

**Community Infrastructure Levy**

to 22nd Nov 2023

Cil Receipts Retained so far;

2023-2024	443,007.69
2022-2023	900,297.66
2021-2022	333,999.67
2020-2021	15,097.06
2019-2020	8,216.93
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	1,700,619.01

<u>Cil Projects (completed or ongoing)</u>	Budget	Expenditure
Cycle Racks	25,296.50	25,296.50
Litten Lighting		26,798.21
Neighbourhood Plan	100,000.00	69,119.65
Pavements		8,000.00
Canal bank (£10,000)	10,000.00	10,000.00
Finger posts	20,000.00	9,537.72 (street signage)
Electric van	14,355.00	14,355.00
Boilers		29,533.00 (energy efficiency)
St James solar panels		5,500.00
Ride on mower		9,271.66
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	169,651.50	207,411.74



**CHICHESTER CITY COUNCIL**  
**FINANCIAL YEAR 2023/2024**  
**FINANCE COMMITTEE 11<sup>TH</sup> DECEMBER 2023**

**MONITORING REPORT TO 30th SEPTEMBER 2023**

**INTRODUCTION**

This budget monitor for 2023/2024 reports on the month to the end of September 2023. 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 September), 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 £109,790 against the budget to the end of September 2023. Much of this surplus relates to budgeted expenditure that is not yet spent, such as the remaining balance in the Discretionary Grants and Public Realm budgets and the pay award which will not be paid until December 2023 and backdated to April 2023. Discretionary Grants and Public Realm budgets will either be spent or balances transferred to earmarked reserves at the end of the year.

The variances listed below are cumulative from the start of the financial year 2023/24.

**VARIANCES**

1. The underspend on salaries is expected due to a 8% pay ward being built in the budget. The Pay award has now been agreed £1,925 per employee and will be backdated to April 2023.

2. Professional advice has been received re contract negotiations with staff.
3. Interest on investments is substantially higher than budgeted.
4. Remaining Discretionary Grant budget unspent.
5. Remaining Public Realm budget unspent.
6. Southern Access Road Traffic Study PJA Consultant £5,000
7. Neighbourhood Plan expenditure – Invoice from Feria Ltd £6,539.50 to be funded from set aside Cil.
8. Expenditure and Income on the Gala.
9. Costly tree works have been carried out to Lime trees at Litten Gardens.
10. Repairs carried out to 3 vandalised Bus Shelters and legal fees for the Swanfield Bus Shelter.
11. £2,000 set aside for painting restoration.
12. Bognor Road Bus shelter to be funded from earmarked reserve.
13. £28,000 was included in the Budget for Council House Chamber redecorations. Any unspent balance will be transferred to reserve.
14. Cil receipts received in April 2023 £345,647.

Kim Martin

FINANCE MANAGER AND DEPUTY TOWN CLERK

**CHICHESTER CITY COUNCIL**  
**FINANCIAL YEAR 2023/2024**  
**SUMMARY MONITORING REPORT TO 30th September 2023**

	<b>Current Budget £</b>	<b>Profiled Budget £</b>	<b>Actual To Date £</b>	<b>Committed Expend. £</b>	<b>Variance To Date £</b>
<b>INCOME</b>					
Council House	122,600	67,800	61,625	9,500	(3,325)
Cil receipts			(345,647)	345,647	-
Market House	50,000	25,000	25,000	-	-
Allotments	21,250	19,750	21,856	(170)	(1,936)
Sale of Goods	300	150	4,790	-	(4,640)
Street Name change	8,000	4,000	1,389	-	2,611
<b>TOTAL INCOME (Excl. Precept)</b>	<b>202,150</b>	<b>116,700</b>	<b>(230,987)</b>	<b>354,977</b>	<b>(7,290)</b>
<b>EXPENDITURE</b>					
Administration & recharges	254,120	133,360	110,867	(10,610)	(33,103)
Civic	11,270	6,635	3,619	2,000	(1,016)
Discretionary	95,800	104,376	55,390	-	(48,986)
Allotments	27,680	13,840	25,597	(9,272)	2,485
Council & Committees	83,663	47,832	49,239	5,461	6,868
Community Affairs	4,000	1,955	555	983	(417)
Community Safety/Crime Reduction	47,180	47,180	47,180	-	-
Events	24,020	17,510	12,510	-	(4,532)
Statutory Expenses	74,172	45,852	48,105	9,551	11,804
Mayoralty	31,560	20,230	16,055	-	(4,175)
Council House	371,230	229,425	219,712	11,574	1,860
Heritage	440	220	220	-	-
Market House	3,840	670	670	-	-
City Cross	4,690	3,345	603	2,000	(742)
St James Obelisk	100	100	-	100	-
Brewery Field	2,500	1,500	2,226	-	726
<b>TOTAL EXPENDITURE</b>	<b>1,036,265</b>	<b>674,030</b>	<b>592,547</b>	<b>11,787</b>	<b>(69,228)</b>
<b>NET COST OF SERVICES</b>	<b>834,115</b>	<b>557,330</b>	<b>823,534</b>	<b>(343,190)</b>	<b>(76,518)</b>
<b>Reversal of Capital Charges</b>	<b>(47,000)</b>	<b>(23,500)</b>	<b>(23,500)</b>	<b>-</b>	<b>-</b>
<b>Interest and Investment income</b>	<b>(19,500)</b>	<b>(9,750)</b>	<b>(42,941)</b>	<b>-</b>	<b>(33,191)</b>
<b>NET OPERATING EXPENDITURE</b>	<b>767,615</b>	<b>524,080</b>	<b>757,093</b>	<b>(343,190)</b>	<b>(109,709)</b>
<b>AMOUNT TO BE MET FROM PRECEPT</b>	<b>767,615</b>	<b>524,080</b>	<b>757,093</b>	<b>(343,190)</b>	<b>(109,709)</b>
<b>Precept on District Council</b>	<b>767,615</b>	<b>767,615</b>	<b>767,615</b>	<b>-</b>	<b>-</b>
<b>(SURPLUS) / DEFICIT FOR YEAR</b>	<b>-</b>	<b>(243,536)</b>	<b>(10,522)</b>	<b>(343,190)</b>	<b>(109,709)</b>

CHICHESTER CITY COUNCIL

**BUDGET MONITORING**  
**To 30th September 2023**

Month: 6

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
<b>101 Administration</b>							
4001 Staff Costs	304,802	304,802	152,401	130,525		(21,876)	1.
4002 Employers NI	30,128	30,128	15,064	12,965		(2,099)	
4003 Employers Superannuation	62,364	62,364	31,182	24,395		(6,787)	
4004 Staff expenses	300	300	150	20		(130)	
4005 Ill Health Insurance	3,600	3,600	3,600	4,097		497	
4007 Staff Recruitment	500	500	250	-		(250)	
4008 Professional Development	1,500	1,500	750	180		(570)	
4009 Travel and Subsistence	100	100	50	25		(25)	
4010 Card terminal charges	300	300	150	227		77	
4011 Eye tests	300	300	150	55		(95)	
4020 General Expenses	200	200	100	307		207	
4021 Telephone	3,000	3,000	1,500	1,196		(304)	
4022 Postage	700	700	350	453		103	
4023 Stationery	800	800	400	434		34	
4024 Subscriptions	50	50	25	-		(25)	
4025 Petty Cash Expenditure	70	70	35	-		(35)	
4026 Printing	300	300	150	106		(44)	
4027 Photocopying	1,100	1,100	550	443		(107)	
4029 SALC	3,300	3,300	3,300	3,393		93	
4030 South East Employers	230	230	115	1,831		1,716	2.
4031 Nat Allotment Gardens Assoc	60	60	30	55		25	
4032 Walled Town Friendship	130	130	65	-		(65)	
4033 UNA	40	40	20	-		(20)	
4035 LCAS Subscription	150	150	75	-		(75)	
4036 Publications	150	150	75	-		(75)	
4038 Computer Improvement/Maint.	14,000	14,000	7,000	15,446	(10,610)	(2,164)	
4039 CHIBAC DTE Subscription	270	270	135	-		(135)	
4050 Office Equipment	1,670	1,670	835	909		74	
4051 Bank Charges Payable	400	400	200	237		37	
4055 Professional Fees	3,400	3,400	3,400	3,267		(133)	
4057 Audit Fees	2,300	2,300	2,300	2,100		(200)	
4059 Payroll Admin Costs	1,500	1,500	750	-		(750)	
4216 Cleaning Sundries	70	70	35	33		(2)	
4900 Depreciation charged						-	
4700 Accommodation recharge	53,300	53,300	26,650	26,650		-	
<b>Total Expenditure</b>	<b>491,084</b>	<b>491,084</b>	<b>251,842</b>	<b>229,349</b>	<b>(10,610)</b>	<b>(33,103)</b>	
1075 Sale of Goods	300	300	150	142		8	
1176 Precept Received	767,615	767,615	767,615	767,615		-	
1196 Interest Received	19,500	19,500	9,750	42,941		(33,191)	3.
1201 Recharge to other services	491,084	491,084	245,542	245,542		-	
<b>Total Income</b>	<b>1,278,499</b>	<b>1,278,499</b>	<b>1,023,057</b>	<b>1,056,240</b>	<b>-</b>	<b>(33,183)</b>	
<b>Net Expenditure</b>	<b>(787,415)</b>	<b>(787,415)</b>	<b>(771,215)</b>	<b>(826,891)</b>	<b>(10,610)</b>	<b>(66,286)</b>	

**BUDGET MONITORING**  
**To 30th September 2023**

Month: 6

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>102 Civic Expenses</b>						
4020 General Expenses	1,000	1,000	500	40		(460)
4111 Custodian Uniforms	800	800	400	77		(323)
4112 Robes and Hats	250	250	125	195		70
4113 Cleaning/Repair Insignia	1,000	1,000	500	347		(153)
4114 Civic and Heritage Awards	1,000	1,000	500	-		(500)
4115 Civic/Heritage Reception	1,500	1,500	750	-		(750)
4116 Official Gifts	500	500	250	195		(55)
4117 Guild of Mace-Bearers Sub	60	60	30	-		(30)
4119 Civic Regalia Appraisal	2,000	2,000	2,000	-	2,000	-
4127 Freedom Ceremony	-	-	-	1,185		1,185
4800 Administration recharge	2,910	2,910	1,455	1,455		-
4801 C S Ohead recharge	250	250	125	125		-
<b>Total Expenditure</b>	<b>11,270</b>	<b>11,270</b>	<b>6,635</b>	<b>3,619</b>	<b>2,000</b>	<b>(1,016)</b>
<b>Net Expenditure</b>	<b>11,270</b>	<b>11,270</b>	<b>6,635</b>	<b>3,619</b>	<b>2,000</b>	<b>(1,016)</b>
<b>103 Discretionary Expense Finance</b>						
4172 Flags	1,260	1,260	1,145	-		(1,145)
4063 Bell Tower Clock	500	500	250	-		(250)
4065 City Band (Gold level)	300	300	150	-		(150)
4182 Blue plaques	600	600	300	-		(300)
4188 Environment	800	800	400	-		(400)
4195 Chichester in Bloom	15,000	15,000	15,000	12,315		(2,685)
4204 Walled Town Symposium	1,000	1,000	500	-		(500)
4260 Discretionary grants	35,000	40,886	40,886	31,932		(8,954)
4296 Public Realm Projects	23,000	36,575	36,575	2,223		(34,352)
4900 Depreciation charged	6,600	6,600	3,300	3,300		-
4801 C S Ohead recharge	890	890	445	445		-
4199 local historic interest plaque	500	500	250	-		(250)
4800 Administration recharge	10,350	10,350	5,175	5,175		-
<b>Total Expenditure</b>	<b>95,800</b>	<b>115,261</b>	<b>104,376</b>	<b>55,390</b>	<b>-</b>	<b>(48,986)</b>
1030 Delegates Fees	-	-	-	-		-
1059 Admin charge for sale of Banners	-	-	-	335		(335)
1060 Admin charge street name change	8,000	8,000	4,000	1,054		2,946
<b>Total Income</b>	<b>8,000</b>	<b>8,000</b>	<b>4,000</b>	<b>1,389</b>	<b>-</b>	<b>2,611</b>
<b>Net Expenditure</b>	<b>87,800</b>	<b>107,261</b>	<b>100,376</b>	<b>54,001</b>	<b>-</b>	<b>(46,375)</b>
<b>104 Allotments.</b>						
4022 Postage	150	150	75	-		(75)
4211 Rates & Water	1,800	1,800	900	1,772		872
4236 Reps/Maint. General	6,000	6,000	3,000	4,236		1,236
4050 Equipment	-	-	-	9,724	(9,272)	452
4900 Depreciation Charged	1,300	1,300	650	650		-
4801 C S Ohead recharge	1,450	1,450	725	725		-
4800 Administration recharge	16,980	16,980	8,490	8,490		-
<b>Total Expenditure</b>	<b>27,680</b>	<b>27,680</b>	<b>13,840</b>	<b>25,597</b>	<b>(9,272)</b>	<b>2,485</b>
1020 Allotment Rents	21,250	21,250	19,750	21,686		(1,936)
1029 Allotment deposits	-	-	-	170	(170)	-
<b>Total Income</b>	<b>21,250</b>	<b>21,250</b>	<b>19,750</b>	<b>21,856</b>	<b>(170)</b>	<b>(1,936)</b>
<b>Net Expenditure</b>	<b>6,430</b>	<b>6,430</b>	<b>(5,910)</b>	<b>3,741</b>	<b>(9,102)</b>	<b>549</b>

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CHICHESTER CITY COUNCIL

**BUDGET MONITORING**  
**To 30th September 2023**

Month: 6

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
<b>105 Democratic Representation</b>							
4801 C S Ohead recharge	5,320	5,320	2,660	2,660		-	
4800 Administration recharge	62,080	62,080	31,040	31,040		-	
<b>Net Expenditure</b>	<b>67,400</b>	<b>67,400</b>	<b>33,700</b>	<b>33,700</b>	<b>-</b>	<b>-</b>	
<b>106 Corporate Management</b>							
4801 C S Ohead recharge	15,090	15,090	7,545	7,545		-	
4800 Administration recharge	170,290	170,290	85,145	85,145		-	
<b>Net Expenditure</b>	<b>185,380</b>	<b>185,380</b>	<b>92,690</b>	<b>92,690</b>	<b>-</b>	<b>-</b>	
<b>110 Council and Committees</b>							
4001 Staff Costs	20,086	20,086	10,043	11,313		1,270	
4002 Employers NI	2,009	2,009	1,005	934		(71)	
4003 Employers Superannuation	4,158	4,158	2,079	2,172		93	
4004 Members Allowances	1,100	1,100	550			(550)	
4008 Training	500	500	250	1,680		1,430	
4009 Travel and Subsistence	400	400	200	20		(180)	
4020 General Expenses	150	150	75	5,000		4,925	6
4055 Professional fees	-	-	-			-	
4100 Local Election Expenses	12,000	12,000	12,000	-	12,000	-	
4102 Refreshments	100	100	50	-		(50)	
4128 Neighbourhood Plan	-	-	-	6,540	(6,540)	-	7.
4700 Accommodation recharge	19,800	19,800	9,900	9,900		-	
4801 C S Ohead recharge	1,840	1,840	920	920		-	
4800 Administration recharge	21,520	21,520	10,760	10,760		-	
<b>Total Expenditure</b>	<b>83,663</b>	<b>83,663</b>	<b>47,832</b>	<b>49,239</b>	<b>5,461</b>	<b>6,868</b>	
<b>Net Expenditure</b>	<b>83,663</b>	<b>83,663</b>	<b>47,832</b>	<b>49,239</b>	<b>5,461</b>	<b>6,868</b>	
<b>111 Community Development Admin</b>							
4801 C S Ohead recharge	110	110	55	55		-	
4800 Administration recharge	1,230	1,230	615	615		-	
<b>Net Expenditure</b>	<b>1,340</b>	<b>1,340</b>	<b>670</b>	<b>670</b>	<b>-</b>	<b>-</b>	
<b>201 Discretionary Exps C Affairs</b>							
4185 International Relations	2,250	2,250	250			(250)	
4175 Joint Twinning Speyer	-	-		333		333	
4186 Joint Twinning-Chartres	500	500	500	17	483	-	
4187 Joint Twinning-Ravenna	500	500	500		500	-	
xxx European Assoc of Historic Towns	300	300	500			(500)	
4800 Administration recharge	410	410	205	205		-	
4801 C S Ohead recharge	40	40	20	20		-	
<b>Total Expenditure</b>	<b>4,000</b>	<b>4,000</b>	<b>1,955</b>	<b>555</b>	<b>983</b>	<b>(417)</b>	
<b>Net Expenditure</b>	<b>4,000</b>	<b>4,000</b>	<b>1,955</b>	<b>555</b>	<b>983</b>	<b>(417)</b>	
<b>202 Events</b>							
4164 Other events (Gala)	11,000	11,000	11,000	6,468		(4,532)	8.
4801 C S Ohead recharge	1,030	1,030	515	515		-	
4800 Administration recharge	11,990	11,990	5,995	5,995		-	
<b>Total Expenditure</b>	<b>24,020</b>	<b>24,020</b>	<b>17,510</b>	<b>12,510</b>	<b>-</b>	<b>(4,532)</b>	
1075 Miscellaneous income	-	-	-	4,648		4,648	8.
<b>Total Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,648</b>	<b>-</b>	<b>4,648</b>	
<b>Net Expenditure</b>	<b>24,020</b>	<b>24,020</b>	<b>17,510</b>	<b>7,862</b>	<b>-</b>	<b>(9,180)</b>	

CHICHESTER CITY COUNCIL

**BUDGET MONITORING**  
**To 30th September 2023**

Month: 6

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>203 Community Safety</b>						
4140 Community Wardens	47,180	47,180	47,180	47,180		-
<b>Total Expenditure</b>	47,180	47,180	47,180	47,180	-	-
<b>Net Expenditure</b>	47,180	47,180	47,180	47,180	-	-
<b>301 Statutory Expenses</b>						
4148 Repairs to War Memorial	2,000	2,000	1,000	16		(984)
4144 Contribution to Public Conveniences	15,232	15,232	15,232	15,704		472
4150 Footpath Lighting-Energy	3,000	3,000	1,500	1,474		(26)
4151 Footpath Lighting Maintenance	2,300	2,300	2,300	3,069		769
4152 City Cemetery-Annual Contrib.	40,100	40,100	20,050	10,499	9,551	(0)
4153 Litten Garden maintenance	2,500	2,500	1,250	5,268		4,018
4154 St Pauls-General Maint.	500	500	250			(250)
4156 Misc Grnd Mtce & Street Furn.	500	500	250			(250)
4157 Street Naming & Signage	4,000	4,000	2,000	1,528		(472)
4281 Bus shelters	-	-	-	8,527		8,527
4801 C S Ohead recharge	320	320	160	160		-
4800 Administration recharge	3,720	3,720	1,860	1,860		-
<b>Total Expenditure</b>	74,172	74,172	45,852	48,105	9,551	11,804
<b>Net Expenditure</b>	74,172	74,172	45,852	48,105	9,551	11,804
<b>401 Mayoralty</b>						
4009 Travel and Subsistence	1,000	1,000	500			(500)
4020 General Expenses	1,000	1,000	500	60		(440)
4125 Mayors Allowance	4,000	4,000	2,000	2,000		-
4130 Mayors at Home	-	-	-	12		12
4131 Mayor at Home-Christmas	2,200	2,200	1,100			(1,100)
4132 Receptions Other	1,000	1,000	500			(500)
4135 Charter dinner				420		420
4700 Accommodation recharge	8,900	8,900	8,900	8,900		-
4801 C S Ohead recharge	1,060	1,060	530	530		-
4800 Administration recharge	12,400	12,400	6,200	4,133		(2,067)
<b>Total Expenditure</b>	31,560	31,560	20,230	16,055	-	(4,175)
<b>Net Expenditure</b>	31,560	31,560	20,230	16,055	-	(4,175)

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CHICHESTER CITY COUNCIL

**BUDGET MONITORING**  
**To 30th September 2023**

Month: 6

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
<b>501 Council House</b>							
4001 Staff Costs	24,054	24,054	12,027	12,062		35	
4002 Employers NI	2,405	2,405	1,203	1,037		(166)	
4003 Employers Superannuation	5,377	5,377	2,689	2,316		(373)	
4012 Overtime	13,000	13,000	6,500	12,598		6,098	
4055 Professional Fees (painting restoration)	2,000	2,000	2,000	-		(2,000)	11.
4101 Publicity	1,200	1,200	600	-		(600)	
4145 Maintenance bus shelters	500	500	250	8,449	(8,449)	(250)	12.
4201 Wedding licence	690	690	690	1,411	(706)	16	
4206 Bid membership	1,020	1,020	1,020	1,304		284	
4211 Rates and Water	42,500	42,500	40,880	48,845		7,965	
4212 Building cleaning and windows	5,000	5,000	2,500	3,564		1,064	
4214 Electricity	8,000	8,000	4,000	1,305		(2,695)	
4215 Gas	9,000	9,000	4,500	1,932		(2,568)	
4216 General Cleaning	2,300	2,300	1,150	1,343		193	
4217 Alarm main servicing and monitoring	1,500	1,500	750	1,107		357	
4218 Lift Service Contract	2,900	2,900	2,900	-		(2,900)	
4219 Fire Equipment Service	460	460	230	-		(230)	
4209 Emergency lighting	1,500	1,500	750	-		(750)	
4210 Fire Extinguishers	1,250	1,250	625	-		(625)	
4221 Automatic Door Service	650	650	325	-		(325)	
4222 Air conditioning system service	4,500	4,500	2,250	325		(1,925)	
4225 Insurance	9,000	9,000	9,000	10,125		1,125	
4227 Licences	510	510	255	248		(7)	
4231 Council House Improvements	8,000	8,000	4,000	11,491	(7,272)	219	
4234 CCTV Maintenance Contract	400	400	200	-		(200)	
4238 Cyclical Maintenance budget	3,000	3,000	3,000	4,015		1,015	
4241 Lightning Protection R & M	180	180	90	189		99	
4242 Display Energy Certificate	400	400	200	-		(200)	
4245 Health and Safety	2,000	2,000	1,000	99		(901)	
4246 Wedding Expenditure	500	500	250	-		(250)	
4250 Council house equipment	1,450	1,450	725	1,857		1,132	
4279 Benches	-	-	-	-		-	
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	972		(28)	
4800 Administration recharge	134,361	134,361	67,181	67,181		1	
4801 C S Ohead recharge	12,773	12,773	6,387	6,387		1	
4900 Capital Charges	39,100	39,100	19,550	19,550		0	
<b>Total Expenditure</b>	<b>371,230</b>	<b>371,230</b>	<b>229,425</b>	<b>219,712</b>	<b>11,574</b>	<b>1,860</b>	
1001 Hire Charges-Assembly Room	22,000	22,000	11,000	14,390		(3,390)	
1002 Hire Charges-Court Room	13,000	13,000	13,000	3,184	9,500	316	
1011 Solar Panel income	1,600	1,600	800	1,446		(646)	
1012 Wedding Income	1,500	1,500	750	669		81	
1014 CIL receipts	-	-	-	345,647	(345,647)	-	14.
1015 small screen	-	-	-	133		(133)	
1016 large screen	-	-	-	803		(803)	
1013 Hanging Basket	2,500	2,500	1,250	-		1,250	
1201 Recharges to other services	82,000	82,000	41,000	41,000		-	
<b>Total Income</b>	<b>122,600</b>	<b>122,600</b>	<b>67,800</b>	<b>407,272</b>	<b>(336,147)</b>	<b>(3,325)</b>	
<b>Net Expenditure</b>	<b>248,630</b>	<b>248,630</b>	<b>161,625</b>	<b>(187,560)</b>	<b>347,721</b>	<b>(1,465)</b>	
<b>502 Market House</b>							
4055 Professional Fees	2,500	2,500	-	-		-	
4801 C S Ohead recharge	110	110	55	55		-	
4800 Administration recharge	1,230	1,230	615	615		-	

**BUDGET MONITORING**  
**To 30th September 2023**

Month: 6

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>Total Expenditure</b>	3,840	3,840	670	670	-	-
1120 Rents Received-Ground Floor	50,000	50,000	25,000	25,000		-
<b>Total Income</b>	50,000	50,000	25,000	25,000	-	-
<b>Net Expenditure</b>	(46,160)	(46,160)	(24,330)	(24,330)	-	-
<b>504 City Cross</b>						
4214 Electricity	300	300	150	146		(4)
4236 Reps/Maint. General	500	500	250	12		(238)
4300 City Cross Conservation	2,000	2,000	2,000	-	2,000	-
4302 Annual Maintenance of Clock	1,000	1,000	500	-		(500)
4801 C S Ohead recharge	70	70	35	35		-
4800 Administration recharge	820	820	410	410		-
<b>Total Expenditure</b>	4,690	4,690	3,345	603	2,000	(742)
<b>Net Expenditure</b>	4,690	4,690	3,345	603	2,000	(742)
<b>505 St James Obelisk</b>						
4236 Reps/Maint. General	100	100	100	-	100	-
<b>Total Expenditure</b>	100	100	100	-	100	-
<b>Net Expenditure</b>	100	100	100	-	100	-
<b>506 Heritage</b>						
4800 Administration recharge	410	410	205	205		-
4801 C S Ohead recharge	30	30	15	15		-
<b>Total Expenditure</b>	440	440	220	220	-	-
<b>Net Expenditure</b>	440	440	220	220	-	-
<b>508 Brewery Field</b>						
4236 Reps/Maint. General	2,500	2,500	1,500	2,226		726
<b>Total Expenditure</b>	2,500	2,500	1,500	2,226	-	726
<b>Net Expenditure</b>	2,500	2,500	1,500	2,226	-	726

**BUDGET MONITORING**  
**To 30th September 2023**

Month: 6

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
NET EXPENDITURE	47,000	66,461	(220,036)	(678,316)	348,104	(109,709)
ADJUSTMENT RE CAPITAL CHARGES	(47,000)	(47,000)	(23,500)	(23,500)	-	-
(SURPLUS)/DEFICIT	-	<b>19,461</b>	<b>(243,536)</b>	<b>(701,816)</b>	<b>348,104</b>	<b>(109,709)</b>

**Notes:**

The Current Budget varies from the Original Budget due to budgets brought forward fm 2022/23.

Original budget surplus/deficit  
Budgets carried forward from 2022/23

£  
-  
19,461  

---

19,461

**Variations**

1. An estimated 8% pay award was built into the budget. The Pay award has now been agreed £1,925 per employee and will be backdated to April 2023.
2. Professional advice has been received re contract negotiations with staff.
3. Interest on our investments has increased substantially particularly from the Public Sector Deposit Fund which has been achieving high returns.
4. Remaining Discretionary budget unspent balance £8,954.
5. Remaining Public Realm budget unspent to date. The unspent balance at the end of the year will be carried forward.
6. Southern Access Road Traffic study PJA Consultant £5,000.
7. Neighbourhood Plan invoice from Feria Ltd £6,539.50 to be funded from Cil set aside.
8. Expenditure and income on the Gala.
9. Costly tree works have been carried out to Lime trees at Litten Gardens.
10. Repairs carried out to 3 vandalised Bus Shelters and legal fees relating to the Swanfield Drive Bus Shelter.
11. £2,000 set aside for painting restoration.
12. Bognor Road Bus shelter to be funded from earmarked reserve.
13. £28,000 was included in the Budget for Council Chamber redecorations. Any unspent balance will be transferred to reserve.
14. Cil receipts received total £345,647

**Expenditure on Reserves**

to Nov 2023

**Council House Reserve**

Description	Actual Expenditure (£)	Committed Expenditure (£)	Committee	Date RESOLVED
Crush Bar ceiling	1,224.00		Finance	June 2023
Mayor's Car Park	6,048.00		Finance	June 2023
Tsfr to allotment reserve	15,000.00			
<b>Total</b>	<b>22,272.00</b>	<b>0.00</b>		

	£	£
Cfwd	138,660.79	
Expenditure	22,272.00	0.00
<b>Total</b>	<b>116,388.79</b>	<b>0.00</b>

**Commitments 2023-2024**

low energy lighting	2,500
Mayors parlour	2,500
Mayors car park	4,000
	<b>£9,000</b>

**Commitments 2024-2025**

Assembly Room lighting	10,000
Air Conditioning Unit	25,000
Town Clerks Office - damp	5,000
External maintenance building	30,000
	<b>70,000</b>

Litten replace path	30,000
Council chamber refurb	
Assembly Room refurb	
<b>Balance</b>	<b>£109,000</b>

**Public Realm Budget**

AGENDA ITEM 7

<b>Description</b>	<b>Actual Expenditure (£)</b>	<b>Committed Expenditure (£)</b>	<b>Committee</b>	<b>Date RESOLVED</b>
Finger post signs	£1,303.00		Property Committee	4th July 2023
Sockets for SID	£920.00		Property Committee	4th July 2023
<b><u>Total</u></b>	<b>£2,223.00</b>	<b>£0.00</b>		

	<b>£</b>	<b>£</b>
cfwd	36,575.00	
Actual Expenditure	-2,223.00	
<b><u>Total</u></b>	<b>34,352.00</b>	

= £23,000 Budget + £13,575 Bfw



**CHICHESTER CITY COUNCIL**

**2024-2025 BUDGET REPORT**

**FOR FINANCE COMMITTEE ON 11th DECEMBER 2023**

Introduction

The 2024/25 Budget attached includes a 10.53% increase in the precept. This is based on a Draft taxbase figure 12,036.40.

The Draft taxbase figure from the District Council is 12,036.40 which is a 0.38% increase from last year. This is the figure that represents the number of Band D properties in the City. The Precept is divided by the taxbase gives the annual Council Tax Band D charge. This has risen far higher than normal because of the number of new developments in the City.

This means that the original 10.96% increase in the budget has reduced to 10.53% which equates to a Band D Council Tax of £70.76 which is £6.74 pa more than last year.

The Draft Budget reported to the Finance Committee in October, included an estimated 4% pay award for 2024. It also included the increase in costs relating to staff reorganisation and two new posts; a Community Advice Officer and new Project Officer (6 months). The Discretionary Grants Budget has also been increased by £10,000. The Budget has also allowed for improving the City Council's publicity, including an improved website, social media and a newsletter. The annual gala budget has been increased to improve and make the gala a bigger and better event. Room booking fees have not been increased since 2020, so it has been decided to increase these by 4% to offset some of the costs of utility bills and staffing.

The Country continues to be in a period of financial strain, the likes of which hasn't been experienced for many years. With pressures such as high inflation and energy price increases it is difficult to accurately predict how these might affect the City Council, but fortunately we have been able to provide for these in the Budget.

**Changes since the Draft Budget.**

A few changes have taken place since the Draft budget was reported on 24th October 2023.

- 1) The Council Tax base has been estimated by the District Council to be 12,036.40 an increase of only 0.38% on last year.
- 2) The LGA have provided an update on the National Living Wage announcement increasing by 9.8% to £11.44 from 1<sup>st</sup> April 2024. This implies that the gap will begin to narrow between pay grades. In light of this updated information, we feel it is wise to increase the estimated average pay increase to 6% rather than the previously budgeted 4%.
- 3) We have increased the Discretionary grants by a further £5,000 to £50,000.
- 4) We have also considered adding £20,000 to the Cathedral Green project, to have improved access to power and water. This would provide match funding with the BID. We could fund this from Cil. The BID will also be working with key partners to improve the attractiveness of Crane street. The BID would need 20% matched funding (£8,000) which could be funded from Public Realm or Cil.
- 5) The Budget for the Owl trail (Chestnut Tree Hospice) has been increased from £2,500 to £3,500.

**Recommendation**

That it be recommended to full council that the City Council's Budget for 2024/2025 be agreed providing the Tax Base remains unchanged from the Draft figure provided by Chichester District Council of 12,036.40.

A budget of £1,103,076 be agreed with a Precept Demand £851,726 and a Band D of £70.76 an increase of 10.53%.

Documents attached  
Earmarked Reserves  
Planned maintenance Programme  
Fees and Charges

K. Martin  
Finance Manager & Deputy Town Clerk

**Earmarked Reserve Balances**

<b><u>Earmarked Reserves</u></b>	<b>Bal 01/10/2023</b>
<b>Local Elections</b>	50,429
<b>Painting Restoration (Prof fees)</b>	5,700
<b>Brewery Field</b>	6,531
<b>Chi in Bloom</b>	5,000
<b>Council House</b>	116,389
<b>Solar Panels</b>	3,000
<b>Lift contract</b>	4,600
<b>Joint Twinning - Chartres</b>	2,575
<b>Joint Twinning - Ravenna</b>	7,332
<b>International Relations</b>	1,844
<b>City Cross Conservation</b>	18,117
<b>St James Obelisk</b>	1,900
<b>Civic Regalia</b>	11,199
<b>Litten Gardens</b>	3,000
<b>War Memorial</b>	6,004
<b>Disused Burial Ground Maintenance</b>	11,070
<b>Benches</b>	10,471
<b>Allotment Improvements</b>	15,440
<b>Allotment deposits</b>	2,950
<b>Bus shelter</b>	19,791
<b>The Market House</b>	13,913
	317,254



## AGENDA ITEM 8

PLANNED MAINTENANCE PROJECTION 2019 - 2029											
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Comments
<b>THE COUNCIL HOUSE</b>											
Council House Reserve (incl. Council Chamber refurb/Lift reserve and major expenditure)	£ 20,000.00	£ 20,000.00	£ 20,000.00	£ 20,000.00	£ 20,000.00	£ 20,000.00	£ 20,000.00	£ 20,000.00	£ 20,000.00	£ 20,000.00	Plan to undertake major project 2022/23. Carpet replacement will cost circa. £6k (quotes obtained)
Council Chamber Window repainting & cosmetic repairs		£ 1,000.00				£ 2,500.00				£ 2,500.00	Tender
Secondary Glazing to single glazed windows						£ 18,000.00					Quotes being obtained. Will confirm budget figure ASAP. Grant funding may be available
Replace gas boilers				£ 16,000.00							Saunders Specialised Services
Upgrade insulation and draught proofing											Quotes being obtained. Will confirm budget figure ASAP. Grant funding may be available
Install 2no. EV charging points				£ 5,000.00							Grant funding may be available
2no. Low energy hand driers - Reception Office / OCR kitchen				£ 700.00							Possibly use existing R&M budget
The Old Court Room Redecoration	£ 500.00						£ 750.00				Done in-house. Materials cost only
Replace picture lighting and chandeliers in OCR with low energy fittings					£ 2,500.00	£ 1,000.00					
Assembly Room refurbishment				£ 5,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	Build up reserve. Cost approx. £60k.
AR lighting						£ 10,000.00					
Air Conditiong Unit						£ 25,000.00					
Re-point external walls								£ 30,000.00			
Town Clerks Office - damp						£ 5,000.00					
Solar panels						£ 15,000.00					
The Old Court Room - floor refurbishment	£ 1,000.00					£ 1,200.00					Done in-house. Materials cost only
<b>External Redecoration and repairs</b>		£ 89,000.00				£ 30,000.00	£ 30,000.00				Roofing guttering
Replacement of Roof Lantern	£ 7,444.12					£ 25,000.00					
Redecoration of main entrance, stairs and landing							£ 30,000.00				
Redecoration of Crush Bar and Kitchen			£ 500.00				£ 5,000.00				Inhouse - allowance for materials
Replacement of Crush bar/corridor suspended ceiling				£ 7,000.00							Includes allowance for electrical works.
Mayor's Parlour cloakroom - replace sanitaryware and redecorate					£ 2,500.00						In-house
Replacement of carpet in OCR & Lion St corridors, lift lobby (retain existing stair carpet and nosings)				£ 5,500.00							Quotes obtained
New carpet in Property Office					£ 600.00						

PLANNED MAINTENANCE PROJECTION 2019 - 2029											
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Comments
Drain cleaning (annual de-scale)	£ 500.00	£ 500.00	£ 500.00	£ 550.00	£ 550.00	£ 550.00	£ 550.00	£ 550.00	£ 550.00	£ 550.00	Existing budgets
Gutter and roof gulley cleaning (annual - autumn)	£ 400.00	£ 400.00	£ 400.00	£ 450.00	£ 450.00	£ 450.00	£ 450.00	£ 450.00	£ 450.00	£ 450.00	Existing budgets
Mayor's car park re-surfacing (rear section)				£ 1,800.00	£ 4,000.00						In-house
Mayor's car park and courtyard paving clean		£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	In-house
Additional small e-van /Truck Replacement			£ 15,000.00								
Lift Replacement	£ 23,067.33	£ -				£ 3,500.00					Emergency line
<b>MARKET CROSS</b>											
General cleaning & Maintenance	£ 500.00	£ 500.00	£ 550.00	£ 550.00	£ 550.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	Existing budgets
Cleaning & Repairs			£ 5,000.00					£ 5,000.00			
LED Lighting upgrade			£ 1,500.00								
<b>ST PAUL'S CHURCHYARD</b>											
Trees	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	reserve
Walls	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	reserve
<b>ALL SAINTS, PORTFIELD</b>											
Trees	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	Build up reserve
<b>ST MARTIN'S GARDEN</b>											
Wall	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	Build up reserve
	£ 2,600.00										
<b>LITTEN GARDENS</b>											
Grounds maintenance		£ 500.00	£ 1,500.00	£ 2,000.00	£ 2,000.00	£ 30,000.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	replace path 24/25
Trees	£ 3,000.00	£ -	£ 1,000.00	£ 1,000.00	£ 1,250.00	£ 1,250.00	£ 1,250.00	£ 1,250.00	£ 1,250.00	£ 1,250.00	Build up reserve
Sculptures (include Keats, Eastgate Square)		£ 150.00	£ 150.00	£ 150.00	£ 200.00	£ 2,000.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	Build up reserve. Cleaning, oiling, waxing etc.
Boundary wall repair				£ 2,500.00							Root damage to wall on corner of New Park Road/St Pancras
<b>THE BREWERY FIELD</b>											
Grounds maintenance		£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	
Trees	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	Build up reserve
Bins, goal posts, benches etc.	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	Build up reserve
<b>ALLOTMENTS</b>											
St Paul's fence (Woodlands Lane boundary)		£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	Existing budget - replace in stages. Materials only
Water supply pipe replacement (all sites except Durnford Close)	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	Build up reserve

PLANNED MAINTENANCE PROJECTION 2019 - 2029											
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Comments
Fencing reserve (for future replacement - all sites)	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	Build up reserve
Trees - all sites	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	Build up reserve
<b>BENCHES</b>											
Repairs and refurbishment	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	WSCC reserve
<b>BIKE RACKS</b>											
Repairs and refurbishment	£ 32,000.00		£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	Cleaning and minor repairs
<b>BUS SHELTERS</b>											
Repairs & Maintenance	£ -		£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	
<b>WHYKE MUGA</b>											
Cleaning & General Repairs/lamp replacement	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	Existing budgets
<b>CATHEDRAL BEDS</b>						£ 20,000.00					Existing Budgets
<b>ST JAMES OBELISK</b>											
General maintenance/ repairs	£ 437.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	Existing budgets
	£ 102,198.45	£ 124,450.00	£ 61,600.00	£ 83,700.00	£ 60,100.00	£ 237,200.00	£ 117,450.00	£ 86,700.00	£ 51,700.00	£ 54,200.00	
		£ 35,450.00									

Key

Existing reserves	
Existing budgets	
Capital budgets	
New Homes Bonus	

**Chichester City Council**  
**PROPOSED FEES AND CHARGES FOR 24-25**

Proposed for 24-25

SERVICE / ACTIVITY	Charges Excluding VAT 2024-25 £	VAT where Applicable 2024-25 £	Total Charge inc VAT where 2024-25 £
<b><u>THE COUNCIL HOUSE</u></b>			
<b>Charges are subject to VAT</b>			
<b><u>Room Hire</u></b>			
<b>The Assembly Room</b>			
Mon-Fri	1/2 Day (3.5hours)	103.33	124.00
	Day (9-5 pm)	206.67	248.00
	Evening (7-10pm)	206.67	248.00
Saturday	1/2 Day (3.5hours)	156.67	188.00
	Day (9-5 pm)	313.33	376.00
	Evening (7-10pm)	206.67	248.00
	Per hour after 10pm	60.00	72.00
	Per week (9-5 pm excluding Sunday)	1215.00	1458.00
	Dismantle stage (when required)	45.00	54.00
	Hire of large screen	31.67	38.00
<b>The Old Court Room</b>			
Mon-Fri	1/2 Day (3.5hours)	69.17	83.00
	Day (9-5 pm)	138.33	166.00
	Evening (7-10pm)	170.00	204.00
	Special Hourly Rate	20.83	25.00
Saturday	1/2 Day (3.5hours)	130.00	156.00
	Day (9-5 pm)	260.00	312.00
	Evening (7-10pm)	170.00	204.00
	Per hour after 10pm	60.00	72.00
	Per week (9-5 pm excluding Sunday)	840.00	1008.00
	Hire of small screen	15.00	18.00
<b><u>Weddings</u></b>			
<b>The Council Chamber</b>			
	Weekday Ceremony	350.00	420.00
	Saturday Wedding Ceremony	525.00	630.00
<b>The Assembly Room</b>			
	Reception only (9am - 10pm)	908.33	1090.00
	Weekday Ceremony including Reception (9am - 10pm)	1083.33	1300.00
	Saturday Ceremony including Reception (9am - 10pm)	1166.67	1400.00
	Dismantle stage	53.33	64.00
	Per hour after 10pm	65.00	78.00
<b>The Old Court Room</b>			
	Old Court Room for Reception (9am - 10pm)	570.83	685.00

Weekday Ceremony including Reception (9am - 10pm)	745.83	149.17	895.00
Saturday Ceremony including Reception (9am - 10pm)	833.33	166.67	1000.00
Per hour after 10pm	65.00	13.00	78.00
Damage deposit for Receptions	300.00	0.00	300.00
<b><u>ALLOTMENT CHARGES</u></b>			
<b>All Allotments</b>			
- Per rod	11.00	0.00	11.00
	<b>No VAT</b>		
New tenancy/tenancy termination admin fee	20.00	0.00	20.00
New tenancy deposit (returnable)	50.00	0.00	50.00
Key issue fee	5.00	0.00	5.00
	<b>No VAT</b>		
<b><u>STREET NAMING AND NUMBERING FEES</u></b>			
New or amended building name of an existing property	40.00	0.00	40.00
New or amended building name of an existing property (commercial)	150.00	0.00	150.00
Letter confirming change of house name/postal number or address.	20.00	0.00	20.00
Naming/numbering of a new Development/Street	150.00	0.00	150.00
	per phase		
	20.00	0.00	20.00
	per plot/unit		
Changes to Development layout after notification	20.00	0.00	20.00
	per affected plot		
Changes of Street name requested by residents	250.00	0.00	250.00
	25.00	0.00	25.00
	per property		
	<b>No VAT</b>		
<b><u>BANNERS</u></b>			
Administration fee	35.00	7.00	42.00
	<b>Plus VAT</b>		
<b><u>HANGING BASKETS</u></b>			
Per basket	75.00	15.00	90.00
	<b>Plus VAT</b>		

	2022/2023 Budget £	2023/2024 Budget £	2024/2025 Budget £
<b>INCOME</b>			
Council House	19,100	38,100	53,300
Buttermarket	50,000	50,000	65,000
Allotments	19,750	21,250	21,750
Sale of Goods	300	300	300
Street name change	4,700	8,000	3,500
Other	2,500	2,500	2,500
<b>TOTAL INCOME (Excl. Precept)</b>	<b>96,350</b>	<b>120,150</b>	<b>146,350</b>
<b>EXPENDITURE</b>			
Recharges to new cost centres	254,120	254,120	332,842
Civic	11,270	11,270	12,670
Discretionary	95,800	95,800	114,900
Allotments	27,680	27,680	39,738
Council & Committees	80,970	83,663	85,344
Community Affairs	2,000	4,000	2,750
Crime & Disorder	43,385	47,180	49,067
Events	19,020	24,020	28,020
Statutory Expenses	76,340	74,172	81,020
Mayoralty	31,560	31,560	31,560
Council House	246,250	289,230	360,595
Buttermarket	3,840	3,840	3,840
City Cross	4,690	4,690	4,690
St James Obelisk	100	100	100
Heritage	440	440	440
Henty Field	1,500	2,500	2,500
<b>TOTAL EXPENDITURE</b>	<b>898,965</b>	<b>954,265</b>	<b>1,150,076</b>
<b>NET COST OF SERVICES</b>	<b>802,615</b>	<b>834,115</b>	<b>1,003,726</b>
<b>Reversal of Capital Charges</b>	<b>(47,000)</b>	<b>(47,000)</b>	<b>(47,000)</b>
<b>Interest and investment income</b>	<b>(18,000)</b>	<b>(19,500)</b>	<b>(105,000)</b>
<b>NET OPERATING EXPENDITURE</b>	<b>737,615</b>	<b>767,615</b>	<b>851,726</b>
<b>Transfers (from) / to Earmarked Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>AMOUNT TO BE MET FROM PRECEPT</b>	<b>737,615</b>	<b>767,615</b>	<b>851,726</b>
<b>Precept on District Council</b>	<b>(737,615)</b>	<b>(767,615)</b>	<b>(851,726)</b>
<b>(SURPLUS) / DEFICIT FOR YEAR</b>	<b>0</b>	<b>0</b>	<b>0</b>

4.07% 10.96%

Income headings	Cost Centre	Description Code	2023/2024 Budget £	2024/2025 Budget £	6 months actual	notes
<b>Council House</b>						
Hire Charges-Assembly Room	501	1001	22,000	31,500	14,167	
Hire Charges-Court Room	501	1002	13,000	18,500	3,184	cards £10k
Wedding Income	501	1012	1,500	1,500	668	
Solar Panel Income	501	1011	1,600	1,800	484	
Street name change	103	1060	8,000	3,500	1,054	
Hanging Basket Income	501	1013	2,500	2,500	0	
<b>Subtotal</b>			<b>48,600</b>	<b>59,300</b>	<b>19,557</b>	
<b>Buttermarket</b>						
Rental income	502	1120	50,000	65,000	24,999	57331 last yr
<b>Subtotal</b>			<b>50,000</b>	<b>65,000</b>	<b>24,999</b>	
<b>Allotments</b>						
Allotment rents	104	1020	21,000	21,500	21,439	full year
Licence agreements	104	1028	250	250	0	
<b>Subtotal</b>			<b>21,250</b>	<b>21,750</b>	<b>21,439</b>	
<b>Sales of Goods / Misc. income</b>	<b>101</b>	<b>1075</b>	<b>300</b>	<b>300</b>	140	
<b>Other</b>						
Precept Received	101	1176	767,615	851,726		
Interest Received - General	101	1196	19,500	105,000	42,941	128,299
CDC Share of grant			0	0		
<b>Subtotal</b>			<b>787,115</b>	<b>956,726</b>		
<b>TOTAL INCOME</b>			<b>907,265</b>	<b>1,103,076</b>		

## EXPENDITURE

## AGENDA ITEM 8

Expenditure headings	Cost Centre	Description Code	2023/2024 Budget £	2024/2025 Budget £	6 months actual	notes
<b>Administration</b>						
Staff Costs	101	4001	304,802	412,892	110,270	Additional staf
Employers NI	101	4002	30,128	49,547	10,925	
Employers Superannuation	101	4003	62,364	79,275	20,538	
Staff expenses	101	4004	300	300	20	
Ill Health Insurance	101	4005	3,600	4,150	4,097	
Eye tests and corrective appliances	101	4011	300	300	55	
Staff Recruitment	101	4007	500	500	0	
Professional Development	101	4008	1,500	1,500	180	
Travel and Subsistence	101	4009	100	100	25	
General Expenses	101	4020	200	400	307	
Telephone	101	4021	3,000	3,000	1,151	
Postage	101	4022	700	700	453	
Stationery	101	4023	800	800	434	
SRCC Subscription	101	4024	50	50	0	Observer
Petty Cash Expenditure	101	4025	70	70	0	
Printing	101	4026	300	300	106	
Photocopying	101	4027	1,100	1,100	443	
West Sussex ALC Ltd	101	4029	3,300	3,400	3,393	
South East Employers	101	4030	230	240	1,831	Job evaluation
Nat Allotment Gardens Assoc	101	4031	60	60	55	
Walled Town Friendship	101	4032	130	130	0	
UNA	101	4033	40	40	0	
LCAS Subscription (Zurich Municipal)	101	4035	150	150	0	
Shopwatch subscription/CHIBAC	101	4039	270	270	0	
Publications	101	4036	150	150	0	
Computer Improvement/Maint.*	101	4038	14,000	16,500	15,446	
Office Equipment	101	4050	1,670	1,670	909	
Bank Charges Payable	101	4051	400	400	182	
Card Payment System fees	101	4010	300	300	219	
Professional Fees*	101	4055	2,400	2,400	3,267	
Professional Fees (staff)	101	4055	1,000	1,000	0	
Audit Fees	101	4057	2,300	2,300	2,100	
Payroll Admin Costs	101	4059	1,500	1,500	0	not billed so fa
Cleaning Sundries	101	4216	70	70	33	
Accommodation recharge	101	4700	53,300	53,300	26,650	
<b>Subtotal</b>			<b>491,084</b>	<b>638,864</b>	<b>203,089</b>	
<b>Recharges to other services</b>	101	1201	-491,084	-638,864		



## EXPENDITURE

## AGENDA ITEM 8

Expenditure headings	Cost Centre	Description Code	2023/2024 Budget £	2024/2025 Budget £	6 months actual	notes
<b>Civic</b>						
Remembrance Sunday	102	4020	1,000	1,400	40	
Custodian Uniforms	102	4111	800	600	77	
Revaluation and Audit of Civic Regalia	102	4119	2,000	2,000	1,000	
Robes and Hats*	102	4112	250	250	195	
Cleaning/Repair Insignia*	102	4113	1,000	1,000	347	
Civic and Heritage Awards	102	4114	1,000	1,000	0	
Civic/Heritage Reception	102	4115	1,500	1,500	0	
Official Gifts	102	4116	500	500	195	
Guild of Mace-Bearers sub.	102	4117	60	60	0	
Freedom Ceremony	102	4127	0	1,200	1,185	
C S O'head recharge	102	4801	250	250	125	
Administration recharge	102	4800	2,910	2,910	1,455	
<b>Subtotal</b>			<b>11,270</b>	<b>12,670</b>	<b>4,619</b>	
<b>Discretionary</b>						
Flags and Flagpoles	103	4172	1,260	1,260	0	
Chichester Tree Trail	xxx	xxxx	0	0	0	
City Band (Gold level supporter)	xxx	4065	300	300	0	
Keats statue	xxx	xxxx	0	0	0	
Blue plaques	103	4182	600	1,200	0	
Local Historic Interest plaque	xxx	xxxx	500	500	0	
Bell Tower Clock	103	4063	500	500	0	
Discretionary Grants	103	4260	35,000	50,000	31,932	
VAAC						
Public Realm Projects	103	4296	23,000	23,000	2,223	17k City Amba
Owl Trail (Chestnut tree house)			0	3,500	0	
Environmental Initiatives	103	4188	800	800	0	
Chichester in Bloom	103	4195	15,000	15,000	12,315	
Walled Town Delegates	103	4204	1,000	1,000	0	
Capital Charges	103	4900	6,600	6,600	3,300	
C S O'head recharge	103	4801	890	890	445	
Administration recharge	103	4800	10,350	10,350	5,175	
<b>Subtotal</b>			<b>95,800</b>	<b>114,900</b>	<b>55,390</b>	
<b>Allotments</b>						
Rates & Water	104	4211	1,800	1,800	1,772	
Postage	104	4022	150	150	0	
Reps/Maint. General	104	4236	6,000	6,000	4,236	
Capital Charges	104	4900	1,300	1,300	650	
C S O'head recharge	104	4801	1,450	1,450	725	
Administration recharge	104	4800	16,980	29,038	14,519	
<b>Subtotal</b>			<b>27,680</b>	<b>39,738</b>	<b>21,902</b>	

## EXPENDITURE

## AGENDA ITEM 8

Expenditure headings	Cost Centre	Description Code	2023/2024 Budget £	2024/2025 Budget £	6 months actual	notes
<b>Democratic Representation</b>						
C S O'head recharge	105	4801	5,320	5,320	2,660	
Administration recharge	105	4800	62,080	64,580	32,290	
<b>Subtotal</b>			<b>67,400</b>	<b>69,900</b>	<b>34,950</b>	
<b>Corporate Management</b>						
C S O'head recharge	106	4801	15,090	25,090	12,545	
Administration recharge	106	4800	170,290	236,512	118,256	
<b>Subtotal</b>			<b>185,380</b>	<b>261,602</b>	<b>130,801</b>	
<b>Council &amp; Committees</b>						
Staff Costs (Planning)	110	4001	20,086	21,291	9,763	
Employers NI	110	4002	2,009	2,555	824	
Employers Superannuation	110	4003	4,158	4,088	1,875	
Councillor Prof Development	110	4008	500	500	1,680	training
Councillor Travel and Subsistence	110	4009	400	400	20	
General Expenses	110	4020	150	150	1,033	mediation
Local election Expenses *	110	4100	12,000	12,000	6,000	
Refreshments	110	4102	100	100	0	
C S O'head recharge	110	4801	1,840	1,840	920	
Administration recharge	110	4800	21,520	21,520	10,760	
Accommodation recharge	110	4700	19,800	19,800	9,900	
Members allowances	110	4004	1,100	1,100	0	
<b>Subtotal</b>			<b>83,663</b>	<b>85,344</b>	<b>42,775</b>	
C S O'head recharge	111	4801	110	110	55	
Community Develt admin	111	4800	1,230	1,230	615	
<b>Subtotal</b>			<b>1,340</b>	<b>1,340</b>	<b>670</b>	
<b>Community Affairs Committee</b>						
International Relations*	201	4185	2,250	500	333	
Joint Twinning-Speyer*	201		0	500	0	
Joint Twinning-Chartres*	201	4186	500	500	17	
Joint Twinning-Ravenna*	201	4187	500	500	0	
European Assoc of Historic Towns	201	xxxx	300	300	0	
C S O'head recharge	201	4801	40	40	20	
Administration recharge	201	4800	410	410	205	
<b>Subtotal</b>			<b>4,000</b>	<b>2,750</b>	<b>575</b>	

## EXPENDITURE

## AGENDA ITEM 8

Expenditure headings	Cost Centre	Description Code	2023/2024 Budget £	2024/2025 Budget £	6 months actual	notes
<b>Events</b>						
Other Events - civic	202	4164	11,000	15,000	6,468	total gala cost
Italy Star Reception	202	4166	0	0	0	
C S O'head recharge	202	4801	1,030	1,030	515	
Administration recharge	202	4800	11,990	11,990	5,995	
<b>Subtotal</b>			<b>24,020</b>	<b>28,020</b>	<b>12,978</b>	
<b>Crime and Disorder Initiatives</b>						
Community Wardens	203	4140	47,180	49,067	47,180	
<b>Subtotal</b>			<b>47,180</b>	<b>49,067</b>	<b>47,180</b>	whole yr paid
<b>Statutory Expenses</b>						
War Memorial R&M *	301	4148	2,000	2,000	16	
Statues and memorials	301	xxxx	0	2,000	0	added
Footpath Lighting-Energy	301	4150	3,000	3,700	1,226	
Footpath Lighting Maintenance	301	4151	2,300	3,780	3,069	
City Cemetery-Annual Contrib.	301	4152	40,100	38,000	25,488	
Contribution to Public Conveniences	301	4144	15,232	20,000	15,704	
Litten Gardens grounds maintenance contra	301	4153	2,500	2,500	5,268	tree works
Disused burial grounds*	301	4154	500	500	0	
Misc. Grnd Mtce & Street Furn.*	301	4156	500	500	0	
Street Naming & Signage*	301	4157	4,000	4,000	1,497	
C S O'head recharge	301	4801	320	320	160	
Administration recharge	301	4800	3,720	3,720	1,860	
<b>Subtotal</b>			<b>74,172</b>	<b>81,020</b>	<b>54,288</b>	

## EXPENDITURE

## AGENDA ITEM 8

Expenditure headings	Cost Centre	Description Code	2023/2024 Budget £	2024/2025 Budget £	6 months actual	notes
<b>Mayoralty</b>						
Travel and Subsistence	401	4009	1,000	1,000	0	
General Expenses	401	4020	1,000	1,000	60	
Mayors Allowance	401	4125	4,000	4,000	2,000	
Mayor at Home-Summer	401	4130	0	0	0	
Mayor at Home-Christmas	401	4131	2,200	2,200	200	
Receptions Other	401	4132	1,000	1,000	0	
Accommodation recharge	401	4700	8,900	8,900	4,450	
C S O'head recharge	401	4801	1,060	1,060	530	
Administration recharge	401	4800	12,400	12,400	6,200	
<b>Subtotal</b>			<b>31,560</b>	<b>31,560</b>	<b>13,440</b>	
<b>Council House</b>						
Staff Costs (Custodians)	501	4001	24,054	39,006	10,057	
Employers NI	501	4002	2,405	4,681	865	
Employers Superannuation	501	4003	5,377	7,489	1,931	
Overtime	501	4012	13,000	16,430	10,909	
Professional fees (paintings)	501	4055	2,000	2,000	0	
Publicity	501	4101	1,200	6,000	0	
Rates and Water	501	4211	42,500	48,845	48,845	increase in rat
Bid membership	501	4206	1,020	1,350	1,304	
Electricity	501	4214	8,000	8,000	1,101	
Gas	501	4215	9,000	9,000	1,932	
General cleaning	501	4216	2,300	2,300	1,343	
Cleaning and window cleaning	501	4212	5,000	5,000	3,564	
Council House equipment	501	4250	1,450	1,950	1,688	
Alarm main servicing and monitoring	501	4217	800	800	1,107	
Key holding and call outs	501	4217	700	700	0	
Lift Service Contract and R&M	501	4218	2,900	1,700	0	
Fire Alarm service maintenance and monitoring	501	4219	460	460	0	
Emergency Lighting	501	4209	1,500	1,500	0	
Fire Extinguishers	501	4210	1,250	1,250	0	
Automatic door service contract and R&M	501	4221	650	650	0	
Insurance	501	4225	9,000	11,000	10,125	
Wedding Licences*	501	4201	690	710	1,411	
Premises Licence	501	4227	510	510	248	
Council House R&M & improvements*	501	4231	8,000	8,000	15,461	

## EXPENDITURE

## AGENDA ITEM 8

Expenditure headings	Cost Centre	Description Code	2023/2024 Budget £	2024/2025 Budget £	6 months actual	notes
Cyclical maintenance budget*	501	4238	3,000	3,000	0	
Health and Safety	501	4245	2,000	2,000	99	
CCTV service contract and R&M	501	4234	400	400	0	
Council Chamber redecorations	xxx	xxxx	28,000	0	0	
MUGA running costs	xxx	xxxx	750	750	0	
Running costs for van	501	4291	1,000	1,800	972	
Energy efficiency initiatives (boilers)	xxx	xxxx	0	0	0	
Maintenance of bus shelter	501	4145	500	500	8,449	Bognor Rd
Lightning Protection service and R & M*	501	4241	180	180	189	
Heating, ventilation and air conditioning	501	4222	4,500	4,500	325	check
Display Energy Certificate*	501	4242	400	400	0	
Wedding expenditure	501	4246	500	500	25	
Space equivalent to hire	501	xxxx	0	6,000	0	
C S O'head recharge	501	4801	12,773	22,773	11,387	
Administration recharge	501	4800	134,361	181,361	90,681	
Capital Charges	501	4900	39,100	39,100	19,550	
<b>Subtotal</b>			<b>371,230</b>	<b>442,595</b>	<b>243,567</b>	
<b>Accomm. Recharges to other services</b>	501	1201	<b>-82,000</b>	<b>-82,000</b>		
<b>Market House</b>						
Professional fees (legal fees)	502	4055	2,500	2,500	0	
C S O'head recharge	502	4801	110	110	55	
Administration recharge	502	4800	1,230	1,230	615	
<b>Subtotal</b>			<b>3,840</b>	<b>3,840</b>	<b>670</b>	
<b>City Cross</b>						
Electricity	504	4214	300	300	146	
Reps/Maint. General	504	4236	500	500	12	
City Cross Conservation *	504	4300	2,000	2,000	0	to reserve
Clock service contract and R&M*	504	4302	1,000	1,000	0	
C S O'head recharge	504	4801	70	70	35	
Administration recharge	504	4800	820	820	410	
<b>Subtotal</b>			<b>4,690</b>	<b>4,690</b>	<b>603</b>	
<b>St James Obelisk</b>						
Reps/Maint. General*	505	4236	100	100	0	
<b>Subtotal</b>			<b>100</b>	<b>100</b>	<b>0</b>	
<b>Heritage</b>						
C S O'head recharge	506	4801	30	30	15	
Administration recharge	506	4800	410	410	205	
<b>Subtotal</b>			<b>440</b>	<b>440</b>	<b>220</b>	
<b>Henty Field</b>						
Reps/Maint. General	508	4236	2,500	2,500	2,226	check
<b>Subtotal</b>			<b>2,500</b>	<b>2,500</b>	<b>2,226</b>	
<b>Transfer from Asset Mgt. Rev. Acc.</b>			<b>-47,000</b>	<b>-47,000</b>		
<b>TOTAL EXPENDITURE</b>			<b>907,265</b>	<b>1,103,076</b>		

\* Underspends to be transferred to a relevant ear-marked reserve, to cover expenditure that is not incurred on an annual basis.

## **Chichester BID request for match funding to support UK Shared Prosperity Fund application for city centre projects: Briefing Document**

### **Decision Required at Planning & Conservation Committee Meeting on 7 December 2023:**

To recommend to the Finance Committee that match funding of £28,000 be made available from CIL funds to support the Chichester BID applications to the UK shared Prosperity Fund (UKSPF) for the following projects:

- 1) Infrastructure improvements to the Cathedral Green to make it a suitable venue for outdoor performances, events, and markets.
- 2) Creation of a temporary event space in Crane Street to improve footfall, drive visitors to the street and help reduce vacancy rates.

### **Officer Recommendation:**

TO RESOLVE

- 1) To recommend to the Finance Committee that up to £28,000 be made available from CIL funds to provide match funding to the Chichester BID UKSPF application. Final allocation of the funds to be contingent upon the applications being successful.

### **Background**

The UKSPF is open for applications until the 20<sup>th</sup> December 2023 for projects to be delivered by 31<sup>st</sup> March 2025. The UKSPF is administered by Chichester District Council, using central funds from the Department of Levelling Up, Housing and Communities (DLUHC). The UKSPF can be used for capital or revenue projects. All applications to the UKSPF must have a minimum of 20% match funding.

Chichester BID have identified two projects that they will submit as separate bids to the UKSPF and have requested if CCC would contribute match funding from CIL funds:

- 1) **Cathedral Green Infrastructure Improvements**  
Enhancing the centrally placed Cathedral Green in West Street Chichester, into an event space with improved amenities.

The event space created will be adequate to be able to hold regular and semi-permanent events.

The creation of a fully operable event space in the heart of the city will drive footfall and dwell time, thus enabling local retailers and hospitality businesses to take advantage of increased visitor spend.

#### **In scope:**

- Provision of adequate power supply to the outside space, that is appropriate to supply large events. The sort of events that are to be provided for are seasonal / food markets with up to 20 stands with individual lighting, live screening events, live music events. It is anticipated that an adaption of the current power available within the Cathedral will be a suitable way forward.

## AGENDA ITEM 11

- Provision of Wi-Fi coverage to the outside space to accommodate at least 2000 event goers and facilitate contactless trading. Initially, there are 2 approaches to project delivery that the group will review:
  1. Approach One. Deliver the Wi-Fi installation project “in-house” through expert consultants. Main considerations:
    - Appointment of necessary and appropriate consultant / contractor - how would we procure?
    - Availability and proximity to adequate and appropriate power supply and fibre
    - Planning implications for necessary apparatus within the Conservation area
    - Who is liable for the ongoing fee?
    - Cost estimate – installation £40k, scoping, design, procurement £35k
  2. Approach Two. Offer land / site to third party mobile operator(s) to deliver the infrastructure. Main considerations:
    - Gaining Cathedral agreement to a potential commercial arrangement to a third party
    - How would this be delivered within this sensitive site?
    - Planning implications as above
    - Possibility of third-party installations of necessary infrastructure – power / fibre
    - Will there be any substantial initial or ongoing costs once agreement confirmed? Currently unknown.
- To understand any planning, trading, and licensing restrictions in the outside space, and if necessary, explore opportunities to broaden any licensing consents.

To understand any operational restraints to the space – for example grass protection measures required by the Cathedral, road closure procedures.

### **Funding request to CCC**

The BID has requested £20,000 match funding from CCC for this project, specifically towards the provision of power supplies to facilitate event delivery.

## 2) **Crane Street Infrastructure Improvements**

The project aims to create a flexible, intimate performance space in Crane Street to drive footfall, decrease vacancies and add to the experiential aspect of Chichester’s retail life. The elements of the scheme and enhanced space will be easily seen from North Street and draw the eye and footfall through. The scheme will attract pedestrians as well as improve the prospect of retail revenue for Crane Street’s businesses.

The scheme will build on the unique character of Crane Street and establish a strong identity for this major, secondary street in the city centre, making it a destination venue for outdoor live performance.

## AGENDA ITEM 11

The scheme will echo the existing theme of the Cranes which currently manifests itself as the 2 sculptures of cranes in flight at the west and eastern end of the street. This is an important link to the Roman legacy of the city.

The following new elements will be added to build on the Roman Crane theme as well as deliver an enhanced public realm space:

- A temporary, seasonal canopy structure that can work off the current fixings we have along the street which are currently used for summer bunting and Xmas lighting (not freestanding fixtures due to emergency access). This will link into the 2 current Crane sculptures already at the eastern and western end of the street.
- To emphasise and build on the Crane theme – we will have the canopy screen printed with beautiful artwork of a 1000 Cranes (a symbol for peace)
- Installation of theatrical Harlequin flooring for performances as the current paving is uneven and needs protecting.
- Development of a temporary range of seating e.g., deckchairs depicting the 1000 Crane theme to increase dwell time during performances.
- Use of temporary lighting so the space can be used more flexibly by the likes of CFT, Uni, College, PHG and any local groups.

### **Funding request to CCC**

The BID has requested £8,000 match funding from CCC for this project, which is 20% of the total project budget of £40,000. The BID has also approached CDC and other landlords in the street to try and secure additional match funds.

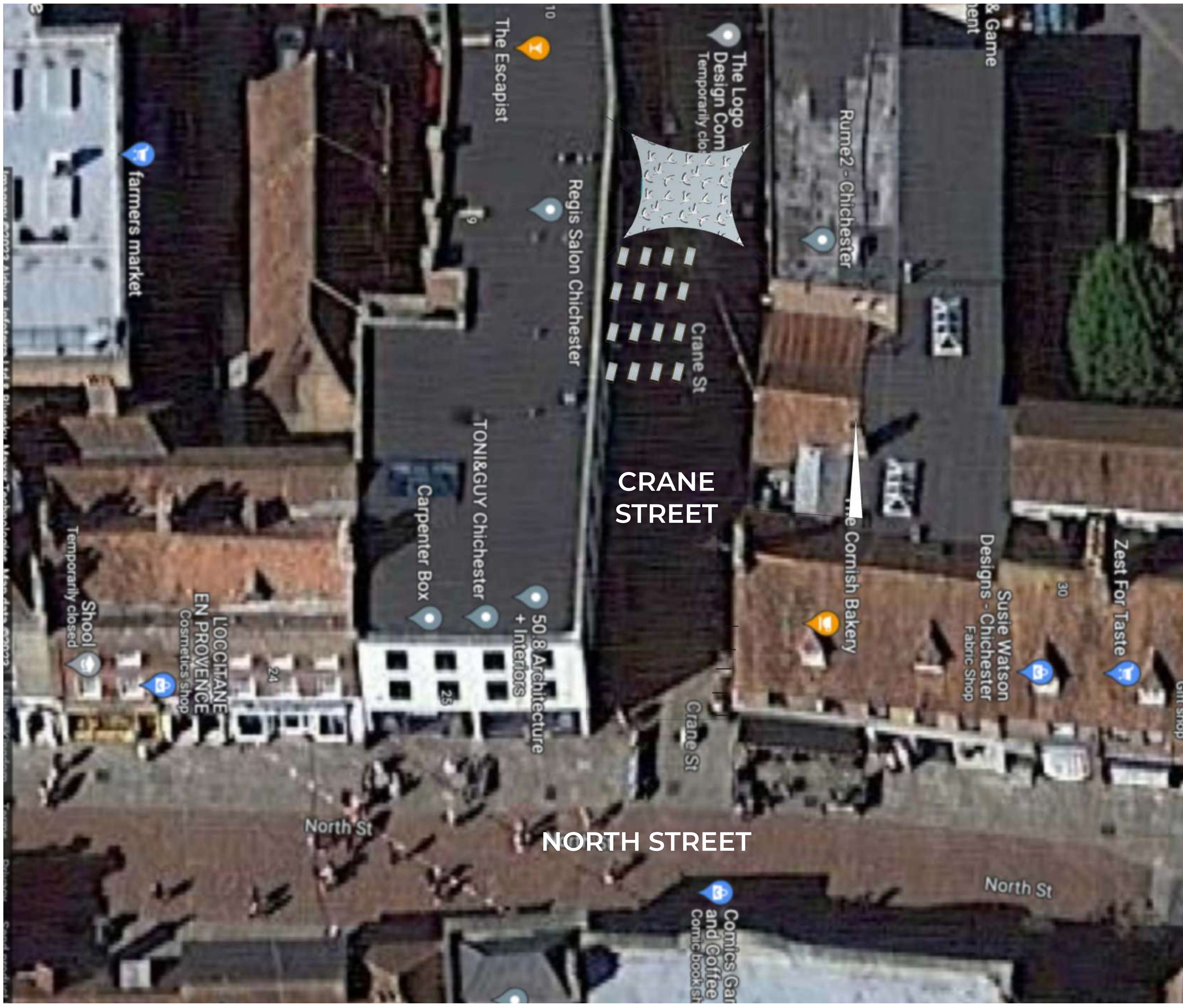
### **Alignment with Council Priorities**

Within the draft Council Plan, the Council have identified four key priorities against which all new projects, activities and policies will be assessed. The priorities are: -

- 1) Creating a vibrant, thriving, and active community
- 2) Filling gaps in the city's infrastructure
- 3) Preserving the city's heritage
- 4) Improving the environment

Under priorities 1 & 2, the Council have identified the need to improve support to grass roots arts groups, increase the amount of community performance space in the city and specifically to try and develop outdoor performance and event venues in the city.





1 Rough Plan  
Scale: 1:100

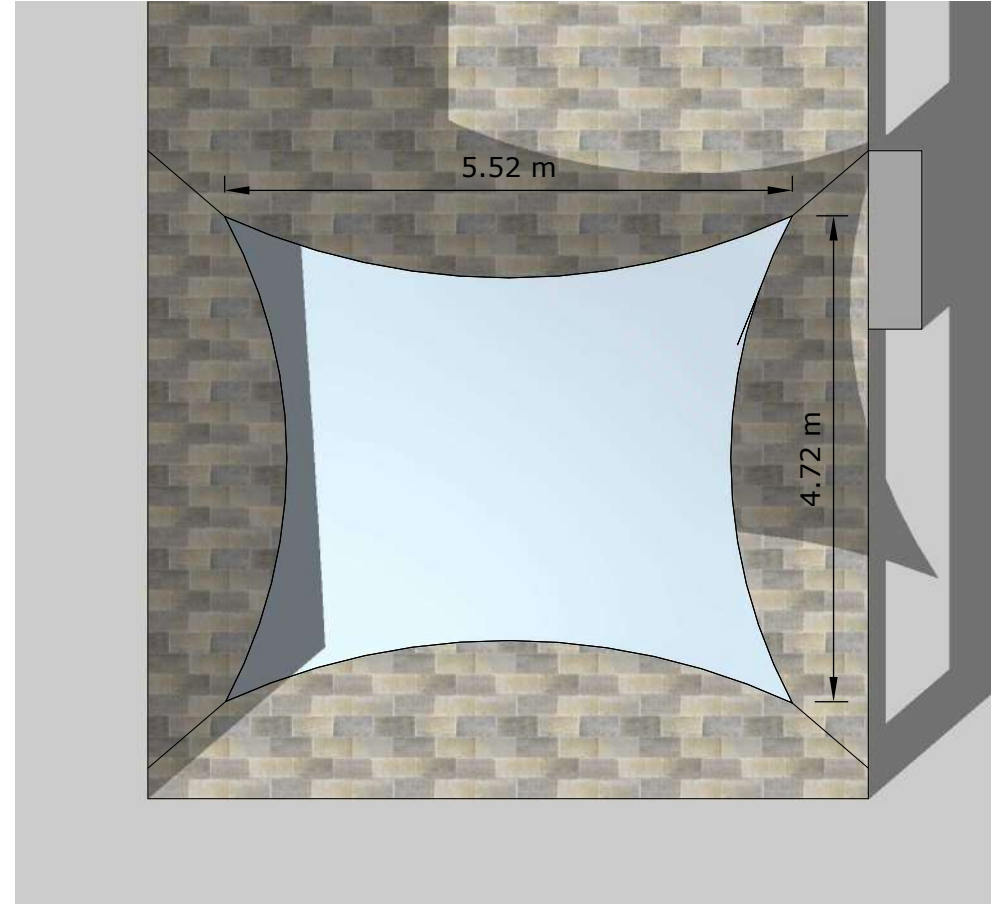
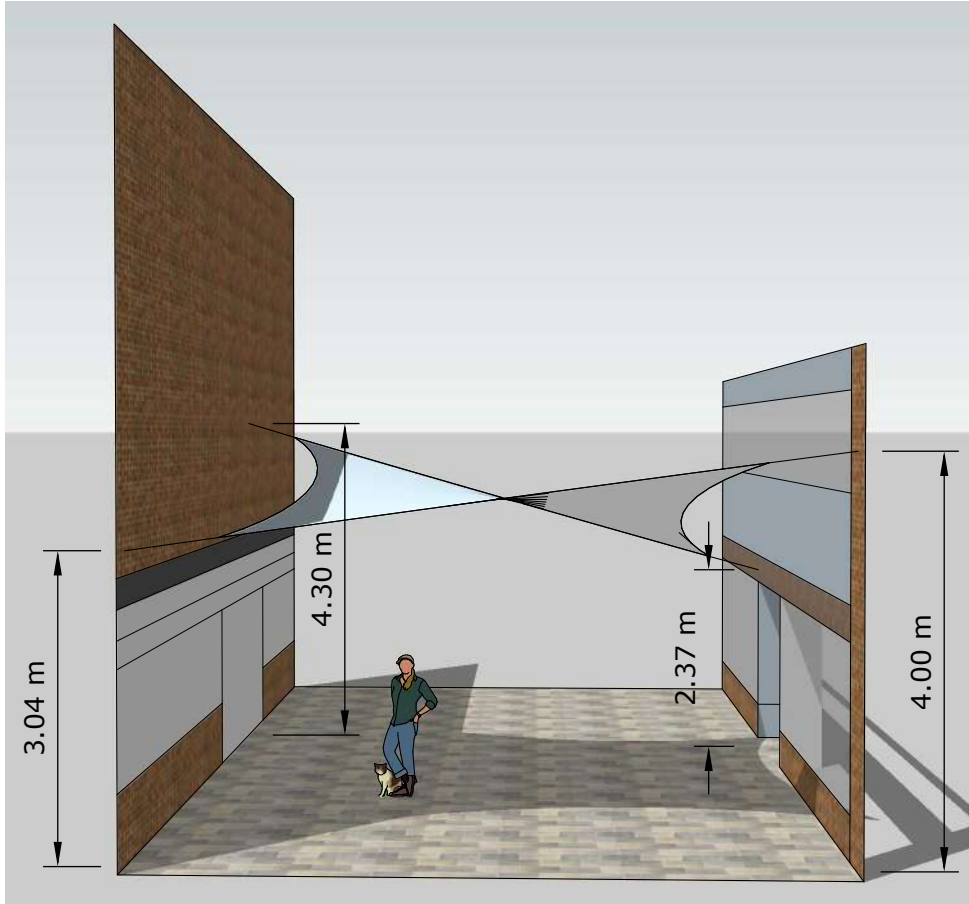
**DRAFT FOR APPROVAL**

SHEET 001	PROJECT / Crane Street Project	ISSUE / REVISION / PLOT DATE / 04/12/2023
ISO A1	SHEET TITLE / Rough Plan	SSL_23_061

IT IS THE RESPONSIBILITY OF THE CLIENT TO OBTAIN ALL NECESSARY PLANNING PERMISSIONS AND CONSENTS FROM THE LOCAL AUTHORITY AND TO ENSURE THAT THE PROPOSED DEVELOPMENT IS IN ACCORDANCE WITH ALL APPLICABLE PLANNING AND BUILDING REGULATIONS. THE ARCHITECT'S RESPONSIBILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE BUILDING AND DOES NOT EXTEND TO THE OBTAINING OF PLANNING PERMISSIONS OR TO THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT. THE ARCHITECT ACCEPTS NO LIABILITY FOR ANY ACTION RESULTING FROM THE USE OF THIS DRAWING, HOWEVER CAUSED.

E.hq@shedworksstudio T: +44 (0)330 2236340







**Sign  
update**





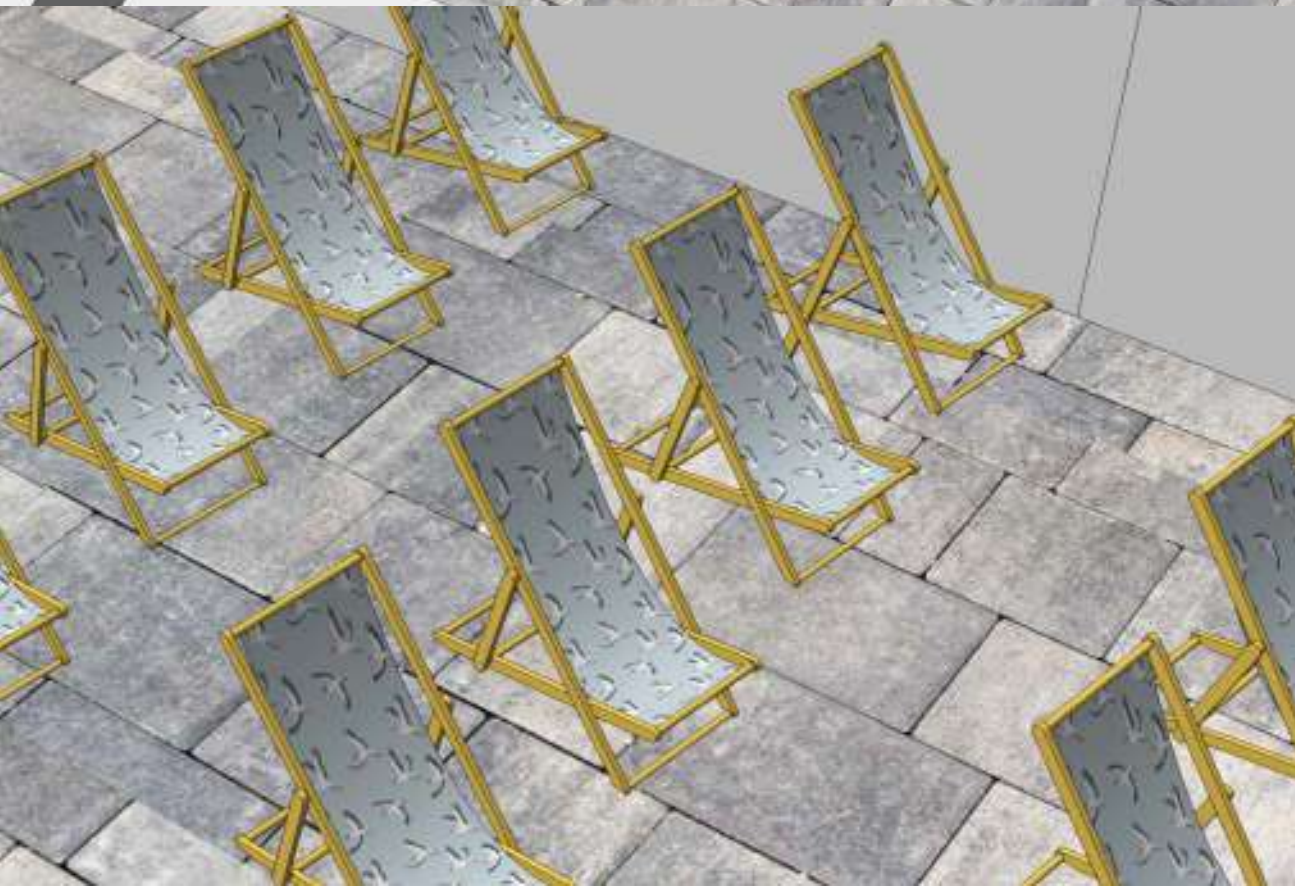
1

Render View 2  
Scale: 1:25



2

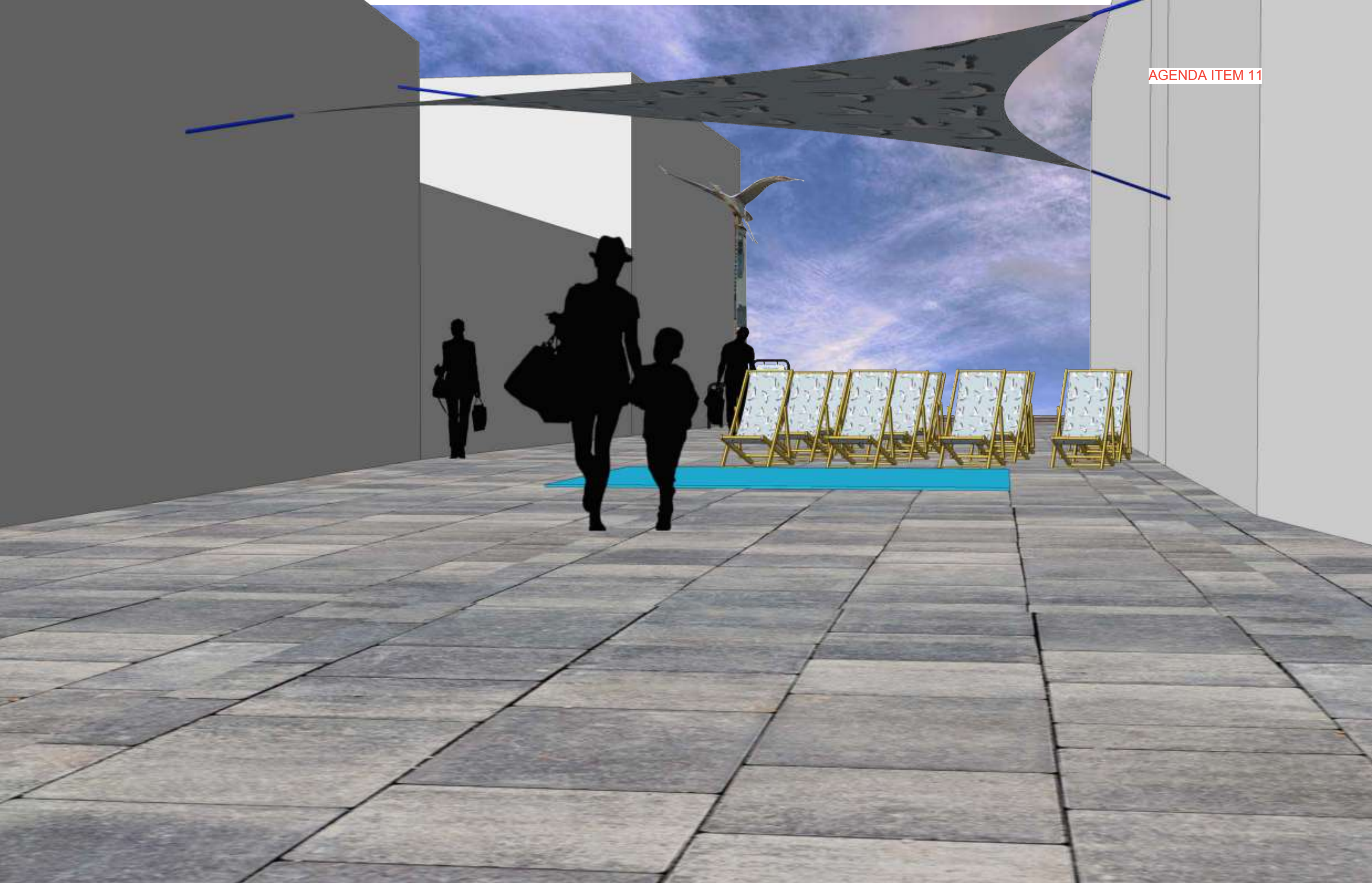
Deck Chair Detail  
Scale: 1:50











Date: 07/09/2023

Chichester City Council

Page 1

Time: 13:19

**Bank Reconciliation Statement as at 31/08/2023  
for Cashbook 2 - Unity Trust Current Account**

User: KM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/08/2023	123	92,292.27
			<u>92,292.27</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			92,292.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			92,292.27
		<b>Balance per Cash Book is :-</b>	<b>92,292.27</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name MICHELLE CARTER Signed  Date 07/09/2023

Signatory 2:

Name KIM MARTIN Signed  Date 7/9/2023

Bank Reconciliation Statement as at 30/09/2023  
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	27/09/2023	124	385,324.09
			<u>385,324.09</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			385,324.09
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			385,324.09
		<b>Balance per Cash Book is :-</b>	<b>385,324.09</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name Kim MARON Signed [Signature] Date 20/10/2023

Signatory 2:

Name [Signature] Signed M. CARTER Date 23/10/2023



Date: 06/09/2023

Chichester City Council

AGENDA ITEM 14a

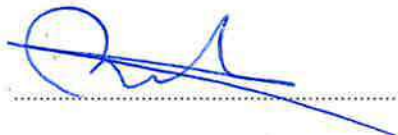
Time: 14:57

User: MC


Bank Reconciliation Statement as at 31/08/2023  
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	31/08/2023	100	6,527.19
			<u>6,527.19</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			6,527.19
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			6,527.19
		<b>Balance per Cash Book is :-</b>	<b>6,527.19</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name MICHELLE CARTER Signed  Date 06/09/23

Signatory 2:

Name KIM MARTIN Signed  Date 07/09/23

Date: 02/10/2023

Chichester City Council

Page 1  
AGENDA ITEM 14a

Time: 15:29

User: MC

**Bank Reconciliation Statement as at 30/09/2023  
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	30/09/2023	101	14,773.83
			<u>14,773.83</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			14,773.83
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			14,773.83
		<b>Balance per Cash Book is :-</b>	<b>14,773.83</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name MICHELLE CARTER Signed  Date 02/10/23

**Signatory 2:**

Name KIM MARTIN Signed  Date 02/10/2023

## Imprest Account

## List of Payments made between 01/08/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2023	T V Licensing	BACS01	159.00		TV Licence to 31.07.24
03/08/2023	The Woodhorn Group Ltd	BACS02	108.00		Green waste disposal - Jul 23
03/08/2023	Luna Clean	BACS03	618.60		Cleaning of Coun House - Jul23
03/08/2023	Chichester District Council	BACS04	10.67		Elec use charge -Gala 01.07.23
03/08/2023	Allstar	BACS05	102.28		Fuel for Tipper van
09/08/2023	Mr S Holman	BACS06	96.00		Pressure washer repairs
09/08/2023	Lock-wise Services	BACS07	270.50		Repairs to Murray cabinet
17/08/2023	Parklands Residents' Associati	BACS08	333.60		Reimburse print costs - N Plan
17/08/2023	Society of Local Council Clerk	BACS09	144.00		Carbon Lit Qual - GB Oct 23
17/08/2023	Amazon	BACS 10	34.69		H/loop receiver belt pack
17/08/2023	City Electrical Factors	BACS11	70.56		Ext leads for outdoor use
17/08/2023	Arundel Trophies and Engravers	BACS12	146.99		Supply & engrave metal tray
17/08/2023	PFI GB Sign Solutions Ltd	BACS13	773.03		8 x Replacement St signs
17/08/2023	SSE Contracting	BACS14	126.58		Gas for Coun Hse - Jul 2023
17/08/2023	Mulberry and Co	BACS15	162.00		Chairs Train course RM,CG,MC
17/08/2023	Kingsham Area Action Group	BACS16	360.00		Grant from CDC
17/08/2023	Goodrowes of Chichester Ltd	BACS17	113.78		Parts to repair water leak
17/08/2023	Chichester Enterprises Ltd	BACS18	12.60		250 x Business cards for Mayor
17/08/2023	Agilico Workplace Technologies	BACS19	415.36		Wide Printer contra to 22.7.24
17/08/2023	Covers Trade Centre Branch	BACS20	114.22		Screw covers for St signs
17/08/2023	Screwfix	BACS21	35.96		400 spax mdf screws - St Signs
17/08/2023	Christie Intruder Alarms Ltd	BACS22	24.00		Phone support-Alarm reset 28/
30/08/2023	GW Shelter Solutions Ltd	BACS07	168.00		Cleaning 4 x Bus Shelters Aug
01/09/2023	Screwfix	BACS01	11.29		Tile diamond holesaw 20mm
01/09/2023	Amazon	BACS02	43.88		White plastic hole caps x 25
01/09/2023	City Electrical Factors	BACS03	223.28		Drills & blanking plugs lights
01/09/2023	Visual Hygiene Cleaning Servic	BACS05	180.00		Window Cleaning C/Hse 18.08.23
01/09/2023	Pestforce	BACS06	80.00		Treatment of Wasps nest St J
01/09/2023	Vodafone Ltd	BACS08	19.32		B/band for Litten CCTV - Aug23
01/09/2023	PFI GB Sign Solutions Ltd	BACS09	183.94		2 x replacement Street signs
01/09/2023	Holdens Nursery	BACS10	150.06		Plants for Northgate Flow. bed
01/09/2023	Michelle Carter	BACS11	10.55		Milk & washing up liquid
01/09/2023	Mrs Kim Martin	BACS12	9.95		Milk & Eyedrops
01/09/2023	South Downs Water Co Ltd	BACS13	21.60		Cooler Rental to 19.12.23
01/09/2023	Heating Plumbing Supplies	BACS14	130.45		Plumbing parts for roof hose
04/09/2023	South East Employers	BACS15	1,908.00		Job Evaluation - June 23
18/09/2023	Screwfix	BACS16	61.98		Tyre inflator for CCC van
18/09/2023	Heating Plumbing Supplies	BACS17	44.99		Parts for hose on roof
18/09/2023	Recognition Express Southern	BACS18	24.37		3 x Magnetic name badge
18/09/2023	Mr D Jenkins	BACS19	10.99		Glue for corridor carpet +soap
18/09/2023	PFI GB Sign Solutions Ltd	BACS20	294.48		2 x directional signs for CFT
18/09/2023	Pestforce	BACS21	80.00		Treatment of wasps nest St P
18/09/2023	Covers Trade Centre Branch	BACS22	14.30		Wood to repair Market X Clocks
18/09/2023	Smye-Rumsby Ltd	BACS23	91.80		Hire of 6 x W/talkies for Gala
18/09/2023	SJI Food & Service	BACS24	200.00		Food deposit Mayor @ Home Xmas
18/09/2023	Luna Clean	BACS25	618.60		Cleaning C/Hse - Aug 23
18/09/2023	The Woodhorn Group Ltd	BACS26	113.58		Grren waste -Aug 23

Date: 04/12/2023

**Chichester City Council**

**AGENDA ITEM 14b**

Time: 11:59

**Imprest Account**

**List of Payments made between 01/08/2023 and 30/09/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/09/2023	SSE Contracting	BACS27	574.96		Gas for Aug 23 (EST)
18/09/2023	Bartley Management Ltd	BACS36	456.00		Refund payment rec'd in error
18/09/2023	Sussex Estate Care Ltd	BACS37	396.00		2 x Grass cut Brew Field - Aug
21/09/2023	C Adams	BACS28	38.89		Bulbs for C/Park + T/rolls etc
21/09/2023	MiddlePeak Engineering Ltd	BACS29	645.00		2 x cast alu. finger arm signs
21/09/2023	Heating Plumbing Supplies	BACS30	91.50		Fittings for new taps in P/WCs
21/09/2023	Vodafone Ltd	BACS31	19.32		B/band for CCTV Litten - Sep23
21/09/2023	City Electrical Factors	BACS33	146.71		re light fittings in Crush bar
21/09/2023	Kitchen Sink Productions CIC	BACS34	500.00		Discretionary Grant - Apr 2023
21/09/2023	Perfect Portables Limited	BACS35	400.00		Hire of 4 x WCs for Gala 01.07
25/09/2023	MiddlePeak Engineering Ltd	BACS32	918.60		2 x cast finger signs Stations
29/09/2023	Apuldram Roses	BACS04	99.60		8 x potted roses - N/Gate beds
29/09/2023	EMS Services	BACS38	420.00		Medical cover for Gala 01.7.23
29/09/2023	South Coast Recruitment Serv T	BACS39	717.70		Agency Staff AG 18-22.09.23
29/09/2023	Beaver Tool Hire	BACS40	14.39		1 x Lorry strap to secureloads
29/09/2023	South Downs Water Co Ltd	BACS41	21.60		3 x 19L Water Bottles less dep
29/09/2023	Mr D Jenkins	BACS42	2.99		Steel washers for door repair
29/09/2023	Mr S Holman	BACS43	33.56		Coffee & sugar for refreshmnts
29/09/2023	Jane Walker Event Floristry	BACS44	30.00		Wedding flowers - 15.09.23
29/09/2023	C Adams	BACS45	19.95		Refund for Staff Flu jab
29/09/2023	City Electrical Factors	BACS46	648.18		Lamps for lights in Council Hse
29/09/2023	Thomas J Clark	BACS47	845.00		Mediation on 10.08.23
30/09/2023	Unity Trust Bank	TRANS	18.00		Bank Charges
<b>Total Payments</b>			<u>15,985.78</u>		

**PAYMENTS MADE BY BARCLAYCARD**  
**ANALYSIS OF STATEMENTS FOR AUGUST AND SEPTEMBER 2023**

AGENDA ITEM 14c

Date	Supplier	Detail	Net £	VAT £	Total £
18/07/2023	Toolstation	Hose reel	42.06	2.92	<b>44.98</b>
01/08/2023	Good News	plants	18.75	3.75	<b>22.50</b>
01/08/2023	Wickes	Timber gate	112.50	22.50	<b>135.00</b>
07/08/2023	M&S	Speyer reception	14.92	2.98	17.90
09/08/2023	M&S	sparkling water (speyer)	1.58	0.32	1.90
23/06/2023	Zoom		38.97	7.79	46.76
<b>Total for August 2023</b>			<b>228.77</b>	<b>40.27</b>	<b>269.04</b>
17/08/2023	Speedy Street	Cycle Rack	274.89	19.11	294.00
23/08/2023	Speedy Street	Delivery	80.00	16.00	96.00
01/08/2023	First Rescue tra	Defib battery	125.00	25.00	150.00
23/06/2023	Zoom	Zoom	38.97	7.79	46.76
14/08/2023	Packaging to bu	Bubble wrap/paper	224.00	44.80	268.80
15/08/2023	Glasdon	Bench	721.88	144.38	866.26
17/08/2023	Titan	water heater timer	57.50	11.50	69.00
21/08/2023	Post Office	Swanfield drive	6.85		6.85
30/08/2023	Ebay	cordless power tool	8.33	1.67	9.99
04/09/2023	Amazon	Mulch binder glue car park	93.83	18.77	112.59
<b>Total for September 2023</b>			<b>1631.24</b>	<b>289.01</b>	<b>1920.25</b>
<b>Total for August and September 2023</b>			<b>1,860.02</b>	<b>329.27</b>	<b>2,189.29</b>