

Lichfield City Council

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

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Town Clerk: Christopher M Moulton

17 July 2017

To: Members of Lichfield City Council

PUBLIC

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield, on **TUESDAY, 25 July 2017 at 6.30 pm** at which the following business will be transacted.

Yours sincerely

Tony Briggs
Deputy 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

4. COUNCIL MINUTES

To confirm as a correct record the Minutes of the Council Meeting held on 19 June 2017 (Nos. 15-25) **(copy attached)**.

5. MATTERS ARISING ON COUNCIL MINUTES

6. PLANNING COMMITTEE

The Chairman of the Planning Committee to move that the Minutes of the Planning Committee Meetings held on 22 June 2017 be received (copy previously circulated).

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

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. NEIGHBOURHOOD PLAN UPDATE

Following further minor amendments, the Lichfield City Neighbourhood Plan together with supporting documentation was submitted to Lichfield District Council as scheduled on Monday 3 July. The District Council have now commenced the Regulation 16 Consultation which invites further comment on the Neighbourhood Plan from organisations and individuals over a period of six weeks. The consultation is due to end on Friday 18 August 2017.

The District Council have also begun the process of selecting an independent examiner to review the Neighbourhood Plan via the Neighbourhood Planning Independent Examiner Referral Service (NPIERS). Following a submission to NPIERS, a maximum of three independent assessors will be considered and the District Council will recommend a preferred candidate. The City Council will then be consulted on the choice of examiner.

Following any amendments resulting from the consultation or independent examination, the Neighbourhood Plan can then be put to a referendum.

RECOMMENDED: That the Report be noted.

9. RENAMING OF THE MINSTRELS' GALLERY

As Members are aware, the Minstrels' Gallery at the Guildhall was until very recently used for storage only, having been largely vacant since its use as office space during the 1990's. The Town Clerk was instrumental in the process of transforming this unused room into a splendid Civic robing room earlier in 2017.

Christopher was extremely pleased with the room once refurbishments had been completed and was also delighted at the complimentary remarks received from members of the Civic parties that have occupied the room since its completion. Given Christopher's personal input and pride in this room as well as its Civic connection, Members are asked to consider renaming the Minstrels' Gallery in his honour.

RECOMMENDED: *That the Minstrels' Gallery at the Guildhall be renamed 'The Christopher M. Moulton Robing Room'; and that the Deputy Town Clerk be instructed to procure a suitable plaque for the entrance door to the room and update signage accordingly.*

10. OFFICERS' REPORT

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

RECOMMENDED: That the Report be noted.

11. PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in attached schedule **APPENDIX 2** for the period 1 May 2017 to 31 May 2017 in the sum of £127,423.06 General Account, and £1,553.98 Imprest Account.

12. 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.

13. REPORT OF ACTIONS FOLLOWING THE DEATH OF THE TOWN CLERK

Following the death of the Town Clerk a number of actions have been undertaken to ensure the continued smooth running of the Council. The Deputy Town Clerk's Report provides an overview of action taken to date.

RECOMMENDED: *That the Deputy Town Clerk's confidential report (APPENDIX 3, attached for Members) be noted.*

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**PUBLIC PARTICIPATION SESSION
AT CITY COUNCIL MEETINGS**

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

1. The public participation session will usually be held after the seventh item on the agenda – this will usually be about 5 to 10 minutes into the meeting
2. The public participation session will last for up to 15 minutes at which residents of the City can ask the Council a question (or make a statement)
3. You must give advance notice **not later than NOON** on the day of the meeting, with brief details of the statement / question to be asked – we need to know what your question is so that we can provide as full an answer as possible. Forms are available and we would ask you to call in person at the Council Offices at Donegal House, Bore 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 the Guildhall, Lichfield, on Monday 19 June 2017 at 6.30 pm

PRESENT: Councillors Mrs J Greaves (Mayor), Mrs J Allsopp, R Awty, B Bacon, Mrs N Bacon, Mrs G Boyle, J Brooks, B Cocksey, D Dundas, I Eadie, P Hitchman, D Leytham, J McGrath, D Smedley, C Spruce, A Thompson, Mrs L Warfield, M Warfield and R Yardley.

APOLOGIES: Councillors Mrs D Baker, C Greateorex, Mrs S James, Miss J Marks, T Matthews, B McMullan, P Ray and A Smith.

A MINUTE'S SILENCE WAS HELD IN MEMORY OF THE VICTIMS OF THE RECENT TERRORIST ATTACKS IN MANCHESTER AND LONDON; THE FIRE AT GRENFELL TOWER IN LONDON; AND FOR MIKE FRYERS, FORMER MAYOR OF THE CITY IN 2007; AND KIM WILKINS, MANAGER OF CURBOROUGH COMMUNITY CENTRE.

15 MAYOR'S ANNOUNCEMENTS

The Mayor formally welcomed Councillor J McGrath to the City Council and reported on a number of recent civic and other engagements attended; including the Mayoral Service; Annual Town Meeting and the Lichfield Bower festivities.

16 DECLARATIONS OF INTEREST

None

17 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Annual Council Meeting held on 15 May 2017 (Nos 1-14) be confirmed and signed as a correct record.*

18 PLANNING COMMITTEE

RESOLVED: *That the Minutes of the Planning Committee meetings held on 5 April, 4 May and 25 May 2017 be received.*

19 AUDIT COMMITTEE

Consideration was given to the Minutes and recommendations of the Audit Committee held on 9 June 2017.

RESOLVED: *That the Minutes of the Audit Committee meeting held on 9 June 2017 be adopted and that:*

- 1** *The Out-Turn Statement 2016/17 be received.*
- 2** *The Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £11,006 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 2016/17 financial year.*
- 3** *In respect of the External Auditor Annual Return for the year ending 31 March 2017:*
 - 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.**

20 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED: That the representatives as detailed in Agenda Appendix 2 (as reproduced below) be appointed as representatives of the City Council on the bodies indicated.

Outside Body	No of Reps	Period of Office	Current Appt Ends	2017/2018
BID Steering Group/Board	1	1 Year	Jun-18	Cllr C Spruce
Boley Park Community Hall Management Committee	3	1 Year	Jun-18	Cllr Mrs J Allsopp
			Jun-18	Cllr Mrs S James
			Jun-18	Cllr R Yardley
Boley Park Community Hall Trustees	4	Until retire or replaced	Until retire or replaced	Cllr Mrs J Allsopp
				Cllr D Smedley
				Cllr C Spruce
				Cllr M Warfield
Bower Committee	1	1 Year	Jun-18	Cllr Mrs J Greaves
Curborough Community Association	3	1 Year	Jun-18	Cllr Mrs J Allsopp
			Jun-18	Cllr Mrs N Bacon
			Jun-18	Cllr D Dundas
Darwin Hall Community Association Trustees [and Company Directors]	4	Until retire or replaced	Until retire or replaced	Cllr Mrs D Baker
				Cllr I Eadie
				Cllr Colin Greatorex
				Cllr A Smith
Dr Milley's Hospital	1	4 Years	Mar-21	Cllr Miss J Marks
Erasmus Darwin Foundation	1	1 Year	Jun-18	Cllr Mrs M Boyle
Friends of Samuel Johnson Community Hosp.	1	1 Year	Jun-18	Cllr Mrs L Warfield
Friends of Lichfield Historic Parks Group	1	1 Year	Jun-18	Cllr Mrs J Greaves
Guild of St Mary's Centre Lichfield (Ltd)	1	1 Year	-	Mayor in Office
Hinton's Charity	3	1 Year	-	Mayor in Office
		4 Years	Jun-19	Cllr Mrs J Eagland
			Jun-19	Cllr R Awty
Johnson Council (non-voting observers)	2	1 Year	-	Mayor in Office
			-	Sheriff in Office
Lichfield District Arts Executive Committee [non-voting observer]	1	1 Year	Jun-18	Cllr J McGrath
LDC – Parish Forum	2	1 Year	Jun-18	Cllr Mrs L Warfield

Outside Body	No of Reps	Period of Office	Current Appt Ends	2017/2018
			Jun-18	<i>Cllr Miss J Marks</i>
Lichfield Camera Club	1	1 Year	Jun-18	<i>Mayor in Office</i>
Lichfield City Forum	1	1 Year	Jun-18	<i>Cllr D Dundas</i>
South East Staffs C.A.B.	1	1 Year	Jun-18	<i>Cllr B Cocksey</i>
Lichfield Conduit Lands Trust	2	1 Year	-	<i>Mayor in Office</i>
		4 Years	Jun-21	<i>Cllr Mrs M Boyle</i>
Lichfield District Tourism Association Executive	2	1 Year	Jun-18	<i>Museums & Heritage Officer</i>
			Jun-18	<i>Cllr Mrs S James</i>
Lichfield Rail Alliance, West Coast Rail 250, and all other rail related matters	1	1 Year	Jun-18	<i>Cllr A Thompson</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 20	<i>Mr T Finn</i>
			15 Dec 21	<i>Cllr T Matthews</i>
			3 April 18	<i>Cllr P Hitchman</i>
			5 July 19	<i>Cllr Mrs N Bacon</i>
			5 July 19	<i>Cllr Mrs J Eagland</i>
Municipal Charities	4	1 Year	-	<i>Mayor in Office</i>
		4 Years	Oct-19	<i>Cllr Mrs J Allsopp</i>
			Nov-20	<i>Cllr Mrs J Greaves</i>
			Nov-20	<i>Mrs D English</i>
North Lichfield Initiative -Board	1	1 Year	Jun-18	<i>Cllr B McMullan</i>
Speakers Corner Committee	1	1 Year	Jun-18	<i>Cllr Mrs D Baker</i>
SPCA - Executive Cttee (nomination only – subject to election by SPCA)	1	2 Years	Nov-19	<i>Cllr C Greatorex</i>
St Giles Hospice Local Government Friends'	1	4 Years	Jun-19	<i>Cllr B Bacon</i>
St John's Lichfield	2	2 Years	Jun-18	<i>Cllr C Spruce Cllr A Thompson</i>
Support Staffordshire (formerly Lichfield and District CVS)	1	1 Year	Jun-18	<i>Cllr Mrs D Baker</i>
Twinning Association	3	1 Year	-	<i>Mayor in Office</i>
			Jun-18	<i>Cllr Mrs S James</i>
			Jun-18	<i>Cllr D Dundas</i>

21 ANNUAL TOWN MEETING

RESOLVED: That the Minutes of the Annual Town Meeting held on 24 May 2017 be noted.

22 OFFICERS' REPORT

Councillor M Warfield noted the success of the 2016/17 civic team in raising in excess of £7,000 for their chosen charities; He also commented on the success of the traditional St George's Court; the progress being made towards completion of the Neighbourhood Plan; the continued popularity of the Guildhall as a venue for a wide range of events; and the variety of Twinning activities ongoing. Councillor D Dundas echoed Councillor Warfield's remarks and also thanked the City Council's Open Spaces Officer, Nick Burton for his dedication and efficiency in resolving issues around Bishops Walk.

RESOLVED: That the Report as contained in Agenda Appendix 4 be received, and that officers be commended for their informative report.

23 PAYMENT OF ACCOUNTS

RESOLVED: That payment of accounts be approved and confirmed as listed in Agenda Appendix 5;

- 1. For the period 1 March 2017 to 31 March 2017 in the sum of £127,516.25 General Account, and £1,237.96 Imprest Account.***
- 2. For the period 1 April 2017 to 30 April 2017 in the sum of £165,037.14 General Account, and £1,928.41 Imprest Account.***

24 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.

25 ELECTRONIC BANKING PHASE 3

The Council considered the Town Clerk's confidential report (Agenda Appendix 6 for Members). Councillor D Smedley formally thanked those involved in preparing the report including Councillor C Spruce, the Town Clerk, and the City Council's Internal Auditor.

RESOLVED: That the proposals contained in the Town Clerk's confidential report (Appendix 6) be agreed.

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 6.41 PM

MAYOR

OFFICERS' INFORMATION REPORT

1. Civic Matters: Sarah Wallace, Civic Officer

Due to the untimely death of the Town Clerk the Mayor's Bowls match scheduled for the 28 June was cancelled.

The Mayor and Sheriff's first charity event, a sponsored Dog walk, was held on Sunday 9 July. Walkers and their canine friends assembled at Tippers Builder's Merchants at 10.00am before setting off along the canal path and making their way to Pool House veterinary surgery on Fosseway Lane, a total of 3 miles. On arrival at Pool House participants were greeted with a welcome cup of tea and slice of cake, there was even a treat for the dogs before setting off on the return journey.



This was the first time such an event has been held and it proved to be a great success, raising around £500.00 for the Mayor and Sheriff's Charities; Guide Dogs for the Blind and Staffordshire Blood Bikes.

On Tuesday 18 July the Sheriff will undertake 'the alternative Sheriff's Ride' – a charity bike ride from London to Paris, a total of over 300 miles. Anyone wanting to pledge their support can make a donation via Councillor Smith's crowdfunding page;
https://www.justgiving.com/crowdfunding/andrew-smth-lichfield?utm_id=2&utm_term=x6MNZ7dPA

On Monday 10 July the Mayor welcomed the winners of the Lichfield Primary Schools Speaking Competition to the parlour for afternoon tea.

Ben Ardenwhite, age 10 and Lucy Vanes age 11 both from St Chads Primary School competed against their peers from other local schools in a debate exploring the pro's & cons of HS2.

After signing the visitors' book the Mayor presented both children with a Lichfield City Council pin badge and Johnson coin.



The Mayor is looking forward to welcoming guests to the 'Mayor at Home' on Saturday 29 July. High Tea will be served between 2.00pm and 4.00pm with pianist Duncan Moon providing some light background music.

Preparations continue for the Sheriff's Ride on 9 September and the Dr Johnson Birthday celebrations on 23 September.

2. Markets: John Beard and Lisa Howard, Markets Officers

Market Performance

Tuesday and Saturday markets are still performing well. Income is up by over £400 year to date, despite losing £600 rent due to a Tuesday market cancellation in June.

The Friday and Farmer's markets performed poorly in March & April. In June however we increased rental income by £780 and July's Farmers' Market achieved an increase in revenues for the first time since December. This was achieved by sourcing new traders and encouraging existing traders to also try new days on the market.

New Leaflets

Distribution of the new market leaflets is underway. The circulation list includes Tourist Information Centres, Libraries, hotels, holiday parks and attractions.

Market Square Big Screen Event

Market traders reacted negatively to the relocation of the market for this event. While the City Council's position is clear in that the event was an experiment and would publicise the City and therefore increase footfall and trade, the prevailing view among traders is that they should have been more widely consulted on the relocation and that more notice should have been given.

The issue of appropriate notice is due to the late submission of a request to hire the Market Square from the BID, and is not therefore of the City Council's making.

There has been coverage of the issue in the local press and on social media, and while there is some sympathy for the Traders, the vast majority of comments are in support of the event and believe it to be positive for the City.

The majority of traders decided not to stand at the market on 15 July.

Liaison with Lichfield District Council

The Market Officers have been liaising with LDC to ensure that all necessary applications for events this year have been received and continue to be processed, including Samuel Johnson's birthday partial market relocation and Christmas Lights Switch On event.

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

June was an exciting month at the Birthplace with the opening of the summer exhibition 'Johnson & Garrick: a Friendship in Constant Repair'. The Mayor officially opened the display in an event on Friday 16 June. The exhibition was developed in partnership with Dr Johnson's House at Gough Square in London, and items from the Birthplace will be travelling down to the capital at the end of the Lichfield run in September. Curated by the MHO in collaboration with Birthplace volunteers Nicola Young and Birmingham University Student Megan Farrell, the display also features loans from the Garrick Club, Gough Square and the Potteries Museum. The MHO has arranged high-profile partnerships for the exhibition including leaflet-swaps with the Royal Shakespeare Company and Bowes Museum, and a family-friendly programme of trails and activities will go alongside the exhibition in the school holidays.



June has been a busy month for school visits to the house, with staff welcoming local classes from Fulfen Primary School, the Willows Primary and a group from Thomas's Prep School in London. Adult visitors from various groups have enjoyed tours with Sue Bray and David Titley including Melton Mowbray Historical Society, Nuneaton Historical Association

and the national Retired Pharmacists Group. The Museum's life-long learning programme continues to flourish with a new term of Latin classes, including a new 'Lunchtime Latin' session, as well as Writing and Poetry Groups. For younger visitors, a new Young Writers Group was trialled with local writer Stewart Derry.

Behind the scenes, playwright Carolyn Scott-Jeffs has been visiting the Museum archives as inspiration for a new play based on Anna Seward to be performed at the Garrick Theatre in the autumn. The MHO oversaw the return of nine loaned works to the Cathedral's Turner exhibition, and work continues on plans for the forthcoming City-wide Heritage Weekend.

As part of a project funded by the West Midlands Museum Development programme, an Access Audit was carried out at the Birthplace exploring wheelchair access, facilities for blind and hearing impaired visitors, as well as looking at the Museum's provision for visitors with learning disabilities and general approach to offer something for all age ranges. Some exciting and achievable ideas were put forward, and the written report will be provided by the consultant in the coming weeks.

4. Guildhall: Helen Winter, Guildhall Bookings Secretary

The old Prison Cells remain open to the public on a Saturday from 10.00am to 4.00pm with a volunteer on hand to offer information about their past. Recent visitors to the cells include two school parties who stayed for lunch in the Guildroom afterwards.



We continue to attract our regular bookings including the National Trust, RSPB, U3A, Bridge, Needwood DFAS, Chess, Ballroom Dancing, Heyday Friendship, Italian Class, Three Spires Townswomen's Guild, Darby & Joan, Meditation, Ladies Cameo, Band Practice, Lichfield Poets, Slimming World and the Historical and Archaeological Society.

In the last few weeks we have held two Wedding Ceremonies, four Wedding Receptions, a 30th Birthday Party, 10th Wedding Anniversary Party and a Christening Party.

The Bride, Groom and guests left one Wedding Ceremony in a red double decker bus, and the second Ceremony was a 1940's themed Wedding and reception. Another Wedding ceremony has also been booked in this year's diary, which brings the current year's total to 11.

'Cathedral Pens' held a very successful exhibition in the Main Hall, and have already re-booked to return next year, while Lichfield College students held an end of year Fashion Show in June. Lichfield Round Table also held a dinner in the Main Hall. We have also hosted a Market Research company.

Mercia Juniors FC, a charter standard junior football club held a fundraising ball and dance. The evening was a great success, raising over £2,000. The money will be used to fund new junior football goals and equipment for the coming season. They have also enquired about booking again for next year.

As part of Lichfield Festival a performance of Richard III was held on 9th July. A party of French students were also shown around the building by our Town Crier, Ken Knowles.



5. Twinning: Gabriele Lasch-Burden, Twinning Officer

Thomson Work Placement

Laura Peluso, an 18 year old student from Limburg, completed a three week work experience placement in Lichfield, kindly provided by Thomson Holidays in Bore Street.

On her first day, she was warmly welcomed by the Mayor, Councillor Mrs. Janice Greaves.

Laura studies for a vocational profession as an international office assistant at the Peter Paul Cahensly College in Limburg. Laura was hosted by a generous family from the Lichfield Twinning Association and her work placement was funded by the European Youth Programme "Erasmus+".



Table Tennis Tournament - Limburg

From Friday 16 June until Sunday 18 June, our German Twin Town Limburg-Offheim celebrated their 800th anniversary. As part of these celebrations they organised an international Twinning Table Tennis Tournament, to which 7 members of the Lichfield Table Tennis club travelled. The tournament was held between all four of Limburg's twin towns, i.e. Lichfield, Ste. Foy, Oudenburg (Belgium) and Limburg. The event concluded with a large barbeque party on Saturday evening.

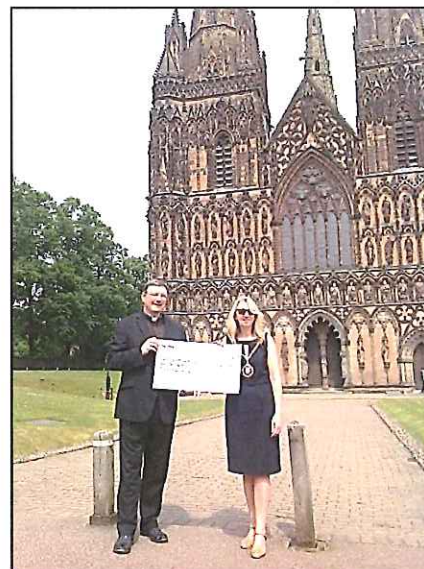


On Sunday all table tennis teams took part in a large procession through the town. The Lichfield players had a wonderful time and are already looking forward to doing it all again in October for the 25th anniversary celebrations of the ring twinning between Lichfield, Limburg and Ste. Foy.

Lichfield Cathedral Girls' Choir

Sixteen Cathedral Girl Choristers, aged from 11 to 15 travelled to Sainte Foy-les-Lyon, from 10 to 14 July. There was a Civic reception for the Choir upon arrival and they gave various concerts in Churches around Ste. Foy and Lyon, as well as participating in joint musical activities with Schola, the Girls' Choir from Lyon's Cathedral. They also had the chance to experience Bastille Day celebrations in France first hand just before returning to Lichfield.

This activity was being funded by the girls themselves, their parents and Cathedral musicians through fund-raising events. Lichfield City Council also provided support, with a Twinning Grant of £200 towards the cost of the exchange.



The Mayor of Lichfield, Councillor Mrs. Janice Greaves, presented the cheque to the Revd. Canon Andrew Stead, who thanked Lichfield City Council for "...this most generous contribution to support the Girls' Choir Tour to Ste. Foy". Martyn Rawles, Organist and Assistant Director of Music, who accompanied the Choir was "...very grateful for Lichfield City Council's support".



Ring Twinning Anniversary

The 25th anniversary celebrations of the Ring Twinning between Ste. Foy, Limburg and Lichfield will be held in Ste. Foy during the weekend of 6 to 9 October 2017, and final organisational preparations are now well underway. In total, 73 guests from Lichfield are travelling to France to join in the celebrations. Visits to museums in Lyon, a river cruise on the Saone, an Ecumenical Church service and international table tennis and tennis tournaments between the three City clubs are planned.

There will be a friendship dinner for all participants, where guests get the chance to talk about events over the past 25 years and to form new friendships. All travel costs and expenses will be borne by the individual participants and accommodation is mostly with Ste. Foy families.

Exchange Enquiries

Limburg City Council will be sending their apprentice Elena Stolz to Lichfield City Council in October for a week's work experience in public organisations, which has become an annual event between our two Cities.

Limburg City Council has confirmed they would like to go ahead with a Christmas Market Light Festival, produced by Lichfield Cathedral artist-in-residence Peter Walker, to enhance their Christmas Market and promote the Twinning relationship of our two Cities.

Limburg's Twinning Association will be celebrating their 30th anniversary at the end of this year. They are looking to incorporate the theme of Lichfield's Garrick300 into their programme and have invited David Titley from the Birthplace to perform at this event.

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



Financed by Tesco through their plastic bag fund, the work at Curborough Community Centre to re-tarmac the patio behind the building has been completed. Two new paths have also been completed at the same time to improve access to the Forest School which is used by a number of groups such as the Rockland School and the 'Young Carers Group'.

Kim Wilkins was involved in this project and the final plan was agreed with her before she became ill. She will be sadly missed by so many groups at the Centre and outside.

Thanks to the support from Lichfield District Council and Staffordshire County Council we now have agreement for the advertising signs and planting at the roundabout on Capper's Lane.

The Whitewall Gallery have kindly agreed to sponsor the roundabout and it is hoped to have the signage completed ready for the Blooming Lichfield judging day on Wednesday 26th July 2017.



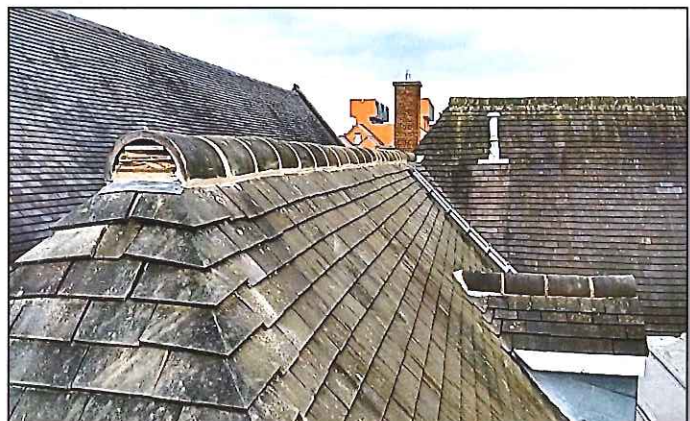
It must have taken some effort to vandalise this litter bin at Curborough to such an extent that the feet were lifted out of the ground. The Community Payback Team ensured the bin was safely back in position and securely concreted within a few days under the supervision of Tony Wilkins.

The OSO has contacted the local PCSO who has promised to keep a close eye on the area.

A portfolio is being produced in order that the Blooming Lichfield judges can appreciate the beauty of Lichfield throughout the year, not just on judging day (26 July). Amongst other aspects the portfolio will include the beautiful flower beds in Beacon Park, community work and the unique heritage of our City.

7. Deputy Town Clerk: Tony Briggs

Repairs to the roof of Donegal House are proceeding well, with the weather being kind at the time of writing this report. The repairs are relatively minor in nature and are preventative rather than reactive. The numerous ridges have been rebbed, broken or missing tiles replaced, woodwork replaced as necessary and repainted and gutters cleared. The opportunity will also be taken to inspect the Guildhall roof at close quarters.



The repairs to the section of floor and supporting joists in the stairwell damaged by the (recently repaired) longstanding water ingress from the stairwell roof are now complete, as illustrated in the 'before and after' photographs below. While in isolation this is a relatively small item, the rotted timbers supported the top level of the wooden staircase that runs through the stairwell. If the issue had not been addressed the timbers would have become dangerous and could have led to the collapse of the top section of the stairs.



The third R&R project to commence during the month is the renovation of the Guildhall beer cellar. The project is limited to the fabric of the cellar with repairs to the flooring, fitted shelving and redecoration being the main tasks undertaken.

Ongoing maintenance to the Guildhall has once again focused on redecoration; the ceiling adjacent to the old prison cells has been repainted, as has the ground floor lift lobby.

The Lichfield City Neighbourhood Plan has been submitted to Lichfield District Council as scheduled. The District Council have now commenced the Regulation 16 Consultation which invites further comment on the Neighbourhood Plan from organisations and individuals over a period of six weeks. The consultation is due to end on Friday 18 August 2017.

The Deputy Town Clerk would like to take this opportunity to thank Councillors for their support following the death of Christopher Moulton; it is genuinely appreciated and has helped not only myself but all of the staff through what is a tragic time.

Finally, I would like to place on record my gratitude and admiration for the way in which the City Council team has come together to help and support each other, both professionally and personally, over the past few weeks. Christopher built a close-knit team that we are all proud to be a part of, and we continue the duties of the City Council in his honour.

For Council: 25 July 2017 APPENDIX 2

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 May to 31 May 2017

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
04/05/2017	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Card fees - April	7.85	0.00	7.85
04/05/2017	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	PCI fee - May	4.00	0.80	4.80
09/05/2017	Debit	Elavon Financial Services	MARKET Supplies/Services	Card fees - April	5.53	0.00	5.53
09/05/2017	Debit	Elavon Financial Services	MARKET Supplies/Services	PCI fee - May	4.00	0.80	4.80
10/05/2017	20540	E.On Energy Solutions Ltd	PARKS Other Repair/Maint	Replacemt of damaged lighting column, Waverley Wk	1,062.33	212.47	1,274.80
11/05/2017	20541	British Telecommunications PLC	ADMIN Tel/Postage	Broadband May-July (incl. payment processing fee)	91.90	18.38	110.28
11/05/2017	20542	Community Council of Staffs	ADMIN Subscript/Training	CCS subscription 17/18	65.00	0.00	65.00
11/05/2017	20543	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - March	689.33	137.87	827.20
11/05/2017	20544	Lichfield Lock & Key Repairs Ltd	G/HALL Supplies/Services	New locks for Minstrels Gallery and wardrobe	102.86	20.57	123.43
11/05/2017	20544	Lichfield Lock & Key Repairs Ltd	G/HALL Supplies/Services	Set of back door master keys	99.55	19.91	119.46
11/05/2017	20544	Lichfield Lock & Key Repairs Ltd	HALLS Boley Hall	Replacement of broken key safe	78.00	15.60	93.60
11/05/2017	20544	Lichfield Lock & Key Repairs Ltd	HALLS Boley Hall	Emergency lock replacement (key missing from safe)	238.12	47.63	285.75
11/05/2017	20545	Lich Chamber of Trade & Comm	ADMIN Supplies & Services	2 hanging baskets for Donegal House	110.00	0.00	110.00
11/05/2017	20545	Lich Chamber of Trade & Comm	BIRTHPLACE Supplies & Services	4 hanging baskets for Birthplace	220.00	0.00	220.00
11/05/2017	20545	Lich Chamber of Trade & Comm	G/HALL Supplies/Services	2 hanging baskets for Guildhall	110.00	0.00	110.00
11/05/2017	20546	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Eastern Ave - Emergency work after Storm Doris	900.00	0.00	900.00
11/05/2017	20547	MODES Users Association	BIRTHPLACE Supplies & Services	MODES support & membership 17/18	199.50	39.90	239.40
11/05/2017	20548	Travel Wood Ltd	CIVIC Mayor's Allowance - S James	Transport for Entertainment & Tea party	150.00	0.00	150.00
15/05/2017	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - May	22,050.04	0.00	22,050.04
17/05/2017	20549	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - April	290.00	0.00	290.00
17/05/2017	20549	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - April	2,282.00	456.40	2,738.40
17/05/2017	20550	Banner Group Ltd	ADMIN Supplies & Services	Stationery and tape	42.92	8.60	51.52
17/05/2017	20551	Nigel Boden	G/HALL Repair/Maint	Repainting of lobby area outside Ashmole Room	100.00	0.00	100.00
17/05/2017	20552	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers - May salary	150.00	0.00	150.00
17/05/2017	20552	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers service charge - May	8.25	1.65	9.90
17/05/2017	20553	CBS Complete Ltd	ADMIN Supplies & Services	Drain down system and replace faulty radiator valves	122.77	24.55	147.32
17/05/2017	20553	CBS Complete Ltd	G/HALL Repair/Maint	Drain down system and replace faulty radiator valves	368.33	73.67	442.00
17/05/2017	20554	Curborough (Lich) Comm Assocn	HALLS Cruck House	Water rates 1/8/16 - 6/1/17	98.02	0.00	98.02
17/05/2017	20555	Crystal Deep Cleaning Company	G/HALL Supplies/Services	Deep cleaning of kitchen, toilets and lift	900.00	0.00	900.00
17/05/2017	20556	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Stationery; cartridges	46.35	9.27	55.62
17/05/2017	20556	Eastern Shires Purchasing Org	BIRTHPLACE Supplies & Services	Bottles of ink	8.34	1.67	10.01
17/05/2017	20556	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cleaning supplies & banqueting roll	133.38	26.68	160.06
17/05/2017	20557	Forward Cleaning Contractors	ADMIN Supplies & Services	Window cleaning - March	16.00	3.20	19.20
17/05/2017	20557	Forward Cleaning Contractors	ADMIN Supplies & Services	Window cleaning - April (incl. 1st and 2nd floors)	76.00	15.20	91.20
17/05/2017	20558	Hedgerow Publishing Ltd	BIRTHPLACE Stock for sale	Souvenir pens for sale	20.95	4.19	25.14
17/05/2017	20559	Jones Waste Services Limited	MARKET Supplies/Services	Skip hire - April	1,122.80	224.56	1,347.36
17/05/2017	20560	Keycraft	BIRTHPLACE Stock for sale	Wooden toy selection and catch ball toys for sale	114.42	22.88	137.30
17/05/2017	20561	Lichfield District Council	ADMIN Subscript/Training	First aid training for staff member	27.09	5.41	32.50
17/05/2017	20561	Lichfield District Council	PARKS Contract Repair/Maint	Increase for new contract for 1/4 - 10/4	524.70	104.94	629.64
17/05/2017	20562	Lichfield Arts	ARTS/TOURISM Expenditure	PA system & technician for Staffordshire Day	250.00	50.00	300.00
17/05/2017	20563	Lichfield Garrick Theatre	BIRTHPLACE Adverts/promotion	50% share of Garrick leaflet printing	161.45	0.00	161.45
17/05/2017	20564	Moseleys	ADMIN Professional Fees	Legal work re lease of 2nd top floor office	750.00	150.00	900.00
17/05/2017	20565	MT Services Computer Systems	ADMIN Supplies & Services	Broadband 2/4 - 1/7	135.00	27.00	162.00
17/05/2017	20565	MT Services Computer Systems	ADMIN Supplies & Services	Software & installation of sonic wall upgrade	2,089.26	417.85	2,507.11
17/05/2017	20565	MT Services Computer Systems	ADMIN Supplies & Services	Office 365 & online server & desktop backups, 3 mths	510.00	102.00	612.00
17/05/2017	20565	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Set up of monthly online backups for museum PC	200.00	40.00	240.00
17/05/2017	20566	Npower Ltd	ADMIN Donegal House Energy	Electricity - March	188.39	37.68	226.07
17/05/2017	20566	Npower Ltd	BIRTHPLACE Energy	Electricity - March	64.22	3.21	67.43
17/05/2017	20566	Npower Ltd	BIRTHPLACE Energy	Electricity - March	80.65	4.03	84.68
17/05/2017	20566	Npower Ltd	G/HALL Energy	Electricity - March	557.65	111.53	669.18
17/05/2017	20566	Npower Ltd	MARKET Energy	Feeder Pillar electricity - March	60.63	3.03	63.66

17/05/2017	20566	Npower Ltd	MARKET Energy	Toilet Block electricity - February	71.51	3.58	75.09
17/05/2017	20566	Npower Ltd	MARKET Energy	Toilet Block electricity - March	37.33	1.87	39.20
17/05/2017	20566	Npower Ltd	PARKS Energy	Clock Tower electricity - March	16.98	0.85	17.83
17/05/2017	20566	Npower Ltd	PARKS Energy	Friary electricity - March	17.53	0.88	18.41
17/05/2017	20567	Pitstop (Hire) Services	ARTS/TOURISM Expenditure	Marquee for Staffordshire Day event in Mkt Sq	695.00	139.00	834.00
17/05/2017	20568	Preservation Equipment Limited	BIRTHPLACE Supplies & Services	Various collection care supplies	61.10	12.22	73.32
17/05/2017	20569	Product Perceptions Ltd	G/HALL Lettings	Refund for Guildhall booking paid then cancelled	188.80	37.76	226.56
17/05/2017	20570	Sage (UK) Ltd	ADMIN Supplies & Services	Sage Payroll updates and support to 2/5/18	733.00	146.60	879.60
17/05/2017	20571	Staffs Media Company Ltd	MARKET Supplies/Services	Markets advert in Staffs Living magazine, May/June	200.00	40.00	240.00
17/05/2017	20572	Studiospares Ltd	G/HALL Supplies/Services	Microphone stands and adaptors	173.16	34.64	207.80
17/05/2017	20573	Tonks Brothers Tree Services	PARKS Other Repair/Maint	Felling of tree at Ryknild St	495.00	99.00	594.00
17/05/2017	20573	Tonks Brothers Tree Services	PARKS Other Repair/Maint	Various emergency jobs after Storm Doris	368.50	73.70	442.20
17/05/2017	20574	Visit Heart of England	BIRTHPLACE Adverts/promotion	Annual subs 17-18 for 'Visit Heart of England'	193.50	38.70	232.20
17/05/2017	20575	Colin Shakespeare	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 30/4	166.40	0.00	166.40
17/05/2017	20576	Michael Morris	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 30/4	161.00	0.00	161.00
17/05/2017	20577	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 30/4	41.67	0.00	41.67
17/05/2017	20577	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 30/3	3.00	0.00	3.00
17/05/2017	20578	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 30/4	12.00	0.00	12.00
17/05/2017	20579	Lichfield Arts	GRANTS General	Grant per Council minute 103 of 6/3/17	600.00	0.00	600.00
17/05/2017	20580	SE Staffs Citizens Advice Bureau	GRANTS General	Grant per Council minute 103 of 6/3/17	3,500.00	0.00	3,500.00
17/05/2017	20581	Lichfield Greenhill Bower	GRANTS General	Grant per Council minute 103 of 6/3/17	3,000.00	0.00	3,000.00
17/05/2017	20582	The Erasmus Darwin Foundation	GRANTS General	Grant per Council minute 103 of 6/3/17	2,500.00	0.00	2,500.00
17/05/2017	20583	Lichfield Festival Ltd	GRANTS General	Grant per Council minute 103 of 6/3/17	2,000.00	0.00	2,000.00
17/05/2017	20584	Alzheimer's Society	GRANTS General	Grant per Council minute 103 of 6/3/17	2,000.00	0.00	2,000.00
17/05/2017	20585	Lich Mysteries Community Arts	GRANTS General	Grant per Council minute 103 of 6/3/17	300.00	0.00	300.00
17/05/2017	20586	Voluntary Transport for Disabled	GRANTS General	Grant per Council minute 103 of 6/3/17	1,000.00	0.00	1,000.00
17/05/2017	20587	Lich Trent Valley First Responders	GRANTS General	Grant per Council minute 103 of 6/3/17	1,000.00	0.00	1,000.00
17/05/2017	20588	City of Lich Branch-Royal Brit Legn	GRANTS General	Grant per Council minute 103 of 6/3/17	520.00	0.00	520.00
17/05/2017	20589	Fusion Credit Union Ltd	GRANTS General	Grant per Council minute 103 of 6/3/17	400.00	0.00	400.00
17/05/2017	20590	MHA-Lich & Dist Live At Home Sch	GRANTS General	Grant per Council minute 103 of 6/3/17	500.00	0.00	500.00
17/05/2017	20591	Lichfield District Council	GRANTS General	Grant per Council minute 103 of 6/3/17	500.00	0.00	500.00
17/05/2017	20592	Lich Chamber of Trade & Comm	GRANTS General	Grant per Council minute 103 of 6/3/17	250.00	0.00	250.00
17/05/2017	20593	Lichfield Festival of Music	GRANTS General	Grant per Council minute 103 of 6/3/17	250.00	0.00	250.00
17/05/2017	20594	Open Door of Hope	GRANTS General	Grant per Council minute 103 of 6/3/17	250.00	0.00	250.00
17/05/2017	20595	5th Lichfield (St Chad's) Brownies	GRANTS General	Grant per Council minute 103 of 6/3/17	250.00	0.00	250.00
17/05/2017	20596	Lichfield Darby & Joan	GRANTS General	Grant per Council minute 103 of 6/3/17	75.00	0.00	75.00
17/05/2017	20597	St Michael and St Mary's PCC	GRANTS General	Grant per Council minute 103 of 6/3/17	150.00	0.00	150.00
17/05/2017	20598	Lichfield Sinfonia	GRANTS General	Grant per Council minute 103 of 6/3/17	100.00	0.00	100.00
17/05/2017	20599	Worshipful Company of Smiths	GRANTS General	Grant per Council minute 103 of 6/3/17	100.00	0.00	100.00
17/05/2017	20600	Lichfield Twinning Association	GRANTS General	Grant per Council minute 103 of 6/3/17	100.00	0.00	100.00
17/05/2017	20601	Darwin WalkTrust	GRANTS General	Grant per Council minute 103 of 6/3/17	50.00	0.00	50.00
17/05/2017	20602	Lichfield Rail Promotion Group	GRANTS General	Grant per Council minute 103 of 6/3/17	50.00	0.00	50.00
17/05/2017	20603	Parkinson's Disease Society	GRANTS General	Grant per Council minute 103 of 6/3/17	1,560.00	0.00	1,560.00
17/05/2017	20604	St Mary's in the Market Square	GRANTS General	Grant per Council minute 103 of 6/3/17	1,000.00	0.00	1,000.00
17/05/2017	20605	Lichfield Re-Cycle	GRANTS General	Grant per Council minute 103 of 6/3/17	500.00	0.00	500.00
17/05/2017	20606	City of Lichfield Friends	GRANTS General	Grant per Council minute 103 of 6/3/17	500.00	0.00	500.00
17/05/2017	20607	Friends 2 Friends	GRANTS General	Grant per Council minute 103 of 6/3/17	500.00	0.00	500.00
17/05/2017	20608	Lichfield Cricket Club Junior Section	GRANTS General	Grant per Council minute 103 of 6/3/17	500.00	0.00	500.00
17/05/2017	20609	Abacus Pre-School Playgroup	GRANTS General	Grant per Council minute 103 of 6/3/17	300.00	0.00	300.00
17/05/2017	20610	Lich & B'twood Social Club for Blind	GRANTS General	Grant per Council minute 103 of 6/3/17	250.00	0.00	250.00
17/05/2017	20611	Milley's Hospital	GRANTS General	Grant per Council minute 103 of 6/3/17	500.00	0.00	500.00
17/05/2017	20612	Christchurch PCC	GRANTS Open Churchyards	Grant per Council budget approved Min 95 of 31/1/17	2,380.00	0.00	2,380.00
17/05/2017	20613	St Chad's PCC	GRANTS Open Churchyards	Grant per Council budget approved Min 95 of 31/1/17	2,380.00	0.00	2,380.00
17/05/2017	20614	St Michael's PCC	GRANTS Open Churchyards	Grant per Council budget approved Min 95 of 31/1/17	2,380.00	0.00	2,380.00
17/05/2017	20615	Lich & Dist Allotmts & Garden Soc	PARKS Other Repair/Maint	Sponsorship of Allotments Show (Min 127, 15/1/96)	150.00	0.00	150.00

17/05/2017	20616	Lichfield Greenhill Bower	ARTS/TOURISM Expenditure	Grant per letter to A Lock - Match funding of prizes	225.00	0.00	225.00
24/05/2017	20617	1A Action Rotary Rod Ltd	G/HALL Repair/Maint	Jetting of soil stack in stairwell	240.00	48.00	288.00
24/05/2017	20618	Acme Tree Services Ltd	PARKS Other Repair/Maint	Christchurch extn-Removal of trees leaning over A51	390.00	78.00	468.00
24/05/2017	20619	AKW Plumbing & Heating Services	G/HALL Repair/Maint	Repairs to leaking toilet and kitchen sink	60.00	0.00	60.00
24/05/2017	20620	Brownhill Hayward Brown Ltd	R&R FUND Birthplace	Architects for museum chimney repairs	297.50	59.50	357.00
24/05/2017	20620	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donegal Hs	Architects for Donegal roof repairs	264.72	52.94	317.66
24/05/2017	20620	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donegal Hs	Architects for Donegal internal glazed door	660.00	132.00	792.00
24/05/2017	20620	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donegal Hs	Architects for Guildhall beer cellar refurbishment	680.00	136.00	816.00
24/05/2017	20621	Carpets Direct 2U Ltd	G/HALL Supplies/Services	New carpet for top floor landing & outside Ashmole	458.33	91.67	550.00
24/05/2017	20622	City Life in Lichfield Ltd	DEM SERVICES Publicity	City View - May	1,035.00	207.00	1,242.00
24/05/2017	20623	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - April	464.64	92.93	557.57
24/05/2017	20624	Darwin Electrical Services	ARTS/TOURISM Lights Costs	2 trips to Tumocks to collect new light features	125.00	25.00	150.00
24/05/2017	20624	Darwin Electrical Services	HALLS Boley Hall	Install sockets for new CCTV system	132.97	26.59	159.56
24/05/2017	20624	Darwin Electrical Services	PARKS Other Repair/Maint	Pool Walk - Repair tree light and paint wiring box	108.03	21.21	127.24
24/05/2017	20625	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit	500.00	0.00	500.00
24/05/2017	20626	Friends of Friary Clock Tower	PARKS Other Repair/Maint	Annual donation for clock winders 17/18	500.00	0.00	500.00
24/05/2017	20627	The Garrick Club	BIRTHPLACE Supplies & Services	Removal of Garrick/Johnson painting for loan	75.00	0.00	75.00
24/05/2017	20628	GHS	ADMIN Supplies & Services	Fire safety risk assessment	200.00	0.00	200.00
24/05/2017	20628	GHS	G/HALL Repair/Maint	Interface to fire alarm for remote monitoring	225.00	0.00	225.00
24/05/2017	20629	Alice Griffin	BIRTHPLACE Stock for sale	Share of proceeds of sales of ceramic plaques	47.88	0.00	47.88
24/05/2017	20630	Heritage Building and Conservation	R&R FUND Birthplace	Repairs to render & steelwork - part payment only	1,900.00	380.00	2,280.00
24/05/2017	20631	Kingston Commercial Property	ADMIN Professional Fees	Marketing & negotiating 2nd top floor lease	750.00	150.00	900.00
24/05/2017	20632	Lichfield District Council	ARTS/TOURISM Expenditure	LCC membership of LDTA 17/18	20.84	4.16	25.00
24/05/2017	20632	Lichfield District Council	BIRTHPLACE Adverts/promotion	Birthplace membership of LDTA 17/18	20.84	4.16	25.00
24/05/2017	20632	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/4 - 10/5 (New contract rate)	9,934.70	1,986.94	11,921.64
24/05/2017	20632	Lichfield District Council	R&R FUND Guildhall/Donegal Hs	Building control inspection of Donegal basement	310.00	62.00	372.00
24/05/2017	20633	Naturescape Ltd	PARKS Other Repair/Maint	Various wildflower seed, using SSW grant	756.25	151.25	907.50
24/05/2017	20634	Print & Digital of Lichfield Ltd	MARKET Supplies/Services	Printing of 10,000 colour market leaflets	430.00	0.00	430.00
24/05/2017	20635	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier usage Feb-Apr, rental May-Jul	724.56	144.91	869.47
24/05/2017	20636	Smith of Derby Ltd	ADMIN Supplies & Services	Donegal clock-manuf & install auto control movement	2,590.00	518.00	3,108.00
24/05/2017	20637	Stone Edge Ltd	R&R FUND Guildhall/Donegal Hs	Guildhall roof repairs - 3rd instalment	7,201.89	1,440.38	8,642.27
24/05/2017	20638	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones April/May	129.35	25.87	155.22
24/05/2017	20639	Vision ICT Ltd	ADMIN Supplies & Services	Annual LCC website hosting & support, to June 2018	245.00	49.00	294.00
24/05/2017	20640	Weir Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - April	59.20	11.84	71.04
24/05/2017	20641	Zurich Municipal	ADMIN Insurance	Work in progress cover-Donegal roof repairs, to July	112.00	0.00	112.00
31/05/2017	20642	HM Revenue & Customs Only	CIVIC Mayor's Allowance - S James	Tax payable on Mayor's clothing expenses	62.80	0.00	62.80
31/05/2017	20642	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax & NI contributions - May	5,887.76	0.00	5,887.76
31/05/2017	20643	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - May	6,880.03	0.00	6,880.03
31/05/2017	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	81.43	0.00	81.43
					<u>118,451.78</u>	<u>8,971.28</u>	<u>127,423.06</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule**From 1 May to 31 May 2017**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
04/05/2017	05028	Cash	G/HALL Supplies/Services	Carpet fitters on top floor	200.00	0.00	200.00
04/05/2017	05029	A Briggs	BIRTHPLACE Supplies & Services	CD player ordered on internet	54.99	0.00	54.99
04/05/2017	05029	A Briggs	G/HALL Supplies/Services	Paint for lobby outside Ashmole Room	8.33	1.67	10.00
04/05/2017	05029	A Briggs	G/HALL Supplies/Services	2 high chairs ordered on internet	47.80	0.00	47.80
11/05/2017	05030	Lichfield Frames	G/HALL Supplies/Services	Framing of prints for Whytmore Room	300.00	0.00	300.00
15/05/2017	05031	Sheelagh James	CIVIC Mayor's Allowance - S James	Re-imbusement of Mayor's clothing expenses less tax	251.40	0.00	251.40
18/05/2017	05032	Cash	Various	Petty cash vouchers 7015 - 7025	173.33	19.78	193.11
22/05/2017	05033	Gabriele Lasch-Burden	ARTS/TOURISM Expenditure	Twinning Officer hotel for Partnership Conf, Bristol	75.00	15.00	90.00
22/05/2017	05033	Gabriele Lasch-Burden	ARTS/TOURISM Expenditure	Twinning Officer travel to Partnership Conference	77.58	0.00	77.58
22/05/2017	05034	William Salt Library	BIRTHPLACE Supplies & Services	Reproduction of Garrick images	25.00	0.00	25.00
25/05/2017	05035	M Shaw	BIRTHPLACE Supplies & Services	Mounting and framing of prints	104.00	0.00	104.00
26/05/2017	05036	Lichfield Greenhill Bower	CIVIC Mayor's Allowance - J Greaves	Tickets for Bower Lunch	20.00	0.00	20.00
30/05/2017	05037	Cash	Various	Petty cash vouchers 7026 - 7031	164.53	4.83	169.36
31/05/2017	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	10.74	0.00	10.74
					<u>1,512.70</u>	<u>41.28</u>	<u>1,553.98</u>