

# The Civic and Ceremonial Working Group Final Report

## Introduction

The Civic and Ceremonial Working Group was established by resolution at Full Council on 28 February 2024. This initiative was prompted by findings from the Council Plan survey, which revealed that the civic traditions of the Council—including the Mayoralty, civic awards, and twinning—ranked among the lowest priorities for residents in Chichester.

The Civic and Ceremonial Working Group comprised of Councillors Chant, Loxton, Miall, Scicluna and Quail, has been assigned the responsibility of reviewing and auditing the Council's civic and ceremonial functions to address these concerns.

## Background

The survey results revealed that there is a lack of engagement and feeling of importance around many of the civic and ceremonial functions of the City Council. These included the Mayoralty itself which ranked as the 6<sup>th</sup> lowest, whilst Civic Awards and Twinning placed 3<sup>rd</sup> and 2<sup>nd</sup> lowest in regard to the importance of priority for residents.

In contrast to these specific priorities, there was a notable consensus amongst residents that there is still a strong desire for the preservation of our city's heritage with 286 of 354 respondents indicating that they considered this either 'important' or 'very important' as a priority for the Council.

This insight highlighted a critical area of focus for the working group to robustly challenge how the Council conducts its heritage functions whilst understanding a clear disconnect for residents between things such as the Mayoralty and the heritage of the city.

In this there is, perhaps, a challenge to Chichester City Council to ensure the activities which it conducts in relation to heritage and history are both accessible and relevant to the broader public, both residents and visitors, to ensure that we remain relevant and evolve within the public zeitgeist.

## Objectives of the Working Group

In responding to the evidence from the survey, the Civic and Ceremonial working group has concentrated on specific areas for investigation:

1. Civic Awards
2. Civic Costs and Expenses
3. Commissioning, Decommissioning, Maintaining and Funding Public Art
4. Communication of History and Civic Pride
5. Engagement of Young People
6. Religious Matters at Council
7. The Charter Dinner
8. The Mayor and Charities
9. The Mayor and Councillors – Events, Protocols and Civic Regalia
10. Twinning

The working group decided to approach the analysis of these areas through a broad lens of the following:

- a) **Relevance of Civic Functions:** Assessing the ongoing significance of each function,
- b) **Public Engagement:** Evaluating how the public engage and participate with the varying functions of Council and looking for opportunities to enhance public participation and interest in civic and ceremonial activities
- c) **Balancing Tradition with Modernity:** Discussing how the Council can maintain its unique and historic traditions while adopting a forward-thinking and proactive approach to community engagement.

## 1. Civic Awards

Councillor Chant provided the Civic Working Group with a paper detailing the background of the Civic Awards, recent reforms, and historical precedents of the event as an annual highlight within the Council calendar.

The Working Group identified several key issues that may have contributed to the survey respondents ranking the Civic Awards as a low priority. These issues include:

- Public perception, or lack thereof, of the awards within the public consciousness
- Insufficient promotion and community engagement by the Council
- A perception that the value of the award has diminished due to an excessive number of recipients in previous years
- The notion that such events are perceived as an “old boys’ club”

Despite these challenges, the group firmly believes that the Civic Awards can, and do, add significant value to the Council’s role within the community. The event presents an important opportunity to recognise and celebrate individuals and organisations who make exceptional contributions to our local area.

### **Civic Awards - Recommendations**

To address the identified issues surrounding the Civic Awards, the Working Group recommends the following:

#### ***Nominations and Awards:***

- 1.1. All nominations for any of the awards must include a seconder.
- 1.2. The number of recipients for the ‘Civic Award’ should typically be restricted to one per year.
- 1.3. The number of recipients for the ‘Young Citizen’s Award’ should typically be restricted to no more than three per year.
- 1.4. The ‘Buildings or Places of Local Historic Interest’ award should be decommissioned.
- 1.5. The Council should actively promote and publicize the awards through various channels, including Facebook, Twitter, Instagram, and local media such as printed press and radio.

1.6. The Council should directly invite submissions from local youth groups, scouts and guides, schools, colleges, and universities for the 'Young Citizens Award' to enhance engagement with younger residents.

1.7. Nomination forms should be simplified to a singular format with a tick box for selecting the relevant award, available in both .pdf and digital submission formats to ensure accessibility.

1.8. The 'Small Business Award' should be rephrased to include the phrase "contribution to the community and economy of Chichester."

1.9. A preamble should be included on the revised submission form, emphasizing the elite nature of the Civic Award and the exceptional contributions required for recipients.

1.10. The City Council should contribute to the installation of plaques awarded as part of the Civic Awards.

### ***Award Ceremonies:***

1.11. A rolling five-year default invitation should be introduced for previous recipients to future ceremonies, with a limit of two representatives for each previous Community Award winner, to ensure that attendees remain at a manageable number and to challenge the concept of the "old boys club"

1.12. Priority for attendance should be given to the current year's recipients and their guests before those of previous years.

1.13. The event should be restricted to a maximum of 90 guests, including Councillors and staff.

These recommendations aim to revitalize the Civic Awards, enhance community engagement, and reaffirm the significance of the event within the Council's ceremonial calendar.

## **2. Civic Costs and Expenses**

At the request of Councillors Chant and Miall, the Town Clerk provided the Working Group with a detailed breakdown of the costs incurred by the Council in fulfilling its civic duties. The group emphasized the importance of demonstrating value to taxpayers in relation to the expenses associated with Council events, such as receptions and ceremonies.

In light of the current challenging economic climate, the group believes that it is essential that for the Council to operate mindfully, ensuring value for money and avoiding wasteful or indulgent spending of taxpayer funds.

The group explored several strategies to reduce the costs of events and receptions, particularly regarding catering and staffing expenses for key occasions, such as Mayor Making and the Mayor at Home. Currently, traditional catering and beverage costs for receptions range between £2,500 and £4,000 per event, with multiple events occurring each year, including Mayor Making, Mayor at Home (both Summer and Christmas), Freedom of the City, and Civic Award ceremonies.

## **Civic Costs and Expenses - Recommendations**

To reduce these costs and ensure greater value for money for residents, the Working Group recommends the following:

- 2.1. Implement a system offering a complimentary drink upon arrival at Council events, with a paid bar model for additional drinks. All proceeds from the paid bar will be donated to the mayor's charity.
- 2.2. Transition from waiter-served events with canapés to a buffet-style arrangement to significantly reduce costs and minimize waste.

These recommendations aim to enhance fiscal responsibility while maintaining the integrity of the Council's civic functions.

## **3.Commissioning, Decommissioning, Maintaining, and Funding Public Art**

Following discussions at the Chichester Arts Forum, the Working Group was asked to examine the Council's policies regarding its involvement with public art. The Arts Forum expressed frustration over the limited opportunities for artists and residents to participate in the design and commissioning of public art in Chichester. Additionally, there was concern about the lack of transparency in decision-making processes, which have not actively included diverse voices and representations.

The Council is also responsible for several historic and contemporary artworks and artifacts, such as the Murray statue and associated items, the Peter Budge bust, and the painting of former Councillor Ploughman. Unfortunately, the Council currently lacks the resources to provide adequate care for these items, putting them at risk of deterioration due to insufficient maintenance and conservation skills.

Through discussion, the Working Group agreed on the importance of adopting a clear policy and guidelines regarding the commissioning, decommissioning, maintenance, and funding of public art and artifacts. This would ensure consistency and adherence to best practices. The group acknowledged that there has been an increasing public perception in both the UK and the US regarding the need for transparency and inclusivity in public art initiatives. It is vital that any works the Council engages with are properly vetted, delivered transparently, and contextualized in accordance with contemporary values surrounding art and public space.

## **Commissioning, Decommissioning, Maintaining, and Funding Public Art – Recommendations**

To establish a consistent approach to public art and artworks while ensuring the Council is clear on the responsibilities it will assume for these items, the Working Group recommends the following:

- 3.1. Provide a clear and defined framework such as that provided Leicester City Council's "Public Art – Guiding Principles" (2015) to provide a clear and defined framework for how the Council will engage in the commissioning, decommissioning, maintenance, and funding of public art.

These recommendations aim to foster greater inclusivity, transparency, and accountability in the Council's dealings with public art, ensuring that it reflects the values and aspirations of the community.

#### **4. Communication of History and Civic Pride**

Given the results of the resident survey identify clear desire for our Council to promote and preserve the history of our city, and our determination to balance our civic and ceremonial functions within that to ensure relevance, the Working Group sought to identify potential strategies to promote the profile of our city and increase awareness of our civic and ceremonial functions in a positive manner

The group sought to build on discussions from the Community Affairs Committee meeting held on 8 April 2024, and the presentation by Andrew Kerry-Bedell of Get Consultants regarding a proposal for a self-guided heritage trail utilising QR codes, the group reviewed this idea but expressed concerns about public safety and safeguarding issues associated with QR codes, such as inappropriate exposure of people to images and fraud.

The group considered the introduction of a series of public trails designed to promote the city's history while ensuring public safety. They debated the potential for additional trails with interpretation boards throughout the city, akin to those used on wall walks. Ultimately, the group concluded that using short URL formats would be a safer alternative to QR codes, suggesting the combination of these URLs with small, numbered plaques at relevant locations for ease of use.

The group also noted that several walks have already been developed by the Chichester Society. However, these walks are currently only accessible via the Society's website and are not publicly signposted. This indicates that valuable work and knowledge have already been committed, and the Council should take an active role in promoting these trails by collaborating with the Chichester Society and the Business Improvement District (BID) to enhance communication and visibility of the available historic trails.

In addition to the City Council's priorities concerning street signage, it is essential to recognize that the District and County Councils are exploring ways to improve wayfinding within the city, particularly in relation to the regeneration of North and East Street. This presents an opportunity to incorporate heritage trails as part of the refurbishment of the public realm.

#### **Communication of History and Civic Pride - Recommendations**

To enhance engagement with the history of Chichester and foster civic pride, the Working Group recommends the following:

- 4.1. The City Council should collaborate with the Chichester Society to produce publicly promoted, signposted, and accessible tours of the city based on the work previously undertaken by the Society.
- 4.2. The City Council should work with Chichester BID to develop a map that integrates with other tourist maps, promoting the available heritage trails for residents and visitors alike.

These recommendations aim to strengthen engagement with Chichester's history and promote civic pride through accessible and well-communicated heritage initiatives.

#### **5. Engagement of Young People**

The City Council has historically engaged in various activities to involve younger residents in its functions, notably through the annual Junior Mayor event, which has seen varying degrees of success and impact. The Working Group discussed several strategies to

enhance the Council's engagement with younger residents, emphasizing the importance of direct involvement with schools through visits and governorships.

The group explored how Councillors could be encouraged to proactively engage with schools by reaching out to West Sussex County Council and the Chairs of Academy Trusts, indicating their willingness to serve on the governing bodies of local schools. It was agreed that Officers would determine which schools fall under West Sussex County Council and which are academies.

The discussion included ways for the Council to seek direct engagement with students, encouraging Councillors to attend school council meetings and visit classrooms, where appropriate, to gather feedback from students and their parents. As part of this initiative, the group proposed developing a standardized presentation pack for use in schools.

Additionally, the Working Group considered reforming the Junior Mayor scheme to include a broader range of students and to create a more impactful and engaging experience within the school communities. The potential for collaboration with Jo Losack from Chichester District Council (CDC) was discussed, aiming to jointly enhance the scheme and similar initiatives to promote local democracy and the importance of youth involvement.

Despite these efforts, concerns were raised about how to effectively engage secondary-age students and older children, recognizing the challenges posed by exam pressures and other commitments that make them harder to reach.

### **Engagement of Young People - Recommendations**

To improve and promote engagement between the Council and young people within our city, the Working Group recommends the following:

5.1. Officers should contact West Sussex County Council and the Chairs of local Academy Trusts to inform them that Councillors are available to take on roles as Governors, should they require assistance.

5.2. Councillors should be encouraged to actively pursue positions as Governors of local schools in the city and to engage more broadly with school communities.

5.3. Local schools should be adopted as standard consultees during all Council consultations, with representatives of the Council visiting schools to consult with students and parents.

5.4. A review of the Junior Mayor scheme should be undertaken to explore how a wider group of students can be engaged, including outreach to Jo Losack to discuss collaborative opportunities as part of a broader effort to involve young people in the democratic processes of our city.

5.5. An information and presentation pack should be developed for use in schools to facilitate the Council's engagement with young people.

5.6. The Council should re-evaluate the opportunity to pursue the Young People's Forum as in the Council Plan

These recommendations aim to strengthen the connection between the Council and younger residents, fostering a sense of civic responsibility and encouraging active participation in local governance.

## **6. Religious Matters at Council**

Previous decisions regarding religious matters within the Council have varied across several mayoralties, with each Mayor expressing different preferences for arrangements.

The Working Group discussed the significance of representing and promoting a diverse community that is inclusive of all faiths, as well as those with no faith. This included a review of previous mayors of various beliefs and the role of prayers at Full Council. The group deliberated on the appointment of the Mayor's Chaplain, its appropriateness in contemporary politics, the principle of separation between church and state, and the relevant legal rulings surrounding faith and governance.

In their discussions, the Working Group noted current government guidance issued in 2015 as part of The Local Government (Religious etc. Observances) Act 2015, which states that

“the High Court's judgment the Government brought into force the general power of competence under section 1 of the Localism Act 2011. This power gives principal local authorities in England (county, district and London borough councils, the Common Council of the City of London, the Council of the Isles of Scilly) and some parish councils eligible to exercise general power of competence the freedom to continue to have prayers as part of formal meetings of the authority” (NALC, 2015: 1)

As a result, the group concluded that to uphold the Council's commitment to inclusivity, the decision regarding the appointment of a Mayor's Chaplain should remain with the mayor. Each Mayor should have the autonomy to determine whether, or not, to appoint a Chaplain or other equivalent religious or spiritual advisor.

### **Religious Matters at Council – Recommendations**

To promote inclusion, equality, and diversity within the Council in relation to religious practices and matters, the Working Group recommends the following:

6.1. The decision regarding the appointment of the Mayor's Chaplain and the conduct of prayers at Council should remain with the mayor as the decision-maker. Each Mayor should individually decide whether or not to appoint a Chaplain or other religious or spiritual advisor. If a mayor chooses to conduct prayers as part of Full Council, they must adhere to the National Association of Local Councils (NALC) guidance by ensuring that individuals who do not wish to participate in or observe prayers are given the opportunity to leave the room prior to the commencement of prayers.

These recommendations aim to ensure that the Council respects and acknowledges the diverse beliefs of its community while maintaining the autonomy of the mayor in matters of religious practice.

## **7. The Charter Dinner**

The Charter Dinner is an event held by the Council for Councillors at the conclusion of each administration to celebrate the accomplishments of the Council. During this occasion, Councillors raise toasts to the health of the City and their colleagues, bidding farewell to those not seeking re-election and those who may not be re-elected.

The Working Group reviewed a report from Councillor Scicluna that detailed the history, and traditions associated with the Charter Dinner, including its origins as an in-Council



celebration post-1974, the use of Council silverware, and the adaptations the event has undergone in recent years.

Concerns were raised regarding the arrangements for the previous Charter Dinner in 2023, particularly the resources required to execute the event, which involved significant input from the previous Mayor's Secretary and Officers who polished the silver with minimal support from Councillors. The group emphasized the importance of ensuring that the dinner does not appear to be funded by taxpayers, despite the fact that the dinner is always financed by Councillors themselves. The suitability of holding the event in the Council chamber was also debated, given potential perceptions associated with this choice of venue.

The possibility of inviting Officers to the event was discussed to foster inclusivity, recognising the contributions of all individuals involved in the success of the Council during the administration. The group generally supported the principle of extending invitations to Officers, regardless of their choice to attend.

### **The Charter Dinner – Recommendations**

To promote a cohesive, collegiate, transparent, and modern approach to the Charter Dinner, the Working Group recommends the following:

7.1. That the decision relating to the format of the Charter Dinner be offered to Council at a later date

7.2. The Councillors invite all staff to an informal reception at the end of the administration, funded by the Councillors, to be known as the 'Charter Reception'

These recommendations aim to enhance the spirit of inclusivity and collaboration within the Council, ensuring that the Charter Dinner reflects the collective efforts and achievements of all involved.

## **8. The Mayor's Charities**

In previous years, the mayor has selected charities to support and actively fundraise for during their term. These fundraising efforts have varied in effectiveness, with some Mayors, such as Councillor Apel, achieving notable success, while others have seen less impactful results. The Working Group discussed the training provided by the National Association of Councillors (NACO), which the Mayor and Secretary attended earlier in the 2024-25 mayoral year. This training emphasized that the primary role of the Mayor is not to proactively fundraise, and there should be no expectation or guarantee of fundraising taking place.

The group recognized the need to balance this perspective with the fact that local charities often benefit significantly from the visibility and profile that comes with having the mayor as a patron. In recent years, however, Mayoral charities have reported difficulties in dedicating resources towards planning and executing fundraising events.

The group noted the potential for new revenue streams, such as funds raised from raffle ticket sales at the Gala and the introduction of bar sales at civic events, which could provide additional support for the mayor's charities that had not previously existed.

Furthermore, discussions included the possibility of reducing the Council's involvement in future years to two smaller fundraising functions annually, supplemented by contributions from raffle sales and street collections during Council events.



## **The Mayor's Charities – Recommendations**

To ensure that the Council continues to support local causes and charities without creating undue expectations for each individual mayoralty, the Working Group recommends the following:

8.1. Profits from the Gala raffle should be allocated to the mayor's charity.

8.2. The Council and Mayor should commit to supporting only two small-scale fundraising events at the Council House per year, such as a Christmas Quiz or a Fish and Chips evening.

8.3. It should be clearly communicated to charities designated as the mayor's charity that the responsibility for organizing fundraising events rests with them.

8.4. That consideration be given to the annual bucket collection by Council in aid of the Mayor's charity as potentially being separated from the Chichester Gala activities.

These recommendations aim to promote a sustainable and supportive framework for charitable engagement during the mayor's term, enhancing the impact on local causes while setting realistic expectations for fundraising activities.

## **9. The Mayor and Councillors – Events, Protocols and Civic Regalia**

As part of the mayor's role, there is an expectation to participate in a full calendar of civic and ceremonial events both within the City and beyond. However, there is currently no established protocol for determining which events the Mayor should attend, relying solely on the discretion of the relevant Officer and the Mayor. The Working Group discussed how to better prepare future office holders for the associated workload and expectations, as well as how to support Officers in making decisions regarding which invitations to accept and prioritizing the Mayor's public interactions.

The group reviewed guidance from the National Association of Councillors (NACO), which includes a scoring sheet to assist Councils in evaluating whether the mayor should attend specific events based on various criteria. Additionally, the group considered the importance of establishing a clear distinction between events that the mayor would attend and those where alternate Councillors might represent the Council.

To ensure the mayor is well-prepared for each engagement, the group discussed the necessity of providing comprehensive information prior to accepting invitations or visits. There was also consensus on the need for an updated handbook for the mayor and supporting officers.

The Working Group discussed the potential of replacing the ceremonial robes with civic sashes but decided against recommending this due to potential costs being high, as well as the benefit of the robes ensuring a cohesive image of Council when on display.

## **The Mayor – Events and Protocols and Civic Regalia– Recommendations**

To support future Mayors and the Council in determining which events to attend, the Working Group recommends the following:

9.1. The Council should adopt the NACO scoring sheet to filter invitations and events for the mayor's attendance.

9.2. Officers should create a standard document to be sent in response to accept invitations, requesting relevant event details to ensure the mayor is adequately informed.

9.3. The Council, in consultation with NACO guidance, should develop a new handbook for future Mayors and Civic Support Officers.

9.4. That within Mayor Making, a new preamble is produced to be read out by a Councillor at the start of the ceremony detailing the historical and contemporary importance and involvement of the City Council and Mayoralty.

9.5. The group agreed that in future the focus of the guest list would be on the community and voluntary sector groups working in the City – the dignitary list will be cut and the mayors guests will be capped in order to allow more community group representatives to attend

9.6. That the wearing of ceremonial gloves and hats be at the personal discretion of each individual councillor.

These recommendations aim to enhance the efficiency and effectiveness of the mayor's engagement in civic duties, ensuring a well-organized approach to event attendance.

## 10. Twinning

The working group received a report from Councillor Scicluna which summarised the history of the twinning of Chichester with Chartres, Ravenna, and Speyer, as well as its friendship with Valetta. The group discussed the opportunities of Twinning at length, as well as the current difficulties and drawbacks which Twinning faces which might be causing a previously well-regarded activity to be decreasing in public consciousness.

Whilst Brexit has undoubtedly contributed significantly to the barriers which Twinning activities faces, other factors such as the cost to individuals and families to participate in visits and exchanges, a lack of publicity and digital footprint, and poor engagement from younger residents has likely contributed to a decline of associated activities and priority in the City.

The working group discussed several opportunities which the Twinning Associations could pursue in order to reignite interest in Twinning including

- Engagement with schools to encourage schools to incorporate visits to twinned cities into their annual trips, although individual outreach is needed due to the academy structure of local schools
- Sports offers a potential avenue for exchanges and visits including potential tournaments involving the Chichester College, potentially focusing on underrepresented sports such as women's football, as well as rugby or cricket.
- Artistic exchange provides a chance for cultural exchange through the wider community include exhibitions as well as workshops with local people and students
- A fresh approach to ensure better digital connectivity could enable stronger and more flexible relationships to build with zoom meetings, Facebook or Instagram pages, and is a way for a wider demographic of residents to become involved, as well as offering the chance for language learning and pen pals

### **Twinning – Recommendations**

Whilst the Council has no direct influence on the Twinning Associations, the Council could work and encourage the relevant associations, schools and sporting groups:

- 10.1. To consider using annual school trips to visit places with which the city is twinned as part of their itinerary

- 10.2. To introduce and hold regular twinned sporting events
- 10.3. To arrange an artist exchange to bring artists to Chichester and develop programmes that provide wrap around education and workshops for young people and interested people
- 10.4. To consider a renewed effort to digital and social media to drive up numbers and recruit new and younger members as well as diversifying the skill set available to the groups (a grant under the Council scheme could be submitted and considered to fund this endeavour)

## **Conclusion**

The Civic and Ceremonial Working Group has undertaken a comprehensive review of the Council's civic functions, guided by the findings of the Council Plan survey and the desire to enhance community engagement and relevance. The recommendations outlined in this report focus on revitalizing key areas such as the Civic Awards, the Mayoralty, civic history, public art initiatives, and the engagement of young residents, while also ensuring fiscal responsibility and inclusivity.

By adopting these recommendations, the Council can foster a greater sense of civic pride and encourage increased engagement and participation by residents, while maintaining a strong connection to the city's heritage and traditions. The emphasis on clear communication of our functions, transparency, and community involvement will not only strengthen the Council's role within Chichester but also ensure that its traditions remain relevant and accessible to all.

In summary, these proposed changes aim to create a modern, inclusive, and engaged civic environment that reflects the aspirations and values of the Chichester community, ultimately enriching the lives of both residents and visitors. The Working Group is confident that by implementing these strategies, the Council can effectively bridge the gap between its ceremonial functions and the community it serves.



### Chichester City Council

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**Town Clerk:** Mrs Sam Tate

#### COMMUNITY AFFAIRS COMMITTEE

7<sup>TH</sup> October 2024

#### BUDGET 2025-26

##### Budget Implications for Community Affairs Committee

As part of the Budget process for 2025-2026 it is important to consider whether the existing budgets are adequate or need revising up or down.

##### Civic budgets

Remembrance Sunday has a budget £1,400, this is a largely for the cost of the sound system.

Audit of Civic Regalia budget £2,000 (the Audit is every 4 years). The cost of the Audit used to be over £6,000, this year we were charged £4,000, so this could be reduced.

Civic and Heritage Awards £1,000, last year we spent £1,900 on 4 plaques and 4 medallions, but it is rare to have 4 plaques in 1 year.

Civic/Heritage Reception £1,500 – we are hoping to downscale the food and reception.

Freedom Ceremony £1,200 we can put this in reserve, rather than an annual budget ready for a future Freedom Ceremony.

Blue plaque £1,200 – possibly double counted.

Local Historic Interest plaque £500

Walled Town Symposium £1,000 – check

Free Facility use - £6,000. This is to offset free use bookings.

##### Community Grants

The annual budget £50,000 provides for the continued funding for larger grants.

##### Hanging Baskets and flowers

The annual budget £15,000 inflate in future years.

##### Twinning

Chartres, Ravenna, Speyer and International Relations £500 each

European Assoc of Historic Towns £300.

##### Community Wardens

There was a Cabinet agreement for 3 years funding to end of March 2026

£51,030 2025-26 this may change in future years.

### Statutory Expenses

Litten War Memorial £2,000, a new statues and memorials budget £2,000.

Cemetery contribution £38,000 Estimated costs this year £22,179, it will be interesting to see the actual expenditure at the end of 2024-2025.

Contribution to public conveniences £20,000 – increased by inflation each year.

### Mayoralty Events

Mayoral Allowance £4,000. Mayoral expenses £1,000, travel and subsistence £1,000, the Mayor's Christmas event £2,200 and other receptions £1,000.

### City Cross

The City Cross conservation budget £2,000 and maintenance £1,000

### Brewery Field

Maintenance budget £2,500

The Committee consider the above budgets and whether they should be revised or reprioritised to meet the aims of the Council as laid down in the Business Plan.

Kim Martin

Deputy Town Clerk and RFO

## Agenda Item 7

	Chichester City Outreach Report				
	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Client Seen (Total)	20	18			
New Clients	20	18			
Ongoing Clients	0	0			
Total Issues	44	33			
<b>Issue Breakdown</b>					
Charitable Support, Food Banks & Other	0	0			
Benefits & tax credits	8	10			
Benefits Universal Credit	1	2			
Debt	0	1			
Utilities & communications	0	0			
Housing	1	8			
Financial services & capability	7	2			
Health & community care	6	1			
Employment	3	4			
Relationships & family	10	2			
Immigration & asylum	0	0			
Legal	2	0			
Tax	0	0			
Consumer goods & services	5	3			
Travel & transport	0	0			
Education	1	0			
GVA & Hate Crime	0	0			
<b>Outcomes</b>					
<b>Financial Total</b>	<b>£8,243.00</b>	<b>£22,965.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
Benefit/tax credit gain - a new or increased a	£7,993.00	£3,965.00	£0.00	£0.00	£0.00
financial body challenged - successful	£250.00	£0.00	£0.00	£0.00	£0.00
Will/probate outcome - successful	£0.00	£19,000.00	£0.00	£0.00	£0.00
<b>Non Financial Total</b>	<b>14</b>	<b>18</b>			
Improved health/capacity to manage	14	16			
Improved Skills	0	1			
Improved Knowledge	0	0			
Benefit/tax credit award - maintained	0	1			

### Chichester City Outreach Report

	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
<b>Age (Count)</b>					
15-19	1	0			
20-24	1	0			
25-29	0	0			
30-34	0	3			
35-39	1	1			
40-44	3	2			
45-49	0	0			
50-54	1	1			
55-59	0	2			
60-64	0	1			
65-69	4	4			
70-74	2	1			
75-79	1	2			
80-84	1	0			
85-89	1	1			
90+	0	0			
<b>Gender %</b>					
Male	56%	50%			
Female	44%	50%			
<b>Health %</b>					
Disabled	17%	19%			
Long term Health Condition	8%	45%			
Not disabled	75%	36%			



Chichester City Outreach Report

	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
<b>How did you hear about the service?</b>					
Flag outside	N/A	10			
Previously engaged with	N/A	1			
Other	N/A	2			
<b>Appointment vs Drop-in</b>					
Appointments	0	4			
Drop-in	20	14			

CHICHESTER CITY COUNCIL

DISCRETIONARY GRANTS (SMALL GRANTS) 2024/2025

APPLICATIONS TO BE DISCUSSED AT THE COMMUNITY AFFAIRS COMMITTEE MEETING ON MONDAY 7<sup>th</sup> OCTOBER 2024

Organisation	Total of Grant Requested	Estimated Total Cost of Project	Application Details	Financial Details
Second Chance Chichester CIO	£3,000	£12,000	The funding will be used to appoint a part-time Business Manager and internal refit and refurbish the premises to improve operational efficiency to meet the 48-hour turnaround target.	Accounts to the end of 2023 were provided showing Total Income £24,500, expenditure £22,600 amount in reserves £1,840.