

Lichfield City Council

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

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

Town Clerk: Anthony D Briggs

27 November 2017

Public

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield, on **Monday, 4 December 2017 at 6.30 pm** at which the following business will be transacted.

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

4. COUNCIL MINUTES

To confirm as a correct record the Minutes of the Council Meeting held on 23 October 2017 (Nos 47 - 65) (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 Meeting held on 11 October 2017 be received (copies previously circulated).

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

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. OFFICERS' REPORT

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

RECOMMENDED: That the Report be noted.

9. STOWE WARD VACANCY

The resignation of Councillor J McGrath with immediate effect on 11 October 2017 created a vacant seat in Stowe Ward. The vacancy was subsequently advertised and the prerequisite demand for an election has been received by the Lichfield District Council Returning Officer.

The Council is asked to note that the publication of the Notice of Election was 9 November 2017, and the election is scheduled for **Thursday 14 December 2017**.

10. REPRESENTATION ON OUTSIDE BODIES AND AUDIT COMMITTEE

Due to the resignation of Councillor J McGrath, the City Council is asked to appoint representatives to serve externally on Lichfield Arts and internally on the Audit Committee.

Due to the resignation of Councillor Mrs Norma Bacon as a Trustee of Michael Lowe's and Associated Charities, the City Council is asked to make a further appointment. Interested parties are asked to note that Trustees are expected to play a part in the quarterly visits to applicants, the commitment as a Trustee is therefore not solely to attend the quarterly meetings.

11. GUILD ROOM HIRE – LICHFIELD ROTARY CLUB/STROKE AWARENESS, MAY 2018

A request has been received from Lichfield Rotary Club and the Stroke Association to hire the Guild Room on Saturday 5 May 2018 between 10am and 4pm for the purposes of voluntary blood pressure checks and advice as part of the Stroke Awareness campaign. In previous years the event was hosted by St Mary's free of charge, but due to ongoing refurbishment this will not be possible in 2018.

At its meeting of 5 February 2009, the City Council resolved that no further 'free use' of the Guildhall be granted and that all applicants apply for a monetary grant instead. Lichfield Rotary Club and the Stroke Association have therefore requested a grant in the sum of £150, which represents the approximate cost of hire of the Guildroom for their chosen day at charity rate. The event is for public service only and does not raise funds.

RECOMMENDED: That a grant of £150 be awarded from the City Council's Grant Aid/Partnerships budget to cover the hire costs incurred for the Lichfield Rotary Club/Stroke Association event on 5 May 2018.

12. LICHFIELD CITY NEIGHBOURHOOD PLAN (LCNP)

The Independent Examiners report on the LCNP was received by the District Council on 26 October 2017. The document runs to 63 pages and contains 12 recommendations for changes to the LCNP.

Following receipt of the examiner's report, and within a timeframe limited by statute to five weeks, the Cabinet of the District Council must make a formal decision both on what action to take in response to the recommendations of the Independent Examiner and whether the LCNP should proceed to a local referendum.

The City Council was required to indicate whether it wishes to proceed with the Plan as amended or withdraw it. To that end, and due to the unavoidable time constraints, the Town Clerk in conjunction with the Leader of the Council and the Chairman of the Neighbourhood Plan Committee, sought the views of the Committee as to whether the

LCNP should proceed as amended or be withdrawn. Responses were wholly in favour of proceeding with the LCNP as amended.

The Town Clerk has subsequently notified Lichfield District Council of this intent, with confirmation being received that a decision statement will be presented to LDC Cabinet on 5 December. It will be recommended to Members that subject to the modifications within the decision statement, the LCNP proceed to referendum. Subject to the decision at Cabinet on 5 December, LDC's Elections team will then proceed to organise the referendum.

To implement the recommended amendments LDC requested the City Council provide updated mapping for the LCNP. As the initial LCNP consultant budget has now been exhausted, the provision of this updated mapping has incurred an additional cost of £175+VAT. No further additional consultant related costs in this matter are envisaged at this time.

RECOMMENDED: That the report be noted.

13. FINANCIAL PROGRESS REPORT - 1 APRIL to 30 SEPTEMBER 2017

This report (**APPENDIX 2**) contains the financial progress for the period 1 April 2017 to 30 September 2017 and summarises the income and expenditure against budget for the service areas in the first six months (50%) of the financial year.

The report shows:

Column 1 – The actual income/expenditure to 30 September 2017 (50% of full year)

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

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

Column 4 – The Budget for 2017/18

Column 5 – The anticipated variance

RECOMMENDED: That the Financial Progress Report be noted.

14. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 3**) for the period 1 September 2017 to 30 September 2017 in the sum of £92,934.84 General Account, and £797.29 Imprest Account.

15. 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.

16. STAFFING COMMITTEE

To adopt the Minutes of the Staffing Committee meeting held on 2 November 2017, **APPENDIX 4** (attached for members).

17. APPOINTMENT OF DEPUTY TOWN CLERK

a). To receive the Minutes of the meeting of the Interview Panel appointed by the Staffing Committee held on 8 November 2017, **APPENDIX 5** (attached for members).

b). To receive the Minutes of the meeting of the Interview Panel appointed by the Staffing Committee held on 22 November 2017, **APPENDIX 6** (attached for members).

18. APPOINTMENT OF CIVIC OFFICER

Following the appointment of Sarah Wallace to the role of Deputy Town Clerk on 22 November 2017, a vacancy has arisen for a Civic Officer to Lichfield City Council. While Sarah will continue in the role of Civic Officer in the short term while also beginning to take on the duties of the Deputy Town Clerk, expediency in appointing a new Civic Officer will have great benefit to the smooth running of the City Council.

A meeting of the Staffing Committee has been arranged for 5 December 2017 to discuss the Civic Officer role. Ordinarily, the minutes of this meeting would not be considered for adoption until the City Council's meeting of 29 January 2018. However, Members are asked to consider delegating authority to the Staffing Committee in advance of its meeting to agree the Job Description and application pack including minor amendments as necessary; and appropriate delegations for the shortlisting, interview and appointment process.

RECOMMENDED: That delegated authority be given to the Staffing Committee to agree the processes and delegations necessary for the recruitment of a new Civic Officer to Lichfield City Council.

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PUBLIC PARTICIPATION SESSION AT CITY COUNCIL MEETINGS

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

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

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

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Monday 23 October 2017 at 6.30 pm

PRESENT: Councillors Mrs J Greaves (Mayor), Mrs J Allsopp, R Awty, B Bacon, Mrs N Bacon, Mrs G Boyle, B Cocksey, D Dundas, C Greatorex, P Hitchman, Mrs S James, D Leytham, Miss J Marks, T Matthews, B McMullan, D Smedley, A Smith, C Spruce, Mrs L Warfield, M Warfield and R Yardley.

APOLOGIES: Councillors Mrs D Baker, J Brooks, I Eadie, Mrs J Eagland, P Ray and A Thompson.

A MINUTE'S SILENCE WAS HELD IN MEMORY OF BARRY DIGGLE, FORMER MAYOR, SHERIFF AND COUNCILLOR, WHO DIED ON 11 OCTOBER.

47 MAYOR'S ANNOUNCEMENTS

The Mayor firstly offered congratulations to the Town Clerk on his appointment. She then reported on a number of recent civic and other engagements attended including; the Heart of England Gold Award; Johnson Birthday celebrations; rescheduled Bowls Match and the Twinning Weekend which celebrated 25 years of ring twinning.

Councillor D Smedley reiterated the congratulations of Councillors on the appointment of the Town Clerk, and informed members that Councillor D Dundas had resigned as a Conservative Councillor and would now be standing as an Independent Councillor.

48 DECLARATIONS OF INTEREST

Councillor Mrs G Boyle declared an interest under Appendix 'A' in Item 14, land south of Wordsworth Close as she resides on London Road. Councillor Mrs Boyle left the meeting during the discussion of this item and voting thereon. Councillor C Spruce declared an interest under Appendix 'B' in item 13.

49 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council Meeting held on 11 September 2017 (Nos 36-46) be confirmed and signed as a correct record.*

50 PLANNING COMMITTEE

RESOLVED: *That the Minutes of the Planning Committee meetings held on 17 August and 14 September 2017 be received.*

51 JOHNSON BIRTHPLACE ADVISORY COMMITTEE

Consideration was given to the Minutes and recommendations of the Johnson Birthplace Advisory Committee held on 3 October 2017.

RESOLVED:

- a) *That the Minutes and recommendations of the Johnson Birthplace Advisory Committee meeting held on 3 October 2017 be approved.*
- b) *That the Town Clerk writes to the two retiring attendants to thank them on behalf of the City Council for their outstanding contribution to the Birthplace museum.*

52 OFFICERS' REPORT

The Mayor took each item from the Officers' Report in turn. Councillor C Greatorex stated that the Sheriff's Ride was the envy of other Sheriffs and added his thanks to all volunteers who helped with the event. He also mentioned the attendance of the Sheriff at the Shrievalty Weekend. Councillor R Awty noted that the visitor numbers were again increasing at the Samuel Johnson Birthplace Museum and thanked the Museum and Heritage Officer for her efforts. Councillor Mrs G Boyle stated that the Mayor gave a remarkable speech during the Twinning Weekend and represented the City with aplomb. Councillor C Greatorex highlighted the professional advice that is enlisted to ensure that the City Council makes every effort to carry out the most appropriate maintenance work to trees in its ownership.

RESOLVED: That the Report as contained in Agenda Appendix 1 be received, and that officers be commended for their informative report.

53 3rd BATTALION THE MERCIAN REGIMENT (STAFFORDS) - OLD COLOURS PARADE 13 JANUARY 2018

A request from Captain DSH Maddock on behalf of the Mercian Regiment to parade 3 Mercian (The Staffords) old colours through the City of Lichfield on 13 January 2018 prior to laying them up in Lichfield Cathedral was considered.

RESOLVED: That the request to parade through the City be approved; that the City Council welcomes the long association between the City and this Regiment, and confirms its strong support for and appreciation of its dedicated and distinguished service.

54 REPAIR AND RENOVATION PROGRAMME 2017/18 – PROGRESS REPORT

Members considered the Town Clerk's report on the progress of the 2017/18 The 2017/18 Repair and Renovation programme (**Agenda Appendix 2**).

RESOLVED: That the Repair and Renovation Progress Report be noted.

55 AUDIT OF ACCOUNTS 2016/17

The audit of accounts for the year ending 31 March 2017 was completed on 27 September 2017. The external auditor, Grant Thornton, issued an unqualified report confirming that there are **no** matters which it wishes to draw to the attention of the Council. The Notice of Conclusion of Audit has consequently been published.

RESOLVED: That the report be noted, and that the thanks of the City Council be passed to Alison James and Graham Keatley for their efforts in this matter.

56 PROPOSED CHANGES TO LOCAL COUNCIL TAX SUPPORT GRANT (LCTSG) - 2018/19

Members considered the changes to LCTSG, confirmation that it was to be withdrawn by Lichfield District Council having been received and circulated following the publication of the agenda.

RESEOLVED: That Lichfield District Council's decision to remove the LCTSG allocation to Parish Councils from 2018/19 be noted.

57 SAMUEL JOHNSON MOSAIC – BIRD STREET

Consideration was given to the Civic Society request for grant funding from the City Council to enable the repairs to the Samuel Johnson mosaic in Bird Street to proceed.

RESOLVED: *That subject to confirmation that the appropriate public liability insurance is in place for the removal and reinstallation of the mosaic, and that the City Council accepts no liability in the matter, a grant of £400 be made available from the City Council's Grant Aid/Partnerships budget to fund the repairs to the Samuel Johnson mosaic located on the corner of Bird Street.*

58 ANNUAL UPDATE OF CITY COUNCIL POLICIES

Consideration was given to the review from a local solicitor in matters relating to employment law. Following this year's review, amendments have been suggested to the City Council's Grievance Procedure, Disciplinary Procedure, Maternity Policy and Equal Opportunities Policy.

RESOLVED: *That the draft revised Grievance Procedure, Disciplinary Procedure, Maternity Policy and Equal Opportunities Policy be adopted.*

59 NEIGHBOURHOOD PLAN UPDATE

The District Council advised that the examination of the Neighbourhood Plan should take between two and three months and that further updates will follow in due course. The final stage of the Neighbourhood Plan is the referendum, where it must obtain majority support from electors if it is to be adopted. The Plan then becomes part of the formal Development Plan for the area, with legal force, and helps shape the direction of future employment development in the City.

RESOLVED: *That the Neighbourhood Plan update be noted.*

60 LAND SOUTH OF WORDSWORTH CLOSE, LICHFIELD

Further to the City Council advertising its proposals to dispose of land South of Wordsworth Close, consideration was given to the objections received and the next steps were discussed.

An amendment was proposed by Councillor D Dundas, but this was not seconded.

A request for a named vote was made by Councillor D Smedley. The vote was recorded as follows:

For the motion: Councillors Mrs J Allsopp, R Awty, B Bacon, Mrs N Bacon, Mrs G Boyle, B Cocksey, C Creatorex, Mrs J Greaves, P Hitchman, Mrs S James, D Leytham, Miss J Marks, T Matthews, B McMullan, D Smedley, A Smith, C Spruce, Mrs L Warfield, M Warfield and R Yardley.

Against the motion: None.

Abstentions: Councillor D Dundas.

RESOLVED:

- a) *Following consideration of the correspondence received, the City Council decision to enter in to an option agreement for the disposal of the land (as detailed in the Town Clerk's confidential report to Council of 11 September 2017) be formalised*
- b) *That delegated authority be given to the Town Clerk, in conjunction with the Leader of the Council, to instruct legal advisors to proceed to 'heads of terms', with finalised agreements to be prepared.*

61 STAFFORDSHIRE PARISH COUNCILS ASSOCIATION (SPCA) AGM

Members were advised that the SPCA AGM will this year be held on the evening of **Monday, 4th December 2017** at Staffordshire Place One, Tipping Street, Stafford, commencing at 6.45pm. This will be the 78th AGM of the Association.

RESOLVED: *That the information be noted.*

62 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed as listed in Agenda Appendix 3 for the periods 1 August 2017 to 31 August 2017 in the sum of £61,899.33 General Account, and £1,418.99 Imprest Account.*

63 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.

64 APPOINTMENT OF TOWN CLERK

Members considered the minutes of the meetings of the Interview Panel appointed by the Staffing Committee to appoint a new Town Clerk (Agenda Appendix 6 and 7).

RESOLVED:

- a) To receive the Minutes of the meeting of the Interview Panel appointed by the Staffing Committee held on Tuesday 12 September 2017*
- b) To receive the Minutes of the meeting of the Interview Panel appointed by the Staffing Committee held on 29 September 2017*
- c) That the thanks of the City Council be passed to the new Town Clerk and City Council staff who had worked so well in such difficult circumstances following the death of the previous Town Clerk.*

65 STAFFING COMMITTEE

Members considered the minutes and recommendations of the Staffing Committee meeting held on 11 October 2017 (Agenda Appendix 8).

RESOLVED: *That the Minutes and Recommendations contained in the Minutes of the Staffing Committee meeting held on 11 October 2017 be adopted.*

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.15 PM

MAYOR

OFFICERS' INFORMATION REPORT

1. Civic Matters: Sarah Wallace, Civic Officer

On Tuesday 31 October the Mayor and Sheriff held a concert in the Guildhall to raise funds for their chosen charities.

Fifty members of Lichfield Rock choir performed an uplifting and up-tempo selection of songs including 80's favourites 'A little Respect' and 'Uptown Girl'.

Representatives from Guide Dogs for the Blind and Staffordshire Blood Bikes also attended and gave the audience a moving account of the work they do to support the charities. The 96 guests then tucked into bacon sandwiches before enjoying the second half of the concert. The evening raised a total of £725.00.



The annual Remembrance service was held in the Cathedral on Sunday 5 November. Following the service the Lord Lieutenant of Staffordshire, Mr Ian Dudson accompanied by the Mayor led the civic party into the Remembrance Gardens at 10.55am for the wreath laying ceremony and to observe the national 2 minutes silence. A professional public address system was used this year to ensure the large crowds that gathered could hear what was happening and feel part of the ceremony.



At the time of writing this report, preparations are continuing for the Mayor and Sheriff's next charity event, a Masquerade Ball to be held on 25 November.

This will be followed by the last civic event of the year, the Mayor's Carols for Christmas on Tuesday December 5.

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

Traders Liaison Meeting

The traders' liaison meeting covered a range of topics including market occupancy, advertising & promotions. These meetings provide a constructive dialogue between the City Council and Market Traders and have proven extremely useful. The next meeting is scheduled for May 2018.

Christmas Lights Switch-On

A great deal of time over the past few weeks has been dedicated to the organisation of the Christmas Market which takes place alongside the 'Switch on' event. At the time of writing this report final preparations are nearly complete. The Market has proven to be extremely popular this year and is fully booked with an array of food, drink and gift stalls.

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

The Birthplace Museum trialled extending summer opening hours up to the end of October this year, with 18% of visitors attending in the additional hours, and a 7% overall increase on the total number of October visitors in 2016. The Museum has had a busy autumn, with work including the following events, activities, projects:

- The Birthplace exhibition 'Johnson & Garrick: a Friendship in Constant Repair' travelled to Dr Johnson's House in London, where it will be on display until January 31 2018. Advisory Committee members, staff and volunteers travelled to see the London house and display on 20 November and had a guided tour with curator Celine Luppo McDaid.
- Items from the Birthplace collection and City Council silver were displayed at Lichfield Cathedral as part of their 'Discovering Elias Ashmole' Exhibition.
- A busy programme of half term activities in October included a hands-on art and craft session, an interactive show 'History is magic!' developed by Kevin Lynch and the Birthplace was a partner site in the 'Big Draw', working with the LDC Arts Officer.
- The year of events to commemorate the 300th anniversary of the birth of David Garrick came to a close with the performance of a new play written by David Titley, 'Peg and Davey', looking at his early stage career and relationship with actress Peg Woffington. The play starred Lichfield actors Robin Hewitt and Hannah Davies.
- Birthplace staff took part in the L2F folk festival procession (see photograph below), and hosted acclaimed songwriter John Tams for a songwriting workshop at the Museum.



- School visits included 140 pupils from Erasmus Darwin Academy and Dictionary Workshops for Pingle School, Derbyshire. Storywood Primary from Erdington visited the Guildhall Prison Cells. Students from Birmingham Ormiston Academy in Birmingham produced an excellent video piece on the Museum as part of their media coursework.
- 50 members of the Cheadle and District Historical Society attended an Outreach talk given by Sue Bray.
- David Garbutt started as this year's Birmingham University 'History in the Workplace' placement student, working on inscribed and association books in the Museum. New marketing volunteer Sam Hodgson also joined the team to write content for social media feeds.
- Conservation work is underway on Boswell's Bureau Bookcase and an 18th century Staffordshire 'grand-daughter' clock.

The Guildhall Prison Cells closed for the summer season at the end of October. 5,670 visitors enjoyed the displays over the Saturday openings, made possible by the team of cells volunteers, photographed below, who had a feedback session in November with the M&HO.



4. Twinning: Gabriele Lasch-Burden, Twinning Officer

Ring Twinning Anniversary

Over the weekend of 6 to 9 October, Lichfield celebrated its 25th Twinning Anniversary with Sainte Foy-les-Lyon and Limburg a. d. Lahn. Nearly 80 guests from both Lichfield and Limburg travelled to Ste. Foy to take part in the celebrations, which were partly funded by the EU. In total, 63 French host families accommodated the English and German guests.

The Ring Twinning Celebrations in Ste. Foy were a chance for old friends to meet up and for new links and friendships to be established. There were social events and excursions, but above all the chance to meet French people and experience a slice of the French way of life. Language was not a problem and everyone enjoyed seeing the wide range of sporting and cultural activities which Ste. Foy has to offer. Lichfield's Table Tennis and Friary Tennis Clubs took part in competitions between the three Cities and Lichfield's very own town crier, Ken Knowles, opened the weekend ceremony to resounding applause from the audience.

The highlight of the weekend was the friendship evening, where approximately 300 guests joined the three City Mayors in the anniversary celebrations. The French host families together with their guests from Lichfield and Limburg enjoyed the occasion to get to know one another over a nice meal in a relaxed atmosphere with lovely musical interludes. The three Mayors spoke about their cities' benefits and experiences from Twinning and exchanged gifts to commemorate 25 years of collaboration.

During the weekend, there was a very informative business meeting to discuss past exchange experiences and ideas for future cooperation. All three Mayors expressed a firm commitment to Twinning and the Limburg Mayor, Dr. Marius Hahn, issued an invitation for the next official meeting in Limburg, to be held in September 2020.

Especially impressive was the church service on Sunday morning, which was held in 3 languages and thus contributed to a very special atmosphere in a full church. The Reverend Ian Hayter from Wade Street Church in Lichfield led the English part of the service.

On Saturday morning, the French MEP Francoise Grossetete, spoke about 30 years of the EU's Erasmus programme and how to access it.

Overall, the weekend was a great success and underlined the cultural opportunities and importance of Twinning. A selection of photographs from the weekend is contained on the following pages.



Our Town Crier opens proceedings



National Anthems at opening ceremony



A friendly game of tennis



Table tennis team in action



More than 300 attendees



Sightseeing in Lyon



Gifts from Ste. Foy



Gifts from Limburg



Lichfield's gifts gratefully received



The Mayor's speech



Hard at work



A fitting close to an excellent weekend

Limburg City Council Apprentice



Elena Stolz, a public office trainee with Limburg City Council, has spent a week on placement in Lichfield. Her aim has been to gain experience and obtain an insight into English council administration as well as to improve her language skills.

Elena visited the District Council offices, City Council Offices, learning about the roles of the Town Clerk, Twinning Officer, Open Spaces Officer, Civic Officer, Markets Officer and the Mayor and Staffordshire County Council with County Councillor Janet Eagland. Elena also spent time at the Library, the Samuel Johnson Birthplace (Museum), Erasmus Darwin House (Museum) and Friends2Friends, a voluntary organisation that helps people with learning difficulties.

Elena has successfully completed her placement and learnt much about the services which these councils and departments provide for our citizens and how these services are delivered. By staying with a host family, Elena also gained a better understanding of English life and culture. In her final report to Limburg Council, she stressed again how informative her week in Lichfield was and urged everyone to take this great chance of working in one of our twin towns for a truly interesting way of learning about traditions and cultures in these countries.



Limburg Cathedral Light Festival



Limburg City Council has commissioned Lichfield artist Peter Walker to transform their Cathedral with a lightshow for the opening of their Christmas Market. The project, which is sponsored by various Limburg private companies and put together with the help of Lichfield and Limburg schools, will be shown over the weekend of 1 and 2 December. This event will be a fantastic promotion of the excellent twinning relationship between our two Cities.

Twinning Events

Limburg's Twinning Association will be celebrating their 30th anniversary on 10 December and are incorporating the theme of Lichfield's Garrick 300 into their programme. They have invited David Tittley from the Birthplace to perform and talk about Garrick at this event. A number of members from the Lichfield Twinning Association are taking part in this celebration evening.

The Lichfield Cathedral Boys' Choir will be holding a concert at Limburg Cathedral on 12 December. This is all part of Limburg's pre-Christmas season which will add to Peter Walker's illuminations and the 30th anniversary celebrations of the Limburg Twinning Association. As in previous years, the Limburg Twinning Association will have a stand, selling Gluehwein, at Limburg's Christmas market.

The Lichfield Twinning Association organised a murder mystery evening on 16 November in the Martin Heath Hall in Christchurch Lane, in order to promote Twinning. This event was open to everyone, included a Fish and Chip supper and was great fun. The event was extremely popular and all 67 tickets were sold, raising much needed funds for future exchanges.



During the evening the Chairman of the Twinning Association Peter Barrett presented Gabi with a card and a large bouquet of flowers. The card read: "Thank you for all you did to make Ste. Foy such a success." And he added "and also for raising the profile of twinning over the last 18 months or so."



A college in Limburg is sending three female educator students for four weeks work experience from mid-January to mid-February to a nursery in Lichfield. Many thanks to Springfields Pre-School and Day Nursery in Beacon Street, who are happy to take all 3 students for their international work experience. International DBS checks have been organised to make this placement possible. The students are already qualified and have practical experience in the area of early childcare. The placements are being financed through the European Erasmus exchange programme.

Exchange Enquiries

Members of the Limburg Twinning Association would like to visit Lichfield in early May 2018 and the Lichfield Twinning Association is looking for host families to accommodate 1 or perhaps 2 people over a long weekend from Friday 4 May until Tuesday 8 May. Please contact the Twinning Officer for further information.

5. Guildhall: Helen Winter, Guildhall Bookings Secretary

Although the Old Prison Cells closed to the public at the end of October, there were still nine organised tours, including a party of school children who visited the Guildhall building as part of a trip around the sights of Lichfield.

We continue to attract our regular bookings such as the Archaeological and Historical Society, Band Practice, Bridge, Chess, Darby & Joan, Heyday Friendship, Italian Class, Ladies Cameo Group, Meditation, RSPB, Slimming World, U3A and U3A Gardening and the National Trust.

Since the last report, there has been one Wedding Ceremony and Reception, a 50th Birthday Party and a 25th Anniversary Party with a Hog Roast as well as a Teddy Bears picnic. Other bookings include Lichfield Round Table's Murder Mystery Evening.

Lichfield Arts have held six concerts, their L2F and a Winter Beer Festival.



We continue to attract commercial and private bookings. There have been two Craft Fairs and a charity Christmas Fair. Market Research have held three separate events and HS2 held a drop in surgery.

Bramshall Art held an exhibition during November and have had five other meetings in the building in the last few weeks.

In the run up to Christmas, there will be a Fabric Sale, Lichfield Leather Sale, three Craft Fairs, a table top sale, Lichfield Camera Club Winter Exhibition, City of Lichfield Christmas Concerts, an Acoustic Concert to raise funds for Lichfield Garrick Youth Theatre, and several private bookings for Christmas dinners, parties and annual lunches. There is also a Bible Exhibition, Corridor Gallery display, three Lichfield Arts concerts and a child's birthday party. At the end of December we will hold our last Wedding Ceremony and Reception of the year.

During the year there have been eleven Wedding Ceremonies, sixteen Wedding Receptions, ten birthday parties and three children's parties (with Harry Potter themes being particularly popular), five anniversary parties and eight other private parties including Christening celebrations. There have also been ten lunches, dinners and suppers and five other concerts (excluding those organised by Lichfield Arts).

The damp proof maintenance work has also been completed in the Guildroom and caused minimal disruption to bookings.

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

Remembrance Sunday

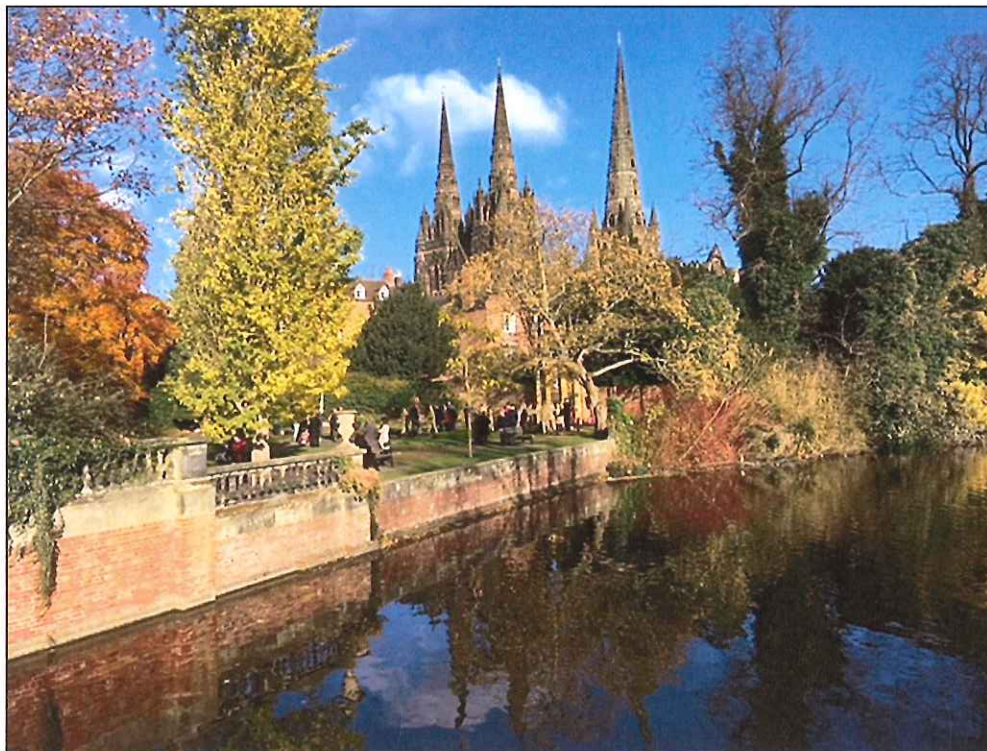
The Remembrance Gardens are a very important part of Lichfield City's open space, but the laying of the wreaths on remembrance Sunday is the time at which the Gardens must look their best.

Following a meeting with Lichfield District Council's Arboricultural Officer, tree work was completed to reshape the Verdun Oak, to remove any low branches hanging over the paths and to remove the self-sown alder saplings spoiling the view of Minster Pool.

The ivy from the monument was also removed as advised by the Civic Society, and the LDC maintenance team tidied the beds and spray washed the path to improve the surface.



As a result of this work, and aided by the good weather on the day, the Gardens looked splendid for what is a very important event in the City Council's calendar.



Lichfield in Bloom

The first meeting of Blooming Lichfield was well attended and reviewed the 2017 feedback from the judges and discussed what improvements can be made. Consideration was given to new projects for 2018 such as engaging public houses and schools in Bloom and developing new areas for planting.

Also discussed were possible projects for 2019 such as St. Michael's Churchyard where a recent survey made several suggestions to encourage wildlife.

Boley Park Community Hall

The pre-school who use the Hall would like to extend the space they use as well as having room for growing plants with the children. Following a site meeting a potential way forward was found that would increase the space, but not result in too many changes and would also leave the car park users with some green hedging. Representatives from the pre-school have been advised to consider and finalise their proposals and make a formal submission for consideration by the City Council as and when appropriate.

General Maintenance

Autumn is a busy time with tree and hedge work in many areas during the dormant growing period, and a new oak gate has been ordered for the Pinfold.

For Council: 4 December 2017 APPENDIX 2

FINANCIAL SUMMARY REPORT - 1 APRIL to 30 SEPTEMBER 2017

This report contains the financial progress for the period 1 April 2017 to 30 September 2017 and summarises the income and expenditure against budget for the service areas in the first six months (50%) of the financial year; and the year-end projected outturn.

The report shows:

Column 1 – The actual income/expenditure to 30 September 2017 (50% of full year)

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

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

Column 4 – The Budget for 2017/18

Column 5 – The anticipated variance from budget

<u>Net Expenditure</u>	£	£	£	£	£	
SERVICE AREAS	ACTUAL 6 MONTHS TO 30 SEPTEMBER	FORECAST 6 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE	NOTES
Parks and Footpaths	95,575	118,591	214,166	208,166	6,000	1
Guildhall	33,887	30,063	63,950	62,530	1,420	2
Community Centres	11,115	8,877	19,992	12,182	7,810	3
Markets	-20,549	-3,176	-23,725	-29,885	6,160	4
Civic	42,505	39,179	81,684	81,684	0	
Grant Aid/Partnerships	42,453	7,553	50,006	50,006	0	
Arts/Tourism/Twinning	25,125	34,864	59,989	59,989	0	
Johnson Birthplace Museum	36,910	43,794	80,704	80,704	0	
Democratic Services	50,706	47,308	98,014	88,794	9,220	5
Investment Interest	-57	-53	-110	-110	0	
Loan Charges	0	0	0	0	0	
Agency	-20,184	1,569	-18,615	-18,615	0	
Repairs and Renewals	89,072	40,393	129,465	129,465	0	
Capital Projects	0	0	0	0	0	
TOTALS	£386,558	£368,962	£755,520	£724,910	£30,610	Approx 4.2%

Notes:

Note 1: Specific Ground works funded from contribution received 2016-17.

Note 2: Additional repair and maintenance to Guildhall central heating system.

Note 3: Additional cost of installation of CCTV at Boley Park CC; and contributions to Darwin Hall CC including roof repairs and fencing.

Note 4: Impact of vacancies in market stall occupancy on total earnings minus offset from Wednesday trading trial.

Note 5: Includes cost of By Election in Chadsmead and Stowe Wards.

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

For Council: 4 December 2017 APPENDIX 3

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 September to 30 September 2017

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
05/09/2017	20782	1A Action Rotary Rod Ltd	R&R FUND Guildhall/Donegal Hs	CCTV survey & report on drains to rear of Donegal House	320.00	64.00	384.00
05/09/2017	20782	1A Action Rotary Rod Ltd	R&R FUND Guildhall/Donegal Hs	Relining and drainage repairs to rear of Donegal House	1,790.00	358.00	2,148.00
05/09/2017	20783	Wm M Briers & Son (Tamworth)	MARKET Supplies/Services	Skip hire - August	600.00	120.00	720.00
05/09/2017	20784	Burton Bridge Brewery Ltd	CIVIC Sheriff's Allowance - A Smith	Bottles of Sheriff's Ride beer for lunchtime gifts	188.00	37.60	225.60
05/09/2017	20785	Cannock Chase Trekking Centre	CIVIC Sheriff's Allowance - A Smith	Horse for Sheriff's Ride	500.00	100.00	600.00
05/09/2017	20786	Corona Energy Retail 4 Ltd	Gas - Donegal 35%, Guildhall 65%	Gas - July	157.38	7.87	165.25
05/09/2017	20787	Croft Building and Conservation	R&R FUND Guildhall/Donegal Hs	Donegal House roof repairs - 1st valuation	9,367.53	1,873.51	11,241.04
05/09/2017	20787	Croft Building and Conservation	R&R FUND Guildhall/Donegal Hs	Guildhall beer cellar refurbishment - 2nd valuation	2,514.91	502.98	3,017.89
05/09/2017	20788	Darwin Electrical Services	G/HALL Supplies/Services	Repair of floor polishing machine	35.00	7.00	42.00
05/09/2017	20789	The Information Commissioner	ADMIN Supplies & Services	Annual data protection registration to 16/10/18	35.00	0.00	35.00
05/09/2017	20790	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Stationery and cleaning supplies	34.66	6.93	41.59
05/09/2017	20790	Eastern Shires Purchasing Org	BIRTHPLACE Supplies & Services	Drawing inks	23.26	4.65	27.91
05/09/2017	20791	Focus Security & Surveillance Ltd	ADMIN Supplies & Services	Annual maintenance of Donegal access control system	132.40	26.48	158.88
05/09/2017	20792	Forward Cleaning Contractors Ltd	ADMIN Supplies & Services	Interior and exterior window cleaning - August	76.00	15.20	91.20
05/09/2017	20793	Gavin Kenning Engineering Ltd	BIRTHPLACE Supplies & Services	Price gun labels	8.75	1.74	10.49
05/09/2017	20794	Hedgerow Publishing Ltd	BIRTHPLACE Stock for sale	Souvenir pens for sale	20.95	4.19	25.14
05/09/2017	20795	Heritage Building & Conservation	R&R FUND Birthplace	Retention payment/revised invoice for render redecoration	416.75	83.35	500.10
05/09/2017	20796	Historyonics	BIRTHPLACE Supplies & Services	Museum insect traps	22.50	4.50	27.00
05/09/2017	20797	Alison James	ADMIN Subscript/Training	AAT membership fee 17/18 for Accounts Officer	147.00	0.00	147.00
05/09/2017	20798	Lichfield District Council	BIRTHPLACE Supplies & Services	Annual premises licence to 4/9/18	70.00	0.00	70.00
05/09/2017	20798	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/8 - 10/9	9,934.70	1,986.94	11,921.64
05/09/2017	20799	Lichfield Arts	G/HALL Bar Charge	Lichfield Arts bar charges July - August	769.50	153.90	923.40
05/09/2017	20800	Lichfield Lock & Key Repairs Ltd	HALLS Boley Hall	Repair and service 3 noticeboards	45.83	9.17	55.00
05/09/2017	20801	Michaels Civic Robes	CIVIC Supplies/Services	Mayor's bicorn hat & Town Crier's tricorn hat	750.00	150.00	900.00
05/09/2017	20802	Midland News Association Ltd	ADMIN Supplies & Services	Town Clerk job adverts in Express & Star	751.48	150.30	901.78
05/09/2017	20803	Moseleys	ADMIN Professional Fees	Interim fees re Darwin Hall land exchange (Aug16-Aug17)	5,000.00	1,000.00	6,000.00
05/09/2017	20803	Moseleys	ADMIN Professional Fees	Darwin land exchange - Land Registry fees	64.00	0.00	64.00
05/09/2017	20804	NALC	ADMIN Supplies & Services	Town Clerk job advert on NALC website	50.00	10.00	60.00
05/09/2017	20805	Allen Necchi	BIRTHPLACE Stock for sale	Supply of portrait bust which has been sold	100.00	0.00	100.00
05/09/2017	20806	Nisbets	CIVIC Ride General	Plastic plates and champagne flutes for Sheriff's Ride	126.00	25.20	151.20
05/09/2017	20807	Npower Ltd	ADMIN Donegal House Energy	Electricity - July	183.54	36.71	220.25
05/09/2017	20807	Npower Ltd	BIRTHPLACE Energy	Electricity - July	51.04	2.55	53.59
05/09/2017	20807	Npower Ltd	BIRTHPLACE Energy	Electricity - July	48.36	2.42	50.78
05/09/2017	20807	Npower Ltd	G/HALL Energy	Electricity - July	382.67	76.53	459.20
05/09/2017	20807	Npower Ltd	G/HALL Energy	Electricity credit - adjustment for April to July	(7.67)	(1.52)	(9.19)
05/09/2017	20807	Npower Ltd	MARKET Energy	Toilet Block electricity - July	22.37	1.12	23.49
05/09/2017	20807	Npower Ltd	MARKET Energy	Feeder Pillar electricity - July	25.80	1.29	27.09
05/09/2017	20807	Npower Ltd	PARKS Energy	Clock Tower electricity - July	17.78	0.89	18.67
05/09/2017	20807	Npower Ltd	PARKS Energy	Friary electricity - July	17.72	0.89	18.61
05/09/2017	20808	Preseli Ltd	BIRTHPLACE Stock for sale	Fridge magnets for sale	89.00	17.80	106.80
05/09/2017	20809	Print & Digital of Lichfield Ltd	CIVIC Ride General	Conversion of LCC logo to EPS format for Ride vehicles	250.00	50.00	300.00
05/09/2017	20810	Raphael Design Limited	BIRTHPLACE Adverts/promotion	Printing of autumn events leaflet	65.00	0.00	65.00
05/09/2017	20811	Sign Technology Ltd	G/HALL Supplies/Services	Supply & install new sign for the Moulton Room	65.00	13.00	78.00
05/09/2017	20812	Skipton Business Finance Ltd	G/HALL Supplies/Services	6-monthly service of skywinder, Northern Platforms - Aug	225.00	45.00	270.00
05/09/2017	20813	Water Plus Ltd	G/HALL Rates/Water	Surface water drainage charges 25/1 - 25/7	568.16	0.00	568.16
05/09/2017	20814	Jayne Wilson	BIRTHPLACE Adverts/promotion	Artwork for autumn events leaflet	65.00	0.00	65.00
05/09/2017	20815	Shakespeare Antiques Ltd	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 20/8	264.00	0.00	264.00
05/09/2017	20816	Michael Morris	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 20/8	21.00	0.00	21.00
05/09/2017	20817	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 20/8	42.33	0.00	42.33

05/09/2017	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Card fees - August	6.07	0.00	6.07
05/09/2017	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	PCI fee - September	4.00	0.80	4.80
06/09/2017	Debit	Elavon Financial Services	MARKET Supplies/Services	Card fees - August	5.02	0.00	5.02
06/09/2017	Debit	Elavon Financial Services	MARKET Supplies/Services	PCI fee - September	4.00	0.80	4.80
13/09/2017	20818	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - August	2,288.00	457.60	2,745.60
13/09/2017	20818	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - August	290.00	0.00	290.00
13/09/2017	20819	Burntwood Road Sweepers Ltd	CIVIC Ride General	Portable toilet hire at various Ride sites	400.00	80.00	480.00
13/09/2017	20820	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers - September (last payment)	150.00	0.00	150.00
13/09/2017	20820	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers service charge - September	8.25	1.65	9.90
13/09/2017	20821	Darwin Electrical Services	G/HALL Repair/Maint	5 yearly electrical inspection report (2016 - invoice lost)	1,652.50	330.50	1,983.00
13/09/2017	20822	Elite EMS	CIVIC Ride General	Paramedic support	475.00	0.00	475.00
13/09/2017	20823	Mrs J A Leytham-Gain	CIVIC Ride Lunch Costs	Flower arrangement for lunch table	30.00	0.00	30.00
13/09/2017	20824	Rheidol Rosettes	CIVIC Ride General	Rosettes	226.24	45.25	271.49
13/09/2017	20825	Valuation Office Agency	ADMIN Professional Fees	Advice & report re land south of Wordsworth Close	1,985.00	397.00	2,382.00
13/09/2017	20826	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones August/September	134.35	26.87	161.22
15/09/2017	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - September	19,310.57	0.00	19,310.57
20/09/2017	20827	Banner Group Ltd	ADMIN Supplies & Services	Stationery	42.27	8.46	50.73
20/09/2017	20828	Century Marquees	CIVIC Ride General	Ride marquee, chairs and tables - balance	1,500.00	0.00	1,500.00
20/09/2017	20829	Corona Energy Retail 4 Ltd	Gas - Donegal 35%, Guildhall 65%	Gas - August	140.60	7.03	147.63
20/09/2017	20830	DCRS Ltd	CIVIC Ride General	Hire of radio sets	139.00	27.80	166.80
20/09/2017	20831	Eastern Shires Purchasing Org	BIRTHPLACE Supplies & Services	Cleaning equipment	43.28	8.66	51.94
20/09/2017	20831	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cleaning materials	15.71	3.14	18.85
20/09/2017	20832	N R Grundy	MARKET Repair/Maint	Repairs to damaged slabs on Market Square	280.00	56.00	336.00
20/09/2017	20833	Heart of England in Bloom	PARKS Other Repair/Maint	Malvern spring seminar for OSO for Lichfield in Bloom	20.00	0.00	20.00
20/09/2017	20834	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Fortunes of Francis Barber'	78.00	0.00	78.00
20/09/2017	20834	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Rasselas'	35.06	0.00	35.06
20/09/2017	20835	Horse Ambulance Service Ltd	CIVIC Ride General	Equine ambulance service	245.00	49.00	294.00
20/09/2017	20836	Lichfield District Council	BIRTHPLACE Adverts/promotion	Events listings in What's On, autumn and winter	200.00	40.00	240.00
20/09/2017	20836	Lichfield District Council	DEM SERVICES Election Costs	Chadsmead ward by-election expenses, Feb 2016	4,613.41	0.00	4,613.41
20/09/2017	20837	Lycro Group Ltd	G/HALL Supplies/Services	Light bulbs	83.38	16.68	100.06
20/09/2017	20838	NALC	DEM SERVICES Cllr Expenses	Larger Councils Conference, Dec - Cllr Greateorex	210.00	42.00	252.00
20/09/2017	20839	Andrew Smith	CIVIC Sheriff's Allowance - A Smith	Prosecco gifts for Ride landowners etc	22.50	4.50	27.00
20/09/2017	20839	Andrew Smith	CIVIC Sheriff's Allowance - A Smith	Ride reception drinks	155.98	31.20	187.18
20/09/2017	20839	Andrew Smith	CIVIC Sheriff's Allowance - A Smith	Juice for Ride reception drinks	5.80	0.00	5.80
20/09/2017	20839	Andrew Smith	CIVIC Sheriff's Allowance - A Smith	Ride top table wine	138.33	27.67	166.00
20/09/2017	20840	Pauline Smith	CIVIC Supplies/Services	Handmade shirts and jabots for Town Crier	140.00	0.00	140.00
20/09/2017	20841	Viking	BIRTHPLACE Supplies & Services	Printer cartridges	53.67	10.73	64.40
20/09/2017	20842	Weir Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - August	74.00	14.80	88.80
20/09/2017	20843	Whittakers Embroidery Ltd	G/HALL Supplies/Services	Logo polo shirts for Premises Attendants	131.40	26.28	157.68
21/09/2017	20844	Npower Ltd	ADMIN Donegal House Energy	Electricity - August	175.48	35.10	210.58
21/09/2017	20844	Npower Ltd	BIRTHPLACE Energy	Electricity - August	51.05	2.55	53.60
21/09/2017	20844	Npower Ltd	BIRTHPLACE Energy	Electricity - August	48.35	2.42	50.77
21/09/2017	20844	Npower Ltd	G/HALL Energy	Electricity - August	347.49	69.50	416.99
21/09/2017	20844	Npower Ltd	MARKET Energy	Toilet Block electricity - August	22.73	1.14	23.87
21/09/2017	20844	Npower Ltd	MARKET Energy	Feeder Pillar electricity - August	30.40	1.52	31.92
21/09/2017	20844	Npower Ltd	PARKS Energy	Clock Tower electricity - August	17.77	0.89	18.66
21/09/2017	20844	Npower Ltd	PARKS Energy	Friary electricity - August	17.72	0.89	18.61
21/09/2017	20845	Kevin Pedley	CIVIC Ride General	Breakfast and lunches for Ride volunteers and staff	348.00	0.00	348.00
21/09/2017	20846	Sage (UK) Ltd	ADMIN Supplies & Services	Sage Accounts cover (13 months to 26/10/18)	1,371.00	274.20	1,645.20
29/09/2017	20847	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - September	3,890.09	0.00	3,890.09
29/09/2017	20848	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - September	5,687.55	0.00	5,687.55
29/09/2017	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	90.30	0.00	90.30
					83,882.02	9,052.82	92,934.84

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule**From 1 September to 30 September 2017**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
04/09/2017	05076	NALC	ADMIN Subscript/Training	LCR magazine subscription 17/18	17.00	0.00	17.00
04/09/2017	05077	J Butler	BIRTHPLACE Stock for sale	Dictionary jewellery bought online	43.50	0.00	43.50
04/09/2017	05077	J Butler	BIRTHPLACE Supplies & Services	Refreshments; packing bags; postage to USA	30.33	0.00	30.33
04/09/2017	05077	J Butler	BIRTHPLACE Supplies & Services	Cleaning supplies	6.79	1.36	8.15
05/09/2017	05078	Cambridge Scholars Publishing	BIRTHPLACE Supplies & Services	Copy of 'Reformist ideas of Samuel Johnson' (Blum Fund)	46.39	0.00	46.39
05/09/2017	05079	CPL Training Ltd	ADMIN Subscript/Training	Licensing course for Deputy Clerk	135.00	27.00	162.00
07/09/2017	05080	Cash	Various	Petty cash vouchers 7080 - 7091	136.55	24.77	161.32
19/09/2017	05081	A D Thompson	CIVIC Ride Lunch Income	Refund for lunch cancellation due to sickness	16.67	3.33	20.00
19/09/2017	05082	Janice Greaves	CIVIC Mayor's Allowance - J Greaves	Prosecco purchased for sale at Charity events	49.99	0.00	49.99
19/09/2017	05083	Colin Ablitt	CIVIC Ride General	Reimbursement for fuel for support vehicle	63.22	12.65	75.87
19/09/2017	05084	Nick Sedgwick	CIVIC Ride General	Reimbursement for mileage for collecting support vehicle	32.40	0.00	32.40
19/09/2017	05085	Cash	ARTS/TOURISM Expenditure	Black Country Players for Heritage Weekend	140.00	0.00	140.00
29/09/2017	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	10.34	0.00	10.34
					<u>728.18</u>	<u>69.11</u>	<u>797.29</u>