



CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2023/2024
FINANCE COMMITTEE 6TH FEBRUARY 2024

MONITORING REPORT TO 31st DECEMBER 2023

INTRODUCTION

This budget monitor for 2023/2024 reports on the month to the end of December 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 December), 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 £78,421 against the budget to the end of December 2023. Much of this surplus relates to the increase in investment income.

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

RECOMMENDATION

It is recommended that the surplus at the end of the financial year is used to boost the Allotment reserve and the Council House reserve. The Allotment reserve can be drilled down on over several years. We have been replacing tools and equipment in recent years and using the funds already set aside, we could set aside a further £20,000 to assist with future costs. The Property Maintenance Manager has identified many projects that are required to be carried out to maintain and look after Council House and keep it in good order. I would therefore recommend that an amount up to £60,000 be set aside to assist with these costly projects.

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 31st December 2023

	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
INCOME					
Council House	122,600	95,200	210,232	(106,632)	(8,400)
Cil receipts			452,279	(452,279)	-
Market House	50,000	37,500	37,500	12,163	(12,163)
Allotments	21,250	19,750	22,498	(370)	(2,378)
Sale of Goods	300	225	5,112	-	(4,887)
Street Name change	8,000	6,000	1,456	-	4,544
TOTAL INCOME (Excl. Precept)	202,150	158,675	729,077	(547,118)	(23,284)
EXPENDITURE					
Administration & recharges	254,120	193,740	186,775	(10,610)	(17,575)
Civic	11,270	8,953	8,786	2,000	1,834
Discretionary	95,800	109,961	69,057	39,134	(1,770)
Allotments	27,680	20,760	32,500	(9,272)	2,468
Council & Committees	83,663	65,747	96,494	(24,288)	6,459
Community Affairs	4,000	2,058	675	983	(400)
Community Safety/Crime Reduction	47,180	47,180	47,180	-	-
Events	24,020	20,765	12,510	-	(4,467)
Statutory Expenses	74,172	60,012	52,396	9,551	1,935
Mayoralty	31,560	26,895	26,480	-	(415)
Council House	371,230	299,518	321,013	680	22,175
Heritage	440	330	331	-	1
Market House	3,840	1,005	1,006	-	1
City Cross	4,690	4,018	1,215	2,000	(803)
St James Obelisk	100	100	-	100	-
Brewery Field	2,500	1,500	3,071	-	1,571
TOTAL EXPENDITURE	1,036,265	862,540	859,489	10,278	11,015
NET COST OF SERVICES	834,115	703,865	130,412	557,396	(12,269)
Reversal of Capital Charges	(47,000)	(35,250)	(35,250)	-	-
Interest and Investment income	(19,500)	(14,625)	(80,777)	-	(66,152)
NET OPERATING EXPENDITURE	767,615	653,990	14,385	557,396	(78,421)
AMOUNT TO BE MET FROM PRECEPT	767,615	653,990	14,385	557,396	(78,421)
Precept on District Council	767,615	767,615	767,615	-	-
(SURPLUS) / DEFICIT FOR YEAR	-	(113,625)	(753,230)	557,396	(78,421)

CHICHESTER CITY COUNCIL

**BUDGET MONITORING
To 31st December 2023**

Month: 9

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
101 Administration							
4001 Staff Costs	304,802	304,802	228,602	205,949		(22,652)	1.
4002 Employers NI	30,128	30,128	22,596	20,482		(2,114)	
4003 Employers Superannuation	62,364	62,364	46,773	38,678		(8,095)	
4004 Staff expenses	300	300	225	40		(185)	
4005 Ill Health Insurance	3,600	3,600	3,600	4,097		497	
4007 Staff Recruitment	500	500	375	-		(375)	
4008 Professional Development	1,500	1,500	1,125	300		(825)	
4009 Travel and Subsistence	100	100	75	62		(13)	
4010 Card terminal charges	300	300	225	255		30	
4011 Eye tests	300	300	225	75		(150)	
4015 Agency staff	-	-	-	18,667		18,667	
4020 General Expenses	200	200	150	407		257	
4021 Telephone	3,000	3,000	2,250	1,732		(518)	
4022 Postage	700	700	525	525		-	
4023 Stationery	800	800	600	700		100	
4024 Subscriptions	50	50	38	144		107	
4025 Petty Cash Expenditure	70	70	53	-		(53)	
4026 Printing	300	300	225	152		(73)	
4027 Photocopying	1,100	1,100	825	608		(217)	
4029 SALC	3,300	3,300	3,300	3,393		93	
4030 South East Employers	230	230	173	3,244		3,072	2.
4031 Nat Allotment Gardens Assoc	60	60	45	55		10	
4032 Walled Town Friendship	130	130	98	-		(98)	
4033 UNA	40	40	30	-		(30)	
4035 LCAS Subscription	150	150	113	-		(113)	
4036 Publications	150	150	113	-		(113)	
4038 Computer Improvement/Maint.	14,000	14,000	10,500	16,898	(10,610)	(4,212)	
4039 CHIBAC DTE Subscription	270	270	203	-		(203)	
4050 Office Equipment	1,670	1,670	1,253	1,259		7	
4051 Bank Charges Payable	400	400	300	300		-	
4055 Professional Fees	3,400	3,400	3,400	3,159		(241)	
4057 Audit Fees	2,300	2,300	2,300	2,100		(200)	
4059 Payroll Admin Costs	1,500	1,500	1,125	1,206		81	
4216 Cleaning Sundries	70	70	53	33		(20)	
4900 Depreciation charged	-	-	-	-		-	
4700 Accommodation recharge	53,300	53,300	39,975	39,975		-	
Total Expenditure	491,084	491,084	371,463	364,496	(10,610)	(17,577)	
1075 Sale of Goods	300	300	225	323		(98)	
1176 Precept Received	767,615	767,615	767,615	767,615		-	
1196 Interest Received	19,500	19,500	14,625	80,777		(66,152)	3.
1201 Recharge to other services	491,084	491,084	368,313	368,313		-	
Total Income	1,278,499	1,278,499	1,150,778	1,217,028	-	(66,250)	
Net Expenditure	(787,415)	(787,415)	(779,315)	(852,532)	(10,610)	(83,827)	

CHICHESTER CITY COUNCIL

**BUDGET MONITORING
To 31st December 2023**

Month: 9

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
102 Civic Expenses						
4020 General Expenses	1,000	1,000	750	3,049		2,299
4111 Custodian Uniforms	800	800	600	883		283
4112 Robes and Hats	250	250	188	195		8
4113 Cleaning/Repair Insignia	1,000	1,000	750	33		(717)
4114 Civic and Heritage Awards	1,000	1,000	750	-		(750)
4115 Civic/Heritage Reception	1,500	1,500	1,125	-		(1,125)
4116 Official Gifts	500	500	375	195		(180)
4117 Guild of Mace-Bearers Sub	60	60	45	-		(45)
4119 Civic Regalia Appraisal	2,000	2,000	2,000	-	2,000	-
4127 Freedom Ceremony	-	-	-	2,060		2,060
4800 Administration recharge	2,910	2,910	2,183	2,183		1
4801 C S Ohead recharge	250	250	188	188		1
Total Expenditure	11,270	11,270	8,953	8,786	2,000	1,834
Net Expenditure	11,270	11,270	8,953	8,786	2,000	1,834
103 Discretionary Expense Finance						
4172 Flags	1,260	1,260	1,145	-		(1,145)
4063 Bell Tower Clock	500	500	500	500		-
4065 City Band (Gold level)	300	300	300	300		-
4182 Blue plaques	600	600	450	-		(450)
4188 Environment	800	800	600	-		(600)
4195 Chichester in Bloom	15,000	15,000	15,000	16,533		1,533
4204 Walled Town Symposium	1,000	1,000	750	16		(734)
4260 Discretionary grants	35,000	40,886	40,886	35,722	5,164	-
4296 Public Realm Projects	23,000	36,575	36,575	2,605	33,970	0
4900 Depreciation charged	6,600	6,600	4,950	4,950		-
4801 C S Ohead recharge	890	890	668	668		1
4199 local historic interest plaque	500	500	375	-		(375)
4800 Administration recharge	10,350	10,350	7,763	7,763		1
Total Expenditure	95,800	115,261	109,961	69,057	39,134	(1,770)
1030 Delegates Fees	-	-	-	-		-
1059 Admin charge for sale of Banners	-	-	-	368		(368)
1060 Admin charge street name change	8,000	8,000	6,000	1,088		4,912
Total Income	8,000	8,000	6,000	1,456	-	4,544
Net Expenditure	87,800	107,261	103,961	67,601	39,134	2,774
104 Allotments.						
4022 Postage	150	150	113	-		(113)
4211 Rates & Water	1,800	1,800	1,350	1,772		422
4236 Reps/Maint. General	6,000	6,000	4,500	6,206		1,706
4050 Equipment	-	-	-	9,724	(9,272)	452
4900 Depreciation Charged	1,300	1,300	975	975		-
4801 C S Ohead recharge	1,450	1,450	1,088	1,088		1
4800 Administration recharge	16,980	16,980	12,735	12,735		-
Total Expenditure	27,680	27,680	20,760	32,500	(9,272)	2,468
1020 Allotment Rents	21,250	21,250	19,750	22,128		(2,378)
1029 Allotment deposits	-	-	-	370	(370)	-
Total Income	21,250	21,250	19,750	22,498	(370)	(2,378)
Net Expenditure	6,430	6,430	1,010	10,002	(8,902)	90

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5.

CHICHESTER CITY COUNCIL

BUDGET MONITORING
To 31st December 2023

Month: 9

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
105 Democratic Representation							
4801 C S Ohead recharge	5,320	5,320	3,990	3,990		-	
4800 Administration recharge	62,080	62,080	46,560	46,560		-	
Net Expenditure	67,400	67,400	50,550	50,550	-	-	
106 Corporate Management							
4801 C S Ohead recharge	15,090	15,090	11,318	11,318		1	
4800 Administration recharge	170,290	170,290	127,718	127,718		1	
Net Expenditure	185,380	185,380	139,035	139,036	-	1	
110 Council and Committees							
4001 Staff Costs	20,086	20,086	15,065	15,823		759	
4002 Employers NI	2,009	2,009	1,507	1,194		(313)	
4003 Employers Superannuation	4,158	4,158	3,119	3,086		(32)	
4004 Members Allowances	1,100	1,100	825			(825)	
4008 Training	500	500	375	1,680		1,305	
4009 Travel and Subsistence	400	400	300	20		(280)	
4020 General Expenses	150	150	113	6,033		5,921	6
4055 Professional fees	-	-	-			-	
4100 Local Election Expenses	12,000	12,000	12,000	28,220	(16,220)	-	
4102 Refreshments	100	100	75	-		(75)	
4128 Neighbourhood Plan	-	-	-	8,068	(8,068)	-	7.
4700 Accommodation recharge	19,800	19,800	14,850	14,850		-	
4801 C S Ohead recharge	1,840	1,840	1,380	1,380		-	
4800 Administration recharge	21,520	21,520	16,140	16,140		-	
Total Expenditure	83,663	83,663	65,747	96,494	(24,288)	6,459	
Net Expenditure	83,663	83,663	65,747	96,494	(24,288)	6,459	
111 Community Development Admin							
4801 C S Ohead recharge	110	110	83	83		1	
4800 Administration recharge	1,230	1,230	923	923		1	
Net Expenditure	1,340	1,340	1,005	1,006	-	1	
201 Discretionary Exps C Affairs							
4185 International Relations	2,250	2,250	250	17		(233)	
4175 Joint Twinning Speyer	-	-		333		333	
4186 Joint Twinning-Chartres	500	500	500	17	483	-	
4187 Joint Twinning-Ravenna	500	500	500		500	-	
xxxx European Assoc of Historic Towns	300	300	500			(500)	
4800 Administration recharge	410	410	308	308		1	
4801 C S Ohead recharge	40	40	30	30		-	
Total Expenditure	4,000	4,000	2,058	675	983	(400)	
Net Expenditure	4,000	4,000	2,058	675	983	(400)	
202 Events							
4164 Other events (Gala)	11,000	11,000	11,000	6,532		(4,468)	8.
4801 C S Ohead recharge	1,030	1,030	773	773		1	
4800 Administration recharge	11,990	11,990	8,993	8,993		1	
Total Expenditure	24,020	24,020	20,765	12,510	-	(4,467)	
1075 Miscellaneous income	-	-	-	4,789		4,789	8.
Total Income	-	-	-	4,789	-	4,789	
Net Expenditure	24,020	24,020	20,765	7,721	-	(9,256)	

CHICHESTER CITY COUNCIL

BUDGET MONITORING
To 31st December 2023

Month: 9

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
203 Community Safety						
4140 Community Wardens	47,180	47,180	47,180	47,180		-
Total Expenditure	47,180	47,180	47,180	47,180	-	-
Net Expenditure	47,180	47,180	47,180	47,180	-	-
301 Statutory Expenses						
4148 Repairs to War Memorial	2,000	2,000	1,500	1,157		(343)
4144 Contribution to Public Conveniences	15,232	15,232	15,232	15,704		472
4150 Footpath Lighting-Energy	3,000	3,000	2,250	1,912		(338)
4151 Footpath Lighting Maintenance	2,300	2,300	2,300	3,069		769
4152 City Cemetery-Annual Contrib.	40,100	40,100	30,075	18,292	9,551	(2,232)
4153 Litten Garden maintenance	2,500	2,500	1,875	5,268		3,393
4154 St Pauls-General Maint.	500	500	375	458		83
4156 Misc Grnd Mtce & Street Furn.	500	500	375			(375)
4157 Street Naming & Signage	4,000	4,000	3,000	1,775		(1,225)
4281 Bus shelters	-	-	-	1,731		1,731
4801 C S Ohead recharge	320	320	240	240		-
4800 Administration recharge	3,720	3,720	2,790	2,790		-
Total Expenditure	74,172	74,172	60,012	52,396	9,551	1,935
Net Expenditure	74,172	74,172	60,012	52,396	9,551	1,935
401 Mayoralty						
4009 Travel and Subsistence	1,000	1,000	750	-		(750)
4020 General Expenses	1,000	1,000	750	405		(345)
4124 Free use of facilities	-	-	-	89		89
4125 Mayors Allowance	4,000	4,000	4,000	4,000		-
4130 Mayors at Home	-	-	-	12		12
4131 Mayor at Home-Christmas	2,200	2,200	1,650	2,542		892
4132 Receptions Other	1,000	1,000	750	17		(733)
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	795	795		-
4800 Administration recharge	12,400	12,400	9,300	9,300		-
Total Expenditure	31,560	31,560	26,895	26,480	-	(415)
Net Expenditure	31,560	31,560	26,895	26,480	-	(415)

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CHICHESTER CITY COUNCIL

BUDGET MONITORING
To 31st December 2023

Month: 9

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
501 Council House							
4001 Staff Costs	24,054	24,054	18,041	21,443		3,402	
4002 Employers NI	2,405	2,405	1,804	1,843		39	
4003 Employers Superannuation	5,377	5,377	4,033	4,117		84	
4012 Overtime	13,000	13,000	9,750	24,371		14,621	
4055 Professional Fees (painting restoration)	2,000	2,000	2,000	-	2,000	-	11.
4101 Publicity	1,200	1,200	900	100		(800)	
4145 Maintenance bus shelters	500	500	375	8,449	(8,449)	(375)	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	49,349		8,469	
4212 Building cleaning and windows	5,000	5,000	3,750	5,145		1,395	
4214 Electricity	8,000	8,000	6,000	2,748		(3,252)	
4215 Gas	9,000	9,000	6,750	1,846		(4,904)	
4216 General Cleaning	2,300	2,300	1,725	1,865		140	
4217 Alarm main servicing and monitoring	1,500	1,500	1,125	1,580		455	
4218 Lift Service Contract	2,900	2,900	2,900	300		(2,600)	13.
4219 Fire Equipment Service	460	460	345	-		(345)	
4209 Emergency lighting	1,500	1,500	1,125	-		(1,125)	
4210 Fire Extinguishers	1,250	1,250	938	725		(213)	
4221 Automatic Door Service	650	650	488	480		(8)	
4222 Air conditioning system service	4,500	4,500	3,375	861		(2,514)	14.
4225 Insurance	9,000	9,000	9,000	12,625		3,625	15.
4227 Licences	510	510	383	568		186	
4231 Council House Improvements	8,000	8,000	6,000	16,450	(7,272)	3,178	
4234 CCTV Maintenance Contract	400	400	300	-		(300)	
4238 Cyclical Maintenance budget	3,000	3,000	3,000	4,015		1,015	
4241 Lightning Protection R & M	180	180	135	189		54	
4242 Display Energy Certificate	400	400	300	-		(300)	
4245 Health and Safety	2,000	2,000	1,500	372		(1,128)	
4246 Wedding Expenditure	500	500	375	25		(350)	
4250 Council house equipment	1,450	1,450	1,088	3,724		2,637	
4279 Benches	-	-	-	717		717	
4283 Council Chamber Redecorations	28,000	28,000	28,000	2,895	25,105	-	16.
4284 MUGA running costs	750	750	750	-		(750)	
4291 Van running costs	1,000	1,000	1,000	1,821		821	
4306 Cil solar panels st james	-	-	-	9,999	(9,999)	-	17.
4800 Administration recharge	134,361	134,361	100,771	100,771		0	
4801 C S Ohead recharge	12,773	12,773	9,580	9,580		0	
4900 Capital Charges	39,100	39,100	29,325	29,325		0	
Total Expenditure	371,230	371,230	299,518	321,013	680	22,175	
1001 Hire Charges-Assembly Room	22,000	22,000	16,500	23,969		(7,469)	
1002 Hire Charges-Court Room	13,000	13,000	13,000	13,111		(111)	
1011 Solar Panel income	1,600	1,600	1,200	1,446		(246)	
1012 Wedding Income	1,500	1,500	1,125	1,839		(714)	
1014 CIL receipts	-	-	-	452,279	(452,279)	-	18.
1015 small screen	-	-	-	154		(154)	
1016 large screen	-	-	-	1,339		(1,339)	
1199 sale of assets	-	-	-	242		(242)	
1013 Hanging Basket	2,500	2,500	1,875	-		1,875	
1201 Recharges to other services	82,000	82,000	61,500	61,500		-	
Total Income	122,600	122,600	95,200	555,879	(452,279)	(8,400)	
Net Expenditure	248,630	248,630	204,318	(234,866)	452,959	13,775	
502 Market House							
4055 Professional Fees	2,500	2,500	-	-		-	
4801 C S Ohead recharge	110	110	83	83		1	
4800 Administration recharge	1,230	1,230	923	923		1	

CHICHESTER CITY COUNCIL

BUDGET MONITORING
To 31st December 2023

Month: 9

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
Total Expenditure	3,840	3,840	1,005	1,006	-	1
1120 Rents Received-Ground Floor	50,000	50,000	37,500	37,500	12,163	(12,163)
Total Income	50,000	50,000	37,500	37,500	12,163	(12,163)
Net Expenditure	(46,160)	(46,160)	(36,495)	(36,494)	(12,163)	(12,162)
504 City Cross						
4214 Electricity	300	300	225	239		14
4236 Reps/Maint. General	500	500	375	12		(363)
4300 City Cross Conservation	2,000	2,000	2,000	-	2,000	-
4302 Annual Maintenance of Clock	1,000	1,000	750	296		(454)
4801 C S Ohead recharge	70	70	53	53		1
4800 Administration recharge	820	820	615	615		-
Total Expenditure	4,690	4,690	4,018	1,215	2,000	(803)
Net Expenditure	4,690	4,690	4,018	1,215	2,000	(803)
505 St James Obelisk						
4236 Reps/Maint. General	100	100	100	-	100	-
Total Expenditure	100	100	100	-	100	-
Net Expenditure	100	100	100	-	100	-
506 Heritage						
4800 Administration recharge	410	410	308	308		1
4801 C S Ohead recharge	30	30	23	23		1
Total Expenditure	440	440	330	331	-	1
Net Expenditure	440	440	330	331	-	1
508 Brewery Field						
4236 Reps/Maint. General	2,500	2,500	1,500	3,071		1,571
Total Expenditure	2,500	2,500	1,500	3,071	-	1,571
Net Expenditure	2,500	2,500	1,500	3,071	-	1,571

CHICHESTER CITY COUNCIL

**BUDGET MONITORING
To 31st December 2023**

Month: 9

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
NET EXPENDITURE	47,000	66,461	(78,375)	(611,348)	450,764	(78,421)
ADJUSTMENT RE CAPITAL CHARGES	(47,000)	(47,000)	(35,250)	(35,250)	-	-
(SURPLUS)/DEFICIT	-	19,461	(113,625)	(646,598)	450,764	(78,421)

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
	<u>19,461</u>

Variances

1. The Pay award has now been agreed and paid £1,925 per employee. The initial cost of employing Agency staff has largely offset any savings from vacant posts.
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 £4,663.90. Roussilon Park grant still to be paid.
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 and officer time 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 will be transferred to reserve.
12. Bognor Road Bus shelter to be funded from earmarked reserve.
13. Underspend on lift repairs will be transferred to reserve.
14. Underspend on the air conditioning system budget will be transferred to reserve.
15. The Council House and The Cross have been valued for insurance purposes.
16. £28,000 was included in the Budget for Council Chamber redecorations. Any unspent balance will be transferred to reserve.
17. Cil solar panels at St James depot will be funded from Cil.
18. Cil receipts received total £452,279

Expenditure on Reserves

to Dec 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			
Total	22,272.00	0.00		

	£	£
Cfwd	138,660.79	
Expenditure	22,272.00	0.00
Total	116,388.79	0.00

Commitments 2023-2024

Heating TRV's	3756.4
Mayors parlour	2,521
Mayors car park	2,082
	£4,603

Commitments 2024-2025

Assembly Room lighting	12,000
Town Clerks Office - damp	5,000
External maintenance building	30,000
	47,000

Litten replace path	37,000
Council chamber refurb	
Assembly Room refurb	
Balance	£88,603

Public Realm Budget

Description	Actual Expenditure (£)	Committed Expenditure (£)	Committee	Date RESOLVED
Finger post signs	£1,330.16		Property Committee	4th July 2023
Sockets for SID	£920.00		Property Committee	4th July 2023
Cycle Racks	£354.89		Property Committee	4th July 2023
City Rangers	£0.00	£4,746.24		
Total	£2,605.05	£4,746.24		

	£	£
cfwd	36,575.00	
Actual Expenditure	-2,605.05	4,746.24
Total	33,969.95	29,223.71

= £23,000 Budget + £13,575 Bfw



LCRS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
<u>Employment of Staff</u>									
362	Professional	Lack of Training	Determine a policy for training. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc.. Encourage staff to network with other Clerks and colleagues in the area. Maintain appropriate training records.	Medium Medium	4	Regular Staff Appraisals are needed to highlight any training needs. This will be picked up as part of the review process for the new Town Clerk, later in the year.	Finance Manager	31/03/2024	<input type="checkbox"/>
<u>Open spaces</u>									
433	Environmental	Fly tipping	Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/byelaws as appropriate.	Medium Medium	4	Regularly inspect boundary gates and fences, keep boundary hedges low to maximise visibility to prevent fly tipping. Liaise with CDC/Police regarding intelligence on the movements of traveller groups to inform preventative measures.	Property & Maintenance Officer monitoring	31/03/2023	<input type="checkbox"/>
324	Environmental	Vandalism	Take reasonable action to maintain security of sites. Arrange for regular site visits. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders.	Medium Medium	4	Regularly inspect boundary gates and fences, keep boundary hedges low to maximise visibility to prevent vandalism. Liaise with CDC/Police regarding intelligence on the movements of traveller groups to inform preventative measures.	Property & Maintenance Officer monitoring	31/03/2023	<input type="checkbox"/>

Public buildings and Village hall



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
0	Physical	A pandemic	<p>Restrict access to offices to essential staff only.</p> <p>Ensure staff work from home whenever possible.</p> <p>Ensure meetings are held virtually.</p> <p>Control public access to the building to ensure appropriate social distancing.</p> <p>Implement a one-way system.</p> <p>Limit occupancy of rooms to ensure adequate social distancing.</p> <p>Ensure face masks/screens are used where adequate social distancing cannot be maintained.</p> <p>Implement Track & Trace system to record contact details of all visitors to building.</p> <p>Clean surfaces frequently with suitable disinfectant.</p> <p>Spray function rooms and public areas with a disinfectant fogger between events.</p> <p>Postpone or cancel any events that cannot be reasonably controlled or breach legislation.</p>	Medium	4	<i>The majority of the risk is out of our control; even with the measures we are taking there is still a level of risk involved.</i>	<i>Property Manager</i>	31/03/2023	<input type="checkbox"/>



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
-----	------	--------	---------	----------------------	-------	--------------------	------------------------------	-------------------

No of issues listed: **4**

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - The Mayor of Chichester, Cllr J Joy _____

Signed by responsible Finance officer - Kim Martin _____

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
 (not recorded on LCRS .



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	<input type="checkbox"/>	
										<input type="checkbox"/>

No of issues listed: 0

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - Mayor of Chichester, Cllr C Gershater _____

Signed by responsible Finance officer - Kim Martin _____

How to complete (individual risk section):

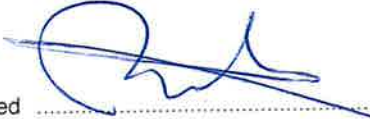
1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

Bank Reconciliation Statement as at 31/10/2023
for Cashbook 1 - Imprest Account

AGENDA ITEM 14a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/10/2023	102	16,606.18
			<u>16,606.18</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			16,606.18
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			16,606.18
		Balance per Cash Book is :-	16,606.18
		Difference is :-	0.00

Signatory 1:

Name MICHELLE CARTER Signed  Date 07/11/23

Signatory 2:

Name Kim Martin Signed  Date 15/11/23

Bank Reconciliation Statement as at 31/10/2023
for Cashbook 2 - Unity Trust Current Account

AGENDA ITEM 14a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/10/2023	125	389,240.02
			<u>389,240.02</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			389,240.02
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			389,240.02
		Balance per Cash Book is :-	389,240.02
		Difference is :-	0.00

Signatory 1:

Name RACHELLE CARTER Signed  Date 15TH NOV 23

Signatory 2:

Name LIA MARTIN Signed  Date 9TH NOV 2023

Bank Reconciliation Statement as at 30/11/2023
for Cashbook 1 - Imprest Account

AGENDA ITEM 14a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	30/11/2023	103	8,384.01
			<u>8,384.01</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			8,384.01
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			8,384.01
		Balance per Cash Book is :-	8,384.01
		Difference is :-	0.00

Signatory 1:

Name MICHELLE CARTER Signed  Date 06/12/23

Signatory 2:

Name KIM MARTIN Signed  Date 6/12/2023

Bank Reconciliation Statement as at 30/11/2023
for Cashbook 2 - Unity Trust Current Account

AGENDA ITEM 14a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	30/11/2023	126	425,832.71
			<u>425,832.71</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			425,832.71
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			425,832.71
		Balance per Cash Book is :-	425,832.71
		Difference is :-	0.00

Signatory 1:

Name Kim Martin Signed [Signature] Date 8/12/23

Signatory 2:

Name Michelle Carter Signed [Signature] Date 11/12/23

Bank Reconciliation Statement as at 31/12/2023
for Cashbook 1 - Imprest Account

AGENDA ITEM 14a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/12/2023	104	9,057.51
			<u>9,057.51</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9,057.51
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			9,057.51
		Balance per Cash Book is :-	9,057.51
		Difference is :-	0.00

Signatory 1:

Name MICHELLE CARTER Signed  Date 04/01/24

Signatory 2:

Name kim martin Signed  Date 04/01/24

Bank Reconciliation Statement as at 31/12/2023
for Cashbook 2 - Unity Trust Current Account

AGENDA ITEM 14a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/12/2023	127	343,049.56
			<u>343,049.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			343,049.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			343,049.56
		Balance per Cash Book is :-	343,049.56
		Difference is :-	0.00

Signatory 1:

Name MICHELLE CARTER Signed  Date 16/1/24

Signatory 2:

Name KIM MARTIN Signed  Date 16/1/2024

List of Payments made between 01/10/2023 and 31/12/2023

AGENDA ITEM 14b

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/10/2023	Unity Trust Current Account	Correction	8,167.65		Correct input error - wrong AC
01/11/2023	Goodrowes of Chichester Ltd	BACS05	336.52		Materials re Courtroom lightin
01/11/2023	Michelle Carter	BACS23	20.00		Eye Test Allowance - 23.10.23
01/11/2023	Canon (UK) Ltd	BACS24	197.51		Photocopier rental to 31.12.23
01/11/2023	Amazon	BACS25	37.11		HSE Health & Safety Poster x 3
01/11/2023	Recycle Southern Ltd	BACS26	176.88		Tipping waste - Allotments
01/11/2023	Vodafone Ltd	BACS27	19.32		B/band for Litten CCTV
01/11/2023	Mr S Holman	BACS28	24.68		Security fittings for ramps
01/11/2023	Chichester District Council	BACS29	55.50		Admin fee hire of NP Rd -12/11
01/11/2023	Mr G Bowen	BACS30	24.40		Flu Jab & 4pts Milk
01/11/2023	Screwfix	BACS34	221.74		Tubular Heater 80W
01/11/2023	Alison Gaudion	BACS40	13.98		Card for invitations + C/Slips
01/11/2023	WSCCU Ltd Capital	BACS41	290.10		Discretionary Grant - Sept 23
01/11/2023	Chichester Open Studios	BACS42	500.00		Discretionary Grant - Sept 23
09/11/2023	The Woodhorn Group Ltd	BACS01	38.12		Tipping of Green Waste
09/11/2023	SSE Contracting	BACS02	302.11		Gas for Council Hse - Oct 23
09/11/2023	Screwfix	BACS03	31.95		RCD Adapter & switched socket
09/11/2023	Device Doctors Repairs & Suppo	BACS04	120.00		Recycling of 5 X PC Towers
09/11/2023	S & P Tree Specialists Ltd	BACS06	740.00		Works to Tree -C/Hse car park
09/11/2023	Mr G Bowen	BACS07	11.44		Ext lead & 4pts milk
09/11/2023	Data Shredding Services Ltd	BACS31	39.00		Collect & Shred 10 x bags c/w
09/11/2023	Dyson King (Architectural Iron	BACS32	43.44		Lock barrel for back gate C/H
09/11/2023	Luna Clean	BACS33	618.60		Cleaning of C/Hse - Oct 23
09/11/2023	C Adams	BACS35	42.40		T/Rolls & Kitchen rolls
09/11/2023	Allstar	BACS36	27.30		Fuel for garden equip
09/11/2023	Chichester District Council	BACS37	320.00		Premises Licence C/Hse Oct24
09/11/2023	Amazon	BACS38	22.99		Monitor stand for pc screen
09/11/2023	Goodrowes of Chichester Ltd	BACS39	6.00		Blade sharpening chainsaw
15/11/2023	South Downs Water Co Ltd	BACS08	39.60		3 x 19L Water bottles les dep
15/11/2023	Earth Anchors Ltd	BACS09	57.54		3 x replacement locks noticebo
15/11/2023	CJS Portsmouth	BACS10	120.61		Toilet tissue, black sacks etc
15/11/2023	Covers Trade Centre Branch	BACS11	31.74		5 x post fix for Street signs
15/11/2023	Screwfix	BACS12	80.65		PPE Safety equip - Staff
15/11/2023	Amazon	BACS13	59.00		160 x Green napkins
15/11/2023	Window Flowers Limited	BACS14	849.36		Credit for 2 x h bask brackets
23/11/2023	Beaver Tool Hire	BACS15	270.65		Hire 21 x Ground guards re Gun
23/11/2023	Society of Local Council Clerk	BACS16	416.00		Membership fee - ST to Jan 24
23/11/2023	The Garrison	BACS17	337.00		Black powder & Gun fo 12.11.23
23/11/2023	South Coast Recruitment Serv T	BACS18	730.51		Agency Staff AG for Wend 19/11
23/11/2023	Vodafone Ltd	BACS19	19.32		B/Band for CCTV Litten Nov23
23/11/2023	City Electrical Factors	BACS20	179.76		LED lamps display cabinets
23/11/2023	Amazon	BACS21	626.05		72 x Wine glasses for events
23/11/2023	Screwfix	BACS22	123.29		Materials for repairs at C/Hse
04/12/2023	John Bishop	BACS01	50.00		Mayor's Constable 24/11/23
04/12/2023	Tim Smart	BACS02	50.00		Mayor's Constable - 12.11.23
04/12/2023	University of Chichester	BACS03	200.00		Hire of Orchestra - 29.11.23
04/12/2023	Sussex Estate Care Ltd	BACS04	594.00		Grass cutting -Brew Fd - Nov23

List of Payments made between 01/10/2023 and 31/12/2023

AGENDA ITEM 14b

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/12/2023	Smith of Derby Ltd	BACS05	355.20		Servicing of Cross Clock 17/11
04/12/2023	South Downs Water Co Ltd	BACS06	21.60		Water cooler rental to 19/3/24
04/12/2023	Thomas Fattorini Ltd	BACS07	39.86		Civic award medal x 3
04/12/2023	Mr S Holman	BACS08	39.98		2 x 75g Coffee
04/12/2023	City Electrical Factors	BACS09	130.50		light fittings - M/Stairs & AR
04/12/2023	Dormakaba UK Limited	BACS10	576.00		Auto door maint to 26.11.24
04/12/2023	Screwfix	BACS11	129.99		Digital humidity Meter
04/12/2023	Dean Floyd	BACS12	54.89		Materials for repairs & milk
13/12/2023	John Stone	BACS13	50.00		Mayors Constable duty 24.11.23
13/12/2023	PFI GB Sign Solutions Ltd	BACS14	214.59		Street sign-2 x The Peacheries
13/12/2023	Christie Intruder Alarms Ltd	BACS15	568.36		Removal of Abacus alarm Panel
13/12/2023	Ricara Limited	BACS16	691.71		Uniform for Staff
13/12/2023	Dyson King (Architectural Iron	BACS17	251.00		Key cutting x 3 for staff
13/12/2023	NUAIRE	BACS18	643.80		Control unit for twin fans
13/12/2023	Allstar	BACS19	89.39		Diesel for Truck - Nov 23
13/12/2023	The Woodhorn Group Ltd	BACS20	129.61		Green waste - Nov 23 Lit & StP
13/12/2023	Gravel Lane Garage Services Lt	BACS21	572.12		MOT & Service Tip Truck
13/12/2023	Katie Coffey	BACS22	16.25		Biscuits for Community event
13/12/2023	Covers Trade Centre Branch	BACS23	50.07		Wood & sand for St Signs
13/12/2023	S & P Tree Specialists Ltd	BACS24	420.00		Remove branches St P Church
13/12/2023	Luna Clean	BACS25	618.60		Cleaning C/Hse - Nov 23
13/12/2023	Chichester Enterprises Ltd	BACS26	30.84		Business cards for staff x 600
13/12/2023	C Brewer & Sons Ltd	BACS27	201.79		Painting materials for C/Hse
13/12/2023	Chichester City Band	BACS37	300.00		Gold Band Sponsorship 2024
14/12/2023	The Royal British Legion Poppy	300594	165.00		7 x Poppy Wreaths for 2024
20/12/2023	Society of Local Council Clerk	BACS28	144.00		Qual fee for GB - ILCA
20/12/2023	Screwfix	BACS29	155.95		Laser measure & 4 x Dust sheet
20/12/2023	Ricara Limited	BACS30	275.48		Staff Uniform
20/12/2023	Smye-Rumsby Ltd	BACS31	135.60		Hire of 10 x Walkie Talkies RS
20/12/2023	Thomas Fattorini Ltd	BACS32	29.85		Ribbon - Mayor's badge
20/12/2023	Mrs Kim Martin	BACS33	11.65		Milk & Refreshments
20/12/2023	Pyrotec Protection t/a Coastli	BACS34	870.00		Fire extinguisher servicing
20/12/2023	R J Lifts Group Ltd	BACS35	360.00		Lift Servicing contract
20/12/2023	Andrew Watson	BACS36	70.82		Materials, Paint & Kettle
31/12/2023	Unity Trust Bank	DD	18.00		Service Charge
Total Payments			25,716.32		

List of Payments made between 01/10/2023 and 31/12/2023

AGENDA ITEM 14b

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/10/2023	Renault Finance	DD01	30.00		Yr 2 - Battery Lease for E Van
02/10/2023	O2 - Telephonica UK Ltd	DD10	18.00		Staff mobile +Hot spot Sim
05/10/2023	Mr G King	BACS01	85.33		Olive Tree - Jnr Mayor day 23
05/10/2023	Dyson King (Architectural Iron	BACS02	124.86		2 x padlock + 4 x keys - Allot
05/10/2023	Screwfix	BACS03	363.84		Drill bits 16 x 260mm
05/10/2023	Covers Trade Centre Branch	BACS04	38.09		Postfix bags x 6 for signs
05/10/2023	South Coast Recruitment Serv T	BACS05	897.12		Agency staff - AG -w/e 01/10
05/10/2023	Sussex Estate Care Ltd	BACS06	396.00		Grass cut x 2 Sep23 - Brew Fie
05/10/2023	Amazon	BACS07	41.96		Ink Cartridge + 2xpk Highlight
05/10/2023	The Dean & Chapter Of Chichester	BACS08	500.00		Ann contrib Bell Tower clock
05/10/2023	Allstar	BACS09	99.28		Fuel for Truck - Sep 23
05/10/2023	Voxit Limited	BACS10	720.00		Ann Website maint to 30.09.24
05/10/2023	Luna Clean	BACS11	618.60		Cleaning Coun Hse - Sep 23
06/10/2023	CRG Direct Ltd	BACS29	1,800.00		Install Solar panels St J dep
06/10/2023	Oliver Bonas Ltd	BACS30	5,425.00		Refund income rec'd in error
13/10/2023	City Electrical Factors	BACS12	0.60		Credit - 3 x lamps for lights
13/10/2023	Tim Smart	BACS13	50.00		Mayor's Const Duty - 08.10.23
13/10/2023	Pestforce	BACS14	80.00		Wasps treatment - St J Allot
13/10/2023	Chichester Festival Theatre	BACS15	25.00		Tour CFT - 11.10.23 Jnr Mayor
13/10/2023	C Adams	BACS16	21.89		Biscuits - events + post F/rol
13/10/2023	Sussex Rural Community Council	BACS17	144.00		Advisory serv subs to Oct 2024
13/10/2023	Terry's Place	BACS18	500.00		Discretionary Grant - Sept 23
13/10/2023	Chichester Symphony Orchestra	BACS19	500.00		Discretionary Grant - Sept 23
13/10/2023	Screwfix	BACS20	15.99		Cable ties Pk of 100 - R/Sund
13/10/2023	South Coast Recruitment Serv T	BACS21	839.45		Agency staff - AG w/end 08/10
13/10/2023	St Barnabas Hospices (Sussex)	BACS22	500.00		Discretionary Grant - Sept 23
13/10/2023	John Bishop	BACS23	50.00		Mayor's Const Duty - 08.10.23
13/10/2023	Think 18	BACS24	500.00		Discretionary Grant - Sept 23
13/10/2023	Mrs Kim Martin	BACS25	30.00		Stools for Staff Kitchen x 2
13/10/2023	Amazon	BACS26	25.64		Desk Diary 2025 - Front desk
16/10/2023	Chichester District Council	DD03	4,778.00		NND Rates 2023-24
16/10/2023	Chichester District Council	DD04	101.30		BID Levy 2023-24
16/10/2023	Vodafone Ltd	DD05	55.99		B/Band C/Hse & St J - Sep23
16/10/2023	British Telecommunications PLC	DD11	66.20		Redcare & Alarm line to 31/12
16/10/2023	British Telecommunications PLC	DD12	45.47		Lift Emerg Line to 31/12/23
16/10/2023	British Telecommunications PLC	DD13	344.14		Phone line Qtly rent & calls
19/10/2023	West Walls Residents Associati	BACS27	500.00		Discretionary Grant - Sep 2023
19/10/2023	Kingsham Area Action Group	BACS28	500.00		Discretionary Grant - Sep 2023
19/10/2023	Imprest Account	TRANSFER	10,000.00		TRANSFER
19/10/2023	Traditional Stone Restoration	BACS31	1,370.02		Repairs to War Memorial - Vand
19/10/2023	Baquis	BACS32	3,000.00		Reinstatement Valuations - 202
19/10/2023	Drax	DD07	370.97		Elec - Council Hse - Sep 23
20/10/2023	Chichester District Council	DD08	107.60		Refuse & recycling Sep 23
23/10/2023	CRG Direct Ltd	BACS33	4,800.00		2nd Instal - St J Solar panels
23/10/2023	Barclaycard	DD	576.27		Barclaycard Oct 2023
24/10/2023	Pitney Bowes Ltd	DD09	90.71		Qtly Rent/Maint P/Copier
24/10/2023	SQUARE	SQ4	7.42		Square Fees

List of Payments made between 01/10/2023 and 31/12/2023

AGENDA ITEM 14b

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/10/2023	Drax	DD06	19.38		Elec - St Lighting 1 - Sep 23
31/10/2023	Renault Finance	DD02	30.00		Yr 2 - Battery Lease for E Van
01/11/2023	O2 - Telephonica UK Ltd	DD14	10.18		Mobile phone - CA - Oct 23
02/11/2023	West Sussex County Council	BACS06	31,956.24		Payroll Admin to 30.09.23
02/11/2023	Stephen Holmes Ltd	BACS08	3,474.00		Building fabric survey C/Hse
02/11/2023	South Coast Recruitment Serv T	BACS11	1,025.28		Agency Staff - AG w/end 22/10
02/11/2023	CRG Direct Ltd	BACS12	5,399.00		Final - Solar PV & Store St J
06/11/2023	Business Stream	DD07	152.16		Water-8.07-7.10.23 - PFm Allot
06/11/2023	Business Stream	DD09	314.16		Water-8.07-7.10.23 - StJ Allot
06/11/2023	Business Stream	DD10	424.60		Water-9.07-8.10.23 - StP Allot
09/11/2023	GW Shelter Solutions Ltd	BACS01	13,444.80		Install Bus shlt Sw Dv
09/11/2023	Shaw and Sons Ltd	BACS02	1,043.94		Calligraphy in ROH book etc
09/11/2023	South Coast Recruitment Serv T	BACS03	1,191.89		Agency staff-AG w/end 29/10
09/11/2023	South East Employers	BACS04	1,695.01		Consultation -varying workhrs
15/11/2023	Chichester District Council	DD02	4,778.00		NND Rates 2023-24
15/11/2023	Chichester District Council	DD03	101.30		BID Levy 2023-24
15/11/2023	Vodafone Ltd	DD04	53.73		B/Band C/hse & St J + Phone St
20/11/2023	Drax	DD12	200.60		Elec -Oct 23 Unmetered supply
20/11/2023	Drax	DD13	702.17		Elec - Oct 23 - C/Hse
21/11/2023	Craig Gershater	BACS05	2,000.00		2nd half Mayoral allow 23/24
21/11/2023	South Coast Recruitment Serv T	BACS10	10,529.46		Placement fee for AW 06.11.23
21/11/2023	Business Stream	DD08	549.28		Water-24.07-23.10.23 - K Allot
21/11/2023	Business Stream	DD11	109.23		Water-24.07-23.10.23 - W Allot
21/11/2023	Barclaycard	DD	1,343.94		Barclaycard Nov 2023
22/11/2023	Sqaure	SQUARE	0.96		Square Fees
24/11/2023	Chichester District Council	BACS07	9,351.76		50% Chi Cemetery run cost Qt2
24/11/2023	Thunder Audio	BACS09	2,550.00		Audio system services -12/11
27/11/2023	Chichester District Council	DD05	107.60		Refuse & Recycling - Oct 23
28/11/2023	Business Stream	DD06	503.58		Water - 23.07-30.10.23 - C/Hse
30/11/2023	Renault Finance	DD01	30.00		Yr 2 - Battery Lease for E Van
04/12/2023	South Coast Recruitment Serv T	BACS01	6,468.48		Agency Perm Placement- AG
04/12/2023	SJI Food & Service	BACS02	2,100.00		Bal for Catering - 29.11.23
04/12/2023	Aspect Electrical Contractors	BACS03	1,719.00		Carry out C2 & F1 works C/Hse
04/12/2023	West Sussex County Council	BACS04	30,938.63		November 23 Salaries
04/12/2023	O2 - Telephonica UK Ltd	DD03	18.00		Staff mobile phones x 2
08/12/2023	Observer	DD04	70.72		Annual Subsc - Chi Observer
12/12/2023	Imprest Account	TRANSFER	10,000.00		Transfer
13/12/2023	Screwfix	BACS05	1,395.15		Multi Tool kit & Resin
13/12/2023	Knight Fencing Ltd	BACS06	2,070.00		Supply & Install Gates StJAll
13/12/2023	Window Flowers Limited	BACS07	4,212.00		Winter Planters in City x 13
13/12/2023	Chichester District Council	BACS08	28,219.50		Election admin for May 2023
14/12/2023	Vodafone Ltd	DD05	44.34		B/Band St J & C/Hse-Nov23
15/12/2023	Chichester District Council	DD08	107.60		Refuse & Recycling Nov23
15/12/2023	Chichester District Council	DD09	101.30		BID Levy 2023-24
15/12/2023	Chichester District Council	DD10	4,778.00		NND Rates 2023-24
19/12/2023	Drax	DD06	165.47		Elec -Unmetered Supply - Nov23
19/12/2023	Square	TRANS	19.68		Square Fees

Unity Trust Current Account

List of Payments made between 01/10/2023 and 31/12/2023

AGENDA ITEM 14b

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/12/2023	Chichester Community Developme	BACS09	5,000.00		New Homes Bonus
20/12/2023	Chichester Harbour & Selsey Se	BACS10	3,679.00		New Homes Bonus
20/12/2023	Amazon	BACS11	1,169.86		Double sided 3M tape x 2
20/12/2023	Drax	DD07	914.70		Elec - C/Hse Nov 23
21/12/2023	Barclaycard	DD	1,329.40		December Barclaycard payment
29/12/2023	Unity Trust Bank	DD01	2.60		Manual handling charge-credits
31/12/2023	Unity Trust Bank	DD02	41.85	Bank Service charge	Unity Trust Bank
Total Payments			<u>238,812.27</u>		

PAYMENTS MADE BY BARCLAYCARD
ANALYSIS OF STATEMENTS FOR OCTOBER, NOVEMBER AND DECEMBER 2023

Date	Supplier	Detail	Net £	VAT £	Total £
15/09/2023	Zoom	Zoom	38.96	7.79	46.76
25/09/2023	Boots	flu jab	16.63	3.33	19.95
25/09/2023	Boots	flu jab	16.63	3.33	19.95
28/09/2023	TLC Direct	LED emergency pack	30.78	6.16	36.93
04/10/2023	123 Reg Ltd	Domain name	3.17	0.63	3.80
11/10/2023	Starline	Junior mayor	50.00	10.00	60.00
11/10/2023	Spires	Junior mayor	31.21	6.24	37.45
18/09/2023	TLC Direct	LED emergency pack	80.34	16.07	96.41
13/10/2023	WSCC	Edes house	100.00	20.00	120.00
14/10/2023	Paperstone	paper roll	69.98	14.00	83.98
15/10/2023	Master of malt	Pussers	42.53	8.51	51.04
		Total for October 2023	480.22	96.05	576.27
16/10/2023	Boots	Covid tests	65.67	13.13	78.80
25/09/2023	NISBETS	Tablecloths	232.60	46.52	279.12
25/09/2023	Halfords	Electric vehicle service	183.33	36.67	219.99
28/09/2023	Aldi	Remembrance Sunday	47.49	9.50	56.99
04/10/2023	Metals4U	stainless steel for wall	57.08	11.42	68.50
11/10/2023	Now lighting	LED lighting	25.01	5.00	30.01
11/10/2023	Spotted Penquir	Desk	245.00	49.00	294.00
18/09/2023	Ikea	40 mugs	88.33	17.67	106.00
13/10/2023	Zoom	zoom	38.97	7.79	46.76
14/10/2023	Currys	Heater	19.99	4.00	23.99
15/10/2023	Workplace Dep	car cable mat	116.48	23.30	139.78
		Total for November 2023	1119.95	223.99	1343.94
15/11/2023	Zoom	zoom	38.97	7.79	46.76
25/09/2023	Eventbrite	membership	6.66	1.33	7.99
25/09/2023	M&S	groceries	3.75	0.75	4.50
28/09/2023	Haberdashery	Ribbon	6.25	1.25	7.50
04/10/2023	sum up	machine	54.00	10.80	64.80
11/10/2023	Alliance disposa	filter boiler	70.00	14.00	84.00
11/10/2023	Tesco	Groceries	215.69	43.14	258.83
18/09/2023	Robert Dyas	door bell	23.73	4.75	28.48
13/10/2023	Amazon	tools	9.64	1.93	11.57
30/11/2023	2start training	PASMA training DF	166.67	33.33	200.00
14/10/2023	AAT	membership	153.33	30.67	184.00
15/10/2023	CFGC	Mayor cards	12.48	2.50	14.97
22/11/2023	SLCC	Membership	346.67	69.33	416.00
		Total for November 2023	1107.83	221.57	1329.40
Total for October, November and December 2023			2,708.00	541.60	3,249.61