



# Lichfield City Council

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

Tel: (01543) 250011 Fax: (01543) 258441 e-mail: [townclerk@lichfield.gov.uk](mailto:townclerk@lichfield.gov.uk)

**Town Clerk: Anthony D. Briggs**

---

28 April 2020

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to a virtual meeting of **Lichfield City Council** to be held via 'Zoom' on Monday, **11 May 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.

A link enabling members to join the meeting will be circulated separately, and the Zoom 'waiting room' feature will be enabled. Any member of the public wishing to view the meeting or to take part should email the Town Clerk ([tony.briggs@lichfield.gov.uk](mailto:tony.briggs@lichfield.gov.uk)) to advise of their intention to attend; the link to the meeting will then be provided by return.

Yours sincerely

Tony Briggs  
Town Clerk

## AGENDA

### 1. CIVIC APPOINTMENTS 2020/21

Civic appointments (Mayor, Deputy Mayor and Sheriff) are usually made at the Annual Meeting of the City Council in May. Recent Government legislation and associated regulations remove the requirement for an Annual Council meeting to be held and also allow for existing appointments to be carried forward into 2020/21. Given the current situation regarding COVID-19, the restrictions that are in place as a result and the potential implications for the forthcoming year, the council is asked to resolve that the existing civic appointments be extended until the annual meeting of the Council scheduled for May 2021. This extension will also confirm the current Mayor and Deputy Mayor's continuing position as the Chairman and Vice Chairman of Council meetings respectively, following the expiry of their initial appointment.

***RECOMMENDED: The Council resolves to extend the current civic appointments of Mayor (Cllr Mrs Deborah Baker), Deputy Mayor (Cllr Robert Yardley) and Sheriff (Dr Daryl Brown) until the Annual Meeting of the Council scheduled for May 2021.***

### 2. APOLOGIES FOR ABSENCE

### 3. MAYOR'S ANNOUNCEMENTS

### 4. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

**5. COUNCIL MINUTES**

To confirm as a correct record the Minutes of the Council Meeting held on 2 March 2020 (Nos. 112 - 122) (**copy ATTACHED**).

**6. MATTERS ARISING ON COUNCIL MINUTES**

**7. PLANNING COMMITTEE**

The Chairman of the Planning Committee to move that the Minutes of the Planning Committee Meetings held on 6 February and 5 March 2020 be received (copies previously circulated).

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

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

**9. NOTICE OF MOTION**

To consider the following motion to be proposed by Councillor P Ray and seconded by Councillor M Trent:

*'In the context of the current Coronavirus pandemic, this Council resolves to set up a cross-party working group to consider measures that can proactively be taken by LCC to help revitalise our local economy and ensure the well-being of our community, providing City residents and businesses with the assistance and support that they need as the UK moves out of the current 'lock down' situation. This council further recognises that the new working group will need to work closely with other local authorities, including LDC and SCC.'*

**10. AUDIT COMMITTEE**

To adopt the Minutes and recommendations of the Audit Committee meeting held on 12 March 2020 attached at **APPENDIX 1**, and to adopt the report of the Internal Auditor for the year ending 31 March 2020 (**ENCLOSED**).

***RECOMMENDED:***

***a) That the recommendations as contained in the Minutes of the Audit Committee meeting held on 12 March 2020 are approved. Members' particular attention is drawn to the recommendation for Council to adopt Appendices, A, B, C and D as attached to the Minutes***

***b) The report and recommendations of the Internal Auditor for the year ending 31 March 2020 (ENCLOSURE) be adopted.***

**11. APPOINTMENT OF LEADER/DEPUTY LEADER**

The appointment of Leader/Deputy Leader usually takes place at Annual Council. For the same reasons as outlined at agenda item 1, the Council is asked to resolve that the tenure of the existing Leader and Deputy in their respective positions be extended.

***RECOMMENDED: The Council resolves that the tenure of the existing Leader (Cllr M Warfield) and Deputy Leader (Cllr Mrs G Boyle) be extended until the Annual Meeting of the Council scheduled for May 2021.***

## 12. APPOINTMENT OF COMMITTEES

The final appointments usually made at Annual Council are the memberships of City Council Committees. Due to political balance, it had been informally agreed that Councillor Anketell would no longer be a member of the Grants Committee following his announcement that he had joined the Labour Group; this was to be confirmed at Annual Council. For the same reasons as outlined previously, the council is asked to resolve that the membership of committees for 2019/20 be extended into 2020/21, with the exception of Councillor Anketell's appointment to the Grants Committee as informally agreed. The appointments as resolved for 2019/20 are provided at **APPENDIX 2** for reference.

***RECOMMENDED: The tenure of the existing committee members, Chairmen and Deputy Chairmen, with the exception of Cllr Anketell's appointment to the Grants Committee, be extended until the Council resolves to end this extension or the Annual Meeting of the Council scheduled for May 2021, whichever is the sooner.***

## 13. MEETINGS OF THE PLANNING COMMITTEE (PAC)

Though meetings held electronically are now permissible, discussions between the Town Clerk, the Leader of the Council and the Chairman of the PAC have resulted in a suggestion that this Committee should not meet by electronic means due to the complex nature of the issues discussed and the limitations of such discussions amongst so many members within the electronic formats that are available.

The consensus amongst the Leader, Committee Chairman and Town Clerk is that a ward member led submission process is sufficient during the current restrictions. However, such submissions would not ordinarily be submitted in the name of the City Council as there would be no committee resolution to support it. Delegated authority to make such submissions in the name of the Council would allow ward member led submissions to be made and for the Council to retain its representational role in the Planning process without the need for the PAC to be formally convened.

The technical and practical issues associated with electronic meetings of the PAC also hinders attempts to facilitate public access; legal guidance is that these difficulties outweigh the need for public access to the decision making process at this time, but such restrictions should be in place for no longer than is necessary.

***RECOMMENDED: That delegated authority be given to the Town Clerk in consultation with the Chairman of the PAC, the Leader of the Council and members of the relevant ward, to submit responses to planning applications (and any other matters that would ordinarily be considered by the PAC) to the relevant authority in the name of the City Council; this delegated authority to expire at either the first quorate meeting of the PAC held subsequent to this resolution, or the Annual Meeting of the Council scheduled for May 2021, whichever is the sooner. The council to note the difficulties in facilitating public access to this decision making process.***

## 14. MEMBER ABSENCE - COUNCIL AND COMMITTEE MEETINGS

S85(1) of the Local Government Act 1972 confirms that if a member of the Council does not attend a meeting for a period of six months they automatically cease to become a member unless the Council has resolved that the member can be absent for this extended period; the resolution must be made before the relevant member has been absent for six months, it cannot be decided retrospectively. The Town Clerk is unaware of any new regulations that have been announced during the COVID-19 pandemic that

counter this requirement, despite the implications of social distancing, isolation and remote meetings. In the current circumstances it is considered appropriate to request that the Council resolve to grant a blanket dispensation in this matter.

**RECOMMENDED:** *The Council resolves that a dispensation be given to all members who are absent from meetings for a period of six months or longer either directly or indirectly as a result of the current COVID-19 pandemic; this dispensation to expire by resolution of the Council to that effect or following the Annual Meeting of the Council scheduled for May 2021, whichever is the sooner.*

#### 15. CALENDAR OF MEETINGS 2020/21

The City Council resolved to adopt the draft calendar of meetings for 2020/21 at its meeting of 2 March 2020. Meetings have already been cancelled due to the current circumstances and disruption/cancellation may continue for a considerable period, depending upon various factors such as government restrictions and any local impacts of the virus. The City Council is therefore asked to give delegated authority to the Town Clerk in consultation with the Leader of the Council and the Chairman of the relevant committee to amend the calendar of meetings as appropriate.

The Council is also asked to retrospectively approve the cancellation of 2020/21 calendar year meetings that were scheduled to take place to date, including meetings of the Planning Committee, Johnson Birthplace Advisory Committee, Neighbourhood Plan Implementation Working Party, the April meeting of the City Council and the Annual Council meeting.

**RECOMMENDED:**

**a) *Delegated authority be given to the Town Clerk in consultation with the Leader of the Council and the Chairman of the relevant committee to vary meeting dates and/or to cancel scheduled meetings; the delegated authority to expire on resolution by the Council to that effect or at the Annual Meeting of the Council scheduled for May 2021, whichever is the sooner.***

**b) *The Council retrospectively approves the cancellation of the 2020/21 calendar year meetings scheduled to take place between 1 April and 11 May 2020 due to the coronavirus pandemic.***

#### 16. YEAR END RETURNS AND DEADLINES 2019/20

Regulations related to local council audit timeframes were published on 7 April and came into force on 30 April. These extend the statutory audit deadlines for 2019/20 as below:

- The publication date for final, audited, accounts for local councils will move from 30 September to 30 November 2020
- To give local councils more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed. Instead, local councils must commence the public inspection period on or before the first working day of September 2020
- Draft accounts must therefore be approved by 31 August 2020 at the latest or may be approved earlier where possible.

Though this flexibility is welcomed, LCC officers will proceed as though the original deadlines were still fixed. This will involve preparation of year-end figures in readiness for a meeting of the Audit Committee scheduled for 11 June 2020, with the recommendations of that meeting informing the Council's deliberations at its meeting on 15 June 2020. It is possible that both meetings referred to herein will need to be held remotely.

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

## 17. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 3**) for the periods:

- 1 January 2020 to 31 January 2020 in the sum of £99,974.11 General Account, and £860.85 Imprest Account
- 1 February 2020 to 29 February 2020 in the sum of £86,596.40 General Account and £972.46 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 (the eighth item at this meeting) – 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.*
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 Guild Room, Guildhall, Lichfield, on Monday 2 March 2020 at 6.30 pm

**PRESENT:** Councillors Mrs D Baker (Mayor), J Anketell, H Ashton, C Ball, Mrs G Boyle, D Dundas, Mrs J Eagland, M Field, Mrs J Greaves, I Jackson, A Lax, Miss J Marks, T Matthews, S Pritchard, R Rathbone, P Ray, D Robertson, J Smith, C Spruce, M Trent, M Warfield and R Yardley.

**APOLOGIES:** Councillors J Checkland, C Greatorex, P Jones, P McDermott, C Rapley and A Smith.

#### 112 MAYOR'S ANNOUNCEMENTS

The Mayor reported on a number of recent civic and other engagements attended, including the Air Cadets award ceremony, Burntwood Town Council film night, Shrovetide pancake races and Mayors Sunday service at Wade Street Church followed by charity Sunday lunch.

#### 113 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillors J Anketell, Mrs D Baker, C Ball, Mrs G Boyle, D Dundas, Mrs J Eagland, I Jackson, Miss J Marks, D Robertson, C Spruce, M Warfield, and R Yardley declared an interest under Appendix B of the City Council Code of Conduct with respect to Minute 116 (Grants Advisory Committee). Cllr M Field declared an interest under Appendix A of the City Council's Code of Conduct, also with respect to Minute 116.

The Mayor declared an interest under Appendix A of the City Council Code of Conduct with respect to Minute 120 (Lease to Lichfield And Hatherton Canals Restoration Trust) and left the room during discussion and voting thereon.

#### 114 COUNCIL MINUTES AND MATTERS ARISING

Councillor D Robertson requested a correction to the error in the recording of his name (recorded as P Robertson rather than D Robertson).

Councillor C Ball asked for clarification as to why his proposal that a £1million reserve be created within the 2020/21 budgets was not recorded; the Town Clerk confirmed that the proposal was not carried.

Councillor D Robertson requested clarification as to why his proposal for a 5% increase in Guildhall hire rates rather than the agreed 3% was not recorded. The Town Clerk confirmed that it was his understanding that the proposal and subsequent discussions led to agreement that a higher percentage increase could be considered for 2021/22. Though this was not formally recorded, a general note had been made to this effect on the City Council files in readiness for the budget preparation process for 2021/22.

**RESOLVED:** *That the Minutes of the Council Meeting held on 27 January 2020 as amended (Nos 94-111) be confirmed and signed as a correct record.*

#### 115 PLANNING COMMITTEE

**RESOLVED:** *That the Minutes of the Planning Committee meeting held on 9 January 2020 be received.*

### THE MEETING ADJOURNED FOR PUBLIC FORUM

A member of the public addressed the Council regarding concerns as to the cessation of the Farmers' Market [as resolved at Council on 27 January 2020] and the lack of consultation with the remaining Farmers' Market Traders. The Leader of the Council confirmed that a written response would be provided as soon as was practicable.

**THE MEETING WAS RECONVENED**

**116 GRANTS ADVISORY COMMITTEE**

Consideration was given to the minutes and recommendations of the Grants Advisory Committee held on 4 February 2020. Councillor C Spruce wished it to be recorded that as the vote was taken ‘en bloc’ his vote in favour of the recommendations was made with the exception of the grant proposed for the Erasmus Darwin Foundation – Cllr Spruce abstained from this vote due to his position as Treasurer of the Foundation.

**RESOLVED: That the Minutes of the Grants Advisory Committee meeting held on 4 February 2020 be received, and that the recommendations therein be adopted.**

**117 NOMINATIONS FOR CIVIC OFFICE**

**a) Mayor Elect**

It was proposed by Councillor M Warfield, seconded by Councillor Mrs J Eagland and

**RESOLVED: That Councillor Robert Yardley be nominated Mayor Elect for the year 2020/21.**

**b) Deputy Mayor Elect**

It was proposed by Councillor T Matthews, seconded by Councillor Miss J Marks and

**RESOLVED: That Councillor Mrs Deborah Baker be nominated Deputy Mayor Elect for 2020/21.**

**c) Sheriff Elect**

It was proposed by Councillor A Lax, seconded by Councillor M Warfield and

**RESOLVED: That Mr Peter Hitchman be nominated Sheriff Elect for the year 2020/21.**

**118 CALENDAR OF MEETINGS 2020/21**

Members considered the draft calendar of meetings; the meeting of the Audit Committee scheduled for 4 June 2020 was rescheduled to 11 June 2020. The Town Clerk was asked to confirm whether an alternative date to the 10 December Planning Committee meeting could be identified, and clarity was sought on the date of the scheduled Planning Committee meeting of 3 June 2020.

**RESOLVED: That the amended calendar of meetings for 2020/21 be as follows;**

DATE	TIME	MEETING
<b>2020</b>		
<b>Monday, 11 May</b>	<b>6.30pm</b>	<b>ANNUAL COUNCIL</b>
<b>Wednesday, 20 May</b>	<b>7.30pm</b>	<b>ANNUAL TOWN MEETING</b>
Wednesday, 27 May	6.30pm	Planning Committee
Thursday, 11 June	6.30pm	Audit Committee
<b>Monday, 15 June</b>	<b>6.30pm</b>	<b>COUNCIL (Year-end accounts)</b>
Thursday, 25 June	6.30pm	Planning Committee
Thursday, 23 July	6.30pm	Planning Committee
<b>TUESDAY, 28 July</b>	<b>6.30pm</b>	<b>COUNCIL</b>
Thursday, 20 August	6.30 pm	Planning Committee
<b>Monday, 7 September</b>	<b>6.30pm</b>	<b>COUNCIL</b>



Wednesday, 16 September	6.30pm	Planning Committee
<b>Thursday, 15 October</b>	<b>6.30pm</b>	Planning Committee
<b>TUESDAY, 20 October</b>	<b>6.30pm</b>	<b>COUNCIL</b>
<i>Tuesday, 3 November</i>	<i>10.30am</i>	<i>Johnson Birthplace Advisory Committee</i>
<i>Thursday, 5 November</i>	<i>6.30pm</i>	<i>Staffing Committee</i>
Wednesday, 11 November	6.30pm	Planning Committee
<i>Thursday, 3 December</i>	<i>6.30pm</i>	<i>Audit Committee</i>
<b>Monday, 7 December</b>	<b>6.30pm</b>	<b>COUNCIL</b>
Wednesday, 9 December	6.30pm	Planning Committee
<b>2021</b>		
Thursday, 7 January	6.30pm	Planning Committee
<b>Monday, 25 January</b>	<b>6.30pm</b>	<b>COUNCIL</b>
<i>Monday, 1 February</i>	<i>6.30 pm</i>	<i>Grants Advisory Committee</i>
Thursday, 4 February	6.30pm	Planning Committee
Thursday, 4 March	6.30pm	Planning Committee
<i>Thursday, 11 March</i>	<i>6.30pm</i>	<i>Audit Committee</i>
<b>TUESDAY, 16 March</b>	<b>6.30pm</b>	<b>COUNCIL</b>
Thursday, 8 April	6.30pm	Planning Committee
<b>Monday, 19 April</b>	<b>6.30pm</b>	<b>COUNCIL</b>
<i>Tuesday, 27 April</i>	<i>10.30am</i>	<i>Johnson Birthplace Advisory Committee</i>
Thursday, 6 May	6.30pm	Planning Committee
<b>Monday, 17 May</b>	<b>6.30pm</b>	<b>ANNUAL COUNCIL</b>
<b>Wednesday, 26 May</b>	<b>7.30pm</b>	<b>ANNUAL TOWN MEETING</b>
Thursday, 3 June	6.30pm	Planning Committee

## 119 OFFICERS' REPORT

The Mayor took each section of the Officers' report in turn. Councillor Miss J Marks congratulated the Mayor on the excellent civic attendance at recent events, encompassing civic dignitaries from across the District and the County. Councillor M Trent commended the staff of the Birthplace Museum for their proactive approach to contacting local schools and other organisations to promote the guided tours and outreach talks offered by the Museum. The Mayor commended the City council's Open Spaces Officer Nick Burton for his efforts following the damage caused to City Council land and trees by storms Ciara and Dennis. Councillor Mrs G Boyle requested more detail on the cessation of the annual nursery nurse placement due to abolishment of the Erasmus sponsorship to the UK as reported by the Twinning Officer.

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

**THE MAYOR LEFT THE ROOM AT THIS POINT, THE DEPUTY MAYOR TOOK THE CHAIR**

**120 LEASE OF CITY COUNCIL OPEN SPACE TO LICHFIELD AND HATEHRTON CANALS RESTORATION TRUST (LHCRT)**

Members considered the Town Clerk's report at agenda appendix 4.

**RESOLVED:** *The City Council to grant a lease of Open Space 26c to LHCRT to enable phase 1a of the proposals for the site to be undertaken; the lease to expire in July 2058 in line with existing leases to the Trust and to incorporate the recommendations of Ward members arising from the meeting of 10 February 2020 as outlined below:*

- *The Heritage tow path from Cricket Lane to Gallows Wharf and phase 1a of the proposals for OS26c to be completed by the end of 2020 at the latest (subject to unknown variables such as archaeological discoveries etc that may extend timescales and are beyond the control of the Trust)*
- *Working hours not to exceed 9-5 and due regard to be had for the impact on residents while work is underway, and any representations made by those residents*
- *Trust volunteers/employees not to park on Long Bridge Road*
- *The tarmac path along the towpath to be cleared of mud and debris on a regular basis to ensure it remains as free from obstruction and debris as is reasonably practicable.*

**THE MAYOR RETURNED AND TOOK THE CHAIR**

**121 GRANT APPLICATION – METHODIST WOMEN IN BRITAIN, LICHFIELD**

Members considered the grant application from the above organisation. Several members expressed concern that the organisation had not previously been aware of the City council's grants programme, the Town Clerk confirmed that additional advertising was proposed for the next grant round. Councillor A Lax advised all members that they too should advise groups of the availability of the funds when undertaking their duties.

**RESOLVED:** *That a grant of £359.95 be awarded to the Methodist Women in Britain group for the provision of five chairs with arms that will assist the most vulnerable and infirm members of various groups within the City to more safely raise and lower themselves, thereby reducing both the fear of falling and the likelihood of an actual occurrence.*

**122 PAYMENT OF ACCOUNTS**

**RESOLVED:** *That payment of accounts be approved and confirmed for 1 January 2020 to 31 January 2020 in the sum of £105,892.62 General Account and £886.60 Imprest Account.*

**THERE BEING NO FURTHER BUSINESS  
THE MAYOR DECLARED THE MEETING CLOSED AT 7.09 PM**

**MAYOR**

# For Council: 11 May 2020 APPENDIX 1

## Lichfield City Council

### Minutes of the Audit Committee held at 6.30pm on Tuesday, 12 March 2020 in the Moulton Room, Guildhall

**Present:** Councillors M Warfield, Mrs J Greaves, I Jackson, D Robertson and C Spruce.

**Apologies:** Councillors A Lax and A Smith.

**In Attendance:** Mr A Briggs (Town Clerk and RFO), Mr G Keatley (Internal Auditor).

#### 10 MINUTES

**RESOLVED:** *That the Minutes of the Audit Committee meeting held on 26 November 2019 be confirmed as a correct record, subject to the amendment to Minute 6 made on adoption by Council on 2 December 2019 (relating to discussions being held in regard to additional Guildhall maintenance costs and the Town Clerk confirming the budget for such costs would be increased for 2020/21).*

#### 11 INTERNAL AUDIT ANNUAL REPORT 2019-2020

The Internal Auditor presented his Internal Audit Annual Report 2019-2020, (which incorporated the Management Risk Register). Members discussed the detail of the report and the recommendations therein and agreed the management response. Councillor D Robertson raised a series of queries:

- The reporting of trade union activities; it was agreed that the Internal Auditor would confirm the position. *[The Internal Auditor has since confirmed the City Council's current position as being correct]*
- CIL reporting documents; the Town Clerk confirmed that a prescribed form is used and submitted to LDC in April of each year
- Provision of emergency office accommodation as identified in the risk register; it was agreed that the potential for the use of community halls be added
- The future inclusion of Boley Park Community Hall once it has formally returned to Council control; the Town Clerk confirmed that the Hall would remain a separate entity, but that the Internal Auditor would include a review of the operations of the building in future reports

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

**RECOMMENDED:** *That the Council note the Internal Audit Annual Report 2019-2020, and adopt the recommendations and timescales as contained in that Report.*

#### 12 ANNUAL REVIEW OF EFFECTIVENESS OF SYSTEM OF INTERNAL CONTROL

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

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

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

Consideration was given to the Treasury Management Policy and Strategy Statement. There was discussion as to the merits of amending the policy to allow for investment outside of the

fixed term deposits with Nat West that are currently authorised; the Committee did not wish to progress this further at this time.

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

**14 RESERVES POLICY**

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

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

**15 AUDIT PLAN**

The Committee considered the Audit Plan which set out the proposed work programme for the Internal Auditor for 2020-2021 and beyond. Cllr Robertson queried whether the recent declaration of the climate emergency by the Council should feature within the Plan, while not supporting its inclusion he felt that the matter should be raised and recorded. It was agreed by the Committee that the climate emergency declaration was not a matter for the Audit Plan.

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

**16 2020/21 BUDGET**

The Committee considered the detail of the budget as adopted by Council on 27 January 2020. Cllr Robertson queried that the budget still showed a £900.00 income from the Allotments Society despite the Council resolution to increase the amount to £1,100.00. The Town Clerk confirmed that the increase had only been formally agreed by the Allotments Society in the previous days and would therefore be reflected in revised budget reporting later in the year.

**17 DATE AND TIME OF NEXT MEETING**

Scheduled for Thursday 11 June 2020 at 6.30pm.

**18 ANY OTHER BUSINESS**

The Town Clerk advised the Committee that several invoices that had been included within budgets for 2019/20 were unlikely to arrive prior to year end and would therefore have an impact on the out-turn figures against budget that the Committee is due to consider at its June meeting. The most notable of these invoices being that relating to the 2019 local elections, for which the City Council had set aside £50,000.

**THERE BEING NO FURTHER BUSINESS**

**THE CHAIRMAN DECLARED THE MEETING CLOSED AT 7.17 PM**

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

### **Legislative framework**

Regulation 4 of the Accounts and Audit Regulations 2015 (Accounting records and control systems) requires the authority's Responsible Financial Officer to determine, on behalf of the authority-

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

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

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

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

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

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

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

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

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

Facilitates the effective exercise of its functions and achievement of its aims and objectives

Ensures that the financial and operational management of the authority is effective

*and*

Includes effective arrangements for the management of risk.

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

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

## 1 Meeting the Standards

Expected Standard	Evidence of Achievement	Response
1. Scope of internal audit	Terms of reference were approved by full Council	Yes, Council adopts the Internal Audit Action Plan and work programme
	Scope of audit work takes into account risk management processes and wider internal control	Yes, included in checks undertaken by Internal Auditor
	Terms of reference define audit responsibilities in relation to fraud	Yes, detailed in approved Anti-Fraud manual
2. Independence	Internal Auditor has direct access to those charged with governance.	Yes
	Reports are made in own name to management.	Yes
	Auditor does not have any other role within the council.	Yes
3. Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.	Yes
4. Relationships	Responsible officers (Town Clerk (RFO), etc) are consulted on the internal audit plan and on the scope of each audit.	Yes
	Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.	Yes, defined in approved Standing Orders, Whistle-Blowing Policy
	The responsibilities of board/council members are understood; training of members is carried out as necessary.	Yes
5 Audit Planning and reporting	The Audit Plan properly takes account of corporate risk.	Yes
	The Audit Plan has been approved by the council	Yes
	Internal Audit has reported in accordance with the Plan	Yes. Will be reported to full Council 20 April 2020

## 2 Review of Effectiveness

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

## **Lichfield City Council**

### **TREASURY MANAGEMENT POLICY AND STRATEGY STATEMENT 2020-21**

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

#### **THE POLICY**

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

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

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

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

#### **Borrowing**

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

The authority will review its borrowing requirements annually when formulating its annual budget. The Council currently has no borrowing, and no borrowing requirement has been identified for 2019-20.

#### **Investments**

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

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

#### **Treasury Management Practices**

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

#### **The Treasury Management Strategy Statement 2020-21**

The Treasury Management Strategy details the expected activities of the treasury function in the financial year 2020-21.

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

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

## INVESTMENT POLICY

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

### ANNUAL INVESTMENT STRATEGY

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

#### Strategy Guidelines

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

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

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

#### Liquidity of Investments

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

#### Specified Investments

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

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

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

Security	Limit
Marketable securities issued or guaranteed by the UK Government i.e. UK Treasury bills or a gilt with less than one year to mature	The authority has no plans to invest in such securities and would require specialist advice in order to do so.
Other Local authorities, parish councils or community councils.	The authority has no plans to invest in these institutions
Fixed Term Time deposits.	Approve – UK clearing Banks Nat West to a maximum limit of £4,000,000
Money Market Funds	The authority currently has no plans to invest in these funds. Any change to this policy would be require approval by full Council



**Non-Specified Investments**

Non-specified investments are any other type of investment (i.e. not defined as specified above). These would include sterling investments with:

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

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

**The Monitoring of Investment Counterparties Listing**

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

**The use of External Fund Managers**

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

## **TREASURY MANAGEMENT PRACTICES**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **TMP 9 - MONEY LAUNDERING**

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

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

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

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

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

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

#### **TMP 12 - CORPORATE GOVERNANCE**

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



**LICHFIELD CITY COUNCIL**

**RESERVES POLICY**

**1. Introduction**

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

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

The Council will hold reserves for these three purposes:

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

**2. General Fund Balance**

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

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

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

**3. Financial Risk Management**

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

The main items to be considered are:

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

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

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

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

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

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

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

The following earmarked reserves will be held by the council;

Budget description	Use	Total Reserve 2019/20 £	Total Reserve 2020/21 £	
<b>Repairs and Renewal-Buildings</b>				
Dr Johnson Birthplace Listed Building No 1292492 Grade I	To provide for future capital works			
Guildhall Listed Building No 1187740 Grade II				
Donegal House Listed Building No 1209722 Grade II*				
Cruck House Listed Building No 1194899 Grade II*				
Friary Clock Tower Listed Building No 1218909 Grade II				
War Memorial and Garden Wall, Balastrade and Gate Listed Building No 1187733 Grade II*				
Boswell Statute Listed Building No 1187726 Grade: II Dr Johnson Statute Listed Building No 1217846 Grade: II*				
Stafford Road ,Pinfold Listed Building No 1194898 Grade: II				
Borrowcop Pavilion Listed Building No 1187718 Grade: II				
Prince Rupert's Mound Listed Building No 1021362 Ancient monument				
Grey Friars Listed Building No 1008544 Ancient Monument				
Community Centres -Curborough, -Boley Hall, -Darwin Hall.				
Market Square and Toilet Block				
All Properties				Quinquennial inspection of property portfolio
<b>Repairs and Renewals-Street Lighting</b>				
Street Lighting	To provide for replacement and updating of Street Lighting			
<b>Repairs and Renewals-Open Spaces</b>				
Open Spaces	To provide for footpath resurfacing and replacement and updating of equipment/Bus Shelters			
<b>Total</b>		<b>£1,917,580</b>	<b>£1,724,640</b>	
<b>Rent Deposit Scheme</b>				
Donegal House-Tenants	In accordance with the Rent Deposit Deed			
<b>Total</b>		<b>£450</b>	<b>£0</b>	
<b>Election Reserve</b>				
Parish Election	To build up the reserve over 4 years to fund the elections in May 2023and any ad hoc bye-elections			
<b>Total</b>		<b>£0</b>	<b>£20,000</b>	
<b>Community Infrastructure Levy(CIL)</b>				
Neighbourhood Plan-Meaningful Proportion	In accordance with the requirements of CIL			
<b>Total</b>		<b>£20,154</b>	<b>£37,008</b>	
<b>Total Earmarked Reserves</b>		<b>£1,938,184</b>	<b>£1,781,648</b>	

## **6. Review of adequacy of balances and reserves**

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



## **LICHFIELD CITY COUNCIL**

### **AUDIT PLAN**

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

To consider the work programme for the Internal Auditor for the year 2020-21 onwards.

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

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

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

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

The plan is based upon the following principles:

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

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

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

***Recommendation: To approve the Audit Plan***

## **AUDIT PLAN**

### **1. Financial Services**

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

### **2. Strategic policies**

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

### **3. Specific Reviews**

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

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

## For Council: 11 May 2020 APPENDIX 2

### COMMITTEES, PANELS, AND ADVISORY COMMITTEES MEMBERSHIP 2019/20

- a) **Planning Committee (All members of Council)**  
Chairman: A Lax                      Vice Chairman: R Yardley
- b) **Audit Committee (7 members)**  
5 Majority Group – Councillors: Mrs J Greaves, A Lax, A Smith, C Spruce, M Warfield  
2 Minority Group – Councillor I Jackson (LD), D Robertson (Lab)  
Chairman: M Warfield                      Vice Chairman: C Spruce
- c) **Grants Advisory Committee (10 members)**  
6 Majority Group – Councillors: Mrs D Baker, Mrs J Greaves, P Jones, Miss J Marks, M Warfield, R Yardley  
4 Minority Groups – Councillors: M Field (Lab), P McDermott (LD), R Rathbone (LD), J Anketell (Ind)  
Chairman: Mrs D Baker                      Vice Chairman: M Warfield
- d) **Johnson Birthplace Advisory Committee (8 members + 1 representative member and 2 honorary members)**  
6 Majority Group – Councillors: Mrs G Boyle, D Dundas, Mrs J Eagland, T Matthews, C Spruce, R Yardley  
2 Minority Groups – Councillors: J Anketell (Lab), C Rapley (LD)  
1 Johnson Society (appointed by Society)  
Honorary Members – Mr Robert Awty and Mr Antony Thompson  
Chairman: Mrs G Boyle                      Vice Chairman: C Spruce
- e) **Neighbourhood Plan Implementation Working Party (7 members)**  
5 Majority Group – Councillors: J Checkland, P Jones, D Dundas, Mrs G Boyle, Mrs S Pritchard  
2 Minority Groups – Councillors: C Ball (Lab), M Trent (LD)  
Chairman: D Dundas                      Vice Chairman: Mrs G Boyle
- f) **Staffing Committee (8 members)**  
6 Majority Group – Councillors: Mrs J Eagland, Mrs J Greaves, Mrs A Lax, T Matthews, Miss J Marks, M Warfield  
2 Minority Groups – Councillors: P McDermott (LD), D Robertson (Lab)  
Chairman: M Warfield                      Vice Chairman: Miss J Marks
- g) **Tenders Committee (6 members)**  
Mayor, Deputy Mayor, Council Leader, Deputy Leader, Councillors J Smith (LD), C Ball (Lab)  
Chairman: Leader of Council                      Vice Chairman: Deputy Leader of Council
- h) **Twinning Grants and Youth Grants Award Panel (3 members)**  
Leader of Council, Deputy Leader, plus Councillor H Ashton (LD)
- i) **Complaints Panel (4 members)**

*Councillors: Mrs D Baker, Mrs A Lax, C Spruce, M Warfield*

*j) **Markets Working Group (6 members)***

*3 Majority Group – Councillors: J Checkland, C Spruce and M Warfield*

*3 Minority Groups – Councillors: P McDermott (LD), D Robertson (Lab) and J Smith (LD)*

*Chairman: J Checkland*

*Vice Chairman: P McDermott*

*k) **Sheriff's Ride Working Party (6 members)***

*4 Majority Group – Councillors: Mrs G Boyle, P Jones, Miss J Marks and M Warfield*

*2 Minority Groups – Councillors: C Ball (Lab) and J Smith (LD)*

*Chairman: P Jones*

*Vice Chairman: J Smith*

# For Council: 11 May 2020 APPENDIX 3

## LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 January to 31 January 2020

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
02/01/2020	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 19/20 - 10th and final instalment	908.00	0.00	908.00
02/01/2020	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 19/20 - 10th and final instalment	34.00	0.00	34.00
02/01/2020	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 19/20 - 10th and final instalment	530.00	0.00	530.00
02/01/2020	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 19/20 - 10th and final instalment	1,964.00	0.00	1,964.00
06/01/2020	DDebit	Npower Ltd	G/HALL Energy	Electricity - November	587.33	117.47	704.80
07/01/2020	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - December	3.84	0.00	3.84
07/01/2020	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - January	6.00	1.20	7.20
08/01/2020	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - December	10.08	0.00	10.08
08/01/2020	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - January	6.00	1.20	7.20
09/01/2020	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - November	220.88	44.18	265.06
09/01/2020	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - November	51.75	2.59	54.34
09/01/2020	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - November	64.35	3.22	67.57
09/01/2020	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - November	79.51	3.98	83.49
09/01/2020	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - November	136.93	6.85	143.78
09/01/2020	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - November	8.17	0.41	8.58
09/01/2020	DDebit	Npower Ltd	PARKS Energy	Friary electricity - November	26.09	1.30	27.39
10/01/2020	DDebit	British Gas	BIRTHPLACE Energy	Gas 10/10 - 19/12	578.38	115.67	694.05
10/01/2020	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/ internet usage Oct-Dec, rental Dec-Feb	82.50	16.50	99.00
10/01/2020	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/ internet usage Oct-Dec, rental Dec-Feb	361.23	72.24	433.47
10/01/2020	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/ internet usage Oct-Dec, rental Dec-Feb	351.16	70.23	421.39
13/01/2020	Debit	American Express Merch Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.35	0.00	0.35
14/01/2020	22151	Acme Tree Services Ltd	PARKS Other Repair/Maint	Netherstowe - Removal of branch overhanging road	140.00	28.00	168.00
14/01/2020	22111	Adcocks Solicitors Ltd	ADMIN Professional Fees	Cancel chq 22111- Incorrect amount for land sale fees	-1,500.00	-300.00	-1,800.00
14/01/2020	22152	Adcocks Solicitors Ltd	ADMIN Professional Fees	Replace chq 22111 - VAT only due on land sale fees	0.00	300.00	300.00
14/01/2020	22153	Bradshaw & Wright	G/HALL Repair/Maint	Repointing stones & joints to tracery window after leak	2,400.00	480.00	2,880.00
14/01/2020	22154	CBS Complete Ltd	G/HALL Repair/Maint	Callout to boiler breakdown & reset solenoid valve	38.00	7.60	45.60
14/01/2020	22155	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Dishwasher salt and other cleaning supplies	26.35	5.27	31.62
14/01/2020	22156	Lichfield Lock & Key Repairs	BIRTHPLACE Repair/Maint	Repair middle lock on front door	88.87	17.78	106.65
14/01/2020	22157	Lich & Hatherton Canal Rest. Trust	C I L Expenditure	CIL allocation to LHCRt per Min 68, 21/10/19-1st instalmt	2,626.40	0.00	2,626.40
14/01/2020	22158	Office Furniture Online	G/HALL Supplies/Services	Additional folding tables	313.20	62.64	375.84
14/01/2020	22159	RBS Invoice Finance Ltd	MARKET Supplies/Services	Agency markets officer w/e 15/12 (13.25 hrs)	201.93	40.39	242.32
14/01/2020	22159	RBS Invoice Finance Ltd	MARKET Supplies/Services	Agency markets officer w/e 22/12 (12 hrs)	182.88	36.58	219.46
14/01/2020	22159	RBS Invoice Finance Ltd	MARKET Supplies/Services	Agency markets officer w/e 29/12 (12 hrs)	182.88	36.58	219.46
14/01/2020	22159	RBS Invoice Finance Ltd	MARKET Supplies/Services	Agency markets officer w/e 5/1 (12 hrs)	182.88	36.58	219.46
14/01/2020	22160	The Rubber Stamp Company	BIRTHPLACE Supplies & Services	Bespoke rubber stamp with museum picture and inkpap	48.85	9.77	58.62
15/01/2020	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	IT support (Antivirus,backups,Office365) - December	512.62	102.52	615.14
15/01/2020	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - December	45.00	9.00	54.00
15/01/2020	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' emails - December	126.00	25.20	151.20
15/01/2020	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - December	45.00	9.00	54.00
15/01/2020	DDebit	Nat West	ADMIN Supplies & Services	Monthly Bankline (online banking) fee - January	20.00	0.00	20.00
15/01/2020	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries, January - LCC staff	22,798.77	0.00	22,798.77
15/01/2020	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries, January - Night Shelter staff	3,618.50	0.00	3,618.50
17/01/2020	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile bill - January	12.83	2.57	15.40
20/01/2020	22161	Banner Group Ltd	ADMIN Supplies & Services	Stationery	29.05	5.80	34.85
20/01/2020	22161	Banner Group Ltd	BIRTHPLACE Supplies & Services	Foam display boards	35.10	7.02	42.12
20/01/2020	22162	Brownhill Hayward Brown Ltd	BIRTHPLACE Supplies & Services	Architect - Birthplace development project	100.00	20.00	120.00
20/01/2020	22162	Brownhill Hayward Brown Ltd	R&R FUND General	Architect - Further work re Johnson statue railings	180.00	36.00	216.00
20/01/2020	22162	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donagel Hs	Architect - Interim fees no. 7 for Guildhall restorations	492.72	98.54	591.26
20/01/2020	22163	Bromford	ADMIN Supplies & Services	Refund of payment made in error to LCC on 20/12	295.00	0.00	295.00
20/01/2020	22164	Darwin Electrical Services	ADMIN Supplies & Services	Replace fan in Donegal House top floor kitchen	149.10	29.82	178.92

20/01/2020	22164	Darwin Electrical Services	ADMIN Supplies & Services	Trace lighting fault in Donegal House server room	84.00	16.80	100.80
20/01/2020	22164	Darwin Electrical Services	ADMIN Supplies & Services	Fix Donegal House rear outside lights	43.70	8.74	52.44
20/01/2020	22164	Darwin Electrical Services	ARTS/TOURISM Lights Costs	50% contract payment for Christmas lights installation	6,475.00	1,295.00	7,770.00
20/01/2020	22164	Darwin Electrical Services	G/HALL Repair/Maint	Replace light in Ashmole Room	94.55	18.91	113.46
20/01/2020	22165	Direct365 Online Ltd	ADMIN Supplies & Services	Portable appliance testing	222.18	44.44	266.62
20/01/2020	22165	Direct365 Online Ltd	BIRTHPLACE Supplies & Services	Portable appliance testing	78.66	15.73	94.39
20/01/2020	22165	Direct365 Online Ltd	G/HALL Supplies/Services	Portable appliance testing	69.00	13.80	82.80
20/01/2020	22166	Forward Cleaning Contractors	ADMIN Supplies & Services	Monthly window cleaning - December	16.00	3.20	19.20
20/01/2020	22167	Frederica Greetings Ltd	BIRTHPLACE Stock for sale	Wrapping paper and cards for sale	72.48	0.00	72.48
20/01/2020	22168	G-Scapes of Lichfield Ltd	PARKS Other Repair/Maint	Netherstowe allotments-Hawthorn whips, canes & guards	76.00	15.20	91.20
20/01/2020	22169	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'A journey to the Western Isles'	42.86	0.00	42.86
20/01/2020	22170	Lichfield Glass & Glazing	PARKS Other Repair/Maint	Eastern Ave - 4 replacement panels for bus shelter	580.00	116.00	696.00
20/01/2020	22171	Lichfield Lock & Key Repairs	MARKET Supplies/Services	Chained padlock & registered keys for Toilet Block gate	133.64	26.73	160.37
20/01/2020	22172	Maximity Ltd	ADMIN Supplies & Services	Design Sage report for Council payments list post-MTD	400.00	80.00	480.00
20/01/2020	22173	Raphael Design Limited	BIRTHPLACE Stock for sale	Fridge magnets for sale	105.00	21.00	126.00
20/01/2020	22174	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning - December (24 hrs)	312.00	62.40	374.40
20/01/2020	22174	Taylor Maids UK Ltd	G/HALL Supplies/Services	Guildhall cleaning - December (45 hrs)	585.00	117.00	702.00
20/01/2020	22175	Vision ICT Ltd	BIRTHPLACE Adverts/promotion	Birthplace website hosting, March20 - December21	200.00	40.00	240.00
20/01/2020	22176	Water Plus Ltd	BIRTHPLACE Rates/Water	Used water and drainage, 31/10/19 - 10/1/20	25.51	0.00	25.51
20/01/2020	22177	Shakespeare Antiques Ltd	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 4 weeks to 5/1/20	36.93	0.00	36.93
20/01/2020	22178	Steve Brown	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 4 weeks to 5/1/20	34.00	0.00	34.00
20/01/2020	22179	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 4 weeks to 5/1/20	34.00	0.00	34.00
20/01/2020	22180	C R Craven	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 4 weeks to 5/1/20	229.33	0.00	229.33
20/01/2020	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - December usage/January rental	116.46	23.29	139.75
22/01/2020	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay online fee - December	26.90	0.00	26.90
23/01/2020	22181	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Trailer service no. 2	99.00	19.80	118.80
23/01/2020	22181	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Supply and fit bearings to trailer	166.67	33.33	200.00
23/01/2020	22181	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - November	3,197.50	639.50	3,837.00
23/01/2020	22181	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - November	304.50	0.00	304.50
23/01/2020	22181	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - December	2,570.00	514.00	3,084.00
23/01/2020	22181	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - December	304.50	0.00	304.50
23/01/2020	22181	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Supply & fit replacement trailer wheel on 28/12	65.00	13.00	78.00
23/01/2020	22182	Bag Market Limited	MARKET Supplies/Services	Striped tarpaulins for sale	335.00	67.00	402.00
23/01/2020	22183	BEE-LINE Pest Control	PARKS Other Repair/Maint	Quarterly pest control 5/10 - 5/1	250.00	0.00	250.00
23/01/2020	22184	Lance Print Ltd	BIRTHPLACE Adverts/promotion	Advert in Staffs WI yearbook 2020	90.00	18.00	108.00
23/01/2020	22185	Orca Book Services Ltd	BIRTHPLACE Stock for sale	Copies of 'A to Z of Lichfield'	89.94	0.00	89.94
23/01/2020	22185	Orca Book Services Ltd	BIRTHPLACE Stock for sale	Copies of 'Lichfield in 50 buildings'	53.96	0.00	53.96
23/01/2020	22186	Window & Door Maintenance Servs	C I L Expenditure	50% balance for new doors at Curborough CC - CIL part	3,337.00	667.40	4,004.40
23/01/2020	22186	Window & Door Maintenance Servs	R&R FUND General	50% balance for new doors at Curborough CC	3,248.12	649.62	3,897.74
23/01/2020	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - December	45.29	9.06	54.35
27/01/2020	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/12/19 - 10/1/20	10,590.39	2,118.07	12,708.46
30/01/2020	22187	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax & NI contributions, January - LCC staff	5,964.82	0.00	5,964.82
30/01/2020	22187	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax & NI contributions, January - Night Shelter staff	818.57	0.00	818.57
30/01/2020	22188	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - January	7,724.68	0.00	7,724.68
31/01/2020	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - December	999.09	199.82	1,198.91
31/01/2020	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 30/11/19-3/1/20 - current account	85.42	0.00	85.42
31/01/2020	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier usage Aug-Oct, rental Nov-Jan	712.70	142.54	855.24
31/01/2020	DDebit	Wm Briers & Son (Tamworth) Ltd	MARKET Supplies/Services	Skip hire - December	711.00	142.20	853.20
					<u>91,258.83</u>	<u>8,715.28</u>	<u>99,974.11</u>

**LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule****From 1 January to 31 January 2020**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross	
13/01/2020	05364	Lichfield Society of Artists	BIRTHPLACE	Stock for sale	Share of proceeds of Society of Artists book sales	120.00	0.00	120.00
14/01/2020	05365	Water Plus Ltd	BIRTHPLACE	Rates/Water	Water & drainage Apr18-Oct19 (prev. mis-billed to St Mary's)	91.88	0.00	91.88
14/01/2020	05366	Lichfield Singers	CIVIC	Mayor's Allowance - D Baker	Donation to Lichfield Singers for Mayoral Sunday service	50.00	0.00	50.00
16/01/2020	05367	Royal British Legion	CIVIC	Events	2 wreaths for Civic stock	43.00	0.00	43.00
20/01/2020	05368	Cash	CIVIC	Events	Cash float for Charity beer & skittles event (later repaid)	150.00	0.00	150.00
23/01/2020	05369	Tamworth Borough Council	CIVIC	Mayor's Allowance - D Baker	Mayor's tickets to Tamworth Civic Dinner & Ball	80.00	0.00	80.00
23/01/2020	05369	Tamworth Borough Council	CIVIC	Sheriff's Allowance - D Brown	Sheriff's tickets to Tamworth Civic Dinner & Ball	40.00	0.00	40.00
23/01/2020	05370	Mayor & Sheriff's charity account	CIVIC	Events	Reimburse Charity a/c for card payment from St Giles Hospice	25.00	0.00	25.00
27/01/2020	05371	Cash	Various		Petty cash vouchers 7582 - 7598	194.24	16.51	210.75
30/01/2020	05372	Lichfield District Council	CIVIC	Events	Small Society lottery registration fee	40.00	0.00	40.00
31/01/2020	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges 30/11/19-31/1/20 - imprest account	10.02	0.00	10.02
					<b>844.14</b>	<b>16.51</b>	<b>860.65</b>	

**LICHFIELD CITY COUNCIL - General Account Payment Schedule****From 1 February to 29 February 2020**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross	
03/02/2020	DDebit	Biffa Waste Services Ltd	G/HALL	Supplies/Services	Glass recycling - December	40.67	8.13	48.80
05/02/2020	Debit	Elavon Financial Services	BIRTHPLACE	Supplies & Services	Elavon card and activity fees - January	11.15	0.00	11.15
05/02/2020	Debit	Elavon Financial Services	BIRTHPLACE	Supplies & Services	Elavon PCI fee - February	6.00	1.20	7.20
05/02/2020	Debit	Elavon Financial Services	MARKET	Supplies/Services	Elavon card and activity fees - January	8.27	0.00	8.27
05/02/2020	Debit	Elavon Financial Services	MARKET	Supplies/Services	Elavon PCI fee - February	6.00	1.20	7.20
06/02/2020	22189	Adcocks Solicitors Ltd	ADMIN	Professional Fees	Ongoing legal advice re status of Boley Park Hall	1,000.00	200.00	1,200.00
06/02/2020	22190	Banner Group Ltd	ADMIN	Supplies & Services	Stationery	58.85	11.77	70.62
06/02/2020	22191	Curborough (Lichfld) Comm Assoc	R&R FUND	General	Refund of extra costs of new doors at CCC (alarm & locks)	1,157.40	0.00	1,157.40
06/02/2020	22192	City Life in Lichfield	BIRTHPLACE	Adverts/promotion	Museum event listing in City Life - January	5.00	1.00	6.00
06/02/2020	22192	City Life in Lichfield	BIRTHPLACE	Adverts/promotion	Museum event listings in City Life - February	10.00	2.00	12.00
06/02/2020	22192	City Life in Lichfield	DEM SERVICES	Publicity	City View - February	1,035.00	207.00	1,242.00
06/02/2020	22193	CPC	R&R FUND	Guildhall/Donegal Hs	Various leads & cables for new Guildhall lighting	95.21	19.04	114.25
06/02/2020	22194	Eden Arboriculture Ltd	PARKS	Other Repair/Maint	Seckham Rd - Excavation & root test on oak with fungus	1,300.00	0.00	1,300.00
06/02/2020	22195	Eastern Shires Purchasing Org	G/HALL	Supplies/Services	2 trolleys for moving tables	610.00	122.00	732.00
06/02/2020	22196	ESP Music Disco Ltd	R&R FUND	Guildhall/Donegal Hs	6 LED spotlights for Guildhall restorations	1,175.00	235.00	1,410.00
06/02/2020	22197	Francotyp-Postalia Ltd	ADMIN	Tel/Postage	Franking machine quarterly rental 15/2/20-14/5/20	69.00	13.80	82.80
06/02/2020	22198	Louise Gale Design Ltd	BIRTHPLACE	Adverts/promotion	Design of museum spring events leaflet	240.00	0.00	240.00
06/02/2020	22199	Group for Education in Museums	BIRTHPLACE	Supplies & Services	GEM subscription 2020	110.00	0.00	110.00
06/02/2020	22200	Kingfisher Media Ltd	BIRTHPLACE	Adverts/promotion	Museum advert in Staffs hotel bedroom guide 2020	185.00	0.00	185.00
06/02/2020	22201	Lichfield District Council	ARTS/TOURISM	Lights Costs	Street cleaning after Switch On event	270.00	54.00	324.00
06/02/2020	22201	Lichfield District Council	CIVIC	Events	Pressure wash & leaf clearance in Remembrance Gdns	108.00	21.60	129.60
06/02/2020	22202	Lycos Group Ltd	G/HALL	Supplies/Services	Light bulbs	31.13	6.22	37.35
06/02/2020	22203	Maximity Ltd	PARKS	Other Repair/Maint	Development of software for inspection planning	800.00	160.00	960.00
06/02/2020	22204	Preservation Equipment Ltd	BIRTHPLACE	Supplies & Services	Various items for collection care	67.65	13.53	81.18
06/02/2020	22205	RBS Invoice Finance Ltd	MARKET	Supplies/Services	Agency markets officer w/e 12/1 (12 hrs)	182.88	36.58	219.46
06/02/2020	22205	RBS Invoice Finance Ltd	MARKET	Supplies/Services	Agency markets officer w/e 19/1 (12 hrs)	182.88	36.58	219.46
06/02/2020	22205	RBS Invoice Finance Ltd	MARKET	Supplies/Services	Agency markets officer w/e 26/1 (12 hrs)	182.88	36.58	219.46
06/02/2020	22206	RD Glazing Ltd	HALLS	Darwin Hall	Supply & fit new double glazed window at Darwin Hall	1,292.43	258.49	1,550.92
06/02/2020	22207	Reach Publishing Services Ltd	ADMIN	Supplies & Services	Public notice re lease for canal land - 2 weeks in Mercury	381.74	76.34	458.08
06/02/2020	22208	Staffordshire County Council	ARTS/TOURISM	Expenditure	Advertising with Destination Staffordshire - Guildhall Cells	110.00	22.00	132.00
06/02/2020	22208	Staffordshire County Council	BIRTHPLACE	Adverts/promotion	Advertising with Destination Staffordshire - Museum	110.00	22.00	132.00
06/02/2020	22209	Tonks Brothers Tree Services	PARKS	Other Repair/Maint	Tree works at various locations	955.00	191.00	1,146.00

06/02/2020	22210	Viking	ADMIN Supplies & Services	New date stamp for office	29.99	6.00	35.99
06/02/2020	22211	Zurich Municipal	R&R FUND Guildhall/Donegal Hs	Guildhall renovation - Work in progress insurance to Feb'21	268.80	0.00	268.80
06/02/2020	22212	Shakespeare Antiques Ltd	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 4 weeks to 2/2/20	52.00	0.00	52.00
06/02/2020	22213	Steve Brown	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 4 weeks to 2/2/20	45.33	0.00	45.33
06/02/2020	22214	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 4 weeks to 2/2/20	24.00	0.00	24.00
06/02/2020	22215	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 4 weeks to 2/2/20	6.67	0.00	6.67
06/02/2020	22215	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 4 weeks to 8/12/19	4.00	0.00	4.00
06/02/2020	DDebit	Npower Ltd	G/HALL Energy	Electricity - December	565.12	113.02	678.14
07/02/2020	DDebit	British Gas	BIRTHPLACE Energy	Gas, 20/12/19 - 21/1/20	286.08	57.21	343.29
10/02/2020	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - December	206.53	41.31	247.84
10/02/2020	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - December	53.48	2.67	56.15
10/02/2020	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - December	66.56	3.33	69.89
10/02/2020	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - December	192.05	38.41	230.46
10/02/2020	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - December	171.44	34.29	205.73
10/02/2020	DDebit	Npower Ltd	PARKS Energy	Friary electricity - December	26.91	1.35	28.26
13/02/2020	BACS 1	Lichfield Arts	G/HALL Bar Charge	Lichfield Arts bar charges 6/7/19 - 22/12/19	855.45	171.09	1,026.54
14/02/2020	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages & salaries, February - LCC staff	23,287.77	0.00	23,287.77
14/02/2020	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages & salaries, February - Night Shelter staff	4,463.04	0.00	4,463.04
17/02/2020	DDebit	British Telecommunications PLC	ADMIN Tel/Postage	Broadband line rental Feb - Apr	84.20	16.84	101.04
17/02/2020	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile bill - February	12.83	2.57	15.40
17/02/2020	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	Monthly IT support (Antivirus,backups,Office365)-January	512.62	102.52	615.14
17/02/2020	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - January	45.00	9.00	54.00
17/02/2020	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' emails - January	126.00	25.20	151.20
17/02/2020	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - January	45.00	9.00	54.00
17/02/2020	DDebit	Nat West	ADMIN Supplies & Services	Monthly Bankline (online banking) fee - February	20.00	0.00	20.00
17/02/2020	DDebit	Pennon Water Services	PARKS Other Repair/Maint	Friary Fountain water charges 24/7/19 - 10/1/20	32.96	0.00	32.96
18/02/2020	22216	N Boden	PARKS Other Repair/Maint	Hillside path - Clean lampposts, remove posters	150.00	0.00	150.00
18/02/2020	22217	Colour Graphics	PARKS Other Repair/Maint	Christchurch allotments - Bespoke no parking signs	71.45	14.29	85.74
18/02/2020	22218	Dr Johnson's House Trust Ltd	BIRTHPLACE Stock for sale	Boswell and Barber postcards for sale	21.00	0.00	21.00
18/02/2020	22219	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Date received stamps	26.50	5.30	31.80
18/02/2020	22219	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cloakroom supplies	72.42	14.49	86.91
18/02/2020	22219	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Fire exit signs	9.24	1.85	11.09
18/02/2020	22220	Frederica Greetings Ltd	BIRTHPLACE Stock for sale	Cards for sale	62.40	0.00	62.40
18/02/2020	22221	Geoxphere Ltd	ADMIN Supplies & Services	Parish Online digital mapping software to 12/2/21	1,500.00	300.00	1,800.00
18/02/2020	22222	Forward Cleaning Contractors	ADMIN Supplies & Services	Quarterly interior & exterior window cleaning - January	20.00	4.00	24.00
18/02/2020	22222	Forward Cleaning Contractors	BIRTHPLACE Supplies & Services	Quarterly window cleaning - January	48.00	9.60	57.60
18/02/2020	22222	Forward Cleaning Contractors	G/HALL Supplies/Services	Quarterly window cleaning - January	77.70	15.54	93.24
18/02/2020	22223	Green's Books Ltd	BIRTHPLACE Collection Purchases	Conservation of Twiss' Travels and drop-back box	550.00	0.00	550.00
18/02/2020	22223	Green's Books Ltd	BIRTHPLACE Collection Purchases	Conservation of Chesterfield Letters volume	250.00	0.00	250.00
18/02/2020	22223	Green's Books Ltd	BIRTHPLACE Collection Purchases	Mileage for collection for conservation work	55.00	0.00	55.00
18/02/2020	22224	N R Grundy	MARKET Repair/Maint	Various repairs to slabs, blocks & anchor point on Square	360.00	0.00	360.00
18/02/2020	22225	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'The World in 38 chapters'	66.26	0.00	66.26
18/02/2020	22226	Lichfield Lock & Key Repairs	MARKET Supplies/Services	Extra registered key for Toilet Block gate	24.00	4.80	28.80
18/02/2020	22227	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Francis Rd - Pruning of cherry tree etc.	180.00	36.00	216.00
18/02/2020	22228	I Newey	MARKET Misc. Income	Refund for cancelled Market Sq bookings (ice cream van)	2,738.75	0.00	2,738.75
18/02/2020	22229	Office Furniture Online	BIRTHPLACE Supplies & Services	New office chair for museum	73.15	14.63	87.78
18/02/2020	22230	Raphael Design Limited	BIRTHPLACE Adverts/promotion	Printing of museum events leaflet	79.20	0.00	79.20
18/02/2020	22231	RBS Invoice Finance Ltd	MARKET Supplies/Services	Agency markets officer w/e 2/2 (12 hrs)	182.88	36.58	219.46
18/02/2020	22231	RBS Invoice Finance Ltd	MARKET Supplies/Services	Agency markets officer w/e 9/2 (12 hrs)	182.88	36.58	219.46
18/02/2020	22232	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning - January (25.5 hrs)	331.50	66.30	397.80
18/02/2020	22232	Taylor Maids UK Ltd	G/HALL Supplies/Services	Guildhall cleaning - January (56.25 hrs)	731.25	146.25	877.50
18/02/2020	22233	Tonks Brothers Tree Services	PARKS Other Repair/Maint	Borrowcop Lane/Gazebo - Works to poplar & hawthorns	995.00	199.00	1,194.00
18/02/2020	22234	Annalize Wright	PARKS Other Repair/Maint	Seckham Rd - Felling of turkey oak with fungus	2,000.00	400.00	2,400.00
18/02/2020	22235	A Morris	MARKET Farmers Mkt income	Refund of Farmers Market retainer fee - rent	13.50	0.00	13.50
18/02/2020	22235	A Morris	MARKET Farmers Mkt income	Refund of Farmers Market retainer fee - service charge	2.50	0.50	3.00
18/02/2020	22236	Savoury Eggs	MARKET Farmers Mkt income	Refund of Farmers Market retainer fee - rent	18.50	0.00	18.50



18/02/2020	22236	Savoury Eggs	MARKET Farmers Mkt income	Refund of Farmers Market retainer fee - service charge	2.50	0.50	3.00
18/02/2020	22237	Woodhouse Green Nurseries	MARKET Farmers Mkt income	Refund of Farmers Market retainer fee - rent	30.00	0.00	30.00
18/02/2020	22237	Woodhouse Green Nurseries	MARKET Farmers Mkt income	Refund of Farmers Market retainer fee - service charge	2.50	0.50	3.00
18/02/2020	22238	M Cope	MARKET Farmers Mkt income	Refund of Farmers Market retainer fee - rent	16.00	0.00	16.00
18/02/2020	22238	M Cope	MARKET Farmers Mkt income	Refund of Farmers Market retainer fee - service charge	2.50	0.50	3.00
18/02/2020	22239	Woodhouse Farm	MARKET Farmers Mkt income	Refund of Farmers Market retainer fee - rent	31.00	0.00	31.00
18/02/2020	22239	Woodhouse Farm	MARKET Farmers Mkt income	Refund of Farmers Market retainer fee - service charge	2.50	0.50	3.00
18/02/2020	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water and drainage 1/11/19 - 1/2/20	257.30	0.00	257.30
18/02/2020	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & drainage 1/11/19 - 1/2/20	77.60	0.00	77.60
19/02/2020	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - January	45.23	9.05	54.28
20/02/2020	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/ internet - January usage/ February rental	123.23	24.65	147.88
24/02/2020	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fee - January	26.20	0.00	26.20
25/02/2020	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/1 - 10/2	10,590.39	2,118.07	12,708.46
25/02/2020	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water and drainage 1/11/19 - 1/2/20	60.61	0.00	60.61
27/02/2020	22240	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions, February - LCC staff	5,999.21	0.00	5,999.21
27/02/2020	22240	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions, February - Night Shelter staff	618.19	0.00	618.19
27/02/2020	22241	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - February	7,759.92	0.00	7,759.92
28/02/2020	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 4/1/20-31/1/20 - current account	73.92	0.00	73.92
28/02/2020	DDebit	Wm Briers & Son (Tamworth)	MARKET Supplies/Services	Skip hire - January	711.00	142.20	853.20
					<u>80,603.85</u>	<u>5,992.55</u>	<u>86,596.40</u>

### LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 February to 29 February 2020

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
04/02/2020	05373	Cannock Chase District Council	CIVIC Mayor's Allowance - D Baker	Mayor's tickets to Cannock Chase DC charity evening	40.00	0.00	40.00
04/02/2020	05373	Cannock Chase District Council	CIVIC Sheriff's Allowance - D Brown	Sheriff's ticket to Cannock Chase DC charity evening	20.00	0.00	20.00
04/02/2020	05374	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - D Brown	Sheriff's Consort's ticket for own Charity Sunday lunch	25.00	0.00	25.00
06/02/2020	05375	Cash	Various	Petty cash vouchers 7599 - 7606	137.97	10.54	148.51
06/02/2020	05376	Mrs C Freeman	G/HALL Supplies/Services	Fire exit signs, hot water stickers & water thermometers	39.85	7.96	47.81
06/02/2020	05376	Mrs C Freeman	R&R FUND Guildhall/Donegal Hs	Various parts for new Guildhall spotlights	34.99	7.00	41.99
10/02/2020	05377	Lichfield District Council	CIVIC Mayor's Allowance - D Baker	Mayor's tickets to LDC Chairman's Civic Lunch	66.00	0.00	66.00
10/02/2020	05377	Lichfield District Council	CIVIC Sheriff's Allowance - D Brown	Sheriff's ticket to LDC Chairman's Civic Lunch	33.00	0.00	33.00
10/02/2020	05378	Cancelled					
10/02/2020	05379	Planning Portal	R&R FUND General	Planning application re Johnson statue railings	141.00	0.00	141.00
11/02/2020	05380	Mayor & Sheriff's charity acct	CIVIC Banquet Expenditure	Remaining Charity event prosecco for use at Banquet	49.92	9.98	59.90
11/02/2020	05380	Mayor & Sheriff's charity acct	CIVIC Events	Reimburse Charity a/c for LDC payment for Sunday Lunch	50.00	0.00	50.00
17/02/2020	05381	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - D Baker	Mayor's tickets for Sheriff's Show	15.00	0.00	15.00
17/02/2020	05381	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - D Brown	Sheriff's tickets for Sheriff's Show	15.00	0.00	15.00
20/02/2020	05382	Cash	Various	Petty cash vouchers 7607 - 7615	246.73	12.31	259.04
28/02/2020	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 4/1/20-31/1/20 - imprest account	10.21	0.00	10.21
					<u>924.67</u>	<u>47.79</u>	<u>972.46</u>