

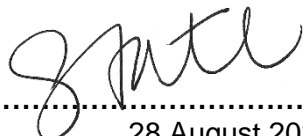


Chichester City Council

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 WEDNESDAY 4 SEPTEMBER
2024**


.....
28 August 2024

1. **APOLOGIES FOR ABSENCE**

To note apologies received from members of the Committee prior to the meeting.

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

3. **MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 11 JUNE 2024**

To approve and sign as a correct record the minutes of the Finance Committee meeting held on 11 June 2024.

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

a) **Minute 15a - Obtain and circulate revised Internal Audit Report for 2023-
2024 for approval at Full Council on 26 June 2024**

To note that the revised Internal Audit Report for 2023-2024 was presented at Full Council on 26 June 2024 and approved (minute 18 refers).

b) **Minute 16 - Obtain quotes for replacement Internal Audit service and
additional costs for extra scrutiny checks on a quarterly basis.**

To be taken under agenda item 10.

c) **Minute 21 - Update Committee meeting calendars and circulate revised
version to Members**

To note this action has been completed.

d) **Minute 22b - Discuss review of Special Terms hirers with the Chair of the
Community Affairs Committee and add to agenda for the next Committee
meeting.**

To note that this is due to be discussed at the Community Affairs Committee meeting being held on 2 September 2024.

5. **PROPERTY SUB-COMMITTEE**

To receive and note the minutes of the Property Sub-Committee meetings held on 11 July 2024 and consider the following recommendations and actions:

- a) **Minute 6b(ii) - AGREED that a summary of costs and income relating to the solar arrays be taken to the Finance Committee for Members' awareness.**

Deferred to November 2024 meeting pending registration of the new solar array for a Feed-In-Tariff (FIT).

- b) **Minute 8 – Crush Bar and kitchen upgrades for venue hires**

RESOLVED to recommend to the Finance Committee on 4 September 2024 that the project as outlined proceed on the basis of using in house resources for the installation at a total cost of £17,434.38+VAT (including a 10% contingency).

ACTION: Business case supporting the expenditure to be presented to the Finance Committee meeting on 4 September 2024.

Town Clerk to report as the Property Maintenance Manager will be on leave at the time of the meeting (*updated costings and business case attached*).

Updated figures to include calculation of in house labour costs:

Summary	Contractors	In-house
Total	£ 32,136.88	£ 19,710.68
Contingency 10%	£ 3,213.69	£ 1,971.07
Grand Total	£ 35,350.57	£ 21,681.75
Saving for In-house		£ 13,668.82

NOTE: This figure does NOT include the cost of a cooker in the downstairs kitchen. The Property Maintenance Manager recommends this is added at a cost of £2,100 (applies to both options).

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

Deputy Town Clerk to report (*report attached*)

7. **REVENUE BUDGET MONITORING TO END JULY 2024**

Deputy Town Clerk to report (*copy attached*)

8. **EARMARKED RESERVES**

Deputy Town Clerk to report (*copy attached*)

9. **PUBLIC REALM PROJECTS**

Deputy Town Clerk to report (*copy attached*)

10. **INTERNAL AUDIT**

- a) **Replacement Internal Audit service**

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

b) Internal Audit Plan 2024-2025

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

11. REVIEW OF THE CITY COUNCIL'S MEMBERSHIPS OF OTHER BODIES AND ANNUAL SUBSCRIPTIONS

a) Membership of other bodies

To review recommendations made, if any, by the Community Affairs Committee at their meeting held on 2 September 2024.

b) Annual subscriptions

Deputy Town Clerk to report (*report attached*)

12. OFFICE CHRISTMAS CLOSURE

To approve the proposal to close the Council House for the Christmas period from 12 noon on Monday 23 December 2024 and reopen at 9.00am on Thursday 2 January 2025.

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

a) MONTHLY RECONCILIATION WITH EVIDENCE OF BANK STATEMENTS FOR APRIL TO JULY 2024

b) LIST OF PAYMENTS MADE FOR APRIL TO JULY 2024

c) LIST OF BARCLAYCARD PAYMENTS FOR APRIL TO JULY 2024

14. ITEMS FOR INCLUSION ON THE NEXT AGENDA

15. DATE OF NEXT ORDINARY MEETING

DATE OF NEXT ORDINARY MEETING: Wednesday 6 November 2024

16. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Proposal to resolve that the public and press be excluded from this meeting for agenda item 17 due to the nature of the business to be transacted, namely confidential business matters involving third parties.

17. MATTERS ARISING REGARDING THE MARKET HOUSE

Town Clerk and Deputy Town Clerk to report.

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.