

Agenda Item 4



Chichester City Council

FINANCE COMMITTEE

Minutes

Date 9 July 2025

Time 5.30pm – 6.17pm

Location The Council Chamber - The Council House • North Street • CHICHESTER • West Sussex • PO19 1LQ

PRESENT: Councillors Miall (RMi), Loxton (SL) and Pramas (LP) (from 5.33pm)

EX-OFFICIO: The Mayor, Councillor McHale (SMc)

ALSO IN ATTENDANCE: Town Clerk (TC), Deputy Town Clerk/Responsible Finance Officer (DTC), Council Services and Support Manager (CSSM)

1. ELECTION OF CHAIR FOR 2025-2026

Proposed by SL, seconded by SMc and **RESOLVED** that Councillor Miall be elected as Chair of the Finance Committee for the Council year 2025-2026.

2. APPOINTMENT OF VICE-CHAIR FOR 2025-2026

Proposed by RM, seconded by SL and **RESOLVED** that Councillor Scicluna be appointed as Vice-Chair of the Finance Committee for the Council year 2025-2026.

3. APOLOGIES FOR ABSENCE

Committee **NOTED** apologies for absence received prior to the meeting from Councillor Scicluna.

Councillor Squire was absent.

4. DECLARATIONS OF INTEREST BY MEMBERS OF THE COMMITTEE IN MATTERS ON THE AGENDA FOR THIS MEETING

None.

5. FINANCE COMMITTEE MEETING DAYS AND TIMES

Members **AGREED** that the meeting days be as published with meeting times remaining at 5.30pm.

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

AGREED to appoint Members to the Sub-Committees as listed in the report distributed with the agenda, namely:

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

Committee **NOTED** that the membership of the Personnel Sub-Committee may be subject to change at their first meeting.

7. **MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 2 APRIL 2025 AND NOTES OF THE INQUORATE MEETING HELD ON 18 JUNE 2025**

The Chair initialled the correction to the typing error in minute 104 of the minutes of the meeting held on 2 April 2025.

Further to the correction to the typing error, Committee **APPROVED** and the Chair signed as a correct record the minutes of the Finance Committee meeting held on 2 April 2025.

Members received the notes of the inquorate meeting that took place on 18 June 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**

Members **NOTED** that no further updates were available at this time.

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

Committee **NOTED** that the Viv-up scheme was now live and accessible for Officers.

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

NOTED that this had been completed.

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

Members **NOTED** that this was in progress and currently being worked on by the Property Sub-Committee.

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

Committee **NOTED** that contact had been made with the Lottery Heritage Fund and that a webinar was being arranged that the Town Clerk and Deputy Town Clerk would be attending.

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

NOTED that the Council House had been registered as a filming location with Sussex Film Office.

LP asked that the Council House be nominated for inclusion on the new Chichester Monopoly board.

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

NOTED that this was currently in progress.

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

Committee **NOTED** that this was in progress and would 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

Members **NOTED** that initial testing had taken place which had indicated that a hardware review of all Councillor laptops may be necessary but that a more thorough test would be undertaken when the new hybrid meeting system had been installed.

Committee asked if it would be possible to take advantage of contracts/rates which were negotiated by other local government organisations in the area.

The Committee **NOTED** the possible financial implications of having to upgrade councillor hardware and that there was not yet a date for when the legislations would be laid down in law.

Members agreed that, should the extended testing prove the need for laptop upgrades, it may not be necessary to upgrade all Councillors hardware at the same time as Member requirements to attend virtually or physically would vary by individual.

Committee was reminded that, while consideration of Councillors' ability to join hybrid meetings via Teams was important, the new hybrid system had been purchased to allow the public to join City Council meetings as well.

- 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.**

NOTED that the supplier had confirmed that this would be possible and that specifics of how it would work in practice would 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.**

NOTED that this had been 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**

The Committee **NOTED** the minutes of the Property Sub-Committee meeting held on 27 May 2025.

10. **PERSONNEL SUB-COMMITTEE**

Members **NOTED** that the minutes had not yet been published and receipt of the minutes was deferred to the September 2025 meeting.

11. **BUSINESS PLAN SUB-COMMITTEE MEETING HELD ON 25 MARCH 2025**

The Committee **NOTED** the minutes of the Business Plan Sub-Committee meeting held on 28 May 2025.

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

The Committee noted the CIL update and the potential for slippage in the cashflow forecast for both income and expenditure which may affect phasing of future projects.

Members discussed how best to utilise Council investments and reserves to help cover any phasing difficulties in project delivery and CIL expenditure and receipts.

13. **REVIEW OF PROPERTY AND ASSETS**

NOTED that the review of property and assets would be deferred to the September meeting of the Finance Committee to allow for the upload of asset records to the new database.

14. **SUBSISTENCE ALLOWANCES**

RESOLVED to adopt the revised subsistence allowances based on the Chichester District Council allowances as agreed in April 2025.

15. **MEETING MANAGEMENT SOFTWARE**

Committee discussed the TC's report and asked Officers to clarify some points about the functionality of the proposed system.

RESOLVED to proceed to purchase the GovMeetings software from CloudyIT at a year one cost of £5,740, ongoing cost of £2,490, to be paid from the IT budget.

Committee **REQUESTED** that a report be brought back to Committee once the system had been implemented to show if the anticipated productivity gains and freeing up of resources had been realised.

16. ITEMS FOR INCLUSION ON THE NEXT AGENDA

- New Park Centre update
- Investments
- Budget 2026-2027

17. DATE OF NEXT ORDINARY MEETING

DATE OF NEXT ORDINARY MEETING – Wednesday 17 September 2025 at 5.30pm

The meeting closed at 6.17pm

ACTIONS ARISING FROM THIS MEETING

Minute ref.	Action	Assigned to
8f	Submit suggestion that the Council House be included on the new Chichester Monopoly board.	Town Clerk
8i	Investigate possibility of taking advantage of joint contracts/rates with local organisations for the purchase of new IT equipment.	Town Clerk/Council Services and Support Manager
8i	Arrange Teams testing with a group of Councillors to confirm suitability of existing laptops for hybrid meetings.	Council Services and Support Manager.
12	Review current City Council investment in the CCLA Local Authorities Property fund and assess suitability of newly launched hybrid investment fund	Deputy Town Clerk
15	Place order for GovMeetings software	Council Services and Support Manager.
15	Compile report assessing productivity gains and freeing up of resources following the implementation of the GovMeeting software.	Town Clerk

Agenda Item 6.1



Chichester City Council

Property Sub-Committee

Minutes

Date 26/08/2025
Time 11:00 - 13:00
Location Council Chamber
Present Sarah Quail, Ann Butler, Robert Miall, Clare Apel, Stuart Loxton, Anne Scicluna

In attendance Town Clerk, Deputy Town Clerk, Council Services and Support Manager, Property Maintenance Manager

1.25 - ELECTION OF CHAIR OF THE SUB COMMITTEE FOR 2025/2026

The meeting commenced with the election of the Chair for the Sub-Committee for the year 2025/2026. Stuart Loxton was proposed by Anne Scicluna and seconded by Ann Butler. Following the proposal, Stuart Loxton was elected as the Chair of the Sub-Committee.

Decision: Stuart Loxton was elected as Chair of the Sub-Committee for 2025/2026.

2.25 - APOLOGIES FOR ABSENCE

No apologies for absence were received, and all members were present.

3.25 - DECLARATIONS OF INTEREST

Declarations of interest were made by Stuart Loxton, Robert Miall, and Sarah Quail, who advised they were allotment holders.

4.25 - SUB COMMITTEE MEETING TIMES FOR 2025/26

The committee resolved that meetings would take place at 11:00 AM for the rest of the 2025/2026 Council Year.

Decision: The committee resolved that meetings would take place at 11:00 AM for the rest of the 2025/2026 Council Year.

5.25 - MINUTES OF THE PREVIOUS MEETING

The Sub-Committee approved and signed the minutes of the meeting held on 27 May 2025.

Decision: The Sub-Committee approved and signed the minutes of the meeting held on 27 May 2025.

6.25 - UPDATE ON ACTIONS FROM PREVIOUS MEETING

The Sub-Committee noted the progress on the following actions:

- Press release regarding upgraded kitchens was published on 9 June 2025. The committee requested that dishwasher tablets be made available to hirers to clean up after events.
- Press release regarding community orchards was published on 13 June 2025.
- Report on allotment running costs to be discussed under agenda item 8.2.
- Site visit undertaken for historical land usage on the eastern boundary of the Roman Amphitheatre allotments site; report to be presented at the next meeting.
- Contact to be made with the Cathedral regarding possible locations for a drinking water fountain. West Sussex County Council (WSSCC) has been asked if it is possible to incorporate drinking fountains into the public realm improvement project.
- Report on Council House projects and costs incurred and projected works to be discussed under agenda item 9.
- Special Meeting of the Property Sub-Committee to discuss the PMM's Council House report has not been called due to resourcing; date to be arranged if further discussion is needed after agenda items 8 and 9.
- Traffic light colours included on the allotment condition notices have been adjusted due to concerns about the previous formatting being too aggressive.
- Room utilisation report reformatted to include historical information and more detailed statistics about booking times and financial information; to be discussed as part of the Property Maintenance Manager's report under agenda item 8.1.

Task: Make dishwasher tablets available to hirers to clean up after events. @Andrew Watson

7.25 - PROPERTY MAINTENANCE MANAGERS (PMM) REPORT

The Sub-Committee requested that the report format be made easier to read.

The Sub-Committee noted the projects that had been completed and the progress on projects in progress as detailed in the report.

Costs regarding the bus shelters in Market Avenue were noted, as the City Council (CCC) had not previously been aware that these assets were our responsibility. The Sub-Committee expressed concern about the risks to the public if there were future acid attacks.

The new roof blinds in the crush bar are delayed due to supplier issues.

Advice is still needed on LBC requirements for new heating/cooling units in the Town Clerk and Deputy Town Clerk offices.

Travellers have been on site again this summer at the Roman Amphitheatre Park, and a meeting is planned with Chichester District Council (CDC) to discuss security and access via the gates as CDC wishes to look at alternative control measure, while CCC are keen to retain access for allotment holders.

Task: Make the report format easier to read. @Property Maintenance Manager

Task: Seek advice on Listed Building Consent (LBC) requirements for new heating/cooling units in the Town Clerk and Deputy Town Clerk offices. *@Property Maintenance Manager*
Task: Plan a meeting with CDC to discuss security and access via the gates. *@Property Maintenance Manager*

8.25 - INFORMATION TO NOTE

The Sub-Committee noted the information regarding room bookings and allotments.

8.1.25 - ROOM BOOKINGS AND ALLOTMENT OCCUPANCY

The Sub-Committee noted the reports showing performance and utilisation of the rooms. They requested that a report on free use applications be brought to the next meeting.

Task: Bring a report on free use applications to the next meeting. *@Property Maintenance Manager*

8.2.25 - ALLOTMENTS

The Property Maintenance Manager advised that there were 2 vacancies at present, which are expected to be filled soon.

There are no plans at the moment to reinstate the office at St James.

The Sub-Committee considered the PMM's report on allotment running costs and fees. CCC currently charges above average or average rates for most plot sizes and services. Income has not increased in the last 3 years as allotment fees have been held since 2022, with a 2.5% increase applied in 2025/26.

The largest areas of expenditure increase have been tree works, fencing, waste clearance fees, labour costs, water supply, and one-off soil testing.

The Sub-Committee discussed the extent to which CCC should subsidise the provision of allotments across the City and considered if any other savings could be made. They requested that vehicle utilisation be looked at to see if there were potential savings if the CCC property portfolio increased.

The Sub-Committee queried the write-down period for capital items, with the PMM explaining it is currently assumed over a 7-year write-off period, with an anticipated lifetime of 10-12 years.

Significant increases in per rod fees would be needed over the next five years to achieve break-even. The Sub-Committee noted that if break-even was attempted, there could be a significant reduction in allotment demand, leading to over-supply and the challenges of maintaining empty plots. They discussed reasonable income targets and whether break-even would be desirable in the future.

Cllr Apel left the meeting at 11.51am.

The Sub-Committee felt that a larger number of smaller plots may be more popular.

They recommended that the charging structure be amended to include an annual membership fee plus an additional per rod charge, with fees increased by 10% per annum plus inflation and reviewed annually. They also recommended that the Key Fee

be increased to £10 and requested that water charges be looked at, with a proposal brought back to the November meeting on how these should be levied.

Decision: The Sub-Committee recommended that the charging structure be amended to include an annual membership fee plus an additional per rod charge, with fees increased by 10% per annum plus inflation and reviewed annually.

Decision: The Sub-Committee recommended that the Key Fee be increased to £10.

Task: Bring a proposal on how water charges could be levied to the November meeting.
@Property Maintenance Manager

The meeting was adjourned at 12:05 pm and resumed at 12:13 pm.

8.3.25 - FLOODING AT THE COUNCIL HOUSE

The Sub-Committee discussed the report on flooding at the Council House. The Sub-Committee noted the prompt actions of the staff had averted a much more serious issue. It was recommended that the proposed works be completed as soon as practicable due to the substantial risks to the fabric of the building and the risks to the operation of the Council House and business continuity. The anticipated costs for all works are £180K, with £30K for the replacement roof lantern to be funded via the Community Infrastructure Levy (CIL) and the remaining funds to be taken from the Council House reserve.

Decision: The Sub-Committee recommended that the proposed works be completed as soon as practicable due to the substantial risks to the fabric of the building and the risks to the operation of the Council House and business continuity.

Task: Complete the proposed works to address flooding at the Council House. *@Sam Tate, Andrew Watson*

9.25 - PROPERTY SUB COMMITTEE BUDGET 2026/2027

The Sub-Committee considered the reports from the Property Maintenance Manager (PMM) and the Responsible Financial Officer (RFO) and requested that the reports be updated to highlight areas that are essential spending and items that are discretionary. This would help them better understand where cuts and savings can be made if needed.

Due to time constraints, the Sub-Committee resolved to establish a budget working group to review the budget requirements and report back to the September Finance Committee meeting.

The working group is scheduled to meet on 9th September 2025 at 9:30 am in the OCR.

All members of the Sub-Committee will be members of the working group. The Sub-Committee also requested that allotment costs, income, and essential cyclical maintenance requirements be reported to the working group.

Decision: The Sub-Committee resolved to establish a budget working group to review budget requirements and report back to the Finance Committee.

Task: Update the reports to highlight essential spending and discretionary items. *@Property Maintenance Manager, Responsible Financial Officer*

Task: Establish a budget working group to review budget requirements and report back to the Finance Committee. *@All members of the Sub-Committee 09/09/2025*

Task: Report allotment costs, income, and essential cyclical maintenance requirements to the working group. @*Property Maintenance Manager*

9.1.25 - PROPERTY MAINTENANCE MANAGERS REPORT

Deferred for consideration by the budget working group on 9th September 2025 at 9.30am.

9.2.25 - DEPUTY TOWN CLERKS REPORT

Deferred for consideration by the budget working group on 9th September 2025 at 9.30am.

10.25 - ITEMS FOR NEXT AGENDA

- Meeting notes of the Statuary and Public Art Working Group
- The Charles 1st Bust Loan Agreement.

11.25 - DATE OF NEXT MEETING

The next ordinary meeting is scheduled for 25th November 2025 at 11:00 am.

Agenda Item 6.2

Report for Finance Committee on Budget Impacts of Taking on Priority Parks and Open Spaces Identified by the Devolution Working Group Meeting Held on 3 September 2025

Report Prepared by: Town Clerk

Background

Council resolved at the extra ordinary meeting held on 8th August 2025 to submit an Expression of Interest (EOI) for a Community Asset Transfer (CAT) of the land at Florence Park under the Chichester District Council (CDC) CAT Policy. Council further resolved to keep a watching brief on other sites of interest in the City so that the Clerk could urgently submit an EOI if any other CAT requests were submitted by alternative community groups.

The Devolution Working Group met on 3rd September to identify priorities for CAT's and recommended that certain key assets should be pursued as a matter of urgency, with EOI's proactively submitted for the following sites:

- Priory Park
- Bishops Palace Gardens
- Oaklands Park
- Roman Amphitheatre
- Jubilee Gardens, including the disused toilets on Priory Road
- Brandy Hole Dyke, Copse and adjoining fields

Additionally, the group recommended that the Clerk write to WSCC with a view to securing the transfer of Brewery Field into City Council ownership as it is currently leased on a peppercorn basis.

Submission of EOI's

Subsequent to the meeting held on 3 September 2025, the Clerk has submitted an EOI for all of the priority sites for the following reasons of expediency:

EOI's for CAT's at various sites across the city with a deadline of 5pm on 10 September 2025 were listed on the CDC website at 8.30am of that morning. CDC had removed the list from their website by 9am (8 hours ahead of the submission deadline).

The Clerk did not have the opportunity to note all of the priority sites affected before the list was taken down and so in an abundance of caution, and as EOI's are non-binding, submitted an EOI incorporating all of the priority sites, requesting that CDC prioritise those with competing bids when processing the applications.

Direct Impact on budget for 2026/27 and 2027/28

Following the recommendations of the Devolution working group, we have modelled the costs of taking on the priority parks and open spaces on the annual budget for 2026/27 and 2027/28.

The assumption is that at some point in the future, following vesting of the new authority in April 2028 the remaining parks and recreation grounds in the City will be offered to the City Council by the unitary authority so there is no requirement to actively pursue them at this stage. The list of CAT requests is regularly monitored, and if this changes then the City Council should remain ready to submit a competing EOI at short notice.

For the purposes of budgeting, we have assumed that some land transactions will be relatively straightforward, as the business case to demonstrate how they will be managed and the transfer of land would be simple to complete.

Oaklands Park and Priory Park would likely prove more complex, with multiple sub-leases and licences of land to other parties involved (for example, Oaklands Park where a number of sports clubs and other organisations have binding agreements and rights for use of parts of the site or Priory Park which has various community and commercial partners involved).

On this basis, we expect that the straightforward transfers could realistically be completed early in the next financial year (2026/27), with the transfers of Oaklands Park and Priory Park not completing until the following financial year (2027/28).

The anticipated annual costs for taking on the additional parks and open spaces are as follows:

Anticipated transfers in 2026/27

Site	Annual cost
Florence Park	£ 38,000
Bishops Palace Gardens	
Roman Amphitheatre	
Jubilee Gardens	£266,107
Brandy Hole Copse	
<u>Total additional costs from 2026/27</u>	<u>£304,107</u>
Increase in Band D precept in 2026/27	£ 24.29

Anticipated transfers in 2027/28

Site	Annual Cost
Oaklands Park	
Priory Park	£183,051
<u>Total additional costs from 2027/28</u>	<u>£183, 051</u>
Increase in Band D precept in 2026/27	£ 14.62

Indirect impact on budget for 2026/27 and 2027/28

In addition to the direct costs of managing the parks and open spaces outlined above, the expansion of the Council assets and services would impact the wider staff support requirements and the following additional indirect costs to cover salaries, equipment, superannuation and National Insurance Contributions would need to be added into the 2026/27 base staffing budget:

1 x FTE Project Manager to manage the multiple asset transfers	£60,243
1 x part time finance assistant 12 hours per week	£ 9,212
1 x part time civic support officer 20 hours per week	£21,816
1 x FTE deputy property manager	£45,191
<u>Total</u>	<u>£136,462</u>
Increase in Band D precept in 2026/27	£10.90

Overall impact on the budget for 2026/27 and 2027/28

The total increase in precept required in **2026/27** to support the asset transfers would be **£440,569**, a **band D equivalent increase of £35.19**. The increase required in **2027/28** to

take on the remaining additional assets would be a further **£183,501, a band D equivalent increase of a further £14.62.**

These increases relate solely to the costs attributable to the transfer of new assets into Council ownership and do not incorporate any budget increases needed to continue to maintain existing Council assets. A separate report is being prepared on the recommendations from the Property Budget Working Group on suggested increases to the annual asset maintenance budgets in order to build up ear marked reserves for Council properties, particularly the Council House, which has required considerable, costly roofing works to address serious flooding experienced during recent heavy rain.

At present, the overall draft **council expenditure budget for 2026/27 is £2,203,817**, an increase of £992,134 on the previous year. After projected income has been deducted, this would leave **a precept requirement of £1,978,893 for 2026/27.**

This would increase the Band D Equivalent council tax bill from £77.55 in 2025/26 to £158.09 in 2026/27.

Local comparison of larger parishes in the district who raise precepts of over £100,000

Parish	Total Precept Raised	Band D Equivalent
Midhurst	£386,250	£161.35
Selsey	£718,344	£151.95
Westbourne	£141,473	£142.16
Petworth	£159,488	£113.45
Plaistow	£120,000	£103.99
Tangmere	£115,740	£100.64
Southbourne	£257,647	£90.33
East Wittering	£206,199	£81.58
West Wittering	£168,595	£76.82

National comparison of larger parishes who raise precepts between £2,000,000 and £2,500,000

Parish	Total Precept Raised	Band D Equivalent
Penzance	2,499,750	327.03
Lowestoft	2,413,263	181.23
Shrewsbury	2,389,594	87.04
Banbury	2,299,215	132.18
Witney	2,297,745	203.37
Sutton Coldfield	2,250,599	59.96
Bracknell	2,222,402	104.25
Central Swindon North	2,156,928	216.03
Huntingdon	2,117,046	274.00
St. Neots	2,088,330	178.58
Great Aycliffe	2,075,350	300.38
Abingdon	2,064,136	160.73
Ware	2,059,436	271.09

Other items for consideration

General Reserves

Our audit requirements are set by the guidelines outlined in The Smaller Authorities Proper Practices Panel (SAPPP) Practitioners Guide (2025). These currently recommend that larger authorities should aim to keep a minimum of 3 months running costs in unrestricted general reserves. This would require at least £550,954 to be held in the general reserve.

The current balance (as at 10 September 2025) is £654,433. We have made no provision in the in-year budget (2025/26) for costs associated with Community Asset Transfers and Local Government reorganisation. It is likely that we will incur some costs during this financial year (legal fees and project manager costs), which will need to be funded via general reserves. Depending upon the timing of when costs are incurred, we may, therefore need to make additional provision in the 2026/27 budget to ensure that the general reserve meets the minimum requirement.

Ear Marked Reserves

Florence Park, Roman Amphitheatre, Priory Park and Oaklands Park all contain significant play areas. Although these have been recently replaced/refurbished by CDC, if ownership of the sites is transferred to CCC we will need to start setting aside reserves to ensure that money is in place to replace/refurbish them when they reach the end of their useful life. On this basis, the annual running costs include an allowance to be set aside to create an asset replacement reserve, with the expectation that facilities will require replacement every 10 years.

Council could choose to reduce the initial costs of taking on the new sites by deferring the accumulation of these asset replacement reserves in the short- medium term. This would limit the increase in precept requirements and reduce the overall increase in the Band D equivalent in the early years. Council should bear in mind that if they chose to take this approach larger allocations to ear marked reserves would be required in the medium-long term to ensure that sufficient funds were available to replace the equipment at the end of its useful life.

The negative financial impact upon residents of this approach would be that reserves built over a longer period of time will benefit from interest accumulated on the investment. Funds raised in a shorter period will not have had this advantage, so would require greater direct funding from the precept to achieve the same level of overall funds.

The annual costs for the additional parks and open spaces are broken down as follows:

Site	Additional Expenditure Item	2026/27 £	2026/27 Annual Precept increase from previous year (Band D) £	2027/28 £	2027/28 Annual Precept increase from previous year (Band D) £	Notes
Florence Park	Building maintenance	5,000	0.40	5,200	0.02	
	Staff Training	3,000	0.24	0	0.24	2 x staff for ROSPA playground inspections
	Toilet cleaning etc	5,000	0.40	5,200	0.02	
	Play equipment maintenance	5,000	0.40	5,200	0.02	
	Play equipment asset replacement reserve	20,000	1.60	20,800	0.06	
Sub Total: Costs for Florence Park		38,000	3.04	36,520	-0.13	
Bishops Palace, Roman Amp, Jubilee Gardens, Brandy Hole Copse	Staff Costs	134,092	10.71	139,456	0.43	Assumes 3 x FTE grounds staff and 1 x environment officer
	Vehicles & equipment	35,112	2.81	36,516	0.11	Assumes 1 x tractor and attachments plus 1 x additional ford transit
	Depot premises rental	27,800	2.22	28,912	0.09	Assumes 1 x local industrial unit
	Depot premises rates	11,103	0.89	11,547	0.04	
	Depot premises utilities	6,000	0.48	6,240	0.02	
	Vehicle fuel	2,000	0.16	2,080	0.01	

Site	Additional Expenditure Item	2026/27 £	2026/27 Annual Precept increase from previous year (Band D) £	2027/28 £	2027/28 Annual Precept increase from previous year (Band D) £	Notes
	Equipment maintenance (playgrounds, benches, fences, etc)	10,000	0.80	10,400	0.03	
Bishops Palace, Roman Amp, Jubilee Gardens, Brandy Hole Copse	Building maintenance (disused toilets)	5,000	0.40	5,200	0.02	
	Playground replacement reserve	10,000	0.80	10,400	0.03	
	Tree works	25,000	2.00	26,000	0.08	
Sub total: Costs for Bishops Palace, Roman Amp, Jubilee Gardens, Brandy Hole Copse		266,107	21.26	276,751	0.85	
Oaklands Park and Priory Park	Staff costs	0	0	30,851	2.46	1 x additional FTE grounds staff
	Vehicles	0	0	6,000	0.48	1 x additional van
	Vehicle fuel	0	0	1,200	0.10	
	Equipment maintenance (playgrounds, benches, fences, etc)	0	0	30,000	2.40	
	Building maintenance	0	0	35,000	2.80	Assumes toilets, guildhall, white pavilion, Oaklands Pavillion
	Toilet Cleaning	0	0	5,000	0.40	Priory Park

Site	Additional Expenditure Item	2026/27 £	2026/27 Annual Precept increase from previous year (Band D) £	2027/28 £	2027/28 Annual Precept increase from previous year (Band D) £	Notes
	Playground replacement reserve	0	0	50,000	3.99	
	Tree works	0	0	25,000	2.00	
Sub total: Costs for Oaklands Park and Priory Park		0	0	183,051	14.62	
Total additional costs for all open spaces		304,107	24.29	499,322	15.35	

INCOME

Income headings	Cost Centre	Description Code	2025/2026 Budget £	2026/2027 Budget £	2027/2028 Budget £
Council House					
Hire Charges-Assembly Room	501	P 1001	32,193	33,481	34,820
Hire Charges-Court Room	501	P 1002	18,907	19,663	20,450
Wedding Income	501	P 1012	7,500	7,500	7,500
Solar Panel Income	501	P 1011	1,800	3,600	3,679
Street name change	103	P 1060	3,500	3,500	3,500
Hanging Basket Income	501	P 1013	2,500	2,500	2,500
Subtotal			66,400	70,244	72,449
Buttermarket					
Rental income	502	P 1120	77,000	80,080	83,283
Subtotal			77,000	80,080	83,283
Allotments					
Allotment rents	104	P 1020	21,973	25,049	28,556
Licence agreements	104	P 1028	250	250	250
Subtotal			22,223	25,299	28,806
Sales of Goods / Misc. income	101	F 1075	300	300	300
Other					
Precept Received	101	F 1176	970,760	1,944,805	2,178,080
Interest Received - General	101	F 1196	75,000	49,000	5,000
CDC Share of grant			0	0	0
Subtotal			1,045,760	1,993,805	2,183,080
TOTAL INCOME			1,211,683	2,169,728	2,367,918

BUDGET 2026-2027

Expenditure headings	Cost Centre	Parent Committee	Description Code	2025/2026 Budget	2026/2027 Budget maximum scenario	Significant changes	2027/2028 Projected Budget
	104	P					
Rates & Water	104	P	4211	1,800	2,700	900	2,700
Postage	104	P	4022	150	150	0	150
Reps/Maint. General	104	P	4236	6,000	13,500	7,500	13,500
Subtotal	104	P		7,950	16,350	8,400	16,350
	110	F					
Staff Costs (Planning)	110	F	4001	20,878	21,546	668	22,408
Employers NI	110	F	4002	2,351	1,718	-633	1,787
Employers Superannuation	110	F	4003	4,217	4,352	135	4,526
Councillor Prof Development	110	F	4008	500	500	0	500
Councillor Travel and Subsistence	110	F	4009	400	400	0	400
General Expenses	110	F	4020	150	150	0	150
Local election Expenses *	110	F	4100	12,000	12,000	0	12,000
Refreshments	110	F	4102	100	100	0	100
Members expenses	110	F	4004	1,100	1,100	0	1,100
Subtotal	110	F		41,696	41,866	170	42,971
	201	C					
International Relations*	201	C	4185	500	250	-250	250
Joint Twinning-Speyer*	201	C		500	250	-250	250
Joint Twinning-Chartres*	201	C	4186	500	250	-250	250
Joint Twinning-Ravenna*	201	C	4187	0	250	250	250
European Assoc of Historic Towns	201	C	xxxx	300	0	-300	0
Subtotal	201	C		1,800	1,000	-800	1,000
	202	C					
Other Events - civic	202	C	4164	25,000	36,000	11,000	36,000
Subtotal	202	C		25,000	36,000	11,000	36,000
	203	C					
Community Wardens	203	C	4140	51,030	53,071	2,041	55,194
Subtotal	203	C		51,030	53,071	2,041	55,194
	301	P					
War Memorials and statues R&M *	301	P	4148	2,000	2,100	100	2,100
Statues and memorials	301	P	xxxx	2,000	2,000	0	2,000
Footpath Lighting-Energy	301	P	4150	3,700	7,000	3,300	7,000
Footpath Lighting Maintenance	301	P	4151	3,780	4,000	220	4,000
Contribution to Public Conveniences	301	P	4144	20,800	21,632	832	21,632
Litten Gardens grounds maintenance contra	301	P	4153	2,500	2,500	0	2,500
Disused burial grounds*	301	P	4154	500	500	0	500
St Martins	301	P		0	1,100	1,100	1,100
Tree work to disused cemeteries	301	P		0	2,000	2,000	2,000
Misc. Grnd Mtce & Street Furn.*	301	P	4156	500	2,000	1,500	2,000
Street Naming & Signage*	301	P	4157	4,000	4,000	0	4,000
Subtotal	301	P		39,780	48,832	9,052	48,832
	302	C					
City Cemetery	302	C	4152	38,000	30,000	-8,000	30,000
Subtotal	302	C		38,000	30,000	-8,000	30,000
	401	C					
Travel and Subsistence	401	C	4009	1,000	500	-500	500
General Expenses	401	C	4020	1,000	0	-1,000	0
Mayors Allowance	401	C	4125	4,000	4,500	500	4,500
Deputy Mayor's Allowmance	401	C	xxxx	500	0	-500	0
Mayor at Home-Summer	401	C	4130	0	0	-0	0
Mayor at Home-Christmas	401	C	4131	1,700	3,700	2,000	3,700
Receptions Other	401	C	4132	1,000	0	-1,000	0
Subtotal	401	C		9,200	8,700	-500	8,700
	501	P					
Staff Costs (Custodians)	501	P	4001	40,317	53,476	13,159	55,615
Employers NI	501	P	4002	6,438	3,612	-2,826	3,756
Employers Superannuation	501	P	4003	11,821	10,802	-1,019	11,234
Overtime	501	P	4012	18,200	17,774	-426	18,485
Professional fees (paintings)	501	P	4055	2,000	2,000	0	2,000
Publicity	501	P	4101	6,000	1,000	-5,000	1,000
Rates and Water	501	P	4211	54,370	57,022	2,652	57,022
Bid membership	501	P	4206	1,404	1,460	56	1,460
Electricity	501	P	4214	8,000	8,000	0	8,000
Gas	501	P	4215	9,000	3,000	-6,000	Exp. /2 3,000

BUDGET 2026-2027

Expenditure headings	Cost Centre	Parent Committee	Description Code	2025/2026 Budget	2026/2027 Budget maximum scenario	Significant changes	2027/2028 Projected Budget
General cleaning	501	P	4216	2,300	2,300	0	2,300
Cleaning and window cleaning	501	P	4212	9,400	11,504	2,104	11,504
Council House equipment	501	P	4250	2,500	2,500	0	2,500
Alarm main servicing and monitoring	501	P	4217	850	850	0	850
Key holding and call outs	501	P	4217	700	700	0	700
Lift Service Contract and R&M	501	P	4218	1,700	1,700	0	1,700
Fire Alarm service maintenance and monito	501	P	4219	180	360	180	360
Emergency Lighting	501	P	4209	750	750	0	750
Fire Extinguishers	501	P	4210	1,250	1,000	-250	1,000
Refuse Bin Hire	501	P	4220	0	500	500	500
Automatic door service contract and R&M	501	P	4221	650	650	0	650
Insurance	501	P	4225	11,000	14,360	3,360	14,360
Wedding Licences*	501	P	4201	710	710	0	710
Premises Licence	501	P	4227	700	700	0	700
Council House R&M & improvements*	501	P	4231	8,000	8,000	0	8,000
Council House EMR	501	p		0	168,000	168,000	168,000
Cyclical maintenance budget*	501	P	4238	1,250	1,250	0	1,250
Health and Safety	501	P	4245	1,500	1,500	0	1,500
CCTV service contract and R&M	501	P	4234	400	400	0	400
Council Chamber redecorations	501	P	xxxx	0	0	-0	0
MUGA running costs	501	P	xxxx	750	0	-750	0
Provision for vehicle replacement	501	P	xxxx	10,000	10,000	0	10,000
Running costs for van	501	P	4291	2,500	4,800	2,300	4,800
Energy efficiency initiatives (boilers)	501	P	xxxx	0	0	-0	0
Maintenance of bus shelter	501	P	4145	500	1,500	1,000	1,500
Inspections (solar& legionnaires)	501	P		0	2,028	2,028	2,028
Lightning Protection service and R & M*	501	P	4241	220	220	0	220
Heating, ventilation and air conditioning	501	P	4222	2,500	2,500	0	2,500
Display Energy Certificate*	501	P	4242	400	220	-180	220
Reps/Maint. General*	501	P	4236	0	1,300	1,300	1,300
Reps/Maint. Gardens	501	P	4237	0	0	0	0
Wedding expenditure	501	P	4246	500	500	0	500
Space equivalent to hire	501	P	4262	0	0	0	0
Subtotal	501	P		218,760	398,948	180,188	402,375
	502	P					
Professional fees (legal fees)	502	P	4055	2,500	2,500	0	2,500
Subtotal	502	P		2,500	2,500	0	2,500
	504	P					
Electricity	504	P	4214	300	860	560	860
Reps/Maint. General	504	P	4236	1,000	3,250	2,250	3,250
City Cross Conservation *	504	P	4300	2,000	20,000	18,000	20,000
Clock service contract and R&M*	504	P	4302	500	340	-160	340
Subtotal	504	P		3,800	24,450	20,650	24,450
	505	P					
Reps/Maint. General*	505	P	4236	100	100	0	100
Subtotal	505	P		100	100	0	100
	508	P					
Reps/Maint. General	508	P	4236	2,500	2,500	0	2,500
Subtotal	508	P		2,500	2,500	0	2,500
		P					
Building maintenance		P		0	5,000	5,000	5,200
Staff training		P		0	3,000	3,000	0
Toilet cleaning etc		P		0	5,000	5,000	5,200
Play equipment maintenance		P		0	5,000	5,000	5,200
Play equipment asset replacement reserve		P		0	20,000	20,000	20,800
Subtotal		P		0	38,000	38,000	36,400
staff costs		F			134,092	134,092	139,456
Vehicles and equipment		P			35,112	35,112	36,516
Depot premises rental		P			27,800	27,800	28,912
Depot premises rates		P			11,103	11,103	11,547
Depot premises utilities		P			6,000	6,000	6,240
Vehicle fuel		P			2,000	2,000	2,080
Equipment maintenance (benches, playgrounds etc)		P			10,000	10,000	Exp. /310,400

BUDGET 2026-2027

Expenditure headings	Cost Centre	Parent Committee	Description Code	2025/2026 Budget	2026/2027 Budget maximum scenario	Significant changes	2027/2028 Projected Budget
Building maintenance		P			5,000	5,000	5,200
Toilet cleaning		P			0	0	0
Playground replacement reserve		P			10,000	10,000	10,400
Tree works		P			25,000	25,000	26,000
Subtotal					266,107	266,107	276,751
staff costs		F			0	0	30,851
Vehicles and equipment		P			0	0	6,000
Depot premises rental		P			0	0	0
Depot premises rates		P			0	0	0
Depot premises utilities		P			0	0	0
Vehicle fuel		P			0	0	1,200
Equipment maintenance (benches, playgrounds etc)		P			0	0	30,000
Building maintenance		P			0	0	35,000
Toilet cleaning		P			0	0	5,000
Playground replacement reserve		P			0	0	50,000
Tree works		P			0	0	25,000
Subtotal					0	0	183,051
LGR Reserve		F		0	200,000	200,000	200,000
Subtotal		F		0	200,000	200,000	200,000
TOTAL EXPENDITURE				1,211,683	2,169,728	958,045	2,367,918
TOTAL BY COMMITTEE		F	Total Finance	656,953	1,169,152	512,199	1,233,227
		P	Total Property	275,390	663,695	388,305	823,002
		C	Total Community	279,340	336,881	57,541	311,689

CHICHESTER CITY COUNCIL
FINAL BUDGET SUMMARY 2026/2027

	2025/2026 Budget £	2026/2027 Budget £	2027/2028B udget £
INCOME			
Council House	60,400	64,244	66,449
Buttermarket	77,000	80,080	83,283
Allotments	22,223	25,299	28,806
Sale of Goods	300	300	300
Street name change	3,500	3,500	3,500
Other	2,500	2,500	2,500
TOTAL INCOME (Excl. Precept)	165,923	175,923	184,838
EXPENDITURE			
Administration	615,257	793,194	819,950
Cemetery	38,000	#REF!	#REF!
Civic	7,510	7,810	7,810
Discretionary	146,800	200,300	172,985
Allotments	7,950	16,350	16,350
Council & Committees	41,696	41,866	42,971
Community Affairs	1,800	1,000	1,000
Crime & Disorder	51,030	53,071	55,194
Events	25,000	36,000	36,000
Statutory Expenses	39,780	48,832	48,832
Mayoralty	9,200	8,700	8,700
Council House	#REF!	#REF!	#REF!
Buttermarket	2,500	2,500	2,500
City Cross	3,800	24,450	24,450
St James Obelisk	100	100	100
Heritage	#REF!	#REF!	#REF!
Henty Field	2,500	2,500	2,500
TOTAL EXPENDITURE	#REF!	#REF!	#REF!
NET COST OF SERVICES	#REF!	#REF!	#REF!
Reversal of Capital Charges			
Interest and investment income	(75,000)	(49,000)	(5,000)
NET OPERATING EXPENDITURE	#REF!	#REF!	#REF!
Transfers (from) / to Earmarked Reserves	0	0	0
AMOUNT TO BE MET FROM PRECEPT	#REF!	1,179,980	#REF!
Precept on District Council	(970,760)	(1,179,980)	(1,245,150)
(SURPLUS) / DEFICIT FOR YEAR	#REF!	0	#REF!

13.98%

21.55%

5.52%

**Increase in precept after taking into
account the tax base**

Budget 2025/2026

Significant variances in the budget

£

Precept 24/25

851,726

Expenditure

Staffing increases and pay awards	156,727	
Additional 2% pay award	11,469	
Discretionary Grants	15,000	
Council chamber redecs	-28,000	
Non domestic rates	6,345	
Gala	4,000	
Wardens (inflation)	1,887	
Owl trail	3,500	
Computer Improvement	2,500	Assembly room website
running costs for van	800	
Remembrance Sunday	400	sound system
Freedom Ceremony	1,200	
Blue plaques	600	
International Relations	-1,250	
Lift Service	-1,200	
Statues and Memorials	2,000	
Footpath lighting	2,180	energy and maintenance
Cemetery costs	-2,100	burial income has increased
Public Conveniences	4,768	a new funding agreement
Publicity	4,800	council newsletter
BID membership	330	
Council House supplies	500	Community Forum
Insurance costs (inflation)	2,000	
space equivalent to hire	6,000	
Insurance costs	3,360	
other	480	198,296
<u>Income</u>		
Hall Booking income	-15,000	
Investment Income	-85,500	
Market House rental	-15,000	
Street name change	4,500	
Allotment rental income	-500	

-111,500

other minor variances

675

Precept 2024/2025

939,197

10.27%

After taking into account the taxbase

10.53%

Capital Depreciation

	Purchase Date	Qty	Unit Price	Purchase Price	NOW					
					2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Depreciation Over (Years)
Vehicles										
Renault EV (Depreciation 4 years)	21/03/2022	1	£ 14,629.95	£ 14,629.95	£ 3,657.49					4
Ford Transit EcoBlue (Depreciation 4 years)	15/11/2024	1	£ 29,593.94	£ 29,593.94		£ 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
Star Climber (Depreciation 3 years)	08/11/2024	1	£ 5,895.95	£ 5,895.95		£ 1,930.00	£ 965.00			3
Eco Lawnmower BA5000T (Batteries) (Depreciation 3 years)	21/04/2023	12	£ 367.50	£ 4,290.00	£ 2,860.00		£ 1,430.00			3
Eco Charger CHV100E	21/04/2023	2	£ 215.83	£ 431.66	£ 287.77		£ 143.89			3
Eco Multifunction Charger CHU6000	21/04/2023	1	£ 382.50	£ 382.50	£ 388.33		£ 194.17			3
Eco Backpack Blower	21/04/2023	1	£ 315.83	£ 315.83		£ 210.55	£ 105.28			3
Eco Lawnmower ZT4200E (Depreciation 3 years)	21/04/2023	1	£ 3,884.17	£ 3,884.17	£ 2,599.45		£ 1,294.72			3
Totals	22			£ 60,026.02	£ 40,670.35	£ 22,964.22	£ 8,915.99	£ -	£ -	

Council House - IT Equipment

Private/Public Network Hardware		Purchase Date	Qty	Unit Price	Purchase Price	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Depreciation Over (Years)
Drivak Viper Modem		28/04/2024	1	£ 100.00	£ 100.00	£ 75.00	£ -	£ 25.00	£ -	£ -	4
Asus XT-12 Core Router		22/07/2024	2	£ 208.33	£ 416.66	£ 312.50	£ 208.33	£ 104.17	£ -	£ -	4
AusZenWiFi 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	£ 95.58	£ 95.58	£ 70.69	£ 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	£ -	£ -	

Printers

	Purchase Date	Qty	Unit Price	Purchase Price	NOW					Depreciation Over (Years)
					2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	
Plotter PTF750										
Brother DCP-161 Printer Scanner	30/04/2025	1	£ 140.00	£ 140.00	£ 140.00	£ 93.33	£ 46.67	£ -	£ -	3
Totals	1			£ 140.00	£ 140.00	£ 93.33	£ 46.67	£ -	£ -	

Laptops

Cautions : Asus VivoBook Go TP1400KA-EC104XA-3Y		21/04/2023	18	£ 350.00	£ 6,300.00	£ 4,200.00	£ -	£ -	£ -	3
Lenovo V110 81D7005UK 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 A8-922S 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 V145 15AST 81MT 8TV5		15/04/2020	1	£ 474.98	£ 474.98	£ -	£ -	£ -	£ -	3
Lenovo V145 15AST 81MT A6 BG 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 BG 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 BG 256G		15/04/2020	1	£ 354.17	£ 354.17	£ -	£ -	£ -	£ -	3
Lenovo V156 15API		15/04/2020	1	£ 357.50	£ 357.50	£ -	£ -	£ -	£ -	3
Lenovo V15G1 IM6		28/11/2021	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 AAN		14/12/2023	1	£ 411.00	£ 411.00	£ 274.00	£ 137.00	£ -	£ -	3
Lenovo Yoga 7 2 in 1 16ML9J		04/08/2024	1	£ 831.25	£ 831.25	£ 554.17	£ 277.08	£ -	£ -	3
Lenovo ThinkBook 16 G6 RPL		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			£ 14,847.84	£ 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			£ 987.88	£ 638.89	£ 212.88	£ -	£ -	
Grand Total					£ 18,923.95	£ 9,350.34	£ 4,964.34	£ 791.20	£ -	

Energy Efficiency

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	

Chiller

	Purchase Date	Qty	Unit Price	Purchase Price	NOW					Depreciation Over (Years)
					2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	
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	

Boilers

	Purchase Date	Qty	Unit Price	Purchase Price	NOW					Depreciation Over (Years)
					2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	
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	£ 991.00	10
Totals	1			£ 37,774.00	£ 26,441.80	£ 15,865.08	£ 7,932.54	£ 3,173.02	£ 991.00	

LED Lighting

	Purchase Date	Qty	Unit Price	Purchase Price	NOW					Depreciation Over (Years)
					2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	
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	£ 884.00	£ 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	£ 16,352.00	£ 11,890.20	£ 6,728.88	£ 3,347.38	£ 1,556.00	

Solar Systems

	Purchase Date	Qty	Unit Price	Purchase Price	NOW					Depreciation Over (Years)
					2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	
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	£ 7,266.00	£ 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	£ 27,286.08	£ 26,148.16	£ 25,012.24	£ 23,875.32	£ 22,738.40	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	£ 42,988.24	£ 39,178.00	£ 35,887.76	

Kitchen Equipment

Lincol 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
Lincol Silverlink 600 GS 3 Door Fridge	16/01/2025	1	3,029.99	3,029.99	3,029.99	2,429.99	1,717.99	694.00	694.00
Parrat Hit 3000	16/01/2025	1	879.99	879.99	879.99	703.99	527.99	352.00	176.00
Buffalo Microwave	16/01/2025	1	199.99	199.99	199.99	159.99	119.99	80.00	40.00
Buffalo Microwave Wine Chiller	16/01/2025	1	799.99	799.99	799.99	607.99	455.99	344.00	172.00
Marco Water Heater T10	16/01/2025	1	469.99	469.99	469.99	375.99	281.99	188.00	94.00
Buffalo Digital Counter Top Glass Dishwasher	16/01/2025	1	969.99	969.99	969.99	799.99	599.99	400.00	200.00
Polart Freezer	16/01/2025	1	429.99	429.99	429.99	349.99	267.99	172.00	86.00
Totals	8		£7,819.92	£ 6,769.93	£ 6,769.93	£ 4,615.94	£ 4,061.96	£ 2,707.97	£ 1,353.99

IT Software

Description	Budget	Forecast			
	2025	2026-2027	2027-2028	2028-2029	2029-2030
		4%	4%	3%	3%
Factorial HR	£ 1,632.00	£ 1,697.28	£ 1,765.17	£ 1,818.13	£ 1,872.67
Factorial Projects	£ 360.00	£ 374.40	£ 389.38	£ 401.06	£ 413.09
Papertrail	£ 1,890.00	£ 1,965.60	£ 2,044.22	£ 2,105.55	£ 2,168.72
Bluebeam	£ 275.00	£ 286.00	£ 297.44	£ 306.36	£ 315.55
Mundays	£ 396.00	£ 411.84	£ 428.31	£ 441.16	£ 454.40
Hallmaster	£ 268.84	£ 279.59	£ 290.78	£ 299.50	£ 308.49
Rialtas	£ 1,174.00	£ 1,220.96	£ 1,269.80	£ 1,307.89	£ 1,347.13
Parish Online	£ 225.00	£ 234.00	£ 243.36	£ 250.66	£ 258.18
MS Project (AW)	£ 296.40	£ 308.26	£ 320.59	£ 330.20	£ 340.11
MS Intra	£ 92.40	£ 96.10	£ 99.94	£ 102.94	£ 106.03
MS ??	£ 88.80	£ 92.35	£ 96.05	£ 98.93	£ 101.90
ZatPark (Car Park)	£ -	£ -	£ -	£ -	£ -
SmartPSS (CCTV)	£ -	£ -	£ -	£ -	£ -
Trackit247 (Mobility Scooter Trakers	£ 700.00	£ -	£ -	£ 721.00	£ 742.63
Adobe Full Suite (Paz)	£ 785.88	£ 817.32	£ 850.01	£ 875.51	£ 901.77
Microsoft (Councillors)	£ 2,224.80	£ 2,313.79	£ 2,406.34	£ 2,478.53	£ 2,552.89
Loomly	£ 442.00	£ 459.68	£ 478.07	£ 492.41	£ 507.18
Mango	£ 191.52	£ 199.18	£ 207.15	£ 213.36	£ 219.76
Zoom	£ 155.88	£ 162.12	£ 168.60	£ 173.66	£ 178.87
Survey Monkey	£ 900.00	£ 936.00	£ 973.44	£ 1,002.64	£ 1,032.72
Microsoft (Officers)	£ 2,154.00	£ 2,240.16	£ 2,329.77	£ 2,399.66	£ 2,471.65
	£ -	£ -	£ -	£ -	£ -
Total	£ 14,252.52	£ 14,094.62	£ 14,658.41	£ 15,819.16	£ 16,293.73
Photocopier					
Cannon Lease	£ 952.52	£ 990.62	£ 1,030.25	£ 1,061.15	£ 1,092.99
Print cost	£ 40.00	£ 41.60	£ 43.26	£ 44.56	£ 45.90
Total	£ 992.52	£ 1,032.22	£ 1,073.51	£ 1,105.71	£ 1,138.89
Telephony					
Enovo Phone System	£ 2,820.00	£ 2,932.80	£ 3,050.11	£ 3,141.62	£ 3,235.86
Vodafone	£ 960.00	£ 998.40	£ 1,038.34	£ 1,069.49	£ 1,101.57
Broadband - The Council House - 300Mb	£ 588.00	£ 611.52	£ 635.98	£ 655.06	£ 674.71
Broadband - St James - 70Mbps	£ 391.56	£ 407.22	£ 423.51	£ 436.22	£ 449.30
Total	£ 4,759.56	£ 4,949.94	£ 5,147.94	£ 5,302.38	£ 5,461.45
Grand Totals	£ 20,004.60	£ 20,076.78	£ 20,879.86	£ 22,227.25	£ 22,894.07



Chichester City Council

PERSONNEL SUB-COMMITTEE Minutes

Date Thursday 17 July 2025

Time 5.30pm to 6.49pm

Location Council Chamber, The Council House • North Street • Chichester • West Sussex • PO19 1LQ

PRESENT: Councillors McHale (SMH), J Gershater (JG), Pramas (LP), Scicluna (AS), Squire (KS)

ALSO IN ATTENDANCE: Town Clerk (TC)

7. **APOLOGIES FOR ABSENCE**

No apologies had been received.

8. **CO-OPTION OF TEMPORARY MEMBER TO THE SUB-COMMITTEE**

The Sub-Committee **CO-OPTED** SMH to the committee.

9. **ELECTION OF TEMPORARY CHAIR OF THE SUB-COMMITTEE**

The Committee elected SMH as temporary Chair of the meeting.

10. **DECLARATIONS OF INTEREST BY MEMBERS OF THE PERSONNEL SUB-COMMITTEE IN MATTERS ARISING ON THE AGENDA FOR THIS MEETING**

No declarations were made.

11. **MINUTES OF THE PERSONNEL SUB-COMMITTEE MEETING HELD ON 27 MAY 2025**

The Sub-Committee **APPROVED** the minutes and the Chair signed them as a correct record.

12. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

The Sub-Committee **RESOLVED** that the public and press be excluded from this meeting for agenda items 7 and 8 due to the nature of the business to be transacted, namely confidential personnel matters.

13. **SUB-COMMITTEE MEMBER RESPONSIBILITIES WHEN DEALING WITH PERSONNEL MATTERS**

The Sub-Committee reviewed the terms of reference (ToRs) and the requirements of Sub-Committee members. Members requested that a change be made to the ToRs to include specific reference to the ACAS code of conduct for disciplinary and grievance procedures with these amendments being made as part of the Annual Review of Terms of Reference.

Sub-Committee members requested that they be given more notice in advance when investigations are in progress so that they are aware that a panel may need to be convened at short notice to ensure they have availability and time.

14. **PERSONNEL MATTERS**

The Clerk provided an update on staffing matters.

15. **RETURN MEETING TO OPEN SESSION**

AGREED to return the meeting to open session

16. **ELECTION OF CHAIR FOR 2025-2026**

Nominations were received for LP and AS, who received two votes each.

The Temporary Chair used their casting vote and LP was elected Chair of the Sub-Committee for 2025-2026.

17. **DATE OF NEXT MEETING**

As required.

Meeting closed at 6.49pm



Chichester City Council

BUSINESS PLAN SUB-COMMITTEE Minutes

Date Tuesday 19 August 2025

Time 10.00am to 11.39am

Location Council Chamber, The Council House • North Street • Chichester • West Sussex • PO19 1LQ

PRESENT: Councillors Loxton (SL), Miall (RMi), C. Gershater (CG).

ALSO IN ATTENDANCE: Town Clerk (TC), Deputy Town Clerk (DTC), Project Manager (PM), Communities Officer (CO) and Communications, Civic and Council Support Officer (CCCSO).

11. ELECTION OF SUB-COMMITTEE CHAIR FOR 2025-2026

CG proposed that RM be appointed as Chair of the Committee. The proposal was seconded by SL.

With no objections, RM was duly elected as Chair.

12. MEETING TIMES FOR BUSINESS PLAN SUB-COMMITTEE

Sub Committee **RESOLVED** that meetings would be held at 10am

13. APOLOGIES FOR ABSENCE

Cllr Chant, Squire and Quail gave their apologies.

14. DECLARATIONS OF INTEREST BY MEMBERS OF THE SUB-COMMITTEE IN MATTERS ON THE AGENDA FOR THIS MEETING

No declarations were made.

15. UPDATES ON ACTIONS ARISING FROM THE LAST MEETING

- a. **Minute 4a refers - Prepare a report on 20mph zones in the City for Councillors and provide feedback from Residents Associations on support for a 20MPH zone.**

To be discussed under agenda item 9

- b. **Minute 4 refers – Provide a link to the Project Management page on the intranet**

Link was sent to the Sub-Committee on 3 June 2025.

c. Minute 5 refers – To write and publish an update on the business plan for residents

Advised this had been completed and sent to contacts on our mailing list. It would also be published on the website and social media campaigns, and a short press release would be sent to Chichester Observer.

d. Minute 6 refers – Provide a site selection report on community space sites

To be discussed under agenda item 8

e. Minute 8 refers – Circulate designs of E-Ink signage to Councillors via email

To be discussed under agenda item 8

16. UPDATE ON CITY COUNCIL BUSINESS PLAN PROJECTS, BUDGETS AND FUNDING TO DATE

DTC also Responsible Financial Officer provided an update on funding and future CIL allocations.

- Advised that the Bognor Road scheme is still being designed and assessed at West Sussex County Council.
- Cathedral Flower Beds – completed for this year
- Energy efficiency schemes - £50k left in budget.
- Public Realm schemes – likely to be needed by spring 2026.
- New Park Centre – funding for roof project has not yet been requested.
- Aluminum staging – is currently in final stages of planning.
- Notice boards – covered later on the agenda
- Community Grants – Spent
- Community Hall – update later on agenda
- Playgrounds - £75K has been spent.

CIL income projections had been revised to reflect the latest data from Chichester District Council, which indicated a likely delay in the delivery of Whitehouse Farm Phase 2. The Clerk noted that the updated figures were based solely on permissions already granted and did not yet account for the additional 270 homes proposed in the Local Plan, as these are expected to come forward towards the latter end of the cashflow horizon.

The sub-committee **RESOLVED** to recommend to the Finance Committee that the £325,000 previously earmarked for the pump track project be reallocated to the general CIL funds reserve. This recommendation was made in light of the project's scheduled delivery in 2028/29, by which time the delivery partner—Chichester District Council (CDC)—is expected to no longer exist due to Local Government Reorganisation (LGR).

The sub-committee reviewed the budget-setting timeline and agreed that the public meeting scheduled for 27 October would serve as an opportunity to gauge public sentiment regarding potential increases to the budget and precept. Prior to this, informal workshops for Councillors will be held, with dates to be circulated to all members.

Committee considered if funds would be needed in 2026/27 to cover shortfalls in projected CIL receipts to allow Community Centre development to go ahead.

17. PROJECT MANAGER'S UPDATE

The project manager provided an overview of the items covered in his report:

The intranet site for the Project Management Framework is now live and has been shared, providing access to all associated documentation.

The Project Management Software, Monday.com, is now live, and Councillors have been granted access to project tracking reports.

Committee members **REQUESTED** a demonstration and workshop of the Project Management Framework and Software.

Community Space in the South of the City – The site selection process has been completed, and the accompanying document has been published. Partnership development is progressing with two local organisations, and a draft Memorandum of Understanding (MOU) has been prepared. The MOU is expected to be signed shortly, enabling the commencement of detailed design work. An Expression of Interest (EOI) has also been submitted for land at Florence Park.

The Project Manager is currently developing a business plan to assess the financial viability of the centre and to support the Community Asset Transfer business case for Florence Park. In parallel, a funding strategy is being prepared to attract external investment, with an initial lottery funding application targeted for submission in the autumn. Early-stage design work is also underway, with input being sought from designers and architects to inform the next phase of project development.

Committee **REQUESTED** that reporting structure and decision-making processes for the project be clarified and presented to the next Community Centre working group meeting.

Streetlighting Project – Installation of new lighting has been completed at both Oxmarket and New Park Recreation Ground. However, some vandalism issues have arisen at New Park, which are currently being addressed by the manufacturer. In response, the manufacturer has designed a modification to the light columns aimed at improving vandal resistance. These enhancements are scheduled for installation next week and will be monitored to assess their effectiveness. The next phase of the project will focus on either the Chichester City–University corridor or the Minerva Heights lighting along St Paul's Road. As developer obligations exist for this site, efforts will be made to secure funding contributions from the relevant developers to cover associated costs.

Wayfinding and Signage in Chichester – E-ink displays are scheduled for installation next week, with user training planned for this Friday. A consultation will be carried out to gather feedback from users and residents on the content and functionality they would like to see. Collaboration with West Sussex County Council (WSCC) is also underway to explore how these displays can be integrated into the wider wayfinding proposals within WSCC’s public realm scheme.

Performance Stage Project – The final design solution is currently being developed and is expected to be agreed upon imminently.

18. 20MPH ZONES FOR THE CITY CENTRE

Sub Committee reviewed the report from the CO and noted the work required and the commitment that would be needed from members to deliver a successful scheme. Sub Committee **RECOMMENDED** that the report be presented to Full Council for a decision on if they still wished to pursue this.

19. ITEMS FOR THE NEXT AGENDA

- Tourism development project – CG to prepare report
- General update from PM

20. DATE OF NEXT MEETING

Date of next Ordinary Meeting – Monday 24 November 2025

The meeting closed at 11.39am.

ACTIONS ARISING FROM THIS MEETING

Minute ref.	Action	Assigned to
12	Publish meeting time for the Business Plan Sub-Committee	Officers
15c	Publish the latest Business Plan update on the website and social media channels and prepare an article for the Observer highlighting the key points.	CCCSO
16	Request Finance Committee to allocate funds from playground improvements to CIL funds reserve.	Officers
17	Set-up demonstration and workshop of the Project Management Framework and Software.	Officers
17	Clarify reporting structure and decision-making process for the Community Centre project for the next Community Centre Working Group meeting.	Officers
18.	Place item ‘20mph zones for the City Centre’ on the next Full Council Agenda	Officers

Agenda Item 7



CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2025/2026
FINANCE COMMITTEE 17th SEPTEMBER 2025

MONITORING REPORT TO 31st JULY 2025

INTRODUCTION

This budget monitor for 2025/2026 reports on the month to the end of July 2025. 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 July), 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 £48,054 against the budget to the end of July 2025. Much of this surplus relates to higher than profiled interest on investments, this will change as the balance in our reserves reduces and a delay in the invoicing for the City Cemetery charges.

The variances listed below are cumulative from the start of the financial year 2025/26.

VARIANCES

1. £8,619 of the Computer Improvement budget has been spent on hardware purchased for the new set up for remote meetings.
2. Balances in the higher interest account and still maintaining a good level of return.
3. Balance in the large grant fund.
4. The public realm budget - contribution to the City Ambassadors.

5. The balance remaining in the gala budget is £10,546
6. The first quarter of the Cemetery charges invoice has not been received.
7. Council House improvements £14,996
8. Purchase of office equipment including metal cabinets.
9. Cil receipts received.

Kim Martin

FINANCE MANAGER AND DEPUTY TOWN CLERK

Agenda Item 7

CHICHESTER CITY COUNCIL

BUDGET MONITORING

To 31st July 2025

Month: 4

	Original Budget £		Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
101 Administration								
4001 Staff Costs	427,704	F	427,704	142,568	137,572		(4,996)	
4002 Employers NI	55,504	F	55,504	18,501	16,413		(2,088)	
4003 Employers Superannuation	85,849	F	85,849	28,616	24,121		(4,495)	
4004 Staff expenses	300	F	300	100			(100)	
4005 Ill Health Insurance	5,000	F	5,000	1,667	-		(1,667)	
4007 Staff Recruitment	500	F	500	167	-		(167)	
4008 Professional Development	3,000	F	3,000	1,000	376		(624)	
4009 Travel and Subsistence	100	F	100	33	74		41	
4010 Card terminal charges	300	F	300	100	112		12	
4011 Eye tests	300	F	300	100	-		(100)	
4016 Car contract scheme	0	F	-	-	525		525	
4020 General Expenses	400	F	400	133	46		(87)	
4021 Telephone	3,300	F	3,300	1,100	1,689		589	
4022 Postage	700	F	700	233	156		(77)	
4023 Stationery	800	F	800	267	452		185	
4024 Subscriptions	50	F	50	17	-		(17)	
4025 Petty Cash Expenditure	70	F	70	23	50		27	
4026 Printing	300	F	300	100	45		(55)	
4027 Photocopying	800	F	800	267	773		506	
4029 SALC	3,400	F	3,400	1,133	3,685		2,552	
4030 South East Employers	240	F	240	80	1,413		1,333	
4031 Nat Allotment Gardens Assoc	60	F	60	20	-		(20)	
4032 Walled Town Friendship	130	F	130	43	-		(43)	
4033 UNA	40	F	40	13	-		(13)	
4035 LCAS Subscription	150	F	150	50	-		(50)	
4036 Publications	150	F	150	50	19		(31)	
4037 Computer Hardware	0	F	-	-	2,294		2,294	
4038 Computer Improvement/Maint.	16,500	F	16,500	5,500	23,999	(8,619)	9,880	1.
4039 CHIBAC DTE Subscription	270	F	270	90	291		201	
4050 Office Equipment	1,670	F	1,670	557	143		(414)	
4051 Bank Charges Payable	400	F	400	133	147		14	
4055 Professional Fees	3,400	F	3,400	1,133	440		(693)	
4057 Audit Fees	2,300	F	2,300	767	1,546		779	
4059 Payroll Admin Costs	1,500	F	1,500	500	829		329	
4216 Cleaning Sundries	70	F	70	23	-		(23)	
4900 Depreciation charged			-	-	-		-	
4700 Accommodation recharge			-	-	-		-	
Total Expenditure	615,257	F	615,257	205,086	217,210	(8,619)	3,505	
1004 Quality Parish	0	F	-	-			-	
1075 Sale of Goods	300	F	300	100	609		(509)	
1176 Precept Received	970,760	F	970,760	485,380	485,380		-	
1196 Interest Received	75,000	F	75,000	25,000	47,355		(22,355)	2.
1201 Recharge to other services			-	-			-	
Total Income	1,046,060	F	1,046,060	510,480	533,344	-	(22,864)	
Net Expenditure	(430,803)	F	(430,803)	(305,394)	(316,134)	(8,619)	(19,359)	-
Total Finance	(430,803)	F	(430,803)	(305,394)	(316,134)	(8,619)	(19,359)	

CHICHESTER CITY COUNCIL

BUDGET MONITORING

To 31st July 2025

Month: 4

	Original Budget £		Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
102 Civic Expenses		C					
4020 General Expenses	1,400	C	1,400	467	-		(467)
4111 Custodian Uniforms	600	C	600	200	56		(144)
4112 Robes and Hats	250	C	250	83	-		(83)
4113 Cleaning/Repair Insignia	1,000	C	1,000	333	4,046		3,713
4114 Civic and Heritage Awards	1,000	C	1,000	333	-		(333)
4115 Civic/Heritage Reception	1,500	C	1,500	500	-		(500)
4116 Official Gifts	500	C	500	167	-		(167)
4117 Guild of Mace-Bearers Sub	60	C	60	20	-		(20)
4119 Civic Regalia Appraisal	1,200	C	1,200	400	-		(400)
4800 Administration recharge				-	-		-
4801 C S Ohead recharge				-	-		-
Total Expenditure	7,510	C	7,510	2,503	4,102	-	1,599
Net Expenditure	7,510	C	7,510	2,503	4,102	-	1,599
103 Discretionary Expense Finance							
4172 Flags	500	C	500	167	320		153
4063 Bell Tower Clock	500	C	500	167	-		(167)
4065 City Band (Gold level)	300	C	300	100	-		(100)
4182 Blue plaques	1,200	C	1,200	400	-		(400)
4188 Environment	800	C	800	267	-		(267)
4195 Chichester in Bloom	15,000	C	15,000	15,000	17,131		2,131
4308 Cil - Cathedral beds	-	C	-	-			-
4178 Owl trail	-	C	-	-			-
4204 Walled Town Symposium	1,000	C	1,000	333	-		(333)
4206 BID Membership	-	C	-	-	5,000		5,000
4260 Discretionary grants	60,000	C	60,664	60,664	54,500		(6,164)
4307 Cil - grants	-	C	-	-	22,430	(22,430)	-
4296 Public Realm Projects	23,000	C	34,290	34,290	27,500		(6,790)
xxxx Community Advice worker	44,000	C	44,000	22,000	22,168		168
4199 local historic interest plaque	500	C	500	167	172		5
Total Expenditure	146,800	C	158,754	133,554	149,221	(22,430)	(6,763)
1059 Admin charge for sale of Banners			-	-	105		(105)
1060 Admin charge street name change	3,500	C	3,500	1,167	476		691
1013 Chi in Bloom	-		-	-	6,693		(6,693)
1018 Mobility Scooter	-		-	-	45		(45)
Total Income	3,500	C	3,500	1,167	7,319	-	(6,152)
Net Expenditure	143,300	C	155,254	132,387	141,902	(22,430)	(12,915)
104 Allotments.		C					
4022 Postage	150	C	150	50	-		(50)
4211 Rates & Water	1,800	C	1,800	600	1,232		632
4236 Reps/Maint. General	6,000	C	6,000	2,000	4,733		2,733
4050 Equipment	-	C	-	-	629		629
Total Expenditure	7,950	C	7,950	2,650	6,594	-	3,944
1020 Allotment Rents	21,973	C	21,973	21,973	22,200		(227)
1029 Allotment deposits	250	C	250	83	1,250		(1,167)
Total Income	22,223	C	22,223	22,056	23,450	-	(1,394)
Net Expenditure	(14,273)	C	(14,273)	(19,406)	(16,856)	-	2,550

CHICHESTER CITY COUNCIL

BUDGET MONITORING

To 31st July 2025

Month: 4

	Original Budget £		Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
110 Council and Committees		PI						
4001 Staff Costs	20,878	PI	20,878	6,959	6,692		(267)	
4002 Employers NI	2,351	PI	2,351	784	691		(93)	
4003 Employers Superannuation	4,217	PI	4,217	1,406	1,218		(188)	
4004 Member expenses	1,100	PI	1,100	367	-		(367)	
4008 mmunity	500	PI	500	167	45		(122)	
4009 Travel and Subsistence	400	PI	400	133	18		(115)	
4020 General Expenses	150	PI	150	50	-		(50)	
4055 Professional fees	-	PI	-	-			-	
4100 Local Election Expenses	12,000	PI	12,000	4,000	-	4,000	-	
4102 Refreshments	100	PI	100	33	-		(33)	
Total Expenditure	41,696	PI	41,696	13,899	8,664	4,000	(1,235)	
Net Expenditure	41,696	PI	41,696	13,899	8,664	4,000	(1,235)	
Total Planning	41,696	PI	41,696	13,899	8,664	4,000	(1,235)	
201 Discretionary Exps C Affairs		C						
4185 International Relations	500	C	500	167	500		333	
4175 Joint Twinning Speyer	500	C	500	167	-		(167)	
4186 Joint Twinning-Chartres	500	C	500	167	267		100	
4187 Joint Twinning-Ravenna		C	-	-			-	
xxxx European Assoc of Historic Towns	300	C	300	100			(100)	
4800 Administration recharge		C	-	-			-	
4801 C S Ohead recharge		C	-	-			-	
Total Expenditure	1,800	C	1,800	600	767	-	167	
Net Expenditure	1,800	C	1,800	600	767	-	167	
202 Events								
4163 Community Initiatives (CAB)	-		-	-	-	-	-	
4164 Other events (Gala)	25,000	C	25,000	25,000	21,532		(3,468)	5.
4202 Community Engagement	-		-		240		240	
4801 C S Ohead recharge			-	-	-		-	
4800 Administration recharge			-	-	-		-	
Total Expenditure	25,000	C	25,000	25,000	21,772	-	(3,228)	
1075 Miscellaneous income	-	C	-	-	7,078		7,078	5.
Total Income	-	C	-	-	7,078	-	7,078	
Net Expenditure	25,000	C	25,000	25,000	14,694	-	(10,306)	

CHICHESTER CITY COUNCIL

BUDGET MONITORING

To 31st July 2025

Month: 4

	Original Budget £		Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
203 Community Safety								
4140 Community Wardens	51,030	C	51,030	51,030	51,030		-	
Total Expenditure	51,030	C	51,030	51,030	51,030	-	-	
Net Expenditure	51,030	C	51,030	51,030	51,030	-	-	
301 Statutory Expenses		C						
4148 Repairs to War Memorial	2,000	C	2,000	667	-		(667)	
xxxx Statues and memorials	2,000	C	2,000	667	3,899		3,232	
4144 Contribution to Public Conveniences	20,800	C	20,800	20,000	20,700		700	
4150 Footpath Lighting-Energy	3,700	C	3,700	1,233	-		(1,233)	
4151 Footpath Lighting Maintenance	3,780	C	3,780	3,780	3,798		18	
4153 Litten Garden maintenance	2,500	C	2,500	833			(833)	
4156 Misc Grnd Mtce & Street Furn.	500	C	500	167	314		147	
4157 Street Naming & Signage	4,000	C	4,000	1,333	648		(685)	
4281 Bus shelters	-		-	-	350		350	
4801 C S Ohead recharge			-	-			-	
4800 Administration recharge			-	-			-	
Total Expenditure	39,280	C	39,280	28,680	29,709	-	1,029	
Net Expenditure	39,280	C	39,280	28,680	29,709	-	1,029	
302 Cemeteries		C						
4152 City Cemetery	38,000	C	38,000	12,667	-		(12,667)	6.
4154 St Pauls-General Maint.	500	C	500	167	321		154	
Total Expenditure	38,500	C	38,500	12,833	321	-	(12,512)	
Net Expenditure	38,500	C	38,500	12,833	321	-	(12,512)	
401 Mayoralty		C						
4009 Travel and Subsistence	1,000	C	1,000	333			(333)	
4020 General Expenses	1,000	C	1,000	333	87		(246)	
4103 Mayors charity	-	C	-	-			-	
4125 Mayors Allowance	4,500	C	4,500	4,500			(4,500)	
4130 Mayors at Home	-	C	-	-	41		41	
4131 Mayor at Home-Christmas	1,700	C	1,700	567			(567)	
4132 Receptions Other	1,000	C	1,000	333			(333)	
4700 Accommodation recharge			-				-	
4801 C S Ohead recharge			-	-			-	
4800 Administration recharge			-	-			-	
Total Expenditure	9,200	C	9,200	6,067	128	-	(5,939)	
Total Community	301,347	C	313,301	239,694	225,797	(22,430)	(36,327)	

CHICHESTER CITY COUNCIL

BUDGET MONITORING

To 31st July 2025

Month: 4

	Original Budget £		Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
501 Council House		P						
4001 Staff Costs	40,317	P	40,317	13,439	16,106		2,667	
4002 Employers NI	6,438	P	6,438	2,146	1,507		(639)	
4003 Employers Superannuation	11,821	P	11,821	3,940	2,209		(1,731)	
4008 Training	-	P	-	-	190		190	
4012 Overtime	18,200	P	18,200	6,067	5,706		(361)	
4055 Professional Fees (painting restoration)	2,000	P	2,000	667	-		(667)	
4101 Publicity	6,000	P	6,000	2,000	-		(2,000)	
4145 Maintenance bus shelters	500	P	500	167	-		(167)	
4201 Wedding licence	710	P	710	237			(237)	
4206 Bid membership	1,404	P	1,404	468			(468)	
4211 Rates and Water	54,370	P	54,370	54,370	55,675		1,305	
4212 Building cleaning and windows	9,400	P	9,400	3,133	2,683		(450)	
4214 Electricity	8,000	P	8,000	2,667	1,265		(1,402)	
4215 Gas	9,000	P	9,000	3,000	1,098		(1,902)	
4216 General Cleaning	2,300	P	2,300	767	1,004		237	
4217 Alarm main servicing and monitoring	1,550	P	1,550	517	686		169	
4218 Lift Service Contract	1,700	P	1,700	567	2,840		2,273	
4219 Fire Equipment Service	180	P	180	60	161		101	
4209 Emergency lighting	750	P	750	250	595		345	
4210 Fire Extinguishers	1,250	P	1,250	417	-		(417)	
4221 Automatic Door Service	650	P	650	217	-		(217)	
4222 Air conditioning system service	2,500	P	2,500	833	4,377		3,544	
4225 Insurance	11,000	P	11,000	11,000	16,542		5,542	
4227 Licences	700	P	700	233	621		388	
4231 Council House Improvements	8,000	P	8,000	2,667	14,996	(8,988)	3,341	7.
4305 Cil - Energy Efficiency	-	P	-	-			-	
4234 CCTV Maintenance Contract	400	P	400	133	-		(133)	
4238 Cyclical Maintenance budget	1,250	P	1,250	417	634		217	
4241 Lightning Protection R & M	220	P	220	73	195		122	
4242 Display Energy Certificate	400	P	400	133	-		(133)	
xxxx Vehicle replacment	10,000	P	10,000	10,000		10,000	-	
4245 Health and Safety	1,500	P	1,500	500	583		83	
4246 Wedding Expenditure	500	P	500	167	104		(63)	
4250 Council house equipment	2,500	P	2,500	833	1,367		534	8.
4284 MUGA running costs	750	P	750	250	-		(250)	
4291 Van running costs	2,500	P	2,500	833			(833)	
Total Expenditure	218,760	P	218,760	123,167	131,144	1,012	8,989	
1000 Hire Charges-Council Chamber	-	P	-	-	-		-	
1001 Hire Charges-Assembly Room	32,193	P	32,193	10,731	14,501		(3,770)	
1002 Hire Charges-Court Room	18,907	P	18,907	6,302	10,343		(4,041)	
1011 Solar Panel income	1,800	P	1,800	600	269		331	
1012 Wedding Income	7,500	P	7,500	2,500	3,774		(1,274)	
1014 CIL receipts	-	P	-	-	18,177	(18,177)	-	9.
1015 small screen	-	P	-	-			-	
1016 large screen	-	P	-	-			-	
1013 Hanging Basket	2,500	P	2,500	833	-		833	
Total Income	62,900	P	62,900	20,967	47,064	(18,177)	(7,920)	
Net Expenditure	155,860	P	155,860	102,200	84,080	19,189	1,069	
502 Market House		P						
4020 General Expenses	-	P	-	-	-		-	
4240 Contribution to CDC re Advertising	-	P	-	-	-		-	
4055 Professional Fees	2,500	P	2,500	833	-		(833)	
Total Expenditure	2,500	P	2,500	833	-	-	(833)	

CHICHESTER CITY COUNCIL

BUDGET MONITORING

To 31st July 2025

Month: 4

	Original Budget £		Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
1120 Rents Received-Ground Floor	77,000	P	77,000	25,667	16,667		9,000
		P		-			
Total Income	77,000	P	77,000	25,667	16,667	-	9,000
		P					
Net Expenditure	(74,500)	P	(74,500)	(24,833)	(16,667)	-	8,166
		P					
		P					
504 City Cross		P					
4214 Electricity	300	P	300	100	246		146
4236 Reps/Maint. General	500	P	500	167	-		(167)
4300 City Cross Conservation	2,000	P	2,000	2,000	-	2,000	-
4302 Annual Maintenance of Clock	1,000	P	1,000	333	-		(333)
4801 C S Ohead recharge			-	-	-		-
4800 Administration recharge			-	-	-		-
Total Expenditure	3,800	P	3,800	2,600	246	2,000	(354)
		P					
Net Expenditure	3,800	P	3,800	2,600	246	2,000	(354)
		P					
505 St James Obelisk		P					
4236 Reps/Maint. General	100	P	100	100	-	100	-
4900 Reps/Maint. General	-	P	-	-	-		-
		P					
Total Expenditure	100	P	100	100	-	100	-
		P					
Net Expenditure	100	P	100	100	-	100	-
		P					
508 Brewery Field		P					
		P					
		P					
4236 Reps/Maint. General	2,500	P	2,500	833	819		(14)
		P					
Total Expenditure	2,500	P	2,500	833	819	-	(14)
		P					
Net Expenditure	2,500	P	2,500	833	819	-	(14)
Total Property	87,760	P	87,760	80,900	68,478	21,289	8,867
NET EXPENDITURE	-		11,954	29,099	(13,195)	(5,760)	(48,054)
(SURPLUS)/DEFICIT	-		11,954	29,099	(13,195)	(5,760)	(48,054)

CHICHESTER CITY COUNCIL

BUDGET MONITORING

To 31st July 2025

Month: 4

	Original Budget £		Current Budget £		Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
510 Projects		P						
4308 Cil - Cathedral beds		P				9,553		9,553
4314 Cil - NEST Project		P				150,000		150,000
4315 Cil - Digital display boards		P				3,375		3,375
4319 Cil - CDC Play areas		P				75,000		75,000
4320 Cil lighting bollards		P				14,141		14,141
Total Expenditure		P				252,069		252,069

Notes:

The Current Budget varies from the Original Budget due to budgets brought forward from 2024/25.

Original budget surplus/deficit

Budgets carried forward from 2024/25

£

-

11,954

11,954

Variances

1. £8,619 of the Computer Improvement budget has been spent on hardware purchased for the new set up for remote meetings.
2. Balances in the higher interest account and still maintaining a good level of return.
3. Balance in the large grant fund.
4. The public realm budget - contribution to the City Ambassadors.
5. The balance remaining in the gala budget is £10,546
6. The first quarter of the Cemetery charges invoice has not been received.
7. Council House improvements £14,996
8. Purchase of office equipment including metal cabinets.
9. Cil receipts received.

Agenda Item 8

Expenditure on Reserves

Council House Reserve

Description	Actual Expenditure (£)	Committee	Date RESOLVED
Balustrade drawings	3,000.00	Property	28th May 2025
Roof barriers	2,072.00	Property	28th May 2025
Advice re roof	1,031.25	Property	28th May 2025
Advice re guttering	1,031.25	Property	28th May 2025
Water heaters	1,003.75	Property	29th Jan 2025
Roof barriers	850.00	Property	28th May 2025
<u>Total</u>	8,988.25	Property	28th May 2025

	£
Cfwd	165,883.64
Expenditure	8,988.25
<u>Total</u>	156,895.39

Agenda Item 9



CHICHESTER CITY COUNCIL

FINANCE COMMITTEE 17th SEPTEMBER 2025

Confidential

Councillor Briefing Note: Investment Fund Options September 2025

Purpose

To provide councillors with a summary of key investment options currently available through CCLA, with an assessment of their risks, returns, liquidity, and suitability for **medium-term investment** (2–5 years).

Summary

Local government finances continue to face significant pressures, with uncertainty over income streams, inflation, and the ongoing debate around **Local Government Reorganisation**. It is therefore essential that the City Council manages its reserves prudently—balancing the need for income and growth with the ability to access funds when required.

The Council currently holds **£2,467,541.39** in the **Public Sector Deposit Fund (PSDF)** and **£449,254** in the **Local Authorities' Property Fund (LAPF)**. In 2024/25, the PSDF generated **£131,364.26 in interest**, while the Property Fund produced **£22,076.07**.

However, while returns are important, the **overall security of the fund and the protection of capital remain the most important considerations**. Liquidity also matters: the PSDF provides **daily access**, while the Property Fund requires a **minimum 6-month redemption notice** (with possible reduction to 90 days at the manager's discretion). This makes the PSDF far more suitable for reserves where access may be required at short notice.

Fund Comparisons

1. Public Sector Deposit Fund (PSDF)

- **Objective:** Preserve capital while providing a competitive income return.
 - **Current Yield:** ~4.08% (Annual Equivalent Yield 4.16%).
 - **Liquidity:** Daily access to funds.
 - **Risk:** Very low; AAmmf rating. Slight risk of NAV fluctuation in extreme conditions.
 - **Council Holding:** £2.47m (interest received in 2024/25: £131k).
 - **Suitability:** **Safest option**, combining high liquidity with strong capital security.
-

2. CCLA Cautious Multi-Asset Fund

- **Objective:** Return of CPI + 2% per year over 5 years.
 - **Assets:** Diversified—equities (32%), bonds (49%), alternatives (15%).
 - **Risk rating:** 4/7 (moderate).
 - **Liquidity:** Daily.
 - **Suitability:** Balanced choice, offering diversification and inflation-linked growth. However, less secure than PSDF due to equity and bond market volatility.
-

3. Local Authorities' Property Fund (LAPF)

- **Objective:** Income and long-term capital growth from UK commercial property.
 - **Risk rating:** 3/7 (low–medium).
 - **Liquidity:** Minimum 6-month redemption notice (may be reduced to 90 days). Illiquid in stressed markets.
 - **Costs:** High entry/exit fees.
 - **Council Holding:** £449k (interest received in 2024/25: £22k).
 - **Suitability:** Generates income, but limited liquidity means it is not aligned with the Council's priority for **fund security and ready access**.
-

4. Better World Global Equity Fund

- **Objective:** Long-term growth via global equities.
- **Assets:** 72 holdings (Microsoft, Amazon, Alphabet, etc.).
- **Risk rating:** 6/7 (high).
- **Liquidity:** Daily.
- **Performance:** High potential upside, but recent underperformance relative to benchmark. **Suitability:** Volatile and higher risk; not consistent with the Council's **primary focus on fund security**.

Risk–Return Overview

Fund	Risk	Liquidity	Typical Return	Council Holdings	Suitability
PSDF	Very Low	Daily	~4.08% yield	£2.47m (2024/25 income: £131k)	Safest – strong security & access
Cautious Multi-Asset	Moderate	Daily	CPI + 2%	n/a	Balanced – medium-term growth
Property Fund	Low–Medium	6-month notice	Moderate income	£449k (2024/25 income: £22k)	Long-term only – restricted access
Global Equity Fund	High	Daily	Higher growth potential	n/a	High risk – long-term growth only

Recommendations

For the Council's medium-term investment horizon:

1. **Primary option:**
 - Maintain significant reserves in the **Public Sector Deposit Fund (PSDF)**.
 - This provides **the strongest capital security and daily liquidity**, ensuring funds remain accessible whenever needed.
2. **Long-term only:**
 - The **Property Fund** should be regarded as **long-term strategic investments** only, given liquidity restrictions and market volatility.
3.
 - The Finance Committee consider redeeming their funds from the Property Fund access to the monies when required.

K. Martin
Finance Manager and Deputy Town Clerk

Agenda Item 10

Cil expenditure 2025-2026

Cil Projects	2025-2026 Budget	2025-2026 Actual	Balance
Streetlights	£ 32,000.00	14,141.00	17,859.00
Traffic schemes	£ 11,000.00	0.00	11,000.00
Improve City signage £20,000	£ 20,000.00	3,375.00	16,625.00
Cathedral beds	£ 29,735.00	9,553.00	20,182.00
Energy Efficiency Schemes 200k	£ 64,902.33	0.00	64,902.33
Pavements - £100,000	£ 400,000.00	0.00	400,000.00
New Park Centre	£ 50,000.00	0.00	50,000.00
NEST	£ 150,000.00	150,000.00	0.00
Aluminium staging	£ 20,000.00	0.00	20,000.00
Community Noticeboards	£ 14,500.00	0.00	14,500.00
Community Grants	£ 50,000.00	22,430.00	27,570.00
Community Hall (South of city)	£ 500,000.00	0.00	500,000.00
Playgrounds	£ 75,000.00	75,000.00	0.00
	£ 1,417,137.33	£ 274,499.00	£ 1,142,638.33

Agenda Item 10

Cil expenditure over years

Cil Receipts retained
(at 31st July 2025)

£ 1,667,585.14

Anticipated Cil income to 2029

£ 1,505,736.00 Whitehouse phase 2
£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

£ 3,708,125.14

Cil Projects	Spend in Previous years	2024-2025	2025-2026 BUDGET	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	
Cycle racks	£ 25,296.50								
Litten 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								
Streetlights			£ 32,000.00	£ 16,000.00	£ 16,000.00	£ 16,000.00	£ 16,000.00	£ 16,000.00	
Traffic schemes			£ 11,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	
Improve City signage £20,000	£ 9,537.72		£ 20,000.00						
Cathedral beds -		£ 30,265.00	£ 29,735.00						
Council house entrance project						£ 75,000.00			
Energy Efficiency Schemes 200k	£ 29,533.00	£ 105,564.67	£ 64,902.33						
Pavements - £100,000	£ 8,000.00		£ 400,000.00						
Neighbourhood Plan – up tp £100,000	£ 70,314.00	£ 2,097.50							
Tree planting £3,000									
New Park Centre			£ 50,000.00	£ 50,000.00	£ 50,000.00				
NEST			£ 150,000.00						
Aluminium staging			£ 20,000.00						
Community Noticeboards			£ 14,500.00						
Project Manager		£ 34,565.21							
Cathedral Green		£ 20,000.00							
Crane Street		£ 8,000.00							
Brewery Field									
Community Grants		£ 39,574.88	£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 50,000.00	
Community Hall (South of city)			£ 100,000.00	£ 700,000.00					
Playgrounds			£ 75,000.00						
	£ 213,421.09	£ 240,067.26	£ 1,017,137.33	£ 826,000.00	£ 126,000.00	£ 151,000.00	£ 76,000.00	£ 76,000.00	£ 2,272,137.33

Cil allocated to identified projects

2,272,137.33

Potential unallocated Cil funds

£

1,435,987.81

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

£ 1,840,541.75

Agenda Item 12



Chichester City Council

SCHEME OF DELEGATION

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer, Standing Committees and Sub-Committees of the Council to act with delegated authority in the specific circumstances detailed.

1. Responsible Financial Officer - Duties and Powers

- 1.1 The Deputy Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Councils accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer - Duties and Powers

- 2.1 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:
 - a. Receive declarations of acceptance of office;
 - b. Receive and record notices from Councillors disclosing interests;
 - c. Receive and retain plans and documents;
 - d. Sign Notices or other documents on behalf of the Council;
 - e. Receive copies of By-laws made by the Unitary Council;
 - f. Certify copies of By-laws made by the Council;
 - g. Sign and issue summonses to attend meetings of the Council.
 - h. Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)
 - i. Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office
- 2.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - a. The day-to-day administration of services, together with routine inspection and control.
 - b. Day to day supervision and control of all staff employed by the Council.
 - c. Authorisation of routine expenditure within the agreed budget.
 - d. Emergency expenditure up to £25,000 outside of the agreed budget in consultation with the RFO the chair of council or vice chair of council. All expenditure to reported to the next appropriate meeting.
- 2.3 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.
- 2.4 Extend the delegation of Council and Committee decisions to the Town Clerk in consultation with the Chair and Vice Chair of the Council and relevant Committees during any period of restricted activity declared by the Government in respect of a civil or health emergency. Such delegation to enable the Council to fulfil its responsibilities to its residents.

3. **Council**

- 3.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:
- a. Setting the Precept;
 - b. Borrowing money;
 - c. Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
 - d. Making, amending or revoking By-laws;
 - e. Making of Orders under any Statutory powers;
 - f. Matters of principle or policy.
 - g. Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings);
 - h. Any proposed new undertakings;
 - i. Prosecution or defence in a court of law;
 - j. Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee;
 - k. Approving the annual return;
 - l. Confirming eligibility to exercise the General Power of Competence

4. **Standing Committees**

- 4.1 The **Finance Committee** shall be delegated to make decisions on behalf of the Council in the following matters:
- a. All financial matters including approval of all expenditure items within the existing annual budget except where the authority has been specifically delegated to a Standing Committee or Sub-Committee.
 - b. Monitoring of annual budgeted expenditure
 - c. Oversight and monitoring of the performance of Council financial investments and reserves.
 - d. Oversight and monitoring of Council governance procedures.
 - e. All matters relating to buildings, structures and land in the ownership or control of the City Council, including agreement of hire charges for the Council House, agreement of Allotment rents, and recommendations on the Market House.
 - f. All matters relating to the other property of the City Council. Final authority for the disposal or loan of such property to remain with full Council.
 - g. All matters relating to staff, including remuneration packages, terms and conditions of employment and the observance of statutory requirements and NJC agreements.
 - h. To appoint and dissolve such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements. The following Sub-Committees report to this Committee:
 - i. Personnel Sub-Committee
 - ii. Property Sub-Committee
 - iii. Business Plan Sub-Committee

- 4.1.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
- 4.1.2 The following matters are reserved to the Council for decision but the Committee may make recommendations:
 - a. Recommendation of the Council's budget for each financial year.
 - b. Any funding required outside of the set budget in any given financial year
 - c. Adoption of new projects not already included in the adopted Business Plan that have a financial or resource implication for the City Council.
 - d. Any other matter which may be delegated to it by the Council from time to time.
- 4.1.3 The Finance Committee has appointed the following Sub-Committees with delegated powers to fulfil its' requirements:
 - 4.1.3.1 The **Personnel Sub-Committee** shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
 - a. The Sub-Committee is responsible for the employment and welfare of all employees.
 - b. To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Town Clerk's performance.
 - c. To appoint members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action.
 - d. To appoint members to hear any formal grievance.
 - e. To review health and safety at work for all Council employees.
 - f. To review all Council policies that relate to staff employment on an annual basis.
 - g. To ensure the Council complies with all legislative requirements relating to the employment of staff.
 - h. To appoint, from its membership, a recruitment panel when necessary and recommend appointments to Council.
 - i. To appoint and dissolve such Working Groups as may be necessary to undertake the background work to fulfil the above requirements.
 - 4.1.3.1.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
 - 4.1.3.1.2 The Personnel Sub Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
 - a. To review staffing structures and levels and make recommendations to the Finance Committee.
 - b. To review staff salaries and terms and conditions and make recommendations to the Finance Committee.
 - 4.1.3.1.3 It is vital that the Personnel Sub-Committee keeps confidential its deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings, because if an Appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case.
 - 4.1.3.1.4 In order to ensure, as far as possible, that such matters as Appraisal, Grievance, Disciplinary and Capability issues are

dealt with professionally and in accordance with Employment legislation, all members of the Staffing committee must undertake training in these matters.

- 4.1.3 .2 The **Property Sub-Committee** shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
- a. All matters relating to the ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - b. Approval of expenditure items up to £25,000 within the existing budget for ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - c. To review annually all health and safety matters, risk assessments and inspections for buildings, structures and land in the ownership or control of the City Council.
 - d. To ensure the Council complies with all legislative requirements relating to public access to and use of buildings, structures and land in the ownership or control of the City Council.
 - e. Project monitoring of any works undertaken on the buildings, structures and land in the ownership or control of the City Council.
 - f. To appoint and dissolve such Working Groups as may be necessary to undertake the background work to fulfil the above requirements.
- 4.1.3.2.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
- 4.1.3.2.2 The Property Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
- a. Approval of expenditure items over £25,000 within the existing budget for ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - b. New projects and proposals to alter, improve or develop buildings, structures and land in the ownership of the City Council.
 - c. Annual review of hire charges for the Council House, agreement of Allotment rents, and recommendations on the Market House.
 - d. Matters relating to the other physical assets and property of the City Council. Final authority for the disposal or loan of such property to remain vested with full Council.
- 4.1.3 .3 The **Business Plan Sub-Committee** shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
- a. Preparation of reports to Council on Business Plan progress
 - b. Regular review of the current Business Plan
 - c. Update and development of future Business Plans
 - d. To appoint and dissolve such Working Groups as may be necessary to undertake the background work to fulfil the above requirements.
- 4.1.3.3.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.

- 4.1.3.3.2 The Business Plan Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
 - a. Adoption of new projects not already included in the adopted Business Plan that have a financial or other resource implication for the City Council.
- 4.2 The **Planning and Conservation Committee** shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. To comment on planning applications received from the Planning Authority
 - b. Street Naming
 - c. Licensing Matters
 - d. To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate.
 - e. Neighbourhood planning
 - f. Traffic and transport matters.
 - g. Nature and biodiversity net gain improvements and environmental monitoring.
 - h. Meeting net zero targets and mitigating climate change impacts.
 - i. To appoint and dissolve such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.
- 4.2.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
 - 4.2.2 The following matters are reserved to the Council for decision, but the Committee may make recommendations:
 - a. Recommendation of the Committee's budget to the Finance Committee each financial year.
- 4.3 The Community Affairs Committee shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. Emergency planning.
 - b. Local rights and traditions and civic and ceremonial matters.
 - c. Community events.
 - d. Approval of expenditure items within the existing annual budget for the delivery of events and community services and award of grant allocations.
 - e. Issues related to amenities and facilities provided for the City by other authorities and organisations.
 - f. Recipients of Annual Civic Awards.
 - g. All matters concerning tourism development and promotion within the City and adjacent to it or likely to have an impact upon the City.
 - h. Allocation and monitoring of grants from the annual Grant Budget.
 - i. Annual review of effectiveness of all services delivered by the Council to the local community.
 - j. Annual review of all relevant health and safety matters, risk assessments and safeguarding policies and ensuring legislative compliance for all services delivered by the Council to the local community.
 - k. To appoint such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.

- I. Monitoring of new project and initiatives put forward by this committee.
- 4.3.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
- 4.3.2 The Community Affairs Committee shall be delegated to make recommendations to the Council in the following matters:
 - a. Representation on outside bodies
 - b. Development of new services for the local community
 - c. Development of new facilities for the local community
 - d. Grant funding award criteria
 - e. Recommendation of the Committee's budget to the Finance Committee each financial year
- 4.4 There are no other Standing committees, but they may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the committee is formed by means of a Minute detailing the Terms of Reference.

5. Working Groups and Parties

- 5.1 Working Groups/Parties may be formed by resolution of the Council, Committee or Sub-Committee at any time. The work of such a Working Group/Party will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Working Group/Party will report back with recommendations to the Council, Committee or Sub-Committee that formed it.

6. Delegation to the City Council Planning Adviser

- 6.1 In certain circumstances The City Council Planning Adviser is delegated to make the decisions on behalf of the Planning and Conservation Committee:
 - a. As the City Council does not have the resource to comment on every application, the applications which have the least potential for impact upon matters of public interest are assessed and screened by the planning adviser upon receipt of the weekly list. Those screened out include applications relating to trees, minor householder applications, and legal determinations as to whether planning permission is required or whether a development is lawful.
 - b. Applications with greater potential for impact on the public realm, such as large-scale householder applications, changes of use, or advertisements not conforming to the Chichester shop front design guidance, are taken to the Planning and Conservation Committee.
 - c. Major applications (proposing 10 or more dwellings or development which is particularly controversial) are heard at Planning and Conservation Committee. This Committee also covers any policy issues or consultations from relevant bodies, enforcement and appeals.
 - d. Minor amendments to applications are responded to by the Planning Adviser, in consultation with the Chairman, or in accordance with the comments of the planning committee which considered the original application.

7. Delegation - limitations

- 7.1 Committees, Sub-Committees and Working Groups shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Council from time to time.

Adopted: 28 February 2024

Minute ref.: 88 (Meeting of Council – 28 February 2024)

Agenda Item 12



Chichester City Council

Terms of Reference Finance Committee

1. The Finance Committee is constituted as a Standing Committee of Chichester City Council.
2. The Committee composition shall be a minimum of three and no more than six Councillors as voting members with at least one third of the number of members and not less than three members of the group constituting a quorum.
3. The Chairman of the Council shall be an ex-officio member of the Finance Committee.
4. Membership of the Committee shall be ratified at the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Committee.
6. The Finance Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Finance Committee shall meet at least six times a year and the dates shall be included in the Schedule of Meetings
8. The objective of the Finance Committee is to ensure the Council fulfils its duties under the Accounts and Audit Regulations (2015) and that it adequately plans for and controls expenditure of Council funds by effective budgeting and monitoring.
9. The Finance Committee shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. All financial matters including approval of all expenditure items within the existing annual budget except where the authority has been specifically delegated to a Standing Committee or Sub-Committee.
 - b. Monitoring of annual budgeted expenditure
 - c. Oversight and monitoring of the performance of Council financial investments and reserves.
 - d. Oversight and monitoring of Council governance procedures
 - e. All matters relating to buildings, structures and land in the ownership or control of the City Council, including agreement of hire charges for the Council House, agreement of Allotment rents, and recommendations on the Market House.
 - f. All matters relating to the other property of the City Council. Final authority for the disposal or loan of such property to remain with full Council.
 - g. All matters relating to staff, including remuneration packages, terms and conditions of employment and the observance of statutory requirements and NJC agreements.
 - h. To appoint such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.
10. The following Sub-Committees report to this Committee :
 - a. Personnel Sub-Committee
 - b. Property Sub-Committee
 - c. Business Plan Sub-Committee

11. The recommendations and decisions made at the Finance Committee shall give due and proactive regard to actions which:
 - a. Address or support Chichester City Council's response to the climate emergency (declared in 2019)
 - b. Support, improve and nurture the inclusivity of Chichester for all residents and visitors, and address inequalities
 - c. Support the delivery of the vision and activities outlined in the Chichester City Council Business Plan
12. The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
13. The following matters are reserved to the Council for decision but the Committee may make recommendations:
 - a. Approval of the Council's budget for each financial year.
 - b. Any funding required outside of the set budget in any given financial year
 - c. Adoption of new projects not already included in the adopted Business Plan that have a financial or resource implication for the City Council.
 - d. Any other matter which may be delegated to it by the Council from time to time.
14. All correspondence shall be conducted through the Town Clerk wherever possible.
15. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

Adopted: 28 February 2024

Minute ref.: 88 (Meeting of Council – 28 February 2024)

Agenda Item 12



Chichester City Council

Terms of Reference Property Sub-Committee

1. The Property Sub-Committee is constituted as a Sub-Committee of the Finance Committee of Chichester City Council.
2. The Sub-Committee composition shall be a minimum of three and no more than six Councillors as voting members with a third of members and not less than two members of the group constituting a quorum.
3. There are no ex-officio members of this Sub-Committee.
4. Membership of the Sub-Committee shall be ratified at the first meeting of the Finance Committee following the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Sub-Committee
6. The Property Sub-Committee Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Property Sub-Committee shall meet at least four times a year.
8. The Property Sub-Committee is responsible for the provision, oversight and maintenance of buildings, structures, land and property in the ownership or control of Chichester City Council.
9. The Property Sub-Committee shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
 - a. All matters relating to the ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - b. Approval of expenditure items up to £25,000 within the existing budget for ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - c. To review annually all health and safety matters, risk assessments and inspections for buildings, structures and land in the ownership or control of the City Council.
 - d. To ensure the Council complies with all legislative requirements relating to public access to and use of buildings, structures and land in the ownership or control of the City Council.
 - e. Project monitoring of any works undertaken on the buildings, structures and land in the ownership or control of the City Council.
 - f. To appoint such Working Groups as may be necessary to undertake the background work to fulfil the above requirements.
10. The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
11. The Property Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:

- a. Approval of expenditure items over £25,000 within the existing budget for ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - b. New projects and proposals to alter, improve or develop buildings, structures and land in the ownership of the City Council.
 - c. Annual review of hire charges for the Council House, agreement of Allotment rents, and recommendations on the Market House.
 - d. Matters relating to the other physical assets and property of the City Council. Final authority for the disposal or loan of such property to remain vested with full Council.
12. The recommendations and decisions made at the Property Sub Committee shall give due and proactive regard to actions which:
- a. Address or support Chichester City Council's response to the climate emergency (declared in 2019)
 - b. Support, improve and nurture the inclusivity of Chichester for all residents and visitors, and address inequalities
 - c. Support the delivery of the vision and activities outlined in the Chichester City Council Business Plan
13. All correspondence shall be conducted through the Town Clerk wherever possible.
14. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

Adopted: 28 February 2024

Minute ref.: 88 (Meeting of Council – 28 February 2024)



Chichester City Council

Terms of Reference Personnel Sub-Committee

1. The Personnel Sub-Committee is constituted as a Sub-Committee of the Finance Committee of Chichester City Council.
2. The Sub-Committee composition shall be a minimum of three and no more than four Councillors as voting members with not less than two members of the group constituting a quorum.
3. There are no ex-officio members of this Sub-Committee.
4. Membership of the Sub-Committee shall be ratified at the first meeting of the Finance Committee following the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Sub-Committee.
6. The Personnel Sub-Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Personnel Sub-Committee shall meet at least twice a year.
8. The Personnel Sub-Committee is responsible for the employment and welfare of all staff members.
9. The Personnel Sub-Committee shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
 - a. The Sub-Committee is responsible for the employment and welfare of all employees.
 - b. To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Town Clerk's performance.
 - c. To appoint members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action.
 - d. To appoint members to hear any formal grievance.
 - e. To review health and safety at work for all Council employees.
 - f. To review all Council policies that relate to staff employment on an annual basis.
 - g. To ensure the Council complies with all legislative requirements relating to the employment of staff.
 - h. To appoint a recruitment panel of Councillors when necessary and recommend appointments to Council.
 - i. The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
10. The Personnel Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
 - a. To review staffing structures and levels and make recommendations to the Finance Committee.
 - b. To review staff salaries and terms and conditions and make recommendations to the Finance Committee.

- c. To recommend the procurement of specialist advice and services when required to ensure legal compliance with employment law and best practice to the Finance Committee.
- 11. It is vital that the Personnel Sub-Committee keeps confidential its deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings, because if an Appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case.
- 12. In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with professionally and in accordance with Employment legislation, all members of the Personnel Sub-Committee must undertake training in these matters.
- 13. The recommendations and decisions made at the Personnel Sub Committee shall give due and proactive regard to actions which:
 - a. Address or support Chichester City Council's response to the climate emergency (declared in 2019)
 - b. Support, improve and nurture the inclusivity of Chichester for all residents and visitors, and address inequalities
 - c. Support the delivery of the vision and activities outlined in the Chichester City Council Business Plan
- 14. All correspondence shall be conducted through the Town Clerk wherever possible.
- 15. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

Adopted: 28 February 2024

Minute ref.: 88 (Meeting of Council – 28 February 2024)

Agenda Item 12



Chichester City Council

Terms of Reference Business Plan Sub-Committee

1. The Business Plan Sub-Committee is constituted as a Sub-Committee of the Finance Committee of Chichester City Council.
2. The Sub-Committee composition shall be a minimum of three and no more than five Councillors as voting members with a third of members and not less than three members of the group constituting a quorum.
3. There are no ex-officio members of this Sub-Committee.
4. Membership of the Sub-Committee shall be ratified at the first meeting of the Finance Committee following the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Sub-Committee
6. The Business Plan Sub-Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Business Plan Sub-Committee shall meet at least four times a year.
8. The Business Plan Sub-Committee is responsible for regular reporting on delivery of the Business Plan, review and updating of the Business Plan and performing due diligence on new project proposals not currently within the Business Plan.
9. The Business Plan Sub-Committee shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
 - a. Preparation of regular reports for Council on Business Plan progress
 - b. Regular review of the current Business Plan
 - c. Update and development of future Business Plans
10. The recommendations and decisions made at the Business Plan Sub Committee shall give due and proactive regard to actions which:
 - a. Address or support Chichester City Council's response to the climate emergency (declared in 2019)
 - b. Support, improve and nurture the inclusivity of Chichester for all residents and visitors, and address inequalities
 - c. Support the delivery of the vision and activities outlined in the Chichester City Council Business Plan
11. The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
12. The Business Plan Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
 - a. Development of new projects not already included in the adopted Business Plan that have a financial or other resource implication for the City Council.
13. All correspondence shall be conducted through the Town Clerk wherever possible.

14. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

Adopted: 28 February 2024

Minute ref.: 88 (Meeting of Council – 28 February 2024)

Agenda Item 13

Financial Regulations and Banking arrangements.

Amendment to Financial Regulations

The Clerk is authorised to approve all payments up to £5K+ VAT. Two bank signatories will be required to approve all payments above this amount. Signatories will be emailed a list of authorised payments for approval by the RFO/Finance Assistant and are not authorised to release any payments that are not on the list.

Agenda Item 14

April 2025 Credit Card Statement

Item No	Date	Supplier	Detail	Charge	VAT	Net	Total	Code		
1	11/04/2025	Mooch	Sellophane for S/Shanty raffle	6.00	1.00	5.00	6.00	4131/401		
2	11/04/2025	081 Chichester (Cards Direct)	Bow for S/Shanty raffle	0.99	0.17	0.83	0.99	4131/401		
3	11/04/2025	Good News	Raffle tickets for S/Shanty raffle	2.80	0.47	2.33	2.80	4131/401		
4	08/04/2025	Tesco	Mayor Making - May 25	169.20	28.20	141.00	169.20	4131/401		
5	08/04/2025	Microsoft	Software Licence	9.24	1.54	7.70	9.24	4038/101		
6	07/04/2025	Tesco	Mayor Making - May 25	201.00	33.50	167.50	201.00	4131/401		
7	04/04/2025	Adobe	Software Licence	65.49	0.00	65.49	65.49	4038/101		
8	04/04/2025	Land registry	Searches - Land ownership	14.00	0.00	14.00	14.00	4019/101		
9	03/04/2025	Mango Display	Software for TV	15.96	0.00	15.96	15.96	4038/101		
10	01/04/2025	Spotted Penguin	Desk	406.40	67.73	338.67	406.40	4250/501		
11	31/03/2025	Metals 4 U	Splashback	27.53	4.59	22.94	27.53	4231/501		
12	31/03/2025	M & S	Jnr Mayor day refresh	29.40	4.90	24.50	29.40	4020/401		
13	27/03/2025	Booker Ltd	Tea, Coffee + Kit Roll	115.43	2.60	81.06	83.66	4020/101	83.66	
13	27/03/2025	Booker Ltd	Gala - T/Rolls + Black Sacks		5.29	26.48	31.77	4164/202	31.77	
14	26/03/2025	CDC	Premises Licence changes	23.00	0.00	23.00	23.00	4227/501		
15	26/03/2025	CDC	Premises Licence changes	23.00	0.00	23.00	23.00	4227/501		
16	26/03/2025	Microsoft	Software Licence	8.88	1.48	7.40	8.88	4038/101		
17	25/03/2025	World of Wallpaper	Brick W/paper re VE day	34.93	5.82	29.11	34.93	4202/202		
18	24/03/2025	Viking	Printer cartidge	54.14	9.02	45.12	54.14	4026/101		
19	24/03/2025	Smarty	Sim for Market Cross	20.00	3.33	16.67	20.00	4038/101		
20	20/03/2025	Waterstones	Book - Chi in 50 Buildings	18.98	0.00	18.98	18.98	4036/101		
21	18/03/2025	Accu Limited	Display board Pegs	79.88	13.31	66.57	79.88	4250/501		
22	16/03/2025	Microsoft	Software Licence	29.64	4.94	24.70	29.64	4038/101		
23	15/03/2025	Zoom	Software Licence	46.76	7.79	38.97	46.76	4038/101		
24	13/03/2025	P Pal - Battery Station	Batteries & Charger	50.39	8.40	41.99	50.39	4250/501	Gross	Net
						1248.95	1453.04			
25		Credit Uber - Fraud	Fraud	-12.44	-2.07	-10.37	-12.44	4020/101	-12.44	-10.37
26		Credit Uber - Fraud	Fraud	-29.90	-4.98	-24.92	-29.90	4020/101	-29.90	-24.92
27		Credit Uber - Fraud	Fraud	-14.33	-2.39	-11.94	-14.33	4020/101	-14.33	-11.94
28		Credit Uber - Fraud	Fraud	-15.60	-2.60	-13.00	-15.60	4020/101	-15.60	-13.00
29		Uber	Fraud	27.60	4.60	23.00	27.60	4020/101	<u>27.60</u>	<u>23.00</u>
				<u>1408.37</u>	<u>196.64</u>	<u>2460.68</u>	<u>2861.41</u>	Total	-44.67	Credit Uber - Fraud -37.23

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/05/2025	Adobe Systems Software	CC02	65.49			4038	101	65.49	Creative Cloud All Apps
03/05/2025	Mango Display	CC04	15.53			4038	101	15.53	Mango Display for Business
07/05/2025	Microsoft Limited	CC01	9.24		1.54	4038	101	7.70	1 x Software Licence
07/05/2025	Discount Displays	CC03	267.26		44.54	4164	202	222.72	Pks of Correx boards & Banners
14/05/2025	Parish Online	CC07	270.00		45.00	4038	101	225.00	Annual Subscription
14/05/2025	Currys Online	CC08	168.00		28.00	4038	101	140.00	2 x 24" LCD Acer Monitors
15/05/2025	Chichester DC	CC02	586.00			4167	301	586.00	Plan perm Murray/Nelson Statue
15/05/2025	Zoom Communications Inc	CC17	46.76		7.79	4038	101	38.97	Software Licence x 3 @ £12.99
21/05/2025	Laptop Battery shop	CC09	35.93		5.99	4038	101	29.94	2 x Cells for Lenovo Laptop
28/05/2025	Marks & Spencer	CC10	29.00		4.83	4020	401	24.17	Biscuits for Mayor's Parlour
02/06/2025	Adobe Systems Software	CC05	65.49			4038	101	65.49	Software Licence-Creative Clou
02/06/2025	Bluebeam UK Ltd	CC11	330.00		55.00	4038	101	275.00	Core software for drawings
03/06/2025	Mango Display	CC06	15.30			4038	101	15.30	Software for TV
04/06/2025	Gear4music	CC03	21.89		3.65	4038	101	18.24	6M SpeakOn cable GLC2-600
04/06/2025	Marks & Spencer	CC12	4.50		0.75	4246	501	3.75	Flowers for Wedding table
06/06/2025	Who gives a crap	CC01	88.00		14.67	4216	501	73.33	96 x Toilet rolls
08/06/2025	Microsoft Limited	CC04	9.24		1.54	4038	101	7.70	Microsoft Licence to 06.07.25
10/06/2025	All about Safes	CC14	449.15		74.86	4113	102	374.29	Safe for Deputy Mayor for Chai
10/06/2025	Currys Online	CC15	166.78		27.79	4038	101	138.99	1 x 27" LED Monitor - Q27V4EA
15/06/2025	Zoom Communications Inc	TRANS	46.76		7.79	4038	101	38.97	Software Licence x 3 @ £12.99
15/06/2025	Zoom Communications Inc	TRANS	46.76		7.79	4038	101	38.97	Software Licence x 3 @ £12.99
16/06/2025	Microsoft	CC16	29.64		4.94	4038	101	24.70	Software Licence to 14.06.25
16/06/2025	Microsoft	TRANS	29.64		4.94	4038	101	24.70	Software Licence to 14.06.25
16/06/2025	Microsoft	TRANS	29.64		4.94	4038	101	24.70	Software Licence to 14.06.25
17/06/2025	Helloprint UK	TRANS	88.12		14.69	4164	202	73.43	5 x A0 Waterproof Site Maps fo
Subtotal Carried Forward:			2,914.12	0.00	361.04			2,553.08	

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
17/06/2025	Helloprint UK	TRANS	88.12		14.69	4164	202	73.43	5 x A0 W/proof Site Maps Gala
17/06/2025	Chichester District Council	TRANS	298.00			4167	301	298.00	Planning App re Nelson statue
17/06/2025	Chichester District Council	TRANS	298.00			4167	301	298.00	Planning App re Nelson statue
19/06/2025	Doodle.com	TRANS	64.02			4038	101	64.02	Ann Subs - Doodle Software
19/06/2025	Doodle.com	TRANS	64.02			4038	101	64.02	Ann Subs - Doodle Software
19/06/2025	PAT Labels online (Dura-ID)	TRANS	239.88		39.98	4250	501	199.90	1000 x CCC Asset lables
19/06/2025	PAT Labels online (Dura-ID)	TRANS	239.88		39.98	4250	501	199.90	1000 x CCC Asset lables
25/06/2025	Currys Online	TRANS	619.00		103.17	4037	101	515.83	75" TV for Council Meetings
25/06/2025	Currys Online	TRANS	619.00		103.17	4037	101	515.83	75" TV for Council Meetings
25/06/2025	Tesco	TRANS	9.70		1.62	4164	202	8.08	Crisps for Stage performers -
25/06/2025	Tesco	TRANS	9.70		1.62	4164	202	8.08	Crisps for Stage performers -
26/06/2025	Microsoft	CC13	8.88		1.48	4038	101	7.40	Software Licence to 24.06.25
26/06/2025	Post Office Counters	TRANS	5.60		0.93	4022	101	4.67	Postage - Sending Accounts to
26/06/2025	Post Office Counters	TRANS	5.60		0.93	4022	101	4.67	Postage -Send A/Cs to Auditors
26/06/2025	Microsoft	TRANS	8.88		1.48	4038	101	7.40	Software Licence to 24.06.25
26/06/2025	Microsoft	TRANS	8.88		1.48	4038	101	7.40	Software Licence to 24.06.25
28/06/2025	Go Outdoors	TRANS	12.00		2.00	4164	202	10.00	Pegs for Gazebos on Gala 2025
28/06/2025	Go Outdoors	TRANS	12.00		2.00	4164	202	10.00	Pegs for Gazebos on Gala 2025
28/06/2025	Fenwicks Café	TRANS	18.80		3.13	4164	202	15.67	Staff drinks on Gala day
28/06/2025	Fenwicks Café	TRANS	18.80		3.13	4164	202	15.67	Staff drinks on Gala day
02/07/2025	Adobe	TRANS	65.49			4038	101	65.49	Software Licence-Creative Clou
02/07/2025	Adobe	TRANS	65.49			4038	101	65.49	Software Licence-Creative Clou
03/07/2025	Mango Display	TRANS	15.18			4038	101	15.18	Software for TV display
03/07/2025	Mango Display	TRANS	15.18			4038	101	15.18	Software for TV display

Subtotal Carried Forward:

5,724.22

0.00

681.83

5,042.39

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
07/07/2025	St John Ambulance	TRANS	259.20		43.20	4008	101	216.00	1st Aid at Work requal - CA
07/07/2025	St John Ambulance	TRANS	259.20		43.20	4008	101	216.00	1st Aid at Work requal - CA
08/07/2025	Microsoft	TRANS	9.24		1.54	4038	101	7.70	Software Licence to 06.07.25
08/07/2025	Microsoft	TRANS	9.24		1.54	4038	101	7.70	Software Licence to 06.07.25
09/07/2025	DNH (123 Reg)	TRANS	31.18		5.20	4038	101	25.98	Domain registration - ShopMobil
09/07/2025	DNH (123 Reg)	TRANS	31.18		5.20	4038	101	25.98	Domain registration - ShopMobil
09/07/2025	Adexa.co.uk	TRANS	268.80		44.80	4250	501	224.00	2 x Metal Storage cabs -Gn Rm
09/07/2025	Adexa.co.uk	TRANS	268.80		44.80	4250	501	224.00	2 x Metal Storage cabs -Gn Rm
26/07/2025	Microsoft	TRANS	8.88		1.48	4038	101	7.40	Software Licence to 24.06.25
Total Payments:			6,869.94	0.00	872.79			5,997.15	

List of Payments made between 01/04/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2025	Saunders Specialised Services	BACS01	4,306.75		Heat Pump replace - CHse
01/04/2025	Chichester Community Developme	BACS02	1,500.00		Discretionary Grant - Mar 25
01/04/2025	Chichester Forest Schools	BACS03	3,000.00		Discretionary Grant - Mar 25
01/04/2025	Zurich Municipal	BACS04	16,632.31		Insurance Premium to 31.03.25
01/04/2025	Sussex Creative Art Network CI	BACS05	1,250.00		Discretionary Grant - Mar 25
01/04/2025	Cerberus Networks Limited	DD04	58.80		B/Band for C/House - Mar 25
01/04/2025	Chichester District Council	DD07	474.24		Bin empty L/Gds + B/F 24/25
02/04/2025	O2 - Telephonica UK Ltd	DD06	103.20		Staff Mobile phones - Mar25
04/04/2025	West Sussex ALC Ltd	BACS06	3,685.34		25/26 Subs WSALC & NALC
04/04/2025	Chichester District Council	DD05	140.20		Refuse & Recycling - Mar 25
07/04/2025	Clearwell Mobility Ltd	BACS07	2,730.77		2 x Mobility Scooters+warranty
08/04/2025	Papercast Limited	BACS08	3,374.75		E-ink Wayfinding Signage depos
09/04/2025	Chichester Festival Theatre	BACS09	150,000.00		Grant to Nest @ CFT
14/04/2025	Square	TRANS	333.54		HM Inv 5189
14/04/2025	Square	SQUARE	15.34		Square Fees - Apr 25
15/04/2025	Chichester District Council	DD01	5,524.50		Business Rates C Hse 25-26
15/04/2025	Chichester BID	DD02	100.80		BID Levy 25-26
16/04/2025	Rialtas Business Solutions Ltd	BACS10	1,410.00		Digital Tax Ann Subs 25/26
16/04/2025	Archibald Shaw	BACS11	3,600.00		Scheme design - Balustrade
16/04/2025	Vodafone Ltd	DD03	37.26		B/band & Phone St J - Mar25
17/04/2025	Imprest Account	TRANS	10,000.00		TRANSFER
22/04/2025	Arun & Chichester Citizens Adv	BACS12	10,920.00		CAB Services Apr-Jun 25
22/04/2025	Homestart	BACS13	5,000.00		Discretionary Grant APR 24-02
22/04/2025	Young People's Shop	BACS14	5,000.00		Discretionary grant Apr 24 -02
22/04/2025	Stonepillow	BACS15	5,000.00		Discretionary grant Apr 25 -02
22/04/2025	Chichester District Council	BACS16	51,030.00		Community Wardens cont 25/26
22/04/2025	West Sussex County Council	BACS17	52,089.92		Salaries for March 2025
22/04/2025	Pregnancy Options Centre	BACS18	5,000.00		Discretionary grant Apr24 - 02
22/04/2025	Drax	DD08	833.38		Elec - City Cross - Mar 25
22/04/2025	Barclaycard	DD	1,408.37		Barclaycard April 2025
24/04/2025	Pitney Bowes Ltd	DD09	90.71		Quart rent & maint Frank mach
30/04/2025	Festival Of Chichester	BACS19	4,500.00		Discretionary Grant APR24-02
30/04/2025	Chichester Fringe CIC	BACS20	5,000.00		Discretionary grant Apr24-02
30/04/2025	Vaughtons	BACS21	3,924.00		Repairs to Mayoral Badge
30/04/2025	Aspect Electrical Contractors	BACS22	1,076.04		Emerg fitting-A/Room roof void
30/04/2025	Unity Trust Bank	TRANS	16.35		Bank Service Charges - Mar 25
30/04/2025	Renault Finance	DD10	30.00		Battery lease for EV battery
01/05/2025	Cerberus Networks Limited	DD01	58.80		Broadband - C/Hse - Apr25
01/05/2025	Business Stream	DD04	71.58		Water - B/B Lane All to 01/04
02/05/2025	Chichester District Council	BACS14	75,000.00		Cont. Playground refurb projec
02/05/2025	Clearwell Mobility Ltd	BACS16	2,730.77		Shopmobility Project 2 x Scoot
02/05/2025	Chichester District Council	DD05	152.00		Refuse & Recycling to 18.04.25
02/05/2025	O2 - Telephonica UK Ltd	DD06	103.20		Staff mobile phones Apr25
02/05/2025	West Sussex County Council	BACS17	52,684.67		Salaries for April 2025
09/05/2025	Chichester Cinema at New Park	BACS01	1,850.00		Grant-Screen on the Green even
09/05/2025	Chichester District Council	BACS02	20,700.00		Cont Public Con - Priory Park
12/05/2025	HMRC	DD07	1,507.67		VAT Payable Jan-Mar 2025

List of Payments made between 01/04/2025 and 31/07/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
13/05/2025	CloudyIT	BACS13	10,342.55		Hybrid meeting equipment+setup
14/05/2025	Vodafone Ltd	DD08	39.14		B/band & Phone St J -Apr25
14/05/2025	Barclaycard	TRANS	1,515.15		Statement - May 25
15/05/2025	Chichester District Council	DD02	5,522.00		Business Rates C Hse 25-26
15/05/2025	Chichester BID	DD03	101.30		BID Levy 25-26
16/05/2025	West Sussex Scout Council	BACS03	1,500.00		Discretionary Grant - Apr 25
16/05/2025	Device Doctors Repairs & Suppo	BACS04	2,669.76		Microsoft 365 - 18 x Licences
16/05/2025	Community Fundraisers	BACS05	3,000.00		Discretionary Grant - Apr 2025
16/05/2025	Matt Black Barn	BACS06	1,500.00		Discretionary Grant - Apr 25
20/05/2025	Apollo Blinds Chichester	BACS09	1,940.00		50% dep -W/Blinds Chamb& C/B
22/05/2025	Imprest Account	Transfer	10,000.00		Transfer
25/05/2025	Kit Log Ltd t/a Papertrail	BACS11	2,268.00		Asset Man. & Insp. Software
27/05/2025	Archibald Shaw	BACS07	1,020.00		Drawings for Roof Barriers
27/05/2025	HAMPSHIRE LIFT SERVICES	BACS08	2,868.00		Replacement Lift Control box
27/05/2025	HAMPSHIRE LIFT SERVICES	BACS08A	540.00		Lift - Callout + temp repairs
27/05/2025	Sleepy Lagoon Orch (AS Growcot	BACS10	1,500.00		Orchestra VE Day Dance 05/25
27/05/2025	DL Entertainments Ltd	BACS12	1,146.00		Balance of Band for Gala 2025
27/05/2025	Drax	DD09	86.22		Elec - City Cross - Apr 25
29/05/2025	Monday.com Ltd	DD10	396.00		Ann subs for work manag softwa
29/05/2025	Kenable	DD11	35.06		Cables for docking station
29/05/2025	Everyday Software, S L	DD12	485.10		HR Management - Onboarding
29/05/2025	Everyday Software, S L	DD13	1,632.00		HR Management - Starter
30/05/2025	Eurosafe Solutions Ltd	BACS15	2,486.40		Advise re roof ladder
30/05/2025	Chichester District Council	DD14	152.00		Refuse & recycling to 16.05.25
30/05/2025	Renault Finance	DD15	30.00		Battery Lease for Renault van
31/05/2025	Unity Trust Bank	TRANS	18.90		Bank Service Charges - Apr25
31/05/2025	Square	TRANS	84.85		Square Fees
31/05/2025	Square	TRANS	5.00		Mobility Scooter Hire 31.05.25
02/06/2025	Square	TRANS	0.09		Square Fees for 31.05.25
02/06/2025	Cerberus Networks Limited	DD04	58.80		Broadband - Council Hse -May25
03/06/2025	O2 - Telephonica UK Ltd	DD05	103.20		Staff mobiles - May 25
04/06/2025	Business Stream	DD09	140.44		Water - St J to 01.04.25
16/06/2025	Chichester District Council	DD01	5,522.00		Business Rates C Hse 25-26
16/06/2025	Chichester BID	DD02	101.30		BID Levy 25-26
16/06/2025	Vodafone Ltd	DD03	39.14		B/band & Phone - St J - May25
19/06/2025	Aspect Electrical Contractors	BACS01	1,038.60		Investigate voltage-Roof Chill
19/06/2025	Children's Book Festival	BACS02	3,000.00		Discretionary Grant - June 25
19/06/2025	4SIGHT (WEST SUSSEX ASSOC	BACS03	2,000.00		Discretionary Grant - June 25
19/06/2025	Chichester Cinema at New Park	BACS04	5,000.00		Discretionary Grant-SLA 3.6.24
19/06/2025	West Sussex Countryside Studie	BACS05	5,000.00		Discretionary grant -SLAJun24
19/06/2025	Sanctuary in Chichester	BACS06	5,000.00		Discretionary grant -SLAJun24
19/06/2025	Chichester Boys Club	BACS07	5,000.00		Discretionary Grant-SLA 3.6.24
19/06/2025	West Sussex County Council	BACS08	55,115.18		Salaries - May 2025
19/06/2025	Lewis Marquees	BACS09	4,053.74		Marquee hire balance -Gala25
19/06/2025	S & P Tree Specialists Ltd	BACS10	1,680.00		Tree works at St P Allots
19/06/2025	DCK ACCOUNTING SOLUTIONS	BACS11	1,545.72		Prepare EOY A/C's 24/25
19/06/2025	Lumeneye Ltd t/a Solareye	BACS12	6,240.00		10 x Solar Bollards - N Pk/Lit

List of Payments made between 01/04/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/06/2025	Oxmarket Centre of Arts	BACS13	2,490.00		Discretionary Grant-Jun 25
23/06/2025	Drax	DD07	405.60		Elec - May 25 - C/Hse
23/06/2025	Barclaycard	DD	2,324.56		Barclaycard Jun 2025
26/06/2025	Imprest Account	TRANS	10,000.00		Transfer
27/06/2025	South East Employers	BACS14	1,335.36		HR advice & Disc Training
27/06/2025	Aspect Electrical Contractors	BACS15	12,647.08		Elec works- Oxmarket Bollards
27/06/2025	West Sussex County Council	BACS16	4,557.60		Street lighting Maint 24/25
27/06/2025	Ovation Music	BACS17	2,900.00		Artists & Stage Mange - Gala25
27/06/2025	Chichester District Council	DD06	152.00		Refuse & Recycling to 13.06.25
27/06/2025	Chichester City Council	TRANS	50.00		Chq cashed for Petty Cash
30/06/2025	Unity Trust Bank	TRANS	3.40		Manual credit handling charge
30/06/2025	Unity Trust Bank	TRANS	67.05		Bank Service Charges
30/06/2025	Renault Finance	DD08	30.00		Lease for EV Van Battery
30/06/2025	Square	TRANS	11.07		Square Fees
01/07/2025	Cerberus Networks Limited	DD03	58.80		Broadband C/Hse - Jun25
01/07/2025	Chichester District Council	DD04	76.00		Ann Green waste bin 25/26
02/07/2025	O2 - Telephonica UK Ltd	DD05	103.20		Staff mobile phones - Jun25
07/07/2025	Knight Fencing Ltd	BACS01	1,278.00		Fence & Gates B/B Allots
07/07/2025	Luna Clean	BACS02	1,191.90		Cleaning staff- Gala Jun 25
07/07/2025	Mobile Stage Ltd	BACS03	3,200.00		Stages, PA & light - Gala 2025
14/07/2025	Barclaycard	TRANS	2,089.49		Jul25 C/Card
15/07/2025	Chichester District Council	DD01	5,522.00		Business Rates C Hse 25-26
15/07/2025	Chichester BID	DD02	101.30		BID Levy 25-26
16/07/2025	Imprest Account	TRANS	10,000.00		Transfer
16/07/2025	Archibald Shaw	BACS04	2,475.00		Struct Eng designs-Valley gutt
16/07/2025	CloudyIT	BACS05	7,199.76		GovMeetings/Decisions Software
16/07/2025	Arun & Chichester Citizens Adv	BACS06	11,247.50		CAB Service 1/4 to 30.09.25
16/07/2025	JunkClear Ltd	BACS07	1,194.00		Waste dispoal for Gala 25
16/07/2025	West Sussex County Council	BACS15	54,154.46		Salaries - June 2025
16/07/2025	Vodafone Ltd	DD06	39.14		B/band & phone St J -Jul25
23/07/2025	Pitney Bowes Ltd	DD07	90.71		1/4ly Rent & Maint Frank mach
23/07/2025	Drax	DD08	384.43		Elec - City Cross - Jun 2025
25/07/2025	S & P Tree Specialists Ltd	BACS08	1,080.00		Pruning Trees - Litten gardens
25/07/2025	Lester Aldridge LLP	BACS09	2,986.80		Prof fees -West Walls mem gdn
25/07/2025	Chichester BID	BACS10	33,000.00		50% Cont-City Abassadors 25/26
25/07/2025	Saunders Specialised Services	BACS11	1,578.60		Cold water Outlet-water boiler
25/07/2025	Window Flowers Limited	BACS12	32,099.10		Rent & Maint 124 H/Baskets
25/07/2025	Breakthrough Communications &	BACS13	2,396.40		GDPR compliance Toolkit &Train
25/07/2025	Parents & Carers Support Organ	BACS14	5,000.00		Discretionary Grant - Jun 2025
25/07/2025	Chichester District Council	DD09	152.00		Refuse & Recycle to 11.07.25
30/07/2025	Business Stream	DD11	73.75		Water-P F Rd Allots to 1/7/25
30/07/2025	Business Stream	DD12	366.67		Water-St J Allots to 1/7/25
30/07/2025	Renault Finance	DD13	30.00		Lease for EV Van Battery
31/07/2025	Business Stream	DD10	397.85		Water-St P Rd Allots to 2/7/25
31/07/2025	Tusker Direct Ltd	DD14	589.63		1/48 Lease car GY70 LHX
31/07/2025	Unity Trust Bank	TRANS	25.65		Bank Service Charge
31/07/2025	Square	TRANS	0.75		Square Fees - Jul 25

List of Payments made between 01/04/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			884,733.51		

List of Payments made between 01/04/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2025	GW Shelter Solutions Ltd	BACS03	210.00		Clean 5 x Bus Shelters - Mar25
04/04/2025	Enconvo Ltd	BACS01	554.08		Phone Line rent + Calls Apr25
04/04/2025	Toolstation Ltd	BACS02	30.44		Materials for Allot repairs
04/04/2025	Ronan Walsh	BACS04	50.00		Refund Allot Deposit - JA71
04/04/2025	Luna Clean	BACS05	716.46		Cleaning of Council Hse -Mar25
04/04/2025	Recycle Southern Ltd	BACS06	155.04		Tip waste - R/Amp Allots 18/03
04/04/2025	Katie Coffey	BACS07	6.00		Biscuits - Arts Forum 20/03
04/04/2025	Allstar	BACS08	95.28		Diesel for Tipper Truck -Mar25
04/04/2025	CHIBAC	BACS09	349.44		Membership + radio to 31.03.26
04/04/2025	Pareesh Limbachia	BACS10	14.25		Refreshments - Jnr Mayor 4 day
04/04/2025	West Sussex County Council	BACS11	204.00		Refund payment rec'd in error
04/04/2025	A M Knight	BACS15	50.00		Refund Allot Deposit - WH5B
10/04/2025	Newstart loft Ltd	BACS12	619.00		Bal of Fish & Chips 11/04/25
14/04/2025	Canon (UK) Ltd	BACS13	388.20		Photocopier rental to 30/06/25
14/04/2025	Dyson King (Architectural Iron	BACS14	28.08		6 x Keys for Allot Padlocks
14/04/2025	Delia L Thornton	BACS16	100.00		Legionella Training - Apr 25
14/04/2025	Sussex Partnership	BACS17	81.99		Payment returned to sender
14/04/2025	SLCC Enterprises Ltd	BACS18	78.00		Asset & Transfer event15.05.25
14/04/2025	Mr G Bowen	BACS19	33.98		Ext lead + Charger for Camera
14/04/2025	Chichester Enterprises Ltd	BACS20	99.00		2000 x A5 Flyers - Survey
14/04/2025	Chichester Farm Machinery Ltd	BACS21	172.80		Aspen fuel - Garden machinery
14/04/2025	Mr S Holman	BACS22	31.44		180 x coffee sachets
14/04/2025	Jane Walker Event Floristry	BACS23	30.00		Registrars flower arrange
14/04/2025	Covers Trade Centre Branch	BACS24	127.97		Materials for VE Day Event
14/04/2025	The Woodhorn Group Ltd	BACS25	125.78		Green Waste Allots - Mar25
14/04/2025	S & P Tree Specialists Ltd	BACS26	720.00		Work on Brewery Field Trees
14/04/2025	West Sussex County Council	BACS27	994.66		Payroll Admin to 31.03.25
14/04/2025	Office World Ltd	BACS28	176.57		Document holder & Stationery
14/04/2025	Amazon	BACS29	53.45		2 x pks of Drinks Measures
14/04/2025	Saunders Specialised Services	BACS30	470.29		Work to Heating Contro;l Panel
14/04/2025	J Habershon	BACS31	50.00		Refund Allot Deposit - KI22
22/04/2025	Tim Smith	BACS32	57.55		2 x Prs Trousers Uniform +Milk
22/04/2025	L.Worsley	BACS33	50.00		Refund allot Deposit -PA123
22/04/2025	Beaver Tool Hire	BACS34	30.82		Fencing hire re Statue repair
22/04/2025	Mr V Gray	BACS35	500.00		Repairs to M Patten Statue Lit
22/04/2025	Covers Trade Centre Branch	BACS36	996.34		Materials - Green Room Ceiling
22/04/2025	Anna -Martin	BACS37	50.00		Refund Allot Deopsit - WH15
30/04/2025	Securitas Technology Ltd	BACS38	822.67		Intruder Alarm Ann Maint 04/26
30/04/2025	Covers Trade Centre Branch	BACS39	50.26		Materials - Green room repairs
30/04/2025	Hallmaster Ltd	BACS40	322.60		Booking System Licence to 5/26
30/04/2025	Vodafone Ltd	BACS41	34.46		B/Band for Litten CCTV
30/04/2025	SSE Contracting	BACS42	287.91		Gas - Council House - Mar 25
30/04/2025	Recycle Southern Ltd	BACS43	146.88		Tipping waste - B/Berry Allot
30/04/2025	Unity Trust Bank	TRANS	12.15		Bank Service charges
02/05/2025	Screwfix	BACS01	69.28		Materials -repair drain Cellar
02/05/2025	Covers Trade Centre Branch	BACS03	84.28		4 x plaster bags, 1 tape +2ply
02/05/2025	Amazon	BACS04	15.88		Keys for Soap Dispensers

List of Payments made between 01/04/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/05/2025	Beaver Tool Hire	BACS05	385.20		Hire of Chipper -St P Burial
02/05/2025	Recycle Southern Ltd	BACS06	102.00		Waste - FI Rd Allots 09.04.25
09/05/2025	J & I Plastering	BACS02	456.00		Ceiling Plaster Skim Gn Rm C/H
09/05/2025	Enconvo Ltd	BACS07	562.03		Phone line rental & calls
09/05/2025	South Downs Water Co Ltd	BACS08	21.60		Water bottles 3 x 19L - empty
09/05/2025	Midlands Signs Leicester Ltd T	BACS09	32.40		Cawley Rd replacement st sign
09/05/2025	Visual Hygiene Cleaning Servic	BACS10	160.00		Window cleaning - 29.04.25
09/05/2025	Positive Lighting Installation	BACS11	384.00		Banner anchor point testing
09/05/2025	Michelle Carter	BACS12	8.39		Note Block + 2 x Milk
09/05/2025	Mr G Bowen	BACS13	4.65		3 x 4pts Milk
09/05/2025	Mrs Kim Martin	BACS14	5.10		Ribbon - S/Mob launch +Milk
09/05/2025	Paresh Limbachia	BACS15	5.88		Bottle water - S/Shanty Apr25
09/05/2025	Recycle Southern Ltd	BACS16	89.76		Waste Gn Rm C/Hse - 17.04.25
09/05/2025	Screwfix	BACS17	44.23		Scooter cleaning equip
09/05/2025	Luna Clean	BACS18	738.30		Council Hse Cleaning - Apr 25
09/05/2025	The Woodhorn Group Ltd	BACS19	41.93		Green waste - 04.04.25
13/05/2025	Spiller Engraving	BACS20	82.60		Brass plaque - RNA Litten Gds
14/05/2025	ShopMobility Uk	BACS21	50.00		Membership 01.04.25-31.03.26
14/05/2025	C Adams	BACS22	18.00		Refreshments Mayor making 2025
14/05/2025	Aspect Electrical Contractors	BACS23	495.84		Reinstate lights Gn Room C/Hse
14/05/2025	Geosphere Ltd	BACS24	270.00		ParishOnline Map Software25/26
14/05/2025	Goodrowes of Chichester Ltd	BACS25	64.77		Mats - tap repairs Allots
14/05/2025	C Brewer & Sons Ltd	BACS26	84.02		Undercoat & S/wood C/Hse Stair
14/05/2025	CJS Portsmouth	BACS27	54.90		Cloths, sacks & hand soap
14/05/2025	Friends of Chartres	BACS28	500.00		DISC GRANT APR 25
14/05/2025	Amazon	BACS29	50.00		Gala 25mm wristbands X 100
14/05/2025	Chichester District Council	BACS30	85.01		Admin fee - Hire P/Park -28/06
20/05/2025	Trackit247 Ltd	BACS31	840.00		2 x GPS Trackers-Mobility scoo
23/05/2025	Information Commissioner	DD01	73.00		Dsta Protection Fee for 25/26
27/05/2025	Friends of Chartres	BACS32	266.98		Reception costs - Visit 3.5.25
27/05/2025	Chichester Farm Machinery Ltd	BACS33	660.00		EGO CS4001 Chainsaw
27/05/2025	Recycle Southern Ltd	BACS34	118.32		Waste WH Allotment - 02.05.25
27/05/2025	Vodafone Ltd	BACS35	34.46		B/band - Litten CCTV
27/05/2025	Delia L Thornton	BACS36	482.75		Legionella test & sampling
27/05/2025	Midlands Signs Leicester Ltd T	BACS37	116.64		Street sign - Green Lane
27/05/2025	SSE Contracting	BACS38	719.15		Gas for Council Hse - Apr 25
27/05/2025	Toolstation Ltd	BACS39	17.93		Materials for repairs to C/Hse
27/05/2025	CJS Portsmouth	BACS40	17.40		Credit re refuse sacks
27/05/2025	Screwfix	BACS41	99.81		Van washing materials
27/05/2025	Viking	BACS42	77.88		10 x reams of A4 paper
27/05/2025	Katie Coffey	BACS43	3.20		Milk for Community forums
27/05/2025	Dean Floyd	BACS44	69.53		Materials for repairs + Milk
27/05/2025	Fitzpatrick Woolmer Design & P	BACS45	206.40		Graphic panel - W/Walls Gd
29/05/2025	Meynell Hayes Ltd	BACS46	475.00		Plan work - OCR Roof lantern
29/05/2025	Storm in a Teacup	BACS47	168.00		Circus entertainment 28.06.25
29/05/2025	Mulberry and Co	BACS48	339.24		Fin & Gov Net day 10.07.25
31/05/2025	Unity Trust Bank	TRANS	12.45		Bank service charge Fees - Apr

List of Payments made between 01/04/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/06/2025	RepTylers	BACS14	900.00		Reptiles attraction -Gala 2025
18/06/2025	South Downs Water Co Ltd	BACS01	37.20		Water Bottles 3 x 19L -empties
18/06/2025	Covers Trade Centre Branch	BACS02	122.36		Return 2 x Scaffold boards
18/06/2025	Screwfix	BACS03	142.90		Secateurs x2 +Shears + 2xglov
18/06/2025	Macular Society Chichester Gro	BACS04	840.00		DISC GRANT-JUN 25
18/06/2025	Enconvo Ltd	BACS05	563.68		C/Hse phoneline & calls -May25
18/06/2025	Nick Cook	BACS06	200.00		Stilt walking + Workshop -Gala
18/06/2025	Agrovista UK Ltd	BACS07	228.60		W/Killer+Stone Cleaner+Fertil
18/06/2025	Allstar	BACS08	85.29		Diesel for Tipper Truck -May25
18/06/2025	C Adams	BACS09	4.95		Items for Hamper raffle-Gala
18/06/2025	Mr D Jenkins	BACS10	2.00		2 x Hand soap - C/Hse
18/06/2025	Mr G Bowen	BACS11	3.30		2 x 4pts Milk C/Hse
18/06/2025	Satswana Limited	BACS12	960.00		Annual DPO service
18/06/2025	Selsey Press	BACS13	158.40		Printing -2,000 Raffle tickets
18/06/2025	Goodrowes of Chichester Ltd	BACS15	111.43		Tree stakes for Gala boards
18/06/2025	Chichester Farm Machinery Ltd	BACS16	54.36		Replacement Head for Strimmer
18/06/2025	Recycle Southern Ltd	BACS17	121.82		Waste - St J Allots - 30.05.25
18/06/2025	K S Electrical & Plumbing Serv	BACS18	312.00		Repairs to Water leak at FI Rd
18/06/2025	Jane Walker Event Floristry	BACS19	60.00		2 x Registrars Flowers-May25
18/06/2025	Chichester Enterprises Ltd	BACS20	999.00		Print 4,000 Gala Brochures
18/06/2025	Luna Clean	BACS21	738.30		Cleaning of C/Hse - May 2025
18/06/2025	The Woodhorn Group Ltd	BACS22	83.86		Green Waste - May 2025
18/06/2025	Amazon	BACS23	871.45		6 x Laptop docking stations
23/06/2025	Unity Trust Current Account	INC45	60.00		Re Inv 9456 Nellies -Wrong A/C
26/06/2025	Mrs Kim Martin	BACS24	74.00		Train fare to London 23.06.25
26/06/2025	Katie Coffey	BACS25	9.28		2 x Milk & 2 x Notebooks
26/06/2025	Steel Pan Duo	BACS26	150.00		Steel Pan entertainment - Gala
26/06/2025	Mr D Jenkins	BACS27	4.69		Cleaner for fabric chairs
26/06/2025	Councillor C Apel	BACS28	18.20		Train travel +subsistence
26/06/2025	Vodafone Ltd	BACS29	34.46		B/band -CCTV Litten Gds Jun25
26/06/2025	Nick Clark Magician	BACS30	180.00		Magic performance Gala 25
26/06/2025	Chichester District Council	BACS31	200.00		Hire of Guildhall - Gala 2025
26/06/2025	City Electrical Factors	BACS32	37.74		6 x 4W bulbs - Chamber lights
26/06/2025	J Thatcher	BACS33	45.21		Refund Allot deposit - JA25
26/06/2025	Thomas Fattorini Ltd	BACS34	482.61		Past Mayor & Mayoress badges
26/06/2025	SSE Contracting	BACS35	133.71		Gas - May 25 for C/Hse
26/06/2025	Mulberry and Co	BACS36	54.00		Councillors Training course RC
26/06/2025	Goodrowes of Chichester Ltd	BACS37	386.50		10 Tree stakes for Gala boards
26/06/2025	G Spiller	BACS38	11.25		Repay overpayment Allot Rent
26/06/2025	Office World Ltd	BACS39	54.79		Long arm stapler + 5xpkstap
26/06/2025	Screwfix	BACS40	301.68		3 x Pedestal fans - C/Hse
26/06/2025	Connexus Health Solutions Ltd	BACS41	650.00		Work Place Assessment
26/06/2025	R C Cutting & Co Ltd	BACS42	234.00		Inspect & test lightning prote
26/06/2025	Covers Trade Centre Branch	BACSS43	57.56		3 x sheets plywood - Gala
26/06/2025	Jane Walker Event Floristry	BACS44	30.00		Registrars arrangement - 21/06
26/06/2025	PPL PRS Ltd	BACS45	690.38		Royalties for Music licence
26/06/2025	Friends of Chartres	BACS46	24.00		Tickets for 4 Cities event JUN

List of Payments made between 01/04/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/06/2025	Unity Trust Bank	TRANS	13.50		Bank Service charges
04/07/2025	Subtech Safety Ltd	BACS01	150.00		Calibration of survey equip
04/07/2025	South East Employers	BACS02	360.00		Asooc Membership 25/26
04/07/2025	Amazon	BACS03	144.78		Urinal deodorizer mats x 24
04/07/2025	James Brigden	BACS04	166.00		Refund of IEMA Assoc Fees
04/07/2025	Voxit Limited	BACS05	215.99		Ann hosting & SSL Cert Website
04/07/2025	Recycle Southern Ltd	BACS06	85.73		Allotment waste 24.06.25
04/07/2025	Michelle Carter	BACS07	16.40		Biscuits & milk for Gala staff
04/07/2025	City Electrical Factors	BACS08	100.56		4 x 500w Stage spotlights
04/07/2025	Q The Action (M.Quilter)	BACS09	220.00		MC services at Gala 28.06.25
04/07/2025	Midlands Signs Leicester Ltd T	BACS10	92.40		3 x Street signs - WL+CP+CW
04/07/2025	Storm in a Teacup	BACS11	672.00		Bal Circus enter -Gala 25
04/07/2025	Screwfix	BACS12	21.57		Grass marking spray x 3 Gala
04/07/2025	Deryn Stewart	BACS13	50.00		Refund Allot deposit - PA41
04/07/2025	Smye-Rumsby Ltd	BACS14	168.00		Hire -10 x Walkie Talkies Gala
04/07/2025	Office World Ltd	BACS16	75.56		Dymo label maker +40 batteries
04/07/2025	Visual Hygiene Cleaning Servic	BACS15	80.00		Window cleaning - C/Hse 10/06
04/07/2025	Creative Beatz Charity	BACS17	500.00		Discretionary Grant 260625
04/07/2025	Viking	BACS18	143.76		A4 Paper 20 x reams
04/07/2025	DCK ACCOUNTING SOLUTIONS	BACS19	64.34		Revision to 24/25 Fin Statemen
16/07/2025	Aspect Electrical Contractors	BACS20	201.35		Install fused spur -Green room
16/07/2025	Katie Coffey	BACS21	5.70		Tea for guests/Kitchen
16/07/2025	Securitas Technology Ltd	BACS22	193.20		Ann Fire Alarm Maint to 31.5.26
16/07/2025	St John Ambulance	BACS23	377.52		Provide 1st Aid Gala 28.06.25
16/07/2025	Pestforce	BACS24	95.00		Treat wasps nest Ro Amp Allots
16/07/2025	Rialtas Business Solutions Ltd	BACS25	183.36		Bookings Software to 31.03.26
16/07/2025	Gravel Lane Garage Services Lt	BACS26	324.00		Supply& fit 4 x tyres - EV van
16/07/2025	Super Signs	BACS27	840.00		St Banner for Gala + install
16/07/2025	Canon (UK) Ltd	BACS28	539.82		Photocopier rental to 30.09.25
16/07/2025	Arun District Council	BACS29	70.00		Effectiveness training KC-June
16/07/2025	Dyson King (Architectural Iron	BACS30	55.45		Keys- Allotment padlocks x 12
16/07/2025	GW Shelter Solutions Ltd	BACS31	210.00		Cleaning 5 x Bus shelt-Jul25
16/07/2025	South Downs Water Co Ltd	BACS32	27.60		3 x 19L Water bottles -empties
16/07/2025	Amazon	BACS33	149.13		Solar Charger regulator
16/07/2025	Screwfix	BACS34	49.26		Jeyes fluid 1ltr + Gloves
24/07/2025	Mr D Jenkins	BACS35	14.00		3 x keys for Roof void lock
24/07/2025	Midlands Signs Leicester Ltd T	BACS36	331.80		Crests + Plates for St signs
24/07/2025	Vodafone Ltd	BACS37	34.46		B/Band for Litten Gds - Jul25
24/07/2025	Jewson - Stark Building Materi	BACS38	315.74		Bag of ballast & 8x cement-B/F
24/07/2025	Covers Trade Centre Branch	BACS39	54.11		Timber -St Sign backing boards
24/07/2025	Screwfix	BACS40	89.00		Materials - Brew field benches
24/07/2025	SSE Contracting	BACS41	110.91		Gas for Council House - Jun25
31/07/2025	Unity Trust Bank	TRANS	13.05		Bank Service Charge
Total Payments			39,092.04		

End of month reconciliation for the Current Account and the Imprest Account

For the month of APRIL 2025

The closing balance of the previous month matches the starting balance of the month being reconciled.

Payments during the period have been authorised by Councillors. on the Town Clerk

All payments are reported to Committee.

A sample of transactions have been verified during the month.

The closing balance on the reconciliation and the financial system matches the bank statements.

Signed by the Chairman of Finance Committee

RHC Nival

Date

12.6.25

End of month reconciliation for the Current Account and the Imprest Account & BARCLAYCARD A/C

For the month of MAY 2025

The closing balance of the previous month matches the starting balance of the month being reconciled.

Payments during the period have been authorised by Councillors.

All payments are reported to Committee.

A sample of transactions have been verified during the month.

The closing balance on the reconciliation and the financial system matches the bank statements.

Signed by the Chairman of Finance Committee

RHC Pur

Date

11/9/25

End of month reconciliation for the Current Account and the Imprest Account & BARCLAY CARD A/C

For the month of JUNE 2025

The closing balance of the previous month matches the starting balance of the month being reconciled.

Payments during the period have been authorised by Councillors.

All payments are reported to Committee.

A sample of transactions have been verified during the month.

The closing balance on the reconciliation and the financial system matches the bank statements.

Signed by the Chairman of Finance Committee

RHC Nur

Date

11/9/25

End of month reconciliation for the Current Account and the Imprest Account & BARCLAYCARD A/C

For the month of JULY 2025

The closing balance of the previous month matches the starting balance of the month being reconciled.

Payments during the period have been authorised by Councillors.

All payments are reported to Committee.

A sample of transactions have been verified during the month.

The closing balance on the reconciliation and the financial system matches the bank statements.

Signed by the Chairman of Finance Committee

RHC Rust

Date

11/9/25

Bank Reconciliation Statement as at 30/04/2025
for Cashbook 1 - Imprest Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	30/04/2025	120	9,206.41
			9,206.41
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			9,206.41
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			9,206.41
		Balance per Cash Book is :-	9,206.41
		Difference is :-	0.00

Signatory 1:

Name MICHELLE CARTER Signed  Date 20/05/25

Signatory 2:

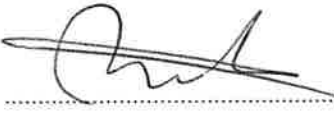
Name KIM MARTIN Signed  Date 20/05/25

Chair of Finance:

Name RHC Poon Signed 12.6.25 Date RHC Poon

**Bank Reconciliation Statement as at 31/05/2025
for Cashbook 1 - Imprest Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/05/2025	121	9,447.21
			<u>9,447.21</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9,447.21
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			9,447.21
		Balance per Cash Book is :-	9,447.21
		Difference is :-	0.00

Signatory 1:Name Michelle Carter Signed  Date 10/07/25**Signatory 2:**Name Kim Martin Signed  Date 11/07/25**Chair of Finance:**Name Rachel Signed  Date 11/9/25

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 1 - Imprest Account

Final

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	30/06/2025	122	7,973.74
			<u>7,973.74</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7,973.74
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,973.74
		Balance per Cash Book is :-	7,973.74
		Difference is :-	0.00

Signatory 1:

Name Michelle Carter Signed [Signature] Date 24/07/25

Signatory 2:

Name Kim Marnon Signed [Signature] Date 31/07/25

Chair of Finance:

Name RHC Mear Signed [Signature] Date 11/9/25

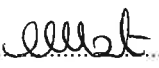
Bank Reconciliation Statement as at 31/07/2025
for Cashbook 1 - Imprest Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/07/2025	123	10,367.18
			<u>10,367.18</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			10,367.18
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			10,367.18
		Balance per Cash Book is :-	10,367.18
		Difference is :-	0.00

Signatory 1:

Name MICHELLE CARTER Signed  Date 06/08/25

Signatory 2:

Name Kim Martin Signed  Date 7/08/25

Chair of Finance:

Name RHC N.A.C. Signed  Date 11/9/25


**Bank Reconciliation Statement as at 30/04/2025
for Cashbook 2 - Unity Trust Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	30/04/2025	142	452,342.87
			<u>452,342.87</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			452,342.87
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			452,342.87
		Balance per Cash Book is :-	452,342.87
		Difference is :-	0.00

Signatory 1:Name KIM MARTIN Signed [Signature] Date 12/06/25**Signatory 2:**Name MICHELLE CARTER Signed [Signature] Date 12/06/25**Chair of Finance:**Name RHC DIAL Signed [Signature] Date 12.6.25


**Bank Reconciliation Statement as at 31/05/2025
for Cashbook 2 - Unity Trust Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/05/2025	143	285,745.28
			<u>285,745.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			285,745.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			285,745.28
		Balance per Cash Book is :-	285,745.28
		Difference is :-	0.00

Signatory 1:Name MICHELLE CARTER Signed  Date 17/07/25**Signatory 2:**Name KIM MARTIN Signed  Date 17/07/25**Chair of Finance:**Name RHC MALL Signed  Date 11/09/25

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 2 - Unity Trust Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	30/06/2025	144	173,991.96
			<u>173,991.96</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			173,991.96
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			173,991.96
		Balance per Cash Book is :-	173,991.96
		Difference is :-	0.00

Signatory 1:Name Michelle Carter Signed  Date 31/07/25**Signatory 2:**Name Kim Martin Signed  Date 31/07/25**Chair of Finance:**Name RHC NIAU Signed  Date 11/9/25

Date: 12/08/2025

Chichester City Council

Page 1

Time: 11:37

User: MC

**Bank Reconciliation Statement as at 31/07/2025
for Cashbook 2 - Unity Trust Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/07/2025	145	31,194.26
			<u>31,194.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			31,194.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			31,194.26
		Balance per Cash Book is :-	31,194.26
		Difference is :-	0.00

Signatory 1:Name MICHELLE CARTER Signed  Date 12/08/25**Signatory 2:**Name KIM MARRIN Signed  Date 12/08/25**Chair of Finance:**Name RHC NIAU Signed  Date 11/9/25

Bank Reconciliation Statement as at 31/05/2025
for Cashbook 4 - Barclaycard

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	14/05/2025	1	0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name MICHELLE CARTER Signed  Date 21/07/25

Signatory 2:

Name Kim MARRIN Signed  Date 21/07/25


Chair of Finance:

Name RHC NIAU Signed  Date 11/9/25

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 4 - Barclaycard

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	14/06/2025	2	0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name MICHELLE CARTER Signed  Date 31/07/25

Signatory 2:

Name KIM MARON Signed [Signature] Date 31/07/25

Chair of Finance:

Name RHC MALL Signed RHC MALL Date 11/9/25

**Bank Reconciliation Statement as at 31/07/2025
for Cashbook 4 - Barclaycard**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	31/07/2025	3	0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			<u>0.00</u>
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			<u>0.00</u>
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:Name MICHELLE CARTER Signed  Date 12/08/25**Signatory 2:**Name KIM MARTIN Signed  Date 12/08/25**Chair of Finance:**Name RHC MIALI Signed  Date 11/9/25