



Chichester City Council

## MEETING OF THE FINANCE COMMITTEE

**MEMBERS ARE HEREBY SUMMONED TO ATTEND A Finance Committee MEETING OF THE COUNCIL OF THE CITY OF CHICHESTER TO BE HELD AT 17:30 ON Wednesday 17 September 2025 IN THE COUNCIL CHAMBER**

.....  
Town Clerk  
17 September 2025

### **FIN2025/1 - APOLOGIES FOR ABSENCE**

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

### **FIN2025/2 - DECLARATIONS OF INTEREST**

Declarations of interest by Members of the Committee in matters on the agenda of this meeting.

### **FIN2025/3 - PUBLIC QUESTIONS**

To answer questions (if any) from members of the public being pursuant to Standing Order 3(e) of Chichester City Council's Standing Orders (April 2025).

### **FIN2025/4 - MINUTES OF THE PREVIOUS MEETING**

To approve and sign as a correct record the minutes of the ordinary committee meeting held on the 9 July 2025.

### **FIN2025/5 - UPDATE ON ACTIONS FROM PREVIOUS MEETING**

Minute ref.	Action	Update
8f	Submit suggestion that the Council House be included on the new Chichester Monopoly board.	Completed
8i	Investigate possibility of taking advantage of joint contracts/rates with local organisations for the purchase of new IT equipment.	Town Clerk to report
8i	Arrange Teams testing with a group of Councillors to confirm suitability of existing laptops for hybrid meetings.	To be actioned when resources allow
12	Review current City Council investment in the CCLA Local Authorities Property fund and assess suitability of newly launched hybrid investment fund	Deputy Town Clerk to report under agenda item FIN2025/9
15	Place order for GovMeetings software	Completed - system being implemented
15	Compile report assessing productivity gains and freeing up of resources following the implementation of the GovMeeting software.	To be completed once the system has been running for a suitable period.

**FIN2025/6 - MINUTES FROM SUB COMMITTEES**

To note minutes and consider recommendations (if any) from sub-committee meetings held since last Finance Committee meeting.

**FIN2025/6.1 - Property Sub-Committee**

To note the minutes of the Property Sub-Committee meeting held on 26 August 2025 and consider the following recommendations:

- Minute 8.3.25 - Flooding at the Council House - recommended that the proposed works to the Council House roof and associated building fabric be undertaken as per the Property Maintenance Manager's report at an estimated cost of £180k, funded from the Council House Reserve, with the Old Court Room roof lantern being replaced at an estimated cost of £30k, to be funded from the Energy Efficiency allocation from the Community Infrastructure Levy (CIL) receipts.

**FIN2025/6.2 - Property Sub-Committee budget for 2026-2027**

To consider the recommendations made by the Property Sub-Committee Budget Working Group at the meeting held on 9 September 2025.

**FIN2025/6.3 - Personnel Sub-Committee**

To note the minutes of the Personnel Sub-Committee meeting held on 17 July 2025.

**FIN2025/6.4 - Business Plan Sub-Committee**

To note the minutes of the Business Plan Sub-Committee meeting held on 19 August 2025.

**FIN2025/7 - REVENUE BUDGET MONITORING TO END OF JULY 2025**

Deputy Town Clerk to report

**FIN2025/8 - EAR MARKED RESERVES**

Deputy Town Clerk to report

**FIN2025/9 - INVESTMENTS UPDATE**

Deputy Town Clerk to report (*report attached*)

**FIN2025/10 - COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE**

Update on CIL allocations and funding

**FIN2025/11 - LOCAL GOVERNMENT REORGANISATION (LGR)**

To receive any updates if available

**FIN2025/12 - STATUTORY POLICY REVIEWS**

Further to the City Council's Standing Orders (April 2025), to review the following:

- inventory of property and other assets including buildings.
- the current Committee Terms of Reference and Delegation Arrangements and recommend any proposed changes to Full Council.

**FIN2025/13 - FINANCIAL REGULATIONS AND BANK MANDATE****FIN2025/14 - TO NOTE AND RATIFY THE FOLLOWING RECONCILIATIONS AND TRANSACTIONS**

- a. Monthly reconciliation with evidence of bank statements for April to July 2025

*(Chair and RFO to sign the reconciliations as the correct record)*

- b. List of payments made for April to July 2025
- c. List of Barclaycard payments made for April to July 2025

#### **FIN2025/15 - ITEMS FOR NEXT AGENDA**

#### **FIN2025/16 - DATE OF NEXT MEETING**

Date of next ordinary meeting: Wednesday 19 November 2025

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

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

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