



Chichester City Council

## MEETING OF THE FINANCE COMMITTEE

**MEMBERS ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE FINANCE COMMITTEE TO BE HELD AT 17:30 ON Wednesday 19 November 2025 IN THE COUNCIL CHAMBER**

## AGENDA

.....  
Town Clerk  
19 November 2025

### **FIN2025/17 - APOLOGIES FOR ABSENCE**

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

### **FIN2025/18 - DECLARATIONS OF INTEREST**

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

### **FIN2025/19 - 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).

### **FIN2025/20 - MINUTES OF THE PREVIOUS MEETING**

To approve and sign as a correct record the minutes of the ordinary committee meeting held on the 17 September 2025.

[Finance Committee - 17-09-2025 - minutes](#)

### **FIN2025/21 - UPDATE ON ACTIONS FROM PREVIOUS MEETING**

Approve appointment of Copperstone to complete the requested survey work on Council House Roof to confirm the cost estimates and manage the ITT process for the works.

| Minute ref.  | Action   | Assigned to |
|--------------|--|-------------|
| FIN2025/23.1 | Recommend repairs to The Council House roof to the next meeting of the Full Council  | Officers    |
| FIN2025/23.1 | Recruit a professional specialist conservation surveyor to assess the planned programme of works   | PMM         |
| FIN2025/23.3 | The committee noted the request from the sub-committee that the terms of reference be updated as a part of the annual review of the terms of reference and scheme of delegation. | Officers    |
| FIN2025/24   | Establish a small working group comprised to review Councilor's IT needs.  | Officers    |

|             |   |          |
|-------------|---|----------|
| FIN2025/26. | Public Sector Property fund be liquidated and placed in the Public Sector Deposit Fund.   | DTC      |
| FIN2025/26. | The committee requested that a cashflow forecast on all planned projects and activities for the next five years be brought back to the next Officers meeting. | Officers |
| FIN2025/29. | Consider the Terms of Reference and delegated powers of the Business Plan Sub-Committee at the November Finance Committee meeting.                            | Officers |
| FIN2025/30. | Recommend the proposed amendment to the financial regulations to next meeting of the Full Council.  | Officers |
| FIN2025/32. | Include items on the next agenda for the Finance Committee Meeting  | Officers |

### **FIN2025/22 - MINUTES FROM SUB COMMITTEES**

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

### **FIN2025/22.1 - IT WORKING GROUP**

- To receive the notes of the IT Working Group meeting held on 17 October 2025 (*attached*)
- To approve the Terms of Reference of the IT Working Group (*attached*)
- To review the following City Council policies and recommend adoption to Full Council
  - IT Equipment and Systems Acceptable Use Policy (*attached*)
  - Social Media Policy (*attached*)

### **FIN2025/23 - COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE**

Update on CIL allocations and funding

### **FIN2025/24 - CONCLUSION OF AUDIT 2024-2025**

### **FIN2025/25 - INTERIM INTERNAL AUDIT TO 31ST MARCH 2026**

### **FIN2025/26 - DRAFT BUDGET 2026-2027**

To consider the Draft Budget Report for 2026-2027

To note Financial Regulation 4.8

Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.

### **FIN2025/27 - FLORENCE PARK COMMUNITY HALL UPDATE**

Report from Project Manager to follow

### **FIN2025/28 - CITY COUNCIL CHRISTMAS CLOSURE**

To agree the closure dates for the City Council over the Christmas period

### **FIN2025/29 - ITEMS FOR NEXT AGENDA**

### **FIN2025/30 - DATE OF NEXT MEETING**

Date of next ordinary meeting: Wednesday 10 December 2025 at 5.30pm

*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*