



**CHICHESTER CITY COUNCIL**  
**FINANCIAL YEAR 2024/2025**  
**FINANCE COMMITTEE 5th FEBRUARY 2025**

**MONITORING REPORT TO 31st DECEMBER 2024**

**INTRODUCTION**

This budget monitor for 2024/2025 reports on the month to the end of December 2024. The report shows the current total budget for the year and a profiled budget, (i.e. the amount expected to be expended by the end of December), against which actual income and expenditure is compared. Certain costs are accrued for where the liability is known to have been incurred, such as charges from the District Council for various services provided.

A column for committed expenditure has also been included. This refers to items of expenditure approved at previous Finance Committees, to be funded from specific existing budgets. The expenditure has not yet been incurred, but it is included to give councillors a clearer picture of funds available.

**SUMMARY**

The monitoring report shows a surplus of £55,348 against the budget to the end of December 2024. Much of this surplus relates to investment and booking income and an underspend on the Public Realm budget.

The variances listed below are cumulative from the start of the financial year 2024/25.

**VARIANCES**

<b><u>1.</u></b>	The underspend on salaries is largely offset by the payments for the CAB worker. The salary was originally budgeted for within payroll.
<b><u>2.</u></b>	Increased training costs, specifically the Property Team.
<b><u>3.</u></b>	Increased BT costs which have doubled and we have issued 8 phone contracts so that staff do not have to use their personal mobiles.
<b><u>4.</u></b>	Increased costs for distributing the City Plan.
<b><u>5.</u></b>	Additional expenditure on equipment to improve wifi in the Council House and

	upgrading monitors and equipment.
<b><u>6.</u></b>	Interest on investments.
<b><u>7.</u></b>	Unspent Large Community Grants balance.
<b><u>8.</u></b>	Public Realm - 50% of the cost of City Ambassadors £18,726, portico feasibility fees £1,650, lockers for homeless £1,460.70 Noticeboard Brewery field £1,090, SID £2,999, Wests Garden bin £213.63 and a memorial tree £350.
<b><u>9.</u></b>	Allotment fencing project cost £20,859 will be funded from allotment reserve.
<b><u>10.</u></b>	The costs attributed to running the gala £19,759 less income £4,473 = £15,286
<b><u>11.</u></b>	Cemetery income is higher than anticipated. Cemetery space is limited and may only last another 5 years.
<b><u>12.</u></b>	Tree works carried out at St Pauls.
<b><u>13.</u></b>	Electrical works in the Assembly Room £6,088.80 and flooring £6,513.56 and £1,300 solar panel service and carpeting the CAB office £1,219 will be funded from reserve.
<b><u>14</u></b>	Energy efficiency schemes funded by Cil. Secondary glazing £30,831.91, lighting upgrades £11,758.75, Air conditioning £21,468.18 and additional solar panels £30,904 and part payment for the roof lantern £3,466.50
<b><u>15.</u></b>	Purchase of radio detection kit and stairclimber.
<b><u>16.</u></b>	Purchase of the new tipper truck.
<b><u>17.</u></b>	Cil receipts received.

Kim Martin

FINANCE MANAGER AND DEPUTY TOWN CLERK

**CHICHESTER CITY COUNCIL  
FINANCIAL YEAR 2024/2025**

**AGENDA ITEM 7**

**SUMMARY MONITORING REPORT TO 31st December 2024**

	<b>Current Budget £</b>	<b>Profiled Budget £</b>	<b>Actual To Date £</b>	<b>Committed Expend. £</b>	<b>Variance To Date £</b>
<b>INCOME</b>					
Council House	137,800	103,350	(43,740)	158,586	(11,496)
Cil receipts			198,527	(198,527)	-
Market House	65,000	65,000	37,500	33,425	(5,925)
Allotments	21,750	19,750	23,450	-	(3,700)
Sale of Goods	300	225	4,801	-	(4,576)
Street Name change	3,500	2,625	774	-	1,851
<b>TOTAL INCOME (Excl. Precept)</b>	<b>228,350</b>	<b>190,950</b>	<b>221,311</b>	<b>(6,515)</b>	<b>(23,846)</b>
<b>EXPENDITURE</b>					
Administration & recharges	332,842	252,094	151,627	53,377	(47,090)
Civic	12,670	10,003	8,778	-	(1,225)
Discretionary	114,900	142,072	192,275	(59,840)	(9,637)
Allotments	39,738	29,804	55,427	(20,859)	4,765
Council & Committees	85,344	67,008	51,509	14,104	(1,395)
Community Affairs	2,750	2,308	319	1,989	1
Community Safety/Crime Reduction	49,067	49,067	49,067	-	-
Events	28,020	24,765	42,527	21,840	39,602
Statutory Expenses	81,020	67,710	46,621	-	(21,089)
Mayoralty	31,560	26,895	24,890	-	(2,005)
Council House	442,595	348,585	529,863	(150,211)	31,067
Heritage	440	330	331	-	1
Market House	3,840	2,880	7,140	(4,595)	(335)
City Cross	4,690	4,018	3,489	-	(529)
St James Obelisk	100	100	-	100	-
Brewery Field	2,500	1,500	509	-	(991)
<b>TOTAL EXPENDITURE</b>	<b>1,232,076</b>	<b>1,029,137</b>	<b>1,164,371</b>	<b>(144,095)</b>	<b>(8,860)</b>
<b>NET COST OF SERVICES</b>	<b>1,003,726</b>	<b>838,187</b>	<b>943,060</b>	<b>(137,580)</b>	<b>(32,706)</b>
<b>Reversal of Capital Charges</b>	<b>(47,000)</b>	<b>(35,250)</b>	<b>(35,250)</b>	<b>-</b>	<b>-</b>
<b>Interest and Investment income</b>	<b>(105,000)</b>	<b>(78,750)</b>	<b>(101,392)</b>	<b>-</b>	<b>(22,642)</b>
<b>NET OPERATING EXPENDITURE</b>	<b>851,726</b>	<b>724,187</b>	<b>806,418</b>	<b>(137,580)</b>	<b>(55,348)</b>
<b>AMOUNT TO BE MET FROM PRECEPT</b>	<b>851,726</b>	<b>724,187</b>	<b>806,418</b>	<b>(137,580)</b>	<b>(55,348)</b>
<b>Precept on District Council</b>	<b>851,726</b>	<b>851,726</b>	<b>851,726</b>	<b>-</b>	<b>-</b>
<b>(SURPLUS) / DEFICIT FOR YEAR</b>	<b>-</b>	<b>(127,539)</b>	<b>(45,308)</b>	<b>(137,580)</b>	<b>(55,348)</b>

CHICHESTER CITY COUNCIL

**BUDGET MONITORING**  
**To 31st December 2024**

Month: 9

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
<b>101 Administration</b>							
4001 Staff Costs	412,892	412,892	309,669	228,898	38,503	(42,268)	1.
4002 Employers NI	49,547	49,547	37,160	22,932	4,267	(9,961)	
4003 Employers Superannuation	79,275	79,275	59,456	39,578	7,007	(12,871)	
4004 Staff expenses	300	300	225	383		158	
4005 Ill Health Insurance	4,150	4,150	3,600	-	3,600	-	
4007 Staff Recruitment	500	500	375	-		(375)	
4008 Professional Development	1,500	1,500	1,125	5,271		4,146	2.
4009 Travel and Subsistence	100	100	75	241		166	
4010 Card terminal charges	300	300	225	236		11	
4011 Eye tests	300	300	225	40		(185)	
4020 General Expenses	400	400	300	604		304	
4021 Telephone	3,000	3,000	2,250	4,083		1,833	3.
4022 Postage	700	700	525	3,753		3,228	4.
4023 Stationery	800	800	600	648		48	
4024 Subscriptions	50	50	38	120		83	
4025 Petty Cash Expenditure	70	70	53	-		(53)	
4026 Printing	300	300	225	43		(182)	
4027 Photocopying	1,100	1,100	825	659		(166)	
4029 SALC	3,400	3,400	3,300	3,441		141	
4030 South East Employers	240	240	180	4,105		3,925	
4031 Nat Allotment Gardens Assoc	60	60	45	-		(45)	
4032 Walled Town Friendship	130	130	98	-		(98)	
4033 UNA	40	40	30	-		(30)	
4035 LCAS Subscription	150	150	113	-		(113)	
4036 Publications	150	150	113	207		95	
4038 Computer Improvement/Maint.	16,500	16,500	12,375	18,149		5,774	5.
4039 CHIBAC DTE Subscription	270	270	203	-		(203)	
4050 Office Equipment	1,670	1,670	1,253	381		(872)	
4051 Bank Charges Payable	400	400	300	350		50	
4055 Professional Fees	3,400	3,400	3,400	3,004		(396)	
4057 Audit Fees	2,300	2,300	1,725	2,462		737	
4059 Payroll Admin Costs	1,500	1,500	1,500	1,579		79	
4216 Cleaning Sundries	70	70	53	-		(53)	
4900 Depreciation charged	0	-	-	-		-	
4700 Accommodation recharge	53,300	53,300	39,975	39,975		-	
<b>Total Expenditure</b>	<b>638,864</b>	<b>638,864</b>	<b>481,611</b>	<b>381,142</b>	<b>53,377</b>	<b>(47,091)</b>	
1075 Sale of Goods	300	300	225	328		(103)	
1176 Precept Received	851,726	851,726	851,726	851,726		-	
1196 Interest Received	105,000	105,000	78,750	101,392		(22,642)	6.
1201 Recharge to other services	638,864	638,864	479,148	479,148		-	
<b>Total Income</b>	<b>1,595,890</b>	<b>1,595,890</b>	<b>1,409,849</b>	<b>1,432,594</b>	<b>-</b>	<b>(22,745)</b>	
<b>Net Expenditure</b>	<b>(957,026)</b>	<b>(957,026)</b>	<b>(928,239)</b>	<b>(1,051,452)</b>	<b>53,377</b>	<b>(69,836)</b>	

CHICHESTER CITY COUNCIL

**BUDGET MONITORING**  
**To 31st December 2024**

Month: 9

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
<b>102 Civic Expenses</b>							
4020 General Expenses	1,400	1,400	1,050	317		(733)	
4111 Custodian Uniforms	600	600	450	135		(315)	
4112 Robes and Hats	250	250	188	32		(156)	
4113 Cleaning/Repair Insignia	1,000	1,000	750	3,388		2,638	
4114 Civic and Heritage Awards	1,000	1,000	750	477		(273)	
4115 Civic/Heritage Reception	1,500	1,500	1,125	-		(1,125)	
4116 Official Gifts	500	500	375	58		(317)	
4117 Guild of Mace-Bearers Sub	60	60	45	-		(45)	
4119 Civic Regalia Appraisal	2,000	2,000	2,000	2,000		-	
4127 Freedom Ceremony	1,200	1,200	900	-		(900)	
4800 Administration recharge	2,910	2,910	2,183	2,183		1	
4801 C S Ohead recharge	250	250	188	188		1	
<b>Total Expenditure</b>	<b>12,670</b>	<b>12,670</b>	<b>10,003</b>	<b>8,778</b>	<b>-</b>	<b>(1,225)</b>	
<b>Net Expenditure</b>	<b>12,670</b>	<b>12,670</b>	<b>10,003</b>	<b>8,778</b>	<b>-</b>	<b>(1,225)</b>	
<b>103 Discretionary Expense Finance</b>							
4172 Flags	1,260	1,260	1,145	320		(825)	
4063 Bell Tower Clock	500	500	500	500		-	
4065 City Band (Gold level)	300	300	225	-		(225)	
4182 Blue plaques	1,200	1,200	900	-		(900)	
4188 Environment	800	800	600	-		(600)	
4195 Chichester in Bloom	15,000	15,000	15,000	19,831		4,831	
4308 Cil - Cathedral beds	-	-	-	30,265	(30,265)	-	
4178 Owl trail	3,500	3,500	3,500	3,750		250	
4204 Walled Town Symposium	1,000	1,000	750	-		(750)	
4311 Benches (KAAG)	-	-	-	2,936	(1,500)	1,436	
4260 Discretionary grants	50,000	55,164	55,164	54,500		(664)	7.
4307 Cil - grants	-	-	-	38,075	(38,075)	(0)	
4296 Public Realm Projects	23,000	50,533	50,533	28,342	10,000	(12,191)	8.
4900 Depreciation charged	6,600	6,600	4,950	4,950		-	
4801 C S Ohead recharge	890	890	668	668		1	
4199 local historic interest plaque	500	500	375	375		-	
4800 Administration recharge	10,350	10,350	7,763	7,763		1	
<b>Total Expenditure</b>	<b>114,900</b>	<b>147,596</b>	<b>142,072</b>	<b>192,275</b>	<b>(59,840)</b>	<b>(9,637)</b>	
1059 Admin charge for sale of Banners	-	-	-	240		(240)	
1060 Admin charge street name change	3,500	3,500	2,625	534		2,091	
<b>Total Income</b>	<b>3,500</b>	<b>3,500</b>	<b>2,625</b>	<b>774</b>	<b>-</b>	<b>1,851</b>	
<b>Net Expenditure</b>	<b>111,400</b>	<b>144,096</b>	<b>139,447</b>	<b>191,501</b>	<b>(59,840)</b>	<b>(7,786)</b>	
<b>104 Allotments.</b>							
4022 Postage	150	150	113	-		(113)	
4211 Rates & Water	1,800	1,800	1,350	604		(746)	
4236 Reps/Maint. General	6,000	6,000	4,500	26,224	(20,859)	865	9.
4050 Equipment	-	-	-	1,844		1,844	
4055 Professional fees	-	-	-	2,913		2,913	
4900 Depreciation Charged	1,300	1,300	975	975		-	
4801 C S Ohead recharge	1,450	1,450	1,088	1,088		1	
4800 Administration recharge	29,038	29,038	21,779	21,779		1	
<b>Total Expenditure</b>	<b>39,738</b>	<b>39,738</b>	<b>29,804</b>	<b>55,427</b>	<b>(20,859)</b>	<b>4,765</b>	
1020 Allotment Rents	21,500	21,500	19,750	22,200		(2,450)	
1029 Allotment deposits	250	250	-	1,250		(1,250)	
<b>Total Income</b>	<b>21,750</b>	<b>21,750</b>	<b>19,750</b>	<b>23,450</b>	<b>-</b>	<b>(3,700)</b>	
<b>Net Expenditure</b>	<b>17,988</b>	<b>17,988</b>	<b>10,054</b>	<b>31,977</b>	<b>(20,859)</b>	<b>1,065</b>	

CHICHESTER CITY COUNCIL

**BUDGET MONITORING**  
**To 31st December 2024**

Month: 9

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>105 Democratic Representation</b>						
4801 C S Ohead recharge	5,320	5,320	3,990	3,990		-
4800 Administration recharge	64,580	64,580	48,435	48,435		-
<b>Net Expenditure</b>	<b>69,900</b>	<b>69,900</b>	<b>52,425</b>	<b>52,425</b>	<b>-</b>	<b>-</b>
<b>106 Corporate Management</b>						
4801 C S Ohead recharge	25,090	25,090	18,818	18,818		-
4800 Administration recharge	236,512	236,512	177,384	177,384		-
<b>Net Expenditure</b>	<b>261,602</b>	<b>261,602</b>	<b>196,202</b>	<b>196,202</b>	<b>-</b>	<b>-</b>
<b>110 Council and Committees</b>						
4001 Staff Costs	21,291	21,291	15,968	13,383	1,673	(912)
4002 Employers NI	2,555	2,555	1,916	597	126	(1,193)
4003 Employers Superannuation	4,088	4,088	3,066	2,436	304	(326)
4004 Member expenses	1,100	1,100	825	35		(790)
4008 Training	500	500	375	2,502		2,127
4009 Travel and Subsistence	400	400	300	-		(300)
4020 General Expenses	150	150	113	88		(25)
4055 Professional fees	-	-	-	-		-
4100 Local Election Expenses	12,000	12,000	12,000	-	12,000	-
4102 Refreshments	100	100	75	-		(75)
4128 Cil - Neighbourhood Plan	-	-	-	98		98
4700 Accommodation recharge	19,800	19,800	14,850	14,850		-
4801 C S Ohead recharge	1,840	1,840	1,380	1,380		-
4800 Administration recharge	21,520	21,520	16,140	16,140		-
<b>Total Expenditure</b>	<b>85,344</b>	<b>85,344</b>	<b>67,008</b>	<b>51,509</b>	<b>14,104</b>	<b>(1,395)</b>
<b>Net Expenditure</b>	<b>85,344</b>	<b>85,344</b>	<b>67,008</b>	<b>51,509</b>	<b>14,104</b>	<b>(1,395)</b>
<b>111 Community Development Admin</b>						
<b>4048 S106 Bartholomews</b>						
4801 C S Ohead recharge	110	110	83	83	167	167
4800 Administration recharge	1,230	1,230	923	923		1
<b>Net Expenditure</b>	<b>1,340</b>	<b>1,340</b>	<b>1,005</b>	<b>1,006</b>	<b>-</b>	<b>1</b>
<b>201 Discretionary Exps C Affairs</b>						
4185 International Relations	500	500	250		250	-
4175 Joint Twinning Speyer	500	500	250	-	250	-
4186 Joint Twinning-Chartres	500	500	500	11	489	-
4187 Joint Twinning-Ravenna	500	500	500		500	-
xxxx European Assoc of Historic Towns	300	300	500		500	-
4800 Administration recharge	410	410	308	308		1
4801 C S Ohead recharge	40	40	30	30		-
<b>Total Expenditure</b>	<b>2,750</b>	<b>2,750</b>	<b>2,308</b>	<b>319</b>	<b>1,989</b>	<b>1</b>
<b>Net Expenditure</b>	<b>2,750</b>	<b>2,750</b>	<b>2,308</b>	<b>319</b>	<b>1,989</b>	<b>1</b>
<b>202 Events</b>						
4163 Community Initiatives (CAB)	-	-	-	13,002	21,840	34,842
4164 Other events (Gala)	15,000	15,000	15,000	19,759		4,759
4801 C S Ohead recharge	1,030	1,030	773	773		1
4800 Administration recharge	11,990	11,990	8,993	8,993		1
<b>Total Expenditure</b>	<b>28,020</b>	<b>28,020</b>	<b>24,765</b>	<b>42,527</b>	<b>21,840</b>	<b>39,602</b>
1075 Miscellaneous income	-	-	-	4,473		4,473
<b>Total Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,473</b>	<b>-</b>	<b>4,473</b>
<b>Net Expenditure</b>	<b>28,020</b>	<b>28,020</b>	<b>24,765</b>	<b>38,054</b>	<b>21,840</b>	<b>35,129</b>

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**CHICHESTER CITY COUNCIL**

**BUDGET MONITORING**  
**To 31st December 2024**

Month: 9

	<b>Original Budget £</b>	<b>Current Budget £</b>	<b>Profiled Budget £</b>	<b>Actual To Date £</b>	<b>Committed Expend. £</b>	<b>Variance To Date £</b>
<b>203 Community Safety</b>						
4140 Community Wardens	49,067	49,067	49,067	49,067		-
<b>Total Expenditure</b>	49,067	49,067	49,067	49,067	-	-
<b>Net Expenditure</b>	49,067	49,067	49,067	49,067	-	-
<b>301 Statutory Expenses</b>						
4148 Repairs to War Memorial	2,000	2,000	1,500	-		(1,500)
xxxx Statues and memorials	2,000	2,000	1,500	-		(1,500)
4144 Contribution to Public Conveniences	20,000	20,000	20,000	20,000		-
4150 Footpath Lighting-Energy	3,700	3,700	2,775	1,644		(1,131)
4151 Footpath Lighting Maintenance	3,780	3,780	3,780	3,456		(324)
4152 City Cemetery-Annual Contrib.	38,000	38,000	28,500	11,795		(16,705) 11.
4153 Litten Garden maintenance	2,500	2,500	1,875	1,909		34
4154 St Pauls-General Maint.	500	500	375	2,745		2,370 12.
4156 Misc Grnd Mtce & Street Furn.	500	500	375	501		126
4157 Street Naming & Signage	4,000	4,000	4,000	1,541		(2,459)
4281 Bus shelters	-	-	-	-		-
4801 C S Ohead recharge	320	320	240	240		-
4800 Administration recharge	3,720	3,720	2,790	2,790		-
<b>Total Expenditure</b>	81,020	81,020	67,710	46,621	-	(21,089)
<b>Net Expenditure</b>	81,020	81,020	67,710	46,621	-	(21,089)
<b>401 Mayoralty</b>						
4009 Travel and Subsistence	1,000	1,000	750	933		183
4020 General Expenses	1,000	1,000	750	469		(281)
4103 Mayors charity	-	-	-	(24)		(24)
4125 Mayors Allowance	4,000	4,000	4,000	4,000		-
4130 Mayors at Home	-	-	-	216		216
4131 Mayor at Home-Christmas	2,200	2,200	1,650	144		(1,506)
4132 Receptions Other	1,000	1,000	750	157		(593)
4700 Accommodation recharge	8,900	8,900	8,900	8,900		-
4801 C S Ohead recharge	1,060	1,060	795	795		-
4800 Administration recharge	12,400	12,400	9,300	9,300		-
<b>Total Expenditure</b>	31,560	31,560	26,895	24,890	-	(2,005)
<b>Net Expenditure</b>	31,560	31,560	26,895	24,890	-	(2,005)

CHICHESTER CITY COUNCIL

**BUDGET MONITORING**  
**To 31st December 2024**

Month: 9

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
<b>501 Council House</b>							
4001 Staff Costs	39,006	39,006	29,255	25,469	3,064	(722)	
4002 Employers NI	4,681	4,681	3,511	2,450	347	(714)	
4003 Employers Superannuation	7,489	7,489	5,617	3,375	400	(1,842)	
4008 Training	-	-	-	190		190	
4012 Overtime	16,430	16,430	12,323	15,668	1184.71	4,530	
4055 Professional Fees (painting restoration)	2,000	2,000	2,000	-		(2,000)	
4101 Publicity	6,000	6,000	4,500	-		(4,500)	
4145 Maintenance bus shelters	500	500	375	-		(375)	
4201 Wedding licence	710	710	690			(690)	
4206 Bid membership	1,350	1,350	1,020	1,013		(7)	
4211 Rates and Water	48,845	48,845	48,845	55,749		6,904	
4212 Building cleaning and windows	5,000	5,000	3,750	5,658		1,908	
4214 Electricity	8,000	8,000	6,000	4,781		(1,219)	
4215 Gas	9,000	9,000	6,750	2,189		(4,561)	
4216 General Cleaning	2,300	2,300	1,725	1,870		145	
4217 Alarm main servicing and monitoring	1,500	1,500	1,125	1,440		315	
4218 Lift Service Contract	1,700	1,700	1,700	6,322	(5,973)	(1,351)	
4219 Fire Equipment Service	460	460	345	161		(184)	
4209 Emergency lighting	1,500	1,500	1,125	1,830		705	
4210 Fire Extinguishers	1,250	1,250	938	1,635		698	
4221 Automatic Door Service	650	650	488	504		17	
4222 Air conditioning system service	4,500	4,500	3,375	4,966		1,591	
4225 Insurance	11,000	11,000	11,000	10,842		(158)	
4227 Licences	510	510	383	871		489	
4231 Council House Improvements	8,000	8,000	6,000	26,413	(16,382)	4,031	13.
4305 Cil - Energy Efficiency	-	-	-	98,429	(98,430)	(0)	14.
4309 Cil - Cathedral green	-	-	-	20,000	(20,000)	-	
4234 CCTV Maintenance Contract	400	400	300	1,295		995	
4238 Cyclical Maintenance budget	3,000	3,000	3,000	-		(3,000)	
4241 Lightning Protection R & M	180	180	135	195		60	
4242 Display Energy Certificate	400	400	300	434		134	
xxxx Space equivalent to hire	6,000	6,000	4,500			(4,500)	
4245 Health and Safety	2,000	2,000	1,500	1,023		(477)	
4246 Wedding Expenditure	500	500	375	327		(88)	
4250 Council house equipment	1,950	1,950	1,463	9,483		8,021	15.
4284 MUGA running costs	750	750	750	-		(750)	
4291 Van running costs	1,800	1,800	1,000	28,432		27,432	16.
4312 Cil - Project Manager	-	-	-	14,422	(14,422)	0	
4800 Administration recharge	181,361	181,361	136,021	136,021		0	
4801 C S Ohead recharge	22,773	22,773	17,080	17,080		0	
4900 Capital Charges	39,100	39,100	29,325	29,325		0	
<b>Total Expenditure</b>	<b>442,595</b>	<b>442,595</b>	<b>348,585</b>	<b>529,863</b>	<b>(150,211)</b>	<b>31,067</b>	
1000 Hire Charges-Council Chamber	-	-	-	91		(91)	
1001 Hire Charges-Assembly Room	31,500	31,500	23,625	30,756		(7,131)	
1002 Hire Charges-Court Room	18,500	18,500	13,875	4,751	11,466	(2,342)	
1011 Solar Panel income	1,800	1,800	1,350	2,592		(1,242)	
1012 Wedding Income	1,500	1,500	1,125	3,203		(2,078)	
1014 CIL receipts	-	-	-	198,527	(198,527)	-	17.
1015 small screen	-	-	-	51		(51)	
1016 large screen	-	-	-	357		(357)	
1013 Hanging Basket	2,500	2,500	1,875	-		1,875	
1199 Sale of Asset	-	-	-	79		(79)	
1201 Recharges to other services	82,000	82,000	61,500	61,500		-	
<b>Total Income</b>	<b>137,800</b>	<b>137,800</b>	<b>103,350</b>	<b>301,907</b>	<b>(187,061)</b>	<b>(11,496)</b>	
<b>Net Expenditure</b>	<b>304,795</b>	<b>304,795</b>	<b>245,235</b>	<b>227,956</b>	<b>36,850</b>	<b>19,571</b>	
<b>502 Market House</b>							
4055 Professional Fees	2,500	2,500	1,875	6,470	(4,595)	-	
4801 C S Ohead recharge	110	110	83	55		(28)	
4800 Administration recharge	1,230	1,230	923	615		(308)	



CHICHESTER CITY COUNCIL

**BUDGET MONITORING**  
**To 31st December 2024**

Month: 9

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>Total Expenditure</b>	3,840	3,840	2,880	7,140	(4,595)	(335)
1120 Rents Received-Ground Floor	65,000	65,000	65,000	37,500	33,425	(5,925)
<b>Total Income</b>	65,000	65,000	65,000	37,500	33,425	(5,925)
<b>Net Expenditure</b>	(61,160)	(61,160)	(62,120)	(30,360)	(38,020)	(6,260)
<b>504 City Cross</b>						
4214 Electricity	300	300	225	562		337
4236 Reps/Maint. General	500	500	375	1,453		1,078
4300 City Cross Conservation	2,000	2,000	2,000	480		(1,520)
4302 Annual Maintenance of Clock	1,000	1,000	750	326		(424)
4801 C S Ohead recharge	70	70	53	53		1
4800 Administration recharge	820	820	615	615		-
<b>Total Expenditure</b>	4,690	4,690	4,018	3,489	-	(529)
<b>Net Expenditure</b>	4,690	4,690	4,018	3,489	-	(529)
<b>505 St James Obelisk</b>						
4236 Reps/Maint. General	100	100	100	-	100	-
<b>Total Expenditure</b>	100	100	100	-	100	-
<b>Net Expenditure</b>	100	100	100	-	100	-
<b>506 Heritage</b>						
4800 Administration recharge	410	410	308	308		1
4801 C S Ohead recharge	30	30	23	23		1
<b>Total Expenditure</b>	440	440	330	331	-	1
<b>Net Expenditure</b>	440	440	330	331	-	1
<b>508 Brewery Field</b>						
4236 Reps/Maint. General	2,500	2,500	1,500	509		(991)
<b>Total Expenditure</b>	2,500	2,500	1,500	509	-	(991)
<b>Net Expenditure</b>	2,500	2,500	1,500	509	-	(991)

**CHICHESTER CITY COUNCIL**

**BUDGET MONITORING**  
**To 31st December 2024**

Month: 9

	<b>Original Budget £</b>	<b>Current Budget £</b>	<b>Profiled Budget £</b>	<b>Actual To Date £</b>	<b>Committed Expend. £</b>	<b>Variance To Date £</b>
<b>NET EXPENDITURE</b>	47,000	79,696	(92,289)	(157,179)	9,541	(55,348)
<b>ADJUSTMENT RE CAPITAL CHARGES</b>	(47,000)	(47,000)	(35,250)	(35,250)	-	-
<b>(SURPLUS)/DEFICIT</b>	-	<b>32,696</b>	<b>(127,539)</b>	<b>(192,429)</b>	<b>9,541</b>	<b>(55,348)</b>

**Notes:**

The Current Budget varies from the Original Budget due to budgets brought forward fm 2023/24.	£
Original budget surplus/deficit	-
Budgets carried forward from 2023/24	32,696
	<u>32,696</u>

**Variations**

1. The underspend on salaries is largely offset by the payments for the CAB worker. The salary was originally budgeted for within payroll.
2. Increased training costs, specifically the Property Team.
3. Increased BT costs which have doubled and we have issued 8 phone contracts so that staff do not have to use their personal mobiles. We will need to Budget for this going forward.
4. Increased costs for distributing the City Plan.
5. Additional expenditure on equipment to improve wifi in the Council House and upgrading monitors and equipment.
6. Interest on investments.
7. Unspent Large Community Grants balance
8. Public Realm - 50% of the cost of City Ambassadors £18,726, portico feasibility fees £1,650, lockers for homeless £1,460.70 Noticeboard Brewery field £1,090, SID £2,999, Wests garden bin £213.63 and a memorial tree £350.
9. Allotment fencing project cost £20,859 will be funded from allotment reserve.
10. The costs attributed to running the gala £19,759 less income £4,473 = £15,286
11. Cemetery income is higher than anticipated. Cemetery space is limited and may only last another 5 years.
12. Tree works carried out at St Pauls.
13. Electrical works in the Assembly Room £6,088.80 and flooring £6,513.56 and £1,300 solar panel service and carpeting the CAB office £1,219 will be funded from reserve.
14. Energy efficiency schemes funded by Cil. Secondary glazing £30,831.91, lighting upgrades £11,758.75, Air conditioning £21,468.18 and additional solar panels £30,904 and part payment for the roof lantern £3,466.50
15. Purchase of radio detection kit and stairclimber.
16. Purchase of the new tipper truck.
17. Cil receipts received.

**Expenditure on Reserves**

to 31st December 2024

**Council House Reserve**

Description	Actual Expenditure (£)	Committed Expenditure (£)	Committee
Strip lighting electrical works (Aspect)	3,537.50		Property Committee 20th March 2024
Replacement distribution board and circuit (Aspect)	1,087.50		Property Committee 17th July 2024
Solar panel service (Rayotec)	1,300.00		maintenance
Back gate	1,260.00		Property Committee
Crush bar flooring	6,513.56		Property Committee
Electrical works	1,463.80		Property Committee
Carpet CAB office	1,219.66		Property Committee
<b>Total</b>	<b>16,382.02</b>	<b>0.00</b>	

	£	£
Cfwd	198,037.38	
Expenditure	16,382.02	0.00
<b>Total</b>	<b>181,655.36</b>	<b>0.00</b>

**Public Realm Budget to 31st December 2024**

<b>Description</b>	<b>Actual Expenditure (£)</b>	<b>Committed Expenditure (£)</b>	<b>Committee</b>
Tempest lockers	£1,460.70		Property Cttee 20th March 2024
City Ambassadors	£18,726.32		ongoing
Portico feasibility study	£1,650.00		Feasibility Working Group 28/02/2024
Noticeboard Brewery Field	£1,090.00		Property Committee 17th April 2024
West's garden bin	£213.63		
St Martins garden bin	£213.63		
Graylingwell tree (Vera Hood)	£350.00		Community Affairs Committee 8th
Speed Indicator device	£3,418.97		Property Committee
2 steel lockers	£219.74		
Rotary Christmas tree	£1,000.00		
<b><u>Total</u></b>	<b>£28,342.99</b>	<b>£0.00</b>	

	<b>£</b>	<b>£</b>	
cfwd	50,532.51		= £23,000 Budget + £
Actual Expenditure	-28,342.99	0.00	
	-10,000.00		committed *
<b><u>Total</u></b>	<b>12,189.52</b>	<b>0.00</b>	

\*Carried forward for large grants

**Community Infrastructure Levy**

to 31st Dec 2024

Cil Receipts Retained so far;

2024-2025	198,526.67
2023-2024	448,619.03
2022-2023	900,297.66
2021-2022	333,999.67
2020-2021	8,032.50
2019-2020	0.00

Future receipts

2,040,540.00

1,889,475.53

Cil Projects (completed or ongoing)

Budget      Expenditure      Exp in 24/25      Balance

**Completed**

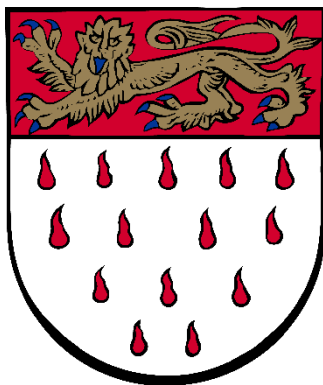
Cycle Racks	Approved	25,296.50	25,296.50	0.00
Litten Lighting	Approved	26,798.21	26,798.21	0.00
Canal bank (£10,000)	Approved	10,000.00	10,000.00	0.00
Electric van	Approved	14,355.00	14,355.00	0.00
St James solar panels	Approved	9,999.17	9,999.17	0.00
Ride on mower	Approved	9,587.49	9,587.49	0.00

**Ongoing**

Pavements	Approved	408,000.00	8,000.00	400,000.00
Finger posts (street signage)	Approved	30,000.00	9,537.72	20,462.28
Boilers (energy efficiency)	Approved	200,000.00	29,533.00	159,300.57
Air Conditioning Unit (Energy Efficiency)	Approved		21,468.18	
Secondary glazing (Energy Efficiency)	Approved		30,831.91	
Solar Panels (Energy Efficiency)	Approved		30,904.00	
Upgraded lighting (Energy Efficiency)	Approved		11,758.75	
Roof lantern	Approved		3,466.50	
Community Grants	£50k approved	350,000.00	38,074.88	311,925.12
Cathedral Beds	Approved	60,000.00	30,265.00	29,735.00
Cathedral Green	Approved	20,000.00	20,000.00	0.00
Crane Street	Approved	8,000.00	8,000.00	0.00
Project Manager	Approved	26,077.00	14,422.01	11,654.99
		<u>1,198,113.37</u>	<u>143,107.09</u>	<u>209,191.23</u>
				<u>933,077.96</u>

Future projects

Tree planting £3,000	Approved	3,000.00		
New Park Centre	Approved	150,000.00		
Community Noticeboards	Not approved	14,500.00		
Bandstand/NEST	Not approved	150,000.00		
Streetlights	Not approved	112,000.00		
Traffic Schemes	Not approved	64,000.00		
Community Hall	Not approved	1,000,000.00		
Playgrounds	Not approved	400,000.00	(£325k alternative play provision £75k Oaklands Park)	
Ali Deck		20,000.00	portable stage	
		<u>1,913,500.00</u>		



## CHICHESTER CITY COUNCIL

# STANDING ORDERS

<b>Revised:</b>	September 2020
<b>Adopted by Council:</b>	23 September 2020
<b>Amended at Council:</b>	20 March 2024 (minute 106 refers)

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**NOTE:**

- **On the following pages; standing orders, or sections thereof, displayed in bold type shall not be ignored or substantively amended unless there are changes to the legislation from which they arise.**
- **References to “Chair of Council” and “Vice-chair of Council”, in the context of meetings of the whole Council, shall mean “Mayor” and “Deputy Mayor” respectively. References to gender are non-specific.**
- **“Person” or “persons” – for the purpose of clarity, mention of person or persons in the Standing Orders shall mean anyone attending the meeting whether they are councillors, members of the public or members of the press. The context of the Standing Order clause shall dictate which of the type(s) of attendee is/are being specifically referenced.**



# 1 Meetings generally (see also Appendix 1 – Public speaking at meetings)

- a Meetings of a parish council shall be held at such place, either within or without their area, as they may direct, but shall not be held in premises which at the time of such a meeting may, by virtue of a premises licence or temporary event notice under the Licensing Act 2003, be used for the supply of alcohol (within the meaning of section 14 of that Act) unless no other suitable room is available either free of charge or at a reasonable cost.
- b The council must give three clear days at least before a meeting of a parish council:
  - i. notice of the time and place of the intended meeting shall be fixed in some conspicuous place in the parish and, where the meeting is called by members of the council, the notice shall be signed by those members and shall specify the business proposed to be transacted at the meeting; and
  - ii. a summons to attend the meeting, specifying the business proposed to be transacted at the meeting and signed by the proper officer of the council, shall be left at or sent by post to the usual place of residence of every member of the council; or
  - iii. a summons to attend the meeting, specifying the business proposed to be transacted at the meeting and certified by the proper officer of the council, shall be sent to every member of the council by an appropriate method.
- c The minimum three clear days for giving notice of a meeting to councillors and the public does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Subject to standing order 1(f) below, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- f The period of time which is allowed for public participation in accordance with standing order 1(e) above is at the Chair's discretion but shall not normally exceed fifteen minutes.
- g Subject to standing order 1(f) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than three minutes.
- h In accordance with standing order 1(e) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- i In accordance with standing order 1(h) above, the Chair may direct that a response to a question posed by a member of the public be referred to a councillor for an oral response or to the Town Clerk for a written or oral response.
- j A record of a public participation session at a meeting shall be included in the minutes of that

meeting.

- k A person should stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort or where the Chair has waived this requirement). The Chair may permit an individual to be seated when speaking if the general requirement has been waived.
- l Any person speaking at a meeting shall address their comments to the Chair.
- m Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.
- n **A person may not orally report or comment about a meeting as it takes place if they are present at the meeting of the council or its committees but otherwise may:**
  - (i) **film, photograph or make an audio recording of a meeting;**
  - (ii) **use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;**
  - (iii) **report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.**
- o **In accordance with standing order 1(d) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- p **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair may in their absence be done by, to or before the Vice-Chair (if any).**
- q **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- r **Subject to model standing order 1 (x) below, all questions at a meeting shall be decided by a majority of the councillors with voting rights present and voting thereon.**
- s **The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote. (See also standing orders 2 (f) and (g) below.)**
- t **Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- u The minutes of a meeting shall include an accurate record of the following:
  - (i) The date, time and place of the meeting;
  - (ii) the names of councillors present, apologies submitted and absentees;

- (iii) interests that have been declared by councillors and non-councillors with voting rights;
  - (iv) whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - (v) if there was a public participation session; and
  - (vi) the resolutions made.
- v If prior to a meeting, a councillor has submitted reasons for their absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
- w The code of conduct adopted by the council shall apply to councillors in respect of the entire meeting.
- x **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council’s code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- y **No business may be transacted at a full council meeting unless at least one third of the whole number of Members of the council are present (i.e. six Members) Any other body appointed by the council shall have a quorum of three Members.**
- z With the exception of meetings of full council, the City Council will allow the same number of substitutes in respect of each political or other group as that group holds on that meeting, the substitute member being permitted to speak and vote. Substitutes to be nominated by the absentee Member giving two working days notice of the substitution.
- aa **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- bb Meetings shall not normally exceed a period of two hours. Any outstanding business from an adjourned meeting will be transacted at the next ordinary meeting or at a Special Meeting. The Chair will have discretion to extend the duration of the meeting beyond two hours. The Chair will also have discretion to postpone outstanding business to the next ordinary meeting or to call a Special Meeting.
- cc **Voting**
- (i) **Members shall vote by show of hands**, or, if at least two Members so request, by secret ballot.
  - (ii) **If a Member so requires, the Town Clerk shall record the names of the Members who voted on any question so as to show whether they voted for it or against**, provided that this demand is made before the vote is taken.
  - (iii) **Subject to (iv) and (v) below the Mayor (or Chair) may give an original vote on any matter put to the vote and, in the case of an equality of votes; may give a casting vote even though they gave an original vote.**

- (iv) **If the person presiding at the Annual Meeting would have ceased to be a Member of the council but for the statutory provisions which preserve the membership of the Mayor and Deputy Mayor until the end of their term of office, they may not give an original vote in an election for Mayor.**
- (v) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Mayor.**

## **2 Annual and ordinary council meetings**

*See also standing order 1 above and Standing Order 15 below*

- a **A parish council shall in every year hold an annual meeting.**
  - i. **In a year which is a year of ordinary elections of parish councillors, the annual meeting of a parish council shall be held on, or within fourteen days after, the day on which the councillors elected at that election take office, and in any other year the annual meeting shall be held on such day in May as the parish council may determine.**
  - ii. **The annual meeting of a parish council shall be held at such hour as the council may fix or, if no hour is so fixed, 6 o'clock in the evening.**
- b **A parish council shall in every year hold, in addition to the annual meeting, such other meetings (not less than three) as they may determine.**
  - i. **Those other meetings shall be held at such hour and on such days as the council may determine.**
- c **The election of the Mayor (Chair of the Council) shall be the first business completed at the Annual Meeting of the Council. This to be followed by the appointment of the Deputy Mayor (Vice Chair of the Council) and the election of the Bailiff.**
- d **The Chair of the Council shall, unless they have resigned or become disqualified, continue in office until their successor becomes entitled to act as Chair.**
- e **The Vice-Chair of the council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next Annual Meeting of the Council.**
- f **In an election year, if the current Chair of the Council has not been re-elected as a member of the council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**
- g **In an election year, if the current Chair of the Council has been re-elected as a member of the council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**
- h **Following the election of the Mayor (Chair of the Council), appointment of the Deputy Mayor (Vice-Chair of the Council) and election of the Bailiff at the annual meeting of the council, the order of business shall be as follows:**

- (i) In an election year, delivery by councillors of their declarations of acceptance of office, if these have not previously been delivered to the Town Clerk, unless scheduled for a later date
  - (ii) Confirmation of the accuracy of the minutes of the last meeting of the council and to receive and note minutes of and/or to determine recommendations made by committees, working groups.
- i Throughout the year statutory policies and procedures will be reviewed according to the Council's adopted policy review schedule (Appendix 4).

### 3 Proper Officer

- a The council's Proper Officer shall be the Town Clerk or such other employee as may be appointed by the council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The council's Proper Officer shall do the following:
  - (i) **Sign and serve on councillors by delivery or post at their residences, or by email authenticated in such manner as the Proper Officer thinks fit where the member has given consent for the summons to be transmitted in electronic form (and consent has not been withdrawn), a summons confirming the time, date, venue and the agenda of a meeting of the council and a meeting of a committee, sub-committee or working group at least three clear days before the meeting.**
  - (ii) **Give public notice of the time, date, venue and agenda at least three clear days before a meeting of the council or a meeting of a committee, sub-committee or working group (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them).**
  - (iii) Subject to standing orders 4(a)–(f) below, include in the agenda all motions in the order received unless a councillor has given written notice at least ten working days before the meeting confirming their withdrawal of it.
  - (iv) **Convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in that office, in accordance with standing order 3(b)i or 3(b)ii**
  - (v) Make available for inspection the minutes of meetings.
  - (vi) **Receive and retain copies of byelaws made by other local authorities.**
  - (vii) **Receive and retain declarations of acceptance of office from councillors.**
  - (viii) Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
  - (ix) Keep proper records required before and after meetings;
  - (x) Process all requests made under the Freedom of Information Act 2000 and Data

Protection Act 2018 in accordance with and subject to the council's procedures relating to the same.

- (xi) Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary.
- (xii) Manage the organisation, storage of and access to information held by the council in paper and electronic form.
- (xiii) Arrange for legal deeds to be sealed using the council's common seal and witnessed.
- (xiv) Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations.
- (xv) Arrange for every planning application notified to the council and the council's response to the local planning authority to be recorded in the minutes of the appropriate Committee.
- (xvi) Retain custody of the seal of the council which shall not be used without a resolution to that effect.
- (xvii) Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

#### 4 Motions requiring written notice

- a In accordance with standing order 3(b)(iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the council's Proper Officer at least ten working days before the next meeting.
- b Councillors are to advise the Chair of the relevant meeting or, in the absence of the Chair, the Vice Chair; of any item proposed by the councillor to be included on the appropriate agenda. Councillors are also to advise the Town Clerk or, in the absence of the Town Clerk; the Deputy Town Clerk.
- c The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least ten clear days before the meeting.
- e If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- f Having consulted the Chair or councillors pursuant to standing order 4(e) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- g Notice of every motion received in accordance with the council's standing orders shall be

numbered in the order received and shall be recorded; which record shall be open to inspection by all councillors.

- h Every motion rejected in accordance with the council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection; which record shall be open to inspection by all councillors.
- i A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents..

## 5 Motions not requiring written notice

- a Motions in respect of the following matters may be moved without written notice.
  - (i) To appoint a person to preside at a meeting.
  - (ii) To approve the absences of councillors.
  - (iii) To approve the accuracy of the minutes of the previous meeting.
  - (iv) To correct an inaccuracy in the minutes of the previous meeting.
  - (v) To dispose of business, if any, remaining from the last meeting.
  - (vi) To alter the order of business on the agenda for reasons of urgency or expedience.
  - (vii) To proceed to the next business on the agenda.
  - (viii) To close or adjourn debate.
  - (ix) To refer by formal delegation a matter to a committee, sub-committee, working group or similar, or to an employee.
  - (x) To appoint a committee, sub-committee, working group or similar and any councillors thereto.
  - (xi) To receive nominations to a committee, sub-committee, working group or similar.
  - (xii) To dissolve a committee, sub-committee, working group or similar.
  - (xiii) To note the minutes of a meeting of a committee, sub-committee, working group or similar.
  - (xiv) To consider a report and/or recommendations made by a committee, sub-committee, working group or similar, or an employee.
  - (xv) To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
  - (xvi) To authorise legal deeds to be sealed by the council's common seal and witnessed.

*(See standing orders 14(a) and (b) below.)*



- (xvii) To move to a vote
  - (xviii) To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
  - (xix) To extend the time limit for speeches.
  - (xx) To exclude the press and public for all or part of a meeting.
  - (xxi) To silence or exclude from the meeting a councillor or a member of the public for disorderly conduct.
  - (xxii) **To give the consent of the council if such consent is required by standing orders.**
  - (xxiii) To suspend any standing order (unless it reflects mandatory statutory or legal requirements).
  - (xxiv) To adjourn the meeting.
  - (xxv) To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
  - (xxvi) To answer questions from councillors.
  - (xxvii) To defer consideration of an item.
  - (xxviii) To close a meeting.
- b If a motion falls within the terms of reference of a committee, sub-committee or working group, or within the delegated powers conferred on an employee, a referral of the same may be made to such committee, sub-committee or working group, or employee provided that the Chair may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

## 6 Rules of debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chair's direction for reasons of expedience.
- b Subject to standing orders 4(a)–(f) above, a motion shall not be considered unless it has been proposed.
- c Subject to standing order 3(b)(iii) above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice of no less than two working days has been given after the original or substantive motion has been proposed and notice of such amendment, shall, if required by the Chair, be reduced to writing and handed to the Chair who shall determine the order in which they are considered.
- e A councillor may move amendments to their own motion. If a motion has already been proposed, an amendment to it shall be with the consent of the Chair.



- f Any amendment to a motion shall be either:
  - (i) to leave out words;
  - (ii) to add words;
  - (iii) to leave out words and add other words.
- g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i Subject to standing order 6(h) above, one or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.
- j Pursuant to standing order 6(h) above, the number of amendments to an original or substantive motion which may be moved by a councillor is limited to one.
- k If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
- l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding three minutes.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- o Subject to standing orders 6(m) and (n) above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which s/he considers has been breached or specify the irregularity in the meeting giving cause for their concern.
- q A point of order shall be decided by the Chair and their decision shall be final.
- r With the consent of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- s Subject to standing order 6(o) above, when a councillor's motion is under debate no other motion shall be moved except:
  - (i) to amend the motion;
  - (ii) to proceed to the next business;

- (iii) to adjourn the debate;
  - (iv) to put the motion to a vote;
  - (v) to ask a person to be silent or for them to leave the meeting;
  - (vi) to refer a motion to a committee or sub-committee for consideration;
  - (vii) to exclude the public and press;
  - (viii) to adjourn the meeting;
  - (ix) to suspend any standing order, except those which are mandatory.
- t In respect of standing order 6(s)(iv) above, the Chair shall first be satisfied that the motion has been sufficiently debated before it is put to the vote. The Chair shall call upon the mover of the motion under debate to exercise or waive their right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.
- u Excluding motions moved under standing order 6(s) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the Chair of the meeting.

## 7 Code of conduct

- a All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the council.
- b Unless they have been granted a dispensation, a councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. they may return to the meeting after it has considered the matter in which the interest lay.
- c Unless they have been granted a dispensation, a councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the council's code of conduct. They may return to the meeting after it has considered the matter in which the interest lay.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** at least five working days before the meeting.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee or working group for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - (i) the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - (ii) whether the dispensation is required to allow participation at a meeting in a discussion only or a discussion and a vote;

- (iii) the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - (iv) an explanation as to why the dispensation is sought.
- g Subject to standing orders 7(d) and (f) above, dispensations requests shall be considered before the meeting.
- h **A dispensation may be granted in accordance with standing order 7(e) above if having regard to all relevant circumstances the following applies:**
- (i) **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
  - (ii) **granting the dispensation is in the interests of persons living in the council's area or**
  - (iii) **it is otherwise appropriate to grant a dispensation.**

## 8 Questions at council meetings

- a A Member may, by 12 noon two working days before the meeting, ask the Mayor or the Chair any question in writing or by electronic mail on any matter to which the council has powers and duties.
- b A Member may, with the permission of the Mayor or the Chair of Council, put to them or the Chair any question relating to urgent business, but if possible a copy of the question shall be delivered to the Town Clerk no later than 10.00am in the morning of the day of the meeting.

## 9 Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5(a)(iv) above.
- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this view was not upheld by the majority of the ( ) and the minutes are confirmed as an accurate record of the proceedings.”

## 10 Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If, in the opinion of the Chair, there has been a breach of standing order 10(a) above, the Chair shall express that opinion and thereafter any councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion shall be put forthwith and without discussion.
- c If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or s/he may adjourn the meeting.

## 11 Rescission of previous resolutions

- a A resolution (whether affirmative or negative) of the council shall not be reversed within six months except either by a special motion, the written notice whereof bears the names of at least seven councillors of the council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further six months.

## 12 Voting on appointments

- a Where more than two persons have been nominated for a role to be appointed by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

## 13 Expenditure

- a Any expenditure incurred by the council shall be in accordance with the council's financial regulations.
- b **The council's financial regulations shall be reviewed once a year** and shall be comprehensively reviewed at least once in each administrative term.
- c **The council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the council's functions to be delegated to a committee, or working group or to an employee.**

## 14 Execution and sealing of legal deeds

*See also standing order 5(a)(xvi) above*

- a A legal deed shall not be executed on behalf of the council unless the same has been authorised by a resolution.
- b **In accordance with a resolution made under standing order 14(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two members of the council and witnessed.**

## 15 Committees and sub-committees

*See also standing order 1 above*

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may, at its annual meeting and at any other time appoint such committees, sub-committees or working groups as may be necessary, and:
  - (i) shall determine their terms of reference;
  - (ii) may permit committees, sub-committees and working groups to determine the dates of their meetings;
  - (iii) shall appoint and determine the term of office of councillor or non-councillor members of such committees, sub-committees and working groups (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
  - (iv) may in accordance with standing orders, dissolve a committee, sub-committee and working group at any time;
- e The Chair of the Council shall be ex-officio and a voting member of every Standing Committee.

## 16 Extraordinary meetings

*See also standing order 1 above*

- a **The Chair of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Chair of the Council does not or refuses to call an extraordinary meeting of the council within seven working days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**

- c The Chair of a committee, sub-committee, working group or sub-group may convene an extraordinary meeting of the committee, sub-committee, working group or sub-group at any time.
- d If the Chair of a committee, sub-committee, working group or sub-group does not or refuses to call an extraordinary meeting within seven working days of having been requested by to do so by two councillors, those councillors may convene an extraordinary meeting of a committee, sub-committee, working group or sub-group. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by nine councillors.

## 17 Advisory panels

*See also standing order 1 above*

- a The council may appoint advisory panels comprised of a number of councillors and non-councillors.

## 18 Accounts and financial statement

- a All payments by the council shall be authorised, approved and paid in accordance with the council's financial regulations, which shall be reviewed annually.
- b The Responsible Financial Officer shall supply to the Finance Committee as soon as reasonably practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the council's receipts and payments for the each quarter and the balances held at the end of a quarter. This statement shall include a comparison with the budget for the financial year to date. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the council (which is subject to external audit), including the annual governance statement, shall be presented to council for formal approval before 30 June.

## 19 Estimates/precepts

- a **The council shall approve written estimates for the coming financial year** at its meeting before the end of January.

## 20 Canvassing of and recommendations by councillors

- a Canvassing councillors or the members of a committee, sub-committee, working group, or sub-group, directly or indirectly, for appointment to or by the council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A councillor or a member of a committee, sub-committee, working group or sub-group shall not solicit a person for appointment to or by the council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the council with

an application for appointment.

- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## 21 Inspection of documents

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of their official (approved) duties (but not otherwise), inspect any document in the possession of the council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the council, its committees or sub-committees shall be available for inspection by councillors.

## 22 Unauthorised activities

- a Unless authorised by a resolution, no individual councillor shall in the name of or on behalf of the council, a committee, sub-committee, working group or sub-group:
  - (i) inspect any land and/or premises which the council has a right or duty to inspect; or
  - (ii) issue orders, instructions or directions.

## 23 Confidential business

- a Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A councillor in breach of the provisions of standing order 22(a) above may be removed from a committee, sub-committee, working group sub-group by a resolution of the council.

## 24 General Power of Competence (see also Standing Order 2)

- a **Before exercising the General Power of Competence, a meeting of the full council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.**
- b **The council's period of eligibility begins on the date that the resolution under standing order 24(a) above was made and expires on the day before the annual meeting of the council that takes place in a year of ordinary elections.**
- c **After the expiry of its preceding period of eligibility, the council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the General Power of Competence which was not completed before the expiry of the council's preceding period of eligibility referred to in standing order 24(b) above.**



## 25 Matters affecting council employees

- a If a meeting considers any matter personal to a council employee, it shall not be considered until the council has decided whether or not the press and public shall be excluded pursuant to standing order 1(d) above.
- b Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the Chair of the Personnel Sub-Committee in respect of an informal or formal grievance matter, and the matter shall be reported back and progressed by resolution of the Personnel Sub-Committee as appropriate to the circumstances.
- c Any persons responsible for all or part of the management of council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- d The council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- e Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- f Only persons with line management responsibilities shall have access to employee records referred to in standing orders 25(c) and (d) above if so justified.

## 26 Information and Data Protection

- a **The council shall appoint a Data Protection Officer and comply with all requirements of the General Data Protection Regulations and the Data Protection Act 2018**
- b **In accordance with Freedom of Information legislation, the council shall publish information in accordance with its publication scheme and respond to requests for information held by the council.** All requests for information held by the council shall be processed in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and Data Protection Act 2018.
- c Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the Finance Committee. The said panel shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 3(b)(x) above.
- d **The council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**
- e **The council shall have a written policy in place for responding to and managing a personal data breach**
- f **The council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- g **The council shall ensure that the information communicated in its privacy notice(s) is**



in an easily accessible and available form and kept up to date.

- h The council shall maintain a written record of its processing activities.

## 27 Relations with the press/media

- a All requests from the press or other media for an oral or written statement or comment from the council shall be processed in accordance with the council's communications policy. These will be dealt with in the first instance by the Town Clerk, and referred if necessary to the appropriate councillor.
- b In accordance with the council's policy in respect to dealing with the press and/or other media, councillors shall not, on behalf of council, provide oral or written statements or written articles to the press or other media. These will be dealt with in the first instance by the Town Clerk, or by the appropriate Chair.

## 28 Liaison with district and county councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, for the attention of the councillors of the district and county council representing its electoral wards.
- b Unless the council otherwise orders, a copy of any letter sent to the district or county council shall be sent for the attention of the district or county council councillors representing its electoral wards.

## 29 Financial matters

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.
- b The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - (i) the accounting records and systems of internal control;
  - (ii) the assessment and management of financial risks faced by the council;
  - (iii) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
  - (iv) the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments;
  - (v) procurement policies (subject to statutory requirements as below).
- b **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 shall be procured as specified in the accompanying Financial Regulations.**
- c The council is not bound to accept the lowest tender, estimate or quote.

- d **Where the value of a contract is likely to exceed the threshold specified by the Crown Commercial Service from time to time the council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with procurement rules regulated by the Public Contracts Regulations 2015.**
- e **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of thresholds specified by the Crown Commercial Service every two years shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

### 30 Allegations of breaches of the code of conduct

- a On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to the council.
- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- d The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the council including the Proper Officer and the Chair of Council shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
  - (i) Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
  - (ii) Ensure that any background papers containing the information set out in standing order 30(a) above are not made public.
  - (iii) Ensure that the public and press are excluded from meetings as appropriate.
  - (iv) Ensure that the minutes of meetings preserve confidentiality.
  - (v) Consider any liaison that may be required with any person or body with statutory responsibility for the investigation of the matter.
- e Standing order 30(d) above should not be taken to prohibit the council (whether through the Proper Officer or the Chair of Council or otherwise) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
- f The council shall have the power to:
  - (i) seek documentary and other evidence from any person or body with statutory

- responsibility for investigation of the matter;
  - (ii) seek and share information relevant to the complaint;
  - (iii) grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full council.
- g **Upon notification by the district council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**
- h References in standing order 30 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

### **31 Variation, revocation and suspension of standing orders**

- a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b A motion permanently to vary or revoke a standing order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the council.

### **32 Standing orders: general**

- a The Proper Officer shall provide a copy of the council's standing orders to a councillor upon delivery of their declaration of acceptance of office.
- b The Chair's decision as to the application of standing orders at meetings shall be final.
- c A councillor's failure to observe standing orders more than three times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

## Appendix 1 - Public speaking at meetings

### 1.1 General

Residents of the City of Chichester may ask questions of the Chair of the Council and any Chair of an ordinary committee or working group at ordinary meetings of the council and may make representations on any specific item on the agenda.

### 1.2 Order of questions

Questions will be asked in the order notice of them was received, except that the Chair may group together similar questions.

### 1.3 Notice of questions

Notice should be given by delivering it in writing or by electronic mail to the Town Clerk no later than 12.00 two working days before the day of the meeting. Such notices should include confirmation of the name and address of the person(s) submitting the question.

### 1.4 Number of and time limits on questions

At any one meeting no person may submit more than one question. Unless the Chair otherwise specifies, each speaker will be limited to three minutes in which to ask the question or questions.

Subject to the Chair's discretion there will be an overall limit of 15 minutes devoted to public questions.

### 1.5 Scope of questions

The Town Clerk may reject a question, or part of a question, if it:

- a is not about a matter for which the council has a responsibility or which affects the parish;
- b is defamatory, frivolous or offensive;
- c is substantially the same as a question which has been put at a meeting of the council in the past six months; or
- d requires the disclosure of confidential or exempt information.

### 1.6 Record of questions

The Town Clerk will record each question and make the same available for public inspection and will immediately send a copy of the question to the councillor to whom it is to be put and all other Members of the City Council for information purposes. Rejected questions will include reasons for rejection.

1.7 Asking the question at the meeting

The Chair will invite the questioner to put the question to the Councillor named in the notice. If a questioner who has submitted a written question is unable to be present, they may ask the Chair to put the question on their behalf. The Chair may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

1.8 Supplemental question

A questioner who has put a question in person may also put one supplementary question without notice to the councillor who has replied to the original question. A supplementary question must arise directly out of the original question or the reply. The Chair may reject a supplementary question on any of the grounds in paragraph 1.5 above.

1.9 Written answers

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the councillor to whom it was to be put, will be dealt with by a written answer.

1.10 Reference of question to a committee or working group

Unless the Chair specifies otherwise, no discussion will take place on any question, but any councillor may move that a matter raised by a question be referred to the appropriate committee or working party. Such a motion will be voted on without discussion.

1.11 Public speaking on specific items

- a Members of the public may make a statement on any item on the agenda when the matter arises for debate and at the time appointed by the Chair. Each speaker will be limited to three minutes in which to make representations. Unless the Chair specifies otherwise, the total time for such representations by councillors or the public shall not exceed 12 minutes in respect of each item.
- b Speakers shall give notice by not later than 12.00 two working days before the meeting of their intention to speak.
- c Where the item concerns a planning application the rule in paragraph 1.11(a) is modified to allow objectors three minutes each subject to an overall limit of nine minutes. Similarly, applicants and supporters are permitted three minutes each subject to an overall limit of nine minutes.

## Appendix 2 - Public speaking at meetings of committees and working groups

*See also Appendix 1 above*

### 2.1 General

Members of the public may make representations on any specific item on the agenda.

### 2.2 Public speaking on specific items

- a Residents of the City of Chichester may make a statement on any item on the agenda when the matter arises for debate and at the time appointed by the Chair. Each speaker will be limited to three minutes in which to make representations. Unless the Chair specifies otherwise, the total time for such representations by members of the public shall not exceed 12 minutes in respect of each item.
- b Speakers shall give notice by not later than 12.00 two working days before the meeting of their intention to speak.
- c Where the item concerns a planning application the rule in paragraph 1.11(a) is modified to allow objectors three minutes each subject to an overall limit of nine minutes. Similarly, applicants and supporters are permitted three minutes each subject to an overall limit of nine minutes.

## Appendix 3 – Rights to information and meeting attendance

### 1 Scope

- 1.1 These rules apply to all meetings of the council and committees and working parties (together called meetings).

### 2 Additional rights to information

- 2.1 These rules do not affect any more specific rights to information contained elsewhere in these Standing Orders or the law.

### 3 Rights to attend meetings

- 3.1 The Public Bodies (Admission to Meetings) Act 1960 subsection 1 provides as follows:

- 1 Subject to subsection (2) below, any meeting of a body exercising public functions, being a body to which this Act applies, shall be open to the public.
- 2 A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.
- 3 A body may under subsection (2) above treat the need to receive or consider recommendations or advice from sources other than councillors, committees or sub-committees of the body as a special reason why publicity would be prejudicial to the public interest, without regard to the subject or purport of the recommendations or advice; but the making by this subsection of express provision for that case shall not be taken to restrict the generality of subsection (2) above in relation to other cases (including in particular cases where the report of a committee or subcommittee of the body is of a confidential nature).
- 4 Where a meeting of a body is required by this Act to be open to the public during the proceedings or any part of them, the following provisions shall apply, that is to say:
  - a public notice of the time and place of the meeting shall be given by posting it at the offices of the body (or, if the body has no offices, then in some central and conspicuous place in the area with which it is concerned) three clear days at least before the meeting or, if the meeting is convened at shorter notice, then at the time it is convened;
  - b There shall, on request and on payment of postage or other necessary charge for transmission, be supplied for the benefit of any newspaper a copy of the agenda for the meeting as supplied to councillors of the body (but excluding, if thought fit, any item during which the meeting is likely not to be open to the public), together with such further statements or particulars, if any, as are necessary to indicate the nature of the items included or, if thought fit in the case of any item, with copies of any reports or other documents supplied to councillors of the body in connection with the item;

- c while the meeting is open to the public, the body shall not have power to exclude councillors or the public from the meeting and duly accredited representatives of newspapers attending for the purpose of reporting the proceedings for those newspapers shall, so far as practicable, be afforded reasonable facilities for taking their report and, unless the meeting is held in premises not belonging to the body or not on the telephone, for telephoning the report at their own expense.
  - 5 Where a meeting of a body is required by this Act to be open to the public during the proceedings or any part of them, and there is supplied to a councillor of the public attending the meeting, or in pursuance of paragraph (b) of subsection (4) above there is supplied for the benefit of a newspaper, any such copy of the agenda as is mentioned in that paragraph, with or without further statements or particulars for the purpose of indicating the nature of any item included in the agenda, the publication thereby of any defamatory matter contained in the agenda or in the further statements or particulars shall be privileged, unless the publication is proved to be made with malice.
  - 6 When a body to which this Act applies resolves itself into committee, the proceedings in committee shall for the purposes of this Act be treated as forming part of the proceedings of the body at the meeting.
  - 7 Any reference in this section to a newspaper shall apply also to a news agency which systematically carries on the business of selling and supplying reports or information to newspapers, and to any organisation which is systematically engaged in collecting news for sound or television broadcasts [or for programme services (within the meaning of the Broadcasting Act 1990) other than sound or television broadcasting services].
  - 8 The provisions of this section shall be without prejudice to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting.
- 3.2 Members of the public may attend all meetings subject only to the exceptions in these rules.
  - 3.3 The Town Clerk and the Responsible Financial Officer and their nominees are entitled to attend any meeting of the Council and its committees and any sub-committees or working parties.
- 4 Notices of meetings
    - 4.1 The council will give at least three clear days' notice of meetings by posting details of the meeting at offices of the council, on the City Council ward boards and in the appropriate section of the City Council website.
  - 5 Access to agenda and reports before meetings
    - 5.1 The council will make copies of the agenda and reports open to the public available for inspection at the designated office at least three clear days before the meeting. If an item is added to the agenda later, the revised agenda (where reports are prepared after the summons has been sent out, the designated officer shall make each such report available to the public as soon as the report is completed and sent to councillors) will be open to inspection for the time the item was added to the agenda.



6 Supply of copies

6.1 The council will supply copies of:

- a any agenda and reports which are open to public inspection;
- b any further statements or particulars necessary to indicate the nature of the items in the agenda; and
- c if the Town Clerk thinks fit, copies of any other documents supplied to councillors in connection with an item to any person on payment of a charge for postage and any other costs.

7 Access to minutes and reports after meetings

7.1 The council will make available copies of the following for six years after a meeting:

- a the minutes of the meeting or records of decisions taken, together with reasons, for all meetings of the council, excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information;
- b the agenda for the meeting; and
- c reports relating to items when the meeting was open to the public.

8 Exclusion of access by the public to meetings

8.1 Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960

For the purpose of defining “the confidential nature of the business to be transacted or for other special reasons” these guidelines will be followed.

8.2 Confidential information – requirement to exclude public

The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed.

9 Exclusion of access to reports by the public

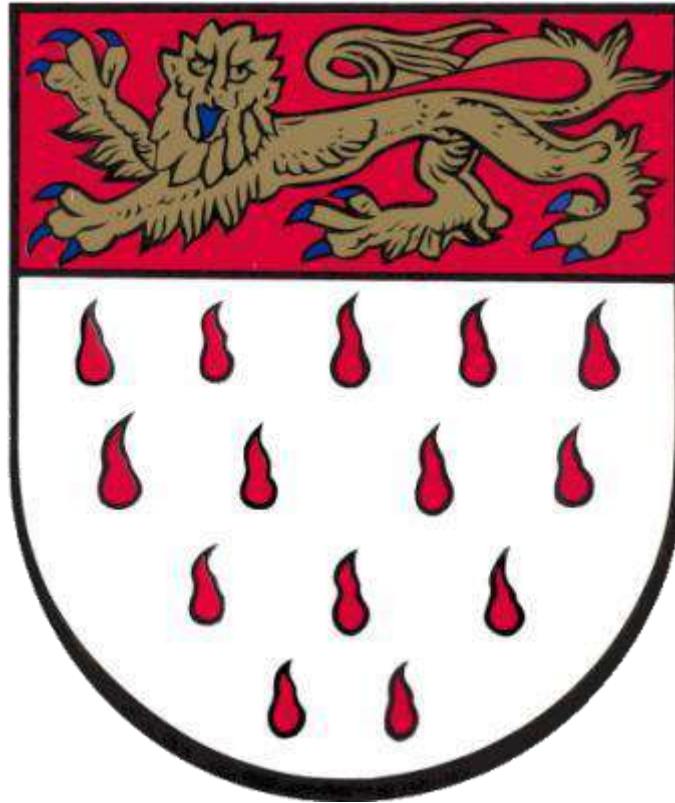
- 9.1 If the Town Clerk thinks fit, the council may exclude access by the public to reports which in their opinion relate to items during which, in accordance with Rule 9, the meeting is likely not to be open to the public. Such reports will be marked “Not for publication” together with the category of information likely to be disclosed.

## Appendix 4 – Statutory Policy Review Schedule

	Item	Review Body	Frequency	Timing	Last review date	Minute ref.
1	Review of standing orders and financial regulations.	Finance	Annual	January		
2	Review of Council risk assessment statements and confirmation of arrangements for insurance cover in respect of all insured risks.	Finance	Annual	January		
3	Review, if appropriate, of the council's policy for dealing with the press/media.	Full Council	Annual	February		
4	Review of variable Direct Debits, Standing orders, and online banking arrangements.	Full Council	Bi-annual	February		
5	Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.	Community Affairs	Annual	March		
6	Review of representation on or work with external bodies and arrangements for reporting back.	Community Affairs	Annual	March		
7	Adoption of standing orders and financial regulations.	Full Council	Annual	April		
8	Receipt of nominations to existing committees, sub-committees and working groups.	Full Council	Annual	May		
9	Appointment of any new committees, sub-committees and working groups, confirmation of the terms of reference, the number of members and receipt of nominations to them.	Full Council	Annual	May		
10	Review of inventory of property and other assets including buildings.	Finance	Annual	June		
11	Review delegation arrangements for committees, sub-committees and working groups, employees and other local authorities	Full Council	Annual	September		
12	Review of the terms of references for committees, sub-committees and working groups.	Full Council	Annual	September		

	<b>Item</b>	<b>Review Body</b>	<b>Frequency</b>	<b>Timing</b>	<b>Last review date</b>	<b>Minute ref.</b>
13	Review of the council's memberships of other bodies and annual subscriptions.	Finance	Annual	September		
14	Review of the council's complaints procedure.	Full Council	Annual	December		
15	Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018.	Full Council	Annual	December		

**CHICHESTER CITY COUNCIL**



# **FINANCIAL REGULATIONS**

**Revised:** June 2024

**Approved by Finance Committee:** 11 June 2024  
**Minute reference:** 20

**Adopted by Council:** 26 June 2024  
**Minute reference:** 17 (with minor revision to point 6.10 made after the Finance Committee meeting)

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## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and

- produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
- **setting the final budget or the precept (council tax requirement);**
  - **the outcome of a review of the effectiveness of its internal controls**
  - **approving accounting statements;**
  - **approving an annual governance statement;**
  - **borrowing;**
  - **declaring eligibility for the General Power of Competence; and**
  - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
  - authorise any new grant or new single commitment in excess of £15,000; and

## **2. Risk management and internal control**

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the Finance Committee, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence

of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### 3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;



- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Personnel Sub-Committee at least annually in September for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Personnel Sub-Committee. The RFO will inform committees of any salary implications before they consider their draft their budgets.
- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the finance committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Finance Committee.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £75,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £5,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £1,000] and £5,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £1,000 excluding VAT.
  - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £5,000 excluding VAT.
  - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £25,000 excluding VAT
  - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
  - the council for all new items over £15,000 and not within agreed budgets
  - Finance Committee for existing budgets over £25,000;

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £25,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £1,000 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank. The arrangements shall be reviewed bi-annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless [the council] resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
  - i. any payments of up to £1,00 excluding VAT, within an agreed budget.
  - ii. payments of up to £25,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance committee.
  - iv. Fund transfers within the councils banking arrangements up to the sum of £200,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance Committee.
- 6.10. At each Finance Committee meeting, the RFO shall present a schedule of all payments made since the previous meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify 5 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.

- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator or their nominated deputy shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator their deputy shall set up any payments due before the return of the Service Administrator.
- 7.6. Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online
- 7.8. A full list of all payments made in a month shall be provided to the next Finance Committee meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two authorised members. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the Finance Committee provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the Finance Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every three years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

## 9. Payment cards

- 9.1. Any Credit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and the Property Maintenance Officer and any balance shall be paid in full each month.
- 9.3. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

## 10. Petty Cash

- 10.1. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO for example for postage or minor stationery items shall be refunded on a regular basis, at least quarterly. **OR** The RFO shall maintain a petty cash float of £30 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
  - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
  - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

## 11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the responsible committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.



- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.



- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software software and that any VAT Return required is submitted form the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of the mayor's charity account shall be paid into the dedicated charity bank account. Instructions for the payment of funds due from the charity bank account to the council (to meet expenditure already incurred by the authority) will be given by the signatories of the bank account.

#### **14. Payments under contracts for building or other construction works**

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the Project Manager or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. Stores and equipment**

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

## **16. Assets, properties and estates**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £25,000. In each case a written report shall be provided to the relevant committee with a full business case.

## **17. Insurance**

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **18. Suspension and revision of Financial Regulations**

- 18.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Bank Reconciliation Statement as at 31/12/2024  
for Cashbook 1 - Imprest Account


AGENDA ITEM 14a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/12/2024	116	1,852.41
			<u>1,852.41</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,852.41
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,852.41
		<b>Balance per Cash Book is :-</b>	<b>1,852.41</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name MICHELLE CARTER Signed  Date 14/01/25

Signatory 2:

Name KIM MARTIN Signed  Date 14/01/25

Bank Reconciliation Statement as at 30/11/2024  
for Cashbook 1 - Imprest Account

AGENDA ITEM 14a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	30/11/2024	115	11,934.28
			<u>11,934.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			11,934.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			11,934.28
		<b>Balance per Cash Book is :-</b>	<b>11,934.28</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name MICHELLE CARTER Signed  Date 19/12/24

Signatory 2:

Name KIM MARTIN Signed  Date 21/12/24

Bank Reconciliation Statement as at 31/10/2024  
for Cashbook 1 - Imprest Account

AGENDA ITEM 14a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/10/2024	114	9,992.91
			<u>9,992.91</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9,992.91
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			9,992.91
		<b>Balance per Cash Book is :-</b>	<b>9,992.91</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name MICHELLE CARTER Signed  Date 19/11/24

Signatory 2:


Name KIM MARTIN Signed  Date 19/11/24

Bank Reconciliation Statement as at 31/12/2024  
for Cashbook 2 - Unity Trust Current Account

AGENDA ITEM 14a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/12/2024	138	179,981.85
			<u>179,981.85</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			179,981.85
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			179,981.85
		<b>Balance per Cash Book is :-</b>	<b>179,981.85</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name MICHELLE CARTER Signed  Date 15/01/25

Signatory 2:

Name KIM MARDIN Signed  Date 15/1/2025



Bank Reconciliation Statement as at 30/11/2024  
for Cashbook 2 - Unity Trust Current Account

AGENDA ITEM 14a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	30/11/2024	137	321,688.17
			<u>321,688.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			321,688.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			321,688.17
		<b>Balance per Cash Book is :-</b>	<b>321,688.17</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name MICHELLE CARTER Signed  Date 06/01/25

Signatory 2:

Name Kim Markon Signed  Date 06/01/25

Bank Reconciliation Statement as at 31/10/2024  
for Cashbook 2 - Unity Trust Current Account

AGENDA ITEM 14a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/10/2024	136	447,905.85
			<u>447,905.85</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			447,905.85
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			447,905.85
		<b>Balance per Cash Book is :-</b>	<b>447,905.85</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name KIM MARTIN Signed  Date 20/11/24

Signatory 2:

Name MICHELLE CARTER Signed  Date 20/11/24

## List of Payments made between 01/10/2024 and 31/12/2024

AGENDA ITEM 14b

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/10/2024	ASDC Southern Limited	BACS03	792.00		Call out camera Litt Gds
03/10/2024	Mrs Kim Martin	BACS04	21.95		Refund Winter Flu Jab - Staff
03/10/2024	Chichester District Council	BACS05	320.00		Annual Premises Licence -C/Hse
03/10/2024	Allstar	BACS06	79.28		Fuel for Tipper Truck - Sep24
03/10/2024	University of Chichester	BACS07	80.00		Sleepy Lite Orches - 27.09.24
03/10/2024	The Woodhorn Group Ltd	BACS08	76.25		Green waste L/gard + StP Allot
03/10/2024	Chichester Garden Machinery	BACS09	85.19		Inspect fault on mower
03/10/2024	APL Health Ltd	BACS10	140.00		Occ Health Staff Assess
03/10/2024	Goodrowes of Chichester Ltd	BACS11	11.71		Security brackets for Benches
03/10/2024	Luna Clean	BACS13	680.46		Cleaning of C/Hse - Sep 24
03/10/2024	Sussex Rural Community Council	BACS14	144.00		Village Hall advis - Ann Subs
03/10/2024	Eurosafe Solutions Ltd	BACS15	600.00		Retest railings on C/Hse roof
03/10/2024	No Stone Unturned Fundraising	BACS16	300.00		Prep & deliver Training 23/09
03/10/2024	Beaver Tool Hire	BACS17	377.78		Hire of Brush cutter + fuel
03/10/2024	Stocksigns Limited	BACS18	504.00		Pole bracket + batt for S.I.D.
03/10/2024	Voxit Limited	BACS19	720.00		Ann. Web Maint to Oct25
03/10/2024	Marmax Products	BACS20	474.00		5 x Plaques for Whyke Oval
03/10/2024	SLCC Enterprises Ltd	BACS21	144.00		ILCA Qualification fee - RC
03/10/2024	Michelle Carter	BACS22	16.44		Milk & Shelf raiser -M/Parlour
03/10/2024	Mr D Jenkins	BACS23	20.98		Tape & Batteries for C/Hse
03/10/2024	Mrs Sam Tate	BACS24	14.95		Biscuits - Arts Forum 20.09.24
03/10/2024	Amazon	BACS25	38.66		Pk10 Yellow Highlighters
03/10/2024	TRP (Chichester) Ltd	BACS27	842.16		3 x glass panels hack outs
03/10/2024	C Adams	BACS26	26.94		Napkins, cups, foil etc Events
03/10/2024	Screwfix	BACS28	96.75		Plumbing materials - Parlour
17/10/2024	Caroline Wheaton	BACS01	700.00		Carve & install stones - FI Pk
17/10/2024	Covers Trade Centre Branch	BACS02	800.43		Materials FI Pk & Whyke Proj
17/10/2024	Stuart Partrick	BACS29	50.00		Refund Allotment Deposit PA43
17/10/2024	Mr G Bowen	BACS30	5.80		4 x 4pts Milk
17/10/2024	Dyson King (Architectural Iron	BACS31	84.78		Hinges for A/Room Floorboxes
17/10/2024	Canon (UK) Ltd	BACS32	224.13		P/Copier copies 1.7-30.09.24
17/10/2024	Beaver Tool Hire	BACS33	114.04		Ground Guards & Beam Lift hire
17/10/2024	John Stone	BACS34	50.00		Mayors Constable Duty - 11/10
17/10/2024	John Bishop	BACS35	50.00		Mayors Constable Duty - 11/10
17/10/2024	Screwfix	BACS36	5.22		Fixing for whyke Oval Benches
17/10/2024	Amazon	BACS37	204.01		Alarm buzzer - Disabled Toilet
17/10/2024	Mr D Jenkins	BACS38	7.00		Key cut for St Martins Gd
17/10/2024	Recycle Southern Ltd	BACS39	163.20		Waste disposal - St P allotmen
17/10/2024	City Electrical Factors	BACS40	37.60		Quantity of counter sunk screw
17/10/2024	GLASDON UK LTD	BACS41	256.36		Black recycled bin -St Martins
17/10/2024	Rotary Club of Chichester	BACS42	1,000.00		Discretionary Grant - 07.10.24
18/10/2024	Luna Clean	BACS43	680.46		Council House Cleaning -Aug24
25/10/2024	Beaver Tool Hire	BACS44	143.64		Hire of Ground guards & Lifter
25/10/2024	Amazon	BACS45	40.32		Date stamp - Black Ink
25/10/2024	Christie Intruder Alarms Ltd	BACS46	311.66		Programming of Security Tag
25/10/2024	Vodafone Ltd	BACS47	19.32		B/band for CCTV at L/Gds Oct24
25/10/2024	Purely Paper	BACS48	93.48		5 x reams recycled A3 Paper

## List of Payments made between 01/10/2024 and 31/12/2024

AGENDA ITEM 14b

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/10/2024	Covers Trade Centre Branch	BACS49	63.48		10 x bags of Post fix -B/Racks
25/10/2024	Growtrain Ltd	BACS50	228.00		Fire & M/H Training - RB
25/10/2024	Jonathan Pugh	BACS51	280.00		Refund income rec'd in error
25/10/2024	Midlands Signs Leicester Ltd T	BACS52	196.00		2 x City centre signs +postage
25/10/2024	Paresh Limbachia	BACS53	7.00		Refreshments - Com. meet 21/10
31/10/2024	Unity Trust Bank	TRANS	4.50		Service Charge
01/11/2024	Agrovista UK Ltd	BACS01	118.74		5 lt Hard Surface Cleaner
01/11/2024	South Downs Water Co Ltd	BACS02	21.60		3 x 19Lt Water less empties
01/11/2024	Screwfix	BACS03	52.98		PIR Sensor cabinet light
01/11/2024	Recycle Southern Ltd	BACS04	208.08		Waste St Pauls Allotments
01/11/2024	City Electrical Factors	BACS05	11.34		Cable for Generator
01/11/2024	Mr S Holman	BACS06	11.30		Train travel - Cat C Training
01/11/2024	Mr D Jenkins	BACS07	7.00		Key Cut for C Chamber
01/11/2024	Midlands Signs Leicester Ltd T	BACS08	196.80		2x Marchwood St signs
01/11/2024	Vaughtons	BACS09	732.00		Bespoke case for Mayoral Chain
01/11/2024	C Adams	BACS10	17.40		Biscuits - Arts Forum & Rememb
01/11/2024	Amazon	BACS16	153.70		1TB SSD Internal memory
07/11/2024	Mrs Kim Martin	BACS11	29.40		Travel Exp - WSALC Conference
07/11/2024	Luna Clean	BACS12	680.46		Cleaning Council Hse - Oct 24
07/11/2024	Society of Local Council Clerk	BACS13	420.00		Ann. Membership fee S.Tate
07/11/2024	Personnel Hygiene Services Ltd	BACS14	202.33		7 x Sani bins empty to 7.12.25
07/11/2024	Friends of Chartres Twinning A	BACS15	28.00		Tickets for Fr of Chartres eve
07/11/2024	Amazon	BACS17	71.98		4 x Sylvania T18 Theat Lamps
07/11/2024	Toolstation Ltd	BACS18	49.71		Fixings for FI Pk Project
07/11/2024	Screwfix	BACS19	111.67		Resin gun for works at C/Hse
07/11/2024	Thomas Fattorini Ltd	BACS20	572.92		Engraving for 3 x Civic medals
15/11/2024	Friends of Oaklands Park (FoOP)	BACS21	500.00		Discretionary Grant
15/11/2024	Pestforce	BACS22	240.00		3 x visits -Rats in Litten Gds
15/11/2024	Pyrotec Protection t/a Coastli	BACS23	60.00		Rent 2 x fire Exting for Vans
15/11/2024	Amazon	BACS24	293.71		HP ink cartridges - CA
27/11/2024	Katie Coffey	BACS25	6.95		Milk & Biscuits - Arts Forum
27/11/2024	Christie Intruder Alarms Ltd	BACS26	211.26		Supply & Prog 5 x alarm tags
27/11/2024	Vodafone Ltd	BACS27	19.32		B/Band for Litten CCTV - Nov24
27/11/2024	Jane Walker Event Floristry	BACS28	30.00		Registrars arrange 16.11.24
27/11/2024	Smye-Rumsby Ltd	BACS29	157.80		Hire 12 W/Talkie - Rememb Sund
27/11/2024	Chichester Farm Machinery Ltd	BACS30	201.37		Repair of Masport mower
27/11/2024	Friends of Chartres Twinning A	BACS31	58.00		Annual Chartres Dinner
27/11/2024	Super Signs	BACS32	840.00		Gala St Banner supply & instal
27/11/2024	Mulberry and Co	BACS33	434.16		Interim Intern Audit for 24/25
27/11/2024	South Downs Water Co Ltd	BACS34	39.60		3 x 19L Bottles of Water - Dep
27/11/2024	Screwfix	BACS35	226.25		Protect clothing & materials
27/11/2024	Amazon	BACS36	853.85		8 x Single port wall plates
29/11/2024	The Royal British Legion Poppy	300595	175.00		8 x Wreaths for Remembrance
30/11/2024	Unity Trust Bank	DD	13.95		Bank Charges
05/12/2024	The Woodhorn Group Ltd	BACS01	154.30		Green Waste Litten Gd - Nov 24
05/12/2024	Allstar	BACS02	74.57		Diesel for Tipp Truck - Dec 24
05/12/2024	C Adams	BACS03	5.20		Tracked post -M/Hse Lease doc

## Imprest Account

## List of Payments made between 01/10/2024 and 31/12/2024

AGENDA ITEM 14b

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/12/2024	Mrs Kim Martin	BACS04	3.59		Food bags -Pastries- Com Event
05/12/2024	Dormakaba UK Limited	BACS05	604.80		Maint Cont Main doors 26.11.25
05/12/2024	South Downs Water Co Ltd	BACS06	21.60		Water Cooler rental to18.03.25
05/12/2024	Luna Clean	BACS07	680.46		Cleaning - C/Hse - Nov 25
05/12/2024	The Dean & Chapter Of Chichester	BACS08	500.00		Contr. Cath. Bell Tower clock
05/12/2024	Andrew Watson	BACS09	25.00		Christmas Tree for C/Hse
05/12/2024	CJS Portsmouth	BACS10	74.22		Soap, cloths, sacks, d/pan & b
05/12/2024	Dyson King (Architectural Iron	BACS11	62.05		7 x Keys for Allotment padlock
05/12/2024	Zurich Municipal	BACS12	437.66		Insurance Policy prem - Fideli
05/12/2024	Amazon	BACS13	617.61		Batteries40Pk + F/O HDMI cable
12/12/2024	Isobel Tate	BACS14	36.00		Bar & Waitress Service10.12.24
12/12/2024	Alyssa Costan	BACS15	36.00		Bar & Waitress Service10.12.24
12/12/2024	Alfie Blakemore	BACS16	36.00		Bar & Waitress Service10.12.24
12/12/2024	Rio Brockbank- Gibbs	BACS17	36.00		Bar & Waitress Service10.12.24
12/12/2024	HAMPSHIRE LIFT SERVICES	BACS18	418.80		Lift Maint cont to 13.01.2026
12/12/2024	Chichester Open Studios	BACS19	500.00		Discretionary Grant - Dec 24
12/12/2024	S & P Tree Specialists Ltd	BACS20	820.00		Allots - Wh/Rd - Sycamore tree
12/12/2024	Purely Paper	BACS21	197.70		25 x Reams of A4 Paper P/copy
12/12/2024	Goodrowes of Chichester Ltd	BACS22	471.72		4 x leaf rakes + manure fork
12/12/2024	Mr G Bowen	BACS23	7.25		5 x 4pts Milk
12/12/2024	John Enderby	BACS24	264.00		Refund Coun Tax recd in error
12/12/2024	Alice Millard	BACS25	50.00		Deposit refund re Allot JA11
20/12/2024	Energy Intelligence Centre Lim	BACS26	520.80		DisplayEnergy Cert - C/Hse
20/12/2024	Saunders Specialised Services	BACS27	115.20		Attend & invest. Chiller Fault
20/12/2024	Kestrel Guards	BACS28	495.85		Annual Keyholding to 12.12.25
20/12/2024	Pyrotec Protection t/a Coastli	BACS29	981.00		Fire Extinguisher servicing
20/12/2024	Amazon	BACS30	350.08		2 x Headsets for Phones
20/12/2024	Visual Hygiene Cleaning Servic	BACS31	80.00		Window Cleaening 22.10.24
20/12/2024	Mrs Sam Tate	BACS32	640.00		Deduction from pay x 8 months
20/12/2024	Friends of Ravenna	BACS33	156.80		Refund booking cost - Powercut
20/12/2024	GW Shelter Solutions Ltd	BACS34	210.00		Cleaning 5 x Bus Shelt- Dec24
20/12/2024	Smith of Derby Ltd	BACS35	391.20		Service of Market Cross Clock
31/12/2024	Unity Trust Bank	TRANS	11.40		Service charge for Nov 24
<b>Total Payments</b>			<b>30,573.42</b>		

## List of Payments made between 01/10/2024 and 31/12/2024

AGENDA ITEM 14b

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2024	Cerberus Networks Limited	DD03	58.80		B/band for C/Hse - Sep 24
02/10/2024	O2 - Telephonica UK Ltd	DD04	112.79		Staff Mobile Phones - Oct 24
04/10/2024	Chichester College	BACS03	3,900.00		3 x Day course E,D & Inclusion
04/10/2024	Moore	BACS04	2,520.00		External Audit of 23/24 A/Cs
09/10/2024	Chichester BID	BACS06	20,000.00		CIL Grant -Cathedral Gn Elec
15/10/2024	Chichester District Council	DD01	5,433.00		Business Rates C/Hse 24/25
15/10/2024	Chichester District Council	DD02	101.30		BID Levy for 24/25
16/10/2024	Imprest Account	TRANSFER	10,000.00		TRANSFER
16/10/2024	British Telecommunications PLC	DD05	783.27		Phone line & Calls to 31.12.24
16/10/2024	Vodafone Ltd	DD06	37.26		B/Band & Calls - St J Sep24
17/10/2024	Microsoft	BACS01	2,584.80		16 x Software Licences
18/10/2024	Voluntary Action Arun & Chiche	BACS05	5,000.00		Community Grant 020924
18/10/2024	Chichester District Council	DD07	119.40		Empty Refuse & Recycle -Sep24
21/10/2024	Barclaycard	DD	1,047.66		Barclaycard Oct 2024
22/10/2024	Drax	DD08	873.80		Elec - Unmetered S/L - Sep 24
23/10/2024	Pitney Bowes Ltd	DD09	90.71		Qtly rent Franking machine
24/10/2024	Square	TRANS	0.92		Square Fees - Oct 24
28/10/2024	B & J Haughey Ltd T/A Dor to D	BACS02	2,354.70		Printing & Distrib of leaflets
30/10/2024	Business Stream	DD10	144.68		Water - PF Rd Allot to 01/10
30/10/2024	Business Stream	DD11	250.86		Water - SJ Rd Allot to 01/10
31/10/2024	Unity Trust Bank	TRANS	11.70		Bank handling charges
31/10/2024	Renault Finance	DD12	30.00		Ann Lease for Battery-Elec Van
31/10/2024	Business Stream	DD13	371.49		Water - St P Allot to 02/10
01/11/2024	Cerberus Networks Limited	DD03	58.80		Broadband - C/Hse - Nov24
01/11/2024	O2 - Telephonica UK Ltd	DD04	103.20		Staff Mobile Phones - Oct 24
05/11/2024	Storm Windows Ltd	BACS09	18,924.29		Sec Glazing (Part) Council Hse
05/11/2024	West Sussex County Council	BACS10	95,779.56		Salaries for Oct 2024
08/11/2024	Saunders Specialised Services	BACS05	1,452.00		Ann service -Boilers, AHU & Ch
08/11/2024	VIX Technology Uk Ltd (Cambrid	BACS06	10,310.40		75% Elec disps B/Rd & Sw/Dr
08/11/2024	Chichester District Council	BACS07	1,950.61		50% Chi Cem Run costs Qtr2
08/11/2024	R J Lifts Group Ltd	BACS08	1,722.00		Pit Prop & switch for Lift
14/11/2024	Vodafone Ltd	DD05	37.26		B/band & Phone St James
15/11/2024	Chichester District Council	DD01	5,433.00		Business Rates C/Hse 24/25
15/11/2024	Chichester District Council	DD02	101.30		BID Levy for 24/25
15/11/2024	Chichester District Council	DD06	119.40		Refuse & Recycle - Oct 24
18/11/2024	Lester Aldridge LLP	BACS01	3,000.00		Prof fees re Mark Hse Lease
18/11/2024	Arun & Chichester Citizens Adv	BACS02	10,920.00		CAB Office Staff 07-09/24
18/11/2024	South East Employers	BACS03	3,336.00		Staff Handbook review
18/11/2024	Storm Windows Ltd	BACS04	2,688.00		Second glazing Council Chamber
18/11/2024	Drax	DD07	1,030.02		Elec -Chi City Council - Oct24
21/11/2024	Barclaycard Nov 2024	DD	1,506.12		Barclaycard Nov 2024
26/11/2024	Imprest Account	TRANSFER	10,000.00		Transfer
26/11/2024	Business Stream	DD08	471.62		Water for Council Hse to 25/10
28/11/2024	Window Flowers Limited	BACS11	45,346.50		Rent & Maint 147 x H/Baskets
29/11/2024	Square	TRANS	15.95		Square Fees - Nov 24
30/11/2024	Unity Trust Bank	TRANS	16.20		Bank Charges to 31/10/24
02/12/2024	Renault Finance	DD04	30.00		Ann Lease for Battery-Elec Van

## List of Payments made between 01/10/2024 and 31/12/2024

AGENDA ITEM 14b

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2024	Cerberus Networks Limited	DD05	58.80		Broadband for C/Hse - Nov 24
04/12/2024	O2 - Telephonica UK Ltd	DD07	103.20		Staff Mobile phones - Nov 24
06/12/2024	Observer	DD08	79.04		Annual subscript Chi Obs news
09/12/2024	Lester Aldridge LLP	BACS01	4,758.00		Legal fees re Market Hse Lease
09/12/2024	CRG Direct Ltd	BACS02	2,482.00		Supp & Fit 2 x Sunsynk batts
09/12/2024	West Sussex County Council	BACS17	60,064.21		Salaries for Nov 2024
11/12/2024	Drax	DD11	64.71		Elec - Oct 24 - Unmeter St Lig
12/12/2024	Chichester Garden Machinery	BACS03	1,884.00		Laser Sythe bar for Tractor
12/12/2024	Meynell Hayes Ltd	BACS04	3,466.50		Planning assist re OCR Lantern
12/12/2024	C.A.M.H.S.F	BACS05	3,000.00		DISC GRANT DEC24
12/12/2024	Kitchen Sink Productions CIC	BACS06	3,000.00		DISC GRANT DEC 24
12/12/2024	Chichester District Foodbank	BACS07	3,000.00		DISC GRANT DEC 24
12/12/2024	Creative Beatz Charity	BACS08	2,222.04		DISC GRANT DEC 24
12/12/2024	Chichester Film Makers CIC	BACS09	1,200.00		DISC GRANT DE C24
12/12/2024	The M H Charitable Trust	BACS10	1,347.00		DISC GRANT DEC 24
12/12/2024	Second Chance Chichester	BACS11	3,000.00		DISC GRANT DEC 24
12/12/2024	Ideal Commercials Ltd	BACS12	32,947.73		Ford Tipper truck - BD70 RSV
13/12/2024	Chichester District Council	DD10	119.40		Refuse & Recycle to 26.11.24
16/12/2024	Chichester District Council	DD01	5,433.00		Business Rates C/Hse 24/25
16/12/2024	Chichester District Council	DD02	101.30		BID Levy for 24/25
17/12/2024	Vodafone Ltd	DD06	37.26		Broadband & Phone St J - Nov24
17/12/2024	Drax	DD09	1,250.07		Elec - Nov 24 - Unmetered St L
20/12/2024	Knight Fencing Ltd	BACS13	25,031.76		Supply & install fence StP Al
20/12/2024	Mor Flooring Ltd	BACS14	1,463.60		Supply & Fit carpet to CAB Off
20/12/2024	Baronmead International Ltd	BACS15	7,074.00		Scalacombi stairclimber (S46)
20/12/2024	Sarah Quail	BACS16	2,000.00		2nd 1/2 Yr Mayoral Allow
23/12/2024	Square	TRANS	17.31		Square fees for Dec 2024
23/12/2024	Barclaycard	DD	3,127.41		Barclaycard Dec 2024
31/12/2024	Unity Trust Bank	TRANS	16.50		Bank Service Charges
31/12/2024	Unity Trust Bank	TRANSFER	1.60		Manual Handling Ch
31/12/2024	Renault Finance	DD03	30.00		Ann Lease for Battery-Elec Van

<b>Total Payments</b>	<b>438,559.81</b>
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**PAYMENTS MADE BY BARCLAYCARD**  
**ANALYSIS OF STATEMENTS FOR OCTOBER, NOVEMBER AND DECEMBER 2024**

Date	Supplier	Detail	Net £	VAT £	Total £
15/09/2024	Zoom	Zoom	38.96	7.79	46.76
17/09/2024	Boots	covid tests x3	4.38	0.88	5.25
19/09/2024	Topps Tiles	Mayors parlour	85.24	17.05	102.29
24/09/2024	Spotted penguin	2 steel lockers	219.74	43.95	263.69
27/09/2024	SP dry verge	Roof tile snowguard	77.19	15.44	92.63
30/09/2024	SP Montanas	Network warehouse desktop switch	30.31	6.06	36.37
30/09/2024	SP Trade superstores	composite decking	179.74	35.95	215.69
02/10/2024	adobe	cloud apps	54.58	10.92	65.49
02/10/2024	SP Montanas	Network warehouse	30.91	6.18	37.09
05/10/2024	DNH	Domain renewal	47.96	9.59	57.55
05/10/2024	Microsoft	Sept bill	16.40	3.28	19.68
		<b>Total for October 2023</b>	<b>785.40</b>	<b>157.08</b>	<b>942.49</b>
18/09/2024	WHSmith	USB stick	16.85	3.37	20.23
18/09/2024	Land Registry	search	5.00	1.00	6.00
18/09/2024	Land Registry	search	5.00	1.00	6.00
30/09/2024	EIF purple guide	Purple Guide membership	25.00	5.00	30.00
01/10/2024	Tesco	groceries	13.33	2.67	16.00
02/10/2024	Robert Dyas	Heater	16.66	3.33	19.99
11/10/2024	M&S	Mayors Sunday	5.79	1.16	6.95
			<b>87.63</b>	<b>17.53</b>	<b>105.17</b>
		<b>Total for October 2024</b>	<b>873.03</b>	<b>175.61</b>	<b>1047.66</b>
15/10/2024	Zoom	Zoom	38.97	7.79	46.76
23/10/2024	WHSmith	SJ retirement card	4.58	0.92	5.50
30/10/2024	HWAudio	Electrovoice	93.47	18.69	112.16
02/11/2024	adobe	cloud apps	54.58	10.92	65.49
05/11/2024	Microsoft	Oct bill	16.40	3.28	19.68
05/11/2024	Metals4U	splashback	303.07	60.61	363.68
05/11/2024	Blinds4U	front office	594.04	118.81	712.85
06/11/2024	thomann	furman power distributor	112.50	22.50	135.00
		<b>Total</b>	<b>1217.60</b>	<b>243.52</b>	<b>1461.12</b>
15/10/2024	Blendworth Tyres	hire of trailer	37.50	7.50	45.00
		<b>Total for November 2024</b>	<b>1255.10</b>	<b>251.02</b>	<b>1506.12</b>



AGENDA ITEM 14c

Date	Supplier	Detail	Net £	VAT £	Total £
15/11/2024	Zoom	Zoom	38.97	7.79	46.76
02/12/2024	adobe	cloud apps	65.49		65.49
05/12/2024	Microsoft	Nov bill	16.40	3.28	19.68
18/11/2024	Card Factory	gift wrap speyer	3.55	0.71	4.26
18/11/2024	AAT	membership	187.00		187.00
20/11/2024	Amazon prime	refund	-134.00	-26.80	-160.80
21/11/2024	Thomann	furman power distributor	-112.50	-22.50	-135.00
25/11/2024	Alliance disposables	filter boiler	70.00	14.00	84.00
25/11/2024	EUK Host	website	92.47	18.49	110.96
05/12/2024	Microsoft	Nov bill	4.14	4.74	8.88
29/11/2024	Booker Ltd	mayors at home	48.43	0.89	49.32
29/11/2024	Blinds4UK	Assembly room	42.39	8.48	50.87
09/12/2024	SP Start safety	men at work signs	91.93	18.39	110.32
09/12/2024	Booker Ltd	mayors at home	5.98	1.20	7.18
09/12/2024	Tesco	mayors at home	29.03	5.81	34.84
09/12/2024	Aldi stores	mayors at home	61.55	12.31	73.86
10/12/2024	Southern coop	wine - mayors at home	30.00	6.00	36.00
10/12/2024	Spires bakery	mayors at home	495.00		495.00
10/12/2024	Broadband	broadband	9.56	1.91	11.47
10/12/2024	Chichester DC	non commercial reg fee	20.00		20.00
12/12/2024	Amazon prime	SJ retirement gift	27.46	5.49	32.95
		<b>Total for December 2024</b>	<b>1092.85</b>	<b>60.19</b>	<b>1153.04</b>
14/11/2024	E2GO	Ass room Audio	63.21	12.64	75.85
14/11/2024	Kenable	voip parts	22.45	4.49	26.94
15/11/2024	Ideal commercials	Tipper truck dep	416.67	83.33	500.00
22/11/2024	Land Registry	land search	5.00	1.00	6.00
04/12/2024	SP The office crowd	Freedom chair - James	149.25	29.85	179.10
05/12/2024	EVRI Ltd	phone equip return	13.21	2.64	15.85
10/12/2024	M&S	mayors at home	15.05		15.05
12/12/2024	Metals4U	splashbacks	561.45	112.29	673.74
12/12/2024	SP montanas	Network Warehouse	401.53	80.31	481.84
		<b>Total for December 2024</b>	<b>1647.82</b>	<b>326.55</b>	<b>1974.37</b>
		<b>Total for December 2024</b>	<b>2740.67</b>	<b>386.74</b>	<b>3127.41</b>
		<b>Overall totals</b>	<b>4868.80</b>	<b>813.37</b>	<b>5681.19</b>