMITTEE**

To discuss reconvening the CIL Sub-Committee for the purpose of identifying and managing City Council CIL funded projects

**20. SUBSISTENCE ALLOWANCES**

To consider adopting the subsistence allowances as approved by Chichester District Council, effective from April 2023.

*(Copy attached)*

**21. FUND RAISING EVENT FOR RAVENNA**

To review any recommendations from the discussion held at the meeting of the Community Affairs Committee on Monday 5 June 2023 regarding supporting fund raising efforts for Ravenna following recent flooding in the area.

**22. KINGSHAM AREA ACTION GROUP – REQUEST TO PARTNER WITH THE CITY COUNCIL FOR THE ORGANISATION OF A COMMUNITY FUN DAY IN AUGUST 2023**

Town Clerk to report.

**23. ITEMS FOR INFORMATION ONLY *(reports attached)***

a) **MONTHLY RECONCILIATION WITH EVIDENCE OF BANK STATEMENTS TO END OF MARCH 2023**

b) **LIST OF PAYMENTS MADE FOR FEBRUARY AND MARCH 2023**

c) **LIST OF BARCLAYCARD PAYMENTS FOR FEBRUARY AND MARCH 2023**

**24. ITEMS FOR INCLUSION ON THE NEXT AGENDA**

## 25. DATE OF NEXT ORDINARY MEETING

DATE OF NEXT ORDINARY MEETING: Currently Tuesday 12 September 2023 but subject to change pending Committee decision.

To: Members of the Finance Committee  
Councillors Kondabeka, Loxton, Miall, Moore, Pramas, Scicluna and Vivian

Ex Officio Members:

The Mayor (Councillor C Gershater)

The Deputy Mayor (Councillor Corfield)

Chairman of Planning & Conservation Committee (Councillor Butler)

Chairman of Community Affairs Committee (Councillor Apel)

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

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

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