

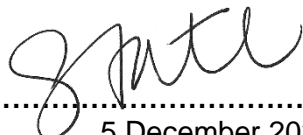


Chichester City Council

FINANCE COMMITTEE

Agenda

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE FINANCE COMMITTEE TO BE HELD IN THE COUNCIL CHAMBER AT 4.30PM ON MONDAY 11 DECEMBER 2023


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5 December 2023

1. APOLOGIES FOR ABSENCE

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

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

3. MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 24 OCTOBER 2023

To approve and sign as a correct record the minutes of the Finance Committee meeting held on 24 October 2023.

4. UPDATES ON ACTIONS FROM THE PREVIOUS MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

a) Update on the Community Infrastructure Levy funds and projects (minute 51 refers)

Deputy Town Clerk to report.

b) Decision on City Council investments (Finance Committee meeting, 24 October 2023, minute 47 refers)

To be discussed under agenda item 19.

5. REVENUE BUDGET MONITORING TO END SEPTEMBER 2023

Deputy Town Clerk to report (*report attached*).

6. EARMARKED RESERVES

Deputy Town Clerk to report (*report attached*).

7. PUBLIC REALM PROJECTS

Deputy Town Clerk to report (*report attached*).

8. CITY COUNCIL BUDGET 2024/2025

Deputy Town Clerk to report (*report attached*)

9. PROPERTY SUB-COMMITTEE MINUTES

To approve the minutes of the Property Sub-Committee meeting held on 2 November 2023 and consider the following recommendations:

a) *Council House portico* (minute 18(i)b refers)

After further comments from the Town Clerk, it was RECOMMENDED to the Finance Committee on 21 November 2023 that a decision on whether to proceed with the project be made for taking to the meeting of Council on 20 December 2023 for a formal decision.

b) *Solar array and battery power* (minute 18(i)d refers)

It was RECOMMENDED to the Finance Committee on 21 November 2023 that permission be given for an application for planning permission be submitted for the additional solar panels as suggested by the Historic Buildings Officer so that the project could proceed immediately.

c) *Old Courtroom roof light* (minute 18(i)f refers)

After a short discussion about the Property Report, it was AGREED that Officers should continue to obtain further quotes for like-for-like works with the Sub-Committee giving in-principle approval for Officers to take a recommendation to Finance on November 21 2023 for up to £25,000 for the replacement of the roof light, to be funded from the City Council's CIL allocation.

Property Maintenance Manager to report.

d) *Mayor's Parlour facilities* (minute 19(i)a refers)

AGREED that three quotes should be obtained for the replacement of the sanitaryware and redecoration of the space, including any necessary repairs/improvements to the plumbing in order to ensure compliance with building regulations.

Post Sub-Committee meeting note: The new Property Maintenance Manager has agreed that works can be carried out in house and is working on a costed proposal to present to Members. It is proposed to take this item to the Finance Committee on 21 November 2023 so that works can be undertaken as soon as possible.

Property Maintenance Manager to report.

e) *"Property Office" furniture* (minute 19(i)b refers)

It was RECOMMENDED to the Finance Committee on 21 November 2023 that the two items of furniture be sold with any monies raised being used to fund any setup costs for any change of use of the room.

- f) *Assembly Room projector screen* (minute 19(i)d refers)

AGREED the installation of the screen in principle with Officers asked to proceed to obtain quotes for the installation costs. Further AGREED that the project costs should be taken to the next meeting of the Finance Committee for approval.

- g) *Introduction of automatic timers to control the water heaters* (minute 19(i)h refers)

RECOMMENDED to the Finance Committee on 21 November 2023 that authority is delegated to the Town Clerk and Officers to investigate the viability of installing timer switches on the water heaters and to proceed subject to a cost limit. The project to be funded from the City Council's CIL allocation.

- h) *Air conditioning system* (minute 19(i)i refers)

RECOMMENDED to the Finance Committee on 21 November 2023 that the Town Clerk and Officers be authorised to obtain an updated quote from the existing contractor and proceed to obtain two further quotes for comparison.

Further RECOMMENDED to authorise the Town Clerk to proceed to a full tender process through the Government's contract finder service if the value of the project was found to be over the threshold requiring this to happen. The results of the process to be reported to the next meeting of the Sub-Committee.

- i) *St Pauls allotments – northern tree line reduction/removal* (minute 19(iii)d refers)

RECOMMENDED to the Finance Committee on 21 November 2023 to proceed with the full quote of £5,000 for the reduction of the tree line and taking down of the trees found to be suffering from Ash die-back.

- j) *Madge Turner maquette* (minute 19(iv)b refers)

The Sub-Committee AGREED TO RECOMMEND to the Finance Committee on 21 November 2023 that the payment be made to the sculptor for the maquette but that it was to be made clear that the City Council was under no obligation to provide further funding or to commission a full bronze statue in the future.

10. **DRAFT CITY COUNCIL PLAN 2024-2029**

To approve the draft City Council Plan for public consultation further to the delegation of authority at the Meeting of the City Council held on 27 September 2023 (minute 53 refers).

Town Clerk/Councillor Kondabeka to report (*updated draft to follow*).

11. **MATCH FUNDING FOR SHARED PROSPERITY FUND PROJECTS BEING SUBMITTED BY CHICHESTER BID FOR CITY CENTRE IMPROVEMENTS**

To consider any recommendations for support made at the meeting of the Planning and Conservation Committee held on 7 December 2023.

Helen Marshall (CEO of Chichester BID) to report (*report attached*).

12. **ANNUAL AWARDS 2023 – PRESENTATION CEREMONY**

To advise that the presentation of the Annual Awards 2023 will take place in the Assembly Room on Tuesday 13 February 2024, in the evening.

13. CITY COUNCIL DISCRETIONARY GRANTS AND CONCESSIONS

To consider recommendations from the Community Affairs Committee meeting held on 4 December 2023 regarding finance-related changes to the City Council's Discretionary Grants and concessions scheme.

Councillor Apel to report.

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

- a) **MONTHLY RECONCILIATION WITH EVIDENCE OF BANK STATEMENTS TO END OF SEPTEMBER 2023**
- b) **LIST OF PAYMENTS MADE FOR AUGUST AND SEPTEMBER 2023**
- c) **LIST OF BARCLAYCARD PAYMENTS FOR AUGUST AND SEPTEMBER 2023**

15. ITEMS FOR INCLUSION ON THE NEXT AGENDA

16. PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Proposal to resolve that the public and press be excluded from this meeting for agenda items 17, 18 and 19 and due to the nature of the business to be transacted, namely confidential business and personnel matters.

17. THE MARKET HOUSE

To receive a report on updates to the leases relating to the Market House.

18. TOWN CLERK

To note confirmation of the new Town Clerk in post following completion of the six month initial period and successful appraisal.

Councillor Scicluna to report.

19. DECISION ON CITY COUNCIL INVESTMENTS

Deputy Town Clerk to report (*report to follow*).

20. DATE OF NEXT ORDINARY MEETING

DATE OF NEXT ORDINARY MEETING: Tuesday 6 February 2024

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