



Lichfield City Council

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

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

Town Clerk: **Anthony D Briggs** B.A. (Hons), CiLCA

5 December 2022

Public

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, 12 December 2022** at **6.30 pm** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Town Clerk.

Yours sincerely

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 27 September 2022 (Nos 47 - 62) (copy ATTACHED)
5. **MATTERS ARISING ON COUNCIL MINUTES**
6. **PLANNING COMMITTEE (DELEGATED AUTHORITY)**
The Chair of the Planning Committee to move that comments submitted to Lichfield District Council for the period 8 September 2022 to 3 November 2022 and made in the name of LCC via delegated authority, be received (copies previously circulated).
7. **TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) IF ANY**

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. MARKETS WORKING GROUP

To adopt the Minutes and recommendations of the meeting of the Markets Working Group (MWG) held on 26 October 2022 (**APPENDIX 1, attached**). Members' particular attention is drawn to the recommendations to Council at Minute numbers 15, 16, 17 and 18. Minute 17 requests that the City Council utilise its powers under the Food Act Part III to create a Christmas Market to coincide with the annual Christmas Lights Switch-on event.

RECOMMENDED:

- a) That the Minutes and recommendations of the meeting of the Markets Working Group held on 26 October 2022 be adopted.**
- b) That utilising its powers under the Food Act Part III, the City Council creates an Annual Christmas Market to take place on the date of the Christmas Lights Switch on event (between 20th and 30th November in any given year).**

9. JOHNSON BIRTHPLACE ADVISORY COMMITTEE

To adopt the Minutes and consider the recommendation of the Johnson Birthplace Advisory Committee meeting held on 1 November 2022 (**APPENDIX 2, attached**). Members' particular attention is drawn to Minute number 7; the request for the Council to favourably consider the Committee's request for the inclusion of approximately £58,000 within the City Council's 2023/24 Repairs and Renewals programme to complete the elements of the wider redevelopment project as set out within the minutes.

RECOMMENDED: That the Minutes and recommendation of the Johnson Birthplace Advisory Committee be adopted.

10. NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY (NPIWP)

To adopt the minutes and consider the recommendations of the NPIWP meeting held on 14 November 2022 (**APPENDIX 3, attached**). Members' particular attention is drawn to the recommendations to Council at Minute numbers 17 and 18.

RECOMMENDED: That the Minutes and recommendations of the meeting of the NPIWP held on 14 November 2022 be adopted.

11. AUDIT COMMITTEE

To adopt the Minutes of the meeting of the Audit Committee held on 8 December 2022, **to follow under separate cover as APPENDIX 4**. Members' particular attention is drawn to any recommendations to Council contained within the Minutes.

RECOMMENDED: That the Minutes and any recommendation/s of the Audit Committee meeting held on 8 December 2022 be adopted.

12. COMMUNITY GOVERNANCE REVIEW – FINAL RECOMMENDATIONS

At its meeting of 25 July 2022, the City Council considered the initial recommendations of the District Council's Community Governance Review, together with an alternative proposal put forward at LDC full Council which would result in a reduction of the overall spread of the Elector to Councillor ratio across City Council wards. The City Council resolved:

Delegated authority be given to the Town Clerk to respond to the CGR consultation in the name of the City Council as follows:

- a) The City Council confirms its support for the incorporation of single member wards as set out in the report, thereby creating coterminous district and parish ward boundaries**

b) The Council supports 'option b' as set out in the agenda report as it minimises the variance of the Elector to Councillor ratio in the City, but requests the retention of six Councillors in St John's ward due to the ongoing development within that ward.

The City Council is now asked to note the final recommendations for the Parish of Lichfield City, and reasons for such recommendations, as published by LDC in October 2022. The final recommendations are consistent with the City Council's resolution from 25 July as reproduced above.

Members are further asked to note that because of these changes, the number of LCC members will increase from a maximum of 28 to 29.

LDC Recommendations

- Garrick Road Ward be incorporated into Chadsmead Ward. Chadsmead Ward to comprise 4 Councillors
- Burton Old Road Ward be incorporated into Stowe Ward. Stowe Ward to comprise 5 Councillors
- Pentire Road Ward be incorporated into Boley Park Ward. Boley Park Ward to comprise 4 Councillors
- Curborough Ward be increased to 4 councillors
- St Johns Ward to remain at 6 councillors
- Leomansley Ward be increased to 6 councillors

Reasons

The recommendations address two key issues raised in the consultation:

- The creation of coterminous parish and district boundaries satisfying the criteria of effective and convenient governance. The amalgamation of small single councillor wards into larger wards is not considered to have any detrimental impact on community identity or cohesion, indeed the larger wards would appear to represent more identifiable and coherent communities.
- The uneven distribution of Councillors ranging from 302 Councillors per Councillor to 1124 electors per Councillor.

LDC advise that a re-organisation order will be made to give effect to the changes.

RECOMMENDED: That the update be noted.

13. FINANCIAL PROGRESS REPORT - 1 APRIL to 30 SEPTEMBER 2022

This report (**APPENDIX 5**) contains the financial progress for the period 1 April 2022 to 30 September 2022 and summarises the income and expenditure against budget for the service areas in the first six months (50%) of the financial year.

The report shows:

Column 1 – The actual income/expenditure to 30 September 2022 (50% of full year)

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

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

Column 4 – The Budget for 2022/23

Column 5 – The anticipated variance from budget

RECOMMENDED: That the Financial Progress Report be noted.

14. OFFICERS' REPORT

To receive the Officers' Report, **APPENDIX 6** (attached).

RECOMMENDED: That the Report be noted.

15. WARM SPACES GRANTS

Further to the resolution of Council at its meeting of 27 September 2022 (Minute 52 as included separately in this agenda and considered under agenda item 4 above), the City Council has received two applications for this grant, one being from the Garrick Theatre and the other from Curborough Community Association. Payment of the grant monies was made to both bodies in October 2022 and has helped to facilitate the provision of warm spaces at the Garrick Theatre (notably its weekend provision), Curborough Community Centre and Cruck House. Both bodies have requested that their thanks be passed to the City Council.

RECOMMENDED: *That the report be noted.*

16. CITY CENTRE PEDESTRIANISATION

The City Council has supported the principle of City Centre pedestrianisation for many years, with various motions to Council and Committee minutes confirming that stance. The City Council has however been aware of the potential inconveniences of such action, and the possibility that unintended consequences could arise. Most recently, in its formal response to the LDC City centre Consultation in 2020 stated:

Pedestrianisation from Conduit Street and around the city inner roads is recommended. This has been discussed over many years and some of the permit issues for business owners will need a great deal of careful management for this to be possible.

On 16 November 2022, Lichfield District Council announced that roads in Lichfield city centre are to be fully pedestrianised as part of a new trial. Market Street, Conduit Street, Tamworth Street, Breadmarket Street and Bore Street will be closed to vehicles between 12noon and 9pm from 1st January 2023.

The trial will last 18 months and follows discussions between Lichfield District Council and Staffordshire County Council. The restrictions will join those already in place on Dam Street and Bird Street.

The trial aims to provide the much-needed feedback from a practical implementation of pedestrianisation, allowing the overall feasibility to be assessed during the trial period and next steps taken as appropriate thereafter.

Blue badge parking bays will be provided in car parks at Bird Street and Lombard Street, with drivers also able to park for free in other council-run car parks if they display their badge.

The Town Clerk has been in regular communication with District Council officers regarding this trial, notably the arrangements for Market Traders, with LDC agreeing that LCC can administer the scheme for traders by issuing permits etc. As well as the council's general 'representational' role during the trial - feeding back to LDC regarding positive/negative outcomes for City Centre businesses for example - the Council will also need to be mindful of the impact upon its own functions such as Markets and the Guildhall.

More details of the trial are available on the LDC website:

<https://www.lichfielddc.gov.uk/city-centre-regeneration/lichfield-city-centre-regeneration-projects/7>

RECOMMENDED: *That the report be noted.*

17. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 7**) for the periods:

- 1 August 2022 to 31 August 2022 in the sum of £144,487.87 General Account, and £757.48 Imprest Account.
- 1 September 2022 to 30 September 2022 in the sum of £111,547.55 General Account, and £918.72 Imprest Account.

18. 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.

19. STAFFING COMMITTEE

To adopt the Minutes and consider the recommendation of the meeting of the Staffing Committee held on 3 November 2022 (**APPENDIX 8** - attached for members). Members' particular attention is drawn to the recommendation to Council at minute no.12.

RECOMMENDED: *That the Minutes and recommendation of the meeting of the Staffing Committee held on 3 November 2022 be adopted.*

20. DARWIN HALL

To consider the Town Clerk's confidential report at **APPENDIX 9** (attached for Members).

* * * * *

PUBLIC ATTENDANCE
AT CITY COUNCIL MEETINGS

COVID-19 PRECAUTIONS

At its meeting of 26 April 2021, the Council recommend that all members and officers, and any members of the public or press, likely to attend any formal in-person council meeting undertake a Lateral Flow Test in the 24 hours preceding the meeting. Such a recommendation is not intended as a compulsory order; members, officers and public and press attending are free to choose not to undertake such a test for a medical or any other reason.

Attendees at Council meetings are asked to note that COVID-19 precautions such as sanitiser, one-way systems and socially distanced seating may be in place.

It would be helpful if those wishing to attend could advise the Council of their intention prior to the meeting. This can be done by telephoning 01543 250011 or emailing enquiries@lichfield.gov.uk.

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 in Guildhall, Lichfield on Tuesday 27 September 2022 at 6.30pm

PRESENT: Councillors J Checkland (Mayor), J Anketell, H Ashton, C Ball, G Boyle, J Eagland, J Greaves, R Harrison, I Jackson, P Jones, A Lax, J Marks, T Matthews, C Rapley, P Ray, D Robertson, C Spruce, M Trent, M Warfield, and R Yardley.

APOLOGIES: Councillors D Baker, D Dundas, M Field, C Greatorex, P McDermott, A Smith.

A MINUTE'S SILENCE WAS HELD IN MEMORY OF HER LATE MAJESTY QUEEN ELIZABETH II

47 MAYOR'S ANNOUNCEMENTS

The Mayor detailed the events and functions that he had attended recently, including the charity Beer and Skittles night, Proms in the Park, the bittersweet celebrations of Ukrainian Independence Day held at Speakers Corner and the Proclamation of King Charles III held at Lichfield Cathedral.

48 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

The Mayor declared an interest in agenda item 14 (CIL Allocation – Lichfield Hockey Club) [Minute 58] and left the room during discussion and voting thereon.

49 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council Meeting held on 14 July 2022 (Nos 33-46) be confirmed and signed as a correct record.*

50 MATTERS ARISING

None

51 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: *That comments submitted to Lichfield District Council for the period 14 July to 7 September 2022 and made in the name of LCC via delegated authority, be received.*

52 NOTICE OF MOTION

Members considered the following motion proposed by Cllr D Robertson and seconded by Cllr M Warfield:

'That this Council recognises the cost-of-living crisis facing families across the UK this winter, the exceptional increases in the cost of energy for consumers, and the very real prospect that residents in the City will be forced to choose between heating and eating during the colder months ahead. This Council further recognises its duty to serve the people of Lichfield and commits to supporting efforts to ensure that all residents in Lichfield are able to access safe, warm and accessible spaces during the winter of 22/23.

This Council therefore agrees to delegate authority to the Town Clerk, in consultation with the Chair and Deputy Chair of the City Council's Grants Committee and Group leaders, to approve grants to organisations seeking to provide such warm spaces. Any grant requested must be made through a duly completed LCC Grants application form, be compliant with LCC's adopted Grants Policy, and be to a maximum individual value of £2,500.

Further authority is granted to the aforementioned role holders to exceed this limit only in the case where a community organisation is seeking a grant to provide additional staffing resources to support a coordinated effort to offer warm spaces alongside one or more partner organisations or authorities.

Approval of any grant shall be by majority vote. Total grants awarded under the authority granted by this motion are to be paid from – and not exceed - the Council's unspent Grant Aid budget from financial year 22/23 (£2,961) and the Council's Grant Aid Reserve Budget (£11,570).'

Several members spoke in favour of the motion, with M Trent emphasising the need for the availability of the funds to be appropriately publicised, C Spruce emphasising the need for those involved in the awarding of such funds to ensure the aims of this funding would be achieved, and A Lax urging coordination with the efforts of others, notably LDC. On being put to the vote the motion was declared passed. Cllr Robertson reassured members that the motion was very specific in awarding funding direct to organisations providing the warm spaces, rather than to third parties for redistribution. On being put to the vote the motion was declared passed.

RESOLVED: That authority be delegated to utilise LCC Grant reserves to support 'warm spaces' project as detailed in the motion to Council.

53 SHERIFF'S RIDE WORKING PARTY

Members considered the Minutes of the SRWP meeting held on 8 September 2022. Members noted in particular the recommendation that the small-scale Ride as took place in 2021 and was scheduled for 2022 become the basis for the Ride in the future, with a focus on additionality to that event in the City Centre.

RESOLVED: That the Minutes and recommendations of the SRWP meeting held on 8 September 2022 be adopted

54 2022/23 REPAIRS AND RENEWALS PROGRAMME - UPDATE

Members considered the agenda report which provided an update on the current year's Repair and Renewals programme, notably the increased costs of work to the Birthplace Museum following the identification of previously unreported structural issues and the costs associated with their rectification.

RESOLVED:

That the report be noted, and the additional costs associated with the external repair and redecoration of the Johnson Birthplace Museum be approved.

55 FINANCIAL PROGRESS REPORT – 1 APRIL to 31 JULY 2022

Members considered the report which detailed financial progress during the first four months of the financial year. Cllr P Ray highlighted the increased energy costs and asked whether the council was actively reviewing its utility contracts and any other mitigation measures to ensure best value. Cllr C Spruce noted that following two years of COVID and now the pressures as reported in the financial update, the Council needed to prepare a neutral budget for 2023/24. Cllr D Robertson stated that the budget set in January of this year was balanced, but unforeseen elements had arisen, notably the increase in energy costs and the likely outcome of national pay award negotiations. Cllr Robertson emphasised that the revised Reserves Policy reflected the City Council's strong reserve levels, and that the 23/24 budget would need to be informed by developments in policy in regard to energy costs – notably the current February 2023 expiry of Government support in commercial utility costs. Cllr Robertson urged members to discuss this situation with other Councillors and parliamentary representatives to seek a clear view of proposals beyond February 2023.

The Town Clerk confirmed that, with the information currently available, it would not be possible to set a balanced budget for 2023/24 without a significant increase in the precept or cuts to services, and that the use of reserves was therefore likely.

RESOLVED: The report be noted

56 AUDIT OF ACCOUNTS 2021/22

Members noted the Audit of Accounts for the year ending 31 March 2022 was completed on 23 August 2022. Though there were no concerns highlighted by the external auditor, one item for minor improvement was noted in regard to the values given to assets such as war memorials; the auditor's suggestion being that these assets should be valued at £1 in accordance with guidance in the 2022 Practitioner's Guide. An updated asset register will be provided to the next meeting of Audit Committee for consideration. Cllr C Spruce commended the work of officers in achieving the clear report from the External Auditor.

RESOLVED: That the report be noted.

57 OFFICERS' REPORT

Councillor J Marks commended the work of officers in keeping members informed of developments following the death of Queen Elizabeth II, and the Town Crier in giving the proclamation of the new King at the Cathedral. Cllr H Ashton commended Councillor Greateorex for leading the proclamation ceremony, and all officers involved in the organisation of the event. Cllr J Greaves advised that during her visits to landowners on the day of the Sheriff's Ride, she had been asked to convey the landowner view that the Ride should be reinstated in full. Cllr Greaves also noted the photograph of former Sheriffs Dr Neville Brown and Dr Daryl Brown, the first Father and Son to hold the title; Cllr Greaves being the first daughter of a former Sheriff to also to hold the role. Cllr M Trent commended the 'Summer Fun at Sam's House' family event which he attended at the Birthplace Museum, noting that it is an excellent initiative.

RESOLVED: That the report be noted.

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

58 REQUEST FOR CIL ALLOCATION – LICHFIELD HOCKEY CLUB

Members considered the request for a CIL allocation to facilitate the construction of a tarmac pathway. Cllr M Warfield proposed that a sum of £12,200 be allocated. Cllr D Robertson stated that this was an excellent use of CIL but had some concern that awarding the full amount of the quotation received meant that the club would not be asked to contribute at all. Cllr Robertson then proposed that the City Council make a CIL contribution of 90% of the scheme cost, with Cllr Ball seconding the proposal.

Cllr A Lax spoke against the amendment, citing the letter of support from England Hockey and the benefits that the pathway would bring. Cllr J Marks also spoke against the amendment, stating that the original proposal was to fund the lower specification of the two quotations received, allowing the Club to upgrade with their own funds if they wished. Cllr P Ray stated that he understood Cllr Robertson's point but was concerned that not funding the whole amount could be seen as a hurdle to a worthy project and a disincentive to other groups who may wish to come forward with equally worthy proposals. Cllr C Spruce also stated that he understood Cllr Robertson's point but on balance felt the whole amount should be awarded. Cllr Ball emphasised that he also felt this idea was a worthy use of CIL but highlighted that when CIL has been awarded in the past, it has often been as a contribution only, with an expectation that other funding would also be used.

On being put to the vote the amendment was declared lost. The original motion was then voted upon and it was:

RESOLVED: That a CIL allocation of £12,200 be awarded to Lichfield Hockey Club to facilitate the construction of the pathway as requested in their submission.

THE MAYOR RETURNED AND TOOK THE CHAIR

59 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed for the periods:*

- *1 May 2022 to 31 May 2022 in the sum of £130,844.26 General Account, and £641.77 Imprest Account.*
- *1 June 2022 to 30 June 2022 in the sum of £92,640.04 General Account and £318.29 Imprest Account.*
- *1 July to 31 July 2022 in the sum of £76,827.14 General Account and £406.86 Imprest Account.*

60 EXCUSION 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 public and press be excluded from the Meeting.*

61 DARWIN HALL

Members considered the Town Clerk's update regarding remedial work being programmed, planned, and undertaken at Darwin Hall.

RESOLVED:

- a) The Town Clerk to continue to communicate with the Leader of the Council primarily, and Group Leaders regarding developments, notably timescales, costs and nature of any work recommended by professional advisers, implications for hall closure, LCC budgets etc*
- b) Council to once again acknowledge the possibility that retrospective permission for the instruction of potentially costly remedial work may need to be sought as a result of the limited time available to instruct such work in 2022 due to the nature of Zinc; such work not to be instructed without consultation as set out at (b) above and receipt of appropriate professional advice*
- c) Delegated authority be given to the Tenders Committee to appoint a chosen contractor to carry out the necessary roof repairs at Darwin Hall that emerge from the recommendations of the City Council's professional advisers.*

62 BAD DEBT WRITE OFF

Members considered the agenda report. Cllr C Spruce stated that the chances of debt recovery were minimal, and the debt should be formally written off. Cllr C Ball noted that the current policy allows the Town Clerk to write off debts of less than £100 in certain circumstances and in consultation with the Leader of the Council. Cllr Ball suggested that the £100 limit was rather low and that it could perhaps be revised upwards to £500. The Town Clerk confirmed that the City Council's Audit Committee could review this at its next meeting.

RESOLVED: *That invoice number 21409 in the sum of £464.70 be written off as irrecoverable.*

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.18PM

MAYOR

For Council: 12 December 2022 APPENDIX 1

Lichfield City Council

**Minutes of the Meeting of the Markets Working Group (MWG) held via Zoom on
Wednesday 26 October 2022 at 10:00am**

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

IN ATTENDANCE: S Thomas (Deputy Town Clerk), Michelle Read (Office Administrator)

APOLOGIES: A Briggs (Town Clerk), H Howen (Markets Officer)

9. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

10. MINUTES OF PREVIOUS MEETING

RESOLVED: *The Minutes of the MWG meeting held on 20 July 2022 be confirmed as a correct record [Minutes received by Council on 25 July 2022].*

11. MATTERS ARISING FROM MINUTES

None

12. MARKETS UPDATE

The Working Party discussed the Markets Officer's report at agenda Appendix 1. Councillor J Smith mentioned that it looked like there were more than two vacant pitches on the Friday Market. In the absence of the Markets Officer the Deputy Town Clerk informed members that there were indeed only two pitches available and that the perception that there was more room was due to the layout of the market and pitch sizes.

The Deputy Town Clerk updated members on the inaugural Vegan Market which was held on Sunday 23 October. The initial feedback has been very positive, and traders reported a good footfall in spite of the inclement weather. There was a total of 28 stalls providing an array of Vegan produce and goods. Further markets are scheduled for 13 November and 11 December.

Members commented that the only Covid restrictions still in place on the square is the 1 metre gap between stalls and questioned if closing the gap would increase the number of pitches. However, with Covid on the rise again it was agreed to review the situation again in early 2023.

RESOLVED: *That the report be noted.*

13. ADVERTISING AT LCC BUS SHELTERS

Members expressed a preference for Example 3 but wish to see further examples using different colourways and fonts which are easier to read for those with dyslexia.

RESOLVED: *That the report be noted.*

14. MARKET SQUARE TOILET BLOCK IMPROVEMENTS

Members considered the brief agenda report that confirmed the scheduled improvements to the toilet block had been completed.

RESOLVED: That the report be noted.

15. CASUAL TRADERS

The Working Group considered the agenda report which sought guidance on the position relating to casual traders and whether current arrangements should be varied. The report set out the potential advantages and disadvantages of variation, with the key concern being any undermining of the advantages of being a licenced trader, while trying to introduce greater flexibility by allowing casual traders to stand more often without becoming permanent than is currently the case. Members agreed to update the current policy and increase the number of times a casual trader can stand from four times in total to six per year.

It was proposed by Councillor D Robertson and seconded by Councillor P McDermott that casual pitch fees should be increased by 10% in order to incentivise casuals to become permanent traders with all the benefits that entails. It was agreed that the changes to the casual trader policy should be introduced for a trial period after which the Market Working Group would report their findings back to Council.

RECOMMENDATION TO COUNCIL:

- a) the casual trading policy be amended to increase the number of times a casual can stand from four occasions in total to six occasions per year.***
- b) a 10% uplift be applied to all casual pitch fees for a trial period.***
- c) the change in policy to be applied for a trial period from 16 December to 6 March 2023***
- d) the MWG to review the change in policy after the trial period and report back to March 2023 Council in readiness for permanent implementation on 1 April 2023***

16. PERMANENT TRADERS – NON-ATTENDANCE

The Working Group considered the agenda report which focused on the lack of notice given by some traders when not attending the market, and the implications of this lack of notice to the council and to the market. The Working Party noted that any change to notice requirements should be incorporated in new licences to be signed in March 2023.

RECOMMENDATION TO COUNCIL:

- a) Permanent traders be required to give 48 hours notice of non-attendance***
- b) Failure to give the required notice period would result in a double pitch fee being applied unless there were extenuating circumstances made in writing to the Town Clerk or Deputy Town Clerk.***

17. CHRISTMAS MARKETS

Members considered the appropriateness of a recommendation to Council that a formal Christmas Market be established. Councillor Robertson requested that Burntwood Town Council be notified as a matter of courtesy.

RECOMMENDATION TO COUNCIL: Utilising its powers under the Food Act Part III, the City Council create a Christmas Market to take place along Pool Walk and surrounding areas of the City Centre as appropriate, to take place on any given date/s

between the 20th and 30th November each year to coincide with the Christmas Lights 'Switch-On' event.

18. MARKET SQUARE CHARGES 2023/24

The Working Party considered the current charges applied to the hire of the Market Square and Pool Walk. The Working Party noted that the 'Service Charge', which covers elements of hire subject to VAT, has been analysed by the City Council's Internal Auditor and was found to be at an appropriate level to cover such costs.

Councillor Spruce commented that it would be favourable to increase Pitch fees year on year and suggested a rise of between 4%-5%.

Councillor Robertson noted that this would not be sufficient to cover the proposed national staff pay award and suggested the increase in Market Square charges should reflect this; it was therefore proposed by Councillor Robertson and Seconded by Councillor McDermott that an increase of 9.23% be applied.

The current charges and proposed increases are detailed at **APPENDIX A** to these minutes.

[Any increase in prevailing fees will be formally considered by Council at its January 2023 meeting; the recommendation of the MWG being used to assist officers in the preparation of draft budgets, and to assist Council when the matter is formally considered]

RECOMMENDATION TO COUNCIL:

That the City Council gives favourable consideration to an increase of approximately 9% in Market Square Pitch Fees, Commercial Hire Rates and Pool Walk hire charges when the matter is formally considered at the January 2023 meeting of the Council.

19. DATE AND TIME OF NEXT MEETING

Confirmed as Wednesday 11 January 2023 at 10.00am and Wednesday 1 March 2023 via Zoom.

20. ANY OTHER BUSINESS

Members commented on the increase in unacceptable behaviour from Traders towards the Markets Officer. It was felt that the Council as an employer had a duty of care to protect its employees. Members requested that the new Markets Officer be equipped with a body camera in order to discourage and record unacceptable behaviour. Officers were asked to action this.

Members requested that the best thanks of the Market Working Group be given to the current Markets Officer, Hayley Howen for her hard work and dedication.

THERE BEING NO FURTHER BUSINESS

THE CHAIR DECLARED THE MEETING CLOSED AT 11.36am

MARKETS WORKING GROUP: 26 October 2022 APPENDIX A

MARKET SQUARE CHARGES – MWG RECOMMENDATIONS 2023/24

Set out below are the existing 2022/23 charges in black text, with MWG recommendations for 2023/24 incorporated in bracketed red text.

1. Market Square Rents/Pitch Fees – General Markets

	Current Pitch Fee 10' x 10' (£)	Service Charge inc VAT (£)	Total Charge (£)
Tuesday Market	£18.14 (£19.80)	2.00	£20.14 (£21.80)
Friday Market	£18.14 (£19.80)	5.00	£23.14 (£24.80)
Saturday Market	£18.14 (£19.80)	5.00	£23.14 (£24.80)

Additional Charges: Electricity (per appliance): £2.50
Parking: £2.50

2. Market Square – Commercial Hire

Type of Hire	Cost (£)
Private/commercial whole square	£200.00 (£218.00)
Private/commercial half square	£150.00 (£164.00)
Private/Commercial promoting public services	£55.00 (£60.00)
Voluntary/charitable organisations for fundraising events	£10.00 (£11.00)
Large Commercial Event (plus £500/day deposit)	£400.00 (£437.00)
Private/Commercial daily pitch fee per Vehicle	£25 .00 (£27.00)

Additional charge of £20 per stall when part or all of the square is to be sub-let by hirer to more than two stallholders (the first two sub-lets being included in the relevant commercial hire rate set out above).

3. Pool Walk – Commercial Hire (based on approved stall layout)

Type of Hire	Cost (£)
Hire of the whole open space per 10'x10' (or approximate equivalent) pitch, <u>subject to a minimum of £100.00</u>	£10.00 (£11.00)
Hire of an individual 10'x10' (or approximate equivalent) pitch within the open space - Commercial	£15.00 (£16.00)
Hire of an individual 10'x10' (or approximate equivalent) pitch within the open space - Charities	£10.00 (£11.00)

For Council: 12 December 2022 APPENDIX 2

Lichfield City Council

Minutes of the Johnson Birthplace Advisory Committee Meeting held in the Moulton Room, Guildhall at 10:30 am on Tuesday 1 November 2022

PRESENT:

Representing Lichfield City Council:

Councillors G Boyle (Chair) and J Anketell, J Eagland, C Spruce, T Matthews, and R Yardley

In Attendance:

Sarah Thomas (Deputy Town Clerk)
Joanne Wilson (Museums & Heritage Officer)
Lisa Hand (Museum Support Officer)
J Winterton (Johnson Society representative)

Apologies:

R Awty, Cllr D Dundas, P Jones, Cllr C Rapley, T Thompson and A Briggs (Town Clerk)

1 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

2 MINUTES

RESOLVED: That the Minutes of the Meeting held on 26 April 2022 be confirmed as a correct record. [Minutes adopted by Council on 13 June 2022].

3 MATTERS ARISING FROM JBAC MINUTES

None.

4 VISITOR NUMBERS 2021-22 (ANNUAL REPORT)

The Committee considered the agenda report. When considering the indications from the current reporting period, the MHO reported that the 14% decrease in visitor numbers over Summer 2022 could also be partly attributed to the cancellation of Johnson's Birthday Celebrations following the death of HRH the Queen. Cllr Anketell described the figures as encouraging. Cllr Matthews requested details of the opening hours and times, which the MHO provided. It was recognised by members that the occurrences of closures due to the pandemic made recent annual figures difficult to compare, and that the coming year would provide a clearer view of post-pandemic recovery.

RESOLVED: That the report be noted.

5 UPDATE ON PERSONNEL CHANGES

The Committee formally welcomed Lisa Hand to the role of Museum Support Officer and Laura Bell as Museum Attendant.

RESOLVED: The update be noted.

6 RE-INSTALLING THE JOHNSON'S HEAD BUST ON BIRD STREET

The Committee considered the agenda report regarding the Bust of Samuel Johnson which was formerly installed over the door of Number 10 Bird Street, causing the building to be known locally as 'the Johnson's Head'. The bust was removed in 1969, with the current owner purchasing it at auction. The current owner expressed an interest in the bust returning to Lichfield, on the condition that it could be placed in the original position and installation costs covered. The Committee was advised that a quotation for installation had been received in the sum of £5,700 – largely due to the scaffolding required.

Additional costs included a listed building application (to be progressed by professional advisers). The total estimated cost for the project being £7,200.

The Committee was asked to resolve whether or not it wished to make a recommendation to Council that this cost be funded by LCC as part of its 2023/24 programme. The MHO advised that professional advice had been sought regarding the gift being accessioned to the Museum collection, and that concerns regarding this route had been raised. Members discussed the matter and were unanimously in favour of the principle of reinstalling the bust, on the condition that assurances were that the gift was in perpetuity, and a decision made on to whom the gift would be made.

However, mindful of the pressures on the 2023/24 budget and the nature of the project, members questioned whether CIL funding would be a more appropriate route for this project. Members requested more detailed information on the installation and costs involved, and that comparative quotations for the work be sought, with a view to exploring an alternative source of funding.

RESOLVED: That the Committee support the re-installation of the bust, subject to final costs and ownership issues being resolved, and requests Officers provide detailed costs for the project for consideration by the Neighbourhood Plan Implementation Working Party.

7 DEVELOPMENT PROJECT – UPDATE AND PROPOSALS FOR 2023/24

Members were updated on the progress of the revised 'phase 2' of the redevelopment of the Museum, as agreed by the Committee at its April 2022 meeting. The major project of note was the external repair and redecoration of the Museum, which had encountered considerable delay and increased cost due to the identification and subsequent remedy of significant structural issues. Members were also updated on the decision not to pursue an opportunity to purchase an adjacent building which arose during Summer 2022. John Winterton expressed the disappointment of the Johnson Society in this matter and stated that they stand ready to support with fundraising and potential seed monies if and when the opportunity arose again.

With consideration to the unexpected necessary structural work undertaken in 2022, issues to be resolved with identifying a contractor for the toilet pod, and the ongoing conversations with SCC regarding a solution for disabled access, it was proposed that 2023/2024 should be a consolidation year to bring the outstanding items of the project to completion. Items suggested as being funded from the capital programme were:

Item	Budget Cost (£)
Installation of toilet block	20,000
Removal of asbestos board ceiling/tiles/boiler flue, appropriate disposal and replacement with suitable alternatives	16,000
5% retention payment for external repair/redecoration	3,000
Minor repairs to ceilings and floorboards	5,000
Fees/contingency	14,000
TOTAL	£ 58,000

Other items included in the overall 2023/24 programme were:

- Completion and installation of new Workroom Displays - funded from CIL (£11,500 remaining from the allocated CIL budget)
- Architects and Officers to continue discussions with SCC with the aim of reaching a solution regarding disabled access to the ground floor. Members discussed this item in detail, and Cllr Matthews and Cllr Eagland offered support in future discussions.
- Reviewing the original internal ground floor display plan following the conclusion of discussions with SCC regarding disabled access, with a view to presenting JBAC with a revised schedule, costing and funding plan for further redevelopment works for consideration before 2024/2025.

RESOLVED: That the Committee supports the proposed 2023/24 programme as set out in the agenda report.

RECOMMENDATION TO COUNCIL: That the Council favourably consider the allocation of £58,000 from its 2023/24 capital programme to allow completion of the elements of the redevelopment project set out above.

8 DATE AND TIME OF NEXT MEETING

In the Calendar of Meetings of 10:30am on Tuesday 25 April 2023. Following the adoption of the Minutes of the JBAC meeting of 6 November 2018, additional meetings may be called in the meantime if appropriate.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 11:20am**

For Council: 12 December 2022 APPENDIX 3

Lichfield City Council

**Minutes of the Meeting of the Neighbourhood Plan Implementation Working Party (NPIWP)
held via 'Zoom' on Monday 14 November 2022 at 6.00pm**

PRESENT: Councillors M Warfield (Chair), C Ball, J Checkland, P Jones, and M Trent

APOLOGIES: Councillor G Boyle

10. ELECTION OF CHAIR

At the appointed start time, neither the Chairman nor Deputy were present. It was therefore proposed by Cllr M Trent and seconded by Councillor C Ball that Cllr J Checkland Chair. On being put to the vote, it was declared carried by the Deputy Town Clerk and Cllr J Checkland assumed the Chair.

11. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor M Warfield declared an interest under appendix A of the City Council's code of conduct in regard to agenda item 5 (Boley Park Community Hall) and left the meeting during discussion and voting thereon.

Councillor J Checkland declared an interest under appendix A of the City Council's code of conduct in regard to agenda item 9 (Pedestrian Crossing/Path – Eastern Avenue) and left the meeting during discussion and voting thereon.

12. MINUTES

RESOLVED: *That the minutes of the NPIWP meeting held on 11 July 2022 be confirmed as a correct record (Minutes adopted by Council on 25 July 2022).*

13. MATTERS ARISING

None

14. CIL MONIES RECEIVED, COMMITTED AND FORECAST

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

RESOLVED: *That the update be noted.*

At this point, Cllr M Warfield entered the meeting and gave his apologies for lateness

15. CITY CENTRE PLAQUES - UPDATE

Members considered the agenda report which provided an update on this project, including a request to the Committee to decide whether it wished to continue to utilise the existing CIL allocation for the next batch of plaques as contained within the Civic Society's report.

RESOLVED: *That the plaque project be extended to include 'phase II' plaques utilising the existing CIL allocation.*

16. FRANCIS BARBER/ANNA SEWARD PLAQUES

Members considered the Museum & Heritage Officer's agenda report which provided an update on the Barber/Seward plaques. Members asked that the best thanks of the Working Party be conveyed to the Museums and Heritage Officer for all the work carried out on this project.

RESOLVED: *That the report be noted.*

17. POSSIBLE CIL ALLOCATIONS

Members considered the agenda report as detailed at Agenda **Appendix 2** which contained several suggestions for possible CIL allocations:

1. Reinstatement Of Bus Shelter Adjacent To Boley Park Community Hall

Following resident request, members considered the Agenda report at Appendix 2 and agreed to the reinstatement of the bus shelter adjacent to Boley Park Community Hall, requesting that the new shelter be black.

RECOMMENDATION TO COUNCIL: *That £5,500 of CIL be allocated for the purchase and reinstatement of a bus shelter adjacent to Boley Park Community Hall.*

2. Anna Seward Mural

Members considered the request put forward by Councillor C Greatorrex to commission a mural of Anna Seward on Wade Street but felt that there were more appropriate and pressing projects for CIL spend.

3. EV Charging points – Darwin Hall/Curborough Community Centre

Members considered the request put forward by Councillor Colin Greatorrex to install EV points at Curborough Community Centre and Darwin Hall. Mindful of ongoing maintenance costs and that the District Council is already working on installing more EV points, members asked the Deputy Town Clerk to investigate the costs involved and to see if the City Council could work in partnership with the District Council on the proposal.

4. Bench at the Pinfold

Members considered the request put forward by Councillor Colin Greatorrex to install a bench within the perimeter of the Pinfold on Beacon Street. Members felt that this was not a well-used area of Public Open Space and would not therefore benefit from the installation of a bench.

5. St Mary's – Various projects

Members considered the request from St Mary's for £25,000 to facilitate various projects and agreed that the City Council should be supporting Arts within the City. Members agreed to allocate CIL funds for two of the projects (Sound disbursement and infrastructure) subject to the provision of more detailed costings and further consideration of the Working Party on receipt of such costings.

6. Boley Park Community Hall – Various Projects

Members discussed the allocation of CIL funds for the remodelling of the kitchen at Boley Park Community Hall and the provision of a new fire alarm and CCTV system.

Before allocating funds, members requested more detailed costings for the kitchen remodelling but did agree to recommend allocation of CIL monies for the new fire alarm and CCTV systems.

RECOMMENDATION TO COUNCIL: That £8,000 of CIL be allocated for the Provision of a new fire alarm and CCTV system at Boley Park Community Hall.

7. Darwin Hall – Roof

Members considered the report and agreed to hold the allocation of funds in abeyance pending a full report of costings to Council.

8. Festival Gardens – Boundary Protection

Members discussed the report and agreed the need to protect the boundary at Festival Gardens from unauthorised vehicular access.

RECOMMENDATION TO COUNCIL: That £15,000 of CIL be allocated to install boundary protection at Festival Gardens including wooden bollards and additional benches.

9. Information Boards – Stowe Pool

Members considered the request from Lichfield District Council regarding the installation of three information/interpretation boards around Stowe Pool. The boards would include an interpretation panel with details of Johnsons Willow for example as well as a cabinet for notices to promote local events.

RECOMMENDATION TO COUNCIL: That £9,555 of CIL be allocated for the installation of three information /interpretation boards around Stowe Pool.

18. PATHWAY LIGHTING – CROSS KEYS CAR PARK TO STOWE POOL

Members considered the agenda report as detailed at Agenda **Appendix 3** and were in favour of the installation of two new lights subject to approval by the conservation officer and asked that the Deputy Town Clerk progress the project to conclusion .

RECOMMENDATION TO COUNCIL: That £4,154.98 (exc VAT) be allocated to the installation of two new lighting columns on the pathway from Cross Keys car park to Stowe pool.

Councillor J Checkland left the meeting at this point, Councillor M Warfield took the chair.

19. PEDESTRIAN CROSSING/PATH – EASTERN AVENUE

Members considered the agenda report regarding the extension of a City Council footpath which runs alongside Eastern Avenue. An extension would ease access to the Sports Club however concerns were raised that in extending the path a further pedestrian crossing would be required which can only be facilitated by Staffordshire County Council Highways, with no confirmation of such provision being available. It was noted that fledgling plans are being developed by Staffordshire County Council Highways to make a number of improvements on Eastern Avenue.

RESOLVED: That no CIL funds be allocated to the extension of the footpath on Eastern Avenue.

Councillor J Checkland returned and resumed the Chair.

20. CIL ALLOCATION UPDATES

Members considered the agenda report, giving updates on the installation of the cycle shelter at Sandfields Pumping Station, additional 20MPH signs at Curborough, the repairs/polishing of the flooring at Boley Park Community Hall and other ongoing matters. Members noted the update from LHCRT and commented on the wish to see further progress being made on the project. Members asked that the best thanks of the Working Party be extended to the Deputy Town Clerk for pursuing the 20mph repeater signs project which was now near to completion.

RESOLVED: That the report be noted.

21. ACTION PLAN UPDATE

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

RESOLVED: That the update be noted.

22. DATE AND TIME OF NEXT MEETING

Monday 20 February 2023 at 6.00pm via Zoom.

THERE BEING NO FURTHER BUSINESS

THE CHAIR DECLARED THE MEETING CLOSED AT 7.12PM

ENCLOSURE 1: NPIWP ACTION PLAN AND PRIORTIES

ACTION IN ORDER OF PRIORITY	COMMENTS	TIMESCALE
Additional 20mph signs in North Lichfield	£2,500 CIL has been allocated to the provision of additional 20mph repeater signs on Anson Avenue, Dimbles Lane and Friday Acre which members of the committee approved via email on 27 October	The Deputy Town Clerk has placed the order with SCC Highways who advise an installation lead time of approximately 6 -8 weeks. The cost has been confirmed as £2,145 inclusive of supply and installation.
City Centre Plaques	Members noted the updated report at Agenda item 5	Members noted that this is an ongoing project which is being progressed in phases.
Samuel Johnson Birthplace Redevelopment	Recommendation adopted by Council	Work is in progress; no completion date has been given.
Signs in the City Centre indicating walking direction to named carparks.	The Town Clerk met with District Council Officers who confirm that the City Council will be consultees on the City centre masterplan and public realm project which will, amongst other things look at signage around the City.	Work is ongoing, with the Town Clerk also attending LDC Masterplan Sounding Board meetings where this provision is being actively discussed
Stowe Pool Lighting	Members are asked to note the update at Agenda item 8 and Appendix 3	Discussions are ongoing with LDC
Crossing/Footpath to Sports Club on Eastern Avenue	Members are asked to note the update at Agenda item 9	
Mirror at Shaw Lane/Beacon St junction	The Deputy Town Clerk has consulted with officers from SCC Highways and chased progression on 6 July,11 July, 25 August, and 6 October – no response has been received	Following the lack of response from SCC Highways members agreed that this should no longer be pursued
City Council Bus Shelters	The majority of bush shelters have now been refurbished. Community Artwork has been removed but not claimed. Signage advertising the Markets to be installed upon design approval from the MWG	All City Council bus shelters have now been refurbished. Amended artwork is awaited for approval by the MWG

Updated 7.11.22

For Council: 12 December 2022 APPENDIX 5

FINANCIAL SUMMARY REPORT - 1 APRIL to 30 SEPTEMBER 2022

This report contains the financial progress for the period 1 April 2022 to 30 September 2022 and summarises the income and expenditure against budget in the first Six months (50%) of the financial year and the year-end projected outturn. The report shows:

Column 1 – The actual income/expenditure to 30 September 2022

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 2022/23

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 6 MONTHS TO 30 SEPTEMBER	FORECAST FOR REMAINING 6 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE	NOTES
Parks and Footpaths	130,090	151,545	281,635	243,202	38,433	1
Guildhall	47,529	77,667	125,196	131,416	-6,220	2
Community Centres	6,413	10,281	16,694	19,038	-2,344	
Markets	7,705	7,499	15,204	6,833	8,371	3
Civic	46,143	45,396	91,539	98,003	-6,464	4
Grant Aid/Partnerships	43,138	14,495	57,633	51,926	5,707	5
Arts/Tourism/Twinning	25,830	55,564	81,394	74,825	6,569	6
Johnson Birthplace Museum	54,564	73,565	128,129	123,773	4,356	7
Democratic Services	52,727	54,133	106,860	101,962	4,898	8
Investment Interest	-5,065	-5,945	-11,010	-2,050	-8,960	9
Loan Charges	0	0	0	0	0	
Agency	-20,332	2,128	-18,204	-13,478	-4,726	10
TOTAL SERVICE COST	£388,742	£486,328	£875,070	£835,450	£39,620	11
Repairs and Renewals	117,949	86,763	204,712	192,508	12,204	12
Community Infrastructure Levy (CIL)	-93,409	-29,358	-122,767	-93,030	-29,737	13
TOTALS	£413,282	£543,733	£957,015	£934,928	£22,087	14

Explanatory Notes:

- Note 1: *Costs of pathway lighting resulting from utility price increases, inflation linked Grounds Maintenance contract with LDC increased 7.8% for 22/23 against a 4% budget. Significant work has been undertaken following inspections of the trees at Christchurch and the 'closed' Churchyard at St Michaels, costs associated with extensive play equipment maintenance, pathway repairs and significant maintenance work at several other open spaces are also included.*
- Note 2: *Includes the increase in energy costs offset by increase in Guildhall Income.*
- Note 3: *Includes the increase in energy cost net of the increased charge to the traders. Approx £3,500 in repairs/maintenance to the kitchen/toilet block delayed from 2021/22 has now been completed. Several cases of COVID and other absences due to illness among traders resulting in no arrears charge and reduced income.*
- Note 4: *Includes reduction in the cost of Civic events, notably due to the revised arrangements for the 2022 Sheriff's Ride but includes consultant costs to advise on the future of the Ride as approved by Council via the Sheriff's Ride Working Party.*
- Note 5: *Includes two 'Warm Spaces' grants totalling £5,000 following adoption of a motion for such provision by Council at its September meeting.*
- Note 6: *Includes costs associated with refurbished light fixtures, new cabling, CPI increase in contract value etc.*
- Note 7: *Includes the increase in energy costs and reduction in donations income.*
- Note 8: *Variance driven primarily by nationally agreed salary increase.*
- Note 9: *Increase in interest rates.*
- Note 10: *It is anticipated each year that SCC will reduce their payment to LCC for verge maintenance and this was accounted for in the budget. However, the actual payment received was higher than the reduction that had been assumed.*
- Note 11: *4.7% overspend forecast across service heads but excluding CIL. This also includes the agreed Local Government Pay Offer of £1,950 FTE salary increase on all pay scales. This averages 7% for LCC staff (against a budget of 2%) and is allocated across all service areas.*
- Note 12: *Relatively minor overall variance from budget, but significant programme changes have occurred as detailed in the report to Council's September meeting. A number of additional capital items are accounted for, including several replacement waste bins on LCC open spaces, refurbishment of LCC bus shelters, the overspend associated with the external repair and redecoration of the Birthplace Museum, and the progression of an updated fire alarm system, again at the Museum.*
- Note 13: *Based on CIL received April and October 2022, the allocations being higher than forecast due to schemes coming forward more quickly than anticipated/new schemes being identified.*
- Note 14: *Overall 2.4% overspend including CIL allocation, which is recorded separately in line with audit requirements.*

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

OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer

The annual Remembrance Service was held in the Cathedral on Sunday 13 November. Following the Cathedral service, the Vice Lord Lieutenant of Staffordshire, Mr James Leavesley DL, accompanied by the Mayor Cllr Jamie Checkland, led the civic party into the Remembrance Gardens to observe the national two-minute silence and then perform the wreath laying ceremony. Following this, the Dean of Lichfield, The Very Reverend Adrian Dorber, gave the blessing.

A professional public address system was used once again to ensure the large crowds could hear the ceremony and in addition, New Growth Training & Event Security Ltd were employed to enforce the road closure and maintain public safety. After the wreath laying ceremony in the Remembrance Gardens, around 80 guests returned to the Guildhall for light refreshments. The Mayor gave thanks on behalf of Lichfield City Council to all those involved on the day and Mrs Christine Ayling gave thanks on behalf of the Royal British Legion.

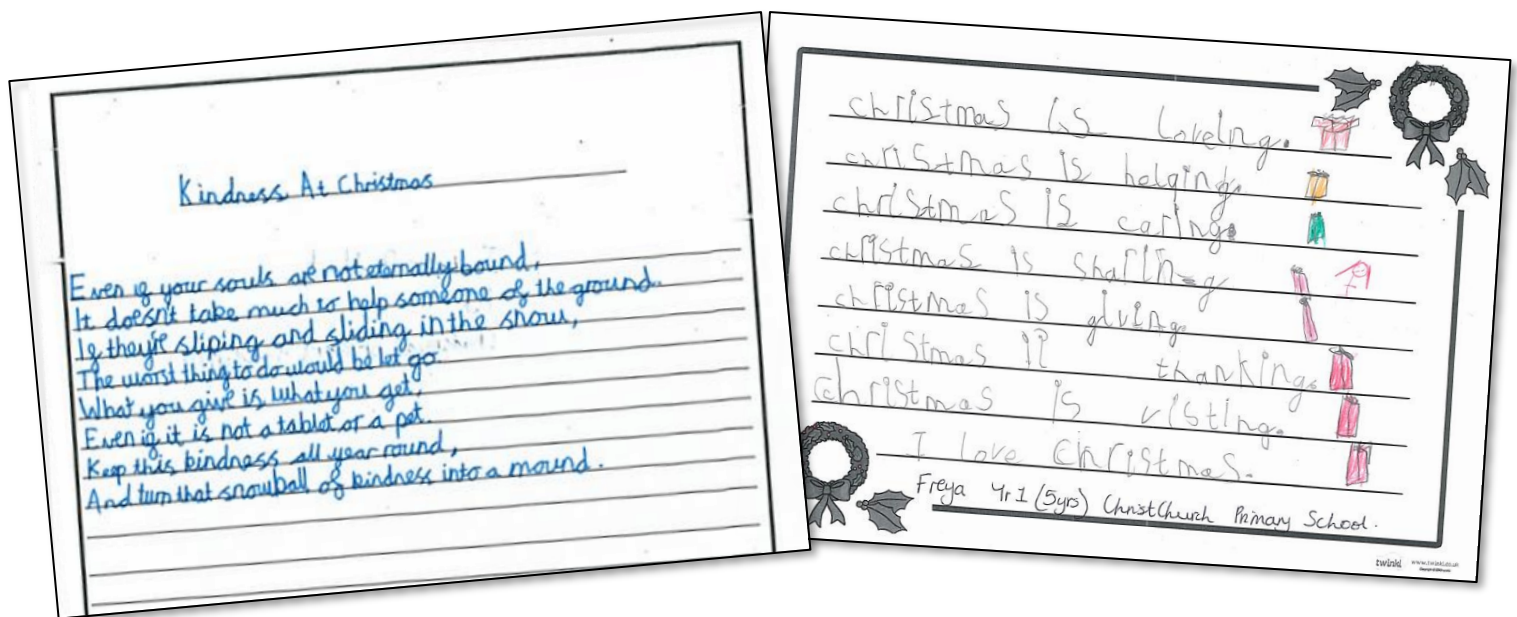


On Saturday 19 November, the Mayor and Sheriff welcomed a total of 81 guests to the Guildhall for their annual Charity Ball, which this year had a 'Shimmer & Sparkle' theme. After being officially received, the invitees enjoyed a welcome drink before dining on a splendid three-course meal followed by live entertainment provided by Vocalist Cliff Antony, which was a resounding success.

Our very own Mace Bearer, Richard Hunt acted as Master of Ceremonies, his light-hearted approach guiding the evening. All raffle prizes were kindly donated by local shops and businesses including a 32' flat screen TV donated by friends of the Sebbie Hall Kindness Foundation and a pre-match meal for 2 in the Albion Suite – kindly provided by the High Sheriff of Staffordshire –

Ben Robinson MB DL. Many other wonderful prizes were provided, which were greatly appreciated. The evening was enjoyed by all and made a profit of over £1,300 for the Mayor and Sheriff's chosen Charities; Sebbie Hall Kindness Foundation & Pathway Project, both of whom had representatives present to give a brief profile to guests, highlighting their aims and recent achievements.

The Mayor and Sheriff's next Charity Event at the Guildhall will take place Sunday 12 February – A Valentine's Themed Sunday Lunch. More details to follow in the New Year.



For the City Council's official Christmas card this year, the Mayor and Sheriff ran a competition inviting local primary school children to compose a poem with the theme 'Kindness at Christmas.' After much deliberation, two winners were chosen from Christchurch & Chadsmead Primary Academy primary schools. Freya Delaney & Jackson Paddock will be met the Mayor & Sheriff in the Mayor's Parlour where they were presented with their prize and copy of the Civic Christmas Card for 2022 The Christmas card will be sent to over 300 Civic dignitaries, councillors and friends of Lichfield City Council including our Twin Towns in Limburg & Sainte Foy-les-Lyon.

The Winning Christmas Poems by Jackson Paddock, Aged 10 from Chadsmead Primary Academy & Freya Delaney, Aged 5 from Christchurch Primary School

The Carols for Christmas Service will be held on Tuesday 6 December. At the request of the Mayor of Lichfield, Councillor Jamie Checkland and Chair of Lichfield District Council, Councillor Colin

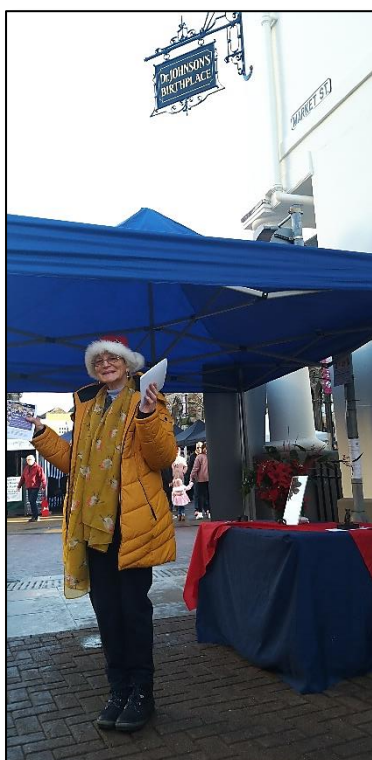
Greatorrex, the traditional service will follow a different format this year and will be a joint service with Lichfield District Council. Further details will be included in the January officers' report.

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

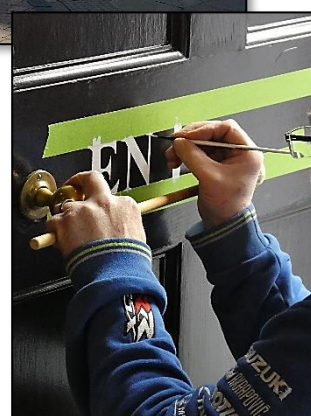
2140 visitors came to Samuel Johnson's Birthplace in September and October. September visitor numbers were impacted by the cancellation of Johnson's Birthday Celebrations, as the events fell during the period of mourning following the death of HRH Queen Elizabeth. However, the October school holidays were particularly busy with 377 visitors in the week, over 100 more than the half-term week in 2021.

The structural repair and repainting work undertaken over the summer was largely completed in October and the scaffolding removed, with just small scheduled paint touch-ups outstanding. The building is looking splendid, with hand-painted signage added to the new door colour.

Events included families enjoying a 'winter warmer' activity inspired by Georgian textile techniques in the October half-term, and the Museum was once again host to the L2F Festival of Folk's Art Competition finalists, with an exhibition from 8 – 16 October and presentation event for the winners on 15 October and took part in the Arts and Heritage Procession on the same day.



The 'Birthplace Bookworms' children's reading club and adult Latin Learners sessions resumed after a summer break. On Sunday 20 November, the Birthplace had a stall outside the house as part of the Chamber of Commerce Christmas Fayre to promote the museum (pictured), with 250 visitors attending the Museum to enjoy a Christmas Treasure Trail on the day.



New Museum Support Officer Lisa Hand was welcomed to the team in October, and in addition to settling into her new role has met with education staff at Darwin House and Lichfield Cathedral to plan opportunities to work together on school visits, has also made contact with South Staffordshire College to plan some new photography for publicity.

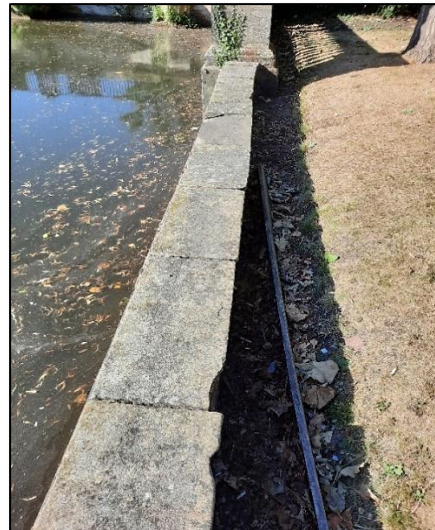
School visits in the autumn term have included Dictionary workshops for sixth form groups from Bilton School (near Rugby) and Stafford School. Outreach events included a school assembly for students at Cheslyn Hay Academy, loan of the Museum classroom activity 'prints and books' box to Greybrooke

Primary School, talks to Lichfield Civic Society, the Pheonix Group at Walton, the Wesleyan Society, Stanton Women's Institute and Black History Month events hosted at HMP Stafford and with the One Lichfield Group. In November the Museum also welcomed a new regular work experience student from Cannock Chase High School.

Other work has included hosting a research visit from a linguistics expert, attending an 'Art UK' webinar to find out how small collections can use their online shop services, and the plaque to Francis Barber intended to be installed at Cruck House has been finalised and the planning application is currently being considered. Team members have also worked on contributions to the Museum's 'Instagram' social media presence, taking part in the '#Museum30' challenge and increasing the Museum's digital audience, with a 'reach' of 3887 users in the first 3 weeks of November alone.

3. Open Spaces and Tree Management: Nigel Boden, Open Spaces Officer

The Gardens of Remembrance were once again cleared and tided by LDC's Operational Services in readiness for the Act of Remembrance at 11am on Sunday 13 November. During the weeks prior to the event, routine inspection had revealed the significant and ongoing deterioration of the coping stones set on the low wall between the Garden and Minster Pool. Several of the stones were loose, cracked, damaged or a combination thereof. With the joint concern of health and safety and aesthetics, the stones were replaced in good time for the November commemorations.



The refurbishment of City Council owned bus shelters is now complete, with the shelters being repaired and repainted, together with replacement polycarbonate panels as needed. The final two shelters to be refurbished are shown below.



At St Michael's Churchyard reports were received of a tree with a split limb over a pathway (pictured). The area was quickly cordoned off and the tree was removed.

In addition to ongoing routine inspections, other matters attended to or currently in progress include:

- Completion of a schedule of repairs to LCC owned play areas following RoSPA advice
- Patching of several LCC owned footpaths – report and photographs to follow for January Council
- Reduction in hedge height to the front of Curborough Community Centre following requests from the Management Committee
- The windows to the Market Square toilet block have been repaired following vandalism. The affected glass and lead have been replaced and a polycarbonate covering added to strengthen and protect
- Market Square trees have been cut back, and tree grills straightened
- Concerns were raised by one of LCC's tree surgeons regarding a copper beach on the Friary Clock Tower open space. A subsequent report confirmed root disease and a



recommendation that the tree be removed. Discussions are underway to create a chainsaw carving from the trunk in a similar manner to that provided at the Borrowcop Gazebo

- The memorial plaque to Richard Lewis along Pool Walk which was installed by the Chamber of Trade was resecured following reports that it had been left loosely propped on a bench
- A failing Cherry Tree was removed from Festival Gardens
- Routine tree work such as dead wooding and crown lifts across a variety of LCC open spaces.

4. Guildhall/Boley Park Community Hall: Helen Winter, Guildhall Bookings Officer



Regular hirers have continued in the autumn term. The Guildhall has also been busy with lots of other bookings. Unfortunately, the Johnson Birthday Celebrations/Supper and Sheriffs Ride were cancelled following the death of Her Late Majesty Queen Elizabeth II

The Mayor & Sheriff held a Charity Ball in November which was well attended.

Lichfield Arts have held six concerts, including one by Nick Heyward (pictured) which was sold out.

Unfortunately, their Beer Festival was cancelled, but their L2F Folk Festival did go ahead.

The NSPCC also held a fund-raising concert.

Private bookings have included three birthday parties and a Baby Shower. Guests travelled from overseas to attend the 90th Birthday Party. The Friends of Lichfield Cathedral held a successful dinner/banquet in September.

Upfront UK held an adult disco recently which was sold out. They hope to return next year.

Two craft fairs have been held recently, and there are another two booked during December.

Nether Stowe School returned for their annual Awards Presentation. The new Anna Seward Primary School held an information/open evening for parents with information about the new school due to open in the area.

Lichfield District Council held a Jobs Fair in the main hall during October.

In September, Staffordshire Network for Mental Health held a whole building booking where people offering different services came together to show what help is on available. This was very well attended.

There have been thirteen market research bookings and they have another five provisional bookings in the next few weeks. Sixteen meetings have been held by various organisations etc, and there have also been rehearsals for plays. The Scouts have hired rooms for some First Aid Courses.

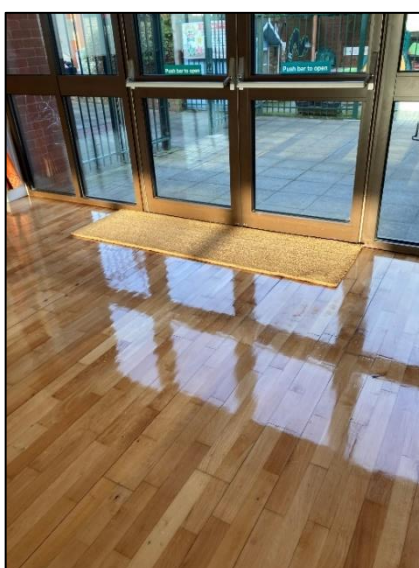
The Old Prison Cells were open for several tours over Halloween week.

There has been two art exhibitions in the Guildroom – one by Bramshall Art, and another by Lichfield Society of Artists. Both of these societies have been many times in the past.

In the run up to Christmas, there are several Christmas concerts booked, and some regular hirers will also hold Christmas Parties.

Boley Park Community Hall

The hall continues to be popular for children's birthday parties as well as regular bookings. The hall was closed during the half term holidays to allow the floor to be sanded, repaired and polished. New boilers were also installed recently as the existign provision was at the end of its service life.



5. Twinning: Gabriele Lasch-Burden, Twinning Officer

The official invitation from the Limburg Mayor to next year's Twinning celebrations on 9 – 12 June in Limburg has been received by the LCC Mayor, along with the programme for the weekend. Up to 100 people from each of Limburg's twin cities in the UK, France and Belgium are invited to take part in the weekend, celebrating its 30th anniversary. It is open to all Lichfield residents, with 25 registrations already received.

The programme consists of performances from dance, theatre and orchestra groups, tournaments with table tennis, hockey and tennis teams, various guided tours and a celebration evening meal for everyone with entertainment. Anybody interested in joining the celebrations, as either part of an above group/team or as an individual, please contact the Twinning Officer.

The Lichfield based Nick Dewhurst Band has contacted the Twinning Officer to investigate whether it is possible to arrange a concert in Limburg next summer as part of their weeklong European tour. In addition, the band are keen to organise a small jazz masterclass workshop with a Limburg music school. Venues and dates are now being sought and Limburg council have already confirmed their help in providing a suitable place for the concert.

6. Deputy Town Clerk: Sarah Thomas

Following the meeting of the NPIWP on 14 November the Deputy Town Clerk continues to progress various projects requested by members of the Working Party.

The Christmas Lights Switch On event took place on Sunday 27 November. The usual road closures were in place and all businesses and residents were contacted well in advance of the day to ensure their inconvenience was kept to a minimum.

Prior to the event, the City Council ran a competition for two local primary school children to help the Mayor switch on the lights. The two competition winners, Orla Browne and Olivia Miller were invited to the Mayor's parlour on 23 November for tea and cake where the Mayor presented



them both with additional prizes of a Cadbury's chocolate hamper (donated by Tesco Extra, Lichfield) and a family ticket to see the pantomime *'Snow White and the Seven Dwarfs'* (donated by the Garrick Theatre)

On the day of the Switch On a festive market was held on Minster Pool Walk with a total of 22 stalls selling a range of Christmas gifts and refreshments including hot chocolate, donuts and jacket potatoes. Alongside this a 'mini' tabletop football tournament was held, enticing shoppers to take part in a light-hearted World Cup competition for a much-coveted selection box (sponsored by Tesco Extra, Lichfield) or free portion of chips (sponsored by Fred Butlins Chip van). Traders reported a good footfall throughout the day with some selling out completely!

Live entertainment began on the Switch on Stage at 1.00pm with local performers Liberty Jamboree Shine and Sign Choir. This was followed by the Aspire community band, young performers from Stagecoach, Britpop Reunion, and finally Lichfield Rock Choir.

The afternoon concluded with traditional carols sung by Christchurch school choir.

The City's town Crier, Adrian Holmes then led the Countdown from 10 to 1 as the Mayor, Cllr Jamie Checkland, helped by Olivia and Orla officially switched the lights on at 5.00pm. A final visit from Father Christmas to wish everyone a Happy Christmas sent everyone home feeling festive.

Additional street cleaning and litter picking was arranged for the event, including the regular emptying of bins around the City Centre. The City Council's professional security company were on duty throughout the day and estimated a crowd of between 4,500 and 5,000 were on the Square to see the lights go on, thankfully the whole day passed without incident.

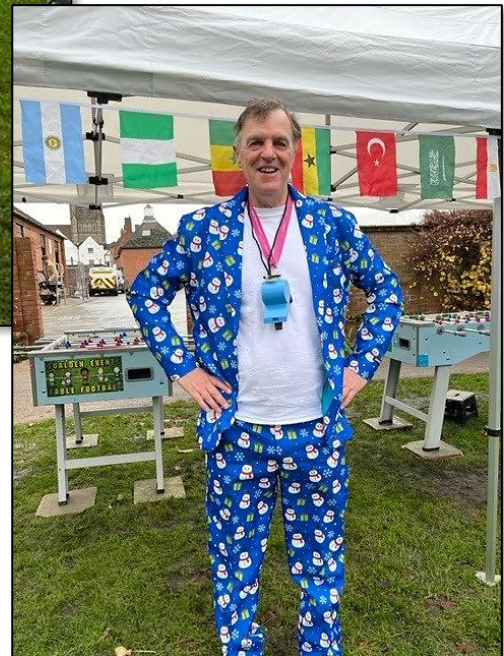
A selection of photographs is presented below giving a flavour of the day.



Shoppers browse a selectin of Festive Gifts at the Market on Pool Walk



Richard Smith from Tabletop Football plus plays Festive Referee



Olaf from the Disney film Frozen chats to the Town Crier, Adrian then led the children who had gathered in a rendition of 'Let it Go'



Aspire Community Band ,Lichfield Rock Choir and Britpop Reunion take to the Switch On Stage. The Town Crier chats to the Competition winners





For Council: 12 December 2022 APPENDIX 7

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 August to 31 August 2022

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/08/2022	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - June	53.01	10.60	63.61
01/08/2022	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 22/23 - 5th instalment of 10 (August)	923.00	0.00	923.00
01/08/2022	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 22/23 - 5th instalment of 10 (August)	9.00	0.00	9.00
01/08/2022	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 22/23 - 5th instalment of 10 (August)	539.00	0.00	539.00
01/08/2022	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 22/23 - 5th instalment of 10 (August)	1,996.00	0.00	1,996.00
02/08/2022	BACS 1146	ACW Arb	PARKS Other Repair/Maint	St Michael's - Priority 4 tree works	1,500.00	300.00	1,800.00
02/08/2022	BACS 1146	ACW Arb	PARKS Other Repair/Maint	Borrowcop Gazebo - Various tree work	550.00	110.00	660.00
02/08/2022	BACS 1147	ADT Fire & Security plc	BIRTHPLACE Repair/Maint	Maintenance of fire alarm to 30/6/23	925.68	185.14	1,110.82
02/08/2022	BACS 1148	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip - June	320.00	64.00	384.00
02/08/2022	BACS 1149	Baroco Limited	ADMIN Supplies & Services	Collection & confidential shredding of 2 paper bins, 12/7	40.00	8.00	48.00
02/08/2022	BACS 1150	Broxap Ltd	PARKS Other Repair/Maint	Bollards & keyed-alike padlocks for Open Space protection	2,587.00	517.40	3,104.40
02/08/2022	BACS 1151	CL Catering (Midlands) Ltd	CIVIC Events	Afternoon teas for Mayoress at Home	816.67	163.33	980.00
02/08/2022	BACS 1151	CL Catering (Midlands) Ltd	CIVIC Mayor's Allowance-J Checkland	Afternoon teas for Mayoress at Home-Mayor's contribution	627.33	125.47	752.80
02/08/2022	BACS 1152	Darwin Electrical Services	G/HALL Repair/Maint	Batteries for fire alarm/magnetic door hold fault	73.50	14.70	88.20
02/08/2022	BACS 1152	Darwin Electrical Services	MARKET Repair/Maint	Service & testing of Market Square popups, 21/7	261.84	52.37	314.21
02/08/2022	BACS 1153	EHM Exterior Home Maint	G/HALL Repair/Maint	Repair & repaint rear window & remove guttering moss	138.65	0.00	138.65
02/08/2022	BACS 1153	EHM Exterior Home Maint	G/HALL Repair/Maint	Install spikes on hopper to prevent nesting	150.00	0.00	150.00
02/08/2022	BACS 1153	EHM Exterior Home Maint	MARKET Repair/Maint	Repair of leaded light on Toilet Block	60.00	0.00	60.00
02/08/2022	BACS 1154	Eastern Shires Purch Org	ADMIN Supplies & Services	Stationery	23.64	4.73	28.37
02/08/2022	BACS 1155	P Gillett	HALLS Boley Hall	Install new noticeboard & repair mezzanine gate	25.00	0.00	25.00
02/08/2022	BACS 1156	Haywoods Contracts Ltd	G/HALL Supplies/Services	Annual inspection of blinds in main hall	250.00	50.00	300.00
02/08/2022	BACS 1157	Justice Fire and Security	ADMIN Supplies & Services	New fire extinguisher & disposal of old one	171.42	34.28	205.70
02/08/2022	BACS 1157	Justice Fire and Security	ADMIN Supplies & Services	Supply & programme new fobs & re-programme existing	226.37	45.27	271.64
02/08/2022	BACS 1158	Mrs J A Leytham-Gain	CIVIC Mayor's Allowance-J Checkland	Jam jar posies for Mayoress at Home	50.00	0.00	50.00
02/08/2022	BACS 1159	NACTSEW	CIVIC Sheriff's Allowance-J Greaves	NACTSEW annual conference & membership	155.00	0.00	155.00
02/08/2022	BACS 1160	Nisbets	BIRTHPLACE Supplies & Services	Coffee flask	23.39	4.67	28.06
02/08/2022	BACS 1160	Nisbets	G/HALL Supplies/Services	Various rope barriers	407.35	81.47	488.82
02/08/2022	BACS 1161	R Fathers	PARKS Other Repair/Maint	Mulberry Drive - Reduce sycamores & other works	900.00	0.00	900.00
02/08/2022	BACS 1161	R Fathers	PARKS Other Repair/Maint	Ash Grove - Various tree works	900.00	0.00	900.00
02/08/2022	BACS 1161	R Fathers	PARKS Other Repair/Maint	Plantation Woods - Tree works	840.00	0.00	840.00
02/08/2022	BACS 1162	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning - June (21 hrs)	273.00	54.60	327.60
02/08/2022	BACS 1162	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning in Guildhall & DH - June (54 hrs)	702.00	140.40	842.40
02/08/2022	BACS 1163	Water Plus Ltd	BIRTHPLACE Rates/Water	Used water & surface drainage 10/4/22 - 10/7/22	42.49	0.00	42.49
02/08/2022	BACS 1164	Wonderwall Products Ltd	HALLS Boley Hall	External lockable noticeboard	215.00	43.00	258.00
02/08/2022	BACS 1165	Woodhouse Green Nurseries	ADMIN Supplies & Services	2 hanging baskets and a trough	194.00	38.80	232.80
02/08/2022	BACS 1165	Woodhouse Green Nurseries	BIRTHPLACE Supplies & Services	4 hanging baskets	148.00	29.60	177.60
02/08/2022	BACS 1165	Woodhouse Green Nurseries	G/HALL Supplies/Services	2 hanging baskets	74.00	14.80	88.80
02/08/2022	BACS 1165	Woodhouse Green Nurseries	G/HALL Supplies/Services	Compost and plants for Guildhall planters	201.90	40.38	242.28
02/08/2022	BACS 1166	Guy Woodhouse	MARKET Repair/Maint	Repaint benches & tree guards on Market Square	300.00	0.00	300.00
02/08/2022	BACS 1166	Guy Woodhouse	PARKS Other Repair/Maint	Repair & restrain benches by library & in Festival Gdns	300.00	0.00	300.00
02/08/2022	BACS 1167	Robert Yardley Photography	CIVIC Supplies/Services	Mayor and Sheriff's official portraits and prints	438.10	0.00	438.10
02/08/2022	BACS 1168	Steve Brown	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 19/6/22	8.67	0.00	8.67
02/08/2022	BACS 1168	Steve Brown	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 17/7/22	23.33	0.00	23.33
02/08/2022	BACS 1169	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 19/6/22	6.00	0.00	6.00
02/08/2022	BACS 1169	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 17/7/22	39.53	0.00	39.53
02/08/2022	BACS 1170	C R Craven	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 17/7/22	16.67	0.00	16.67
02/08/2022	BACS 1171	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - July	6,689.55	0.00	6,689.55
02/08/2022	BACS 1172	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - July	8,598.42	0.00	8,598.42
03/08/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card & activity fees - July	10.07	0.00	10.07

03/08/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - August	6.00	1.20	7.20
05/08/2022	BACS 1173	Messenger Construction	R&R FUND General	Darwin Hall - replace window cladding with zinc & 1 window	14,861.94	2,972.39	17,834.33
05/08/2022	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier usage Feb-Apr, rental May-July	639.07	127.81	766.88
05/08/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card & activity fees - July	93.25	0.00	93.25
05/08/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - August	6.00	1.20	7.20
15/08/2022	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - June	215.70	10.79	226.49
15/08/2022	DDebit	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine rental 15/8 - 11/11	75.00	15.00	90.00
15/08/2022	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office365 - July & adjs	520.06	104.01	624.07
15/08/2022	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - July	45.00	9.00	54.00
15/08/2022	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - July	126.00	25.20	151.20
15/08/2022	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - July	45.00	9.00	54.00
15/08/2022	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - August	29.90	0.00	29.90
15/08/2022	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - August	24,531.29	0.00	24,531.29
15/08/2022	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - June	402.77	80.55	483.32
15/08/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - June (1st account)	90.59	4.53	95.12
15/08/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - June (2nd account)	102.08	5.10	107.18
15/08/2022	DDebit	Npower Ltd	G/HALL Energy	Electricity - June	869.76	173.95	1,043.71
15/08/2022	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - June	38.98	1.95	40.93
15/08/2022	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - June	177.14	8.86	186.00
15/08/2022	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - June	41.96	3.02	44.98
15/08/2022	DDebit	Pennon Water Services	ADMIN Offices Rates/Water	Water 22/1/22 - 21/7/22	74.46	0.00	74.46
15/08/2022	DDebit	Pennon Water Services	MARKET Rates/Water	Toilet Block water 25/1/22 - 21/7/22	271.89	0.00	271.89
15/08/2022	DDebit	Pennon Water Services	PARKS Other Repair/Maint	Friary Fountain water 27/1/22-20/7/22 (Error, later refund)	83.69	0.00	83.69
17/08/2022	DDebit	British Telecommunications	ADMIN Tel/Postage	Broadband line rental - Aug to Oct	101.67	20.33	122.00
17/08/2022	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - August	29.51	5.90	35.41
17/08/2022	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - August	18.27	3.66	21.93
17/08/2022	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - August	29.51	5.90	35.41
17/08/2022	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - August	19.00	3.80	22.80
17/08/2022	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - August	19.00	3.80	22.80
17/08/2022	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - July	55.48	2.77	58.25
17/08/2022	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 1/5/22 - 1/8/22	69.49	0.00	69.49
17/08/2022	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & drainage 1/5/22 - 1/8/22	211.94	0.00	211.94
18/08/2022	BACS 1174	Mr Cedric Barber	BIRTHPLACE Stock for sale	Proceeds of sales of books	22.50	0.00	22.50
18/08/2022	BACS 1175	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip (July)	320.00	64.00	384.00
18/08/2022	BACS 1176	Brownhill Hayward Brown	R&R FUND Birthplace	Architect for Museum works	1,100.00	220.00	1,320.00
18/08/2022	BACS 1176	Brownhill Hayward Brown	R&R FUND General	Architect for Darwin Hall works	270.00	54.00	324.00
18/08/2022	BACS 1177	M W Brown	ADMIN Supplies & Services	Quarterly pest control at Donegal House (July)	37.50	0.00	37.50
18/08/2022	BACS 1177	M W Brown	G/HALL Supplies/Services	Quarterly pest control at Guildhall (July)	37.50	0.00	37.50
18/08/2022	BACS 1177	M W Brown	PARKS Other Repair/Maint	Quarterly pest control at 6 Open Spaces (July)	225.00	0.00	225.00
18/08/2022	BACS 1178	BZ Commercial Finance	ADMIN Supplies & Services	Various stationery from Banner	24.79	4.96	29.75
18/08/2022	BACS 1178	BZ Commercial Finance	BIRTHPLACE Supplies & Services	Compact speaker and magazine files from Banner	38.78	7.76	46.54
18/08/2022	BACS 1179	Capital Floors Ltd	G/HALL Supplies/Services	Specialist cleaning fluid for Guildhall wooden floor	94.95	18.99	113.94
18/08/2022	BACS 1180	Jamie Checkland	CIVIC Mayor's Allowance-J Checkland	Reimbursement for mileage for Mayoral Duties (May-July)	43.56	0.00	43.56
18/08/2022	BACS 1180	Jamie Checkland	CIVIC Mayor's Allowance-J Checkland	Reimbursement for food for Parlour	36.90	0.00	36.90
18/08/2022	BACS 1180	Jamie Checkland	CIVIC Mayor's Allowance-J Checkland	Reimbursement for Parlour snacks (Vatable)	5.37	1.07	6.44
18/08/2022	BACS 1180	Jamie Checkland	CIVIC Mayor's Allowance-J Checkland	Reimbursement for drinks for Parlour	116.64	23.33	139.97
18/08/2022	BACS 1181	City Life in Lichfield	BIRTHPLACE Adverts/promotion	Museum events advert in City Life, August issue	10.00	0.00	10.00
18/08/2022	BACS 1182	Dolphin Solutions Ltd	G/HALL Supplies/Services	3 stainless steel soap dispensers	206.43	41.29	247.72
18/08/2022	BACS 1183	EHM Exterior Home Maint	R&R FUND General	Jet wash and refinish to 8 bus shelters	2,400.00	0.00	2,400.00
18/08/2022	BACS 1184	Eastern Shires Purch Org	ADMIN Supplies & Services	Keyboard, mouse pad and stationery	40.00	8.00	48.00
18/08/2022	BACS 1184	Eastern Shires Purch Org	BIRTHPLACE Supplies & Services	Feathers for crafts	3.05	0.61	3.66
18/08/2022	BACS 1184	Eastern Shires Purch Org	G/HALL Supplies/Services	Floor polish and other cleaning and cloakroom supplies	146.15	29.23	175.38
18/08/2022	BACS 1185	The Johnson Society	CIVIC Mayor's Allowance-J Checkland	Mayor's tickets for Johnson supper	86.00	0.00	86.00
18/08/2022	BACS 1185	The Johnson Society	CIVIC Sheriff's Allowance-J Greaves	Sheriff's tickets for Johnson supper	86.00	0.00	86.00
18/08/2022	BACS 1186	S C Malin	G/HALL Lettings	Refund of deposits for breakages and catering	166.67	33.33	200.00

18/08/2022	BACS 1187	Messenger Construction	R&R FUND General	Minor repair then redecoration to front of Cruck House	777.50	155.50	933.00
18/08/2022	BACS 1188	Metro Pages Ltd	BIRTHPLACE Adverts/promotion	Advert in What's On Midlands Student Guide & website	150.00	30.00	180.00
18/08/2022	BACS 1189	NALC	ADMIN Supplies & Services	Advert on NALC website for Office Admin post	100.00	20.00	120.00
18/08/2022	BACS 1190	Nottinghamshire in Focus	BIRTHPLACE Adverts/promotion	Advert in Notts Aspect magazine	50.00	10.00	60.00
18/08/2022	BACS 1191	PPL PRS Ltd	G/HALL Lettings	Music licence for Sinfonia, May 2022	39.36	7.87	47.23
18/08/2022	BACS 1192	Sign Technology Ltd	C I L Expenditure	Clean, wax and new board for George Hotel plaque	125.00	25.00	150.00
18/08/2022	BACS 1193	Staffordshire Brewery	CIVIC Sheriff's Allowance-J Greaves	Personalised bottles of beer as Sheriff's Ale	605.00	121.00	726.00
18/08/2022	BACS 1194	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning for July (24 hrs)	312.00	62.40	374.40
18/08/2022	BACS 1194	Taylor Maids UK Ltd	G/HALL Supplies/Services	Guildhall and Donegal House cleaning for July (51.75 hrs)	672.75	134.55	807.30
19/08/2022	BACS 1197	Messenger Construction	R&R FUND Birthplace	Scaffolding, lime render repairs and redecoration	12,785.86	2,557.17	15,343.03
22/08/2022	DDebit	Virgin Media Payments	ADMIN Tel/Postage	Phones/internet - July usage/August rental	128.58	25.71	154.29
24/08/2022	BACS 1198	Darwin Electrical Services	ADMIN Supplies & Services	Emergency lighting repairs in Donegal House	2,349.50	469.90	2,819.40
24/08/2022	BACS 1198	Darwin Electrical Services	G/HALL Repair/Maint	Emergency lighting repairs in Guildhall	2,349.50	469.90	2,819.40
24/08/2022	BACS 1199	Guy Woodhouse	MARKET Repair/Maint	Repaint railings around statues in Market Square	680.00	0.00	680.00
24/08/2022	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - July payroll	25.85	0.00	25.85
25/08/2022	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/7 - 10/8	11,888.54	2,377.71	14,266.25
26/08/2022	BACS 1195	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - August	6,672.26	0.00	6,672.26
26/08/2022	BACS 1196	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - August	8,740.28	0.00	8,740.28
30/08/2022	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - July	53.01	10.60	63.61
31/08/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 2 July to 29 July - current account	23.50	0.00	23.50
					<u>131,771.26</u>	<u>12,716.61</u>	<u>144,487.87</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 August to 31 August 2022

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
02/08/2022	05446	Cash	Various	Petty cash vouchers 7862 - 7871	258.70	34.48	293.18
03/08/2022	BACS I11	G J Handy (Trading) Ltd	G/HALL Supplies/Services	3 replacement wheels for trolley	72.08	14.42	86.50
08/08/2022	BACS I12	Lichfield District Council	MARKET Supplies/Services	Annual premises licence for Market Square	295.00	0.00	295.00
11/08/2022	BACS I13	H Winter	G/HALL Supplies/Services	Reimbursement for door holders for corridor doors	62.37	12.48	74.85
31/08/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 2 July to 29 July - imprest account	7.95	0.00	7.95
					<u>696.10</u>	<u>61.38</u>	<u>757.48</u>

LICHFIELD CITY COUNCIL - General Account Payment Schedule**From 1 September to 30 September 2022**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/09/2022	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 22/23 - 6th instalment of 10 (September)	923.00	0.00	923.00
01/09/2022	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 22/23 - 6th instalment of 10 (September)	9.00	0.00	9.00
01/09/2022	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 22/23 - 6th instalment of 10 (September)	539.00	0.00	539.00
01/09/2022	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 22/23 - 6th instalment of 10 (September)	1,996.00	0.00	1,996.00
01/09/2022	DDebit	Pennon Water Services	BIRTHPLACE Rates/Water	Water 12/2/22 - 8/7/22	45.55	0.00	45.55
02/09/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - August	10.89	0.00	10.89
02/09/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - September	6.00	1.20	7.20
05/09/2022	BACS 1200	ACW Arb	PARKS Other Repair/Maint	St Michael's - Priority 5 tree works	1,300.00	260.00	1,560.00
05/09/2022	BACS 1200	ACW Arb	PARKS Other Repair/Maint	Woods Croft footpath - Dismantle and fell fallen hawthorn	230.00	46.00	276.00
05/09/2022	BACS 1200	ACW Arb	PARKS Other Repair/Maint	Greenwood Drive - various tree works	350.00	70.00	420.00
05/09/2022	BACS 1201	EHM Exterior Home Maint	G/HALL Repair/Maint	New pine handrail on rear stairs	775.00	0.00	775.00
05/09/2022	BACS 1201	EHM Exterior Home Maint	PARKS Other Repair/Maint	Festival Gardens - Sand and repaint red bridge	375.00	0.00	375.00
05/09/2022	BACS 1201	EHM Exterior Home Maint	PARKS Other Repair/Maint	St Michael's - Install concrete pad and relocate bench	695.00	0.00	695.00
05/09/2022	BACS 1202	Eastern Shires Purch Org	HALLS Boley Hall	Liquid hand soap for Boley Hall	21.84	4.37	26.21
05/09/2022	BACS 1203	N R Grundy	PARKS Other Repair/Maint	Manor Rise - Supply and fit new manhole cover	280.00	0.00	280.00
05/09/2022	BACS 1203	N R Grundy	PARKS Other Repair/Maint	Haymoor - Fit new bollard	130.00	0.00	130.00
05/09/2022	BACS 1204	The Johnson Society	BIRTHPLACE Supplies & Services	Johnson Supper ticket for Museum Heritage Officer	43.00	0.00	43.00
05/09/2022	BACS 1205	Justice Fire and Security	G/HALL Repair/Maint	Call out to rectify 2 CCTV cameras with no video	120.00	24.00	144.00
05/09/2022	BACS 1206	Kingfisher Media Ltd	BIRTHPLACE Adverts/promotion	Museum advert in 'Welcome to Staffs' hotel room guide	185.00	37.00	222.00
05/09/2022	BACS 1207	Maximity Ltd	ADMIN Subscript/Training	2 days of tailored Sage and Excel training for staff	598.00	119.60	717.60
05/09/2022	BACS 1208	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance-J Checkland	Mayor's tickets for Charity Beer & Skittles Night	30.00	0.00	30.00
05/09/2022	BACS 1208	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance-J Greaves	Sheriff's ticket for Charity Beer & Skittles Night	15.00	0.00	15.00
05/09/2022	BACS 1209	Mazars LLP	ADMIN Professional Fees	External audit fee 2021/22	2,000.00	400.00	2,400.00
05/09/2022	BACS 1210	Pawprint Trading Limited	BIRTHPLACE Stock for sale	Copies of 'Alfie and the Lost Words of Lichfield'	21.00	4.20	25.20
05/09/2022	BACS 1211	Playsafety Ltd	PARKS Other Repair/Maint	3 annual play area inspections (Lincoln, Stowe & CCC)	210.00	42.00	252.00
05/09/2022	BACS 1212	L Robinson	G/HALL Lettings	Refund of deposit for cancelled Craft Fair in March 2023	41.67	8.33	50.00
05/09/2022	BACS 1213	Sign Technology Ltd	BIRTHPLACE Supplies & Services	Replacement signage for Museum Office & Library doors	54.00	10.80	64.80
05/09/2022	BACS 1214	Taylor Maids UK Ltd	G/HALL Supplies/Services	Mop buckets on wheels	85.92	17.18	103.10
05/09/2022	BACS 1215	Tonks Brothers Tree Servs	PARKS Other Repair/Maint	Johnson Close - Works to 2 trees	480.00	96.00	576.00
05/09/2022	BACS 1215	Tonks Brothers Tree Servs	PARKS Other Repair/Maint	Gallows Wharf - Works to ash tree	540.00	108.00	648.00
05/09/2022	BACS 1216	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales 4 weeks to 14/08/22	22.93	0.00	22.93
05/09/2022	BACS 1217	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales 4 weeks to 14/08/22	36.00	0.00	36.00
07/09/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - August	87.20	0.00	87.20
07/09/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - September	6.00	1.20	7.20
12/09/2022	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - July	418.80	83.76	502.56
12/09/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - July (2nd account)	92.03	4.60	96.63
12/09/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - July (1st account)	109.70	5.48	115.18
12/09/2022	DDebit	Npower Ltd	G/HALL Energy	Electricity - July	822.50	164.50	987.00
12/09/2022	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - July	41.50	2.08	43.58
12/09/2022	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - July	133.91	6.70	140.61
12/09/2022	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - July	43.55	3.13	46.68
14/09/2022	Debit	Sheriff's Ride Banquet refunds	CIVIC Ride Meal Income	Sheriff's Ride Banquet refund by card	25.00	5.00	30.00
15/09/2022	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - July	173.60	8.68	182.28
15/09/2022	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office365 - August	579.74	115.95	695.69
15/09/2022	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - August	45.00	9.00	54.00
15/09/2022	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - August	126.00	25.20	151.20
15/09/2022	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - August	45.00	9.00	54.00
15/09/2022	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - September	46.55	0.00	46.55
15/09/2022	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - September	24,412.91	0.00	24,412.91
15/09/2022	DDebit	Pennon Water Services	G/HALL Rates/Water	Water 1/2/22 - 18/7/22	346.58	0.00	346.58
16/09/2022	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - September	19.00	3.80	22.80
16/09/2022	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - September	19.00	3.80	22.80
16/09/2022	DDebit	Sage (UK) Ltd	ADMIN Supplies & Services	Sage Accounts & multi-user Sage Payroll to 31/8/23	2,346.77	469.35	2,816.12

20/09/2022	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - September	29.51	5.90	35.41
20/09/2022	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - September	18.27	3.66	21.93
20/09/2022	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - September	29.51	5.90	35.41
20/09/2022	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/8/22-1/9/22	85.83	0.00	85.83
21/09/2022	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - August usage/September rental	123.69	24.74	148.43
22/09/2022	BACS 1218	ACW Arb	PARKS Other Repair/Maint	Heather Gdns - Tree work	150.00	30.00	180.00
22/09/2022	BACS 1218	ACW Arb	PARKS Other Repair/Maint	Pool Walk - Works to lime trees	270.00	54.00	324.00
22/09/2022	BACS 1219	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip - August	320.00	64.00	384.00
22/09/2022	BACS 1220	Brownhill Hayward Brown	R&R FUND Birthplace	Architect for Birthplace exterior works	850.00	170.00	1,020.00
22/09/2022	BACS 1220	Brownhill Hayward Brown	R&R FUND General	Architect for landscaping at Festival Gdns	482.50	96.50	579.00
22/09/2022	BACS 1221	J Butler	BIRTHPLACE Adverts/promotion	Reimbursement for Museum's Wordpress annual plan	36.00	0.00	36.00
22/09/2022	BACS 1222	BZ Commercial Finance	ADMIN Supplies & Services	Stationery and letter tray from Banner	26.43	5.29	31.72
22/09/2022	BACS 1223	Rosemary Cunningham	BIRTHPLACE Stock for sale	Johnson alphabet notebooks and posters for sale	68.00	0.00	68.00
22/09/2022	BACS 1224	DCRS Ltd	CIVIC Ride General	Charge for delivery and return of Ride radio equipment	40.00	8.00	48.00
22/09/2022	BACS 1225	EHM Exterior Home Maint	MARKET Repair/Maint	Repair leaded glass in Toilet Block	150.00	0.00	150.00
22/09/2022	BACS 1225	EHM Exterior Home Maint	PARKS Other Repair/Maint	Speakers Corner - Re-lay uneven slabs	495.00	0.00	495.00
22/09/2022	BACS 1225	EHM Exterior Home Maint	PARKS Other Repair/Maint	Christchurch Lane - Replace safety glass in bus shelter	138.00	0.00	138.00
22/09/2022	BACS 1226	Janice Greaves	CIVIC Sheriff's Allowance-J Greaves	Wine gifts for Clerk of the Course for Ride landowner visits	17.48	3.50	20.98
22/09/2022	BACS 1227	Heritage Books	BIRTHPLACE Supplies & Services	'My friend the octopus' books for Bookworms Club	25.97	0.00	25.97
22/09/2022	BACS 1228	The Johnson Society	G/HALL Lettings	Refund of booking fees for cancelled Johnson Supper	477.40	95.48	572.88
22/09/2022	BACS 1229	Justice Fire and Security	ADMIN Supplies & Services	Upgrade security software for fob access & install on 2 PCs	400.00	80.00	480.00
22/09/2022	BACS 1229	Justice Fire and Security	ADMIN Supplies & Services	Call out 8/9 & replace alarm battery in server room	137.00	27.40	164.40
22/09/2022	BACS 1229	Justice Fire and Security	G/HALL Supplies/Services	Replacement fire extinguisher and new bracket	163.48	32.69	196.17
22/09/2022	BACS 1230	The Lithouses Group	BIRTHPLACE Adverts/promotion	Annual membership of Lithouses Group 22/23	35.00	0.00	35.00
22/09/2022	BACS 1231	Mayor & Sheriff's charity acct	CIVIC Events	Transfer card payments for Mayoress At Home bar & raffle	41.00	0.00	41.00
22/09/2022	BACS 1232	Northern Platforms Limited	G/HALL Supplies/Services	Call out to Skywinder fault & 6-monthly inspection	225.00	45.00	270.00
22/09/2022	BACS 1233	Pioneer Roadshows	CIVIC Events	PA system for King's Proclamation (LDC to reimburse)	500.00	0.00	500.00
22/09/2022	BACS 1234	Plantfacts	BIRTHPLACE Supplies & Services	Name badges for new Museum Attendant	20.24	4.05	24.29
22/09/2022	BACS 1235	Print & Digital of Lichfield Ltd	CIVIC Ride General	Printing of labels for Sheriff's Ale	45.00	9.00	54.00
22/09/2022	BACS 1236	Raphael Design Limited	BIRTHPLACE Supplies & Services	Printing of Museum welcome leaflets	140.00	0.00	140.00
22/09/2022	BACS 1237	M Read	ADMIN Supplies & Services	Office refreshments	11.64	0.00	11.64
22/09/2022	BACS 1237	M Read	ADMIN Supplies & Services	Doorbell, kettle & other office supplies	34.87	6.97	41.84
22/09/2022	BACS 1237	M Read	CIVIC Events	Sweets for Mini Town Crier competition	5.00	0.00	5.00
22/09/2022	BACS 1237	M Read	CIVIC Supplies/Services	Pins for Proclamation	2.08	0.41	2.49
22/09/2022	BACS 1237	M Read	CIVIC Supplies/Services	Black ribbon	10.00	0.00	10.00
22/09/2022	BACS 1237	M Read	PARKS Other Repair/Maint	Dictaphone & voice recognition software for OSO	78.92	15.78	94.70
22/09/2022	BACS 1238	Tonks Brothers Tree Servs	PARKS Other Repair/Maint	Havefield Ave - Fell sycamores & clear growth from property	180.00	36.00	216.00
22/09/2022	BACS 1239	Vaughtons t/a W H Darby Ltd	CIVIC Supplies/Services	Jewels, bars, ribbons & cases for 22/23 Mayor & Sheriff	2,580.94	516.19	3,097.13
22/09/2022	BACS 1240	Vision ICT Ltd	BIRTHPLACE Adverts/promotion	Museum website change for Operation London Bridge	35.00	7.00	42.00
22/09/2022	BACS 1241	Lichfield District Council	CIVIC Ride Meal Income	Refund of Sheriff's Banquet tickets for LDC Chair	50.00	10.00	60.00
22/09/2022	BACS 1242	SCC County Fund	CIVIC Ride Meal Income	Refund of Sheriff's Banquet tickets for SCC Chairman	50.00	10.00	60.00
22/09/2022	BACS 1243	Mr G Mumford	CIVIC Ride Meal Income	Refund of Sheriff's Banquet tickets	50.00	10.00	60.00
22/09/2022	BACS 1244	Bob Awty	CIVIC Ride Meal Income	Refund of Sheriff's Banquet tickets	50.00	10.00	60.00
22/09/2022	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - August payroll	25.15	0.00	25.15
23/09/2022	BACS 1248	Messenger Construction Ltd	R&R FUND Birthplace	Scaffolding, lime render repairs and redecoration	21,065.37	4,213.07	25,278.44
26/09/2022	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/8 - 10/9	11,888.54	2,377.71	14,266.25
27/09/2022	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - August	55.38	2.77	58.15
27/09/2022	Debit	American Express Merch Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.27	0.00	0.27
28/09/2022	Debit	Sheriff's Ride Banquet refunds	CIVIC Ride Meal Income	Sheriff's Ride Banquet refunds by card	1,375.00	275.00	1,650.00
29/09/2022	BACS 1245	A James	ADMIN Subscript/Training	AAT membership for Accounts Officer 22/23	175.00	0.00	175.00
29/09/2022	BACS 1246	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - September	6,638.05	0.00	6,638.05
29/09/2022	BACS 1247	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - September	8,931.93	0.00	8,931.93
30/09/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 30 Jul to 2 Sep - current account	33.29	0.00	33.29
30/09/2022	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier - Usage Apr-Jun, rental Jul-Sep	121.46	24.29	145.75
					101,097.34	10,450.21	111,547.55

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule**From 1 September to 30 September 2022**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
05/09/2022	05447	Cash	Various	Petty cash vouchers 7872 - 7886	222.09	16.71	238.80
06/09/2022	BACS I14	H Chatwin	CIVIC Sheriff's Allowance-J Greaves	Presentation boxes for Sheriff's Ale	73.30	14.66	87.96
08/09/2022	BACS I15	Lichfield District Council	BIRTHPLACE Supplies & Services	Annual Museum premises licence to 4/9/23	70.00	0.00	70.00
29/09/2022	05448	Cash	Various	Petty cash vouchers 7887 - 7896	191.38	23.31	214.69
29/09/2022	BACS I16	Ovenstate	G/HALL Supplies/Services	Cleaning of 2 ovens	300.00	0.00	300.00
30/09/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 30 July to 2 Sept - imprest account	7.27	0.00	7.27
					<u>864.04</u>	<u>54.68</u>	<u>918.72</u>