



Lichfield City Council

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

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

Town Clerk: Christopher M Moulton

11 April 2016

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield, on **Monday, 18 April 2016 at 6.30 pm** at which the following business will be transacted.

Yours sincerely

Christopher Moulton
Town Clerk

Please note that **PRAYERS** will be said at **6.28pm** prior to the commencement of the meeting.

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **MAYOR'S ANNOUNCEMENTS**
3. **DECLARATIONS OF INTEREST**
4. **COUNCIL MINUTES**
To confirm as a correct record the Minutes of the Council Meeting held on 7 March 2016 (Nos. 101 - 114) (**copy attached**)
5. **MATTERS ARISING ON COUNCIL MINUTES**
6. **PLANNING COMMITTEE**
The Chairman of the Planning Committee to move that the Minutes of the Planning Committee Meetings held on 17 February 2016 and 10 March 2016 be received (copies previously circulated).
7. **TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) IF ANY**

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. JOHNSON BIRTHPLACE ADVISORY COMMITTEE

To adopt the Minutes and recommendations of the Johnson Birthplace Advisory Committee Meeting held on 17 March 2016 (**copy attached**). A copy of the updated Birthplace Forward Plan 2016-2019 referred to in these minutes is attached as **APPENDIX 1**.

9. AUDIT COMMITTEE

To adopt the Minutes and recommendations of the Audit Committee Meeting held on 23 March 2016 (**copy attached**).

RECOMMENDED: That Council

1. **Approve the recommendations as contained in the Minutes of the Audit Committee held on 23 March 2016**
2. **Adopt the Report and recommendations of the Internal Auditor for the year ending 31 March 2016 (Enclosure)**

10. OFFICERS' REPORT

To receive the Officers' Information Report, **APPENDIX 2** attached

RECOMMENDED: That the Report be noted.

11. DONEGAL HOUSE 2nd FLOOR OFFICES

During 2015 the Council's two tenants at Donegal House, Lichfield Arts Association and Lichfield Festival Association, expressed interest in the shared use of a vacant office on the 2nd floor of Donegal House to increase their office space.

The City Council at its meeting on 27 July 2015 subsequently approved '*...an extension of the existing Licences to the Festival Association and/or Arts Association for use of a room on the 2nd floor of Donegal House...*'.

As part of the on-going refurbishment works to Donegal House this office, plus one other on the 2nd floor, were redecorated and carpeted and made ready for occupation. However, both organisations have now indicated that they are unable to continue with the option to take up this accommodation.

Donegal House occupies a prime location in the City centre and it is envisaged that both of these rooms are likely to appeal to a number of professional small businesses seeking good quality office accommodation. The photographs below are of the larger of the two rooms.



RECOMMENDED: That the Town Clerk be authorised to appoint a local commercial property agent to manage the letting of two vacant offices located on the 2nd Floor of Donegal House for appropriate business use; and for an initial term of up to 12 months.

12. REPAIR AND RENOVATION PROGRAMME 2016/17

The Council's budget for 2016/17 includes an amount of £130,000 to carry out essential maintenance work on three of its public buildings; the Guildhall, Donegal House and the Samuel Johnson Birthplace Museum. A number of issues, both internal and external, are due to be addressed, and because of this the work is programmed over three logical phases as detailed in the attached information report (**APPENDIX 3**).

RECOMMENDED: *That the Report be noted.*

13. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 4**) for the period 1 February 2016 to 29 February 2016 in the sum of **£67,138.19** General Account, and **£704.61** Imprest Account.

14. EXCLUSION OF THE PRESS AND PUBLIC

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

15. INTERNET BASED ELECTRONIC PAYMENTS

To consider the Town Clerk's confidential report (**APPENDIX 5**) attached for Members.

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**PUBLIC PARTICIPATION SESSION
AT CITY COUNCIL MEETINGS**

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

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

If a written answer is to be given, this will be sent to you at your stated address, and a copy will be made available for public inspection at the Council Offices, Donegal House, Bore Street.

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Monday 7 March 2016 at 6.30 pm

PRESENT: Councillors A Smith (Mayor), Mrs J Allsopp, R Awty, Mrs N Bacon, Mrs D Baker, Mrs G Boyle, J Brooks, I Eadie, Mrs J Eagland, C Greatorex, Mrs J Greaves, P Hitchman, Mrs S James, D Leytham, T Matthews, P Ray, D Smedley, C Spruce, M Thompson, Mrs L Warfield and M Warfield.

APOLOGIES: Councillors B Bacon, B Cocksey, D Dundas, Miss J Marks, B McMullan, A Thompson and R Yardley.

101 MAYOR'S ANNOUNCEMENTS

The Mayor welcomed Councillor Paul Ray, the newly elected Member for Chadsmead, to his first meeting of the City Council. The Mayor then reported on a number of civic and other engagements he had attended including the popular Shrovetide Pancake Races on Tuesday 9 February; and the Schools Speaking Competition on Friday 26 February.

102 DECLARATIONS OF INTEREST

Councillors Mrs N Bacon, Mrs D Baker, Mrs G Boyle, Mrs J Greaves, P Hitchman, Mrs S James, D Leytham, C Spruce, Mrs L Warfield and M Warfield declared an interest under Appendix B of the City Council Code of Conduct with respect to Minute 105 (Grants Advisory Committee).

103 COUNCIL MINUTES

RESOLVED: *That the Minutes of the special meeting of the City Council held on 15 January 2016 (No.86), and of the meeting held on 25 January 2016 (Nos 87-100), be confirmed as a correct record.*

104 PLANNING COMMITTEE

RESOLVED: *That the Minutes of the Planning Committee meetings held on 7 January 2016 and 28 January 2016 (Nos 67-78) be received.*

105 GRANTS ADVISORY COMMITTEE

Consideration was given to the minutes and recommendations of the Grants Advisory Committee held on 8 February 2016.

RESOLVED: *That the minutes of the Grants Advisory Committee meeting held on 8 February 2016 be received, and the recommendations contained therein be adopted.*

106 NOMINATIONS FOR CIVIC OFFICE

a) Mayor Elect

It was proposed by Councillor C Spruce, seconded by Councillor Mrs N Bacon and

RESOLVED: *That Councillor Mrs S James be nominated Mayor Elect for the year 2016/17.*

b) Deputy Mayor Elect

It was proposed by Councillor Mrs G Boyle, seconded by Councillor A Smith and

RESOLVED: *That Councillor Mrs J Greaves be nominated Deputy Mayor Elect for 2016/17.*

c) Sheriff Elect

It was proposed by Councillor M Warfield, seconded by Councillor Mrs N Bacon and

RESOLVED: *That Councillor R Yardley be nominated Sheriff Elect for the year 2016/17.*

107 CALENDER OF MEETINGS 2016/17

RESOLVED: That the calendar of meetings for 2016/17 be as follows:

DATE	TIME	MEETING
Monday, 16 May	6.30pm	ANNUAL COUNCIL
Thursday, 19 May	6.30pm	Planning Committee
THURSDAY, 26 May	7.30pm	ANNUAL TOWN MEETING
Thursday, 9 June	6.30pm	Planning Committee
<i>Friday, 10 June</i>	<i>6.00pm</i>	<i>Audit Committee</i>
WEDNESDAY, 22 June	6.30pm	COUNCIL (Year end accounts)
Thursday, 30 June	6.30pm	Planning Committee
Thursday, 21 July	6.30pm	Planning Committee
TUESDAY, 26 July	6.30pm	COUNCIL
Thursday, 11 August	6.30pm	Planning Committee
Thursday, 1 September	6.30pm	Planning Committee
TUESDAY, 13 September	6.30pm	COUNCIL
Wednesday, 21 September	6.30pm	Planning Committee
<i>Tuesday, 4 October</i>	<i>10.30am</i>	<i>Johnson Birthplace Advisory Committee</i>
Thursday, 13 October	6.30pm	Planning Committee
Monday, 24 October	6.30pm	COUNCIL
Thursday, 3 November	6.30pm	Planning Committee
<i>Thursday, 10 November</i>	<i>6.30pm</i>	<i>Staffing Committee</i>
<i>Wednesday, 16 November</i>	<i>6.30pm</i>	<i>Audit Committee</i>
Wednesday, 23 November	6.30pm	Planning Committee
Monday, 5 December	6.30pm	COUNCIL
Thursday, 15 December	6.30pm	Planning Committee
Thursday, 12 January	6.30pm	Planning Committee
TUESDAY, 31 January	6.30pm	COUNCIL
Thursday, 2 February	6.30pm	Planning Committee
<i>Monday, 13 February</i>	<i>6.30pm</i>	<i>Grants Advisory Committee</i>
Thursday, 23 February	6.30pm	Planning Committee
Monday, 6 March	6.30pm	COUNCIL
<i>Thursday, 9 March</i>	<i>6.30pm</i>	<i>Audit Committee</i>
Thursday, 16 March	6.30pm	Planning Committee
<i>Thursday, 23 March</i>	<i>10.30am</i>	<i>Johnson Birthplace Advisory Committee</i>
Wednesday, 5 April	6.30pm	Planning Committee
Monday, 24 April	6.30pm	COUNCIL
Thursday, 4 May	6.30pm	Planning Committee
Monday, 15 May	6.30pm	ANNUAL COUNCIL
Wednesday, 24 May	7.30pm	ANNUAL TOWN MEETING
Thursday, 25 May	6.30pm	Planning Committee

108 OFFICERS' REPORT

Councillor Mrs D Baker commended officers for a thorough and informative report, noting in particular the strong visitor numbers at the Birthplace Museum during the first months of 2016,

and the wealth of Twinning events taking place. Cllr B Awty encouraged all who had not done so to visit the Birthplace Museum to view the portrait of Lucy Porter that had recently been acquired on loan.

RESOLVED: *That the report be noted.*

109 FREEDOM OF THE CITY – DEFENCE MEDICAL SERVICES (DMS), WHITTINGTON

Members considered a proposal that the Freedom of the City be conferred upon DMS Whittington.

RESOLVED:

1. *That the City Council acting in accordance with section 249 of the Local government Act 1972 as amended by Section 29 of the Local Democracy, Economic Development and Construction Act 2009, confirm its intention to grant the Freedom of the City to Defence Medical Services Whittington.*
2. *That all necessary arrangements be made for the formal grant of the Freedom and presentation of the Freedom scroll at a Special meeting of the Council to be held during September 2016, and that the Town Clerk in consultation with the Leader of the Council make the necessary arrangements.*

110 REPRESENTATION ON OUTSIDE BODIES – “ST JOHN’S LICHFIELD”

The Council considered appointments to "St John's Lichfield" following its change of status to a Charitable Incorporated Organisation (CIO).

RESOLVED: *That Councillors C Spruce and A Thompson be appointed to serve on “St John’s Lichfield” until 2017.*

111 WEST MIDLANDS RAIL FRANCHISE CONSULTATION – LICHFIELD RAIL ALLIANCE

The Council considered the response prepared by the Lichfield Rail Alliance to the Government's "West Midlands Rail Franchise" consultation.

RESOLVED: *That the Council endorse the response made by the Lichfield Rail Alliance in respect of the consultation, and that additional responses as discussed be also submitted.*

112 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed as listed for the period 1 January 2016 to 31 January 2016 in the sum of £90,215.27 General Account, and £1,432.51 Imprest Account.*

113 EXCLUSION OF 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 press and public be excluded from the meeting.*

114 INTERNET BASED ELECTRONIC PAYMENTS

The Council considered the Town Clerk's confidential report.

RESOLVED: *That the item be deferred for discussion at a future meeting of the Council.*

**THERE BEING NO FURTHER BUSINESS
THE MAYOR DECLARED THE MEETING CLOSED AT 7.10 PM**

MAYOR

Lichfield City Council

Minutes of the Johnson Birthplace Advisory Committee Meeting held in Committee Room 1, Guildhall at 2.00 pm on Thursday, 17 March 2016

PRESENT:

Representing Lichfield City Council: Councillor R Awty, and Councillors Mrs G Boyle, C Spruce, A Thompson and R Yardley.

Representing Johnson Society Mr P Jones

In Attendance: Joanne Wilson (Museums & Heritage Officer)
Christopher Moulton (Town Clerk)

Apologies: Councillor J Brooks.

25 MINUTES

RESOLVED: *That the Minutes of the Meeting held on 6 October 2015 be confirmed as a correct record.* [Minutes adopted by Council on 19 October 2015.]

26 FORWARD PLAN

Members considered the updated Forward Plan 2016-2019. This had been updated from the full 2015-2018 Forward Plan and contained details of the key strategic aims for the Museum during the period.

RECOMMENDATION TO COUNCIL: *That the Forward Plan 2016-2019 be adopted.*

27 FUTURE DEVELOPMENT

Members considered the agenda report noting that the last full redisplay of the collections and building layout was undertaken in 1989/90 and that much had changed in the intervening 26 years, not least of which was the huge increase in annual visitor numbers (now at over 18,000 per year). The Committee agreed that consideration should be given to planning a redisplay, but understood that there would be a considerable lead-in time required to develop proposals.

RECOMMENDATIONS TO COUNCIL:

1. *That the principle of re-imagining and remodelling of the collections at the Museum be agreed.*

2. *That the Museums and Heritage Officer undertake necessary investigatory work to establish costings for the appointment of consultants to carry out a review of the Museum, with a view to this being included within the 2017/18 budget.*

28 VOLUNTEER TRAVEL REIMBURSEMENT

The Committee considered the agenda report which explained the benefits brought to the Museum by a dedicated and hard-working team of regular volunteers which between them were the equivalent of an additional full time member of staff. The Committee noted that to date no out of pocket expenses payments had been made to volunteers, but recognised that such arrangement were seen as best practice in the sector; and that if introduced at the Museum for parking and public transport costs the annual cost would be less than £1,000 per year.

RECOMMENDATION TO COUNCIL: *That the City Council adopt a policy of offering limited reimbursement in respect of certain travel expenses, to volunteers working at the Museum and Guildhall Cells.*

29 DATE AND TIME OF NEXT MEETING

In Calendar of Meetings as 10.30am on Tuesday, 4 October 2016.

THERE BEING NO FURTHER BUSINESS

THE CHAIRMAN DECLARED THE MEETING CLOSED AT 2.40 PM

Lichfield City Council

Minutes of the Audit Committee held at 6.00pm on Wednesday, 23 March 2016 in Committee Room 1, Guildhall, Lichfield

Present: Councillors D Smedley (Chairman), J Brooks, B McMullan and C Spruce.

Apologies: Councillors Mrs N Bacon and D Leytham.

In Attendance: Mr C Moulton (Town Clerk and RFO), Mrs A James (Accounts Officer) and Mr G Keatley (Internal Auditor).

6 MINUTES

RESOLVED: *That the Minutes of the meeting of the Audit Committee held on 15 June 2015 be confirmed as a correct record.*

7 INTERNAL AUDIT ANNUAL REPORT 2015-2016

The Internal Auditor presented his Internal Audit Annual Report 2015-2016, (which incorporated the Management Risk Register). Members discussed the recommendations contained in the Report and agreed the management response.

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

RECOMMENDED: *That the Council note the Internal Audit Annual Report 2015-2016, and adopt the recommendations as contained in that Report.*

8 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.*

9 TREASURY MANAGEMENT POLICY AND STRATEGY STATEMENT 2016-2017

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

RECOMMENDED: *That the Council adopt the Treasury Management Policy and Strategy Statement 2016-2017, as contained in Appendix B to these Minutes.*

10 RESERVES POLICY

Consideration was given to a Reserves Policy setting out details of how the Council would maintain adequate financial reserves to meet the needs of the organisation.

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

11 AUDIT PLAN

The Committee considered the Audit Plan which set out the proposed work programme for the Internal Auditor for 2016-2017 and beyond.

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

12 DATE AND TIME OF NEXT MEETING

Scheduled for 10 June 2016 at 6.00 pm.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 6.55 PM

REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

Legislative framework

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

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

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

- 2 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
- 3 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.
- 4 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.
- 5 The results of the review are then reported to and considered by a full meeting of the members for consideration. There are no hard and fast rules as to who actually performs the review, but bodies may wish to set up a small working party for this purpose.

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

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

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

The outcome of the review

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

1 Meeting the Standards

Expected Standard	Evidence of Achievement	Response
1. Scope of internal audit	Terms of reference were approved by full council	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 and Fraud manual
	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 23 April 2016

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 2016-2017

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 1 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 2016-2017

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 2016-2017

The Treasury Management Strategy details the expected activities of the treasury function in the financial year 2016-2017.

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

Investments - to be in accordance with the approved Investment Strategy

INVESTMENT POLICY

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

ANNUAL INVESTMENT STRATEGY

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

Strategy Guidelines

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

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

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

Liquidity of Investments

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

Specified Investments

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

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

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

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

Non Specified Investments

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

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

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

The Monitoring of Investment Counterparties Listing

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

The use of External Fund Managers

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

LICHFIELD CITY COUNCIL

RESERVES POLICY

1. Introduction

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

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

The Council will hold reserves for these three purposes:

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

2. General Fund Balance

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

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

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

3. Financial Risk Management

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

The main items to be considered are:

Financial Risk	Analysis of risk
Inflation assumptions	Inflation increases at a higher rate than assumed for items such as Pay Awards, Utilities and Supplies and Service Costs.
Insurance	To enable the Council to meet the excesses of claims not covered by insurance
Collection of Income	There is a reduction in collection performance from Guildhall and Markets
Elections/referendum	Sufficient resources to meet Parish elections/referendum costs
Local Support for Council Tax Grant	Impact of reduction in Government funding to District Council
Grounds Maintenance costs	Impact of unexpected increase in costs
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	Capital Budget 2015/16 £	Capital Budget 2016/17 £
Repairs and Renewal			
Dr Johnson Birthplace Listed Building Grade 1	To provide for future capital works	330,000	330,000
Guildhall Listed Building Grade 2			
Donegal House Listed Building Grade 2*			
Cruck House Listed Building Grade 2*			
Friary Clock Tower Listed Building Grade 2			
War Memorial and Garden Wall, Balastrade and Gate Listed Building Grade 2			
Boswell Statute Grade 2 Dr Johnson Statute Grade 2*			
Community Centres Curborough, Boley Hall, Darwin Hall.			
All Properties	Quinquennial inspection of property portfolio	0	23,000
	Total	£330,000	£353,000

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 2016-2017 onwards.

2. Statement of Reasons

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

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

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

The plan is based upon the following principles:

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

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

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

3. Recommendation

To approve the Audit Plan.

AUDIT PLAN

1. Financial Services

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

2. Strategic policies

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

3. Specific Reviews

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

4. Management and Insurance Risk Register

The Samuel Johnson Birthplace Museum Forward Plan Strategic Aims & Objectives 2016 – 2019

Appended and updated annually from the full SJBMM Forward Plan 2015-2018 (next full plan to be approved March 2018). The following have been identified as key strategic aims for the Museum in this period:

i) To operate to a high professional standard, making the best use of available resources

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

ii) To build our audiences and respond to user consultation

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

iii) To develop access to the Museum and collection

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

iv) To care for the Museum building and collection

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

Work completed in 2015-2016

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

i)	Application to Accreditation Scheme submitted in April 2015 New birthplace website in development
ii)	Existing classroom based outreach activities developed into loans boxes for schools Review and revision of content of school visits Placement and partnership relationships established with Birmingham and Keele University Creation of Groups database to market tours and talks Young people on placements contributing to social media feeds
iii)	Redisplay of Boswell's bookcase Regular library displays established New object labels developed by Keele University student placement Clean up of modes records and addition of images progressing ahead of online launch

iv)	New collections storage area established at Donegal House Collection clean with volunteer teams Improvements to alarm system following security report recommendations Lighting replaced for LED in Bookshop, Birth Room and London Life Birth Room ceiling and structural works, and redecoration
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Achievement of Current Objectives

i) To operate to a high professional standard, making the best use of available resources

Objective	How to be achieved	Achieve by
a) To maintain Accreditation status	Maintain Museum policy and procedures in preparation for return application	Ongoing
b) To maximise all possible revenue streams	Update stock displays and introduce new souvenir lines, with 10% target increase per year for total spend per head Maximise donation and the use of gift aid, aiming at 50p average donation per head by March 2017 Regular programme of a least six special events per year planned, are well publicised and profitable Increase group and education bookings by 20% per year (see ii.c & d) Establish an improved online shop area as part of new website plans, and research options for internet second hand book sales for specialist donated stock Research possible improvements into facilities for event visitors and hirers, identify possible funding streams	Ongoing; annual figures reported at October BAC Ongoing; annual figures reported in October BAC Ongoing; season ahead schedule July & December Ongoing; annual figures reported in October BAC March 2017 March 2018
c) To maximise staff and volunteer development	Continue regular in-house training session, make staff & volunteers aware of relevant training possibilities. Match Attendant staff interests to appropriate tasks and projects Creation of 'how to' guides as part of SJBm succession planning, to enable volunteers and Attendants to take on varied tasks and roles.	Ongoing; 3 sessions held annually Ongoing March 2017
d) To maximise volunteer input	Liaise with universities, colleges and volunteer recruitments centres Targeted recruitment for volunteers to work within specific areas and projects when volunteer places are vacated (new marketing and schools roles advertised by October 2016)	Ongoing Ongoing

ii) To build audiences and respond to user consultation

Objective	How to be achieved	Achieve by
a) To attract more local, family and young visitors	Develop a targeted 'locals' advertising campaign over summer 2016 Develop special events to appeal to a wide range of audiences, including free of charge events/activities. Ensure that the museum and all special events are well and widely publicised locally, maintaining strong links with local media. bi-annual leaflet, posters and press releases 1 month ahead of events. Make wider use of social networking and social media to advertise museum and connect with younger audiences. Integrate social networking into the new museum website Develop interpretation, displays and interactives to appeal to a wide audience, including responding to youth consultation held in 2014 (see iii.b) Recruit young volunteers through local schools and colleges to develop areas such as social media (see i.d)	March 2017 Ongoing; season ahead schedule July & December Ongoing Ongoing; minimum of 2 posts/tweets per week; website by March 2017 Ongoing; progress report by March 2016 (see iii.b) Ongoing (see i.d for detail)
b) To monitor users and consult non-users	Carry out an effective survey to be completed by visitors, and regularly compile statistics Identify and conduct market research with non-user groups including focus groups, questionnaires and interviews to help shape future plans for the museum	Annually; data compiled in January and reported Ongoing, street consultation by March 2017
c) To increase the number of education visits	Maintain a database of school contacts and make termly contact to market current offering Produce a pack to support KS5 offering and market widely Develop upon recent school visits partnership with Erasmus Darwin House Recruit volunteer(s) to assist with development, marketing and delivery of museum education (see i.d) Extend the museum's education provision to also cover Key Stages 3 & 4.	Ongoing; quarterly mailout March 2017 Ongoing March 2016 March 2018
d) To increase the number of group visits bookings	Produce a range of group-specific literature advertising tours and talks Targeted postal and e-campaign to relevant interest groups locally and in Midlands Include an area for planning a group visit on new museum website	March 2016 March 2016 March 2017

iii) To increase access to the Museum and collections

<i>Objective</i>	<i>How to be achieved</i>	<i>Achieve by</i>
a) To improve awareness of, and access to, all parts of the collection	Programme regularly changing items within permanent displays and small exhibitions or displays to provide access to reserve collections, with one display every summer. Full database of collections made available to public on website and on terminal in house, beginning with full data clean-up to be completed in 2016 (see iv.b) Establish a collections blog on new website to highlight collections research, archive and stored items Research possibilities of digital archive interactives (for e.g. manuscript collection), research potential funding available	Ongoing; display reported annually March 2017 March 2017 March 2018
b) To update interpretive materials and displays	Improve tactile and sensory interpretation provision, beginning with suggestions from 2014 young people report: adjusting existing sound interactives and improving calligraphy table Develop interactive displays, improving dressing up provision in response to feedback Improve interpretation of Museum libraries and bookcases, re-display significant books on open stands. Roll out new object labels across whole museum Update and maintain an effective family trail which engages more with the collections Assess use of available public space and allocation of rooms in building, research potential funding for large scale redisplay of rooms.	Ongoing; initial items by 2017 Ongoing March 2016 May 2016 March 2017 March 2018
c) To improve facilities for researchers and publicise provision more widely	Continue improvements to Wood Library to create a dedicated and user-friendly space for research visitors. Evaluate user experience. Raise academic profile of Museum through forging and maintaining links with universities, research institutes and libraries Establish regular volunteer-led library sessions and publicise with local interest groups.	Ongoing Ongoing March 2017
d) To assess and seek alternative solutions to the physical limitations of the building	To implement actions arising from completion of access self-assessments Research possible solutions for information at pavement level. Assess how the building limits our services through active consultation with specialist non-user groups, and/or obtaining an external access audit of the building Liaise with English Heritage over new approaches to adapting listed building access, and research potential funding streams.	Ongoing; plan produced by March 2017 March 2018 March 2018 March 2018

iv) To care for the Museum building and collection

Objective	How to be achieved	Achieve by
a) To improve the storage and care of the collection	Carry out a full storage audit and improve and reorganise current storage furniture within the building.	March 2017
	Prioritise collection care tasks within SJBm work plans, carrying out tasks and projects as specified in the SJBm Collection Care Plan (updated 2015)	March 2017
	Complete the 'Restore and Reveal' collection care project	March 2017
	Carry out a full collections review and plan rationalisation	March 2018
b) To improve the documentation of the collection	Complete actions identified in the SJBm Documentation Plan	April 2018
	Maintain numbers of volunteers who regularly work on both the collection database and paper records	Ongoing
	Basic database clean up and key images added to prepare for online launch	March 2017
	To produce an overall Collection Management Plan & Framework	March 2017
	Clear backlog of old accession and provenance information and enter into database.	March 2017
f) To ensure the ongoing protection of the collection against disaster and damage	Ensure that all staff are fully trained in the Museum Emergency plan procedure	Ongoing; annual testing
	Fully analyse results of environmental monitoring data and produce report with recommendations	March 2016
	Research further improvements into heating system controls to address specific issues raised in environmental monitoring report	March 2017
g) To ensure the continual maintenance and sustainability of the Birthplace building	Conduct regular visual checks of the building and report any issues promptly	Ongoing, fortnightly
	Implement improvements outlined in the SJBm Environmental Action Plan, with replacement of lighting for LED and low energy alternatives as priority	Ongoing, lighting by 2018
	Complete repairs to plaster and windows, lower priority works as recommended in 2011 quinquennial inspection	March 2017

For Council: 18 April 2016 APPENDIX 2

OFFICERS' INFORMATION REPORT

1. Civic Matters: Sarah Wallace, Civic Officer

Fashion Show Tuesday 15 March

The Mayor and Sheriff held a Fashion Show in the Guildhall in aid of their chosen charities. The Fashion Show was presented by Bustle of Market St and showcased their new Spring/Summer collection. Francesco's, also of Lichfield, provided a hair demonstration and there were stalls selling an array of items. Many local businesses donated prizes for the raffle and the evening was a great success raising £840 for the Mayor and Sheriff's Charities.



Sheriff's Show – Friday 18 March

The Friary School once again hosted the Civic party for the Sheriff's Show. The School donated a row of tickets for their Encore Show. The Sheriff said "This was the first time I have had the pleasure of being present at the Encore production and I was overwhelmed with the quality and inventiveness of the 'acts'. It is a wonderful showcase for the school's talents". Ticket sales and a raffle raised £134.

Charity Quiz Night – Sunday 20 March

A total of nine teams took part, breaking halfway through to enjoy a Fish & Chip Supper. A total of £323 was raised for the Mayor and Sheriff's Charities.

Easter Sunday Service – 27 March

The Civic party together with City councillors processed to the Cathedral for the Easter Sunday Service. This was the last official Civic engagement for the current Mayor and Sheriff before their term in office comes to an end. During refreshments at the Guildhall they were able to take the opportunity to publicly thank friends, family and Councillors for all their support during the year.

Sheriff's Darwin Walk – Sunday 3 April

The Sheriff accompanied by the Mayor, Mayoress and Sheriff's lady led the Darwin Walkers out of the City on Sunday 3 April to complete the 10 mile circuit around the rural boundary of Lichfield. Stephen George and other members of The Erasmus Darwin Walk Trust paused briefly at the statue of Erasmus Darwin before heading cross country to Curborough Craft Centre for tea and cake at Mabel's Tea Rooms which is the half way point of the walk. A number of the walkers went on to complete the walk despite the odd shower in the afternoon.



Entertainment & Tea – Tuesday 5 April

Residents of Lichfield over the age of 70 enjoyed an afternoon of Entertainment and Tea with the Mayor, Mayoress and Deputy Mayor. This annual event is held at Curborough Community Centre and after sandwiches and cakes; guests enjoyed a 'Sing Song' led by Lichfield Singers.

Looking ahead to the 21 April the Mayor is delighted to invite fellow Councillors to join him in Celebrating Her Majesty the Queens 90th Birthday. The Civic party will parade from the Guildhall to Speakers corner at 6.30pm, where at 7.00pm local School Children who have entered a competition will read their winning entries. The celebration will culminate with the Mayor lighting a Beacon in the Remembrance gardens at 8.00pm to appropriate musical accompaniment played over loudspeakers across the Pool to the audience in Minster Pool Gardens.



2. Markets: Lucy Clarke, Assistant Markets Officer

Lichfield District Council has implemented a new Street Trading Licence policy from April 2016. This has affected many planned events throughout the year e.g. 5th Saturday of the month Food Market in Three Spires, Minster Pool Walk bookings, and the Christmas Lights Switch-on market to name just a few. Because of the additional licence fee to traders these events have proved to be not financially viable to the traders and will sadly no longer take place. This could very well have a detrimental effect to footfall and tourism in the city.

On a positive note, it's great to see the monthly Farmers' market being supported by the Visit Lichfield team on Twitter. Social media is a great way to increase public awareness of regular events held in Lichfield. Our aim is to promote the general market in the same way to increase footfall and the profile of the market amongst the general public.



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



The Birthplace team welcomed 1,042 visitors in March, with special events in the month including a History Workshop 'Women in Johnson's World' led by Attendant Sue Bray, a new writers group and an Easter trail for families. The spring and summer events leaflet has been printed and sent across the region. The good news was received that we have once again received full Accreditation in the Arts Council scheme for Museum standards. Collection care has been the priority over the month, with a lively new team of volunteers joining to help with a full clean of the collection and displays.

A small ceramic bust of Johnson was donated to the collection, produced for local firm Lomax in the early 20th century, and the library was used by a research visitor from the Johnson Society to see a number of 18th century caricatures.

Partnership and outreach work this month has included advising staff from DH Lawrence's Birthplace in Nottinghamshire, reporting at the Johnson Society AGM and hosting the annual ceremony on 2nd March. The MHO attended the Tourism and Travel Show at the NEC to promote the city on the 'Visit Lichfield' stand, and Sue Bray attended the district 'Swap Shop' event at Drayton Manor. The MHO also looks after the Guildhall Prison Cell displays and recruited new volunteers ahead of the summer season.

Other projects in development include a series of Latin classes for life-long learners to begin in the autumn, and a creative writing project themed around the Birthplace for secondary school pupils with a local writer. Sessions at King Edward VI School and with a home education group on the Birthplace site are to take place throughout the coming months, partly funded by a SCC community arts grant.



4. Guildhall: Helen Winter, Guildhall Bookings Secretary

With the Easter holidays, March has been a fairly quiet month at the Guildhall. We have held four Lichfield Arts evening entertainment events, two Craft Fayres, a Fashion Show, Quiz Night and the Mayor's Easter Sunday event.

On 29 March the Limburg Choir, who were performing at Lichfield Cathedral, visited the Guildhall and were welcomed by the Mayor. We are receiving enquiries for 2017 from organisations that have previously used St Mary's Centre. In addition, we have now had bookings from the RSPB and National Trust.

5. Twinning: Gabriele Lasch-Burden, Twinning Officer

On 29 March, the internationally renowned Limburg Cathedral Boys Choir was officially welcomed to Lichfield by the Mayor at the Guildhall. After refreshments, the choir boys had a tour of the Guildhall and the prison cells, which they found very impressive.

The Choir then performed a concert at Lichfield Cathedral which was very well received by the large audience. The Choir Director, Mr. Andreas Bollendorf, thanked the City of Lichfield for their huge support for the concert.

To the great appreciation of the choir, the cathedral spire was floodlit during the evening in memory of Mr. Klaus Knubben, the former director of the Limburg choir, who had died suddenly two weeks previously. He had directed the choir for 28 years.



Erasmus+ Project

Just before Easter two visitors from organisations in Limburg came to Lichfield on a fact-finding project funded by the EU's Erasmus+ project. The aim was to establish the provision of housing, schooling and help for people with learning disabilities in Lichfield. Their visit included organisations like Friends2Friends, Changes, Cherry Orchard Gardening Services, Sheratts Wood, Liberty, Bromford Housing, Saxon Hill School and Craft Barn, Chasewater. They were most impressed by the passion and dedication of the staff of the aforementioned organisations, to make life enjoyable and manageable for people with learning disabilities, in spite of ever reduced government funding. Wayne Mortiboys from Staffordshire County Council kindly explained the plans for a new development of homes in Lichfield and Terry Finn, Staffordshire County Councillor, kindly helped with the organisation of the visit and spent some time with the visitors one day.

6. Open Spaces and Tree Management: Nick Burton, Open Spaces Officer **New Planting**

The Woodland Trust supply different categories of trees and hedges twice per year free of charge to encourage tree planting in the community. This Spring LCC organised 30 of these bare rooted plants for King Edward's School. The School gardening club were involved in the planting and a larger batch of hedging planting is scheduled for the autumn.

To commemorate Her Majesty the Queen's 90th Birthday a *Tilia Europaea* has been ordered to replace the one felled on Minster Pool Walk. A plaque on the railings will ensure the significance of the tree is clear for all visitors to see.

Meadows

Meadows are low maintenance, wildlife friendly, colourful and encouraged to gain points for Lichfield in Bloom. To this end LCC has prepared a sample 250 sq. m of ground in the open space off Tamworth Road. Sowing will be completed by volunteers from the Hatherton & Lichfield Canals Restoration Trust.

Another meadow planting is scheduled for the Curborough Community Centre field, and a proposal has been put to SCC for a meadow feature on the Cappers Lane Roundabout.

The Usefulness of Brambles

Brambles are the Marmite of Open Spaces. They are surprisingly loved by the house owners who wish to stop new rights of way and those defending their back gardens from unwanted visitors. They also attract insects, offering them nectar in autumn. Brambles are of course detested by those wanting pristine parks and those walking our miles of footpaths.

Brambles recently provided a possible solution to a copse which had in recent years become a regular spot for unwanted visitors. LDC cleared all the laurels to improve the visibility from the road leaving brambles, holly and nettles as a dissuasion. We will monitor the effectiveness of the deterrent.



Other Work

As requested by the Civic Society we will be repainting some LCC litter bins.

A Solar Light has at last been installed to serve the path between Longbridge Road and Tamworth Road. The newly reinstated uplighters by Minster Pool have been joined by a string of coloured lights. Poolside walk and the Remembrance Gardens will be utilised to celebrate the Queen's birthday on the evening of 21st April.

7. Deputy Town Clerk: Tony Briggs

Work continues on the scheduled renovations to the Guildhall and Donegal House – the identified remedial work to the prison cells was completed in time for their reopening on April 2 and the work schedule for the renovation of the Guildhall toilets is due to be released imminently.

A professional fire safety risk assessment of the Guildhall has been carried out, the results of which will be used to inform the forthcoming replacement of the fire alarms and main control panel, the existing system nearing the end of its serviceable life.

Hard copies of the new Guildhall wedding brochure that was designed in conjunction with the new LCC website have now been printed and are available at Donegal House reception. The brochure is also available to download from the City Council's website.

LCC's social media presence continues to grow, with its Twitter account gaining popularity. We are hopeful that the number of followers will continue to increase and enable us to reach an ever wider audience when publicising news and events.

The DTC is also heavily involved in preparation for the forthcoming Queen's 90th Birthday celebrations, St George's Court, progressing the Neighbourhood Plan and the proposed introduction of internet based payment options to the Council, which is the subject of a separate agenda item.

Scheduled Repair and Renovation of works to City Council buildings 2016/17

The budget for repair and renovation works in 2016/17 (£130,000) will allow for the following improvement works to be carried out. The overall programme of work has been scheduled into three broad phases to minimise disruption to services and the operation of the buildings.

Phase 1 April – September 2016	Description of works
Guildhall Prison Cells	<i>The following works were completed in readiness for cells to reopen on Saturday 1st April.</i> • <i>Repair to damaged plasterwork around door</i> • <i>Perspex covering to cell 'toilet' facilities to reduce littering</i> • <i>Removal of trip hazard to left hand cell</i> • <i>Minor redecoration</i>
Birthplace Museum	• <i>Renovation and redecoration of London Life and Introduction rooms (to commence 11 April 2016)</i>
Guildhall Toilets (Male 1st floor, and Female 2nd floor)	• <i>Replacement WC's and wash hand basins</i> • <i>Replace floor covering</i> • <i>Replace extractor fans and hand dryers</i> • <i>Overhaul and redecoration of remaining sanitary ware, doors, windows etc</i>
Guildhall Cellar	• <i>Redecoration</i> • <i>Remove step from floor and install appropriate floor covering</i> • <i>Additional shelving</i>
Phase 2 – External Works June – October 2016	
Donegal House general remedial works to roof	• <i>Replace missing/damaged roof and ridge tiles</i> • <i>Repoint as necessary</i> • <i>Repair frost damaged brickwork adjacent to flag pole</i>
Guildhall Stairwell/roof light repairs	• <i>Replace extensive and ineffective lead covering to roof around stairwell storage area</i> • <i>Overhaul rooflight</i> • <i>Replace missing/broken roof tiles</i> • <i>Replace rotted Velux window</i>
Guildhall front elevation (avoiding Freedom ceremony)	• <i>Stonework to be repaired as necessary and cleaned</i> • <i>Mesh covering stain glass window to be replaced with a more modern, finer alternative</i> • <i>Stain glass window to be cleaned and its condition professionally evaluated while mesh removed</i> • <i>Gates, door and noticeboard to be overhauled as necessary and restrained</i>
Phase 3 September 2016 – March 2017	
Donegal House internal alterations	• <i>Kitchen and WC facilities to be provided in basement</i> • <i>New internal glass door and fanlight to lobby, and replacement door to front left ground floor office as part of improved reception and building security measures</i>

For Council: 18 April 2016 APPENDIX 4

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 February to 29 February 2016

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
15/02/2016	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - February	20,624.95	0.00	20,624.95
18/02/2016	DDebit	Sage Pay Europe Ltd	ADMIN Supplies & Services	Card machine purchase	359.00	71.80	430.80
18/02/2016	DDebit	Sage Pay Europe Ltd	ADMIN Supplies & Services	Card machine - part month fee	18.00	3.60	21.60
18/02/2016	DDebit	Sage Pay Europe Ltd	BIRTHPLACE Supplies & Services	Card machine purchase	239.00	47.80	286.80
18/02/2016	DDebit	Sage Pay Europe Ltd	BIRTHPLACE Supplies & Services	Card machine - part month fee	13.00	2.60	15.60
18/02/2016	DDebit	Sage Pay Europe Ltd	MARKET Supplies/Services	Card machine purchase	359.00	71.80	430.80
18/02/2016	DDebit	Sage Pay Europe Ltd	MARKET Supplies/Services	Card machine - part month fee	18.00	3.60	21.60
18/02/2016	19789	Acme Tree Services Ltd	PARKS Other Repair/Maint	St Chads, Remembrance Gdns - tree work	760.00	152.00	912.00
18/02/2016	19789	Acme Tree Services Ltd	PARKS Other Repair/Maint	Tree work at various sites	1,490.00	298.00	1,788.00
18/02/2016	19789	Acme Tree Services Ltd	PARKS Other Repair/Maint	Tree and hedge work at 2 sites	900.00	180.00	1,080.00
18/02/2016	19789	Acme Tree Services Ltd	PARKS Other Repair/Maint	Tree and hedge work at various sites	2,410.00	482.00	2,892.00
18/02/2016	19789	Acme Tree Services Ltd	PARKS Other Repair/Maint	Pool Walk - removal of diseased lime	1,300.00	260.00	1,560.00
18/02/2016	19790	Bertrams	BIRTHPLACE Stock for sale	Dictionary copies for sale	71.85	0.00	71.85
18/02/2016	19791	Nicholas Bradshaw	BIRTHPLACE Stock for sale	Johnson and Garrick collage cards	50.00	0.00	50.00
18/02/2016	19792	BT Payment Services Ltd	ADMIN Tel/Postage	Broadband Feb - Apr	80.97	16.19	97.16
18/02/2016	19793	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers service charge - February	8.25	1.65	9.90
18/02/2016	19793	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers - February salary	150.00	0.00	150.00
18/02/2016	19794	Corona Energy Retail 4 Ltd	Gas - Donegal 35%, Guildhall 65%	Gas - January	864.29	172.86	1,037.15
18/02/2016	19795	Crystal Deep Cleaning Company	G/HALL Supplies/Services	Deep clean of kitchens	480.00	0.00	480.00
18/02/2016	19795	Crystal Deep Cleaning Company	MARKET Supplies/Services	Deep clean of kitchen/toilet block	350.00	0.00	350.00
18/02/2016	19796	Dr Johnson's House Trust Ltd	BIRTHPLACE Stock for sale	Various postcards for sale	55.30	0.00	55.30
18/02/2016	19797	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Office stationery and other supplies	10.92	2.19	13.11
18/02/2016	19797	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cleaning materials	42.44	8.49	50.93
18/02/2016	19797	Eastern Shires Purchasing Org	MARKET Supplies/Services	Rock salt for Market Square	49.20	9.84	59.04
18/02/2016	19798	Focus Security & Surveillance	R&R FUND Guildhall/Donagall Hs	Additional CCTV equipment	1,988.00	397.60	2,385.60
18/02/2016	19799	Forward Cleaning Contractors	ADMIN Supplies & Services	Window cleaning - January	16.00	3.20	19.20
18/02/2016	19799	Forward Cleaning Contractors	BIRTHPLACE Supplies & Services	Qtrly window cleaning - January	48.00	9.60	57.60
18/02/2016	19799	Forward Cleaning Contractors	G/HALL Supplies/Services	Qtrly window cleaning - January	77.70	15.54	93.24
18/02/2016	19800	Francofyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit	500.00	0.00	500.00
18/02/2016	19801	Mr Edward Griffin	BIRTHPLACE Repair/Maint	Various repairs - floorboards, stairs	280.00	0.00	280.00
18/02/2016	19802	Hedgerow Publishing Ltd	BIRTHPLACE Stock for sale	Souvenir pens for sale	20.95	4.19	25.14
18/02/2016	19803	Heritage Books	BIRTHPLACE Stock for sale	Nokes' Johnson, Book of Days, Major Works	93.51	0.00	93.51
18/02/2016	19804	Jones Waste Services Limited	MARKET Supplies/Services	Skip hire - December	702.80	140.56	843.36
18/02/2016	19805	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/1 - 10/2	8,201.45	1,640.29	9,841.74
18/02/2016	19806	Lichfield Arts	CIVIC Events	PA for Shrovefile races	200.00	0.00	200.00
18/02/2016	19807	Maps4Planners Ltd	DEM SERVICES Neighbourhood Plan	GIS mapping information	100.00	0.00	100.00
18/02/2016	19808	MT Services Computer Systems	ADMIN Supplies & Services	New monitor	135.00	27.00	162.00
18/02/2016	19808	MT Services Computer Systems	ADMIN Supplies & Services	Anti-virus software for new PCs	130.00	26.00	156.00
18/02/2016	19808	MT Services Computer Systems	ADMIN Supplies & Services	Additional anti-virus licences	63.22	12.64	75.86
18/02/2016	19809	Npower Ltd	ADMIN Donegal House Energy	Electricity - January	165.43	33.08	198.51
18/02/2016	19809	Npower Ltd	BIRTHPLACE Energy	Electricity - January	55.24	2.76	58.00
18/02/2016	19809	Npower Ltd	BIRTHPLACE Energy	Electricity - January	39.12	1.95	41.07
18/02/2016	19809	Npower Ltd	G/HALL Energy	Electricity - January	355.80	71.16	426.96
18/02/2016	19809	Npower Ltd	MARKET Energy	Toilet Block electricity - January	23.28	1.16	24.44
18/02/2016	19809	Npower Ltd	MARKET Energy	Feeder pillar electricity - January	37.30	1.86	39.16
18/02/2016	19809	Npower Ltd	PARKS Energy	Friary electricity - January	6.18	0.31	6.49
18/02/2016	19809	Npower Ltd	PARKS Energy	Clock Tower electricity - January	38.26	1.91	40.17
18/02/2016	19810	D Parker	R&R FUND Guildhall/Donagall Hs	Redecoration of Donegal top floor rooms	1,270.00	0.00	1,270.00
18/02/2016	19810	D Parker	R&R FUND Guildhall/Donagall Hs	Redecoration of Donegal stairwells	1,135.00	0.00	1,135.00
18/02/2016	19811	Park Hill Training Ltd	ADMIN Subscript/Training	Tree inspection training for new OSO	135.00	27.00	162.00
18/02/2016	19811	Park Hill Training Ltd	ADMIN Subscript/Training	LANTRA registrations for OSO	35.00	0.00	35.00

18/02/2016	19812	Performing Right Society Ltd	BIRTHPLACE Supplies & Services	Music licence, year to 28/2/17	160.40	32.08	192.48
18/02/2016	19813	Pioneer Roadshows	G/HALL Supplies/Services	Repair and test amplifier	75.00	0.00	75.00
18/02/2016	19814	PPL	BIRTHPLACE Supplies & Services	Recorded music licence, year to 28/2/17	130.51	26.10	156.61
18/02/2016	19815	Smith of Derby Ltd	PARKS Other Repair/Maint	Friary Clock Tower - annual service	209.00	41.80	250.80
18/02/2016	19816	eSterling Ltd	ADMIN Supplies & Services	Old website maintenance 1/2-30/4 (end contract)	350.00	70.00	420.00
18/02/2016	19817	Staffs. Parish Councils' Assocn.	ADMIN Subscript/Training	VAT course booking for Town Clerk	20.00	0.00	20.00
18/02/2016	19818	South Staffs Water plc	MARKET Rates/Water	Toilet Block water - adjusted to actual at 14/1	771.65	0.00	771.65
18/02/2016	19818	South Staffs Water plc	PARKS Other Repair/Maint	Friary fountain water 7/7/15-27/1/16	25.73	0.00	25.73
18/02/2016	19819	Valuation Office Agency	ADMIN Professional Fees	Land South of Wordsworth Close	1,250.00	250.00	1,500.00
18/02/2016	19820	Viking	ADMIN Supplies & Services	Cartridges and paper	42.32	8.46	50.78
18/02/2016	19820	Viking	BIRTHPLACE Supplies & Services	Printer cartridges	56.65	11.33	67.98
18/02/2016	19821	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones Jan/Feb	103.14	20.62	123.76
18/02/2016	19822	Vision ICT Ltd	ADMIN Supplies & Services	Final 50% payment for new LCC website	1,450.00	290.00	1,740.00
18/02/2016	19822	Vision ICT Ltd	G/HALL Supplies/Services	Design of Guildhall brochure for website	575.00	115.00	690.00
18/02/2016	19823	The World's Fair Limited	MARKET Supplies/Services	Listing in Market Directory 2016	85.00	17.00	102.00
18/02/2016	19824	Colin Shakespeare	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 31/1	57.33	0.00	57.33
18/02/2016	19825	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 31/1	48.00	0.00	48.00
25/02/2016	DDebit	NatWest Autopay	EMPLOYEE COSTS	Autopay administration fee	8.00	0.00	8.00
29/02/2016	19826	H M Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - February	3,723.06	0.00	3,723.06
29/02/2016	19827	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - February	6,268.18	0.00	6,268.18
29/02/2016	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	68.99	0.00	68.99
29/02/2016	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Card transaction fees during February	8.00	1.60	9.60
29/02/2016	Debit	Elavon Financial Services	MARKET Supplies/Services	Card transaction fees during February	8.00	1.60	9.60
					62,050.37	5,087.82	67,138.19

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 February to 29 February 2016

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
03/02/2016	04838	J Butler	BIRTHPLACE Stock for sale	Cat scarves for sale	18.74	0.00	18.74
03/02/2016	04838	J Butler	BIRTHPLACE Supplies & Services	Book delivery, switch, tablecovers, refreshments	56.24	0.00	56.24
03/02/2016	04838	J Butler	BIRTHPLACE Supplies & Services	Reception diary, crafts for Christmas etc.	12.78	2.55	15.33
08/02/2016	04839	Cash	CIVIC Mayor's Allowance - A Smith	Prize money for Pancake Races	30.00	0.00	30.00
09/02/2016	04840	Cash	Various	Petty cash vouchers 6742 - 6748	184.88	12.09	196.97
18/02/2016	04841	Mr Clive Smith	CIVIC Events	Donation for Shrovetide bellringers	25.00	0.00	25.00
18/02/2016	04842	Tamworth Borough Council	CIVIC Mayor's Allowance - A Smith	Tamworth Civic dinner, Feb	72.00	0.00	72.00
18/02/2016	04842	Tamworth Borough Council	CIVIC Sheriff's Allowance-M Sheldon	Tamworth Civic dinner, Feb	72.00	0.00	72.00
18/02/2016	04843	Hindleys Bakery	CIVIC Mayor's Allowance - A Smith	Simmell cakes for Shrovetide	55.00	0.00	55.00
29/02/2016	04844	Child Support Agency	EMPLOYEE COSTS	Deduction from Earnings Order - February salary	152.72	0.00	152.72
29/02/2016	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	10.61	0.00	10.61
					689.97	14.64	704.61