



Chichester City Council

AGENDA ITEM 6

Sub-Committee make up – 2025-2026

Nominations to Sub-Committees reporting to the Finance Committee – presented to the meeting of the Finance Committee held on 18 June 2025

Personnel

Cllr Judy Gershater
Cllr Louise Pramas
Cllr Anne Scicluna
Cllr Ken Squire

Property

Cllr Anne Scicluna
Cllr Clare Apel
Cllr Ann Butler
Cllr Stuart Loxton
Cllr Robert Miall
Cllr Sarah Quail

Business Plan

Cllr Robert Miall
Cllr Rhys Chant
Cllr Craig Gershater
Cllr Stuart Loxton
Cllr Sarah Quail
Cllr Ken Squire

Cil expenditure over years

	£ 1,649,408.27	Anticipated Cil income to 2029	£ 1,505,736.00	Whitehouse phase 2
Cil Receipts retained (at 31st March 2025)			£334,804	Remaining City wide 270 housing allocation in Local Plan
			£150,000	Balance of Whitehouse phase 1
			£50,000	Windfall developments
			£ 2,040,540.00	

Cil Projects	Spend in Previous years	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
Cycle racks	£ 25,296.50							
Litter lighting	£ 26,798.21							
Canal bank	£ 10,000.00							
Electric Van	£ 14,355.00							
St James solar Panels	£ 9,999.17							
Ride on mower	£ 9,587.49							
Streetslights								
Traffic schemes	£ 9,537.72							
Improve City signage £20,000								
Cathedral beds -		£ 30,265.00						
Council house entrance project								
Energy Efficiency Schemes 200k	£ 29,533.00	£ 105,564.67						
Pavements - £100,000	£ 8,000.00							
Neighbourhood Plan – up to £100,000								
Tree planting £3,000	£ 70,314.00	£ 2,097.50						
New Park Centre								
NEST								
Aluminium staging								
Community Noticeboards								
Project Manager								
Cathedral Green								
Crane Street								
Brewery Field								
Community Grants								
Community Hall (South of city)								
Playgrounds								
	£ 213,421.09	£ 240,067.26	£ 1,417,137.33	£ 626,000.00	£ 126,000.00	£ 476,000.00	£ 76,000.00	£ 76,000.00

Cil allocated to identified projects
Potential unallocated Cil funds

£ 2,797,137.33
892,810.94

Anticipated Cil receipts calculated as follows:

Whitehouse farm phase 2	no. homes
Permissions granted	850
% Market housing	70
% Social Housing	30
Average Sq m per dwelling	100
Cil levy rate/ sq m (@ 2024 rates)	£ 168.71
Total levy raised	£ 10,038,245.00
15% neighbourhood receipts	£ 1,505,736.75

City Centre Developments	no. homes
Permissions granted	270
% Market housing	70
% Social Housing	30
Average Sq m per dwelling	70
Cil levy rate/ sq m (@ 2024 rates)	£ 168.71
Total levy raised	£ 2,232,033.30
15% neighbourhood receipts	£ 334,805.00

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CIL - Cashflow forecast

opening balance £ 1,649,408.27

FY	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Anticipated Receipts		£ 70,000.00	£ 100,000.00	£ 320,000.00	£ 400,000.00	£ 500,000.00	£ 500,000.00
Anticipated Expenditure		£ 1,417,137.33	£ 626,000.00	£ 126,000.00	£ 476,000.00	£ 76,000.00	£ 76,000.00
Closing balance	£ 1,649,408.27	£ 302,270.94	-£ 223,729.06	-£ 29,729.06	-£ 105,729.06	£ 318,270.94	£ 742,270.94



Chichester City Council

Subsistence allowances

(based on Chichester District Council subsistence allowances agreed April 2025)

Please note that in order to claim the following allowances, appropriate and valid receipts must be submitted with all claims. Where a receipt is less than the stated allowance, then the amount of expenditure only will be reimbursed.

Subsistence

Breakfast (Absence less than 24 hours, leaving home before 7a.m.)	Payable at the discretion of the Town Clerk/Deputy Town Clerk/RFO and normally where work/travel has started before 7.00 a.m.	£10.55
Lunch	For necessary absence of several hours spanning the normal lunch period leaving the office before 11.00 a.m. and returning after 3.00 p.m.	£14.47
Tea* (Unable to arrive home before 6.30 p.m.)	If unable to return to administrative centre (or home if nearer) by 6.30 p.m.	£5.75
Evening Meal* (Unable to arrive home before 8.30 p.m.)	If unable to return to administrative centre (or home if nearer) by 8.30 p.m.	£17.49
Out of Pocket Allowance	£8.18 per night, £32.38 per week.	

***If an overnight stay is necessary and not included in the course fee, normally only bed breakfast and overnight meal are reimbursed. You will however be able to claim up to £27.15 for an evening meal.**

Please note that Tea and Evening Meal cannot be claimed on the same day.

Travel

Travel to seminars/conferences/training courses	Cost of standard class rail fare. (Car may be used in exceptional circumstances. In this case EITHER the cost of the standard rail fare OR the appropriate mileage cost may be claimed - whichever is lower. Mileage can only be claimed over and above normal travel distance from home to the Council House.)
Car travel	65p per mile - accurate mileage readings MUST be provided
Car parking	At cost
Bus travel	At cost
Bicycle travel	20p/mile

NOTE: Subsistence and mileage allowances are not paid in respect of absence on calls or at depots or other establishments within or immediately near the vicinity of the town in which the administrative centre is located. As a broad guide to the mileage factor involved take a three mile radius from the centre of the town concerned.

Accommodation

Overnight stays should be discussed in advance with the Town Clerk/Deputy Town Clerk and/or the Responsible Financial Officer

Rates to increase annually based on CPI rate

AGENDA ITEM 15

Report on Procurement of Meeting Management Software

Prepared by the Town Clerk, 1st July 2025

Officer Recommendation: To proceed with implementation of the GovMeetings system at an initial implementation cost of £5740 for the first year and thereafter at an ongoing cost of £2490 per year.

Background:

The City Council meeting calendar currently includes a minimum of 40 scheduled Council, Committee and Sub Committee meetings per year. With additional meetings for the Personnel Sub Committee, plus extra-ordinary Council, Committee and sub-committee meetings also generally called during the year, the actual number of meetings supported is usually in the region of 50 per year excluding working group meetings, which can add an additional 30-40 meetings per year to the calendar.

Meeting preparation, agendas and minutes are currently prepared and written by allocated members of the Civic Support Team via largely manual processes, such as committee 'boxes' where items for future agendas are printed/written and stored. This leaves scope for error and omission and is very labour intensive, relying on individual team members to remember all items for inclusion and to ensure that all meeting papers are collated and merged on time and in order to create the meeting packs.

Members often find it hard to keep up to date with the relevant papers during a meeting, with packs frequently exceeding 100 pages making it difficult to ensure the correct papers are being viewed for individual agenda items.

The estimated time spent preparing the agenda and papers for a Committee meeting is half a day for a simple agenda/meeting and up to a day for large standing committee or full council meeting. A conservative estimate of staff time spent preparing meeting agendas and report packs is 225 hours per year (50 meetings @ 4.5 hours per meeting).

Following the meeting, production of minutes, their publication to the website and assignment and tracking of tasks are currently manual processes which take additional officer time and resource and, as manual processes, contain margin for human error (for example ensuring minute references and minute book page numbers have been adjusted and assigned correctly). The staff time spent producing and publishing meeting minutes and allocating and tracking tasks is conservatively estimated as 150 hours per year (50 meetings @ 3 hrs per meeting).

In addition, officers support several Council working groups, preparing meeting agendas, circulating post meeting notes and actions and tracking their progress. We estimate that this equates to a further 60 hours support a year (30 meetings a year @ 2 hours per meeting).

The Civic Support team currently spend approximately 435 hours a year, an average of 8.4 hours a week, servicing Council meetings.

In total, the current cost of servicing Council meetings is estimated at just under £10K per year, as outlined:

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Process	Number per year	Average hours spent/meeting	Total time spent/year	Staff cost (average) per hour	Estimated total staff cost
Agenda and meeting papers preparation	50	4.5	225	£22.98	£5,170.50
Minute production	50	2.5	125	£22.98	£2872.50
Working group support	30	1.5	45	£22.98	£1034.10
Task assignment and follow up	80	0.5	40	£22.98	£919.20
TOTAL			435		£9996.30

Proposal:

To free up staff time to deliver other Council priorities (e.g. community development, communications and publicity) and to ensure more robust systems of preparing for meetings, preparing and publishing minutes and recording and tracking decisions and outcomes, we have evaluated the possibility of using a meeting management system to streamline the manual processes currently involved in supporting Council meetings.

We have considered three systems, which are the most widely used in the Local Government Sector:

- Modern.gov
- iBABS
- Gov.Meetings

Modern.gov and iBABS are widely used in the Unitary/County/District Council sector and are comprehensive systems that can integrate with wider customer and data management tools and can be purchased at pre-negotiated, aggregated commercial rates via the Crown Commercial Services procurement framework (G-CLOUD 14). Gov.Meetings has been developed specifically for the Parish Council sector and discounted rates are available to members of the SLCC (Society for Local Council Clerks).

Costs for implementing the systems are as follows:

Name	Setup and onboarding	License costs/month	Public access platform/month	Annual cost (yr 1)	Ongoing annual cost
iBABS	£995.00	£379.20	£250.00	£8545.40	£7550.40

Name	Annual license and support	Annual Cloud hosting	Annual paperless meeting app	Annual cost (yr 1)	Ongoing annual cost
Modern.Gov	£17,693.00	£13,335.00	£2,258.00	£33,286.00	Annual cost increase of 5%

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Name	Setup and onboarding	License costs/year	Web hosting/year	Annual cost (yr 1)	Ongoing annual cost
Gov.Meetings	£3,250.00	£2095.00	£395.00	£5,740.00	£2,490.00

Evaluation

We considered the three systems and based on cost/benefit rapidly discounted both the iBABS and Modern.GOV systems as offering poor value for money, as the implementation and licensing costs would not be recouped by increases in staff productivity.

We then conducted an in-depth evaluation and trial of the Gov.meetings system to ascertain if it would be fit for purpose and achieve the aim of increased staff productivity, improved management of the end-to-end process and reduction in human error when producing minutes and recording decisions and actions.

Key features of the system:

- Stand-alone app-based system (based on the well-established Decisions app) that can be accessed from any device – this will allow Councillors to securely view documents and meeting information from their preferred device, including personal tablets/laptops, etc.
- Collaborative agenda preparation – the draft agenda is automatically linked to Outlook calendar and so items can be added to any meeting taking place throughout the year. This will eliminate the need for ‘committee boxes’ and reduce the potential for items to be missed. Access to the agenda can be controlled such that relevant staff/committee members can suggest items for inclusion on the meeting agenda, subject to final approval by the proper officer.
- Automatic generation of word and pdf documents for agendas, meeting reports and minutes based on information captured in the Decisions app, along with automatic publishing of information to the website.
- Easier for members to follow reports and papers in-meeting, as the relevant information is appended to the agenda item and can be found when needed.
- Members can annotate reports, add comments to share with others and save their notes.
- Auto-transcription of meetings to enable easy minute preparation.
- AI tools that can auto-generate meeting re-caps and meeting minutes and once approved auto-publish them to the minute book and Council website.
- Able to combine multiple sources of information (e.g. handwritten notes, word documents, one note files and audio/transcripts) when summarising and generating meeting minutes.
- Automatic links to tasks, planner and calendars to assign and track tasks.
- Automatic export to Excel to create and update decision log.

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Conclusion

We believe that the system has the potential to reduce the staff time spent preparing for and managing meetings by up to 50%. This would free up an additional 218 hours or 6 weeks a year of staff time from routine administrative tasks and leave the resources available for assignment on other Council priorities.

The value of the time saved is estimated at £4,998.15 per year. We anticipate pay-back on our investment would be largely cost-neutral in year one (assuming no additional benefits from the increased capacity of staff to take on new projects with the time now freed from meeting preparation and management), increasing to a direct saving in staff time costs of £2508.30 in subsequent years. This is a conservative estimate as it does not include any additionality due to staff having more time to complete other works/tasks.

Officer Recommendation: To proceed with implementation of the GovMeetings system at an initial implementation cost of £5740 for the first year and thereafter at an ongoing cost of £2490 per year