



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 6.00PM ON WEDNESDAY 26 JUNE 2024 IN THE COUNCIL CHAMBER, THE COUNCIL HOUSE, NORTH STREET, CHICHESTER

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Town Clerk  
20 June 2024

### Agenda

1. **APOLOGIES FOR ABSENCE**

To note apologies received from Members of the City Council.

2. **DISPENSATION REQUESTS**

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

Copies attached or to follow.

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 – Annual Meeting of Council – 15 May 2024](#)

5. **MAYOR'S ANNOUNCEMENTS**

6. **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).

7. **MINUTES OF COMMITTEES**

a) **Planning and Conservation Committee**

- [Minutes – Planning and Conservation – 25 April 2024](#)
- [Minutes – Planning and Conservation – 8 May 2024 \(Special meeting\)](#)
- [Minutes – Planning and Conservation – 23 May 2024](#)
- Minutes – Planning and Conservation – 20 June 2024 – *link to follow*

b) **Community Affairs Committee**

- [Minutes – Community Affairs – 3 June 2024](#)

c) **Finance Committee**

- [Minutes – Finance Committee – 11 June 2024](#)

To consider the following recommendations:

- **Minute 12 – Statement of Accounts – 2023-2024**

RECOMMENDED to Full Council on 26 June 2024 that the Statement of Accounts 2023/2024 be approved and signed by the Mayor and RFO.

- **Minute 13 – Budgets to be carried forward from 2023-2024 and budgets transferred to reserves.**

Members RESOLVED to approve the transfers as reported and RECOMMENDED to Full Council on the 26 June 2024 that the carry forward of the budgets to financial year 2024-2025 and the transfer of funds to the general and earmarked reserves be agreed as per the RFO's recommendation.

- **Minute 14 – Internal Control Policy**

It was RECOMMENDED to Full Council on 26 June 2024 that the Internal Control Policy be adopted and signed by the Mayor and the RFO.

- **Minute 15b – Annual Internal Audit Report (AGAR) – 2023-2024**

Committee noted the receipt of the Annual Internal AGAR report for 2023-2024 and RECOMMENDED to Full Council on 26 June 2024 that it be approved for the AGAR submission.

- **Minute 17 – Annual Governance Statement (Part 1 of the Annual Return)**

RESOLVED TO RECOMMEND to Full Council on Wednesday 26 June 2024 that the Annual Governance Statement (Part 1 of the Annual Return) 2023/2024 be approved and signed by the Mayor and the Town Clerk

- **Minute 18 – Annual Statements (Part 2 of the Annual Return)**

RESOLVED TO RECOMMEND to Full Council on 26 June 2024 that the Accounting Statements (Part 2 of the Annual Return) 2023/2024 be approved and signed by the Mayor and the Responsible Finance Officer.

- **Minute 20 - City Council financial regulations**

To be discussed under agenda item 8.

**Property Sub-Committee**

- To note the minutes of the meeting held on 13 May 2024

**Personnel Sub-Committee**

- To note the minutes of the meeting held on 5 June 2024

**8. CITY COUNCIL FINANCIAL REGULATIONS**

To consider the recommendation to Council made at the meeting of the Finance Committee held on 11 June 2024 and the updated report from the Responsible Financial Officer.

*Minute 20 refers - RECOMMENDED to Full Council on 26 June 2024 that the City Council Financial Regulations (June 2024), as circulated with the agenda, be approved and adopted.*

Deputy Town Clerk/RFO to report (*revised City Council Financial Regulations attached*)

**9. ANNUAL INTERNAL AUDIT REPORT 2023-2024**

Further to Minute 15a of the Finance Committee meeting held on 11 June 2024, to adopt and approve the revised Annual Internal Audit Report for 2023-2024 following a request for clarification of the wording of one of the points of the report.

Deputy Town Clerk to report (*revised Annual Internal Audit Report 2023-2024 attached or to follow*)

**10. DIVERSITY TRAINING FOR MEMBERS**

Town Clerk to report.

**11. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

To note reports, if any, from City Council representatives on Outside Bodies (*reports attached if available. Reports received after publication of the agenda will be circulated with the minutes of the meeting*).

**12. WARD REPORTS FROM CHICHESTER CITY COUNCILLORS**

To note reports received, if any, from City Councillors about matters affecting their wards (*reports attached if available. Reports received after publication of the agenda will be circulated with the minutes of the meeting*).

**13. REPORTS FROM CHICHESTER DISTRICT AND WEST SUSSEX COUNTY COUNCIL'S WARD MEMBERS**

To note reports received, if any, from Chichester division members of West Sussex County Council and from Chichester ward members of Chichester District Council, (*reports attached if available. Reports received after publication of the agenda will be circulated with the minutes of the meeting*).

**14. QUESTIONS**

To answer questions received, if any, from Members of Council pursuant to Standing Order 8.

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

Proposal to resolve that the public and press be excluded from this meeting for Agenda Item 16 due to the confidential nature of the business to be transacted namely financial and business affairs of third parties.

**16. MATTERS RELATING TO THE MARKET HOUSE**

To consider the confidential report prepared by the Town Clerk (*report to follow*)

## 17. 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.*