



Chichester City Council

FINANCE COMMITTEE

Minutes

- Date** 6 February 2024
- Time** 5.30pm – 7.05pm
- Location** The Council Chamber - The Council House • North Street • CHICHESTER • West Sussex • PO19 1LQ
- PRESENT:** Councillors Scicluna (Chairman), Kondabeka, Loxton, Quail and Vivian. Councillor Pramas joined the meeting at 5.45pm
- EX-OFFICIO:** The Mayor (Councillor C Gershater), Councillor Apel (Chairman of the Community Affairs Committee), Councillor Butler (Chairman of the Planning and Conservation Committee)
- ALSO IN ATTENDANCE:** Town Clerk, Deputy Town Clerk (Responsible Financial Officer)

77. APOLOGIES FOR ABSENCE

The Committee **RESOLVED** to accept and approve apologies and reasons for absence from the meeting from the Deputy Mayor, Councillor Corfield and Councillor Moore.

78. DECLARATIONS OF INTEREST BY MEMBERS OF THE COMMITTEE IN MATTERS ON THE AGENDA FOR THIS MEETING

No additional declarations were received.

79. MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 11 DECEMBER 2023

The Committee **RESOLVED** that the minutes of the meeting held on 11 December 2023 be approved and signed by the Chairman as a correct record.

80. 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)**

The Chair advised that this would be discussed in closed session under agenda item 17.

- b) **Update of actions from Full Council meeting of 20 December 2024**

Discussed and agreed under minute 63.

viii) **Air conditioning system**

Noted that this would be discussed under agenda item 10d.

ix) **St Pauls Allotment tree line**

It was reported that the work had been ordered and would be completed shortly.

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)**

Noted that the Town Clerk had circulated the reminder as agreed.

d) **Prepare and publish the Council Plan 2024-2029 for formal public consultation (minute 70 refers)**

Noted that the Council Plan had been published and fliers distributed to most households in Chichester.

Members were reminded that the consultation had been extended to 14 February 2024 and that 304 responses had been received to date.

e) **City Council investments**

The Deputy Town Clerk gave Members a verbal update on her discussions with Arlingclose Treasury Advisers and recent advice received from our Accounts advisor on various investment options.

The Committee discussed the constraints regarding capital and revenue funds and investment types.

The Committee **RESOLVED** to have a special meeting to consider issues related to investment of Council Reserves.

Councillor Pramas joined the meeting.

81. **REVENUE BUDGET MONITORING TO END DECEMBER 2023**

The RFO outlined the reasons for budget variances, which were listed on the budget monitoring report.

The Committee **RESOLVED** to form a Business Plan Sub Committee to oversee the results of the business plan consultation and ongoing development and monitoring of the final plan.

82. **EARMARKED RESERVES**

The RFO gave an overview of Earmarked Reserves.

83. **PUBLIC REALM PROJECTS**

Members noted the update in the Deputy Town Clerk's report. The Deputy Clerk advised that the budget was underspent largely due to the hiatus in the City Ranger Service for much of the year.

84. **RISK MANAGEMENT ACTION PLAN**

The Deputy Clerk advised that all risk management issues on the Action Plan from the previous year had been addressed. This year no items had been flagged for action.

Councillors expressed concern that risks to staff of cleaning up human waste in the Council House Portico and Car Park should be specifically noted and addressed. The Deputy Clerk invited Committee members to review the full risk register in her office and noted the need to create a specific risk for this issue.

The committee requested that the Town Clerk enquire from CDC waste services what they would charge to take on this service.

The Deputy Clerk advised that we have asked the Internal Auditor to spot check the risk management plan to ensure it is robust.

85. **ANNUAL PARISH MEETING**

The Town Clerk summarised the legal position regarding the Annual Parish meeting and outlined her suggestions for changing the format should the Council wish to call one to make it a more inclusive event involving inviting local voluntary groups to promote their work with the Chichester community.

Committee **RESOLVED NOT** to call an annual parish meeting this year and instead to hold a public engagement meeting with residents in the autumn to communicate progress against the Council Plan.

86. **PROPERTY SUB-COMMITTEE MINUTES**

The Committee **NOTED** the minutes of the Property Sub-Committee meeting held on 24 January 2024

Members then considered 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.

Committee **RESOLVED** to accept the recommendation

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.

Committee **RESOLVED** to accept the recommendation

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.

Committee **RESOLVED** to accept the recommendation

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.

Committee **RESOLVED** to accept the recommendation

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.

Committee **RESOLVED** to accept the recommendation

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.

Committee **RESOLVED** to accept the recommendation

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.

Committee **RESOLVED** to accept the recommendation

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.

Committee **RESOLVED** to accept the recommendation

87. CHICHESTER PRIDE

The Committee considered the request from the BID and Chichester Pride to fly the Pride flag in support of their event.

Committee **RESOLVED** to fly the Pride flag for Chichester Pride weekend on 25th – 26th May.

The Committee then considered the request to light the Council House and the Cross in rainbow colours for the weekend of 25th – 26th May.

Committee **RESOLVED** to light the Council House and the Cross in rainbow colours for the weekend of 25th – 26th May

Councillor Pramas requested that flying the Pride flag for the entire month of June be put on the agenda for consideration at the next appropriate committee meeting.

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

Committee **RESOLVED** to offer free use of the Assembly Room between the hours of 9.30am and 4.30pm on 16th February 2024.

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

The Committee considered the report from the Deputy Clerk and agreed that the issue would be brought back to Council for further consideration later in the year.

The Mayor left the meeting at 6.45pm

90. **ITEMS FOR INFORMATION ONLY**

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

RESOLVED to note the monthly reconciliations with evidence of bank statements until end of December 2023.

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

RESOLVED to note the list of receipts and payments made for October, November and December 2023.

c) LIST OF BARCLAYCARD PAYMENTS FOR OCTOBER, NOVEMBER AND DECEMBER 2023

RESOLVED to note the list of Barclaycard payments made for October, November and December 2023.

91. **ITEMS FOR INCLUSION ON THE NEXT AGENDA**

None

92. **TENDERS FOR CITY CENTRE FLORAL PLANTING**

Following an open tender process for the hanging baskets and City Centre planters, one response had been received.

A proposal for the Hanging Baskets and Planters had been received for £22,605.

A proposal for renovating and replanting the two central beds and maintaining a summer and winter planting scheme had been provided for £10,045.

Committee **RESOLVED** to recommend to Council to accept the tender and **in addition** to **RECOMMEND** to full Council that all six Cathedral beds be included in the scheme, with the project costs to be funded from CIL receipts.

93. **PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960**

RESOLVED that the public and press be excluded from the meeting for agenda item 17 due to the nature of the business to be transacted, namely confidential business matters.

94. **THE MARKET HOUSE**

The Committee considered the confidential report outlining the proposed lease changes and fee arrangements.

The Committee **RESOLVED NOT TO** accept the proposal outlined in the confidential report.

95. DATE OF NEXT ORDINARY MEETING

DATE OF NEXT ORDINARY MEETING: TUESDAY 2nd APRIL 2024

The meeting closed at 19.04pm

ACTIONS ARISING FROM THIS MEETING

Minute ref.	Agreed action	Assigned for action to
81	To form a Business Plan Sub Committee	Clerk to send out terms of reference and arrange meeting.
87	To ensure the Pride Flag is flown for the weekend of 25-26 th May 2024	Property Manager
87	To ensure the Council House and Cross are illuminated in Rainbow Colours for the weekend of 25 th -26 th May 2024	Property Manager
88	To advise St Wilfrids of the decision regarding Free Use of the Assembly Room on 16 th February 2024.	Front of House Manager
89	To present updated costings for the City Centre Floral Planting Scheme to Council for approval on 28 th Feb 2024	Deputy Clerk
94	To advise the current Market House leaseholder of the Committee decision.	Deputy Clerk