



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 6 NOVEMBER
2024**


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30 October 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 4 SEPTEMBER
2024 AND THE SPECIAL MEETING OF THE FINANCE COMMITTEE HELD ON 16
OCTOBER 2024**

To approve and sign as a correct record the minutes of the Finance Committee meeting held on 4 September 2024 and the Special Meeting of the Finance Committee held on 16 October 2024.

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

- a) **Minute 31a – to produce a report outlining the costs and benefits/income relating to the upgraded Council House solar array.**

Property Maintenance Manager to report (*report attached or to follow*)

- b) **Minute 31b – to produce a revised report supporting the business case for the Council House kitchen upgrades.**

To note that this report had been discussed and approved at the Special Meeting of the Finance Committee held on 16 October 2024 (minute 46 refers).

- c) **Minute 32 - reformat CIL update to distinguish between formally agreed project costs and estimates of planned project costs.**

To be discussed under agenda item 5.

- d) **Minute 32 – circulate CIL expenditure to date to next meetings of Business Plan Sub-Committee and Full Council.**

Deputy Town Clerk to report.

- e) **Minute 33 – Mayor to write to Chichester District Council expressing the City Council’s concern with cemetery provision within Chichester.**

Town Clerk to report.

- f) **Minute 48 – invite interested parties to join the Community Facility (City South) Working Group**

Town Clerk to report.

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

Deputy Town Clerk to report (*report attached*)

6. **INVESTMENTS POLICY AND REPORT**

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

7. **REVIEW OF INVENTORY OF PROPERTY AND OTHER ASSETS INCLUDING BUILDINGS**

Deputy Town Clerk to report.

8. **CONCLUSION OF THE EXTERNAL AUDIT 2023-2024**

To note the conclusion of the annual external audit for the financial year 2023-2024 (*copy of signed report attached*)

9. **DRAFT CITY COUNCIL BUDGET FOR 2024-2025**

Deputy Town Clerk to report (*draft budget attached*)

10. **INTERNAL AUDIT PLAN 2024-2025**

Deputy Town Clerk to report (*report attached*)

11. **TRANSFER OF FUNDS FROM THE PUBLIC REALM BUDGET TO LARGE GRANTS RESERVE**

To note the virement of £10,000 from the Public Realm budget to a new Large Grants Earmarked Reserve to fund years two and three of the Voluntary Action Arun and Chichester core funding grant.

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

13. **DATE OF NEXT ORDINARY MEETING**

DATE OF NEXT ORDINARY MEETING: Wednesday 4 December 2024

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

Proposal to resolve that the public and press be excluded from this meeting for agenda item 15 due to the nature of the business to be transacted, namely confidential personnel matters.

15. **PERSONNEL SUB-COMMITTEE MEETING HELD ON 23 OCTOBER 2024**

To consider the recommendations from the Sub-Committee.

a) **Staff gradings (minute 12 refers)**

The Sub-Committee considered the report on staff gradings that had been circulated prior to the meeting and RESOLVED TO RECOMMEND to the Finance Committee on 6 November 2024 that the gradings be implemented as proposed in the document.

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

b) **Staff resources (minute 14 refers)**

The Sub-Committee considered the current staffing levels and RESOLVED TO RECOMMEND to the Finance Committee on 6 November 2024 that the changes outlined in the Property Maintenance Manager's report be implemented.

Town Clerk and Property Maintenance Manager to report (*confidential report attached*)

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.