



Lichfield City Council

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

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Town Clerk: Anthony D Briggs

15 September 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 **Tuesday, 22 September 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. The 'Zoom' link and password is published together with the public notice of this meeting displayed at the City Council offices, Donegal House, Bore St and is also available to the public by email to the Town Clerk (tony.briggs@lichfield.gov.uk).

Yours sincerely

Anthony Briggs
Town Clerk

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

AGENDA

1. APOLOGIES FOR ABSENCE

2. MAYOR'S ANNOUNCEMENTS

3. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

4. COUNCIL MINUTES

To confirm as a correct record the Minutes of the Council Meeting held on 28 July 2020 (Nos. 30-41) (**copy attached**)

5. MATTERS ARISING ON COUNCIL MINUTES

6. PLANNING COMMITTEE (DELEGATED AUTHORITY)

The Chairman of the Planning Committee to move that comments submitted to Lichfield District Council for the period 19 June 2020 to 9 September 2020, and made in the name of LCC via delegated authority as agreed by Council on 11 May 2020, be received (**copies previously circulated**).

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

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. OFFICERS' REPORT

To receive the Officers' Report, **APPENDIX 1** attached.

RECOMMENDED: That the Report be noted.

9. FINANCIAL PROGRESS REPORT - 1 APRIL to 31 JULY 2020

This report (**APPENDIX 2**) contains the financial progress for the period 1 April 2020 to 31 July 2020 and summarises the income and expenditure against budget for the service areas in the first four months (33%) of the financial year. These figures and the forecast variances from budget demonstrate the impact of COVID-19 and associated actions on Council finances.

The report shows:

Column 1 – The actual income/expenditure to 31 July 2020 (33% of full year)

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

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

Column 4 – The Budget for 2020/21

Column 5 – The anticipated variance from budget

The overall budgetary impact of COVID-19 is forecast to be lower than some original estimates, due largely to reduced event costs and other budgetary savings. Though the Council holds healthy revenue reserves these are not inexhaustible, and the possibility of a slower than hoped for recovery in 2021/22 must be taken into consideration when agreeing the 2021/22 budget.

The City council's *revenue* reserves of around £700,000 should not be confused with the *capital* reserve held by the council; while revenue funds can be utilised for capital spend, the opposite does not generally apply. With the exception of repairs and renewals, the vast majority of City Council spend is revenue rather than capital.

The next scheduled financial report (six months) is to be presented to the Audit Committee at its meeting scheduled for 3 December 2020 and then considered at council on 7 December 2020.

RECOMMENDED: That the Financial Progress Report be noted.

10. FINANCIAL REGULATIONS REVIEW

The City Council is required to review its Financial Regulations from time to time, and such a review was listed as a recommendation in the Internal Auditor's 2019/20 report. The Deputy Town Clerk has undertaken this review and is pleased to report there is only one minor procedural issue which requires updating, this being as a result of more efficient ways of working and the necessity of procedural variations in light of COVID-19. Council is therefore asked to consider an amendment to regulation 5.3, to reflect the increased use of electronic banking and to provide for remote approval of payment lists that are circulated to the signatory groups for authorisation by the Town Clerk.

The original text of regulation 5.3 is reproduced below, with the recommended addition to the regulation written in red.

'5.3 Cheques, autopay sheets and/or electronic payments of any nature drawn on the two bank accounts in accordance with the schedule referred to in the previous paragraph shall be signed by:

1st signatory - Mayor or Deputy Mayor

2nd signatory - Leader or Deputy Leader

3rd signatory - Town Clerk, Deputy Town Clerk or Accounts Officer

In the case of electronic payments via Bankline (or similar software) where there may be a limitation on the number of individuals who are able to authorise the physical transfer of

monies, the schedule of payments to be made by the transfer must be signed by a representative from each of the three signatory groups prior to the transfer; *payment lists may be authorised by physical signature or through electronic means such as an email response from the appropriate signatory group as detailed above.* The completed and signed schedule, *and/or authorising email/s* to be presented to the payment authorisers for inspection prior to payment authorisation.'

RECOMMENDED: *That the review of the City Council's Financial Regulations be noted, and that Regulation 5.3 be amended in line with the recommended text set out above.*

11. REVIEW OF STANDING ORDER 18

At its meeting of 28 July, members of the City Council briefly discussed the possibility of strengthening the provisions of Standing Order 18 (Extraordinary Meetings of the Council, Committees and Sub-Committees) as a result of the subsequently adopted proposal to amalgamate the September and October meetings of the Council.

Members may feel this discussion should continue; the text of Standing Order 18 is reproduced below, with a proposed addition in red text:

18 *Extraordinary Meetings of the Council, Committees and Sub-Committees*

a) The Chairman of the Council may convene an extraordinary meeting of the Council at any time.

b) If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by eight Councillors, any eight Councillors may convene an extraordinary meeting of the Council.

c) A meeting called by the Chairman following a request under point (b) above is to be scheduled for a maximum of seven days following receipt of the request, unless those Councillors requesting the meeting agree by majority to an alternative timescale.

RECOMMENDED: *Standing Order 18 be amended in line with the recommended text set out above.*

12. VACANCY – STOWE WARD

On 3 September 2020 Councillor Richard Rathbone confirmed his intention to resign from the City Council with immediate effect, citing additional and significant pressures in his paid employment that made him unable to continue to dedicate appropriate time to his role as a Councillor. The vacancy has been reported to the Monitoring Officer and a Notice of Vacancy has been published; the deadline for a request to hold an election is midnight on Friday 25 September. Members are asked to note that current legislation prevents a by election being held (if called) until May 2021.

RECOMMENDED: *That the vacancy be noted and the City Council wish Mr Rathbone well in his future endeavours.*

13. VACANCY – FRIENDS OF LICHFIELD HISTORIC PARKS GROUP

Following the resignation of Cllr R Rathbone, the City Council is asked to appoint a representative to serve externally on the Friends of Lichfield Historic Parks Group. The main aims of the Group are:

- To be the main forum for consultation between Lichfield District Council and park users, volunteers, friends and local residents, through which all these can be involved in decisions made about the parks

- To suggest, be aware of and support (or, where necessary, oppose) ideas for the continued maintenance and future development of the parks in an environmentally favourable way, so as to protect, conserve and enhance the parks as places of recreation, freedom and enjoyment for the long-term benefit of all sections of the local community.

Any member requiring further information is asked to contact the Town Clerk.

RECOMMENDED: The City Council to appoint a representative on Friends of Lichfield Historic Parks to replace former Councillor R Rathbone.

14. PAYMENT OF ACCOUNTS

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

- 1 June 2020 to 30 June 2020 in the sum of £85,905.74 General Account, and £350.70 Imprest Account.
- 1 July 2020 to 31 July 2020 in the sum of £84,993.15 General Account, and £66.97 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, at Donegal House, Bore Street.

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held remotely via 'Zoom' on Tuesday 28 July 2020 at 6.30pm

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

APOLOGIES: Cllr I Jackson

30 MAYOR'S ANNOUNCEMENTS

The Mayor emphasised the disruption caused to the usual Civic calendar by COVID-19, but confirmed that opportunities for remote engagements were being pursued.

31 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

32 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council Meeting held on 11 June 2020 (Nos 16-29), be confirmed and signed as a correct record.*

33 MATTERS ARISING

None

34 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: *That comments submitted to Lichfield District Council for the period 27 May 2020 to 18 June 2020, and made in the name of LCC via delegated authority as agreed by Council on 11 May 2020, be received.*

35 MARKETS WORKING GROUP

Members considered the decisions made by the Markets Working Group under delegated authority and the recommendations to council contained within the minutes of the meeting of 17 July 2020 (agenda appendix 1).

RESOLVED: *That the Minutes and recommendations of the meeting of the Markets Working Group held on 17 July 2020 be adopted.*

36 LOCAL GOVERNMENT ASSOCIATION – MODEL CODE OF CONDUCT CONSULTATION

Members considered the Town Clerk's draft response to the LGA's Code of Conduct consultation.

RESOLVED: *That the Town Clerk submit the draft consultation response (agenda appendix 2) to the LGA in the name of the City Council.*

37 OFFICERS' REPORT

Councillor D Robertson highlighted the work of the Open Spaces Officer during the recent incident involving Travellers at Netherstowe open space within the ownership of LCC. Cllr A Lax echoed

those comments, wishing the thanks from residents to officers and the Police to be recorded in these minutes. In agreeing with these points, Councillor C Greatorex also emphasised the significant contribution made by Lichfield District Council staff in resolving the situation and also clearing the debris that remained. Cllr C Spruce agreed with previous comments and suggested that the prompt response by all concerned would have contributed positively to the outcome.

Cllr Mrs J Eagland praised the quality of the report and confirmed it would be provided to Talking Newspapers for the Blind, and encouraged Members to contact her if they had any further documentation they wished to be made available to the organisation.

RESOLVED: That the report be noted

38 CALENDAR OF MEETINGS – FULL COUNCIL

Members considered the agenda report concerning the frequency of full council meetings. An amendment to the calendar of meetings that would result in the September and October council meetings being combined in to one meeting was proposed by Cllr M Warfield who cited Standing Order 18 as an appropriate backstop [this standing order allows meetings of the council to be called in emergency situations].

An amendment was proposed by Cllr H Ashton and seconded by Cllr M Trent that due to the currently evolving situation in relation to COVID-19 and the possibility for local and national lockdowns, together with the potential for the need to make decisions at short notice, the matter should be deferred for a period of 12 months. Members discussed the amendment in detail, with Cllr Robertson stating that it could be wise to reinforce the provisions under Standing Order 18, especially in regard to timescales, as a result of any reduction in the number of scheduled meetings and highlighting that Lichfield District Council only holds six full council meetings per year, despite its far larger remit and budget when compared to the City Council. Cllr C Rapley expressed surprise that reducing the frequency of meetings would be discussed in the current situation where decisions may need to be taken quickly for the benefit of residents. Several other members spoke, both in favour and against the amendment. On being put to the vote the amendment was declared lost.

The original proposal was then voted upon, declared carried and it was:

RESOLVED: That the City Council meetings scheduled to take place in September and October of each year be amalgamated into one meeting to be held in the latter part of September (22 September 2020 being the first date of the newly combined meeting).

39 PAYMENT OF ACCOUNTS

RESOLVED: That payment of accounts be approved and confirmed as listed in Agenda Appendix 4 for the periods

- ***1 April 2020 to 30 April 2020 in the sum of £213,707.07 General Account, and £27.77 Imprest Account.***
- ***1 May 2020 to 31 May 2020 in the sum of £48,095.95 General Account, and £141.00 Imprest Account.***

40 EXCLUSION OF THE PRESS AND PUBLIC

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

41 STAFFING COMMITTEE

Members considered the confidential Minutes and recommendations of the meeting of the City Council's Staffing Committee.

RESOLVED: The Minutes and recommendations of the meeting of the Staffing Committee held on 9 July 2020 be adopted.

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.19 PM

MAYOR

OFFICERS' INFORMATION REPORT

1. Civic Matters: Lucy Clarke, Civic Officer



On Saturday 8 August, as the Lichfield Cathedral Bells struck Midday, The Mayor, Cllr Mrs Deborah Baker greeted the High Sheriff of Staffordshire, Charles Bagot Jewitt DL at Lichfield Cathedral alongside the Dean of Lichfield, The Very Revd Adrian Dorber. The High Sheriff led a cycle ride to promote "Staycations" within the County of Staffordshire. The Sheriff, Dr Daryl Brown joined the cycle ride on the final day from Tamworth to Lichfield. The cycle ride took one week to complete starting on 1 August and finishing on 8 August at Blithfield Hall in Rugeley.

Recent and upcoming events have been scaled down this year due to the uncertainty with COVID-19, social distancing requirements and government guidance regarding large scale public events.

The 467th Sheriff's Ride took place on Saturday 5th September with a very different format to previous years. To honour the tradition, the Sheriff, Dr Daryl Brown and The Clerk of the Course, Mr Nick Sedgwick set off from the Guildhall in the Sheriff's own Riley vehicle to inspect the boundary of the City and visit the majority of



landowners along the route. A very small socially distanced gathering met in the Courtyard to the rear of Donegal House/Guildhall during the morning. Those attending included, The Mayor, Cllr Deborah Baker and Consort, Dr Steve Baker along with Council Group Leaders, Cllr Mark

Warfield, Cllr Miles Trent and Cllr Dave Robertson. The Town Clerk and Deputy Town Clerk were also in attendance and Deputy Mayor Councillor Robert Yardley took photographs of the occasion to add to his large archive of Sheriff's Ride photographs and information. Everyone wished the Sheriff well before commencing the ride. No horses took part in the ride this year and the usual luncheon at Freeford Manor was cancelled.

The Civic Officer is currently preparing for the Samuel Johnson Birthday Celebrations and Remembrance Sunday. The Dr Johnson Birthday celebrations will also follow a very different format. The event will be marked by a small ceremony on the Friday evening on the Market Square with the traditional placing of a Laurel chaplet on the statue. To comply with government guidelines and to prevent large public gatherings the event will be invitation only.

Furthermore, the Mini Town Criers' Competition usually held on the Saturday during Heritage Weekend will not take place this year and The Johnson Society has confirmed that the Johnson Supper, usually held on the Saturday evening at the Guildhall, has sadly been cancelled.

The Civic Officer is currently working with Lichfield Cathedral and the Royal British Legion on the safest way to mark Remembrance Sunday.

The Civic Officer has also been assisting the Markets Officer both in terms of day to day market activities and the beginnings of a strategic review of the function.

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

The Birthplace Museum re-opened on July 14th with COVID-secure measures in place and the 'good to go' certification. Detailed information about safety measures can be found in the July Officer's Report and on the Birthplace Museum website. An advance booking system is in place to limit the number of people in the building. This is working smoothly and the Museum Attendants have adapted well, finding ways to safely accommodate drop-in visitors where possible and also bookshop customers, where they are willing to provide contact details to comply with the government's Test and Trace requirement for Museums. Guidance is regularly changing and on August 8 face coverings became mandatory in Museums. Visitor arrival information was updated, staff updated, and posters displayed from the 'Sunflower Project' to highlight hidden disabilities that are not required to wear masks.

Visitor numbers for the first four weeks of opening totalled 350. This represents only 19% of visitor numbers in the same period in 2019, however data from the national museums shows a proportion of only 10% of visitors prior to closure, so the Birthplace is performing well in the current climate. The 350 visitors who came in July-August represent a 55% occupancy rate in terms of timed visits that can be booked, so it is hoped we will see some increase in this number in the coming months. All visitors who book in advance have been sent a link to our visitor satisfaction survey after their visit and the results are very encouraging, with the majority of respondents rating their overall visit as 10 out of 10.

Online engagement has lessened since the easing of restrictions but the digital audience figures for July and early August totalled 2,479 people directly engaging with the Museum, and an additional social media 'reach' of 9,226.

Family visits have been very low compared to normal summers, and in August the MHO attended a webinar by *Kids in Museums* on safely welcoming family audiences – a particular concern considering that all interactives and shared touch points had been removed at re-opening. As a result, trail bags have been introduced which families can pick up and carry with them and are quarantined and cleaned between uses.

The Birthplace Book Club is not yet able to meet in the Museum, but one member kindly invited some of the group to their garden for a socially distanced gathering. Following the success of her first 'Zoom' talk, Sue Bray was invited to deliver another virtual talk to the residents of the Three Spires Care Home. Another interesting project in July was supporting a local school to develop classroom resources about Johnson's heir Francis Barber.

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

Following the recent unauthorised Traveller encampment on City Council owned open space at Netherstowe, the City Council, in partnership with Lichfield and Hatherton Canals Restoration Trust has utilised soil excavated from the site of the former canal along Tamworth Road to create an earth 'bund' or mound along a portion of the grassed area adjacent to Handel Walk. Approximately 150 tonnes of soil were transported to site on the 11 and 12 August and moulded into the shape of the bund.



The bund has been seeded with a wildflower mix on the southside and cosmetically landscaped with shrubs on the north side to create an attractive gateway to the open space. The City Council will also plant a feature Oak tree to further enhance the site in due course. The scheme was designed by Landscape Architects from local planning and environmental consultancy, Pegasus Group.



A number of bollards have also been installed, and together with the bund, it is hoped that they will provide considerable protection against any future unauthorised vehicular access to the land. Rocks from the Open Space have also been repositioned to further dissuade unwanted visitors.

The project has attracted many positive comments from residents, though it has been disappointing to note that within two weeks of being planted, a considerable number of the most colourful specimens were removed by persons unknown. Wild flower seeds will be scattered to replace the colour for next year, but the loss of the plants is a shame for local residents and frustrating for all involved in the project.



Trees in the Festival Garden have been monitored over the past few months and 5 small dead/dying specimens will be removed. The most likely explanation is the extremes in weather. Unfortunately, some of the more established trees are also showing signs of stress such as a large branch tearing away from the cherry tree trunk. In consultation with the LDC Tree Officer it has been decided to have this felled. The established willow which is a landmark by the footpath from the Heather Gardens to the City has also

lost a sizeable branch from the canopy and the tree canopy will need to be severely reduced. This will seem drastic but regrowth from the willow is normally quick as it was for the mature willows around Stowe Pool.

LDC have completed the Summer hedge work which started on the most popular paths such as cycle route 54 which goes across LCC land. Further work on the hedges is done in February after they have been used as winter shelter for wildlife.

4. Markets Report: Jordan Appleyard, Markets Officer

The Officers at Lichfield City Council continue to ensure Lichfield Outdoor General Market remains COVID safe to all market traders and the public. The one-way barrier system continues to be used on each market day with hand sanitisers provided for the public at either end of the Market Square. Most permanent licenced traders have now returned to work on all three market days.

Revised Government guidelines issued in July reduced Social distancing to 1m so the Markets Officer was able to instruct traders to reduce the gap between each stall accordingly, this has generated space for two additional stalls to trade on each market day. The Saturday market continues to be mostly affected due to the amount of permanent licenced traders exceeding actual space available on the Market Square.

The rota system was revised in August to include all Traders with the exception of the fruit and vegetable stall; this change followed representations from Traders and discussions with members of the Markets Working Group.

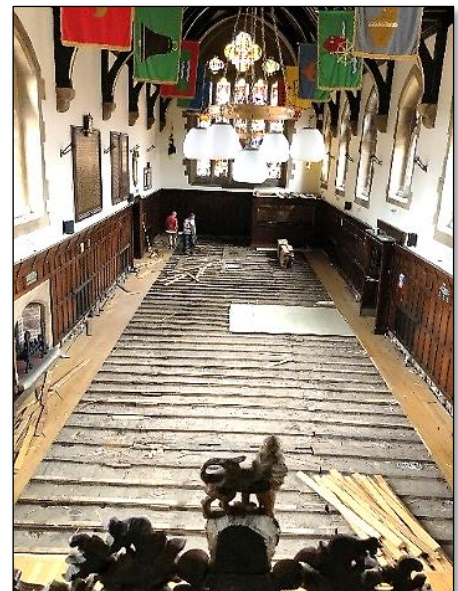
Traders continue to use their own market stalls, and this is reflected in the incentivised stall fees being charged, based on the Tuesday rent model. Following Council resolution on 28 July and to reflect the increased footfall, Saturday traders now only receive a 25% reduction in rent while the 50% reduction for Tuesday and Friday traders remains in place until October. The incentives will be discussed by the Markets Working Group at their next meeting, which is scheduled for 2 October.

Lichfield General Market and The Producers Market continue to be promoted via social media channels each week. The third Producers Market was held on Sunday 2 August and the fourth on 6 September. C J Events were pleased to announce there had been an increase in Traders; this new Sunday event continues to grow, and with footfall increasing steadily each month, public response has been very positive.

5. Guildhall: Helen Winter, Guildhall Bookings Secretary

Phase 2 of the Guildhall renovation work is largely complete. The new floor has been laid, sanded and polished and further repairs undertaken to the oak panelling. The radiators are due to be returned shortly following refurbishment. Premises Attendants are continuing with general maintenance work.

Many regular hirers with vulnerable members have chosen not to resume their bookings until January 2021. Those who do wish to return have been contacted and made aware of the safety measures which have been put in place throughout the building to help prevent the spread of COVID-19. Hirers have been advised on how best to facilitate their event, reminded to wear facemasks, and encouraged to have an event specific Risk Assessment.



On 2 August, the first Wedding Ceremony since lockdown restrictions were eased was held in the Guildroom. The latest Government guidelines were strictly adhered to and prior to the Ceremony a specific COVID-19 Risk Assessment was agreed with Staffordshire County Council's Registrars to ensure the safety of all those in attendance. Hand sanitiser units were available on all floors of the building and at the entrance to each room in use. A maximum of 30 guests could attend who were all be seated at least 1m apart and within family groups. Other new protocols included the sanitising of hands immediately after the rings had been exchanged and no group photographs were permitted while the Registrars were on site, even the pen for signing the register had to be sterilised. Although masks were not required on this date, current regulations require them at Wedding Ceremonies with only the wedding couple and Registrars being exempt.



Boley Park Community Hall has now re-opened with most regular hirers planning to return during September. All hirers have been asked to submit an event specific Risk Assessment to the City Council prior to resuming their bookings and new booking forms have been issued to all reflecting the requirements they must comply with to run a COVID safe event. The hall has been equipped with hand sanitiser units at the front and rear doors and a one-way system is in operation to enter and exit. Clear signage along with social distancing markers have also been installed to make sure all visitors to the building can comply with Government guidelines.

Renovation work has started at the Boley Park Co-op supermarket. During this time, there will be some disruption to the usual parking outside the community hall but hirers will be able to utilise the remainder of the Co-op car park.

6. Deputy Town Clerk: Sarah Thomas

The Deputy Town Clerk has been working closely with Officers to ensure Ward members are kept informed of current planning applications and that member recommendations are reported to Lichfield District Council. Although the PAC has not held any meetings since March an Agenda has still been circulated in line with the usual schedule of meetings, with submitted comments published on the City Council's website in line with the usual procedure of publishing the Minutes of the meeting.

On 1 September all City Council Officers returned to Donegal House full time rather than splitting time between office work and home working based on the rota system that had been in place previously. Protective screens have been installed between desks where limited space does not allow for a 1m gap and hand sanitiser provided. Following guidance from the Government on 8 August all Guildhall staff have been advised regarding the mandatory wearing of face masks in community halls. All the City Council's Risk Assessments have been updated to reflect these latest changes.

While the return to some sense of normality is welcomed, the situation will be kept under constant review, with the possibility of a return to reduced hours, rota systems and even lockdown not beyond the realms of possibility.

The Deputy will be providing secretariat support at September Council and the Markets Working Group.

For Council: 22 September 2020 APPENDIX 2

FINANCIAL SUMMARY REPORT - 1 APRIL to 31 JULY 2020

This report contains the financial progress for the period 1 April 2020 to 31 July 2020 and summarises the income and expenditure against budget in the first four months (33%) of the financial year and the year-end projected outturn. The report shows:

- Column 1 – The actual income/expenditure to 31 July 2020 (33% of full year)
- Column 2 – The forecast of expenditure for the remaining eight months
- Column 3 – The current anticipated total spend for the year (Column 1 + 2)
- Column 4 – The budget for 2020/21
- 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 4 MONTHS TO 31 JULY	FORECAST FOR REMAINING 8 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE	NOTES
Parks and Footpaths	74,832	168,456	243,288	247,126	3,838	
Guildhall	35,467	100,681	136,148	99,939	36,209	1
Community Centres	4,234	11,908	16,142	16,573	431	
Markets	21,831	50,998	72,829	-9,023	81,852	2
Civic	20,780	60,134	80,914	98,494	17,580	3
Grant Aid/Partnerships	40,728	13,123	53,851	52,376	1,475	4
Arts/Tourism/Twinning	14,817	52,469	67,286	68,936	1,650	
Johnson Birthplace Museum	40,724	100,129	140,853	108,324	32,529	5
Democratic Services	31,627	137,645	169,272	125,235	44,037	6
Investment Interest	-5,898	-282	-6,180	-22,940	16,760	7
Loan Charges	0	0	0	0	0	
Agency	-20,712	2,548	-18,164	-13,409	4,755	8
Repairs and Renewals	30,926	95,517	126,443	192,940	66,497	9
TOTAL SERVICE COST	£289,356	£793,326	£1,082,682	£964,571	£118,111	10
Capital Contribution	-	-	-	0	0	
Community Infrastructure Levy (CIL)	-9,857	-6,997	-16,854	-16,854	0	
TOTALS	£279,499	£786,329	£1,065,828	£947,717	£118,111	Approx. 12% overspend

Explanatory Notes:

- Note 1: *Includes £40,850 loss of income. Forecast based on an assumed income reduction due to COVID-19 closure and associated reduced bookings for the latter part of 2020/21.*
- Note 2: *Includes forecast loss of income of £112,981 and reduction in operating costs of £27,660 due to COVID-19 lock down, reduced Trader capacity on the Square due to social distancing on re-opening and pitch fee incentives as agreed by Council/Markets Working Group. Forecast based on assumed retention of current social distancing requirements and the 'Tuesday model' across all markets with traders continuing to provide their own stalls and being charged the reduced 'Tuesday' pitch fees as a result. Assumptions based on existing incentives remaining in place; the incentives will be discussed by the Markets Working Group at their next meeting on 2 October and are therefore subject to potentially significant change.*
- Note 3: *Includes reduction in the cost of Civic events of £14,260.*
- Note 4: *Includes the balance brought forward of £2,600 and an assumption that this additional balance will be committed.*
- Note 5: *Includes forecast £15,570 loss of income due to COVID-19 closure, and recent changes to the allocation of employee support costs to more accurately reflect staff distribution (corresponding staff cost reduction removed from other service heads).*
- Note 6: *Includes assumed costs of 2019 local election; as reported to Council in June 2020, this originally formed part of the approved 2019/20 budget but was not invoiced, the assumed sum is therefore carried forward to 2020/21 forecasts. Also see note 9.*
- Note 7: *Reduction in interest rates.*
- Note 8: *Additional income following SCC decision to maintain 2020/21 allocations at 2019/20 levels, rather than the anticipated reduction as contained in the City Council's 2020/21 budgets.*
- Note 9: *Underspend due to invoicing of phase 1 of the Guildhall Main Hall renovation from 2019/20 budgets rather than 2020/21 budgets as originally allocated; this followed both early completion of the work and the knowledge that no invoice would be received for the 2019 local elections during 2019/20. Reported to Council in June 2020. Also see note 6.*
Also includes cost of Johnson Statue railing installation originally scheduled for completion during 2019/20 but delayed to 2020/21 due to COVID-19.
- Note 10: *Includes reduced overall direct staff costs of £9,950.*
Total loss of income forecast across income generating services is £185,913, savings reduce the variance figure to £118,111.

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

For Council: 22 September 2020 APPENDIX 3

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 June to 30 June 2020

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/06/2020	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - May	44.01	8.80	52.81
01/06/2020	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - April	384.99	77.00	461.99
01/06/2020	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 20/21 - 3rd instalment	923.00	0.00	923.00
01/06/2020	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 20/21 - 3rd instalment	539.00	0.00	539.00
01/06/2020	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 20/21 - 3rd instalment	1,996.00	0.00	1,996.00
01/06/2020	DDebit	Wm M Briers & Son (Tamworth)	MARKET Supplies/Services	Skip hire - April (4 collections)	316.00	63.20	379.20
04/06/2020	BACS 77	N Boden	G/HALL Repair/Maint	Repaint 1st floor corridor and fireplace crest	200.00	0.00	200.00
04/06/2020	BACS 78	D Boulty	G/HALL Lettings	Refund of deposit for Guildhall booking in May	83.33	16.67	100.00
04/06/2020	BACS 79	Brownhill Hayward Brown Ltd	R&R FUND General	Quinquennial inspection of Boley Hall	1,250.00	250.00	1,500.00
04/06/2020	BACS 80	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine quarterly rental 15/5 - 14/8	69.00	13.80	82.80
04/06/2020	BACS 81	Friary Clock Tower Winders	PARKS Other Repair/Maint	Annual donation for Friary clock winders 20/21	500.00	0.00	500.00
04/06/2020	BACS 82	Justice Fire and Security	G/HALL Repair/Maint	Supply & fit additional CCTV camera in main Guildhall	307.95	61.59	369.54
04/06/2020	BACS 83	Lichfield Festival Ltd	G/HALL Lettings	Refund for 3 Guildhall bookings in July	208.33	41.67	250.00
04/06/2020	BACS 84	Messenger Construction Ltd	R&R FUND Guildhall/Donegal Hs	Guildhall renovations - 3rd instalment	7,724.93	1,544.99	9,269.92
04/06/2020	BACS 85	Society of Local Council Clerks	ADMIN Subscript/Training	SLCC membership for Deputy Clerk for 20/21	254.00	0.00	254.00
04/06/2020	22334	Cancelled	GRANTS General	Cancel chq 22234 of 1/4 - grant cheque not presented	-920.00	0.00	-920.00
04/06/2020	BACS 86	Guild of St Mary's Centre, Lichfd	GRANTS General	Replace grant chq 22334 with BACS payment	920.00	0.00	920.00
04/06/2020	BACS 87	Taylor Maids UK Ltd	G/HALL Supplies/Services	Guildhall & Donegal Hse cleaning - April (6.75 hrs)	87.75	17.55	105.30
04/06/2020	BACS 88	Valuation Office Agency	ADMIN Professional Fees	Valuation of land re lease of OS 26c to Canal Trust	929.00	185.80	1,114.80
04/06/2020	BACS 89	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions , May - LCC staff	5,963.44	0.00	5,963.44
04/06/2020	BACS 89	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions , May - Night Shelter staff	134.54	0.00	134.54
04/06/2020	BACS 90	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - May	8,173.34	0.00	8,173.34
05/06/2020	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - May	6.00	1.20	7.20
05/06/2020	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - April	0.24	0.00	0.24
05/06/2020	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - May	6.00	1.20	7.20
15/06/2020	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	Monthly IT support (antivirus, backups, Office365) - May	524.39	104.87	629.26
15/06/2020	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - May	45.00	9.00	54.00
15/06/2020	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' emails - May	130.50	26.10	156.60
15/06/2020	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - May	45.00	9.00	54.00
15/06/2020	DDebit	Nat West	ADMIN Supplies & Services	Monthly Bankline (online banking) fee - June	23.60	0.00	23.60
15/06/2020	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - June	22,725.53	0.00	22,725.53
17/06/2020	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile bill - June	13.11	2.62	15.73
17/06/2020	DDebit	EE Ltd	MARKET Supplies/Services	Markets mobile - additional picture messages in June	7.59	1.52	9.11
19/06/2020	BACS 91	N Boden	ADMIN Supplies & Services	Supply & fit 2 Covid-safe screens for Donegal House desks	220.00	0.00	220.00
19/06/2020	BACS 92	Eventmen	MARKET Supplies/Services	Hire of retractable barriers & other equipment for safety	192.00	38.40	230.40
19/06/2020	BACS 93	Lichfield U3A	G/HALL Lettings	Deposit refund for cancelled U3A Showcase Day booking	83.33	16.67	100.00
19/06/2020	BACS 94	D McCarthy Bros (Lichfield) Ltd	PARKS Other Repair/Maint	Beaconfields path - Repair tarmac around drain cover	380.00	76.00	456.00
19/06/2020	BACS 95	MODES Users Association	BIRTHPLACE Adverts/promotion	Wordpress website hosting 1/6/20-31/5/21	150.00	30.00	180.00
19/06/2020	BACS 96	Print & Digital of Lichfield Ltd	DEM SERVICES Supplies & Services	Printing of councillor's long service certificate	8.00	1.60	9.60
19/06/2020	BACS 97	Taylor Maids UK Ltd	G/HALL Supplies/Services	Guildhall & Donegal Hse cleaning - May (9 hrs)	117.00	23.40	140.40
19/06/2020	BACS 98	Trent Furniture Ltd	G/HALL Supplies/Services	Inserts for chair legs	195.00	39.00	234.00
19/06/2020	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - May	57.36	11.47	68.83
22/06/2020	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/ internet - May usage/ June rental	129.23	25.85	155.08
24/06/2020	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fee - May	24.80	0.00	24.80
25/06/2020	DDebit	British Gas	BIRTHPLACE Energy	Gas 18/4 - 30/5	195.77	9.78	205.55
25/06/2020	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/5 - 10/6	10,876.33	2,175.26	13,051.59

29/06/2020	BACS 99	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - June	6,016.50	0.00	6,016.50
29/06/2020	BACS 100	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - June	8,227.21	0.00	8,227.21
30/06/2020	DDebit	Nat West	ADMIN Supplies & Services	Bank charges, 2 May to 29 May - current account	15.83	0.00	15.83
30/06/2020	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Photocopier usage Jan-Mar, rental Apr-Jun	115.50	23.10	138.60
30/06/2020	DDebit	Wm M Briers & Son (Tamworth)	MARKET Supplies/Services	Skip hire - May (4 collections)	316.00	63.20	379.20
					<u>80,935.43</u>	<u>4,970.31</u>	<u>85,905.74</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 June to 30 June 2020

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
09/06/2020	05387	L Clarke	MARKET Supplies/Services	Hand sanitiser	58.32	11.66	69.98
19/06/2020	05388	Cash	Various	Petty cash vouchers 7627 - 7639	240.41	33.63	274.04
30/06/2020	DDebit	Nat West	ADMIN Supplies & Services	Bank charges, 2 May to 29 May - imprest account	6.68	0.00	6.68
					<u>305.41</u>	<u>45.29</u>	<u>350.70</u>

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 July to 31 July 2020

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/07/2020	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 20/21 - 4th instalment	923.00	0.00	923.00
01/07/2020	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 20/21 - 4th instalment	539.00	0.00	539.00
01/07/2020	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 20/21 - 4th instalment	1,996.00	0.00	1,996.00
02/07/2020	BACS 101	Adcocks Solicitors Ltd	ADMIN Professional Fees	Legal advice re Boley Hall trust arrangements	750.00	150.00	900.00
02/07/2020	BACS 102	Banner Group Ltd	ADMIN Supplies & Services	Stationery	57.60	11.53	69.13
02/07/2020	BACS 103	N Boden	G/HALL Repair/Maint	Roof repairs above ladies toilets in Guildhall	385.00	0.00	385.00
02/07/2020	BACS 103	N Boden	HALLS Boley Hall	Repair and repaint back door of Boley Hall	80.00	0.00	80.00
02/07/2020	BACS 103	N Boden	PARKS Other Repair/Maint	Repair car park surface outside Darwin Hall	180.00	0.00	180.00
02/07/2020	BACS 104	Bradshaw & Wright	R&R FUND General	Roofing & other repairs at Cruck Hse following inspection	4,700.00	940.00	5,640.00
02/07/2020	BACS 105	E.On Energy Solutions Ltd	PARKS Other Repair/Maint	Replace & relocate street light near Johnson's Willow	1,697.33	339.47	2,036.80
02/07/2020	BACS 106	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Hand sanitiser	79.90	15.98	95.88
02/07/2020	BACS 107	Lichfield District Council	PARKS Contract Repair/Maint	RPI increase of 2.7% for period 1/4 - 9/5	366.60	73.32	439.92
02/07/2020	BACS 108	Lichfield Arts	G/HALL Lettings	Refund of deposits for 2 Guildhall bookings in Sept & Oct	166.66	33.34	200.00
02/07/2020	BACS 109	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	St Michael's - Remove failed branches on beech & hawthorn	400.00	80.00	480.00
02/07/2020	BACS 110	Allen Necchi	CIVIC Supplies/Services	Updates to Mayoral Board for 2020	159.50	0.00	159.50
02/07/2020	BACS 110	Allen Necchi	R&R FUND Guildhall/Donegal Hs	Re-gilding of Mayoral Board in Guildhall - 1st instalment	2,741.86	0.00	2,741.86
02/07/2020	BACS 111	A Sutton	G/HALL Lettings	Refund of deposit for cancelled charity booking in October	83.33	16.67	100.00
02/07/2020	BACS 112	Vision ICT Ltd	ADMIN Professional Fees	Accessibility report for website	85.00	17.00	102.00
02/07/2020	BACS 112	Vision ICT Ltd	ADMIN Professional Fees	Accessibility amendments to website	215.00	43.00	258.00
02/07/2020	DDebit	British Gas	BIRTHPLACE Energy	Gas 31/5 - 15/6	54.77	2.73	57.50
02/07/2020	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - May	221.97	44.39	266.36
03/07/2020	BACS 113	J Appleyard	MARKET Supplies/Services	Social distancing floor tape	19.47	0.00	19.47
03/07/2020	BACS 114	A Briggs	DEM SERVICES Supplies & Services	Zoom licence for Council meetings - 2 months from 27/5	23.98	4.80	28.78
03/07/2020	BACS 115	J Butler	ARTS/TOURISM Expenditure	Guildhall Cells - Candle holder	12.90	0.00	12.90
03/07/2020	BACS 115	J Butler	BIRTHPLACE Supplies & Services	Postage for CAF cheque	0.76	0.00	0.76

03/07/2020	BACS 115	J Butler	BIRTHPLACE	Supplies & Services	Hazard tape and mats for social distancing	27.22	5.44	32.66
03/07/2020	BACS 115	J Butler	BIRTHPLACE	Supplies & Services	Laminator, hand gel dispensers and other supplies	46.62	9.33	55.95
03/07/2020	BACS 115	J Butler	BIRTHPLACE	Supplies & Services	Keyboard covers and mice for Reception computer safety	31.70	0.00	31.70
03/07/2020	BACS 116	L Clarke	MARKET	Supplies/Services	Marking paint for markets	9.36	1.87	11.23
03/07/2020	BACS 117	Mrs C Freeman	ADMIN	Supplies & Services	Cleaning supplies	4.98	1.00	5.98
03/07/2020	BACS 117	Mrs C Freeman	G/HALL	Supplies/Services	Gold furniture paint and various cleaning & PPE supplies	67.96	13.59	81.55
03/07/2020	BACS 117	Mrs C Freeman	HALLS	Boley Hall	Soap dispenser	11.99	0.00	11.99
03/07/2020	BACS 117	Mrs C Freeman	MARKET	Supplies/Services	Sanitiser soap for markets	20.56	4.12	24.68
03/07/2020	BACS 118	A James	ADMIN	Supplies & Services	Printer cartridge for home working	15.79	3.16	18.95
03/07/2020	BACS 119	J Varley	ADMIN	Supplies & Services	Milk	1.35	0.00	1.35
03/07/2020	BACS 119	J Varley	G/HALL	Supplies/Services	Premises Attendants' mobile top up	10.00	0.00	10.00
03/07/2020	BACS 119	J Varley	G/HALL	Supplies/Services	Cleaning and painting supplies	20.54	4.11	24.65
03/07/2020	BACS 120	H Winter	G/HALL	Supplies/Services	Face masks for Premises Attendants	6.67	1.33	8.00
03/07/2020	Debit	Elavon Financial Services	MARKET	Supplies/Services	Elavon card and activity fees - June	24.47	0.00	24.47
03/07/2020	Debit	Elavon Financial Services	MARKET	Supplies/Services	Elavon PCI fee - July	6.00	1.20	7.20
06/07/2020	DDebit	Biffa Waste Services Ltd	G/HALL	Supplies/Services	Glass recycling - May	44.01	8.80	52.81
13/07/2020	DDebit	British Telecommunications	ADMIN	Supplies & Services	Phones/internet - rental Apr-Aug, usage Mar-Jun	148.77	29.75	178.52
13/07/2020	DDebit	British Telecommunications	BIRTHPLACE	Supplies & Services	Phones/internet - rental Apr-Aug, usage Mar-Jun	202.79	40.56	243.35
13/07/2020	DDebit	British Telecommunications	G/HALL	Supplies/Services	Phones/internet - rental Apr-Aug, usage Mar-Jun	355.48	71.09	426.57
15/07/2020	DDebit	MT Services Computer Systems	ADMIN	Supplies & Services	Monthly IT support (Antivirus, backups, Office365) - June	522.97	104.59	627.56
15/07/2020	DDebit	MT Services Computer Systems	BIRTHPLACE	Supplies & Services	Monthly internet service - June	45.00	9.00	54.00
15/07/2020	DDebit	MT Services Computer Systems	DEM SERVICES	Supplies & Services	Councillors' emails - June	130.50	26.10	156.60
15/07/2020	DDebit	MT Services Computer Systems	G/HALL	Supplies/Services	Monthly internet service - June	45.00	9.00	54.00
15/07/2020	DDebit	Nat West	ADMIN	Supplies & Services	Monthly Bankline (online banking) fee - July	30.80	0.00	30.80
15/07/2020	DDebit	NatWest Autopay	EMPLOYEE COSTS		Wages and salaries - July	23,537.83	0.00	23,537.83
17/07/2020	DDebit	EE Ltd	MARKET	Supplies/Services	Monthly markets mobile incl. extra picture messages - July	13.65	2.73	16.38
20/07/2020	BACS 121	ADT Fire & Security plc	BIRTHPLACE	Repair/Maint	Maintenance of fire alarm system to 30/6/21	813.46	162.69	976.15
20/07/2020	BACS 122	D A Ballard	MARKET	Friday income	Return of retainer fees less arrears	11.00	0.00	11.00
20/07/2020	BACS 123	N Boden	BIRTHPLACE	Supplies & Services	Fit protective screen on Museum reception desk	40.00	0.00	40.00
20/07/2020	BACS 123	N Boden	PARKS	Other Repair/Maint	Repair works to Friary Clock Tower main door	90.00	0.00	90.00
20/07/2020	BACS 123	N Boden	R&R FUND	Guildhall/Donnegal Hs	Remove Mayoral board batons, repair plaster & repaint	175.00	0.00	175.00
20/07/2020	BACS 124	Bramshall Art Group	G/HALL	Lettings	Refund of deposit for cancelled Guildroom booking for Nov	41.67	8.33	50.00
20/07/2020	BACS 125	A Brasier	MARKET	Friday income	Return of market retainer fees	37.50	0.00	37.50
20/07/2020	BACS 126	C'Art - Art Transport Ltd	BIRTHPLACE	Supplies & Services	Re-hanging of Ashmole portrait	112.00	22.40	134.40
20/07/2020	BACS 126	C'Art - Art Transport Ltd	R&R FUND	Guildhall/Donnegal Hs	Transport & services for restoration of Mayoral boards	3,190.00	638.00	3,828.00
20/07/2020	BACS 127	E.On Energy Solutions Ltd	PARKS	Other Repair/Maint	The Parchments - Replacement of footpath lighting column	1,034.84	206.97	1,241.81
20/07/2020	BACS 128	Eventmen	MARKET	Supplies/Services	Hire of retractable barriers & other equipment for July	192.00	38.40	230.40
20/07/2020	BACS 129	Focus Security & Surveillance	HALLS	Curborough C Centre	Annual maintenance of Curborough intruder alarm to 30/6/21	576.52	115.30	691.82
20/07/2020	BACS 130	Lichfield Lock & Key Repairs	G/HALL	Supplies/Services	Change of combination in 2 Guildhall locks	45.83	9.17	55.00
20/07/2020	BACS 131	Lichfield Tree Works Ltd	PARKS	Other Repair/Maint	Beech Gdns - Remove failing thorn tree	350.00	70.00	420.00
20/07/2020	BACS 131	Lichfield Tree Works Ltd	PARKS	Other Repair/Maint	St Michael's - Remove hanging branches from lime & ash	350.00	70.00	420.00
20/07/2020	BACS 131	Lichfield Tree Works Ltd	PARKS	Other Repair/Maint	Footpath near Hockey Club - Various tree works	450.00	90.00	540.00
20/07/2020	BACS 132	Lichfield U3A	G/HALL	Lettings	Refund for Guildroom booking cancelled in March	18.60	3.72	22.32
20/07/2020	BACS 133	Maximity Ltd	PARKS	Other Repair/Maint	Further developments to Open Spaces inspection software	800.00	160.00	960.00
20/07/2020	BACS 134	NSPCC Lichfield District	G/HALL	Lettings	Refund of deposit for cancelled Guildhall booking in Sept	83.33	16.67	100.00
20/07/2020	BACS 135	PHS Group	ADMIN	Supplies & Services	Annual sanitary disposal to 31/7/21	32.40	6.48	38.88
20/07/2020	BACS 135	PHS Group	BIRTHPLACE	Supplies & Services	Annual sanitary disposal to 31/7/21	32.40	6.48	38.88
20/07/2020	BACS 135	PHS Group	G/HALL	Supplies/Services	Annual sanitary disposal to 31/7/21	57.60	11.52	69.12
20/07/2020	BACS 136	Taylor Maids UK Ltd	G/HALL	Supplies/Services	Guildhall & Donnegal Hse cleaning - June (9 hrs)	117.00	23.40	140.40
20/07/2020	BACS 136	Taylor Maids UK Ltd	MARKET	Supplies/Services	Deep clean of kitchen & toilet block 29/6	80.00	16.00	96.00
20/07/2020	BACS 137	Trophy Store	ARTS/TOURISM	Expenditure	Bespoke medals for planned Town Criers competition	62.82	12.57	75.39

20/07/2020	BACS 138	Vision ICT Ltd	BIRTHPLACE	Adverts/promotion	Accessibility statement for museum website	85.00	17.00	102.00
20/07/2020	BACS 138	Vision ICT Ltd	BIRTHPLACE	Adverts/promotion	Accessibility amendments to museum website	105.00	21.00	126.00
20/07/2020	BACS 139	Wade Consultants Ltd	HALLS	Boley Hall	Asbestos survey and report after QI at Boley Hall	550.00	110.00	660.00
20/07/2020	BACS 140	Joe Waterfield	BIRTHPLACE	Stock for sale	Replace lost & cancelled cheque for Johnson notebooks	63.00	0.00	63.00
20/07/2020	BACS 141	Woodhouse Green Nurseries	ADMIN	Supplies & Services	Hanging baskets	70.00	14.00	84.00
20/07/2020	BACS 141	Woodhouse Green Nurseries	BIRTHPLACE	Supplies & Services	Hanging baskets	140.00	28.00	168.00
20/07/2020	BACS 141	Woodhouse Green Nurseries	G/HALL	Supplies/Services	Hanging baskets	70.00	14.00	84.00
20/07/2020	DDebit	Virgin Media Payments Ltd	ADMIN	Tel/Postage	Phones/internet - June usage/July rental	122.62	24.53	147.15
20/07/2020	Debit	Elavon Financial Services	BIRTHPLACE	Supplies & Services	Elavon PCI fee - July	6.00	1.20	7.20
21/07/2020	BACS 145	Lichfield District Council	MARKET	Supplies/Services	Premises licence for Market Square	295.00	0.00	295.00
21/07/2020	DDebit	Npower Ltd	PARKS	Energy	Pool Walk electricity - June	55.52	11.10	66.62
22/07/2020	DDebit	NatWest Autopay	EMPLOYEE COSTS		Autopay Online charges - June	23.75	0.00	23.75
24/07/2020	BACS 142	HM Revenue & Customs Only	EMPLOYEE COSTS		Tax and NI contributions - July	5,825.71	0.00	5,825.71
24/07/2020	BACS 143	Lichfield Glass & Glazing	HALLS	Boley Hall	Supply & fit replacement window at Boley Hall	140.00	28.00	168.00
24/07/2020	BACS 144	Staffordshire Pension Fund	EMPLOYEE COSTS		Pension Fund contributions - July	8,214.35	0.00	8,214.35
24/07/2020	DDebit	Npower Ltd	ADMIN	Donegal House Energy	Electricity - April	100.31	5.02	105.33
24/07/2020	DDebit	Npower Ltd	ADMIN	Donegal House Energy	Electricity - May	123.51	6.18	129.69
24/07/2020	DDebit	Npower Ltd	BIRTHPLACE	Energy	Electricity - April (1st account)	29.21	1.46	30.67
24/07/2020	DDebit	Npower Ltd	BIRTHPLACE	Energy	Electricity - May (1st account)	56.58	2.83	59.41
24/07/2020	DDebit	Npower Ltd	BIRTHPLACE	Energy	Electricity - April (2nd account)	34.61	1.73	36.34
24/07/2020	DDebit	Npower Ltd	BIRTHPLACE	Energy	Electricity - May (2nd account)	35.91	1.80	37.71
24/07/2020	DDebit	Npower Ltd	G/HALL	Energy	Electricity - April	220.84	44.17	265.01
24/07/2020	DDebit	Npower Ltd	G/HALL	Energy	Electricity - May	202.79	40.56	243.35
24/07/2020	DDebit	Npower Ltd	MARKET	Energy	Toilet Block electricity - April	23.44	1.17	24.61
24/07/2020	DDebit	Npower Ltd	MARKET	Energy	Toilet Block electricity - May	24.74	1.24	25.98
24/07/2020	DDebit	Npower Ltd	MARKET	Energy	Feeder Pillar electricity - April	52.25	2.61	54.86
24/07/2020	DDebit	Npower Ltd	MARKET	Energy	Feeder Pillar electricity - May	42.08	2.10	44.18
24/07/2020	DDebit	Npower Ltd	PARKS	Energy	Friary electricity - April	19.24	0.96	20.20
24/07/2020	DDebit	Npower Ltd	PARKS	Energy	Friary electricity - May	19.78	0.99	20.77
27/07/2020	DDebit	Lichfield District Council	PARKS	Contract Repair/Maint	Period 11/6 - 10/7	10,876.33	2,175.26	13,051.59
30/07/2020	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%		Gas - June	165.87	33.17	199.04
31/07/2020	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges, 30 May to 3 July - current account	14.07	0.00	14.07
31/07/2020	DDebit	Ricoh UK Ltd	ADMIN	Supplies & Services	Photocopier usage Feb - Apr	165.71	33.14	198.85
31/07/2020	DDebit	Wm M Briers & Son (Tamworth)	MARKET	Supplies/Services	Skip hire - June (5 collections)	395.00	79.00	474.00
						<u>78,483.83</u>	<u>6,509.32</u>	<u>84,993.15</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 July to 31 July 2020

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross	
02/07/2020	05389	Forward Cleaning Contractors Ltd	ADMIN	Supplies & Services	Donegal House window cleaning - March	16.00	3.20	19.20
30/07/2020	05390	Mr I W Leech and Mrs T Leech	BIRTHPLACE	Stock for sale	Proceeds of sales of prints	40.00	0.00	40.00
31/07/2020	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges, 30 May to 3 July - imprest account	7.77	0.00	7.77
						63.77	3.20	66.97