

RE: Grant Update (September 2025)

Interim Update Report – Kitchen Sink Productions CIC

Community Grants Scheme – August 2025

Per the Community Affairs Committee's request (7 April 2025), Kitchen Sink Productions CIC provides this interim update on use of allocated funds.

ScriptJam!

- Monthly community writing/performance workshop at Jam Café since **March 2025**.
- Participation has grown from **6 (March)** to **14 (July)**, with 12 in August.
- Inclusive age range: **12–67**.
- Winners supported to present at local/regional events.
- Funding also supports **ShowJam! Showcase (June 2026)** – rehearsal/workshop space secured for emerging writers.

Production, Work Experience & Opportunities

- **Rehearsal Assistant (Apr 2025)**: 1 role (f, 17).
- **Actor/Performers (Apr–Jul 2025)**: 7 LGBTQ+ participants (ages 20–27) in Chichester Fringe debut.
- **Young Writer (May 2025)**: 2 commissioned scripts (m, 20 and f, 17).
- **Production Assistant (Aug 2025)**: 2 roles with technical training for digital production
- **Rehearsal Assistant (Aug 2025)**: 2 roles with artistic training for digital production, learning techniques around directing for screen

Education Workshops

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- Planned **October 2025 half-term workshop** (ages 13–16) for short film creation in Chichester - postponed from July/August 2025 due to venue availability

Equipment

- Funding enabled purchase of a **BlackMagic camera**, enhancing digital theatre delivery and providing technical training opportunities.

Summary:

The grant has supported inclusive community workshops, created professional pathways for young and underrepresented creatives, and strengthened Kitchen Sink's technical capacity for future projects.

The Board of Directors

Kitchen Sink Productions CIC

Chichester City Council – Project Report 2023-24

Background

In response to the rising cost of living and the resulting increase in demand for our services, we sought to enhance our digital technologies. The aim was to better support digitally included individuals through remote services—such as webchat, email, video, and self-help tools—thereby freeing up face-to-face support for the most vulnerable members of our community.

Use of Funds

The £900 contribution was allocated as part of a broader investment in our digital service strategy. Specifically, the funding supported the early implementation of our video appointment service and improvements to our email support infrastructure.

Implementation Overview

- **Initial Rollout:** We began the implementation at Midhurst, where we provided essential equipment and staff training to facilitate video consultations.
- **Expansion:** Following the initial success, we extended the setup to additional locations; including Selsey and West Wittering's, ensuring that even those who were digitally excluded had access to in-person support while others could be directed to remote services.
- **Website Integration:** To streamline access for digitally included users, we developed and integrated a booking system for video appointments directly into our website. This allowed users to self-serve and reduced pressure on frontline staff.

Advice Centres

Littlehampton Library
Maltravers Road
Littlehampton, BN17 5NA
Open Weds 10:00am - 1:00pm

Wick Surgery
66 Clun Road, Wick
Littlehampton, BN17 7EB
Open Fri 10:00am - 4:30pm

Chichester Centre
East Pallant House,
1 East Pallant
Chichester, PO19 1TY
Open Mon-Tues-Weds-Fri 10:00am - 4:30pm

Bognor Centre
10A The Arcade
Bognor Regis, PO21 1LH
Open Mon-Tues-Thurs
10:00am - 4:30pm

- **Email Service Enhancement:** During the same period, we also made foundational improvements to our email service, enhancing response times and enabling better triage of incoming queries. These upgrades laid the groundwork for further developments in subsequent years.

Conclusion

The £900 contribution played a vital role in the early stages of our digital transformation. It allowed us to set up the video and new email full advice service and to help 17 people through video and 27,480 through email advice and enabled us to provide a much-improved digital offer for many years to come. These developments were foundational and aligned with our longer-term strategy of ensuring everyone has access to the advice they need for the problems they face every day.

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Chichester City Council Grant Application from 2023

Report: Thrive Programme funding for Chichester room hire.

In 2023, the Thrive Programme had not yet been delivered in Chichester, despite My Sisters' House having a hub in the city. Thanks to the funding received in 2023/2024, we were able to pilot the programme at the Assembly Rooms in central Chichester. This pilot confirmed a clear local need, and following its success, we moved into a larger space on Bognor Road, PO19 7TG. From this location, Thrive continues to be delivered alongside one-to-one coaching and other services.

The Thrive Programme supports women to rebuild their lives and move forward with confidence. Many of those who engage with us have experienced long-term unemployment, low levels of formal education, or disrupted lives due to domestic abuse or poor mental health. The programme offers a tailored combination of free coaching, courses, and group sessions, helping women to overcome barriers, set personal and professional goals, and work towards employment, volunteering, or further education.

Each course can support up to eight women, and our support workers carry a caseload of around 20 clients each. Thrive is flexible and responsive, designed to meet the needs of each woman—whether she is ready to re-enter the workplace or simply build confidence and stability in her daily life.

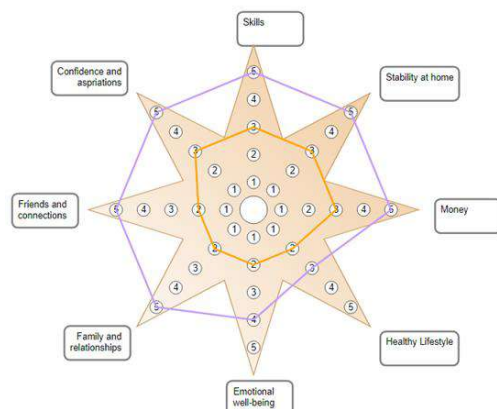
What we've learned and how this continues to shape the future of Thrive

Since 2024, we have continued to adapt the Thrive Programme, particularly in the Chichester area. One key development has been the introduction of Pathway Stars—simple visual tools used to track progress across core areas such as emotional wellbeing, family and relationships, confidence, and financial stability. These are completed with each client and help to reflect the positive changes they are making during their time with us.

Using this approach allows us to better understand the wider impact of the programme on everyone's life. It also gives clients a sense of achievement and ownership of their journey.

Meeting Local Need in Chichester

Each month in 2025, My Sisters' House supports around 800 women across all our services. Of these, 18% live in central Chichester and a further 16% come from the wider Chichester District. This demonstrates a significant and growing local need—particularly striking given that previously there was no dedicated Thrive



service was available in Chichester. Many of the women we support face multiple and complex challenges, including domestic abuse, poor mental health, and financial hardship. The Thrive Programme now plays a crucial role within our wider offer, helping women in Chichester and beyond move from crisis towards stability, empowerment, and long-term resilience.

Testimonials – The Thrive Programme

From 2024 clients

“This programme has given me back my confidence and given me hope for my future”.

“Thank you for helping me, the support has been instrumental in my journey, and I am truly grateful – you were really kind to me”.

“I cannot thank you enough. The Thrive Programme is a special, valuable resource for so many”.

“Thank you for the care and positivity”.

“I didn’t know if I would get anything out of this programme if I am totally honest, but wow – I look forward to coming to the group each week, I have made friends for life, and I can see a future for myself. I see me again”.





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PARKLANDS RESIDENTS' ASSOCIATION

Chichester City Council Grant Spending Report

Amount: £1,250.00

Received on: 13 April 2023

*** Grant used strictly towards hosting a weekly food panty for members of our community in need of food support.

Cost of beverages, cookies and cakes mostly covered by donations.

SCOUT HUT MONTHLY HIRE COST - 2023

May	£80.00	UKH 0523
June	£64.00	UKH 0623
July	£64.00	UKH 0723
August	£80.00	UKH 0823
September	£64.00	UKH 0923
October	£64.00	UKH 1023
November	£80.00	UKH 1123
December	£48.00	UKH 1223
TOTAL	£544.00	

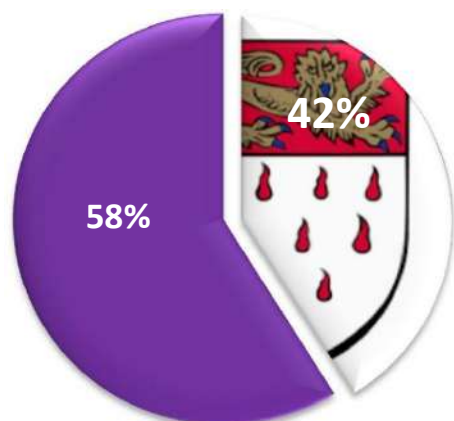
SCOUT HUT MONTHLY HIRE COST - 2024

January	£64.00	UKH 0124
February	£64.00	UKH 0224
March	£64.00	UKH 0324
April	£64.00	UKH 0424
May	£80.00	UKH 0524
June	£64.00	UKH 0624
July	£80.00	UKH 0724
August	£64.00	UKH 0824
September	£64.00	UKH 0924
October	£32.00	UKH 1024
November	£32.00	UKH 1124
December	£32.00	UKH 1224
TOTAL	£704.00	

Overall Cost	£1,248.00
Surplus	£2.00
	£1,250.00

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Impact of Donation on Vulnerable Families in Chichester City – End of Year 1 of 3-yr grant



Chichester City



Rest of Chichester District

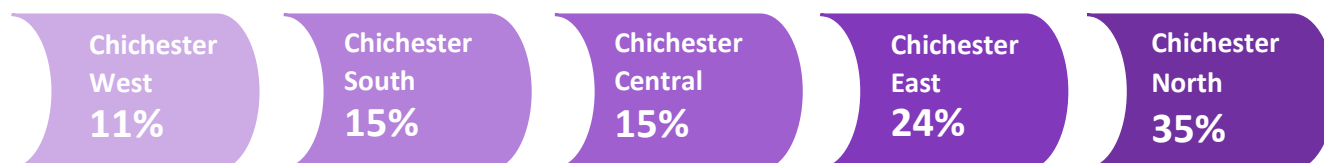
Over the reporting period of 1st April 2024 to 31st March 2025
Home-Start Chichester & District provided support to:

72 Families

119 Adults

122 Children

Families supported in the parish of Chichester City accounted for 42% of the total families supported across the Chichester District.
Breakdown by ward is as follows:



Identified Family Needs

- 72 % Live in Temporary or Social Housing
- 61% have no access to a family vehicle
- 4 % are Refugee/Asylum family
- 65% have No Adult in Employment
- 26% experience Debt/Financial Issues
- 38% are Lone Parents
- 8% have experienced Substance Misuse
- 13 % have experienced Domestic Abuse
- 15% have Disabilities within the family
- 10% Teenage Pregnancy
- 89% experienced Mental Health/Anxiety
- 76% experienced Isolation

Reported Positive Outcomes

Families rate their 'coping' abilities against 14 measurable outcomes, which fall into 4 categories. These are recorded at first contact and throughout their journey, the data below shows the percentage of families who felt their ability to cope had improved because of our support:

Parenting Skills

86%

Parent's Wellbeing

85%

Children's Wellbeing

85%

Family Management Skills

77%

The voice of our families:

"They are always there for me when I need them—always only a phone call away"

"Home-Start have been my Saviour"

"They feel like our extended family and all three of my kids love the staff and volunteers"

The voice of our referrers/partner organisations:

"They are an amazing service; their family groups are a real lifeline to families facing challenges"

"They're not just a great service for families but an important support for us at our nursery too"

"Home-Start is a valuable service that I'm grateful to be able to refer families to"



Because Childhood Can't Wait

Festival of Chichester report for Chichester City Council

by Simon O’Hea on behalf of the Festival Committee, 27 August 2025

Relates to the Community Grant awarded in the spring of 2024, which comprises £4,500 per year over three years (2024-2027).

This generous grant, as well as all the funding that we’ve received since the festival was established in 2013, has given us confidence to plan ahead over the longer term despite a tight budget.

The vast majority of events represent a celebration of the skills and interests of people within the city of Chichester and the local area, providing them with a public performance platform and enthusiastic audiences. That’s why we have always been so delighted to receive the support of the City Council.

Our festival is a 5-week-long celebration of arts across all genres – from music, talks and theatre to art exhibitions, walking tours and workshops. We’ve kept entry fees low: they are just £24 for a single event and £37 for an event that occurs more than once, which gives the event organiser a 1/6-page entry in the brochure plus online listing and press activity.

The start of our three-year funding agreement with you now seems like a turning point after the strictures of the pandemic. Here are some statistics:

	2024	2025
Number of events	100	140
Income from organisers’ fees	£1,900	£2,700
Advertising income (from 23 advertisers)	£6,000	£7,000
Printing of the brochure	£6,000	£7,000
Marketing costs (banners, flyers etc.)	£1,700	£1,500
Website hosting and maintenance	£1,440	£1,680
Social media promotion	£300	£300
Other admin costs	£400	£500

As you can see from these figures, even in a good year such as 2025 our net income from organisers and advertising is lower than our outgoings, and we need to be sure that we are in a position of solvency each year. Our festival would be in a deficit position if it were not

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for your generosity. There is little scope for reducing the costs of running the festival, and not much scope to increase the charges to event organisers without making it unaffordable.

Because we don't curate the events, we only have a rough idea of the number of tickets sold. Our 2025 feedback survey attracted 41 responses (a 30% response rate) with a huge variation in these figures, ranging from 1 to 200 per event; 1,700 tickets were sold at these 41 events. A reasonable assumption, then, would be that around 5,000-6,000 tickets are sold over the course of the festival, and that this must be good for the local economy.

In the same survey we received some fantastic qualitative feedback, including:

"I'm proud to be part of the Festival as it showcases the wide range of talents and gifted people who so enjoy sharing and entertaining us all."

"The festival is a well-established part of the city's cultural offer. We are proud to be part of it and I believe customers look for the brochure each year. It allows us to promote the library service to a broader customer base."

"It was incredibly helpful to cite being part of the Festival of Chichester to attract high quality artists."

"The festival adds credibility and this allowed us to attract more and better performers and audiences."

"Thank you for all of your hard work and for giving us a fantastic platform that supports the arts in Chichester."

"...it was necessary to boosting our concert and widening our audience."

"It was lovely to be part of a huge creative endeavour."

"Brilliant publicity and the cohesiveness of a coordinated Arts event."

We've had some extraordinary costs in the winter of 2024/5, including around £5,000 on a brand-new website, and we are incurring further website-related costs this coming autumn relating to the need to improve the functionality of the event registration process. We're only able to do this work because with your help we are able to plan for the longer term.

Chichester Fringe report for Chichester City Council
by Simon O’Hea on behalf of the Fringe Committee, 27 August 2025

Relates to the Community Grant awarded in the spring of 2024, which comprises £5,000 per year over three years (2024-2026).

This generous grant has given us confidence to be able to plan ahead over the longer term despite a tight budget.

Our 2-week-long mini-festival encourages participation in a wide variety of genres: our shows include theatre, comedy, music, dance, musicals, variety, cabaret, magic and other events.

Our vision, aims and objectives are threefold: to put on events that help develop to creative talent, to support the local economy, and to make events accessible and affordable while providing audiences with an appreciation and enjoyment of the arts in a cost-effective way.

So, your grant has enabled us not to charge entry fees for participation; on the contrary, we’ve been able to share profits from shows with participants, which we know is equitable. We’ve been able to keep ticket prices low, ensuring that community and accessibility are at the heart of the fringe festival. It’s also enabled us to award two commissioning grants, which resulted in the premieres of two dramas at this year’s Fringe. We’ve also been able to support local venues. We’ve enjoyed great feedback on the quality of our shows and the impact we are having on the community, especially for students.

This year was our fifth. Here are some statistics:

	2024	2025
Number of shows	54	70
Number of venues	10	11
Number of tickets sold	318	695
Value of tickets sold	£5,388	£9,542
Website traffic – views	23,641	33,865
Website traffic – unique visitors	14,384	20,992
% of unique visitors from the city of Chichester	34%	39%
Payments to artists	£2,797	£3,798
Overall income excluding your grant	£8,408 (2023; 2024 tbc)	£10,779
Overall expenditure	£7,705 (2023)	£11,609
Deficit excluding your grant		(£829)
Surplus including your grant		£4,170

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As you can see from these figures, even in a good year such as 2025 our net income is lower than our outgoings, and we need to be sure that we are in a position of solvency each year. The Fringe would be in a deficit position if it were not for your generosity.

In terms of expenditure, your grant has enabled us to improve our brochure, flyers and website, enhance our social media activity and invest in the printing and distribution of our banners, brochure and flyers.

We are yet to develop an app for the Fringe itself, as detailed in our original grant application, but have instead invested that portion of the funding to further website growth, investing in merchandise to give a boost to our financial stability as well as funding 2 new email accounts to help streamline our communication strategy, which has been working incredibly well for 2025.

We also recognise the need for venues to increase their costs every year, so this grant has been helpful in meeting their financial needs as we have been able to support the rise in costs.

When collecting feedback from artists, musical ensemble Oving Folk said: "By far the biggest gig we have ever done, and it wouldn't have occurred to us that we could do it, without being part of the Fringe and all the support and professional expertise that that brings."

Iona Rose, one of the winners of the commissioning grant, said: "Being awarded this grant was a fantastic way to start my year! It provided so much support to the creation process, enabling me to buy props, cover travel costs, and book appropriate rehearsal spaces, but more than that I was buoyed by the team's belief in the show. I cannot thank them enough for the opportunity."

Another from the other winner, Lin Robinson: "I live in West Sussex so am keen to perform locally. Chichester Fringe offers an affordable avenue for small production companies by offering spaces for free. I like Chichester Fringe's approach in supporting artists and companies for our creative content rather than seeing us as a means to making money." Lin used the grant to pay for rehearsal rooms for a six-week period (two rehearsals per week) and to pay the actors expenses (travel costs), the hiring of costumes and set pieces/props.

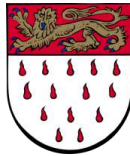
Jodie Hawkes, Senior Lecturer at the University of Chichester, said "The partnership between Chichester University Theatre Department and ChiFringe is a powerful catalyst for emerging talent. By providing a professional platform for these graduate showcases, ChiFringe is investing in the future of theatre in the city. The Theatre department has a national reputation for producing students who create innovative new theatre. Partnering with ChiFringe celebrates our shared commitment to the future of the theatre industry and

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celebrates the achievements of graduating students, launching their careers in a dynamic and supportive environment.”

We are very much on track to secure our 2027 goals, as we are on target for the Fringe to be partnered with The Nest for 2026, providing our first venue that has been purpose-built as a theatre, which is such an exciting step. At the same time we will not be losing any of our other venues, and are very proud of the continuous partnerships that we make with new venues each year (new venues for 2025 included Havana, Christ Church and the University of Chichester).

We believe that the Fringe is now valued as a firm fixture in the cultural life of the city. And, again, your generosity has allowed us to plan for the longer term, for which we are very grateful.



Chichester City Council

COMMUNITY AFFAIRS COMMITTEE

Minutes

Date	Wednesday 4 June 2025
Time	17.30 – 19.48
Location	The Council Chamber - The Council House • North Street • Chichester • West Sussex • PO19 1LQ
PRESENT:	Councillors Chant (RC), J Gershater (JG), Kondabeka (JK), Moore (RM), Quail (SQ)
EX-OFFICIO	The Mayor, Councillor McHale (SMH)
ALSO IN ATTENDANCE:	Councillors Butler (AB) and Miall (RM), The Town Clerk (TC), Deputy Town Clerk (DTC), Committees Officer (CO), Emma Drain (PACSO), Michael Bevis (FoC), Jacky Storey (FoR), West Sussex County Councillor Oakley

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

The Mayor opened the meeting and asked for nominations for the Chair of the Community Affairs Committee.

It was proposed by Cllr Moore, seconded by Cllr Knight and unanimously **RESOLVED** that Cllr Chant be elected as Chairman of the Community Affairs Committee for 2025-2026.

2. **APPOINTMENT OF VICE-CHAIR FOR 2025-2026**

The Chair then sought nominations for Vice-Chair.

It was proposed by Cllr Kondabeka, seconded by Cllr Chant and **RESOLVED** that Councillor J. Gershater be appointed as Vice-Chair of the Community Affairs Committee for 2025-2026.

3. **APOLOGIES FOR ABSENCE**

Committee **NOTED** apologies from Councillor Apel.

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

Cllr Kondabeka declared a personal friendship with the CEO of Lifecentre.

Cllr J. Gershater declared an interest as being a Trustee of Home-Start.

The Chair deferred agenda items 5 and 6 (meeting times for the Community Affairs Committee and the PACSO grant presentation), to later in the meeting.

5. **MINUTES OF THE COMMUNITY AFFAIRS COMMITTEE MEETING HELD ON 7 APRIL 2025**

The Committee **APPROVED** and the Chair signed as a correct record the minutes of the ordinary committee meeting held on the 7 April 2025.

6. **PUBLIC QUESTIONS**

None were received.

7. **POLICING AND SECURITY IN THE CITY**

The Committee **NOTED** receipt of the Community Wardens and Chichester BID Ambassadors reports.

Helen Marshall (Chichester BID) provided the Committee with a short update. It was noted that the City had been busy and with the warmer weather there have been increased incidents of street drinking and anti-social behaviour. Shoplifting was mentioned as still being an issue and that it was possibly becoming more brazen. The Police Community Support Officer (PCSO) rota seemed to have reduced presence in the City midweek and this would be raised at the Joint Action Group (JAG). Cycling in the City has been identified as a problem and this will be raised at the JAG to see how it can be targeted.

Anti-social behaviour issues at Eastgate Square have appeared to have settled down following several meetings with residents and the police, although the Cathedral green is becoming a problem. Begging was noted as a problem in key areas (Northgate, Crooked S and East Street). Pride parade and festival was a successful event overall, although there was one isolated incident.

Regular protests at Barclays are ongoing, police are aware, and Barclays have increased their internal security. This is being monitored.

School children are causing problems with anti-social behaviour in Priory Park., Ambassadors are currently increasing their presence here at key times.

The Chair moved to agenda item 6.

8. **PRESENTATION BY PACSO IN SUPPORT OF THEIR LARGE GRANT APPLICATION**

The Committee heard a short presentation from Emma Drain, CEO of PACSO, outlining the work that they do to support children and young people with disabilities in the city whilst also providing respite to parents and families.

The committee thanked Mrs. Drain for her time.

The meeting returned to the published agenda order.

9. **TO NOTE REPORTS RECEIVED FROM COMMUNITY GROUPS**

The Committee **NOTED** receipt of reports from

- Friends of Chartres
- Friends of Ravenna
- Friends of Speyer

- Friends of Valletta
- Chichester Tree Wardens

Michael Bevis (FoC) advised that the Friends groups are working closely together and tickets were still on sale for their forthcoming event on Monday 26 June 2025 and can be bought on their website.

Jacky Story (FoR) advised that tickets were available for a concert at Chichester University Chapel on Sunday 28th September 2025 and that all Friends from associations were invited.

Jacky Story asked on behalf of FoR if there was any way that the Mayor could be booked in advance for Friends events. The Town Clerk advised that if the groups contact the office in late March, we should be able to provide a clearer indication if the Mayor would be available.

Cllr Quail highlighted the remarkable job that the Tree Wardens were doing in the City for the community.

10. TO NOTE REPORTS RECEIVED FROM GRANT RECIPIENTS

The Committee **NOTED** the receipt of grant reports from

- Home-Start Chichester & District
- And noted that the YPS had expressed its gratitude to the City Council for their invaluable support and that the annual report will be sent through shortly.

11. UPDATES ON ACTIONS FROM PREVIOUS MEETING

To note the completion of the following actions:

- **Minute 99 (2)** - Town Clerk to invite new City Centre Warden to meet the Committee at the next meeting.

Deferred to next Community Affairs Meeting (Thursday 4 September 2025)

- **Minute 100** - Communities Officer to add the Chichester University Chapel to the list for the north ward venues for inclusion on the register.

CO advised this had been actioned

- **Minute 104** - Council Services Support Manager to obtain quotes from the University of Chichester Print Shop for printing additional copies of the street name book.

Noted that this would be discussed under Agenda item 14

- **Minute 104** - Council Services Support Manager to provide a list of street names that have been approved since publication of the last edition of the street name book in 2020.

Members noted this was scheduled for action

- **Minute 104** - Town Clerk/Council Services Support Manager to issue formal notice transferring copyright for future editions of the street naming book to Anne Scicluna and David Wilson.

Members noted copyright transfer posted on week beginning 7 April 2025

- **Minute 112** - Deputy Town Clerk to allocate funds from the International Relations budget in the City Council's revenue budget to the Four Cities Working Group.

DTC advised this had been actioned

- **Minute 112** - Deputy Town Clerk to advise grant applicants of Committee decisions and any special conditions attached to those decisions.

DTC advised this had been actioned

- **Minute 112** - Town Clerk/Council Services Support Manager to add review of grant terms and conditions to consider possible changes regarding applications from schools and affiliated groups.

Members noted that a meeting had been scheduled for week beginning 2 June 2025.

12. COMMUNITY ASSET REGISTER

Further to Minute Reference 28 from the Community Affairs Meeting on 4 September 2023, where Ward councillors were asked to map all the community halls, spaces, public houses and other community resources within their wards so that the Council could request their inclusion on the register.

The committee **RESOLVED** that the following properties be submitted to Chichester District Council for inclusion on the Community Asset Register.

- South Downs Planetarium
- St Georges Church Centre
- 5th Chichester Scouts
- Regnum District Guide Hall

13. REPRINT OF STREET NAMES BOOK

Members **NOTED** the copyright had been transferred and the reprint would be for sale prior to the new edition being published by the new copyright holders.

The Committee **RESOLVED** that the Council did not wish to reprint the book at this time and that the copyright holders consider self-publishing the current edition via Amazon.

The Chair deferred agenda item 15 (Cemetery Charges) to later in the meeting.

14. 2025 CHARITY CYCLE RIDE FOR STONEPILLOW

Cllr Apel was unable to provide an update as she had sent her apologies.

The Town Clerk advised Committee Members to visit the JustGiving website <https://www.justgiving.com/page/romanroadscyclechallenge> for full details of the cycle challenge, which would be raising funds for Stonepillow and Pallant House Gallery Community Outreach programme.

15. CIO UPDATE

Cllr Chant had circulated a paper and provided an update on proposals to create a Charitable Incorporated Organisation (CIO) to formalise the work and future direction of the Arts Forum.

The Chair moved to agenda item 15.

16. CEMETERY CHARGES

The Town Clerk advised that the annual Cemetery charges from Chichester District Council (CDC) for 2024/25 were £22,179.25. This was against a budgeted cost of £38,000.

The committee queried the proposed increases in running costs for 2025/26 from CDC, which are projected to rise by approximately 20%.

The committee agreed to consider the matter in the budget setting process.

The meeting returned to the published agenda order.

17. MURRAY STATUE

Cllr Chant advised that two councillors had put their names forward for the Working Group and therefore the group had not yet convened to appraise future options for the Murray Statue beyond May 2026.

Cllr Quail offered to join the working group, which would now comprise Cllrs Chant, Scicluna and Quail.

Cllr Butler left the meeting at 18.43.

18. REVIEW OF GRANT TERMS AND CONDITIONS

The Town Clerk advised that officers were meeting on Thursday 5 June 2025 to review the current terms and conditions and to prepare an options report for the Committee to consider on Thursday 4 September 2025.

19. PUBLIC SECTOR BODIES (ADMISSION TO MEETINGS ACT) 1960

The committee **RESOLVED** that the public and press be excluded from this meeting for Agenda Item 21 and 22 due to the confidential nature of the business to be transacted namely financial and business affairs of third parties.

Further to advice from the Town Clerk, the Chair reopened the meeting to consider agenda item 5.

20. MEETING TIMES FOR COMMUNITY AFFAIRS COMMITTEE

The Committee **RESOLVED** that meetings would be held on the first Thursday of the relevant month at 5.30pm for the Council Year 2025/26.

The meeting returned to the published agenda order.

21. PUBLIC SECTOR BODIES (ADMISSION TO MEETINGS ACT) 1960

The committee **RESOLVED** that the public and press be excluded from this meeting for agenda Items 21 and 22 due to the confidential nature of the business to be transacted namely financial and business affairs of third parties.

The Chair moved to agenda item 22.

22. CONSIDERATION OF GRANT APPLICATIONS

The Committee considered the grant applications and **RESOLVED** the following awards:

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Organisation	Amount requested	Grant approved	Comments
Chichester Macular Group	£840.00	£840.00	
Chichester Women's History Group – Madge Turner Statue Appeal	£3,000.00	£0	To request that the Women's History Group, Lifecentre, Stonepillow and My Sisters House submit a combined application covering the whole project outlining how the delivery will be phased and how the partnership funds will be managed.
Children's Bookfest	£3,000.00	£3,000.00	
Lifecentre	£2,842.27	£0	To request that the Women's History Group, Lifecentre, Stonepillow and My Sisters House submit a combined application covering the whole project outlining how the delivery will be phased and how the partnership funds will be managed.
My Sisters' House Women's Centre	£1,000.00	£0	To request that the Women's History Group, Lifecentre, Stonepillow and My Sisters House submit a combined application covering the whole project outlining how the delivery will be phased and how the partnership funds will be managed.
Oxmarket Contemporary (Oxmarket Centre of Arts)	£2,490.00	£2,490.00	
St. Richards of Chichester Christian Care Association (trading as Stonepillow)	£3,000.00	£0	To request that the Women's History Group, Lifecentre, Stonepillow and My Sisters House submit a combined application covering the whole project outlining how the delivery will be phased and how the partnership funds will be managed.
4Sight Vision Support	£3,000.00	£2,000.00	

The committee **REQUESTED** that the grant terms and conditions be reviewed to consider if items need to be changed regarding applications from schools and affiliated groups.

Cllr McHale left the meeting at 19.11

Cllr Quail left the meeting at 19.18

The Chair moved to agenda item 21.

23. **VARIATION OF TERMS CHICHESTER RUNNERS CIC**

DTC advised that the Chichester Runners CIC had requested an extension to the funding they received from the New Homes' Bonus scheme. Funding was originally awarded in 2021. The extension was required due to legal agreement delays.

A request for an extension in order to continue support for the project will be sought from CDC.

The Committee **RESOLVED** that the City Council would support an extension until 31 March 2026.

The meeting returned to the published agenda order.

24. **CONSIDERATION OF LARGE GRANT APPLICATIONS**

The Committee considered the grant applications and **RESOLVED** to award Parents and Carers Support Organisation (PACSO) £5,000.00 per year for two years.

Further to comments from the Chair, and having been previous recipients of City Council Grant funding; the Committee **AGREED** to send a letter of thanks to the organisers of the Chichester Pride event thanking them for their hard work and dedication in arranging the 2025 event.

25. **ITEMS FOR THE NEXT AGENDA**

- Murray statue report
- Changes to grant conditions report
- Budget setting

26. **DATE OF NEXT MEETING**

DATE OF NEXT ORDINARY MEETING: **THURSDAY** 4 SEPTEMBER 2025 AT 5.30PM
(note change of day)

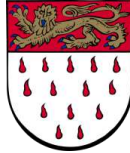
The meeting closed at 19.48

ACTIONS ARISING FROM THIS MEETING

Minute ref.	Action	Assigned to:
11	Invite new City Centre Warden to meet the Committee at the September 2025.	Town Clerk
16	Add consideration of cemetery charges to Community Affairs 2026/2027 budget consideration	TC/DTC
18	Prepare an options report regarding revised grants terms and conditions for presentation at the next Committee meeting	TC/CSSM/CO

AGENDA ITEM 7

22 and 24	Advise successful groups regarding grant application outcomes	DTC/CO
23	Advise Chichester Runners of New Homes Bonus grant deadline extension	DTC/CO



Chichester City Council

4th September 2025 CO Report

Past Events and Activities

- Supporting Grant Applicant with their applications
- Community Forum in conjunction with VAAC
- Shadowing charities within Chichester (Foodbank, Hygiene Bank)
- Emergency Services and Community Day in Oaklands Park
- 20 is plenty meetings and research

Upcoming Events for your diary:

- September 18th 2025 – 18:00 - Arts Forum
- September 26th 2025 – 10:00 - MacMillan Coffee Morning
- September 28th 2025 – 11:00 – Mayors Sunday
- September 1st 2025 – 18:00 - Young People's Shop - Murder Mystery Event
- November 12th 2025 - 10:00 - Community Forum (AI training)
- November 20th 2025 – 18:00 – Arts Forum

Report to Committee Affairs – 2nd September 2025 Chichester Gala

The 2025 Gala was a great success with no major incidents or complaints and lots of compliments, all within budget.

The brief was to provide a fun family event that would provide something for all the community to attend.

37 written responses were received:

“We thought it was brilliant, well done to your team”

“I’ve been telling everyone it was the most organised event we’ve been to this year”

“The organisation was excellent and the enthusiasm of all those involved was a tribute to the commitment of the City Council staff”

“I really enjoyed being able to talk about our charity to so many people”

“It was a lovely opportunity to connect with the community and celebrate together”

“What a great day for all the family”

Budget:

Expenses	Income	Balance
21,185.74	7,804.52	£13,381.22

In total there were 87 attractions

51 were Community or charity (59%)

36 were Commercial (41%)

Planning for the gala is time consuming and exploratory work is taking place to speed this process up.

During the 2025 gala we employed a specialist to produce a film which we can use for future marketing of the gala which will support the quest of obtaining sponsorship and increasing footfall.

Claire Adams & Tim Smith

Chichester City

Community Warden report for September 2025

I am slowly working my way around every shop in the city, this involves telling them who I am, making them aware of BID and ChiBac, explaining how they work and asking them if they have any particular issues, I am visiting between 8 and 10 shops in the morning as after that time the shops can become busy with shoppers and they won't want me disturbing their sales!

Graffiti is still an issue in the city and when seen I try to remove it as quickly as possible along with our depot colleagues, I also work WSCC and local businesses/landlords to urge them to remove graffiti from their buildings as quickly as possible.



Over the summer some of our street drinking communities have moved to the Cathedral Green as was anticipated. I am actively working with the Cathedral to engage with them, and I can now tell you that over the summer months when the PSPO was introduced this successfully deterred large groups drinking in this area we will now continue monitoring into autumn to see if this continues.

AGENDA ITEM 11

I regularly patrol The Cathedral Green and the old House of Fraser building, to deter drinkers and people trying to access the building, I also conduct joint patrols with their onsite security officer when they are in attendance.

I patrol the ADC car park, Priory Park and Brewery Field areas when I can to prevent ASB and or graffiti as we have had issues in the ADC car park with significant damage and graffiti still being an issue with some fires also being set which we have kept WSFR informed and their crews will periodically patrol the ADC to try and keep it free from fire and educate the fire setters and arsonists on the dangers of setting fire in enclosed spaces. Hopefully security in the evenings can also start to combat this.

Shoplifting is an issue in the city and I am urging all of those not on the DISC or ChiBac system to look at joining such a scheme. Many shops and businesses fail to report crime and that's an issue nation-wide, having a system such as this actively encourages reporting as it makes it easier.

My last report mentioned issues with youths on the roof tops at night since that time we have held a multi-agency meeting on the site of the House of Fraser building and discussed ways forward which have now started to be implemented, and we are hoping that very soon the building will be occupied again. As with everything it moves from one place to another and at the time of writing we are now having issues with the disused part of the magistrate's court, we are actively working with the landlord, police and fire services to address the issues.

We are having issues with fly posting in the city if you do see flyers or posters on lamp posts that are out of date or shouldn't be there please report them for removal as soon as you can in order to have them removed quickly to prevent others thinking its ok to fly post in Chichester.

We have people begging in the city if you see this please report it to me or the police , I can ask them to not beg and request they move on, I have successfully managed to move 2 persistent beggars on in July but the police have more powers around begging and can take more robust action.

AGENDA ITEM 11

Hopefully you will see the new PSPO signs are up in the city now, hopefully these will act as a deterrent to the sections of our community that cause ASB issues when drinking on the street. Police can take action now we have a PSPO so please report anything you see that breaches the PSPO to the police for further action.



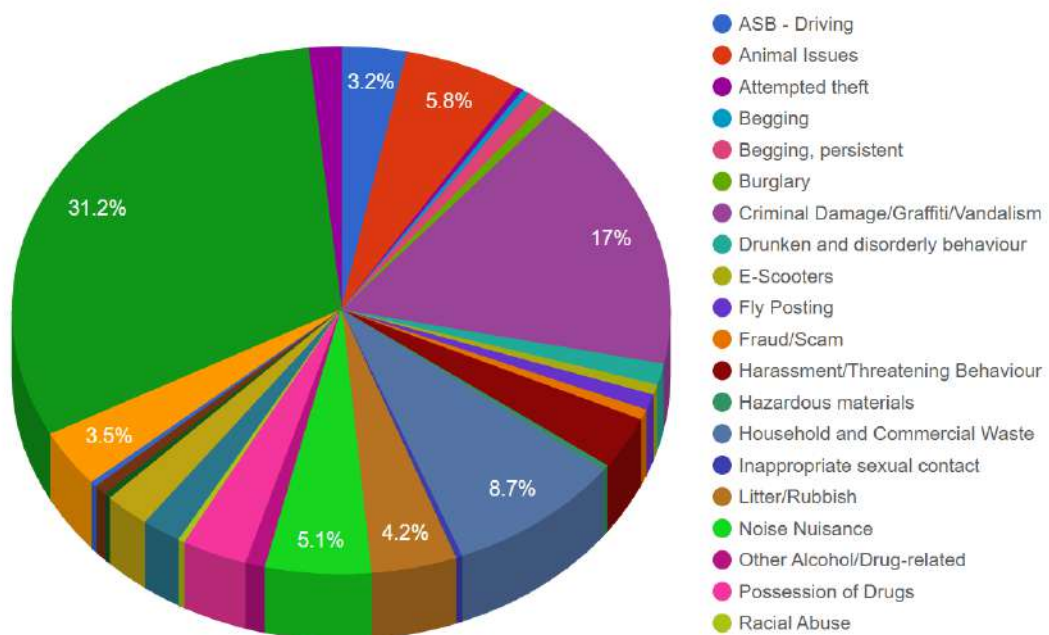
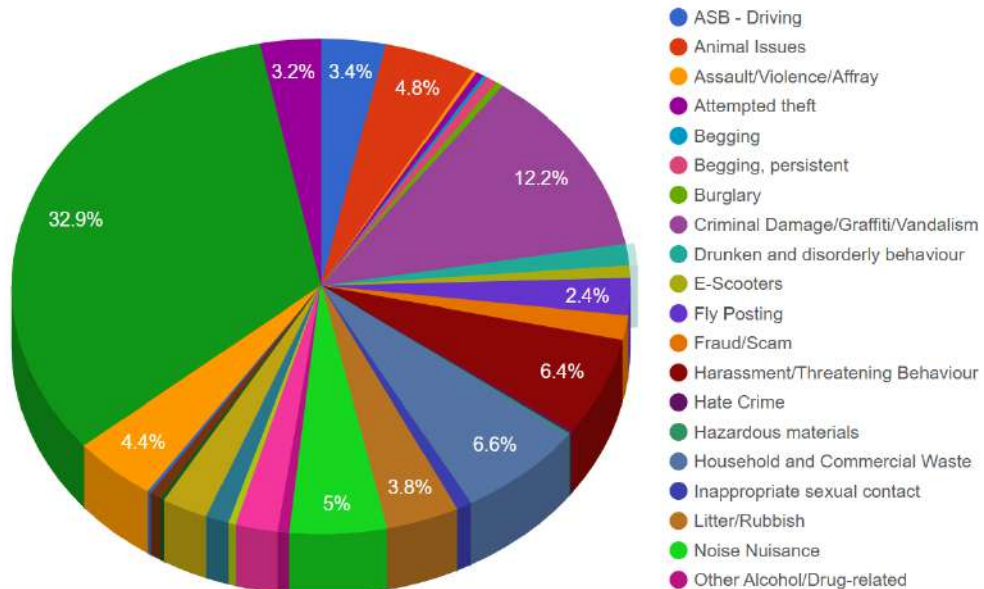
In the summer I also attend several events in the city. The annual June GALA in Priory Park which was very well attended throughout the day and the Summer Street Party which was fantastic with free events on cathedral green, a fashion show on North Street and a new canopy unveiling in Crane Street with a live music event in Little London the party was in full swing.



AGENDA ITEM 11

Below are some stats of all the incidents we as wardens have dealt with over the last 12 months. As you can see they vary a great deal. I added this as I thought this might be of interest to members.

Twelve months to date



AGENDA ITEM 11

Meetings.

Chris from Youth club in the city

Victoria and John from St Johns Chapel

Liz outreach worker from Heart

Marc from Chroma Vision (CCTV)

Mandy Chichester Bid

Community Wardens Report

Chichester East and South

August 2025

School Holidays continue, and low level ASB is always at an increased level at this time of year. Mostly small things and children being a nuisance.

Several reports of dangerous use of electric scooters and bikes have come in to us, we are on the lookout for this as we go about our day trying to ID any culprits.

We still have an issue In Chatsworth Rd, an ongoing dispute that has become complicated and with intimidation and threatening behaviour added to the mix. We have done a lot of work to try and solve the issues but with only a little success so far. Police and ASB co-ordinator also involved.

Charles Avenue has still ASB reports stemming from one address.

Swanfield Park and Grailingwell also have some low level ASB we are patrolling on a regular basis.

We have done more patrols around a block of flats in Elizabeth Road due to some ASB and drug use. Reports have been frequent from a couple living there, who are also reporting to the police which is very helpful.

A serious incident of knife crime on the Whyke estate has had the locals extremely worried and although we weren't involved with the incident itself, we have done a lot of reassurance work since. Trying to assure residents that it wasn't just a random attack on a member of the public.

We had a call from a lady complaining that her neighbour was feeding chicken remains to the seagulls and it was making a horrible mess. She is reluctant to report this to environmental health as she is afraid of a face-to-face conflict with the neighbour. And didn't want us to call and have a word. There's nothing we can do to help unless we can speak to people or go through the right channels.

AGENDA ITEM 11

A lady from Whyke contacted us to ask about joining the speed watch scheme as a volunteer. She was concerned about speeding on Whyke Rd.

Fly Tipping – there seems to be quite a bit of building and vehicle parts.

We have had a couple of complaints about the clothing bank in the market car park, it seems always to have piles of rubbish and old clothes around the back of it, it obviously needs the company who run it to maintain it properly.

General patrols continue as usual and we have been doing some cover for Bracklesham as warden Dawn is unwell.

The Swanfield Park event would have been lovely if not for the torrential rain that spoiled the afternoon. Still, we can't do anything about the weather sadly.

Hopefully the other summer events will be better.

Thank you for your continued support, Carol and Jon

Chichester Council Report September 2025

Chichester West

Here is a brief overview of the past few months:

- It has been a very busy summer attending and helping out with numerous community events: Chichester Baptist Church fun day, Summer Fayres, Residents Association Garage Sale and Open Gardens events, Emergency Services and Community Fun day, Food Forum and community cooking demonstrations in conjunction with Arun and District Food Partnership (with local chefs to help people learn how to cook nutritious, affordable meals).
- Warden cover in Bracklesham/East Wittering, including community fun day.
- Numerous scams via text including supposed Winter Fuel Payments sign ups and Parking fines. I continue to give regular talks and give advice on what to look out for and how to avoid them.
- Completed training courses on Rogue Traders, Safeguarding, Fire Awareness, Cuckooing, CSE.
- UK Harvest events regularly attended that help reduce food waste and also deliver inexpensive bags of foodstuffs to struggling households.
- I have done two more successful applications for Attendance Allowance for elderly, vulnerable residents. Also advice given to a resident about Universal Credit issue.
- Complaints about noise nuisance, neighbour disputes including anti-social behaviour. Liaised with Hyde Housing.
- I have been contacted by residents of both Lavant and Fishbourne with various problems/issues. Advice given as to what to do and who to contact.
- Concerns about a dog's wellbeing and constant barking. Visit and advice given.
- Problems with children/youths using catapults to shoot birds and squirrels. This has been an issue in a lot of areas and Police involved.
- Electric bikes and scooters continue to be a problem, also cyclists riding at speed along Centurion Way endangering walkers.
- Visit to Manor Barn nursing home where we had a talk from a local solicitor on Wills and Probate.
- Spent an afternoon helping a severely disabled wheelchair-bound resident who was finding it difficult to manage his garden. Cleaned, pruned and tidied and collected rubbish for disposal. I have contacted Hyde to clear rubbish and overgrown vegetation from the side of his bungalow as it was becoming very difficult get access to his side gate in his wheelchair.

Thank you for your continued support

Chichester City Ambassador Operational Report - August 2025

Please find below an overview of the Chichester Ambassador service level performance.

Key stats from 1st June 2025 to 31st July 2025

- **1445** x high visibility patrols conducted in the individual shops / locations / streets
- **383** direct business interactions – introductions or support
- Attendance or support at **40** shoplifting incidents
- Attendance or support at **8** Anti-Social behaviour incidents
- Gave Assistance to the Public through advice or help **64** times
- Welfare checks on shop staff post shop lifting incidents – **7**
- DISC reports submitted – **22**
- Attended other miscellaneous incidents - **235**

Key points

- Ambassadors are now out in the city for 5 x 6 hour shifts a week, as opposed to 3 shifts a week. This new shift pattern has been worked into the 2025/26 Chichester BID budget.
- Ambassadors are now regular attendees at the Chichester District Council JAG meetings.
- Ambassadors regularly attend security walk throughs to inform and understand key hotspots in the city with other stakeholders.
- Key support / attendance at public events – Trinityfest, Gala Day, Summer Street Party, Beatz in the City.

Examples of type of support given during this period:

1. Attending sites where beggar harassment has been an issue and referring individuals to Stone Pillow.
2. Administering First Aid to pavement fall injuries
3. Directing and helping visitors who are not familiar with the city
4. Illegal traffic redirection in the precinct
5. Recovery of stolen goods from retail theft where possible
6. Supporting shops when they experience anti social behaviour from the general public
7. Continued regular attendance at key theft and ASB hot spots - Co Op East Street, TKMaxx, M and S (both sites), Tesco Express, Sports Direct, H and M, New Look and Eastgate Square.
8. Replenishing of 42 car park map dispensers regularly.

Helen Marshall
Chair / CEO Chichester BID
August 2025

AGENDA ITEM 12

Report for Community Affairs Committee meeting 4th September 2025 from
Friends of Chartres

The Four Cities Event as part of the Festival of Chichester when Dr John Mason the well-known local astronomer gave a talk about the European contribution to the exploration of space was a great success. The members of the audience were obviously fascinated to learn about the work of the European Space Agency and what we now know and what we still do not know about our solar system and the universe beyond.

Back on earth it has been a quiet time for the association during the summer holiday period but our two language circles hold their first meetings of the season this month. We are particularly hoping to welcome some new recruits.

Our now traditional meeting at the Fishbourne Centre when we play boules and then have a quiz accompanied by a fish and chip supper will be taking place again on Sunday 8th September and will give members the opportunity to get together again after the holidays.

The autumn season of our Cineclub meetings when we get together to watch French films is in the planning stages.

For a number of years we held our Christmas soiree in the Sherbourne Room of the Bishop's palace but this year we having a change and will hold it in St Johns Chapel in St Johns Street Chichester. Further details will be available soon.

Looking forward we are planning a talk about the Resistance during the war as well as our Annual Dinner after Christmas.

Next year it will be our turn to visit Chartres and we already have the dates from 30th April to 4th May arranged. For many years we hired a coach here and went with it on the ferry. This also meant that it was available for the day trip which has always been a feature of the exchange visits. The cost of doing this has become prohibitive so last year most people took the Eurostar and having crossed Paris from one station to another took the train to Chartres. This was tiring and not without its anxieties. Next year therefore we are planning to go as foot passengers from Portsmouth to Caen/Ouistreham and then hire a coach to take us to Chartres. We will then hire it again for the day trip and this will avoid the cost of a coach on the ferry and the cost of the driver and any problems of hours and accommodation.



Past Events

The Malta High Commissioner HE Stephen Montforte and his wife visited Chichester in the morning of the 19 June and were greeted by the Deputy Mayor James Vivian in the Mayor's parlour. This was followed by a guided tour of the Cathedral by Anne Scicluna and then lunch. His talk in the Council Chamber in the evening was entitled "A Medics View of the Ties between Chichester and Valletta" which was most interesting.

Following his visit a group from the Friends of Valletta were invited to the High Commission in London to meet the Archbishop of Malta to continue to discuss establishing links with the Cathedrals of Valletta with the Cathedral here in Chichester as proposed by Bishop Martin.

The Friends, together with the other three twinning associations, were present at the Festival Gala held in Priory Park on Saturday 28 June where they met many members of the public.

Dr John Mason, Principal Lecturer at the Planetarium was our guest speaker at the Four Cities event in support of the Festival of Chichester held in the Assembly Room on Monday 7 July entitled "Europe Blasts off into Space", when he explained the major role that Europe is playing the various space programmes.

Future Events in 2025

On Thursday 16 September David Vassallo will be giving a talk entitled "The Great Siege of 1565" at 7 pm in the Council Chamber.

The Annual Diner will be held at the College on Thursday 23 October at 6 for 6 30 pm.

The film "Mata Story" will be shown at New Parks in November. Date to be confirmed.

The AGM of Friends of Valletta will be held on Wednesday 3 December in the Council Chamber at 7 pm.

Membership

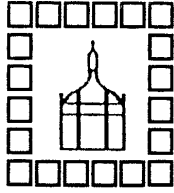
We have a total of 75 members including both Annual and Life Members.

General

Anne prepares issues of the Melita newsletter every two months for members with interesting articles from various sources as we are concerned to keep in touch with our members and she is always keen to receive new material.

Graham Pound

Chairman Friends of Valletta



FRIENDS OF RAVENNA

CHICHESTER

Friends of Ravenna Report for the Chichester Community Affairs Committee on Wednesday 4 September 2025

Programme of Events 2024 - 2025

We had a very busy June 2025 with a visit to the Chichester Cinema @ New Park where we had a talk entitled 'A Precious Moment' which was about Neo-Realism in Italian films. This was followed by the film 'Umberto D', described as one of the most poignant and moving stories ever told on film. We will head back to the cinema for another evening in February 2026!

The **Ravennati visit of 2025** took place 25-29 June. It began with the Civic Reception where the Mayor, Councillor Sean McHale warmly welcomed our 15 Italian visitors. We had very positive feedback on their rather full programme which included outings to Jane Austen's house museum and Osborne House on the IOW as well as a Chichester city tour and time spent at the Chichester Gala. There was also a visit to Philip Jackson's studio. The 'finale' was a concert in St George's Church, Whyke where we hosted two wonderful Italian musicians from Ravenna, the flautist Matteo Salerno and a classical guitarist Andrea Candeli, who performed a fantastic 'all around the world' medley of music which included opera, tango and film pieces. They received a standing ovation from the 100+ people present!cv On the last morning, the group visited Midhurst to see Philip Jackson's Dante sculpture before heading off to Heathrow.

Programme of Events 2025-2026

We will begin our new year with the AGM on Monday 22nd September, chaired by the Mayor, Councillor Sean McHale. This will be followed by the election of a new Chair and Vice-Chair and a talk by one of our members, Alastair Alexander, entitled '10 Italian scientists'. In the next few months, we have planned:

Thursday, 16th October: Philip Jackson ('Italian influence in my sculpture')

Thursday 13th November: Lucy Whittaker ('Painted Love: Renaissance Marriage Portraits')

Thursday 11 December: A Christmas Party with the Chichester University Big Band

The 4 twinning associations working together

We enjoyed participating in the Four Cities Evening Event on 7th July with the talk 'Europe Blasts off into Space' by Dr. John Mason of the Chichester Planetarium

Membership of Friends of Ravenna

We have been receiving subscriptions for the new 2025-26 year. The total approximately 200 members.

Jacky Storey
Chair Friends of Ravenna
Friday 29 August 2025



Report to: Chichester City Council - Community Affairs Committee
for its Meeting on Thursday 4th September 2025

From: Paula Chatfield, Chair of Chichester Tree Wardens

Date: 25th August 2025

Since we last reported (26th May), Chichester Tree Wardens' volunteer activities to promote trees and encourage protection of and planting trees include:

- Monitoring our **hedge planting project** beside the bunds at the western end of the greenspace at the top of Sherborne Road. Due to the location and the thick layer of mulch we were able to apply, our strategy was not to water routinely; watering has taken place twice. Most of the tree whips appear to have survived; some have died back and we hope will benefit from groundwater levels recharging over winter. We will learn from the pattern of survival that emerges.
- **Donating almost 300 baby trees** not required for our project to Chichester Community Development Trust who organised hedgerow planting at Keepers Green on 26th June with volunteers from Seaford College. Half the trees were planted, and the other half were taken away by a gardener to keep them heeled in and watered until they can be planted at a later date. As the trees are cell grown they can be planted at any time in the year, although to support the trees in the summer the ground was prepared by rotavating the soil and we understand watering will take place weekly to ensure the trees thrive.
- Continued **encouragement of Summersdale Residents' Association's** street tree planting efforts. (Tree Warden Ray is also a long-time volunteer with SRA.) SRA has funded a further 6 roadside trees at a cost of £1500 for winter 2025/26 planting season using West Sussex County Council's [Donate-a-Tree scheme](#). The donation represents approximately half of the cost to WSCC, including an annual maintenance visit in each of the first 3 years. Successful tree establishment relies on volunteer waterers (Ray personally waters a lot) with years like this year necessitating a weekly soak of 50 litres per tree from as early as late March and still ongoing. The cut-off for donations for planting next season passed at the end of July; new requests will be ordered for planting winter 2026/27.
- **Observing the community response to felling of a Monterey pine** at the southern corner of Cedar Drive's junction with Parklands Road which took place over several days in the week commencing 14th July. This is a prominent corner with pedestrians often passing, so it was good to have been forewarned (last November) that the tree was on the list to fell. A fungus signifying internal decay affecting its roots was identified on inspection by the relevant WSCC tree professional, giving concern about future risk of the tree falling. We were in turn able to forewarn at least some of the local community by using Facebook (with locals telling neighbours), avoiding much of the shock and grief experienced when the tree fellers move in. Local residents posted photos recording the felling throughout the week, voicing their sadness and acceptance. West Sussex County Council expect to plant a hornbeam as a replacement, as this is not susceptible to the same fungus. Not all felled trees are replaced by WSCC due to budget restrictions; the prominent location of this tree coupled with several people indicating their willingness to water a new tree, helped give WSCC confidence to prioritise replanting. (Photos included on page 3 illustrate the impact of the tree's loss.)
- We delivered 3 events as part of the **Festival of Chichester**, including Ray and I supporting the [Day of Discovery at Brandy Hole Copse](#) on 25th June (we are both on the Committee; I organised it wearing that "hat" so will not report further here).

AGENDA ITEM 12

- Our **Explore Trees in Jubilee Gardens** event (9th July) was completely sold out (25 guests) and we were able to accommodate a handful of extras by adding a third guide. In all, 4 of us volunteered to deliver this event, which was sponsored by Chichester Quakers. The format of assembling at their Friends Meeting House, going for an early evening stroll to look at and talk about trees, and returning to the Meeting House for refreshments and chat, seems to work well.
- The preparation for that event has been put to good use with the creation of some **new webpages for Jubilee Gardens**, which turn out to be generally overlooked in history books and not even mentioned on Chichester District Council's website! Our research revealed it to have been the new public "Recreation Ground" in 1887, when Priory Park was still the private domain of paying subscribers. In early 1888, the Chichester Observer referenced the annual report of the medical officer: "Within the past 12 months... the fosse and glacis outside the city wall where it bounds the Priory Park on the east, have been tastefully laid out and planted. They will form an agreeable and ornamental adjunct to the ground beyond the New road, which has also been acquired for the city, and is in process of formation with a recreation space." What we have found out so far and had time to present can be found from <https://www.treesinchi.org/jubilee-gardens> . In time we hope to list and map every tree there.
- **Discover Community Orchards** on 15th July, was a Chichester Tree Wardens collaboration with Transition Town Chichester and others. The event had a drop-in format (no need to book) and coincided with the day the heat broke – risk of rain and incredibly windy! Whilst relatively less well attended, those that did attend found it really useful and a basis for future involvement with community orchards generally.
- Tree Warden Clare has agreed to **help the Friends of Bishop's Palace Garden** update its tree list and expand engagement with the Garden's trees. Clare steps into the tree support role left vacant by the retirement of former Tree Warden Brian Hopkins.

We have also learnt of **our impact on the Local Plan Review**, with the publication of the Inspector's report at the end of July. Whilst we did not have the resource to keep track of/speak at the Examination in Public process, we did submit Written Representations to the preceding Consultation. Our efforts to persuade CDC/the Inspector of the need for a [Trees and Woodlands Strategy](#) did not succeed, but several minor amendments were incorporated. Of particular note was the acknowledgement of the role of trees in cooling via transpiration (trees releasing water through their leaves, as a natural form of an air conditioning unit) and the recognition that trees can be heritage assets (Policy P9, paragraph 6.52: "There are a high number of non-designated heritage assets which comprise much-cherished local elements of the area ranging from historic street furniture to locally important historic buildings **and trees**. They may be identified during the development management process or during conservation area character appraisals, emerging Neighbourhood Plans and where assessing potential urban and rural development sites.")

It has been a very busy few months, with all sorts of enquiries to field/things to follow up and some concerning loss of/threats to trees. We have tried to ease off over August to give our volunteers a break.

Things remaining on our "To Do" list include:

- Following up the opportunity to replant one or more of the concreted-over tree pits alongside the Cathedral on West Street. (As the Cathedral celebrates its 950th anniversary, the surviving limes near their 200th anniversary.)
- Pressing for succession planting of the felled robinia at the junction of East Street and St Martin's Street. The loss of this tree was remarked upon in an [article in the Chichester Observer](#) published 26th May 2025 and prompted by a letter from an 85-year-old resident. She wrote "Without the green

of trees it is easy to see just a barren motley collection of bricks, albeit with some redeeming inherent features. Something is missing and less relaxing without them." Shortly after her letter was published, WSCC as highway authority managed to remove the stump (a job complicated by the heavy iron grille through which the tree had managed to grow). When I was there earlier this month, the space remained cordoned off – no tree, no benches. Whilst we wait for an outcome to the project to renew the city centre pavements, and the delivery of more trees in the ground to improve our experience of the place, this is the perfect spot to replant this winter. By doing so, the project planning and delivery team can trial the ground investigations and practicalities needed to create proper tree pits in a key position where a tree has already proven it can grow, and a new tree can get a head start in the hope that we will never be in a position where there is no tree there at all (the tree outside M&S will not last forever). The last time this spot was treeless was mid 1970s - postcards showing East Street newly pedestrianised show the equally new trees.

This year’s Greener Screen series at the New Park Cinema (a collaboration between the Cinema and Transition Town Chichester) includes “Happy Man Tree”, a film about an inspiring campaign to save a much-loved London street tree from felling to facilitate development. Awarded Tree of the Year for 2020 by the Woodland Trust, sadly the tree was still felled, but we hope you’ll be tempted by the Cinema’s promise “This charming grassroots-style film, which has touched hearts, will have you rooting for the swaying, stoic tree and the preservation of urban nature.” There’s a single screening on the evening of Monday 29th September, details [here](#).

[National Tree Week](#) takes place 22nd-30th November 2025. We will be supporting this with public outreach at the Green Hub stall at the Farmers Market on Friday 7th November as we head into tree planting season.

With best wishes,

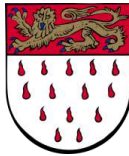
Paula
(tel. 07788 140698; email paula@parklands-chichester.org)
www.treesinchi.org



Monterey pine at the junction of Parklands Road and Cedar Drive in Parklands on 11th November 2024 (left) and 28th July 2025 (below). The landmark impact of this tree was brought home to me when I nearly missed the turning whilst driving! I’d no idea that I’d subconsciously been using it for navigation.

Contractors will complete the removal in due course, using a grabber lorry with crane to support the stump whilst it is cut, and taking the remaining pieces of trunk for disposal. What’s left of the stump will be ground to leave the site clear for replanting. There is local interest in the timber being used in some way, e.g. informal seating, which would need to be arranged.





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)



Chichester City Council

Terms of Reference Community Affairs Committee

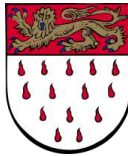
1. The Community Affairs Committee is constituted as a Standing Committee of Chichester City Council.
2. The Committee composition shall be a minimum of three and no more than six Councillors as voting members not less than three members of the group constituting a quorum.
3. The Mayor shall be ex-officio members of the Community Affairs 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 Community Affairs Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Community Affairs Committee shall meet at least four times per year and the dates shall be included in the Schedule of Meetings.
8. 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.
 - l. Monitoring of new project and initiatives put forward by this committee.
9. The recommendations and decisions made at the Community Affairs 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)

AGENDA ITEM 14

- 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
10. The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
11. 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
12. All correspondence shall be conducted through the Town Clerk wherever possible.
13. 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

Application Form for Large Grants and Community Grants.

Please complete only the sections of the form required for your application. Please read the guidelines and the City Council Grant funding policy before completing the form. If you need any assistance, please call 01243 788502 and ask to speak to the Communities Officer, who will be happy to assist.

1. CONTACT DETAILS OF YOUR ORGANISATION

Full name of organisation:							
Date organisation was established:		Contact Details:					
Type of organisation (tick one box):		Title:	Mr	Mrs	Miss	Ms	Other
Registered Charity		Unregistered Charity		Full Name:			
Society		Community Interest Co.					
Community Group/Club		Other (please provide details)		Position in the organisation:			
Company or Charity? Please provide the Registration Number:							
Telephone Contact Details:							
Home							
Mobile							
Work							
Official Address of the organisation:			Contact Address (if different):				
Postcode:			Postcode:				

2. DETAILS ABOUT YOUR ORGANISATION

Please help us understand what your organisation does and how it functions.

How many of the following are involved in your organisation:

Full Time Staff		Part Time Staff	
Trustees		Volunteers	

What is your organisation's vision, aims and objective?

Please provide us with a copy of your constitution and Business Plan if you have one.

(Max 200 words)

Please provide financial details about your organisation.

Please provide the following information from your previous year's accounts and a copy of your latest annual report:

Total Income:	£	Total Expenditure:	£
Total amount held in Reserves:	£	*Unrestricted Reserves:	£

**Unrestricted reserves are funds that are not earmarked for specific projects or purposes and do not have specific conditions attached to their use.*

3. SUPPORT REQUESTED

Please indicate the grant scheme you are applying for and the amount of funding requested:

Please note, you can only apply for one scheme per grant application.

Large Grants		Small Grants		Amount of Funding Requested

For Large Grants only, please indicate the amount of continuing funding you are applying for in each financial year:

2024/25		2025/26		2026/27		2027/28	
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Please describe what you will use this funding for?

What needs will this funding help you address in the community of Chichester City?

What difference will this funding make to the people who use your project/service?

How many people will benefit from this funding?

4. BUDGET & MANAGEMENT

Total project/initiative/annual core costs:

Please provide a budget sheet for the project/initiative/annual core costs or break down the costs in the box below:

Please explain how you will measure and report on the difference this funding has made:

5. FURTHER INFORMATION

What has your group done to raise finances so far this year?
Has your organisation applied for any other funding from other sources? If so, please give details of where you have applied, how successful you were and how much was given.
Does the applicant, whether as individuals or as an organisation, have a connection to or relationship with Chichester City Council, its staff or its Councillors?
<input type="checkbox"/> Yes (see below) <input type="checkbox"/> No
If yes, please describe the nature of the connection or relationship below:
<input type="checkbox"/> Councillor <input type="checkbox"/> Employee <input type="checkbox"/> Personal relationship with Councillor or employee, e.g. spouse/partner, brother, daughter, son-in-law <input type="checkbox"/> Colleague <input type="checkbox"/> Supplier/contractor <input type="checkbox"/> Other (please describe _____)

Please feel free to continue any part of your application on another sheet of paper if necessary, clearly marking the section it relates to. Thank you.

Note applications will not be valid without the final, signed declaration below.

- I confirm that the group named on the front page of this document has authorised me to sign this declaration on their behalf.
- I certify that the information given in this application is true to the best of my knowledge.
- I declare that should a grant be awarded, the money will be used solely for the purposes outlined in the application.
- I understand that should the proposed the project/initiative not proceed, any grant funds awarded must be returned to Chichester City Council within 6 months of the proposed project end date.

By signing this form, you agree that Chichester City Council may hold the information in this application, including contact information, for the purposes of processing your application and the ongoing management of the grant in the event it is awarded to you. The information will be held in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR) and will not be shared with any other organisation unless it is required for the grant process or we are required to do so by law.

Further information can be found on the City Council's website here:
<https://chichestercity.gov.uk/terms-conditions/>

Signature:		Date:	
Name:		Organisation:	

Checklist

AGENDA ITEM 14

Please ensure you have included the relevant supporting information:

<u>Item</u>	<u>Enclosed</u>
Copy of your constitution/terms or reference/operating document	
Copy of business plan (if available)	
Copy of your most recent annual report (if available)	
Copy of your event insurance (if relevant)	
Copy of your safeguarding policy (if you work with Children or vulnerable adults)	
Copy of your safeguarding risk assessment (if you work with Children or vulnerable adults)	
Copy of your Health and Safety policy	
Additional information required for information Large Grant Applications	
Detailed business plan covering period for which funding is requested	
Copy of insurance certificate and schedule	
Additional information required for Community Grant Applications	
Simple business plan outlining project or initiative for which funding is being requested	
Copy of insurance certificate and schedule	

Please provide details of the bank account funds should be paid in to in the event of a successful application:

Account Name	
Bank Name	
Sort Code	
Account Number	

**SUBMITTING A DISCRETIONARY GRANT APPLICATION
GUIDELINES AND TERMS
EFFECTIVE FROM 28 FEBRUARY 2024**

Chichester City Council's Community Affairs Committee considers grant applications at its meetings throughout the year. Please see the City Council website for details of the [meeting calendar](#).

Any applications for funding to the City Council should be made after reading the City Council Grants and Free Use policy.

Discretionary Grants fall in to three categories:

1. **Large Grants**: Up to £5,000 per year for core costs for a maximum period of the current Council term. *(The current Council term ends in May 2027, so applications for funding beyond FY27-28 will not be considered within this Council term).*
2. **Community Grants**: Up to £3,000 for one-off projects, events or activities.
3. **Free Use**: Each organisations can apply for up to 20 hours per annum free use of Council facilities.

All projects applying for grant funding should aim to fulfil one or more of the following **four key strategic objectives**:

1. Create a vibrant, active and thriving community: To create a safe, socially inclusive and caring community which embraces all residents and visitors, irrespective of age, gender, culture, income, race or religion.
2. Fill Gaps in the City's infrastructure: To ensure residents and visitors have access to amenities, activities and services that allow them to live life to the full and experience the best of the City.
3. Preserve the City's heritage: To preserve the City's unique heritage, whilst making sure it remains a dynamic, modern and exciting place to live, work and visit for all generations.
4. Improve the environment: To create an environment that supports a high quality of life and makes space for nature, leaving it in a better condition for future generations.

They should also demonstrate how they will help meet the **City Council key policy priorities**:

1. The Council has declared a Climate Emergency and pledged to reach net zero carbon emissions by 2030
2. The Council is committed to equality of opportunity for all
3. The Council is committed to strong health and safety provisions.

For example, this could include proposals to avoid the use of plastics and disposables in any events being run, and demonstrating how accessibility and inclusion are being facilitated in activity and service delivery.

Completed applications will be assessed against the following considerations, prior to presentation to the Community Affairs Committee:

- **Alignment with Council strategic objectives and policy priorities**
- **The potential for a positive impact of the project in the Parish.** Including expected outcomes and number of residents/organisations engaged or supported by the proposals.
- **The sustainability of the project.** What local commitment is there to its delivery, and on-going support once the Grant funding ends?

- **The level of financial contribution.** How is the project funded, what is the level of local financial support, what other funders are committed?
- **Value for Money.** Projects must demonstrate the appropriate use of public funds.
- **The expected benefit of the proposed project**
- **The evidence of community need**

Large Grants of over £3,000 are intended to support community groups delivering key services that benefit the residents of the city and that align with the City Council's strategic objectives. A representative of the organisation will be required to attend the Community Affairs Committee meeting at which it is being considered to give a short presentation and to answer Committee Members' questions.

Large Grant Applications will be considered and determined if:

1. the community organisation applying for a grant is a not for profit organisation
2. the organisation has a separate bank account held in its own name with at least two non-related signatories
3. the organisation's activities benefit the residents of, visitors to and those that work or study in Chichester
4. a detailed Business Plan outlining why a grant should be awarded is attached to the application
5. a copy of the latest Audited Accounts or an Income & Expenditure Sheet for the financial year is attached to the application
6. a copy of the organisation's Insurance Schedule is attached to the application
7. a grant submitted for activities, services or events that involve young people or vulnerable adults has a safeguarding policy and risk assessment attached to the application
8. the organisation is willing to sign a service-level agreement with the City Council
9. the Council will consider partnership or consortia-based funding bids from multiple organisations. In these instances, the total funding applied for may be aggregated across all organisations – so for example a partnership of three organisations could apply for £15,000 of funding per year (3 x £5,000) for up to four years. In these circumstances, the partnership will have to provide evidence of effective governance arrangements and nominate a lead partner to hold the funds.

Community Grants of up to £3,000 are intended for smaller, one-off projects, events or activities and awards are assessed on this basis.

Community Grant Applications will be considered and determined if:

1. the community organisation applying for a grant is a not for profit organisation
2. the organisation has a separate bank account held in its own name with at least two non-related signatories
3. the residents of Chichester benefit from the organisation
4. the grant is intended for equipment or capital purchases or for staff and supporting infrastructure funding for a specific and finite project
5. a simple Business Plan outlining why a grant should be awarded is attached to the application
6. a copy of the latest Audited Accounts or an Income & Expenditure Sheet for the financial year is attached to the application
7. a grant submitted for a specific event being held within the next 12 months has a copy of the Event Insurance Schedule attached to the application
8. a grant submitted for activities, services or events that involve young people or vulnerable adults has a safeguarding policy and risk assessment attached to the application

9. the Council will consider partnership or consortia-based funding bids from multiple organisations. In these instances, the total funding applied for may be aggregated across all organisations – so for example a partnership of three organisations could apply for £9,000 of funding (3 x 3,000). In these circumstances, the partnership will have to provide evidence of effective governance arrangements and nominate a lead partner to hold the funds.

Free Use Applications are intended to support small charities and grass roots organisations and will be considered and determined if:

1. the community organisation applying for free use is a not for profit organisation
2. the residents of Chichester benefit from the organisation
3. The activity takes place in a hireable room at the Council House during normal office opening hours
4. No more than 20 hours of Free Use per organisation is requested in any financial year
5. The activity for which Free Use is being requested is a private meeting or a free-to-attend public event

At the discretion of the Community Affairs Committee, applications by organisations may be declined for a number of reasons which may include:

- the organisation has been in receipt of a Community Grant in more than one of the previous three financial years
- the amount being applied for is in excess of £5000 in any given financial year
- the applicant is a business or commercial enterprise

Discretionary Grant Applications will not be considered if:

- the application is received from a political organisation
- the application is received from a lobby group
- the application is applied for retrospectively
- the application is for a commercial or business enterprise

Only in exceptional circumstances, and at the discretion of the Community Affairs Committee; would any of the above criteria be re-considered.

Chichester City Council will require the successful Grant Applicants to agree to the following:

1. bank details are to be supplied to enable the grant money to be paid electronically into the organisation's account
2. Chichester City Council is acknowledged as prominently as appropriate in any literature produced in connection with the organisation or project funded by the Grant. Requests to use the City Council's crest and branding should be submitted in writing in advance of publication of any publicity materials
 - 2.1.1. **for Large Grants and continuing funding** - the organisation should prepare and submit an annual monitoring report to Chichester City Council's Community Affairs Committee detailing how the grant has supported their activities the outcomes achieved and their plans for the coming year.
 - 2.1.2. **for Community Grants up to £3,000** - the organisation will prepare and submit a grant monitoring report to Chichester City Council's Community Affairs Committee within 12 months of receiving funds detailing how the grant was expended and the outcomes achieved.
3. any requirement to vary the project or spending as outlined in the original application is to be authorised by Chichester City Council in advance of the variation occurring. Any such variation is at the discretion of the Community Affairs Committee.

4. any Grant monies spent on items not specified in the application and not subject to an approved variation to be repaid to the City Council.
5. that the project specified in the Grant application be implemented within 12 months of receiving the Grant unless extenuating circumstances were agreed at the time the Grant was awarded and attached to the Grant as a Condition of Award.
6. if it is not possible to complete the project specified in the application within the initial 12 month period and there is no Condition of Award; the Community Affairs Committee has the discretion to extend this. Any such variation must be applied for in writing in advance of the expiry of the original 12 month deadline.
7. further extensions are at the discretion of the Community Affairs Committee and must be applied for in writing in advance of the revised deadline.
8. after 12 months, if the Grant has not been expended and no extension has been granted; the City Council will require the grant money be returned in full.
9. ***if an organisation breaches these Guidelines or any Conditions attached to the Grant at the time of it being awarded, that organisation may, at the discretion of the Community Affairs Committee, be required to repay the Grant to the City Council in full.***

APPLICATIONS FOR ALL GRANTS – ADDITIONAL GUIDELINES AND TERMS

General Requirements

Applicants must:

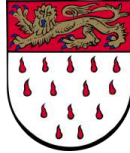
- Complete all sections of the application form. The form has been designed in recognition that the level of detail expected is proportionate to the amount of funding being requested.
- Describe the project, facility or service for which funding is sought, including the intended outcomes.
- State the amount of funding sought, including costings of the project/service, and the governance arrangements to monitor the spend and progress of the project.
- Supply all requested supporting information and documentation.
- Only spend a successful award on the purpose applied for.
- Notify Chichester City Council as soon as possible should a grant or any part of that grant, not be required.

Where the project involves building projects or land use, applicants must also:

- Obtain appropriate permissions from owner and submit evidence of this with the application.
- Normally, obtain planning permission, building regulation or statutory consent before an application is submitted if applicable.
- Provide a full breakdown of costs.

Process

Applications must be received at least 20 working days in advance of the next Community Affairs Committee meeting. If required, the Committee may request that the applicant give a presentation at the relevant Committee Meeting. Applicants will be informed of the outcome of their application within 10 working days of the meeting.



Chichester City Council

AGENDA ITEM 14

**CHICHESTER CITY COUNCIL
GRANTS AND FREE USE POLICY**

1. SCOPE OF THE POLICY

- 1.1. Chichester City Council recognizes the hard work of the many organisations that help improve and enrich the Chichester community. The City Council is committed to supporting such organisations in their work and allocates sums each year to provide assistance in the form of grants and in-kind support through free use of Council facilities.
- 1.2. The following policy sets out how the City Council considers and makes grant awards and enables the Council to make an informed assessment of grant and free use applications, so that decisions from the grant budget are made in a way that is both fair and transparent.

2. WHAT AND WHO IS COVERED BY THE POLICY

- 2.1. The policy covers all grant and free use awards made by the City Council. Grant and free use are defined as follows:
- 2.2. Grant – any payment made by the City Council to be used by an organisation for an activity or service (not directly controlled or administered by the Council) in the furtherance of the well-being of the local community,
- 2.3. Free use – any use of Council hireable rooms which would usually attract a fee, but instead of charging the hirer, the Council charges itself, paying the hire costs from its grant budget.
- 2.4. The policy covers all current and potential grant and free use applicants and recipients, eligibility for which is defined below.
- 2.5. The Council currently operates three grant / free use schemes:
 - a) Community Grants Scheme (up to £3,000)
 - b) Larger Grants Scheme (between £3,000 and £5,000 per year for up to four years)
 - c) Free Use Scheme

3. LEGAL FRAMEWORK

- 3.1. Grants from City and parish councils are usually made under the powers given to them by s137 Local Government Act 1972, which places a statutory limit on the total amount that can be given by the authority in any one year (for 2019-20 this was £8.12 per elector). It also limits the giving of grants solely for purposes that (a) bring a direct benefit to all or some of the inhabitants of Chichester, and (b) is commensurate with the direct benefit the inhabitants receive.
- 3.2. However, under the powers of the Localism Act 2011, the City Council has adopted the General Power of Competence. This, in essence, removes the cap and restriction in the amount that can be given in grants, and the purposes for which the grants can be given. However, there are still some statutory restrictions (i.e. grants to the Church) that the Council is still required to observe, and s137 is still a useful benchmark against which to assess applications.

4. POLICY STATEMENT

4.1. Eligibility

- 4.1.1. Organisations are eligible to apply to any of the Council's grant or free use schemes, as applicable, if they meet the following criteria:
 - a) They are a local charitable or not-for-profit organisation, providing services or carrying out activities or projects that directly benefit the Chichester community;

- b) Weight will be given to applications that deliver against the Council's strategic objectives and demonstrate how they will meet the key policy priorities.

City Council key strategic objectives:

- i. ***Create a vibrant, active and thriving community:*** To create a safe, socially inclusive and caring community which embraces all residents and visitors, irrespective of age, gender, culture, income, race or religion.
- ii. ***Fill Gaps in the City's infrastructure:*** To ensure residents and visitors have access to amenities, activities and services that allow them to live life to the full and experience the best of the City.
- iii. ***Preserve the City's heritage:*** To preserve the City's unique heritage, whilst making sure it remains a dynamic, modern and exciting place to live, work and visit for all generations.
- iv. ***Improve the environment:*** To create an environment that supports a high quality of life and makes space for nature, leaving it in a better condition for future generations.

City Council key policy priorities:

- i. The Council has declared a Climate Emergency and pledged to reach net zero carbon emissions by 2030
 - ii. The Council is committed to equality of opportunity for all
 - iii. The Council is committed to strong health and safety provisions.
- c) In the case of a regional or national organisation, where they can demonstrate that the funding will ringfenced for use specifically to benefit the Chichester community.
- d) The amount of funding or free use is commensurate with the benefit provided to the Chichester community.
- e) For grant funding, the amount requested should not exceed 50% of the total cost of the service or activity; and
- f) The work of the organisation and the funded activities or services complement the values and aims of the City Council.
- 4.1.2. The Council will neither fund nor provide free use for (as applicable) the following:
- a) Individuals;
 - b) Political groups (other than free use of meeting rooms for political groups of the City Council for private meetings relating to Council business);
 - c) Activities promoting specific religious beliefs;
 - d) Any works on property relating to affairs of the church or an ecclesiastical charity;
 - e) Activities that do not complement the aims and values of the City Council;
 - f) Projects completed before the application has been considered;
 - g) Projects that cannot demonstrate a direct benefit to the Chichester community;
 - h) Organisations that have a disproportionately high level of uncommitted reserves;
 - i) Repayment of loans; or
 - j) Costs for service, equipment, or provision incurred before the grant is awarded.

5. GRANTS

5.1. Applications

- 5.1.1. All applicants are required to complete the relevant application form, including supplying any requested supporting documents. Incomplete applications may not be considered.
- 5.1.2. All applicants are advised to contact the Council to discuss their proposals prior to submitting an application. For larger grants, a meeting may be arranged between the Council and the applicant before the grant is determined by the Committee, to address any questions members may have.
- 5.1.3. Applications may be for running costs or capital expenditure.
- 5.1.4. Community grant applications of up to £3,000 will be considered by the Council's Community Affairs Committee at their quarterly meetings in March, June, September and December and will be accepted throughout the year on a rolling basis.
- 5.1.5. Larger grants of £3,000 to £5,000 for continuing funding will be considered once every Council term by the Council's Community Affairs Committee at the December meeting following the May election. Funding awards will be paid the following April and for the subsequent three years. The closing date for larger grant applications is 1st November in any full City Council election year.
- 5.1.6. From time to time, the Council may choose to re-open the Larger Grants scheme to applications. These will be notified on the City Council website, including details of the amount and duration of funding available and the application deadlines.

5.2. Grant conditions

- 5.2.1. Any successful applicant will be required to provide proof of expenditure relating to the grant; signed accounts for the year(s) covering the period of funding; and periodic reports on the progress of the activity.
- 5.2.2. All successful applicants will be required to display the Chichester City Council 'Supported by' logo on all promotion for a supported activity or service and acknowledge the Council's contribution in any press releases or other announcements about the activity or service.
- 5.2.3. Any grant amount not spent within a prescribed period will be repayable upon request.
- 5.2.4. Grants can only be used for the purpose stated in the application. If an organisation wishes to vary how the grant funding is spent, they must seek approval in writing to the Council.
- 5.2.5. Organisations are responsible for ensuring they comply with all applicable statutory and other legal requirements.

5.3. Larger Grants Scheme only – additional provisions:

- 5.3.1. All applications for capital expenditure must include up-to-date quotes for all items over £1,000.
- 5.3.2. The Council reserves the right to impose a legal charge over any asset being financed by the grant application worth in excess of £3,000, with the legal fees paid by the applicant. The charge would be called upon should the organisation cease to exist or cease to provide the facilities for which the funding was originally sought within a prescribed period.

6. FREE USE

6.1. Principle

- 6.1.1. Free use is intended to maximize the value of the Council's buildings by offering hireable rooms to valuable community groups at no charge, when not otherwise in use.

- 6.1.2. Instead of charging the hirer, the Council charges itself, paying for the nominal costs of the hire activity from the Free Hire budget allocation.

6.2. Applications

- 6.2.1. All applicants are required to complete the relevant application form, including any requested supporting documents. Incomplete applications may not be considered.
- 6.2.2. Free use applications will be considered throughout the year by the City Council Community Affairs Committee.
- 6.2.3. Until an award has been made, all normal charges shall be applicable. No retrospective free use will be granted.

6.3. Hire conditions

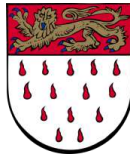
- 6.3.1. Free use will only apply to hires by approved organisations for private meetings or free-to attend public events. All other hires are chargeable. An organisation may apply for a grant through the Council's grant schemes to offset any chargeable hire costs.
- 6.3.2. Free use is on a room-only basis, and any chargeable extras will be charged to the hirer.
- 6.3.3. Free use may be applied for on any hireable rooms in the Council House.
- 6.3.4. All room bookings must still be confirmed by completing a booking form, and must adhere with the standard terms and conditions of hire.
- 6.3.5. All free use is subject to normal booking constraints and booking times must be strictly adhered to, including any time for setting up and taking down. Excess usage time will be charged at the normal local users' rate.
- 6.3.6. Free use is only applicable at the following times (times include all set-up / clearing away). All hires outside these times will be chargeable:
- Mon-Fri 9:00am to 4:30pm
- 6.3.7. A maximum of 20 hours free hire per financial year (April to March) per organisation shall apply. All hires in excess of this limit are chargeable. The Council shall have an obligation to inform the organisation if it approaches this limit.
- 6.3.8. All free use organisations will be required to display the Chichester City Council 'Supported by' logo on any publicity material and website.

6.4. Cancellations

- 6.4.1. The free hire organisation must inform the Council as soon as possible of any cancellation of room hire.
- 6.4.2. Bookings cancelled with less than two weeks' notice may be subject to the Council's standard room hire fees.
- 6.4.3. Failure to notify the Council of cancellations on two or more occasions will result in automatic removal from the free use list.

6.5. Review

- 6.5.1. All organisations benefitting from free use will be reviewed on an annual basis.
- 6.5.2. The Council reserves the right to remove free use from any organisation. If so, charges will only be due for any hire taking place after the organisation has been informed of their removal.



Chichester City Council

Civic and Ceremonial Working Group

Notes

Date	Wednesday 23 July 2025
Time	3.01pm – 4:04pm
Location	The Council Chamber - The Council House • North Street • Chichester • West Sussex • PO19 1LQ
PRESENT:	Councillors Quail (Chair/SQ), Chant (RC) Miall (RM) and Scicluna (AS).
ALSO IN ATTENDANCE:	Town Clerk (TC), Communications, Civic and Council Support Officer (CCCSO), Councillor Russell (NR)

1.	APOLOGIES FOR ABSENCE Councillor Loxton conveyed their apologies to Councillor Chant. The working group noted this.
2.	ELECTION OF A CHAIR OF THE WORKING GROUP 2025-2026 AS nominated SQ to serve as Chair of the Working Group for the 2025–2026 term. The Working Group raised no objections to the nomination. Councillor Quail was duly elected as Chair of the Civic and Ceremonial Working Group.
3.	FREEDOMS OF THE CITY OF CHICHESTER The working group met to review the procedure for granting the Freedom of the City of Chichester, prompted by a public request. Key points included agreement that honours could be given for past contributions but should exclude current councillors and staff. Members supported removing political considerations from the process, with a preference for decisions to be made in Full Council rather than committees. There were mixed views on public involvement versus the need for closed sessions, and consensus emerged around simplifying the criteria and procedure—including allowing posthumous awards, removing specific paragraphs and references, and replacing ceremonial medals with scrolls. The CCCSO acknowledged the requested changes and confirmed that an updated application would be circulated to group members via email.

4.	<p>MAYORAL ENGAGEMENT APPLICATION FORM</p> <p>The Working Group reviewed the proposed event form and provided feedback on various sections. SQ expressed support for the form, citing her own experience as Mayor. AS raised concerns about the phrase “Book the Mayor”, suggesting it be reworded, and proposed clarifying who would meet the Mayor on arrival. It was agreed that item “Reason for the Mayor’s Appearance”, should allow for multiple choices, and that the title “Consort or Mayoress” should be used instead of simply “Consort.”</p> <p>The CCCSO acknowledged the requested changes and confirmed that an updated application would be circulated to group members via email.</p>
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The meeting closed at 4:04 pm.

ACTIONS ARISING FROM THIS MEETING

Minute ref.	Action	Assigned to
3.	Revise the application form to reflect the requested updates, then distribute the revised version to all group members for review.	Officers
4.	Amend the application form accordingly and circulate it among group members for their feedback and review.	Officers



Chichester City Council

FREEDOM OF THE CITY

Supporting notes and nomination form

Background

The medieval term 'freeman' traditionally meant someone who was not the property of a feudal lord but enjoyed privileges such as the right to earn money and own land. Town dwellers, who were protected by the charter of their town or city, were often free - hence the term 'freedom of the city'.

The conferment of the Honorary Freedom of a borough or city has been established since 1885 as the highest honour which the local authority can bestow.

Historically, it had not always been treated with such reverence. Until the Municipal Corporations Act of 1835 put an end to the practice, it had been possible to appoint honorary freemen for less noble reasons, not least of which might have been the future disposition of their vote at elections.

To be granted the title of Honorary Freeman is a mark of distinction upon the person whom the Council wishes to honour.

The Freedom itself carries no privilege and is purely an honour, reflecting the eminence of the person on whom it is conferred or as recognition of significant and valuable services rendered to the city by that person. It is normally an honour or award to men or women of note who have lived or worked in the city, and who are proud to be a part of the city's history by becoming freemen or in the case of HM Services Units, Freedom of the City. It should not be awarded to serving councillors.

The Freedom of the City is considered the highest honour that the City Council can bestow on an individual.

The Freedom of the City may be considered for persons:

- a)** Who were born, live or work in, or who have strong links with, the City of Chichester.
- b)** Who have made a significant and outstanding contribution to the City as a whole or to its communities, or has achieved regional, national or international prominence, and in so doing, promoted the City of Chichester.
- c)** Who have a strong and continuing connection with and commitment to, the City of Chichester, or having made a major contribution to regional, national and international life, and in doing so, have enhanced the reputation of the City of Chichester.
- d)** In accepting the award, the recipient must be willing to continue such work, be able to accept the award and attend a Civic Ceremony, and be willing to continue to act as an ambassador for the City.

Criteria to be used to award this status.

The overriding principle is that these awards should be made on merit, defined as:

- Achievement
- Exceptional service

Awards should not be for a job well done or because someone has reached a particular level. They should be awarded because an individual has 'gone the extra mile' in the contribution they have made or stand out 'head and shoulders' above others in what has been achieved.

To be considered, the nominee should meet at least two of the following criteria:

- Delivered in a way that has brought distinction to city life and enhanced the city's reputation in the area or activity concerned
- Contributed in a way to improve the lives of those less able to help themselves
- Demonstrated innovation and entrepreneurship which is delivering results in the city

As this is the highest honour that the City Council can grant it should be used sparingly and should not be given too often in order to preserve its status and value.

The Process

The recommendation to confer the status of Freeman is made by members of the Community Affairs Committee, following a nomination which is supported by any elected member.

For candidates to be considered, the nominator must be able to demonstrate that the nominee has a strong and continuing connection with, and commitment to, the city or have made a major contribution to national life and in doing so, have enhanced the reputation of the city.

Examples of the type of contribution are listed below, but these should not be considered exclusive:

- Business life and economic growth and prosperity
- Artistic and cultural endeavours
- Improvement to the built and natural environment
- Charitable work
- Sporting activity
- Religious and spiritual work
- Political activity
- Challenging inequality, poverty and discrimination
- Promoting a positive image of the city regionally, nationally and internationally
- Significantly contributed to upholding the values, life and the image of the City of Chichester.

Selection Criteria for the Freedom of the City

- a) Nominations can be accepted from residents, but must be accompanied by the support of an Elected Member of Chichester City Council.
- b) Nominations should be sought through an application process. The application form will ask the nominee and the Elected Member the reason for the nomination.
- c) The nomination will be submitted to the City Council by the deadline given on the City Council's website and will then be passed to the Civic and Ceremonial Working Group for assessment. The proposer and sponsoring Councillor should attend at the beginning of the meeting to answer any questions. If the sponsoring Councillor is a member of the Working Group, then suitable declarations of interest should be made and the Member should recuse themselves as appropriate.
- d) If the application is unanimously supported by the Civic and Ceremonial Working Group, the

nomination will be recommended to the December meeting of the Community Affairs Committee. The Committee can then decide to recommend the nomination to the December meeting of Full Council by majority vote of Committee members. A vote to approve the nomination at Full Council would require the support of two thirds of the City Councillors present at the meeting.

- e) It should be possible to enable an award to be given on a posthumous basis.
- f) Where possible a Civic Ceremony will be held, preceded or followed by hospitality.
- g) No nominee will receive less favourable treatment on the grounds of age disability, employment status, ethnicity or national origin, gender, HIV status, sexuality or social basis.

The Procedure

Please note that all nominations must be made and assessed in strict confidence. **Under no circumstances should candidates be informed that their name is under consideration. Details will only be divulged if and when the Council has decided to support the nomination and the proposed recipient has agreed to accept the award).**

The nomination will be received by mayor@chichestercity.gov.uk by the deadline given on the City Council's website and submitted to a meeting of the Civic and Ceremonial Working Group in good time for the meeting of the Community Affairs Committee; who will consider the nomination against the criteria.

Members of the Working Group may decide to liaise with their respective Group in regard to the nomination.

If the nomination is supported by the majority of the Community Affairs Committee present at the meeting, it will make a recommendation to Full Council that the honour is bestowed.

Alternatively they may decide that the nomination is not suitable as it does not meet the criteria.

The Mayor, as Chair of the City Council, will present the recommendation from the Community Affairs Committee to the Full Meeting of Council in December.

The nominator and the sponsoring City Councillor should be present to answer questions from Members. The sponsoring City Councillor should recuse themselves from the vote on the nomination.

A resolution must be passed by not less than two-thirds of the voting Members of the Council, present at the December meeting of the City Council OR a specially convened meeting to admit the Honorary Freeman.

The resolution must recite the particular grounds upon which the Council have come to their decision and details of the public services rendered by the recipient must be included.

If the nomination is accepted, the Members of the City Council will direct the Town Clerk to make the necessary arrangements for a formal Freedom ceremony to be held at which the nominee will be bestowed with the Freedom of the City of Chichester.

The Freedom ceremony

The ceremony should be carried out with the utmost formality and the Honorary Freeman Elect is invited along with any guests they wish to include.

The Mayor and Councillors will be robed and the City mace shall be present during the proceedings.

The format of the proceedings may include the following outline:

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1. The Mayor, preceded by the Mace and accompanied by the Town Clerk and Mayor's Chaplain (if appointed), together with members of the City Council enter the Assembly Room and proceed to their seats
2. Prayers by the Mayor's Chaplain
3. The Mayor will open the proceedings.
4. The sponsoring Councillor will outline the reasons why Chichester City Council, at a meeting held on [DATE], resolved that [Honorary Freeman elect], be admitted to be an Honorary Freeman of the City of Chichester in view of their eminent service to the City.
5. The Mayor to read the resolution passed by the City Council and move the motion.
6. The Mayor will call upon the sponsoring Councillor to second the motion.
7. The Freedom Scroll signed by the Mayor and Town Clerk will be presented to [Honorary Freeman elect] and the Mayor will invite [Honorary Freeman elect], to sign the Freeman's Declaration in the Register of Honorary Freeman.
8. The Mayor will request the recipient to come forward and read aloud and sign the Freeman's Declaration.
9. A sealed scroll/certificate of the grant of Honorary Freedom, containing a copy of the formal resolution, should then be presented to the newly appointed Honorary Freeman by the Mayor with a Freedom of the City medal, with an opportunity being given for the recipient to reply.
10. The Mayor will declare the meeting closed.

After the meeting has closed, recipient and invited guests adjourn for a reception.

This gives an opportunity for the invited guests to offer their congratulations to the newly appointed Honorary Freeman.

All Members and key officers of the Council will be invited to attend the reception. The reception will be held in the Council Chamber or nominated venue.

NOMINATION FOR FREEDOM OF THE CITY

This form is to be used for nomination of Freedom of the City for Chichester City Council.

To be considered, the nominee should meet at least two of the following criteria:

- Delivered in a way that has brought distinction to city life and enhanced the city's reputation in the area or activity concerned
- Contributed in a way to improve the lives of those less able to help themselves
- Demonstrated innovation and entrepreneurship which is delivering results in the city

Those submitting nominations should normally be a Chichester City Councillor or a Chichester resident or an organisation based in the city.

As each application will be assessed by the Civic and Ceremonial Working Group; comprising elected members of the City Council.

Those submitting the nominations are asked to supply as much information as possible about the candidate and use this pro-forma.

Please note that all nominations must be made and assessed in strict confidence. **Under no circumstances should candidates be informed that their name is under consideration. Details will only be divulged if and when the Council has decided to support the nomination and the proposed recipient has agreed to accept the award).**

Name and address of nominee:		
Title:	Forename(s):	Surname:
Address:		
Postcode:	Email address:	
Citation:		
<p><i>In this section, please provide reasons why you feel the person deserves the honour for Freedom of the City of Chichester (continue on a separate sheet if necessary)</i></p>		

Citation continued:

Name and address of nominator:		
Title:	Forename(s):	Surname:
Address:		
Postcode:	Email address:	
Signed (nominator):		Date:
Name and address of sponsoring City Councillor:		
Title:	Forename(s):	Surname:
Address:		
Postcode:	Email address:	
Signed (sponsor):		Date:

Please return the completed form to the Town Clerk, Chichester City Council, The Council House, North Street, Chichester. PO19 1LQ

or email mayor@chichestercity.gov.uk

Note

Power to appoint Honorary Freeman is contained within Section 249 of the Local Government Act 1972.

The Section provides that the following may be admitted to be Honorary Freeman:

- “persons of distinction and persons who have, in the opinion of the Council, rendered eminent services to the city.”

The resolution has to be passed by at least a 2/3 majority of members present at a specially convened meeting.

Invite the Mayor of Chichester – Online Form

This form will enhance the quality of information shared with the Mayor while streamlining administrative tasks for officers.

Link to the online form can be found here: <https://forms.office.com/e/ZKVp4Pr1kP> It will provide a better visual representation of the form.

Please see the content of the form below.

To invite the Mayor to attend your event, please complete the form below.

All information provided on this form will be treated as strictly confidential by Chichester City Council. It will not be shared with any third party without the explicit consent of the individual completing the form.

Event Details

Please provide detailed information about the event so the Mayor can be fully prepared.

1. Name of Event*
2. Date of Event*
3. Time of Event*
4. What Time should the Mayor arrive?*
5. Is there Parking available (if so where would it be located)?*
6. Arrival arrangements for the Mayor, and who will be designated to welcome them?*
7. Event Location (Full Postal Address)*
8. Brief description of the Event/Function*
9. If you have any Documents outlining your Event/Function, such as a Poster or Invitation, you can upload them below:

Upload file

File number limit: 3 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

10. Reason for Mayor's attendance (select all that apply)*

- ☐ Guest
- ☐ Opening Address
- ☐ Make a Speech
- ☐ Closing Remarks/Thanks
- ☐ Give a Presentation
- ☐ Other

11. If the Mayor is unavailable will the Deputy Mayor or the Bailiff to the City of Chichester be acceptable?*

Yes

No

12. Does the invitation include the Mayor's Consort or Mayoress?*

Yes

No

Organisers Details

Please include your contact details so we can RSVP or follow up regarding your event.

13. Name of Organisation*

14. Name of Contact*

15. Email Address*

16. Telephone Number*



CHICHESTER CITY COUNCIL

2026-2027 DRAFT BUDGET

COMMUNITY AFFAIRS COMMITTEE ON 4th SEPTEMBER 2025

Introduction

The current budget proposals would result in a 9.06% increase in the precept. This does not consider any change in the tax base, which should reduce this figure.

The Community Affairs budget changes proposed for 2026/27.

The following items are for consideration:

Significant increases;

- Public Realm – to increase the Public Realm budget from £23,000 to £35,000 to assist with the increased cost of City Ambassadors (approx. 29k) and other public realm projects.
- Planters and Baskets – to increase this budget from £15,000 to £30,000 to bring the maintenance of the cathedral beds into the base budget rather than being funded from Community Infrastructure Levy.
- Gala and events – to combine all of the events into one budget (Gala, Christmas, Pride, Remembrance, community) with a combined budget £36,000, increased by £11,000 funded from budget reductions elsewhere.

Reductions to budgets;

- Take away budget for Walled Towns £1,000 and European Association of Historic Towns £300 neither were paid or requested last year.
- Reduce the budget for Cemetery charges from £38,000 to £30,000 in line with last year's outturn.
- Reduce the twinning budgets from £500 to £250 each.

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- The Mayor's travel budget has been reduced from £1,000 to £500 and the other budgets have been combined to have a larger Mayoral receptions budget of £3700.

Other changes;

- That the Remembrance Sunday budget £1,400 is moved and added to the overall events budget
- That there is a combined Civic Regalia budget, including Robes and hats, which will make it easier to monitor.
- Civic and Heritage awards and reception budgets are combined.

Summary

These changes result in a proposed increase in Community Affairs budgets of £25,500.

The estimated increase per Band D taxpayer per annum is 2.63% from £77.55 to £79.59. This figure is calculated on the assumption that the taxbase remains unchanged. This is likely to change, but this is unknown until November.

This budget report is a discussion document used to identify and forecast changes to the 2026/27 budget. Each Committees proposals will be combined and discussed at future meetings.

K. Martin
Finance Manager and Deputy Town Clerk

AGENDA ITEM 15

Community Affairs Budget 2026/2027

Original Budget	281,381	
combine events budget	-1400	
combine civic regalia budget	-250 }	-250
combine civic regalia budget	1950 }	1950
combine civic awards budget	-1000	
combine civic awards budget	1000	
Move to civic regalia budget	-1200 }	-1200
Move to civic regalia budget	-500 }	-500
Public Realm budget	12000	
move to planning budget	-800	
Planting and baskets	15000	
Walled Towns delegate	-1000	
Cemetery budget	-8000	
Int relations	-250	
Twinning Speyer	-250	
Twinning Chartres	-250	
Twinning Ravenna	250	
Eur Assoc Historic Towns	-300	
Events	11000	
Mayoral travel	-500	
Mayors expenses	-1000 }	
Mayors allowance	500 }	
added to mayors allowance	-500 }	0
Mayoral reception	2000 }	
Mayoral reception combine	-1000 }	
	<u>25500</u>	
Proposed Budget 26/27	306,881	

AGENDA ITEM 15

BUDGET 2026-2027 (without staff recharges)

Expenditure headings	Cost Centre	Description Code	2024/2025 Budget £	2025/2026 Budget £	2026/2027 Budget £	2026/2027 Revised Budget £	notes
COMMUNITY AFFAIRS							
Civic Expenses							
Remembrance Sunday	102	4020	1,400	1,400	1,400	0	move budget to events
Custodian Uniforms	102	4111	600	600	600	600	
Revaluation and Audit of Civic Regalia	102	4119	2,000	1,200	1,200	1,200	
Robes and Hats*	102	4112	250	250	250	0	combine civic regalia
Cleaning/Repair Insignia*	102	4113	1,000	1,000	1,000	2,950	combine civic regalia
Civic and Heritage Awards	102	4114	1,000	1,000	1,000	0	
Civic/Heritage Reception	102	4115	1,500	1,500	1,500	2,500	combine heritage and awards
Official Gifts	102	4116	500	500	500	500	
Guild of Mace-Bearers sub.	102	4117	60	60	60	60	
Freedom Ceremony	102	4127	1,200	0	0	0	
Subtotal			9,510	7,510	7,510	7,810	
Community Support							
Flags and Flagpoles	103	4172	1,260	500	500	500	
City Band (Gold level supporter)	xxx	4065	300	300	300	300	
Blue plaques	103	4182	1,200	1,200	1,200	0	move to civic regalia
Local Historic Interest plaque	xxx	xxxx	500	500	500	0	move to civic regalia
Bell Tower Clock	103	4063	500	500	500	500	
Discretionary Grants	103	4260	50,000	60,000	60,000	60,000	
Community Advice Worker			0	44,000	44,000	44,000	
Public Realm Projects	103	4296	23,000	23,000	23,000	35,000	£28,189 plus inflation City Ambassadors/ christmas tree £1,800
Free Facility Use grant	103	4262	6,000	0	0	0	
Owl Trail (Chestnut tree house)			3,500	0	0	0	
Environmental Initiatives	103	4188	800	800	800	0	move budget to planning
Planters and baskets	103	4195	15,000	15,000	15,000	30,000	increased budget to £30,000
Walled Town Delegates	103	4204	1,000	1,000	1,000	0	remove
Capital Charges	103	4900					
Subtotal			103,060	146,800	146,800	170,300	
Cemetery charges							
Cemetery charges		4152	38,000	38,000	38,000	30,000	
			38,000	38,000	38,000	30,000	

AGENDA ITEM 15

International Relations							
International Relations*	201	4185	500	500	500	250	
Joint Twinning-Speyer*	201		500	500	500	250	
Joint Twinning-Chartres*	201	4186	500	500	500	250	
Joint Twinning-Ravenna*	201	4187	500	0	0	250	
European Assoc of Historic Towns	201	xxxx	300	300	300	0	Take out
C S O'head recharge	201	4801					
Administration recharge	201	4800					
Subtotal			2,300	1,800	1,800	1,000	
Events							
Other Events - civic	202	4164	15,000	25,000	25,000	36,000	gala 20, xmas 7, pride 2, remem 1,400, community 5k
Subtotal			15,000	25,000	25,000	36,000	
Crime and Disorder Initiatives							
Community Wardens	203	4140	49,067	51,030	53,071	53,071	4% inflation
Subtotal			49,067	51,030	53,071	53,071	
Mayoralty							
Travel and Subsistence	401	4009	1,000	1,000	1,000	500	
General Expenses	401	4020	1,000	1,000	1,000	0	
Mayors Allowance	401	4125	4,000	4,000	4,000	4,500	combine
Deputy Mayor's Allowmance	401	xxxx	0	500	500	0	
Mayor at Home-Summer	401	4130	0	0	0	0	
Mayoral event	401	4131	2,200	1,700	1,700	3,700	
Receptions Other	401	4132	1,000	1,000	1,000	0	
C S O'head recharge	401	4801					
Administration recharge	401	4800					
Subtotal			9,200	9,200	9,200	8,700	
TOTAL EXPENDITURE			226,137	279,340	281,381	306,881	

* Underspends to be transferred to a relevant ear-marked reserve, to cover expenditure that is not incurred on an annual basis.

-47,150

-65594

Make sure I create a reserve for vehicle replacement

1,103,076	1,211,683
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Move								
Democratic Management								
Local election Expenses *	110	4100	12,000	12,000	12,000	0	Move to Dem Management	
			12,000	12,000	12,000	0		