



Lichfield City Council

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

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Town Clerk: Anthony D Briggs

3 September 2018

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, 10 September 2018** 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 31 July 2018 (Nos. 30-42) (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 26 July 2018 be received (copies previously circulated).

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

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. **NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY (NPIWP)**
To adopt the Minutes of the meeting of the NPIWP held on 29 August 2018, **APPENDIX 1** attached.
9. **OFFICERS' REPORT**
To receive the Officers' Report detailing recent and current activity, **APPENDIX 2** attached.
RECOMMENDED: That the Report be noted.
10. **FINANCIAL PROGRESS REPORT - 1 APRIL to 31 JULY 2018**
This report (**APPENDIX 3**) contains the financial progress for the period 1 April 2018 to 31 July 2018 and summarises the income and expenditure against budget for the service areas in the first four months (33%) of the financial year.
The report shows:
Column 1 – The actual income/expenditure to 31 July 2018 (33% of full year)
Column 2 – The forecast of expenditure for the remaining eight months
Column 3 – The current anticipated total spend for the year (Column 1 + 2)
Column 4 – The Budget for 2018/19
Column 5 – The anticipated variance from budget
RECOMMENDED: That the Financial Progress Report be noted.
11. **STOWE WARD VACANCY**
The resignation of Councillor J Grange on 31 July 2018 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 Notice of Election was published on 22 August 2018 and the election is scheduled for **27 September 2018**.
12. **AUDIT COMMITTEE MEMBERSHIP**
Due to the resignation of Councillor J Grange, the City Council is asked to appoint a representative to serve internally on the Audit Committee.
13. **PAYMENT OF ACCOUNTS**
To confirm payment of accounts as listed in attached schedule (**APPENDIX 4**) for the period:
a. 1 June 2018 to 30 June 2018 in the sum of £83,708.46 General Account, and £848.66 Imprest Account.
b. 1 July 2018 to 31 July 2018 in the sum of £80,115.93 General Account, and £1,710.41 Imprest Account.
14. **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.
15. **TENDERS COMMITTEE**
To adopt the Minutes and recommendations of the Tenders Committee meeting held on 3 September 2018. (**APPENDIX 5** attached for members).

PUBLIC PARTICIPATION SESSION AT CITY COUNCIL MEETINGS

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

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

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

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Tuesday 31 July 2018 at 6.30pm

PRESENT: Councillors D Leytham (Mayor), R Awty, Mrs D Baker, Mrs G Boyle, J Brooks, B Cocksey, I Eadie, Mrs J Eagland, C Greatorex, Mrs J Greaves, P Hitchman, Mrs S James, Mrs A Lax, Miss J Marks, C Spruce, A Thompson and R Yardley.

APOLOGIES: Councillors B Bacon, Mrs N Bacon, C Ball, D Dundas, T Matthews, B McMullan, P Ray, A Smith, Mrs L Warfield and M Warfield.

30 MAYOR'S ANNOUNCEMENTS

The Mayor reported on a number of recent civic and other engagements attended including the opening of a new equine centre which HRH Prince Charles also attended, a family day at DMS Whittington, the Town Criers competition, the opening of a new care home with the Lord Lieutenant and the Blooming Lichfield judging. The Mayor also wished Cllr Dundas a speedy recovery.

31 DECLARATIONS OF INTEREST

None

32 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council Meeting held on 14 May 2018 (Nos 15-29) be confirmed and signed as a correct record.*

33 PLANNING COMMITTEE

RESOLVED: *That the Minutes of the Planning Committee meeting held on 28 June 2018 be received.*

34 QUESTIONS UNDER STANDING ORDER 8(2)

A question was submitted in relation to agenda item 14 (Section 106 Agreement: South Lichfield Development, St John's Ward) by Councillor C Ball, to be asked by Councillor J Brooks. It was agreed that, due to agenda item 14 being confidential, the question would be asked during discussion thereof. The question and answer are therefore reproduced at Minute 41.

35 JOHNSON BIRTHPLACE ADVISORY COMMITTEE

Councillor R Awty welcomed the review of the Samuel Johnson Birthplace and commended the report from Susan Dalloe Consultants. Councillor Awty advised that this was part of a long and important process to secure significant improvements at the Museum.

RESOLVED: *That the Minutes and Recommendations of the extraordinary meeting of the Johnson Birthplace Advisory Committee held on 19 July 2018 be adopted.*

36 OFFICERS' REPORT

The Mayor took each item from the Officers' Report in turn. Councillor B Cocksey noted the extent of the City Council's activities and commented as to the high quality of Officers who carried out their daily duties on behalf of the Council without incident. He also asked the Town Clerk to pass on the Council's good wishes to the Guildhall Bookings Secretary whilst she is on sick leave. Councillor Mrs J Greaves commended the Open Spaces Officer for all his hard work regarding Lichfield in Bloom.

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

37 ALLOCATION OF LCC COMMUNITY INFRASTRUCTURE LEVY (CIL) MONIES

Members considered the Town Clerk's report and recommendations at Agenda Appendix 2.

RESOLVED:

a) That approximately £14,000+VAT of City Council CIL receipts be allocated to the provision of the improved signage as detailed in the report at agenda Appendix 2, with the proviso that the City Council's contribution be acknowledged on the signage as installed.

b) That delegated authority be given to the Town Clerk in consultation with the Leader of the City Council and Chairman of the NPIWP to liaise with LDC on matters such as finalised design, timescales for installation and the nature of the acknowledgment to LCC that is to appear on the signage; and to note that such discussions may lead to minor variations in overall cost.

38 BOLEY PARK COMMUNITY HALL – RENEWAL OF LEASE

Members considered the Town Clerk's agenda report and recommendation.

RESOLVED: *That the Town Clerk, in consultation with the Leader of the Council, be given delegated authority to agree a renewal of the Boley Park Community Hall lease under the same terms as that previously agreed by Council in December 2009.*

39 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed as listed in Agenda Appendix 2 for the period 1 May 2018 to 31 May 2018 in the sum of £118,921.20 General Account, and £942.57 Imprest Account.*

40 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: *That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business next to be transacted, the public and press be excluded from the Meeting.*

41 SECTION 106 AGREEMENT: SOUTH LICHFIELD DEVELOPMENT, ST JOHN'S WARD

Members considered the Town Clerks confidential report at Agenda Appendix 4.

QUESTIONS PURSUANT TO STANDING ORDER 8 (2)

The following question was submitted by Councillor C Ball and asked by Councillor J Brooks

"I have a question on item 14 on the Section 106 Agreement for the South Lichfield Development. My question about how much "affordable housing" there is likely to be on this site, as it does seem like a rather large piece of land. I am also keen to know whether this will be genuinely affordable housing for rent (i.e. social rent, not the so called "affordable rent" at 80% of market rent) I feel strongly that we do not have enough new genuinely affordable housing for rent being built in Lichfield - only 50 in the past two years and of those, only 5 were social rent dwellings. I would hope that the City Council would agree to urge the District Council to use their planning powers to maximise the number of social rent dwellings on the site."

The Mayor asked the Town Clerk to respond. The Town Clerk responded as below:

"The City Council has been asked to sign the S106 agreement by virtue of being a landowner rather than in any statutory capacity. The City Council has therefore not been included in negotiations directly relating to the S106 agreement.

However, Schedule 2 of the agreement states that of the proposed 450 dwellings, 31% (approximately 140 dwellings) shall be Affordable Housing – to be detailed in an Affordable Housing Phasing Scheme to be submitted to the District Council. No dwelling on the site is to be occupied prior to the approval of this Affordable Housing Phasing Scheme by LDC.

Of those 140 dwellings, approximately 90 are to be social rented units and approximately 50 to be intermediate housing units (such as shared ownership).

It is anticipated that the properties will be offered at 'Affordable Rent' though this has not been confirmed by District Council officers in time for this meeting.

There will however be considerable further discussion around the housing mix when the detailed applications are considered by the District Council's Planning Committee, the final outcome of such discussions may impact upon some or all of the information quoted."

Councillor C Greatorex then provided Members with further background information stating that the figure of 31% affordable housing was well within the tolerances of LDC's policy and that subsequent discussions would need to be held between LDC and nominated housing associations to discuss actual rent levels.

RESOLVED: That the City Council enters into the S106 agreement for the proposed development indicated by the site location plan.

42 LAND ENCROACHMENT

Members considered the Town Clerks confidential report at Agenda Appendix 5.

RESOLVED:

- a) That delegated authority be given to the Town Clerk, in consultation with the Leader of the Council, to progress this matter in accordance with legal advice, including authority for the City Council to enter into a legally recommended agreement as appropriate.***
- b) The matter to be brought before Council again in the event that significant additional fees are likely to be incurred by following the legally recommended course of action, and/or if agreement is possible but under significantly different terms to those outlined in the report.***

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.45 PM

MAYOR

For Council 10 September 2018: APPENDIX 1
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Lichfield City Council

**Minutes of the Meeting of the Neighbourhood Plan Implementation Working Party (NPIWP)
held in the Ashmole Room at Guildhall, Lichfield,
on Wednesday 29 August 2018 at 7.00pm**

PRESENT: Councillors D Dundas (Chairman), Mrs D Baker, Mrs S James, P Ray and A Thompson.

APOLOGIES: Councillor Miss J Marks.

1. MINUTES

Councillor A Thompson stated that for accuracy Minute 4.2 should read 'tunnel' rather than 'culvert'.

RESOLVED: *That the minutes of the NPIWP meeting held on 4 June 2018 be confirmed as a correct record, subject to the inaccuracy highlighted by Councillor A Thompspon being noted.* [Minutes adopted by Council on 18 June 2018].

2. APPROPRIATE USE OF CIL MONIES

Members considered the Town Clerk's report at agenda Appendix 1. Cllr Baker queried point 6 as to why CIL monies could be used to create access but not to facilitate repairs.

RESOLVED: *That the report be noted and the Town Clerk seek clarification from LDC as to why CIL monies can be used for public access but not for repairs.*

3. CIL FORECAST

Members considered the CIL forecast and instalments policy received from LDC.

RESOLVED: *That the CIL forecast and instalments policy be noted.*

4. CIL CHARGING SCHEDULE

Members considered the CIL charging schedule included at agenda Appendix 2.

RESOLVED: *That the CIL charging schedule be noted.*

5. CITY CENTRE SIGNAGE

Following discussions at a meeting held in the Town Clerk's office and attended by the Chairman of the Committee, the Town Clerk, Deputy Town Clerk and Lisa Clemson (Tourism Manager) from LDC, Members considered the appropriateness of a recommendation to Council that approximately £1629.00 of CIL monies be allocated to the provision of a tenth sign, in addition to the nine already agreed at a cost of approximately £14,000, to be located at Lichfield City station. The Chairman expressed his view that the viewing area of the signage should be laminated toughened glass rather than polycarbonate; the latter being agreed at the aforementioned meeting held in the Town Clerk's office.

RESOLVED: *That the Committee recommend to Council that £1629.00 of CIL Monies be allocated to the installation of a tenth sign at Lichfield City Station.*

6. PUBLIC CONSULTATION AND NEXT STEPS

Members discussed various options for public consultation; these included an editorial piece in the next issue of City Life magazine; looking at the responses received from the Neighbourhood Plan consultation and contacting relevant businesses and attending local Breakfast meetings.

RESOLVED:

a) *That the Town Clerk and Deputy Town Clerk consult those business identified as relevant from the Neighbourhood Plan Consultation.*

b) *The Deputy Town Clerk to provide editorial copy in consultation with the Chairman of the NPIWP for the November issue of City Life magazine.*

7. DATE AND TIME OF NEXT MEETING

Members proposed Tuesday 4 December at 6:00pm.

8. ANY OTHER URGENT BUSINESS

The Chairman detailed a number of suggestions for use of CIL monies for the Committee's consideration. These included;

- Improvements to lamp posts, fingerposts and street furniture around the City Centre.
- Carrying out a survey of all signage around the City and undertaking a cleaning programme.
- Repainting of the Railway bridge on Birmingham Road.
- Decoration of the hording around Friarsgate.
- Additional 20mph limit signs around North Lichfield.

Suggestions from other members of the Committee included;

- Promoting the employment opportunities available in Lichfield outside the City in areas such as Birmingham in an aim to attract large scale employers.
- Contributing to the aims of the Lichfield and Hatherton Canal Restoration Trust supporting them in future projects , including the construction of a Tunnel.
- Feasibility study on parking in the City Centre and the inclusion of signposts to show the direction of the nearest carpark and the time to walk to it.
- A bus around the City centre which connects all the Tourist attractions.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 8.20PM**

OFFICERS' INFORMATION REPORT

1. Civic Matters: Lucy Clarke, Civic Officer

The Mayoress, Mrs Jan Leytham Gain was delighted to welcome over 100 guests to the the Guildhall on Saturday 28 July for the 'Mayoress at Home'. After a reception drink, High Tea was served at 2:30pm with 'Jazz Tones' providing musical entertainment.

Mabel's Tea Rooms from Curborough Hall Farm supplied the cakes, scones and sandwiches. Paul Smith, Greengrocer from Lichfield General Market generously sponsored the event with beautiful fresh strawberries, grown locally at Elmhurst Farm, Lichfield. The afternoon concluded with the Mayor and Sheriff drawing the raffle which raised £460 for their chosen charities; St Mary's on the Market Square and Lichfield Greenhill Bower Charitable Trust.



At the time of compiling this report, preparations continue for the Mayor and Sheriff's first charity event, to be held on Sunday 26 August in the Guildhall. The Summer Artisan Market with Fizz and Gin Bar will be held from 10am until 4pm. This 'Free Entry' event (though donations will be welcomed) takes place during the Food Festival weekend. Local businesses will be showcasing their bespoke, unique handcrafted designs and creations whilst supporting the Mayor and Sheriff's charities. The Bower Queen, Charlotte Mace and Ambassador, Danielle Cliff have both kindly agreed to come along to support the Mayor and Sheriff. Once again Paul Smith has kindly agreed to sponsor this charity event by supplying strawberries, raspberries, lemons and limes for the Fizz and Gin bar.

Preparations continue for the Sheriffs Ride on 8 September; Samuel Johnson Birthday Celebrations on 22 September and charity events which include a Barn Dance on 31 October and a Christmas Wreath Making workshop on 27 November.

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

The Markets Officers have recently undertaken a number of initiatives in a bid to increase stall occupancy across all Markets. Lapsed traders have been contacted and asked if they wish to return, to date a total of 35 have been approached which has resulted in 3 returning to trade regularly. In addition the Lichfield markets have recently been listed on a new free

app called Marketti. This has been built and designed by a former NABMA employee specifically to promote local markets and a roadshow to promote this will visit Lichfield in late September /October. www.marketti.co.uk

At the end of July a NABMA representative visited Lichfield to conduct a Markets 'health check' and we are currently awaiting his report. In an attempt to attract more traders to the Farmers' Market a 'Buddy scheme' is being piloted for September, October and November. If a trader introduces a new trader both parties will qualify for reduced rent. It is hoped that this will not only increase stall occupancy, which has fallen over the last few months but also provide a wider variety of goods.



In August a Family Fun Day was organised for the Farmers' Market to maximise footfall during the school holidays. The Town Crier and Georgian Jono (Johnathan Oates) were on hand to promote the day and the Mayor and Mayoress added their support visiting stalls and engaging with the public. Activities included face painting, a children's treasure trail, 'guess the weight of the cake' and other activities

provided by Lichfield library. There was musical entertainment from a local saxophone player and the 'Owl Experience' proved very popular giving visitors the opportunity to get up close and handle the birds.

The cake for the competition was made by Lichfield Country Markets and raised £32 for the Mayor & Sheriff's charities. Dorothy Latimer guessed the correct weight of 4lbs 4oz and later collected her prize from the Mayor in the parlour. The event created lots of engagement on Social Media and created a real buzz around the Market Square.

A similar event is being planned for September with a pre-school focus and Lichfield Library will distribute leaflets at their Baby Bounce and Rhyme groups. Staff from the Samuel Johnson Birthplace Museum will also attend to promote the Heritage Weekend.



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



The summer holidays have been a busy time at the Birthplace Museum, with 2086 visitors in July and 1173 in the first two weeks of August. Children's craft activities 'Summer Fun at Sam's House' have been very popular, with many of the Thursday sessions fully booked. Calligraphy exhibition 'Blazing Words, Glitt'ring Gold' has also continued throughout July, with excellent feedback from visitors. The Autumn and Winter events programme leaflet was printed and promoted on the Museum website and social media – with a startling 'reach' of 74,000 facebook users already achieved for one of the Christmas events.

Recent group visits include A-Level Workshops being delivered for KEVI School Stafford and Belper School, an outreach talk to Great Wryley Historical Society and a visit from a group of Syrian refugee families taking part in an

English Language course in Lichfield. The Museum was also represented at a Tamworth Cultural Education Partnership event to raise awareness of the Birthplace with local teachers.

The BBC filmed several pieces at the Museum for a new major programme 'Walks of Life' to be aired in Spring 2019.

The Birthplace has received the good news that the volunteer team is a finalist at the West Midlands Museums Development Awards in the 'Museum Champions' category and have been invited to an awards ceremony in Birmingham in September.

Following the extraordinary meeting of the Birthplace Advisory Committee in July, work has begun on project planning and gathering broad costs to prepare a project enquiry submission to the Heritage Lottery Fund.

Work continues on the 'Eighteenth-Century Textual Studies at Lichfield' project with Keele University, with academics spending time in the Museum library to prepare their workshops for 2019 and applications now open for attendees. A dedicated website has been set up at: <http://c18bookhistory.org/>. A further week of events with local schools is also being organised. Other recent work has included preparation for Johnson's Birthday celebrations and Lichfield's Heritage Weekend; the addition of new lines in the bookshop including bespoke items by an illustrator based on the Dictionary, and a new discovery trail created for older children.

4. Twinning: Gabriele Lasch-Burden, Twinning Officer

Whilst schools and colleges are still closed for the summer holidays and no exchanges taking place during that time, there are a few confirmed twinning projects coming up:

Two apprentices from the Limburg City Council will be spending a week in Lichfield at the beginning of October to experience the local government structure. They will be spending

time at the City Council, District Council, Library, Samuel Johnson Birthplace, Friends2Friends, Erasmus Darwin House and Talent Match to give them a varied insight into different organisations. They will be staying with a host family from the Twinning Association.

Limburg City Council have confirmed that they have invited Peter Walker, Lichfield Cathedral artist-in-residence, to once again illuminate their cathedral for the beginning of the Christmas market. This light festival will take place on 30 November and 1 December. This was originally meant to be a biennial event, but due to Limburg Cathedral being painted and clad in scaffolding next year, it was brought forward to this year, following the great success and response of last year's illumination.

At least one Limburg school has confirmed their participation, with another possible high school, in next year's Lichfield Mysteries. The event will be on Saturday 9 February 2019 at the Friary School theatre, each participating school will perform one play from the full cycle.

In order to include more youngsters in Twinning, the Limburg Twinning Association, in conjunction with the Council's Youth Services, are looking into offering exchange summer holiday camps in the twin cities. A one week coach trip is planned for a maximum of twenty teenagers from the ages of 14 to 16, together with the appropriate amount of accompanying adults with the accommodation being in host families or youth hostels. It is hoped that this could also be facilitated in Lichfield and anyone wishing to take part or provide assistance should contact the Twinning Officer. A group of visitors from our French Twin Town of Ste. Foy-les-Lyon has been invited by the Twinning Association to visit Lichfield next April.

5. Guildhall: Jane Varley, acting Guildhall Bookings Secretary

August is traditionally a quieter month for bookings, with some of our regular hirers taking a summer break. There have been some new weekday bookings from the National Citizenship Service who have used the Whytmore Room for several training days.

It is "wedding season" and in a short few weeks there have been five wedding ceremonies and two reception parties. Enquiries for future bookings are steady with several viewings taking place in recent weeks.

During this quieter period the opportunity has been taken for some low level maintenance and cleaning to be carried out including the redecoration of the Ashmole room.

August Bank Holiday weekend was particularly busy at the Guildhall this year with a wedding ceremony, evening wedding reception, a two day sale by Lichfield Leather in the Guildroom and a fundraiser for the Mayor & Sheriff's Charities. These events ran alongside the ever popular Food Festival in the City.

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

The judges for the Heart of England in Bloom visited on 26 July and had a full tour seeing the best of Lichfield in terms of horticulture, the environment and the community. Projects such as the new Garden of Reflection at Gallows Wharf were showcased along with Netherstowe allotments that really showed off the best of horticulture, composting and community projects. Empty plots have been found new owners and help is offered to those struggling to keep on top of up-keep.



The Bloom Committee would like to thank all those involved for the hard work they put in to impress the judges, particularly in such sweltering temperatures. Plants had to be watered every day for months to maintain the high standards expected. The BBC were also in attendance filming much of the day's activities and it is hoped the programme will be aired next Spring. The results of the competition will be announced on 21 September.

Work on the roundabout at the junction of St Foy and the Birmingham road was completed. Further planting is planned for the autumn to keep the island fresh and is financed by the sponsor Jukes Funeral Services.



The work at St. Michael's Church to remove the diseased trees continues. This work has generated an added benefit in that Thomas Law's Mausoleum now has pride of place and is visible from the road once again.

The structure originally included a clock with two dials which were illuminated at night by gas. The Mausoleum is Grade II listed.

7. Deputy Town Clerk: Sarah Thomas

In preparation for the Sheriff's Ride the Deputy Town Clerk and Civic Officer attended the Safety Advisory Committee at the District Council on 19 July in order to fully brief them on the requirements of the day. As a result the Council has been asked by the Police's Tactical Planning unit to provide a Traffic Management Plan. This is the first time this has been

required and the Deputy Town Clerk is working closely with the Police and a specialist events team to produce this detailed and complex document in time for the Sheriff's Ride.

Work continues to progress with the City Council's Health & Safety Consultants, Terrain. A training course has been arranged on 19 September for key members of staff which will include manual handling, working at height and fire safety awareness. In addition the City Council's consultants will attend this year's Sheriff's Ride to conduct a full and up to date risk assessment.

Maintenance work has continued throughout the summer months with a much needed redecoration of the Ashmole room in the Guildhall:



Redecoration has been undertaken at Boley Park Community Hall during the summer break, and new flooring has also been installed in the entrance area, toilets and store room. Repairs have also been carried out to the fire doors at the rear of the main hall; replacement hinges now allow them to remain open at 90 degrees and make the doors lighter to operate.



Preparations continue towards the installation of Bollards on the Market Square and the Christmas lights switch on.

For Council: 10 September 2018 APPENDIX 3

FINANCIAL SUMMARY REPORT - 1 APRIL to 31 JULY 2018

This report contains the financial progress for the period 1 April 2018 to 31 July 2018 and summarises the income and expenditure against budget in the first four months (33%) of the financial year and the year-end projected outturn. The report shows:

- Column 1 – The actual income/expenditure to 31 July 2018 (33% of full year)
- Column 2 – The forecast of expenditure for the remaining eight months
- Column 3 – The current anticipated total spend for the year (Column 1 + 2)
- Column 4 – The budget for 2018/19
- Column 5 – The anticipated variance from budget
- Column 6 – Explanatory note reference (notes overleaf)

- Actual/Forecast/Total/Budget column figures in red represent income.
- Variance column figures in red represent variance worse than budget.

<u>Net Expenditure</u>	£	£	£	£	£	
SERVICE AREAS	ACTUAL 4 MONTHS TO 31 JULY	FORECAST FOR REMAINING 8 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE	NOTES
Parks and Footpaths	62,141	148,662	210,803	208,866	-1,937	
Guildhall	14,061	56,963	71,004	72,515	1,511	1
Community Centres	2,697	12,060	14,757	14,451	-306	
Markets	-21,721	-7,253	-28,974	-31,325	-2,351	2
Civic	26,749	56,403	83,152	80,802	-2,350	
Grant Aid/Partnerships	36,937	13,623	50,560	50,133	-427	
Arts/Tourism/Twinning	14,570	48,979	63,549	61,971	-1,578	
Johnson Birthplace Museum	28,591	55,043	83,634	80,437	-3,197	
Democratic Services	31,263	86,242	117,505	91,318	-26,187	3
Investment Interest	-208	-352	-560	-200	360	4
Loan Charges	0	0	0	0	0	
Agency	-20,758	2,384	-18,374	-18,515	-141	
Repairs and Renewals	27,319	80,944	108,263	107,452	-811	
TOTAL SERVICE COST	£201,641	£553,678	£755,319	£717,905	£-37,714	5
Capital Contribution	-50,000	0	-50,000	0	50,000	6
Community Infrastructure Levy (CIL)	-29,666	14,000	-15,666	0	15,666	7
TOTALS	£121,975	£567,678	£689,653	£717,905	£28,252	Approx. 3.9% underspend

Notes:

- Note 1: Includes increase in Guildhall lettings of £5,200.
- Note 2: Market income over the first third of the year appears very strong, but the 'actual' figures include advance payments and exclude several large invoices that fall outside of this snapshot. These costs are included within the forecast for the remaining 8 months and are based on that achieved during 2017/18; though it is hoped that 2018/19 will see less seasonal disruption to the markets and therefore increased income.
- Note 3: Includes by-election costs totalling £22,700 (Stowe Ward £17,120, Curborough Ward £5,600).
- Note 4: Increase in investment interest £360.
- Note 5: This is a forecast 5% overspend against base budget. Together with specific variances highlighted in notes 1-3 above, the figure also includes increased employee/administration costs of £20,255, comprising the pay award increase (which averaged 4% rather than the assumed 2%, due largely to the tiered nature of the finalised agreement) and sickness cover costs. These costs are spread across the separate budget heads creating a variance worse than budget in most instances due to increased expenditure. With the exception of Guildhall income (Note 1), all Income is currently forecast to be at 2017/18 levels plus the inflationary increase included within the original budget.
- Note 6: Capital contribution following the City Council's meeting of 23 April 2018.
- Note 7: CIL receipts less commitments; any balance being transferred to the earmarked CIL reserve.

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

For Council: 10 September 2018 APPENDIX 4

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 June to 30 June 2018

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/06/2018	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 18/19 - 2nd instalment (June)	888.00	0.00	888.00
01/06/2018	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 18/19 - 2nd instalment (June)	50.00	0.00	50.00
01/06/2018	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 18/19 - 2nd instalment (June)	518.00	0.00	518.00
01/06/2018	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 18/19 - 2nd Instalment (June)	1,901.00	0.00	1,901.00
06/06/2018	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card fees - May	2.89	0.00	2.89
06/06/2018	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - June	4.00	0.80	4.80
07/06/2018	21238	Ancestors of Dover Limited	BIRTHPLACE Stock for sale	Various quill pens and ink for sale	270.40	54.08	324.48
07/06/2018	21239	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Stapler, hazard tape, ink for scroll	20.67	4.14	24.81
07/06/2018	21239	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Banqueting roll, cleaning and cloakroom supplies	160.53	32.09	192.62
07/06/2018	21239	Eastern Shires Purchasing Org	HALLS Boley Hall	Chairs for Boley Hall (LCC to be reimbursed)	179.28	0.00	179.28
07/06/2018	21240	Pickerings Europe Ltd	G/HALL Repair/Maint	Supply & fit new lift door operators (7% discount included)	4,839.02	967.80	5,806.82
07/06/2018	21241	Preservation Equipment Ltd	BIRTHPLACE Supplies & Services	Light filters, gloves	74.25	14.85	89.10
07/06/2018	21242	Water Plus Ltd	ADMIN Offices Rates/Water	Surface water drainage & used water 1/2/18 - 1/5/18	63.67	0.00	63.67
07/06/2018	21242	Water Plus Ltd	G/HALL Rates/Water	Surface water drainage & used water 1/2/18 - 1/5/18	281.09	0.00	281.09
07/06/2018	21242	Water Plus Ltd	MARKET Rates/Water	Toilet Block surface water drainage & used water 1/2-1/5	76.18	0.00	76.18
08/06/2018	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card fees - May	8.56	0.00	8.56
08/06/2018	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - June	4.00	0.80	4.80
15/06/2018	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	All regular monthly IT services, to 31/5/18	703.24	140.65	843.89
15/06/2018	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - June	24,250.70	0.00	24,250.70
19/06/2018	21243	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - April	2,309.50	461.90	2,771.40
19/06/2018	21243	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - April	298.00	0.00	298.00
19/06/2018	21244	Banner Group Ltd	ADMIN Supplies & Services	Stationery	59.47	11.89	71.36
19/06/2018	21245	Beal (UK) Ltd	MARKET Supplies/Services	Cable ties	128.75	25.75	154.50
19/06/2018	21246	The Blinds & Shutter Company	R&R FUND Guildhall/Donagel Hs	Supply & fit replacement blinds, including scaffolding	4,900.00	980.00	5,880.00
19/06/2018	21247	Nigel Boden	PARKS Other Repair/Maint	Secure loose step in Remembrance Gardens	65.00	0.00	65.00
19/06/2018	21247	Nigel Boden	PARKS Other Repair/Maint	Reposition and repaint bench by library	60.00	0.00	60.00
19/06/2018	21214	CBS Complete Ltd	G/HALL Repair/Maint	Cancel chq 21214 of 22/5 - lost in post	-1,293.02	-258.60	-1,551.62
19/06/2018	21214	CBS Complete Ltd	G/HALL Supplies/Services	Cancel chq 21214 of 22/5 - lost in post	-202.00	-40.40	-242.40
19/06/2018	21248	CBS Complete Ltd	G/HALL Repair/Maint	Replace lost chq 21214 - various heating repairs	1,293.02	258.60	1,551.62
19/06/2018	21248	CBS Complete Ltd	G/HALL Supplies/Services	Replace lost chq 21214 - dishwasher repairs	202.00	40.40	242.40
19/06/2018	21249	City Life in Lichfield Ltd	DEM SERVICES Publicity	City View - June	1,035.00	207.00	1,242.00
19/06/2018	21250	S Dalloe	BIRTHPLACE Supplies & Services	Museum review project - final 25% fee	1,250.00	0.00	1,250.00
19/06/2018	21251	Demco Europe Ltd	BIRTHPLACE Supplies & Services	Moveable shelf label holders	27.59	5.52	33.11
19/06/2018	21252	Cancelled			0.00	0.00	0.00
19/06/2018	21253	Focus Security & Surveillance	ADMIN Supplies & Services	Callout to faulty car park security camera	85.00	17.00	102.00
19/06/2018	21253	Focus Security & Surveillance	BIRTHPLACE Repair/Maint	Batteries replaced & new fob for security system	28.00	5.60	33.60
19/06/2018	21254	Forward Cleaning Contractors	ADMIN Supplies & Services	Interior and exterior window cleaning - May	76.00	15.20	91.20
19/06/2018	21254	Forward Cleaning Contractors	ADMIN Supplies & Services	Window cleaning - April	16.00	3.20	19.20
19/06/2018	21254	Forward Cleaning Contractors	BIRTHPLACE Supplies & Services	Quarterly window cleaning - April	48.00	9.60	57.60
19/06/2018	21254	Forward Cleaning Contractors	G/HALL Supplies/Services	Quarterly window cleaning - April	77.70	15.54	93.24
19/06/2018	21255	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit	500.00	0.00	500.00
19/06/2018	21255	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine reset charge	12.00	2.40	14.40
19/06/2018	21256	R Gethin	PARKS Other Repair/Maint	Dovehouse Grdns - Supply & fit palisade fence & gate	2,950.00	0.00	2,950.00
19/06/2018	21257	HSS Hire Service Group Ltd	CIVIC Banquet Expenditure	Large coolers hired for Mayor's Banquet	515.06	103.01	618.07
19/06/2018	21258	R. James	BIRTHPLACE Stock for sale	Proceeds of sales of various books	469.70	0.00	469.70
19/06/2018	21259	Lichfield Arts	G/HALL Bar Charge	Lichfield Arts bar charges - January to March 2018	450.00	90.00	540.00
19/06/2018	21260	Lichfield District Council	ARTS/TOURISM Expenditure	LCC annual membership of LDTA 18/19	20.84	4.16	25.00
19/06/2018	21260	Lichfield District Council	BIRTHPLACE Adverts/promotion	Museum annual membership of LDTA 18/19	20.84	4.16	25.00
19/06/2018	21261	Michael's Menswear Ltd	CIVIC Supplies/Services	Alterations to robes	90.00	18.00	108.00
19/06/2018	21262	MODES Users Association	BIRTHPLACE Supplies & Services	Wordpress website hosting for year to May 2019	150.00	30.00	180.00
19/06/2018	21263	MT Services Computer Systems	ADMIN Supplies & Services	On-site support for email problems	200.00	40.00	240.00

19/06/2018	21264	Allen Necchi	CIVIC Supplies/Services	Update to mayoral boards	198.00	0.00	198.00
19/06/2018	21265	Pickerings Europe Ltd	G/HALL Repair/Maint	Call out to lift fault on 30/5	135.00	27.00	162.00
19/06/2018	21266	Pioneer Roadshows	G/HALL Supplies/Services	Table top microphone stand	20.00	0.00	20.00
19/06/2018	21267	Print & Digital of Lichfield Ltd	CIVIC Events	2 large re-usable presentation cheques	40.00	8.00	48.00
19/06/2018	21268	Andrew Rawe	BIRTHPLACE Stock for sale	Quote cards for sale	37.00	0.00	37.00
19/06/2018	21269	Society of Local Council Clerks	ADMIN Subscript/Training	SLCC membership for Deputy Clerk to 31/5/19	248.00	0.00	248.00
19/06/2018	21270	South Staffordshire Council	ADMIN Subscript/Training	GDPR training sessions for staff and councillors	400.00	80.00	480.00
19/06/2018	21227	Universal Hygiene Ltd	G/HALL Supplies/Services	Cancel chq 21227 of 22/5 - lost in post	-850.00	-170.00	-1,020.00
19/06/2018	21271	Universal Hygiene Ltd	G/HALL Supplies/Services	Replace lost chq 21227 - deep clean of kitchens etc.	850.00	170.00	1,020.00
19/06/2018	21272	Vaughtons	CIVIC Supplies/Services	Replica jewels & bars for outgoing Mayor & Sheriff	1,673.70	334.74	2,008.44
19/06/2018	21273	Zurich Municipal	ADMIN Insurance	Extra insurance cover for marquee at Sheriff's Ride	65.49	0.00	65.49
19/06/2018	21274	Shakespeare Antiques Ltd	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 27/5	96.67	0.00	96.67
19/06/2018	21275	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 27/5	38.00	0.00	38.00
19/06/2018	21276	Ms Mary Baker	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 27/5	5.72	0.00	5.72
20/06/2018	21277	CBS Complete Ltd	G/HALL Supplies/Services	Callout and repair of dishwasher leak	111.00	22.20	133.20
20/06/2018	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones May/June	140.99	28.20	169.19
25/06/2018	DDebit	EE & T-MOBILE	MARKET Supplies/Services	Market mobile - June (incl. itemised bill history)	23.10	4.62	27.72
25/06/2018	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/5 - 10/6	9,934.70	1,986.94	11,921.64
28/06/2018	21278	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - June	6,055.32	0.00	6,055.32
28/06/2018	21279	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - June	7,653.71	0.00	7,653.71
29/06/2018	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	87.49	0.00	87.49
29/06/2018	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier usage Jan-Mar, rent Apr-Jun	114.57	22.91	137.48
29/06/2018	DDebit	Weir Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - May	74.00	14.80	88.80
29/06/2018	DDebit	Wm M Briars & Son (Tamworth)	MARKET Supplies/Services	Skip hire - May	519.60	103.92	623.52
					<u>77,809.99</u>	<u>5,898.47</u>	<u>83,708.46</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 June to 30 June 2018

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
05/06/2018	05185	Cash	Various	Petty cash vouchers 7250 - 7257	151.67	15.88	167.55
07/06/2018	05092	The Johnson Society of London	CIVIC Mayor's Allowance - J Greaves	Cancel lost cheque 05092 of 11/10/17	-130.00	0.00	-130.00
07/06/2018	05186	The Johnson Society of London	CIVIC Mayor's Allowance - J Greaves	Reissue cheque - Johnson Society of London lunch	130.00	0.00	130.00
12/06/2018	05187	Janice Greaves	CIVIC Mayor's Allowance - J Greaves	Previous Mayor's travel to Buckingham Palace, May	78.90	0.00	78.90
12/06/2018	05188	N Burton	PARKS Other Repair/Maint	Paint & decorating equipment for London Road underpass	68.19	13.64	81.83
12/06/2018	05188	N Burton	PARKS Other Repair/Maint	Bedding plants for Lichfield In Bloom	21.04	4.21	25.25
18/06/2018	05189	Fired Up Theatre Company Ltd	SJBP TRUST Admissions Income	Share of ticket sales for Wikiwords	123.01	0.00	123.01
19/06/2018	05190	Lichfield Shrievally Association	CIVIC Sheriff's Allowance - M Mullarkey	Shrievally Association summer luncheon	42.00	0.00	42.00
21/06/2018	05191	Npower Ltd	PARKS Energy	Pool Walk lights electricity 24/4 - 31/5	54.69	10.94	65.63
25/06/2018	05192	Cash	Various	Petty cash vouchers 7258 - 7272	151.34	19.68	171.02
26/06/2018	05193	Cancelled			0.00	0.00	0.00
28/06/2018	05194	S Perry	G/HALL Supplies/Services	Refund to caterer for extra cutlery purchased for wedding	23.32	4.66	27.98
28/06/2018	05195	David Leytham	CIVIC Mayor's Allowance - D Leytham	Mayor's Parlour drinks	13.79	2.76	16.55
28/06/2018	05195	David Leytham	CIVIC Mayor's Allowance - D Leytham	Gin for charity event - Artisan Market & Gin Bar	40.00	0.00	40.00
29/06/2018	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	8.94	0.00	8.94
					<u>776.89</u>	<u>71.77</u>	<u>848.66</u>

LICHFIELD CITY COUNCIL - General Account Payment Schedule**From 1 July to 31 July 2018**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
02/07/2018	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 18/19 - 3rd instalment (July)	888.00	0.00	888.00
02/07/2018	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 18/19 - 3rd instalment (July)	50.00	0.00	50.00
02/07/2018	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 18/19 - 3rd instalment (July)	518.00	0.00	518.00
02/07/2018	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 18/19 - 3rd instalment (July)	1,901.00	0.00	1,901.00
02/07/2018	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - May	281.41	56.28	337.69
05/07/2018	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - June	3.62	0.00	3.62
05/07/2018	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - June	1.82	0.00	1.82
06/07/2018	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - July	4.00	0.80	4.80
06/07/2018	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - July	4.00	0.80	4.80
10/07/2018	DDebit	Npower Ltd	ADMIN Donegal House Energy	Donegal House electricity - April	208.68	41.74	250.42
10/07/2018	DDebit	Npower Ltd	ADMIN Donegal House Energy	Donegal House electricity - May	223.24	44.65	267.89
10/07/2018	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - April	59.44	2.97	62.41
10/07/2018	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - April	62.58	3.13	65.71
10/07/2018	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - May	61.29	3.06	64.35
10/07/2018	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - May	64.73	3.24	67.97
10/07/2018	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - April	32.57	1.63	34.20
10/07/2018	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - May	28.67	1.43	30.10
10/07/2018	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - April	64.77	3.24	68.01
10/07/2018	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - May	90.13	4.51	94.64
10/07/2018	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - April	31.28	1.56	32.84
10/07/2018	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - May	32.26	1.61	33.87
10/07/2018	DDebit	Npower Ltd	PARKS Energy	Friary electricity - April	15.55	0.78	16.33
10/07/2018	DDebit	Npower Ltd	PARKS Energy	Friary electricity - May	16.15	0.81	16.96
11/07/2018	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/internet - usage Apr-Jun, rental Jun-Aug	73.80	14.76	88.56
11/07/2018	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/internet - usage Apr-Jun, rental Jun-Aug	344.02	68.80	412.82
11/07/2018	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/internet - usage Apr-Jun, rental Jun-Aug	347.76	69.55	417.31
13/07/2018	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - July	23,712.38	0.00	23,712.38
16/07/2018	DDebit	MT Services Computer Sys	ADMIN Tel/Postage	IT services, backups, Office 365, antivirus etc - June	528.42	105.68	634.10
19/07/2018	21280	Acme Tree Services Ltd	PARKS Other Repair/Maint	Festival Gdns-Remove fallen branches; reduce tulip tree	340.00	68.00	408.00
19/07/2018	21280	Acme Tree Services Ltd	PARKS Other Repair/Maint	Johnson Close - Removal of hanging branch	120.00	24.00	144.00
19/07/2018	21281	ADT Fire & Security plc	BIRTHPLACE Repair/Maint	Maintenance of fire alarm to 30/6/19	747.78	149.56	897.34
19/07/2018	21282	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - May	2,671.00	534.20	3,205.20
19/07/2018	21282	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - May	298.00	0.00	298.00
19/07/2018	21282	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - June	2,847.50	569.50	3,417.00
19/07/2018	21282	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - June	298.00	0.00	298.00
19/07/2018	21283	BEE-LINE Pest Control	HALLS Boley Hall	Ant treatment at Boley Hall	45.00	0.00	45.00
19/07/2018	21283	BEE-LINE Pest Control	PARKS Other Repair/Maint	Quarterly pest control 5/4 - 5/7	250.00	0.00	250.00
19/07/2018	21284	Nigel Boden	PARKS Other Repair/Maint	LCC signs fixed in various open spaces	84.00	0.00	84.00
19/07/2018	21284	Nigel Boden	PARKS Other Repair/Maint	8 benches repaired and repainted	400.00	0.00	400.00
19/07/2018	21285	Mr A K Bosworth	BIRTHPLACE Stock for sale	Various books for sale - Georgians/Johnson/Lavender	66.45	0.00	66.45
19/07/2018	21286	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Various card; hand towels	26.52	5.31	31.83
19/07/2018	21286	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Various cloakroom and cleaning supplies	133.32	26.65	159.97
19/07/2018	21287	Focus Security & Surveillance	ADMIN Supplies & Services	Call out and repair camera fault on 20/6	85.00	17.00	102.00
19/07/2018	21287	Focus Security & Surveillance	BIRTHPLACE Repair/Maint	Annual maintenance of museum security system	599.00	119.80	718.80
19/07/2018	21287	Focus Security & Surveillance	G/HALL Repair/Maint	Annual maintenance of GH fire & security system	658.64	131.73	790.37
19/07/2018	21288	Forward Cleaning Contractors	ADMIN Supplies & Services	Window cleaning - June	16.00	3.20	19.20
19/07/2018	21289	Friends of Friary Clock Tower	PARKS Other Repair/Maint	Annual donation for clock winders 18/19	500.00	0.00	500.00
19/07/2018	21290	Alice Griffin	BIRTHPLACE Stock for sale	Various ceramic plaques for sale	57.19	0.00	57.19
19/07/2018	21291	LBIP Security Ltd	R&R FUND General	Upgrade of CCTV at Darwin Hall	2,110.00	422.00	2,532.00
19/07/2018	21291	LBIP Security Ltd	R&R FUND General	Annual plan for remote viewing of Darwin Hall CCTV	360.00	72.00	432.00
19/07/2018	21292	Lichfield District Council	MARKET Supplies/Services	Annual premises licence to 20/7/19	180.00	0.00	180.00
19/07/2018	21293	Lichfield Lock & Key Repairs	G/HALL Supplies/Services	Fit locks on 1st floor kitchen cupboards	74.33	14.87	89.20

19/07/2018	21294	Lichfield Frames	CIVIC Events	Framing of scroll for air cadets	90.00	0.00	90.00
19/07/2018	21295	Moseleys	ADMIN Professional Fees	Legal work re London Road land agreement	1,200.00	240.00	1,440.00
19/07/2018	21295	Moseleys	ADMIN Professional Fees	Disbursements re London Road land agreement	12.00	0.00	12.00
19/07/2018	21296	PHS Group	ADMIN Supplies & Services	Annual sanitary disposal to 31/7/19 (minimum charge)	32.40	6.48	38.88
19/07/2018	21296	PHS Group	BIRTHPLACE Supplies & Services	Annual sanitary disposal to 31/7/19 (minimum charge)	32.40	6.48	38.88
19/07/2018	21296	PHS Group	G/HALL Supplies/Services	Annual sanitary disposal to 31/7/19	57.60	11.52	69.12
19/07/2018	21297	Preseli Ltd	BIRTHPLACE Stock for sale	Commemorative Johnson stamped coins for sale	276.00	55.20	331.20
19/07/2018	21298	Shropshire Ass of Local Councils	ADMIN Subscript/Training	SALC training day for staff supporting mayors x 2	70.00	0.00	70.00
19/07/2018	21299	Staffs Parish Councils' Assocn	DEM SERVICES Cllr Expenses	Chairmanship skills course for 3 councillors	55.00	0.00	55.00
19/07/2018	21300	Robert Yardley Photography	CIVIC Mayor's Allowance - D Leytham	Mayor's portrait for Parlour	11.50	0.00	11.50
19/07/2018	21300	Robert Yardley Photography	CIVIC Supplies/Services	Mayor and Sheriff's portraits	421.54	0.00	421.54
19/07/2018	21301	Shakespeare Antiques Ltd	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 24/6/18	132.67	0.00	132.67
19/07/2018	21302	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 24/6/18	59.20	0.00	59.20
19/07/2018	21303	Ms Mary Baker	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 24/6/18	8.58	0.00	8.58
19/07/2018	21304	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 24/6/18	28.00	0.00	28.00
19/07/2018	21304	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 1/4/18	0.67	0.00	0.67
19/07/2018	21304	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 7/1/18 - additional sum due	2.00	0.00	2.00
19/07/2018	Debit	American Express Merch Servs	BIRTHPLACE Supplies & Services	American Express card fee	3.18	0.00	3.18
20/07/2018	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones June/July	129.40	25.88	155.28
23/07/2018	DDebit	EE & T-MOBILE	MARKET Supplies/Services	Market mobile monthly bill - July	14.58	2.92	17.50
25/07/2018	DDebit	NatWest Autopay	EMPLOYEE COSTS	Autopay amendments fee	4.00	0.00	4.00
25/07/2018	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/6 - 10/7	9,934.70	1,986.94	11,921.64
26/07/2018	21305	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - July	5,819.45	0.00	5,819.45
26/07/2018	21306	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - July	7,497.51	0.00	7,497.51
26/07/2018	21307	Focus Security & Surveillance	HALLS Curborough C Centre	Annual maintenance of security system (excl. CCTV)	576.52	115.31	691.83
26/07/2018	21308	Nisbets	G/HALL Supplies/Services	Additional plates, bowls, cups and glasses	307.35	61.47	368.82
26/07/2018	21309	North Staffs Fire Ltd	ADMIN Supplies & Services	Annual service of fire extinguishers	125.07	25.01	150.08
26/07/2018	21309	North Staffs Fire Ltd	BIRTHPLACE Repair/Maint	Annual service of fire extinguishers	99.80	19.96	119.76
26/07/2018	21309	North Staffs Fire Ltd	G/HALL Repair/Maint	Annual service of fire extinguishers	125.08	25.02	150.10
26/07/2018	21310	Pickerings Europe Ltd	G/HALL Repair/Maint	Replacement of hydraulic oil in lift	1,850.16	370.03	2,220.19
27/07/2018	21311	Npower Ltd	PARKS Energy	Pool/Walk lights electricity - June	43.55	8.71	52.26
27/07/2018	DDebit	Npower Ltd	G/HALL Energy	Electricity - April	433.66	86.73	520.39
27/07/2018	DDebit	Npower Ltd	G/HALL Energy	Electricity - May	488.99	97.80	586.79
31/07/2018	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier usage Feb-Apr, rental May-July	712.05	142.41	854.46
31/07/2018	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	86.26	0.00	86.26
31/07/2018	DDebit	Weir Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - June	59.20	11.84	71.04
31/07/2018	DDebit	Wm M Briers & Son (Tamworth)	MARKET Supplies/Services	Skip hire - June	675.00	135.00	810.00
					74,092.37	6,023.56	80,115.93

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule**From 1 July to 31 July 2018**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
05/07/2018	05196	Soroptimist International Lich	CIVIC Mayor's Allowance - D Leytham	Soroptimist luncheon, June	57.00	0.00	57.00
05/07/2018	05197	Mrs C Freeman	ADMIN Tel/Postage	Refilled ink cartridge for franking machine	49.96	9.99	59.95
05/07/2018	05198	Cash	Various	Petty cash vouchers 7273 - 7278	56.51	5.42	61.93
05/07/2018	05199	Cash	ARTS/TOURISM Expenditure	Town Criers Competition - Wine & other bottles as prizes	44.38	8.87	53.25
05/07/2018	05199	Cash	ARTS/TOURISM Expenditure	Town Criers Competition - Wl cake, gift bags & paper	44.54	0.00	44.54
05/07/2018	05199	Cash	ARTS/TOURISM Expenditure	Town Criers Competition - Unused cash paid back in	2.21	0.00	2.21
09/07/2018	05200	Alrewas Poppy Appeal	CIVIC Mayor's Allowance - D Leytham	Wreath for Battle of Britain service	50.00	0.00	50.00
09/07/2018	05200	Alrewas Poppy Appeal	CIVIC Sheriff's Allowance - M Mullarkey	Wreath for Battle of Britain service	50.00	0.00	50.00
12/07/2018	05201	Lichfield CC Lords Taverners	CIVIC Mayor's Allowance - D Leytham	Lords Taverners dinner & cricket match	200.00	0.00	200.00
12/07/2018	05201	Lichfield CC Lords Taverners	CIVIC Sheriff's Allowance - M Mullarkey	Lords Taverners dinner & cricket match	165.00	0.00	165.00
12/07/2018	05202	L Hewertson	G/HALL Lettings	Refund for rooms cancelled for football club fundraiser	42.38	8.48	50.86
18/07/2018	05203	Keelys LLP	ADMIN Professional Fees	Regularising registry records re Darwin Hall land transfer	350.00	70.00	420.00
19/07/2018	05204	Lichfield District Council	BIRTHPLACE Supplies & Services	Variation of designated premises supervisor to MHO	23.00	0.00	23.00
19/07/2018	05205	A Briggs	G/HALL Supplies/Services	Paint for Ashmole Room	45.00	9.00	54.00
24/07/2018	05206	A Briggs	G/HALL Supplies/Services	New curtain poles for Ashmole Room	40.00	8.00	48.00
24/07/2018	05207	Cash	Various	Petty cash vouchers 7279 - 7291	161.23	19.11	180.34
24/07/2018	05208	Lichfield District Council	CIVIC Ride General	Temporary event licence for alcohol sale at Freeford	21.00	0.00	21.00
26/07/2018	05209	Cash	Various	Petty cash vouchers 7292 - 7293	136.07	23.46	159.53
31/07/2018	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	9.80	0.00	9.80
					<u>1,548.08</u>	<u>162.33</u>	<u>1,710.41</u>