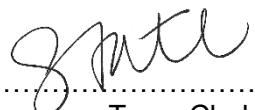




Chichester City Council

## 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 10 December 2025 IN Council Chamber



Town Clerk  
4 December 2025

### Agenda - 10 December 2025

FIN2025/50	APOLOGIES FOR ABSENCE
FIN2025/51	DECLARATIONS OF INTEREST
FIN2025/52	PUBLIC QUESTIONS
FIN2025/53	MINUTES OF THE PREVIOUS MEETING
FIN2025/54	UPDATE ON ACTIONS FROM PREVIOUS MEETING
FIN2025/55	MINUTES FROM SUB COMMITTEES
	FIN2025/55.1 Property Sub-Committee
	FIN2025/55.2 Business Plan Sub-Committee
FIN2025/56	REVENUE BUDGET MONITORING TO 31 OCTOBER 2025
FIN2025/57	EAR MARKED RESERVES
FIN2025/58	COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE
FIN2025/59	LOCAL GOVERNMENT REORGANISATION (LGR)
FIN2025/60	FLORENCE PARK COMMUNITY CENTRE
FIN2025/61	TO NOTE AND RATIFY THE FOLLOWING RECONCILIATIONS AND TRANSACTIONS
FIN2025/62	ITEMS FOR NEXT AGENDA
FIN2025/63	DATE OF NEXT MEETING

**FIN2025/50.APOLOGIES FOR ABSENCE**

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

**FIN2025/51.DECLARATIONS OF INTEREST**

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

**FIN2025/52.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).

**FIN2025/53.MINUTES OF THE PREVIOUS MEETING**

To approve and sign as a correct record the minutes of the ordinary committee meeting held on the 19 November 2025.

[Minutes - Finance Committee - 19 November 2025](#)

**FIN2025/54.UPDATE ON ACTIONS FROM PREVIOUS MEETING****FIN2025/55.MINUTES FROM SUB COMMITTEES**

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

**FIN2025/55.1.Property Sub-Committee**

To receive the minutes of the meeting held on 25 November 2026

- [Minutes - Property Sub-Committee - 25 November 2025](#)

**FIN2025/55.2.Business Plan Sub-Committee**

To receive the minutes of the meeting held on 24 November 2025 and consider the following Sub-Committee decisions:

- Schedule monthly Finance Committee meetings for 2026 as single item agendas for the management of the Community Centre project.
- Co-option of Councillor Quail to the Finance Committee for the purposes of ensuring quoracy of the extra Finance Committee meetings being arranged for the management of the Community Centre project.

[Minutes - Business Plan Sub-Committee - 24 November 2025](#)

**FIN2025/56.REVENUE BUDGET MONITORING TO 31 OCTOBER 2025**

Deputy Town Clerk to report

**FIN2025/57.EAR MARKED RESERVES**

Deputy Town Clerk to report

**FIN2025/58.COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE**

To review the projects on the Infrastructure Business Plan.

**FIN2025/59.LOCAL GOVERNMENT REORGANISATION (LGR)**

To receive any updates if available

**FIN2025/60.FLORENCE PARK COMMUNITY CENTRE**

- To approve spend for legal advice on the creation of a suitable governance structure for the Florence Park Sea Cadet and Community Centre.
- To note the decision made by the Sub-Committee regarding the appointment of Architects to undertake the initial design and pre-planning application work.

**FIN2025/61.TO NOTE AND RATIFY THE FOLLOWING RECONCILIATIONS AND TRANSACTIONS**

- a. Monthly reconciliation with evidence of bank statements for... (*Chair and RFO to sign the reconciliations as the correct record*)
- b. List of payments made for...
- c. List of Barclaycard payments made for...

**FIN2025/62.ITEMS FOR NEXT AGENDA**

**FIN2025/63.DATE OF NEXT MEETING**

- Community Centre oversight
  - Wednesday 14 January 2026 – 4.00pm
  - Wednesday 11 February 2026 – 4.00pm
  - Wednesday 11 March 2026 – 4.00pm
- Ordinary Committee meeting
  - Wednesday 18 March 2026 – 5.30pm

Monitoring report to 31st October 2025.pdf

Budget Monitoring to 31st October 25.pdf

Council House Reserve to 31st Oct 2025.pdf

Infrastructure Business Plan p38-41.pdf

Legal Report.pdf

Aug 2025 Bank Rec.pdf

Sep 2025 Bank Rec.pdf

Oct 2025 - Bank Rec.pdf

List of Payments made between 01 08 2025 and 31 10 2025 current acc.PDF

List of Payments made between 01 08 2025 and 31 10 2025.PDF

Barclaycard List of Payments made between 01 08 2025 and 31 10 2025.PDF



## CHICHESTER CITY COUNCIL

## FINANCIAL YEAR 2025/2026

### FINANCE COMMITTEE 10th DECEMBER 2025

#### MONITORING REPORT TO 31st OCTOBER 2025

#### INTRODUCTION

This budget monitor for 2025/2026 reports on the month to the end of October 2025. The report shows the current total budget for the year and a profiled budget, (i.e. the amount expected to be expended by the end of October), against which actual income and expenditure is compared. Certain costs are accrued for where the liability is known to have been incurred, such as charges from the District Council for various services provided.

A column for committed expenditure has also been included. This refers to items of expenditure approved at previous Finance Committees, to be funded from specific existing budgets. The expenditure has not yet been incurred, but it is included to give councillors a clearer picture of funds available.

#### SUMMARY

Since the last quarter we have had the backdated pay award and enhanced our staffing to assist with deadlines and risk management requirements. The monitoring report shows a surplus of £10,339 against the budget to the end of October 2025. The surplus is due to higher than profiled interest on investments.

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

#### VARIANCES

1. The cost of ill health insurance has increased.  
It is calculated based on the number of staff in the pension fund.
2. HR Advice and membership to Council HR and Governance Support.
3. £8,619 of the Computer Improvement budget has been spent on hardware purchased for the new set up for remote meetings.
4. Balances in the higher interest account and still maintaining a good level of return.

5. Balance in the large grant fund.
6. The public realm budget - contribution to the City Ambassadors.
7. The cost of the Byelection for the South Ward was £14,437.
8. Contribution to the Christmas light project £6,700 used the remaining balance of the budget.
9. The 2 quarters of Cemetery charges have been received. The invoices are very low.
10. £2,000 of the Mayors allowance has been paid.
11. Additional expenditure was incurred on fire door closers.
12. Insurance costs have increased.
13. Council House improvements has included roof barriers and guttering improvements.
14. Hall booking income is higher than budgeted.
15. Cil receipts received.

Kim Martin

FINANCE MANAGER AND DEPUTY TOWN CLERK

**CHICHESTER CITY COUNCIL**

**BUDGET MONITORING**  
**To 31st October 2025**

Month: 7

	Original Budget	Current Budget	Profiled Budget	Actual To Date	Committed Expend.	Variance To Date
	£	£	£	£	£	£
<b>101 Administration</b>						
4001 Staff Costs	427,704 F	427,704	249,494	250,084		590
4002 Employers NI	55,504 F	55,504	32,377	31,962		(415)
4003 Employers Superannuation	85,849 F	85,849	50,079	47,673		(2,405)
4004 Staff expenses	300 F	300	175	87		(88)
4005 Ill Health Insurance	5,000 F	5,000	5,000	9,324		4,324
4007 Staff Recruitment	500 F	500	292	-		(292)
4008 Professional Development	3,000 F	3,000	1,750	531		(1,219)
4009 Travel and Subsistence	100 F	100	58	110		52
4010 Card terminal charges	300 F	300	175	136		(39)
4011 Eye tests	300 F	300	175	-		(175)
4012 Overtime	0	-	-	196		196
4016 Car contract scheme	0 F	-	-	-		-
4020 General Expenses	400 F	400	233	215		(18)
4021 Telephone	3,300 F	3,300	1,925	2,564		639
4022 Postage	700 F	700	408	231		(177)
4023 Stationery	800 F	800	467	808		341
4024 Subscriptions	50 F	50	29	63		34
4025 Petty Cash Expenditure	70 F	70	41	50		9
4026 Printing	300 F	300	175	82		(93)
4027 Photocopying	800 F	800	467	1,096		629
4029 SALC	3,400 F	3,400	3,400	3,685		285
4030 South East Employers	240 F	240	140	3,663		3,523
4031 Nat Allotment Gardens Assoc	60 F	60	35	-		(35)
4032 Walled Town Friendship	130 F	130	76	-		(76)
4033 UNA	40 F	40	23	-		(23)
4035 LCAS Subscription	150 F	150	88	-		(88)
4036 Publications	150 F	150	88	154		67
4037 Computer Hardware	0 F	-	-	3,546		3,546
4038 Computer Improvement/Maint.	16,500 F	16,500	16,500	29,020	(8,619)	3,901
4039 CHIBAC DTE Subscription	270 F	270	158	291		134
4046 Subscriptions	0	-	-	-		-
4050 Office Equipment	1,670 F	1,670	974	1,640		666
4051 Bank Charges Payable	400 F	400	233	234		1
4055 Professional Fees	3,400 F	3,400	1,983	2,569		586
4057 Audit Fees	2,300 F	2,300	1,342	2,712		1,370
4059 Payroll Admin Costs	1,500 F	1,500	875	829		(46)
4216 Cleaning Sundries	70 F	70	41	-		(41)
4900 Depreciation charged	-	-	-	-		-
4700 Accommodation recharge	-	-	-	-		-
<b>Total Expenditure</b>	<b>615,257 F</b>	<b>615,257</b>	<b>369,275</b>	<b>393,556</b>	<b>(8,619)</b>	<b>15,662</b>
1004 Quality Parish	0 F	-	-	-		-
1075 Sale of Goods	300 F	300	175	221		(46)
1176 Precept Received	970,760 F	970,760	970,760	970,760		-
1196 Interest Received	75,000 F	75,000	43,750	77,442		(33,692)
1201 Recharge to other services	-	-	-	-		-
<b>Total Income</b>	<b>1,046,060 F</b>	<b>1,046,060</b>	<b>1,014,685</b>	<b>1,048,423</b>	<b>-</b>	<b>(33,738)</b>
<b>Net Expenditure</b>	<b>(430,803) F</b>	<b>(430,803)</b>	<b>(645,410)</b>	<b>(654,867)</b>	<b>(8,619)</b>	<b>(18,076)</b>
<b>Total Finance</b>	<b>(430,803) F</b>	<b>(430,803)</b>	<b>(645,410)</b>	<b>(654,867)</b>	<b>(8,619)</b>	<b>(18,076)</b>

**CHICHESTER CITY COUNCIL**

**BUDGET MONITORING**  
To 31st October 2025

Month: 7

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>102 Civic Expenses</b>						
4020 General Expenses	1,400 C	1,400 C	817	-		(817)
4111 Custodian Uniforms	600 C	600 C	350	272		(78)
4112 Robes and Hats	250 C	250 C	146	-		(146)
4113 Cleaning/Repair Insignia	1,000 C	1,000 C	583	4,455		3,872
4114 Civic and Heritage Awards	1,000 C	1,000 C	583	-		(583)
4115 Civic/Heritage Reception	1,500 C	1,500 C	875	-		(875)
4116 Official Gifts	500 C	500 C	292	48		(244)
4117 Guild of Mace-Bearers Sub	60 C	60 C	35	-		(35)
4119 Civic Regalia Appraisal	1,200 C	1,200 C	700	-		(700)
4800 Administration recharge			-	-		-
4801 C S Ohead recharge			-	-		-
<b>Total Expenditure</b>	7,510 C	7,510 C	4,381	4,775	-	394
<b>Net Expenditure</b>	7,510 C	7,510 C	4,381	4,775	-	394
<b>103 Discretionary Expense Finance</b>						
4172 Flags	500 C	500 C	292	320		28
4063 Bell Tower Clock	500 C	500 C	292	500		208
4065 City Band (Gold level)	300 C	300 C	175	300		125
4182 Blue plaques	1,200 C	1,200 C	700	-		(700)
4188 Environment	800 C	800 C	467	-		(467)
4195 Chichester in Bloom	15,000 C	15,000 C	15,000	17,131		2,131
4308 Cil - Cathedral beds	- C	- C	-	-		-
4178 Owl trail	- C	- C	-	-		-
4204 Walled Town Symposium	1,000 C	1,000 C	583	-		(583)
4206 BID Membership	- C	- C	-	-		-
4260 Discretionary grants	60,000 C	65,664 C	65,664	64,500		(1,164) 5.
4307 Cil - grants	- C	- C	-	39,309	(39,309)	-
4296 Public Realm Projects	23,000 C	34,290 C	20,003	28,023	(5,000)	3,021 6.
4163 Community Advice worker	44,000 C	44,000 C	25,667	33,415	(7,748)	0
4199 local historic interest plaque	500 C	500 C	292	172		(120)
<b>Total Expenditure</b>	146,800 C	163,754 C	129,133	183,670	(52,057)	2,480
1059 Admin charge for sale of Banners				105		(105)
1060 Admin charge street name change	3,500 C	3,500 C	2,042	1,056		986
1013 Chi in Bloom	- C	- C	-	6,693		(6,693)
1018 Mobility Scooter	- C	- C	-	213		(213)
<b>Total Income</b>	3,500 C	3,500 C	2,042	8,067	-	(6,025)
<b>Net Expenditure</b>	143,300 C	160,254 C	127,092	175,603	(52,057)	(3,546)
<b>104 Allotments.</b>						
4022 Postage	150 C	150 C	88	-		(88)
4211 Rates & Water	1,800 C	1,800 C	1,800	2,215		415
4236 Reps/Maint. General	6,000 C	6,000 C	3,500	5,688		2,188
4050 Equipment	- C	- C	-	629		629
<b>Total Expenditure</b>	7,950 C	7,950 C	5,388	8,532	-	3,145
1020 Allotment Rents	21,973 C	21,973 C	21,973	21,260		713
1029 Allotment deposits	250 C	250 C	146	1,605		(1,459)
<b>Total Income</b>	22,223 C	22,223 C	22,119	22,865	-	(746)
<b>Net Expenditure</b>	(14,273) C	(14,273) C	(16,731)	(14,333)	-	2,398

**CHICHESTER CITY COUNCIL**

**BUDGET MONITORING**  
**To 31st October 2025**

Month: 7

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>110 Planning</b>		PI				
4001 Staff Costs	20,878 PI	20,878	12,179	12,085		(94)
4002 Employers NI	2,351 PI	2,351	1,371	1,375		4
4003 Employers Superannuation	4,217 PI	4,217	2,460	2,199		(261)
4004 Member expenses	1,100 PI	1,100	642	-		(642)
4008 Training	500 PI	500	292	45		(247)
4009 Travel and Subsistence	400 PI	400	233	18		(215)
4020 General Expenses	150 PI	150	88	-		(88)
4055 Professional fees	- PI	-	-			-
4100 Local Election Expenses	12,000 PI	12,000	12,000	14,437	(2,437)	-
4102 Refreshments	100 PI	100	58	-		(58)
<b>Total Expenditure</b>	<b>41,696 PI</b>	<b>41,696</b>	<b>29,323</b>	<b>30,160</b>	<b>(2,437)</b>	<b>(1,600)</b>
<b>Net Expenditure</b>	<b>41,696 PI</b>	<b>41,696</b>	<b>29,323</b>	<b>30,160</b>	<b>(2,437)</b>	<b>(1,600)</b>
<b>Total Planning</b>	<b>41,696 PI</b>	<b>41,696</b>	<b>29,323</b>	<b>30,160</b>	<b>(2,437)</b>	<b>(1,600)</b>
<b>201 Discretionary Exps C Affairs</b>		C				
4185 International Relations	500 C	500	292	132		(160)
4175 Joint Twinning Speyer	500 C	500	292	41		(251)
4186 Joint Twinning-Chartres	500 C	500	292	767		475
4187 Joint Twinning-Ravenna	C	-	-			-
xxxx European Assoc of Historic Towns	300 C	300	175			(175)
4800 Administration recharge	C	-	-			-
4801 C S Ohead recharge	C	-	-			-
<b>Total Expenditure</b>	<b>1,800 C</b>	<b>1,800</b>	<b>1,050</b>	<b>940</b>	<b>-</b>	<b>(110)</b>
<b>Net Expenditure</b>	<b>1,800 C</b>	<b>1,800</b>	<b>1,050</b>	<b>940</b>	<b>-</b>	<b>(110)</b>
<b>202 Events</b>						
4163 Community Initiatives (CAB)	-	-	-	-	-	-
4164 Other events (Gala)	25,000 C	25,000	25,000	30,627		5,627
4202 Community Engagement	-	-	-	844		844
4801 C S Ohead recharge	-	-	-	-		-
4800 Administration recharge	-	-	-	-		-
<b>Total Expenditure</b>	<b>25,000 C</b>	<b>25,000</b>	<b>25,000</b>	<b>31,471</b>	<b>-</b>	<b>6,471</b>
1075 Miscelaneous income	- C	-	-	(7,133)		(7,133)
<b>Total Income</b>	<b>- C</b>	<b>-</b>	<b>-</b>	<b>(7,133)</b>	<b>-</b>	<b>(7,133)</b>
<b>Net Expenditure</b>	<b>25,000 C</b>	<b>25,000</b>	<b>25,000</b>	<b>24,338</b>	<b>-</b>	<b>(662)</b>

**CHICHESTER CITY COUNCIL**

**BUDGET MONITORING**  
**To 31st October 2025**

Month: 7

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>203 Community Safety</b>						
4140 Community Wardens	51,030 C	51,030	51,030	51,030		-
<b>Total Expenditure</b>	51,030 C	51,030	51,030	51,030	-	-
<b>Net Expenditure</b>	51,030 C	51,030	51,030	51,030	-	-
<b>301 Statutory Expenses</b>						
4148 Repairs to War Memorial	2,000 C	2,000	2,000	-	2,000	-
xxxx Statues and memorials	2,000 C	2,000	1,167	3,899		2,732
4144 Contribution to Public Conveniences	20,800 C	20,800	20,000	20,700		700
4150 Footpath Lighting-Energy	3,700 C	3,700	2,158	-		(2,158)
4151 Footpath Lighting Maintenance	3,780 C	3,780	3,780	3,798		18
4153 Litter Garden maintenance	2,500 C	2,500	1,458			(1,458)
4156 Misc Grnd Mtce & Street Furn.	500 C	500	292	860		568
4157 Street Naming & Signage	4,000 C	4,000	2,333	2,338		5
4281 Bus shelters	-	-	-	525		525
4801 C S Ohead recharge		-				-
4800 Administration recharge		-				-
<b>Total Expenditure</b>	39,280 C	39,280	33,188	32,120	2,000	932
<b>Net Expenditure</b>	39,280 C	39,280	33,188	32,120	2,000	932
<b>302 Cemeteries</b>						
4152 City Cemetery	38,000 C	38,000	22,167	8,883	10,000	(3,284) 9.
4154 St Pauls-General Maint.	500 C	500	292	321		29
<b>Total Expenditure</b>	38,500 C	38,500	22,458	9,204	10,000	(3,254)
<b>Net Expenditure</b>	38,500 C	38,500	22,458	9,204	10,000	(3,254)
<b>401 Mayoralty</b>						
4009 Travel and Subsistence	1,000 C	1,000	583			(583)
4020 General Expenses	1,000 C	1,000	583	127		(456)
4103 Mayors charity	- C	-	-			-
4125 Mayors Allowance	4,500 C	4,500	4,500	2,000		(2,500) 10.
4130 Mayors at Home	- C	-	-	41		41
4131 Mayor at Home-Christmas	1,700 C	1,700	992			(992)
4132 Receptions Other	1,000 C	1,000	583			(583)
4700 Accommodation recharge		-				-
4801 C S Ohead recharge		-				-
4800 Administration recharge		-				-
<b>Total Expenditure</b>	9,200 C	9,200	7,242	2,168	-	(5,074)
<b>Total Community</b>	301,347 C	318,301	254,709	285,845	(40,057)	(8,921)

**CHICHESTER CITY COUNCIL**

**BUDGET MONITORING**  
**To 31st October 2025**

Month: 7

	Original Budget	Current Budget	Profiled Budget	Actual To Date	Committed Expend.	Variance To Date
	£	£	£	£	£	£
<b>501 Council House</b>						
4001 Staff Costs	40,317 P	40,317 P	23,518	30,720		7,202
4002 Employers NI	6,438 P	6,438 P	3,756	3,317		(439)
4003 Employers Superannuation	11,821 P	11,821 P	6,896	4,414		(2,481)
4008 Training	- P	- P	-	190		190
4012 Overtime	18,200 P	18,200 P	10,617	9,798		(819)
4055 Professional Fees (painting restoration)	2,000 P	2,000 P	1,167	-		(1,167)
4101 Publicity	6,000 P	6,000 P	3,500	-		(3,500)
4145 Maintenance bus shelters	500 P	500 P	292	-		(292)
4201 Wedding licence	710 P	710 P	414	-		(414)
4206 Bid membership	1,404 P	1,404 P	819	-		(819)
4211 Rates and Water	54,370 P	54,370 P	54,370	54,879		509
4212 Building cleaning and windows	9,400 P	9,400 P	5,483	4,153		(1,330)
4214 Electricity	8,000 P	8,000 P	4,667	2,494		(2,173)
4215 Gas	9,000 P	9,000 P	5,250	1,410		(3,840)
4216 General Cleaning	2,300 P	2,300 P	1,342	2,308		966
4217 Alarm main servicing and monitoring	1,550 P	1,550 P	904	721		(183)
4218 Lift Service Contract	1,700 P	1,700 P	992	2,840		1,848
4219 Fire Equipment Service	180 P	180 P	105	5,049		4,944
4209 Emergency lighting	750 P	750 P	438	595		158
4210 Fire Extinguishers	1,250 P	1,250 P	729	-		(729)
4221 Automatic Door Service	650 P	650 P	379	-		(379)
4222 Air conditioning system service	2,500 P	2,500 P	1,458	4,621		3,163
4225 Insurance	11,000 P	11,000 P	11,000	16,542		5,542
4227 Licences	700 P	700 P	408	941		533
4231 Council House Improvements	8,000 P	8,000 P	4,667	18,482	(8,988)	4,827
4305 Cil - Energy Efficiency	- P	- P	-	-		-
4234 CCTV Maintenance Contract	400 P	400 P	233	-		(233)
4238 Cyclical Maintenance budget	1,250 P	1,250 P	729	634		(95)
4241 Lightning Protection R & M	220 P	220 P	128	2,248		2,120
4242 Display Energy Certificate	400 P	400 P	233	-		(233)
xxxx Vehicle replacment	10,000 P	10,000 P	10,000	-	10,000	-
4245 Health and Safety	1,500 P	1,500 P	875	628		(247)
4246 Wedding Expenditure	500 P	500 P	292	134		(158)
4250 Council house equipment	2,500 P	2,500 P	1,458	2,067		609
4284 MUGA running costs	750 P	750 P	438	-		(438)
4291 Van running costs	2,500 P	2,500 P	1,458	1,274		(184)
<b>Total Expenditure</b>	218,760 P	218,760 P	159,014	170,459	1,012	12,457
1000 Hire Charges-Council Chamber	- P	- P	-	-		-
1001 Hire Charges-Assembly Room	32,193 P	32,193 P	18,779	27,423		(8,644)
1002 Hire Charges-Court Room	18,907 P	18,907 P	18,907	10,897	10,000	(1,990)
1011 Solar Panel income	1,800 P	1,800 P	1,050	269		781
1012 Wedding Income	7,500 P	7,500 P	4,375	3,774		601
1014 CIL receipts	- P	- P	-	18,177	(18,177)	-
1015 small screen	- P	- P	-	-		-
1016 large screen	- P	- P	-	-		-
1013 Hanging Basket	2,500 P	2,500 P	1,458	-		1,458
<b>Total Income</b>	62,900 P	62,900 P	44,570	60,540	(8,177)	(7,793)
<b>Net Expenditure</b>	155,860 P	155,860 P	114,445	109,919	9,189	4,663
<b>502 Market House</b>						
4020 General Expenses	P	-	-	-		-
4240 Contribution to CDC re Advertising	P	-	-	-		-
4055 Professional Fees	2,500 P	2,500 P	1,458	-		(1,458)
<b>Total Expenditure</b>	2,500 P	2,500 P	1,458	-	-	(1,458)

**CHICHESTER CITY COUNCIL**

**BUDGET MONITORING**  
**To 31st October 2025**

Month: 7

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
1120 Rents Received-Ground Floor	77,000 P	77,000 P	44,917 -	29,167		15,750
<b>Total Income</b>	<b>77,000 P</b>	<b>77,000 P</b>	<b>44,917 -</b>	<b>29,167</b>	<b>-</b>	<b>15,750</b>
<b>Net Expenditure</b>	<b>(74,500) P</b>	<b>(74,500) P</b>	<b>(43,458) -</b>	<b>(29,167)</b>	<b>-</b>	<b>14,291</b>
 <b>504 City Cross</b>	 P	 P	 P	 P	 P	 P
4214 Electricity	300 P	300 P	175	423		248
4236 Reps/Maint. General	500 P	500 P	292	211		(81)
4300 City Cross Conservation	2,000 P	2,000 P	2,000	-	2,000	-
4302 Annual Maintenance of Clock	1,000 P	1,000 P	583	359		(224)
4801 C S Ohead recharge	-	-	-	-		-
4800 Administration recharge	-	-	-	-		-
<b>Total Expenditure</b>	<b>3,800 P</b>	<b>3,800 P</b>	<b>3,050</b>	<b>993</b>	<b>2,000</b>	<b>(57)</b>
<b>Net Expenditure</b>	<b>3,800 P</b>	<b>3,800 P</b>	<b>3,050</b>	<b>993</b>	<b>2,000</b>	<b>(57)</b>
 <b>505 St James Obelisk</b>	 P	 P	 P	 P	 P	 P
4236 Reps/Maint. General	100 P	100 P	100	-	100	-
4900 Reps/Maint. General	- P	- P	-	-		-
<b>Total Expenditure</b>	<b>100 P</b>	<b>100 P</b>	<b>100</b>	<b>-</b>	<b>100</b>	<b>-</b>
<b>Net Expenditure</b>	<b>100 P</b>	<b>100 P</b>	<b>100</b>	<b>-</b>	<b>100</b>	<b>-</b>
 <b>508 Brewery Field</b>	 P	 P	 P	 P	 P	 P
4236 Reps/Maint. General	2,500 P	2,500 P	1,458	819		(639)
<b>Total Expenditure</b>	<b>2,500 P</b>	<b>2,500 P</b>	<b>1,458</b>	<b>819</b>	<b>-</b>	<b>(639)</b>
<b>Net Expenditure</b>	<b>2,500 P</b>	<b>2,500 P</b>	<b>1,458</b>	<b>819</b>	<b>-</b>	<b>(639)</b>
<b>Total Property</b>	<b>87,760 P</b>	<b>87,760 P</b>	<b>75,595</b>	<b>82,564</b>	<b>11,289</b>	<b>18,258</b>
 <b>NET EXPENDITURE</b>	 -	 16,954	 (285,784)	 (256,298)	 (39,824)	 (10,339)
 <b>(SURPLUS)/DEFICIT</b>	 -	 16,954	 (285,784)	 (256,298)	 (39,824)	 (10,339)

**CHICHESTER CITY COUNCIL**

**BUDGET MONITORING**  
**To 31st October 2025**

Month: 7

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>510 Projects</b>		P				
4308 Cil - Cathedral beds	P			9,553	9,553	
4314 Cil - NEST Project	P			150,000	150,000	
4315 Cil - Digital display boards	P			13,499	13,499	
4319 Cil - CDC Play areas	P			75,000	75,000	
4320 Cil lighting bollards	P			14,141	14,141	
<b>Total Expenditure</b>	P			<b>262,193</b>	<b>262,193</b>	

**Notes:**

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

£

Original budget surplus/deficit

-

Budgets carried forward from 2024/25

11,954

11,954

**Variances**

1. The cost of ill health insurance has increased. It is calculated based on the number of staff in the pension fund.
2. HR Advice and membership to Council HR and Governance Support.
3. £8,619 of the Computer Improvement budget has been spent on hardware purchased for the new set up for remote meetings.
4. Balances in the higher interest account and still maintaining a good level of return.
5. Balance in the large grant fund.
6. The public realm budget - contribution to the City Ambassadors.
7. The cost of the Byelection for the South Ward was £14,437.
8. Contribution to the Christmas light project £6,700 used the remaining balance of the budget.
9. The 2 quarters of Cemetery charges have been received. The invoices are very low.
10. £2,000 of the Mayors allowance has been paid.
11. Additional expenditure was incurred on fire door closers.
12. Insurance costs have increased.
13. Council House improvements has included roof barriers and guttering improvements.
14. Hall booking income is higher than budgeted.
15. Cil receipts received.

## Expenditure on Reserves

### Council House Reserve

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

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

# Infrastructure Business Plan 2025- 2030

Org Name	IBP Id	Category	Project Type	Scheme	Justification	Phasing	Term Time	Cost Range	Funding Sources	Potential Delivery Lead	CIL S106 Other	Planning Ref
Boxgrove Parish Council	IBP/1375	Transport	Transport	Speed indicator device	Continued traffic calming through Boxgrove	2024	Short term (2024-2030)	£3,000.00	CIL		CIL	
Boxgrove Parish Council	IBP/858	Education	Preschool and Primary school	School Hall for Boxgrove Primary School	They do not have space for assemblies or activities which hold more than a few children.			£170,000		Boxgrove Primary School	CIL	
Boxgrove Parish Council	IBP/1376	Social Infrastructure	Community facilities	Water fountain on exterior of village hall	To reduce the amount of single-use plastic bottles	2025	Short term (2024-2030)	£1,500.00	CIL		CIL	
Boxgrove Parish Council	IBP/1374	Green Infrastructure	Playing fields, sports pitches, related build and children's play areas	Boulodrome for Boxgrove Recreation Ground	Encourage older members of community to socialise	2025	Short term (2024-2030)	£45,000	CIL £5000 £40K private funding		CIL & other	
Boxgrove Parish Council	IBP/1286	Green Infrastructure	Public open space	Create a Community Garden behind the village hall	A project for locals to work on together and create somewhere quiet and pleasant for residents to sit with flowers.	As soon as final plans defined.	Short term (2024-2030)	£5,000		Boxgrove PC and Village Hall Committee	CIL	
Chichester City Council	IBP/25	Transport	Cycle infrastructure	Improved Cycle Ways around City	To improve safe access for cyclists.	2019	Short term (2024-2030)		CIL/S106	WSCC & CDC	CIL	
Chichester City Council	IBP/1332	Transport	Local road network	Community speed watch equipment.	To purchase speed monitoring equipment.	By Summer 2024	Short term (2024-2030)	£1,500		Chichester City Council		
Chichester City Council	IBP/833	Transport	Local road network	Purchase of Speed Indicator Devices	To improve speed awareness in the City.	2020	Short term (2024-2030)	£15,000		Chichester City Council	CIL	
Chichester City Council	IBP/24	Transport	Pedestrian infrastructure	Provision for slow moving vehicles.	Improve access for people in City Centre.	2020	Short term (2024-2030)		CIL	Chichester City Council	CIL	
Chichester City Council	IBP/1377	Transport	Public rights of way	Streetlights (darkspots)	To improve community safety	£16k pa from 2025-2026	Short term (2024-2030)	£112,000.00	CCC cil	Chichester City Council	CIL	
Chichester City Council	IBP/1379	Transport	Smarter Choices and promote sustainable modes of transport	Electric van	To promote sustainable modes of transport	2028/29	Short term (2024-2030)	£50,000.00	CCC cil	Chichester City Council	CIL	

Org Name	IBP Id	Category	Project Type	Scheme	Justification	Phasing	Term Time	Cost Range	Funding Sources	Potential Delivery Lead	CIL S106 Other	Planning Ref
Chichester City Council	IBP/1378	Transport	Transport	Traffic Schemes	To improve community safety	2024-2025 onwards	Short term (2024-2030)	£64,000.00	CCC cil	Chichester City Council	CIL	
Chichester City Council	IBP/1337	Social Infrastructure		Funding for defined projects submitted by community groups and organisations.	Increase development has put huge demand on community groups and organisations. This money will aim to help them with defined projects.	2024-2025	Short term (2024-2030)	£50,000		Chichester City Council	CIL	
Chichester City Council	IBP/1336	Social Infrastructure		Project manager	Employ a project manager to assist with the implementation of infrastructure projects.	2024-2025	Short term (2024-2030)	£52,154		Chichester City Council	CIL	
Chichester City Council	IBP/1333	Social Infrastructure	Community facilities	A bandstand	Installation of a bandstand to provide a community space.	2025-2026	Short term (2024-2030)	£100,000		Chichester City Council	CIL	
Chichester City Council	IBP/1248	Social Infrastructure	Community facilities	Energy Efficient building adaptions at the Council House	With a view to meeting carbon neutral target by 2030	2022-2023	Short term (2024-2030)	£200,000	CIL - £29,533	Chichester City Council	CIL	
Chichester City Council	IBP/1334	Social Infrastructure	Community facilities	Community noticeboards	Installation of 6 community noticeboards to promote events.	By Summer 2024	Short term (2024-2030)	£14,500		Chichester City Council	CIL	
Chichester City Council	IBP/812	Social Infrastructure	Community facilities	Production of a Neighbourhood Plan	To facilitate greater local input into planning decisions in the City.	December 2023	Short term (2024-2030)	£100,000		Chichester City Council	CIL	
Chichester City Council	IBP/1380	Social Infrastructure	Community facilities	Community Hall	Provision of a Community space	2027-2028	Short term (2024-2030)	£1,000,000.00	CCC cil	Chichester City Council	CIL	
Chichester City Council	IBP/832	Social Infrastructure	Community facilities	Enhance the Council House entrance	To conserve the building and to assist with energy efficiency at the Council House to make it more user friendly and welcoming	2026-2027	Short term (2024-2030)	£220,000	CCC cil	Chichester City Council	CIL	
Chichester City Council	IBP/1335	Social Infrastructure	Streetscene and built environment	Street light improvement	Audit of City wide dark spots and installation of new street lights.	By summer 2024	Short term (2024-2030)	£32,000		Chichester City Council	CIL	
Chichester City Council	IBP/208	Social Infrastructure	Streetscene and built environment	Chichester - Re-introduction of natural stone paving within the City	Conservation and enhancement of historic environment - Public Realm and Accessibility Enhancement						CIL	

Org Name	IBP Id	Category	Project Type	Scheme	Justification	Phasing	Term Time	Cost Range	Funding Sources	Potential Delivery Lead	CIL S106 Other	Planning Ref
				centre, particularly for The Pailants, Westgate, Northgate, Southgate and Eastgate Square, as funds permit and also improvements to the public realm including street furniture, signage etc.	Strategy September 2005. Key project to improve public realm under the Chichester Vision to ensure street scene supports changing nature of the high street.							
Chichester City Council	IBP/204	Social Infrastructure	Streetscene and built environment	St Martin's Street/ Crooked S Twitten, Chichester This is a popular pedestrian route currently poorly maintained and detailed. Area should be redesigned to include the provision of new paving and new street furniture, as well as a new retail unit.	Improve the environment and enhance conservation area character – including settings of listed buildings. May also improve capacity to meet growth. Improved visitor experience and economic benefits for City Centre.					CDC, WSCC	CIL	
Chichester City Council	IBP/888	Social Infrastructure	Streetscene and built environment	Improvements to the Chichester canal bank	Support Chichester Ship Canal Trust	2021	Short term (2024-2030)	£200,000	Spacehive £4,500	WSCC, CDC and CCC	CIL	
Chichester City Council	IBP/712	Social Infrastructure	Streetscene and built environment	Improve City signage.		2017-2018	Short term (2024-2030)	£20,000		Chichester City Council	CIL	
Chichester City Council	IBP/1331	Green Infrastructure	Biodiversity measures	Brewery field environmental enhancement.	To improve green space habitats by hedgerow planting and creating a wild flower meadow.	By Summer 2024	Short term (2024-2030)	£2,500		Chichester City Council	CIL	
Chichester City Council	IBP/1306	Green Infrastructure	Landscaping, planting and woodland	Landscape Cathedral beds	Replace diseased hedges and landscape all 6 beds.	2024-2025	Short term (2024-2030)	£60,000		Chichester City Council	CIL	

Org Name	IBP Id	Category	Project Type	Scheme	Justification	Phasing	Term Time	Cost Range	Funding Sources	Potential Delivery Lead	CIL S106 Other	Planning Ref
			creation and public rights of way									
Chichester City Council	IBP/831	Green Infrastructure	Landscaping, planting and woodland creation and public rights of way	Tree planting within the City	To assist in becoming carbon neutral by 2030	2020	Short term (2024-2030)	£3,000		Chichester City Council	CIL	
Chichester City Council	IBP/1381	Green Infrastructure	Playing fields, sports pitches, related build and children's play areas	Play facilities	Provision of play facilities	2025/26	Short term (2024-2030)	£400,00 0.00	CCC cil	Chichester City Council	CIL	
Chidham and Hambrook Parish Council	IBP/603	Transport	Car parking	Improve residents' parking in the following areas: East side of Chidham Lane to the Meadow, both sides of Broad Road by Broad Meadow and top of Cot Lane	Improve parking			£10,000		WSCC	CIL	
Chidham and Hambrook Parish Council	IBP/1315	Transport	Cycle infrastructure	Cycle racks at strategic locations of the parish.	To encourage cycling.	2023-2028	Short term (2024-2030)	£3,000		Chidham and Hambrook Parish Council	CIL	
Chidham and Hambrook Parish Council	IBP/814	Transport	Local road network	Traffic calming measures in Broad Road and establishing better footways.	Traffic calming measures to accompany SID installation (IBP/811)	2019	Short term (2024-2030)	£10,000	Local transport improvement programme £160,000 towards sustainable transport.	WSCC	CIL	
Chidham and Hambrook Parish Council	IBP/813	Transport	Pedestrian infrastructure	Improved street lighting on Broad Road	Young people feel vulnerable walking home at night.	2019	Short term (2024-2030)	£10,000		CHPC/WS CC	CIL	
Chidham and Hambrook Parish Council	IBP/821	Transport	Public transport	Replacement/repair of bus shelters in the Parish	Adequate shelter provided for bus passengers.	2020-2021	Short term (2024-2030)	£20,000		Chidham and Hambrook Parish Council	CIL	



Chichester City Council

**FLORENCE PARK COMMUNITY CENTRE REPORT**  
to  
**FINANCE COMMITTEE**  
from  
**JAMES BRIGDEN, PROJECT MANAGER**  
**Date: 04/12/2025**

### **Background**

Following the Community Space in the South: Requirements and Location Report, the Community Space working group and Business plan sub-committee has decided to pursue the development of a Community Centre to the North end of Florence Park. Funding for this project has been allocated through CIL funding for a community space in the south and would be assigned to the Florence Park Scheme.

The selection of Florence Park was identified as a favourable site due to location, availability of the site and the opportunity to partner with the Sea-Cadets who are looking to develop a building to replace there pre-existing hall.

To develop the concept further an architectural firm, Open Design Studio, has been recruited to deliver on a concept for the build and take us through to seeking Pre-application advice.

### **Next step**

The next step to progress this project is the formation of a not-for-profit organisation to enshrine the partnership of the Council and Sea Cadets in line with the Proposed Governance document (Appendix 1). To deliver on this we have approached 5 Solicitors to quote for:

- advice on which governance model we should be using,
- drafting of the Governance Document for the new organisation,
- negotiations with the Sea Cadets legal team,
- formation of the organisation.

At time of writing, we have had 2 quotes back and interest to quote from 2 other organisations.

### **Decision process**

To enable a fair selection process, it is planned that a small decision panel will be convened to examine the proposals and make the decision on who to recruit. The panel will be made up of two South Ward Councillor and the City Clerk with support from the Project Manager. Early indications suggest this work can be delivered within a budget of £15,000.

### **Recommendation**

To approve spend of up to £15,000 from the allocated funds ring-fenced for the community space within our CIL budget. The approval of this spend will be delegated to the Chair of the Finance Committee and the City Clerk. This sum will only be used to cover legal expenses in delivering on the formation of the not-for-profit organisation in early 2026.



## Chichester City Council

### Appendix 1

#### Florence Park Community Space Proposed Governance Structure

### 1. Introduction

- 1.1. This document outlines a governance structure for the proposed community centre at the North end of Florence Park, aimed at fostering community participation, ensuring transparency, and supporting the effective management of the centre. The structure will align with legal requirements, best practices, and the values of inclusivity and sustainability.
- 1.2. The organisation will operate as a not-for-profit entity, ensuring all resources are dedicated to achieving its charitable objectives.

### 2. Objectives of Governance

- To establish clear roles and responsibilities for decision-making.
- To ensure accountability and transparency in the use of resources.
- To promote the active involvement of the local community in governance.
- To support the long-term sustainability and growth of the centre.

### 3. Governance Model

#### 3.1. Legal Entity

- The Community Centre will operate as a not-for-profit organisation, registered with the relevant body. Legal advice is to be sought to identify the most appropriate model to provide legal protection for trustees while ensuring accountability.

#### 3.2. Founding Organisations

- The organisation will be constituted by the founding organisations who will hold up to 8 Nominated Trustee positions. These organisations are made up of:
  - Sea-Cadets Chichester Harbour and Selsey
  - Chichester City Council
  - Up to 2 further organisations that contribute towards the financial viability of the organisation.

#### 3.3. Board of Trustees

- The Board of Trustees will serve as the governing body responsible for the overall management and strategic direction of the centre. There must be at least 4 and no more than twelve trustees made up of the following:
  - Nominated Trustees
    - Trustees will include no fewer than 2 nominated trustees appointed by Chichester City Council
    - Two trustees appointed by Sea-Cadets Chichester Harbour and Selsey
  - Appointed Trustees:
    - Up to four representatives from the local community, professionals with relevant expertise (e.g., finance, law, community development), and users group representatives. These trustees will be elected at the Annual General Meeting (AGM) or co-opted to fill skills gaps.
    - Any nomination must be made at a meeting held according to the ordinary practice of the appointing body.
    - Terms of office will be three years.
  - Responsibilities:
    - Set strategic goals and policies.

- Approve budgets and oversee financial management.
- Ensure compliance with legal and regulatory obligations.
- Monitor and evaluate the centre's performance.
- In exercising their responsibilities Trustees must have regard to the sustainability of the activities of the CIC.

### 3.4. Membership

- Open to all individuals aged 16 and above who live in the local area or have an interest in the centre.
- Members will have voting rights at the AGM and may nominate themselves for governance roles.

### 3.5. Advisory Groups

- Advisory Groups may be established to provide input on specific areas such as youth services, arts programming, or environmental initiatives.
  - Composition: Community members and subject matter experts.
  - Role: Offer recommendations to the Board and Management Committee.

## 4. Community Participation

### 4.1. Annual General Meeting (AGM)

- Held annually to provide updates on the centre's activities, finances, and plans.
- Members will elect trustees and vote on key issues.

### 4.2. Community Forums

- Community forums may be formed to gather input, share updates, and discuss issues of concern with the local community.

## 5. Policies and Procedures

- Policies will be developed to guide operations, including safeguarding, health and safety, data protection, and conflict of interest management.

## 6. Sea Cadets Allocation

- A designated area of the Community Centre will be reserved for the exclusive use of the Sea Cadets Chichester and Selsey two evenings per week. Additionally, the Sea Cadets will be provided access to a kitchen/galley area for their use during these sessions and permanent storage space for their equipment. This allocation will be formalised through an agreement, ensuring the Cadets have consistent and reliable access while maintaining the flexibility to accommodate other community needs outside of these times. A fee may be levied to reflect the cost of utilities and staffing.

## 7. Review and Evaluation

- The governance structure will be reviewed every three years to ensure it remains effective and responsive to the needs of the community. Feedback from members and stakeholders will inform any changes.

## 8. Dissolution Provisions

- 8.1. The Articles of Association will include an asset lock to ensure that following dissolution its assets are used exclusively for the benefit of the community and cannot be distributed for private gain.
- 8.2. In the event of dissolution, all remaining assets will be transferred to Chichester City Council to ensure they continue to benefit the community.
- 8.3. In the event of dissolution, a pre-agreed sum will be paid to the founding organisation to reflect their original investment in the centre.

## 9. Conclusion

- 1.1. The proposed governance structure is designed to balance effective management with active community involvement, ensuring that the community centre remains a vibrant, inclusive, and sustainable resource for all. We invite feedback from stakeholders to refine and finalise this proposal.

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

For the month of August 2025

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

Payments during the period have been authorised by Councillors.

All payments are reported to Committee.

A sample of transactions have been verified during the month.

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

Signed by the Chairman of Finance Committee

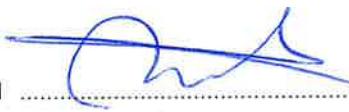
RHC Durr

Date

15.9.25

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/08/2025	124	4,995.85
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			4,995.85
		Balance per Cash Book is :-	4,995.85
		Difference is :-	0.00

Signatory 1:

Name Michelle Carter Signed  Date 03/09/25

Signatory 2:

Name Kim Marni Signed  Date 16/9/25

Chair of Finance:

Name RHC Miall Signed  Date 16.9.25

Date: 15/09/2025

## Chichester City Council

Page 1

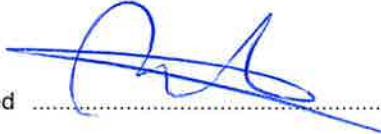
Time: 16:09

Bank Reconciliation Statement as at 31/08/2025  
for Cashbook 2 - Unity Trust Current Account

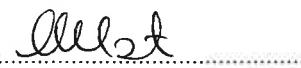
User: MC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/08/2025	146	163,855.43
			<u>163,855.43</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			<u>163,855.43</u>
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			<u>163,855.43</u>
			<b>Balance per Cash Book is :-</b>
			<b>163,855.43</b>
			<b>Difference is :-</b>
			<b>0.00</b>

Signatory 1:

Name MICHELLE CARTER Signed  Date 15/09/25

Signatory 2:

Name KIM MARTIN Signed  Date 15/09/25

Chair of Finance:

Name RHC MIA Signed  Date 16.9.25

**Bank Reconciliation up to 31/08/2025 for Cashbook No 2 - Unity Trust Current Account**

**Signatory 2:**

Name ..... Karen MARTIN ..... Signed ..... Alastair ..... Date ..... 15/09/25 .

**Chair of Finance:**

Name ..... RHC Chair ..... Signed ..... RHC Chair ..... Date ..... 16.9.25

Date: 15/09/2025

Chichester City Council

Page 1

Time: 16:08

## Bank Reconciliation Statement as at 31/08/2025 for Cashbook 4 - Barclaycard

User: MC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	31/08/2025	3	0.00
			<u>0.00</u>
<b>Unpresented Payments (Minus)</b>		<b>Amount</b>	
		0.00	<u>0.00</u>
			<u>0.00</u>
			<u>0.00</u>
<b>Unpresented Receipts (Plus)</b>			
		0.00	<u>0.00</u>
			<u>0.00</u>
			<u>0.00</u>
<b>Balance per Cash Book is :-</b>			0.00
<b>Difference is :-</b>			0.00

Signatory 1:

Name MICHELLE CARTER Signed 10/10/12 Date 15/09/23

**Signatory 2:**

Name Illust Signed Karen Martin Date 15/09/25

### Chair of Finance:

Name R.H. Raw Signed RHC (IAAC) Date 15.9.25

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

For the month of SEPTEMBER 2025.

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

Payments during the period have been authorised by Councillors.

All payments are reported to Committee.

A sample of transactions have been verified during the month.

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

Signed by the Chairman of Finance Committee

RHC Dave

Date

16.10.25

Date: 01/10/2025

## Chichester City Council

Page 1

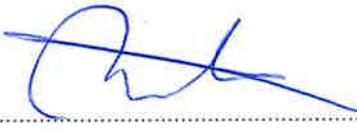
Time: 12:11

Bank Reconciliation Statement as at 30/09/2025  
for Cashbook 1 - Imprest Account

User: MC

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Imprest Account-Unity	30/09/2025	125	10,271.16
Unpresented Payments (Minus)		Amount	
		0.00	0.00
			10,271.16
Unpresented Receipts (Plus)			
		0.00	0.00
			10,271.16
		Balance per Cash Book is :-	10,271.16
		Difference is :-	0.00

Signatory 1:

Name MICHELLE CARTER Signed  Date 01/10/25

Signatory 2:

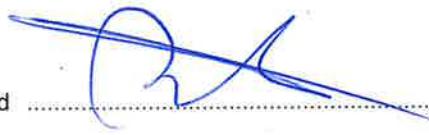
Name KIM MARTIN Signed  Date 01/10/25

Chair of Finance:

Name RHONDA Signed  Date 16.10.25

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	30/09/2025	147	482,249.92
			<u>482,249.92</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			<u>482,249.92</u>
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			<u>482,249.92</u>
		<b>Balance per Cash Book is :-</b>	<b>482,249.92</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name Michelle Carter Signed  Date 02/10/25

Signatory 2:

Name Kim Martin Signed  Date 03/10/25

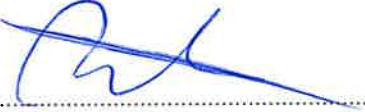
Chair of Finance:

Name Ricci Mial Signed  Date 16.10.25

Bank Reconciliation Statement as at 30/09/2025  
for Cashbook 4 - Barclaycard

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	30/09/2025	4	0.00
			0.00
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
			0.00
			0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			0.00
			0.00
			0.00
			<b>Balance per Cash Book is :-</b> 0.00
			<b>Difference is :-</b> 0.00

Signatory 1:

Name Michelle Carter Signed  Date 02/10/25

Signatory 2:

Name Kim Martin Signed Aust Date 31.09.25

Chair of Finance:

Name RHC P. Hall Signed  Date 16.10.25

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

For the month of OCTOBER 2025

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

Payments during the period have been authorised by Councillors.

All payments are reported to Committee.

A sample of transactions have been verified during the month.

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

Signed by the Chairman of Finance Committee

RHC Rm

Date

19.11.25

Date: 04/11/2025

Chichester City Council

Page 1

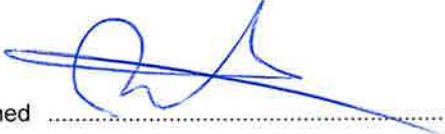
Time: 16:20

Bank Reconciliation Statement as at 31/10/2025  
for Cashbook 1 - Imprest Account

User: MC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/10/2025	126	9,555.66
			<u>9,555.66</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			<u>9,555.66</u>
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			<u>9,555.66</u>
			<b>Balance per Cash Book is :-</b> <u>9,555.66</u>
			<b>Difference is :-</b> <u>0.00</u>

Signatory 1:

Name Michelle Carter Signed  Date 04/11/25

Signatory 2:

Name Kim Martin Signed alb Date 5/11/25

Chair of Finance:

Name R H C Miall Signed R H C Miall Date 19/11/25

Date: 12/11/2025

Chichester City Council

Page 1

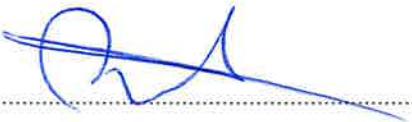
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Bank Reconciliation Statement as at 31/10/2025  
for Cashbook 2 - Unity Trust Current Account

User: MC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/10/2025	148	397,568.11
			<u>397,568.11</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
			0.00
			<u>0.00</u>
			<u>397,568.11</u>
<u>Unpresented Receipts (Plus)</u>			
			0.00
			<u>0.00</u>
			<u>397,568.11</u>
			<b>Balance per Cash Book is :-</b>
			<b>397,568.11</b>
			<b>Difference is :-</b>
			<b>0.00</b>

Signatory 1:

Name ..... Michelle Carter ..... Signed .....  ..... Date ..... 12/11/25 .....

Signatory 2:

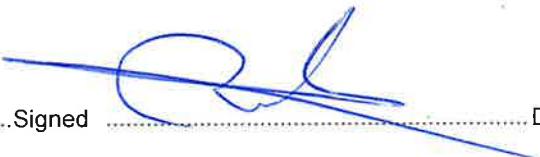
Name ..... Karen Martin ..... Signed ..... 12/11/25 ..... Date ..... 12/11/25 .....

Chair of Finance:

Name ..... R H C Miall ..... Signed ..... R H C Miall ..... Date ..... 19/11/25 .....

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	31/10/2025	5	0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name ..... Michelle Carter ..... Signed .....  ..... Date ..... 22/10/25

Signatory 2:

Name ..... Karen Mall ..... Signed .....  ..... Date ..... 22/10/25

Chair of Finance:

Name ..... RHC ..... Signed ..... RHC Nov ..... Date ..... 19/11/25

## List of Payments made between 01/08/2025 and 31/10/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/08/2025	O2 - Telephonica UK Ltd	DD03	103.20		Staff Mobile phones - Jul 25
01/08/2025	Cerberus Networks Limited	DD04	58.80		Broadband - C/Hse Jul25
01/08/2025	Square	TRANS	0.09		Square fees re 31.07.25
05/08/2025	Aspect Electrical Contractors	BACS02	2,893.58		Lightning Surge Protect work
05/08/2025	Rialtas Business Solutions Ltd	BACS06	1,187.66		Purchase order software +Maint
05/08/2025	Securitas Technology Ltd	BACS07	4,888.18		Fire Door Closers
05/08/2025	Syrian Cuisine	BACS08	300.00		Refund incorrect credit 31/07
08/08/2025	Council HR and Governance Supp	BACS01	2,700.00		HR Services - Yr 1 of 3
14/08/2025	Vodafone Ltd	DD05	39.14		B/Band + phone - St J Jul25
15/08/2025	Chichester District Council	BACS05	15,488.86		Chi Cemetery 50% - Q4 24/25
15/08/2025	Chichester District Council	DD01	5,522.00		Business Rates C Hse 25-26
15/08/2025	Chichester BID	DD02	101.30		BID Levy 25-26
15/08/2025	Tusker Direct Ltd	DD06	589.63		Lease Car - AW 2/48
21/08/2025	Barclaycard	TRANS	562.23		Barclaycard
22/08/2025	Chichester District Council	DD07	152.00		Refuse & Recycling to 8.08.25
27/08/2025	Drax	DD08	904.81		Electricity - City X - Jul 25
27/08/2025	Square	TRANS	7.66		Square Fees - Aug 25
28/08/2025	Chichester District Council	BACS03	4,505.99		Priory Park Elec charge-Gala25
28/08/2025	Lenovo Technology (UK) Ltd	BACS04	1,035.49		Laptop for Town Clerk
29/08/2025	Tusker Direct Ltd	DD09	544.43		Lease car - SH 1/48
29/08/2025	Securitas Technology Ltd	DD10	5,865.82		Input Unit - Fire door closers
31/08/2025	Unity Trust Bank	TRANS	16.95		Bank Service Charges - Jul25
01/09/2025	Cerberus Networks Limited	DD02	58.80		Broadband - C/Hse - Jun25
01/09/2025	Renault Finance	DD09	30.00		EV Battery Lease - Aug 25
03/09/2025	Papercast Limited	BACS04	10,124.25		3 x E-Paper display units
08/09/2025	Business Stream	DD05	124.71		Water - Vel R/O to 06.08.25
10/09/2025	Imprest Account	TRANS	10,000.00		TRANSFER
11/09/2025	Voluntary Action Arun & Chichester	BACS02	5,000.00		Discretionary Grant 09/24-2
11/09/2025	West Sussex County Council	BACS03	54,320.26		Salaries for July 2025
15/09/2025	Tusker Direct Ltd	DD01	1,134.06		Lease Car - AW - 03/48
15/09/2025	Chichester District Council	DD03	5,522.00		Business Rates C Hse 25-26
15/09/2025	Chichester BID	DD04	101.30		BID Levy 25-26
15/09/2025	Vodafone Ltd	DD11	127.14		Staff Mobiles etc to 31.08.25
16/09/2025	Vodafone Ltd	DD10	39.14		B/band + Phone -St J Aug25
17/09/2025	Chichester Harbour & Selsey Se	BACS09	1,729.00		Discretionary Grant 09/25
17/09/2025	St John's Trust, Chichester	BACS10	3,000.00		Discretionary Grant 09/25
17/09/2025	Volya Art Community Group	BACS11	2,000.00		Discretionary Grant 09/25
18/09/2025	Madge Turner Statue Appeal	BACS01	12,000.00		Discretionary Grant 09/25
18/09/2025	West Sussex County Council	BACS12	63,735.54		Salaries - August 2025
22/09/2025	Chichester District Council	DD06	152.00		Refuse & Recycle to 05.09.25
22/09/2025	Barclaycard	TRANS	2,399.63		C/Card -Sep25
23/09/2025	Drax	DD07	694.82		Elec - Council Hse to 31.08.25
25/09/2025	Creative Beatz Charity	BACS05	5,000.00		Discretionary Grant 09/25
25/09/2025	Chichester BID	BACS06	8,040.00		Xmas light project
25/09/2025	Moore	BACS07	2,551.50		Ext Audit 24/25 A/C's
25/09/2025	Silver Appleyard Productions L	BACS08	1,500.00		Drone footage of Gala 25
26/09/2025	Square	TRANS	4.32		Square Fees - Sep 25

## Unity Trust Current Account

## List of Payments made between 01/08/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/09/2025	Renault Finance	DD08	30.00		Lease - EV Battery - Sep 25
30/09/2025	Unity Trust Bank	TRANS	13.05		Bank Service charges
30/09/2025	Unity Trust Bank	TRANS	10.30		Bank Charges - Manual Handling
01/10/2025	Cerberus Networks Limited	DD03	58.80		Broadband - C/Hse - Sep 25
03/10/2025	West Sussex County Council	BACS02	55,246.30		Salaries - September 2025
10/10/2025	Microsoft	BACS03	2,615.04		21 x Software Licenses 10/26
10/10/2025	Unspecified	HMOCT25A	10.00		Correction-duplicate SMob hire
13/10/2025	Arun & Chichester Citizens Adv	BACS04	11,247.50		CAB Service Oct-Dec 25
13/10/2025	Legal & General	BACS05	13,473.94		III Health Liab Ins 2024 +25
15/10/2025	Chichester District Council	DD01	5,522.00		Business Rates C Hse 25-26
15/10/2025	Chichester BID	DD02	101.30		BID Levy 25-26
15/10/2025	Tusker Direct Ltd	DD04	2,310.90		Lease Car - SH 03/48
15/10/2025	Vodafone Ltd	DD05	94.20		Staff mobiles - Sep 25
15/10/2025	Vodafone Ltd	DD06	39.14		Phone & B/Band St J - Sep25
15/10/2025	Chichester District Council	DD07	152.00		Refuse & Recycling to 03.10.25
16/10/2025	Imprest Account	Transfer	10,000.00		Transfer
16/10/2025	Sean McHale	BACS06	2,000.00		Mayoral Allowance-1st 1/2yr
16/10/2025	West Sussex County Council	BACS07	1,009.81		Payroll Services to 30.09.25
16/10/2025	Chichester District Council	BACS08	14,436.79		Byelection-South Ward 06/25
20/10/2025	Barclaycard	TRANS	772.29		Credit Card - Oct 25
23/10/2025	Drax	DD08	635.83		Elec - Sep 25 - City Cross
23/10/2025	Pitney Bowes Ltd	DD09	90.71		Qty Rental-Frinking Machine
24/10/2025	Chichester District Council	BACS01	8,688.90		50% Chi Cemetery Qtr2 25/26
30/10/2025	Renault Finance	DD10	30.00		EV Battery Lease - Oct 25
30/10/2025	Business Stream	DD11	243.48		Water - B/B Allots to 01.10.25
31/10/2025	Unity Trust Bank	TRANS	13.95		Bank Service Charge
31/10/2025	Square	TRANS	12.13		Square Fees - Oct 25
31/10/2025	Business Stream	DD12	380.89		Water - StP Allots to 02.10.25

**Total Payments** 366,095.54

## Imprest Account

## List of Payments made between 01/08/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2025	T V Licensing	DD01	174.50		TV Licence to 31.07.26
05/08/2025	Mr G Bowen	BACS01	9.90		5 x 4 pts Milk
05/08/2025	South Downs Water Co Ltd	BACS02	39.60		3 x 19L Water Bottles -empties
05/08/2025	Chichester Farm Machinery Ltd	DD03	433.21		Aspen 4 Stroke Petrol 30L
05/08/2025	Pestforce	DD04	95.00		Removal of wasps nest Litten G
05/08/2025	Toolstation Ltd	BACS05	63.58		Concrete Grinding disc
05/08/2025	Friends of Valletta	BACS06	132.00		Expenses - Maltese H Com visit
05/08/2025	Mr S Holman	BACS07	4.40		Antihistamine - Wasp stings
05/08/2025	The Woodhorn Group Ltd	BACS08	723.92		Green waste - Jul25 Litten+N/G
05/08/2025	Luna Clean	BACS09	738.30		Cleaning of C/Hse - Jul 25
05/08/2025	Councillor C Apel	BACS10	44.80		2 x Ink Cartridges for Printer
05/08/2025	Mayors Charity Account	BACS11	171.00		Gala Raffle card takings 2025
05/08/2025	Dyson King (Architectural Iron	BACS12	88.63		Allots - Keys x 10 & Padlock
05/08/2025	CJS Portsmouth	BACS13	80.47		T/rolls + H/Sanitiser etc
05/08/2025	Thomas Fattorini Ltd	BACS14	490.06		Past Mayors badge + engraving
14/08/2025	Dean Floyd	BACS15	97.41		Various mats for C/H + Litten
14/08/2025	Screwfix	BACS16	11.78		Emergency exit signs -rear C/H
14/08/2025	Beaver Tool Hire	BACS17	106.57		Hire of Dehumidifiers x 2
14/08/2025	City Electrical Factors	BACS18	100.74		Cat5 cable drum x 305m
14/08/2025	Securitas Technology Ltd	BACS19	596.77		Call out+install 2 x S/Detect
14/08/2025	C Brewer & Sons Ltd	BACS20	168.34		Satinwood + Undercoat +Caulk
14/08/2025	CJS Portsmouth	BACS21	19.04		Washing up liquid x 6
14/08/2025	Visual Hygiene Cleaning Servic	BACS22	160.00		Window clean in + out 30.07.25
14/08/2025	Midlands Signs Leicester Ltd T	BACS23	104.70		Swanfield Drive St Sign
14/08/2025	NALC	BACS24	42.00		Training - Asset Management AW
14/08/2025	Mr D Jenkins	BACS25	7.99		Pair of Cut resist gloves
14/08/2025	Toolstation Ltd	BACS26	29.24		Mats re CCTV in Lift Foyer
27/08/2025	C J Gercke	BACS27	50.00		Allotment Deposit Refund-PA52
27/08/2025	Beaver Tool Hire	BACS28	418.58		Hire of Dehumidifiers x 2
27/08/2025	Screwfix	BACS29	45.74		Surface B/boxes + 10prs gloves
27/08/2025	Andrew Watson	BACS30	8.08		Materials for door repairs
27/08/2025	Mr G Bowen	BACS31	41.31		Refreshments -Speyer Reception
28/08/2025	Office World Ltd	BACS32	71.51		Stationery –Dividers, Pens etc
31/08/2025	Unity Trust Bank	TRANSFER	12.30		Bank Service Charges
11/09/2025	Enconvo Ltd	BACS01	272.29		Phoneline & Rent C/Hse - Aug25
11/09/2025	Chichester Quaker Meeting Hous	BACS02	64.00		Hire of room - Gala 28.06.25
11/09/2025	Mulberry and Co	BACS03	54.00		Training x 3 -AGAR-Oct25
11/09/2025	Luna Clean	BACS04	738.30		Cleaning - C/Hse Aug 25
11/09/2025	Allstar	BACS05	77.29		Fuel for Truck - Aug 2025
11/09/2025	The Woodhorn Group Ltd	BACS06	41.93		Green waste Allots- 28.08.25
11/09/2025	Microsoft	BACS07	15.44		Adjustment to Software Licence
11/09/2025	South Downs Water Co Ltd	BACS08	43.20		Water bottles x 3 19L
11/09/2025	Society of Local Council Clerk	BACS09	72.00		Training-Trans of Assets 09/25
11/09/2025	Midlands Signs Leicester Ltd T	BACS10	946.68		6 x Street sign replacements
11/09/2025	Dyson King (Architectural Iron	BACS11	140.05		Master keys x 6 - Council Hse
11/09/2025	Covers Trade Centre Branch	BACS12	615.84		Planks for BID benches LLondon
11/09/2025	Mr D J Pennicott	BACS13	40.00		Signwriting Mayoral Board

## Imprest Account

## List of Payments made between 01/08/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/09/2025	Screwfix	BACS15	64.99		Graffiti remover 5 ltr R/A All
11/09/2025	Toolstation Ltd	BACS16	137.48		Milwaukee 1/2" Wheel socket
17/09/2025	Covers Trade Centre Branch	BACS14	71.25		Street Signs -Backboard, etc
17/09/2025	Screwfix	BACS17	23.99		5ft LED Light - St James Offic
17/09/2025	SSE Contracting	BACS18	327.53		Gas for C/Hse - Jul 2025
17/09/2025	YESSS (A) ELECTRICAL LTD	BACS19	66.00		Power Switchable Bulkheads
25/09/2025	Microshade Business Consultant	BACS20	161.28		Hosted App Serv Lic. to 30/09
25/09/2025	Super Signs	BACS21	48.00		4 x Jubilee clips for street s
25/09/2025	Voluntary Action Arun & Chichester	BACS22	600.00		Comm. Forum Events x 3
25/09/2025	Amazon	BACS23	63.08		Desk lamps x 5 for back office
25/09/2025	Katie Coffey	BACS24	4.05		Refreshments for Arts Forum
25/09/2025	Jane Walker Event Floristry	BACS25	30.00		Flower arrange - Wedding 19/09
28/09/2025	Beaver Tool Hire	BACS01	201.30		Mini Digger -Ducting EV Charge
30/09/2025	Unity Trust Bank	TRANS	11.10		Bank Service charge - Aug 25
03/10/2025	Perfect Portables Limited	BACS02	450.00		Hire of 4 x Toilets - Gala 25
03/10/2025	Pestforce	BACS03	95.00		Treat Wasp nest - B/B Allot
03/10/2025	Amazon	BACS04	315.52		White Tack x 8 Packs
03/10/2025	Chichester District Council	BACS05	320.00		Ann Premises Licence -Oct26
03/10/2025	Dyson King (Architectural Iron	BACS06	8.26		Brass Screws for Kick Plates
03/10/2025	Voxit Limited	BACS07	720.00		Annual Website Mainten
03/10/2025	Luna Clean	BACS08	738.30		Cleaning C/Hse Sep25
03/10/2025	The Woodhorn Group Ltd	BACS09	125.78		Green Waste - B/Field 22/10
03/10/2025	South Downs Water Co Ltd	BACS18	21.60		3 x 19L Water Bottles-empties
10/10/2025	Stocksigns Limited	BACS10	507.54		SAM speed device brackets x 4
10/10/2025	Enconvo Ltd	BACS11	277.04		Phoneline & Call- Sep25 C/H
10/10/2025	Houston Global Ltd	BACS12	98.94		Laminating pouches 6 x Pks
10/10/2025	Visual Hygiene Cleaning Service	BACS13	80.00		Window Cleaning 19/09 - C/H
10/10/2025	Recycle Southern Ltd	BACS14	234.00		Tipping of Waste Allots -09/25
10/10/2025	Chichester City Band	BACS15	300.00		Gold Sponsorship of Band 2025
10/10/2025	Canon (UK) Ltd	BACS16	387.65		P/Copier - Rental to 31/12/25
10/10/2025	Amazon	BACS17	18.42		Connectors for CCTV extension
16/10/2025	Karla Aguayo	BACS19	36.00		Bus Fare Travel Exp -Volunteer
16/10/2025	Saunders Specialised Services	BACS20	291.90		Test chiller - A/Con 9.9.25
16/10/2025	Amazon	BACS21	36.99		2 x Storage boxes-staging par
16/10/2025	Midlands Signs Leicester Ltd T	BACS22	269.88		2 x St signs+ spare sign legs
16/10/2025	C Brewer & Sons Ltd	BACS23	209.55		Paint -main corridors + Tape
16/10/2025	Toolstation Ltd	BACS24	26.14		PPE -2 x gloves -2 x Goggles
16/10/2025	Chichester Enterprises Ltd	BACS25	20.16		Business cards (250) - NR
16/10/2025	East Wittering & Bracklesham P	BACS26	500.00		Portable stage
24/10/2025	Restore Data Shred	BACS27	83.28		10 x Bags Confidential Waste
24/10/2025	Vodafone Ltd	BACS28	1.55		VAT for Litten Gardens
24/10/2025	Blayde Security Ltd	BACS29	430.80		Supply 4 x Guards - 28.6.25
24/10/2025	Microshade Business Consultant	BACS30	161.28		Hosted App Server Lic-10/25
24/10/2025	The Dean & Chapter Of Chichester	BACS31	500.00		Ann cont - Bell Tower Clock
24/10/2025	Sussex Rural Community Council	BACS32	62.50		Ann Subs-Village Hall Advisory
24/10/2025	Securitas Technology Ltd	BACS33	281.66		Ann Maint CCTV to 10/26
24/10/2025	YESSS (A) ELECTRICAL LTD	BACS34	24.78		RG59 Crimp Tool

## Imprest Account

## List of Payments made between 01/08/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/10/2025	Aspect Electrical Contractors	BACS35	537.34		Relocation of EV Charging Unit
24/10/2025	Smith of Derby Ltd	BACS36	430.80		Market Cross-Ann Clock Service
24/10/2025	Super Signs	BACS37	120.00		SAM bracket straps x 10
24/10/2025	Screwfix	BACS38	73.33		Window film for C/Hse
24/10/2025	Kestrel Guards	BACS39	42.00		Alarm Call out 29.09.25
24/10/2025	Amazon	BACS40	336.85		Chair, Dock Station + A5Paper
24/10/2025	Dean Floyd	BACS41	12.50		Milk - 8 x 4pts
24/10/2025	Ricara Limited	BACS42	259.62		Logoed uniform x 11 items
31/10/2025	Square	TRANS	12.13		Square Fees
31/10/2025	Unity Trust Bank	TRANS	9.75		Bank Service Charge Fees
31/10/2025	South Downs Water Co Ltd	BACS43	21.60		3 x 19L Water Bottles less emp
31/10/2025	Amazon	BACS44	37.99		Firestick for Foyer TV
31/10/2025	Mr G Bowen	BACS45	5.34		Milk & Cable Clips
31/10/2025	Super Signs	BACS46	588.00		Parish boundary sign-Clay Lane
31/10/2025	GW Shelter Solutions Ltd	BACS47	210.00		Clean 5 x Bus Shelters-Oct25
31/10/2025	Covers Trade Centre Branch	BACS48	115.20		Airbricks & Sand - C/Hse
31/10/2025	C Brewer & Sons Ltd	BACS49	79.36		White paint+caulk C/Hse

**Total Payments** 20,838.87

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01/08/2025	YESSS Electrical	TRANS	49.31		1 x Emergency LED Exit Sign
01/08/2025	Microsoft	TRANS	7.81		Software Licence to 30.08.25
02/08/2025	Adobe	TRANS	73.33		Software Licence-Creative Clou
03/08/2025	Mango Display	TRANS	15.67		Software for TV display
05/08/2025	Card Factory	TRANS	0.99		Get Well card for Councillor
06/08/2025	WWW.ASUS.com	TRANS	214.98		ASUS Expert Wifi PoE+ Members
11/08/2025	AJ Parts	TRANS	43.64		3 x Asus Vivobook Laptop adapt
13/08/2025	Acux Access Controls	TRANS	124.09		Paxton door entry unit - Front
14/08/2025	Marks & Spencers	TRANS	5.30		Biscuits for VJ day
14/08/2025	Electronic Capital	TRANS	674.99		CCTV at Litten Gardens
15/08/2025	Zoom Communications Inc	TRANS	16.79		Software Licence x 1 @ £13.99
16/08/2025	Microsoft	TRANS	29.64		Software Licence to 14.09.25
17/08/2025	Loomly	TRANS	447.85		Scheduling Tool for Social Med
18/08/2025	Marks & Spencers	TRANS	21.50		Wine for Mayor's Parlour
26/08/2025	Microsoft	TRANS	8.88		Software Licence to 24.09.25
31/08/2025	Dropbox	TRANS	165.83		File/Photo Sharing - FI Pk Com
01/09/2025	St John Ambulance	TRANS	259.20		1st Aid Course - CA
01/09/2025	Microsoft	TRANS	7.81		Software Licence to 29.09.25
02/09/2025	Adobe	TRANS	73.33		Software Licence-Creative Clou
03/09/2025	Mango Display	TRANS	15.44		Software for TV display
03/09/2025	Purple Guide	TRANS	30.00		Guide for Outdoor Events
04/09/2025	Land Registry	TRANS	7.00		Whyke Lakes - Title Deed searc
04/09/2025	Land Registry	TRANS	14.00		2 x Oaklands Park - Title Deed
04/09/2025	CCCI Ltd	TRANS	330.00		Ann. Subs to 04.09.2026-Chambe
08/09/2025	Microsoft	TRANS	9.24		Software Licence to 06.10.25
11/09/2025	Metals 4 U	TRANS	542.03		Brass Kickplates for Corridor
15/09/2025	Zoom Communications Inc	TRANS	16.79		Software Licence x 1 @ £13.99
15/09/2025	Mooch	TRANS	4.50		Wedding card for K.Coffey
15/09/2025	ENXI Ltd ECO Web Hosting)	TRANS	65.99		Web Reg & Hosting - FI Pk
16/09/2025	Microsoft	TRANS	29.64		Software Licence to 14.10.25
22/09/2025	Booker Ltd	TNSFR	25.29		1 x 750g Kenco Coffee
25/09/2025	Robert Dyas Chichester	TRANS	11.49		Kitchen Knife
25/09/2025	Marks & Spencer	TRANS	3.30		2 x 4pts Milk for event
25/09/2025	Robert Dyas Chichester	TRANS	35.99		Status 7 Oil Heater - Back Off
26/09/2025	Marks & Spencer	TRANS	2.00		Oat Milk for event
26/09/2025	Microsoft	TRANS	8.88		Software Licence to 24.10.25
29/09/2025	Boots The Chemist	TRANS	87.00		Staff Flu Vaccination Vouchers
29/09/2025	Battery Station	TRANS	65.38		8 x AA Rechargeable Batteries +
29/09/2025	Battery Station	TRANS	65.34		8 x AA Rechargeable Batteries +
30/09/2025	WSCC Records Office	TRANS	6.00		Photocopies-historic agreement
01/10/2025	Microsoft	TRANS	7.81		Software Licence to 29.10.25
02/10/2025	Adobe	TRANS	73.33		Software Licence-Creative Clou
03/10/2025	Mango Display	TRANS	15.36		Software for TV display
03/10/2025	Land Registry	TRANS	7.00		Title Register Search
05/10/2025	123 REG	TRANS	62.35		Annual registration of 4 x CCC
07/10/2025	Wheelieklips	TRANS	59.80		Adhesive signs-Refuse & Refuse
08/10/2025	Commercial Washrooms	TRANS	132.00		2 x Hinges - Ladies WC

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08/10/2025	CCCI Ltd	TRANS	18.00		Talk on LG Devolution-CFT Nest
08/10/2025	Microsoft	TRANS	9.24		Software Licence to 06.11.25
13/10/2025	ECO Labels	TRANS	25.19		Stickers for Refuse & Recycle
14/10/2025	Halfords Autocentres	TRANS	294.99		EV Service & MOT 05.01.26
15/10/2025	Zoom	TRANS	16.79		Software Licence x 1 to 14.11
16/10/2025	Microsoft	TRANS	29.64		Software Licence to 14.11.25
24/10/2025	Marks & Spencer	TRANS	30.00		Bottle of Rum - Trafalgar Day
26/10/2025	Microsoft	TRANS	8.88		Software Licence to 24.11.25
30/10/2025	Henton & Chatell Ltd	TRANS	10.56		10 x Guiding blocks for strimm
31/10/2025	IDRIVE.COM	TRANS	471.03		Cloud storage -Microsoft B/up

**Total Payments** 4,888.21