

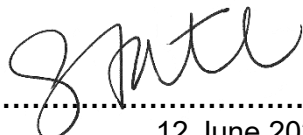


Chichester City Council

FINANCE COMMITTEE

Agenda

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE FINANCE COMMITTEE
TO BE HELD IN THE COUNCIL CHAMBER AT 5.30PM ON WEDNESDAY 18 JUNE 2025**


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12 June 2025

1. **ELECTION OF CHAIR FOR 2025-2026**
2. **APPOINTMENT OF VICE-CHAIR FOR 2025-2026**
3. **APOLOGIES FOR ABSENCE**

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

4. **DECLARATIONS OF INTEREST BY MEMBERS OF THE COMMITTEE IN MATTERS
ON THE AGENDA FOR THIS MEETING**
5. **FINANCE COMMITTEE MEETING DAYS AND TIMES**

To agree the weekday and start times of the Finance Committee meetings for the remainder of 2025-2026.

6. **SUB-COMMITTEES AND WORKING GROUPS REPORTING TO THE FINANCE
COMMITTEE**

To confirm membership of the following (*report attached*):

- *Property Sub-Committee*
- *Personnel Sub-Committee*
- *Business Plan Sub-Committee*

7. **MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 2 APRIL 2025**

To make a correction to the minutes as follows:

- *Minute 104 – correct a typing error. Minute should read:*

Revenue Budget Monitoring to end February 2025

Further to the above correction, to approve and sign as a correct record the minutes of the Finance Committee meeting held on 2 April 2025.

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

- a) **Minute 102 - Implement the E-Display project and place orders for the installation of the trial display units**

Project Manager to report.

- b) **Minute 103 - Initiate the application for Chichester City Council to join the Viv-up staff benefits scheme.**

To note that the Viv-up scheme is now live and accessible for Officers.

- c) **Minute 104 - Action the Committee's decisions in respect of twinning association budgets and earmarked reserves**

To note that this has been completed.

- d) **Minute 105 - Conduct a review of Council House expenditure and identify the various cost categories**

To note that this is in progress and currently being worked on through the Property Sub-Committee.

- e) **Minute 105 - Investigate availability of heritage grants for works on the Council House**

To note that contact has been made with the Lottery Heritage Fund and that a webinar is being arranged that the Town Clerk and Deputy Town Clerk will attend.

- f) **Minute 105 - Investigate listing the Council House with filming location agencies**

To note that the Council House has been registered as a filming location with Sussex Film Office.

- g) **Minute 111 - Put in place processes for better control and oversight of suitable indemnities for contractors undertaking work on behalf of the City Council**

Property Maintenance Manager to report

- h) **Minute 111 - Review the risk assessment statements and allocate risks according to the Committee or Sub-Committee responsibility for each area of activity**

To note that this is in progress and will be completed ready for the next annual risk assessment review at the Finance Committee meeting in February 2026.

- i) **Minute 112 - Assess current Councillor laptops for suitability for effective participation in hybrid meetings**

To note that initial testing has taken place which indicates that a hardware review of all Councillor laptops may be necessary but that a more thorough test will be undertaken when the new hybrid meeting system has been installed.

- j) **Minute 112 - Ensure that any proposed hybrid meeting system would be capable of streaming meetings to non-participant attendees via a suitable streaming platform.**

To note that the supplier has confirmed that this is possible and that specifics of how it will work in practice will be demonstrated during training on the new system.

- k) **Minute 113 - Arrange a training/briefing session for interested Councillors to talk through standing orders and enable them to better understand the process and the changes being made.**

To note that this was completed on 30 April 2025 and was attended by Councillors Apel, Corfield, C Gershater, J Gershater, Kondabeka, McHale, Miall, Quail and Squire.

Officers present were the Town Clerk, Council Services and Support Manager and Communications and Civic Support Officer.

9. **PROPERTY SUB-COMMITTEE**

To receive and note the minutes of the Property Sub-Committee meetings held on 27 May 2025.

10. **PERSONNEL SUB-COMMITTEE**

To receive and note the minutes of the Personnel Sub-Committee meeting held on 27 May 2025.

11. **BUSINESS PLAN SUB-COMMITTEE**

To receive and note the minutes of the Personnel Sub-Committee meeting held on 28 May 2025.

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

Deputy Town Clerk to report (*report attached*)

13. **STATEMENT OF ACCOUNTS 2024-2025**

Recommendation to Full Council on Wednesday 25 June 2025 for approval and signing of the Statement of Accounts.

(*Copy attached*)

14. **BUDGETS TO BE CARRIED FORWARD FROM 2024/2025 AND BUDGETS TRANSFERRED TO RESERVES**

(*Copy attached*)

15. **INTERNAL CONTROL POLICY**

(*Copy attached*)

16. **INTERNAL AUDIT**

- Annual and interim Internal Audit reports – 2024/2025
(reports attached)

- Annual Internal Audit report (AGAR) – 2024/2025
(*copy attached*)

Deputy Town Clerk to report

17. PROVISION OF INTERNAL AUDIT SERVICES 2025-2026

Deputy Town Clerk to report (*quotation attached*)

18. ANNUAL GOVERNANCE STATEMENT (Part 1 of the Annual Return)

Recommendation to Full Council on Wednesday 25 June 2025 for approval and signing.

(*Copy attached*)

19. ACCOUNTING STATEMENTS (Part 2 of the Annual Return)

Recommendation to Full Council on Wednesday 25 June 2025 for approval and signing.

(*Copy attached*)

20. INVESTMENT REGISTER

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

21. REVIEW OF PROPERTY AND ASSETS

To be deferred to the September meeting of the Finance Committee to allow for completion of the transfer of asset records to a new management system.

22. SUBSISTENCE ALLOWANCES

To consider adopting the subsistence allowances as approved by Chichester District Council, effective from April 2025.

(*Copy attached*)

23. COUNCIL HOUSE CLEANING CONTRACT

Property Maintenance Manager to report (*report attached*)

24. PERFORMANCE STAGE PROJECT – PHASE 1 – COUNCIL HOUSE

Project Manager to report (*report attached*)

25. TO NOTE AND RATIFY THE FOLLOWING RECONCILIATIONS AND TRANSACTIONS (reports attached)

- a) MONTHLY RECONCILIATION WITH EVIDENCE OF BANK STATEMENTS FOR MARCH 2025

Chair and Deputy Town Clerk (RFO) to sign the reconciliations as a correct record.

- b) LIST OF PAYMENTS MADE FOR MARCH 2025

26. ITEMS FOR INCLUSION ON THE NEXT AGENDA

27. DATE OF NEXT ORDINARY MEETING

DATE OF NEXT ORDINARY MEETING: To be confirmed

To: Members of the Finance Committee
Councillors Loxton, Miall, Pramas, Scicluna and Squire

Ex Officio:
The Mayor (Councillor McHale)

The filming, photographing and recording of City Council meetings is now permitted by those members of the press and public attending. This includes the use of mobile devices by those using social media. It would be appreciated if anyone who wishes to do this could let the Chairman know before the meeting commences.

However, these provisions will not apply on occasions where the press and public are excluded from the meeting when confidential matters are discussed.

It is requested that discretion is exercised and nothing done to disrupt or distract the meeting in any way. The Chairman will reserve the right to request that filming/recording ceases if it is having a detrimental effect upon the meeting. If you do not wish to be filmed then please let the Chairman know so that alternative arrangements can be made.