



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 20 DECEMBER 2023 IN THE COUNCIL CHAMBER, THE COUNCIL HOUSE, NORTH STREET, CHICHESTER

.....
Town Clerk
14 December 2023

THOUGHT FOR THE DAY

Mayor's Chaplain to share their thought for the day

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, if any, since the last Meeting of Council.

Copies attached or to follow, if applicable.
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 – Meeting of Council – 27 September 2023](#)
5. **UPDATES ON ACTIONS FROM THE PREVIOUS MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**
 - **Committee Terms of Reference Working Group (27 September 2023, minute 52 refers)**

To note that the Working Group is due to meet in the new year with the proposals being present to Full Council in February 2024.

6. **MAYOR'S ANNOUNCEMENTS**

7. **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).

8. **DISCRETIONARY GRANTS**

To note that the following grants have already been paid:

- Chichester Symphony Orchestra	- £500
- Kingsham Area Action Group	- £500
- Terry's Place	- £500
- St Barnabas Hospices	- £500
- West Walls Residents Association	- £500
- THINK18	- £500
- Chichester Open Studios	- £500
- Roussillon Park Residents Association	- £500
- Chichester Tree Wardens	- £290.10

9. **MINUTES OF COMMITTEES**

a) **Community Affairs Committee**

- [Minutes – Community Affairs Committee - 2 October 2023 – grants](#)
- [Minutes – Community Affairs Committee – 4 December 2023](#)

b) **Planning and Conservation Committee**

- [Minutes – Planning and Conservation Committee – 12 October 2023](#)
- [Minutes – Planning and Conservation Committee – 9 November 2023](#)
- [Minutes – Planning and Conservation Committee – 7 December 2023](#)

To consider the following recommendation:

- **Preserving Priory Park Motte (9 November 2023, minute 81 refers)**

Committee RECOMMENDED to Full Council on 20 December 2023 that a working group be established comprised of City Councillors and representatives from Heritage England, Chichester District Council, Priory Park Society to look at the issues and prepare an options proposal for further consideration.

c) **Finance Committee**

- [Minutes – Finance Committee – 24 October 2023](#)
- [Minutes – Finance Committee – 11 December 2023](#)

To consider the following recommendations:

- **City Council Budget 2024/2025 (11 December 2023, minute 68 refers)**

After a short further discussion, it was RECOMMENDED to Full Council on 20 December 2023 that the City Council's budget for 2024/2025 be agreed providing the Tax Base remains unchanged from the draft figure of 12,036.40 provided by the District Council. The recommended budget to be £1,103,076 with a precept demand of £851,726 and a Band D Council Tax increase of 10.53% to £70.76.

- **Council House portico (11 December 2023, minute 69a refers)**

After a short further discussion it was RECOMMENDED to Full Council on 20 December 2023 that the project should continue with the Property Sub-Committee being tasked with developing the feasibility study, including the creation of a suitable Working Group if appropriate.

- **Solar array and battery power (11 December 2023, minute 69b refers)**

RECOMMENDED to Full Council on 20 December 2023 that applications be made for Planning and Listed Buildings consents for the installation of solar panels on all remaining suitable roof areas with costings for the installation being obtained based on the outcomes of the applications and brought back to the Finance Committee for a decision.

- **Old Courtroom roof light (minute 69c refers)**

RECOMMENDED to Full Council on 20 December 2023 that works proceed subject to the total cost being under £25,000 which would trigger the requirement to use the national Government's Contract Finder service.

- **Match funding for Shared Prosperity Fund projects being submitted by Chichester BID for city centre improvements (11 December 2023, minute 71 refers)**

RECOMMENDED to Full Council on 20 December 2023 that up to £28,000 be allocated from the City Council's CIL funds to provide match funding for the Chichester BID's application for project funding to the UK Shared Prosperity Fund. Further RECOMMENDED that the release of the funds be contingent on the bid being successful.

To note the minutes of the Property Sub-Committee held on 2 November 2023

- [Minutes – Property Sub-Committee – 2 November 2023](#)

10. **PROPOSAL TO ESTABLISH A WORKING GROUP TO PUT TOGETHER A DETAILED PROJECT PLAN FOR EMPLOYING A COMMUNITY ADVICE WORKER**

Councillor Kondabeka to report.

11. **COUNCIL HOUSE ASSET AND CIVIC REGALIA AUDIT AND VALUATION**

To note the Council House asset and civic regalia audit and valuation report commissioned from Strides Auctioneers.

12. **MOTION CALLING FOR THE CREATION OF AN OPT IN FOR THE PROVISION OF PRINTED COPIES OF COUNCIL AND COMMITTEE PAPERS TO MEMBERS**

Councillor Chant to propose, Town Clerk to respond (*report attached*)

13. **COUNCILLOR ACCESS TO CITY COUNCIL EMAILS AND DOCUMENTS ON PERSONAL DEVICES**

Deferred at the Finance Committee meeting held on 24 October 2023 (minute 53 refers).

To review the request for access to City Council emails and documents on personal devices (*report attached*)

14. REVIEW OF CHICHESTER CITY COUNCIL COMPLAINTS POLICY

To review the current City Council complaints policy as adopted at Full Council on 28 June 2023 (minute 23 refers).

Town Clerk to report (*report attached*)

15. REVIEW OF CHICHESTER CITY COUNCIL PROCEDURE FOR RESPONDING TO REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 2018

Town Clerk to report (*report attached*)

16. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

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

17. WARD REPORTS FROM CHICHESTER CITY COUNCILLORS

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

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

To note 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*).

19. ITEMS FOR INCLUSION ON THE AGENDA FOR THE NEXT MEETING

20. 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.