



Lichfield City Council

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Town Clerk: Anthony D. Briggs

20 January 2020

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, 27 January 2020 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 2 December 2019 (Nos. 77 - 93) (**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 20 November and 12 December 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. NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY

To adopt the Minutes of the meeting of the NPIWP held on 8 January 2020 (**APPENDIX 1**, attached). Members' particular attention is drawn to the recommendations to Council as contained within the Minutes and reproduced below:

1. *That approximately £8,000 of CIL monies be allocated to the replacement of LCC owned SOX/SON street lighting with LED alternatives in order to facilitate early completion of the project*
2. *That approximately £2,500 of additional CIL monies be allocated to the supply of the new doors at Curborough Community Centre*
3. *That the City Council write to Lichfield District Council to express further concerns as to the height of the proposed buildings and nature of employment provided being in contravention of the aims of the Local Plan and Neighbourhood Plan.
[Such concerns having previously been formally submitted to LDC following consideration of this matter by the City Council's Planning Committee]*

RECOMMENDED: That the Minutes of the meeting of the NPIWP held on 8 January 2020 be adopted.

9. MARKETS WORKING GROUP

To adopt the Minutes of the meeting of the Markets Working Group held on 17 December 2019 (**APPENDIX 2**, attached). Members' particular attention is drawn to the following recommendations to Council as contained within the Minutes, which include at point 1 the discontinuation of the current Farmers' Market, and at point 2, the establishment by resolution of the Council of a Market under the Food Act part III to be held on the first Sunday of each month as required.

- 1 *The existing Farmers' Market as held on the first Thursday of each month be discontinued, with the final Market taking place on 6 February 2020*
- 2 *The Council resolve to establish a new 'Producer's Market' to replace the Farmers' Market; the Market to be established under the provisions of the Food Act 1984 part III, and take place on the first Sunday of each month as required; the first 'Producers Market' to be held on Sunday 1 March 2020.*
- 3 *That the City Council enters into a preliminary agreement to host the Producer's Market in partnership with CJ Events for a period of six months, with a break clause that can be activated by either party at any point after four months.*
- 4 *Delegated authority be given to the Markets Working Group to activate the 'break clause' referred to at recommendation 3*
- 5 *The Markets Working Group to review the partnership with CJ Events following the June 2020 Producer's Market and to make recommendations to Council regarding future arrangements as soon as possible thereafter*
- 6 *Delegated authority be given to the Town Clerk in consultation with the Chairman of the Working Group and the Leader of the Council to agree with CJ Events the detail of the initial six-month agreement; to include logistical arrangements, stall price setting etc in readiness for the first Producer's Market on 1 March 2020.*

RECOMMENDED: That the Minutes of the meeting of the Markets Working Group held on 17 December 2019 be adopted.

10. SHERIFF'S RIDE WORKING PARTY

To adopt the Minutes of the meeting of the Sheriff's Ride Working Party held on 13 January 2020 (**APPENDIX 3**, attached).

RECOMMENDED: That the Minutes of the meeting of the Sheriff's Ride Working Party held on 13 January 2020 be adopted.

11. OFFICERS' REPORT

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

RECOMMENDED: That the Report be noted.

12. FEES AND CHARGES 2020/21

a) Markets

2019/20 has proven to be a difficult year for the markets and the City Council is engaged in many separate activities that aim to improve performance for 2020/21 and subsequent years.

Stall hire rates increased by 50p per stall for 2019/20, and in 2018/19 the associated service charge was increased by £1 per stall to more correctly reflect the costs of the additional services provided.

Given the current difficulties, a resolution to not increase prevailing stall rents for 2020/21 would be well received by market traders and contribute towards the Council's wider aim of maintaining a thriving market presence within the City.

RECOMMENDED: That no increase in charges for Market stalls or the associated service charge be levied for the 2020/21 financial year.

b) Advance Payment Discount

From 1 April 2019, a **one pound per stall discount** on the prevailing pitch charges for Tuesday, Friday, Saturday and Farmers' Markets was offered to those permanent traders who provide payment on a 'four weekly in advance' basis, either through card payment, BACS or by visiting the City Council offices.

This proposal was intended to incentivise payment by electronic means, reducing officer time in processing payments and incidences of cash handling on the Square. Unfortunately, there has been little uptake of this offer and it has also caused unforeseen issues in the administrative process.

RECOMMENDED: That due to combined low uptake amongst traders and administratively burdensome aspects of the incentive, the £1.00 per stall discount for transactions received in line with the conditions as set out above be withdrawn from 1 April 2020.

c) Guildhall Room Hire Charges

The charges recommended to apply from 1 April 2020 are shown in the attached schedule (**APPENDIX 5** - proposed charges are shown in red). The overall increase in charges is approximately 3%.

RECOMMENDED: That with effect from 1 April 2020 Guildhall hire charges be as detailed in Agenda Appendix 5.

d) Photocopying charges

The current charges for photocopying are:

A4 Monochrome - 5 pence per copy (side), inclusive of VAT

A3 Monochrome - 8 pence per copy (side), inclusive of VAT

A4 Colour - 10 pence per copy (side), inclusive of VAT

A3 Colour - 15 pence per copy (side), inclusive of VAT

RECOMMENDED: That no increase be applied to the charges for photocopying.

13. FINANCIAL PROGRESS REPORT 1 APRIL 2019 TO 30 NOVEMBER 2019

This report (**APPENDIX 6 attached**) contains the financial progress for the period 1 April 2019 to 30 November 2019. It summarises the income and expenditure against budget for the service areas in the first eight months of the financial year.

The report shows:

Column 1 – The actual income/expenditure to 30 November 2019 (66% of full year)

Column 2 – The forecast of expenditure for the remaining three 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

Column 6 – Explanatory note reference number

RECOMMENDED: That the eight-month Financial Progress Report be noted.

14. BUDGET ESTIMATES 2020/2021

Draft budget estimates for 2020/21, with accompanying notes, are contained in **APPENDIX 7** (attached).

Precept Proposals

This budget has been prepared on the basis of maintaining existing service provision and to reflect inflationary pressures. The budget allows the continuation of the programme of repair and renewal to the Council's public buildings and assets, and to undertake specific priority tasks, notably the renovation of the Guildhall main Hall, which represents the next stage of investment in the improvement of the Guildhall since its acquisition by the City Council (further information is provided at agenda item 15).

The budget proposals include a capital reserve; an analysis of potential capital requirements in the 10-year period 2021/22 to 2031/32 is **provided as an enclosure** to the budget report at Appendix 7.

An increase in the precept is proposed for 2020/21 that would result in an average Band D Council Tax rising from £63.00 to £67.41.

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

15. REPAIR, RENOVATION AND SPECIFIC PROJECT PROGRAMME 2020/21

The Council's draft budget for 2020/21 includes an amount of £185,500 to continue a programme of maintenance and improvement work on its public buildings, notably the refurbishment of the Guildhall Main Hall, considerable improvements to Cruck House and certain specific priority projects. Some of these items are included within the Repairs and Renewals budget, while others are allocated to specific budget heads. The proposals are detailed in the information report (**APPENDIX 8**) attached.

RECOMMENDED: That the Report be noted.

16. SUBSIDY REVIEW – LICHFIELD ARTS AND LICHFIELD FESTIVAL

Further to Minute 99 of the Council's meeting of 28 January 2019, the arrangements between the Council, Lichfield Arts and Lichfield Festival are to be reviewed annually by the City Council. These arrangements, as resolved at the above Council meeting, are as follows:

- a) That the current charges levied upon the bodies separately and associated with their licences to occupy rooms in Donegal House are appropriate in light of the market rent estimates received.
- b) The charges for glass collection from the Guildhall be split 50/50 between Lichfield Arts and Lichfield City Council.
- c) The charge for the Ashmole Room when used as a 'green room' by Lichfield Arts be £35 per occasion, Lichfield Arts to be responsible for cleaning the room thereafter.
- d) Annual review of arrangements.

In regard to point (a), at its meeting of 3 December 2018 the City Council considered the charges levied to both Lichfield Arts and Lichfield Festival for their occupation of rooms in Donegal House and compared them to open market valuations for the rooms as provided by a local commercial letting agent. The report demonstrated that the level of subsidy provided by the City Council was in the region of 60% for both bodies. Given the charitable nature of both bodies and their impact on the City, this was resolved by the Council as being appropriate. It has been confirmed that, given the difficult market conditions and the availability of small office accommodation in the City, there has been no substantial shift in the level of subsidy provided over the past 12 months.

In regard to points (b) and (c), arrangements have worked well over the previous 12 months and there are no recommendations for change or improvement.

RECOMMENDED: That the City Council confirms its view that:

- a) The current charges associated with the separate licences to occupy remain appropriate given the stability in market rent valuations and the charitable nature and positive impact on the City of both bodies.**
- b) That existing arrangements in regard to glass collection and hire of the Ashmole Room be confirmed as appropriate.**
- c) That the City Council reconsiders this matter at its meeting scheduled for January 2021.**

17. NALC SPRING CONFERENCE

For several years the City Council appointed a Councillor to attend The NALC annual Larger Councils Conference, usually held in December. NALC revised their conference programme in 2018 and replaced the Larger Councils' Conference with a Spring Conference, to which the City Council duly nominated a Councillor to attend. The 2020 event is to be held in at the Aviva Auditorium, St Helens, London on 17 March.

NALC state that the conference will focus on one of NALC's key campaigns for 2020, 'health and wellbeing', and how local councils can create healthier communities. The

conference will include speakers on the latest health and wellbeing policy issues, interactive panels, and an expanded sector-specific exhibition showcasing products and services. In addition, there will be a range of specific sessions on various topics including 'health challenges in communities', 'collaboration between the various tiers of local government' and 'hidden disabilities'.

RECOMMENDED: That the Council appoint a Councillor to attend the NALC Spring Conference on 17 March 2020; and that the Council meet the costs of the conference fee, (£224.14+VAT) and related subsistence and travel expenses.

18. DRAFT CITY CENTRE MASTERPLAN CONSULTATION

At its meeting of 9 January 2020, the City Council's Planning Committee resolved that a draft City Council response to the consultation, based on members comments as submitted to the Town Clerk, be presented to this meeting of the Council. The draft response is attached at **APPENDIX 9**.

RECOMMENDED: That the draft City Centre Masterplan Consultation response be adopted, and that the response be submitted to Lichfield District Council.

19. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 10**) for the periods:

- 1 October 2019 to 31 October 2019 in the sum of £103,014.23 General Account, and £704.51 Imprest Account
- 1 November 2019 to 30 November 2019 in the sum of £95,201.20 General Account, and £1,294.56 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 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 2 December 2019 at 6.30pm

PRESENT: Councillors Mrs D Baker (Mayor), J Anketell, H Ashton, M Field, C Greatorex, Mrs J Greaves, P Jones, Mrs A Lax, T Matthews, P McDermott, C Rapley, R Rathbone, P Ray, D Robertson, A Smith, J Smith, M Trent, M Warfield and R Yardley.

APOLOGIES: Councillors C Ball, J Checkland, S Pritchard, P Ray and C Spruce.

77 MAYOR'S ANNOUNCEMENTS

The Mayor reported on a number of engagements she had recently attended including the WI Carol Service and the Mayor and Sheriff's Charity Dinner dance.

78 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None submitted

79 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council Meeting held on 21 October 2019 (Nos 61-76) be confirmed and signed as a correct record.*

80 MATTERS ARISING

None

81 PLANNING COMMITTEE

RESOLVED: *That the Minutes of the Planning Committee meeting held on 26 September and 24 October 2019 be received.*

82 TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2)

Councillor M Field asked the following question under Standing Order 8(2):

'Will Lichfield City Council agree to support a campaign to make Lichfield a Living Wage City, on a similar basis to us being a Fairtrade City, and agree to pay all employees, at least, the Living Wage as set by the Living Wage Foundation, and asking all partners and suppliers to do the same?'

Councillor M Warfield, Leader of the Council, responded:

'I have given this matter serious thought but feel this would not be appropriate for the following reasons;

The City Council pays the 'living wage' as a result of the last national pay award, so we would be taking credit for something we had no control over.

As far as I am aware, there is no guarantee that the next national pay award will continue to be at or above the living wage.

I do not think it right for a Parish Council to involve itself in attempting to pressurise or advise local organisations on their remuneration policies.

I am sorry that I am unable to provide a more positive answer but hope you can understand my reasons for not doing so.'

83 JOHNSON BIRTHPLACE ADVISORY COMMITTEE

Members considered the Minutes and recommendations of the meeting of the Johnson Birthplace Advisory Committee meeting held on 5 November 2019 and it was

RESOLVED: That the Minutes of the meeting and recommendations (as detailed in the agenda) be adopted.

84 MARKETS WORKING GROUP

Members considered the Minutes of the inaugural meeting of the Markets Working Group held on 18 November 2019.

RESOLVED: That the minutes of the Markets Working Group held on 18 November 2019 be adopted.

85 AUDIT COMMITTEE

Members considered the minutes and recommendations of the meeting of the Audit Committee held on 26 November 2019 and it was

RESOLVED: That the Minutes of the meeting together with the amended Anti-Fraud and Corruption Strategy be adopted.

86 FINANCIAL PROGRESS REPORT- 1 APRIL TO 30 SEPTEMBER 2019

Members considered the Town Clerk's report at Agenda Appendix 4

RESOLVED: That the report be noted.

87 OFFICERS REPORT

Councillor Mrs J Eagland commended Officers for a detailed and informative report. Councillor Greatorex highlighted the number of Volunteers that assist the City Council and thanked them for all their efforts.

RESOLVED: That the Report as contained in Agenda Appendix 5 be noted.

88 SHERIFF'S RIDE WORKING PARTY

Members considered the Town Clerk's report and recommendations at **Agenda Appendix 6**. It was proposed by Councillor Trent and seconded by Councillor Robertson that item 3 of the terms of reference be revised to include a wider marketing campaign to attract more Tourism to the Sheriff's Ride, it was put to the vote which was duly carried.

RESOLVED:

a) That the amended terms of reference be adopted

b) The membership of the Working Party comprises Councillor P Jones as Chairman, Councillor J Smith as Deputy Chairman, plus Cllr C Ball, Cllr Mrs G Boyle, Cllr Miss J Marks and Cllr M Warfield.

89 ALLOTMENT LEASE RENEWAL

Members were asked to note that Lichfield District Allotment Society (LDAS) had approached the City Council regarding renewing their leases of the five separate allotment sites. The annual rent to the City Council for these sites is £900 which has not been increased since 1999. It was proposed by Cllr M Warfield and seconded by Cllr Mrs G Boyle that annual rent should therefore be increased to £1,100 per annum. It was put to the vote and duly carried.

RESOLVED:

a) That delegated authority be given to the Town Clerk in consultation with the Leader of the Council to enter into a lease with LDAS on behalf of the Council for a further period of seven years; the lease to be on similar terms as the existing 2013 lease.

b) That the annual rent to LDAS be increased from £900 to £1,100 per annum.

90 PAYMENT OF ACCOUNTS

RESOLVED: That payment of accounts be approved and confirmed as listed in Agenda Appendix 7 for the period 1 September 2019 to 30 September 2019 in the sum of £89,925.69 General Account, and £992.72 Imprest Account.

91 CITY COUNCIL FARMERS' MARKET

Members considered the Town Clerk's confidential report and the recommendations therein contained at Agenda Appendix 8.

RESOLVED:

- a) That the Farmers' Market provision return to LCC control while other options are considered and pending a formal Council resolution.***
- b) The existing pricing structure (£15 per stall) and requirement for Traders to bring their own stalls to be retained and reviewed by the Council no later than its meeting of January 2021.***

92 LAND SOUTH OF WORDSWORTH CLOSE, LICHFIELD

Members considered the Town Clerk's confidential report at Agenda Appendix 9.

RESOLVED:

- a) That the report be noted.***
- b) That Council approve an uplift in the maximum fixed term/time deposit with Nat West to £4million; this approval to be reflected in the City Council's Investment Policy and reviewed by the Audit Committee at its March 2020 meeting.***

93 STAFFING COMMITTEE

Members considered the minutes and recommendations of the meeting of the Staffing Committee held on 7 November 2019. [Both the Town Clerk and Deputy Town Clerk left the room during the consideration and voting on these Minutes due to a pecuniary interest].

RESOLVED: That the Minutes of the meeting and recommendations (as detailed in the agenda) be adopted.

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 8:07PM

MAYOR

For Council: 27 January 2020 APPENDIX 1

Lichfield City Council

Minutes of the Meeting of the Neighbourhood Plan Implementation Working Party (NPIWP) held in the Ashmole Room at Guildhall, Lichfield, on Wednesday 8 January 2020 at 6.30pm

PRESENT: Councillors D Dundas (Chairman), C Ball, Mrs G Boyle, J Checkland and M Trent.

APOLOGIES: None received.

51. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor C Ball declared an interest under Appendix B of the City Council Code of Conduct with respect to agenda item 9, Curborough Community Centre.

52. MINUTES

RESOLVED: *That the minutes of the NPIWP meeting held on 2 October 2019 be confirmed as a correct record (Minutes adopted by Council on 21 October 2019).*

53. MATTERS ARISING

Cllr Trent asked for an update regarding the extension of the footpath on Bishops Walk. The Deputy Town Clerk reiterated that the City Council had recently retarmacked sections of this footpath at a cost of £4,320 as part of the 2019/20 Repair and Renewals programme. Cllr Dundas suggested replanting as an alternative and asked the Deputy Town Clerk to liaise with the Open Spaces Officer to investigate this option and report back to the Committee at its next meeting on 15 April 2020.

54. CIL MONIES RECEIVED, COMMITTED AND FORECAST

Members considered CIL commitments, balances and forecast as detailed at Agenda Appendix 1.

RESOLVED: *That the update be noted.*

55. U3A STREET FURNITURE SURVEY - UPDATE

The Working Party considered the update and the outcomes from the Curborough survey. The Deputy Town Clerk updated the Working Party as to the outcomes of the Boley Park/Pentire Road survey which had recently been received.

RESOLVED:

a) *That the update be noted.*

b) *That the Deputy Town Clerk write to Ward Councillors requesting they submit their priority list from the Street Survey by 31 January 2020*

56. CONVERSION OF LCC OWNED STREET LIGHTING TO LED

Members considered the agenda report requesting consideration of the allocation of approximately £8,000 of CIL monies to facilitate the early completion of the City Council's project to convert LCC owned street lighting to LED.

RECOMMENDATION TO COUNCIL: *That approximately £8,000 of CIL monies be allocated to the replacement of LCC owned SOX/SON street lighting with LED alternatives in order to facilitate early completion of the project.*

57. CITY CENTRE PLAQUES

Members were advised that following considerable discussion with the Conservation Officer and contractor, Leandor, it has been agreed that the 'test' plaque is to be the Stowe Gate Plaque on Lombard Street. The contractor is preparing a method statement and timescale for the Conservation officer to approve and an initial site visit has taken place.

RESOLVED: *That the update be noted.*

58. CURBOROUGH COMMUNITY CENTRE

At its meeting of 8 April 2019 the Working Party made a recommendation to Council that a sum of £837.24 be allocated from the City Council's CIL funds to contribute towards the cost of the replacement outer doors at Curborough Community Centre, which was then budgeted at approximately £12,000. As a result of additional costs, the Working Party was asked to consider the appropriateness of an additional allocation of £2,500 of CIL funds to meet a further percentage of the cost to supply the new doors. The Committee agreed to meet the additional costs on the understanding that this was a one-off gesture to support the additional costs incurred.

RECOMMENDATION TO COUNCIL: *That approximately £2,500 of additional CIL monies be allocated to the supply of the new doors at Curborough Community Centre.*

59. ACTION PLAN UPDATE

The Working Party considered the action plan; the updated document is included at **ENCLOSURE 1** to these Minutes.

60. DATE AND TIME OF NEXT MEETING

Wednesday 15 April at 6:30pm.

61. ANY OTHER BUSINESS

COMMENTS REGARDING PLANNING APPLICATION 18/01217/OUTFLM- CRICKET LANE

The Chairman asked the Working Party to consider his written statement regarding the Cricket Lane Planning application; specifically, the height of the proposed buildings and nature of employment provided which appears to be in contravention of the aims of both the Local Plan and Neighbourhood Plan.

RECOMMENDATION TO COUNCIL: *That the City Council write to Lichfield District Council to express further concerns as to the height of the proposed buildings and nature of employment provided being in contravention of the aims of the Local Plan and Neighbourhood Plan. [Such concerns having previously been formally submitted to LDC following consideration of this matter by the City Council's Planning Committee]*

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 8.10PM**

ENCLOSURE 1: NPIWP ACTION PLAN AND PRIORTIES

ACTION IN ORDER OF PRIORITY	COMMENTS	TIMESCALE
Street Furniture Survey	<p>Completed survey received on 15 July 2019. Following Council resolution, it was agreed that Ward Councillors would identify potentially appropriate CIL spends and collate an Action Plan prepared in order of priority</p> <p>The Deputy Town Clerk reported that to date, only two Wards had submitted their Action Plans and as a result the relevant authorities had been contacted and made aware of the problems</p>	<p>At the request of the Chairman the Deputy Town Clerk to contact Councillors and ask them to submit their Wards Action plan to the Deputy no later than 31 January 2020.</p>
Reinstating the Clock in Chancellor Law's Mausoleum at St Michael's	<p>It was reported that due to the location of the Mausoleum a battery-operated clock would be required. The Committee felt that this would not be in keeping with the monument and therefore agreed not to pursue any further.</p>	<p>To be removed from the Action Plan</p>
Repainting of Railway Bridge on Upper St John Street.	<p>The Deputy Town Clerk informed the Working party that a response had now been received from Network Rail stating that regular repair works were carried out to the Bridge but there were no plans to re-paint it</p>	<p>To be removed from the Action Plan</p>
Publication of new Lichfield Map to be sold by Lichfield City Council	<p>Cllr Jones was not present at the meeting so no update could be reported.</p>	<p>The Deputy Town Clerk to contact Cllr Jones to request an update.</p>
Signs in the City Centre indicating walking direction to named carparks.	<p>The Deputy Town Clerk has tried once again to consult with Lichfield District Council regarding the feasibility of this and a request for an update has been made.</p>	<p>The District Council have provided no timescale for this project</p>
Contributions to the Canals Trust	<p>At its meeting on 21 October 2019 the City Council resolved;</p> <p><i>'That £10,000 of CIL monies be allocated to the Lichfield and Hatherton Canals Trust for use on a specific projects; the use of funds to be easily evidenced to allow for reporting of CIL spend to LDC'</i></p>	<p>The Deputy Town Clerk reported that to date invoices totalling £2,626.40 had been received from the Canals trust for use on specific projects.</p>
Improvement to Lichfield City Council Community Halls	<p>The chairman commented that repair works were required to the annex at Cruck House</p> <p>The Deputy Town Clerk reported that a Quinquennial report of Cruck House had been carried out in May 2019 which identified £5,000 of urgent repairs. The report identified a further £20,000 of priority improvements/ repairs which were required the funds for which have been allocated in the City Councils draft 2020/21 budget</p>	<p>The Deputy Town Clerk to confirm if the annex at Cruck House is included in the schedule of repairs.</p>
Additional 20mph signs in North Lichfield	<p>At the request of Cllr Ball this has been reinstated onto the action plan following representations from his constituents.</p>	<p>Cllr Ball agreed to provide details of his concerns to the Deputy Town Clerk who would then forward to Staffordshire County Council Highways.</p>

For Council: 27 January 2020 APPENDIX 2

Lichfield City Council

Minutes of the Meeting of the Markets Working Group (MWG) held in the Ashmole Room, Guildhall, Lichfield on Tuesday 17 December at 11.45am

PRESENT: Councillors J Checkland (Chairman) P McDermott, D Robertson, C Spruce and M Warfield.

IN ATTENDANCE: J Appleyard (LCC Markets Officer),
A Briggs (Town Clerk)
S Thomas (Deputy Town Clerk)

APOLOGIES: Councillor J Smith

7. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

8. MINUTES

RESOLVED: *That the Minutes of the meeting held on 18 November 2019 be confirmed as a correct record [minutes adopted by Council on 2 December 2019].*

9. MATTERS ARISING FROM MINUTES

None that are not considered at Minute number 10 below.

10. CJ EVENTS, WARWICKSHIRE

The Working Group discussed the meeting with CJ Events Warwickshire that was held immediately prior to this meeting of the Working Group in order to discuss options for the City council's Farmers' market. This follows the resolution by Council on 2 December 2019 to discontinue the previous arrangements.

The credentials of CJ Events were found to be very satisfactory; it was agreed by all that the meeting had been positive and that the Working Group is keen to progress the relationship with CJ Events further.

The discussions with CJ Events had been wide ranging, including recommendations that the date of the Market should be altered from the first Thursday of each month to the first Sunday of each month, with the possible exception of January. Given that half of the Square is occupied on most Sundays by ad-hoc hirers and bookings are in place for Sundays in 2020, it was agreed that the other half of the Square could be made available for the Market initially in order that demand can be gauged.

It was also suggested that the current Farmers' Market should be renamed as a 'Producers Market'. The Working Group discussed the financial benefits of working with CJ Events and that the company would assist with design and marketing of the new market, notably via their social media channels. CJ Events would pay to the Council a proportion of the earned income from stall rental, the income to the Council would therefore be variable depending upon the number of Traders present at each Market.

Following detailed discussion, the following recommendations to Council were agreed:

RECOMMENDATIONS TO COUNCIL:

1. *The existing Farmers' Market as held on the first Thursday of each month be discontinued, with the final Market taking place on 6 February 2020*
2. *The Council resolve to establish a new 'Producer's Market' to replace the Farmers' Market; the Market to be established under the provisions of the Food Act 1984 part III, and take place on the first Sunday of each month as required; the first 'Producers Market' to be held on Sunday 1 March 2020.*
3. *That the City Council enters into a preliminary agreement to host the Producer's Market in partnership with CJ Events for a period of six months, with a break clause that can be activated by either party at any point after four months.*
4. *Delegated authority be given to the Markets Working Group to activate the 'break clause' referred to at recommendation 3*
5. *The Markets Working Group to review the partnership with CJ Events following the June 2020 Producer's Market and to make recommendations to Council regarding future arrangements as soon as possible thereafter*
6. *Delegated authority be given to the Town Clerk in consultation with the Chairman of the Working Group and Leader of the Council to agree with CJ Events the detail of the initial six-month agreement; to include logistical arrangements, stall price setting etc in readiness for the first Producer's Market on 1 March 2020.*

11. DATE AND TIME OF NEXT MEETING

10.30am on Tuesday 16 June 2020

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 12.15pm.**

For Council: 27 January 2020 APPENDIX 3

Lichfield City Council

**Minutes of the Meeting of the Sheriff's Ride Working Party (SRWP) held in the Ashmole Room,
Guildhall, Lichfield on Monday 13 January 2020 at 6.30pm**

PRESENT:

Representing Lichfield City Council: Councillor P Jones (Chairman) and Councillors Mrs G Boyle, C Ball, J Smith and M Warfield

In Attendance: Lucy Clarke (Civic Officer)
Tony Briggs (Town Clerk)
Sarah Thomas (Deputy Town Clerk)

Apologies: Councillor Miss Jayne Marks

1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

2. TERMS OF REFERENCE & APPOINTMENT OF MEMBERS

The Working Party considered its terms of reference as approved by Council on 2 December 2019, and that Cllr P Jones had been appointed Chairman and Cllr J Smith as Deputy Chairman.

RESOLVED: *That the Terms of Reference and membership of the Working Party be noted.*

3. SHERIFF'S RIDE INCOME, EXPENSES AND OPTIONS

Members considered the Town Clerk's agenda report that provided detail of the costs, income and processes associated with the Sheriff's Ride.

RESOLVED: *That the report be noted.*

4. OPTIONS FOR THE FUTURE

Members considered the merits of continuing the Sheriff's Ride given the associated costs. The view of the Working Party was that the choice was between the Ride continuing in its current form or being discontinued; the options for substantially altering the Ride (for example undertaking a journey by car) were not seen as appropriate. Cllr Ball wished it to be noted that he felt the costs could not be justified and that the Ride should be discontinued unless commensurate value to the City could be demonstrated. However, the Working Party agreed by majority that they would not recommend the Ride be discontinued. Detailed discussion was then held regarding the costs of the Ride and it was agreed that very little savings could be identified, though the possibility of DMS Whittington being able to assist with logistics is to be investigated further. It was agreed that entertainment at lunch would not be provided.

It was agreed that in the absence of significant cost savings, sponsorship for the event was the most appropriate avenue to pursue. Members asked that Officers contact local developers and businesses to request sponsorship towards the cost of the Ride. Given the close working relationship the City Council has with Defence Medical Services Whittington, it was suggested they be asked to help with logistical support on the day.

RESOLVED:

- a) *That the Working Party believes the Sheriff's Ride should continue in its current form*
- b) *That Officers investigate possibilities for obtaining sponsorship for the ride to the value of £5,000*
- c) *That Defence Medical Services Whittington be asked to assist with logistical support*

5. DATE AND TIME OF NEXT MEETING

It was agreed that the Town Clerk would report the outcome of the proposed options to members electronically, members of the working party would then determine if another meeting was required.

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

For Council: 27 JANUARY 2020 APPENDIX 4

OFFICERS' INFORMATION REPORT

1. Civic Matters: Lucy Clarke, Civic Officer



On Saturday 24 November the Mayor and Sheriff held their annual Charity Dinner Dance in the Guildhall which this year had a 'Splash of Colour' theme. 89 guests attended the evening and enjoyed a splendid three-course meal followed by live musical entertainment. Our very own Sword Bearer and Town Crier Mr Ken Knowles took charge of the light-hearted auction, assisted by our Mace Bearer, Mr Richard Hunt. All auction and raffle prizes were kindly donated by local shops and businesses. The evening raised an

amazing £2,340.81 for the Mayor and Sheriff's Charities; St. Giles Hospice, Lichfield Voluntary Transport for the disabled and Lichfield & Hatherton Canal Restoration Trust.

The Mayor's Carols for Christmas was held on Tuesday 3 December in the Guildhall. The service was led by Mayor's Chaplain, Revd Nest Bateman and Tony White played the piano and accompanied 22 choristers from St. Chad's Choir. Scotch Orchard Primary School gave a splendid performance of 'Christmas Anthems' with 15 students taking part. Everyone then enjoyed a glass of mulled wine and a warm mince pie. The mulled wine was prepared by former Lichfield City councillor Mr Tony Thompson, using his secret recipe! Donations received on the evening for the Mayor and Sheriff's Charities totalled £101.39.



The Mayor & Sheriff recently held a competition for local primary school children to design the City Council's Civic Christmas Card for 2019. The winner, with a beautiful festive coloured drawing of Donegal House, was Ava Sumpter aged 7 from Christ Church Primary School.



The Mayor and Sheriff both commented on how difficult it was to choose from the very high standard of designs but were delighted that Ava's card would send Lichfield greetings to Civic heads across the country and Europe. Ava was then invited to the Mayor's Parlour, where she was presented with her prize; a toy shop gift voucher, winning certificate, and her original drawing which had been specially framed.

Preparations continue for the Mayoral Sunday Service on Sunday 12 January; Mayor and Sheriff's Charity Beer & Skittles on Friday 24 January; Mayor and Sheriff's Charity Sunday Lunch on Sunday 9 February; School Speaking Competition on Friday 14 February and Shrovetide Pancake Races on Tuesday 25 February.

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

The festive season saw 3,136 visitors to the Birthplace Museum in November and December, with over 600 attending special events.

Christmas events in 2019 included late-night opening for the Christmas Lights Switch On with refreshments and activities. 'A Johnson Family Christmas' weekend was held over November 30 – December 1 with performances from Lichfield Singers and Lichfield Poets, a display of automata, craft activities and stalls from local authors and craftspeople. On Sunday 8 December a fairy craft session and storytelling day, inspired by Johnson's fairy tale 'the Fountains', attracted a full house of families. A Christmas Mouse trail for young visitors ran throughout the Christmas holidays.



The Museum team delivered school visits for St Joseph's Primary School (Lichfield) and sixth form groups from De Ferrers (Burton) and the Pingle School (Swadlincote). Library users included local researchers working on the musician Clementi, and an academic from Reading University looking at Johnson's personal possessions. The Birthplace welcomed a returning volunteer to the team, Megan Price, who had previously transcribed a huge amount of the manuscript collection. Volunteer Nicola Young created a display on Johnson and Joshua Reynolds to complement the painting on display at Lichfield Cathedral.

Becki Morris, Director of the Disability Collaborative Network, visited the Museum to carry out an access audit focussing on welcoming neurodivergent visitors, funded by West Midlands Museums Development. Other development events attended included the final part of the Equality, Diversity and Inclusion Champion scheme, and a useful workshop on evaluation for funders.

In Partnership work, the Birthplace took part in the Visit Lichfield Christmas stocking tours and the MHO attended a meeting of the Friends of Lichfield Library. The excellent news came that Keele University has received an award from the Arts and Humanities Research Council for a PhD studentship in partnership with the Birthplace from October 2020. The collaborative doctoral research project entitled 'Samuel Johnson, Lichfield Literary Culture and Life Writing, 1775 – 1835' will use the Museum archive as a starting point for original research and the student will create displays and events as part of their project, which will be jointly supervised by Dr Nick Seager at Keele, Dr Mark Towsey at Liverpool, and the MHO. Interviews will be taking place in February.

The Guildhall Cells opened for two Saturdays prior to Christmas and welcomed 773 visitors, as well as an organised group visit of students from the University of Birmingham.

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



December and January have proved incredibly mild, so much so that the grass has been growing at a faster rate than usual resulting in early mowing in several areas.

During the Winter months while most trees are dormant it is a good time to cut back branches away from lights, raise canopies for pedestrians, and remove epicormic growth away from paths as pictured here at Samuel Close. It is also a good time to maintain mature trees by formative pruning.

With the excessive rainfall this Autumn some water has overflowed the banks of Curborough Brook onto the path and cycle track between Netherstowe School and the allotments. Lichfield District Council keeps the culverts clear weekly but in December they also removed the undergrowth to improve the flow. Further work will be required to reduce some of the silt build-up.



Staffordshire County Council has repaired a substantial hole in the pavement at the top of the Windings footpath which completes the programmed improvements to the City Council's footpaths for 2019/20.

4. Markets Report: Jordan Appleyard, Markets Officer

Stall occupancy remains consistent with 66% occupancy on Tuesdays, 54% on Fridays and 72% on Saturdays throughout December 2019. There are encouraging signs of growth on the Friday market as more casual traders have expressed an interest to stand. Fortunately, only one market was cancelled during December as a result of high wind speeds.

At its meeting of 21 October the Council resolved to set up a Markets Working Group to look at the decline of the Market and report back to Council. The second meeting of the Working Group took place on 17 December 2019, the minutes and recommendations form part of this Agenda and include an exciting option for a Sunday 'Producer's Market' to replace the ailing Farmers' Market.

As reported to December Council, a survey of Traders was undertaken to determine those who wished to stand extra days on the run up to Christmas. Unfortunately, only four traders chose to attend on the 22 & 23 December, nevertheless the feedback from both Traders and members of the public was positive and it is hoped this will encourage more Traders to stand in December 2020.

Following the success of the inaugural 'Community Day' held on the Square on 13 October, a second event has been scheduled for Wednesday 18 March. The event is already generating considerable interest on social media.

5. Twinning: Gabriele Lasch-Burden, Twinning Officer

The main focus in the Twinning calendar this year will be the official Twinning celebrations to be hosted by Limburg (Germany) from 25 - 28 September 2020. These celebrations are held every 3 years in alternate countries. In 2017, 80 guests from Lichfield travelled to Sainte Foy-les-Lyon, our French twin town to commemorate the 25th Anniversary of the signing of the twinning agreement. This year it is Limburg's turn to host and 100 guests from Lichfield have been invited to attend this wonderful occasion.



A packed programme has been arranged which will include cultural performances, sightseeing tours and a celebratory evening meal with all guests from England, France, Belgium (Limburg is also twinned with Oudenburg in Belgium) and Germany. There will also be a photo competition and exhibition during the weekend.

The Lichfield table tennis club and dance group, Team Catalyst have already confirmed their attendance. All are welcome to join in and experience the best of the beautiful town of Limburg and meet new people. There is no requirement to be part of the Twinning Association.

6. Guildhall: Helen Winter, Guildhall Bookings Secretary

Bookings have been very busy over the Festive period, as well as the regular hirers there has been a total of 23 meetings.

Private bookings have included a Wedding Reception, Jerome K Jerome's Annual Dinner with both U3A and Heyday Friendship holding their Christmas Parties.

The Bible Exhibition and Bramshall Art's Exhibition's proved very successful in the Guildroom and an art exhibition/sale was also held in the Corridor Gallery. There have been 4 Cell tours, 5 Craft Fairs, a Cats Protection tabletop sale, Angels in Mind Fair and Lichfield Leather held their usual Christmas Sale.

Concerts have been held by Lichfield Arts (4), Lichfield Sinfonia, City of Lichfield Concert Band and Lichfield Musical Youth Theatre (2). There was also a U3A Band concert and a Harry Potter film Night.

Repairs have been carried out to remedy the leak along the first-floor corridor; the extensive proposals for the Main Hall in 2020/21 form a part of the Repairs and Renewals programme that forms a separate item on the agenda.

The 2020 diary already has lots of bookings with very few Friday and Saturdays left for this year. The 2021 diary is now open and we have received a number of enquiries.

7. Deputy Town Clerk: Sarah Thomas



The Switch-on of the Christmas lights took place on Sunday 24 November 2019 in near perfect weather conditions. Sound and staging contractors were on the Market Square from 6.00am to ensure everything was ready for the entertainment to begin at 2.00pm. This year the Switch On stage was home to local bands; The Hustle, Punch the Air and for the first time, Lichfield Rock Choir. In addition, links with the Three Spires Precinct were re-established so shoppers were also entertained with performances from Liberty Staffordshire 'Shine & Sign' Choir and children from Stagecoach.



The Deputy worked with the Markets Officers to provide a festive themed market to run alongside this event. A total of 19 Traders attended selling a variety of items from Festive jumpers, sweet treats and snacks. Great care was taken to liaise with business owners and residents ahead of the event in the positioning of stalls in Market Street and the Three Spires in order to minimise the amount of disruption.



A crowd of approximately 4,500 then gathered in the Market Square in anticipation.

The cast of the Garrick Pantomime, Cinderella, performed songs from the show and the children of Christ Church School sang traditional Christmas Carols.

The lights were then officially Switched on by competition winners Chloe Maslen, Age 6 and Jacob Aston, Age 9 - ably assisted by the Mayor, Cllr Deb Baker.



Independent Lichfield, a small independent film company were on hand throughout the day to capture all the activities. The result is a short film which really captures the mood of the day and can be viewed at <https://youtu.be/pHLYLJe-Xjs>



The Deputy is also working on the City Council Newsletter for the February issue of City Life magazine and has provided secretariat support at the Local Plan Task and Finishing group and Sheriff's Ride Working Party.

For Council: 27 January 2020 APPENDIX 5

GUILDHALL ROOM HIRE CHARGES

PROPOSED NEW CHARGES IN RED

FROM 1 APRIL 2020 TO 31 MARCH 2021

Charges shown exclude VAT. VAT (currently 20%) will be added to all charges (except breakages deposits)

<u>VOLUNTARY/CHARITABLE</u>		<u>Mon - Thurs</u>	<u>2020-21</u>	<u>Fri - Sun</u>	<u>2020-21</u>
Main Hall (1st floor)	Per hour	£14.55	£15.00	£24.25	£25.00
Kitchen (1st floor)	Per occasion	£14.55	£15.00	£24.25	£25.00
Guildroom (ground floor)	Per hour	£9.30	£9.60	£17.05	£17.55
Kitchen (ground floor)	Per occasion	£9.30	£9.60	£17.05	£17.55
The Ashmole Room	Per hour	£7.70	£7.95	£15.40	£15.85
The Whytmore Room	Per hour	£6.50	£6.70	£13.45	£13.85
Whole Building	Per hour	£28.45	£29.30	£52.55	£54.10
<u>PRIVATE</u>		<u>Mon - Thurs</u>		<u>Fri - Sun</u>	
Main Hall (1 st floor)	Per hour	£16.85	£17.35	£27.80	£28.65
Kitchen (1 st floor)	Per occasion	£16.85	£17.35	£27.80	£28.65
Guildroom (ground floor)	Per hour	£10.70	£11.00	£19.35	£19.95
Kitchen (ground floor)	Per occasion	£10.70	£11.00	£19.35	£19.95
The Ashmole Room	Per hour	£8.80	£9.05	£17.90	£18.45
The Whytmore Room	Per hour	£7.50	£7.70	£15.20	£15.65
Whole Building	Per hour	£32.20	£33.15	£60.00	£61.80
<u>BUSINESS AND COMMERCIAL</u>		<u>Mon - Thurs</u>		<u>Fri - Sun</u>	
Main Hall (1st floor)	Per hour	£26.10	£26.90	£49.65	£51.15
Kitchen (1st floor)	Per occasion	£26.10	£26.90	£49.65	£51.15
Guildroom (ground floor)	Per hour	£25.05	£25.80	£47.55	£49.00
Kitchen (ground floor)	Per occasion	£25.05	£25.80	£47.55	£49.00
The Ashmole Room	Per hour	£16.50	£17.00	£22.20	£22.85
The Whytmore Room	Per hour	£14.15	£14.60	£19.00	£19.60
Whole Building	Per hour	£60.80	£62.60	£107.75	£111.00

ADDITIONAL CHARGES

1. All hire charges are increased by 20% for functions involving dancing and/or when alcohol is available, and a non-refundable deposit of £100 is required at the time of booking, which will be offset against the hire charge when full payment is made.
2. To cover charges levied by the Performing Rights Society (PRS fees), bookings which include live 'popular' and 'classical' music will be charged an additional fee of £100 per performance. After an invoice has been received from PRS/PPL hirers will be refunded any excess paid.
3. A charge of £50 per day for bookings of the Guildhall Corridor Gallery.
4. The Lichfield Arts bar should be booked with the Guildhall Bookings Secretary. The charge will be added to your roomhire invoice.
5. A breakages deposit of £100 is required for functions involving dancing and/or alcohol; this is required prior to the booking and will be refunded after the booking, less deduction for any damage or misuse. An additional deposit of £100 is required from any outside caterers you use, which will be refunded after the booking, less deduction for any loss, damage, misuse or exceptional cleaning incurred arising from use of the kitchen, crockery/cutlery or catering facilities.
6. Additional charges apply of: £110 for civil/marriage ceremonies, £25 for use of the keyboard and £25 for use of the projector.
7. Confirmed bookings, which are subsequently cancelled by the hirer, will be subject to the following cancellation charges:
 - (a) less than 14 days notice: £20, or 25% of hire charge, whichever is greater.
 - (b) less than 7 days notice: full hire charge of booking.
8. All bookings are subject to a minimum charge of 2 hours use per room. Bookings for Guildroom or Guildhall on Fridays and Saturdays daytime is subject to a minimum booking charge of 4 hours use.
9. Supply of Banquet Roll - 40 pence per metre

For Council: 27 January 2020 APPENDIX 6

FINANCIAL SUMMARY REPORT - 1 APRIL to 30 NOVEMBER 2019

This report contains the financial progress for the period 1 April 2019 to 30 November 2019 and summarises the income and expenditure against budget in the first eight months (66%) of the financial year and the year-end projected outturn. The report shows:

- Column 1 – The actual income/expenditure to 30 November 2019 (66% of full year)
- Column 2 – The forecast of expenditure for the remaining four 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 8 MONTHS TO 30 NOVEMBER	FORECAST FOR REMAINING 4 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE	NOTES
Parks and Footpaths	141,424	90,904	232,328	231,998	330	
Guildhall	51,233	37,866	89,089	73,505	15,584	1
Community Centres	9,066	6,239	15,305	15,130	175	
Markets	-16,687	6,543	-10,124	-30,175	20,051	2
Civic	61,840	33,598	95,438	86,022	9,416	3
Grant Aid/Partnerships	44,708	4,272	48,980	51,366	2,386	
Arts/Tourism/Twinning	32,175	34,299	66,474	65,790	684	
Johnson Birthplace Museum	53,248	43,378	96,626	98,349	1,723	
Democratic Services	63,782	86,559	150,341	152,326	1,985	4
Investment Interest	-3,497	-6,723	-10,220	-4,890	5,330	5
Loan Charges	0	0	0	0	0	
Agency	-19,519	1,427	-18,092	-18,174	82	
Repairs and Renewals	70,352	25,043	95,395	90,933	4,462	6
TOTAL SERVICE COST	£488,135	£363,405	£851,540	£812,180	£39,360	7
Capital Contribution	-468,000	-£1,544,975	-2,012,975	0	2,012,975	8
Community Infrastructure Levy (CIL)	-17,353	12,753	-4,600	0	4,600	9
TOTALS	£2,782	-£1,168,817	-£1,166,035	£812,180	£1,978,215	

Explanatory Notes:

- Note 1: *Includes costs associated with repairs to the Guildhall lift and replacement of catering dishwasher.*
- Note 2: *Impact of Street Trading legislation and declining market income against 2019/20 budget, plus longstanding discounted rates for January and February Markets and probable cancelled markets due to poor weather during final four months of the year.*
- Note 3: *Includes additional costs associated with the Sheriff's Ride, notably the withdrawal of free Policing provision.*
- Note 4: *Due to the 2019 general election it is possible that the invoice for the 2019 local elections will not be received from LDC during 2019/20. If that is the case the budget allocation will be added to reserves in readiness for payment during 2020/21.*
- Note 5: *Additional interest due to receipt of capital contribution (see Note 8)*
- Note 6: *Includes costs of urgent repairs to Cruck House carried out following architect's quinquennial inspection. Also includes further fees associated with the proposed renovation of the Guildhall in 2020/21; greater progress has been made than originally envisioned for 2019/20 – these costs would have been included as part of the 2020/21 budget proposals.*
- Note 7: *Total service cost **approx. 5% above** 2019/20 budget.*
- Note 8: *Capital contribution following decisions taken at the City Council's meetings of 28 January 2019 and 23 April 2018.*
- Note 9: *CIL receipts less commitments (in year movements only); any balance being transferred to the earmarked CIL reserve.*

In the notes above, several unforeseen occurrences during 2019/20 and their impact on the City Council's financial position are highlighted. These and additional notable pressures together with approximate costs are listed below.

ITEM	COST £ (approx.)
Repairs to Guildhall Lift (new power pack, door sensors etc)	10,000
Withdrawal of free policing for Sheriff's Ride and requirement to make alternative arrangements	7,000 (permanent budgetary pressure)
Replacement of Guildhall catering dishwasher	2,000
Replacement of office PC's (Windows 7 end of life)	5,000
Urgent repairs to Cruck House following architect quinquennial inspection	5,000
'Front loading' of fees associated with Guildhall Main Hall renovations	5,000
Introduction of Street Trading on the Market Square by LDC and resulting loss of income from 'ad hoc' hire	15,000 (against 2019/20 budget - permanent budgetary pressure)
TOTAL	£49,000 (approx. 6% of precept)

RECOMMENDED: *That the eight-month Financial Summary Report be noted.*



LICHFIELD CITY COUNCIL

DRAFT BUDGET 2020/21

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

The report shows:

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

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

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

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

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

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

Note 1: Increased budget due in part to required work at St Michael's Churchyard, see **Appendix 8**

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

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

Note 4: Impact of increased Sheriff's Ride costs

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

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

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

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

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

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

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

<u>Council Tax Analysis</u>	ACTUAL 2018/19	BUDGET 2019/20	ACTUAL 2019/20	BUDGET 2020/21	
Precept	£717,905	£757,180	£757,180	£817,890	
Apportioned Tax Base	£11,886.20	£12,017.80	£12,017.80	£12,133.00	
RESULTANT BAND D TAX	£60.50	£63.00	£63.00	£67.41	

DRAFT BUDGET 2020/21 ANALYSIS

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

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

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

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

APPENDIX 7 - ENCLOSURE 1

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

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

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

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

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

Recent Investment

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

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

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

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

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

Liabilities – 2021/22 – 2031/32

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

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

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

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

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

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

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

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

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

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

APPENDIX A

Financial Year	Location	Item	Cost Estimate	Source/Description
2021/22	Guildhall	Remaining bays to corridor roof to be re-leaded	£15,000	2016 QI Inspection
2021/22	Curborough CC	Rectification of issues identified in 2020 QI	£25,000	Window replacement and roof repairs required as a minimum
2021/22	Guildhall	Updated report on condition of stained-glass window and any repairs	£3,000 assuming further stabilisation required	5 yearly report as per QI recommendation
2021/22	Guildhall	Damp ingress - Guildroom	£5,000	Noted ingress following previous treatment to adjacent wall – extended treatment therefore advisable
2021/22	Guildhall	Repointing, spalled bricks, repair/replace rusting rainwater goods	£7,000	2016 QI
2021/22	Donegal House	Repairs and restoration of Donegal house staircase	£5,000+	2016 QI
2021/22	Boley Park CC	Repairs as identified in 2020 QI, plus known repairs	£50,000+	Entrance/exit doors, main hall flooring and kitchen require replacement as a minimum
2022/23	Darwin Hall CC	Repairs as identified in 2021 QI	£15,000	Based on costs incurred or expected from QI's at other LCC owned property
2022/23	Guildhall and Donegal House	Repairs as identified in scheduled QI inspection	£25,000	Estimate
2022/23	Birthplace Museum	Redevelopment Project	£50,000 - £500,000	Dependent upon external funding bid successes and the extent to which Council wishes to progress if funding is not forthcoming. Costs unlikely to occur in one financial year but added here for convenience. Rewiring required in 2022
2022/23	Birthplace Museum	Repairs as identified in scheduled QI	£8,000	Estimate
2023/24	Remembrance Gardens	Pathway/Lighting	£15,000 - £30,000	Existing pathway is poor, a resin-based path as used at the Clock Tower would improve the Gardens, as would the addition of lighting
2023/24	Guildhall	Removal of redundant sanitary fittings and appropriate capping; renovation and redecoration to 'stairwell' area	£15,000	2016 QI
2024/25	Donegal House	Upgrade to top floor kitchen/toilet facilities	£15,000	Estimate
2024/25	Donegal House/SJBM	Update and replacement of IT equipment	£14,000	Based on 6-year operating life
2024/25	City Wide	Replacement bus shelters	£75,000+	City Council owns 17 bus shelters, replacement cost around £6,000 each. Includes possibility of shelters being requested in four additional locations and 50% of existing shelters being replaced over the period. Costs unlikely to occur in one financial year but added here for convenience.

2025/26	Cruck House	Repairs identified in scheduled QI inspection	£3,000	Estimate
2025/26	City Wide	LCC pathway maintenance	£30,000 - £100,000	Fund to address high and medium priority cracks, splits and trip hazards on LCC owned pathways. Pool Walk will eventually require resurfacing, and this will come at a considerable cost. Costs unlikely to occur in one financial year but added here for convenience
2026/27	Boley Park CC	Repairs identified in scheduled QI inspection	£5,000	Estimate
2026/27	Guildhall	Replacement boilers and ancillaries	£80,000 - £100,000	Based on 15 year operating life and includes costs of replacement ancillaries that may be spread over a longer/shorter period
2026/27	Curborough CC	Repairs identified in scheduled QI inspection	£6,000	Estimate
2027/28	Darwin Hall	Repairs identified in scheduled QI inspection	£5,000	Estimate
2027/28	Guildhall and Donegal House	Repairs identified in scheduled QI inspection	£15,000	Estimate
2027/28	Market Square		£25,000 - £90,000+	Johnson statue requires semi regular cleaning, possibility of need to repave the Square plus refitting of kitchen/toilet block. Costs unlikely to fall in one financial year but added here for convenience
2028/29	Birthplace Museum	Repairs identified in scheduled QI inspection	£8,000	Estimate
2028/29	Closed Churchyards	Expenses incurred in LCC's maintenance of closed churchyards at St Michaels and St Chads	£30,000	Based on considerable activity in 2018-21 and likelihood of need for further work in the following 10-year period. Costs unlikely to occur in one financial year but added here for convenience
2029/30	Guildhall	Replacement lift	£50,000	Based on 20-year operating life
2030/31	Cruck House	Repairs identified in scheduled QI inspection	£3,000	Estimate
2030/31	N/A	Christmas Lights fixtures	£25,000+	Several fixtures will require replacement during the identified period. Costs unlikely to occur in one financial year but added here for convenience
2031/32	Donegal House	Update and replacement of IT equipment	£14,000	Based on 6-year operating life
2031/32	Guildhall and Donegal house	Fire alarm upgrades	£15,000 - £20,000	Existing systems will require updating or replacement by 2031/32 due to age related deterioration of the detector heads and improvements in technology/regulation changes
2031/32	Guildhall and Donegal House	Repairs as identified in scheduled QI Inspection	£15,000	Estimate
2031/32	Boley Park CC	Repairs as identified in scheduled QI Inspection	£15,000+	Estimate – kitchen and flooring as replaced in 2021/22 may require overhaul/replacement
2031/32	Curborough CC	Repairs identified in scheduled QI inspection	£6,000	Estimate

For Council: 27 January 2020 APPENDIX 8

REPAIR, RENOVATION & SPECIFIC PROJECT PROGRAMME 2020/21

The proposed 2020/21 Repair, Renewals and Specific Project Programme includes the renovation of the Guildhall Main Hall. While there remain further internal and external improvements that can be made to both buildings, the completion of this project represents the final – and largest - element of the essential initial repair and refurbishment of the Guildhall that followed the City Council securing ownership of the building.

The table below details the proposed repair, renewal and specific project items for 2020/21. Items marked with an asterisk are included in the main repair and renewals programme budget head, remaining items are allocated to the individual service budget head which relates to the project.

Location	Scheme	Costs for Budget	Notes
Guildhall	Floor to ceiling redecoration of main hall, improvements to lighting, renovation and repairs to wood panelling, replacement flooring, plus restoration of Mayoral boards*	£130,000	1
SJBM	HLF match funding	£7,500	2
Open Spaces	Phased replacement of existing street lights with LED alternatives (year 2 of 3)*	£10,000	3
Cruck House	Enhancements as identified in the Quinquennial Inspection carried out in May 2019*	£20,000	4
St Michaels's Churchyard	Necessary removal/pruning of trees on south margin of the Churchyard due to disease	£8,000	5
Curborough CC	Quinquennial Inspection and any urgent repairs identified therein*	£10,000	6
	Total	£185,500	7

Note 1: A budget for the preliminary work to inform this costed proposal for the extensive works described was included within the 2019/20 Repair and Renewals budget. The resulting scheme of works, completion of the Tender process and further discussions with the preferred contractor has allowed a scheme to be developed in good time for this important work to be completed. The work would take place during two broad phases during 2020, though certain work would take place in between the designated phases in order to guard against slippage in completion dates. Scheme cost includes contingencies and anticipated professional fees.

Note 2: Match funding for the continuing initial development work phase of the proposed redevelopment of the Birthplace Museum. Budget includes anticipated professional fees.

Note 3: This is the second year of a three-year project to replace all LCC streetlights with LED alternatives as a proactive measure, rather than reacting to the withdrawal from the market of SOX (low

pressure sodium) and the probable eventual withdrawal of SON (high pressure sodium) lighting. Each light will cost £202.00 to replace with an LED alternative, the latter having a 10-year warranty, a life expectancy of at least 25 years and approximately 65% reduction in electricity usage based on approximate like for like light output. The estimated installation costs vs electricity savings 'break even' point is around eight years. By spreading the replacement schedule evenly over three years the initial cost to the City Council will be spread over a reasonable period. The total cost of replacement is in the region of £30,000. Phase 1 was completed on budget in September 2019. Also see agenda item 8 and Appendix 1 for proposals to complete this project in 2020/21 with the assistance of CIL funding.

Note 4: The City Council's architects carry out quinquennial inspections (QI's) on the City Council's property to assist in the process of prioritising repairs. A QI was carried out at Cruck House in May 2019. Urgent repairs were identified, including roof and guttering repairs and replacement glazing; these were carried during the Autumn of 2019. The QI report identified various other matters including the lack of DDA compliant access, the need for redecoration of the property, overhaul of lighting arrangements, and the poor condition and functionality of the annexe accommodation. It is proposed that these issues be addressed within one financial year in order to ensure the matters raised in the QI are attended to, and that the building is in good repair and meets the needs of its users.

Note 5: Further work required to trees in St Michael's Churchyard following advice and investigation by LDC's Arboricultural Officer. Work is required to 13 trees, mainly mature limes, due to disease.

Note 6: A QI inspection at Curborough Community Centre is now required and may highlight the need for urgent repairs to be undertaken. In a similar approach to Cruck House (note 4) it is proposed that a sum be set aside for any urgent repairs but additional recommendations within the QI report be identified and budgeted prior to being brought to Council for consideration as part of the 2021/22 budget.

Note 7: The total cost listed is for the relevant scheme only and does not include employee costs which are spread evenly across budget heads. Capital costs to be allocated from the City Council's Capital Reserve.

At its meeting of 21 October 2019, the City Council resolved that a climate emergency exists and that it would take this in to account in all future spending decisions of the Council. The proposals set out herein contribute to a reduction in electricity consumption, notably through the replacement of street lights with LED alternatives. More generally, the shift in focus from necessary urgent repairs to a more holistic approach based on architect recommendations will allow for improvements both to the fabric of, and installations within, LCC owned buildings that will result in greater thermal efficiency and reduced running costs.

Draft Response to Lichfield District Council City Centre Masterplan Consultation

Responses to the consultation are to be submitted using the online interactive response form provided on the LDC website. This form is reproduced below with draft City Council comments added. Section 'A' is omitted as this relates to personal details of the consultee rather than the submission of comments.

Lichfield City Centre Masterplan Consultation Questionnaire

B. MASTERPLAN APPROACH

- 1) **Development opportunities and public realm priorities have been identified to help meet the six masterplan objectives.**

Do you think that the **overall strategy** is correct?

Yes No (If you responded 'no' please explain why)

- 2) **Is it helpful to think about the city centre in terms of **quarters**?**

Yes No (If you responded 'no' please explain why)

C. DEVELOPMENT OPPORTUNITIES

Development opportunities have been identified to enhance the role and function of the key sites in the city centre.

- 3) **Do you think the '**Birmingham Road Gateway**' development opportunity will help to improve the city centre?**

Yes No (If you responded 'no' please explain why)

There is a need for affordable housing in Lichfield. As the residential element of the BRS development is likely to be the first element that is built, it is important that these units are for all residents - and not just more high-end/retirement units in order that public confidence in the overall BRS scheme and Masterplan would not be negatively impacted

The introduction of the cinema is strongly welcomed. Also, the provision of commercial business space chimes with the Lichfield City Neighbourhood Plan to provide more employment and, in particular, white collar employment.

The Birmingham Road Gateway also refers to an additional hotel. While appreciating that this is a strategic document, further information on how many rooms are to be provided vs. estimated need (given there is already Premier, George Hotel and Cathedral Lodge hotels) would be useful at a very early stage of consideration of such proposals.

- 4) **Do you think the '**District Council House**' development opportunity will help to improve the city centre?**

Yes No (If you responded 'no' please explain why)

It is a functional office building attached to the old school. It needs utilising as much as possible. One issue is parking for Council staff as many come from outside Lichfield District. Senior Officers in particular prefer to not work in their home district and it is essential we can attract good officers. Also need parking for functions if converting the council chamber for events such as weddings.

- 5) **Do you think the '**Bird Street Courtyard**' development opportunity will help to improve the city centre?**

Yes No (If you responded 'no' please explain why)

The car park is well used as identified in the masterplan, particularly in the evening.

However, it is a prime location and while there is a beautiful view of the Cathedral, the surrounds of the area are less attractive. Bird St car park is a very contentious local issue and proposals will require detailed discussions with residents and stakeholders. Both the masterplan and the Lichfield City Neighbourhood Plan (LCNP) call for retention of some parking on the site and the council supports this; Beacon St/ Stafford Rd is currently one of the major routes in to the city from the North, the loss of 100+ parking spaces will clearly have an impact. The masterplan makes clear that additional spaces will be created in the Southern gateway but the reduction in parking provision could provide a disincentive to vehicular travel from the A51/A515 that will need to be considered. The provision for improved signage is therefore welcomed.

The LCNP supports the principle of redevelopment of Bird St car park and the former Woolworths building, insofar as such redevelopment must demonstrate full regard for the historic environment of the City. The Neighbourhood Plan also supports the principle that development in the centre of the City takes every opportunity to incorporate and enhance views of the Cathedral.

As alluded to in the masterplan, it would be wise to construct the new multi storey car park prior to reducing parking capacity on this site; improving access from the City station to the Birmingham Road site should also be undertaken to encourage entry to the City by this route. The introduction of electronic signage boards into Lichfield centre indicating to the public which car parks are "full" and "have spaces" should also be investigated.

6) **Do you think the 'University West Car Park' development opportunity will help to improve the city centre?**

Yes No (If you responded 'no' please explain why)

7) **Are there any additional development opportunities that should be considered?**

Yes No (If you responded 'no' please explain why)

Multipurpose covered outside space.

D. PUBLIC REALM PRIORITIES

Public realm priorities have been identified, to deliver improvements to patterns of movement within the city centre.

8) **Do you think the 'Birmingham Road Corridor' interventions will improve pedestrian accessibility to the city centre from Lichfield City train station?**

Yes No (If you responded 'no' please explain why)

9) **Do you think the 'Lichfield Transport Hub' will enhance the arrival experience to the city by bus, coach, train and taxi?**

Yes No (If you responded 'no' please explain why)

10) **Do you think the 'Bird Street Walk' interventions will make this route safer and more welcoming?**

Yes No (If you responded 'no' please explain why)

11) **Do you think a 'Circular Minster Pool Walk' will encourage more people to use the Minster Pool area?**

Yes No (If you responded 'no' please explain why)

Not sure this will work to attract people. Need seats for public which face each other as they have in a lot of spaces in London and abroad. Will require very good signage.

12) Do you think the 'pedestrian priority streets' interventions will improve pedestrian safety?

Yes No (If you responded 'no' please explain why)

With City Centre living there is a need to consider light pollution and the impact upon habitable rooms, notably bedrooms, and particularly with LED street lighting. There is a need to balance the rights of residents with noise and light pollution

13) Do you think the improvements to 'pedestrian walkways and linkages' will enhance pedestrian access and safety?

Yes No (If you responded 'no' please explain why)

Yes, but potential impacts on residents need to be considered carefully. The proposed Angel Croft development would provide an excellent pedestrian pathway from the Cathedral Quarter to Beacon Park, the City Council would wish such provision to be retained in proposals for the site.

14) Do you think 'clear and consistent signage' will make it easier for people to navigate their way around the city centre?

Yes No (If you responded 'no' please explain why)

15) Are there any additional public realm priorities that should be considered?

Yes No (If you responded 'no' please explain why)

Incorporation of a cinema into the proposals is critical.

E. MASTERPLAN DELIVERY

16) Do you think the Delivery Strategy provides a sensible way forward for implementing the masterplan?

Yes No (If you responded 'no' please explain why)

17) Do you have any further comments?

In the first instance the City Council wishes to record its general agreement with the content of the document, and to commend the authors for producing numerous innovative proposals within a highly accomplished first draft report. However, the City Council wishes to raise the following:

- It should perhaps be clarified in the document that reference to the University is to the campus only
- Car parking is mentioned in the analysis of each Quarter. A separate schedule on car parking, indicating how many spaces are to be provided and where vs. estimated need as a whole would be helpful
- Significant vistas and buildings (e.g. Samuel Johnson birthplace Museum, Darwin House and the Guildhall) are not featured, while there is a considerable emphasis on the Cathedral
- Pedestrianisation from Conduit Street and around the city inner roads is recommended. This has been discussed over many years and some of the permit issues for business owners will need a great deal of careful management for this to be possible

The City Council appreciates that Lichfield City station is not within the remit of LDC. It is hoped however that in developing and implementing the Masterplan, partners and stakeholders who do hold the necessary remit can be encouraged, via engagement and the positive outcomes from the masterplan, to consider suggestions and proposals in order to further enhance the positive impacts on the City; the City Council therefore wishes to submit the following comment:

- Further to **question 9** - Lichfield City Station is in need of updating; the current facilities at the station are at odds with the aim of raising the profile of Lichfield, particularly as a tourist destination.

For Council: 27 January 2020 APPENDIX 10

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 October to 31 October 2019

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/10/2019	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 19/20 - 7th instalment (October)	908.00	0.00	908.00
01/10/2019	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 19/20 - 7th instalment (October)	34.00	0.00	34.00
01/10/2019	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 19/20 - 7th instalment (October)	530.00	0.00	530.00
01/10/2019	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 19/20 - 7th instalment (October)	1,964.00	0.00	1,964.00
04/10/2019	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - September	12.93	0.00	12.93
04/10/2019	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - October	6.00	1.20	7.20
08/10/2019	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - September	16.83	0.00	16.83
08/10/2019	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - October	6.00	1.20	7.20
09/10/2019	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - December 2018 (Revised bill)	82.97	4.15	87.12
09/10/2019	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - January 2019 (Revised bill)	30.90	1.55	32.45
09/10/2019	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - February 2019 (Revised bill)	27.96	1.40	29.36
09/10/2019	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - March 2019 (Revised bill)	30.90	1.55	32.45
10/10/2019	22009	Justice Fire and Security	R&R FUND Guildhall/Donegal Hs	Installation of new fire alarm control panel in Donegal Hse	1,864.73	372.94	2,237.67
10/10/2019	22009	Justice Fire and Security	R&R FUND Guildhall/Donegal Hs	Installation of new wireless fire detectors throughout DH	5,638.73	1,127.74	6,766.47
10/10/2019	DDebit	Npower Ltd	G/HALL Energy	Electricity - August	315.34	63.07	378.41
11/10/2019	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/internet usage Jul-Sep, rental Sep-Nov	82.50	16.50	99.00
11/10/2019	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/internet usage Jul-Sep, rental Sep-Nov	351.88	70.37	422.25
11/10/2019	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/internet usage Jul-Sep, rental Sep-Nov	359.18	71.84	431.02
11/10/2019	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - August	193.89	38.78	232.67
11/10/2019	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - August	57.17	2.86	60.03
11/10/2019	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - August	88.72	4.44	93.16
11/10/2019	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - August	27.76	1.39	29.15
11/10/2019	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - August	73.36	3.67	77.03
15/10/2019	22010	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall erection - September	2,198.00	439.60	2,637.60
15/10/2019	22010	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall storage - September	304.50	0.00	304.50
15/10/2019	22011	Banner Group Ltd	ADMIN Supplies & Services	Stationery	47.24	9.45	56.69
15/10/2019	22012	Mandy Billington Illustrations	BIRTHPLACE Stock for sale	Lichfield illustrated mugs for sale	42.00	0.00	42.00
15/10/2019	22013	N Boden	PARKS Other Repair/Maint	Install stone 'beret in rock' feature in Remembrance Gdns	80.00	0.00	80.00
15/10/2019	22013	N Boden	PARKS Other Repair/Maint	Curborough - repair goalposts etc; Lincoln CI- remove sign	160.00	0.00	160.00
15/10/2019	22014	Brownhill Hayward Brown	BIRTHPLACE Supplies & Services	Architects' fees for Birthplace developments	622.50	124.50	747.00
15/10/2019	22014	Brownhill Hayward Brown	R&R FUND General	Architects' fees for Johnson statue railings	197.50	39.50	237.00
15/10/2019	22014	Brownhill Hayward Brown	R&R FUND Guildhall/Donegal Hs	Architects' interim fees (no. 6) for Guildhall restorations	675.00	135.00	810.00
15/10/2019	22015	City Life in Lichfield Ltd	BIRTHPLACE Adverts/promotion	2 museum event listings in City Life, October	10.00	2.00	12.00
15/10/2019	22016	County Signpost Ltd	BIRTHPLACE Adverts/promotion	Feature in 2020 County Signpost magazine & website	125.00	25.00	150.00
15/10/2019	22017	CSC Window Films & Blinds Ltd	G/HALL Supplies/Services	Window film fitted in Ashmole Room to protect paintings	560.00	112.00	672.00
15/10/2019	22018	Darwin Electrical Services	ARTS/TOURISM Expenditure	Replacement lighting in Guildhall Cells display	386.00	77.20	463.20
15/10/2019	22019	Darwin Hall Community Assocn	HALLS Darwin Hall	Contribution to improvements-Hedging by play area, rear yd	1,123.60	0.00	1,123.60
15/10/2019	22020	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cleaning supplies, batteries	66.70	13.34	80.04
15/10/2019	22021	Forward Cleaning Contractors	ADMIN Supplies & Services	Monthly Donegal House window cleaning - August	16.00	3.20	19.20
15/10/2019	22022	Frederica Greetings Ltd	BIRTHPLACE Stock for sale	Various cards for sale	62.40	0.00	62.40
15/10/2019	22023	A Grice	PARKS Other Repair/Maint	Padlock for Netherstowe allotments gate	38.21	7.64	45.85
15/10/2019	22024	Hindleys Bakery	BIRTHPLACE Supplies & Services	2 birthday cakes for Johnson Birthday celebrations	160.00	0.00	160.00
15/10/2019	22025	Horse Ambulance Service Ltd	CIVIC Ride General	Equine ambulance service	250.00	50.00	300.00
15/10/2019	22026	Integrated Water Services Ltd	ADMIN Supplies & Services	Water hygiene risk assessment for Donegal House	225.00	45.00	270.00
15/10/2019	22027	Judge Sampson Ltd	BIRTHPLACE Stock for sale	Postcards for sale	20.00	4.00	24.00
15/10/2019	22028	Lichfield District Council	ADMIN Offices Rates/Water	BID charge October19 - September20	277.50	0.00	277.50
15/10/2019	22028	Lichfield District Council	G/HALL Rates/Water	BID charge October19 - September20	162.00	0.00	162.00
15/10/2019	22028	Lichfield District Council	G/HALL Supplies/Services	Annual premises licence	180.00	0.00	180.00
15/10/2019	22028	Lichfield District Council	MARKET Rates/Water	BID charge October19 - September20	600.00	0.00	600.00
15/10/2019	22029	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Hillside - Prune 10 maples overhanging road	800.00	160.00	960.00
15/10/2019	22030	Print & Digital of Lichfield Ltd	CIVIC Sheriff's Allowance - D Brown	Additional maps printed for Sheriff (to repay LCC)	99.00	0.00	99.00
15/10/2019	22031	Raphael Design Limited	BIRTHPLACE Adverts/promotion	Printing of autumn/Christmas events leaflet	150.00	0.00	150.00

15/10/2019	22031	Raphael Design Limited	BIRTHPLACE	Supplies & Services	Printing of 5,000 museum guide leaflets	230.00	0.00	230.00
15/10/2019	22032	RBS Invoice Finance Ltd	MARKET	Supplies/Services	Agency markets officer w/e 15/9 (18 hrs)	274.32	54.86	329.18
15/10/2019	22032	RBS Invoice Finance Ltd	MARKET	Supplies/Services	Agency markets officer w/e 22/9 (18 hrs)	274.32	54.86	329.18
15/10/2019	22032	RBS Invoice Finance Ltd	MARKET	Supplies/Services	Agency markets officer w/e 29/9 (18 hrs)	274.32	54.86	329.18
15/10/2019	22032	RBS Invoice Finance Ltd	MARKET	Supplies/Services	Agency markets officer w/e 6/10 (17 hrs)	259.08	51.82	310.90
15/10/2019	21854	R J Lift Services Ltd	G/HALL	Repair/Maint	Cancel chq 21854 of 20/6 - lost in post	-392.00	-78.40	-470.40
15/10/2019	22033	R J Lift Services Ltd	G/HALL	Repair/Maint	Replace chq 21854 of 20/6-callouts to lift breakdowns, June	392.00	78.40	470.40
15/10/2019	22034	The Smallprint Company	BIRTHPLACE	Supplies & Services	Drop-in letter press workshops for Heritage weekend	279.15	0.00	279.15
15/10/2019	22035	Staffordshire Signs & Graphics	C I L	Expenditure	Supply & install 7 new welcome signs at city entrances	2,305.00	461.00	2,766.00
15/10/2019	22036	Storer Smith Events Ltd	CIVIC	Ride General	Marquees and tables for Sheriff's Ride lunch	1,875.00	375.00	2,250.00
15/10/2019	22037	Taylor Maids UK Ltd	BIRTHPLACE	Supplies & Services	Museum cleaning - September (27 hrs)	351.00	70.20	421.20
15/10/2019	22037	Taylor Maids UK Ltd	G/HALL	Supplies/Services	Guildhall cleaning - August (58.5 hrs)	760.50	152.10	912.60
15/10/2019	22037	Taylor Maids UK Ltd	G/HALL	Supplies/Services	Guildhall cleaning - September (58.5 hrs)	760.50	152.10	912.60
15/10/2019	22038	Tonks Brothers Tree Services	PARKS	Other Repair/Maint	Tree work at 6 different open spaces	2,500.00	500.00	3,000.00
15/10/2019	22039	Vaughtons	CIVIC	Supplies/Services	Jewels, bars, ribbons & cases for 19/20 Mayor & Sheriff	1,414.30	282.86	1,697.16
15/10/2019	DDebit	MT Services Computer Systems	ADMIN	Supplies & Services	IT support (Antivirus,backups,Office365) - September	542.62	108.52	651.14
15/10/2019	DDebit	MT Services Computer Systems	BIRTHPLACE	Supplies & Services	Monthly internet service - September	45.00	9.00	54.00
15/10/2019	DDebit	MT Services Computer Systems	DEM SERVICES	Supplies & Services	Councillors' emails - September	126.00	25.20	151.20
15/10/2019	DDebit	MT Services Computer Systems	G/HALL	Supplies/Services	Monthly internet service - September	45.00	9.00	54.00
15/10/2019	DDebit	Nat West	ADMIN	Supplies & Services	Monthly Bankline (online banking) charge - October	20.00	0.00	20.00
15/10/2019	DDebit	NatWest Autopay	EMPLOYEE COSTS		Wages and salaries - October	24,222.77	0.00	24,222.77
17/10/2019	DDebit	EE Ltd	MARKET	Supplies/Services	Monthly markets mobile bill - October	12.83	2.57	15.40
21/10/2019	DDebit	Npower Ltd	PARKS	Energy	Pool Walk electricity - September	43.81	8.76	52.57
21/10/2019	DDebit	Virgin Media Payments Ltd	ADMIN	Tel/Postage	Phones/internet - September usage/ October rental	135.51	27.11	162.62
24/10/2019	DDebit	British Gas	BIRTHPLACE	Energy	Gas 3/7/19 - 2/10/19	92.88	4.64	97.52
25/10/2019	DDebit	Lichfield District Council	PARKS	Contract Repair/Maint	Period 11/9 -10/10	10,590.39	2,118.07	12,708.46
28/10/2019	22040	Abacus Cash Registers Ltd	BIRTHPLACE	Supplies & Services	New Museum touch screen till, printer & windows upgrade	1,461.00	292.20	1,753.20
28/10/2019	22041	All-Fit Towbars & Trailers	MARKET	Supplies/Services	Annual trailer service	99.00	19.80	118.80
28/10/2019	22041	All-Fit Towbars & Trailers	MARKET	Supplies/Services	Supply and fit bearings to trailer spare	160.00	32.00	192.00
28/10/2019	22042	ARL Design & Welding Ltd	MARKET	Supplies/Services	30 steel frame poles	862.50	172.50	1,035.00
28/10/2019	22043	BEE-LINE Pest Control	PARKS	Other Repair/Maint	Quarterly pest control 5/7 - 5/10	250.00	0.00	250.00
28/10/2019	22044	N Boden	PARKS	Other Repair/Maint	St Michael's-Relocation of bench & bin onto concrete slabs	150.00	0.00	150.00
28/10/2019	22045	Francotyp-Postalia Ltd	ADMIN	Tel/Postage	Franking machine credit	500.00	0.00	500.00
28/10/2019	22046	Heritage Books	BIRTHPLACE	Stock for sale	Copies of 'Major Works'	46.76	0.00	46.76
28/10/2019	22046	Heritage Books	BIRTHPLACE	Stock for sale	Copies of 'To the Hebrides'	37.77	0.00	37.77
28/10/2019	22046	Heritage Books	BIRTHPLACE	Stock for sale	Copies of 'Fortunes of Francis Barber'	97.50	0.00	97.50
28/10/2019	22046	Heritage Books	BIRTHPLACE	Stock for sale	Copies of Nokes' Johnson	64.94	0.00	64.94
28/10/2019	22046	Heritage Books	BIRTHPLACE	Stock for sale	Copies of 'Rasselas'	35.06	0.00	35.06
28/10/2019	22046	Heritage Books	BIRTHPLACE	Stock for sale	Copies of 'Dictionary of the English Language'	58.46	0.00	58.46
28/10/2019	22047	Keelys LLP	ADMIN	Professional Fees	Employment law advice plan to 25/11/20	1,000.00	200.00	1,200.00
28/10/2019	22048	Maximity Ltd	ADMIN	Subscript/Training	Tailored Excel & Sage Accounts training for staff (2 days)	1,000.00	200.00	1,200.00
28/10/2019	22049	MT Services Computer Systems	DEM SERVICES	Supplies & Services	Remote support for setting up councillor emails	80.00	16.00	96.00
28/10/2019	22050	Nisbets	G/HALL	Supplies/Services	Stainless steel coffee and teapots; cleaning supplies	32.75	6.55	39.30
28/10/2019	22052	RBS Invoice Finance Ltd	MARKET	Supplies/Services	Agency markets officer w/e 13/10 (12.5 hrs)	190.50	38.10	228.60
28/10/2019	22052	RBS Invoice Finance Ltd	MARKET	Supplies/Services	Agency markets officer w/e 20/10 (15 hrs)	228.60	45.72	274.32
28/10/2019	22053	R J Lift Services Ltd	G/HALL	Repair/Maint	Annual lift maintenance agreement to 31/10/20	930.56	186.11	1,116.67
28/10/2019	22054	Staffordshire County Council	BIRTHPLACE	Supplies & Services	Two tickets for Tourism & Good Food Awards ceremony	83.33	16.67	100.00
28/10/2019	22055	Vaughtons	CIVIC	Supplies/Services	Bespoke fitted mayoral chain box and engraving of cover	478.93	95.79	574.72
28/10/2019	22056	Shakespeare Antiques Ltd	BIRTHPLACE	3rd Party Sales	Booksale proceeds to 13/10/19	82.71	0.00	82.71
28/10/2019	22057	Steve Brown	BIRTHPLACE	3rd Party Sales	Booksale proceeds to 13/10/19	24.67	0.00	24.67
28/10/2019	22058	A & JM Carroll	BIRTHPLACE	3rd Party Sales	Booksale proceeds to 13/10/19	52.00	0.00	52.00
28/10/2019	22059	PR & JM Stockham	BIRTHPLACE	3rd Party Sales	Booksale proceeds to 13/10/19	2.00	0.00	2.00
28/10/2019	22059	PR & JM Stockham	BIRTHPLACE	3rd Party Sales	Booksale proceeds to 21/7/19	4.67	0.00	4.67
28/10/2019	22059	PR & JM Stockham	BIRTHPLACE	3rd Party Sales	Booksale proceeds to 23/6/19	1.33	0.00	1.33
28/10/2019	22059	PR & JM Stockham	BIRTHPLACE	3rd Party Sales	Booksale proceeds to 26/5/19	1.33	0.00	1.33
28/10/2019	22060	C R Craven	BIRTHPLACE	3rd Party Sales	Booksale proceeds to 13/10/19	76.00	0.00	76.00
28/10/2019	22061	HM Revenue & Customs Only	EMPLOYEE COSTS		Tax and NI contributions - October	6,044.29	0.00	6,044.29
28/10/2019	22062	Staffordshire Pension Fund	EMPLOYEE COSTS		Pension Fund contributions - October	7,852.32	0.00	7,852.32

28/10/2019	22063	Discount Displays	MARKET	Supplies/Services	New A-board and delivery	126.95	25.39	152.34
28/10/2019	DDebit	British Gas	BIRTHPLACE	Energy	Gas 3-9 October (Adjustment for our meter reading)	28.21	1.41	29.62
31/10/2019	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%		Gas - September	209.36	41.87	251.23
31/10/2019	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges - current account	99.92	0.00	99.92
31/10/2019	DDebit	Ricoh UK Ltd	ADMIN	Supplies & Services	Photocopier usage May-July, rental Aug-Oct	822.24	164.45	986.69
31/10/2019	DDebit	Wm Briars & Son (Tamworth)	MARKET	Supplies/Services	Skip hire - September	711.00	142.20	853.20
						<u>93,762.86</u>	<u>9,251.37</u>	<u>103,014.23</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 October to 31 October 2019

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
03/10/2019	05342	Wildfire Folk	ARTS/TOURISM Expenditure	Donation for Johnson Birthday performance	50.00	0.00	50.00
08/10/2019	05343	City of Lichfield Probus Club	CIVIC Mayor's Allowance - D Baker	Mayor's tickets for Probus Club Chairman's Luncheon	46.00	0.00	46.00
08/10/2019	05343	City of Lichfield Probus Club	CIVIC Sheriff's Allowance - D Brown	Sheriff's ticket for Probus Club Chairman's Luncheon	23.00	0.00	23.00
10/10/2019	05344	Cash	Various	Petty cash vouchers 7522 - 7537	256.98	18.82	275.80
24/10/2019	05345	Next Day Coffee	BIRTHPLACE Supplies & Services	Biodegradable cups for Christmas events	34.95	6.99	41.94
24/10/2019	05345	Next Day Coffee	BIRTHPLACE Supplies & Services	Postage for biodegradable cups	6.89	0.00	6.89
29/10/2019	05346	Cash	Various	Petty cash vouchers 7538 - 7550	218.16	30.88	249.04
31/10/2019	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	11.84	0.00	11.84
					<u>647.82</u>	<u>56.69</u>	<u>704.51</u>

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 November to 30 November 2019

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/11/2019	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 19/20 - 8th instalment (November)	908.00	0.00	908.00
01/11/2019	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 19/20 - 8th instalment (November)	34.00	0.00	34.00
01/11/2019	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 19/20 - 8th instalment (November)	530.00	0.00	530.00
01/11/2019	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 19/20 - 8th instalment (November)	1,964.00	0.00	1,964.00
04/11/2019	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - September	40.67	8.13	48.80
06/11/2019	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - October	6.77	0.00	6.77
06/11/2019	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - November	6.00	1.20	7.20
06/11/2019	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - October	9.17	1.83	11.00
06/11/2019	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - November	6.00	1.20	5.37
07/11/2019	DDebit	Npower Ltd	G/HALL Energy	Electricity - September	445.71	89.14	534.85
11/11/2019	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - September	199.74	39.95	239.69
11/11/2019	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - September and 1-3 October	37.99	1.90	39.89
11/11/2019	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - September	26.52	1.33	27.85
11/11/2019	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - September	54.33	2.72	57.05
11/11/2019	DDebit	Npower Ltd	PARKS Energy	Friary electricity, Dec17 - Sept19 (adjusted to reading)	66.48	3.32	69.80
15/11/2019	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	IT support (Anti-virus,backups,Office365) - October	542.62	108.52	651.14
15/11/2019	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - October	45.00	9.00	54.00
15/11/2019	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' LCC email addresses - October	126.00	25.20	151.20
15/11/2019	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - October	45.00	9.00	54.00
15/11/2019	DDebit	Nat West	ADMIN Supplies & Services	Monthly Bankline (online banking) fee - November	20.00	0.00	20.00
15/11/2019	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages & salaries - November	23,882.37	0.00	23,882.37
18/11/2019	DDebit	British Telecommunications	ADMIN Tel/Postage	Broadband line rental, Nov-Jan	82.50	16.50	99.00
18/11/2019	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile bill - November	12.83	2.57	15.40
18/11/2019	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 1/8/19-1/11/19	60.61	0.00	60.61
18/11/2019	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/8/19-1/11/19	257.30	0.00	257.30
18/11/2019	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & surface drainage 1/2-1/11	63.57	0.00	63.57
19/11/2019	22064	1A Action Rotary Rod Ltd	ADMIN Supplies & Services	Unblocking saniflow toilet in Donegal House basement	140.00	28.00	168.00
19/11/2019	22065	Acme Tree Services Ltd	PARKS Other Repair/Maint	Beaconsfield - Remove overhanging ivy covered tree	160.00	32.00	192.00
19/11/2019	22066	ADT Fire & Security plc	BIRTHPLACE Repair/Maint	Maintenance of emergency lighting to 5/11/20	276.77	55.35	332.12
19/11/2019	22067	AES Control Systems	G/HALL Repair/Maint	Maintenance of heating control panel to 30/9/20	470.00	94.00	564.00
19/11/2019	22068	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall erection - October	1,940.00	388.00	2,328.00
19/11/2019	22068	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall storage - October	304.50	0.00	304.50
19/11/2019	22069	Banner Group Ltd	ADMIN Supplies & Services	Paper	42.88	8.58	51.46
19/11/2019	22070	M Beardsmore	BIRTHPLACE Stock for sale	Lichfield photo calendars for sale	60.00	0.00	60.00
19/11/2019	22071	Box Construction Ltd	R&R FUND Guildhall/Donagel Hs	Guildroom kitchen renovation - Release of retention	688.18	137.64	825.82
19/11/2019	22072	Wm Briers & Son (Tamworth)	HALLS Curborough C Centre	Skip for removal of windows	230.00	46.00	276.00
19/11/2019	22073	Brownhill Hayward Brown Ltd	BIRTHPLACE Supplies & Services	Architects-Development project (LDC & Historic England)	475.00	95.00	570.00
19/11/2019	22074	C'Art - Art Transport Ltd	BIRTHPLACE Supplies & Services	Take down & transport Ashmole painting to conservator	446.00	89.20	535.20
19/11/2019	22075	CBS Complete Ltd	ADMIN Supplies & Services	Call out to rectify valve faults in Arts office, 15/11	76.00	15.20	91.20
19/11/2019	22075	CBS Complete Ltd	G/HALL Repair/Maint	Call out to heating failure on 1/11	76.00	15.20	91.20
19/11/2019	22076	City Life in Lichfield Ltd	BIRTHPLACE Adverts/promotion	5 entries in City Life, November issue	25.00	5.00	30.00
19/11/2019	22076	City Life in Lichfield Ltd	DEM SERVICES Publicity	City View - November	1,035.00	207.00	1,242.00
19/11/2019	22077	Darwin Electrical Services	G/HALL Repair/Maint	Tracing and repair of faults on pelmet lights	140.00	28.00	168.00
19/11/2019	22077	Darwin Electrical Services	G/HALL Repair/Maint	Repair of ground floor light	92.85	18.57	111.42
19/11/2019	22077	Darwin Electrical Services	PARKS Other Repair/Maint	Repair of Clock Tower light	108.94	21.79	130.73
19/11/2019	22077	Darwin Electrical Services	PARKS Other Repair/Maint	Repair of socket on Friary fountain	57.59	11.52	69.11
19/11/2019	22078	Dolphin Solutions Ltd	G/HALL Supplies/Services	New soap dispensers for cloakrooms	193.00	38.60	231.60
19/11/2019	22079	E.On Energy Solutions Ltd	PARKS Energy	Highway lighting energy 19/20	8,020.16	1,604.03	9,624.19
19/11/2019	22079	E.On Energy Solutions Ltd	PARKS Other Repair/Maint	Highway lighting maintenance 19/20	3,670.64	734.13	4,404.77
19/11/2019	22079	E.On Energy Solutions Ltd	R&R FUND General	Sox LED lantern replacement - Phase 1	8,888.00	1,777.60	10,665.60
19/11/2019	22080	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Soap, batteries etc.	16.97	3.40	20.37
19/11/2019	22081	Forward Cleaning Contractors	ADMIN Supplies & Services	Monthly window cleaning - September	16.00	3.20	19.20
19/11/2019	22081	Forward Cleaning Contractors	ADMIN Supplies & Services	Quarterly interior and exterior window cleaning - October	76.00	15.20	91.20
19/11/2019	22081	Forward Cleaning Contractors	BIRTHPLACE Supplies & Services	Quarterly window cleaning - October	48.00	9.60	57.60
19/11/2019	22081	Forward Cleaning Contractors	G/HALL Supplies/Services	Quarterly window cleaning - October	77.70	15.54	93.24

19/11/2019	22082	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine quarterly rental 15/11/19 - 14/2/20	69.00	13.80	82.80
19/11/2019	22083	Frederica Greetings Ltd	BIRTHPLACE Stock for sale	Various cards for sale	67.52	0.00	67.52
19/11/2019	22084	N R Grundy	MARKET Repair/Maint	Repairs to bollard fixings	465.00	0.00	465.00
19/11/2019	22084	N R Grundy	MARKET Repair/Maint	Repairs to slabs on Market Square	140.00	0.00	140.00
19/11/2019	22085	Heritage Books	BIRTHPLACE Stock for sale	Copies of Boswell's Life of Johnson	85.80	0.00	85.80
19/11/2019	22086	Lich Chamber of Trade & Comm	ADMIN Supplies & Services	2 hanging baskets for Summer 2019	110.00	0.00	110.00
19/11/2019	22086	Lich Chamber of Trade & Comm	BIRTHPLACE Supplies & Services	4 hanging baskets for Summer 2019	220.00	0.00	220.00
19/11/2019	22086	Lich Chamber of Trade & Comm	G/HALL Supplies/Services	2 hanging baskets for Summer 2019	110.00	0.00	110.00
19/11/2019	22087	Pioneer Roadshows	CIVIC Events	PA system for Remembrance Sunday	300.00	0.00	300.00
19/11/2019	22088	Print & Digital of Lichfield Ltd	G/HALL Supplies/Services	Pull up banner style PVC poster - Pre-booked events only	65.00	13.00	78.00
19/11/2019	22089	The Quince Tree Press	BIRTHPLACE Stock for sale	Copies of Johnson Sayings pocket book	50.00	0.00	50.00
19/11/2019	22090	RBS Invoice Finance Ltd	MARKET Supplies/Services	Agency markets officer w/e 27/10 (12 hrs)	182.88	36.58	219.46
19/11/2019	22090	RBS Invoice Finance Ltd	MARKET Supplies/Services	Agency markets officer w/e 3/11 (18 hrs)	274.32	54.86	329.18
19/11/2019	22090	RBS Invoice Finance Ltd	MARKET Supplies/Services	Agency markets officer w/e 10/11 (12 hrs)	182.88	36.58	219.46
19/11/2019	22091	Smart Sense	BIRTHPLACE Repair/Maint	Replacement of a museum CCTV camera & power supply	211.00	42.20	253.20
19/11/2019	22092	Staffordshire Wildlife Trust	ADMIN Subscript/Training	Wildlife Trust subscription 19/20	42.00	0.00	42.00
19/11/2019	22093	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning - October (28.5 hrs)	370.50	74.10	444.60
19/11/2019	22093	Taylor Maids UK Ltd	G/HALL Supplies/Services	Guildhall & Donegal House cleaning - October (58.5 hrs)	760.50	152.10	912.60
19/11/2019	22094	Tobar Group Trading Ltd	BIRTHPLACE Stock for sale	Wooden cup and ball toys for sale	162.00	32.40	194.40
19/11/2019	22095	Value Products Ltd	G/HALL Supplies/Services	Safety boots for new casual PA	13.95	0.00	13.95
19/11/2019	22095	Value Products Ltd	G/HALL Supplies/Services	Delivery of safety boots	3.95	0.79	4.74
19/11/2019	22096	Robert Yardley Photography	CIVIC Supplies/Services	Photo of Council group and individual councillor portraits	233.00	0.00	233.00
19/11/2019	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - October	45.28	9.06	54.34
20/11/2019	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - October usage, November rental	131.78	26.36	158.14
22/11/2019	DDebit	NatWest Autopay	ADMIN Supplies & Services	New Autopay online service fees - October	26.20	0.00	26.20
25/11/2019	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/10 - 10/11	10,590.39	2,118.07	12,708.46
28/11/2019	22097	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - November	5,873.87	0.00	5,873.87
28/11/2019	22098	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - November	7,820.62	0.00	7,820.62
29/11/2019	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 5/10 - 1/11 - current account	84.07	0.00	84.07
29/11/2019	22072	Wm Briers & Son (Tamworth)	HALLS Curborough C Centre	Cancel chq 22072 of 19/11 - Returned as direct debited	-230.00	-46.00	-276.00
29/11/2019	DDebit	Wm Briers & Son (Tamworth)	HALLS Curborough C Centre	Skip for removal of old doors/windows at CCC	230.00	46.00	276.00
29/11/2019	DDebit	Wm Briers & Son (Tamworth)	MARKET Supplies/Services	Skip hire - October	632.00	126.40	758.40
					<u>86,647.87</u>	<u>8,555.16</u>	<u>95,201.20</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 November to 30 November 2019

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
12/11/2019	05347	The Johnson Society of London	CIVIC Mayor's Allowance - D Baker	Johnson Society of London annual luncheon tickets	130.00	0.00	130.00
12/11/2019	05348	C Edwards	SJBP TRUST Admissions Income	Storytellers' share of October event	120.00	0.00	120.00
12/11/2019	05349	Jaffe et fils Ltd	BIRTHPLACE Stock for sale	Authentic quill pens	82.66	16.53	99.19
14/11/2019	05350	Lichfield Shrievalty Association	CIVIC Sheriff's Allowance - D Brown	Lichfield Shrievalty Association Christmas luncheon	21.00	0.00	21.00
18/11/2019	05351	Lichfield Conduit Lands	CIVIC Mayor's Allowance - D Baker	Conduit Lands annual feast	25.00	0.00	25.00
21/11/2019	05352	Cash	CIVIC Events	Float for Charity Dinner Dance bar & raffle	150.00	0.00	150.00
21/11/2019	05353	Cash	ARTS/TOURISM Lights Costs	Cash for Switch On band	160.00	0.00	160.00
21/11/2019	05354	Cash	Various	Petty cash vouchers 7551 - 7562	274.16	25.16	299.32
21/11/2019	05355	Trix Group	ADMIN Supplies & Services	Emergency call out charge to toilet breakdown	150.00	30.00	180.00
26/11/2019	05356	Christchurch Primary school	ARTS/TOURISM Lights Costs	School choir for Switch On event	100.00	0.00	100.00
29/11/2019	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 5/10 - 1/11 for imprest account	10.05	0.00	10.05
					<u>1,222.87</u>	<u>71.69</u>	<u>1,294.56</u>