

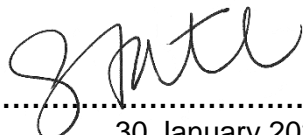


Chichester City Council

FINANCE COMMITTEE

Agenda

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE FINANCE COMMITTEE TO BE HELD IN THE COUNCIL CHAMBER AT 5.30PM ON TUESDAY 6 FEBRUARY 2024


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30 January 2024

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 11 DECEMBER 2023

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

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

a) Update on the Market House proposals for changes to the unit leases (minute 61 refers)

To be discussed in closed session under agenda item 17

b) Update on recommendations made to Full Council on 20 December 2023 (minutes 69a to 69j refer)

- i) Council House portico
- ii) Solar array and battery power
- iii) Old Courtroom roof light – to be discussed under agenda item 10a
- iv) Mayor's Parlour facilities
- v) Property Office furniture
- vi) Assembly Room projector screen
- vii) Introduction of automatic timers to control the water heaters
- viii) Air conditioning system – to be discussed under agenda item 10d
- ix) St Pauls allotments tree line
- x) Madge Turner maquette

- c) **Reminder from the Town Clerk about Member responsibilities under the City Council's Standing Orders and Code of Conduct, to include the limits of their authority when acting on behalf of the Council. (minute 69j refers)**
- d) **Prepare and publish the Council Plan 2024-2029 for formal public consultation (minute 70 refers)**
- e) **City Council investments**

Deputy Town Clerk to give a verbal update.

5. **REVENUE BUDGET MONITORING TO END DECEMBER 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. **RISK MANAGEMENT ACTION PLAN**

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

9. **ANNUAL PARISH MEETING**

Town Clerk to report.

10. **PROPERTY SUB-COMMITTEE MINUTES**

To approve the minutes of the Property Sub-Committee meeting held on 24 January 2024 and consider the following recommendations:

a) **Old Courtroom roof light replacement (minute 25d refers)**

It was RECOMMENDED to the Finance Committee on 6 February 2024 that an order be placed with Stella Rooflight for the replacement of the Old Courtroom rooflight in the amount of £25,960 plus VAT to be paid from the Energy Efficiency allocation within the City Council's CIL funds.

b) **Secondary glazing (minute 25f refers)**

It was RECOMMENDED to the Finance Committee on 6 February 2024 that an order be placed with Storm Glazing (option 2 – K Glass) for the installation of secondary glazing in the Council House in the amount of £38,465 to be paid from the Energy Efficiency allocation within the City Council's CIL funds.

c) **Mayor's car park (minute 25l refers)**

RECOMMENDED to the Finance Committee on 6 February 2024 that the car park project proceed as described at a cost of £2,081.70 ex VAT to be paid from the Council House Reserve.

d) **Air conditioning system (minute 26k refers)**

Members noted the report and it was RECOMMENDED to the Finance Committee meeting on 6 February 2024 that an order be placed with Saunders Specialist Services in the amount of £21,468.18 exc VAT to be paid from the Energy Efficiency allocation from the City Council's CIL funds.

e) **Gents toilets cistern filler timers (minute 27c refers)**

Following an explanation of the project by the PMM, RECOMMENDED to the Finance Committee on 6 February 2024 to proceed with the project as outlined at a cost of £630.42 exc VAT, paid from the Council House Reserve with the work being completed in house.

f) **Rear yard gate replacement (minute 27f refers)**

RECOMMENDED to the Finance Committee that the project should proceed urgently due to the safety and fire regulations compliance nature of the works.

g) **Council House heating and ventilation (minute 27(h)ii refers)**

RECOMMENDED to the Finance Committee on 6 February 2024 that the TRVs be replaced and the back-office heating and ventilation system be reinstated at a cost of £3,756.40 exc. VAT to be paid from the Council House Reserve.

h) **St James allotment site – stabilisation of entrance track (minute 27i refers)**

RECOMMENDED to the Finance Committee on 6 February 2024 that the stabilisation works be undertaken in house at a cost in materials of £676.71 exc. VAT payable from the Allotments budget.

11. **CHICHESTER PRIDE**

To consider the following actions for Chichester Pride day, 25 May 2024.

- Flying the Pride flag on the Council House flag pole.
- Illuminating the Council House and Market Cross in Pride colours during the evening.

Town Clerk to report.

12. **ST WILFRID'S HOSPICE USE OF THE ASSEMBLY ROOM**

To consider a proposal to offer St Wilfrid's Hospice free use of the Assembly Room for a charity fashion show on 16 February 2024.

13. **CHICHESTER CITY COUNCIL ANNUAL AWARDS CEREMONY ARRANGEMENTS**

To consider a report from the Deputy Town Clerk (report attached).

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

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

b) **LIST OF PAYMENTS MADE FOR OCTOBER, NOVEMBER AND DECEMBER 2023**

c) **LIST OF BARCLAYCARD PAYMENTS FOR OCTOBER, NOVEMBER AND DECEMBER 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 and due to the nature of the business to be transacted, namely confidential business matters.

17. **THE MARKET HOUSE**

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

18. **DATE OF NEXT ORDINARY MEETING**

DATE OF NEXT ORDINARY MEETING: Tuesday 2 April 2024

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