



Chichester City Council

MEETING OF THE FINANCE COMMITTEE

AGENDA

TO THE MEMBERS OF THE CITY COUNCIL

MEMBERS ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE FINANCE COMMITTEE TO BE HELD IN THE COUNCIL CHAMBER AT 5.30PM ON WEDNESDAY 10 JUNE 2026

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Town Clerk
03 June 2026

2026/FIN10-001 - ELECTION OF CHAIR

To elect the Chair of the Committee for 2026/2027.

2026/FIN10-002 - ELECTION OF VICE-CHAIR

To elect a Vice-Chair for the Committee for 2026/2027.

2026/FIN10-003 - APOLOGIES FOR ABSENCE

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

2026/FIN10-004 - DECLARATIONS OF INTEREST

To note declarations of interest by Members of the Committee in matters on the agenda of this meeting.

2026/FIN10-005 - 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).

2026/FIN10-006 - MINUTES OF THE PREVIOUS MEETING

To approve and sign as a correct record the minutes of the Committee meeting held on the 8 April 2026.

- [Minutes - Finance Committee - 8 April 2026](#)

2026/FIN10-007 - UPDATE ON ACTIONS FROM PREVIOUS MEETING

- Procurement process for Community Space
- Release of up to £150,000 for next stage

Town Clerk to report.

2026/FIN10-008 - COMMITTEE MEMBERSHIP

To agree the following changes to membership of the Finance Committee further to the committee appointments made at the Council Meeting held on 13 May 2026.

- Councillor Russell to step down from the Finance Committee
- Councillor Scicluna to join the Finance Committee

2026/FIN10-009 - COMMITTEE MEETING TIMES

To agree Committee meeting times for the remainder of the Council year.

2026/FIN10-010 - MINUTES FROM SUB COMMITTEES

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

- Business Plan Sub-Committee - 18 May 2026
- People Management Sub-Committee - 1 June 2026
- Property Sub-Committee - 26 May 2026

To consider the following from the Sub-Committees:

- Business Plan Sub-Committee
 - **Minute BP2026/17 refers:** E-Ink Screen trial - to revisit the resolution made by the Sub-Committee further to an additional update from the supplier regarding the proposed refund and project continuation.
 - Project Manager to report.
 - **Minute BP2026/17 refers:** Expenditure request to Council - The sub-committee RESOLVED to submit to council a request to amend to the Terms of Reference for the Business Plan Sub-Committee and the Council Scheme of Delegation as follows:
 - 9d. To request approval of expenditure up to £20,000 within existing budgets for the delivery of City Plan projects.
 - **Minute BP2026/18 refers:** Dark spaces: proposals for replacement lighting for New Park footpath
 - To be discussed under agenda items 2026/FIN10-028 and 029.
 - **Minute BP2026/19 refers:** The Sub-Committee requested that the PM update the Capital Funding Strategy document to incorporate modifications to the action plan, to be approved at the Finance Committee meeting on 10 June 2026.
 - Project Manager to report

2026/FIN10-011 - BUDGET TIMETABLE

To discuss the outline timetable for the 2027-2028 budget planning process.

Deputy Town Clerk to report (*report attached*).

2026/FIN10-012 - LOCAL GOVERNMENT REORGANISATION (LGR)

To receive any updates if available.

2026/FIN10-013 - EAR MARKED RESERVES

Deputy Town Clerk to report (*report attached*).

2026/FIN10-014 - COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE

To receive an update on CIL allocations and funding.

Deputy Town Clerk to report (*report attached*).

2026/FIN10-015 - STATEMENT OF ACCOUNTS 2025-2026

Recommendation to Full Council on Wednesday 17 June 2026 for approval and signing of the Statement of Accounts.

Deputy Town Clerk to report.

2026/FIN10-016 - BUDGETS TO BE CARRIED FORWARD FROM 2025/2026 AND BUDGETS TRANSFERRED TO RESERVES

Deputy Town Clerk to report.

2026/FIN10-017 - INTERNAL CONTROL POLICY

Deputy Town Clerk to report.

2026/FIN10-018 - INTERNAL AUDIT

- Annual and interim Internal Audit reports – 2025/2026
 - (*reports attached*)
- Annual Internal Audit report (AGAR) – 2025/2026
 - (*copy attached*)

Deputy Town Clerk to report.

2026/FIN10-019 - PROVISION OF INTERNAL AUDIT SERVICES 2026-2027

To appoint Mulberry Local Authority Audit Services for 2026-2027 (3rd year)

Deputy Town Clerk to report.

2026/FIN10-020 - ANNUAL GOVERNANCE STATEMENT (Part 1 of the Annual Return)

Recommendation to Full Council on Wednesday 17 June 2026 for approval and signing.

2026/FIN10-021 - ACCOUNTING STATEMENTS (Part 2 of the Annual Return)

Recommendation to Full Council on Wednesday 17 June 2026 for approval and signing.

2026/FIN10-022 - INVESTMENT REGISTER

Deputy Town Clerk to report (*report attached*).

2026/FIN10-023 - SUBSISTENCE ALLOWANCES

To consider adopting the subsistence allowances as approved by Chichester District Council, effective from April 2026.

2026/FIN10-024 - STATUTORY POLICY REVIEWS

Further to the City Council's Standing Orders (April 2025), to review the following:

- inventory of property and other assets including buildings.

2026/FIN10-025 - TO NOTE AND RATIFY THE FOLLOWING RECONCILIATIONS AND TRANSACTIONS

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

2026/FIN10-026 - ITEMS FOR NEXT AGENDA

2026/FIN10-027 - DATE OF NEXT MEETING

Date of next ordinary meeting: Wednesday 16 September 2026

Date of next Finance Committee (Community Centre) meetings:

- Wednesday 1 July 2026
- Wednesday 29 July 2026
- Wednesday 26 August 2026

Please note: Finance Committee (Community Centre) meetings may be subject to cancellation further to the need to make decisions regarding the Community Centre project.

2026/FIN10-028 - PUBLIC SECTOR BODIES (ADMISSION TO MEETINGS) ACT 1960

Proposal to resolve that the public and press be excluded from this meeting for Agenda Item 2026/FIN10-029 due to the confidential nature of the business to be transacted namely financial and business affairs of third parties.

2026/FIN10-029 - DARK SPACES: PROPOSALS FOR REPLACEMENT LIGHTING FOR NEW PARK FOOTPATH

Minute BP2026/18 refers: Dark spaces: proposals for replacement lighting for New Park footpath.

Project Manager to report (*confidential report to follow*)

The filming, photographing and recording of City Council meetings is now permitted by those members of the press and public attending. This includes the use of mobile devices by those using social media. It would be appreciated if anyone who wishes to do this could let the Chairman know before the meeting commences.

However, these provisions will not apply on occasions where the press and public are excluded from the meeting when confidential matters are discussed.

It is requested that discretion is exercised and nothing done to disrupt or distract the meeting in any way. The Chairman will reserve the right to request that filming/recording ceases if it is having a detrimental effect upon the meeting. If you do not wish to be filmed then please let the Chairman know so that alternative arrangements can be made