

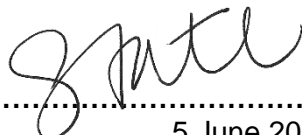


Chichester City Council

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 11 JUNE 2024**


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5 June 2024

1. **ELECTION OF CHAIR FOR 2024-2025**

2. **APPOINTMENT OF VICE-CHAIR FOR 2024-2025**

3. **APOLOGIES FOR ABSENCE**

To receive and approve apologies and reasons for absence from members of the Committee.

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

5. **SUB-COMMITTEES AND WORKING GROUPS REPORTING TO THE FINANCE
COMMITTEE**

To confirm membership of the following:

- Property Sub-Committee
- Personnel Sub-Committee
- Business Plan Sub-Committee

6. **MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 2 APRIL 2024**

To note Councillor Moore as absent from the meeting of the Finance Committee held on 2 April 2024.

To approve and sign as a correct record the minutes of the Finance Committee meeting held on 2 April 2024.

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

- a) **Minute 103b - Order to be placed with Impact Geotechnical in the 2024-2025 financial year for the retesting of the allotment plots previously designated as contaminated.**

To note that the test results have been received, that the plots must remain out of use for in-the-ground planting and that the Property Maintenance Manager had been asked to prepare costings for bringing all 17 plots up to a safe standard

through installing raised beds and report back to the next Property Sub-Committee meeting.

- b) **Minute 104 - Quotes to be obtained for the provision of internal audit services by external companies and an options report to be presented at the next meeting of the Finance Committee.**

To be discussed under agenda item 15

8. **PROPERTY SUB-COMMITTEE**

To receive and note the minutes of the Property Sub-Committee meetings held as follows:

- 17 April 2024
- 14 May 2024

9. **PERSONNEL SUB-COMMITTEE**

- a) To receive the minutes of the Personnel Sub-Committee meeting held on 5 June 2024

Recommendations from the meeting held on 5 June 2024 will be discussed under agenda item 27.

10. **COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE**

Deputy Town Clerk to report (*report attached*)

11. **STATEMENT OF ACCOUNTS 2023-2024**

Recommendation to Full Council on Wednesday 26 June 2024 for approval and signing of the Statement of Accounts.

(*Copy attached*)

12. **BUDGETS TO BE CARRIED FORWARD FROM 2023/2024 AND BUDGETS TRANSFERRED TO RESERVES**

(*Copy attached*)

13. **INTERNAL CONTROL POLICY**

(*Copy attached*)

14. **INTERNAL AUDIT**

- Annual Internal Audit report – 2023/2024
- Annual Internal Audit report (AGAR) – 2023/2024

Deputy Town Clerk to report (*copy attached*)

15. **PROVISION OF INTERNAL AUDIT SERVICES 2024-2025**

Deputy Town Clerk to report (*report attached*)

16. ANNUAL GOVERNANCE STATEMENT (Part 1 of the Annual Return)

Recommendation to Full Council on Wednesday 26 June 2024 for approval and signing.

(Copy attached)

17. ACCOUNTING STATEMENTS (Part 2 of the Annual Return)

Recommendation to Full Council on Wednesday 26 June 2024 for approval and signing.

(Copy attached)

18. INVESTMENT REGISTER

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

19. CITY COUNCIL FINANCIAL REGULATIONS

To review and adopt new Financial Regulations for the City Council as based on the National Association of Local Councils 2024 standard model.

Deputy Town Clerk to report *(report attached)*

20. FINANCE COMMITTEE MEETING DAYS AND TIMES

To agree the weekday and start times of the Finance Committee meetings for the remainder of 2024-2025.

21. ROOM HIRE RATES AT THE COUNCIL HOUSE

- a) To consider a recommendation to change room hire rates to hourly as part of the move to an online room booking system.
- b) To review the current "special" room hire rates for charities and other organisations.

Deputy Town Clerk to report *(report attached)*

22. SUBSISTENCE ALLOWANCES

To consider adopting the subsistence allowances as approved by Chichester District Council, effective from April 2024.

(Copy attached)

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

- a) **MONTHLY RECONCILIATION WITH EVIDENCE OF BANK STATEMENTS FOR FEBRUARY AND MARCH 2024**
- b) **LIST OF PAYMENTS MADE FOR FEBRUARY AND MARCH 2024**
- c) **LIST OF BARCLAYCARD PAYMENTS FOR FEBRUARY AND MARCH 2024**

24. ITEMS FOR INCLUSION ON THE NEXT AGENDA

25. DATE OF NEXT ORDINARY MEETING

DATE OF NEXT ORDINARY MEETING: Tuesday 10 September 2024

26. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Proposal to resolve that the public and press be excluded from this meeting for agenda item 27 due to the nature of the business to be transacted, namely confidential personnel matters.

27. PERSONNEL SUB-COMMITTEE MEETING HELD ON 5 JUNE 2024

To consider the recommendations from the Sub-Committee.

To: Members of the Finance Committee
Councillors Corfield, Loxton, Miall, Pramas, Scicluna and Squire

Ex Officio:
The Mayor (Councillor Quail)

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.