

Key:

Abbreviation	Location
CH	Council House
MC	Market Cross
LG	Litten Gardens
BF	Brewery Field
STM	St Martins Garden
WSTMG	West Street Memorial Gardens
AL(BL)	Allotment - Blackbery Lane
AL(F)	Allotment - Florence
AL(K)	Allotment - Kingsham
AL(STJ)	Allotment - St James
AL(STP)	Allotment - St Pauls
AL(RA)	Allotment - Roman Ampitheatre
AL(W)	Allotment - Whyke
STPC	St Pauls Churchyard
SID	Speed Indicator Decives
SF	Street Furniture

Date of Report	14/08/2025
Meeting Date	26/08/2025 11:00am

Colour	Status
	On target
	Risk of delay
	Delivery delayed

PROJECTS COMPLETED						
BL - Fencing	Relocation of rear gate access and new fencing and removal of bollards	£ 1,065.00	Completed	Required to prevent fly-tipping at entrance	Q2	AW
STP - Oak Tree Reduction	To prevent shading of plots	£ 1,680.00	Completed	South Oak to previous pruning points, North Oak prune back 3-4m Scheduled 28/05/2025	Q1	AW
CH - Chamber Blinds	Replacement binds required following secondary glazing completion	£ 1,608.33	Completed	Awaiting manufacturer and install date, estimated July 2025 UPDATE: Install June 2025	Q1	AW
CH- Fire Alarm Upgrades	Fire Brigade prevent doors from being held back by wedges and hooks, install door closures that work with alarm system. Assembly Room/Crush Bar Assembly Room/Lift Foyer	£ 4,888.18	Completed	Areas to be addressed: Ante Room/Assembly Room Assembly Room/Green Room		AW
CH - Emergency Lighting (Additional)	Fire Brigade additional emergency lights in the following areas: Ground Floor Kitchen Crush Bar Kitchenette Reception Foyer to cover stairs	£ 449.78	Completed	Awaiting install date	Q1	AW
CH - SMART Water Heating Controls	Supply & fit 16 amp smart Wi-Fi switch to each of the existing water heaters around the building. This will replace the existing time clock arraignment and allow the water heaters to both be scheduled to come on and off via an app. Each smart switch will also have a adjacent manual over ride switch Test, inspect & issue NICEIC certificate.	£ 1,003.75	Completed	Controls installed in early 2024, do not provide sufficient control to enable more savings on electricity usage. Smart controls are more customizable and can be controlled remotely.	Q1	AW
CH - Roof Insulation	Insulation of roof spaces	£ 3,790.00	Completed	Insulation to order	Q4	AW

PROJECTS IN PROGRESS						
Location - Title	Detail	Budget	Progress	Comments	Proposed Quarter for Progress	Lead Officer
CH - Asset Management & Inspection Software with Tags	New system required	£1750 +tags	Info Only Rolling out currently	Looking at various options due to Safety Culture currently in use not able to give functionality of asset labels. Looking at: Ceretags, Papertrail UPDATE: Papertrail select £1,530 per year for 3 users, asset tags lookin at solution to print our own circa £1,500 inc. 3000 labels	Q2	AW, GB & ST
SF - Market Avenue Bus Shelters (2) - Vandalism	Glass panels acid etched	£ 3,438.56	Ordered awaiting date	These shelters have not been recognised by CCC as our responsibility, however they are CCC property, these were installed in 2014 with a grant of £30K to assist in installation and maintenance for 5 years from WSCC. This is the first time we have spent any money on the shelters since installation. They have now been placed on the maintenance and cleaning shedule. The vandalism requires all glass panels to be replaced, in addition we are having an anti-vandalism firm installed over the glass to protect it from acid attacks, in the event of an acid attack the film can be replaced.		
CH - Flooring - Main Corridor, Lion Street , South Stairs & Lift Foyer	smooth ready for LVT installation. To supply and lay Invictus Maximus colour Classic Oak to lift hall including adhesive door bars to doorways and solid brass nosings to top stairs to match existing. Please note the very bottom bullnose step is an extra charge but needs to be surveyed by the nosing company for a price and to see if a nosing can be curved round it.	£ 7,883.07	Approved Work commenced 18/08/2025 scheduled for 2 weeks	Area will be exposed to more traffic due to kitchen and subject to liquid spills at times. Continuation of new crush bar flooring, to remove old carpet and stained tiles. New surface washable. And smooth for disability access Awaiting confirmation of install dates for August. Installation dates confirmed: 18-28/08/2025 Curved bullnose not required.		AW
CH Relocation of EV Charger	Relocate away from the building as recommended by Fire & Rescue Services Inspection	£ 859.78	Info Only To be completed by end September	Aspect Electrical £447.78+VAT Beaver Tool Hire - Digger hire (1 day) £150.00+VAT Caution Electric Cable Marking £12.00 Covers - Sharp Sand (10 bags) £50.00 Inhouse Team £200.00	Q2	AW
CH - CCTV Lift Foyer Camera	Install of additional camera as are is blindspot for front of house, plus kitchen is now operational	£ -	Info Only	Cable installed, awaiting connection - In-house		AW
CH - Rear Offices	Replacement of 2 x AC Units. The existing ones are old and not efficient compared to today's standards as indicated in the DEC report. The existing units require major service , inspection and repairs to exposed pipework on roof. Replacements would be capable of heating the main office more efficiently than the existing radiators with improved air quality.	£ 10,423.00	Install planned end of September 2025	DEC Report 2024 highlightedthat the existing units are non-inverter controlled. Consider replacing with new Class A energy efficient systems complete with inverter compreeor technology & fan controls. Current radiator heating is not efficient in the office due to limited control, Will also aid the damp by extracting moisture. - Approved 28/01/2025	Q2	AW

CH - Crush Bar - Replacement Electric Roof Blinds	3 off Apollo Mains HW Motorised Pleated Roof Blinds in Infusion Fire Retardant Fabric with Solar Reflective backing. This price includes a 15% discount also supply & installation. Delivery and Installation: 3 weeks from receipt of order Warranty: 2 Years from installation	£ 1,625.00	Ordered Due to manufacturer closing down, new manufacturer appointed awaiting install date	Awaiting manufacturer and install date, estimated July 2025 UPDATE: Install June 2025	Q1	AW
CH - Clerk's Office - Heating	Installation of AC Unit to provide heating, cooling and control humidity	£ 1,900.00	Approved	UPDATE 2 - Manufacturer closed down, new manufacturer now has order, awaiting eta	Q2	AW
CH - Finance Office - Heating	Installation of AC Unit to provide heating, cooling and control humidity	£ 1,900.00	Approval 27/05/2025	Current radiator heating is not efficient in the office due to limited control, Will also aid thae damp by extracting moisture - Approved 28/01/2025 Awaiting advice on LBC requirements from CDC	Q2	AW

CH - Disposal of Assets	Place Muller painting for sale with Strides Auctions		In progress	Awaiting resource availability from Finance	Q4	MC
CH - Repairs to Roof Barriers	Report from structural engineers to initiate repairs	£ 850.00 Increase to £ 3,000.00	Awaiting drawings from Simon Smart. Anna Whitty will apply for LBC LBC Permitted	We will require LBC and Planning Consent. Project is more complicated as rectification requires bracketry on the outer brickwork and we may need to get permission to overhang neighbouring property. In addition the flat roof above crush bar needs replacing due to 3 major leaks which have been temporarily repaired. Ideally all work needs to be co-ordinated carefully so that scaffolding costs are kept to a minimum. Additional costs will be incurred. UPDATE: Costs increased due to the amount of bracketary design, due to variability of the walls and parapet. The additional cost does not include Anna's time for LBC submission or manufacturer of brackets and installation or 3rd party wall agreements with Brunswick Developments at 73 North Street. Although they have agreed for us to perform the works by email	Q3	AW
CH - OCR Replacement Roof Lattern	Design and Obtain LBC consent	£ 3,250.00	In progress	LBC and Planning Consent applied for, CDC has visited awaiting outcome. Planning Ref: CC2402804FUL LBC Ref: 2402805LBC	Q4	AW
CH - Town Clerks Office - Damp	Address damp issues	TBA	Ongoing	Established - membrane does not exist between brickwork and insulated plasterboard. Plasterboard will need to be removed and membrane installed, insulated plasterboard to be replaced	TBA	AW
CH - OCR increase occupancy	Investigate how improvements to the level of usage of the Old Court Room can be achieved and report back to the Sub-Committee		In progress Meeting scheduled for		Q4	AW, CA, PL
LG - Pathways	Resurfacing of pathways			Update: Total path ways measure 260m (length) x 1 meter (wide), current surface is 100-150mm (deep) We are looking at the option for grids to be inset covered with soil and grass seeded.	Q4	AW
RA - Fencing	Replace collapsed fencing	£ 4,757.00	Info Only	Old fence is in total disrepair On-hold need to address land that is used by home owners under licence that has not been paid for and some not utilised		AW

CH - Emergency Lighting (Repairs)	Annual 3 hour test has identified that some fittings have failed to meet regulations	TBA	Info Only	New Batteries required and some fitting changes Awaiting full audit		AW
CH - Preferred Supplier List	Electrical, Heating, Tree and Fencing		Approval required	Obtaining quotes is increasing difficult and the suppliers used continually provide good pricing and others don't want to quote. Would be acceptable with a limit.	ON HOLD	AW
CH - Water Fountain	Water Fountain in Portico to provide water for public drinking	TBA	Approval required	LBC consent will be required, costings to be carried out	ON HOLD	AW
CH - Allotment Management Software	Management of allotments with supported software and reporting	TBA	Info Only	Looking at various options - currently "On Hold"	ON HOLD	AW, GB & ST
CH - Pipe and Ducting Lagging for Energy Saving and NetZero	Installation of insulation around pipework and ducts	323.43	Approval Required		ON HOLD	AW

NEW PROJECTS						
Location - Title	Detail	Budget	Progress	Comments	Proposed Quarter for Progress	Lead Officer
CH - Roof drainage	Internal down pipe South Stairwell	TBA	Insurance notified of potential claim	See separate report		AW

ALLOTMENTS

Statistics	Waiting List	Vacancies	Leavers Current Year	Uncultivated Notices	Termination UC
AL(BL)	16	0	3	2	0
AL(F)	13	0	1	1	0
AL(STJ)	17	0	16	3	0
AL(K)	11	0	3	0	2
AL(STP)	50	0	8	2	6
AL(RA)	14	0	2	2	0
AL(W)	14	0	3	0	0
	135	0	36	10	8

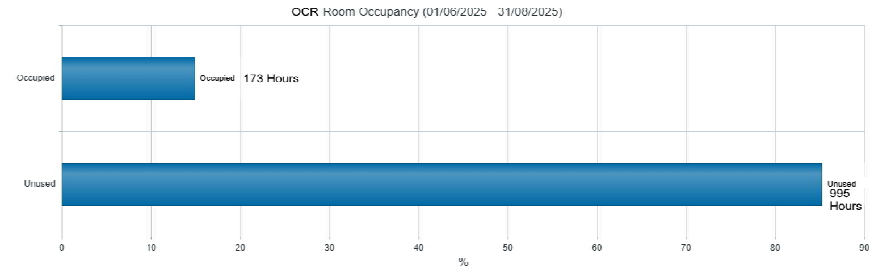
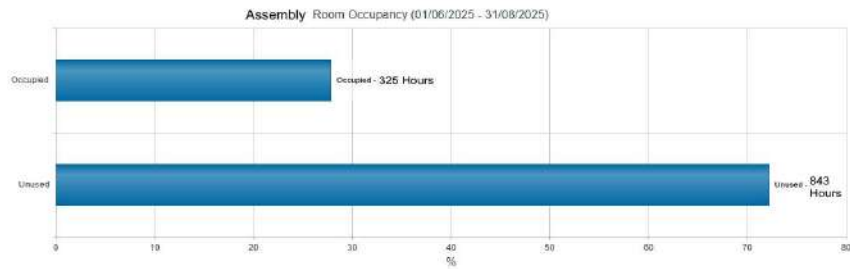
Plot Conditions	Numbers (All Sites)
Excellent	183
Good	199
Fair	54
Poor	0
Neglected	0
Exempt (Health Issues)	7

Allotment Issues:

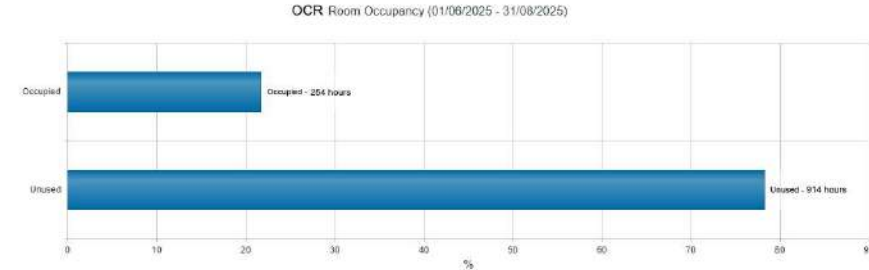
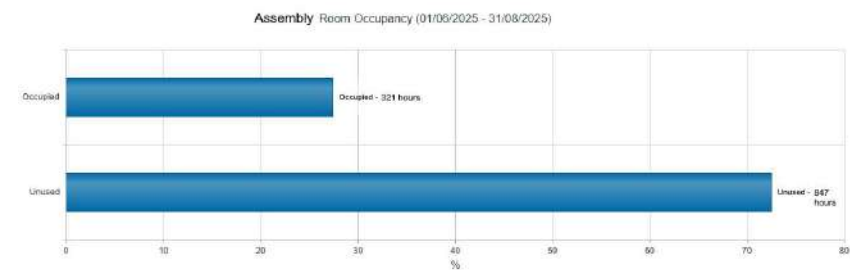
St James	Office not fit for purpose, container condensation caused electrics to fail, electrics do not conform to regulations. Initiating a project to replace container with purpose built office/cabin.	ON HOLD	AW
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ROOM BOOKINGS

FORECAST - June to August 2025



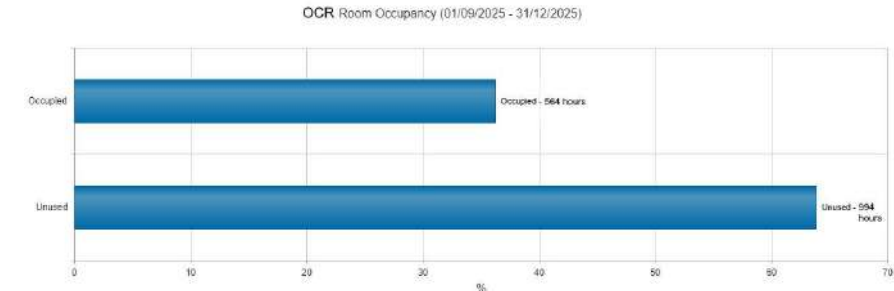
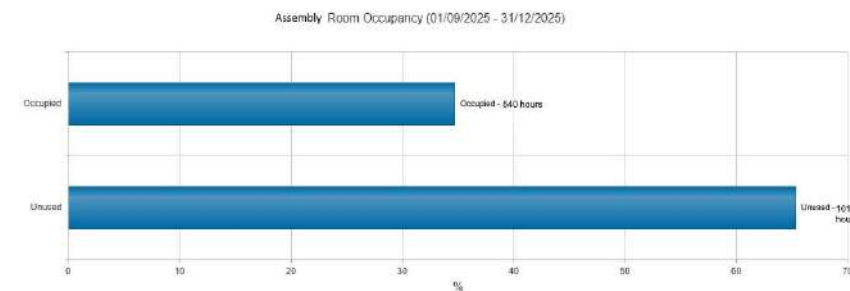
ACTUAL - June to August 2025

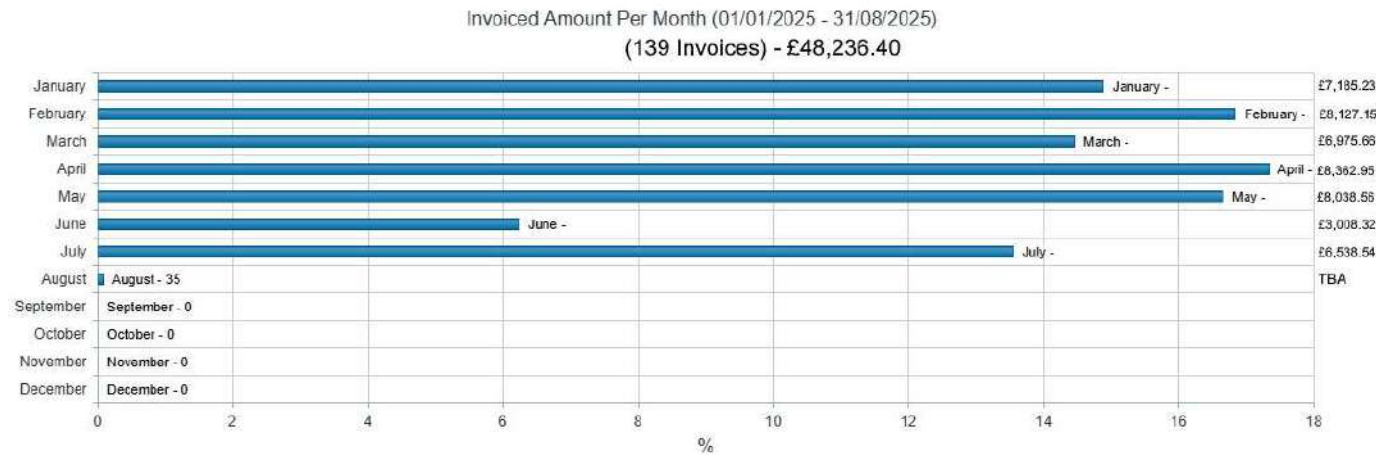


Notes: Assembly Room occupation declined by 4

Notes: OCR occupation increased by 81 hours

FORECAST - September to December 2025





Note: Year 2026-2026 - £26,183.37

June 2025 - Usage Report	Totals	Free Use	Fees
Total Minutes	10034	2415	7619
Total Hours	167	40	127

July 2025 - Usage Report	Totals	Free Use	Fees
Total Minutes	12419	2385	10034
Total Hours	207	40	167



Chichester City Council

Allotment Fee Charges Report

Date: 14/08/2025

Written By: A Watson (PMM)

Distribution: Property Sub-Committee

1. Comparison of Allotment Charges: Chichester City Council vs Average

The table below provides a comparison of allotment charges between Chichester City Council and the average charges across 16 councils (West Sussex/Hampshire). The comparison includes various categories such as plot sizes, refundable deposits, admin fees, and more.

Category	Chichester (£)	Average (£)	Comparison
2.5 Rods	28.12	25.81	Above Average
5–5.5 Rods	56.25	51.53	Above Average
6 Rods	—	41.67	Near Average
8 Rods	—	40.00	Near Average
10 Rods	112.50	106.12	Above Average
Raised Bed (1 Rod)	—	26.50	Near Average
Refundable Deposit	50.00	45.08	Above Average
Admin	25.00	25.00	Near Average
Annual Membership	—	5.00	Near Average
Key	5.00	7.50	Below Average
Sheds	—	40.00	Near Average

Chichester City Council's allotment charges are generally above average for most plot sizes and the refundable deposit. The key fee is below average, while admin fees and other categories are near the average.

2. Comparison of Allotment Charges: Highest Charging Council vs Chichester City Council

The table below compares the allotment charges of Chichester City Council with the highest charging council (Adur District) across various categories. The comparison highlights the differences in charges for plot sizes and additional fees.

Category	Chichester City Council (£)	Highest Charging Council (£)	Difference (£)
2.5 Rods	28.12	42.00	13.88
5-5.5 Rods	56.25	73.00	16.75
10 Rods	112.5	146.00	33.50
Refundable Deposit	50.00	-	50.00
Admin	25.00	-	25.00
Key	5.00	-	5.00

The comparison reveals that Chichester City Council's charges are generally lower than the highest charging council across most categories. This indicates that Chichester offers more affordable allotment options for its residents.

3. Income Vs Costs (2022-2025)

Income:

The income generated from tenants has been a steady and stable figure of £21,285.00 over the past 3 years, without increases to the rod charge of £11.00 per rod. In 2025-2026 this has been increased in line with inflation to £11.25

	2022-2023	2023-2024	2024-2025	2025-2026
Income				
Rods 1935	£ 21,285.00	£ 21,285.00	£ 21,285.00	£ 21,768.75
Grand Total	£ 21,285.00	£ 21,285.00	£ 21,285.00	£ 21,768.75

General Expenditure:

Spikes in expenditure over the past 3 years are:

- Tree Surgery either on safety grounds or shading of plots has increased due to lack of inspections in the past
- Fencing (To be written off over 7 years)
- Waste charges have increased significantly, due to increase of waste charges and increased maintenance of sites, along with clearing of plots and spaces for additional plots.
- Labour has increased due to general maintenance of each site due to lack of monitoring in the past. Often requiring two personnel on sites. Labour is proportioned at a 50%-time utilisation for SH to allotments. The remaining 50% is allocated to other areas not allotment related. In addition, DF is 15%-time allocation to allotments.
- Water supply has dropped due to credits from incorrect billing, which is still being addressed, to the true figure still cannot be identified for the current financial year
- Soil testing was a one-off cost for Blackberry and Florence sites due to land contamination of the sites. The tests identified that the pollutants are still present and testing would not be required for a minimum of 15 years (cost taken into account on a yearly basis)

General Expenditure	2022-2023	2023-2024	2024-2025	Notes
Equipment Repairs	£ 382.02	£ 788.20	£ 412.24	100% Cost to Allotments
Tools	£ 576.92	£ 339.98	£ 186.35	100% Cost to Allotments
Water Supply Repairs	£ 668.54	£ 380.04	£ 450.12	100% Cost to Allotments
Tree Surgery	£ 1,980.00	£ 5,460.00	£ 1,870.00	100% Cost to Allotments
Fencing	£ 77.02	£ 1,747.53	£ 26.72	100% Cost to Allotments
Waste	£ 1,056.70	£ 918.68	£ 2,418.26	100% Cost to Allotments
Water	£ 3,756.00	£ 3,405.00	£ 810.00	100% Cost to Allotments
General Site Maintenance	£ 1,473.88	£ 1,415.27	£ 1,483.90	100% Cost to Allotments
Keys/Security	£ 491.49	£ 373.66	£ 304.56	100% Cost to Allotments
Soil Testing	£ -	£ -	£ 2,912.50	100% Cost to Allotments
PPE	£ -	£ -	£ 93.59	100% Cost to Allotments
Machinery Fuel	£ 201.86	£ 48.00	£ 316.47	100% Cost to Allotments
Vehicle Fuel	£ 309.06	£ 281.00	£ 235.35	50% Cost to allotments (Actual Total Cost £1,650.81)
Vehicle Maintenance	£ 1,010.48	£ 1,260.23	£ 1,886.06	50% Cost to allotments (Actual Total Cost £8,313.53)
Miscellaneous	£ 357.71	£ 664.98	£ 300.00	
Labour	£ 18,312.08	£ 18,659.93	£ 19,798.73	50% SH & 15% DF Salaries
Total	£ 30,653.76	£ 35,742.49	£ 33,504.85	
Shortfall	-£ 9,368.76	-£ 14,457.49	-£ 12,219.85	

As demonstrated in the table above significant shortfalls over the past 3 years to provide the allotments to those living in Chichester (PO19).

Capital Costs:

Notwithstanding these general "Expenditure" costs, we have had a significant increase in "Capital Costs" primarily caused by the replacement of the boundary fencing around St Pauls to maintain security of the site as well as investing in tools to aid employees maintaining the sites. We have also replaced vehicles for operatives to move around Chichester and servicing the allotments which proportions a 50% contribution.

Capital Expenditure	2022-2023	2023-2024	2024-2025	Notes
Fencing	£ -	£ 1,725.00	£ 20,859.80	100% Cost to Allotments
Vehicles	£ 7,314.98	£ -	£ 14,796.97	50% Cost to Allotments (Actual Cost £44,223.89)
Tools	£ 3,645.17	£ 840.00	£ 1,570.00	100% Cost to allotments
Total	£ 10,960.15	£ 2,565.00	£ 37,226.77	

4. True Rod Fees Analysis for 2022-2025

To operate the allotments over these past 3 years at “Breakeven” the rod fees considering “General Expenditure” figures show there is a needed to increase fees significantly as shown below:

<u>General Expenditure</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>
Income Per Rod	£ 11.00	£ 11.00	£ 11.00
True Cost Per Rod (Expenditure ONLY)	£ 15.84	£ 18.47	£ 17.32
Increase to Breakeven	£ 4.84	£ 7.47	£ 6.32

If we average out the shortfall taking the above into account, the charge per Rod should be in the region of **£17.21**.

If we then consider combined “General & Capital Expenditure costs, the figures dramatically increase:

<u>Combined General & Capital Expenditure</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>
Income Per Rod	£ 11.00	£ 11.00	£ 11.00
True Cost Per Rod (Expenditure & Capital)	£ 21.51	£ 19.80	£ 36.55
Increase to Breakeven	£ 10.51	£ 8.80	£ 25.55

If we average out the shortfall taking the above into account, the charge per Rod should be in the region of **£25.95**.

If we average out the costs from 2022-2025 and allow for depreciation of capital costs the figures are reduced to more acceptable and manageable levels.

<u>General Expenditure</u>	<u>Average Over 3 Years</u>	<u>Notes</u>
Equipment Repairs	£ 527.49	
Tools	£ 367.75	
Water Supply Repairs	£ 499.57	
Tree Surgery	£ 3,103.33	
Fencing	£ 617.09	
Waste	£ 1,464.55	
Water	£ 2,657.00	
General Site Maintenance	£ 1,457.68	
Keys/Security	£ 389.90	
Soil Testing	£ 194.17	(Every 15 years)
PPE	£ 31.20	
Machinery Fuel	£ 188.78	100% Cost to Allotments
Vehicle Fuel	£ 275.14	50% cost to allotments
Vehicle Maintenance	£ 1,385.59	50% cost to allotments
Miscellaneous	£ 440.90	
Labour	£ 18,923.58	50% SH & 15% DF Salaries
Total	£ 32,523.70	
Shortfall	-£ 12,015.36	
<u>General Expenditure</u>	<u>Average Over 3 Years</u>	<u>Notes</u>
Income Per Rod	£ 11.00	
True Cost Per Rod (Expenditure ONLY)	£ 17.21	
Increase to Breakeven	£ 6.21	
<u>Capital Expenditure</u>	<u>Average Over 3 Years</u>	<u>Notes</u>
Fencing	£ 7,528.27	
Vehicles	£ 7,370.65	
Tools	£ 2,018.39	
Total	£ 16,917.31	
<u>Combined General & Capital Expenditure</u>	<u>Average Over 3 Years</u>	<u>Notes</u>
Income Per Rod	£ 11.00	
True Cost Per Rod (Expenditure & Capital)	£ 25.55	
Increase to Breakeven	£ 14.55	

We then use these figures as the benchmark figures for future budgeting for future years. We can then see what is required to adjust figures so that the allotments breakeven with tenant contributions without being subsidised from other areas of contributions from residents without allotments.

Income	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Notes
Cost Per Rod	£ 11.25	£ 14.60	£ 18.25	£ 21.90	£ 22.90	
	£ 21,768.75	£ 28,251.00	£ 35,313.75	£ 42,376.50	£ 44,311.50	
Grand Total	£ 21,768.75	£ 28,251.00	£ 35,313.75	£ 42,376.50	£ 44,311.50	
General Expenditure	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Notes
Inflation Increase		4%	4%	3%	3%	
Equipment Repairs	£ 527.49	£ 548.59	£ 570.53	£ 587.65	£ 605.27	
Tools	£ 367.75	£ 382.46	£ 397.76	£ 409.69	£ 421.98	
Water Supply Repairs	£ 499.57	£ 519.55	£ 540.33	£ 556.54	£ 573.24	
Tree Surgery	£ 3,103.33	£ 3,227.47	£ 3,356.57	£ 3,457.26	£ 3,560.98	
Fencing	£ 617.09	£ 641.77	£ 667.44	£ 687.47	£ 708.09	
Waste	£ 1,464.55	£ 1,523.13	£ 1,584.05	£ 1,631.58	£ 1,680.52	
Water	£ 2,657.00	£ 2,763.28	£ 2,873.81	£ 2,960.03	£ 3,048.83	
General Site Maintenance	£ 1,457.68	£ 1,515.99	£ 1,576.63	£ 1,623.93	£ 1,672.65	
Keys/Security	£ 389.90	£ 405.50	£ 421.72	£ 434.37	£ 447.40	
Soil Testing	£ 194.17	£ 201.93	£ 210.01	£ 216.31	£ 222.80	
PPE	£ 31.20	£ 32.44	£ 33.74	£ 34.75	£ 35.80	
Machinery Fuel	£ 188.78	£ 196.33	£ 204.18	£ 210.31	£ 216.62	
Vehicle Fuel	£ 275.14	£ 286.14	£ 297.59	£ 306.51	£ 315.71	
Vehicle Maintenance	£ 1,385.59	£ 1,441.01	£ 1,498.65	£ 1,543.61	£ 1,589.92	
Miscellaneous	£ 440.90	£ 458.53	£ 476.87	£ 491.18	£ 505.92	
Labour	£ 18,923.58	£ 19,680.52	£ 20,467.74	£ 21,081.77	£ 21,714.22	
Total	£ 32,523.70	£ 33,824.68	£ 35,177.67	£ 36,232.99	£ 37,319.98	
	-£12,015.36	-£5,573.68	£136.08	£6,143.51	£6,991.52	
General Expenditure	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Notes
Income Per Rod	£ 11.25	£ 14.60	£ 18.25	£ 21.90	£ 22.90	
True Cost Per Rod (Expenditure ONLY)	£ 16.81	£ 17.48	£ 18.18	£ 18.73	£ 19.29	
Increase to Breakeven	-£5.56	-£2.88	£0.07	£3.17	£3.61	
Capital Expenditure	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Notes
Fencing	£ 2,258.48	£ 2,258.48	£ 2,258.48	£ 2,258.48	£ 2,258.48	10 year write down
Vehicles	£ 5,527.99	£ 5,527.99	£ 5,527.99	£ 5,527.99	£ 5,527.99	4 year write down (50% usage allotments)
Tools	£ 2,018.39	£ 2,018.39	£ 2,018.39	£ 2,018.39	£ 2,018.39	3 year write down
Total	£ 9,804.86	£ 9,804.86	£ 9,804.86	£ 9,804.86	£ 9,804.86	
Combined General & Capital Expenditure	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	
Income Per Rod	£ 11.00	£ 14.60	£ 18.25	£ 21.90	£ 22.90	
True Cost Per Rod (Expenditure & Capital)	£ 21.88	£ 22.55	£ 23.25	£ 23.79	£ 24.35	
Increase to Breakeven	-£10.88	-£7.95	-£5.00	-£1.89	-£1.45	

The above demonstrates the challenge ahead on how we manage the balance with fee increases.

Note: This would be a significant increase to tenants and would be far higher than Portsmouth currently (2025) at top with £16.50 per rod (circa 23p per day).

5. How Do We Minimise Shortfalls for the Future

Options:

Increase Rod Fee's:

The following table demonstrates the cost to the average sized plots to tenants for the coming years, if the council decided to implement based on figures in section 4.

Potential Charges	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
2.5 Rod Plot Per Annum	£ 28.13	£ 36.50	£ 45.63	£ 54.75	£ 57.25
2.5 Rod Plot Cost Per Day	£ 0.08	£ 0.10	£ 0.13	£ 0.15	£ 0.16
5 Rod Plot Per Annum	£ 56.25	£ 73.00	£ 91.25	£ 109.50	£ 114.50
5 Rod Plot Cost Per Day	£ 0.15	£ 0.20	£ 0.25	£ 0.30	£ 0.31

An increase of this type may be unpalatable with allotment tenants in the current climate; however, we can see that residents of Chichester without allotments are subsidising allotment fees for no gain, somehow need to balance this out for our residents fairly.

This year we have seen people give up plots due to health, unable to give the time and for the cost of running an allotment. Despite delaying invoices by 6 weeks this year, we experienced more tenants asking for payment extensions, payment plans or finally deciding to relinquish their plot mid-May.

Payment Plans

To help people through this process we could offer quarterly payment plans, however this would significantly increase resource to administer and would have to be covered by an administration charge, which then has a negative effect as they will be paying more!

Another issue is that we could find tenants leaving on a quarterly basis, leaving us with empty plots and having to turn them around on a quarterly basis, thus increasing resource costs.

To prevent this, we could implement a higher deposit, currently set at £50 to £100, which would give the council the ability to charge while a plot is empty till a new tenant is found. On signing a new tenant, the balance is returned to the ex-tenant minus any costs for reinstating the plot.

Administration Fees

Increase of administration fees from £25-£35 for all new tenants, would only effect new tenants.

Key Fees

Increase of key charges from £5 to £10 would only effect new tenants and those who have lost keys and would not raise any significant funds but would cover the cost of the key and overhead to administer, which currently the fee does not.

Water Charges

With our climate changing due to global warming the UK temperatures are increasing and are currently to rise by 3°C (2020-2039) during the growing season, which has already shown that water is in high demand. Therefore, tenants should be contributing to the costs.

Introduce an Annual Water fees of:

2.5-rod plot - £5.00

5-rod plot - £10.00

10 rod plot - £20.00

Based on current occupancy this would generate £3,870.00

Annual Membership/Water Fee

Introduce an Annual Membership with Water fees of:

2.5-rod plot - £10.00

5-rod plot - £15.00

10 rod plot - £20.00

Based on current occupancy this would generate £

Other Options

Others to input.....



Chichester City Council

Subject: Flood at The Council House – 31/07/2025

Compiled by: A Watson (PMM)

Background:

On the afternoon of Thursday 31st July 2025 Chichester experienced a huge tropical thunderstorm, which was widely publicised afterwards on social media.

The Council House did not escape the effects of the storm. Had the storm happened out of hours, The Council House would have had to close due to severe water damage. Fortunately it happened during working hours!

Firstly, it should be noted that had it not been for the efforts of staff and their exceptional teamwork; we would have had to have closed on the Friday 1st August 2025, cancelling a new hirer who had two shows on and is booking more events.

We were up and running by noon on the Friday with a very happy hirer, who worked with us, communication is key.

Back to the damage caused:

We first knew of an issue in the building when the fire alarm activated unexpectedly, on investigation I found a waterfall coming from the ceiling in the ground floor lift foyer. To find the source I climbed the south stairwell to find water pouring from the ceiling in the first floor lift foyer. Obviously, the source of water was coming from the roof.

I went up on the roof to find a 6" deep fast flowing river on the roof coming from the chamber room and assembly roof, after wading through this I unblocked the downpipe that the water had broken through the roof. ***Note: the blockage was from debris from the roof brought down by the volume of water. The guttering and all gulley downpipes had been checked and cleared as required the week prior.***

Once it had been cleared the volumes of water started to clear all other gulley downpipes were checked and were found clear.

Mean while back inside the team were co-ordinating bucket runs to capture the water and minimise damage with great success. Electrics in that area were isolated.

Clear Up:

The team worked hard clearing the water until it ceased and removing any items of value.

We hired 4 x dehumidifiers to remove moisture from walls, ceilings. Wet vaxed the carpet tiles, mopped up, etc.

Next Day:

Emergency lights were replaced inhouse, Securitas replaced the smoke detectors, by 11am we were up and running with all safety systems operative. The ground lift foyer, first floor lift foyer was closed off to the public unless escorted for disability needs (lift).

We relocated tea and coffee facilities and the wine fridge into the assembly room for the events taking place.

Costs to date:

Emergency Light	£ 101.99
Securitas - Fire Alarm Repairs	£ 497.31
Hirer of Dehumidifiers	£ 325.36
Total	£ 924.66

Insurance:

Our insurance company was informed that we had experienced a flood on 01/08/2025 by KM, the excess would be £250.00. Yesterday we discussed the claim and felt that we may not want to go forward and risk the potential increase in premiums for such a small amount. KM sort advice from Insurance Consultant, he advised that this would be a second claim within a 5 year period, which may effect our future premiums, even though we have an exceptional record for a council. However, if we do not persue it would not be recognised at time of renewal as no claim would be fulfilled.

Further Action Required:

We need to address the area of the roof that covers the south stairwell and OCR roof. Leaks have been experienced before in this area and have been made good, but those efforts could not cope with the rainfall experienced on the 31/07/2025.

To rectify this permanently will require a redesign of how water is disposed of without ingress to the building and will be quite costly to achieve and will no doubt expose more works to this area than can be seen, we already know that one beam is rotten and have made a repair a year ago. This will be a costly exercise.

As you are aware we are in the process of writing a "Invitation To Tender" for the following works:

1. Replacement OCR Rooflight (Design completed, LBC & Planning Permitted) – Estimation of Implementation Costs £25-30K
2. Replacement/Modification to Safety Roof Barriers along with rebuilding of the brickwork and capping stones. (Design completed, LBC Permitted, Planning not required) – Estimation of Implementation Costs £25-30K
3. Replacement Gulley above Lift Crush Bar and Kitchenette and Emergency Rear Stairwell. To provide a leak free gulley with flow to prevent sitting water. (Design completed, LBC and Planning not required) – Estimation of Implementation Costs £15-20K
4. Scaffolding – Estimate £10-20K
5. A contingency fund should be set aside for circa £30K
6. Creation of ITT - £5K

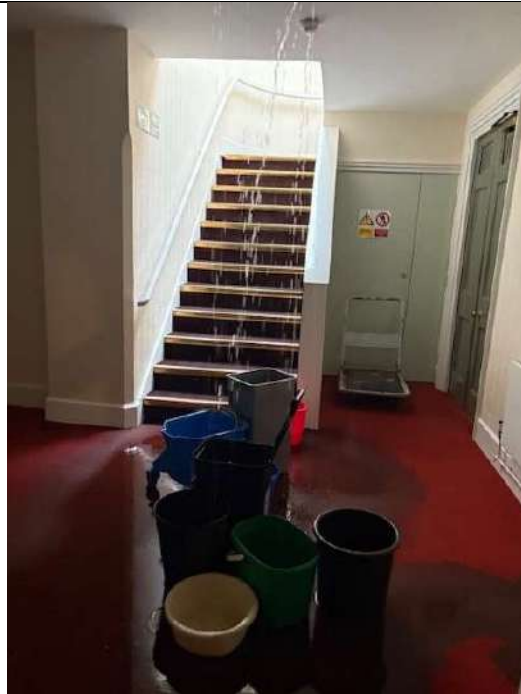
Worst case scenario estimate to complete works above £130K

With the additional works above the South Stairwell this is likely to exceed an additional £20-30K and will probably require the Air Chiller to be removed from the roof to allow access and repairs to take place and then for it to be reinstated and commissioned, estimated £10-15K.

Therefore we should be budgeting for a total of £180K for roof works.

Action: Bring this report to the Sub-Property Committee on 26th August 2025

Photos:



Ground Lift Foyer 1 – Waterfall & Buckets



Ground Lift Foyer 2 – Claire doing her bit!



Ground Lift Foyer 3 - Waterfall



Ground Lift Foyer 4 – Buckets collecting



First Lift Foyer 1 – New flooring all cleaned up



Ground Lift Foyer 2 – Hirer's stock, boxes damaged



First Lift Foyer 3 – New flooring stood up well



First OCR Work Room – Carpet soaked and walls

	
<p>Ground OCR 1 – Curtains soaked and floor</p>	<p>Ground OCR 2 – Wall damage</p>

AGENDA ITEM 9a

	NOW				Forecast					
Expenditure	2025-2026		2026-2027		2027-2028		2028-2029		2029-2030	
				4%		4%		3%		3%
The Council House	£	207,911.80	£	216,228.27	£	224,877.40	£	231,623.72	£	238,572.44
IT, Phones & Audio	£	20,004.60	£	20,076.78	£	20,879.86	£	22,227.25	£	22,894.07
Market Cross	£	5,144.34	£	5,350.11	£	5,564.12	£	5,731.04	£	5,902.97
Allotments	£	33,032.49	£	34,353.79	£	35,727.94	£	36,799.78	£	37,903.77
Green Spaces	£	19,250.52	£	20,020.55	£	20,821.37	£	21,446.01	£	22,089.39
Monuments (Memorial & Obelisk)	£	7,293.02	£	7,584.74	£	7,888.13	£	8,124.78	£	8,368.52
Streets (Street Furniture)	£	6,054.24	£	6,296.40	£	6,548.26	£	6,744.71	£	6,947.05
Streets (Lighting)	£	6,409.49	£	10,959.90	£	11,398.29	£	11,740.24	£	12,092.45
Bus Shelters	£	980.00	£	1,019.20	£	1,059.97	£	1,091.77	£	1,124.52

Capital Depreciation

Vehicles	Purchase Date	Qty	Unit Price	Purchase Price	NOW					Depreciation Over (Years)
					2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	
Renault EV (Depreciation 4 years)	21/03/2022	1	£ 14,629.95	£ 14,629.95	£ 3,657.49	£ -	£ -	£ -	£ -	4
Ford Tipper EcoBlue (Depreciation 4 years)	15/11/2024	1	£ 29,593.94	£ 29,593.94	£ 22,195.46	£ 14,796.97	£ 7,398.49	£ -	£ -	4
Mobility Scooter 1 (Depreciation 3 years)	03/04/2025	1	£ 2,275.65	£ 2,275.65	£ 2,275.65	£ 1,517.10	£ 758.55	£ -	£ -	3
Mobility Scooter 2 (Depreciation 3 years)	03/04/2025	1	£ 2,275.65	£ 2,275.65	£ 2,275.65	£ 1,517.10	£ 758.55	£ -	£ -	3
Stair Climber (Depreciation 3 years)	08/11/2024	1	£ 5,895.00	£ 5,895.00	£ 3,930.00	£ 1,965.00	£ -	£ -	£ -	3
Ego Lawnmower BA5600T (Batteries) (Depriciation 3 years)	21/04/2023	12	£ 357.50	£ 4,290.00	£ 2,860.00	£ 1,430.00	£ -	£ -	£ -	3
Ego Charger CHV1600E	21/04/2023	2	£ 215.83	£ 431.66	£ 287.77	£ 143.89	£ -	£ -	£ -	3
Ego Multiport Charger CHU6000	21/04/2023	1	£ 582.50	£ 582.50	£ 388.33	£ 194.17	£ -	£ -	£ -	3
Ego Backpack Blower	21/04/2023	1	£ 315.83	£ 315.83	£ 210.55	£ 105.28	£ -	£ -	£ -	3
Ego Lawnmower ZT4200E (Depriciation 3 years)	21/04/2023	1	£ 3,884.17	£ 3,884.17	£ 2,589.45	£ 1,294.72	£ -	£ -	£ -	3
Totals		22		£ 60,026.02	£ 40,670.35	£ 22,964.22	£ 8,915.59	£ -	£ -	

Council House - IT Equipment					NOW																
Private/Public Network Hardware					Purchase Date	Qty	Unit Price	Purchase Price	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Depreciation Over (Years)							
Draytek Vigor Modem					29/04/2024	1	£	100.00	£	75.00	£	50.00	£	25.00	£	-	£	-	4		
Asus XT-12 Core Router					22/07/2024	2	£	208.33	£	416.66	£	312.50	£	208.33	£	104.17	£	-	£	-	4
AsusZenWiFi XT9 AX7800					23/07/2024	10	£	166.40	£	1,664.00	£	1,248.00	£	832.00	£	416.00	£	-	£	-	4
Cisco CBS110-24T Switch 24 Port					14/11/2024	1	£	159.55	£	159.55	£	119.66	£	79.78	£	39.89	£	-	£	-	4
Cisco POE Switch 24 Port					12/12/2024	1	£	395.58	£	395.58	£	296.69	£	197.79	£	98.90	£	-	£	-	4
Cisco CBS110-8T-D					19/08/2024	1	£	69.30	£	69.30	£	51.98	£	34.65	£	17.33	£	-	£	-	4
Cisco CBS110-16T-UK Switch 16 Port					06/08/2024	2	£	86.52	£	173.04	£	129.78	£	86.52	£	43.26	£	-	£	-	4
Totals						18		£	2,978.13	£	2,233.60	£	1,489.07	£	744.53	£	-	£	-		
					NOW																
Printers					Purchase Date	Qty	Unit Price	Purchase Price	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Depreciation Over (Years)							
Plotter IPF750						1		£	-												
Brother DCP-161 Printer Scanner					30/04/2025	1	£	140.00	£	140.00	£	140.00	£	93.33	£	46.67				3	
Totals						2		£	140.00	£	140.00	£	140.00	£	93.33	£	46.67	£	-	£	-
					NOW																
Laptops					Purchase Date	Qty	Unit Price	Purchase Price	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Depreciation Over (Years)							
Councillors - Asus VivoBook Go TP1400KA-EC104XA-3Y					21/04/2023	18	£	350.00	£	6,300.00	£	4,200.00	£	2,100.00	£	-	£	-	£	-	3
Lenovo V110 80TD005JUK AMD A9-9410 8gb 128gb SSD					12/06/2019	1	£	274.94	£	274.94	£	-	£	-	£	-	£	-	£	-	3
Lenovo V110-15AST					12/06/2019	1	£	274.95	£	274.95	£	-	£	-	£	-	£	-	£	-	3
Lenovo V145-15AST					24/02/2020	1	£	275.83	£	275.83	£	-	£	-	£	-	£	-	£	-	3
Lenovo V145 AMD A6-9225 8GB 256GB SSD					21/03/2020	1	£	357.50	£	357.50	£	-	£	-	£	-	£	-	£	-	3
Lenovo V155-15API 8TV5					13/04/2020	1	£	474.98	£	474.98	£	-	£	-	£	-	£	-	£	-	3
Lenovo V155-15API 81V5					15/04/2020	1	£	474.98	£	474.98	£	-	£	-	£	-	£	-	£	-	3
Lenovo V145-15AST 81MT A6 8G 256G					15/04/2020	1	£	354.17	£	354.17	£	-	£	-	£	-	£	-	£	-	3
Lenovo V145-15AST 81MT					15/04/2020	1	£	354.17	£	354.17	£	-	£	-	£	-	£	-	£	-	3
Lenovo V145-15AST 81MT A6 8G 256G					15/04/2020	1	£	354.17	£	354.17	£	-	£	-	£	-	£	-	£	-	3
Lenovo V145-15AST 81MT					15/04/2020	1	£	354.17	£	354.17	£	-	£	-	£	-	£	-	£	-	3
Lenovo V145-15AST 81MT A6 8G 256G					15/04/2020	1	£	354.17	£	354.17	£	-	£	-	£	-	£	-	£	-	3
Lenovo V145-15AST 81MT					15/04/2020	1	£	354.17	£	354.17	£	-	£	-	£	-	£	-	£	-	3
Lenovo V145-15AST 81MT A6 8G 256G					15/04/2020	1	£	354.17	£	354.17	£	-	£	-	£	-	£	-	£	-	3
Lenovo V156-15API					15/04/2020	1	£	357.50	£	357.50	£	-	£	-	£	-	£	-	£	-	3
Lenovo V15G1 IML					26/11/2021	1	£	370.83	£	370.83	£	-	£	-	£	-	£	-	£	-	3
Lenovo V15G2 ALC					15/05/2023	1	£	348.33	£	348.33	£	232.22	£	116.11	£	-	£	-	£	-	3
Lenovo V15 G4 AMN					14/12/2023	1	£	411.00	£	411.00	£	274.00	£	137.00	£	-	£	-	£	-	3
Lenovo Yoga 7 2 in 1 16IML9					04/08/2024	1	£	831.25	£	831.25	£	554.17	£	277.08	£	-	£	-	£	-	3
Lenovo ThinkBook 16 G6 IRL					04/08/2024	1	£	809.16	£	809.16	£	539.44	£	269.72	£	-	£	-	£	-	3
Lenovo ThinkPad L16 Gen 1					04/08/2024	1	£	807.50	£	807.50	£	538.33	£	269.17	£	-	£	-	£	-	3
Totals						38		£	14,847.94	£	6,338.16	£	3,169.08	£	-	£	-	£	-		
Screens																					
AOC Q27V4EA					05/08/2024	1	£	133.32	£	133.32	£	88.88	£	29.63	£	-	£	-	£	-	3
AOC Q27V4EA					05/08/2024	1	£	133.32	£	133.32	£	88.88	£	29.63	£	-	£	-	£	-	3
AOC 24B2XH					09/08/2024	1	£	79.00	£	79.00	£	52.67	£	17.56	£	-	£	-	£	-	3
AOC 24B2XH					09/08/2024	1	£	79.00	£	79.00	£	52.67	£	17.56	£	-	£	-	£	-	3
AOC Q27V4EA					10/12/2024	1	£	133.31	£	133.31	£	88.87	£	29.62	£	-	£	-	£	-	3
AOC Q27V4EA					10/12/2024	1	£	133.31	£	133.31	£	88.87	£	29.62	£	-	£	-	£	-	3
AOC Q27V4EA					19/12/2024	1	£	133.31	£	133.31	£	88.87	£	29.62	£	-	£	-	£	-	3
AOC Q27V4EA					19/12/2024	1	£	133.31	£	133.31	£	88.87	£	29.62	£	-	£	-	£	-	3
Totals						8		£	957.88	£	638.59	£	212.86	£	-	£	-	£	-		
Grand Total								£	18,923.95	£	9,350.34	£	4,964.34	£	791.20	£	-	£	-		

Energy Efficiency										
				NOW						
Secondary Glazing	Purchase Date	Qty	Unit Price	Purchase Price	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Depreciation Over (Years)
The Council House	19/04/2024	1	£ 38,465.00	£ 38,465.00	£ 38,465.00	£ 34,618.50	£ 30,772.00	£ 26,925.50	£ 23,079.00	10
	Totals	1		£ 38,465.00	£ 38,465.00	£ 34,618.50	£ 30,772.00	£ 26,925.50	£ 23,079.00	
				NOW						
Chiller	Purchase Date	Qty	Unit Price	Purchase Price	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Depreciation Over (Years)
ICS	19/04/2024	1	£ 21,468.00	£ 21,468.00	£ 18,401.14	£ 13,143.67	£ 7,510.67	£ 3,218.86	£ 919.67	7
	Totals	1		£ 21,468.00	£ 18,401.14	£ 13,143.67	£ 7,510.67	£ 3,218.86	£ 919.67	
				NOW						
Boilers	Purchase Date	Qty	Unit Price	Purchase Price	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Depreciation Over (Years)
Worcester Bosch Boilers	07/11/2022	1	£ 37,774.00	£ 37,774.00	£ 26,441.80	£ 15,865.08	£ 7,932.54	£ 3,173.02	£ 951.90	10
	Totals	1		£ 37,774.00	£ 26,441.80	£ 15,865.08	£ 7,932.54	£ 3,173.02	£ 951.90	
				NOW						
LED Lighting	Purchase Date	Qty	Unit Price	Purchase Price	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Depreciation Over (Years)
Assembly Room	03/04/2024	1	£ 15,296.25	£ 15,296.25	£ 12,237.00	£ 7,342.20	£ 2,936.88	£ 587.38	£ -	5
Council House External	03/02/2025	1	£ 1,425.00	£ 1,425.00	£ 1,425.00	£ 1,140.00	£ 684.00	£ 273.60	£ 164.16	5
Market Cross	03/02/2025	1	£ 2,590.00	£ 2,590.00	£ 2,590.00	£ 3,108.00	£ 3,108.00	£ 2,486.40	£ 1,491.84	5
	Totals	0		£ 19,311.25	£ 16,252.00	£ 11,590.20	£ 6,728.88	£ 3,347.38	£ 1,656.00	
				NOW						
Solar Systems	Purchase Date	Qty	Unit Price	Purchase Price	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Depreciation Over (Years)
Solar 1 - FIT System	17/06/2011	1	£ 17,663.00	£ 17,663.00	£ 7,771.72	£ 7,065.20	£ 6,358.68	£ 5,652.16	£ 4,945.64	25
Solar 2 - Main System - Part 1	05/09/2020	1	£ 9,600.00	£ 9,600.00	£ 7,680.00	£ 7,296.00	£ 6,912.00	£ 6,528.00	£ 6,144.00	25
Solar 2 - Main System - Part 2	02/07/2024	1	£ 28,423.00	£ 28,423.00	£ 28,423.00	£ 27,286.08	£ 26,149.16	£ 25,012.24	£ 23,875.32	25
Solar 2 - Main System Additional Batteries) - Part 3	28/11/2024	1	£ 4,964.00	£ 4,964.00	£ 4,964.00	£ 3,971.20	£ 2,978.40	£ 1,985.60	£ 992.80	5
	Totals	4		£ 37,774.00	£ 48,838.72	£ 45,618.48	£ 42,398.24	£ 39,178.00	£ 35,957.76	

Kitchen Equipment	Purchase Date	Qty	Unit Price	Purchase Price	NOW					Depreciation Over (Years)
					2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	
Lincat Silverlink 600 Range Oven	16/01/2025	1	£ 1,949.99	£ 1,949.99	£ 1,949.99	£ 1,559.99	£ 1,169.99	£ 780.00	£ 390.00	5
Foster EcoPro G3 2 Door Fridge	16/01/2025	1	£ 3,029.99	£ 3,029.99	£ 3,029.99	£ 2,423.99	£ 1,817.99	£ 1,212.00	£ 606.00	5
Parry Hot Cabinet	16/01/2025	1	£ 879.99	£ 879.99	£ 879.99	£ 703.99	£ 527.99	£ 352.00	£ 176.00	5
Buffalo Microwave	16/01/2025	1	£ 199.99	£ 199.99	£ 199.99	£ 159.99	£ 119.99	£ 80.00	£ 40.00	5
Polar G Dual Zone Wine Chiller	16/01/2025	1	£ 759.99	£ 759.99	£ 759.99	£ 607.99	£ 455.99	£ 304.00	£ 152.00	5
Marco Water Boiler T10	16/01/2025	1	£ 469.99	£ 469.99	£ 469.99	£ 375.99	£ 281.99	£ 188.00	£ 94.00	5
Buffalo Digital Counter Top Glass Dishwasher	16/01/2025	1	£ 999.99	£ 999.99	£ 999.99	£ 799.99	£ 599.99	£ 400.00	£ 200.00	5
Polar C Freezer	16/01/2025	1	£ 429.99	£ 429.99	£ 429.99	£ 343.99	£ 257.99	£ 172.00	£ 86.00	5
Totals		8		£ 8,719.92	£ 6,769.93	£ 5,415.94	£ 4,061.96	£ 2,707.97	£ 1,353.99	

Audio Visual Equipment	Purchase Date	Qty	Unit Price	Purchase Price	NOW					Depreciation Over (Years)
					2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	
Large Screen	11/01/2024	1	£ 2,276.41	£ 2,276.41						5
Optima HD143X Projector 1	26/02/2020	1	£ 349.17	£ 349.17						5
Projector 2		1	£	-						5
OCR TV		1	£	-						5
Hearing Loop Amp	17/07/2024	1	£ 1,082.30	£ 1,082.30						5
Amp		1	£	-						5
Microphone		1	£	-						2
		1	£	-						
Chamber TV		1	£	-						5
Main Office TV		1	£	-						5
Totals		10	£	3,707.88	£ -	£ -	£ -	£ -	£ -	



CHICHESTER CITY COUNCIL

2026-2027 PROPERTY DRAFT BUDGET REPORT

PROPERTY SUB-COMMITTEE ON 26th AUGUST 2025

Introduction

As part of the 2026–2027 budget considerations, it is important to review whether existing budget allocations remain sufficient for the City Council to continue delivering continuity of service, to provide for the maintenance and improvement of assets, and to ensure adequate provision for future events, liabilities, and capital replacements.

Key Considerations

1. Allotments

- The current budget should be reviewed to ensure that it adequately covers repairs, maintenance, and necessary tree works.
- The earmarked reserve for allotments may need to be strengthened to cover future capital works, particularly fencing and boundary improvements.

2. Council House

- **Newsletter:** A budget of £6,000 is currently allocated. Councillors may wish to consider whether this is required for print and distribution, or whether it is required because we generally use digital-only publication.
- **Business Rates:** National Non-Domestic Rates (NNDR) continue to rise due to higher rateable values. This will need to be reflected in future budgets.
- **Equipment:** The budget for Council House equipment should be reviewed to ensure it remains sufficient.
- **Insurance:** Premiums have increased across the market. Although a three-year contract has been negotiated, an allowance must still be made for higher costs.
- **Air Conditioning and heating:** Ongoing technical issues remain unresolved. A budget review may be required to accommodate potential repair or replacement costs.

3. Market House

- Expenditure on Market House fees was particularly high in the previous year. At present, the budgeted provision appears adequate.

Income

- **Market House:** A guaranteed £50,000 per annum is received, plus a 50/50 share of additional income above this base figure. Forecasts indicate an additional £35,000 may be received, subject to the deduction of management fees.
- **Council House Bookings:** Income has risen substantially in the last year. Cards for Good Causes have committed to a three-year hiring agreement. The budget has been increased in line with forecasted demand, though the full impact of improved kitchen facilities remains to be seen.
 - It is also noted that increased requests for free-use bookings may reduce this income.
- **Room Booking Charges:** A 4% increase has been allowed for in the budget. Councillors may wish to review charges further in light of market conditions and increased demand.

Reserves

It is recommended that consideration be given to strengthening earmarked reserves to ensure financial resilience. Specific reserves to be reviewed and, where appropriate, increased include:

- Asset Replacement Reserve

This includes laptops and other hardware £5,000pa to set aside.

- Council House Reserve

Taking into consideration the age and complexity of the building, this includes larger annual projects approx. £50,000pa, plus setting aside funds for replacement for glazing £4,000pa, solar panel replacement £3,000, replacement chiller and boiler £7,000 and replacement lighting £4,000 Total £68,000

- Local Government Reorganisation Reserve

Estimated cost £100,000

- Legal Fees Reserve

Estimated cost £30,000

- Allotments Reserve (fencing and tree works)

£25,000

- Vehicle replacement Reserve

£20,000

Summary

The City Council faces a period of financial challenge and uncertainty. Rising costs, particularly for insurance, rates, and property maintenance, are placing some pressure on budgets. At the same time, opportunities for increased income—particularly through Council House bookings and weddings must be balanced against community expectations and demand.

The City Council is currently navigating a particularly difficult period. The national financial climate, rising inflationary pressures, and ongoing discussions around **Local Government Reorganisation** all create additional uncertainty. Councillors will need to consider that future changes to local government structures, including new services may affect both the responsibilities and resources of the City Council. Careful forward planning, prudent reserve-building will be necessary.

K. Martin
Finance Manager and Deputy Town Clerk

Expenditure headings	Cost Centre	Description Code	2024/2025 Actual £	2025/2026 Budget £	2026/2027 Budget £	notes
Property						
Allotments						
Rates & Water	104	4211	810	1,800	1,800	
Postage	104	4022	1,844	150	150	
Reps/Maint. General	104	4236	7,521	6,000	6,000	consider whether this is large enough
Subtotal			10,175	7,950	7,950	
Footpaths and Highways						
War Memorial R&M	301	4148	0	2,000	2,000	transferred to reserve
Statues and memorials	301	4167	0	2,000	2,000	new
Footpath Lighting-Energy	301	4150	1,856	3,700	3,700	
Footpath Lighting Maintenance	301	4151	3,456	3,780	3,780	
Contribution to Public Conveniences	301	4144	20,000	20,800	21,632	rpi
Tree work to disused cemeteries	301	4154	2,780	500	500	tree works
Grounds Maintenance & Street Furniture	301	4156	729	500	500	
Street Naming & Signage	301	4157	2,178	4,000	4,000	
			30,999	37,280	38,112	
Community Parks and Open spaces						
Community Parks and Open spaces	303	4153	2,283	2,500	2,500	litten
MUGA running costs	303	4284	0	750	750	never been charged
Van running costs	303	4291	2,258	2,500	2,500	
			4,541	5,750	5,750	

Expenditure headings	Cost Centre	Description Code	2024/2025 Actual £	2025/2026 Budget £	2026/2027 Budget £	notes
Council House						
Staff Costs (Custodians)	501	4001	38,957	40,317	41,607	added 3.2%
Employers NI	501	4002	3,507	6,438	6,644	
Employers Superannuation	501	4003	5,062	11,821	12,199	
Overtime	501	4012	22,035	18,200	18,782	underbudgeted
Professional fees (paintings)	501	4055	0	2,000	2,000	
Publicity	501	4101	0	6,000	6,000	newsletter not needed?
Rates and Water	501	4211	55,223	54,370	54,370	rates steadily increasing
Electricity	501	4214	6,907	8,000	8,000	
Gas	501	4215	2,189	9,000	9,000	
General cleaning	501	4216	2,447	2,300	2,300	
Cleaning and window cleaning	501	4212	7,414	9,400	9,400	
Council House equipment	501	4250	11,292	2,500	2,500	high
Alarm main servicing and monitoring	501	4217	686	850	850	
Key holding and call outs	501	4217	0	700	700	
Lift Service Contract and R&M	501	4218	7,517	1,700	1,700	one off repairs
Fire Alarm service maintenance and monitoring	501	4219	196	180	180	
Emergency Lighting	501	4209	1,830	750	750	
Fire Extinguishers	501	4210	818	1,250	1,250	
Automatic door service contract and R&M	501	4221	504	650	650	
Insurance	501	4225	16,542	11,000	17,204	increased premium
Wedding Licences*	501	4201	706	710	710	
Premises Licence	501	4227	871	700	700	
Council House R&M & improvements*	501	4231	47,451	8,000	8,000	of which £31124 came from reserve
Cyclical maintenance budget*	501	4238	0	1,250	1,250	?
Health and Safety	501	4245	1,206	1,500	1,500	
CCTV service contract and R&M	501	4234	1,295	400	400	
Provision for Council House redecs redecor	xxx	xxxx	0	10,000	10,000	?
Provision for vehicle replacement	xxx	xxxx	0	0	10,000	

Expenditure headings	Cost Centre	Description Code	2024/2025 Actual £	2025/2026 Budget £	2026/2027 Budget £	notes
Maintenance of bus shelter	501	4145	0	500	500	also an emr check
Lightning Protection service and R & M*	501	4241	195	220	220	
Heating, ventilation and air conditioning	501	4222	5,302	2,500	2,500	
Display Energy Certificate*	501	4242	434	400	400	
Reps/Maint. General*	501	4236	897	0	0	
Wedding expenditure	501	4246	377	500	500	
			241,860	214,856	233,517	
Market House						
Professional fees (legal fees)	502	4055	6,470	2,500	2,500	tsfr t emr
			6,470	2,500	2,500	
City Cross						
Electricity	504	4214	809	300	300	
Reps/Maint. General	504	4236	1,334	1,000	1,000	
City Cross Conservation *	504	4300	480	2,000	2,000	
Clock service contract and R&M*	504	4302	326	500	500	
			2,949	3,800	3,800	
St James Obelisk						
Reps/Maint. General*	505	4236		100	100	tsfr to emr
			0	100	100	
			301,535	277,986	297,479	

Income headings	Cost Centre	Description Code	2024/2025 Actual £	2025/2026 Budget £	2026/2027 Budget £	notes
Council House						
Hire Charges-Assembly Room	501	1001	39,740	32,193	33,481	4%
Hire Charges-Court Room	501	1002	15,373	18,907	19,663	4%
Wedding Income	501	1012	7,299	7,500	7,500	
Solar Panel Income	501	1011	3,600	1,800	1,840	
Hanging Basket Income	501	1013	0	2,500	2,500	
Subtotal			66,012	62,900	64,984	
Buttermarket						
Rental income	502	1120	65,000	77,000	80,080	
Subtotal			65,000	77,000	80,080	

Earmarked Reserve Balances

<u>Earmarked Reserves</u>	Bal 31st Mar 2025	Total
Local Elections	46,209.28	£12,000 is transferred each year from the Rev Acc per annum to assist with the cost of elections. Invoice for May 2023 elections £28,219.50
Painting Restoration (Prof fees)	5,700.00	To assist with Council House Professional fees
New Homes Bonus	59,701.40	£43k Chi runners and £16,701.40 NHB balances
Brewery Field	6,531.00	To assist with ground works in the future.
Chi in Bloom	5,000.00	To assist with Chi in Bloom projects, such as cost of weight testing and new brackets.
Council House	165,883.64	To assist with refurbishment works and five year works programme.
Lift Contract	1,227.00	To assist with lift repairs
Solar Panels	3,000.00	To assist with solar panel repairs
Joint Twinning - Chartres	3,000.00)Transferred to or from revenue account as required. (Anniversaries) Max £3,000
Joint Twinning - Ravenna	3,000.00)Transferred to or from revenue account as required. (Anniversaries) Max £3,000
International Relations	3,000.00)Transferred to or from revenue account as required. (Anniversaries) Max £3,000
Joint Twinning - Speyer	3,000.00)Transferred to or from revenue account as required. (Anniversaries) Max £3,000
Joint Twinning - Valetta	2,967.67)Transferred to or from revenue account as required. (Anniversaries) Max £3,001
City Cross Conservation	20,116.94	£2,000 put into reserves every year as part of a rolling programme.
St James Obelisk	2,100.00	£100 transferred into reserve each year for future maintenance.
Civic Regalia	9,007.35	£2,000 put into reserves every year as part of a rolling programme. (Audit completed 2024)
Litten Gardens	3,000.00	To assist with tree and grounds works.
War Memorial	6,004.00	To assist with restoration works required.
Disused Burial Ground Maintenance	11,069.75	Grounds maintenance and tree works set aside for emergency works.
Benches	10,470.55	From WSCC to maintain street furniture
Allotment Improvements	16,524.32	Specific reserve set up for Allotment Improvements.
Allotment deposits	6,350.00	To be paid back to tenants
Bus shelter	14,605.66	Bus shelter Broyle Rd and Bognor Road - money from S106
The Market House	12,443.00	Set up to cover Buttermarket professional fees or loss of rent.
Statues and Memorials	2,000.00	Set up to assist with repairs to listed memorials
Large Grants	10,000.00	set aside for yr2 and 3 of large grant
Hybrid meetings	12,000.00	set aside to assist with introduction to Hybrid meetings
	443,911.56	