



Chichester City Council

MEETING OF THE FINANCE COMMITTEE

Minutes

Date 11 March 2026

Time 4:22 PM – 4.48 PM

Location Chichester City Council Chamber

PRESENT: The Mayor, Councillor McHale, and Councillors Miall and Quail

ALSO IN ATTENDANCE: Town Clerk, Council Services and Support Manager, Project Manager

FIN2026/23 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors Loxton and Pramas.

Councillor Scicluna was absent.

FIN2026/24 DECLARATIONS OF INTEREST

There were none.

FIN2026/25 MINUTES OF THE PREVIOUS MEETINGS

The Committee approved and the Chair signed as a correct record the minutes of the ordinary committee meetings held on 10 December 2025 and 4 February 2026.

FIN2026/26 UPDATE ON ACTIONS FROM PREVIOUS MEETING

To be covered under specific items on the remaining agenda.

FIN2026/27 BUSINESS PLAN SUB-COMMITTEE

To review and approve any recommendations from the Business Plan Sub-Committee meeting held on 9 February 2026

- **Minute BP2026/5 (Community Centre) refers** - The sub-committee **RESOLVED** that the Finance Committee be authorised to approve the next phase of tendering for the design and project management of the build of the centre. The indicative cost for this work is £200K.
- **Minute BP2026/5 (E-Ink displays) refers** - The sub-committee **REQUESTED** that a project evaluation be undertaken, and a recommendation taken to the Finance Committee meeting on 11th March so that a decision can be taken on whether or not to continue the trial.
- **Minute BP2026/5 (New Staging) refers** - The sub-committee **RECOMMENDED** that additional boards and skirting be purchased at a cost of up to £1500, to be authorised at the next Finance Committee meeting.

FIN2026/28 FLORENCE PARK COMMUNITY CENTRE UPDATE

The committee considered the recommendation from the business plan sub committee and **RESOLVED** to adopt the recommendation:

To AGREE a budget of £5,000 for professional procurement advice with authorisation to spend delegated to the Town Clerk in consultation with the Chair of the Finance Committee.

Action: To arrange quotes for provision of professional procurement advice in regards to the Florence Park Community Centre project. @ChairofFinance @TownClerk @Project Manager

FIN2026/29 E-INK DISPLAY PROJECT EVALUATION

The committee considered the recommendation from Business Plan Sub-Committee in relation to the future of the E-Ink displays given their vulnerabilities and performance issues.

The Committee **RESOLVED** to discontinue the trial and to begin negotiations with the supplier regarding refund of costs paid so far on the basis that the units did not perform as specified.

Action: Confirm cancellation of the project with the supplier and commence negotiations on refunds of costs. @ProjectManager

FIN2026/30 STAGING PROJECT

Following the successful installation of the new staging the front of house team has been exploring different ways in which the stage can be used. They have identified that to best provide a variety of stage layouts some additional items to be purchased including shorter skirting and additional floor panels.

A quote for these additional items has been sought and the cost is £ 1,511.40. This amount will be taken from the CIL fund ringfenced for Performance Staging which currently totals £10,038.66.

The Committee **RESOLVED** to spend £1,511.40 for additional accessories to allow for a variety of stage layouts, to be funded from the Performance Staging CIL allocation.

The Committee requested that reporting on the utilisation of the new stage and various configurations be provided to the Property Sub-Committee and that a marketing campaign be undertaken to promote the enhanced staging facilities.

Action: Develop reporting regarding the use of the new staging and its configurations and including this in future publicity for the facilities. @ProjectManager @CommunicationsandCivicSupportOfficer.

Action: Place order for additional staging and accessories as per agreed quote. @ProjectManager

FIN2026/31 ITEMS FOR NEXT AGENDA

- Standard items.

FIN2026/32 DATE OF NEXT MEETING

Date of next ordinary meeting: 18 March 2026

Meeting closed at 16:48