

Lichfield City Council

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

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Town Clerk: Christopher M Moulton

7 September 2015

PRESS AND 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, 14 September 2015 at 6.30 pm** at which the following business will be transacted.

Yours sincerely

Christopher M Moulton
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 27 July 2015
(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 8 July and 30 July 2015 be received (copy 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. NALC LARGER COUNCILS CONFERENCE

The NALC annual Larger Councils Conference will this year be held on Wednesday 2 December 2015 at the Royal National Hotel, London.

The theme of this year's conference, entitled 'Communities Can' is regeneration and the capacity and role that larger town councils have to play in the local economic development of their town centres in a time of economic challenges and opportunities. This is of particular relevance to the City Council as our work progresses on the production of the Neighbourhood Plan.

RECOMMENDED: That the Council appoint a councillor to attend the NALC Larger Councils' Conference on 2 December 2015; and that the Council meet the costs of the conference fee, and related subsistence and travel expenses.

10. FREEDOM OF THE CITY – PETER YOUNG

The City Council has the power to grant the Freedom of the City of Lichfield on "persons of distinction". A meeting of the full Council has to be specially convened for the purpose, and the resolution to grant the Freedom has to be approved by "not less than two-thirds of the members of the Council who vote on it." The Council may also "spend such reasonable sum as it thinks fit" to present an illuminated scroll conferring the grant of the Freedom.

The Freedom of the City was last granted to an individual in 1971; and at the July meeting of the Council, the last at which Mr Young officiated before his retirement, the Council signalled its intention to acknowledge the exemplary and dedicated service given by Mr Young over his 28 years as Town Clerk by the conferring of the Freedom of the City.

RECOMMENDED: 1. That the City Council acting in accordance with section 249 of the Local Government Act 1972 as amended by Section 29 of the Local Democracy, Economic Development and Construction Act 2009, confirm its intention to grant the Freedom of the City to the retired Town Clerk, Peter Young.

2. That all necessary arrangements be made for the formal grant of the Freedom and presentation of the Freedom scroll at a Special Meeting of the Council to be held on 15 January 2016.

3. That three quotations be obtained for the production of the Scroll.

11. LICHFIELD CAMERA CLUB

Lichfield Camera Club is moving its base back into the City, and from September its new premises will be at the Methodist Church Centre in Backcester Lane. To coincide with this relocation the Club has extended an invitation to the Mayor to become its Honorary President, and for this Presidency to pass to each subsequent incumbent Mayor.

RECOMMENDED: That the invitation of the Lichfield Camera Club be accepted, and that the Mayor in Office assume the annual Honorary Presidency of the Lichfield Camera Club.

12. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule **APPENDIX 2** for the period 1 July 2015 to 31 July 2015 in the sum of £98,035.67 General Account, and £1,737.34 Imprest Account.

13. EXCLUSION OF THE PRESS AND PUBLIC

To Resolve: that in accordance with Section 19(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.

14. MAYOR'S FUND BANK ACCOUNTS

To consider the Town Clerk's confidential report, **APPENDIX 3** (attached for Members).

15. TENDERS COMMITTEE

To receive the minutes of the Tenders Committee Meeting held on 4 September 2015, **APPENDIX 4** (attached for Members) at which tenders received for the erection, maintenance and dismantling of the Christmas Illuminations in Lichfield were opened.

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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, at Donegal House, Bore St.

OFFICERS' REPORT

1. Guildhall

The opportunity was taken during August to carry out some much needed refurbishment and maintenance works to the Guildhall. Many of our regular hirers take a summer break so this proved to be an ideal time in which to carry them out. Those bookings which were in the building were rescheduled or allocated to a different room to ensure the minimum amount of disruption.

The Premises Attendants worked hard to clear all the furniture and screens from the main Guildhall so work could commence on August; the landing area outside Committee room 1 was also included in the refurbishment. The work took a full week to complete and the area was left clear for a further two days to allow the seal to completely dry. The results are quite dramatic and many hirers have commented how much lighter and brighter the rooms now feel.



Before



After



Before



After

During this period the opportunity was taken to carry out some high level cleaning work to the Hall. Dust and debris was removed from the highest balustrade and all the flags were checked to ensure they were still secure in their fittings. The City Council Crest above the Recorders bench has also been cleaned.

On 17 August work began on the Guildroom floor, again all the furniture was removed and the work was completed in just four days.

Over the Summer the Guildhall ovens have also been professionally cleaned, this is a matter of routine each year and helps cleaning staff to maintain levels of cleanliness that caterers expect.



Before



After

The weekend of 14 August was exceptionally busy with Weddings being held on consecutive days. Both couples chose to hire the whole building for the entire day, each getting married in the Guildhall and then following on with a Reception. The photographs illustrate the unique selling point of the Guildhall in that couples can decorate the hall in a way that reflects their individuality.

One of the Brides sent the following thankyou note to the Guildhall Staff: *"Many thanks for all your help in making our wedding go so smoothly last weekend. We really appreciated it and had a lovely day."*



2. Johnson Birthplace Museum

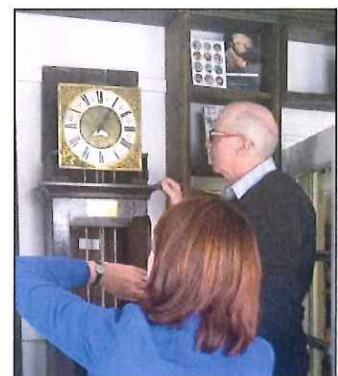
The Samuel Johnson Birthplace has had an exceptionally busy summer, with over 4200 visitors across July and August. The Birthplace also received the excellent news from 'Visit England' that the site ranked within the top 20 of free attractions across the whole West Midlands area for visitor numbers in 2014. The school year ended successfully with a visit from Etching Hill School, Rugeley, with teachers evaluating the Museum Attendant team as "amazing". A-level Dictionary workshop sessions were also held for De Ferrers school, Burton, who said: "we loved everything that the museum offers", and a new booking from Belper school. In July the Birthplace welcomed sixth form work experience students Kayleigh and Tom for a fortnight. Both made fantastic contributions including popular posts on the Birthplace social media platforms.

Regular events Bookworms United and adult Art Workshops have attracted new members, and the newly launched drop-in Guided Tours were fully booked in August. In July the Birthplace joined Lichfield Festival as part of their 'City Saturday' event, with an 'Art for all ages' activity including hands-on collage activities and painting demonstrations. Over the summer holiday the focus is on family audiences, with 'Summer Fun at Sam's House' every Thursday in August being particularly well attended this year. The animals in art theme for this year's activities has been inspired by the summer exhibition 'A Splash of Inspiration', featuring works by members of the Birthplace Art Workshops, and in August a special private view event celebrated their contribution to the Museum.



Repair work on the Birth room has been continuing throughout the summer with good progress made and an expected finish in early September.

Much work has gone on behind the scenes to support these events, including visiting local schools to publicise Bookworms and the Birthplace before the summer holidays. Work is also underway on the programme for the following year, building on partnerships ranging from sculptor Peter Walker to Keele University English Department. Developments with the Museum's collection include renewing loan agreements, receiving a large donation of books for sale in the Museum bookshop from former curator Kai Kin Yung, and restoring the clock in the Bookshop to working order. Displays in the attic area have been reorganised to highlight the role of James Boswell and Johnson's manservant Frank Barber, in a project led by volunteer Morwenna Rae.



3. Markets

The next section of the Market Square repaving is provisionally scheduled to be undertaken during September with the monthly repaving repairs continuing as normal.

On Thursday 6 August the Market Square kitchen and toilet block underwent a Legionella risk assessment as part of a programme to have up to date assessments on all of the Council's buildings.

Councillor Brian Bacon, has been appointed Chairman of the Traders' Liaison Committee and is currently attending the Markets with the Markets Officer to introduce himself to traders prior to a meeting of the Traders' Liaison Committee being arranged for later this year.



We received a number of last minute Market Square bookings during August, including Leon's Coaches; and a return visit from Classical singer Rebecca Newman.



It has been confirmed by the Lichfield District Council's Tourism team that Market information will be added to their 'What's On' notice stands around the City Centre and will include the details of the different markets, their trading days and times.

The Lichfield Food Festival took place on Saturday 29 and Sunday 30 August across the City and although the Markets Officer was not involved with the organisation of the Market element, this year it ran in conjunction with the General Market on Market Square on the Saturday and the regular weekly Market Square bookings on the Sunday.

4. Open Spaces and Tree Safety Management



Vegetation management has recently taken place around the perimeter of the historic Gazebo building. The tree and scrub clearance was required in order to maintain the significant view point of the surrounding area. The brick built Gazebo is a Grade II listed building and dates from around 1804, there are claims that it is the burial site of three Christian kings who were killed in battle under orders from a Roman emperor in about 300 A.D.

A mature laurel hedge on Balmoral Close has been reduced in height and had the sides trimmed back to alleviate overhang onto the adjacent pavement. In the same area, on the adjacent public open space, tree surgery contractors reduced the main crown on a mature Poplar tree. The tree has two large co-dominant main stems, so by reducing the foliage area it eases the pressure on the union between the two stems. The branches had been reduced in the past, and subsequent regrowth had occurred, so it is an ongoing management practice in order to retain the tree whilst taking into account the requirement to manage possible future risk accordingly.

A large Ash tree growing close to the Christchurch extension area has been felled due it being host to a fungal pathogen in which ash trees are particularly prone - rot and consequent sudden branch snap often occurs. The tree surgeons safely blocked off the area whilst the work was taking place and removed the majority of the timber from site, retaining some timber pieces for habitat value.



The open space off Ash Grove contains a mixture of semi-mature trees, and thinning and clearance work was required to some of them where they caused conflict with the houses and apartments in very close proximity. The sycamore trees were casting heavy shade onto the fronts of certain apartments, so these were thinned out, and some self-set saplings were removed to prevent further pruning requirements in the future.

The Open Spaces Officer recently attended an on-site meeting in the woodland off Eastern Avenue with a contractor working on behalf of Western Power. This was to discuss line clearance, where there is a

requirement to maintain at least 3m clearance between any trees and power lines. A schedule of work was agreed to prune back some of the side branches on the trees close to the power lines, and remove some of the scrub and self-set trees growing directly beneath the lines. All of the brash and wood chippings will be retained on site for log habitat piles and for use on muddy paths during the winter.

Illegal Camping

The group of homeless people that were camping in the woods off Eastern Avenue have now been formally evicted from the City Council's land. Whilst they did make some attempt to keep the area clean and bag up their rubbish, once they had gone, the open spaces officer had to arrange for a private hygiene company to come in and clear all related debris and hazardous waste. Members of the public who walk their dogs in the woodland were very patient whilst the eviction process was going through.

City Centre Improvement Projects



The raised brick planter by the railway bridge on Upper St John Street is to have some bulbs planted this autumn, and a tree in the centre. The young people from the youth project 'Talent Match' are keen to continue working on the project, and have been back on occasions in their spare time to remove weeds. Even members of the public admitted to dead-heading the odd geranium whilst they were passing, and how they thought that by adding a few plants had made a big difference to the area.

Forest School Activities

As the Open Spaces Officer works towards becoming a qualified forest school practitioner, two afternoons have been spent assisting an already qualified leader in order to gain some experience. Over eighty children in total enjoyed making dens, roasting marshmallows over an open fire and creating bows and arrows. The Open Spaces Officer hopes to lead forest school sessions and woodland craft workshops from next year.



Heart of England in Bloom

The Heart of England in Bloom awards are coming up in September and the City Council will be represented at the ceremony by Councillor Mrs N Bacon and the Open Spaces Officer. We are of course again hoping for very good results - for the past few years Lichfield has received silver gilt awards. It is anticipated that further in-bloom projects will be lined up for next year as the committee continues to work hard to ensure that Lichfield is a well-kept, colourful and vibrant city.

5. Donegal House

The scheme for the external redecoration and repair works to the front and rear elevations of Donegal House commenced on site on 7 September with the erection of scaffolding. The contract period will run until 15 November 2015 and although there will inevitably be some disruption during that time we hope it will be minimal.

The offices will remain open to the public throughout the contract period during normal opening hours which are **Monday to Friday, 9am to 4pm.**

For Council: 14 September 2015 APPENDIX 2

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 July 2015 to 31 July 2015

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
09/07/2015	19409	Acme Tree Services Ltd	PARKS Other Repair/Maint	Christchurch, Balmoral Cl tree work	800.00	160.00	960.00
09/07/2015	19409	Acme Tree Services Ltd	PARKS Other Repair/Maint	Garrick Rd, canal path tree work	150.00	30.00	180.00
09/07/2015	19410	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - May	278.06	0.00	278.06
09/07/2015	19410	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - May	2,828.47	565.69	3,394.16
09/07/2015	19411	BEE-LINE Pest Control	PARKS Other Repair/Maint	Quarterly pest control 5/4 to 5/7	250.00	0.00	250.00
09/07/2015	19412	BHA Trees Ltd	PARKS Other Repair/Maint	Tree inspections at St Michael's	350.00	70.00	420.00
09/07/2015	19413	Brownhill Hayward Brown Ltd	R&R FUND Birthplace	Architects work - floor & ceiling repairs	560.00	112.00	672.00
09/07/2015	19413	Brownhill Hayward Brown Ltd	R&R FUND Birthplace	Architects work - external wall	975.00	195.00	1,170.00
09/07/2015	19414	Corona Energy Retail 4 Ltd	G/HALL Energy	Gas - May	381.30	76.26	457.56
09/07/2015	19415	Darwin Electrical Services	G/HALL Repair/Maint	Callouts for alarm fault and power failure	100.00	20.00	120.00
09/07/2015	19415	Darwin Electrical Services	G/HALL Supplies/Services	New water boiler and other repairs	299.22	59.84	359.06
09/07/2015	19415	Darwin Electrical Services	MARKET Supplies/Services	Servicing and repairs of Market Sq popups	463.94	92.79	556.73
09/07/2015	19416	Forward Cleaning Contractors	ADMIN Supplies & Services	Window cleaning - May	16.00	3.20	19.20
09/07/2015	19417	Lichfield Gazette Ltd	DEM SERVICES Publicity	City View -June	1,065.00	213.00	1,278.00
09/07/2015	19418	Mr Edward Griffin	G/HALL Supplies/Services	New mounting plates for flagpole	100.00	0.00	100.00
09/07/2015	19418	Mr Edward Griffin	HALLS Darwin Hall	Repairs to back gate & glass door	110.00	0.00	110.00
09/07/2015	19419	Heritage Books	BIRTHPLACE Stock for sale	Fortunes of Francis Barber books	78.00	0.00	78.00
09/07/2015	19420	Jones Waste Services Limited	MARKET Supplies/Services	Skip hire - May	1,262.80	252.56	1,515.36
09/07/2015	19421	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/4 - 10/5	8,201.45	1,640.29	9,841.74
09/07/2015	19421	Lichfield District Council	PARKS Contract Repair/Maint	April invoice correction	89.23	17.84	107.07
09/07/2015	19421	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/5 - 10/6	8,201.45	1,640.29	9,841.74
09/07/2015	19422	Lyc0 Direct Ltd	BIRTHPLACE Supplies & Servs	Light bulbs	56.79	11.36	68.15
09/07/2015	19423	Midland News Association Ltd	ADMIN Supplies & Services	Deputy Clerk advert in Express & Star	451.50	90.30	541.80
09/07/2015	19424	Allen Necchi	CIVIC Supplies/Services	Update to Mayoral boards	210.00	0.00	210.00
09/07/2015	19425	North Staffs Fire Ltd	BIRTHPLACE Repair/Maint	Annual service of fire extinguishers	78.00	15.60	93.60
09/07/2015	19426	PHS Group plc	ADMIN Supplies & Services	Sanitary disposal to 31/7/16	19.20	3.84	23.04
09/07/2015	19426	PHS Group plc	BIRTHPLACE Supplies & Servs	Sanitary disposal to 31/7/16	19.20	3.84	23.04
09/07/2015	19426	PHS Group plc	G/HALL Supplies/Services	Sanitary disposal to 31/7/16	57.60	11.52	69.12
09/07/2015	19427	The Quince Tree Press	BIRTHPLACE Stock for sale	Johnson Sayings pocket books	50.00	0.00	50.00
09/07/2015	19428	SLCC Enterprises Ltd	ADMIN Supplies & Services	Deputy Clerk advert on SLCC website	265.00	53.00	318.00
09/07/2015	19429	Walden Consultants Ltd	ADMIN Professional Fees	Personal development plan for new TC	400.00	0.00	400.00
09/07/2015	19430	Woodland Catering	CIVIC Banquet Expenditure	Catering for Mayor's Banquet	2,079.00	415.80	2,494.80
09/07/2015	19431	Your Street Maps	BIRTHPLACE Adverts/promotion	Advert in Tamworth tourist leaflet	75.00	15.00	90.00
15/07/2015	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - July	19,441.08	0.00	19,441.08
23/07/2015	19432	Acme Tree Services Ltd	PARKS Other Repair/Maint	Friary - fallen tree	90.00	18.00	108.00
23/07/2015	19433	ADT Fire & Security plc	BIRTHPLACE Repair/Maint	Fire alarm maintenance to 30/6/15	671.88	134.38	806.26
23/07/2015	19434	A S Catering Supplies Ltd	G/HALL Supplies/Services	New oven control switch	25.95	5.19	31.14
23/07/2015	19435	British Gas	BIRTHPLACE Energy	Gas 17/4 - 9/7	343.64	17.18	360.82
23/07/2015	19436	BT Payment Services Ltd	ADMIN Tel/Postage	Phones/internet use Mar-Jun,rent Jun-Aug	59.97	11.99	71.96
23/07/2015	19436	BT Payment Services Ltd	BIRTHPLACE Supplies & Servs	Phones/internet use Mar-Jun,rent Jun-Aug	268.71	53.74	322.45
23/07/2015	19436	BT Payment Services Ltd	G/HALL Supplies/Services	Phones/internet use Mar-Jun,rent Jun-Aug	280.84	56.17	337.01
23/07/2015	19437	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donnegal Hs	Architects - Donegal basement alterations	1,250.00	250.00	1,500.00
23/07/2015	19437	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donnegal Hs	Architects - Donegal external redecoration	4,736.90	947.38	5,684.28
23/07/2015	19438	Corona Energy Retail 4 Ltd	G/HALL Energy	Gas - June	243.10	48.62	291.72
23/07/2015	19439	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Stationery	23.18	4.64	27.82
23/07/2015	19439	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cleaning equipment	5.40	1.08	6.48
23/07/2015	19440	Forward Cleaning Contractors	ADMIN Supplies & Services	Window cleaning - June	16.00	3.20	19.20
23/07/2015	19441	JME Glass Ltd	G/HALL Supplies/Services	Glass recycling - June	57.20	11.44	68.64
23/07/2015	19442	Lichfield District Council	MARKET Supplies/Services	Annual premises licence to 20/7/16	180.00	0.00	180.00
23/07/2015	19443	Lichfield Arts	G/HALL Bar Charge	Bar charges - Jan to June	868.50	173.70	1,042.20

23/07/2015	19444	Local World Ltd	ADMIN Supplies & Services	Deputy Clerk job advert in Mercury	566.80	113.36	680.16
23/07/2015	19445	Mayor's Charity (Tamworth)	CIVIC Mayor's Allowance - A Smith	Tamworth Mayor 'at home' - Sept	20.00	0.00	20.00
23/07/2015	19446	Chris Melloy Piano Services Ltd	CIVIC Mayor's Allowance - A Smith	Mayoress at home - piano tuning	55.00	0.00	55.00
23/07/2015	19447	Michaels Civic Robes	CIVIC Supplies/Services	Cleaning & repairs to robes & hats	403.00	80.60	483.60
23/07/2015	19448	Navigus Planning Ltd	DEM SERVS Neighbourhood Plan	Neighbourhood planning support	5,949.89	1,190.00	7,139.89
23/07/2015	19449	Npower Ltd	ADMIN Donegal House Energy	Electricity - June	154.70	30.94	185.64
23/07/2015	19449	Npower Ltd	BIRTHPLACE Energy	Electricity - June	59.87	2.99	62.86
23/07/2015	19449	Npower Ltd	BIRTHPLACE Energy	Electricity - June	37.29	1.86	39.15
23/07/2015	19449	Npower Ltd	G/HALL Energy	Electricity - June	417.13	83.43	500.56
23/07/2015	19449	Npower Ltd	MARKET Energy	Toilet Block electricity - June	100.94	5.04	105.98
23/07/2015	19449	Npower Ltd	MARKET Energy	Feeder pillar electricity	36.12	1.80	37.92
23/07/2015	19449	Npower Ltd	PARKS Energy	Clock Tower electricity - June	18.46	0.93	19.39
23/07/2015	19449	Npower Ltd	PARKS Energy	Friary electricity - June	5.98	0.31	6.29
23/07/2015	19450	Society of Local Council Clerks	ADMIN Subscript/Training	CILCA registration for TC designate	250.00	0.00	250.00
23/07/2015	19451	South Staffs Water plc	ADMIN Offices Rates/Water	Water 1/2 - 6/7	175.64	0.00	175.64
23/07/2015	19451	South Staffs Water plc	BIRTHPLACE Rates/Water	Water 1/2 - 6/7	87.40	0.00	87.40
23/07/2015	19451	South Staffs Water plc	G/HALL Rates/Water	Water 1/2 - 6/7	477.75	0.00	477.75
23/07/2015	19451	South Staffs Water plc	MARKET Rates/Water	Toilet Block water 28/1 - 6/7	170.16	0.00	170.16
23/07/2015	19451	South Staffs Water plc	PARKS Other Repair/Maint	Friary fountain water 5/2 - 6/7	15.54	0.00	15.54
23/07/2015	19452	Staffordshire Media	G/HALL Supplies/Services	Getting married in Staffs 2016 advert	300.00	60.00	360.00
23/07/2015	19453	Valuation Office Agency	ADMIN Professional Fees	Valuation of land at Frenchman's Walk	551.22	110.25	661.47
23/07/2015	19454	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones June/July	94.65	18.93	113.58
23/07/2015	19455	Peter Walker Sculptor	GRANTS Twinning	Sculptor's visit to Limburg for art links	200.00	0.00	200.00
23/07/2015	19456	Colin Shakespeare	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 12/7	106.00	0.00	106.00
23/07/2015	19457	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 12/7	17.00	0.00	17.00
30/07/2015	19458	Academy Media	BIRTHPLACE Stock for sale	Johnson DVDs	62.40	12.48	74.88
30/07/2015	19459	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - June	2,080.87	416.17	2,497.04
30/07/2015	19459	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - June	278.06	0.00	278.06
30/07/2015	19460	Darwin Electrical Services	BIRTHPLACE Repair/Maint	Callout for kitchen power failure	220.82	44.16	264.98
30/07/2015	19460	Darwin Electrical Services	G/HALL Repair/Maint	Qtrly testing-fire alarm & emerg lighting	271.06	54.21	325.27
30/07/2015	19460	Darwin Electrical Services	G/HALL Repair/Maint	Replacement of Guildroom alcove lights	319.68	63.94	383.62
30/07/2015	19460	Darwin Electrical Services	G/HALL Supplies/Services	Callout for oven wiring repair	160.75	32.15	192.90
30/07/2015	19461	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Paper towels, stationery	37.77	7.55	45.32
30/07/2015	19462	Focus Security & Surveillance	ADMIN Supplies & Services	Annual alarm maintenance to 31/7/16	82.40	16.48	98.88
30/07/2015	19463	Mr Edward Griffin	BIRTHPLACE Repair/Maint	Floor repair and painting	450.00	0.00	450.00
30/07/2015	19463	Mr Edward Griffin	HALLS Cruck House	Clear blocked drain	40.00	0.00	40.00
30/07/2015	19464	Hedgerow Publishing Ltd	BIRTHPLACE Stock for sale	Souvenir pens for sale	20.95	4.19	25.14
30/07/2015	19465	Heritage Books	BIRTHPLACE Stock for sale	Various Johnson books for sale	74.01	0.00	74.01
30/07/2015	19466	Jones Waste Services Limited	MARKET Supplies/Services	Skip hire - June	1,470.00	294.00	1,764.00
30/07/2015	19467	Lichfield District Council	ARTS/TOURISM Expenditure	LCC JAMWIG membership 15/16	400.00	80.00	480.00
30/07/2015	19467	Lichfield District Council	BIRTHPLACE Adverts/promotion	JAMWIG membership 15/16	275.00	55.00	330.00
30/07/2015	19468	Lichfield Lock & Key Repairs	G/HALL Repair/Maint	Repair of rear door	38.85	7.77	46.62
30/07/2015	19469	MT Services Computer Sys	ADMIN Supplies & Services	IT support 1/6 - 31/8	408.34	81.67	490.01
30/07/2015	19469	MT Services Computer Sys	ADMIN Supplies & Services	ADSL subscription 21/7 - 20/10	117.00	23.40	140.40
30/07/2015	19469	MT Services Computer Sys	BIRTHPLACE Supplies & Servs	IT support 1/6 - 31/8	153.13	30.63	183.76
30/07/2015	19469	MT Services Computer Sys	G/HALL Supplies/Services	IT support 1/6 - 31/8	51.03	10.20	61.23
30/07/2015	19470	Pickerings Europe Ltd	G/HALL Repair/Maint	Annual lift maintenance to 31/7/16	230.51	46.10	276.61
30/07/2015	19471	PW Media and Publishing Ltd	BIRTHPLACE Adverts/promotion	Advert in BMAG Artefacts magazine - July	180.00	0.00	180.00
30/07/2015	19472	S W Tree Surgery	PARKS Other Repair/Maint	Jordan Close - pruning	150.00	30.00	180.00
30/07/2015	19473	The Book Service Limited	BIRTHPLACE Stock for sale	Fopdoodle and Salmagundi books	25.16	0.00	25.16
30/07/2015	19474	H M Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - July	4,751.78	0.00	4,751.78
30/07/2015	19475	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - July	5,908.62	0.00	5,908.62
31/07/2015	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	107.11	0.00	107.11
					87,519.40	10,516.27	98,035.67

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule**From 1 July 2015 to 31 July 2015**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
10/07/2015	04769	Ms S A Khan	CIVIC Mayor's Allowance - A Smith	Mayoress at Home - catering	130.00	0.00	130.00
14/07/2015	04770	Cash	Various	Petty cash vouchers 6630 - 6640	167.17	18.04	185.21
16/07/2015	04771	NACTSEW	CIVIC Sheriff's Allowance -Sheldon	Shrievally dinner, AGM & membership	103.00	0.00	103.00
16/07/2015	04772	Ms S A Khan	ADMIN Supplies & Services	Lunch for Deputy Clerk interviews	60.00	0.00	60.00
16/07/2015	04773	HM Courts & Tribunals Service	ADMIN Professional Fees	Court fee-Eviction notice for illegal campers	280.00	0.00	280.00
17/07/2015	04774	Lichfield Museum Bowling Club	CIVIC Mayor's Allowance - A Smith	Share of Bowls Night supper costs	85.15	0.00	85.15
22/07/2015	04775	Cash	Various	Petty cash vouchers 6641 - 6647	163.98	23.54	187.52
23/07/2015	04776	Mr Roger Mott	BIRTHPLACE Stock for sale	The Motts of Lichfield book	5.34	0.00	5.34
23/07/2015	04777	Mr C Lea	BIRTHPLACE Stock for sale	Goss china sold	32.00	0.00	32.00
23/07/2015	04778	Ovenstate	G/HALL Supplies/Services	Professional oven cleaning	304.00	0.00	304.00
28/07/2015	04779	Ms S A Khan	ADMIN Supplies & Services	Buffet for council meeting	90.00	0.00	90.00
30/07/2015	04780	Child Support Agency	EMPLOYEE COSTS	Deduction from Earnings Order-July salary	196.36	0.00	196.36
31/07/2015	04781	Lichfield District Council	ADMIN Supplies & Services	Change of name for alcohol licences	69.00	0.00	69.00
31/07/2015	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	9.76	0.00	9.76
					1,695.76	41.58	1,737.34