



Chichester City Council

MEETING OF THE CITY COUNCIL

TO THE MEMBERS OF THE CITY COUNCIL

MEMBERS ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE COUNCIL OF THE CITY OF CHICHESTER TO BE HELD AT 6.00PM ON WEDNESDAY 25 FEBRUARY 2026 IN THE COUNCIL CHAMBER


.....
Town Clerk
19 February 2026

COUNCIL2026/27. APOLOGIES FOR ABSENCE

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

COUNCIL2026/28. DISPENSATION REQUESTS

To approve dispensation requests received since the last meeting of Council.

COUNCIL2026/29. DECLARATIONS OF INTEREST

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

COUNCIL2026/30. 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).

COUNCIL2026/31. MAYOR'S ANNOUNCEMENTS

COUNCIL2026/32. MINUTES OF PREVIOUS MEETINGS

To approve and sign as a correct record the minutes of the Full Council meetings held as follows:

- 17 December 2025 - [Minutes - Full Council - 2025-12-17](#)

- 7 January 2026 (Extra Ordinary meeting) - [Minutes - Full Council \(Extra Ordinary\) - 2026-01-07](#)
- 11 February 2026 (Extra Ordinary meeting) - [Minutes - Full Council \(Extra Ordinary\) - 2026-02-11](#)

COUNCIL2026/33.UPDATE ON ACTIONS FROM PREVIOUS MEETING

Meeting held on 17 December 2025:

- **Minute COUNCIL2025/25 refers** - Request details of flooding concerns as raised by Councillor Quail - Town Clerk
- **Minute COUNCIL2025/26 refers** - Update City Council Plan document with latest e-ink display information - *NOTE - may be superseded by decision made at meeting of the Business Plan Sub-Committee held on 9 February 2026* - Communications and Civic Support Officer
- **Minute COUNCIL2025/26 refers** - Investigate with Chichester District Council regarding reinstatement of the Infrastructure Steering Group - Councillor Vivian
- **Minute COUNCIL2025/27 refers** - Arrange meeting dates and venues for town hall meetings in each ward in January
- **Minute COUNCIL2025/29 refers** - Advertise councillor vacancy and call extra council meeting in early February to make the co-option - Co-option completed - 11 February 2026
- **Minute COUNCIL2025/34 refers** - Invite representatives of SCFT NHS trust to present to the Council in the spring - Councillor C Gershater
- **Minute COUNCIL2025/40 refers** - Review member communication channels for CAT progress updates - Town Clerk

COUNCIL2026/34.MINUTES FROM COMMITTEES

To note minutes and consider recommendations (if any) from Committee meetings held since last Council meeting.

Community Affairs Committee:

- No meetings held

To note the minutes of the following Sub-Committee:

- Community Liaison Sub-Committee - 19 February 2026 - link to minutes to follow

Finance Committee:

- [Minutes - Finance Committee - 2026-02-04](#)

To consider the following recommendations from the Finance Committee

-

- City Council budget 2026-2027 - to be discussed under agenda item COUNCIL2026/35

To note the minutes of the following Sub-Committees:

- Business Plan Sub-Committee - 9 February 2026 - [Minutes - Business Plan Sub-Committee - 2026-02-09](#)
- People Management Sub-Committee (previously the Personnel Sub-Committee) - 19 January 2026 - [Minutes - People Management Sub-Committee - 2026-01-19](#)
- Property Management Sub-Committee - 10 February 2026 - [Minutes - Property Sub-Committee - 2026-02-10](#)

Planning and Conservation Committee:

- [Minutes - Planning and Conservation Committee - 2026-01-29](#)

COUNCIL2026/35. CHICHESTER CITY COUNCIL BUDGET - 2026-2027

To review and ratify the recommendation from the Finance Committee meeting held on 4 February 2026 regarding the City Council's budget for 2026-2027, namely:

Minute FIN2026/73 refers: *The Committee RESOLVED TO RECOMMEND to Full Council on the 25 February 2026 that the revised budget as proposed be accepted, with one amendment made to allocate £30K of funding towards additional LGR support staff costs in 2026/27. This would bring the proposed budget precept requirement to £1,547,003.25 and the Band D charge to £122.08 per year.*

COUNCIL2026/36. LOCAL GOVERNMENT REORGANISATION (LGR)

To receive any updates if available

COUNCIL2026/37. STATUTORY POLICY REVIEWS

Pursuant to Chichester City Council Standing Orders Appendix 2: Statutory Policy Review Schedule:

- a. To note and ratify the City Council's Financial Regulations and Standing Orders as reviewed by the Finance Committee at their meeting held on 4 February 2026 (**Minute FIN2026/75 refers**).
- b. To note and ratify the review of the City Council's risk assessment statements and action plan undertaken at the meeting of the Finance Committee held on 4 February 2026 (**Minute FIN2026/75 refers**).
- c. To note and ratify the review of the City Council's insurance cover for all insured risks undertaken at the meeting of the Finance Committee held on 4 February 2026 (**Minute FIN2026/75 refers**).

- d. To review, if appropriate, the council's policy for dealing with the press and media - [Chichester City Council Media Policy \(March 2024\)](#).
- e. To review the City Council's variable direct debits, standing orders and online banking arrangements.
- f. To ratify the review of Fees and Charges as undertaken at the meeting of the Finance Committee at the meeting held on 4 February 2026.

Current Direct Debits and Standing Orders relating to the City Council's banking arrangements (Reports attached)

Table of Fees and Charges - to consider the resolution made at the meeting of the Finance Committee held on 4 February 2026:

Minute FIN2026/74 refers: The committee RESOLVED to adopt the proposed schedule of fees and charges, as amended at the meeting, for 2026/27. (*Revised table of Fees and Charges 2026-2027 attached*)

COUNCIL2026/38. ANNUAL PARISH MEETING AND WARD MEETINGS

To discuss arrangements for the Annual Parish Meeting and Ward meetings for April/May 2026

COUNCIL2026/39. ESTABLISH PRINCIPLES FOR OBSERVING/PROVIDING SUPPORT FOR KEY CULTURAL AND FAITH FESTIVALS

Deferred from the Community Liaison Sub-Committee meeting held on 19 February 2026.

To consider setting up a Working Group to develop a policy regarding approaches from local cultural and faith groups requesting City Council support with key events and festivals in their applicable calendars.

COUNCIL2026/40. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

To note reports received (if any) from City Council representatives on outside bodies (*reports attached if available, reports received after publication of the agenda will be circulated with the minutes of the meeting*).

COUNCIL2026/41. WARD REPORTS FROM CHICHESTER CITY COUNCILLORS

To note reports received (if any) from City Councillors about matters affecting their wards (*reports attached if available, reports received after publication of the agenda will be circulated with the minutes of the meeting*).

COUNCIL2026/42. REPORTS FROM CHICHESTER DISTRICT AND WEST SUSSEX COUNTY COUNCILLORS REPRESENTING CHICHESTER WARDS AND DIVISIONS

To note reports received (if any) from Chichester District and West Sussex County Councillors (**reports attached if available, reports received after publication of the agenda will be circulated with the minutes of the meeting**).

COUNCIL2026/43.QUESTIONS

To answer questions received (if any) from members of the City Council pursuant to Standing Order 11 of the City Council's Standing Orders (April 2025)

COUNCIL2026/44.ITEMS FOR NEXT AGENDA

COUNCIL2026/45.DATE OF NEXT MEETING

Date of next ordinary meeting: Wednesday 29 April 2026

COUNCIL2026/46.COMMON SEAL

[Current Acc Direct Debits](#)

COUNCIL2026/37 - STATUTORY POLICY REVIEWS

Last modified: 2026-02-18

Chichester City Council

Current T2

60-83-01-20372116

Balance Available balance

£ 211,252.01 £ 211,252.01

Show:

Direct Debits

**Search**

Search by beneficiary name, reference or amount

**Date from****Date to**

dd/mm/yy

dd/mm/yy

[Search](#)[X](#) [Reset](#)

Beneficiary Reference		Amount Last paid
Adyen N. V. R3SCWZ	FACTORIAL	485.10 GBP 29 May 2025
BARCLAYCARD COMMERCIAL 800000904901117640	CREDIT CARD	1,014.21 GBP 21 Jan 2026
CERBERUS NETWORKS CTC003377	BROADBAND - COUNCIL HOUSE	60.00 GBP 02 Feb 2026
CHICHESTER D C 98006143	BUSINESS RATES	5,522.00 GBP 15 Jan 2026
CHICHESTER D C 50002112	BD LEVY	101.30 GBP 15 Jan 2026

CHICHESTER DC C009010	REFUSE & RECYCLING	152.00 GBP 06 Feb 2026
CHICHESTER DC WP020885	GREEN BIN WASTE	76.00 GBP 01 Jul 2025
CHICHESTER DC C006367	BIN EMPTYING BREWERY FIELD & LITTLE GARDENS	474.24 GBP 01 Apr 2025
DRAX ENERGY SOLUTI D000410096	ELECTRICITY — STREET LIGHTING	774.84 GBP 18 Feb 2026
Driver & Vehicle L 00000000075837277	TAX FOR TIPPER TRUCK	345.00 GBP 02 Dec 2025
HAVEN POWER LTD D000297491	— ELECTRICITY — COUNCIL HOUSE — MARKET CROSS	841.26 GBP 18 Feb 2026
HMRC E VAT DDS 000918336753	VAT	1,507.67 GBP 12 May 2025
JOHNSTON PUBLISHING JPRESS072138	CHICHESTER OBSERVER	83.20 GBP 09 Dec 2025
JPMC RE PAYPAL 4ETJ222GSKVDQ	MONDAY. COM — WORK MANAGEMENT SOFTWARE FOR JAMES BRIGDEN	396.00 GBP 29 May 2025
PITNEY BOWES FINAN 10242552	FRANKING MACHINE	90.71 GBP 22 Jan 2026
SQUAREUP EUROPE LI 1000159346	Payment CARD SYSTEM	0.00 GBP
STRIPE PAYMENTS EU STRIPE-Q6880M0QBRO	Payment CARD SYSTEM	0.00 GBP

SW BUSINESS STREAM 29644306	<i>- COUNCIL HOUSE WATER</i>	549.28 GBP 21 Nov 2023
SW BUSINESS STREAM 29644469		5.91 GBP 29 Dec 2025
SW BUSINESS STREAM 29664679	<i>7 X ALLOTMENTS</i>	253.14 GBP 30 Jan 2026
SW BUSINESS STREAM 29808326	<i>WATER SUPPLY</i>	16.14 GBP 12 Feb 2026
SW BUSINESS STREAM 2964429&		43.94 GBP 03 Feb 2026
SW BUSINESS STREAM 29642468		32.74 GBP 30 Jan 2026
SW BUSINESS STREAM 29641892		91.14 GBP 08 Dec 2025
SW BUSINESS STREAM 27937923		147.73 GBP 24 Nov 2025
Tuskerdirect Ltd CH1502	<i>LEASE CARS</i>	0.00 GBP
VODAFONE LTD 03115305M	<i>STAFF MOBILES + TABLETS</i>	94.20 GBP 13 Feb 2026
VODAFONE LTD 7045859340-1001	<i>ST JAMES B/BOARD + PHONE</i>	39.14 GBP 16 Feb 2026

[Imprest Acc Direct Debits](#)

COUNCIL2026/37 - STATUTORY POLICY REVIEWS

Last modified: 2026-02-18

Chichester City Council

IMPREST ACCOUNT

60-83-01 • 20372242

Balance	Available balance
£ 14,217.33	£ 14,217.33

Show:

Direct Debits

**Search**

Search by beneficiary name, reference or amount

**Date from****Date to**

dd/mm/yy

dd/mm/yy

[Search](#)[X](#) [Reset](#)

Beneficiary	Amount
Reference	Last paid
BPS Ltd re The Lis	58.00 GBP
PO191LQWATSO	18 Feb 2026
- ANNUAL MEMBERSHIP To HISTORIC BUILDING ASSOC	
CAPITA BUS SVS re	174.50 GBP
3784528149	01 Aug 2025
- TV LICENCE	
DATA PROTECTION	73.00 GBP
Z2239871	23 May 2025
- INFORMATION COMMISSIONER	
ENREACH UK LTD	0.00 GBP
606770	-
- MAIN PHONELINE & CALLS	

[Online Banking - Authorised users](#)

COUNCIL2026/37 - STATUTORY POLICY REVIEWS

Last modified: 2026-02-18

Chichester City Council

Current T2

60-83-01-20372116

Balance Available balance
£ 211,252.01 £ 211,252.01

[Transactions](#) [Statements](#) [Direct Debits](#) [Standing orders](#) [Scheduled payments](#) [People](#) [Limits](#)
 ⓘ How to make changes

To update the key contact, add or remove online banking users and signatories, or change access permissions, please use our [account management form](#). (Opens in a new window)

People connected to this account

Person	Status	Last log in	View	Submit	Authorise	Admin	Signatory
Chichester City Council							
Mrs Michelle Carter	Active	18/02/26 14:55	✓	✓	✗	✓	✗
Mr Craig Gershater	Active	09/08/24 17:07	✗	✗	✓	✗	✓
Mr Stuart Loxton	Revoked	—	✗	✗	✓	✗	✓
Mrs Kim Martin	Active	13/02/26 11:28	✓	✓	✗	✓	✓
Mr Robert Miall	Active	14/02/26 09:16	✗	✗	✓	✗	✓
Miss Sarah Quail	Active	—	✗	✗	✓	✗	✓
Mrs Anne Scicluna	Active	12/02/26 16:55	✓	✗	✓	✗	✓
Mrs Samantha Tate	Active	11/02/26 15:29	✓	✗	✓	✗	✓

Signing authority rules

Non Standard: Your organisation is using a custom rule for signing instructions on its accounts. It may not be possible to complete some account management requests online. Instructions include signing cheques and making changes to your bank mandate.

Online Banking authority rules

Online Banking authority rules apply to internal transfers and external payments made via Online Banking.

	Single Authority	Dual Authority	Triple Authority
	Any one person with submit permissions can make payments and transfers.	One person must submit a payment or transfer, and another person must authorise it.	One person must submit a payment or transfer, and two other people must authorise it.
Internal transfers	£ 0.00 onwards	Not applicable	Not applicable
External payments	Not applicable	£ 0.00 to £ 5,000.00	£ 5,000.00 onwards

 ⓘ Help and support

- [What are access permissions?](#)

[Unity Trust Bank Online - St Ord - Current Acc](#)

COUNCIL2026/37 - STATUTORY POLICY REVIEWS

Last modified: 2026-02-18

Chichester City Council

Current T2

60-83-01 • 20372116

Balance	Available balance
£ 211,252.01	£ 211,252.01

Show:

Standing orders

**Search**

Search by beneficiary name, reference or amount

**Date from****Date to**

dd/mm/yy

dd/mm/yy

[Search](#)[X Reset](#)

There are no standing orders for this account.

[Unity Trust Bank Online - St Ord - Imprest Acc](#)

COUNCIL2026/37 - STATUTORY POLICY REVIEWS

Last modified: 2026-02-18

Chichester City Council

IMPREST ACCOUNT

60-83-01 • 20372242

Balance	Available balance
£ 14,217.33	£ 14,217.33

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Standing orders

**Search**

Search by beneficiary name, reference or amount

**Date from****Date to**

dd/mm/yy

dd/mm/yy

[Search](#)[X Reset](#)

There are no standing orders for this account.

[City Council Fees Charges -2026-2027 - as amended at Finance Committee - 0~](#)

COUNCIL2026/37 - STATUTORY POLICY REVIEWS

Last modified: 2026-02-18

2026-2027

ROOM HIRE CHARGES			Actual 2025 - 2026			Proposed 2026 - 2027			Proposed Increase (Inc VAT)	
			Per hour (exc VAT)	VAT	TOTAL rate per hour	VAT	TOTAL rate per hour	Difference		
Mon - Fri	Daytime (9am to 5pm)	£28.62	£5.72	£34.34	£30.00	£6.00	£36.00	£1.66		
	Evening (5pm to 10pm)	£44.97	£8.99	£53.96	£47.50	£9.50	£57.00	£3.04		
	Per hour after 10pm - 11:59pm	£66.43	£13.29	£79.72	£69.17	£13.83	£83.00	£3.29		
Saturday	Daytime (9am to 5pm)	£44.97	£8.99	£53.96	£47.50	£9.50	£57.00	£3.04		
	Evening (5pm to 10pm)	£53.14	£10.63	£63.77	£55.83	£11.17	£67.00	£3.22		
	Per hour after 10pm - 11:59pm	£66.43	£13.29	£79.72	£69.17	£13.83	£83.00	£3.29		
Damage deposit for parties			£306.60	£61.32	£367.92	£319.17	£63.83	£383.00	£15.08	
Dismantle stage (when required)			£54.50	£10.90	£65.40	£57.50	£11.50	£69.00	£3.60	
Hire of projector			£28.11	£5.62	£33.73	£30.00	£6.00	£36.00	£2.27	
Hire of large projector screen			£32.37	£6.47	£38.84	£34.17	£6.83	£41.00	£2.16	
THE CRUSH BAR (exc The Assembly Room)										
<i>At City Council discretion</i>			Per hour (exc VAT)	VAT	TOTAL rate per hour	VAT	TOTAL rate per hour	Difference		
Mon - Fri	Daytime (9am to 5pm)	£15.33	£3.07	£18.40	£16.67	£3.33	£20.00	£1.61		
THE OLD COURT ROOM										
Mon - Fri	Daytime (9am to 5pm)	£19.42	£3.88	£23.30	£20.83	£4.17	£25.00	£1.69		
	Evening (5pm to 10pm)	£36.79	£7.36	£44.15	£38.33	£7.67	£46.00	£1.85		
	Per hour after 10pm - 11:59pm	£45.99	£9.20	£55.19	£48.33	£9.67	£58.00	£2.81		
Saturday	Daytime (9am to 5pm)	£36.79	£7.36	£44.15	£38.33	£7.67	£46.00	£1.85		
	Evening (5pm to 10pm)	£45.99	£9.20	£55.19	£48.33	£9.67	£58.00	£2.81		
	Per hour after 10pm - 11:59pm	£51.10	£10.22	£61.32	£53.33	£10.67	£64.00	£2.68		
Damage deposit for parties			£300.00	£0.00	£300.00	£300.00	£0.00	£300.00	£0.00	
Hire of projector (From 2026 - Now TV)			£28.11	£5.62	£33.73	£25.00	£5.00	£30.00	-£3.73	
Hire of small projector screen			£15.33	£3.07	£18.40	£16.67	£3.33	£20.00	£1.61	
WEDDINGS										
The Council Chamber	Weekday ceremony ONLY	Per hour	VAT	TOTAL	VAT	TOTAL	Difference			
	Saturday wedding ceremony ONLY	£357.70	£71.54	£429.24	£372.50	£74.50	£447.00	£17.76		
The Assembly Room	Reception only (9am to 10pm)	£536.55	£107.31	£643.86	£558.33	£111.67	£670.00	£26.14		
	Weekday ceremony (Chamber) and reception in Saturday wedding ceremony (Chamber) and	Per hour	VAT	TOTAL	VAT	TOTAL	Difference			
	Per hour after 10pm - 11:59pm	£928.31	£185.66	£1,113.98	£965.83	£193.17	£1,159.00	£45.02		
	Dismantle stage (when required)	£1,107.16	£221.43	£1,328.60	£1,151.67	£230.33	£1,382.00	£53.41		
	£1,193.19	£238.64	£1,431.82	£1,241.67	£248.33	£1,490.00	£58.18			
Damage deposit for receptions	£66.43	£13.29	£79.72	£69.17	£13.83	£83.00	£3.29			
	Event Clean	£300.00	£0.00	£300.00	£300.00	£0.00	£300.00	£0.00		
	£300.00	£0.00	£300.00	£300.00	£0.00	£300.00	£0.00			
The Old Court Room	Reception only (9am to 10pm)	Per hour	VAT	TOTAL	VAT	TOTAL	Difference			
	Weekday ceremony (Chamber) and reception in Saturday wedding ceremony (Chamber) and	£583.39	£116.68	£700.07	£607.50	£121.50	£729.00	£28.93		
	Per hour after 10pm - 11:59pm	£762.24	£152.45	£914.69	£793.33	£158.67	£952.00	£37.31		
	£851.66	£170.33	£1,022.00	£885.83	£177.17	£1,063.00	£41.00			
Damage deposit for receptions			£51.10	£10.22	£61.32	£53.33	£10.67	£64.00	£2.68	
Event Clean			£300.00	£0.00	£300.00	£300.00	£0.00	£300.00	£0.00	
KITCHEN & BAR FACILITIES (Per Booking)										
Commercial Kitchen (Ground Floor) - All Facilities			£250.00	£50.00	£300.00	£260.00	£52.00	£312.00	£12.00	
Crush Bar (First Floor) - All Facilities			£125.00	£25.00	£150.00	£130.00	£26.00	£156.00	£6.00	
Crush Bar - Glass Washer ONLY			£20.00	£4.00	£24.00	£21.67	£4.33	£26.00	£2.00	
Crush Bar - Wine Fridge ONLY			£20.83	£4.17	£25.00	£26.67	£5.33	£32.00	£7.01	
ALLOTMENT CHARGES										
All Allotments (VAT Not Applicable)			Unit Rate	VAT	TOTAL	VAT	TOTAL	Difference		
- Per rod			£11.25	£0.00	£11.25	£12.30	£0.00	£12.30	£1.05	
New tenancy/tenancy termination admin fee			£25.00	£0.00	£25.00	£25.00	£0.00	£25.00	£0.00	
New tenancy deposit (returnable)			£50.00	£0.00	£50.00	£50.00	£0.00	£50.00	£0.00	
Water Fee (Per rod)			£0.00	£0.00	£0.00	£2.00	£0.00	£2.00	£2.00	
Key issue fee			£5.00	£0.00	£5.00	£10.00	£0.00	£10.00	£5.00	
STREET NAMING AND NUMBERING FEES (VAT Not Applicable)			Unit Rate	VAT	TOTAL	VAT	TOTAL	Difference		
New or amended building name of an existing property			£40.00	£0.00	£40.00	£40.00	£0.00	£40.00	£0.00	
New or amended building name of an existing property (commercial)			£150.00	£0.00	£150.00	£150.00	£0.00	£150.00	£0.00	
Letter confirming change of house name/postal number or address.			£20.00	£0.00	£20.00	£20.00	£0.00	£20.00	£0.00	
Naming/numbering of a new Development/Street (Per Phase)			£150.00	£0.00	£150.00	£150.00	£0.00	£150.00	£0.00	
Naming/numbering of a new Development/Street (Per Plot/Unit)			£20.00	£0.00	£20.00	£20.00	£0.00	£20.00	£0.00	
Changes to Development layout after notification (Per Plot/Unit)			£20.00	£0.00	£20.00	£20.00	£0.00	£20.00	£0.00	
Changes of Street name requested by residents			£250.00	£0.00	£250.00	£250.00	£0.00	£250.00	£0.00	
Changes of Street name requested by residents (Per Property)			£25.00	£0.00	£25.00	£25.00	£0.00	£25.00	£0.00	
BANNERS			Unit Rate	VAT	TOTAL	VAT	TOTAL	Difference		
Administration fee			£35.00	£7.00	£42.00	£37.50	£7.50	£45.00	£3.00	
HANGING BASKETS			Per basket	£80.00	£16.00	£96.00	£85.00	£17.00	£102.00	£6.00