



Chichester City Council

MEETING OF THE CITY COUNCIL

TO THE MEMBERS OF THE CITY COUNCIL

MEMBERS ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE COUNCIL OF THE CITY OF CHICHESTER TO BE HELD AT 7.00PM ON WEDNESDAY 28 FEBRUARY 2024 IN THE COUNCIL CHAMBER, THE COUNCIL HOUSE, NORTH STREET, CHICHESTER

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Town Clerk
21 February 2024

THOUGHT FOR THE DAY

Mayor's Chaplain to share their thought for the day

Agenda

1. **APOLOGIES FOR ABSENCE**
To receive and approve apologies and reasons for absence from members of the Council.
2. **DISPENSATION REQUESTS**

To approve the dispensation requests received, if any, since the last Meeting of Council.

Copies attached or to follow, if applicable.
3. **DECLARATIONS OF INTEREST BY MEMBERS OF THE CITY COUNCIL IN MATTERS ARISING ON THE AGENDA FOR THIS MEETING**
4. **MINUTES OF COUNCIL**
To approve and sign as a correct record the minutes of the Meeting of Council held as follows:
 - [Minutes – Meeting of Council – 20 December 2023](#)
5. **UPDATES ON ACTIONS FROM THE PREVIOUS MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**
 - **Minute 65 – Mayor to write to West Sussex County Council regarding the issues of flooding of the highways in Chichester**

To note that a letter has been sent to West Sussex County Council and a response received (copy attached).

- **Minutes 67a and 67b – Correction of personal pronouns**

To note that the personal pronouns were corrected as requested at the meeting of the Planning and Conservation Committee held on 1 February 2024 and are scheduled to be corrected at the meeting of the Community Affairs Committee to be held on 4 March 2024.

- **Minute 67(b)i – Preserving Priory Park Motte**

Working Group representatives to give a verbal update.

- **Minute 67(c)ii – Portico Feasibility Study Working Group**

To note that the Property Sub-Committee resolved to form the group at their meeting held on 24 January 2024 and that membership and an initial meeting date were to be agreed.

- **Minute 67(c)iii – Application for planning consent for solar panel upgrades**

Town Clerk to give a verbal update

- **Minute 67(c)iv – Replacement of Old Courtroom rooflight**

To note that the Finance Committee resolved to proceed with the Officer recommendation at their meeting held on 6 February 2024 (minute 86a refers).

- **Minute 68 – Call a meeting of the Working Group to investigate City Council support for the wider charity and voluntary sector.**

Town Clerk to give a verbal report.

- **Minute 70 – set up self-service printing station for Councillors.**

To note that this has been actioned.

6. **MAYOR'S ANNOUNCEMENTS**

7. **PUBLIC QUESTIONS**

To answer questions (if any) from members of the public being residents of the City pursuant to Appendix 1 of Chichester City Council's Standing Orders (September 2020).

8. **MINUTES OF COMMITTEES**

a) **Planning and Conservation Committee**

- [Minutes – Planning and Conservation Committee – 1 February 2024](#)

b) **Finance Committee**

- [Minutes – Finance Committee – 6 February 2024](#)

To note the minutes of the Property Sub-Committee held on 24 January 2024

- [Minutes – Property Sub-Committee – 24 January 2024](#)

9. **CHICHESTER COMMUNITY “BIG HOOSE” PROJECT**

Mr Richard Plowman from Second Chance Chichester to give a presentation (*report attached*)

10. **COMMITTEE AND COUNCIL TERMS OF REFERENCE AND DELEGATION OF AUTHORITY**

To consider the recommendations of the Terms of Reference and Scheme of Delegation Working Group meetings held on 11 January and 2 February 2024 (*report attached*).

11. **CHICHESTER CITY COUNCIL GRANTS**

To consider the recommendations of the Grants Funding Criteria Working Group (*report attached*)

12. **CITY COUNCIL PLAN**

To consider the feedback received from the public consultation and decide future actions (*report to follow*).

13. **CHICHESTER DISTRICT COUNCIL INFRASTRUCTURE BUSINESS PLAN**

Deputy Town Clerk to report (*extract attached – full documents available electronically*)

14. **CALENDAR OF MEETINGS 2024-2025**

Town Clerk to report (*draft calendar attached*)

15. **CHICHESTER CITY COUNCIL PRESS AND MEDIA POLICY**

To review the City Council's press and media policy (*copy attached or to follow*).

16. **REVIEW OF VARIABLE DIRECT DEBITS, STANDING ORDERS AND ONLINE BANKING ARRANGEMENTS**

Deputy Town Clerk to report (*report attached*)

17. **RISK MANAGEMENT ACTION PLAN**

To note that the Finance Committee had reviewed the Risk Management Action Plan and that no items had been flagged for action (6 February 2024, minute 84 refers).

18. **TO NOTE WRITTEN REPORTS AS FOLLOWS:**

- From City Council representatives on outside bodies
- From Chichester City Councillors regarding their ward activities
- From Chichester District and West Sussex County Councillors in Chichester wards or divisions

Reports attached if available. Reports received after publication of the agenda will be circulated after the meeting.

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

20. **COMMON SEAL**

The filming, photographing and recording of City Council meetings is now permitted by those members of the press and public attending. This includes the use of mobile devices by those using social media. It would be appreciated if anyone who wishes to do this could let the Chairman know before the meeting commences. However, these provisions will not apply on occasions where the press and public are excluded from the meeting when confidential matters are discussed.

It is requested that discretion is exercised and nothing done to disrupt or distract the meeting in any way. The Chairman will reserve the right to request that filming/recording ceases if it is having a detrimental effect upon the meeting. If you do not wish to be filmed then please let the Chairman know so that alternative arrangements can be made.