



Lichfield City Council

Donegal House, Bore Street, Lichfield, Staffordshire, WS13 6LU

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Town Clerk: Anthony D Briggs

27 August 2019

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield, on **Monday, 9 September 2019** at **6.30 pm** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Town Clerk.

Yours sincerely

Tony 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 AND REQUESTS FOR DISPENSATION**
4. **COUNCIL MINUTES**
To confirm as a correct record the Minutes of the Council Meeting held on 30 July 2019 (Nos. 34-47) **(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 Meeting held on 25 July 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. OFFICERS' REPORT

To receive the Officers' Report detailing recent and current activity, **APPENDIX 1** attached.

RECOMMENDED: That the Report be noted.

9. FINANCIAL PROGRESS REPORT - 1 APRIL to 30 JUNE 2019

This report (**APPENDIX 2**) contains the financial progress for the period 1 April 2019 to 30 June 2019 and summarises the income and expenditure against budget for the service areas in the first three months (25%) of the financial year.

The report shows:

Column 1 – The actual income/expenditure to 30 June 2019 (25% of full year)

Column 2 – The forecast of expenditure for the remaining nine months

Column 3 – The current anticipated total spend for the year (Column 1 + 2)

Column 4 – The Budget for 2019/20

Column 5 – The anticipated variance from budget

Particular attention is drawn to the performance of the markets and members may wish to discuss this matter in detail.

RECOMMENDED: That the Financial Progress Report be noted.

10. AUDIT OF ACCOUNTS 2018/19

To note that the audit of accounts for the year ending 31 March 2019 was completed on 16 August 2019. The external auditor, Mazars, report states that:

On the basis of our review... in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Notice of Conclusion of Audit has consequently been published.

RECOMMENDED: That the report be noted.

11. DARWIN HALL LEASE RENEWAL

The City Council owns Darwin Hall Community Centre located in Heathcote Place, and leases the premises to the Darwin Hall Community Association. The lease is due for renewal. The rental on the building is £1 per annum, and the Council is responsible for repair of the external fabric. The lease is 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 lease will require updating to reflect the changes following the land exchange in 2018 that resulted in a new outdoor play area and the surrender of land as part of the 'Parsons View' development. Initial legal advice is that some relatively minor aspects of the lease may need to be amended to comply with relevant legislation and/or best practice.

The arrangements for the lease of Darwin Hall have worked well, with the Community Association providing active local management and leadership, and the Hall being very well used and maintained.

RECOMMENDED: That delegated authority be granted to the Town Clerk, in consultation with the Leader of the Council, to renew the lease of Darwin Hall Community Centre for a further period of seven years, based on a revised lease as recommended by the City Council's solicitors.

12. PAYMENTS BY DIRECT DEBIT

The City Council pays for several services by Direct Debit and the resolution that allows such payments to be made is considered for renewal by this Council on an annual basis at its June meeting. However, when a new opportunity or requirement to pay by Direct Debit arises, the Council must decide by resolution whether it wishes to enter into that agreement.

The City Council currently utilises Sage Accounts and payments are made to Sage for this programme on production of an invoice (£1,371+VAT per annum). In order to comply with the requirements of Making Tax Digital, the City Council must upgrade its Sage software, with this upgraded version being available by Direct Debit subscription at a cost of £132.50 + VAT per month (£1,590+VAT annually). This upgraded software is not available on a 'payment by invoice' basis.

Additionally, the City Council received notice that 'Autopay', the service used by the City Council for the payment of staff salaries, will cease to exist from 26 September 2019 and be replaced by 'Autopay Online'. The cost of the replacement service is £15/month which can be taken by Nat West Bank (who provide the service) by Direct Debit.

RECOMMENDED: That the City Council resolve to enter into a Direct Debit arrangement with Sage Accounts and Nat West Bank as outlined above; these new accounts to be added to the list of Direct Debits that will be reconsidered at the June 2020 meeting of the City Council.

13. MARKET TRADERS' LIAISON MEETINGS

For a number of years the City Council has enabled ad-hoc meetings with market traders' representatives, typically on an annual or twice yearly basis. The meetings are seen as useful by both sides for the purposes of information exchange, and traders' representatives can use these opportunities to raise any issues directly with the Council's Officers. These meetings were most recently Chaired by former Councillor Peter Hitchman, and the Council is therefore asked to appoint his successor. The next meeting is provisionally scheduled to take place during November 2019.

RECOMMENDED: That a Councillor be appointed to Chair the Market Traders' Liaison meetings.

14. PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in attached schedule (**APPENDIX 3**) for the period 1 June 2019 to 30 June 2019 in the sum of £84,435.89 General Account, and £414.60 Imprest Account.

* * * * *

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 received.*
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, at Donegal House, Bore Street.

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Tuesday 30 July 2019 at 6.30pm

PRESENT: Councillors Mrs D Baker (Mayor), J Anketell, H Ashton, C Ball, Mrs G Boyle, J Checkland, D Dundas, Mrs J Eagland, M Field, Mrs J Greaves, Mrs A Lax, Miss J Marks, , P McDermott, C Rapley, R Rathbone, P Robertson, A Smith, J Smith, C Spruce.

APOLOGIES: Councillors C Greatorex, I Jackson, T Matthews, P Ray, M Trent & M Warfield.

33 MAYOR'S ANNOUNCEMENTS

The Mayor reported on several recent engagements which she had attended including meeting the judges for the Lichfield in Bloom competition, and the charity indoor Street Party at the Guildhall. She also reminded members of the forthcoming charity barn dance.

34 DECLARATIONS OF INTEREST

Councillor's Checkland, A Smith, Mrs A Lax and Mrs J Eagland declared an interest under Appendix B of the City Council Code of Conduct with respect to agenda item 7, to answer questions under Standing Order 8(2)

Councillor M Field and P Jones declared an interest under Appendix B of the City Council Code of Conduct with respect to agenda item 8, Neighbourhood Plan Implementation Working Party

Councillor Spruce declared an interest under Appendix B of the City Council Code of Conduct with respect to agenda item 16, Tenders Committee.

35 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council Meeting held on 17 June 2019 (Nos 16-32) be confirmed and signed as a correct record.*

36 MATTERS ARISING

None

37 PLANNING COMMITTEE

RESOLVED: *That the Minutes of the Planning Committee meeting held on 30 May and 27 June 2019 be received.*

38 TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2)

Members considered the question submitted by Councillor D Robertson regarding the closure of the Friary Grange Leisure Centre and it was

RESOLVED: *That the Deputy Leader would write to the Leader of Staffordshire County Council, Leader of Lichfield District Council and the Head of the Friary School on behalf of the City Council to express concern at the closure of the Friary Grange Leisure Centre and ask that the decision be reconsidered.*

THE MAYOR ADJOURNED THE MEETING FOR PUBLIC FORUM

A member of the public addressed the Council regarding arrangements for Market Square Refuse Disposal as outlined in the Town Clerk's report at Agenda Appendix 4.

THE MEETING WAS RECONVENED

39 ARRANGEMENTS FOR MARKET SQUARE REFUSE DISPOSAL

With the agreement of the Council, the Mayor brought forward Agenda item 12 to enable it to be considered immediately following the representations during public forum. The matter was discussed members and it was

RESOLVED: That the City Council would maintain its current arrangement for the disposal of refuse on the Market Square

40 NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY(NPIWP)

Councillor Dundas drew members' attention to the minutes of the NPIWP at Agenda Appendix 1 and the recommendations therein and it was

RESOLVED:

a) the sum of £837.24 be allocated from the City Council's CIL funds to contribute towards the additional cost of the replacement outer doors at Curborough Community Centre

b) the terms of reference of the NPIWP be expanded to include corresponding with relevant bodies to advise of the issues raised by the U3A Street Survey, to request action is taken to resolve such issues and to collate responses.

c) approximately £2,350.00 of CIL monies be allocated to cover the costs of the quoted work to the 'Welcome to Lichfield' signage.

d) a sum of £1,870.00 be allocated from the City Council's CIL funds to contribute towards the cost of the restoration of 11 City Centre plaques; and that the work be managed by City Council Officers in consultation with the Civic Society.

41 APPOINTMENT OF COMMITTEES 2019/20

Members considered the revised memberships included at Agenda Appendix 2 and it was

RESOLVED: That the memberships as listed at Agenda Appendix 2 be adopted and supersede the document adopted at the Annual Meeting of the Council held on 13 May 2019.

42 REPRESENTATIVES ON OUTSIDE BODIES

Members received nominations for the remaining vacancies on Outside bodies. The appointments of Cllr Rathbone as the City Council's representative on the Friends of Lichfield Historic Parks Group, and Cllr Ashton as the City Council's representative on the Twinning Association were suitably proposed and seconded. No nominations were received for the Staffordshire Parish Councils Association, the position therefore remains vacant.

RESOLVED:

a) That Cllr Rathbone be appointed as the City Council's representative on the Friends of Lichfield Historic Parks Group.

b) That Cllr Ashton be appointed as the City Council's representative on the Twinning Association

43 OFFICERS' REPORT

The Mayor took each item from the Officers' Report in turn. The Mayor thanked all those who supported the recent Swinfen Broun bowls match. Cllr Mrs G Boyle commended the Officers and staff of the Samuel Johnson Birthplace Museum for all the activities and outreach programmes that the museum has held over recent months.

RESOLVED: That the Report as contained in Agenda Appendix 3 be noted

44 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed as listed in Agenda Appendix 5*

a) For the period 1 April 2019 to 30 April 2019 in the sum of £137,410.59 General Account and £870.87 Imprest Account.

b) For the period 1 May 2019 to 31 May 2019 in the sum of £98,757.65 General Account and £1036.94 Imprest Account

45 STAFFING COMMITTEE

Members considered the confidential minutes and recommendations therein at Agenda Appendix 6 of the Staffing Committee meeting held on 3 July 2019.

RESOLVED: *That the minutes and recommendations as contained in the Town Clerk's confidential report be adopted.*

46 TENDERS COMMITTEE

Members considered the minutes and recommendations of the tenders Committee meeting held on 25 July 2019 relating to receipt of tenders for the provision of Christmas illuminations from 2019 -2024 and the repair and renovation of the interior of the Main Hall, Guildhall.

RESOLVED: *That the minutes and recommendations of the Tenders Committee meeting be adopted.*

47 BAD DEBT WRITE OFF

Members considered the Town Clerk's confidential report at Agenda Appendix 8.

RESOLVED: *That debts totalling £1,950.00 be 'written off' as irrecoverable.*

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.12PM

MAYOR

OFFICERS' INFORMATION REPORT

1. Civic Matters: Lucy Clarke, Civic Officer

On Wednesday 17 July, The Mayor, Cllr Mrs Deborah Baker led the Lichfield City Council team in the annual Swinfen Broun Challenge Trophy bowls match against the Lichfield Museum Bowling Club. Despite the best efforts of the City Council team, the Bowling Club took the trophy once again with a score of 108 to 44. After the match the Mayor, accompanied by the Sheriff, Dr Daryl Brown, presented the trophy to the President of the Club, Mr Geoffrey Parkinson and thanked everyone for taking part and supporting the event.



The challenge match has been played since 1924 but it was not until 1926 that the trophy was donated by local benefactor, Colonel Swinfen Broun. Next year's match has been scheduled to take place on Wednesday 24 June 2020.

On Saturday 27 July The Mayor and Sheriff held their first charity event since taking office in May. Guests at the Indoor Street Party, including the High Sheriff of Staffordshire Mr Ashley Brough, were all welcomed with a glass of summer punch on arrival and musical entertainment by Tommy T. Traditional Union Flag bunting decorated the grandeur of the Guildhall along with flags for everyone to wave and join in with the songs.



Representatives from the Mayor and Sheriff's chosen charities, St Giles Hospice, Lichfield and Hatherton Canal Restoration Trust and Lichfield Voluntary Transport for the Disabled were also in attendance to support the event. The Mayor and Sheriff would like to thank all those who attended the event raising over £600 for their chosen charities. They would also like to thank Paul Smith, Fruit Stall on the Lichfield General Market for kindly donating fresh produce for the party.

On Friday 23 August The Mayor and Sheriff held a Charity Barn Dance. The Mucky Duck Ceilidh Band provided the music with caller Mike Gentles. Over 75 people attended this great family fun event with lots of laughter and enjoyment throughout the evening. The Mayor and Sheriff would like to thank all those who attended the event in aid of their chosen charities, St Giles Hospice, Lichfield and Hatherton Canal Restoration Trust and Lichfield Voluntary

Transport for the Disabled. They would also like to thank Brewhouse & Kitchen for kindly donating a cask of ale for this event.

Preparations remain ongoing for Sheriff's Ride on 7 September, Samuel Johnson Birthday Celebrations on 14 September, Remembrance Sunday on 8 November and Mayor & Sheriff's Charity Ball on 23 November.

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



The Summer months have been full of visitors and activities at the Samuel Johnson Birthplace Museum. 3000 visitors came in July alone, consistently high compared to last summer, but with a 25% increase on income from donations and shop sales this year. Some August days have seen over 150 visitors to the house. Current events include 'Paintings in Focus', a self-guided trail of the Museum's Art Collections and associated hands-on art and sketching activities, and the popular 'Summer Fun at Sam's House' family craft sessions on Thursdays, themed this year on Johnson's Travels. The Birthplace is also part of the Lichfield Planetary Trail for the summer, in partnership with Lichfield Library.



As part of the Paintings in Focus programme, Museum Attendant Sarah Dale has led two public guided tours of the art collections and hosted an event for the Lichfield Society of Artists, which is hoped to be the start of several collaborations with the Museum. Attendant Sue Bray gave a talk to a full house at the Great Wyrley History Society.

The Museum has hosted two work experience weeks for Sixth Form students from Landau Forte Academy Tamworth and Netherstowe School, and a research visit from a Harvard University PhD candidate. Francesca Blanch-Serrat from the

University of Barcelona, a pre-doctoral research fellow working on Anna Seward, has begun a three-month stay as visiting scholar, working with the Birthplace Seward manuscript collections and using Lichfield as a base for her work in archives across the UK.



Behind the scenes, arrangements for Johnson's Birthday are underway alongside city partners involved with Lichfield Heritage Festival, and rehearsals have begun with Intimate Theatre for 'The Girl in the Picture', a new drama written by long-serving former Museum Attendant and playwright David Titley. Book conservator Arthur Green visited the collections and is working on repairs of Samuel Johnson's copy of Twiss's 'Travels in Portugal and Spain', gifted to Johnson by the author. Museum Administration Assistant Penny Taylor attended a training session at Derby Museums, funded by Art UK, on caring for and documenting sculpture in Museum collections. The Birthplace team also continues to support the Guildhall Prison Cells, which have received over 2000 visitors on Saturday openings since April.

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

The Lichfield in Bloom judging took place on 17 July with some fabulous projects for the Judges to see such as 'Monks Walk' with its perennial beds. The City Council would like to extend its thanks to Lilas Rawling for her organisation, Harry Wiggins for his chauffeuring and everyone else who helped on the day. The results of the competition will be known on 5 September.



The grass meadow in the Festival Garden should be cut around the same time as the publication of this report. The grass will be used in composting at the Dovehouse Community Garden. Also planned for the Festival Garden in September is the annual visit of the CPCG conservation group who will be clearing around the brook to ensure

the healthy flow of water and to reduce clogging by the marginal plants. Lichfield District Council have been instrumental in the organisation of this event and in clearing the undergrowth around Franciscan Heights. A new dog bin at the Eastern end of the gardens provided by Lichfield City Council will help to reduce the amount of dog litter.



The wet weather over the Summer months has meant that everything has grown at a much faster rate than usual. As a result, the grass mowing continues, and the start of hedge cutting has been brought forward to keep the paths navigable. Clearing up tree branches in the exceptional Summer winds has also been necessary and frequent.

A student from Netherstowe school was able to witness a wide variety of work during a work experience week with the Open Spaces Officer in July.

Preparation for the Sheriff's Ride continue in earnest with the clearance of gateways and tracks. A new route to avoid using Eastern Avenue has been suggested and work has begun to clear a green lane which has been unused for 5 years. Two mature trees that had fallen across the path will be removed and Miller homes have helped in improving the access by removing some fencing in preparation for the riders to pass through when the ride takes place on 7 September.

Before Cutting

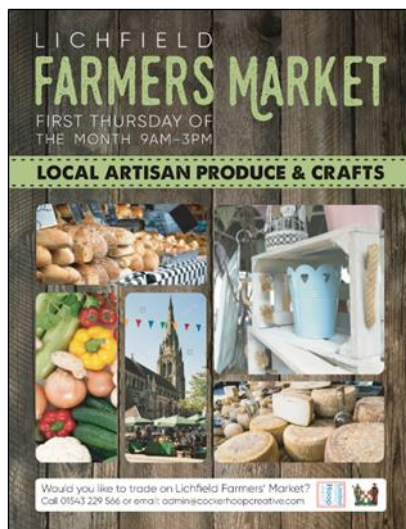


After Cutting



4. Markets Report: Jordan Appleyard, Markets Officer

Stall occupancy on both the Tuesday and Saturday markets has increased in recent months with almost all stalls filled. Bella Dame clothing has purchased a yearly Street Trading licence which has facilitated their return to the Market Square on Sundays, alongside the fish and chip van and ice cream van. Stall occupancy on the Friday Markets remains low. In an effort to redress this, the Markets Officers are actively seeking new Traders and contacting former traders to see if they wish to return. They are also promoting the £1 discount per stall for those who wish to pay monthly in advance.



The Markets Officer has been liaising with Cockerhoop Creative to promote the monthly Farmers Market through Facebook and Twitter. Newly designed posters and flyers have been handed out to traders from other markets and displayed in key locations. The Markets Officer has also been on hand throughout the numerous Festivals held over the summer to ensure the smooth running of the Market operation.

During the summer months routine maintenance was carried out on the marquee fixings on the Market Square in preparation for the Samuel Johnson Birthday celebrations. The bollard housings have also been repaired in readiness for the winter months. The installation of bollards around St Mary's end of the square is working well and thus far has assisted in deterring unauthorised parking. The City Council's stall contractors are also monitoring any vehicles which are parked on the Square and reporting back to the Markets Officer.

Following representations from Traders regarding the use of the Market Square skip a report was submitted to Council. At its meeting on the 30 July the Council resolved to retain the provision of refuse facilities for the Friday and Saturday Markets. Traders have all been informed of this decision.

5. Twinning: Gabriele Lasch-Burden, Twinning Officer

During the summer holidays, when schools and colleges are closed, there have been no exchanges between our twin cities.

Preparations are being made for the forthcoming visits by two Limburg Council apprentices to Lichfield City Council in early October, as well as a Limburg drama class taking part in next year's 'Mysteries'. The next Twinning Walking weekend will take place in June 2020 and next year's official ring twinning celebration will be held in Limburg in late September.

6. Guildhall: Helen Winter, Guildhall Bookings Officer

Although it is the school holidays and bookings are relatively quiet, many of the regular hirers have still been attending the Guildhall. Eight meetings have been held in the building and the National Citizenship Scheme (Learn by Design) has also held three workshops for young people. The SCC Older People with Disabilities Commissioning Team held an information session in the Guildroom during July.

July and August has seen a return of Market Research bookings. The companies have decided to return to Lichfield City Centre instead of their usual location of Birmingham as the Guildroom is so easily accessible.

A 70th Birthday party was held in the Main Hall at the beginning of August and during the August bank holiday weekend there was a craft fair in the Main Hall as well as the ever popular Lichfield Leather sale in the Guildroom. From the end of August, there are bookings in the Main Hall every Friday and Saturday until Christmas.

The Bookings Officer is pleased to report that repairs to the lift have now been completed and that a new dishwasher has been installed in the first floor kitchen. The relatively quiet summer period has also allowed for maintenance work to be carried out including replacement of the Guildroom lights with LED alternatives as part of the 2019/20 Repair and Renovation programme, and repainting of the ground floor corridor. The 'City of Lichfield' locomotive nameplate which dates from 1944 and was stored for many years at St Mary's and returned to the City Council this year has been put on display on the first floor corridor.

Boley Park continues to attract regular bookings, despite the usual quieter summer period.

7. Deputy Town Clerk: Sarah Thomas

The Deputy Town Clerk is working closely with the newly appointed Markets Officer and is also assisting the Civic Officer with preparations for the Sheriff's Ride.

Health and safety risk assessments remain ongoing and preparations for the Christmas lights Switch On continue.

During August and September, the Deputy will be attending Planning and Council meetings.

For Council: 9 September 2019 APPENDIX 2

FINANCIAL SUMMARY REPORT - 1 APRIL to 30 JUNE 2019

This report contains the financial progress for the period 1 April 2019 to 30 June 2019 and summarises the income and expenditure against budget in the first four months (25%) of the financial year and the year-end projected outturn. The report shows:

- Column 1 – The actual income/expenditure to 30 June 2019 (25% of full year)
- Column 2 – The forecast of expenditure for the remaining eight months
- Column 3 – The current anticipated total spend for the year (Column 1 + 2)
- Column 4 – The budget for 2019/20
- Column 5 – The anticipated variance from budget
- Column 6 – Explanatory note reference (notes overleaf)

- Actual/Forecast/Total/Budget column figures in red represent income.
- 'Variance' column figures in red represent variance worse than budget.

<u>Net Expenditure</u>	£	£	£	£	£	
SERVICE AREAS	ACTUAL 3 MONTHS TO 30 JUNE	FORECAST FOR REMAINING 9 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE	NOTES
Parks and Footpaths	55,024	176,730	231,754	231,998	244	
Guildhall	22,890	57,626	80,516	73,505	7,011	1
Community Centres	4,129	10,908	15,037	15,130	93	
Markets	-167	-10,457	-10,624	-30,175	19,551	2
Civic	20,971	64,328	85,299	86,022	723	
Grant Aid/Partnerships	40,179	11,256	51,435	51,366	89	
Arts/Tourism/Twinning	11,963	53,246	65,209	65,790	581	
Johnson Birthplace Museum	20,807	76,679	97,486	98,349	863	3
Democratic Services	26,298	125,396	151,694	152,326	632	
Investment Interest	-1,349	-3,541	-4,890	-4,890	0	
Loan Charges	0	0	0	0	0	
Agency	-20,908	2,714	-18,194	-18,174	20	
Repairs and Renewals	30,512	60,328	90,840	90,933	93	
TOTAL SERVICE COST	£210,349	£625,212	£835,561	£812,180	£23,381	4
Capital Contribution	-	-£18,000	-18,000	0	18,000	5
Community Infrastructure Levy (CIL)	-7,630	430	-7,200	0	7,200	6
TOTALS	£202,719	£607,642	£810,361	£812,180	£1,819	Approx. 0.02% underspend

Explanatory Notes:

Note 1: Includes reapportionment of staff costs of £8,420 following change to contract cleaners rather than directly employed cleaning staff; staff costs are spread over all services but contract costs are allocated to the relevant budget head. See notes 3 and 4.

Note 2: Combined forecast impact of LDC Street Trading Policy applying to the Market Square from May 2019 (circa £14,000), plus agency costs for temporary Market Officers (circa £2,600) and reduced income from the established markets (circa £2,800).

There is a considerable decline in market income evident over the past few years despite efforts to stem that decline, including the recent train station and bus advertisements, incentives such as the 'buddy scheme' whereby a permanent trader who introduces another trader enjoys a rent reduction of 50% for four weeks (with the introduced trader also paying half rent for that period).

There have also been issues with low trader turn out when weather has been poor but still appropriate for a market to take place, which in itself exacerbates the appearance of a badly attended market and reinforces a view that the market is in decline and would therefore reduce footfall.

Unfortunately, little can be done in regard to LDC's Street Trading policy and its impacts on the non-market day trading on the Square.

It is hoped that the recent Market Officer appointment will lead to renewed vigour in efforts to revitalise the market and the Deputy Town Clerk (as line manager) and the Town Clerk will be assisting the Markets Officer in these efforts.

Note 3: Includes reapportionment of staff costs of £3,510 following change to contract cleaners; see notes 1 and 4. Also includes additional Gift Aid income of £2,680.

*Note 4: Includes reduced overall direct staff costs of £11,930 (see notes 1 and 3 for reapportionment of costs of the now contracted cleaning service). Also includes unanticipated cost of replacement PC's (£5,050) as a result of Windows 7 end of life.
Service cost forecast is approximately 3% over budget.*

Note 5: Capital contribution following the City Council's meeting of 28 January 2019.

Note 6: CIL receipts less commitments (in year movements only); any balance being transferred to the earmarked CIL reserve.

RECOMMENDED: That the three month Financial Summary Report be noted.

For Council: 9 September 2019 APPENDIX 3

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 June to 30 June 2019

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
03/06/2019	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - April	55.93	11.19	67.12
03/06/2019	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 19/20 - 3rd instalment (June)	908.00	0.00	908.00
03/06/2019	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 19/20 - 3rd instalment (June)	34.00	0.00	34.00
03/06/2019	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 19/20 - 3rd instalment (June)	530.00	0.00	530.00
03/06/2019	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 19/20 - 3rd instalment (June)	1,964.00	0.00	1,964.00
04/06/2019	21822	AKW Plumbing & Heating Services	BIRTHPLACE Repair/Maint	Repair of toilet at museum	240.00	0.00	240.00
04/06/2019	21822	AKW Plumbing & Heating Services	G/HALL Repair/Maint	Repair of leaking toilet	40.00	0.00	40.00
04/06/2019	21822	AKW Plumbing & Heating Services	G/HALL Supplies/Services	Repair of leaking water boiler	60.00	0.00	60.00
04/06/2019	21823	D J Beadle	BIRTHPLACE Supplies & Services	Repair of lock of granddaughter clock in collection	40.00	0.00	40.00
04/06/2019	21824	N Boden	PARKS Other Repair/Maint	Replace cabinet at rear of Friary fountain and insulate	140.00	0.00	140.00
04/06/2019	21825	Demco Europe Ltd	BIRTHPLACE Supplies & Services	Moveable shelf label holders	28.44	5.69	34.13
04/06/2019	21826	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit	500.00	0.00	500.00
04/06/2019	21826	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine quarterly rental 15/5 - 14/8	69.00	13.80	82.80
04/06/2019	21827	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'To the Hebrides'	36.37	0.00	36.37
04/06/2019	21828	Lichfield Lock & Key Repairs Ltd	ADMIN Supplies & Services	Change code lock on Donegal House entry door	45.83	9.17	55.00
04/06/2019	21829	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Seward Close - Work on birches and acacias	850.00	170.00	1,020.00
04/06/2019	21830	Majestic Wine Warehouses Ltd	CIVIC Banquet Expenditure	Wine for Mayor's Banquet (within ticket price)	203.76	40.75	244.51
04/06/2019	21831	Michael's Menswear Ltd	CIVIC Supplies/Services	Alteration to Mayoral robes	33.00	6.60	39.60
04/06/2019	21831	Michael's Menswear Ltd	CIVIC Supplies/Services	10 pairs of white gloves	69.50	13.90	83.40
04/06/2019	21832	Midland Air Conditioning & Facility Managemen	CIVIC Banquet Expenditure	Hire, delivery & collection of cooling units for Banquet	265.00	53.00	318.00
04/06/2019	21833	Allen Necchi	CIVIC Supplies/Services	Update to Mayoral boards	159.50	0.00	159.50
04/06/2019	21834	Perry's Fine Foods Outside Catering Spec	CIVIC Banquet Expenditure	Catering for Mayor's Banquet for 107 places	3,210.00	0.00	3,210.00
04/06/2019	21835	Print & Digital of Lichfield Ltd	CIVIC Events	PVC posters for A-board - Ct of Arroye/St George's Ct	140.00	28.00	168.00
04/06/2019	21835	Print & Digital of Lichfield Ltd	G/HALL Supplies/Services	PVC posters for A-board - Guildhall bookings	35.00	7.00	42.00
04/06/2019	21836	RBS Invoice Finance Ltd	MARKET Supplies/Services	Services of agency markets officer w/e 19/5 (22hrs)	335.28	67.06	402.34
04/06/2019	21836	RBS Invoice Finance Ltd	MARKET Supplies/Services	Services of agency markets officer w/e 26/5 (22hrs)	335.28	67.06	402.34
05/06/2019	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - May	4.72	0.00	4.72
05/06/2019	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - June	6.00	1.20	7.20
05/06/2019	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - May	40.25	0.00	40.25
05/06/2019	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - June	6.00	1.20	7.20
14/06/2019	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - June	24,166.07	0.00	24,166.07
14/06/2019	Debit	Paypal	G/HALL Supplies/Services	Paypal fee for room hire payment via LCC website	1.56	0.00	1.56
17/06/2019	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile bill - June	12.83	2.57	15.40
17/06/2019	DDebit	MT Services Computer Systems Ltd	ADMIN Supplies & Services	Revised Office 365 Premium licence charges 11/3 - 30/4	48.65	9.73	58.38
17/06/2019	DDebit	MT Services Computer Systems Ltd	ADMIN Supplies & Services	Monthly IT support (Anti-virus,backups,Office 365) - May	485.12	97.02	582.14
17/06/2019	DDebit	MT Services Computer Systems Ltd	BIRTHPLACE Supplies & Services	Monthly internet service - May	45.00	9.00	54.00
17/06/2019	DDebit	MT Services Computer Systems Ltd	G/HALL Supplies/Services	Monthly internet service - May	45.00	9.00	54.00
17/06/2019	DDebit	Nat West	ADMIN Supplies & Services	Monthly Bankline (online banking) charge - June	20.00	0.00	20.00
19/06/2019	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - May	45.29	9.06	54.35
20/06/2019	21837	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - April	2,401.50	480.30	2,881.80
20/06/2019	21837	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - April	304.50	0.00	304.50
20/06/2019	21837	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - May	2,529.00	505.80	3,034.80
20/06/2019	21837	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - May	304.50	0.00	304.50
20/06/2019	21838	Banner Group Ltd	ADMIN Supplies & Services	Stationery and batteries	41.81	8.36	50.17
20/06/2019	21839	Brainwaves Rewards Ltd	BIRTHPLACE Supplies & Services	Bespoke children's reward stickers - 2 designs	138.13	27.63	165.76
20/06/2019	21840	Bradshaw & Wright	R&R FUND Guildhall/Donnegal Hs	Timber repairs to dormer window in car park	1,100.00	220.00	1,320.00
20/06/2019	21840	Bradshaw & Wright	R&R FUND Guildhall/Donnegal Hs	New floodlight to courtyard	290.00	58.00	348.00
20/06/2019	21841	Brownhill Hayward Brown Ltd	HALLS Cruck House	Architect's quinquennial inspection of Cruck House	850.00	170.00	1,020.00
20/06/2019	21841	Brownhill Hayward Brown Ltd	R&R FUND Birthplace	Architect's drawings for disabled access/HLF bid	1,000.00	200.00	1,200.00
20/06/2019	21841	Brownhill Hayward Brown Ltd	R&R FUND General	Architect for Johnson Statue railings	522.50	104.50	627.00
20/06/2019	21841	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donnegal Hs	Architect's interim fees for Guildhall restorations	2,500.00	500.00	3,000.00

20/06/2019	21842	City Life in Lichfield Ltd	BIRTHPLACE Adverts/promotion	10 museum event listings in City Life, March-June	50.00	10.00	60.00
20/06/2019	21843	Croft Building and Conservation Ltd	R&R FUND Guildhall/Donnegal Hs	Removal of extra panels for inspection	344.25	68.85	413.10
20/06/2019	21844	Dr Johnson's House Trust Ltd	BIRTHPLACE Stock for sale	Johnson stained glass postcards for sale	10.50	0.00	10.50
20/06/2019	21845	Forward Cleaning Contractors Ltd	ADMIN Supplies & Services	Interior and exterior window cleaning - May	76.00	15.20	91.20
20/06/2019	21846	House of Logos Ltd	CIVIC Supplies/Services	100 LCC pin badges	345.00	69.00	414.00
20/06/2019	21846	House of Logos Ltd	CIVIC Supplies/Services	300 personalised Mayor bears	425.00	85.00	510.00
20/06/2019	21847	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Broadlands Rise - Crown lift & pruning	350.00	70.00	420.00
20/06/2019	21847	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Grosvenor Close - Crown lift to various trees	350.00	70.00	420.00
20/06/2019	21848	MODES Users Association	BIRTHPLACE Supplies & Services	Wordpress website hosting to 31/5/20	150.00	30.00	180.00
20/06/2019	21849	Orca Book Services Ltd	BIRTHPLACE Stock for sale	Copies of 'A to Z of Lichfield'	89.94	0.00	89.94
20/06/2019	21850	PPL PRS Ltd	BIRTHPLACE Supplies & Services	Museum music licences 1/3/19 - 29/2/20	316.67	63.33	380.00
20/06/2019	21817	Preseli Ltd	BIRTHPLACE Stock for sale	Cancel chq 21817 of 30/5 - missing in post	-321.90	-64.38	-386.28
20/06/2019	21851	Preseli Ltd	BIRTHPLACE Stock for sale	Replace lost chq 21817 of 30/5 - Bespoke pens	321.90	64.38	386.28
20/06/2019	21852	Raphael Design Limited	ARTS/TOURISM Expenditure	Printing of leaflets about Guildhall cells	60.00	0.00	60.00
20/06/2019	21852	Raphael Design Limited	BIRTHPLACE Stock for sale	500 copies of museum guidebook for sale	450.00	0.00	450.00
20/06/2019	21853	RBS Invoice Finance Ltd	MARKET Supplies/Services	Services of agency markets officer w/e 9/6	335.28	67.06	402.34
20/06/2019	21854	R J Lift Services Ltd	G/HALL Repair/Maint	Call out to lift breakdown on 7/6 (evening, 2 men)	246.40	49.28	295.68
20/06/2019	21854	R J Lift Services Ltd	G/HALL Repair/Maint	Call out to lift breakdown on 12/6	145.60	29.12	174.72
20/06/2019	21855	Staffordshire County Council	ARTS/TOURISM Expenditure	Cells advertising with 'Destination Staffordshire', 2019	50.00	10.00	60.00
20/06/2019	21855	Staffordshire County Council	BIRTHPLACE Adverts/promotion	Museum advertising with 'Destination Staffordshire'	50.00	10.00	60.00
20/06/2019	21856	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning - May (24 hrs)	312.00	62.40	374.40
20/06/2019	21856	Taylor Maids UK Ltd	G/HALL Supplies/Services	Guildhall cleaning - May (54 hrs)	702.00	140.40	842.40
20/06/2019	21856	Taylor Maids UK Ltd	G/HALL Supplies/Services	Additional Guildhall cleaning for staff sickness (13.5 hrs)	175.50	35.10	210.60
20/06/2019	21857	Tonks Brothers Tree Services	HALLS Darwin Hall	Removal of 2 trees and stump grinding at Darwin Hall	120.00	24.00	144.00
20/06/2019	21858	Viking	CIVIC Events	A-board pavement sign for promoting civic events	39.99	7.99	47.98
20/06/2019	21858	Viking	G/HALL Supplies/Services	A-board pavement sign for promoting Guildhall events	39.99	8.00	47.99
20/06/2019	21858	Viking	MARKET Supplies/Services	A-board pavement sign for promoting markets	39.99	8.00	47.99
20/06/2019	21859	Shakespeare Antiques Ltd	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 26 May	93.00	0.00	93.00
20/06/2019	21860	Steve Brown	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 26 May	26.67	0.00	26.67
20/06/2019	21860	Steve Brown	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 28 April	3.33	0.00	3.33
20/06/2019	21861	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 26 May	49.00	0.00	49.00
20/06/2019	21862	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - June	6,008.42	0.00	6,008.42
20/06/2019	21863	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - June	7,749.79	0.00	7,749.79
20/06/2019	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones - May usage/ June rental	133.73	26.75	160.48
25/06/2019	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/5 - 10/6	10,590.39	2,118.07	12,708.46
28/06/2019	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - May	293.39	58.68	352.07
28/06/2019	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	76.52	0.00	76.52
28/06/2019	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier usage Jan-Mar, rental Apr-Jun	120.34	24.06	144.40
28/06/2019	DDebit	Wm M Briers & Son (Tamworth) Ltd	MARKET Supplies/Services	Skip hire - May	595.00	119.00	714.00
					<u>78,250.01</u>	<u>6,185.88</u>	<u>84,435.89</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 June to 30 June 2019

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
11/06/2019	05310	Cash	Various	Petty cash vouchers 7463 - 7471	268.21	23.83	292.04
13/06/2019	05311	The Johnson Society	BIRTHPLACE Stock for sale	Johnson Society booklets	66.80	0.00	66.80
17/06/2019	05312	Jayne Marks	CIVIC Sheriff's Allowance - D Brown	Shrievalty Association summer luncheon	21.00	0.00	21.00
20/06/2019	05313	Mayor & Sheriff's charity account	CIVIC Mayor's Allowance - D Baker	Mayor's tickets for own Charity Indoor Street Party	16.00	0.00	16.00
20/06/2019	05313	Mayor & Sheriff's charity account	CIVIC Sheriff's Allowance - D Brown	Sheriff's ticket for own Charity Indoor Street Party	8.00	0.00	8.00
28/06/2019	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	10.76	0.00	10.76
					<u>390.77</u>	<u>23.83</u>	<u>414.60</u>