



# Lichfield City Council

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**Town Clerk: Anthony D Briggs**

15 April 2019

To: Members of Lichfield City Council

**Public**

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield, on **Tuesday, 23 April 2019** at **6.30pm** at which the following business will be transacted.

Yours sincerely

Anthony Briggs  
Town Clerk

**Please note that PRAYERS will be said at 6.28pm before the opening of the meeting.**

## AGENDA

**1. APOLOGIES FOR ABSENCE**

**2. MAYOR'S ANNOUNCEMENTS**

**3. DECLARATIONS OF INTEREST**

**4. COUNCIL MINUTES**

To confirm as a correct record the Minutes of the Council Meeting held on 4 March 2019 (Nos. 101 - 115) **(copy attached)**.

**5. MATTERS ARISING ON COUNCIL MINUTES**

**6. PLANNING COMMITTEE**

The Chairman of the Planning Committee to move that the Minutes of the Planning Committee Meetings held on 7 February 2019 and 7 March 2019 be received (copies previously circulated).

**7. TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) IF ANY**

***THE MEETING TO ADJOURN FOR PUBLIC FORUM***

**8. AUDIT COMMITTEE**

To adopt the Minutes and recommendations of the Audit Committee meeting held on 18 March 2019 attached at **APPENDIX 1**.

**RECOMMENDED:**

- a) That the recommendations as contained in the Minutes of the Audit Committee meeting held on 18 March 2019 are approved. Members' particular attention is drawn to the recommendation for Council to adopt Appendices, A, B, C and D as attached to the Minutes*
- b) The report and recommendations of the Internal Auditor for the year ending 31 March 2019 (ENCLOSURE 1) be adopted.*

**9. JOHNSON BIRTHPLACE ADVISORY COMMITTEE**

To adopt the Minutes and recommendations of the Johnson Birthplace Advisory Committee Meeting held on 11 April 2019, attached at **APPENDIX 2**.

Members particular attention is drawn to the recommendations to Council as detailed in Minute number 66, and the recommendation that Council adopt the revised Birthplace Forward Plan 2019-22 (Appendix B to the Minutes) and the draft 'Collections Care and Conservation' policy and draft 'Volunteer Agreement' (Appendix C to the Minutes).

**10. NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY (NPIWP)**

To adopt the Minutes and recommendations of the NPIWP meeting held on 15 April 2019 (**to follow under separate cover as APPENDIX 3**). Members' particular attention is drawn to any recommendations for the allocation of CIL monies.

**11. OFFICERS' REPORT**

To receive the Officers' Report on recent activity, **APPENDIX 4** attached.

**RECOMMENDED:** *That the Report be noted.*

**12. GRANT APPLICATION – LICHFIELD PROMS IN BEACON PARK**

A late application to the 2019/20 grants fund has been received from Lichfield District Council for the Proms in Beacon Park event. The submission included a covering letter citing a number of job role changes within the Leisure and Operational Services Department at LDC and the Proms Committee as the reasons why the application was not sent prior to the January deadline, together with a request for a grant of £1500.00. The Grant form is attached at **APPENDIX 5**.

The City Council has previously supported this event through its grants budget; the two most recent awards being £500.00 in 2017/18 and £1500.00 in 2018/19. Provision for the consideration of late submissions in exceptional circumstances is made within the grant application form.

**RECOMMENDED:** *Members to consider whether a grant should be awarded to the Proms in Beacon Park event for 2019/20, and to confirm the amount of any such grant.*

**13. STREET TRADING AS APPLIED TO THE MARKET SQUARE**

To consider the Town Clerk's report at **APPENDIX 6**.

**RECOMMENDED:**

**a) That the report be noted.**

**b) The Council to formalise whether it wishes to revise its rates of hire for the Market Square as a result of the introduction of the Street Trading framework on to the Market Square from 1 May 2019. (Members are advised that LCC will receive no share of the income received from the granting of Street Trading consents for activities on the Market Square).**

**14. CURBOROUGH COMMUNITY CENTRE AND CRUCK HOUSE LEASES**

The Council owns the Curborough Community Centre in Reynolds Close and Cruck House in Stowe Street, and leases both premises to the Curborough Community Association. Both leases are due for renewal.

The rental on both leases is nil, and the Council is responsible for repair of the external fabric of the buildings. The leases are for 7 years as this is the longest period for which a Council can grant a lease at 'less than the best value that can be reasonably obtained' without special consent from the Secretary of State.

The arrangements for the leases of both Curborough Community Centre and Cruck House have worked well, with the Association providing active local management and leadership of the two premises, both of which are very well used.

**RECOMMENDED: That delegated authority be granted to the Town Clerk, in consultation with the Leader of the Council, to renew the leases of Curborough Community Centre and Cruck House to the Curborough Community Association for a further period of seven years, based on similar terms to the existing leases.**

**15. PAYMENT OF ACCOUNTS**

To confirm payments as listed in the attached schedule (**APPENDIX 7**) for the period 1 February 2019 to 28 February 2019 in the sum of **£91,210.87** General Account, and **£538.55** Imprest Account.

**16. EXCLUSION OF THE PRESS AND PUBLIC**

To Resolve: that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business next to be transacted, the public and press be excluded from the Meeting.

**17. LICHFIELD CITY COUNCIL FARMERS' MARKET**

A proposal has been received from Cocker Hoop Creative (CHC) in regard to a joint relaunch of the City Council's Farmers' Market, together with proposals for the future administration and marketing of that market. Further detail is provided in the Town Clerk's confidential report at **APPENDIX 8** (attached for Members).

**RECOMMENDED:**

**a) That Members consider the appropriateness of the principle of the proposal and associated hire costs as detailed in the report.**

**b) If the principle of the proposal is deemed appropriate, the Council delegate authority to the Town Clerk, in consultation with the Leader of the Council, to compile and enter into a formal agreement with CHC for an initial trial period of no longer than 12 months.**

**PUBLIC PARTICIPATION SESSION  
AT CITY COUNCIL MEETINGS**

***Residents of Lichfield City have an opportunity to speak at each full City Council meeting. This brief Guide sets out the procedure to be followed.***

1. *The public participation session will usually be held after the seventh item on the agenda – this will usually be about 5 to 10 minutes into the meeting.*
2. *The public participation session will last for up to 15 minutes at which residents of the City can ask the Council a question (or make a statement).*
3. *You must give advance notice **not later than NOON** on the day of the meeting, with brief details of the statement / question to be asked – we need to know what your question is so that we can provide as full an answer as possible. Forms are available and we would ask you to call in person at the Council Offices at Donegal House, Bore St so that your question/statement can be duly receipted.*
4. *Your statement/question must relate to a matter of special relevance to Lichfield City area, or within the responsibility of the City Council.*
5. *Matters relating to the conduct of any individual councillor or member of staff will not be allowed – in such circumstances you should write to the Council.*
6. *At the Council meeting statements/questions will be taken in the order in which they have been received. You will be allowed up to 5 minutes, and you can raise more than one issue within the overall limit of 5 minutes allowed to you, but you must have given advance notice of each statement/question.*
7. *After each speaker, the Leader of Council (or his/her representative) will respond, or give notice that he/she will provide a written response as soon as possible. If a written answer is to be given, this will be sent to you at your stated address, and a copy will be made available for public inspection at the Council Offices, Donegal House, Bore Street.*

## **Lichfield City Council**

### **Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, On Monday 4 March 2019 at 6.30pm**

**PRESENT:** Councillors D Leytham (Mayor), R Awty, B Bacon, Mrs N Bacon, C Ball, Mrs G Boyle, J Brooks, B Cocksey, D Dundas, Mrs J Eagland, C Greatorex, Mrs J Greaves, P Hitchman, G Johnson, Mrs A Lax, Miss J Marks, A Smith, C Spruce, A Thompson, Mrs L Warfield, M Warfield and R Yardley.

**APOLOGIES:** Councillors Mrs D Baker, I Eadie, Mrs S James, T Matthews and P Ray.

#### **101 MAYOR'S ANNOUNCEMENTS**

The Mayor reported he had attended 12 events and engagements since 28 January including a 1960's themed evening in Burntwood and a service for the Air Cadets at the Cathedral. The Mayor commented that the two final charity events; Beer & Skittles evening and Sunday Lunch had made over £900 each for the Mayor and Sheriff's charities. The Mayor thanked Members in advance for helping at the Shrovetide Pancake races. The Mayor also welcomed back Cllr Mrs N Bacon after a period of illness and conveyed the Council's best wishes to Mr Keith Eagland for a swift recovery following his illness.

#### **102 DECLARATIONS OF INTEREST**

Councillors R Awty, Mrs N Bacon, Mrs D Baker, C Ball, Mrs G Boyle, B Cocksey, D Dundas, Mrs J Eagland, Mrs J Greaves, P Hitchman, Miss J Marks, A Smith, A Thompson, Mrs L Warfield, M Warfield and R Yardley declared an interest under Appendix B of the City Council Code of Conduct with respect to Minute 105 (Grants Advisory Committee).

#### **103 COUNCIL MINUTES**

**RESOLVED:** *That the Minutes of the Council Meeting held on 28 January 2019 (Nos 84- 99) be confirmed and signed as a correct record.*

#### **104 PLANNING COMMITTEE**

**RESOLVED:** *That the Minutes of the Planning Committee meeting held on 10 January 2019 be received.*

#### **105 GRANTS ADVISORY COMMITTEE**

**RESOLVED:** *That the minutes and recommendations of the Grants Advisory Committee held on 4 February 2019 be adopted.*

#### **106 FEES AND CHARGES 2019/20**

Following an error regarding the fees for the Tuesday Market presented to Council at its meeting on 28 January 2019, Members were asked to confirm that the charges for the Tuesday market for 2019 /20 be set at;

*£14.20 per 2.4m frontage stall x 2.1m depth (minimum charge) plus £2.00 per 50cm extra frontage, and £1.10p per sq m. for additional depth of stall. Includes £2 (VAT inc) service charge.*

**RESOLVED:** *That the corrected charges for 2019/20 in relation to the Tuesday markets as set out above be confirmed.*

## 107 NOMINATIONS FOR CIVIC OFFICE 2019/20

### a) Mayor Elect

It was proposed by Councillor C Greator, seconded by Councillor Mrs J Eagland and

**RESOLVED: That Councillor Peter Hitchman be nominated Mayor Elect for the year 2019/20.**

### b) Deputy Mayor Elect

It was proposed by Councillor Mrs G Boyle, seconded by Councillor Mrs L Warfield and

**RESOLVED: That Councillor Deb Baker be nominated Deputy Mayor Elect for the year 2019/20.**

### c) Sheriff Elect

It was proposed by Councillor C Spruce, seconded by Councillor M Warfield and

**RESOLVED: That Dr Daryl Brown be nominated Sheriff Elect for the year 2019/20.**

## 108 CALENDAR OF MEETINGS 2019/20

**RESOLVED: That the calendar of meetings for 2019/20 be as follows;**

DATE	TIME	MEETING
<b>2019</b>		
<b>Monday, 13 May</b>	<b>6.30pm</b>	<b>ANNUAL COUNCIL</b>
<b>Wednesday, 22 May</b>	<b>7.30pm</b>	<b>ANNUAL TOWN MEETING</b>
Thursday, 30 May	6.30pm	Planning Committee
Thursday, 6 June	6.30pm	Audit Committee
<b>Monday, 17 June</b>	<b>6.30pm</b>	<b>COUNCIL (Year end accounts)</b>
Thursday, 27 June	6.30pm	Planning Committee
Thursday, 25 July	6.30pm	Planning Committee
<b>TUESDAY, 30 July</b>	<b>6.30pm</b>	<b>COUNCIL</b>
Thursday, 29 August	6.30 pm	Planning Committee
<b>Monday, 9 September</b>	<b>6.30pm</b>	<b>COUNCIL</b>
Thursday, 26 September	6.30pm	Planning Committee
<b>Monday, 21 October</b>	<b>6.30pm</b>	<b>COUNCIL</b>
Thursday, 24 October	6.30pm	Planning Committee
Tuesday, 5 November	10.30am	Johnson Birthplace Advisory Committee*
Thursday, 7 November	6.30pm	Staffing Committee
Wednesday, 20 November	6.30pm	Planning Committee
<b>Monday, 2 December</b>	<b>6.30pm</b>	<b>COUNCIL</b>
Thursday, 12 December	6.30pm	Planning Committee
<b>2020</b>		
Thursday, 9 January	6.30pm	Planning Committee
<b>Monday, 27 January</b>	<b>6.30pm</b>	<b>COUNCIL</b>
Tuesday, 4 February	6.30 pm	Grants Advisory Committee
Thursday, 6 February	6.30pm	Planning Committee
<b>Monday, 2 March</b>	<b>6.30pm</b>	<b>COUNCIL</b>

Thursday, 5 March	6.30pm	Planning Committee
Thursday, 12 March	6.30pm	Audit Committee
Wednesday, 1 April	6.30pm	Planning Committee
<b>Monday, 20 April</b>	<b>6.30pm</b>	<b>COUNCIL</b>
Tuesday, 28 April	10.30am	Johnson Birthplace Advisory Committee*
Wednesday, 29 April	6.30pm	Planning Committee
<b>Monday, 11 May</b>	<b>6.30pm</b>	<b>ANNUAL COUNCIL</b>
<b>Wednesday, 20 May</b>	<b>7.30pm</b>	<b>ANNUAL TOWN MEETING</b>
Wednesday, 27 May	6.30pm	Planning Committee

\* Johnson Birthplace Advisory Committee to meet a maximum of 4 times per year, the remaining two dates to be scheduled as appropriate.

## 109 OFFICERS' REPORT

The Mayor thanked the Civic Officer for her hard work on the recent charity events and Cllr Mrs J Eagland commented that her friends had thoroughly enjoyed the Charity Sunday Lunch. Cllr A Thompson was pleased that the Samuel Johnson Birthplace Museum had now extended its educational role, hosting a post graduate student for a placement. Cllr Dundas thanked the Open Spaces Officer for the excellent repair works to Bishops Walk and the Windings. Cllr A Smith commended the Guildhall Bookings Officer for her efficient organisation of his recent booking of the Guildhall and thanked the on duty Premises Attendant for all his help on the evening of the event. The Mayor noted the appointment of two new Markets Officers and commented on the enthusiasm and energy they had brought to the post.

***RESOLVED: That the Report as contained in Agenda Appendix 2 be received, and that officers be commended for their informative report.***

## 110 DOVEHOUSE FIELDS – PROGRESS REPORT

Members considered the Open Spaces Officer's report at Appendix 3.

***RESOLVED: That the report be noted.***

## 111 NALC SPRING CONFERENCE

Members considered the report from Councillor A Thompson at agenda Appendix 4 which detailed the discussions at the NALC Spring Conference held on 11 February 2019.

***RESOLVED: That the report be noted.***

## 112 REQUESTS FOR FREE HIRE OF THE GUILDHALL AND MARKET SQUARE

Members considered two requests for a monetary grant to cover prevailing hire costs of Council facilities.

***RESOLVED: That the Council award a grant to the following organisations to cover the hire of the requested Council facilities;***

- a) *Open Door of Hope/Friends2Friends £70.00*
- b) *Dementia Friends £25.68*

**113 PAYMENT OF ACCOUNTS**

***RESOLVED: That payment of accounts be approved and confirmed as listed in Appendix 5 for the periods;***

- a) 1 December 2018 to 31 December 2018 in the sum of £97,169.77 General Account, and £900.78 Imprest Account.***
- b) 1 January 2019 to 31 January 2019 in the sum of £97,169.77 General Account, and £900.78 Imprest Account.***

**114 EXCLUSION OF THE PRESS AND PUBLIC**

***RESOLVED: That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business next to be transacted, the public and press be excluded from the Meeting.***

**115 BAD DEBT WRITE OFF**

Members considered the Town Clerk's confidential report at Appendix 6 and the recommendations therein.

***RESOLVED: That bad debts totalling £47.00 be 'written off' as irrecoverable.***

**THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.20 PM**

**MAYOR**



<b>For Council 23 April 2019: APPENDIX 1</b>
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**Lichfield City Council**

**Minutes of the Audit Committee held at 6.30pm on Tuesday, 18 March 2019  
in the Moulton Room, Guildhall**

**Present:** Councillors B Cocksey (Chairman), J Brooks, D Leytham, Mrs J Greaves, C Spruce, and Mrs L Warfield.

**Apologies:** None

**In Attendance:** Mr A Briggs (Town Clerk and RFO), Mr G Keatley (Internal Auditor), Ms A James (Accounts Officer), Ms S Thomas (Deputy Town Clerk).

**5 MINUTES**

***RESOLVED: That the Minutes of the meeting of the Audit Committee meeting held on 7 June 2018 [Minutes approved by the City Council on 18 June 2018] be confirmed as a correct record.***

**6 INTERNAL AUDIT ANNUAL REPORT 2018-2019**

The Internal Auditor presented his Internal Audit Annual Report 2018-2019, (which incorporated the Management Risk Register). Members discussed the detail of the report and the recommendations therein and agreed the management response.

Members of the Committee expressed their appreciation to the Internal Auditor for producing a clear and comprehensive report.

***RECOMMENDED: That the Council note the Internal Audit Annual Report 2018-2019, and adopt the recommendations and timescales as contained in that Report.***

**7 ANNUAL REVIEW OF EFFECTIVENESS OF SYSTEM OF INTERNAL CONTROL**

Members undertook a review of the effectiveness of the System of Internal Control as required by Regulation 5 of the Accounts and Audit Regulations 2015 (Internal Audit).

***RECOMMENDED: That the Review findings as contained in Appendix A to these Minutes be presented to Council for adoption.***

**8 TREASURY MANAGEMENT POLICY AND STRATEGY STATEMENT 2019-2020**

Consideration was given to the Treasury Management Policy and Strategy Statement.

***RECOMMENDED: That the Council adopt the Treasury Management Policy and Strategy Statement 2019-2020, as contained in Appendix B to these Minutes.***

**9 RESERVES POLICY**

Consideration was given to the City Council's Reserves Policy.

***RECOMMENDED: That the Council adopt the Reserves Policy as contained in Appendix C to these Minutes.***

**10 AUDIT PLAN**

The Committee considered the Audit Plan which set out the proposed work programme for the Internal Auditor for 2019-2020 and beyond.

***RECOMMENDED: That the Council adopt the Audit Plan as contained in Appendix D to these Minutes.***

**11 DATE AND TIME OF NEXT MEETING**

Scheduled for Thursday 6 June 2019 at 6.30pm.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 7.25 PM**

## **THE REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT**

### **Legislative framework**

Regulation 4 of the Accounts and Audit Regulations 2015 (Accounting records and control systems) requires the authority's responsible financial officer must determine, on behalf of the authority-

- 1) The form of its accounting records and supporting records ensuring that the authorities accounting records are kept up to date
- 2) Its financial control system including measures. To ensure that the financial records are recorded timely and accurately, enable prevention and detection of inaccuracies and fraud ensure risk is appropriately managed and identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers

Regulation 5 of the Accounts and Audit Regulation 2015 (Internal Audit) requires that "a relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance process, taking into account public sector internal auditing standards or guidance"

The starting point for the review will usually be an assessment against the internal audit standards set out in the guide. These include making an assessment in relation to:

- Scope of internal Audit
- Independence
- Competence
- Relationships
- Audit planning and reporting

A key point is that it is the responsibility of the body to conduct the annual review; it is not a review that will be carried out by the external auditor as part of the annual audit.

Whilst there will usually be input from the internal audit provider, he or she cannot be allowed to influence the direction or extent of the review.

The results of the review are then reported to and considered by a full meeting of the members for consideration. There are no hard and fast rules as to who actually performs the review, but bodies may wish to set up a small working party for this purpose.

### **What should the review of the system of internal audit cover?**

Under the 2015 Regulations a relevant authority must conduct an annual review of the system of internal audit which-

- a) Facilitates the effective exercise of its functions and achievement of its aims and objectives;
- b) Ensures that the financial and operational management of the authority is effective; and
- c) Includes effective arrangements for the management of risk.

### **The outcome of the review**

The review of the effectiveness of the system of internal audit cannot be considered in isolation as it feeds into the review of the wider system of internal control. The report on the review should include an opinion as to whether or not the internal audit system is effective. Any areas for development or change should be identified in the report and an action plan produced, setting out the proposed remedial actions, the people responsible for delivering them, and the deadlines for completion of the actions.

## 1 Meeting the Standards

Expected Standard	Evidence of Achievement	Response
1. Scope of internal audit	Terms of reference were approved by full Council	<i>Yes, Council adopts the Internal Audit Action Plan and work programme</i>
	Scope of audit work takes into account risk management processes and wider internal control	<i>Yes, included in checks undertaken by Internal Auditor</i>
	Terms of reference define audit responsibilities in relation to fraud	<i>Yes, detailed in approved Anti-Fraud manual</i>
2. Independence	Internal Auditor has direct access to those charged with governance.	Yes
	Reports are made in own name to management.	Yes
	Auditor does not have any other role within the council.	Yes
3. Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.	Yes
4. Relationships	Responsible officers (Town Clerk (RFO), etc) are consulted on the internal audit plan and on the scope of each audit.	Yes
	Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.	<i>Yes, defined in approved Standing Orders, Whistle-Blowing Policy and Fraud manual</i>
	The responsibilities of board/council members are understood; training of members is carried out as necessary.	Yes
5 Audit Planning and reporting	The Audit Plan properly takes account of corporate risk.	Yes
	The Audit Plan has been approved by the council	Yes
	Internal Audit has reported in accordance with the Plan	<i>Yes. Will be reported to full Council 23 April 2019</i>

## 2 Review of Effectiveness

Characteristics of 'effectiveness'	Evidence of Achievement	Suggested Response
Internal audit work is planned	Planned Internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.	Yes
Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement.	Yes
Add value and assist the organisation in achieving its objectives	Demonstrated through positive management responses to recommendations and follow up action where called for.	Yes
Be forward looking	When identifying risks and in formulating the annual audit plan, changes on national agenda are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes
Be challenging	Internal audit focuses on risks and encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.	Yes
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work.	Yes
	Internal auditor understands the body and the legal and corporate framework in which it operates.	<i>Yes. Internal Auditor has worked for the City Council/Charter Trustees continuously since 1974.</i>

## **Lichfield City Council**

### **TREASURY MANAGEMENT POLICY AND STRATEGY STATEMENT 2019-2020**

As part of the monitoring of the Treasury Management Operation, the Town Clerk (RFO) will submit a financial progress report to Council each year on the activities of the Treasury Management Operation.

#### **THE POLICY**

That the Council adopts the CIPFA Treasury Management Code modified to the Council's requirements.

Treasury Management is defined as “the management of the local authority's cash flow, its borrowing and its investments, the management of the associated risks, and the pursuit of the optimum performance or return consistent with those risks”. (CIPFA)

The Council's treasury activities are for debt and investment management, and the Council will not take up speculative positions which may be interpreted as trading activities.

The purpose of this statement is to establish how the authority will manage its activities in relation to borrowing and investments.

#### **Borrowing**

Local council borrowing is governed by Schedule I of the Local Government Act 2003. Parish and town councils in England have to apply and receive permission from the Department for Communities and Local Government), before taking any borrowing. Temporary borrowing (i.e. up to 364 days) does not require such approval.

The authority will review its borrowing requirements annually when formulating its annual budget. The Council currently has no borrowing, and no borrowing requirement has been identified for 2019-2020

#### **Investments**

The Council adopts the guidance under section 15(1)(a) of the Local Government Act 2003.

The authority will review its Investment Strategy annually (see investment Policy below).

#### **Treasury Management Practices**

The Council adopts the Treasury Management Practices (TMP) which set out the manner in which the authority will seek to achieve its treasury management policies and objectives and how it will manage and control those activities. (See Treasury Management Practices below).

#### **The Treasury Management Strategy Statement 2019-2020**

The Treasury Management Strategy details the expected activities of the treasury function in the financial year 2019-2020.

Borrowing - there is not anticipated to be any borrowing requirement for the year.

Investments - to be in accordance with the approved Investment Strategy.

## INVESTMENT POLICY

With reference to Secretary of State's Guidance under section 15 (1)(a) of the Local government Act 2003 and the CIPFA Code of Practice for Treasury Management in the Public Services.

### ANNUAL INVESTMENT STRATEGY

Definition of Treasury Management in the Public Services: "The management of the organisation's cash flow, its banking, money market and capital transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks".

#### Strategy Guidelines

The main principles governing the Council's investment criteria are the security and liquidity of its investments before yield, although the yield or return on the investment will be a consideration, subject to adequate security and liquidity.

The Council will ensure it has sufficient liquidity in its investments. For this purpose it will set a minimum amount to be held in short term investments (specified investments). This is set out in liquidity investments below.

The RFO will maintain a counterparty list in compliance with these criteria and will revise and submit to Council for approval as necessary.

#### Liquidity of Investments

The Council will carefully balance the use of short term or specified investments and non-specified investments. All the core investment balance and any cash flow investments will be maintained as short term or specified investments.

#### Specified Investments

These investments are sterling investments of not more than one-year maturity. These are low risk assets where the possibility of loss of principle or investment income is low. These would include investment with:

- The UK government (such as the Debt Management Office, UK Treasury Bills or a Gilt with less than one year to maturity)
- A Local authority, parish or community council
- An investment scheme that has been awarded a high credit rating by a credit rating agency
- A body that has been awarded a high credit rating by a credit rating agency (such as a bank or building society).

Credit Rating Agency - Standards & Poor's, Moody's or Fitch rating agencies. Within these bodies, and in accordance with the Code, the Council has set additional criteria to say the time and amount of monies which will be invested in these bodies. These criteria are:

Security	Limit
Marketable securities issued or guaranteed by the UK Government i.e. UK Treasury bills or a gilt with less than one year to mature	The authority has no plans to invest in such securities and would require specialist advice in order to do so.
Other Local authorities, parish councils or community councils.	The authority has no plans to invest in these institutions
Fixed Term Time deposits.	Approve – UK clearing Banks Nat West to a maximum limit of £2,000,000
Money Market Funds	The authority currently has no plans to invest in these funds. Any change to this policy would be require approval by full Council

### Non Specified Investments

Non-specified investments are any other type of investment (i.e. not defined as specified above).

These would include sterling investments with:

- Securities admitted to the Official List of the Stock Exchange which are guaranteed by the UK Government (such as supranational bonds). These are fixed income bonds although the value of the bond may rise or fall before maturity. The bond may be sold before maturity.
- Gilt edged securities with a maturity of greater than one year
- Institutions not meeting the basic security of greater than one year
- A body that has been awarded a high credit rating by a credit rating agency (such as a bank or building society) for deposits with a majority of greater than one year

Security	Limit
Security issued or guaranteed by non-UK EU governments and Supranational securities	The authority has no plans to invest in such securities and would require specialist financial advice in order to do so.
Gilt edge securities	The authority has no plans to invest in such securities and would require specialist financial advice in order to do so.
Securities issued by corporate, banks and building societies, including floating rate notes, commercial paper, assets backed securities and certificates of deposits longer than 1 year.	The authority has no plans to invest in such securities and would require specialist financial advice in order to do so.

### The Monitoring of Investment Counterparties Listing

The authority is required to monitor the credit rating listing of its counterparties. Any counterparty failing to meet the criteria will be removed from the list immediately by the RFO and if required new counterparties which will meet the criteria will be added to the list.

### The use of External Fund Managers

It is the Council's policy not to use external fund managers.

## **TREASURY MANAGEMENT PRACTICES**

CIPFA's code of practice for treasury management in the public services introduced the concept of Treasury Management Practices (TMP's) which set out the manner in which the organisation will seek to achieve its treasury management policies and objectives and how it will manage and control those activities.

### **TMP 1 - RISK MANAGEMENT**

The RFO will design, implement and monitor all arrangements for the identification, management and control of treasury management risks.

#### ***Legal and regulatory risk management***

The Council will ensure that all its treasury management activities comply with its statutory powers and regulatory requirements. The Council recognises that future legislative or regulatory changes may impact on its treasury management activities and, so far as it is reasonably able to do so, will seek to minimise the risk of these impacting adversely on the Council.

#### ***Fraud, error and corruption, and contingency management***

The Council will ensure that it has identified the circumstances which may expose it to the risk of loss through fraud, error, corruption or other eventualities in its treasury management dealings. Accordingly, it will employ suitable systems and procedures, and will maintain effective contingency management arrangements, to these ends.

### **TMP 2 - BEST VALUE AND PERFORMANCE PLAN**

The Council is committed to the pursuit of the spirit of Best Value in its treasury management.

### **TMP 3 - DECISION MAKING AND ANALYSIS**

The Council will maintain full records of its treasury management decisions, and of the processes and practices applied in reaching those decisions, both for the purposes of learning from the past and for demonstrating that reasonable steps were taken to ensure that all issues relevant to those decisions were taken into account at the time.

### **TMP 4 - APPROVED INSTRUMENTS, METHODS AND TECHNIQUES**

The Council will undertake its treasury management activities by employing those instruments, methods and techniques outlined in the Investment Strategy.

### **TMP 5 - ORGANISATION, CLARITY AND SEGREGATION OF RESPONSIBILITIES AND DEALING ARRANGEMENTS**

The Council considers it essential, for the purposes of the effective control and monitoring of its treasury management activities, for the reduction of risk of fraud or error, and for the pursuit of optimum performance, that these activities are structured and managed in a fully integrated manner, and that there is at all times clarity of treasury management responsibilities.

The principle, on which this will be based is the clear distinction between those charged with setting treasury management policies and those charged with implementing and controlling these policies, particularly with regard to the execution and transmission of funds, the recording and administering of treasury management decisions and the audit and review of the treasury management function. Any proposed departure from these principles will be reported by the RFO.

The RFO will ensure that there are clear written statements of his/her responsibilities and the arrangements for absence cover. The RFO will ensure that there is proper documentation for all deals and transactions, and that procedures exist for the effective transmissions of funds.



## **TMP 6 - REPORTING REQUIREMENTS AND MANAGEMENT INFORMATION ARRANGEMENTS**

The Council will ensure that an annual report is prepared and considered on the implementation of its investment strategy; on the implications of changes particularly budgetary, resulting from regulatory, economic, market or other factors affecting its treasury management activities; and on the performance of the treasury management function.

## **TMP 7 - BUDGETING, ACCOUNTING AND AUDIT ARRANGEMENTS**

The Council will account for its treasury management activities, for decisions made and transactions executed in accordance with appropriate accounting practices and standards, and statutory and regulatory requirements in force for the time being.

The Council will ensure that its auditors, and those charged with regulatory review, have access to all information and papers supporting the activities of the treasury management functions necessary for the proper fulfilment of their roles.

## **TMP 8 - CASH AND CASH FLOW MANAGEMENT**

Unless statutory or regulatory requirements demand otherwise, all monies in the hands of the Council will be under the control of the RFO and will be aggregated for cash flow and investment management purposes. Cash flow projections will be prepared on a regular and timely basis and the RFO will ensure that these are adequate for the purpose of monitoring compliance with TMP 1.

## **TMP 9 - MONEY LAUNDERING**

The Council is alert to the possibility that it may become the subject of an attempt to involve it in a transaction involving the laundering of money. The Council will therefore maintain a procedure for verifying and recording the identity of counterparties and reporting suspicions and will ensure that staff involved is properly trained.

## **TMP 10 - STAFF TRAINING AND QUALIFICATIONS**

The Council recognises the importance of ensuring that all staff involved in treasury management functions are fully equipped to undertake the duties and responsibilities allocated to them. It will seek to appoint individuals who are both capable and experienced and will provide training for staff to enable them to acquire and maintain an appropriate level of expertise, knowledge and skills.

## **TMP 11 - USE OF EXTERNAL SERVICE PROVIDERS**

The Council currently does not require the need to employ treasury management consultants.

The Council's banking services are provided by NatWest Bank PLC.

## **TMP 12 - CORPORATE GOVERNANCE**

The Council is committed to the pursuit of proper corporate governance throughout its activities and to establishing the principles and practices by which this can be achieved. Accordingly the treasury management function and its activities will be undertaken with openness, transparency, honesty, integrity and accountability.

## **LICHFIELD CITY COUNCIL**

### **RESERVES POLICY**

#### **1. Introduction**

The Council is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 50 of the Local Government Act 1992 requires that local precepting authorities have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement.

The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be considered annually.

The Council will hold reserves for these three purposes:

- A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing-this forms part of the general reserves;
- A contingency to cushion the impact of unexpected events or emergencies - this also forms part of general reserves;
- A means of building up funds often referred to as earmarked reserves, to meet known or predicted requirements.

#### **2. General Fund Balance**

The general fund balance, commonly termed the 'working balance' is a balance on the councils revenue account which is not held for any specific purpose other than to cushion the council's finances against any unexpected short term cash flow problems.

The general fund balance is to be maintained at a level based upon a risk assessment carried out by the Responsible Finance Officer (RFO).

When setting the budget for the forthcoming year. Any surplus on the reserve above the required balance may be used to fund capital expenditure, be appropriated to earmarked reserves or used to limit any increase in the precept.

#### **3. Financial Risk Management**

In order to assess the adequacy of the general fund when setting the annual budget, the RFO will take account of the strategic, operational and financial risks facing the council. The requirement of the level of the general fund balance for the forthcoming year will therefore be based upon a risk assessment of the council's main areas of income and expenditure and take into account provisions and contingencies that may be required.

The main items to be considered are:

<b>Financial Risk</b>	<b>Analysis of risk</b>
Inflation assumptions	Inflation increases at a higher rate than assumed for items such as Pay Awards, Utilities and Supplies and Service Costs.
Insurance	To enable the Council to meet the excesses of claims not covered by insurance
Collection of Income	There is a reduction in collection performance from Guildhall and Markets
Elections/referendum	Sufficient resources to meet Parish elections/referendum costs
Grounds Maintenance costs	Impact of unexpected increase in costs
Impact of Vat Tribunal Decisions	Impact of back dated Vat liability
Contingencies	To meet unexpected events or emergencies

#### **4. Statutory Reserves**

Local Authorities also hold reserves that arise out of the interaction of legislation and proper accounting practices.

- Section 106 agreements with Developers
- Neighbourhood Plan – Community Infrastructure Levy (CIL)

#### **5. Earmarked Reserves**

Earmarked Reserves represent amounts that are generally built up over a period of time which are earmarked for specific items of expenditure to meet known or anticipated liabilities or projects. The 'setting aside' of funds to meet known future expenditure reduces the impact of meeting the full expenditure in one year. The Council, when establishing an earmarked reserve, will set out:

- The reason/purpose of the reserve;
- How and when the reserve can be used;
- Procedures for the management and control of the reserve; a process and timescale for review of the reserve to ensure continuing relevance and adequacy.

The following earmarked reserves will be held by the council;

Budget description	Use	Total Reserve 2018/19 £	Total Reserve 2019/20 £
<b>Repairs and Renewal-Buildings</b>			
Dr Johnson Birthplace Listed Building No 1292492 Grade I	To provide for future capital works	353,000	353,000
Guildhall Listed Building No 1187740 Grade II			
Donegal House Listed Building No 1209722 Grade II*			
Cruck House Listed Building No 1194899 Grade II*			
Friary Clock Tower Listed Building No 1218909 Grade II			
War Memorial and Garden Wall, Balustrade and Gate Listed Building No 1187733 Grade II*			
Boswell Statute Listed Building No 1187726 Grade: II			
Dr Johnson Statute Listed Building No 1217846 Grade: II*			
Stafford Road ,Pinfold Listed Building No 1194898 Grade: II			
Borrowcop Pavilion Listed Building No 1187718 Grade: II			
Prince Rupert's Mound Listed Building No 1021362 Ancient monument			
Grey Friars Listed Building No 1008544 Ancient Monument			
Community Centres -Curborough, -Boley Hall, -Darwin Hall.			
All Properties	Quinquennial inspection of property portfolio		
<b>Repairs and Renewals-Street Lighting</b>			
Street Lighting	To provide for replacement and updating of Street Lighting	0	0
<b>Repairs and Renewals-Open Spaces</b>			
Open Spaces	To provide for footpath resurfacing and replacement of equipment	0	0
	<b>Total</b>	<b>£353,000</b>	<b>£353,000</b>
<b>Rent Deposit Scheme</b>			
Donegal House-Tenants	In accordance with the Rent Deposit Deed	450	450
Market Traders Retainer	In Accordance with Market Traders Licence	500	500
	<b>Total</b>	<b>£950</b>	<b>£950</b>
<b>Election Reserve</b>			
Parish Election	To build up the reserve over 4 years to fund the elections in May 2023	40,000	0
	<b>Total</b>	<b>£40,000</b>	<b>£0</b>
<b>Community Infrastructure Levy(CIL)</b>			
Neighbourhood Plan-Meaningful Proportion	In accordance with the requirements of CIL	14,037	14,037
	<b>Total</b>	<b>£14,037</b>	<b>£14,037</b>
<b>Total Earmarked Reserves</b>		<b>£407,987</b>	<b>£367,987</b>

## 6. Review of adequacy of balances and reserves

In assessing the adequacy of reserves the strategic, operational and financial risks facing the authority will be taken into account. The level of earmarked reserves will be reviewed as part of the annual budget preparation.

## **LICHFIELD CITY COUNCIL**

# **AUDIT PLAN**

### **1. Purpose of the Report**

To consider the work programme for the Internal Auditor for the year 2019-2020 onwards.

### **2. Statement of Reasons**

The internal Auditor must ensure that all activities of the Council are subject to an internal audit review in accordance with the Accounts and Audit (England) Regulations 2011

The identification of these activities has been agreed with the Town Clerk, taking into account perceived priorities and risks, which cumulates in the production of a three-year strategic plan.

The Audit Plan has been compiled and is set out below.

The plan is based upon the following principles:

- An attempt has been made, based upon the internal auditor's experience, to target areas that are known to be high risk
- Based on information available, to include those areas which have not been subject to a recent audit review

By achieving the Audit Plan, the internal auditor will be providing the Town Clerk and councillors, with the necessary assurance that the internal controls are in place and are operating effectively.

At the end of each year, an audit report will be issued detailing the findings of the reviews together with any recommendations required to be implemented in order to achieve the required level of control

### **3. Recommendation**

To approve the Audit Plan.

## **AUDIT PLAN**

### **1. Financial Services**

- 1.1. Fraud and Corruption Checklist
- 1.2. Main Accounting System
- 1.3. Creditors
- 1.4. Sundry Debtors
- 1.5. Payroll
- 1.6. Management of VAT
- 1.7. Banking Arrangements
- 1.8. Petty Cash
- 1.9. Income Monitoring
- 1.10. Budgetary Controls
- 1.11. End of year closedown
- 1.12. Statement of Account

### **2. Strategic policies**

- 2.1 Treasury Management Policy and Strategy Statement
- 2.2 Investment Policy
- 2.3 Treasury Management Practices

### **3. Specific Reviews**

- 3.1 Financial Regulations and procedures
- 3.2 Contract Standing Orders
- 3.3 Review Internal Audit Recommendations
- 3.4 Capital Works
- 3.5 Local Government Transparency Code 2015
- 3.6 Insurance
- 3.7 Members Code of Conduct and Disclosure of Interests
- 3.8 The Samuel Johnson Birthplace Museum
- 3.9 Policy and Procedure Documentation-Employees
- 3.10 Further Developments
- 3.11 Review of Corporate Governance
- 3.12 Any other areas Identified during the year of Audit

### **4. Management and Insurance Risk Register**

## For Council 23 April 2019: APPENDIX 2

### Lichfield City Council

Minutes of the Johnson Birthplace Advisory Committee Meeting held in the Moulton Room,  
Guildhall at 10.30 am on Thursday 11 April 2019

#### PRESENT:

**Representing Lichfield City Council:** Councillor R Awty (Chairman), and Councillors J Brooks, Mrs S James, A Thompson and R Yardley.

**In Attendance:** Joanne Wilson (Museums & Heritage Officer),  
Penny Taylor (Museum Administration Assistant)  
Tony Briggs (Town Clerk)  
Richard Davies (representative of the Johnson Society)

**Apologies:** Councillor C Spruce

#### 65 MINUTES

**RESOLVED:** *That the Minutes of the Meeting held on 6 November 2018 be confirmed as a correct record.* [Minutes adopted by Council on 5 December 2018.]

#### 66 A PROSPECT VIEW OF LICHFIELD FROM THE WEST

Councillor R Yardley detailed his work in photographing 'A Prospect View of Lichfield From the West' (a painting that forms part of the Birthplace collection and is currently displayed in the Ashmole Room, Guildhall) in order to reveal more detail. A copy of the enhanced painting is included at **Appendix A** of these Minutes.

##### **RESOLVED:**

**a) That the report be noted and the best thanks of the Committee be given to Cllr Yardley for his efforts.**

**b) The Museum and Heritage Officer investigates options for the sale of prints of the enhanced painting and also the possibility of an exhibition of this and similar paintings at the Birthplace.**

##### **RECOMMENDATIONS TO COUNCIL:**

**a) A press release be compiled and released detailing the project and its results**

**b) The Council procure a print of the enhanced painting to display alongside the original painting, together with an explanation of the project**

**c) That expert advice is sought as to what the enhanced painting reveals in regard to the current understanding of Lichfield at the time the original painting was completed**

**d) Cost estimates be sought for the reglazing of the original painting in order to protect it from damage.**

#### 67 FORWARD PLAN

The Committee considered the updated Forward Plan 2019-2022 (**APPENDIX B** to the Minutes).

**RECOMMENDATION TO COUNCIL: That the Forward Plan 2019-22 be adopted.**

#### 68 DEVELOPMENT PROJECT

The Committee considered the MHO's update, including communication had been received from the National Lottery Heritage Fund (NLHF) following submission of an Expression of Interest. The Committee were informed that the initial response from NLHF had been somewhat negative in that the expression of interest would not be carried forward into a full bid at this stage. However, NLHF representatives did wish to meet with LCC representatives to discuss the application and

this meeting is scheduled for 15 May. The Committee felt that this meeting was a positive development and supported and encouraged the forthcoming dialogue.

***RESOLVED: That the report be noted***

**69 COLLECTIONS CARE AND CONSERVATION POLICY AND VOLUNTEER AGREEMENT**

The Committee considered the draft Collections Care and Conservation Policy and draft Volunteer Agreement.

***RECOMMENDATION TO COUNCIL: That The Collections Care and Conservation Policy and the Volunteer Agreement (both documents form APPENDIX C to these Minutes) be adopted.***

**70 KEELE UNIVERSITY PARTNERSHIP UPDATE**

The Committee considered the report of the Museums and Heritage Officer on the recent completion of the '18<sup>th</sup> Century Textual Studies' project in partnership with Keele University.

***RESOLVED: That the report be noted.***

**71 DATE AND TIME OF NEXT MEETING**

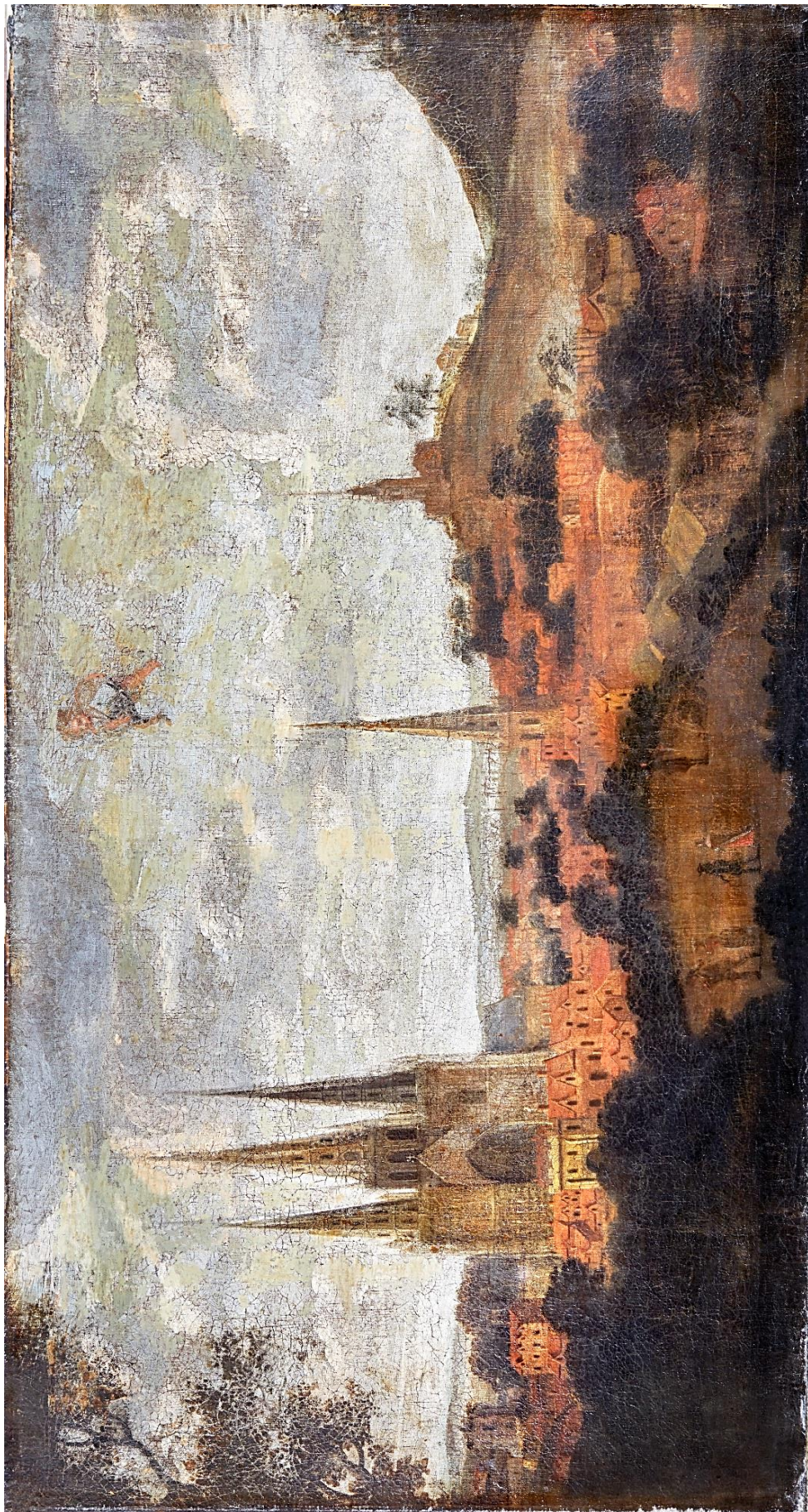
In Calendar of Meetings as 10.30am on Tuesday 5 November 2019.

In closing the meeting the retiring Chairman thanked the Committee and the Museums and Heritage Officer for their hard work and support during his tenure. Councillor Thompson, a former Committee Chairman, echoed the Chairman's comments and emphasised the considerable improvements in terms of outreach, visitor numbers and events at the Museum during the past 10 years or so.

**THERE BEING NO FURTHER BUSINESS**

**THE CHAIRMAN DECLARED THE MEETING CLOSED AT 11.10 AM**









## **The Samuel Johnson Birthplace Museum Forward Plan Strategic Aims & Objectives 2019 – 2022**

This document is updated annually from the full SJBM Forward Plan 2018-2021 (next full plan to be approved March 2021). The Museum is currently undertaking a development project and it is recognised that this project will significantly contribute to all objectives within our strategic aims, particularly those at ii, iii and iv.

Our key strategic aims are:

**i) Operate to a high professional standard, making the best use of available resources**

- a) To maintain ACE Accreditation status
- b) To maximise all possible revenue streams
- c) To maximise staff development
- d) To maximise volunteering

**ii) Build our audiences and respond to user consultation**

- a) To attract more local, family and young visitors
- b) To monitor users and consult non-users
- c) To increase the number of education visits and partnerships
- d) To increase the number of group visit bookings

**iii) Develop access to the Museum and collection**

- a) To improve awareness of, and access to, all parts of the collection
- b) To update interpretation and displays
- c) To improve facilities for researchers and publicise provision more widely
- d) To assess and seek alternative solutions to access limitations

**iv) Care for the Museum building and collection**

- a) To improve the storage and care of the collection
- b) To improve the documentation of the collection
- c) To ensure the ongoing protection of the collection against disaster
- d) To ensure the continued maintenance and sustainability of the Birthplace building

### **Work completed in 2018 – 2019**

In addition to tasks identified as 'ongoing' and reported in monthly officer reports to Council, significant activities relevant to meeting the strategic aims included:

i)	First full year with new Museum Administration Assistant in post and regular oversight of shop stock and events bookings New volunteering relationships with South Staffordshire College, Keele University and attendance at KEVI volunteering fair
ii)	New literature for Group bookings produced Considerable build in social media use and audience, including introduction of Instagram and working with college students to create content Established part of the University of Birmingham work placement scheme and newly Keele university post-graduate placements

iii)	Online collection search and blog launched Wood Library project to update resources for researchers and clear space
iv)	New store established at Donegal House Minor repair works identified in Quinquennial inspection carried out A significant number of collection images added to modes database Documentation plan goals completed

## Achievement of Current Objectives

i) To operate to a high professional standard, making the best use of available resources		
Objective	How to be achieved	Achieve by
a) To maintain Accreditation status	Maintain Museum policy and procedures in preparation for return application	Ongoing (next return due in 2021)
b) To maximise all possible revenue streams	Update stock displays and introduce new souvenir lines, with 10% target increase per year for total spend per head  Maximise donation and the use of gift aid, aiming at 50p average donation per head by March 2021  Regular programme of a least six special events per year planned, well publicised and profitable or cost-neutral.  Increase group and education bookings by 20% per year (see ii.c & d)  Establish an improved online shop area as part of new website plans, and research options for internet second hand book sales for specialist donated stock  Include improvements into facilities for event visitors and hirers in development project	Ongoing; annual figures reported at October BAC  Ongoing; annual figures reported in October BAC  Ongoing; season ahead schedule July & December  Ongoing; annual figures reported in October BAC  March 2020  October 2021
c) To maximise staff and volunteer development	Continuing regular in-house training sessions, make staff & volunteers aware of relevant training possibilities.  Match volunteer and attendant staff interests to appropriate tasks and projects  Creation of 'How to' guides as part of SJBm succession planning, to enable volunteers and Attendants to take on varied tasks and roles	Ongoing, 3 sessions held annually  Ongoing  Ongoing
d) To maximise volunteer input	Liaise with universities, colleges and volunteer recruitment centres  Targeted recruitment for volunteers to work with specific areas and projects when places vacated (especially schools and marketing)	Ongoing  Ongoing

<b>ii) To build audiences and respond to user consultation</b>		
<b>Objective</b>	<b>How to be achieved</b>	<b>Achieve by</b>
<b>a) To attract more local, family and young visitors</b>	<p>Develop a targeted 'locals' advertising campaign within development project</p> <p>Develop special events to appeal to a wide range of audiences, including free of charge events/activities. Ensure that the museum and all special events are well and widely publicised locally, maintaining strong links with local media. bi-annual leaflet, posters and press releases 1 month ahead of events.</p> <p>Make wider use of social networking and social media to advertise museum and connect with younger audiences</p> <p>Develop interpretation, displays and interactives to appeal to a wide audience, including responding to youth consultation held in 2014 (see iii.b)</p> <p>Recruit young volunteers through local schools and colleges to develop areas such as social media (see also i.d)</p>	<p>October 2021</p> <p>Ongoing; season ahead schedule Ongoing</p> <p>Ongoing; 2 posts per week</p> <p>Ongoing; to be considered within re-display project</p> <p>Ongoing</p>
<b>b) To monitor users and consult non-users</b>	<p>Carry out an effective survey to be completed by visitors, and regularly compile statistics</p> <p>Identify and conduct market research with non-user groups including focus groups, questionnaires and interviews as part of the</p>	<p>Annually; data compiled in January and reported</p> <p>March 2020</p>
<b>c) To increase the number of education visits and partnerships</b>	<p>Maintain a database of school contacts and make termly contact to market current offering</p> <p>Develop upon school visits partnership with Erasmus Darwin House</p> <p>Recruit volunteer(s) to assist with development, marketing and delivery of museum education.</p> <p>Extend the museum's education provision to also cover Key Stages 3 and 4 within development project</p> <p>Maintain and develop work experience partnerships with higher education institutions</p>	<p>Ongoing; quarterly mailout</p> <p>Ongoing</p> <p>Ongoing</p> <p>October 2021</p> <p>Ongoing</p>
<b>d) To increase the number of group visits bookings</b>	<p>Develop the group visits offer</p> <p>Targeted postal and e-campaign to relevant interest groups locally and in Midlands)</p>	<p>Ongoing</p> <p>Annual</p>

<b>iii) To increase access to the Museum and collections</b>		
<b>Objective</b>	<b>How to be achieved</b>	<b>Achieve by</b>
<b>a) To improve awareness of, and access to, all parts of the collection</b>	<p>Programme regularly changing items within permanent displays and small exhibitions or displays to provide access to reserve collections, with one display every summer.</p> <p>Enable more of the collection to be displayed by providing more display case space and room for changing displays within</p>	<p>Ongoing; display reported annually</p> <p>October 2021</p>

	development project.  Incorporate digital archive interactives (for e.g. manuscript collection), in development project.	October 2021
<b>b) To update interpretive materials and displays</b>	Working with Museum designers within development project, update displays: <ul style="list-style-type: none"> <li>• Improve tactile and sensory interpretation provision within development</li> <li>• Develop high and low-tech interactive displays, in response to feedback</li> <li>• Improve interpretation of Museum libraries and bookcases, re-display significant books</li> <li>• Re-allocation of rooms to update the visitor journey in displays.</li> </ul>	October 2021
<b>c) To improve facilities for researchers and publicise provision more widely</b>	Improvements to Wood Library in development project to create a dedicated and user-friendly space for research visitors. Evaluate user experience.  Raise academic profile of Museum through forging and maintaining links with universities, research institutes and libraries	October 2021  Ongoing
<b>d) To assess and seek alternative solutions to the physical limitations of the building</b>	To act on advice and action points from 2017 Access Audit and 2018 Consultant report, to provide level access to the Museum building as far as possible, and virtual access to everything beyond within development project.	October 2021

<b>iv) To care for the Museum building and collection</b>		
<b>Objective</b>	<b>How to be achieved</b>	<b>Achieve by</b>
<b>a) To improve the storage and care of the collection</b>	Re-organise collection locations within new Donegal House storage  Prioritise collection care tasks within SJBM work plans, carrying out tasks and projects as specified in the SJBM Collection Care Plan  Identify key items requiring conservation and work with Johnson Society (Friends fund) to raise funding for work.	October 2020  Ongoing  Ongoing
<b>b) To improve the documentation of the collection</b>	Maintain numbers of volunteers who regularly work on both the collection database and paper records  Improve records and add images to collection database.  To produce an overall Collection Management Plan & Framework  Clear backlog of old accession and provenance information and enter into database.	Ongoing  Ongoing  March 2021  Ongoing

<b>c) To ensure the ongoing protection of the collection against disaster and damage</b>	<p>Ensure that all staff are fully trained in the Museum Emergency plan procedure</p> <p>Fully analyse environmental monitoring data and produce report with recommendations</p> <p>Research further improvements into heating system controls to address specific issues raised in environmental monitoring report as part of development project</p>	<p>Ongoing; annual testing</p> <p>Ongoing; annual</p> <p>October 2021</p>
<b>d) To ensure the continual maintenance and sustainability of the Birthplace building</b>	<p>Conduct regular visual checks of the building and report any issues promptly</p> <p>Implement improvements outlined in the SJBM Environmental Action Plan, with replacement of lighting for LED and low energy within development project</p> <p>Carry out quinquennial inspection and programme works arising</p>	<p>Ongoing, fortnightly checks</p> <p>Ongoing, lighting by 2021</p> <p>Next report due 2021</p>





## **JBAC MINUTES 11 APRIL 2019: APPENDIX C**

### **THE SAMUEL JOHNSON BIRTHPLACE MUSEUM**

#### **CARE AND CONSERVATION POLICY**

**Name of museum:** The Samuel Johnson Birthplace Museum (SJB), Accredited Museum 767

**Name of governing body:** Lichfield City Council (LCC), as sole trustee of the Dr Johnson Birthplace Trust, Charity No. 500046

**Date on which this policy was approved by governing body:** 20 April 2015

**Date at which this policy is due for review:** April 2019

This policy guides the work that SJB does in the field of collections care and conservation, along with the SJB Collections Care and Conservation Plan which will help to deliver the statements made in this policy. Conservation is defined as the prevention, protection, care and restoration of our cultural heritage. SJB recognises that caring for collections is a fundamental duty for all museums, and that our approach to collections care and conservation should be based on a combination of preventative and remedial conservation. Preventative conservation covers the measures necessary to slow down or minimise deterioration of museum objects and structures. Remedial conservation involves a treatment to an object or specimen to bring it to a more acceptable condition or state in order to stabilise it or enhance some aspects of its cultural or scientific value. SJB's collections work is guided by Benchmarks in Collection Care, SPECTRUM standards and the Museum Association's Code of Ethics, and we are committed to ensuring the long-term preservation of our collections and historic building.

We will meet these aims by:

- Maintaining a planned approach to collections care and conservation, and committing to the care of the collection and building in our forward planning and development
- Ensuring that collection care and conservation issues are considered at object entry stage for all potential acquisitions and for all loans in and loans out of the collections
- Periodically checking collections and maintaining condition records
- Monitoring the museum environment and undertaking integrated pest management, recording, analysing and acting on the information gathered
- Regularly reviewing, updating, sharing and testing our Emergency Plan and related risk assessments to ensure our collections and building are protected from disaster
- Ensuring the continuation of building cleaning staff and access to maintenance staff, and carrying out periodic cleaning of display and store areas
- Ensuring that only professionally accredited conservators are contracted for remedial conservation work, and that professional advice and training has been sought before undertaking basic care tasks
- Training our staff and volunteers to share and uphold our care and conservation aims and follow all procedures when handling and working with collections
- Continuing to act on the recommendations of a collections care health-check report and seeking professional advice when required through the local Museum Development Officer

## **The Samuel Johnson Birthplace Museum**

### **Volunteer Agreement**

The Samuel Johnson Birthplace Museum (SJBm) recognises and encourages the valuable contribution made by volunteers.

This Volunteer Agreement describes the arrangement between you and the museum. We appreciate you contributing your time and skills to us and we will do the best we can to make your volunteer experience with us enjoyable and rewarding.

#### **We will provide you with:**

- ★ A welcoming and inspiring environment in which to volunteer
- ★ A full induction to the museum and your role
- ★ The opportunity to ask for help whenever you need it
- ★ Appropriate and clear training before starting any new task or role
- ★ The chance to gain new skills and experiences, and use your existing ones
- ★ Regular opportunities to be given feedback and to give us feedback
- ★ Fair, equal and respectful treatment as a valued member of the museum team
- ★ An environment that is safe and protects you from injury

#### **We expect you as a volunteer to:**

- ★ Carry out your role to the best of your ability
- ★ Conduct yourself in a friendly and professional manner
- ★ Follow the training given to you and the relevant policies of the Museum (for example Health and Safety, Equal Opportunities)
- ★ Be realistic about the amount of time and commitment that you can give to the Museum, do your best to come in as arranged and give us reasonable notice if you are unavailable for your volunteering session
- ★ Keep the museum informed of any problems encountered during your time with us, and ask for help whenever you need it.

The Museum is an inclusive environment and we expect staff and volunteers to treat each other and museum visitors fairly and with respect regardless of sex, gender reassignment, sexual orientation, age, parental or marital status, disability, religion or race.

This agreement is a statement of values, not intended to be a legally binding contract or a contract of employment between us and can be cancelled at any time by the museum or volunteer.

**Date of next review: March 2021**

## **OFFICERS' INFORMATION REPORT**

### **1. Civic Matters: Lucy Clarke, Civic Officer**

Unfortunately, the Michael Fabricant and Arthur Price of England School Speaking Competition did not take place this year. The Chairman, Michael Fabricant MP made the decision to cancel this year's event due to a lack of schools wanting to participate. We very much hope this situation will not arise in the future. Next year's competition date has been scheduled for Friday 7 February 2020.

On Tuesday 5 March the traditional Pancake Races took place on Bore Street at 12 Noon. Over 30 people took part in the Ladies, Men's, Under 10's and Mascot's Races. Retaining her title for 2019 was Hannah Bull from Talent Match Staffordshire, winner of the Ladies Race. Glen Picknell from The George Hotel won the Men's Race, Alfie Coleman, aged 6 years won the Under 10's race and Richard Barber from Talent Match won the Mascot's Race.



City Jewellers are very proud to be the new sponsors of the Mascot Race, for many years Salloways kindly supported this race but have now sadly ceased trading. City Jewellers announced they will be re-locating to Salloways former shop in Bore Street later this year. The Entertainer toy shop once again kindly sponsored the Under 10's Race and The Mayor sponsored the Men's and Ladies races. After the races were completed and in keeping with tradition, the Civic party processed to the Market Square to officially open the Shrovetide Fair. Refreshments were then served in the Guildhall including the traditional Simnel Cake and there was a toast to "The Old Fair and Pancake Races".

On 17 March a Civic Sunday Service was held at The Methodist Church, Tamworth Street led by Revd Roger Baker. The Mayor, Sheriff and Deputy Mayor attended with support from fellow Councillors and Friends of Lichfield City Council.

On Friday 22 March, The Friary School held their 'Encore' event, otherwise known as "The Sheriff's Show". The students gave a spectacular performance of music and dance which was thoroughly enjoyed by all those who attended. The Sheriff, Mr Michael Mullarkey, gave thanks to the Head teacher Mr Allman for The Friary's continued support of the Mayor & Sheriff's Charities. The raffle held during the evening raised £335, this combined with ticket sales led to



a grand total of £500 for the Mayor & Sheriff's Charities; St. Mary's on the Market Square and Lichfield Greenhill Bower Charitable Trust.

Preparations continue for the Easter Sunday Service on 21 April, St. George's Court on 23 April and Annual Council & Mayors Banquet on 13 May.

## **2. Samuel Johnson Birthplace Museum: Jo Wilson, Museums and Heritage Officer**

2729 visitors came to the Museum in February and March. The 2018-19 financial year total visitor figure was 21,472 which represents a 17% increase on the previous year.

In February a half-term craft activity session themed on nature in Johnson's Dictionary was popular, and Staffordshire Wildlife Trust attended with an information stall.

Late February and March was a particularly busy period, as SJBH hosted two study weekends and a week of school sessions as the completion of a long-running project with Keele University.



Alongside the Keele events, SJBH was also a partner in Lichfield Literature Festival, running an innovative outreach event at the Stowe Pool Boat House Artspace.

At the invitation of the Sculpture and Art Foundation CIC, 'Willow Words' was an

interactive installation created by Museum Attendant Sarah Dale. Using poems from Lichfield Poets and Johnson's Willow on the banks of the pool, Lichfield Poets performed in the space on Saturday 9 March. On the same day, the Museum hosted the 'Word Café' in the Guildroom of the Guildhall, with writing, reading, poetry and storytelling groups from the Museum and across the city attending with stalls. There was also a display of bookbinding by local craftsperson Roy Fell.

On Sunday 10 March, the Birthplace hosted a writing workshop for young people with author Emma Pass. The events were very successful, with 549 people coming into contact with the Museum over the festival weekend.

School visits in March included Walsall Academy for an A-Level Dictionary Workshop, and a visit in partnership with Erasmus Darwin House for Fulfen Primary School. A student from Burton College's Travel and Tourism course completed a week of work experience, and the Museum attended a volunteering fair at King Edward's School.

'Art UK' spent a day photographing the Museum's sculpture collections in order to add them to a national online database. Other partnership included: hosting the Johnson Society's annual 'Chair Ceremony'; attending the BID Expo; meeting with the new education team from St Mary's; attending a conference on Interpreting Historic Interiors, the West Midlands Museums Development Conference, and a research visit to see the results of a recent development project at the Cowper-Newton Museum in Olney.





A watercolour of Lichfield Cathedral by Paul Braddon was bequeathed to the Museum and placed in a prominent position on the first floor of the Birthplace. The Birthplace has a number of pieces by Braddon, and the donor specified that they wished the view to join the collection.

Work on the redevelopment project also continues, with the National Heritage Lottery Fund 'Expression of Interest' form submitted, for which an outcome is expected in late April.

### 3. Open Spaces and Tree Management: Nick Burton, Open Spaces Officer



The work on the LCC Footpaths to remove potential trip hazards has now been completed. Seen here are the repairs either side of the red bridge in the festival gardens.

Another improvement in safety on footpaths has been made for those near a school or on a slope. The addition of signs saying "cyclists dismount" will act as a reminder that cyclists must not use these paths.

An inspection at Christchurch showed a number of tree issues that need rectifying. This follows a lot of work that was required at St. Michaels last year. A schedule of work has been agreed and will be done over the next

few months. Some small trees leaning towards the A51 western by-pass will be removed and a large dead sycamore by the footpath next to the Scout hut will also need felling.

An oak that is failing in the Christchurch Extension will be cut as a 7m monolith for wildlife. Where possible the logs and brash will be left near the site to create other natural habitats.

Another move in 2019 to help wildlife is a larger area of the Festival Garden will be left unmown. A meter strip by all footpaths will be cut short so the accesses aren't compromised. The meadow will be cut once in June and the grass will be cleared and mixed with free woodchip from tree surgeons to create compost. The City council has been contacted by sixth form students from King Edwards School to help with the project with tasks such as social media and signage to explain the reasons behind the project.

#### **4. Twinning: Gabriele Lasch-Burden, Twinning Officer**

In 1990, the City of Lichfield gifted an original red telephone box to the City of Limburg as a present for the start of the twinning between the two cities. With the help of some soldiers from Whittington Barracks, the telephone booth was rescued from the North Staffordshire “BT telephone box graveyard”, loaded on a large lorry and driven to Germany.



With the era of public telephone boxes at an end, Limburg refurbished the old telephone box and turned it into a public “bring and share” book box, complete with shelves and electricity and installed it in its new position outside their library.

The Limburg Mayor, Dr. Marius Hahn, officially opened the book box on 14 March and was very pleased about its renewed use as a visual sign of the friendship between Limburg and Lichfield.

Thomas Charrie from the volleyball club in Ste. Foy visited Lichfield from 8 - 11 March to form a new sporting link and investigate the possibility of an international tournament to be held in Ste. Foy in the summer. Thomas is the son of a founding member of the twinning between Lichfield and Ste. Foy, Gerard Charrie, who sadly passed away last year.

In preparation of the next official ring twinning celebrations taking place in Limburg from 25 - 28 September 2020, the City of Limburg has sent an invitation for a hockey team from Lichfield to take part in a twinning hockey tournament between all 3 countries during the celebration weekend. Contact has been made with the Lichfield hockey club in order to see whether they will be able to send a team.

The Twinning Officer is still looking for host families for 18 college students from Limburg, who will be visiting Lichfield for one week from 11 -18 May 2019. They will be taking part in lessons at the South Staffordshire College’s Lichfield campus in the morning and excursions in the afternoon.

#### **5. Guildhall: Helen Winter, Guildhall Bookings Secretary**

Since the last report to Council, regular bookings have included Slimming World, Band Practice, Heyday Friendship, National Trust, Bridge, Chess, Italian Class, Ladies Cameo, RSPB, U3A, U3A Gardening, and Staffordshire Archaeological and Historical Society. The Citizens Advice Bureau still meet in the Guildroom on a Tuesday morning whilst maintenance work is carried out at their current premises. On 1 April, Spanish Classes will start on Monday evenings.

Eighteen meetings have been held in the building, including the Johnson AGM and Twinning AGM. The National Citizenship Service have had two bookings, including a Quiz Night and

have several more bookings in the forthcoming months. Lichfield District Council held a public event on Friarsgate which was attended by approximately 300 people over the day.

The Old prison cells opened again on 6 April ,and will remain open until the end of October on a Saturday from 10.00am to 4.00pm.

There have been two Craft Fairs and a National Childbirth Trust sale in the Guildroom and Main Hall. Market Research have been in once to survey air freshners. Blue Bird Care held a drop in session in the Guildroom.

In March 'Finesse' held a successful Wedding Fair at the Guildhall which generated a lot of interest. There has been three Lichfield Arts Concerts, and Lichfield Festival also held an event as part of their Literature Festival. The Worshipful Company of Smiths held their Annual Feast in February and the Boswell Society have also held their Annual Luncheon. The Lichfield Greenhill Bower's Prince and Princess Selection in preparation for the Greenhill Bower celebrations in May took place in the Guildhall and Manor Park Sailing Club also returned again for their annual dinner. The Lichfield Society of Artists held a successful Spring Exhibition over two days in the Guildroom which was attended by over 600 people. Their Autumn Exhibition is booked for 2 & 3 November. Live painting demonstrations were given by some of the members and £40 was raised for St Giles Hospice.



On 19 February the Guildhall and Twinning Officer attended an EXPO at St Mary's . This provided the opportunity to liase with other organisation and businesses in the City and promote City Council events and the Guildhall.

At Boley Hall as well as the regular hirers there have been six birthday parties including an 80<sup>th</sup> Birthday. Other bookings have included an

Interfaith Forum Meeting, Horse Racing Night and a Quiz. The boiler was recently serviced and new chairs purchased to replace the damaged ones.

## **6. Markets Officer: Harriett Hastie & Chris Wilkes**

The traditional Shrovetide Fair took up its annual place on the Market Square from Friday 1 to Tuesday 5 March. On this occasion there was no requirement to relocate the Saturday Market.

March was a particularly challenging month for Traders due to the persistent high winds, with gusts at times over 45mph. On two occasions the difficult decision was made to cancel the Market. Officers worked closely with the stall contractor and liaised with Traders to ensure the safety of the general public. On each occasion posts were placed on the Markets Facebook page and the City Councils Twitter account to keep customers informed.

Stall occupancy on the Market Square is continuing to improve; Tuesday's Market only has two empty permanent stalls available, however there are casual traders currently trialling the space for their stall. The Saturday Market has 4 empty permanent stalls available which are being filled by casual traders, two of which are applying for a permanent Traders Licence.



The Friday Market is continuing to improve as 3 casual traders have now become permanent. Due to weather forecasts and events this month, there was a slight decrease in overall stall occupancy as traders were unable to attend; Tuesdays 82%, Friday 72% and Saturday 89%. In an effort to improve stall occupancy on the Friday Market, from the 1 May the “Buddy Scheme” previously used on the Farmers’ Market will be introduced. The scheme works by encouraging a permanent trader to introduce a new stall holder, as an incentive both Traders receive discounted rent for a trial period.

From April 1 2019 the new fees and charges have been applied with many Traders choosing to take advantage of the incentive of a £1 per stall discount if paid in advance of 4 weeks.

Market Officers are liaising closely with Licensing Officers from Lichfield District Council regarding Street Trading Regulations which will be enforced from 1 May and all relevant information regarding the application process is being passed to Market Traders.

Market traders helped launch a new marketing campaign on 1 April to promote Lichfield Markets. In an effort to spread the word about Lichfield’s Historic Markets, the City Council has commissioned a newly designed poster which will appear at 5 train stations around the region as well as on the rear of several local buses.

The promotion will include the National campaign to ‘**Love Your Local Market**’ running from 17 -31 May, when Lichfield shoppers will be encouraged to try the diverse range of products on offer on the markets , take part in a treasure trail and win prizes.



In addition, the Market Facebook page is regularly updated with relevant information to the public with photographs of trader’s stalls featured.

## 7. Deputy Town Clerk: Sarah Thomas

The Deputy Town Clerk continues to work with the Markets Officers on promotional ideas for the Markets as well as updating internal procedures. In addition, the Deputy is supporting the NPIWP and also the Market Traders Liaison Committee to action various points raised at their recent meetings.

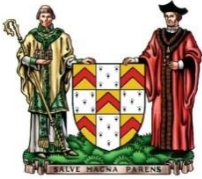
All the Officer appraisals have now been completed with the feedback being that this was a positive exercise.

The Deputy is also assisting the Town Clerk in preparations for the Annual Council on 13 May and Annual Town meeting on 22 May.



**For Council 23 April 2019: APPENDIX 5**

**Lichfield City Council  
Grants to Organisations - Application Form**



*If you have any difficulty completing this form please contact the  
City Council for assistance on 01543 250011 or  
[enquiries@lichfield.gov.uk](mailto:enquiries@lichfield.gov.uk)  
Grants Administrator: Celia Freeman*

*If you wish to apply for financial assistance from the Council's 2019/20 budget, please complete and return the attached application form by **7 January 2019**. Full details of your financial position are required, including details of all balances held, and any grants promised/pending.  
Please note that all applications are discussed by the Council in an open meeting, and information contained on the application form will be available for public inspection.  
Late applications will only be considered in very exceptional circumstances.  
Grants will not be awarded to organisations whose main purpose is to raise funds to be passed to other bodies (such groups include for example the Round Table)*

**Completed forms should be returned to:**  
**Lichfield City Council, Donegal House, Bore Street, Lichfield, WS13 6LU**

**1 Name of Organisation**

.....Lichfield District Council.....

**2 Contact person (to whom all correspondence will be sent)**

**Name** .....Stacey Coleman..... **Position** .....Events Officer.....

**Address**..... Parks Department, Beacon Park, Lichfield,  
Staffs.....

.....

**Post Code** .....WS13 6QZ **Tel**...01543 308863.....

**Email Address**..... stacey.coleman@lichfielddc.gov.uk

3. **Briefly describe the role of your organisation, and the work it undertakes for the benefit of the inhabitants of the City of Lichfield.** (N.B. Applications are only eligible from organisations whose work is of benefit to the residents of Lichfield City.)  
Lichfield District Council is a local authority providing services to the Lichfield District. Organisers of “Lichfield Proms in Beacon Park”, which is held in Beacon Park each year, for the residents of Lichfield and District.

- 4 **How many residents of Lichfield City are members of your organisation?**

N/A

- 5 **Approximately how many citizens of Lichfield City benefit directly from the services of your organisation?**

Approximately 10,000 attendees each year

Lichfield Proms in Beacon Park is a free event and therefore could benefit all citizens, also brings trade in to the city for local business.

- 6 **Do you pay a subscription or franchise fee to a higher body outside Lichfield?**

No

- 7 **How much grant are you seeking? £.....£1500.....**

- 8 **Give specific details of the purpose for which the grant is required, with financial details of the proposed scheme and/or funding requirement.**

Founded in 1999, Lichfield Proms in Beacon Park, is supported by sponsorships from local businesses, grant applications, the Swinfen Broun Charitable Trust, public donations and retail sales. Without these valued contributions Lichfield Proms in Beacon Park would not be possible.

The event is free of charge and enables people to experience and enjoy an evening of classical promenade music, the likes of which many people have never experienced before. For those that have, and return once again, it allows them to further their interest and passion for the genre.

The grant is required to help towards the total cost of the event, which is approximately £29,000. The grant will ensure that the event continues to be successful and free of charge to all who wish to visit. Without the financial support, we have gratefully received in the past, the event would no longer be able to go ahead.

- 9 **Give details of any grants received from other sources in the past 2 years (date and amount of grant)**

Swinfen Broun Charitable Trust Grant

2017 - £3500

2018 - £2000

Grants Received from Staffordshire County Council Members Initiative Scheme

2017 - £2000

2018 - £2400

10 Where did you find out about the grants available from the City Council?  
[Previous correspondence](#)

11 Please give the name (i.e. the payee) of the bank account to which any grant awarded should be made payable

.....[Lichfield District Council](#).....

13 **Declaration:** I declare that the information given on this Application Form is true to the best of my knowledge and belief

✓ ☐ Please tick this box to confirm you have read the City Council's Grant Award policy. A copy of the policy can be obtained from the City Council offices, by email to [enquiries@lichfield.gov.uk](mailto:enquiries@lichfield.gov.uk) or downloaded from our website at [https://www.lichfield.gov.uk/Grants\\_1191.aspx](https://www.lichfield.gov.uk/Grants_1191.aspx)

Signed.....S.Coleman.....

Date .....4/2/2019.....

Position in Organisation..... Events Officer .....

**Notes:**

- a. All questions on this form must be answered, otherwise your application will not be considered
- b. All applicants must provide a short financial statement of their organisation's accounts, which includes details of all balances held. A form is attached which you may use, but you may use your own format of financial statement if you so wish.
- c. Organisations which receive a grant may subsequently be asked to submit financial details showing how the grant has been used and/or a report to the subsequent Annual Town Meeting. For further information please see the City Council's Grant Award policy.
- d. Applications will be decided at the City Council meeting on **4 March 2019** and you will be informed of the result shortly thereafter. If the application is successful the applicant will be formally invited to receive the cheque at the Annual Town Meeting on **22 May 2019** where the Mayor of the City will be delighted to present the cheque to a representative of your organisation.
- e. Copies of this form and accompanying papers will be included on the Council agenda, and discussed by Council in the presence of the Press and Public.
- f. The **CLOSING DATE FOR APPLICATIONS** is **Monday 7 January 2019**. Applications received after that date will only be considered in very exceptional circumstances, and only if sufficient funds remain in the grants budget.

## Financial Summary

All applicants ***must*** complete the form below to provide a short financial statement of their organisation's accounts which includes details of all balances held.

1. Name of Organisation      Lichfield District Council – Lichfield Proms in Beacon Park

2. Receipts and Payments for the year ending      2018

RECEIPTS	Amount	PAYMENTS	Amount
Sponsors	£6,850.00	Employees	n/a
Advertising	£700.00	Professional fees	£5,155.00
Grants	£5,500.00	Printing	£912.95
Other (give details)		Other	
Advertising & Promo. Budget	£1,500.00	Stage, Sound & Lighting	£13,413.92
LDC Contribution	£3071.72	Security	£3,715.13
Prime Seating	£3,952.50	Paramedics	£850.00
Donations	£3,210.63	Fireworks	£1,000.00
Vendor Fees	£1,300.00	Toilet Hire	£1,890.00
Retail Sales	£4,148.47	License Fees	£500.00
Skip Hire	£180.00	Items for Resale	£2,958.32
		Ship Hire	£180.00
<b>3. TOTAL RECEIPTS</b>	<b>£30,413.32</b>	<b>6. TOTAL PAYMENTS</b>	<b>£30,413.32</b>
<b>4. Opening Balance at 1/4 /2018</b>	<b>NIL</b>	<b>7. Closing Balance at 31 / 3 / 2018</b>	<b>NIL</b>
<b>5. Total of box 3 + box 4</b>		<b>8. Total of box 6 + box 7</b>	

### NOTE:

1. The total in box 5 should be the same as the total in box 8.
2. The date given in box 7 should be the same as the date for the year ending in Item 2 above

## For Council 23 April 2019: APPENDIX 6

### ‘STREET TRADING’ AS APPLIED TO THE MARKET SQUARE

Lichfield District Council has advised the City Council of its intention to introduce Street Trading charges on to the Market Square from 1 May 2019. This is in line with their broader Street Trading Policy which came in to force on 1 April 2016 and was updated in September 2018.

LDC's policy states that *Street Trading consent is required for selling, offering to sell or displaying items for sale in a street or any other public area*; a public area being somewhere the general public can access without paying, even if the land is privately owned. The scale of fees for this consent is provided below:

Type of Trading Consent	Cost
<b>Annual</b> – allows trading every day	<b>£1,881</b>
<b>Temporary</b>	<b>£43.00 per day</b> Extra days £22 per day - provided they are within the same financial year as the first booked day, and are booked at the same time.
<b>Special Event</b> (as designated by LDC)	<b>£33 per day</b> Extra days £15 per day - provided they are for the same event and booked at the same time

Further information about street trading and the District Council's policy can be found at the following link:

<https://www.lichfielddc.gov.uk/Business/Licensing-and-permits/Street-trading-and-special-events/Street-trading-policy.aspx>

The City Council has sought legal advice which confirms that Street Trading does not apply to either a Charter Market or a Market established under certain legislation and LDC have now accepted this position. However, street trading will apply to so-called ‘ad-hoc hire’ of the Square that takes place on non-market days (currently Monday, Wednesday, Thursday (except Farmers’ Market) and Sunday) and to charter/statutory markets if they are relocated from the Market Square (Bower, Johnson Birthday etc).

The Town Clerk and the Leader of the Council have expressed in writing to the Chief Executive of LDC their reservations as to the appropriateness of this policy as applied to the Square and its potential impacts on the vibrancy of the City Centre; creating a ‘dual fee’ system where a trader would be required to pay both the City and the District Council to trade on non-market days/relocated markets.

*In response the Chief Executive of LDC has questioned whether the City Council would continue to apply charges for hire of the Square on non-market days once the Street Trading policy is introduced on the Square, and the Council is asked to specifically answer that point. As the landowner and ratepayer, and being responsible for the maintenance of the Square and its associated facilities, the City Council is at liberty to continue to charge if it so wishes.*

Members are asked to note that none of the income from the granting of Street Trading licences will be shared with the City Council.

In 2016 a group of permanent traders asked if they could trade on a Wednesday and it was agreed that this would be trialled. The trial was a success and Wednesday trading is now well established. Traders must be permanent traders at one of the City Council's markets and provide their own stalls; they are charged a maximum of £30.00.

With the introduction of Street Trading, a trader who stands as part of this 'Wednesday trading' on the Square would therefore see their costs increase as below:

Type of Street Trading Consent	Payable to LDC £	Maximum Payable to LCC £	Total cost per occasion
None (pre May 1 <sup>st</sup> 2019)	0	30.00	£30.00
Annual ( <i>assuming 50 weeks trading on <u>Wednesdays only</u></i> )	37.62	30.00	£67.62
Temporary (one day)	43.00	30.00	£73.00
Temporary (additional days)	22.00	30.00	£52.00
Special Event (one day)	33.00	30.00	£63.00
Special Event (additional days)	15.00	30.00	£45.00

Hire charges for the commercial hire of the Square are currently as below following the City Council's meeting of 28 January 2019.

<i>Private/commercial whole Square:</i>	<i>£200.00</i>
<i>Private/commercial half Square:</i>	<i>£150.00</i>
<i>Private/commercial promoting public service activities:</i>	<i>£55.00</i>
<i>Large Commercial Event (plus £500/day deposit):</i>	<i>£400.00 (plus subletting fees)</i>

As the initial hire costs are greater, the effect of the street trading charges can be somewhat less pronounced, but the principles remain. Street Trading is also applied 'per trader', so if for example a hirer wished to utilise the Square to sublet to 10 separate stalls, there would be a need for 10 separate street trading licences to be obtained in addition to the £400.00 plus subletting fees that would be payable to LCC. In this scenario in particular the difference in costs is considerable.

The additional fees have been met with resistance by existing traders, and anecdotally, it would appear that many will cease to stand on non-market days as a result. This would not appear to be good for the City and serves only to increase the likelihood of the Market Square remaining empty on non-market days, rather than supporting other events or traders.

Based on 2018/19 figures, and as a result of the introduction of Street Trading on the Square, a reduction in income to LCC in the region of £10,000 for 2019/20 is anticipated.

## For Council 23 April 2019: APPENDIX 7

### LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 February to 28 February 2019

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/02/2019	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 18/19 - 10th and final instalment (February)	888.00	0.00	888.00
01/02/2019	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 18/19 - 10th and final instalment (February)	50.00	0.00	50.00
01/02/2019	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 18/19 - 10th and final instalment (February)	518.00	0.00	518.00
01/02/2019	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 18/19 - 10th and final instalment (February)	1,901.00	0.00	1,901.00
04/02/2019	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - December	64.31	12.86	77.17
05/02/2019	21609	Arco Ltd	G/HALL Supplies/Services	Safety boots for new Premises Attendant	18.38	3.68	22.06
05/02/2019	21610	Banner Group Ltd	ADMIN Supplies & Services	Paper; other stationery	65.26	13.05	78.31
05/02/2019	21611	Mandy Billington Illustrations	BIRTHPLACE Stock for sale	Lichfield illustrated mugs for sale	21.00	0.00	21.00
05/02/2019	21612	Mr A K Bosworth	BIRTHPLACE Stock for sale	Copies of 'Gorgeous Georgians' & 'Nokes' Johnson'	40.70	0.00	40.70
05/02/2019	21613	Brownhill Hayward Brown	R&R FUND General	Architect - Remembrance Gdns walls & Walsall Rd wall	250.00	50.00	300.00
05/02/2019	21613	Brownhill Hayward Brown	R&R FUND Guildhall/Donegal Hs	Donegal House roof repairs - architect's final inspection	100.00	20.00	120.00
05/02/2019	21614	City Life in Lichfield Ltd	DEM SERVICES Publicity	City View - February	1,035.00	207.00	1,242.00
05/02/2019	21615	Croft Building & Conservation	R&R FUND General	Remembrance Gdns- Repairs to front balustrade- final	70.57	14.11	84.68
05/02/2019	21615	Croft Building & Conservation	R&R FUND General	Remembrance Gdns- Repairs to boundary wall- final	197.85	39.57	237.42
05/02/2019	21615	Croft Building & Conservation	R&R FUND General	Construct wall at Friary Rd/Walsall Rd junction - final	100.20	20.04	120.24
05/02/2019	21615	Croft Building & Conservation	R&R FUND Guildhall/Donegal Hs	Donegal House roof repairs - final payment	240.20	48.04	288.24
05/02/2019	21616	Darwin Electrical Services	ARTS/TOURISM Lights Costs	50% balance for Christmas lights installation	6,711.24	1,342.25	8,053.49
05/02/2019	21616	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Supply of festoon cable with lamp holders	330.00	66.00	396.00
05/02/2019	21617	Eastern Shires Purchasing Org	BIRTHPLACE Supplies & Services	Various card	6.42	1.29	7.71
05/02/2019	21617	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cleaning and cloakroom supplies	56.51	11.30	67.81
05/02/2019	21617	Eastern Shires Purchasing Org	HALLS Boley Hall	Broom handle	2.66	0.53	3.19
05/02/2019	21618	Frederica Greetings Ltd	BIRTHPLACE Stock for sale	Cards and wrapping paper for sale	60.40	0.00	60.40
05/02/2019	21619	Focus Security & Surveillance	BIRTHPLACE Supplies & Services	Upgrade to personal alarm system incl. remote functions	847.50	169.50	1,017.00
05/02/2019	21620	Forward Cleaning Contractors	ADMIN Supplies & Services	Monthly window cleaning - January	16.00	3.20	19.20
05/02/2019	21620	Forward Cleaning Contractors	BIRTHPLACE Supplies & Services	Quarterly window cleaning - January	48.00	9.60	57.60
05/02/2019	21620	Forward Cleaning Contractors	G/HALL Supplies/Services	Quarterly window cleaning - January	77.70	15.54	93.24
05/02/2019	21621	Lichfield District Council	DEM SERVICES Election Costs	Curborough ward by-election, July 2018	2,958.07	0.00	2,958.07
05/02/2019	21622	LexisNexis	ADMIN Supplies & Services	11th edition of Arnold Baker's Local Council Administration	110.99	0.00	110.99
05/02/2019	21623	Mrs J A Leytham-Gain	G/HALL Supplies/Services	Flower arrangement for Mayor's Carols & other festivities	74.00	0.00	74.00
05/02/2019	21624	Lichfield Lock & Key Repairs	G/HALL Supplies/Services	Change code on PA office security lock	45.83	9.17	55.00
05/02/2019	21624	Lichfield Lock & Key Repairs	HALLS Boley Hall	Repair top lock of front door at Boley Hall	45.83	9.17	55.00
05/02/2019	21625	Lichfield Tamacadam Ltd	PARKS Other Repair/Maint	Footpath repairs - Bishop's Walk to Gaia Lane	4,320.00	864.00	5,184.00
05/02/2019	21626	Orca Book Services Ltd	BIRTHPLACE Stock for sale	Copies of 'Lichfield in 50 buildings'	53.96	0.00	53.96
05/02/2019	21627	R J Lift Services Ltd	G/HALL Repair/Maint	Call out for lift issues on 30/1/19	145.60	29.12	174.72
05/02/2019	21628	Smith of Derby Ltd	PARKS Other Repair/Maint	Annual service of Clock Tower	228.00	45.60	273.60
05/02/2019	21629	Staffs Parish Councils' Assocn	DEM SERVICES Cllr Expenses	Local councillor training course - Cllr G Johnson	20.00	0.00	20.00
05/02/2019	21630	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning, December (18 hrs in total)	216.00	43.20	259.20
05/02/2019	21630	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning - 11.25 hrs per week, 29/11 - 21/1	972.00	194.40	1,166.40
05/02/2019	21631	Veriserv	ADMIN Supplies & Services	Portable appliance testing - December 2018	193.50	38.70	232.20
05/02/2019	21631	Veriserv	BIRTHPLACE Supplies & Services	Portable appliance testing - December 2018	73.50	14.70	88.20
05/02/2019	21631	Veriserv	G/HALL Supplies/Services	Portable appliance testing - December 2018	92.25	18.45	110.70
05/02/2019	21632	Vision ICT Ltd	BIRTHPLACE Adverts/promotion	Museum website hosting & support to February '20	200.00	40.00	240.00
05/02/2019	21633	Whittakers Embroidery Ltd	G/HALL Supplies/Services	LCC logo sweatshirts	143.40	28.68	172.08
05/02/2019	21634	The World's Fair Limited	MARKET Supplies/Services	Listing in market directory 2019	120.00	24.00	144.00
05/02/2019	DDebit	Npower Ltd	G/HALL Energy	Electricity - December	556.11	111.22	667.33

06/02/2019	Debit	Elavon Financial Services	BIRTHPLACE	Supplies & Services	Elavon card and activity fees - January	5.35	0.00	5.35
06/02/2019	Debit	Elavon Financial Services	BIRTHPLACE	Supplies & Services	Elavon PCI fee - February	4.00	0.80	4.80
06/02/2019	Debit	Elavon Financial Services	MARKET	Supplies/Services	Elavon card and activity fees - January	16.60	0.00	16.60
06/02/2019	Debit	Elavon Financial Services	MARKET	Supplies/Services	Elavon PCI fee - February	4.00	0.80	4.80
07/02/2019	DDebit	British Gas	BIRTHPLACE	Energy	Gas 9/10/18 - 4/1/19	736.02	147.20	883.22
11/02/2019	DDebit	Npower Ltd	ADMIN	Donegal House Energy	Electricity - December	181.16	36.23	217.39
11/02/2019	DDebit	Npower Ltd	BIRTHPLACE	Energy	Electricity - December	49.93	2.50	52.43
11/02/2019	DDebit	Npower Ltd	BIRTHPLACE	Energy	Electricity - December	47.28	2.36	49.64
11/02/2019	DDebit	Npower Ltd	MARKET	Energy	Toilet Block electricity - December	167.65	33.53	201.18
11/02/2019	DDebit	Npower Ltd	MARKET	Energy	Feeder Pillar electricity - December	107.79	5.39	113.18
11/02/2019	DDebit	Npower Ltd	PARKS	Energy	Clock Tower electricity - December	86.05	4.30	90.35
11/02/2019	DDebit	Npower Ltd	PARKS	Energy	Friary electricity - December	16.12	0.81	16.93
12/02/2019	21635	Take a Seat Upholstery	CIVIC	Supplies/Services	Re-upholster Thomas Harwood's leather bucket chair	580.00	0.00	580.00
13/02/2019	Debit	Paypal	G/HALL	Supplies/Services	Paypal fee for room hire payment via LCC website	9.32	0.00	9.32
15/02/2019	DDebit	NatWest Autopay	EMPLOYEE COSTS		Wages and salaries - February	26,704.87	0.00	26,704.87
15/02/2019	DDebit	MT Services Computer Systems	ADMIN	Supplies & Services	Monthly IT services (Backups, antivirus, Office 365) - Jan	485.12	97.02	582.14
15/02/2019	DDebit	MT Services Computer Systems	G/HALL	Supplies/Services	Guildhall - Internet, January	45.00	9.00	54.00
15/02/2019	DDebit	Pennon Water Services	PARKS	Other Repair/Maint	Friary Fountain water 1/8/18 - 22/1/19	21.28	0.00	21.28
18/02/2019	DDebit	British Telecommunications PLC	ADMIN	Tel/Postage	Broadband line rental Feb - Apr	77.70	15.54	93.24
18/02/2019	DDebit	Water Plus Ltd	ADMIN	Offices Rates/Water	Used water & surface water drainage 1/11/18-1/2/19	59.30	0.00	59.30
18/02/2019	DDebit	Water Plus Ltd	G/HALL	Rates/Water	Used water & surface water drainage 1/11/18-1/2/19	258.39	0.00	258.39
18/02/2019	DDebit	Water Plus Ltd	MARKET	Rates/Water	Toilet Block used water & surface water drainage 1/11-1/2	84.12	0.00	84.12
18/02/2019	DDebit	EE Ltd	MARKET	Supplies/Services	Monthly market mobile bill - February	13.87	2.77	16.64
19/02/2019	DDebit	Npower Ltd	PARKS	Energy	Pool Walk electricity - January	45.00	9.00	54.00
20/02/2019	DDebit	Virgin Media Payments Ltd	ADMIN	Tel/Postage	Phones - January usage/ February rental	127.70	25.54	153.24
25/02/2019	DDebit	NatWest Autopay	EMPLOYEE COSTS		Autopay amendments fee	4.00	0.00	4.00
25/02/2019	DDebit	Lichfield District Council	PARKS	Contract Repair/Maint	Period 11/1 - 10/2	10,332.09	2,066.41	12,398.50
26/02/2019	21636	AKW Plumbing & Heating Servs	G/HALL	Repair/Maint	Replace ball valves in tanks to stop overflow by back door	80.00	0.00	80.00
26/02/2019	21636	AKW Plumbing & Heating Servs	G/HALL	Repair/Maint	Repair leaking toilet and noisy radiator	50.00	0.00	50.00
26/02/2019	21637	Bella Dame Wholesale	MARKET	Misc. Income	Return of remaining retainer fee to market trader	140.00	0.00	140.00
26/02/2019	21638	Bromford Housing Association	G/HALL	Lettings	Refund of BACS payment made to LCC in error	202.50	0.00	202.50
26/02/2019	21639	CBS Complete Ltd	G/HALL	Repair/Maint	Callout on 30/1 to re-instate boilers after gas leak repair	76.00	15.20	91.20
26/02/2019	21640	Neil Coley	BIRTHPLACE	Stock for sale	Copies of 'Lichfield People'	40.02	0.00	40.02
26/02/2019	21641	Corona Energy Retail 4 Ltd	Gas -	Donegal 35% + Guildhall 65%	Repay correct invoice sum after incorrect ddebit, May18	1,236.42	0.00	1,236.42
26/02/2019	21642	Corporate Asset Solutions Ltd	ADMIN	Tel/Postage	Franking machine quarterly rental 15/2 - 14/5	69.00	13.80	82.80
26/02/2019	21643	Eastern Shires Purchasing Org	ADMIN	Supplies & Services	Card	4.33	0.87	5.20
26/02/2019	21643	Eastern Shires Purchasing Org	BIRTHPLACE	Supplies & Services	Key cabinet and storage boxes	36.92	7.38	44.30
26/02/2019	21643	Eastern Shires Purchasing Org	G/HALL	Supplies/Services	Cleaning and cloakroom supplies	41.58	8.32	49.90
26/02/2019	21643	Eastern Shires Purchasing Org	MARKET	Supplies/Services	Traffic cones for Market Square	52.56	10.51	63.07
26/02/2019	21644	Francotyp-Postalia Ltd	ADMIN	Tel/Postage	Franking machine credit	20.00	0.00	20.00
26/02/2019	21645	Frederica Greetings Ltd	BIRTHPLACE	Stock for sale	Cards and wrapping paper for sale	80.56	0.00	80.56
26/02/2019	21646	Northern Platforms Limited	G/HALL	Supplies/Services	6 monthly service & inspection of skywinder-February	225.00	45.00	270.00
26/02/2019	21309	Cancelled	ADMIN	Supplies & Services	Cancel chq 21309 of 26/7 - lost and unrepresented	-125.07	-25.01	-150.08
26/02/2019	21309	Cancelled	BIRTHPLACE	Repair/Maint	Cancel chq 21309 of 26/7 - lost and unrepresented	-99.80	-19.96	-119.76
26/02/2019	21309	Cancelled	G/HALL	Supplies/Services	Cancel chq 21309 of 26/7 - lost and unrepresented	-125.08	-25.02	-150.10
26/02/2019	21647	North Staffs Fire Ltd	ADMIN	Supplies & Services	Replace chq 21309, 26/7 - Service of fire extinguishers	125.07	25.01	150.08
26/02/2019	21647	North Staffs Fire Ltd	BIRTHPLACE	Repair/Maint	Replace chq 21309, 26/7 - Service of fire extinguishers	99.80	19.96	119.76
26/02/2019	21647	North Staffs Fire Ltd	G/HALL	Supplies/Services	Replace chq 21309, 26/7 - Service of fire extinguishers	125.08	25.02	150.10
26/02/2019	21648	Orca Book Services Ltd	BIRTHPLACE	Stock for sale	Copies of 'Secret Lichfield'	89.94	0.00	89.94
26/02/2019	21649	R J Lift Services Ltd	G/HALL	Repair/Maint	Landing safety barrier for lift	195.80	39.16	234.96
26/02/2019	21649	R J Lift Services Ltd	G/HALL	Repair/Maint	Supply & fit electrically interlocking pit prop for lift	550.80	110.16	660.96



26/02/2019	21649	R J Lift Services Ltd	G/HALL Repair/Maint	Rectify poor floor levelling and other lift repairs	272.80	54.56	327.36
26/02/2019	21649	R J Lift Services Ltd	G/HALL Repair/Maint	Callout to check temperature in plant room	145.60	29.12	174.72
26/02/2019	21650	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning in January (27 hrs in total)	324.00	64.80	388.80
26/02/2019	21650	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning - 11.25 hrs per week, wks beg. 24/1 - 14/2	540.00	108.00	648.00
26/02/2019	21651	Vision ICT Ltd	ADMIN Supplies & Services	Changes to LCC website for Operation London Bridge	35.00	7.00	42.00
26/02/2019	21652	Water Plus Ltd	MARKET Rates/Water	Mkt Sq-Used water & surface water drainage, 1/4/19-1/4/20	160.45	0.00	160.45
26/02/2019	21653	Robert Yardley Photography	BIRTHPLACE Supplies & Services	Photography of 'Prospect of Lichfield' painting	135.00	0.00	135.00
26/02/2019	21654	Shakespeare Antiques Ltd	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 3/2/19	74.67	0.00	74.67
26/02/2019	21655	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 3/2/19	36.00	0.00	36.00
26/02/2019	21656	Michael Morris	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 3/2/19 incl. stock check adjustment	57.97	0.00	57.97
28/02/2019	21657	Nigel Boden	ADMIN Supplies & Services	Supply & fit insulating wrap to 2 windows in Donegal Hse	30.00	0.00	30.00
28/02/2019	21657	Nigel Boden	PARKS Other Repair/Maint	Remove trip hazards at 3 sites	190.00	0.00	190.00
28/02/2019	21657	Nigel Boden	PARKS Other Repair/Maint	Supply & concrete in 2 'No parking' signs at open spaces	120.00	0.00	120.00
28/02/2019	21658	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions for Night Shelter staff - February	790.42	0.00	790.42
28/02/2019	21658	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions for LCC staff - February	5,771.02	0.00	5,771.02
28/02/2019	21659	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - February	7,506.16	0.00	7,506.16
28/02/2019	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	63.65	0.00	63.65
28/02/2019	DDebit	Wm M Briers & Son (Tamworth)	MARKET Supplies/Services	Skip hire - January	600.00	120.00	720.00
					<u>84,599.82</u>	<u>6,611.05</u>	<u>91,210.87</u>

#### LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 February to 28 February 2019

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
12/02/2019	05279	Mayor & Sheriff's charity account	CIVIC Events	Charity skittles night - staff meals	24.50	0.00	24.50
12/02/2019	05279	Mayor & Sheriff's charity account	CIVIC Mayor's Allowance - D Leytham	Mayor's tickets for Sheriff's Show	15.00	0.00	15.00
12/02/2019	05279	Mayor & Sheriff's charity account	CIVIC Sheriff's Allowance - M Mullarkey	Sheriff's tickets for Sheriff's Show	15.00	0.00	15.00
12/02/2019	05280	David Leytham	CIVIC Mayor's Allowance - D Leytham	Mayor's Parlour drinks and crisps	37.48	7.50	44.98
12/02/2019	05280	David Leytham	CIVIC Mayor's Allowance - D Leytham	Mayor's Parlour snacks (no VAT)	1.00	0.00	1.00
21/02/2019	05281	R. James	BIRTHPLACE Stock for sale	Proceeds of sales of Lichfield Press book stock	37.80	0.00	37.80
21/02/2019	05282	Cash	Various	Petty cash vouchers	277.11	22.23	299.34
28/02/2019	05283	City of Lichfield Probus Club	CIVIC Mayor's Allowance - D Leytham	Mayor's tickets for Probus Club charity luncheon	46.00	0.00	46.00
28/02/2019	05283	City of Lichfield Probus Club	CIVIC Sheriff's Allowance - M Mullarkey	Sheriff's tickets for Probus Club charity luncheon	46.00	0.00	46.00
28/02/2019	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	8.93	0.00	8.93
					<u>508.82</u>	<u>29.73</u>	<u>538.55</u>

