

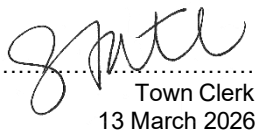


Chichester City Council

## MEETING OF THE FINANCE COMMITTEE

### AGENDA

**MEMBERS ARE HEREBY SUMMONED TO ATTEND MEETING OF THE FINANCE COMMITTEE TO BE HELD AT 5.30PM ON WEDNESDAY 18 MARCH 2026 IN THE COUNCIL CHAMBER**

  
Town Clerk  
13 March 2026

**FIN2026/100.APOLOGIES FOR ABSENCE**

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

**FIN2026/101.COMMITTEE MEMBERSHIP**

To confirm membership of the Finance Committee for Councillor Mark Dominick.

**FIN2026/102.DECLARATIONS OF INTEREST**

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

**FIN2026/103.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).

**FIN2026/104.MINUTES OF THE PREVIOUS MEETING**

To approve and sign as a correct record the minutes of the ordinary committee meeting held on the 11 March 2026.

[Minutes - Finance Committee - 2026-03-11](#)

**FIN2026/105.UPDATE ON ACTIONS FROM PREVIOUS MEETING**

**FIN2026/106.MINUTES FROM SUB COMMITTEES**

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

Property Sub-Committee - 25 November 2025

- Replacement van EV - minute PROP2026/10 refers - to receive an update from the Property Maintenance Manager regarding issues with the original lease agreement and consider a new costed proposal.

**FIN2026/107.REVENUE BUDGET MONITORING TO 31 JANUARY 2026**

Deputy Town Clerk to report

**FIN2026/108.EAR MARKED RESERVES**

Deputy Town Clerk to report

**FIN2026/109.COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE**

Update on CIL allocations and funding

**FIN2026/110.LOCAL GOVERNMENT REORGANISATION (LGR)**

To receive any updates if available

**FIN2026/111.TO NOTE AND RATIFY THE FOLLOWING RECONCILIATIONS AND TRANSACTIONS**

1. Monthly reconciliation with evidence of bank statements for November 2025 to January 2026. (Chair and RFO to sign the reconciliations as the correct record)
2. List of payments made for November 2025 to January 2026.
3. List of Barclaycard payments made for November 2025 to January 2026.

**FIN2026/112.ITEMS FOR NEXT AGENDA**

**FIN2026/113.DATE OF NEXT MEETING**

Dates of next meetings:

- Community Centre oversight - Wednesday 8 April 2026 - 4.00pm
- Community Centre oversight - Wednesday 6 May 2026 - 4.00pm
- Community Centre oversight - Wednesday 3 June 2026 - 4.00pm
- Ordinary Committee meeting - Wednesday 10 June 2026 - 5.30pm

[Replacement Electric Van - Finance Report - 2026-03-18](#)

FIN2026/106 - MINUTES FROM SUB  
COMMITTEES

Last modified: 2026-03-09



## Chichester City Council

### Replacement Electric Van

#### Current Van

- Make/Model: Renault Kangoo
- Registration: HN67 XGD
- Year: 2018

The vehicle was purchased second-hand on 22/04/2022 with 7,300 miles on the clock for £16,074.00. This total included both the cost of the vehicle and the lease of the battery from Renault, for which we have been paying a monthly fee of £30.

Since purchase, the vehicle has now reached 11,800 miles—an increase of 4,500 miles over four years, averaging 1,125 miles per annum. During this period, we have spent £2,052 on keeping it roadworthy (servicing, MOTs, and a major repair to the diesel heater). This is more than expected for a vehicle covering such low mileage. Following the recent MOT failure, we were advised that further work would be required later in the year, including replacement of the brake discs and pads, and replacement of the windscreen washer bottle, which has failed due to missing bracketry. The horn was replaced in-house to pass the MOT; however, the quoted cost to repair the original horn was £960.

The vehicle's battery range is approximately 50 miles in summer, reducing to 30–40 miles in winter. We have attempted to get Renault to replace the battery, but it does not meet their criteria for replacement under the lease agreement.

To enable us to sell the vehicle, we recently purchased the battery lease from Renault. We paid £1.20 instead of the £4,000 stated in the contract. We are currently awaiting the relevant paperwork from Renault.

We now require a larger van to better support the team's work across the city; therefore, a transit-sized vehicle is necessary.

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#### Replacement Van

Last month we assessed various vehicles and finance options, and received approval from the Property Sub-Committee to Contract Hire a Kia PV5 Cargo Long Range Plus. We agreed on a 24-month contract, 5,000 miles per annum, at £233 per month, through a Kia/Santander package. Unfortunately, when the order was submitted, it was rejected as the finance provider would not approve councils—only “Ltd” or “LLP” organisations.

As a result, I have obtained new quotations for Contract hire through the Crown Commercial Service framework for Councils and other Government Authorities. Additionally, Dealer G (now listed as Dealer C overleaf), who originally handled our order, has returned with a finance option suitable for Local Government. The comparable costs are shown overleaf, for which we seek approval.

Note: The costs indicated are subject to change and order needs to be placed March 2025, 8-12 week delivery of vehicle

**Officer Recommendation:** Dealer C – 6/23 Monthly Payment after deposit £326.09, contract Term 24 months, Total 10,000 miles



Replacement Van 2026 - Contract Hire

Dealer A - 6/24		Dealer A - 3/33	
Make:	Kia	Make:	Kia
Model:	PV5 Cargo 120kWPlus (Long Range 71kWh)	Model:	PV5 Cargo 120kWPlus (Long Range 71kWh)
Fuel:	Electric	Fuel:	Electric
Road Tax	✓	Road Tax	✓
Plylining	✓	Plylining	✓
LEDBeacon	✓	LEDBeacon	✓
Tool Charger	✓	Tool Charger	✓
Towbar	X	Towbar	X
Maintenance	X	Maintenance	X
Term (Months)	24	Term (Months)	36
Annual Mileage	5000	Annual Mileage	5000
Deposit	£ 2,013.69	Deposit	£ 2,723.76
Monthly Payment	£ 671.23	Monthly Payment	£ 907.92
Total Payments	£ 14,095.83	Total Payments	£ 29,961.36
Arrangement Fee		Arrangement Fee	
<b>Total Cost</b>	<b>£ 16,109.52</b>	<b>Total Cost</b>	<b>£ 32,685.12</b>
Excess Mileage (p/per mile)	10	Excess Mileage (p/per mile)	10
Dealer G			
Dealer B - 3/21		Dealer B - 3/33	
Make:	Kia	Make:	Kia
Model:	PV5 Cargo 120kWPlus (Long Range 71kWh)	Model:	PV5 Cargo 120kWPlus (Long Range 71kWh)
Fuel:	Electric	Fuel:	Electric
Road Tax	✓	Road Tax	✓
Plylining	✓	Plylining	✓
LEDBeacon	✓	LEDBeacon	✓
Tool Charger	✓	Tool Charger	✓
Towbar	X	Towbar	X
Maintenance & tyres	✓	Maintenance & tyres	✓
Term (Months)	24	Term (Months)	36
Annual Mileage	5000	Annual Mileage	5000
Deposit	£ 3,341.07	Deposit	£ 3,071.70
Monthly Payment	£ 1,113.69	Monthly Payment	£ 1,023.90
Total Payments	£ 23,387.49	Total Payments	£ 33,788.70
Arrangement Fee		Arrangement Fee	
<b>Total Cost (Exc. VAT)</b>	<b>£ 26,728.56</b>	<b>Total Cost (Exc. VAT)</b>	<b>£ 36,860.40</b>
Excess Mileage (p/per mile)	5	Excess Mileage (p/per mile)	5
Dealer C - 6/23		Dealer C - 6/36	
Make:	Kia	Make:	Kia
Model:	PV5 Cargo 120kWPlus (Long Range 71kWh)	Model:	PV5 Cargo 120kWPlus (Long Range 71kWh)
Fuel:	Electric	Fuel:	Electric
Road Tax	✓	Road Tax	✓
Plylining	✓	Plylining	✓
LEDBeacon	✓	LEDBeacon	✓
Tool Charger	✓	Tool Charger	✓
Towbar	X	Towbar	X
Maintenance & tyres	X	Maintenance	X
Term (Months)	24	Term (Months)	36
Annual Mileage	5000	Annual Mileage	5000
Deposit	£ 1,956.54	Deposit	£ 2,580.00
Monthly Payment	£ 326.09	Monthly Payment	£ 430.00
Total Payments	£ 7,500.07	Total Payments	£ 15,480.00
Arrangement Fee		Arrangement Fee	
<b>Total Cost (Exc. VAT)</b>	<b>£ 9,456.61</b>	<b>Total Cost</b>	<b>£ 18,060.00</b>
Excess Mileage (p/per mile)	5	Excess Mileage (p/per mile)	10
Dealer C - 6/23			
Make:	Kia		
Model:	PV5 Cargo 120kWPlus (Long Range 71kWh)		
Fuel:	Electric		
Road Tax	✓		
Plylining	✓		
LEDBeacon	✓		
Tool Charger	✓		
Towbar	X		
Maintenance & tyres	X		
Term (Months)	24		
Annual Mileage	5000		
Deposit	£ 2,801.70		
Monthly Payment	£ 466.95		
Total Payments	£ 10,739.85		
Arrangement Fee			
<b>Total Cost (Exc. VAT)</b>	<b>£ 13,541.55</b>		
Excess Mileage (p/per mile)	10		

[Budget Monitoring - Finance Committee 18th March 2026](#)

FIN2026/107 - REVENUE BUDGET MONITORING TO

Last modified: 2026-03-10



## **CHICHESTER CITY COUNCIL**

### **FINANCIAL YEAR 2025/2026**

#### **Finance Committee 18<sup>th</sup> March 2026**

## **BUDGET MONITORING REPORT TO 31 JANUARY 2026**

### **INTRODUCTION**

This budget monitoring report for 2025/2026 covers the period to the end of January 2026 (Month 10). The report shows the current budget for the financial year together with a profiled budget (the amount expected to have been spent by the end of January) against which actual income and expenditure are compared.

Certain costs are accrued where the liability is known to have been incurred, for example charges from the District Council for services provided.

A column for committed expenditure is also included. This refers to expenditure approved at previous Finance Committees to be funded from existing budgets but which has not yet been incurred. This provides councillors with a clearer indication of the funds still available.

The current budget varies from the original budget due to £11,954 of budgets carried forward from 2024/25.

### **SUMMARY**

The monitoring report shows a surplus of £22,125 against the profiled budget to the end of January 2026.

The favourable position is mainly due to higher-than-expected income from investments and increased hall booking income, together with some expenditure not yet incurred during the year.

Balances have been maintained in higher-interest accounts, generating £90,169 in interest compared with a profiled budget of £62,500.

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 and is calculated based on the number of staff within the pension fund.
2. Additional expenditure has been incurred for HR advice and membership of Council HR and Governance Support.
3. £9,527 of the Computer Improvement budget has been spent on hardware purchased to support the new remote meeting set-up.
4. Investment balances remain in higher-interest accounts and are continuing to generate a good level of return, resulting in interest income exceeding the profiled budget.
5. Costs were incurred for the hire of H-stop barriers used for Remembrance events and the Christmas Lights switch-on.
6. There remains a balance within the Large Grants budget.
7. The Public Realm budget includes a contribution to the City Ambassadors, with the remaining balance expected to be carried forward.
8. The South Ward by-election resulted in a cost of £14,437.
9. A £6,700 contribution to the Christmas Lights project utilised the remaining balance within that budget.
10. An outstanding New Homes Bonus payment was made to Chichester Runners towards the running track project.
11. Two quarters of cemetery charges have been paid; however, the invoices are currently lower than expected.
12. £2,000 of the Mayor's allowance has been paid.
13. Additional expenditure was incurred on fire safety works, including fire door closers.
14. Insurance costs have increased.
15. Council House improvements have included roof barriers and guttering works.
16. £10,000 has been set aside for vehicle replacement.
17. Hall booking income is higher than budgeted, contributing positively to overall income.
18. Community Infrastructure Levy (CIL) receipts have been received during the period.

## **CONCLUSION**

Overall, the council's financial position remains favourable at this stage of the financial year, with a surplus of £22,125 against the profiled budget to the end of January 2026. The main contributing factors are higher investment income and increased room hire income, together with some expenditure not yet incurred.

The budget will continue to be monitored closely for the remainder of the financial year.

**Kim Martin**

Finance Manager and Deputy Town Clerk

[Budget Monitoring to 31st Jan 2026](#)

FIN2026/107 - REVENUE BUDGET MONITORING TO

Last modified: 2026-03-10

**CHICHESTER CITY COUNCIL**

**BUDGET MONITORING  
To 31st January 2026**

Month: 10

	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	356,420	358,098		1,678
4002 Employers NI	55,504	F	55,504	46,253	45,449		(804)
4003 Employers Superannuation	85,849	F	85,849	71,541	71,510		(31)
4004 Staff expenses	300	F	300	250	87		(163)
4005 Ill Health Insurance	5,000	F	5,000	5,000	9,324		4,324
4007 Staff Recruitment	500	F	500	417	-		(417)
4008 Professional Development	3,000	F	3,000	2,500	711		(1,789)
4009 Travel and Subsistence	100	F	100	83	132		49
4010 Card terminal charges	300	F	300	250	159		(91)
4011 Eye tests	300	F	300	250	20		(230)
4012 Overtime	0		-	-	196		196
4020 General Expenses	400	F	400	333	228		(105)
4021 Telephone	3,300	F	3,300	2,750	3,346		596
4022 Postage	700	F	700	583	232		(351)
4023 Stationery	800	F	800	667	984		317
4024 Subscriptions	50	F	50	42	63		21
4025 Petty Cash Expenditure	70	F	70	58	50		(8)
4026 Printing	300	F	300	250	82		(168)
4027 Photocopying	800	F	800	667	1,096		429
4029 SALC	3,400	F	3,400	3,400	3,685		285
4030 South East Employers	240	F	240	200	3,663		3,463
4031 Nat Allotment Gardens Assoc	60	F	60	50	-		(50)
4032 Walled Town Friendship	130	F	130	108	-		(108)
4033 UNA	40	F	40	33	-		(33)
4035 LCAS Subscription	150	F	150	125	-		(125)
4036 Publications	150	F	150	125	249		124
4037 Computer Hardware	0	F	-	-	4,275		4,275
4038 Computer Improvement/Maint.	16,500	F	16,500	16,500	31,115	(9,527)	5,089
4039 CHIBAC DTE Subscription	270	F	270	225	291		66
4046 Subscriptions	0		-	-	330		330
4050 Office Equipment	1,670	F	1,670	1,392	371		(1,021)
4051 Bank Charges Payable	400	F	400	333	286		(47)
4055 Professional Fees	3,400	F	3,400	2,833	2,764		(69)
4057 Audit Fees	2,300	F	2,300	1,917	2,713		796
4059 Payroll Admin Costs	1,500	F	1,500	1,250	829		(421)
4216 Cleaning Sundries	70	F	70	58	-		(58)
4900 Depreciation charged			-	-	-		-
4700 Accommodation recharge			-	-	-		-
	615,257		615,257	516,864	542,338	(9,527)	15,948
<b>Total Expenditure</b>	0	F	-	-	-		-
	300		300	250	246		4
1004 Quality Parish	970,760	F	970,760	970,760	970,760		-
1075 Sale of Goods	75,000	F	75,000	62,500	90,169		(27,669)
1176 Precept Received		F	-	-	-		-
1196 Interest Received		F	-	-	-		-
1201 Recharge to other services	1,046,060		1,046,060	1,033,510	1,061,175	-	(27,665)
	(430,803)		(430,803)	(516,646)	(518,837)	(9,527)	(11,717)
<b>Total Income</b>	(430,803)		(430,803)	(516,646)	(518,837)	(9,527)	(11,717)
<b>Net Expenditure</b>		F					
<b>Total Finance</b>		F					



**CHICHESTER CITY COUNCIL**

**BUDGET MONITORING  
To 31st January 2026**

Month: 10

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
		1,400					
<b>102 Civic Expenses</b>		C					
4020 General Expenses	1,400	C		1,167	5,412	4,245	5.
4111 Custodian Uniforms	600	C		500	308	(192)	
4112 Robes and Hats	250	C		208	9	(199)	
4113 Cleaning/Repair Insignia	1,000	C		833	4,455	(3,270)	352
4114 Civic and Heritage Awards	1,000	C		1,000	-	1,000	-
4115 Civic/Heritage Reception	1,500	C		1,500	-	1,500	-
4116 Official Gifts	500	C		417	48	(369)	
4117 Guild of Mace-Bearers Sub	60	C		50	-	(50)	
4119 Civic Regalia Appraisal	1,200	C		1,000	-	(1,000)	
4800 Administration recharge				-	-	-	
4801 C S Ohead recharge				-	-	-	
		7,510					
<b>Total Expenditure</b>	7,510	C		6,675	10,232	(770)	2,787
<b>Net Expenditure</b>	7,510	C		6,675	10,232	(770)	2,787
		500					
<b>103 Discretionary Expense Finance</b>							
4172 Flags	500	C		417	320	(97)	
4063 Bell Tower Clock	500	C		417	500	83	
4065 City Band (Gold level)	300	C		250	300	50	
4182 Blue plaques	1,200	C		1,200	-	1,792	592
4188 Environment	800	C		667	-	(667)	
4195 Chichester in Bloom	15,000	C		15,000	20,401	5,401	
4308 Cil - Cathedral beds		C		-	-	-	
4178 Owl trail		C		-	-	-	
4204 Walled Town Symposium	1,000	C		833	-	(833)	
4206 BID Membership		C		-	-	-	
4260 Discretionary grants	60,000	C		65,664	64,500	(1,164)	6.
4307 Cil - grants		C		-	55,180	(55,180)	
4296 Public Realm Projects	23,000	C		34,290	28,023	6,267	7.
4163 Community Advice worker	44,000	C		44,000	44,663	663	
4199 local historic interest plaque	500	C		417	172	(245)	
		163,754					
<b>Total Expenditure</b>	146,800	C		163,154	214,059	(47,122)	3,784
		3,500					
1059 Admin charge for sale of Banners				-	140	(140)	
1060 Admin charge street name change	3,500	C		2,917	1,516	1,401	
1013 Chi in Bloom				-	6,693	(6,693)	
1018 Mobility Scooter				-	273	(273)	
		160,254					
<b>Total Income</b>	3,500	C		2,917	8,622	-	(5,705)
<b>Net Expenditure</b>	143,300	C		160,237	205,437	(47,122)	(1,922)
		150					
<b>104 Allotments.</b>		C					
4022 Postage	150	C		125	-	(125)	
4055 Professional fees		C		-	749	749	
4211 Rates & Water	1,800	C		1,800	3,260	1,460	
4236 Reps/Maint. General	6,000	C		5,000	10,635	(6,905)	(1,270)
4050 Equipment		C		-	629	629	
<b>Total Expenditure</b>	7,950	C		6,925	15,273	(6,905)	1,443
		250					
1020 Allotment Rents	21,973	C		21,973	21,743	230	
1029 Allotment deposits	250	C		250	2,283	(900)	(1,133)
<b>Total Income</b>	22,223	C		22,223	24,026	(900)	(903)
		(14,273)					
<b>Net Expenditure</b>	(14,273)	C		(15,298)	(8,753)	(6,005)	540

**CHICHESTER CITY COUNCIL**

**BUDGET MONITORING  
To 31st January 2026**

Month: 10

	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	17,398	17,265		(133)	
4002 Employers NI	2,351	PI	2,351	1,959	1,964		5	
4003 Employers Superannuation	4,217	PI	4,217	3,514	3,142		(372)	
4004 Member expenses	1,100	PI	1,100	917	-		(917)	
4008 Training	500	PI	500	417	45		(372)	
4009 Travel and Subsistence	400	PI	400	333	18		(315)	
4020 General Expenses	150	PI	150	125	-		(125)	
4055 Professional fees	-	PI	-	-	-		-	
4100 Local Election Expenses	12,000	PI	12,000	12,000	14,437	(2,437)	-	8.
4102 Refreshments	100	PI	100	83	-		(83)	
<b>Total Expenditure</b>	<b>41,696</b>	PI	<b>41,696</b>	<b>36,747</b>	<b>36,871</b>	<b>(2,437)</b>	<b>(2,312)</b>	
<b>Net Expenditure</b>	<b>41,696</b>	PI	<b>41,696</b>	<b>36,747</b>	<b>36,871</b>	<b>(2,437)</b>	<b>(2,312)</b>	
<b>Total Planning</b>	<b>41,696</b>	PI	<b>41,696</b>	<b>36,747</b>	<b>36,871</b>	<b>(2,437)</b>	<b>(2,312)</b>	
	500		500	417	132		(285)	
<b>201 Discretionary Exps C Affairs</b>	500	C	500	417	41		(376)	
4185 International Relations	500	C	500	417	767		350	
4175 Joint Twinning Speyer		C	-	-	-		-	
4186 Joint Twinning-Chartres	300	C	300	250			(250)	
4187 Joint Twinning-Ravenna		C	-	-	-		-	
xxxx European Assoc of Historic Towns		C	-	-	-		-	
4800 Administration recharge	1,800	C	1,800	1,500	940	-	(560)	
4801 C S Ohead recharge	1,800	C	1,800	1,500	940	-	(560)	
<b>Total Expenditure</b>		C						
<b>Net Expenditure</b>		C						
<b>202 Events</b>	25,000		25,000	25,000	32,518		7,518	
	-		-		849		849	
4164 Other events (Gala)		C	-	-	-		-	9.
4202 Community Engagement			-	-	-		-	
4801 C S Ohead recharge	25,000		25,000	25,000	33,367	-	8,367	
4800 Administration recharge			-	-	(7,133)		(7,133)	
<b>Total Expenditure</b>		C						
1075 Miscellaneous income	25,000	C	25,000	25,000	(7,133)	-	(7,133)	9.
<b>Total Income</b>		C						
<b>Net Expenditure</b>		C						



**CHICHESTER CITY COUNCIL**

**BUDGET MONITORING  
To 31st January 2026**

Month: 10

	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>140 New Homes Bonus</b>								
4357 NHB 21/22 Chichester Runners	-	C	-	-	43,000	(43,000)	-	10.
	-		-	-	43,000	(43,000)	-	
<b>Total Expenditure</b>		C						
	2,000		2,000	2,000	-	2,000	-	
<b>301 Statutory Expenses</b>	20,800	C	20,800	20,000	20,700		700	
4148 Repairs to War Memorial	3,700	C	3,700	3,083	6,006		2,923	
4144 Contribution to Public Conveniences	3,780	C	3,780	3,780	3,865		85	
4150 Footpath Lighting-Energy	2,500	C	2,500	2,083	3,045		962	
4151 Footpath Lighting Maintenance	500	C	500	417	860		443	
4153 Litten Garden maintenance	4,000	C	4,000	3,333	2,835		(498)	
4156 Misc Grnd Mtce & Street Fum.	2,000	C	2,000	1,667	3,899		2,232	
4157 Street Naming & Signage	-	C	-	-	3,964		3,964	
4167 Statues and memorials			-	-			-	
4281 Bus shelters			-	-			-	
4801 C S Ohead recharge								
4800 Administration recharge	39,280		39,280	36,363	45,174	2,000	10,811	
pean <b>Total Expenditure</b>	39,280	C	39,280	36,363	45,174	2,000	10,811	
<b>Net Expenditure</b>		C						
	38,000		38,000	31,667	8,883	10,000	(12,784)	
<b>302 Cemeteries</b>	500	C	500	417	321		(96)	
4152 City Cemetery		C						11.
4154 St Pauls-General Maint.	38,500	C	38,500	32,083	9,204	10,000	(12,879)	
	38,500		38,500	32,083	9,204	10,000	(12,879)	
<b>Total Expenditure</b>	1,000	C	1,000	833			(833)	
<b>Net Expenditure</b>	1,000	C	1,000	833	157		(676)	
	-		-	-			-	
<b>401 Mayoralty</b>	4,500	C	4,500	4,500	2,000	2,500	-	
4009 Travel and Subsistence		C						
4020 General Expenses	1,700	C	1,700	1,417	530		(887)	
4103 Mayors charity	1,000	C	1,000	833	15		(818)	
4125 Mayors Allowance		C						12.
4130 Mayors at Home		C						
4131 Mayor at Home-Christmas		C						
4132 Receptions Other		C						
4700 Accommodation recharge	9,200		9,200	8,417	2,702	2,500	(3,215)	
4801 C S Ohead recharge								
4800 Administration recharge	<b>301,347</b>		<b>318,301</b>	<b>306,008</b>	<b>342,200</b>	<b>(39,397)</b>	<b>(3,204)</b>	
<b>Total Expenditure</b>		C						
<b>Total Community</b>		C						



**CHICHESTER CITY COUNCIL**

**BUDGET MONITORING  
To 31st January 2026**

Month: 10

	Original Budget £		Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
<b>501 Council House</b>		P	40,317					
4001 Staff Costs	40,317	P	6,438	33,598	43,564		9,966	
4002 Employers NI	6,438	P	11,821	5,365	4,775		(590)	
4003 Employers Superannuation	11,821	P	-	9,851	5,722		(4,129)	
4008 Training	-	P	18,200	-	190		190	
4012 Overtime	18,200	P	2,000	15,167	13,712		(1,454)	
4055 Professional Fees (painting restoration)	2,000	P	6,000	1,667	-		(1,667)	
4101 Publicity	6,000	P	500	5,000	-		(5,000)	
4145 Maintenance bus shelters	500	P	710	417	-		(417)	
4201 Wedding licence	710	P	1,404	592	-		(592)	
4206 Bid membership	1,404	P	9,400	1,170	-		(1,170)	
4211 Rates and Water	54,370	P	54,370	54,370	55,370		1,000	
4212 Building cleaning and windows	9,400	P	9,000	7,833	6,541		(1,292)	
4214 Electricity	8,000	P	2,300	6,667	3,786		(2,881)	
4215 Gas	9,000	P	1,550	7,500	2,881		(4,619)	
4216 General Cleaning	2,300	P	1,700	1,917	2,953		1,036	
4217 Alarm main servicing and monitoring	1,550	P	180	1,292	756		(536)	
4218 Lift Service Contract	1,700	P	750	1,417	2,840		1,423	
4219 Fire Equipment Service	180	P	1,250	150	5,049		4,899	13.
4209 Emergency lighting	750	P	650	625	636		11	
4210 Fire Extinguishers	1,250	P	2,500	1,042	852		(190)	
4221 Automatic Door Service	650	P	11,000	542	-		(542)	
4222 Air conditioning system service	2,500	P	700	2,083	4,621		2,538	
4225 Insurance	11,000	P	8,000	11,000	16,542		5,542	14.
4227 Licences	700	P	-	583	941		358	
4231 Council House Improvements	8,000	P	400	6,667	26,219	(15,840)	3,712	15.
4305 Cil - Energy Efficiency	-	P	1,250	-	11,195	(11,195)	0	
4234 CCTV Maintenance Contract	400	P	220	333	250		(83)	
4238 Cyclical Maintenance budget	1,250	P	400	1,042	634		(408)	
4241 Lightning Protection R & M	220	P	10,000	183	2,248		2,065	
4242 Display Energy Certificate	400	P	1,500	333	-		(333)	
xxxx Vehicle replacment	10,000	P	500	10,000	-	10,000	-	16.
4245 Health and Safety	1,500	P	2,500	1,250	673		(577)	
4246 Wedding Expenditure	500	P	750	417	159		(258)	
4250 Council house equipment	2,500	P	2,500	2,083	2,677		593	
4284 MUGA running costs	750	P	218,760	625	-		(625)	
4291 Van running costs	2,500	P	-	2,083	1,802		(281)	
<b>Total Expenditure</b>	218,760	P	-	194,862	217,588	(17,035)	5,692	
1000 Hire Charges-Council Chamber	-	P	32,193	-	-		-	
1001 Hire Charges-Assembly Room	32,193	P	18,907	26,828	35,032		(8,205)	17.
1002 Hire Charges-Court Room	18,907	P	7,500	18,907	21,622		(2,715)	17.
1011 Solar Panel income	1,800	P	-	1,500	2,065		(565)	
1012 Wedding Income	7,500	P	-	6,250	4,332		1,918	
1014 CIL receipts	-	P	-	-	18,177	(18,177)	-	18.
1015 small screen	-	P	2,500	-	-		-	
1016 large screen	-	P	62,900	-	-		-	
1013 Hanging Basket	2,500	P	155,860	2,083	-		2,083	
<b>Total Income</b>	62,900	P	-	55,568	81,228	(18,177)	(7,483)	
<b>Net Expenditure</b>	155,860	P	-	139,294	136,360	1,142	(1,792)	
<b>502 Market House</b>		P	-					
4020 General Expenses	-	P	2,500	-	-		-	
4240 Contribution to CDC re Advertising	-	P	-	-	-		-	
4055 Professional Fees	2,500	P	2,500	2,083	-		(2,083)	
<b>Total Expenditure</b>	2,500	P	-	2,083	-	-	(2,083)	



**CHICHESTER CITY COUNCIL**

**BUDGET MONITORING  
To 31st January 2026**

Month: 10

	Original Budget £		Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
1120 Rents Received-Ground Floor	77,000	P	77,000	64,167	41,667	24,166	(1,666)
		P		-			
<b>Total Income</b>	77,000	P	77,000	64,167	41,667	24,166	(1,666)
<b>Net Expenditure</b>	(74,500)	P	(74,500)	(62,083)	(41,667)	(24,166)	(3,749)
		P					
		P					
<b>504 City Cross</b>		P					
4214 Electricity	300	P	300	250	570		320
4236 Reps/Maint. General	500	P	500	417	1,567		1,150
4300 City Cross Conservation	2,000	P	2,000	2,000	2,918		918
4302 Annual Maintenance of Clock	1,000	P	1,000	833	359		(474)
4801 C S Ohead recharge		P	-	-	-		-
4800 Administration recharge		P	-	-	-		-
<b>Total Expenditure</b>	3,800	P	3,800	3,500	5,414	-	1,914
		P					
<b>Net Expenditure</b>	3,800	P	3,800	3,500	5,414	-	1,914
		P					
<b>505 St James Obelisk</b>		P					
4236 Reps/Maint. General	100	P	100	100	-	100	-
4900 Reps/Maint. General		P	-	-	-		-
		P					
<b>Total Expenditure</b>	100	P	100	100	-	100	-
		P					
<b>Net Expenditure</b>	100	P	100	100	-	100	-
		P					
<b>508 Brewery Field</b>		P					
		P					
		P					
4236 Reps/Maint. General	2,500	P	2,500	2,083	819		(1,264)
		P					
<b>Total Expenditure</b>	2,500	P	2,500	2,083	819	-	(1,264)
		P					
<b>Net Expenditure</b>	2,500	P	2,500	2,083	819	-	(1,264)
<b>Total Property</b>	<b>87,760</b>	<b>P</b>	<b>87,760</b>	<b>82,894</b>	<b>100,927</b>	<b>(22,924)</b>	<b>(4,891)</b>
<b>NET EXPENDITURE</b>	-		16,954	(90,998)	(38,838)	(74,284)	(22,125)
<b>(SURPLUS)/DEFICIT</b>	-		<b>16,954</b>	<b>(90,998)</b>	<b>(38,838)</b>	<b>(74,284)</b>	<b>(22,125)</b>

**CHICHESTER CITY COUNCIL**

**BUDGET MONITORING  
To 31st January 2026**

Month: 10

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>510 Projects</b>		P				
		P				
4308 Cil - Cathedral beds		P		17,720		17,720
4322 Cil Stage		P		9,961		9,961
4318 Cil - Community Hall		P		5,721		5,721
4314 Cil - NEST Project		P		150,000		150,000
4315 Cil - Digital display boards		P		14,999		14,999
4321 Cil - New Park Centre		P		50,000		50,000
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>337,542</b>		<b>337,542</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

**Variations**

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. £9,527 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. Hire of H stop barriers for Remembrance and Christmas lights switch on event.
6. Balance in the large grant fund.
7. The public realm budget - contribution to the City Ambassadors. Remaining balance will be cfwd.
8. The cost of the Byelection for the South Ward was £14,437.
9. Contribution to the Christmas light project £6,700 used the remaining balance of the budget.
10. Outstanding New Homes Bonus paid to Chichester Runners for the running track
11. The 2 quarters of Cemetery charges have been received. The invoices are very low.
12. £2,000 of the Mayors allowance has been paid.
13. Additional expenditure was incurred on fire door closers.
14. Insurance costs have increased.
15. Council House improvements has included roof barriers and guttering improvements.
16. Set aside £10,000 for vehicle replacment.
17. Hall booking income is higher than budgeted.
18. Cil receipts received.

[Earmarked Reserves](#)

FIN2026/108 - EAR MARKED RESERVES

Last modified: 2026-03-10

## Earmarked Reserves

Account	Opening Balance	Income	Expenditure	Closing Balance
312 E/M CIL Receipts 2023-24	448,619.35	0.00	0.00	448,619.35
313 E/M CIL Receipts 2024-25	198,526.67	0.00	0.00	198,526.67
316 E/M CIL Receipts 2021-22	101,964.88	0.00	0.00	101,964.88
317 E/M New Homes Bonus	59,701.40	0.00	43,000.00	16,701.40
318 E/M CIL receipts 2022-2023	900,297.66	0.00	0.00	900,297.66
319 E/M Allotment deposits	6,350.00	0.00	0.00	6,350.00
321 E/M Local Elections	46,209.28	0.00	0.00	46,209.28
323 E/M Council House Maintenance	165,883.64	0.00	25,529.05	140,354.59
324 E/M Joint Twinning-Chatres	3,000.00	0.00	0.00	3,000.00
325 E/M Joint Twinning Ravenna	3,000.00	0.00	0.00	3,000.00
327 E/M Buttermarket	12,443.00	0.00	0.00	12,443.00
332 E/M Painting Restoration	5,700.00	0.00	0.00	5,700.00
333 E/M Lift contract	1,227.00	0.00	0.00	1,227.00
334 E/M Solar panels	3,000.00	0.00	0.00	3,000.00
348 E/M International Relations	3,000.00	0.00	0.00	3,000.00
349 E/M Litten Gardens	3,000.00	0.00	0.00	3,000.00
357 E/M City Cross Conservation	20,116.94	0.00	0.00	20,116.94
359 E/M St James Obelisk	2,100.00	0.00	0.00	2,100.00
360 E/M Civic Regalia	9,007.35	0.00	3,270.00	5,737.35
361 E/M War Memorial	6,004.00	0.00	0.00	6,004.00
362 E/M Disused Burial Grounds Mai	11,069.75	0.00	0.00	11,069.75
363 E/M Allotments Imp	16,524.32	0.00	6,905.00	9,619.32
364 E/M Budget Carry Forwards	11,954.00	0.00	11,954.00	0.00
368 E/M Benches	10,470.55	0.00	0.00	10,470.55
370 E/M Bus Shelters	14,605.66	0.00	0.00	14,605.66
373 E/M statues and memorials	2,000.00	0.00	0.00	2,000.00
376 E/M Henty Field	6,531.00	0.00	0.00	6,531.00
378 E/M Chi In Bloom	5,000.00	0.00	0.00	5,000.00
380 Capital Receipts Reserve	3,023.04	0.00	0.00	3,023.04
381 Allotment Site (Capital Rsv)	18,705.55	0.00	0.00	18,705.55
388 E/M Hybrid meetings	12,000.00	0.00	9,526.29	2,473.71
389 E/M Community Grants	10,000.00	0.00	5,000.00	5,000.00
390 Capital Finance Reserve	3,089,153.00	0.00	0.00	3,089,153.00
391 Revaluation Reserve	213,748.00	0.00	0.00	213,748.00
392 Investment Financing Account	390,000.00	0.00	0.00	390,000.00
393 E/M Joint twinning Speyer	3,000.00	0.00	0.00	3,000.00
397 E/M friendship Valetta	2,967.67	0.00	0.00	2,967.67
402 E/M Purchase of Van	0.00	10,000.00	0.00	10,000.00
	<b>5,819,903.71</b>	<b>10,000.00</b>	<b>105,184.34</b>	<b>5,724,719.37</b>

[Council House Reserve March 2026](#)

FIN2026/108 - EAR MARKED  
RESERVES

Last modified: 2026-03-11

## Expenditure on Reserves

to March 2026

### Council House Reserve

Description	Actual Expenditure (£)	Committee
Balustrade drawings	<b>3,000.00</b>	Property Sub-Committee
Roof barriers	<b>2,072.00</b>	Property Sub-Committee
Advice re guttering	1,031.25	Property Sub-Committee
Water heaters	1,003.75	Property Sub-Committee
Roof barriers	<b>850.00</b>	Property Sub-Committee
Flooring corridor and stairs	<b>7,883.07</b>	Property Sub-Committee
<u>Total</u>	15,840.07	

	£
Cfwd	165,883.64
Expenditure	15,840.07
<u>Total</u>	<b>150,043.57</b>

[Cil monitoring \(March 2026\)](#)

FIN2026/109 - COMMUNITY INFRASTRUCTURE LEVY (CIL)  
UPDATE

Last modified: 2026-03-11

**Cil expenditure over years**

updated 11/03/2026

Cil Receipts retained

**£ 1,667,585.14**

Anticipated Cil income to 2029

£ 1,505,736.00 Whitehouse phase 2

(at 31st July 2025)

£334,804 Remaining City wide 270 housing allocation in Local Plan

£150,000 Balance of Whitehouse phase 1

£50,000 Windfall developments

**£ 2,040,540.00**

£ 3,708,125.14

Cil Projects	Spend in Previous years	2024-2025	2025-2026 BUDGET	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
Cycle racks	£ 25,296.50							
Litten lighting	£ 26,798.21							
Canal bank	£ 10,000.00							
Electric Van	£ 14,355.00							
St James solar Panels	£ 9,999.17							
Ride on mower	£ 9,587.49							
Streetlights			£ 14,141.00	£ 33,859.00	£ 16,000.00	£ 16,000.00	£ 16,000.00	£ 16,000.00
Traffic schemes			£ -	£ 21,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
Improve City signage £20,000	£ 9,537.72		£ -	£ 20,000.00				
Community Noticeboards			£ 14,999.00					
Cathedral beds -		£ 30,265.00	£ 17,720.00	£ 12,015.00				
Council house entrance project						£ 75,000.00		
Energy Efficiency Schemes 200k	£ 29,533.00	£ 105,564.67	£ 11,195.23	£ 53,707.10				
Pavements - £100,000	£ 8,000.00		£ -	£ 400,000.00				
Neighbourhood Plan – up tp £100,000	£ 70,314.00	£ 2,097.50						
Tree planting £3,000								
New Park Centre			£ 50,000.00	£ 50,000.00	£ 50,000.00			
NEST			£ 150,000.00					
Aluminium staging			£ 9,961.34	£ 10,038.66				
Project Manager	£ 34,565.21							
Cathedral Green	£ 20,000.00							
Crane Street	£ 8,000.00							
Brewery Field								
Community Grants	£ 39,574.88	£ 39,574.88	£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 50,000.00
Community Hall (South of city)			£ 5,721.00	£ 794,279.00				£ 200,000.00
Playgrounds			£ 75,000.00					
	<b>£ 213,421.09</b>	<b>£ 240,067.26</b>	<b>£ 398,737.57</b>	<b>£ 1,444,898.76</b>	<b>£ 126,000.00</b>	<b>£ 151,000.00</b>	<b>£ 76,000.00</b>	<b>£ 276,000.00</b>

£ 2,472,636.33

slipped 11k 25-26-26-27

slip 94k

removed 325k playgrounds  
removed 200k community hall

Cil allocated to identified projects

2,472,636.33

Potential unallocated Cil funds

£ 1,235,488.81

**Anticipated Cil receipts calculated as follows:**

whitehouse farm phase 2	no. homes
Permissions granted	850
% Market housing	70
% Social Housing	30
Average Sq m per dwelling	100
Cil levy rate/ sq m (@ 2024 rates)	£ 168.71
Total levy raised	£ 10,038,245.00
<b>15% neighbourhood receipts</b>	<b>£ 1,505,736.75</b>

City Centre Developments	no. homes
Permissions granted	270
% Market housing	70
% Social Housing	30
Average Sq m per dwelling	70
Cil levy rate/ sq m (@ 2024 rates)	£ 168.71
Total levy raised	£ 2,232,033.30
<b>15% neighbourhood receipts</b>	<b>£ 334,805.00</b>

£ 1,840,541.75

[Cil Cashflow \(March 2026\)](#)

FIN2026/109 - COMMUNITY INFRASTRUCTURE LEVY (CIL)  
UPDATE

Last modified: 2026-03-11

**CIL - Cashflow forecast**

opening balance £ 1,667,585.14

<u>FY</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/2G</u>	<u>202G/30</u>	<u>2030/31</u>	
Anticipated Receipts		£ 70,000.00	£ 100,000.00	£ 320,000.00	£ 400,000.00	£ 500,000.00	£ 500,000.00	£ 3,557,585.14
Anticipated Expenditure	£ 1,667,585.14	£ 398,737.57	£ 1,444,898.76	£ 126,000.00	£ 151,000.00	£ 76,000.00	£ 276,000.00	£ 2,472,636.33
<b>Closing balance</b>	<b>£ 1,667,585.14</b>	<b>£ 1,338,847.57</b>	<b>-£ 6,051.1G</b>	<b>£ 187,G48.81</b>	<b>£ 436,G48.81</b>	<b>£ 860,G48.81</b>	<b>£ 1,084,G48.81</b>	<b>£ 1,084,G48.81</b>

<u>FY</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/2G</u>	<u>202G/30</u>	<u>2030/31</u>	
Anticipated Receipts		£ 18,176.87	£ 181,793.00	£ 218,152.00	£ 218,152.00	£ 218,152.00	£ 218,152.00	£ 2,740,163.01
Anticipated Expenditure		£ 398,737.57	£ 1,444,898.76	£ 126,000.00	£ 151,000.00	£ 76,000.00	£ 276,000.00	£ 2,472,636.33
<b>Closing balance</b>	<b>£ 1,667,585.14</b>	<b>£ 1,287,024.44</b>	<b>£ 23,G18.68</b>	<b>£ 116,070.68</b>	<b>£ 183,222.68</b>	<b>£ 325,374.68</b>	<b>£ 267,526.68</b>	<b>£ 267,526.68</b>

plus £150k?

£ 2,472,636.33

[Bank Rec - Nov 25](#)

FIN2026/111 - TO NOTE AND RATIFY THE FOLLOWING RECONCILIATIONS AND  
TRANSACTIONS

Last modified: 2026-03-10

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

For the month of NOVEMBER 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 Purr

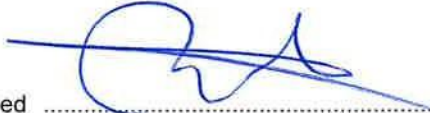
Date

17 12 25

Bank Reconciliation Statement as at 30/11/2025  
for Cashbook 1 - Imprest Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	30/11/2025	127	5,706.76
			<u>5,706.76</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,706.76
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,706.76
		<b>Balance per Cash Book is :-</b>	<b>5,706.76</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name MICHELLE CARTER Signed  Date 02/12/25

Signatory 2:

Name Kim MARTIN Signed  Date 2/12/25

Chair of Finance:

Name RHC NIALL Signed  Date 17.12.25

**Bank Reconciliation Statement as at 30/11/2025  
for Cashbook 2 - Unity Trust Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	30/11/2025	149	288,302.19
			<u>288,302.19</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			288,302.19
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			288,302.19
		<b>Balance per Cash Book is :-</b>	<b>288,302.19</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name MICHELLE CARTER Signed  Date 11/12/25

**Signatory 2:**

Name lllsh Signed KIM MARTIN Date 12/12/25

**Chair of Finance:**

Name RHC MIALC Signed RHC MIALC Date 17.12.25

Bank Reconciliation up to 30/11/2025 for Cashbook No 2 - Unity Trust Current Account

Signatory 2:

Name KIM MARTIN Signed [Signature] Date 12/12/25

Chair of Finance:

Name RHC MIALL Signed [Signature] Date 17.12.25

Bank Reconciliation Statement as at 30/11/2025  
for Cashbook 4 - Barclaycard

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	30/11/2025	6	0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name MICHELLE CARTER Signed  Date 25/11/25

Signatory 2:

Name KIM MARTIN Signed allbt Date 25/11/25

Chair of Finance:

Name RHC MACE Signed RHC RICE Date 17.12.25

[Bank Rec - Dec 25](#)

FIN2026/111 - TO NOTE AND RATIFY THE FOLLOWING RECONCILIATIONS AND  
TRANSACTIONS

Last modified: 2026-03-10

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

For the month of DECEMBER 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 [Signature]


Date

14.1.26

Bank Reconciliation Statement as at 31/12/2025  
for Cashbook 1 - Imprest Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/12/2025	128	5,389.18
			<u>5,389.18</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,389.18
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,389.18
		<b>Balance per Cash Book is :-</b>	<b>5,389.18</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name MICHELLE CARTER Signed  Date 08/01/26

Signatory 2:


Name KIM MARON Signed  Date 8/01/26

Chair of Finance:

Name RHC NIAU Signed  Date 14.1.26

Bank Reconciliation up to 31/12/2025 for Cashbook No 1 - Imprest Account

Signatory 1:

Name MICHELLE CARTER Signed  Date 08/01/26

Signatory 2:

Name KIM MARTIN Signed  Date 08/01/26

Chair of Finance:

Name RHC MILAN Signed  Date 14.1.26

**Bank Reconciliation Statement as at 31/12/2025  
for Cashbook 2 - Unity Trust Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/12/2025	150	175,587.97
			<u>175,587.97</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			175,587.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			175,587.97
		<b>Balance per Cash Book is :-</b>	<b>175,587.97</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name MICHELLE CARTER Signed  Date 07/01/26

**Signatory 2:**

Name KIM MARTIN Signed allot Date 8/1/26

**Chair of Finance:**

Name RAC P. ALL Signed RAC P. ALL Date 14.1.26

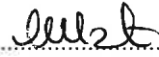
Bank Reconciliation Statement as at 31/12/2025  
for Cashbook 4 - Barclaycard

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	31/12/2025	7	0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name MICHELLE CARTER Signed  Date 22/12/25

Signatory 2:

Name KIM MARON Signed  Date 5/1/26

Chair of Finance:

Name RHC NALL Signed  Date 14.1.26

[Bank Rec - Jan 26](#)

FIN2026/111 - TO NOTE AND RATIFY THE FOLLOWING RECONCILIATIONS AND  
TRANSACTIONS

Last modified: 2026-03-10

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

For the month of JANUARY 2026

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 New

Date

26.1.26

Bank Reconciliation Statement as at 31/01/2026  
for Cashbook 1 - Imprest Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/01/2026	129	7,913.09
			<u>7,913.09</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7,913.09
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,913.09
		<b>Balance per Cash Book is :-</b>	<b>7,913.09</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name MICHELLE CARTER Signed  Date 10/02/26

Signatory 2:

Name KIM MARSDEN Signed  Date 11/02/26

Chair of Finance:

Name RHC Nield Signed RHC NIELD Date 26.2.26

**Bank Reconciliation Statement as at 31/01/2026  
for Cashbook 2 - Unity Trust Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/01/2026	151	69,486.66
			<u>69,486.66</u>
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			<u>0.00</u>
			69,486.66
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			69,486.66
		<b>Balance per Cash Book is :-</b>	<b>69,486.66</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name MICHELLE CARTER Signed  Date 10/02/26

**Signatory 2:**

Name Kim Martin Signed  Date 10.02.26

**Chair of Finance:**

Name RHC MIAZ Signed  Date 26.2.26

Bank Reconciliation Statement as at 31/01/2026  
for Cashbook 4 - Barclaycard

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	31/01/2026	8	0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name MICHELLE CARTER Signed  Date 10/02/26

Signatory 2:

Name Kim MARTIN Signed  Date 10/02/26

Chair of Finance:

Name RHC MIALC Signed  Date 26.2.26

[List of Payments \(current Ac\) made between 01\\_11\\_2025 and 31\\_01\\_2026-3](#)

FIN2026/111 - TO NOTE AND RATIFY THE FOLLOWING RECONCILIATIONS AND  
TRANSACTIONS

Last modified: 2026-03-10

## Unity Trust Current Account

## List of Payments made between 01/11/2025 and 31/01/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
03/11/2025	West Sussex County Council	BACS01	55,784.61		Salaries - October 2025
03/11/2025	Business Stream	DD05	77.81		Water - SJ Allots -to 0.10.25
03/11/2025	Cerberus Networks Limited	DD06	58.80		B/Band - C/Hse - Oct 25
11/11/2025	Chichester Runners & Athletics	bacs02	43,000.00		New Homes Bonus Grant 04/21
11/11/2025	Window Flowers Limited	BACS03	13,603.20		Cathedral Beds + Planters Wint
11/11/2025	GW Shelter Solutions Ltd	BACS04	4,126.27		Glass - Market Rd Bus Shelter
14/11/2025	Chichester District Council	DD07	152.00		Refuse & Recycling to 31/10/25
14/11/2025	Vodafone Ltd	DD12	94.20		11 x Staff Mobiles/Tablets
14/11/2025	Vodafone Ltd	DD13	39.14		B/band & Phone Oct25
17/11/2025	Tusker Direct Ltd	DD01	1,722.48		Lease Car Scheme - 05/48 AW
17/11/2025	Chichester District Council	DD10	5,522.00		Business Rates C Hse 25-26
17/11/2025	Chichester BID	DD11	101.30		BID Levy 25-26
19/11/2025	Aspect Electrical Contractors	BACS05	1,610.92		Electrical works to Market X
19/11/2025	Drax	DD08	793.81		Elec - C/Hse - Oct .25
20/11/2025	Drax	DD09	685.94		Elec - UMS St Light - Oct 25
21/11/2025	Barclaycard	TRANS	1,645.68		Nov 25 - Barclaycard
24/11/2025	Business Stream	DD02	147.73		Water - Coun Hse -to 25.10.25
24/11/2025	Business Stream	DD03	15.10		Water - WR Allots -to 25.10.25
25/11/2025	Square	TRANS	15.21		Square Fees - Nov 25
30/11/2025	UnityTrust Bank	TRANS	15.15		Bank Service Charges
01/12/2025	Imprest Account	TRANS	10,000.00		Transfer
01/12/2025	Renault Finance	DD15	30.00		Lease for EV Battery - Nov25
02/12/2025	DVLA	DD03	345.00		Road Tax BD70 RSV truck
02/12/2025	Saunders Specialised Services	BACS01	11,626.78		Replacement A/C units x 2
02/12/2025	Sunbelt Rentals - UK Midlands	BACS02	5,820.00		Hire & Trans 5x H Stop Barrier
02/12/2025	Mor Flooring Ltd	BACS03	9,459.68		Flooring 2 x corridors+stairs
02/12/2025	West Sussex County Council	BACS15	56,601.39		Salaries - Nov 2025
08/12/2025	Business Stream	DD09	91.14		Water - RoA Allots to 03.11.25
09/12/2025	Observer	DD15	83.20		Ann Subs Chi Observer 2026
10/12/2025	Sussex Creative Art Network CI	BACS04	3,070.00		Discretionary Grant - Dec 25
10/12/2025	The Juno Project	BACS05	1,618.00		Discretionary Grant Dec 25
10/12/2025	Chichester Living	BACS06	1,500.00		Development costs-Info boards
10/12/2025	Chichester Living	BACS07	3,000.00		Discretionary Grant - Dec 25
10/12/2025	Copperstone Consultants Ltd	BACS08	2,268.00		Market Cross - Survey
10/12/2025	Chichester Community Transport	BACS09	3,000.00		Discretionary Grant Dec 25
10/12/2025	Brothers Bikes Bangers & Brews	BACS10	2,001.50		Discretionary Grant Dec 2025
10/12/2025	Hoseforma Staging Ltd t/a Stag	BACS11	11,953.61		Replacement Stage - Assembly R
10/12/2025	The Hygiene Bank	BACS14	3,000.00		Discretionary Grant - Dec 25
12/12/2025	Chichester District Council	DD04	152.00		Refuse & Recycle to 28/11/25
15/12/2025	Vodafone Ltd	DD02	94.20		Staff Mobiles & Tablets -Nov25
15/12/2025	Tusker Direct Ltd	DD06	1,722.48		Lease Car - SH 05/48
15/12/2025	Chichester District Council	DD07	5,522.00		Business Rates C Hse 25-26
15/12/2025	Chichester BID	DD08	101.30		BID Levy 25-26



## Unity Trust Current Account

## List of Payments made between 01/11/2025 and 31/01/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
16/12/2025	Cerberus Networks Limited	DD01	58.80		Broadband - C/Hse -Nov 25
16/12/2025	Vodafone Ltd	DD05	39.14		B/Band & Phone St J Nov25
18/12/2025	Aspergers Syndrome Self Advoca	BACS12	2,001.50		Discretionary Grant - Dec 25
18/12/2025	Kit Log Ltd t/a Papertrail	BACS13	1,466.64		Consultancy - Bespoke Collatio
22/12/2025	Barclaycard	TRANS	514.96		Barclaycard - Dec 25
23/12/2025	Drax	DD09	910.29		Elec - C/Hse to 30.11.25
23/12/2025	Drax	DD10	7,141.73		Elec - St Lighting Nov24-Nov25
29/12/2025	Business Stream	DD10	351.22		Water - StJ Allots to 02.11.25
29/12/2025	Business Stream	DD11	5.91		Water - WRd Allots to 20.11.25
29/12/2025	Business Stream	DD12	239.87		Water - StP Allots to 11.11.25
29/12/2025	Business Stream	DD13	230.25		Water - B/B Allots to 24.11.25
30/12/2025	Renault Finance	DD14	30.00		Lease for EV Battery - Dec25
31/12/2025	Square	TRANSFER	7.55		Square Fees
31/12/2025	Unity Trust Bank	TRANS	1.00		Bank Charges - Manual credits
31/12/2025	Unity Trust Bank	TRANS	13.20		Bank Service Charges - Nov 25
02/01/2026	Cerberus Networks Limited	DD04	58.80		Broadband - C/Hse to 31.12.25
12/01/2026	Imprest Account	TRANS	10,000.00		TRANS
13/01/2026	S & P Tree Specialists Ltd	BACS01	4,160.00		Ash die back + Willow removal
14/01/2026	Vodafone Ltd	DD05	94.20		Staff Mobiles & tablets Dec25
14/01/2026	Vodafone Ltd	DD06	39.14		Phone & B/B St J to 30.12.25
14/01/2026	West Sussex County Council	BACS02	56,311.32		Salaries for Dec 25
14/01/2026	Arun & Chichester Citizens Adv	BACS03	11,247.50		CAB Services Jan-Mar 2026
14/01/2026	Apollo Blinds Chichester	BACS04	1,950.00		Supply & Install 3 x Blinds
14/01/2026	New Park Centre	BACS05	50,000.00		NPCAA - CIL Award Yr1
15/01/2026	Chichester District Council	DD01	5,522.00		Business Rates C Hse 25-26
15/01/2026	Chichester BID	DD02	101.30		BID Levy 25-26
15/01/2026	Tusker Direct Ltd	DD03	1,722.48		Lease car - AW 7/48 - Jan 26
16/01/2026	Chichester District Council	DD07	141.60		Refuse & Recycling to 23.12.25
21/01/2026	Barclaycard	TRANS	1,014.21		Barclaycard - Jan 26
22/01/2026	Pitney Bowes Ltd	dd08	90.71		Qty Rent & Maint Frank machine
23/01/2026	Drax	DD09	899.50		Elec - C/Hse to 31.12.25
26/01/2026	Drax	DD10	435.68		Elec - St Light to 31.12.25
28/01/2026	Square	TRANSFER	0.48		Square Fees for Jan 2026
30/01/2026	Renault Finance	DD11	30.00		Lease for EV Battery - Jan 26
30/01/2026	Business Stream	DD12	32.74		Water -B/B Allots to 01.01.26
30/01/2026	Business Stream	DD13	253.14		Water -St J Allots to 01.01.26
31/01/2026	Unity Trust Bank	TRANSFER	16.20		Bank Service Charge - Dec 25
<b>Total Payments</b>			<b>419,404.69</b>		

[List of Payments made between 01\\_11\\_2025 and 31\\_01\\_2026-2](#)

FIN2026/111 - TO NOTE AND RATIFY THE FOLLOWING RECONCILIATIONS AND  
TRANSACTIONS

Last modified: 2026-03-10

## Imprest Account

## List of Payments made between 01/11/2025 and 31/01/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
11/11/2025	Luna Clean	BACS01	738.30		Cleaning of C/Hse - Oct 25
11/11/2025	Society of Local Council Clerk	BACS02	36.00		Transfer of Assets Train - ST
11/11/2025	CloudyIT	BACS03	840.00		Logitech Tap IP pad hybrid mee
11/11/2025	Jane Walker Event Floristry	BACS04	30.00		Registrars table dec-23.10.25
11/11/2025	Personnel Hygiene Services Ltd	BACS05	209.98		Ann collect & Disp Sani bins
11/11/2025	CJS Portsmouth	BACS06	115.67		3 x Mop Heads
11/11/2025	Screwfix	BACS07	44.99		Safety boots - Size 8 - DF
11/11/2025	Mr G Bowen	BACS08	22.40		Train Fare to SALC - Amex
11/11/2025	Mulberry and Co	BACS09	394.74		Internal Audit fees 25/26
11/11/2025	Dean Floyd	BACS10	30.00		Fuel for Tipper Truck
11/11/2025	The Woodhorn Group Ltd	BACS11	132.08		Green waste Litten & Allots
11/11/2025	C Adams	BACS12	16.71		Coffee +Spray - Remembrance
11/11/2025	Blendworth Tyre & Trailer Cent	BACS13	207.00		Trailer hire - HStop Barriers
11/11/2025	Enconvo Ltd	BACS14	277.04		Phone rental & Calls Oct 25
11/11/2025	C Adams	BACS15	9.00		Repairs to 3 x Black Ribbons
11/11/2025	Amazon	BACS16	84.22		2 x Clothes rails+Flag weight
11/11/2025	Microshade Business Consultant	BACS17	161.28		Hosted App Server Licence
19/11/2025	Pestforce	BACS18	230.00		Moth Treatment - MParlour
19/11/2025	Mr D Jenkins	BACS19	14.00		Keys for Cross & Cellar
19/11/2025	Katie Coffey	BACS20	5.45		Milk & Bisc - Community Forum
19/11/2025	Visual Hygiene Cleaning Servic	BACS21	160.00		Window Cleaning - C/Hse
19/11/2025	Toolstation Ltd	BACS22	77.89		Blow Torch for Property Team
19/11/2025	Mrs Kim Martin	BACS23	3.87		Coffee & Postage stamp
30/11/2025	Unity Trust Bank	TRANS	13.35		Bank Service Charges - Oct 25
02/12/2025	C Adams	BACS01	4.29		String - Xmas Light Switch on
02/12/2025	J Schofield T/As Gnarly Tree C	BACS02	289.00		Refund Hire fee - Cancellation
02/12/2025	J Aspden	BACS03	50.00		Refund of Hire Deposit 31.10.2
02/12/2025	Super Signs	BACS05	60.00		Mount - Anti climb paint sign
02/12/2025	Screwfix	BACS06	60.25		Anti climb paint & sign
02/12/2025	Beaver Tool Hire	BACS08	73.19		Hire -6 x Fan Heaters gas leak
02/12/2025	Michelle Carter	BACS09	20.00		Eye Test Allowance
02/12/2025	Smye-Rumsby Ltd	BACS10	200.40		Clip for Radio Remem Sunday
02/12/2025	South Downs Water Co Ltd	BACS11	43.20		Water Cooler rental to17.03.25
02/12/2025	Mulberry and Co	BACS12	180.00		Assertion 10 Training - Nov 25
02/12/2025	Allstar	BACS13	89.28		Fuel for Truck - Nov 25
02/12/2025	Midlands Signs Leicester Ltd T	BACS14	275.94		St signs-Pinewood Way+Answorth
02/12/2025	Recycle Southern Ltd	BACS15	148.90		Tip waste -St P Allot 14.11.25
02/12/2025	Amazon	BACS16	217.02		Dual Monitor stand - Office
02/12/2025	Wettons	BACS17	878.65		Cleaning of C/House - Nov 25
10/12/2025	SSE Contracting	BACS04	599.13		Gas - C/Hse - to Oct 25
10/12/2025	Viking	BACS07	143.76		A4 Paper x 20 Reams
10/12/2025	MC Property Maintenance Ltd	BACS18	750.00		Cherry Picker+Pave Lic MarketX
10/12/2025	Surrey Hills Solicitors LLP	BACS19	889.00		Roman Amp - Land Licences



## Imprest Account

## List of Payments made between 01/11/2025 and 31/01/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
10/12/2025	The Woodhorn Group Ltd	BACS20	135.60		Green Waste - Nov25 Litten
10/12/2025	Baronmead International Ltd	BACS21	462.00		Service S46 mobile stairclimb
10/12/2025	Enconvo Ltd	BACS22	277.04		Phonecalls & rental - Ded 25
10/12/2025	Covers Trade Centre Branch	BACS23	76.18		Postcrete bags x 12 - St Signs
10/12/2025	Dyson King (Architectural Iron	BACS24	127.15		3 x Padlocks + oil spray-Allot
10/12/2025	Chichester Talking News	BACS25	30.00		Event 27.11.25
18/12/2025	Guttersnipe	BACS26	650.00		Roof and gutter clean - C/Hse
18/12/2025	C Adams	BACS27	13.20		4 x Cordials -Mayors at Home
18/12/2025	Pyrotec Protection t/a Coastli	BACS28	1,022.40		Fire Extinguisher Servicing
18/12/2025	CJS Portsmouth	BACS30	83.33		Cleaning supplies - T/Rolls +
18/12/2025	Amazon	BACS39	89.38		2 x Extractor fans - St James
18/12/2025	Mr D Jenkins	BACS41	10.99		Batteries - Fire Door Closures
22/12/2025	Toolstation Ltd	BACS29	130.59		EV Charging Cable - C/Hse
22/12/2025	Christian Herrera	BACS31	100.00		Music for M @ Home 15.12.25
22/12/2025	Association of Accounting Tech	BACS32	195.00		Ann Memb fees AAT - KM
22/12/2025	H Irvine	BACS33	50.00		Allotment Deposit Refund
22/12/2025	Chichester Cavavin	BACS34	390.00		Supply & Serve wine -M@H Dec25
22/12/2025	SSE Contracting	BACS35	1,174.09		Gas - C/Hse - Nov 2025
22/12/2025	Kestrel Guards	BACS36	42.00		Alarm Call out 21.11.25
22/12/2025	Amazon	BACS37	13.50		Propelling Pencil + leads
22/12/2025	Goodrowes of Chichester Ltd	BACS38	25.15		Chainsaw Oil x 5Ltr
22/12/2025	Midlands Signs Leicester Ltd T	BACS40	243.60		Whyke Lane additional sign
31/12/2025	Unity Trust Bank	TRANS	9.45		Bank Service Charges - Nov 25
13/01/2026	South Downs Water Co Ltd	BACS01	21.60		3 x 19LWater Bottles - empties
13/01/2026	Wettons	BACS02	878.65		Cleaning C/Hse Dec 2025
13/01/2026	Visual Hygiene Cleaning Servic	BACS03	80.00		Window Cleaning 20.12.25
13/01/2026	Canon (UK) Ltd	BACS04	463.54		P/copies to 31.12.25
13/01/2026	SLCC Enterprises Ltd	BACS05	153.46		2 x copies-14th Ed Loc Coun Adm
13/01/2026	Society of Local Council Clerk	BACS06	442.00		Membership Fees 2026 - ST
13/01/2026	HAMPSHIRE LIFT SERVICES	BACS07	574.42		Monitored SIM card for Lift
13/01/2026	Screwfix	BACS08	320.97		2 x Flatbed Trolleys for C/Hse
13/01/2026	Enconvo Ltd	BACS09	289.04		Phone rental & calls
13/01/2026	Festival Of Chichester	BACS10	300.00		Half Page advert for Gala 2026
13/01/2026	Amazon	BACS11	98.59		Propelling pencil
13/01/2026	The Woodhorn Group Ltd	BACS12	176.11		Green Waste - Litten & Allots
13/01/2026	James Brigden	BACS13	70.40		Fittings for Wayfinding signs
13/01/2026	Pestforce	BACS14	130.00		Remove Dead Fox-B/B Allots
13/01/2026	Super Signs	BACS18	407.40		Replacement CCTV signs -Litten
14/01/2026	Kestrel Guards	BACS15	156.49		Keyholding - C/Hse to 06.04.26
16/01/2026	HAMPSHIRE LIFT SERVICES	BACS16	418.80		Annual Maintenance Contract Li
16/01/2026	GW Shelter Solutions Ltd	BACS17	210.00		Qtr Clean of 5 x Bus Shelters
16/01/2026	Covers Trade Centre Branch	BACS19	110.71		Backboard - St Sign +Postcrete
16/01/2026	Rialtas Business Solutions Ltd	BACS20	245.70		Migration of Rialtas Omega etc



## Imprest Account

## List of Payments made between 01/11/2025 and 31/01/2026

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
16/01/2026	Open Design Studios	BACS21	1,320.00		Architect fees FI Pk Comm Cent
16/01/2026	Mr S Holman	BACS22	65.98		EV - Wiper blades +Diagnostics
23/01/2026	Celia Price Consultancy	BACS23	450.00		GB - CiLCA registration fee
27/01/2026	CK Mobile Mechanics Ltd	BACS24	85.00		Call out to diagnose EV Horn
31/01/2026	Unity Trust Bank	TRANS	12.30		Bank Service Charges - Dec 25
<b>Total Payments</b>			<u>21,657.79</u>		

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[List of Payments \(Barclaycard\) made between 01\\_11\\_2025 and 31\\_01\\_2026-4](#)

FIN2026/111 - TO NOTE AND RATIFY THE FOLLOWING RECONCILIATIONS AND  
TRANSACTIONS

Last modified: 2026-03-10

## List of Payments made between 01/11/2025 and 31/01/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
01/11/2025	Microsoft	TRANS	7.81		Software Licence to 29.11.25
02/11/2025	Adobe	TRANS	73.33		Software Licence-C/CI to 01/12
05/11/2025	Robert Dyas Ltd	TRANS	19.98		2 x Water dispensers for event
05/11/2025	Booker Ltd	TRANS	52.58		2 x 750g of Kenco Coffee
06/11/2025	Marks & Spencer	TRANS	6.35		Milk & Biscuits for Remembranc
07/11/2025	Land Registry	TRANS	119.00		9 x Title Register Searches
08/11/2025	Microsoft	TRANS	9.24		Software Licence to 06.12.25
09/11/2025	Royal British Legion	TRANS	200.50		8 x Poppy Wreaths for 2026
10/11/2025	Chichester WSH (Hendy Ford)	TRANS	295.00		Tipper Truck Service 10.11.25
22/12/2025	Caffe Nero	TRANS	14.75		Drinks for Volunteers - 22/11
22/12/2025	Caffe Nero	TRANS	3.95		Drinks for Volunteers - 22/11
22/12/2025	Land Registry	TRANS	7.00		Title Register Search-FIRd Rec
22/12/2025	Ebay	TRANS	136.44		Anti Condensation coating -StJ
22/12/2025	Marks & Spencer	TRANS	7.75		Refreshments - Clerks Forum
22/12/2025	Post Office	TRANS	0.87		2nd Class Stamp
22/12/2025	Zoom Communications Inc	TRANS	16.79		Software Licence x 1 to 14.12
22/12/2025	Software Licence x 1 to 14.12	TRANS	29.64		Software Licence x 1 to 14.12
22/12/2025	Meakins & Sons Ltd	TRANS	58.60		MOT for Tipper Truck BD70 RSV
22/12/2025	Poundland	TRANS	3.00		Coffees sachets for St J Off
22/12/2025	Replacement Keys	TRANS	13.60		Keys for PL Office desk
22/12/2025	Brick Kiln Garden Kiln	TRANS	44.99		Xmas Tree for front of C/Hse
22/12/2025	Microsoft	TRANS	8.70		Software Licence to 24.12.25
22/12/2025	Microsoft	TRANS	7.81		Software Licence to 30.12.25
22/12/2025	Adobe	TRANS	73.33		Software Lic-Creative Cloud
22/12/2025	Marks & Spencer	TRANS	8.55		Footprint Comm Conf 26/11
22/12/2025	Microsoft	TRANS	9.24		Software Licence to 06.01.26
22/12/2025	Marks & Spencer	TRANS	17.90		Refresh Comm Conf 26.11.25
22/12/2025	Tesco	TRANS	52.05		Refreshments for Mayor's at Ho
21/01/2026	Canva	C/CARD	260.00		Annual Subs for Canva Software
21/01/2026	Land Registry	C/CARD02	14.00		Title Register Search - Whykam
21/01/2026	Microshade	C/CARD03	367.96		Platform Termination-Citrix
21/01/2026	Booker Ltd	C/CARD04	100.06		Tea,Coffee & Sugar
21/01/2026	Booker Ltd	C/CARD04A	6.18		6 x Carex Handwash
21/01/2026	Who Gives a Crap	C/CARD05	88.00		Toilet Rolls x 98
21/01/2026	Zoom Communications Inc	C/CARD06	16.79		Software Licence to 14.01.26
21/01/2026	Microsoft	C/CARD07	29.64		Software Licence to 14.01.26
21/01/2026	Microsoft	C/CARD08	8.70		Software Licence to 24.01.26
21/01/2026	Microsoft	C/CARD09	7.81		Software Licence to 30.01.26
21/01/2026	Adobe	C/CARD10	73.33		Software Licence to 01.02.26
21/01/2026	Marks & Spencer	C/CARD11	12.50		Sympathy Card & Flowers
21/01/2026	Chichestr District Council	C/CARD12	20.00		Gambling Licence for CCC
21/01/2026	Microsoft	C/CARD13	9.24		Software Licence to 06.02.26



Barclaycard

List of Payments made between 01/11/2025 and 31/01/2026

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
		<b>Total Payments</b>	<u>2,312.96</u>		

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