



## **LICHFIELD CITY COUNCIL DRAFT BUDGET 2020/21**

The budget report is based on the Council Tax increasing by £4.41 to £67.41 (for an average Band D property).

The report shows:

- Actual net expenditure 2018/19 (last year)
- Original budget for 2019/20 (current year)
- Year end estimate for 2019/20
- Draft budget estimates 2020/21
- Balances and reserves for 2018/19, 2019/20 and 2020/21
- The Council Tax analysis for the three years

Following the report there is a detailed draft budget analysis to provide further background to members on the headline figures supplied in the report.

*The City Council will be maintaining services at their current levels in 2020/21 and carrying out further essential maintenance work on its public buildings, structures and assets.*

*The Council's property portfolio includes Donegal House, The Guildhall, Samuel Johnson Birthplace Museum, Boley Hall, Curborough Community Centre, Darwin Hall, Borrowcop Gazebo, Cruck House, Market Square, Clock Tower, statues and War Memorial (many of which are listed buildings where repair costs are higher). The total insured value of these buildings is over £13 million. It is important therefore that the Council maintains a healthy capital reserve. At **Enclosure 1** there is an analysis of funding requirements likely to be drawn from the City Council's capital reserve in the financial years 2021/22 – 2031/32.*

*The draft budget includes an assumed inflationary figure of 3% for both income and expenditure with the exception of the Markets where no rent increase is proposed.*

*The salary settlement for 2020/21 is awaited, an average figure of 4% (mirroring the impact of the tiered nature of the previous settlement) has been incorporated into the figures below.*

**Note 1:** Increase due to required work at St Michael's Churchyard, see **Appendix 8**

**Note 2:** Increased budget due to closure of main hall during refurbishment and resulting loss of income

**Note 3:** Impact of continued decline in Market income and new arrangements for the Farmers' Market

**Note 4:** Impact of increased Sheriff's Ride costs

**Note 5:** HLF Match funding of £7,500, see **Appendix 8**

**Note 6:** An assumed reduction in income from SCC for verge cutting based on initial discussions

**Note 7:** To be funded from the capital reserve, see **Appendix 8** and **Enclosure 1**

**Note 8:** Previous repairs/renewals revenue reserve now transferred to general revenue reserve. Repairs/Renewals reserve held as capital for 2020/21 onwards. See **Enclosure 1**.

**RECOMMENDED:** That the Council approve the Budget Estimates and Report for the 2020/21 financial year totalling £964,571; and that the precept for 2020/21 be set at £817,890.

| <u>Net Expenditure</u><br>SERVICE AREAS | ACTUAL 2018/19<br>£ | BUDGET 2019/20<br>£ | ESTIMATE<br>2019/20 YEAR<br>END £ | BUDGET 2020/21<br>£ | Note |
|---|---------------------|---------------------|-----------------------------------|---------------------|------|
| Parks and Footpaths                     | 224,842             | 231,998             | 232,328                           | 247,126             | 1    |
| Guildhall                               | 81,908              | 73,505              | 89,089                            | 99,939              | 2    |
| Community Centres                       | 10,033              | 15,130              | 15,305                            | 16,573              |      |
| Markets                                 | -18,723             | -30,175             | -10,124                           | -9,023              | 3    |
| Civic                                   | 82,782              | 86,022              | 95,438                            | 98,494              | 4    |
| Grant Aid/Partnerships                  | 44,461              | 51,366              | 48,980                            | 52,376              |      |
| Arts/Tourism/Twinning                   | 64,775              | 65,790              | 66,474                            | 68,936              |      |
| Johnson Birthplace Museum               | 87,090              | 98,349              | 96,626                            | 108,324             | 5    |
| Democratic Services                     | 110,820             | 152,326             | 150,341                           | 125,235             |      |
| Investment Interest                     | -2,300              | -4,890              | -10,220                           | -22,940             |      |
| Loan Charges                            | 0                   | 0                   | 0                                 | 0                   |      |
| Agency                                  | -18,350             | -18,174             | -18,092                           | -13,409             | 6    |
| Repairs and Renewals                    | 96,605              | 90,933              | 95,395                            | 192,940             | 7    |
| <b>Total Service Cost</b>               | <b>763,943</b>      | <b>812,180</b>      | <b>851,040</b>                    | <b>964,571</b>      |      |
| Capital Contribution                    | -50,000             | 0                   | -2,012,975                        | 0                   |      |
| Community Infrastructure Levy (CIL)     | -15,554             | 0                   | -4,600                            | -16,854             |      |
| <b>SUB TOTALS</b>                       | <b>698,389</b>      | <b>812,180</b>      | <b>-1,166,035</b>                 | <b>947,717</b>      |      |
| <b>PRECEPT</b>                          | <b>717,905</b>      | <b>757,180</b>      | <b>757,180</b>                    | <b>817,890</b>      |      |
| <b>To/(From) Balances</b>               | <b>19,516</b>       | <b>(55,000)</b>     | <b>1,923,215</b>                  | <b>(129,827)</b>    |      |

| <u>Balances and Reserves</u>    | ACTUAL 2018/19<br>£ | BUDGET 2019/20<br>£ | ESTIMATE<br>2019/20 YEAR<br>END £ | BUDGET<br>2020/21<br>£ |   |
|---------------------------------|---------------------|---------------------|-----------------------------------|------------------------|---|
| Opening Balance (1 April)       | 692,542             | 708,879             | 712,058                           | 2,635,273              |   |
| To/(From) balances              | 19,516              | (55,000)            | 1,923,215                         | (129,827)              |   |
| Closing Balance                 | 712,058             | 653,879             | 2,635,273                         | 2,505,446              |   |
| <u>Closing balance held as:</u> |                     |                     |                                   |                        |   |
| Repairs/Renewals                | 353,000             | 353,000             | 1,917,580                         | 1,724,640              | 8 |
| Rent Deposit Deed Reserve       | 1,100               | 450                 | 450                               | 0                      |   |
| Parish Election Reserve         | 40,000              | 0                   | 0                                 | 20,000                 |   |
| CIL Reserve                     | 15,554              | 14,037              | 20,154                            | 37,008                 |   |
| General Revenue Reserves        | 302,404             | 286,392             | 697,088                           | 723,798                |   |
| <b>TOTALS</b>                   | <b>£712,058</b>     | <b>£653,879</b>     | <b>£2,635,273</b>                 | <b>£2,505,446</b>      |   |

| <u>Council Tax Analysis</u> | ACTUAL 2018/19 | BUDGET 2019/20 | ACTUAL 2019/20 | BUDGET 2020/21 |  |
|-----------------------------|----------------|----------------|----------------|----------------|--|
| Precept                     | £717,905       | £757,180       | £757,180       | 817,890        |  |
| Apportioned Tax Base        | £11,886.20     | £12,017.80     | £12,017.80     | £12,133        |  |
| <b>RESULTANT BAND D TAX</b> | <b>£60.50</b>  | <b>£63.00</b>  | <b>£63.00</b>  | <b>£67.41</b>  |  |

## DRAFT BUDGET 2020/21 ANALYSIS

| <u>Net Expenditure</u>      | ACTUAL<br>2018/19 | BUDGET<br>2019/20 | ESTIMATE<br>2019/20<br>YEAR END | BUDGET<br>2020/21 |
|-----------------------------|-------------------|-------------------|---------------------------------|-------------------|
|                             | £                 | £                 | £                               | £                 |
| <b>SERVICE AREAS</b>        |                   |                   |                                 |                   |
| <b>Parks and Footpaths</b>  |                   |                   |                                 |                   |
| Employee costs              | 29,339            | 30,047            | 30,344                          | 31,364            |
| Central administration      | 20,966            | 22,771            | 23,604                          | 25,142            |
| Contract repair/maintenance | 123,985           | 127,820           | 126,826                         | 130,880           |
| Other repair/maintenance    | 48,274            | 43,650            | 45,644                          | 51,790            |
| Energy                      | 9,137             | 9,910             | 9,110                           | 9,350             |
| Contributions               | -4,820            | 0                 | -1,000                          | 0                 |
| Miscellaneous income        | -553              | -550              | -550                            | 0                 |
| Burial fees income          | -586              | -750              | -750                            | -500              |
| Allotment rents             | -900              | -900              | -900                            | -900              |
| <b>Total</b>                | <b>224,842</b>    | <b>231,998</b>    | <b>232,328</b>                  | <b>247,126</b>    |
| <b>Guildhall</b>            |                   |                   |                                 |                   |
| Employee costs              | 72,266            | 74,009            | 74,739                          | 77,254            |
| Central administration      | 20,243            | 21,986            | 22,790                          | 24,275            |
| Repair/maintenance          | 17,412            | 13,140            | 23,140                          | 17,680            |
| Energy                      | 10,996            | 9,570             | 9,570                           | 9,860             |
| Rates                       | 6,869             | 7,470             | 7,470                           | 7,540             |
| Supplies and Services       | 16,261            | 14,260            | 17,460                          | 21,330            |
| Lettings                    | -62,142           | -66,930           | -66,080                         | -58,000           |
| <b>Total</b>                | <b>81,908</b>     | <b>73,505</b>     | <b>89,089</b>                   | <b>99,939</b>     |
| <b>Community Centres</b>    |                   |                   |                                 |                   |
| Employee costs              | 5,540             | 5,674             | 5,730                           | 5,922             |
| Central administration      | 2,169             | 2,356             | 2,441                           | 2,601             |
| Boley Hall                  | 796               | 2,210             | 2,210                           | 2,210             |
| Curborough                  | 1,427             | 2,280             | 2,280                           | 2,210             |
| Cruck House                 | 0                 | 1,400             | 1,400                           | 1,420             |
| Darwin Hall                 | 101               | 1,210             | 1,244                           | 2,210             |
| <b>Total</b>                | <b>10,033</b>     | <b>15,130</b>     | <b>15,305</b>                   | <b>16,573</b>     |
| <b>Markets</b>              |                   |                   |                                 |                   |
| Employee costs              | 45,885            | 46,991            | 47,455                          | 49,052            |
| Central administration      | 13,013            | 14,134            | 14,651                          | 15,605            |
| Repair/Maintenance          | 3,001             | 2,310             | 2,310                           | 2,310             |
| Energy                      | 1,543             | 1,400             | 1,400                           | 1,400             |
| Rates and Water             | 20,625            | 21,240            | 21,240                          | 21,490            |
| Supplies & Services         | 51,919            | 62,680            | 56,390                          | 54,100            |
| Misc. lettings              | -21,002           | -30,090           | -15,090                         | -15,000           |
| Friday market income        | -43,383           | -50,250           | -48,250                         | -48,250           |
| Saturday market income      | -55,085           | -59,450           | -55,450                         | -57,450           |
| Farmers market income       | -5,617            | -7,860            | -3,500                          | -2,000            |
| Tuesday market income       | -26,622           | -31,280           | -31,280                         | -30,280           |
| <b>Total</b>                | <b>-18,723</b>    | <b>-30,175</b>    | <b>-10,124</b>                  | <b>-9,023</b>     |

| <b><u>Net Expenditure</u></b>      | <b>ACTUAL<br/>2018/19<br/>£</b> | <b>BUDGET<br/>2019/20<br/>£</b> | <b>ESTIMATE<br/>2019/20<br/>YEAR END £</b> | <b>BUDGET<br/>2020/21<br/>£</b> |
|------------------------------------|---------------------------------|---------------------------------|--|---------------------------------|
| <b>Civic</b>                       |                                 |                                 |  |                                 |
| Employee costs                     | 37,728                          | 44,072                          | 44,508                                     | 46,004                          |
| Central administration             | 17,503                          | 18,060                          | 18,720                                     | 19,940                          |
| Mayor's allowance                  | 4,231                           | 4,650                           | 3,650                                      | 3,650                           |
| Sheriff's allowance                | 2,078                           | 2,150                           | 3,150                                      | 3,150                           |
| Supplies and services              | 6,039                           | 4,500                           | 4,500                                      | 4,280                           |
| Events                             | 2,052                           | 6,210                           | 6,210                                      | 7,210                           |
| Mayor's Banquet                    | 721                             | 700                             | 1,590                                      | 1,580                           |
| Sheriff's Ride                     | 4,885                           | 5,680                           | 13,110                                     | 12,680                          |
| <b>Total</b>                       | <b>75,237</b>                   | <b>86,022</b>                   | <b>95,438</b>                              | <b>98,494</b>                   |
| <b>Grant Aid/Partnerships</b>      |                                 |                                 |  |                                 |
| Employee costs                     | 4,271                           | 4,374                           | 4,417                                      | 4,566                           |
| Central administration             | 7,230                           | 7,852                           | 8,139                                      | 8,670                           |
| Grants to outside bodies           | 25,820                          | 32,000                          | 29,284                                     | 32,000                          |
| Grants for open Churchyards        | 7,140                           | 7,140                           | 7,150                                      | 7,140                           |
| <b>Total</b>                       | <b>44,461</b>                   | <b>51,366</b>                   | <b>48,980</b>                              | <b>52,376</b>                   |
| <b>Arts/Tourism/Twinning</b>       |                                 |                                 |  |                                 |
| Employee costs                     | 30,818                          | 31,562                          | 31,873                                     | 32,945                          |
| Central administration             | 9,398                           | 10,208                          | 10,581                                     | 11,271                          |
| Arts/Culture/Tourism               | 2,133                           | 2,430                           | 2,430                                      | 3,030                           |
| Christmas Lights                   | 22,796                          | 21,840                          | 21,840                                     | 22,060                          |
| income                             | -369                            | -250                            | -250                                       | -370                            |
| <b>Total</b>                       | <b>61,971</b>                   | <b>65,790</b>                   | <b>66,474</b>                              | <b>68,936</b>                   |
| <b>Johnson Birthplace Museum</b>   |                                 |                                 |  |                                 |
| Employee costs                     | 68,112                          | 69,755                          | 70,433                                     | 72,813                          |
| Central administration             | 11,567                          | 12,564                          | 13,023                                     | 13,871                          |
| Repair/Maintenance                 | 3,398                           | 3,870                           | 3,870                                      | 7,870                           |
| Energy                             | 3,288                           | 3,250                           | 3,250                                      | 3,350                           |
| Rates and Water                    | 511                             | 840                             | 840  | 670                             |
| Supplies and Services              | 12,444                          | 16,400                          | 16,400                                     | 17,970                          |
| HLF Match Funding                  |                                 | 7,500                           | 7,500                                      | 7,500                           |
| Promotion                          | 3,274                           | 2,000                           | 2,000                                      | 2,000                           |
| Grant income                       | 0                               | 0                               | 0  | 0                               |
| Stock for sale                     | 4,964                           | 3,000                           | 3,000                                      | 3,000                           |
| Sales income                       | -10,499                         | -9,820                          | -9,820                                     | -9,710                          |
| Contribution from Birthplace Trust | -9,969                          | -11,010                         | -13,880                                    | -11,010                         |
| <b>Total</b>                       | <b>87,090</b>                   | <b>98,349</b>                   | <b>96,626</b>                              | <b>108,324</b>                  |

| <b><u>Net Expenditure</u></b>              | <b>ACTUAL<br/>2018/19<br/>£</b> | <b>BUDGET<br/>2019/20<br/>£</b> | <b>ESTIMATE<br/>2019/20<br/>YEAR END £</b> | <b>BUDGET<br/>2020/21<br/>£</b> |
|--|---------------------------------|---------------------------------|--|---------------------------------|
| <b>Democratic Services</b>                 |                                 |                                 |  |                                 |
| Employee costs                             | 55,429                          | 56,766                          | 57,326                                     | 59,255                          |
| Central administration                     | 33,256                          | 36,120                          | 37,441                                     | 39,880                          |
| Election costs                             | 17,536                          | 55,000                          | 50,000                                     | 20,000                          |
| Supplies and Services                      | 0                               | 0                               | 1,134                                      | 1,540                           |
| Newsletter                                 | 4,140                           | 4,140                           | 4,140                                      | 4,260                           |
| Member allowances/travel etc.              | 458                             | 300                             | 300  | 300                             |
| <b>Total</b>                               | <b>110,820</b>                  | <b>152,326</b>                  | <b>150,341</b>                             | <b>125,235</b>                  |
| <b>Investment Interest</b>                 | <b>-2,300</b>                   | <b>-4,890</b>                   | <b>-10,220</b>                             | <b>-22,940</b>                  |
| <b>Agency</b>                              |                                 |                                 |  |                                 |
| Employee costs                             | 2,204                           | 2,256                           | 2,280                                      | 2,357                           |
| Central administration                     | 1,446                           | 1,570                           | 1,628                                      | 1,734                           |
| SCC Verge Income                           | -22,000                         | -22,000                         | -22,000                                    | -17,500                         |
| <b>Total</b>                               | <b>-18,350</b>                  | <b>-18,174</b>                  | <b>-18,092</b>                             | <b>-13,409</b>                  |
| <b>Total Service Costs</b>                 | <b>£667,339</b>                 | <b>£721,247</b>                 | <b>£756,145</b>                            | <b>£771,631</b>                 |
| <b>Repairs and Renewals</b>                |                                 |                                 |  |                                 |
| Employee costs                             | 11,727                          | 12,010                          | 12,128                                     | 12,536                          |
| Central administration                     | 8,676                           | 9,423                           | 9,767                                      | 10,404                          |
| Guildhall/Donegal House                    | 55,157                          | 25,500                          | 30,610                                     | 130,000                         |
| Samuel Johnson Birthplace                  | 1,038                           | 0                               | 0  | 0                               |
| Parks and Footpaths                        | 17,536                          | 23,000                          | 18,890                                     | 10,000                          |
| Community Centres                          | 2,470                           | 11,000                          | 17,000                                     | 30,000                          |
| Markets                                    | 0                               | 10,000                          | 7,000                                      | 0                               |
| <b>Total</b>                               | <b>119,871</b>                  | <b>90,933</b>                   | <b>95,395</b>                              | <b>192,940</b>                  |
| <b>Capital Projects/Contribution</b>       |                                 |                                 |  |                                 |
| Receipts                                   | -50,000                         | 0                               | -2,012,975                                 | 0                               |
| <b>Total</b>                               | <b>-50,000</b>                  | <b>0</b>                        | <b>-2,012,975</b>                          | <b>0</b>                        |
| <b>Community Infrastructure Levy (CIL)</b> |                                 |                                 |  |                                 |
| Expenditure                                | 14,112                          | 0                               | 18,060                                     | 0                               |
| Receipts                                   | -29,666                         | 0                               | -22,660                                    | -16,854                         |
| <b>Total</b>                               | <b>-15,554</b>                  | <b>0</b>                        | <b>-4,600</b>                              | <b>-16,854</b>                  |
| <b>Johnson Birthplace Charitable Trust</b> |                                 |                                 |  |                                 |
| Grant/Donations                            | -6,736                          | -7,730                          | -10,600                                    | -7,730                          |
| Admissions income                          | -3,233                          | -3,280                          | -3,280                                     | -3,280                          |
| Funding to LCC                             | 9,969                           | 11,010                          | 13,880                                     | 11,010                          |
| <b>Total</b>                               | <b>0</b>                        | <b>0</b>                        | <b>0</b>                                   | <b>0</b>                        |
| <b>TOTAL</b>                               | <b>£698,389</b>                 | <b>£812,180</b>                 | <b>1,166,035</b>                           | <b>947,717</b>                  |
| <b>PRECEPT</b>                             | <b>-717,905</b>                 | <b>-757,180</b>                 | <b>-757,180</b>                            | <b>-817,890</b>                 |
| <b>Total Precept Requirement</b>           | <b>-717,905</b>                 | <b>-757,180</b>                 | <b>-757,180</b>                            | <b>-817,890</b>                 |
| <b>TOTAL (To)/From balances</b>            | <b>-£19,516</b>                 | <b>£55,000</b>                  | <b>-£1,923,215</b>                         | <b>129,827</b>                  |

| <b><u>Net Expenditure</u></b>            | <b>ACTUAL<br/>2018/19<br/>£</b> | <b>BUDGET<br/>2019/20<br/>£</b> | <b>ESTIMATE<br/>2019/20<br/>YEAR END £</b> | <b>BUDGET<br/>2020/21<br/>£</b> |
|--|---------------------------------|---------------------------------|--|---------------------------------|
| <b>NOTE-Internal Recharges</b>           |                                 |                                 |  |                                 |
| <b>Employee Cost</b>                     |                                 |                                 |  |                                 |
| Employee costs                           | 450,216                         | 461,075                         | 465,065                                    | 481,291                         |
| Recharge to Services                     | -450,216                        | -461,075                        | -465,625                                   | -481,291                        |
| <b>Total</b>                             | <b>0</b>                        | <b>0</b>                        | <b>0</b>                                   | <b>0</b>                        |
| <b>Central Administration</b>            |                                 |                                 |  |                                 |
| Employee costs                           | 81,591                          | 83,559                          | 84,384                                     | 87,223                          |
| Central administration                   | 0                               | 0                               | 0  | 0                               |
| Professional Fees/Audit Fees             | 4,523                           | 10,250                          | 10,250                                     | 14,250                          |
| Office Rates/Water                       | 9,555                           | 9,960                           | 9,960                                      | 10,070                          |
| Office Energy                            | 5,242                           | 4,770                           | 4,770                                      | 4,920                           |
| Supplies & Services                      | 26,956                          | 26,580                          | 30,747                                     | 27,930                          |
| Telephone/Postage                        | 5,711                           | 5,710                           | 5,710                                      | 5,760                           |
| Subscriptions, Courses/Training          | 3,417                           | 3,690                           | 3,690                                      | 4,590                           |
| Insurance                                | 22,445                          | 23,495                          | 24,245                                     | 24,650                          |
| Office Rent                              | -14,840                         | -10,940                         | -10,940                                    | -5,990                          |
| Miscellaneous Receipts                   | -8                              | -30                             | -30  | -10                             |
| Recharge to Services                     | -144,592                        | -157,044                        | -162,786                                   | -173,933                        |
| <b>Total</b>                             | <b>0</b>                        | <b>0</b>                        | <b>0</b>                                   | <b>0</b>                        |
| <b>Balances &amp; Reserves</b>           |                                 |                                 |  |                                 |
| Opening Balance                          | 692,542                         | 706,578                         | 712,058                                    | 2,635,273                       |
| to/-from reserve                         | 19,516                          | -55,000                         | 1,923,215                                  | -129,827                        |
| <b>Closing Balance</b>                   | <b>£712,058</b>                 | <b>£651,578</b>                 | <b>£2,635,273</b>                          | <b>£2,505,446</b>               |
| <b>Breakdown of Reserve</b>              |                                 |                                 |  |                                 |
| Repairs/Renewals Reserve-Building        | 353,000                         | 353,000                         | 1,917,580                                  | 1,724,640                       |
| Repairs/Renewals Reserve-Street Lighting | 0                               | 0                               | 0  | 0                               |
| Repairs/Renewals Reserve-Open spaces     | 0                               | 0                               | 0  | 0                               |
| Rent Deposit Scheme                      | 1,100                           | 450                             | 450  | 0                               |
| Election Reserve                         | 40,000                          | 0                               | 0  | 20,000                          |
| CIL Reserve                              | 15,554                          | 14,037                          | 20,154                                     | 37,008                          |
| General Revenue Reserves                 | 302,404                         | 284,091                         | 697,088                                    | 723,798                         |
| <b>Closing Balance</b>                   | <b>£712,058</b>                 | <b>£651,578</b>                 | <b>£2,635,273</b>                          | <b>£2,505,446</b>               |
| <b>Total Expenditure</b>                 | <b>1,087,512</b>                | <b>1,124,310</b>                | <b>1,165,39.0</b>                          | <b>1,250,241</b>                |
| <b>Total income</b>                      | <b>-389,223</b>                 | <b>-312,130</b>                 | <b>-2,331,425</b>                          | <b>-302,524</b>                 |
| <b>Net Expenditure</b>                   | <b>698,389</b>                  | <b>812,180</b>                  | <b>-1,166,035</b>                          | <b>944,717</b>                  |
| <b>Precept</b>                           | <b>-717,905</b>                 | <b>-757,180</b>                 | <b>-757,180</b>                            | <b>-817,890</b>                 |
| <b>TOTAL (To)/From balances</b>          | <b>(£19,516)</b>                | <b>£55,000</b>                  | <b>(£1,923,215)</b>                        | <b>£129,827</b>                 |

## For Council: 27 January 2020 ENCLOSURE 1

### **Capital Reserve – Analysis of Funding Requirements – 2021/22 – 2031/32**

The City Council owns several listed buildings including the Guildhall, Donegal House and The Samuel Johnson Birthplace Museum in addition to Darwin Hall, Cruck House, Curborough Community Centre, Boley Park Community Hall and the Market Square and associated kitchen/toilet facility.

The City Council maintains some 65 acres of public open space, including the Festival Gardens, Pool Walk, Remembrance Gardens, and the closed Churchyards at St Michael's and St Chad's churches. Included within these areas are three listed buildings; the Friary Clock Tower, the Borrowcop Gazebo, and Chancellor law's Mausoleum. Two of the open space areas are scheduled ancient monuments; these being the Friary remains site and Prince Rupert's Mound.

The City Council also maintains 6,250 metres of footpaths, approximately 150 streetlights, 17 bus shelters and various benches and litter bins.

The maintenance of these assets is critical to the provision of appropriate services to the public and to maintain the City Council's assets in good order for the people of the City and its visitors.

#### **Recent Investment**

The City Council has invested in excess of £600,000 over the past few years in repairs and improvements to its buildings, notably to Donegal House and the Guildhall following the acquisition of these properties from Lichfield District Council, and the Grade 1 listed Samuel Johnson Birthplace Museum. Much of this work has been carried out away from the public eye, for example considerable roof repairs, improvements to drainage, upgrades to fire and security alarms and structural work. Some of these projects have however been more visible and very well received, such as the cleaning of the front elevation of the Guildhall and considerable improvements to Guildhall kitchen and toilet facilities as well as the general higher standard of decoration.

The City council's architects carry out Quinquennial inspections (QI) of the City Council's property in order to assist with identifying and prioritising required remedial work and improvements. The understandable focus on the Guildhall, Donegal House and the Birthplace Museum over the past few years, together with limited funds, has led to some of the Council's other buildings, notably its community centres, receiving comparatively less funding for improvement. It is hoped that over the course of the next QI cycle the identified repairs can be carried out in their entirety rather than on the previous piecemeal basis due to competing high priority repairs of recently acquired buildings.

The City Council has also invested a considerable sum in improving its footpaths, replacing LCC owned streetlights with LED alternatives, and carrying out repairs to the balustrade and North wall in the Remembrance Gardens.

The nature of the City Council's buildings and assets is such that once one cycle of repairs has been completed another will no doubt begin, and unanticipated repairs and costs will arise within each cycle. Such work will have more of a 'maintenance' focus as time goes by, allowing work to be completed in a timely manner that guards against the possibility of far more expensive repairs being required at a later date, rather than simply addressing high priority work as has often been the case over the past few years.

A healthy capital fund to allow for these maintenance focused repairs to be completed is essential, not only to preserve the City council's assets but to demonstrate appropriate financial planning and proper use of public funds.

## Liabilities – 2021/22 – 2031/32

The City Council faces many potential liabilities over the specified period. Approximate allocations for each year are presented in the table below, with further detail given in the itemised table at **APPENDIX A**.

Members are asked to note that the provisions for the repairs and renewals programme in 2020/21 – including the renovation of the Guildhall main hall - are not included, and that this list is not presented as being exhaustive. Though guideline costs have been provided there are many as yet unknown costs that will become apparent during the identified period.

Allocation figures presented below include the higher of any estimated range of costs provided in the detailed table at Appendix A. Some costs are likely to fall across several financial years but are presented as occurring in one financial year for convenience.

| FINANCIAL YEAR | ALLOCATION (£)    |
|----------------|-------------------|
| 2021/22        | 180,000           |
| 2022/23        | 548,000           |
| 2023/24        | 45,000            |
| 2024/25        | 104,000           |
| 2025/26        | 103,000           |
| 2026/27        | 111,000           |
| 2027/28        | 110,000           |
| 2028/29        | 38,000            |
| 2029/30        | 50,000            |
| 2030/31        | 28,000            |
| 2031/32        | 70,000            |
| <b>TOTAL</b>   | <b>£1,387,000</b> |

In addition to the figures above it is reasonable to assume that LCC assets not specifically mentioned will require some attention during the specified period. Such assets include (but are not limited to):

- Friary Clock Tower
- Borrowcop Gazebo
- Boswell Statue
- Sarjeantson Fountain
- Friary Remains Portico
- Approx. 150 streetlight columns and associated lights

It is also possible that the City Council will take on additional open space, community buildings and potentially new services during the next 10 years or so and these will carry an ongoing cost.

Given the nature of its property portfolio, the City Council should also retain further monies for unexpected developments and to cover the relatively minor costs not mentioned herein that can cumulatively amount to a significant sum, especially over an extended period.

The capital receipt that the Council has received is unlikely to be repeated and it must therefore be used wisely to protect the City Council's long-term financial position and to improve the services and facilities that it provides to the residents of the City.

The City Council may wish to utilise some of this capital receipt to support local organisations; though the receipt constitutes a considerable sum it does not allow the Council to engage in any degree of profligacy when considering requests for financial support.



## APPENDIX A

| Financial Year | Location                    | Item  | Cost Estimate                                  | Source   |
|----------------|-----------------------------|---|--|--|
| 2021/22        | Guildhall                   | Remaining bays to corridor roof to be re-leded                      | £15,000  | 2016 QI Inspection   |
| 2021/22        | Curborough CC               | Rectification of issues identified in 2020 QI                       | £25,000  | Window replacement and roof repairs required as a minimum  |
| 2021/22        | Guildhall                   | Updated report on condition of stained-glass window and any repairs | £3,000 assuming further stabilisation required | 5 yearly report as per QI recommendation   |
| 2021/22        | Guildhall                   | Damp ingress - Guildroom  | £5,000   | Noted ingress following previous treatment to adjacent wall – extended treatment therefore advisable   |
| 2021/22        | Guildhall                   | Repointing, spalled bricks, repair/replace rusting rainwater goods  | £7,000   | 2016 QI  |
| 2021/22        | Donegal House               | Repairs and restoration of Donegal house staircase                  | £5,000+  | 2016 QI  |
| 2021/22        | Boley Park CC               | Repairs as identified in 2020 QI, plus known repairs                | £50,000+                                       | Entrance/exit doors, main hall flooring and kitchen require replacement as a minimum   |
| 2022/23        | Darwin Hall CC              | Repairs as identified in 2021 QI                                    | £15,000  | Based on costs incurred or expected from QI's at other LCC owned property  |
| 2022/23        | Guildhall and Donegal House | Repairs as identified in scheduled QI inspection                    | £25,000  | Estimate   |
| 2022/23        | Birthplace Museum           | Redevelopment Project   | £50,000 - £500,000                             | Dependent upon external funding bid successes and the extent to which Council wishes to progress if funding is not forthcoming. Costs unlikely to occur in one financial year but added here for convenience. Rewiring required in 2022. |
| 2022/23        | Birthplace Museum           | Repairs as identified in scheduled QI                               | £8,000   | Estimate   |
| 2023/24        | Remembrance Gardens         | Pathway/Lighting  | £15,000 - £30,000                              | Existing pathway is poor, a resin-based path as used at the Clock Tower would improve the Gardens, as would the addition of lighting   |

|         |                             |   |                    |  |
|---------|-----------------------------|---|--------------------|--|
| 2023/24 | Guildhall                   | Removal of redundant sanitary fittings and appropriate capping; renovation and redecoration to 'stairwell' area | £15,000            | 2016 QI  |
| 2024/25 | Donegal House               | Upgrade to top floor kitchen/toilet facilities  | £15,000            | Estimate   |
| 2024/25 | City Wide                   | Replacement bus shelters  | £75,000+           | City Council owns 17 bus shelters, replacement cost around £6,000 each. Includes possibility of shelters being requested in four additional locations and 50% of existing shelters being replaced over the period. Costs unlikely to occur in one financial year but added here for convenience. |
| 2024/25 | Donegal House/SJBM          | Update and replacement of IT equipment  | £14,000            | Based on six year operating life.  |
| 2025/26 | Cruck House                 | Repairs identified in scheduled QI inspection   | £3,000             | Estimate   |
| 2025/26 | City Wide                   | LCC pathway maintenance   | £30,000 - £100,000 | Fund to address high and medium priority cracks, splits and trip hazards on LCC owned pathways. Pool Walk will eventually require resurfacing, and this will come at a considerable cost. Costs unlikely to occur in one financial year but added here for convenience                           |
| 2026/27 | Boley Park CC               | Repairs identified in scheduled QI inspection   | £5,000             | Estimate   |
| 2026/27 | Guildhall                   | Replacement boilers and ancillaries   | £80,000 - £100,000 | Based on 15 year operating life and includes costs of replacement ancillaries that may be spread over a longer/shorter period  |
| 2026/27 | Curborough CC               | Repairs identified in scheduled QI inspection   | £6,000             | Estimate   |
| 2027/28 | Darwin Hall                 | Repairs identified in scheduled QI inspection   | £5,000             | Estimate   |
| 2027/28 | Guildhall and Donegal House | Repairs identified in scheduled QI inspection   | £15,000            | Estimate   |
| 2027/28 | Market Square               |   | £25,000 - £90,000+ | Johnson statue requires semi regular cleaning, possibility of need to repave the Square plus refitting of kitchen/toilet block.  |

|         |                             |  |                   |   |
|---------|-----------------------------|--|-------------------|---|
|         |                             |  |                   | Costs unlikely to fall in one financial year but added here for convenience   |
| 2028/29 | Birthplace Museum           | Repairs identified in scheduled QI inspection  | £8,000            | Estimate  |
| 2028/29 | Closed Churchyards          | Expenses incurred in LCC's maintenance of closed churchyards at St Michaels and St Chads | £30,000           | Based on considerable activity in 2018-20 and likelihood of need for further work in the following 10-year period. Costs unlikely to occur in one financial year but added here for convenience |
| 2029/30 | Guildhall                   | Replacement lift   | £50,000           | Based on 20-year operating life   |
| 2030/31 | Cruck House                 | Repairs identified in scheduled QI inspection  | £3,000            | Estimate  |
| 2030/31 | N/A                         | Christmas Lights fixtures  | £25,000+          | Several fixtures will require replacement during the identified period. Costs unlikely to occur in one financial year but added here for convenience  |
| 2031/32 | Donegal House/SJBM          | Update and replacement of IT equipment   | £14,000           | Based on 6-year operating life  |
| 2031/32 | Guildhall and Donegal house | Fire alarm upgrades  | £15,000 - £20,000 | Existing systems will require updating or replacement by 2031/32 due to age related deterioration of the detector heads and improvements in technology/regulation changes                       |
| 2031/32 | Guildhall and Donegal House | Repairs as identified in scheduled QI Inspection   | £15,000           | Estimate  |
| 2031/32 | Boley Park CC               | Repairs as identified in scheduled QI Inspection   | £15,000+          | Estimate – kitchen and flooring as replaced in 2021/22 may require overhaul/replacement   |
| 2031/32 | Curborough CC               | Repairs identified in scheduled QI inspection  | £6,000            | Estimate  |