



Lichfield City Council

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

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

17 July 2024

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 **WEDNESDAY, 24 July 2024** at **6.30 pm** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Town Clerk.

Yours sincerely

Tony Briggs
Town Clerk

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

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **MAYOR'S ANNOUNCEMENTS**
3. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**
4. **COUNCIL MINUTES**
To confirm as a correct record the Minutes of the Council Meeting held on 10 June 2024 (Nos. 15-28) **(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 6 June 2024 to 10 July 2024 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. CLIMATE CHANGE AND BIODIVERSITY COMMITTEE

To adopt the Minutes of the meeting of the Climate Change and Biodiversity Committee held on 26 June 2024 (**APPENDIX 1**, attached).

RECOMMENDED: *That the Minutes of the meeting of the Climate Change and Biodiversity Committee held on 26 June 2024 be adopted.*

9. GRANTS ADVISORY COMMITTEE

To adopt the Minutes of the meeting of the Grants Advisory Committee held on 8 July 2024 (**APPENDIX 2**, attached). Members' particular attention is drawn to the recommendations to council at minute numbers 5,6,7,8 and 12 (1).

RECOMMENDED: *That the Minutes and recommendations of the meeting of the Grants Advisory Committee held on 8 July 2024 be adopted.*

10. APPOINTMENT OF LEADER

Following his election to Parliament, Councillor D Robertson has advised of his wish to step down as Leader of LCC; the City Council is therefore asked to appoint a replacement. Cllr Roberston has confirmed that he does not wish to resign as an LCC Councillor at this time. The Leader of the Council, by virtue of their position, is also Chair of the Council's Tenders Committee.

This agenda item allows for changes to other appointments that may arise from Cllr Robertson's election to parliament to be discussed and resolved as necessary, for example the appointment of a Deputy Leader, a replacement to be appointed to any LCC Committee from which Cllr Robertson wishes to step down, the appointment of a replacement for Cllr Robertson on outside bodies to which he is appointed as LCC representative, etc.

RECOMMENDED: *Council to appoint a new Leader and resolve upon any related matters arising as detailed above.*

11. REQUEST FOR GUILDHALL FREE USE – LICHFIELD SHRIEVALTY ASSOCIATION

To Consider the Town Clerk's report at **APPENDIX 3** (attached).

RECOMMENDED: *Council to decide **whether or not** it wishes to award 'free use' of the Guildhall to Lichfield Shrievally Association for the Shrievally Weekend scheduled for Saturday 27 and Sunday 28 September 2025.*

12. OFFICERS' REPORT

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

RECOMMENDED: *That the Report be noted.*

13. PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in the attached schedule (**APPENDIX 5**) for the periods:

- 1 April 2024 to 30 April 2024 in the sum of **£150,225.60** General Account, and **£979.66** Imprest Account.
- 1 May 2024 to 31 May 2024 in the sum of **£110,909.65** General Account, and **£337.78** Imprest Account

PUBLIC ATTENDANCE
AT CITY COUNCIL MEETINGS

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 Street 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 to be asked*
- 7. After each speaker, the Leader of Council (or his/her representative) will respond, or give notice that he/she will provide a written response as soon as possible*

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

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 10 June 2024 at 6.30pm

PRESENT: Councillors S Schafer (Mayor), J Anketell, H Ashton, D Baker, C Ball, J Blackman, R Bragger, J Christie, J Eagland, K Farrelly, M Field, A Fox, C Greateorex, R Harvey-Coggins, S Hollingsworth P Knight, J Marshall, P McDermott, C Pinder- Smith, P Ray, D Robertson, A Rushton, J Smith, E Strain, M Warfield, B Watkins and R Yardley.

APOLOGIES: Councillors A Hughes and A Lax.

A MINUTES SILENCE WAS HELD IN MEMORY OF DORIS ENGLISH, CITY COUCNILLOR 1991-1995 AND 1999-2011, SHERIFF IN THE YEAR 2000, MAYOR 2002, WHO DIED ON 8 JUNE 2024

15 MAYOR'S ANNOUNCEMENTS

The Mayor detailed the events and functions he had attended since coming to office including the Court of Arraye and Bower Parade, Municipal Charities meeting, and a gathering to mark 200 years of the RNLI.

With the Mayor's consent, Councillors C Greateorex, J Eagland, D Robertson and J Smith then spoke in tribute to Doris English, former City Councillor, Mayor and Sheriff, who died on 8 June

16 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

17 COUNCIL MINUTES

RESOLVED: That the Minutes of the Annual Council Meeting held on 15 May 2024 (Nos 1-14) be confirmed and signed as a correct record.

18 MATTERS ARISING

Cllr C Ball highlighted the success of the 'Summer Grants' campaign and urged members to continue to assist in publicising the availability of the funding.

19 PLANNING COMMITTEE

RESOLVED: That comments submitted to Lichfield District Council for the period 30 March to 6 June 2024 and made in the name of LCC via delegated authority, be received.

20 AUDIT COMMITTEE

Members considered the minutes of the Audit Committee meeting held on 6 June 2024. In addition to consideration of the 2023/24 out-turn and associated matters, the Committee also made recommendations to Council regarding the Asset Register and associated policy, and the Risk Management Strategy.

RESOLVED: That the Minutes and recommendations of the Audit Committee meeting held on 6 June 2024 be adopted and that:

- 1 *The Report and Out-Turn Statement 2023/24 be received.***
- 2 *The Council, acting in the capacity of sole Trustee of the Johnson Birthplace Charitable Trust, make a payment of £11,320 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2023/24 financial year.***
- 3 *In respect of the External Auditor Annual Return for the year ending 31 March 2024:***
 - a. The council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council.***
 - b. The Council approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council***
 - c. The Council note the Annual Internal Audit Report section of the Annual Return***
 - d. The Council note the dates for the exercise of public rights - commencing on 12 June 2024 and ending on 23 July 2024.***

21 JOHNSON BIRTHPLACE ADVISORY COMMITTEE

Members considered the minutes of the JBAC meeting held on 25 April 2024.

Cllr C Greatorrex highlighted the increased charges for school visits (from £94.00 to £140.00) and expressed concern that the price increase could make it more difficult for schools to visit the museum, and that the council should be mindful of this.

The Town Clerk confirmed that the new arrangements were based on an external provision that would be cost neutral and would ensure the information delivered during the visits would be continually reviewed to tie in closely to the national curriculum. The Town Clerk also stated that the changes had been put in place in consultation with schools and that the charges levied were relatively low when compared to other similar destinations, plus there was the option for 'non guided' visits at no cost if that was preferred.

Cllr Robertson stated that of the attractions utilised for comparative purposes, the charges levied by the Birthplace are lower than all but two.

RESOLVED: That the Minutes of the Johnson Birthplace Advisory Committee meeting held on 25 April 2024 be adopted.

22 MARKETS WORKING GROUP

Members considered the minutes of the MWG meeting held on 2 May 2024.

RESOLVED: That the Minutes of the MWG meeting held on 2 May 2024 be adopted.

23 ANNUAL TOWN MEETING

Members considered the Minutes of the Annual Town Meeting held on 22 May 2024. Cllr P McDermott highlighted the attendance of a number of representatives from bodies who had been awarded an LCC grant, and the interesting and informative information they provided; this followed Cllr McDermott's previous motion to council which had suggested such an invitation.

RESOLVED: That the Minutes of the Annual Town Meeting held on 22 May 2024 be noted.

24 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Members considered the draft appointment of representatives on outside bodies.

RESOLVED: Appointments on outside bodies be confirmed as indicated below (new appointments in bold):

Outside Body	No of Reps	Period of Office	2023/2024 Appt Ends	Appointments for 2024/2025
Boley Park Community Hall Management Committee	4	1 Year	Jun-24	Cllr M Warfield
			Jun-24	Cllr D Baker
			Jun-24	Cllr R Yardley
			Jun-24	Cllr J Eagland
Boley Park Community Hall Trustees	4	Until retire or replaced	Until retire or replaced	Cllr J Eagland
				Cllr R Yardley
				C Spruce
				Cllr M Warfield
Bower Committee	1	1 Year	Jun-24	Cllr K Farrelly
Curborough Community Association	1	1 Year	Jun-24	Cllr D Robertson
Darwin Hall Community Association	4	Until retire or replaced	Until retire or replaced	Cllr J Christie
				Cllr A Hughes
				Cllr B Watkins
				Cllr J Marshall
Dovehouse Fields Community Garden	2	1 Year	Jun-24	Cllr P Knight
				Cllr J Smith
Dr Milley's Hospital	1	4 Years	Mar-27	Cllr R Harvey-Coggins
Erasmus Darwin Foundation	1	1 Year	Jun-24	Cllr B Watkins
Friends of Samuel Johnson Community Hosp.	1	1 Year	Jun-24	Cllr A Lax
Friends of Lichfield Historic Parks Group	1	1 Year	Jun-24	Cllr H Ashton
Guild of St Mary's Centre Lichfield (Ltd)	1	1 Year	-	Mayor in Office
Johnson Council (non-voting observers)	2	1 Year	-	Mayor in Office
			-	Sheriff in Office
Lichfield Arts [non-voting observer]	1	1 Year	Jun-24	Cllr C Pinder-Smith
Lichfield District City of Sanctuary	3	3 Years	Mar-25	Cllr H Ashton
				Cllr D Baker
				Cllr C Ball
Lichfield Camera Club	1	1 Year	-	Mayor in Office
Lichfield Conduit Lands Trust	2	1 Year	-	Mayor in Office
		4 Years	Jun-25	G Boyle

Outside Body	No of Reps	Period of Office	2023/2024 Appt Ends	Appointments for 2024/2025
Lichfield Rail Alliance, West Coast Rail 250, and all other rail related matters	1	1 Year	Jun-24	<i>Cllr M Warfield</i>
Mary Slater's Charity	2	1 Year	-	<i>Mayor in Office</i>
			-	<i>Sheriff in Office</i>
Michael Lowe's and Associated Charities	5	4 Years	15 July 24	<i>Cllr A Hughes</i>
			23 April 26	<i>D Greateorex</i>
			3 April 26	<i>P Hitchman</i>
			26 July 24	<i>Cllr M Warfield</i>
			Nov 24	<i>Cllr J Eagland</i>
Municipal Charities	4	1 Year	-	<i>Mayor in Office</i>
		4 Years	Oct-27	<i>M Field</i>
			Nov-24	<i>J Fox</i>
			Nov-24	<i>Cllr C Ball</i>
Purple Flag Accreditation	1	Until retire or replaced	Until retire or replaced	<i>B Watkins</i>
South East Staffs CAB	1	1 Year	Jun-24	<i>Cllr D Baker</i>
SPCA - Executive Cttee (nomination only – subject to election by SPCA)	1	2 Years	Sep-24	<i>Cllr H Ashton</i>
St Giles Hospice Local Government Friends'	1	4 Years	Jun-27	<i>Cllr J Anketell</i>
Support Staffordshire (formerly Lichfield and District CVS)	1	1 Year	Jun-24	<i>Cllr D Baker</i>
Twinning Association	3	1 Year	-	<i>Mayor in Office</i>
			Jun-24	<i>Cllr H Ashton</i>
			Jun-24	<i>Cllr A Fox</i>

25 PAYMENT OF REGULAR SERVICE PROVISION BY DIRECT DEBIT

Members considered the list of Direct Debits as detailed in the agenda report.

RESOLVED: That the City Council renews its resolution to enter into direct debit payment arrangements with those providers listed in the agenda report; the resolution to be considered for further renewal at the meeting of the City Council in June 2025.

26 OFFICERS' REPORT

Councillor C Ball commended the signage and line painting on the cycle path adjacent to Stowe Pool, stating he had been approached by a number of members of the public who were appreciative of the improvements made. Councillor C Greateorex highlighted the work of the Museums and Heritage Officer and the considerable impact she has had since commencing her duties at LCC, and the significant knowledge and enthusiasm she has shown during that time. Cllr Greateorex also highlighted the markets report and asked

whether additional measures could be put in place to allow the market to operate more fully in poor weather conditions.

The Town Clerk stated that anchor points could be installed on the Square, but Trader insurance often does not cover them in winds above 35mph, and while the gazebos themselves could be anchored, the stock for sale could not. However, where possible, wind breaks such as vehicles are utilised on markets that are reduced due to poor weather.

Cllr J Smith requested that reference to the Sheriff's Ride 'sub-committee' within the Civic officers report be clarified to ensure the reader is aware that this committee is not a committee of the Council. Cllr Smith also expressed hope that the new wildflower areas along Eastern Avenue would produce as impressive a display as that seen at the LCC wildflower area opposite St Chad's Church.

RESOLVED: That the report be noted.

27 REAL LIVING WAGE ACCREDITATION

Members considered the Town Clerk's report that provided detail on LCC's eligibility to become a 'Real Living Wage' accredited employer through the Living Wage Foundation (LWF), following the Council's decision in December 2023 to ensure LCC staff are remunerated to at least that level.

Cllr C Greatorex spoke in support of the proposal, stating that the annual fee was money well spent as the LWF provides good publicity which raises the profile of the council and serves to encourage other employers to adopt a similar approach. Cllr C Ball stated he was pleased to see progress on this matter at LCC following similar successes at Lichfield District Council.

RESOLVED: Delegated authority be given to the Town Clerk to progress an application to the Living Wage Foundation to enable LCC to become an accredited Living Wage employer.

28 PAYMENT OF ACCOUNTS

Councillor C Greatorex raised the following queries:

1. The frequency of the high pressure clean of the Market Square paving – Cllr D Robertson stated that this was not a regular occurrence and did not have a particular schedule, but would be repeated when required to ensure the Square was appropriately presented.
2. The several different tree surgeons receiving payment from LCC for work across LCC's open spaces – Cllr D Robertson stated this was due to the demand for such services in the City and the need for the council to react quickly to issues identified.
3. The location of the bottle bank from which the Mayor and Sheriff's charities receive credits – The Town Clerk confirmed that this was located at the Lichfield Tesco store.

RESOLVED: That payment of accounts be approved and confirmed for the period 1 March 2024 to 31 March 2024 in the sum of £99,504.29 General Account and £555.43 Imprest Account.

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.05PM

MAYOR

For Council: 24 July 2024 APPENDIX 1

Lichfield City Council

Minutes of the Meeting of the Climate Change and Biodiversity Committee held in the Moulton Room, Guildhall on Wednesday 26 June 2024 at 6.00pm

PRESENT: Councillors J Blackman (Chair) and Councillors, R Harvey-Coggins and E Strain.

APOLOGIES: Councillors K Farrelly, A Lax and A Rushton.

1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

2. MINUTES AND MATTERS ARISING

RESOLVED: *That the minutes of the meeting held on 3 April 2024 be confirmed as a correct record [minutes adopted by council on 15 April 2024].*

3. UPDATES TO COMMITTEE PRIORITIES

Members considered the Town Clerk's agenda report detailing progress on identified priorities since the previous meeting:

1. Herb Garden Areas in LCC Open Spaces

The Town Clerk confirmed a request for community groups interested in working with LCC to provide this or similar benefits to its open spaces to come forward was included in the most recent issue of LCC's 'City View' supplement in City Life magazine. Lichfield Litter Legends have planted bulbs and plants around LCC's entrance to the City signs as part of an ongoing collaboration. It was agreed this item would be left in abeyance pending further discussion later in the year.

2. Water Fountains/Refill Points

It was agreed that, following the Town Clerk's work to establish the proliferation of sites affiliated with the 'refill' app in the City Centre, there was little justification in further pursuing the Committee's emerging (and similar) proposals. It was suggested that the 'Refill' logo be added to the LCC website with the permission of the copyright owners.

3. Bicycle Repair Stations

Members considered the Town Clerk's update following various discussions and developments that had taken place since the last meeting. It was agreed the station would be located adjacent to Speakers Corner as approximately shown in the agenda report, be coloured in RAL 6005 and have the LCC and Lichfield Re:Cycle logos (the latter to be provided to the Town Clerk by Cllr Strain). To accommodate this, one of the benches and a litter bin will be re-sited on Minster Pool Walk. It was also agreed that the station should feature a cycle, pram and wheelchair symbol. A set of spares to also be ordered.

4. No Mow May/Wildflower Areas

The Town Clerk confirmed the signage used for the 'no mow' sites had been installed to advise residents and visitors of the actions being taken.

5. LCC Carbon Emissions

Cllr Blackman provided information on solar tiles and matting, plus various options for installation. It was agreed that officers would discuss all options on LCC buildings with the Conservation Officer to establish what, in general terms, could be acceptable and where. The roof of Donegal House was suggested as a possible site for a solar installation that would not be visible to the public. The Committee to further consider the matter once feedback/options had been received from the Conservation Officer.

RESOLVED: That the update be noted and matters progressed as individually discussed.

4. OTHER MATTERS TO BE CONSIDERED BY THE COMMITTEE

Councillor Harvey-Coggins raised the issue of pesticide use on LCC open spaces. The Town Clerk confirmed that LCC does not itself use any pesticides, but that they are used on LCC open spaces by LDC as part of the Grounds Maintenance contract, with such use declining significantly in the past few years. Cllr Harvey-Coggins stated she would raise the matter with the LDC Cabinet member responsible.

Councillor Blackman raised the possibility of carbon sequestering and possible locations for the planting of additional trees on LCC Open Spaces. The Town Clerk suggested officers could discuss this with LDC's Ecologist/Diversity Net Gain Specialist to establish next steps/viability of sites etc.

Following attendance at a NALC Climate webinar, Cllr Blackman raised the following points:

1. EPC mapping via 'Parish Online' – The Town Clerk confirmed LCC subscribes to 'Parish Online' and that this mapping tool could seemingly be accessed as a result.
2. Carbon Literacy Certification for members/officers – Cllr Blackman to carry out further research regarding costs/provision.
3. Collaboration with Woodlands Trust – officers to make contact with the Trust to gather further information regarding the provision of advice, guidance etc.

5. DATE AND TIME OF NEXT MEETING

To be held on Wednesday 11 September at 6.00pm in the Moulton Room, Guildhall

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 6.35pm**

For Council: 24 July 2024 APPENDIX 2

Lichfield City Council

Minutes of the Meeting of the Grants Advisory Committee Held via 'zoom' at 7.30pm on 8 July 2024

PRESENT: Councillors C Ball (Chair), and Cllrs H Ashton, J Blackman, J Christie, A Hughes, J Marshall and R Yardley.

APOLOGIES: Councillor D Baker.

Copies of applications for any general revenue grant/CIL funding as detailed in these minutes are available to all members on request to the Town Clerk.

The Chair began the meeting by welcoming new Committee members for 2024/25, Councillors Hughes, Blackman and Marshall, and thanking retiring members of the Committee (Councillors Field, Strain and Schafer) for their work on the committee during 2023/24.

1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr J Christie declared an interest in agenda item 10 (Minute 6) as his spouse is an allotment plot holder, and in the 'Churches Together' grant application (considered under AOB at minute 12) due to his involvement with the Group.

Cllr H Ashton declared an interest in the grant application from 'Churches Together' (considered under AOB at minute 12) as a member of the enabling group, and the person who recommended that the grant be applied for.

2. MINUTES AND MATTERS ARISING

RESOLVED: *That the minutes of the Grants Committee meeting held on 8 April 2024 be confirmed as a correct record [Minutes adopted by council on 15 April 2024]*

3. GENERAL REVENUE GRANTS – 2024/25 BALANCES

Members considered the current position of the council's revenue grant reserve/allocations, noting that £4,306 remains, and the 'Summer Grants' provision with £752 remaining. The Chair referred to the excellent feedback received from Lichfield Community Sports Club which had been circulated to committee members recently.

RESOLVED: *That the report be noted.*

4. CIL MONIES RECEIVED, COMMITTED AND FORECAST

Members considered the agenda report which provided detail of completed and ongoing CIL funded projects. The current amount of CIL available for allocation being £51,939. Cllr J Marshall queried the forecasts at agenda appendix 1 tables 3 and 4, as they show the same detail. The Town Clerk confirmed that LDC, as the charging authority, can vary the way in which CIL is charged, often splitting the amount payable into two or three separate payments over the course of 12 or 18 months. In this case, both the developments listed in tables 3 and 4 had been split in this manner, hence the duplication.

RESOLVED: *That the report be noted.*

5. CIL REQUEST – DEFIBRILATORS SITED IN REDUNDANT TELEPHONE BOXES

Members considered the Town Clerk's agenda report which followed consideration of this matter at the previous meeting (see minute 58). Cllr A Hughes asked whether there was any evidence of the regularity of use of defibrillators and their effectiveness. Councillor J Christie referred to previous discussions at the Committee [which took place before Cllr Hughes was a committee member], where Cllr Schafer had provided considerable background information on this point that had satisfied the committee and also informed the location choices that had been made.

RECOMMENDATION TO COUNCIL:

1. That up to £5,945 of CIL be allocated to fund the provision and installation of defibrillators plus the associated remedial work to the host phone kiosks at:

- ***Windmill Lane WS13 7HU – 01543 262138***
- ***St John St, near crucifix conduit fountain – 01543 262169***

2. That delegated authority be given to the Town Clerk to progress the adoption of the chosen phone boxes with BT and other stakeholders as needed.

6. CIL REQUEST – LICHFIELD AND DISTRICT ALLOTMENTS SOCIETY (LDAS)

Following previous discussion by the Committee and request for information (see minute 61), Members considered the updated request and additional information from LDAS to fund a project to provide additional water troughs at allotment sites. The revised CIL sum requested being £7,584 (previously £10,224). Members commended LDAS for their resubmission, noting they had accepted the points raised by the Committee and had clearly considered the proposals and questions arising carefully.

RECOMMENDATION TO COUNCIL: That a CIL award of £7,584 be given to facilitate the provision of additional water troughs at allotment sites as set out in the LDAS bid.

7. CIL REQUEST – DAISY SHAW PLAQUE

During her Mayoral year, Councillor Ann Hughes suggested that consideration be given to a plaque to commemorate Daisy Stewart Shaw, the first woman Councillor in the city and first woman Mayor (1919 and 1927 respectively). Discussions confirmed that Daisy Shaw lived at no.8 Bore St, and the Museums and Heritage Officer is in contact with the owners of the building. The owners are receptive to a plaque being placed there, and early discussions have taken place in regard to content and installation. The proposal was supported by the Committee.

RECOMMENDATION TO COUNCIL: That a CIL award of up to £750 be given to facilitate a plaque to Daisy Shaw.

8. CIL REQUEST – OUTDOOR CLASSROOM, FIVE SPIRES ACADEMY

Members considered the resubmitted CIL bid from Five Spires Academy that followed previous discussion of this matter by the Committee in November 2023 (minute 29). Additional information had been provided and circulated to members, with questions arising and answers thereto being included in the agenda report.

Due to the amount requested, and the LCC CIL reserves remaining, Cllr H Ashton suggested a CIL allocation be made to support the project in part, covering the costs as stated in the application documents for the Planning fee, Building Regulations, Groundworks and 30% of the installation costs (total £6,367). Cllr A Hughes stated this

was clearly a worthwhile project but felt it was expensive and sought further clarity on whether the provision would be accessible to the wider community.

Councillor J Christie suggested that the release of any CIL funding should be contingent upon the committee being satisfied that the remainder of the funding for the project was available/in place. This was agreed as being a reasonable precaution.

RECOMMENDATION TO COUNCIL: *That a CIL award of up to £6,367 be provided to facilitate the construction of the proposed outdoor classroom at Five Spires Academy. CIL monies not to be released until such time as the Committee is satisfied that the remainder of the funding needed to complete the project is available/in place.*

9. CIL REQUEST UPDATE – ADDITIONAL 20MPH REPEATER SIGNS

Members noted the update, advising that quotations and further updates from SCC were awaited.

RESOLVED: *That the update be noted.*

10. CIL ALLOCATION UPDATES

Members considered the agenda report detailing progress with several CIL allocations including the city centre plaques project, Michael Johnson's workroom at the Birthplace Museum, signage at the St Chad's cycle track and the defibrillator at Sandfields Pumping Station.

RESOLVED: *That the report be noted.*

11. ACTION PLAN UPDATES

Members considered the action plan; the updated document is included as **APPENDIX A** to these minutes.

RESOLVED: *That the update be noted.*

12. ANY OTHER BUSINESS

1. Members considers a general revenue grant request in the sum of £500 from 'Churches Together' to support their Christmas Day Together for lonely and disabled residents of Lichfield to be held at Wade Street Church. Cllr R Yardley stated this was an excellent use of grant funds, a view echoed by several other committee members.

RECOMMENDATION TO COUNCIL: *That a grant in the sum of £500 be paid to 'Churches Together' to support 'Christmas Day Together' event.*

2. Councillor J Marshall referred to representations he had received from constituents regarding areas of Festival Gardens adjacent to the underpass that are very poorly lit, enquiring as to whether additional lighting could be installed. The Town Clerk stated that he would contact E-on to discuss the possibilities and costs, as well as the Conservation Officer, and provide a report to a future meeting of the Committee

13. DATE AND TIME OF NEXT MEETING

Monday 16 September 2024 at 6.00pm. The Committee confirmed its preference for the meetings to be held via 'Zoom'.

THERE BEING NO FURTHER BUSINESS

THE CHAIR DECLARED THE MEETING CLOSED AT 8.10PM

Grants Advisory Committee Minutes: 8 July 2024 APPENDIX A

ACTION PLAN

Action	Comments	Timescale
City Centre Plaques	Members noted the updated report at Appendix 3	Members noted that this is an ongoing project which is being progressed in phases.
Samuel Johnson Birthplace Redevelopment	Members noted the updated report at Appendix 3	September 2024
Signs in the City Centre indicating walking direction to named carparks	The City Council is a consultee on LDC's wider aims for signage around the City.	Work is ongoing – led by LDC
Stowe Pool Lighting	Members noted the updated report at Appendix 3	September 2024
Information Boards – Stowe Pool	Members noted the updated report at Appendix 3	Further updates awaited from LDC
20mph Repeater Signs	Members noted the update at agenda item 13	Further detail and quotation awaited from SCC

Updated 8 July 2024

For Council: 24 July 2024 APPENDIX 3

REQUEST FOR GUILDHALL FREE USE – LICHFIELD SHRIEVALTY ASSOCIATION

The National Association of City and Town Sheriffs of England and Wales (NACTSEW) comprises representatives of the 15 towns and cities in England and Wales which still appoint a Sheriff, namely: Berwick upon Tweed, Canterbury, Carmarthen, Chester, Gloucester, Haverfordwest, Lichfield, Lincoln, Newcastle upon Tyne, Norwich, Nottingham, Oxford, Poole, Southampton and York.

NACTSEW holds an annual meeting, which rotates between the shrievalty towns, with Lichfield scheduled to host the event on 27 and 28 September 2025. Approximately 100 delegates are expected to attend plus associated visitors, many of whom traditionally extend their stay in the host town.

The main responsibility for organisation of the event rests with Lichfield Shrievalty Association, but the local authority which appoints the office of Sheriff traditionally supports the event. In 2008 for example, when the event was last hosted by Lichfield, the City Council resolved that a grant of £2,000 be made to the Shrievalty Association, together with associated free use of rooms at the Guildhall. In 1994, the previous occasion the event was held in the City, free use of the Guildhall was also provided.

For the 2025 event, Lichfield Shrievalty Association would like to invite the Mayor and Sheriff to meet and greet the delegates attending the conference on the Friday evening at the Hub in St Mary's, and take part in a full programme of activities throughout the weekend, concluding on Sunday 28 with a service at the Cathedral. The intention is that the event becomes a public celebration of the ancient office of Sheriff, and the traditions associated with it.

The Shrievalty Association has again requested free use of the Guildhall for the weekend (as was granted in 1994 and 2008), broken down as follows:

- **Saturday 27 September:**
Guildhall Main Hall, Guildhall Kitchen and Ashmole Room - buffet lunch in the afternoon and Conference Banquet in the evening.
- **Sunday 28 September:**
Guildhall Main Hall - delegates gather for photographs before heading to the Cathedral for the morning service. The Ashmole Room and Whytmore Room for the current sheriffs to change in to their robes, and the Guildhall Kitchen to prepare refreshments for delegates returning from the Cathedral after the service.

Existing delegated authority exists for the Grants Committee to make recommendations to council regarding free use of LCC facilities by virtue of the Terms of Reference adopted in 2023. However, this applies only where the opportunity cost of the free use is less than £300. Based on broad assumptions as to the likely duration of hire and the booking being at a 'private' rate rather than a 'charity' rate, the opportunity cost of awarding free use in this case is around £1,000 for the Saturday and £400 for the Sunday, with council therefore asked to consider the matter directly.

RECOMMENDED: Council to decide *whether or not* it wishes to award 'free use' of the Guildhall to Lichfield Shrievalty Association for the Shrievalty Weekend scheduled for Saturday 27 and Sunday 28 September 2025.

For Council: 24 July 2024 APPENDIX 4

OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer

The Court of Arraye was held in the Guildhall on Monday 27 May. The 7th Lichfield Scout Group kindly helped once again providing seven Men at Arms who were 'inspected' by the Mayor, Cllr Sam Schafer, Deputy Mayor, Cllr Claire Pinder-Smith & Sheriff, Cathy Wood. This year's High Constables, Helen Winter & Richard Hunt, called on the Dozeners to give their reports to the Lord of the Manor. The Civic party then gathered outside Donegal House for the traditional Lichfield Bower procession which featured music, dancers, local community groups and floats including a 'Community Monarch' display. The festivities later moved on to Beacon Park where several rides & stalls were set up for the fun to continue.



The Mayor led the Lichfield City Council team in the annual Swinfen Broun Challenge Trophy bowls match against the Lichfield Museum Bowling Club on Wednesday 19 June, celebrating the centenary of the event. As a celebration of the centenary anniversary, the club invited players to don their best 1920's apparel. With the sun shining, an enjoyable evening was had by all and despite the best efforts of the City Council team, the Bowling Club took the trophy once again with a score of 127 to 33.

After the match, the Mayor presented the trophy to the Club President, Fred Perry, who thanked everyone for taking part and supporting the event. The Mayor then gave a brief explanation about the history of the challenge match, which has been played since 1924, though it was not until 1926

that the trophy was donated by local benefactor, Colonel Swinfen Broun; it has been fought over ever since!

Players then retired to the Hub for a light supper prepared by members of the Bowling Club. The Mayor concluded the evening by drawing the raffle which raised £173.00 for the Museum's Bowling Club's charity fun day. We look forward to continuing this tradition again on Wednesday 18 June 2025.



The Mayor of Lichfield, Cllr Sam Schafer, presenting the Swinfen Broun Challenge Cup to Captain of Lichfield Museum Bowling President, Fred Perry.

At the time of compiling this report, preparations are ongoing for the following quarter including the Back-to-School Uniform Event on Friday 18 August and the Mayor & Sheriff's first charity event of their civic year; a Music/Quiz evening on Saturday 31 August, in the Guildhall.

2. Samuel Johnson Birthplace Museum: Kimberley Biddle, Museums and Heritage Officer

The Birthplace Museum Attendants welcomed 1,500 people during June. The site received Tripadvisor's Travellers' Choice Award; the accolade formerly known as Certificate of Excellence. The accolade is given to attractions that consistently receive excellent reviews from visitors.

On Saturday 15 June, the Birthplace hosted Tea with Mrs. Thrale, a ticketed theatrical event about the life of Hester Piozzi, née Thrale. Written and performed by Museum Attendant Christine Genders, the event explored Piozzi's work, family, and her friendship with Samuel Johnson. In-person tickets for the event sold out, and the performance was made available to view via live stream.

Following stakeholder consultation, a brand-new logo and accompanying icon has been selected for the Birthplace. Designed by Vertigo, the new look is classic, modern and versatile, with an accessible font. The logo will inspire the new website aesthetic to create a strong brand identity for the Birthplace.



The Birthplace has been working with museum education specialists, Up An' At Em! History, to trial new education sessions with local schools. Willows Primary School brought two classes to visit on 19 June, they said the trip was "brilliantly organised, timings worked well", and that the sessions were, "very relevant to the Georgian Greats unit and so this is something the children took a lot from - especially with the artifacts". The sessions have been set up to facilitate multiple classes and full day visits.

In addition to the new education sessions, Up An' At Em! History and the Museum Support Officer have been developing loan boxes. Loan boxes are ideal for schools who may not be able to visit in-person; they contain activities, replica objects with handling notes, and replica clothing to try on. Once finalised, the Birthplace boxes can be borrowed by schools to provide teachers with weeks of cross-curricular activities covering topics such as history, literacy, art, geography, and wellbeing, all through learning about Samuel Johnson.

Listed Building Consent has been granted to replace the roof access window in the attic. The existing window had previously been sealed closed, preventing access to the roof and gutters. Access is essential for periodic maintenance and inspections, and to investigate the valley gutter following issues identified in October's drone survey. The new window will match the appearance of the existing window, and the frames and cills will be retained.

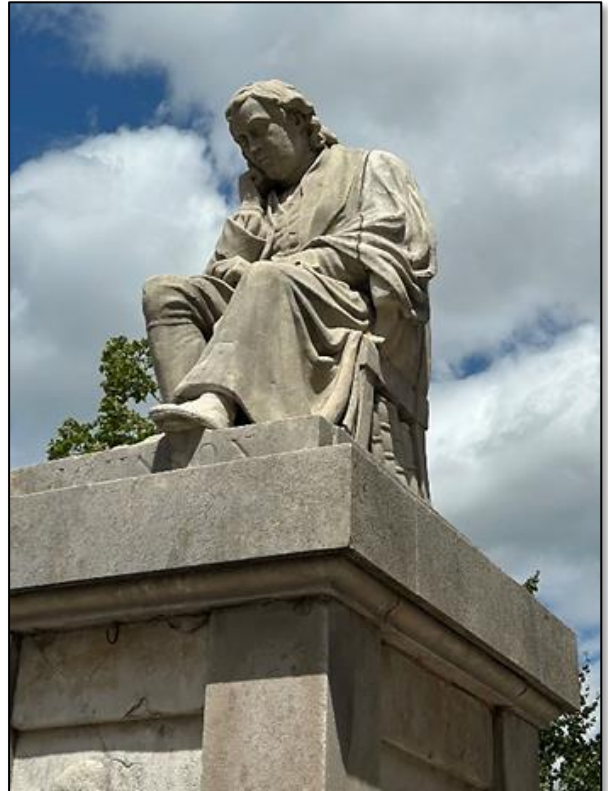
Work continues on the collection audit to ascertain that objects are in the correct locations, and that the information on the inventory and other documentation is accurate. The audit has provided a good opportunity to review the condition of objects, such as an early 1700s oil on canvas landscape painting which was discovered to be in poor condition. Past exposure to damp through flooding had caused flaking and cracking, and if left would have resulted in further paint loss. The painting is currently being stabilised by a conservator, and once returned will be put back on display at the Birthplace.

Another painting undergoing conservation is The Prospect of the City of Lichfield, a landscape view of the city which dates from 1680. The painting has been poorly restored in the past and is extremely dirty with little discernible detail. Once the painting has been cleaned and stabilised by a conservator it will be returned to the Ashmole Room at the Guildhall.

Finishing touches to the new Workroom display at the Birthplace were installed at the end of June, including an interpretation panel and hands-on quill pen and stamp interactive (both pictured overleaf). A screen will be installed at the end of July providing visitors with the option to find out more about Samuel Johnson's father, Michael Johnson, and watch a short film showing how a book is made.



The Museums and Heritage Officer organised for the Samuel Johnson and James Boswell statues in Market Square to be cleaned, as well as the Remembrance Garden plaque on Minster Pool Walk. 'Before and After' photographs of the Johnson statue are provided below. Quotes are being obtained from a metal conservator to restore the Old Schoolmaster's House and Bishop Langton's Bridge plaques.



3. Open Spaces: Nigel Boden, Open Spaces Officer and Jane Varley, Clerical Officer

Bishops Walk (FP20)

Overhanging tree growth has been removed from walkway and lamp columns cleared of obstruction.



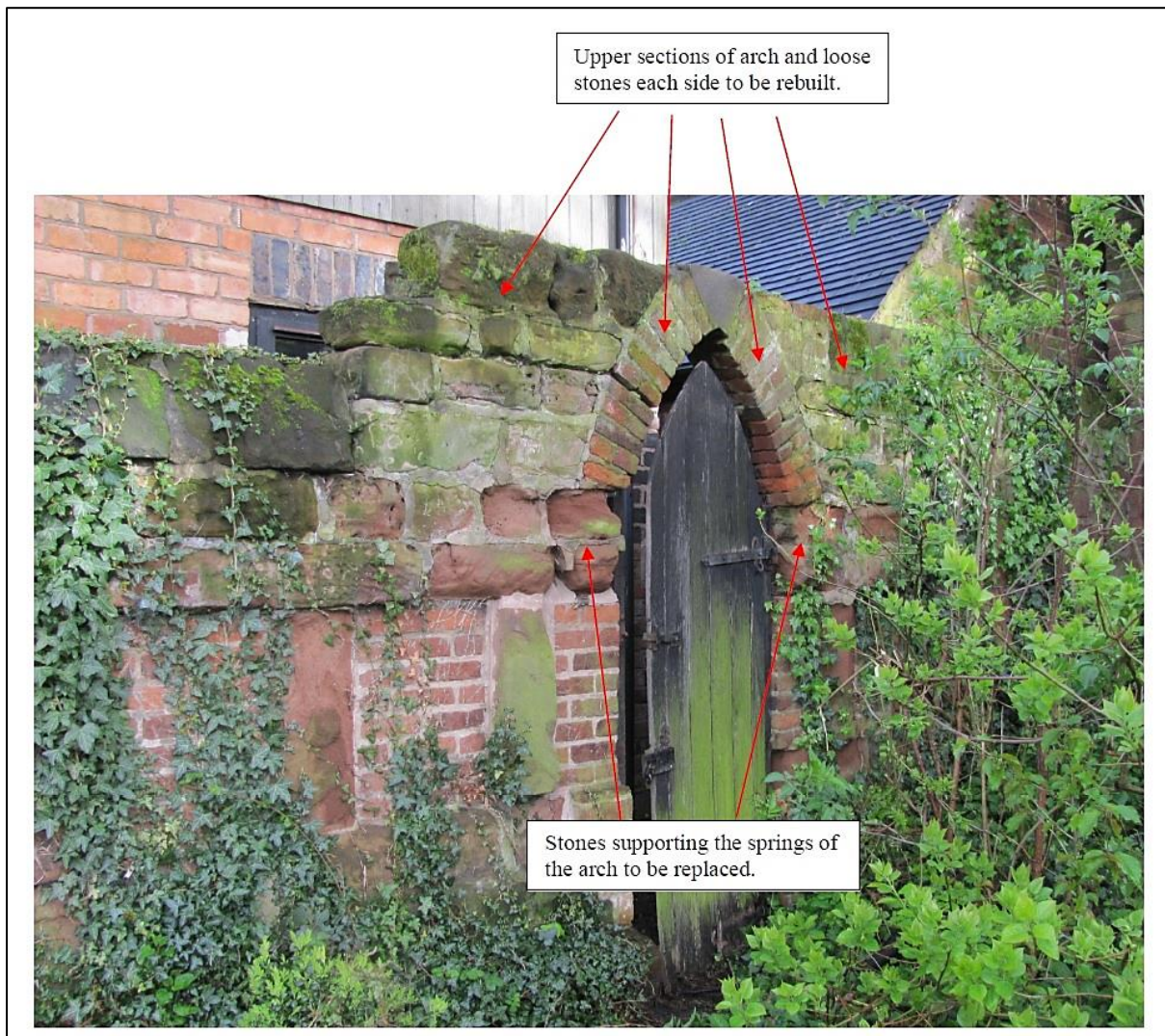
Spearhill (Site 43)

Several sycamore trees on this site scheduled for crown lift and cut back from road / adjacent property where appropriate.



Friary Remains (19a)

The remains of the Friary are a scheduled ancient monument. Significant concerns have arisen regarding the stability of part of the wall, and the condition of the wooden door on the rear boundary wall. A structural engineer's survey of the doorway and surrounding brickwork has been completed, with recommendations as set out in the photograph below. It is also suggested that at least some of the loose cement pointing should be replaced with appropriate lime mortar and that some sandstone stones not crucial to rectifying the arch are in need attention/replacement. A tender document based on this report has been prepared and issued by LCC's professional advisors. It is hoped a contractor will be appointed during the summer. Discussions with LDC's Conservation Officer and Historic England regarding this project are ongoing.



Other matters progressed/completed since the last report and in addition to routine inspections include:

- Friary Remains (19a) - Damaged bench has been scheduled for repair.
- Remembrance Gardens (28) – South Staffs Water have identified further problem with sewer that runs through Garden. Remedial works planned.
- Woods Croft to Swallow Croft (FP 27) – repair to damaged fence at top of Nether Beacon

- Curborough Community Centre (9) – Replacement of picnic table to front of premises
- Library Corner (33) – two benches identified for repair
- St Chad's Churchyard (12C) – investigation into a collapsed grave in the closed churchyard
- Warren Close (45) – 2 x horse chestnut trees to be crown lifted
- Festival Gardens (19C) Shrubs cut back alongside Franciscan View apartments
- Three replacement bins are being requested on various pathways.
- Hanging Baskets are now in place throughout City Centre, watering of which is funded by Lichfield City Council (Pictured – hanging baskets at Guildhall and Donegal House).



- Wildflower areas continue to bloom and attract positive comments, notably on social media. The photograph (below) of the new wildflower area adjacent to the Sports Club on Eastern Avenue was taken by District Councillor Jamie Checkland in early July.



4. Markets: Jeremy Williams, Markets Officer/Michelle Read, Office Administrator

Jake Lane continues his additional Wednesday trading his fruit and vegetable stall on Market Square.



On Tuesday 14 May a Market pitch provided to support National Dementia Community Awareness Week, with Councillor Janet Eagland among the volunteers providing information and support to members of the public.



Due to the Bower Fair (pictured) being on the Square from Saturday 25 May until Tuesday 28 May we lost two market days as the traders were unwilling to relocate to Pool Walk due to access & extra street trading cost

The Graffiti has now been removed from the electric boxes on the market block these have now be refreshed, and anti-graffiti coating added.

All food stalls are still being monitored for standards of food hygiene and to ensure compliance. We are working in conjunction with Jane Hall, Environmental Health Officer at LDC, who we keep informed of any new food traders who join the market.

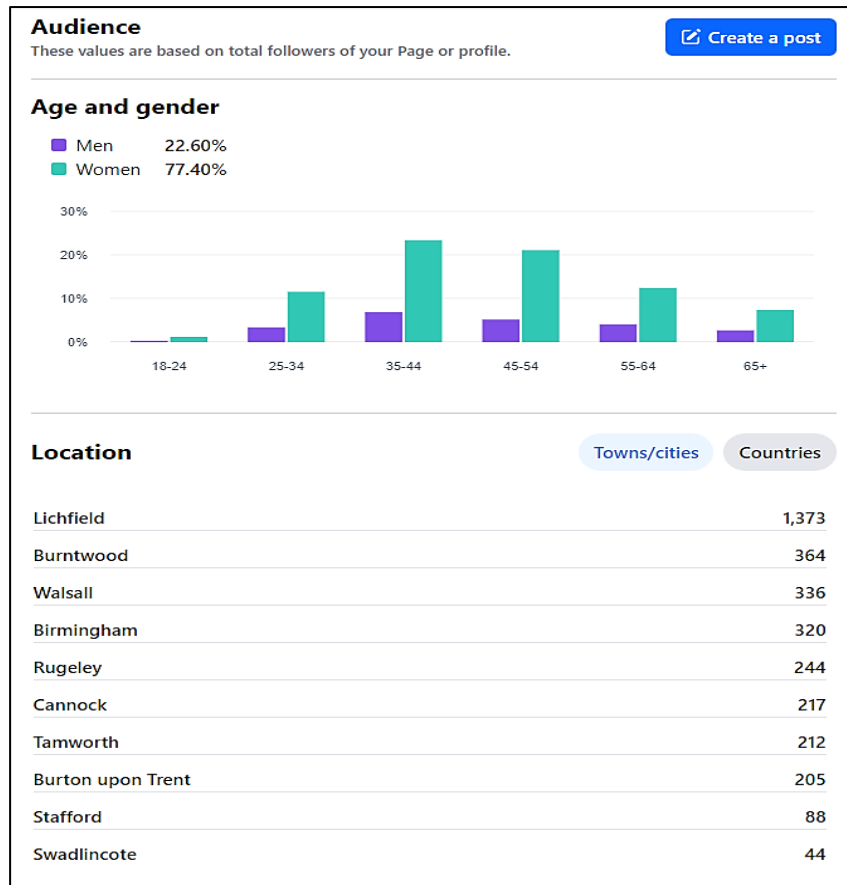
All Licences have been signed and PLI checks have been completed to ensure these are current and up to date.



Social Media

All social media platforms maintain a good following with reach climbing with the help of other city council Facebook pages and cross posting of events and activities.

The statistics below show the number of followers on Facebook. Officers are continuing to track numbers and what posts are the most popular. The spotlight posts are proving to be the most effective currently. New trader announcements are also very effective and help the new traders to get established.



Tuesday Market Update

There is currently one empty pitch which, with several traders potentially in line to fill it. A company promoting renewable energy had their first day on the Square on 2nd July, occupying the bi-weekly pitch that was previously available. John Sapsford who sells pet products has now signed up as a permanent trader.

Friday Market Update

The Friday market is now full. All traders who stand on that market are now permanent. We have a list of casual traders that can cover and some permanent traders from our Tuesday Market that are able to cover absences and holidays. This also helps to encourage new traders who only trade on Tuesday and keeps variety on the Market.

Saturday Market Update

Saturday market remains full. One Saturday market was cancelled due to Bower Fair being on site. Officers continue to receive several enquiries each week from prospective traders so that replacements can be found if we get space.

We are continuing to update our contact list of Traders that can cover at short notice asking interested traders if they would like to on the list.

Vegan Market

The Vegan market runs on the third Sunday of the month. This is getting more popular as time goes on, helping to bring something different on to the market square with a wide range of stalls.



Producers' Market

The producers market organised by CJ Events operates on the first Sunday of the month.

This market is well supported by traders and is very popular with customers revisiting each time it is on. The producers market on April 5th was attended by 30 stall holders the weather was great with it being a lovely sunny day.



Food Festival

On 18 and 19 May the first of Lichfield's 2024 Food Festivals was held, with the organiser utilising Pool Walk. There were some issues arising that will be put to the Market Working Group in detail for discussion at its next meeting.



5. Guildhall & Boley Park Community Hall: Helen Winter, Bookings Officer

In addition to some of our regular bookings (Band Practice, Bridge, U3A, Lichfield Friendship Centre, Slimming World, Staffs Archaeological & Historical Society, National Trust and the RSPB) the Guildhall has been busy with the following events:

Four craft fairs have been held. There is a break for a couple of months with the next craft fair is booked for 24 August:



Lichfield Greenhill Bower held their annual Toast to the Bower, and Bower Model Fair in the Guildroom:



Lichfield Arts have held a Silent Disco and their annual Blues & Jazz Festival:



Private bookings have included a 80th Birthday Party, 50th Birthday Party, Engagement Party and a private banquet (pictured).

Friends 2 Friends also held an exhibition in the Guildroom. Seven meetings were held in various rooms by different organisations.

Lichfield Festival have booked the Guildhall for some of their events – on Sunday 7 July – Ghosts, Werewolves and Country Folk, Tuesday 9 July – Tracy Borman – with a large audience expected.

Commercial bookings include the Party Bingo and Upfront Disco's for grown-ups (pre-sold tickets to both event). Further bookings are in the diary. Market Research have also been four times.

Liberty Jamboree also held a successful awards night.

The Guildhall is busy in the next few weeks – bookings include with two Wedding Ceremonies, three wedding receptions, a Blessing followed by Reception, and some birthday parties.

The Cells are open Saturdays from 10:00am – 4:00pm until the end of September (except on days we have whole building bookings or no volunteers).

Recent routine maintenance includes the annual servicing of the blinds, repairs to a radiator shelf at the back of the main hall, servicing the extractor fans in the main hall. The ovens in the first-floor kitchen are also due to be cleaned soon.

Boley Park Community Hall

The hall continues to be busy with bookings for children's parties (although less parties are usually booked during July/August). A playscheme is booked in for 4 weeks in the summer holidays. There has also been a craft fair, with another booked for mid-July. Pre-school also held their Summer Fair. The next Stamp Fair is on 3 August. The accounting year ends on 31 August, so I will also be working on the annual accounts soon.

6. Deputy Town Clerk: Sarah Thomas

The Deputy Town Clerk recently provided secretariat support at the meeting of the Biodiversity and Climate Control Committee and will assume overall responsibility for all future meetings.

The Deputy will also deputise for the Town Clerk at Full Council in July.

Agenda items are being prepared for the next Markets Working Group meeting.

It is now six months since all City Council employees received their original training regarding Critical Incidents. The Deputy Town Clerk and Mayor's Sergeant have therefore been delivering refresher training to all, and initial training to any new members of staff. The training has also been rolled out to the Cells volunteers. It is anticipated that the Terrorism Protection of Premises Bill (*Martyn's Law*) will be passed in the next Parliament. The National threat level remains substantial.

A further Community Day has been scheduled for Thursday 29 August 2024 on the Market square. Over 60 charities, voluntary organisations and service providers have been invited to attend to showcase the work they do in the community. This is a free event, and it is hoped that the addition of face painters, live music and ice cream will attract a good footfall. The initial response has been good, the Deputy will provide a full report to members at the next Council meeting.



Community Day



* An opportunity to meet local organisations, charities and service providers. Come along and find out about the wonderful work they do

THURSDAY 29 AUGUST 2024
10.00 am to 3.00 pm
Market Square, Lichfield

Email: deputyclerk@lichfield.gov.uk Tel: 01543 309854

* Including

- ◊ Free Health Checks
- ◊ Lichfield Litter Legends
- ◊ Samuel Johnson Birthplace
- ◊ The Big Red Bike
- ◊ Lichfield Arts
- ◊ The Hub @ St Mary's
- ◊ St Giles Hospice
- ◊ Liberty Jamboree and many more





Organised by Lichfield City Council

Preparations continue for the Christmas Illuminations Switch On Event on 24 November.

For Council: 24 July 2024 APPENDIX 5

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 April to 30 April 2024

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
02/04/2024	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 24/25 - 1st instalment of 10	973.50	0.00	973.50
02/04/2024	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 24/25 - 1st instalment of 8	7.90	0.00	7.90
02/04/2024	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 24/25 - 1st instalment of 10	572.50	0.00	572.50
02/04/2024	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 24/25 - 1st instalment of 10	1,807.75	0.00	1,807.75
04/04/2024	DDebit	Justice Fire and Security	HALLS Boley Hall	Annual maint & support of CCTV & fire alarm -1st qtr	156.98	31.39	188.37
04/04/2024	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card & activity fees - March	15.67	0.00	15.67
04/04/2024	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - April	6.00	1.20	7.20
05/04/2024	BACS 2105	SE Staffs CAB	GRANTS General	Grant per Council Min. 110 of 11/03/24	6,750.00	0.00	6,750.00
05/04/2024	BACS 2106	Lichfield Greenhill Bower	GRANTS General	Grant per Council Min. 110 of 11/03/24	3,000.00	0.00	3,000.00
05/04/2024	BACS 2106	Lichfield Greenhill Bower	GRANTS General	Grant funding per letter to A.Lock, 03/04/97 item 1	225.00	0.00	225.00
05/04/2024	BACS 2107	LDC - Proms in the Park	GRANTS General	Grant per Council Min. 110 of 11/03/24	2,000.00	0.00	2,000.00
05/04/2024	BACS 2108	Lich Community Sports Club	GRANTS General	Grant per Council Min. 110 of 11/03/24	2,000.00	0.00	2,000.00
05/04/2024	BACS 2109	Erasmus Darwin Foundation	GRANTS General	Grant per Council Min. 110 of 11/03/24	1,000.00	0.00	1,000.00
05/04/2024	BACS 2110	Voluntary Transport for Disabled	GRANTS General	Grant per Council Min. 110 of 11/03/24	1,000.00	0.00	1,000.00
05/04/2024	BACS 2111	Lichfield Festival Ltd	GRANTS General	Grant per Council Min. 110 of 11/03/24	800.00	0.00	800.00
05/04/2024	BACS 2112	Fusion Credit Union (Lich Re-cycle)	GRANTS General	Grant per Council Min. 110 of 11/03/24	450.00	0.00	450.00
05/04/2024	BACS 2113	Men's Shed Lichfield	GRANTS General	Grant per Council Min. 110 of 11/03/24	396.00	0.00	396.00
05/04/2024	BACS 2114	Dovehouse Community Gardens	GRANTS General	Grant per Council Min. 110 of 11/03/24	300.00	0.00	300.00
05/04/2024	BACS 2115	Lichfield Hockey Club	GRANTS General	Grant per Council Min. 110 of 11/03/24	595.00	0.00	595.00
05/04/2024	BACS 2116	Forest Harvest	GRANTS General	Grant per Council Min. 110 of 11/03/24	100.00	0.00	100.00
05/04/2024	BACS 2117	Game Therapy	GRANTS General	Grant per Council Min. 110 of 11/03/24	491.00	0.00	491.00
05/04/2024	BACS 2118	Lichfield Talking News	GRANTS General	Grant per Council Min. 110 of 11/03/24	500.00	0.00	500.00
05/04/2024	BACS 2119	Lichfield Waterworks Trust	GRANTS General	Grant per Council Min. 110 of 11/03/24	1,000.00	0.00	1,000.00
05/04/2024	BACS 2120	Wade Street Church	GRANTS General	Grant per Council Min. 110 of 11/03/24	1,500.00	0.00	1,500.00
05/04/2024	BACS 2121	Friends of Lichfield City Station	GRANTS General	Grant per Council Min. 110 of 11/03/24	1,000.00	0.00	1,000.00
05/04/2024	BACS 2122	Curborough (Lich) Comm Assocn	GRANTS General	Grant per Council Min. 110 of 11/03/24	1,718.00	0.00	1,718.00
05/04/2024	BACS 2123	Transition Lichfield	GRANTS General	Grant per Council Min. 110 of 11/03/24	1,000.00	0.00	1,000.00
05/04/2024	BACS 2124	Lichfield Trishaw Project	GRANTS General	Grant per Council Min. 110 of 11/03/24	500.00	0.00	500.00
05/04/2024	BACS 2125	Drama Teens	GRANTS General	Grant per Council Min. 110 of 11/03/24	500.00	0.00	500.00
05/04/2024	BACS 2126	1st Lichfield Scout Group	GRANTS General	Grant per Council Min. 110 of 11/03/24	473.00	0.00	473.00
05/04/2024	BACS 2127	Lich Ladies & Mens Probus Club	GRANTS General	Grant per Council Min. 110 of 11/03/24	240.00	0.00	240.00
05/04/2024	BACS 2128	Lichfield Twinning Association	GRANTS General	Grant per Council Min. 110 of 11/03/24	350.00	0.00	350.00
05/04/2024	BACS 2129	Christchurch PCC	GRANTS Open Churchyards	Churchyard grant per LCC budget approved 22/01/24	2,380.00	0.00	2,380.00
05/04/2024	BACS 2130	St Michael's PCC	GRANTS Open Churchyards	Churchyard grant per LCC budget approved 22/01/24	2,380.00	0.00	2,380.00
05/04/2024	BACS 2131	St Chad's PCC	GRANTS Open Churchyards	Churchyard grant per LCC budget approved 22/01/24	2,380.00	0.00	2,380.00
05/04/2024	D Card	SLCC Enterprises Ltd	ADMIN Subscript/Training	ILCA training course for Civic Officer	120.00	24.00	144.00
05/04/2024	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card & activity fees - March	164.73	0.00	164.73
05/04/2024	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - April	6.00	1.20	7.20
09/04/2024	DDebit	Land Registry	ADMIN Supplies & Services	Land Registry search fee	6.00	0.00	6.00
10/04/2024	D Card	SCC County Fund	G/HALL Supplies/Services	3 yr venue licence for marriages & civil partnerships	1,500.00	0.00	1,500.00
10/04/2024	DDebit	British Telecommunications	ADMIN Supplies & Services	Phones/internet - usage Jan-Mar, rental Mar-May	122.48	24.49	146.97
10/04/2024	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/internet - usage Jan-Mar, rental Mar-May	583.23	116.64	699.87
10/04/2024	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/internet - usage Jan-Mar, rental Mar-May	503.58	100.72	604.30
10/04/2024	DDebit	British Telecommunications	HALLS Boley Hall	Broadband service at Boley Hall - March	41.13	8.23	49.36
12/04/2024	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier - usage Oct-Dec, rental Jan-Mar	163.58	32.72	196.30
15/04/2024	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	IT support, antivirus, backups, Office365 etc - March	692.43	138.48	830.91
15/04/2024	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - March	45.00	9.00	54.00

15/04/2024	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' emails - March	137.20	27.44	164.64
15/04/2024	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - March	45.00	9.00	54.00
15/04/2024	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - April	41.15	0.00	41.15
15/04/2024	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - April	30,737.80	0.00	30,737.80
15/04/2024	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - February	606.86	121.37	728.23
15/04/2024	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - February (1st account)	150.96	7.55	158.51
15/04/2024	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - February (2nd account)	168.10	8.40	176.50
15/04/2024	DDebit	Npower Ltd	G/HALL Energy	Electricity - February	1,138.47	227.69	1,366.16
15/04/2024	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - February	115.94	5.80	121.74
15/04/2024	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - February	253.17	12.66	265.83
15/04/2024	DDebit	Npower Ltd	PARKS Energy	Friary electricity - February	14.97	0.75	15.72
15/04/2024	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - February	70.55	4.42	74.97
17/04/2024	DDebit	British Gas	BIRTHPLACE Energy	Gas 9/2 - 21/3	547.10	109.42	656.52
17/04/2024	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - April	28.59	5.72	34.31
17/04/2024	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - April	18.34	3.67	22.01
17/04/2024	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - April	26.97	5.39	32.36
17/04/2024	DDebit	Elavon Digital Europe Limited	ADMIN Supplies & Services	Hire of card machine - April	19.00	3.80	22.80
17/04/2024	DDebit	Elavon Digital Europe Limited	MARKET Supplies/Services	Hire of card machine - April	19.00	3.80	22.80
18/04/2024	DDebit	Justice Fire and Security	BIRTHPLACE Repair/Maint	Annual maint of alarms & emerg. lighting - 2nd qtr	263.41	52.68	316.09
18/04/2024	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - March	99.86	4.99	104.85
				BACS 2132 - BACS 2156 paid in March			
19/04/2024	BACS 2157	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip - March	320.00	64.00	384.00
19/04/2024	BACS 2157	E A Barnes & Sons	R&R FUND Birthplace	Collection and disposal of display cases	200.00	40.00	240.00
19/04/2024	BACS 2158	Brownhill Hayward Brown	R&R FUND Birthplace	Architect for museum works	1,400.00	280.00	1,680.00
19/04/2024	BACS 2159	CBS Complete Ltd	BIRTHPLACE Repair/Maint	Supply and install heating circulation pump	1,024.91	204.98	1,229.89
19/04/2024	BACS 2160	City Environmental Services	R&R FUND Birthplace	Asbestos removal at museum	7,380.00	1,476.00	8,856.00
19/04/2024	BACS 2161	Darwin Electrical Services	R&R FUND Birthplace	Light fittings for basement at museum	681.53	136.31	817.84
19/04/2024	BACS 2161	Darwin Electrical Services	R&R FUND Birthplace	Electrical works for asbestos removal at museum	1,633.00	326.60	1,959.60
19/04/2024	BACS 2162	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cloakroom supplies and refuse sacks	202.20	40.44	242.64
19/04/2024	BACS 2163	Friary Clock Tower Winders	PARKS Other Repair/Maint	Annual donation to Friary Clock winders	500.00	0.00	500.00
19/04/2024	BACS 2164	Green's Books Ltd	R&R FUND Birthplace	Consultancy for bookbinding exhibit	246.50	0.00	246.50
19/04/2024	BACS 2165	Kaleidoscope	G/HALL Lettings	Part refund of PRS charge for Kaleidoscope event	63.13	12.62	75.75
19/04/2024	BACS 2166	D McCarthy Bros (Lichfield)	PARKS Other Repair/Maint	Relocate two bus shelters	2,200.00	440.00	2,640.00
19/04/2024	BACS 2167	Messenger Construction Ltd	G/HALL Repair/Maint	Repairs to radiator shelf and skirting in Main Hall	215.63	43.13	258.76
19/04/2024	BACS 2168	MODES Users Association	BIRTHPLACE Supplies & Services	Annual Modes Complete user licence & membership	270.00	54.00	324.00
19/04/2024	BACS 2169	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - A Hughes	Mayor's tickets for own charity Beer & Skittles event	40.00	0.00	40.00
19/04/2024	BACS 2170	MT Services Computer Systems	ADMIN Supplies & Services	Install and update copies of Sage Accounts	202.50	40.50	243.00
19/04/2024	BACS 2171	NG Training & Event Security	R&R FUND Birthplace	Security staff during works, 11-18 March	3,638.03	727.61	4,365.64
19/04/2024	BACS 2172	Northern Platforms Limited	G/HALL Supplies/Services	6 monthly inspection of sky winder - April	225.00	45.00	270.00
19/04/2024	BACS 2173	Pear Technology Services Ltd	PARKS Other Repair/Maint	Annual hosting of mapping system to 30/11/24	100.00	20.00	120.00
19/04/2024	BACS 2174	PPL PRS Ltd	G/HALL Lettings	Music licence for bookings 6/12/23 to 5/3/24	534.81	106.96	641.77
19/04/2024	BACS 2175	Preservation Equipment Ltd	BIRTHPLACE Supplies & Services	Display fittings for new cases for collections	112.55	22.51	135.06
19/04/2024	BACS 2176	Sculpt Design Ltd	BIRTHPLACE Supplies & Services	Bookshop research, concept and design	1,600.00	320.00	1,920.00
19/04/2024	BACS 2177	Smith of Derby Ltd	ADMIN Supplies & Services	3 yr agreement for servicing of Donegal Clock	600.00	120.00	720.00
19/04/2024	BACS 2178	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum, March	714.68	142.93	857.61
19/04/2024	BACS 2178	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall and Donegal House, March	1,040.49	208.10	1,248.59
19/04/2024	D Card	Guild of Macebearers	CIVIC Supplies/Services	Conference for Senior Macebearer (later refunded)	90.00	0.00	90.00
19/04/2024	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 4/3 - 4/4	118.80	0.00	118.80
22/04/2024	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - March usage/ April rental	124.79	24.96	149.75
22/04/2024	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & drainage 6/3 - 6/4	65.71	0.00	65.71
23/04/2024	BACS 2179	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - April	8,181.51	0.00	8,181.51
23/04/2024	BACS 2180	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - April	10,101.38	0.00	10,101.38
23/04/2024	DDebit	Land Registry	ADMIN Supplies & Services	Land Registry search fee	6.00	0.00	6.00

23/04/2024	DDebit	NatWest Autopay	ADMIN	Supplies & Services	Autopay Online fees - March payroll	27.25	0.00	27.25
24/04/2024	DDebit	Francotyp-Postalia Ltd	ADMIN	Tel/Postage	Franking machine credit	500.00	0.00	500.00
25/04/2024	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - February		2,653.37	530.67	3,184.04
25/04/2024	DDebit	Lichfield District Council	ADMIN	Supplies & Services	Weekly recycling collection of 1 Eurobin	670.00	0.00	670.00
25/04/2024	DDebit	Lichfield District Council	G/HALL	Supplies/Services	Weekly collection of 2 refuse Eurobins	1,800.00	0.00	1,800.00
25/04/2024	DDebit	Lichfield District Council	MARKET	Supplies/Services	Weekly collection of 1 refuse Eurobin	900.00	0.00	900.00
25/04/2024	DDebit	Lichfield District Council	PARKS	Contract Repair/Maint	Period 11/3 - 10/4 (Reduced price from 1/4)	13,420.09	2,684.02	16,104.11
29/04/2024	DDebit	Water Plus Ltd	ADMIN	Supplies & Services	Used water & surface drainage 12/3 - 12/4	27.30	0.00	27.30
30/04/2024	D Card	Imagin Products Ltd	ADMIN	Supplies & Services	Staff i.d. badges and lanyards	82.60	16.52	99.12
30/04/2024	DDebit	Land Registry	ADMIN	Supplies & Services	Land Registry search fee	6.00	0.00	6.00
30/04/2024	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges 2 to 28 March - current account	22.11	0.00	22.11
30/04/2024	DDebit	Water Plus Ltd	BIRTHPLACE	Rates/Water	Used water & surface drainage 4/2 - 14/4	34.35	0.00	34.35
						<u>140,995.12</u>	<u>9,230.48</u>	<u>150,225.60</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 April to 30 April 2024

Date	Chq	Payee	Budget Head		Details	Nett	VAT	Gross
04/04/2024	05497	Cash	Various		Petty cash vouchers 8327 - 8338	246.69	19.05	265.74
04/04/2024	05498	Cash	Various		Birthplace petty cash vouchers SJ126 - SJ146	154.00	19.10	173.10
08/04/2024	05499	Cash	Various		Petty cash vouchers 8339 - 8350	261.50	32.02	293.52
18/04/2024	05500	Cash	Various		Petty cash vouchers 8351 - 8365	221.21	18.82	240.03
30/04/2024	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges 2 to 28 March - imprest account	7.27	0.00	7.27
						890.67	88.99	979.66

LICHFIELD CITY COUNCIL - General Account Payment Schedule**From 1 May to 31 May 2024**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/05/2024	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 24/25 - 2nd instalment of 10	973.00	0.00	973.00
01/05/2024	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 24/25 - 2nd instalment of 8	6.00	0.00	6.00
01/05/2024	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 24/25 - 2nd instalment of 10	574.00	0.00	574.00
01/05/2024	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 24/25 - 2nd instalment of 10	1,809.00	0.00	1,809.00
02/05/2024	DDebit	British Gas	BIRTHPLACE Energy	Gas 22/3 - 12/4	254.11	12.70	266.81
03/05/2024	BACS 2181	Brown & Brown Ins Brokers	ADMIN Insurance	Museum insurance 1/5/24-30/4/25	8,533.13	0.00	8,533.13
03/05/2024	BACS 2182	M W Brown	ADMIN Supplies & Services	Quarterly pest control in Donegal House - April	37.50	0.00	37.50
03/05/2024	BACS 2182	M W Brown	G/HALL Supplies/Services	Quarterly pest control in Guildhall - April	37.50	0.00	37.50
03/05/2024	BACS 2182	M W Brown	PARKS Other Repair/Maint	Quarterly charge for pest control at 6 sites - April	225.00	0.00	225.00
03/05/2024	BACS 2183	EHM Exterior Home Maint	PARKS Other Repair/Maint	Re-install unearthed metal post in Festival Gdns	95.00	19.00	114.00
03/05/2024	BACS 2183	EHM Exterior Home Maint	PARKS Other Repair/Maint	Re-bed slabs at Bracken Close	450.00	90.00	540.00
03/05/2024	BACS 2184	Gilvar Lining Ltd	C I L Expenditure	St Chad's cycleway line painting	1,263.00	252.60	1,515.60
03/05/2024	BACS 2185	Lichfield Lock & Key Repairs	BIRTHPLACE Repair/Maint	Supply and fit replacement lock	91.71	18.34	110.05
03/05/2024	BACS 2186	Lichfield Waterworks Trust	C I L Expenditure	Defibrillator and cabinet from CIL allocation	1,526.99	0.00	1,526.99
03/05/2024	BACS 2187	Mayor & Sheriff's charity acct	CIVIC Events	Transfer payment in error for Beer & Skittles	40.00	0.00	40.00
03/05/2024	BACS 2187	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - A Hughes	Complimentary tickets for scorer at Beer & Skittles	40.00	0.00	40.00
03/05/2024	BACS 2188	Messenger Construction Ltd	BIRTHPLACE Supplies & Services	Decorating following bookshop renovations	1,854.54	370.91	2,225.45
03/05/2024	BACS 2189	Pioneer Roadshows	CIVIC Events	PA system for St George's Court	325.00	0.00	325.00
03/05/2024	BACS 2190	Print & Digital of Lichfield	MARKET Supplies/Services	Printing of market receipt books	375.00	75.00	450.00
03/05/2024	BACS 2191	R Fathers	PARKS Other Repair/Maint	Reduction of hedge at Stowe Croft	1,500.00	0.00	1,500.00
03/05/2024	BACS 2192	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of booksales to 31/3/24	46.67	0.00	46.67
03/05/2024	BACS 2193	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of booksales to 31/3/24	47.67	0.00	47.67
03/05/2024	BACS 2194	C R Craven	BIRTHPLACE 3rd Party Sales	Proceeds of booksales to 31/3/24	3.33	0.00	3.33
03/05/2024	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - April	7.26	0.00	7.26
03/05/2024	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - May	6.00	1.20	7.20
03/05/2024	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - April	100.86	0.00	100.86
03/05/2024	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - May	6.00	1.20	7.20
10/05/2024	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier usage Nov-Jan, rental Feb-Apr	689.91	137.98	827.89
10/05/2024	Debit	American Express Merch Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.02	0.00	0.02
13/05/2024	DDebit	British Telecommunications	HALLS Boley Hall	Broadband service at Boley Hall - April (price rise)	44.38	8.88	53.26
15/05/2024	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - May	45.20	0.00	45.20
15/05/2024	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - May	30,945.23	0.00	30,945.23
16/05/2024	DDebit	Elavon Digital Europe Limited	ADMIN Supplies & Services	Hire of card machine - May	19.00	3.80	22.80
16/05/2024	DDebit	Elavon Digital Europe Limited	MARKET Supplies/Services	Hire of card machine - May	19.00	3.80	22.80
16/05/2024	DDebit	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine rental 15/5 - 14/8	75.00	15.00	90.00
16/05/2024	DDebit	MT Services ComputerSystems	ADMIN Supplies & Services	IT support, antivirus, backups, Office365 etc - April	702.39	140.48	842.87
16/05/2024	DDebit	MT Services ComputerSystems	ADMIN Supplies & Services	Install Exclaimer Signature Manager for Microsoft 365	585.00	117.00	702.00
16/05/2024	DDebit	MT Services ComputerSystems	BIRTHPLACE Supplies & Services	Monthly internet service - April	45.00	9.00	54.00
16/05/2024	DDebit	MT Services ComputerSystems	DEM SERVICES Supplies & Services	Councillors' emails - April	137.20	27.44	164.64
16/05/2024	DDebit	MT Services ComputerSystems	G/HALL Supplies/Services	Monthly internet service - April	45.00	9.00	54.00
16/05/2024	DDebit	Npower Ltd	G/HALL Energy	Electricity - March	1,077.74	215.55	1,293.29
17/05/2024	BACS 2195	Absolute Product	BIRTHPLACE Supplies & Services	Security barriers for museum	1,080.80	216.16	1,296.96
17/05/2024	BACS 2196	ACW Arb	PARKS Other Repair/Maint	Cherry Orchard allotment - Cut back laurel hedge	450.00	90.00	540.00
17/05/2024	BACS 2197	E A Barnes & Sons	MARKET Supplies/Services	5 exchanges of covered skip - April	400.00	80.00	480.00
17/05/2024	BACS 2198	Brownhill Hayward Brown	R&R FUND Birthplace	Architect's fees for works at museum	567.50	113.50	681.00
17/05/2024	BACS 2198	Brownhill Hayward Brown	R&R FUND General	Architect's fees for Friary wall	435.00	87.00	522.00
17/05/2024	BACS 2199	CBS Complete Ltd	BIRTHPLACE Repair/Maint	Call out to investigate heating issues	80.00	16.00	96.00
17/05/2024	BACS 2199	CBS Complete Ltd	BIRTHPLACE Repair/Maint	Annual gas safety inspection of museum boiler	120.00	24.00	144.00
17/05/2024	BACS 2200	Clean All (Windows) Ltd	ADMIN Supplies & Services	Quarterly window cleaning - April	75.15	15.03	90.18
17/05/2024	BACS 2200	Clean All (Windows) Ltd	BIRTHPLACE Supplies & Services	Quarterly window cleaning - April	65.20	13.04	78.24

17/05/2024	BACS 2200	Clean All (Windows) Ltd	G/HALL Supplies/Services	Quarterly window cleaning - April	79.37	15.87	95.24
17/05/2024	BACS 2201	Click Netherfield Ltd	R&R FUND Birthplace	Final payment for display cases	4,751.00	950.20	5,701.20
17/05/2024	BACS 2202	Darwin Electrical Services	BIRTHPLACE Repair/Maint	Electrical works in basement and attic	987.60	197.52	1,185.12
17/05/2024	BACS 2202	Darwin Electrical Services	PARKS Other Repair/Maint	Purple lighting of Clock Tower for Workers Memorial Day	120.00	24.00	144.00
17/05/2024	BACS 2203	EHM Exterior Home Maint	PARKS Other Repair/Maint	Fill in trip hazard at Minster Pool Walk	80.00	16.00	96.00
17/05/2024	BACS 2204	Green's Books Ltd	R&R FUND Birthplace	Installation for the bookbinding exhibit	548.00	0.00	548.00
17/05/2024	BACS 2205	Harper Collins Publishers	BIRTHPLACE Stock for sale	Copies of "Lichfield in 50 buildings"	57.56	0.00	57.56
17/05/2024	BACS 2205	Harper Collins Publishers	BIRTHPLACE Stock for sale	Copies of "Secret Lichfield"	57.56	0.00	57.56
17/05/2024	BACS 2205	Harper Collins Publishers	BIRTHPLACE Stock for sale	Copies of "A-Z of Lichfield"	57.56	0.00	57.56
17/05/2024	BACS 2206	HWA (Structural Engineers) Ltd	R&R FUND General	Inspection of Friary wall and report	500.00	100.00	600.00
17/05/2024	BACS 2207	Lance Media Group Ltd	BIRTHPLACE Adverts/promotion	Advert in West Midlands WI Yearbook 2024	90.00	0.00	90.00
17/05/2024	BACS 2208	Lichfield Community Sports Club	GRANTS General	Summer activities grant per delegated authority 3/5/24	2,000.00	0.00	2,000.00
17/05/2024	BACS 2209	Lichfield Waterworks Trust	C I L Expenditure	Defibrillator installation materials from CIL allocation	536.47	0.00	536.47
17/05/2024	BACS 2210	Messenger Construction Ltd	R&R FUND Birthplace	Remedial works after asbestos removal	7,185.00	1,437.00	8,622.00
17/05/2024	BACS 2210	Messenger Construction Ltd	R&R FUND Birthplace	Final retention for external repairs after inspection	1,853.07	370.61	2,223.68
17/05/2024	BACS 2211	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum, April	788.25	157.65	945.90
17/05/2024	BACS 2211	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall and Donegal House, April	993.20	198.64	1,191.84
17/05/2024	BACS 2212	Tonks Brothers Tree Servs	PARKS Other Repair/Maint	Christchurch extension & footpath - various tree work	3,305.00	661.00	3,966.00
17/05/2024	BACS 2213	Vision ICT Ltd	ADMIN Supplies & Services	LCC website hosting and support - July 24 to June 25	245.00	49.00	294.00
17/05/2024	BACS 2214	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of booksales to 28/4/24	33.33	0.00	33.33
17/05/2024	BACS 2215	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of booksales to 28/4/24	8.00	0.00	8.00
17/05/2024	BACS 2216	Metro Pages Ltd	BIRTHPLACE Adverts/promotion	Advert in What's On Midlands Student Guide & website	150.00	0.00	150.00
17/05/2024	DDebit	British Telecommunications	ADMIN Tel/Postage	Broadband line rental May-July & April increase	128.62	25.72	154.34
17/05/2024	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - May	28.59	5.72	34.31
17/05/2024	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - May	18.34	3.67	22.01
17/05/2024	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - May	26.97	5.39	32.36
17/05/2024	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - April	96.31	4.82	101.13
20/05/2024	DDebit	Npower Ltd	G/HALL Energy	Annual meter operator service 24/25	215.00	43.00	258.00
20/05/2024	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - April usage/ May rental	122.90	24.58	147.48
20/05/2024	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 4/4 - 4/5 & prior adj	61.89	0.00	61.89
22/05/2024	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay online fees - April payroll	26.90	0.00	26.90
22/05/2024	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & drainage 6/4 - 6/5	65.47	0.00	65.47
23/05/2024	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - March	2,742.36	548.47	3,290.83
28/05/2024	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/4 - 10/5	13,292.20	2,658.44	15,950.64
28/05/2024	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - March	559.57	111.91	671.48
28/05/2024	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - March (1st account)	142.55	7.13	149.68
28/05/2024	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - March (2nd account)	171.84	8.59	180.43
28/05/2024	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - March	105.76	5.29	111.05
28/05/2024	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - March	257.03	12.85	269.88
28/05/2024	DDebit	Npower Ltd	PARKS Energy	Friary electricity - March	16.01	0.80	16.81
28/05/2024	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - March	67.51	4.33	71.84
29/05/2024	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 12/4-12/5	26.23	0.00	26.23
31/05/2024	DDebit	Justice Fire and Security	G/HALL Repair/Maint	Annual maint & support of security systems - 1st qtr	431.05	86.21	517.26
31/05/2024	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 29 Mar to 3 May - current account	30.57	0.00	30.57
					<u>100,991.63</u>	<u>9,918.02</u>	<u>110,909.65</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 May to 31 May 2024

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
16/05/2024	05501	RNLI	CIVIC Mayor's Allowance - S Schafer	Mayor's tickets to RNLI 200th anniversary concert	30.00	0.00	30.00
30/05/2024	05502	Cash	Various	Petty cash vouchers 8366 - 8379	271.70	25.62	297.32
31/05/2024	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 29 Mar to 3 May - imprest account	10.46	0.00	10.46
					<u>312.16</u>	<u>25.62</u>	<u>337.78</u>