



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

21 January 2019

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, 28 January 2019 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 3 December 2018 (Nos. 71 - 83) (**copy ATTACHED**).

5. MATTERS ARISING ON COUNCIL MINUTES

6. PLANNING COMMITTEE

The Chairman of the Planning Committee to move that the Minutes of the Planning Committee Meetings held on 22 November and 12 December 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 7 January 2019, **APPENDIX 1** attached.

9. OFFICERS' REPORT

To receive the Officers' Report, **APPENDIX 2** attached.

RECOMMENDED: *That the Report be noted.*

10. FEES AND CHARGES 2019/20

a) Markets

The current charges for the Markets per 2.4 metre [8 foot] stall are as follows:

Friday market:	£23.50 = £20.50 pitch, plus £3 (VAT inclusive) service charge
Saturday market:	£24.50 = £21.50 pitch, plus £3 (VAT inclusive) service charge
Farmers' market:	£24.50 = £21.50 pitch, plus £3 (VAT inclusive) service charge
Tuesday market:	£12.80 per 2.4m frontage stall x 2.1m depth (minimum charge) plus £2.00 per 50cm extra frontage, and £1.10p per sq m. for additional depth of stall. Includes £2 (VAT inc) service charge. <i>(this rent formula is designed to take account of the fact that as traders provide their own stalls, there is a greater variety of stall shapes and sizes than on the Friday/Saturday market when stalls are provided for the traders)</i>

Commercial Hire

A review of the pricing structure for commercial hire of part or all of the Market Square has indicated that the current rates do not adequately reflect the general costs of the Square such as service provision, business rates, maintenance etc.

Additionally, in some circumstances the Market Square is hired by a commercial entity and then sub-let to a number of different traders. There is currently no mechanism for the City Council to vary its charges depending upon whether the square is sub-let to a small or large number of traders or none at all, despite the potential difference in income available to the commercial hirer.

The existing rates are as follows:

Private/commercial whole Square:	£150.00
Private/commercial half Square:	£120.00
Private/commercial promoting public service activities:	£50.00
Voluntary/charitable organisations for fundraising events:	£10.00
Large Commercial Event (plus £500/day deposit):	£300.00

RECOMMENDED:

That charges for the Markets per 2.4 metre [8 foot] stall, and for commercial hire of part or all of the Market Square be amended as follows with effect from 1 April 2019:

Friday market:	£24.00 = £21.00 pitch, plus £3 (VAT inclusive) service charge
Saturday market:	£25.00 = £22.00 pitch, plus £3 (VAT inclusive) service charge
Farmers' market:	£25.00 = £22.00 pitch, plus £3 (VAT inclusive) service charge
Tuesday market:	£13.20 per 2.4m frontage stall x 2.1m depth (minimum charge) plus £2.00 per 50cm extra frontage, and £1.10p per sq m. for additional depth of stall. Includes £2 (VAT inc) service charge.

Commercial hire:

Private/commercial whole Square:	£200.00
Private/commercial half Square:	£150.00
Private/commercial promoting public service activities:	£55.00
Voluntary/charitable organisations for fundraising events:	£10.00
Large Commercial Event (plus £500/day deposit):	£400.00

*It is also proposed that the rates for commercial hire as set out above be **subject to an additional charge of £20 per stall** when part or all of the Square is to be sub-let by the hirer to more than two stallholders (the first two sub-let stalls being included in the relevant commercial hire rate set out above). This would promote a fair and equitable charging regime based on the anticipated income to the hirer from any sub-letting of the Square.*

b) Advance Payment Discount

It is proposed that from 1 April 2019, a **one pound per stall discount** on the prevailing pitch charges for Tuesday, Friday, Saturday and Farmers' Markets be offered to those permanent traders who provide payment on a 'four weekly in advance' basis, either through card payment, BACS or by visiting the City Council offices.

This proposal is intended to incentivise payment by electronic means, reducing officer time in processing payments and incidences of cash handling on the Square. For example, a trader with two stalls on a Friday and one stall on a Saturday would save £3.00 per week, or £150/year assuming a 50 week trading year. No discount is proposed to the Service Charge.

RECOMMENDED: That a £1.00 per stall discount be applied for transactions received in line with the conditions as set out above; the discount to be subject to annual review by the Council.

c) Guildhall Room Hire Charges

The charges recommended to apply from 1 April 2019 are shown in the attached schedule (**APPENDIX 3** - current charges are shown in red). The overall increase in charges is approximately 3%.

RECOMMENDED: That with effect from 1 April 2019 Guildhall hire charges be as detailed in Agenda Appendix 3.

d) Photocopying charges

The current charges for photocopying are:

A4 Monochrome	- 5 pence per copy (side), inclusive of VAT
A3 Monochrome	- 8 pence per copy (side), inclusive of VAT
A4 Colour	- 10 pence per copy (side), inclusive of VAT
A3 Colour	- 15 pence per copy (side), inclusive of VAT

RECOMMENDED: That no increase be applied to the charges for photocopying.

11. FINANCIAL PROGRESS REPORT 1 APRIL 2018 TO 30 NOVEMBER 2018

This report (**APPENDIX 4 attached**) contains the financial progress for the period 1 April 2018 to 30 November 2018. It summarises the income and expenditure against budget for the service areas in the first eight months of the financial year.

The report shows:

Column 1 – The actual income/expenditure to 30 November 2018 (66% of full year)

Column 2 – The forecast of expenditure for the remaining three 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

Column 6 – Explanatory note reference number

RECOMMENDED: That the eight month Financial Progress Report be noted.

12. BUDGET ESTIMATES 2019/2020

Draft budget estimates for 2019/20, with accompanying notes, are contained in **APPENDIX 5** (attached).

Precept Proposals

This budget has been prepared on the basis of maintaining existing service provision, to reflect inflationary pressures, to allow the continuation of the programme of repair and renewal to the Council's public buildings and assets, and to undertake specific priority tasks (further information on this is provided at agenda item 13). The anticipated costs associated with the local elections scheduled for May 2019 are allocated from reserves.

An increase in the precept is proposed for 2019/20 that would result in an average Band D Council Tax rising from £60.50 to £63.00.

RECOMMENDED: That the Council approve the Budget Estimates and Report for the 2019/20 financial year totalling £812,180; and that the amount of precept for 2019/20 be set at £757,180.

13. REPAIR, RENOVATION AND SPECIFIC PROJECT PROGRAMME 2019/20

The Council's draft budget for 2019/20 includes an amount of £81,000 to continue a programme of maintenance and improvement work on its public buildings, as well as certain specific priority projects. Some of these items are included within the Repairs and Renewals budget, while others are allocated to specific budget heads. The proposals are detailed in the information report (**APPENDIX 6 attached**).

RECOMMENDED: That the Report be noted.

14. SPCA ANNUAL GENERAL MEETING, STAFFORD 3 DECEMBER 2018

Attached at **APPENDIX 7** is a report from Councillor C Greatorex detailing the discussions held at the Staffordshire Parish Council AGM held on 3 December 2018.

RECOMMENDED: That the Report be noted.

15. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 8**) for the periods:

- 1 October 2018 to 31 October 2018 in the sum of £96,129.30 General Account, and £553.63 Imprest Account
- 1 November 2018 to 30 November 2018 in the sum of £109,648.93 General Account, and £2,606.87 Imprest Account

16. 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.

17. APPOINTMENT TO VACANT CITY COUNCIL POST – MARKETS OFFICER

To consider the Town Clerk's confidential report and recommendation therein (**APPENDIX 9** – attached for Members).

18. LAND AT TAMWORTH ROAD, LICHFIELD

To consider the Town Clerk's confidential report and recommendations therein (**APPENDIX 10** – attached for Members).

19. SUBSIDY REVIEW – LICHFIELD ARTS AND LICHFIELD FESTIVAL

Further to Minute 82 of the City Council's meeting of 4 December 2018, the Leader of the Council to report to members on discussions held with Lichfield Arts representatives on 11 January 2019.

RECOMMENDED: That the City Council consider the appropriateness of the proposals emerging from the discussions of 11 January 2019 and resolve accordingly; and that the detail of the agreed resolution be subject to Council review on an annual basis.

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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 3 December 2018 at 6.30pm

PRESENT: Councillors D Leytham (Mayor), B Bacon, Mrs N Bacon, C Ball, Mrs G Boyle, J Brooks, B Cocksey, D Dundas, Mrs J Eagland, Mrs J Greaves, P Hitchman, Mrs S James, G Johnson, Mrs A Lax, Miss J Marks, T Matthews, P Ray, C Spruce, A Thompson, M Warfield and R Yardley.

APOLOGIES: Councillors I Eadie, C Greatorex, B McMullan and Mrs L Warfield.

71 MAYOR'S ANNOUNCEMENTS

The Mayor reported on a number of recent civic and other engagements attended including the Remembrance Day service and associated lighting of a beacon, Christmas Lights Switch on and the Chamber of Trade Christmas Market. Fundraising events for the Mayor and Sheriff's Charities included a Barn Dance, Black and White themed ball and Christmas Wreath making with a local florist.

72 DECLARATIONS OF INTEREST

Councillors Miss J Marks and R Yardley declared an interest under Agenda item 8 'Johnson Birthplace Advisory Committee', Councillor Yardley having submitted a quotation for the recommended photography of the 'Prospect View of Lichfield from the West' in his capacity as a professional photographer.

73 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council Meeting held on 22 October 2018 (Nos 57-70) be confirmed and signed as a correct record.*

74 PLANNING COMMITTEE

RESOLVED: *That the Minutes of the Planning Committee meeting held on 27 September and 25 October 2018 be received.*

75 QUESTIONS PURSUANT TO STANDING ORDER 8 (2)

The following was submitted by Councillor P Ray concerning School crossing patrols;

- 1) *Will the Council make plans at this stage so that it can provide necessary support if SCC does withdraw its support for these patrol services?*
- 2) *Has or will the Council make enquires to establish the number of patrols in the Lichfield City area?*
- 3) *If SCC does withdraw its funding of such services, will LCC consider financial support to the community groups that come forward. The amount and most appropriate route of such funding would then be agreed.*

The Mayor asked Councillor Cocksey to respond.

Councillor Cocksey stated that it was not the responsibility of Parish Councils to provide school crossing patrols and asked that the Town Clerk write to Staffordshire County Council in the strongest terms to reiterate this.

RESOLVED: *That the Town Clerk write to Staffordshire County Council and set out the City Council's opposition to the proposed cuts to Crossing Patrol Service funding in appropriate terms.*

76 JOHNSON BIRTHPLACE ADVISORY COMMITTEE

RESOLVED: *That the minutes and recommendations of the Johnson Birthplace Advisory Committee held on 6 November 2018 be adopted, to include recommendations to Council as follows;*

a) Due to the expense of the proposed restoration work to 'A Prospect View of Lichfield from the West', it instead be professionally photographed in an effort to reveal greater detail at reduced expense.

b) That a sum of £4,000 be set aside from the City Council's 2019/20 budget to cover the cost of the restoration of the portrait of Elias Ashmole.

c) That the frequency of meetings of the Johnson Birthplace Advisory Committee be increased from twice to four times per year during the redevelopment of the Museum; the frequency of meetings to be reconsidered thereafter.

77 OFFICERS' REPORT

Councillor Mrs S James commented how moving the Remembrance Sunday service was and congratulated all the Officers involved on such a moving and professional event.

RESOLVED:

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

78 FINANCIAL PROGRESS REPORT – 1 APRIL TO 30 SEPTEMBER 2018

Members considered the Town Clerk's financial progress report covering the first 50% of the 2018/19 financial year.

RESOLVED: *That the financial progress report be noted*

79 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed as listed in Agenda Appendix 3 for the period 1 September 2018 to 30 September 2018 in the sum of £102,203.62 General Account, and £984.27 Imprest Account.*

80 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.*

81 STAFFING COMMITTEE

Members considered the minutes of the meeting of the Staffing Committee held on the 8 November 2018 and the recommendations therein.

RESOLVED: *That the minutes and recommendations of the Staffing Committee held on 8 November 2018 be adopted.*

82 SUBSIDY REVIEW – LICHFIELD ARTS AND LICHFIELD FESTIVAL

Members considered the Town Clerk's confidential report at Agenda Appendix 5;

RESOLVED: *That the Council's preferred way forward is;*

a) To seek a formal licence to occupy in relation to Lichfield Arts offices at Donegal House, in line with similar provision for Lichfield Festival.

b) That the current licence fee/contributions charged to both bodies are appropriate in light of the market rent estimates received.

c) That the use of the Ashmole Room by Lichfield Arts be charged at the prevailing charity rate

- d) That the cost of glass bin collections from the Guildhall be shared on a 50/50 basis between Lichfield City Council and Lichfield Arts*
- e) That delegated authority be given to the Town Clerk in consultation with the leader of the Council to enter into further discussions with Lichfield Arts on these matters.*

83 ELECTRONIC PAYMENTS

Members considered the Town Clerks confidential report at Agenda Appendix 6.

RESOLVED: *That;*

a) The City Council's Financial Regulations be amended to allow the introduction of 'Bankline'; and that delegated authority be given to the Town Clerk to make other non-material amendments to the Financial Regulations document that may result from these amendments.

b) Delegated authority to be given to the Town Clerk in consultation with the Leader of the Council to pursue the introduction of 'Bankline' to the City Council; the process for entering, authorising and making payments to be as set out at Agenda Appendix 6

c) That the Town Clerk compile a separate written protocol covering the method of "Authorisers" protecting their passwords in accordance with current best practice; the protocol to be finalised and implemented prior to the first authorisation of a payment through Bankline.

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.30 PM

MAYOR

For Council 28 January 2019: 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 Monday 7 January 2019 at 6.30pm

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

APOLOGIES: None

9. MINUTES

RESOLVED: That the minutes of the NPIWP meeting held on 29 August 2018 be confirmed as a correct record.

10. MATTERS ARISING

Cllr Baker asked if a response had been received as to why CIL monies could be used to create access but not to facilitate repairs. The Deputy Town Clerk reported that LDC had confirmed that CIL monies could not be used for repairs as repair work is likely to be required on a regular basis and would therefore create an ongoing maintenance obligation.

RESOLVED: That the District Council's comments be noted.

11. CIL MONIES RECEIVED, COMMITTED AND FORECAST

Cllr Dundas wished to make the Committee aware that payment of CIL monies to the District Council by developers will not occur until a proportion of houses have been sold and that there could be an issue with how quickly LCC receives said CIL monies. Cllr Dundas also commented that new flats and apartments were not subject to CIL and that this could not be changed until the District Council had completed the review of their Local Plan

RESOLVED: That Cllr Dundas comments be noted and the amount of CIL monies received, committed and forecast also be noted.

12. UPDATE ON CITY CENTRE SIGNAGE – WELCOME TO LICHFIELD INFORMATION BOARDS.

The Deputy Town Clerk informed members that the City Council had been invoiced for the new Welcome to Lichfield information boards but that they had not yet been installed. Members commented that they would like clarification as to the content of the boards.

RESOLVED: That the Deputy Town Clerk contacts the District Council to confirm an installation date and clarify the content of the boards.

13. EV CHARGING SIGN FOR FRIARY OUTER MULTI-STOREY CAR PARK

Cllr Dundas reported to the Committee that he had discussed the District Council Officers response with Cllr Pritchard also from the District Council. Cllr Pritchard has given assurances that a sign will be erected.

RESOLVED: That Cllr Dundas comments be noted.

14. PAINTING OF LIGHT COLUMNS

Members noted the report regarding the painting of light columns. Cllr Dundas commented that many of the un-galvanised light columns inside the conservation area had not been painted. However members identified those in the City Centre as priority to be painted. Cllr Thompson commented that LCC should also identify the number of light columns on its own footpaths

which required painting. Cllr Baker noted that the lights on the footpath to King Edwards school and the Gazebo had not been working for considerable time and asked the Committee to establish who was responsible for this footpath with a view to resolving the issue.

RESOLVED: That

- a) *Staffordshire County Council be contacted to ask why light columns in the conservation area had not been painted.*
- b) *The Deputy Town Clerk to confirm the number of light columns on LCC footpaths which required painting.*
- c) *The number of light columns in the City Centre requiring painting to be identified by the survey U3A conduct.*
- d) *Ownership of the footpath to King Edwards School to be established.*

15. STREET FURNITURE SURVEY – U3A

The University of the Third age (U3A) has volunteered to survey the street furniture of the City to establish the condition and identify repairs. Cllr Dundas reported to members that he was devising a worksheet to aid U3A members conducting the survey and that it was hoped the survey would be completed by April. Members requested that the survey also include light columns.

RESOLVED: That the Working Party accept U3A's offer of assistance and Cllr Dundas issue a worksheet to U3A as soon as it is completed so the survey may be actioned.

16. ACTION PLAN AND FUTURE PROJECTS

Members considered a number of projects and identified an action plan in order of priority as detailed in Enclosure 1 of these minutes. Cllr Dundas informed members that he and Cllr Ray had approached Cllr Wilcox and Cllr Pritchard at LDC with a view to holding a joint event to promote Lichfield to businesses and developers from outside the City in the hope that they would consider Lichfield as a base for their operations.

RESOLVED; That the Working Party agree an action plan in order of priority as detailed in Enclosure 1 and that the action plan form a standing agenda item at future meetings.

17. PUBLIC CONSULTATION

The Deputy Town Clerk informed members that further to minute 6(b) of the Committee meeting held on 29 August 2018 an article was placed in the City Council's Newsletter and published in the November issue of City Life magazine, inviting suggestions from the community in regard to CIL allocation. No responses had been received.

RESOLVED: That the Deputy Town Clerks comments be noted.

18. DATE AND TIME OF NEXT MEETING

Monday 15 April at 6:30pm.

THERE BEING NO FURTHER BUSINESS

THE CHAIRMAN DECLARED THE MEETING CLOSED AT 8.17PM

ENCLOSURE 1: NPIWP ACTION PLAN AND PRIORTIES

ACTION IN ORDER OF PRIORITY	COMMENTS	TIMESCALE
Street Furniture Survey	To be conducted by U3A. Survey to include; • All street furniture • Lighting Columns, identifying those requiring painting. • Signage • Fingerposts • Flower Planters	To be completed before the next NPIWP on 15 April
Promoting Lichfield to developers and Businesses	Cllr Dundas informed members that he and Cllr Ray had approached Cllr Wilcox and Cllr Pritchard at LDC with a view to holding a joint event. The Committee asked that their enthusiastic support for this project be noted. .	TBC
Reinstating the Clock in Chancellor Law's Mausoleum at St Michael's	Enquiries have already been made with Clock makers, Smiths of Derby.	TBC
Repainting of Railway Bridge on Upper St John Street.	Ownership to be confirmed before project can be progressed	TBC
Publication of new Lichfield Map to be sold by Lichfield City Council	It is believed that LDTA is already working on a similar project, this is to be confirmed before progressing further	Update to be given at the next NPIWP meeting.
Painting of hoardings around the now demolished Ford Garage.	Confirmed that LCC cannot carry out this task. LCC councillors to continue to lobby LDC to action as soon as possible	TBC
Signs in the City Centre indicating walking direction to named carparks.	Enquiries to be made if direction signs to named carparks and public toilets could be added to the current fingerposts.	TBC
Possible refurbishment of Welcome to Lichfield Signs		TBC

The Following Projects To Be Kept In Abeyance Until Completion Of Above Priorities;

- Contributions to the Canals Trust tunnel project
- Improvement to Lichfield City Council Community Halls
- Additional 20mph signs in North Lichfield

The Following Projects Were Identified As Not Appropriate use of CIL Monies or could be funded by alternative means;

- Construction of new a Health Centre
- Supporting the rebuild of 7th Lichfield Scouts Hut
- Construction of a new Community Hall
- Hop on Hop Off Bus
- No Cycling Signs on LCC footpaths (it was agreed to investigate if the potential cost of this project could be allocated from LCC's central budget).

OFFICERS' INFORMATION REPORT

1. Civic Matters: Lucy Clarke, Civic Officer

On Saturday 24 November the Mayor and Sheriff held their annual Charity Ball in the Guildhall which this year had a Black and White theme, 70 guests attended the evening and enjoyed a four-course meal followed by live musical entertainment. Richard Winterton from Winterton auctioneers kindly gave his time to conduct a light-hearted auction, assisted by our very own Ken Knowles. All prizes were kindly donated by local businesses.

The evening raised an amazing £2,563.40 for the Mayor and Sheriff's Charities; St. Mary's in The Market Square and Lichfield Greenhill Bower Charitable Trust.



On Tuesday 27 November the Mayor and Sheriff held a Charity Wreath Making Workshop in the Guildhall. This event proved very successful and was thoroughly enjoyed by all that attended. It certainly got us all in the festive spirit with mulled wine and mince pies. Everyone got to take home their handmade creation, timed perfectly for the start of the festive season. This event raised £333.00 for the Mayor and Sheriff's charities.

The Mayor's Carols for Christmas was once again held on December 4 in the Guildhall. The Mayor's Chaplain Revd Linda Collins led the service. Tony White played keyboard and was accompanied by 20 choristers from St. Chad's Choir.

Scotch Orchard Primary School gave a splendid performance with 15 students taking part. Everyone then enjoyed the mulled wine prepared by Cllr Tony Thompson accompanied by warm mince pies. Donations received on the evening for the Mayor and Sheriff's charities totalled £91.10.



Preparations continue for the Mayor and Sheriff's Charity Beer & Skittle evening on 1 February and Charity Sunday Lunch on 10 February. Mayors Sunday Church Services are to be held on Sunday 20 January at St. Peter & St. Pauls Roman Catholic Church at 11am and Sunday 10 February at Wade Street Church at 11am.

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



The Samuel Johnson Birthplace Museum celebrated the festive season with an extensive events programme.

Beginning in November, 'Crafty Sundays' were a new venture to showcase the work of local makers and craftspeople over three small craft fairs, which had good feedback from the stall holders and increased visitor numbers for Sundays.

The Museum opened during the Christmas Lights Switch-on, with 280 visitors in the evening and over 50 families taking part in free lantern-making activities. The Johnson Family Christmas Weekend followed on 1-2 December, with 422 visitors enjoying activities including performance from the Lichfield Singers, storytelling, an automata exhibition, craft activities and a face-painter, which was provided by 'Visit Lichfield'. A weekend of traditional Toy Workshops took place on 8-9 December, which were fully-booked. On 15 December the 'Words Alive' Saturday club held their own Christmas Play called 'Marbles', written by volunteer leader Don, with costumes created by the children during their sessions. The final event of the year was an evening of Wintry Storytelling from Lichfield Storytellers, with traditional folk tales for adults around the house.

Throughout the season an Angel trail was available to young visitors, and the Museum took part in the 'Visit Lichfield' 'Twelve Days of Christmas' region-wide trail. The Museum was also the venue for the Lichfield District Tourism Association Christmas networking event, incorporating the launch of the updated City Real Ale Trail, which includes quotes from Johnson.

In total 3,848 people visited the Museum during the November – December period and 20,898 in the 2018 calendar year, a rising trend making this again the highest number in the Museum's history.

The Sutton Coldfield Local History Research Group and Burntwood U3A visited the Museum for guided tours, and an outreach talk was given to British Legion members at 'the Village' in Lichfield. The MHO attended the Literary Houses Network conference at Knebworth House, and visited the archives of the Royal Academy to research Samuel Johnson's role as Professor of Ancient Literature and a related painting in the Birthplace collection.

The Birthplace also hosted the first meeting of the Lichfield Cultural Educational Partnership (CEP), bringing teachers and arts practitioners together, for which the Museum will be a regular venue. The MHO also attended the first meeting of a new partnership for arts venues in the City arranged by St Mary's and the Cathedral.

Emma Bown, this year's 'History in the Workplace' student from the University of Birmingham, completed her 4-month placement. Emma re-catalogued 100 pre-1750 items from the Museum library, wrote a piece for the Museum website and curated a small display about her research on books owned by Samuel's father Michael. A student from South Staffordshire College also completed a two-week placement project in November, reviewing and creating content for the Museum's social media streams.



The Library was used for two days by a PhD researcher from Swansea, working on Anna Seward.

A large poster from 1887 advertising the sale of the Birthplace was donated to the Museum; this will form an excellent centrepiece for future displays about the history of the building. The Birthplace also acquired shelving from the SCC Museum stores at Shugborough to use for the move to a larger storage area in Donegal House which is taking place in January.

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



The Minster Pool up-lighters were repaired in time for the thousands of visitors on their way to the Cathedral illuminations in December. They were also a spectacle to be enjoyed for visitors and residents during the Christmas period.



There has been a review of all the Lichfield City Council footpaths and open space lamps in the city to enable a proposal to be put forward to members to change to low energy LED lighting. Should the proposal be adopted, the resulting project will reduce energy costs and environmental impact.

It is important to keep the area around the lamp posts clear so they can be regularly inspected and repaired. This does prove a challenge with overgrowth from hedges, new fencing and extensions to buildings getting in the way. One of the lamps in Bishops walk has recently been repaired after a small piece of fence had to be removed to allow access.

A drain surround next to Oakhurst was repaired in the autumn but further repairs are required to improve the surfaces of other footpaths. Following recent inspections a list of repairs has been identified to keep the City Council paths in good order and quotations for the work required have been provided. Together with the proposals for replacement LED lighting as outlined above, this matter is detailed as part of the separate agenda report at Appendix 6.

Following these visits, the inspection schedule for footpaths and open spaces has been updated to allow for changes in usage and risk.

4. Twinning: Gabriele Lasch-Burden, Twinning Officer



Following the success of last year's Limburg Light Festival, which brought thousands of people to the City for the opening of their Christmas market, the Mayor of Limburg, Dr Marius Hahn, once again asked Peter Walker to stage another Cathedral illumination. The illumination took place over two nights and the main sponsor, the local shopping centre Werkstadt, was very pleased with the increased footfall to the City of Limburg as a result of the event.

Nils Jonas, a student from Limburg spent part of his gap year in Lichfield, playing hockey with the Lichfield Hockey Club's first team as their designated goal keeper. From the beginning of October until the end of December, Nils also worked part-time at a farmer's yard and fishery to subsidise his living expenses, as well as helping out at a charity, Forest Harvest in Yoxall, with some of their woodland projects.

His Lichfield host family from the Wade Street Church community helped him to improve his English language skills and he returned to Limburg just before Christmas and will start his University course at Easter. He summarised his months in Lichfield as 'enjoyable and very valuable'. The friendships formed within the Lichfield Hockey Club are strong and plans for a Lichfield hockey team to visit Limburg around Easter time are already underway.

On 13 January, three nursery nurse students from a vocational college in Limburg arrived in Lichfield to start their 5 week internship at Springfields Pre-School & Day Nursery on Beacon Street. This is the second year that Springfields Nursery has made this European Erasmus+ funded exchange project possible.

A drama class from the Limburg Adolf-Reichweinschule is taking part in this year's Lichfield Mysteries, performing "*Exodus from Egypt*". The event will be on Saturday 9 February at the Friary School theatre from 2.00pm - 6.00pm. The group will also perform their play again on Sunday 10 February during the Civic Church Service at Wade Street Church.

The Lichfield Twinning Association will be hosting guests from our French twin town of Sainte Foy from 12 -15 April. Anybody who is interested in getting involved or hosting a visitor is asked to contact the Twinning Officer.

From 11-18 May eighteen College students from Limburg will be visiting Lichfield to take part in lessons at the South Staffordshire College's Lichfield campus in the morning and excursions in the afternoon. The City Council is looking for host families for these young people for the week. Please contact the Twinning Officer if you are able to offer a room for one or two German students.

On 18 May the Catholic relief charity Caritas is organising a festival of the senses in the Bishop's garden in Limburg. The organisers would like to invite artists of music, theatre and performance from both their twin towns of Lichfield and Ste. Foy to participate in this wonderful, professional event. Please inform the Twinning Officer of any interested parties.

5. Guildhall: Helen Winter, Guildhall Bookings Secretary

The Guildhall has been very busy over the Christmas period. As well as regular bookings, private bookings have included a Wedding Reception, 30th Birthday party and Jerome K Jerome's Annual Dinner. Most regular hirers also held Christmas parties and around 150 people visited a Bible Exhibition. Bramshall Art's Exhibition in the Guildroom was also very successful and a Pets Portrait display was held in the Corridor Gallery.

In addition there were 3 Craft Fairs, a National Childbirth Trust sale and a further 3 Christmas Fairs, Lichfield Leather held their usual Christmas sale and Market Research has attended on four separate occasions. A number of concerts were also held which included 4 by Lichfield Arts; 1 by Lichfield Sinfonia; 2 by the City of Lichfield Concert Band and 2 by Lichfield Operatic Society.

From 15 January to 25 March the Citizens Advice Bureau will be re-locating to the Guildroom on Tuesdays from 10.00am to 1.00pm whilst their premises on Levitt's Fields are being refurbished.

A review of Guildhall bookings in 2018 illustrates the venues popularity and the diverse useage, events have included:

7 Wedding Ceremonies, 16 Wedding Receptions and 1 Wedding fair; 15 private parties/dinners; 2 leather sales; 2 Beer Festivals and 2 Music Festivals hosted by Lichfield Arts as well as numerous concerts. Other one off bookings have included a Twinning Association social evening; U3A showcase day; student fashion show; sword fighting demonstration; student film night and a gin tasting day. The diary for 2019 is already filling up and bookings are now being taken for 2020.

Last year at Boley Park Community Hall there were an additional 84 bookings as well as the regular hirers. These included 54 children's parties; 3 Baptism celebrations; 6 Stamp Fairs; 3 dances; 1 Art exhibition; 1 New Year's Eve Dance and on Christmas Day a family dinner/party. The hall was closed in August for two weeks for decorating and essential maintenance work which included a new floor in the entrance hall and toilet areas.

6. Markets Officer: John Beard



The markets have been particularly busy in the build up to Christmas with the Saturday market being very well attended and vacant stalls being filled by casuals.

The re-opening of St Mary's in late December finally saw the removal of the hoardings thus restoring the square to its former glory. It is hoped that the relocation of the

Library to this site will increase the footfall to the Markets and the square as a whole. To complement the refurbishment of St Mary's over the autumn all the benches, railings and fencing on the Square was repainted.

In an effort to promote 2019 Farmers Markets a mailshot has been sent to all Tourist Information Centres around the midlands as well as Libraries and hotels .



On Friday 21 December 2018 the Mayor and, Mayoress visited the market to bid farewell to one of its longest standing traders after 54 Years. Lichfield Country Market (formally known as Lichfield WI Market) first stood on the market on Friday 4 December 1964 offering a wide variety of homemade goods including cakes and jams. Manned entirely by volunteers who have braved every type of weather imaginable the stall was always popular with members of the public. Joyce Deakin, a member since 1983 said *"The fact that a lot of our members are looking towards retirement has led to us making the difficult decision to vacate the Lichfield Friday Market."*

Over the years the Lichfield Country Market has made cakes for many Civic occasions such as, Town Criers competition, Mayoress at Home and Simnel cake for Shrovetide celebrations. Whilst they may have vacated the stall on the Lichfield Friday Market, customers will still be able get in touch to purchase homemade delicacies and place orders for celebrations.

7. Deputy Town Clerk: Sarah Thomas

The switch-on of the Christmas lights took place on Sunday 25 November. Thankfully the weather was kind which meant the event drew large crowds. The Mayor officially turned on the lights assisted by competition winners Presten-Jay Abbotts, Ellie Vinnicombe and the cast of the Garrick Pantomime, *Dick Whittington*.



Prior to the official Switch on the audience was entertained by local bands “*The Hustle*” and “*Punch The Air*” followed by Christ Church primary school choir who led the traditional carol singing.

The City Council’s Health and Safety Consultants, Terrain and a local Fire Officer attended to carry out a full risk assessment.

The Deputy Town Clerk is pleased to report that no major issues were identified and the City Council was complemented on a well organised event.



In addition to attending the usual committee and Council meetings the Deputy Town Clerk is also working on the City Council’s Health and Safety documentation, which is due to be reviewed in February; the next issue of the City Councils newsletter which will be published in the City Life magazine in February, and assisting the Town Clerk with preparations for the implementation of the recently adopted staff Performance Review and Development Scheme.

GUILDHALL ROOM HIRE CHARGES

PROPOSED NEW CHARGES IN RED

FROM 1 APRIL 2019 TO 31 MARCH 2020

Charges shown exclude VAT. VAT (currently 20%) will be added to all charges (except breakages deposits)

VOLUNTARY/CHARITABLE

		<u>Mon - Thurs</u>	<u>2019-20</u>	<u>Fri - Sun</u>	<u>2019 - 20</u>
Main Hall (1st floor)	Per hour	£14.10	£14.55	£23.55	£24.25
Kitchen (1st floor)	Per occasion	£14.10	£14.55	£23.55	£24.25
Guildroom (ground floor)	Per hour	£9.00	£9.30	£16.55	£17.05
Kitchen (ground floor)	Per occasion	£9.00	£9.30	£16.55	£17.05
The Ashmole Room	Per hour	£7.45	£7.70	£14.95	£15.40
The Whytmore Room	Per hour	£6.30	£6.50	£13.05	£13.45
Whole Building	Per hour	£27.60	£28.45	£51.00	£52.55

PRIVATE

		<u>Mon - Thurs</u>		<u>Fri - Sun</u>	
Main Hall (1 st floor)	Per hour	£16.35	£16.85	£27.00	£27.80
Kitchen (1 st floor)	Per occasion	£16.35	£16.85	£27.00	£27.80
Guildroom (ground floor)	Per hour	£10.40	£10.70	£18.80	£19.35
Kitchen (ground floor)	Per occasion	£10.40	£10.70	£18.80	£19.35
The Ashmole Room	Per hour	£8.55	£8.80	£17.40	£17.90
The Whytmore Room	Per hour	£7.30	£7.50	£14.75	£15.20
Whole Building	Per hour	£31.25	£32.20	£58.25	£60.00

BUSINESS AND COMMERCIAL

		<u>Mon - Thurs</u>		<u>Fri - Sun</u>	
Main Hall (1st floor)	Per hour	£25.35	£26.10	£48.20	£49.65
Kitchen (1st floor)	Per occasion	£25.35	£26.10	£48.20	£49.65
Guildroom (ground floor)	Per hour	£24.30	£25.05	£46.15	£47.55
Kitchen (ground floor)	Per occasion	£24.30	£25.05	£46.15	£47.55
The Ashmole Room	Per hour	£16.00	£16.50	£21.55	£22.20
The Whytmore Room	Per hour	£13.75	£14.15	£18.45	£19.00
Whole Building	Per hour	£59.00	£60.80	£104.60	£107.75

ADDITIONAL CHARGES

- All hire charges are increased by 20% for functions involving dancing and/or when alcohol is available, and a non-refundable deposit of £100 is required at the time of booking, which will be offset against the hire charge when full payment is made.
- To cover charges levied by the Performing Rights Society (PRS fees), bookings which include live 'popular' music will be charged an additional fee of £42, and bookings which include live 'classical' music will be charged an additional fee of £28 £32.
- A charge of £50 per day for bookings of the Guildhall Corridor Gallery.
- The Lichfield Arts bar should be booked with the Guildhall Bookings Secretary. The charge will be added to your roomhire invoice.
- A breakages deposit of £100 is required for functions involving dancing and/or alcohol; this is required prior to the booking and will be refunded after the booking, less deduction for any damage or misuse. An additional deposit of £100 is required from any outside caterers you use, which will be refunded after the booking, less deduction for any loss, damage, misuse or exceptional cleaning incurred arising from use of the kitchen, crockery/cutlery or catering facilities.
- Additional charges apply of: £110 for civil/marriage ceremonies, £25 for use of the keyboard and £25 for use of the projector.
- Confirmed bookings, which are subsequently cancelled by the hirer, will be subject to the following cancellation charges:
 - less than 14 days notice: £20, or 25% of hire charge, whichever is greater.
 - less than 7 days notice: full hire charge of booking.
- All bookings are subject to a minimum charge of 2 hours use per room. Bookings for Guildroom or Guildhall on Fridays and Saturdays daytime is subject to a minimum booking charge of 4 hours use.
- Supply of Banquet Roll - 40 pence per metre

For Council: 28 January 2019 APPENDIX 4

FINANCIAL SUMMARY REPORT - 1 APRIL to 30 NOVEMBER 2018

This report contains the financial progress for the period 1 April 2018 to 30 November 2018 and summarises the income and expenditure against budget in the first eight months (66%) of the financial year and the year-end projected outturn. The report shows:

Column 1 – The actual income/expenditure to 30 November 2018 (66% of full year)

Column 2 – The forecast of expenditure for the remaining four 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)

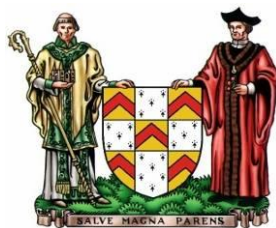
- Actual/Forecast/Total/Budget column figures in red represent income.
- Variance column figures in red represent variance worse than budget.

<u>Net Expenditure</u>	£	£	£	£	£	
SERVICE AREAS	ACTUAL 8 MONTHS TO 30 NOVEMBER	FORECAST FOR REMAINING 4 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE	NOTES
Parks and Footpaths	142,666	76,492	219,158	208,866	-10,292	1
Guildhall	39,742	35,035	74,777	72,515	-2,262	2
Community Centres	7,346	7,461	14,807	14,451	-358	
Markets	-30,906	3,221	-27,685	-31,325	-3,640	3
Civic	60,037	25,272	85,309	80,802	-4,507	
Grant Aid/Partnerships	40,756	3,762	44,518	50,133	5,615	4
Arts/Tourism/Twinning	42,831	22,831	65,662	61,971	-3,691	5
Johnson Birthplace Museum	58,663	26,790	85,453	80,437	-5,016	6
Democratic Services	67,557	48,461	116,018	91,318	-24,700	7
Investment Interest	-848	-1,632	-2,480	-200	2,280	8
Loan Charges	0	0	0	0	0	
Agency	-19,527	1,183	-18,344	-18,515	-171	
Repairs and Renewals	61,124	47,318	108,442	107,452	-990	
TOTAL SERVICE COST	£469,441	£296,194	£765,635	£717,905	-£47,730	9
Capital Contribution	-50,000	0	-50,000	0	50,000	10
Community Infrastructure Levy (CIL)	-29,666	15,629	-14,037	0	14,037	11
TOTALS	£389,775	£311,823	£701,598	£717,905	£16,307	Approx. 2.2% underspend

Notes:

- Note 1: *Includes costs relating to removal of damaged/diseased trees at St Michael's Churchyard and resurfacing work to 'Bishop's Walk' which is anticipated to be completed in the current financial year.*
- Note 2: *Includes increase in Guildhall lettings of £5,200 and additional repairs and maintenance to the Guildhall lift, plus additional costs associated with cleaning provision due to staff sick leave estimated at around £2,000.*
- Note 3: *Reduced rents and the greater potential for cancelled markets during the Winter period, plus regular invoices that are not subject to seasonal variation, have been incorporated into the forecast.*
- Note 4: *Estimated underspend based on the majority of grants being awarded at the beginning of the financial year and limited time remaining for any subsequent applications to be considered by Council during this financial year.*
- Note 5: *Includes additional cost relating to the Stress testing of Christmas Lights supports as is periodically required.*
- Note 6: *Includes additional cost of cleaning provision due to staff sick leave estimated at £2,000.*
- Note 7: *Includes by-election costs totalling £22,700 (Stowe Ward £17,120, Curborough Ward £5,600).*
- Note 8: *Increase in investment interest due to higher interest paying account being utilised following discussions with the City Council's bankers.*
- Note 9: *This is a forecast 7% overspend against base budget, with a slight reduction from that reported to members in December 2018. Together with specific variances highlighted above, the figure also includes increased employee/administration costs of £23,275, comprising the pay award increase (which averaged 4% rather than the assumed 2%, due largely to the tiered nature of the finalised agreement) and further 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 2), all income is currently forecast to be at 2017/18 levels plus the inflationary increase included within the original budget.*
- Note 10: *Capital contribution following the City Council's meeting of 23 April 2018.*
- Note 11: *CIL receipts less commitments; any balance being transferred to the earmarked CIL reserve.*

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



LICHFIELD CITY COUNCIL DRAFT BUDGET 2019/20

The budget report is based on the Council Tax increasing by £2.50 to £63.00 (for an average Band D property).

The report shows:

- Actual net expenditure 2017/18 (last year)
- Original budget for 2018/19 (current year)
- Year end estimate for 2018/19
- Draft budget estimates 2019/20
- Balances and reserves for 2017/18, 2018/19 and 2019/20
- The Council Tax analysis for the three years

Following the report there is a detailed draft budget analysis to provide further background to members on the headline figures supplied in the report.

The City Council will be maintaining services at their current levels in 2019/20, and carrying out further essential maintenance work on its public buildings, structures and assets.

The Council's property portfolio includes Donegal House, The Guildhall, Samuel Johnson Birthplace Museum, Boley Hall, Curborough Community Centre, Darwin Hall, Borrowcop Gazebo, Cruck House, Market Square, Clock Tower, statues and War Memorial (many of which are listed buildings where repair costs are higher). The total insured value of these buildings is over £13 million. It is important therefore that the Council maintains a healthy Repairs and Renewals fund.

The draft budget includes an assumed inflationary figure of 3% for both income and expenditure.

The salary settlement for 2019/20 is incorporated in the figures below.

Note 1: Increase due to greater demand on repair and maintenance of open spaces

Note 2: Increased budget due to allocation of £11,500 as detailed in the separate Repairs, Renewals and Specific Projects report at Appendix 6.

Note 3: The estimated costs of the May 2019 elections (£50,000), plus £5,000 in the event of a by election, are allocated from reserves.

Note 4: Details of the proposed projects included within this headline figure are the subject of a separate report at Appendix 6.

Note 5: The overall Central Establishment costs and employee costs are fully allocated to each service head.

Note 6: Local Council Tax Support Grant was withdrawn by Lichfield District Council from 2018/19 as reported to Council on 23 October 2017.

RECOMMENDED: That the Council approve the Budget Estimates and Report for the 2019/20 financial year totalling £757,180; and that the precept for 2019/20 be set at £757,180.

<u>Net Expenditure</u> SERVICE AREAS	ACTUAL 2017/18 £	BUDGET 2018/19 £	ESTIMATE 2018/19 YEAR END £	BUDGET 2019/20 £	Note
Parks and Footpaths	212,585	208,866	219,158	231,998	1
Guildhall	70,917	72,515	74,777	73,505	
Community Centres	17,440	14,451	14,807	15,130	
Markets	-18,652	-31,325	-27,685	-30,175	
Civic	75,237	80,802	85,309	86,022	
Grant Aid/Partnerships	47,800	50,133	44,518	51,366	
Arts/Tourism/Twinning	63,544	61,971	65,662	65,790	
Johnson Birthplace Museum	77,991	80,437	85,453	98,349	2
Democratic Services	100,998	91,318	116,018	152,326	3
Investment Interest	-237	-200	-2,480	-4,890	
Loan Charges	0	0	0	0	
Agency	-18,545	-18,515	-18,344	-18,174	
Repairs and Renewals	119,872	107,452	108,442	90,933	4
Total Service Cost	748,949	717,905	765,635	812,180	
Capital Contribution	0	0	-50,000	0	
Community Infrastructure Levy (CIL)	0	0	-14,037	0	
SUB TOTALS	748,949	717,905	701,598	812,180	5
PRECEPT + LTCSG	700,701	717,905	717,905	757,180	
To/(From) Balances	(48,248)	0	16,307	(55,000)	

<u>Balances and Reserves</u>	ACTUAL 2017/18 £	BUDGET 2018/19 £	ESTIMATE 2018/19 YEAR END £	BUDGET 2019/20 £	
Opening Balance (1 April)	740,790	690,758	692,542	708,879	
To/(From) balances	(48,248)	0	16,307	(55,000)	3
Closing Balance	692,542	690,758	708,879	653,879	
<u>Closing balance held as:</u>					
Repairs/Renewals (Revenue)	353,000	353,000	353,000	353,000	
Rent Deposit Deed Reserve	1,100	1,100	1,100	450	
Parish Election Reserve	20,000	40,000	40,000	0	3
CIL Reserve			14,037	14,037	
General Revenue Reserves	318,442	296,658	300,712	286,392	
TOTALS	£692,542	£690,758	£708,879	£653,879	

<u>Council Tax Analysis</u>	ACTUAL 2017/18	BUDGET 2018/19	ACTUAL 2018/19	BUDGET 2019/20	
Precept	£672,917	£717,905	£717,905	£757,180	
LCTSG	£27,784	£0	£0	£0	6
Precept + LCTSG	£700,701	£717,905	£717,905	£757,180	
Apportioned Tax Base	£11,795	£11,886.20	£11,886.20	£12,017.80	
RESULTANT BAND D TAX	£57.05	£60.50	£60.50	£63.00	

DRAFT BUDGET 2019/20 ANALYSIS

<u>Net Expenditure</u>	ACTUAL 2017/18 £	BUDGET 2018-19	ESTIMATE 2018-19 YEAR END	BUDGET 2019/20
SERVICE AREAS	£	£	£	£
Parks and Footpaths				
Employee costs	25,722	27,962	29,211	30,047
Central administration	22,070	20,064	21,187	22,771
Contract repair/maintenance	118,114	122,800	123,990	127,820
Other repair/maintenance	45,231	32,420	42,180	43,650
Energy	7,084	7,820	9,110	9,910
Contributions	-3,260	0	-4,320	0
Miscellaneous income	-301	-550	-550	-550
Burial fees income	-1,175	-750	-750	-750
Allotment rents	-900	-900	-900	-900
Total	212,585	208,866	219,158	231,998
Guildhall				
Employee costs	63,356	68,833	71,950	74,009
Central administration	21,309	19,372	20,457	21,986
Repair/maintenance	12,720	14,210	14,210	13,140
Energy	9,595	8,440	9,570	9,570
Rates	7,114	7,310	7,310	7,470
Supplies and Services	20,533	14,160	16,290	14,260
Lettings	-63,709	-59,810	-65,010	-66,930
Total	70,917	72,515	74,777	73,505
Community Centres				
Employee costs	4,857	5,275	5,516	5,674
Central administration	2,283	2,076	2,192	2,356
Boley Hall	3,499	2,210	2,210	2,210
Curborough	1,018	1,280	1,427	2,280
Cruck House	206	1,400	1,400	1,400
Darwin Hall	5,577	2,210	2,062	1,210
Total	17,440	14,451	14,807	15,130
Markets				
Employee costs	40,227	43,702	45,684	46,991
Central administration	13,698	12,453	13,151	14,134
Repair/Maintenance	400	2,800	2,800	2,310
Energy	1,400	1,720	1,720	1,400
Rates and Water	18,772	19,700	20,660	21,240
Supplies & Services	58,055	57,130	57,130	62,680
Misc. lettings	-17,526	-18,450	-23,390	-30,090
Friday market income	-47,229	-52,870	-49,070	-50,250
Saturday market income	-54,204	-60,460	-58,090	-59,450
Farmers market income	-5,945	-8,960	-7,660	-7,860
Tuesday market income	-26,299	-28,090	-30,620	-31,280
Total	-18,652	-31,325	-27,685	-30,175

<u>Net Expenditure</u>	ACTUAL 2017/18	BUDGET 2018-19	ESTIMATE 2018-19 YEAR END	BUDGET 2019/20
Civic				
Employee costs	37,728	40,999	42,845	44,072
Central administration	17,503	15,913	16,804	18,060
Mayor's allowance	4,231	4,650	4,650	4,650
Sheriff's allowance	2,078	2,150	2,150	2,150
Supplies and services	6,039	4,500	6,270	4,500
Events	2,052	6,000	5,595	6,210
Mayor's Banquet	721	700	1,105	700
Sheriff's Ride	4,885	5,890	5,890	5,680
Total	75,237	80,802	85,309	86,022
Grant Aid/Partnerships				
Employee costs	3,744	4,074	4,252	4,374
Central administration	7,611	6,919	7,306	7,852
Grants to outside bodies	29,305	32,000	25,820	32,000
Grants for open Churchyards	7,140	7,140	7,140	7,140
Total	47,800	50,133	44,518	51,366
Arts/Tourism/Twinning				
Employee costs	27,019	29,377	30,683	31,562
Central administration	9,893	8,994	9,498	10,208
Arts/Culture/Tourism	3,747	2,430	2,430	2,430
Christmas Lights	22,885	21,420	23,420	21,840
income	0	-250	-369	-250
Total	63,544	61,971	65,662	65,790
Johnson Birthplace Museum				
Employee costs	59,714	64,887	67,814	69,755
Central administration	12,177	11,070	11,690	12,564
Repair/Maintenance	3,891	3,810	3,810	3,870
Energy	3,032	3,150	3,150	3,250
Rates and Water	590	1,050	520	840
Supplies and Services	16,519	12,300	14,300	23,900
Promotion	3,283	2,000	2,000	2,000
Grant income	-1,148	0	0	0
Stock for sale	2,114	3,000	3,752	3,000
Sales income	-9,881	-9,820	-10,573	-9,820
Contribution from Birthplace Trust	-12,300	-11,010	-11,010	-11,010
Total	77,991	80,437	85,453	98,349
Democratic Services				
Employee costs	48,595	52,793	55,186	56,766
Central administration	35,007	31,825	33,607	36,120
Election costs	10,560	0	22,720	55,000
Neighbourhood Plan	2,074	0	0	0
Newsletter	4,505	6,400	4,140	4,140
Member allowances/travel etc.	257	300	365	300
Total	100,998	91,318	116,018	152,326

Net Expenditure	ACTUAL 2017/18	BUDGET 2018-19	ESTIMATE 2018-19 YEAR END	BUDGET 2019/20
Investment Interest	-237	-200	-2,480	-4,890
Agency				
Employee costs	1,933	2,101	2,195	2,256
Central administration	1,522	1,384	1,461	1,570
SCC Verge Income	-22,000	-22,000	-22,000	-22,000
Total	-18,545	-18,515	-18,344	-18,174
Total Service Costs	£629,078	£610,453	£657,193	£721,247
Repairs and Renewals				
Employee costs	10,281	11,150	11,675	12,010
Central administration	9,132	8,302	8,767	9,423
Guildhall/Donegal House	85,319	51,500	53,611	25,500
Samuel Johnson Birthplace	14,099	15,000	15,000	0
Parks and Footpaths	0	18,000	16,919	23,000
Community Centres	0	3,500	2,470	11,000
Markets	0	0	0	10,000
Other	1,040	0	0	0
Total	119,871	107,452	108,442	90,933
Capital Projects/Contribution				
Receipts	0	0	-50,000	0
Total	0	0	-50,000	0
community Infrastructure Levy(CIL)				
Expenditure	0	0	15,629	0
Receipts	0	0	-29,666	0
Total	0	0	-14,037	0
Johnson Birthplace Charitable Trust				
Grant/Donations	-8,597	-7,730	-7,730	-7,730
Admissions income	-3,704	-3,280	-3,280	-3,280
Funding to LCC	12,300	11,010	11,010	11,010
Total	0	0	0	0
TOTAL	£748,949	£717,905	£701,598	£812,180
PRECEPT	-672,917	-717,905	-717,905	-757,180
Local Council Tax Support Grant	-27,784	0	0	0
Total Precept Requirement	-700,701	-717,905	-717,905	-757,180
TOTAL (To)/From balances	£48,248	£0	-£16,307	£55,000
NOTE - Internal Recharges				
Employee Cost				
Employee costs	394,709	428,863	448,248	461,075
Recharge to Services	-394,709	-428,863	-448,248	-461,075
Total	0	0	0	0
Central Administration				
Employee costs	71,532	77,710	81,237	83,559
Central administration		0		0
Professional Fees/Audit Fees	19,605	9,000	4,450	10,250
Office Rates/Water	9,331	9,690	10,288	9,960

<u>Net Expenditure</u>	ACTUAL 2017/18	BUDGET 2018-19	ESTIMATE 2018-19 YEAR END	BUDGET 2019/20
Office Energy	4,458	3,620	3,620	4,770
Supplies & Services	34,380	26,000	28,000	26,580
Telephone/Postage	5,753	7,530	7,530	5,710
Subscriptions, Courses/Training	3,027	3,690	3,690	3,690
Insurance	23,363	19,900	22,825	23,495
Office Rent	-19,190	-18,740	-15,490	-10,940
Miscellaneous Receipts	-55	-30	-30	-30
Recharge to Services	-152,204	-138,370	-146,120	-157,044
Total	0	0	0	0
Balances & Reserves				
Opening Balance	740,790	692,542	692,542	706,578
to/-from reserve	-48,248	0	16,307	-55,000
Closing Balance	£692,542	£692,542	£708,849	£651,578
Breakdown of Reserve				
Repairs/Renewals Reserve-Building	353,000	353,000	353,000	353,000
Repairs/Renewals Reserve-Street Lighting	0	0	0	0
Rent Deposit Scheme	1,100	1,100	1,100	450
Election Reserve	20,000	40,000	40,000	0
CIL Reserve	0	0	14,037	14,037
General Revenue Reserves	318,442	298,442	298,441	289,091
Closing Balance	£692,542	£692,542	£706,578	£656,578
Total Expenditure	1,039,520	1,015,805	1,102,194	1,124,310
Total income	-318,355	-297,900	-400,596	-312,130
Net Expenditure	721,165	717,905	701,598	812,180
Precept	-672,917	-717,905	-717,905	-757,180
TOTAL (To)/From balances	£48,248	£0	-£16,307	£55,000

For Council: 28 January 2019 APPENDIX 6

REPAIR, RENOVATION & SPECIFIC PROJECT PROGRAMME 2019/20

The table below details the proposed repair, renewal and specific project items for 2019/20 (notes overleaf). Items markets with an asterisk are included in the main repair and renewals programme budget head, remaining items are allocated to the individual service budget head which relates to the project:

Location	Scheme	Costs for Budget	Notes
Guildhall	Preparatory work/fees for redecoration of main hall, renovation of wood panelling and replacement flooring*	£5,000	1
Guildhall	Repairs to Moulton Room, Ashmole Room, Minstrels' Gallery and stairwell windows*	£5,500	2
Guildhall	Enhancements to Guildhall cells visitor experience (carried over from 2018/19)*	£5,000	3
Guildroom	Replace light fittings with LED alternatives*	£2,000	
Markets	Replacement trailer and stall repairs*	£6,000	4
Markets	Reinstatement of railings around Johnson Statue*	£4,000	
Curborough CC	Replace wooden outer doors with aluminium alternatives*	£11,000	5
Donegal House	Replacement fire alarm (carried over from 2018/19)*	£8,000	6
SJBM	Ashmole portrait restoration	£4,000	7
SJBM	HLF match funding	£7,500	8
Open Spaces	Phased replacement of existing street lights with LED alternatives (year 1 of 3)*	£10,000	9
Open Spaces	Surface repairs to LCC owned pathways*	£13,000	10
	Total	£81,000	11

Note 1: This preliminary work will inform a costed proposal for the extensive works described which will be presented to Council as part of 2020/21 and 2021/22 budget proposals. It is anticipated that architect and other professional fees will be incurred and payable in the preparation of this detailed specification during the 2019/20 financial year due to the timescales involved.

Note 2: Guideline budget figures for this work have been obtained via the City Council's architects; advice is that the woodwork is currently sound but repairs are now necessary to avoid more extensive work in the coming years.

Note 3: All four remaining cells are now accessible to the public; this proposal includes repairs and updates to existing displays, replacement lighting and the creation of new displays for visitors in the two recently opened central cells including new interpretation (e.g. information boards, sounds and smells) in response to user consultation which was conducted throughout 2017 and 2018. The cells area attracts around 6000 visitors per year, on Saturdays from April – October, since re-opening in 2012.

Note 4: The City Council owns the market stalls used on Friday and Saturday markets as well as two trailers used for transportation of the stalls to and from storage. Repairs are required to some stall components and one trailer has reached the end of its useful life.

Note 5: Following a request for consideration of this item to be included in the 2019/20 budget by the Curborough Community Association. Budget estimate based on received quotation.

Note 6: The current 'hybrid' connection between the Guildhall alarm and Donegal House alarm has worked well but expert advice is the current system should be replaced with a more modern and efficient alternative. Guideline costs have been provided verbally and have been used to inform the budget estimate provided.

Note 7: Recommendation of the Johnson Birthplace Advisory Committee as adopted by Council 3 December 2018.

Note 8: Match funding for initial development work phase of the proposed redevelopment of the Birthplace Museum, the full bid to the Heritage Lottery Fund scheduled to be submitted during 2020/21.

Note 9: Due to an EU Directive all SOX (Low Pressure Sodium) lighting is to be phased out by the end of 2019. While only 13 of the 136 street lights in LCC's ownership are SOX, very few are LED which offers greater longevity and efficiency. It is proposed that all LCC's street lights be replaced with LED alternatives over the next three years as a proactive measure, rather than reacting to the withdrawal from the market of SOX and the probable eventual withdrawal of SON (high pressure sodium) lighting. Each light will cost £202.00 to replace with an LED alternative, the latter having a 10 year warranty, a life expectancy of at least 25 years and approximately 65% reduction in electricity usage based on approximate like for like light output. The estimated installation costs vs electricity savings 'break even' point is around eight years. By spreading the replacement schedule evenly over three years the considerable initial cost to the City Council will be spread over a reasonable period. The total cost of replacement is in the region of £30,000.

Note 10: The City Council owns a number of footpaths in the City and these require periodic maintenance. Though scheduled inspections are carried out and repairs completed as necessary when high priority issues are identified, the approach is somewhat piecemeal. In addition, regular inspections have revealed that there are several locations with emerging medium/high priority repairs that will require attention in the near future. It is therefore proposed to address all known areas of high and medium priority within one contract sum during 2019/20 in order to properly repair problem areas and to benefit from economies of scale. Formal quotations have been sought from local suppliers and the estimated cost of the required work is approximately £13,000.

Note 11: The total cost listed is for the relevant scheme only and does not include employee costs which are spread evenly across budget heads.

For Council 28 January 2019: APPENDIX 7
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SPCA Annual General Meeting, Stafford, 3rd December 2018

Presentation by Jonathon Owen, NALC Chief Executive

Jonathon Owen was trying to visit county associations as much as possible. This was his first to the SPCA AGM. He congratulated SPCA for having 80% of its parish /town councils as members, for Pat Ansell (from Cannock Chase) for being on the NALC Policy and Larger Council Committee and for Jayne Cooper (from Gnosall PC) being awarded the NALC Clerk of the Year title.

Mr. Owen highlighted NALC services during the year: £61,000 transparency fund distributed around 70 councils in the county, 325,000 website views, 100 topic notes and briefings. There were 900 legal advice responses (24 in Staffs.) in the last 3 years.

Recent lobbying successes on non-capping of precepts, public toilets rate relief, GDPR councillor data registration fees and parish council DPOs were among a number of achievements strongly welcomed. The NALC board made good progress and had feedback on 'The Big Conversation'. This was about the future of local (parish and town) councils via the development of the new strategic plan, which was supported by 80% of respondents of the online survey. A draft would be considered by the National Assembly in March 2019. The Management Board had agreed to recruit a new post of head of member services, to help drive the new strategic direction.

The Chief Executive highlighted certain parish council achievements:

- Watchet Town Council – partnerships with other councils, community groups and businesses to provide vital services.
- Cogenhoe and Whiston Parish Council – a small council that has set up a replacement not for profit bus service as a lifeline for communities.
- Northwich – regeneration and events: local economy booming.
- Gnosall and Northaw and Cuffley – engagement, youth club and play areas.

AGM Decisions

Harry Brunt retired at the AGM after first being appointed in 1983. Cllr. Ms. Pat Ansell was appointed in his place. Mike Allen was elected Vice Chairman.

The Policy and Resource and Personnel & Appeals committees were re-selected without change.

Council membership fees to SPCA were proposed to be held at the same level from 2019/20.

The SPCA Executive positions were discussed. Lichfield as a district is entitled to 3 representatives. Keith Vernon (Ridware PC) stood down so Colin Greatorex (from this council) is now the only Lichfield representative, with term due to end in December 2019. Co-options were possible and there was discussion of the issues of geographical areas being under-represented.

Chief Executive's Report (Andrew McRae)

Mr. McRae was very pleased to see the successful lobbying of government to avoid parish /town councils having to appoint a Data Protection Officer to assess GDPR compliance. He hoped that NALC could now focus more on 'bread and butter' matters.

He added that SPCA would monitor the implications of the Judicial Review of the Ledbury Town Council case, where a dispute ensued between a town councillor and town council staff and bullying allegations. It determined that councillors should first accountability should be to the council's Code of Conduct rather than employment law.

Finance

SPCA balances were £94,113.26 as at 31 March 2018, up from last year's £92,752.22. There was a surplus of receipts over payments of £1361.04 in the year.

Current matters of concern

The prospect of parish councils taking on district /county council service provision is a hot topic. NALC is working closely with the LGA to encourage advance planning.

There was concerns that some parish councils were seeing Neighbourhood Plans apparently not being fully considered by the planning process, particularly on appeals.

A task & finish group had been formed, involving one county council officer and 4-5 SPCA members, to look at reviewing highways rights of way issues.

Parish representatives were asked by the NALC Chief Executive for examples of exciting Staffordshire projects that they wished to shout about. Some examples given were some crossing patrols taken over, voluntary car schemes created, bus subsidy replacement schemes, and lengthsman and handiwork operator appointments.

Colin Greatorex

SPCA Representative, Lichfield City Council

For Council: 28 January 2019 APPENDIX 8

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 October to 31 October 2018

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/10/2018	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 18/19 - 6th instalment (October)	888.00	0.00	888.00
01/10/2018	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 18/19 - 6th instalment (October)	50.00	0.00	50.00
01/10/2018	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 18/19 - 6th instalment (October)	518.00	0.00	518.00
01/10/2018	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - August	155.82	7.79	163.61
01/10/2018	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 18/19 - 6th instalment (October)	1,901.00	0.00	1,901.00
02/10/2018	21418	BEE-LINE Pest Control	HALLS Boley Hall	Ant treatment at Boley Hall on 2/7	45.00	0.00	45.00
02/10/2018	21418	BEE-LINE Pest Control	PARKS Other Repair/Maint	Quarterly pest control at various sites 5/7 - 5/10	195.00	0.00	195.00
02/10/2018	21419	R C Brady (UK) Ltd	BIRTHPLACE Stock for sale	Leather bookmarks in various colours for sale	169.00	33.80	202.80
02/10/2018	21420	Broxap Ltd	MARKET Supplies/Services	Supply of various bollards and fixings for Market Square	1,860.00	372.00	2,232.00
02/10/2018	21421	CBS Complete Ltd	G/HALL Repair/Maint	Call out to sump pump fault	76.00	15.20	91.20
02/10/2018	21421	CBS Complete Ltd	G/HALL Repair/Maint	Supply & installation of replacement sensor on sump pump	175.00	35.00	210.00
02/10/2018	21421	CBS Complete Ltd	G/HALL Repair/Maint	Call out on 21/9 to investigate boiler fault	76.00	15.20	91.20
02/10/2018	21422	Countryside Art Ltd	BIRTHPLACE Stock for sale	Printed tea towels and canvas bags for sale	319.71	63.94	383.65
02/10/2018	21423	Flowers by Design	BIRTHPLACE Supplies & Services	Flower arrangements for Johnson Birthday	88.00	0.00	88.00
02/10/2018	21424	Frederica Greetings Ltd	BIRTHPLACE Stock for sale	Various cards for sale	56.80	0.00	56.80
02/10/2018	21425	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Dr Johnson's Dictionary'	42.86	0.00	42.86
02/10/2018	21425	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Dictionary of English Language'	58.46	0.00	58.46
02/10/2018	21426	Hindleys Bakery	BIRTHPLACE Supplies & Services	Two large cakes for Johnson Birthday	152.00	0.00	152.00
02/10/2018	21427	Horse Ambulance Service Ltd	CIVIC Ride General	Equine ambulance service	250.00	50.00	300.00
02/10/2018	21428	R. James	BIRTHPLACE Stock for sale	Various books from Lichfield Press for sale	212.80	0.00	212.80
02/10/2018	21429	Karl Jones	CIVIC Ride General	Farrier services for full day	200.00	0.00	200.00
02/10/2018	21430	Keycraft	BIRTHPLACE Stock for sale	Catch ball and wooden mouse toys for sale	59.34	11.87	71.21
02/10/2018	21431	Mrs J A Leytham-Gain	CIVIC Events	Laurel chaplet for Johnson Birthday celebrations	23.00	0.00	23.00
02/10/2018	21432	Lich Chamber of Trade & Commerce	ADMIN Supplies & Services	2 hanging baskets for Donegal House	110.00	0.00	110.00
02/10/2018	21432	Lich Chamber of Trade & Commerce	BIRTHPLACE Supplies & Services	4 hanging baskets for Museum	220.00	0.00	220.00
02/10/2018	21432	Lich Chamber of Trade & Commerce	G/HALL Supplies/Services	2 hanging baskets for Guildhall	110.00	0.00	110.00
02/10/2018	21433	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Pollard 2 maples to rear of Lawford Avenue	650.00	130.00	780.00
02/10/2018	21433	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Reduce ash trees adjacent footpath from Manor Rise	700.00	140.00	840.00
02/10/2018	21434	Mazars LLP	ADMIN Professional Fees	External audit fee 2017/18	2,000.00	400.00	2,400.00
02/10/2018	21435	The Olive Tree	CIVIC Ride Lunch Costs	Catering for Ride lunch	1,191.67	238.33	1,430.00
02/10/2018	21435	The Olive Tree	CIVIC Ride Lunch Costs	Additional wine for Ride lunch	66.67	13.33	80.00
02/10/2018	21435	The Olive Tree	CIVIC Sheriff's Allowance - M Mullarkey	Prosecco for Ride reception drinks	200.00	40.00	240.00
02/10/2018	21435	The Olive Tree	CIVIC Sheriff's Allowance - M Mullarkey	Wine for top table at Ride lunch	186.25	37.25	223.50
02/10/2018	21436	Kevin Pedley	CIVIC Ride General	Catering van for staff & volunteers' breakfasts & lunches	450.00	0.00	450.00
02/10/2018	21437	Pioneer Roadshows	ARTS/TOURISM Expenditure	PA system for Johnson Birthday celebrations	250.00	0.00	250.00
02/10/2018	21438	Pitstop (Hire) Services	ARTS/TOURISM Expenditure	Marquee for Johnson Birthday celebrations	535.00	107.00	642.00
02/10/2018	21439	Raphael Design Limited	BIRTHPLACE Supplies & Services	Printing of text panels	46.00	9.20	55.20
02/10/2018	21440	Staffs Parish Councils' Association	DEM SERVICES Cllr Expenses	Local councillor training course - 2 members	35.00	0.00	35.00
02/10/2018	21441	Staffordshire Signs & Graphics	PARKS Other Repair/Maint	Play equipment safety sign at Lincoln Close	24.00	4.80	28.80
02/10/2018	21441	Staffordshire Signs & Graphics	PARKS Other Repair/Maint	Car park sign at Curborough CC	34.50	6.90	41.40
02/10/2018	21441	Staffordshire Signs & Graphics	PARKS Other Repair/Maint	Fitting of 2 signs	80.00	16.00	96.00
02/10/2018	21442	Storer Smith Events Ltd	CIVIC Ride General	Hire of Sheriff's Ride marquee, tables and chairs	2,075.00	415.00	2,490.00
02/10/2018	21443	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Cleaner for Museum - 4.5 hours, w/b 28/8	54.00	10.80	64.80
02/10/2018	21443	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning - 9 hours, w/b 13/8	108.00	21.60	129.60
02/10/2018	21443	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning - 33.75 hours, w/b 3/9, 10/9 and 17/9	405.00	81.00	486.00
02/10/2018	21443	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning - 22.5 hours, w/b 20/8 and w/b 27/8	270.00	54.00	324.00
02/10/2018	21444	Vaughtons	CIVIC Supplies/Services	Replica jewels & bars for 18/19 Mayor and Sheriff	1,783.38	356.68	2,140.06
02/10/2018	21445	Joe Waterfield	BIRTHPLACE Stock for sale	Johnson's alphabet notebooks for sale	68.00	0.00	68.00
02/10/2018	21446	Shakespeare Antiques Ltd	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 16/9	210.93	0.00	210.93
02/10/2018	21447	Michael Morris	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 16/9	22.00	0.00	22.00
02/10/2018	21448	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 16/9	107.47	0.00	107.47

03/10/2018	Debit	Elavon Financial Services	BIRTHPLACE	Supplies & Services	PCI fee - October	4.00	0.80	4.80
03/10/2018	Debit	Elavon Financial Services	BIRTHPLACE	Supplies & Services	Elavon card fees - September	8.16	0.00	8.16
05/10/2018	DDebit	Npower Ltd	G/HALL	Energy	Electricity - August	298.85	59.77	358.62
09/10/2018	DDebit	Npower Ltd	ADMIN	Donegal House Energy	Electricity - August	193.76	38.75	232.51
09/10/2018	DDebit	Npower Ltd	BIRTHPLACE	Energy	Electricity - August	61.69	3.08	64.77
09/10/2018	DDebit	Npower Ltd	BIRTHPLACE	Energy	Electricity - August	65.18	3.26	68.44
09/10/2018	DDebit	Npower Ltd	MARKET	Energy	Toilet Block electricity - August	29.35	1.47	30.82
09/10/2018	DDebit	Npower Ltd	MARKET	Energy	Feeder Pillar electricity - August	46.68	2.33	49.01
09/10/2018	DDebit	Npower Ltd	PARKS	Energy	Clock Tower electricity - August	32.45	1.62	34.07
09/10/2018	DDebit	Npower Ltd	PARKS	Energy	Friary electricity - August	16.23	0.81	17.04
09/10/2018	Debit	Elavon Financial Services	MARKET	Supplies/Services	PCI fee - October	4.00	0.80	4.80
09/10/2018	Debit	Elavon Financial Services	MARKET	Supplies/Services	Elavon card fees - September	9.02	0.00	9.02
11/10/2018	DDebit	British Telecommunications	ADMIN	Tel/Postage	Phones/internet - Usage Jul-Sep, rental Sep-Nov	76.40	15.28	91.68
11/10/2018	DDebit	British Telecommunications	BIRTHPLACE	Supplies & Services	Phones/internet - Usage Jul-Sep, rental Sep-Nov	364.09	72.81	436.90
11/10/2018	DDebit	British Telecommunications	G/HALL	Supplies/Services	Phones/internet - Usage Jul-Sep, rental Sep-Nov	345.80	69.16	414.96
15/10/2018	DDebit	MT Services Computer Systems	ADMIN	Supplies & Services	IT services (Backups, antivirus, Office 365) - September	528.42	105.68	634.10
15/10/2018	DDebit	NatWest Autopay	EMPLOYEE COSTS		Wages and salaries - October	24,882.89	0.00	24,882.89
22/10/2018	21449	1A Action Rotary Rod Ltd	R&R FUND	Guildhall/Donnegal Hs	Replace cast iron pipe in stairwell & assoc. drainage works	1,375.00	275.00	1,650.00
22/10/2018	21450	Acme Tree Services Ltd	PARKS	Other Repair/Maint	Clear growth and shrubs at Bracken Close	450.00	90.00	540.00
22/10/2018	21451	Adcocks Solicitors Ltd	ADMIN	Professional Fees	Legal advice re Boley Park Hall	475.00	95.00	570.00
22/10/2018	21451	Adcocks Solicitors Ltd	ADMIN	Professional Fees	Land registry disbursements re legal advice on Boley Hall	9.00	0.00	9.00
22/10/2018	21452	All-Fit Towbars & Trailers Ltd	MARKET	Supplies/Services	Stall storage - September	298.00	0.00	298.00
22/10/2018	21452	All-Fit Towbars & Trailers Ltd	MARKET	Supplies/Services	Stall erection - September	2,602.00	520.40	3,122.40
22/10/2018	21453	Arco Ltd	G/HALL	Supplies/Services	Safety shoes for PAs	59.37	11.87	71.24
22/10/2018	21454	Bag Market Limited	MARKET	Supplies/Services	Clear sheets, tarpaulins and clips for sale	404.50	80.90	485.40
22/10/2018	21455	Banner Group Ltd	ADMIN	Supplies & Services	Paper; various other stationery	56.76	11.37	68.13
22/10/2018	21456	Nicholas Bradshaw	BIRTHPLACE	Stock for sale	Johnson collage cards for sale	25.00	0.00	25.00
22/10/2018	21457	Brownhill Hayward Brown Ltd	R&R FUND	Birthplace	Architect for attic landing balustrade works	510.00	102.00	612.00
22/10/2018	21457	Brownhill Hayward Brown Ltd	R&R FUND	General	Architect for wall repairs - Remembrance Gdns & Walsall Rd	595.00	119.00	714.00
22/10/2018	21457	Brownhill Hayward Brown Ltd	R&R FUND	Guildhall/Donnegal Hs	Architect for Guildroom kitchen refurbishment	581.11	116.22	697.33
22/10/2018	21458	City Life in Lichfield Ltd	BIRTHPLACE	Adverts/promotion	Museum event listings in City Life October magazine	25.00	0.00	25.00
22/10/2018	21459	Colour Graphics	PARKS	Other Repair/Maint	Rigid PVC signs for open spaces	87.50	17.50	105.00
22/10/2018	21460	Dr Johnson's House Trust Ltd	BIRTHPLACE	Stock for sale	Various Johnson postcards for sale	23.50	0.00	23.50
22/10/2018	21461	EHM	HALLS	Curborough C Centre	Supply of tiles & repairs to roof & wire fencing at CCC	850.00	0.00	850.00
22/10/2018	21462	Eastern Shires Purchasing Org	ADMIN	Supplies & Services	Packs of white card and soap	25.78	5.16	30.94
22/10/2018	21462	Eastern Shires Purchasing Org	ADMIN	Supplies & Services	Batteries; paper	21.81	4.37	26.18
22/10/2018	21462	Eastern Shires Purchasing Org	G/HALL	Supplies/Services	Hazard warning tape and miscellaneous supplies	42.36	8.47	50.83
22/10/2018	21463	Focus Security & Surveillance	ADMIN	Supplies & Services	Call out 10/9 re access control faults & replace patch leads	135.00	27.00	162.00
22/10/2018	21463	Focus Security & Surveillance	BIRTHPLACE	Repair/Maint	Call out to faulty personal attack button	85.00	17.00	102.00
22/10/2018	21464	Forward Cleaning Contractors	ADMIN	Supplies & Services	Monthly window cleaning - September	16.00	3.20	19.20
22/10/2018	21465	Francotyp-Postalia Ltd	ADMIN	Tel/Postage	Franking machine credit	500.00	0.00	500.00
22/10/2018	21466	N R Grundy	MARKET	Supplies/Services	Installation of bollards, sockets & bench on Market Square	1,060.00	212.00	1,272.00
22/10/2018	21467	Hedgerow Publishing Ltd	BIRTHPLACE	Stock for sale	Souvenir pens for sale	20.95	4.19	25.14
22/10/2018	21468	Iverson	CIVIC	Sheriff's Allowance - M Mullarkey	2 bouquets as Ride gifts	60.00	0.00	60.00
22/10/2018	21469	Kingston Commercial Property	ADMIN	Supplies & Services	Advertising of office space on Rightmove from 1/10/18	100.00	20.00	120.00
22/10/2018	21470	Lichfield District Council	ADMIN	Offices Rates/Water	BID charge Oct '18 - Sept '19	277.50	0.00	277.50
22/10/2018	21470	Lichfield District Council	BIRTHPLACE	Rates/Water	BID charge Oct '18 - Sept '19	6.60	0.00	6.60
22/10/2018	21470	Lichfield District Council	CIVIC	Ride General	Hire of Darnford Park for Sheriff's Ride	80.00	0.00	80.00
22/10/2018	21470	Lichfield District Council	G/HALL	Rates/Water	BID charge Oct '18 - Sept '19	162.00	0.00	162.00
22/10/2018	21470	Lichfield District Council	G/HALL	Supplies/Services	Annual Guildhall premises licence	180.00	0.00	180.00
22/10/2018	21470	Lichfield District Council	MARKET	Rates/Water	BID charge Oct '18 - Sept '19	600.00	0.00	600.00
22/10/2018	21471	Lichfield Lock & Key Repairs	G/HALL	Supplies/Services	Cutting of master and other special keys	161.75	32.35	194.10
22/10/2018	21472	Npower Ltd	PARKS	Energy	Pool Walk lights electricity - September	43.55	8.71	52.26
22/10/2018	21473	Orca Book Services Ltd	BIRTHPLACE	Stock for sale	Copies of 'Betrumpted' by Allhusen	53.96	0.00	53.96
22/10/2018	21474	PPL PRS Ltd	G/HALL	Lettings	Music licence 6/6/18 - 5/9/18	86.52	17.30	103.82

22/10/2018	21475	Sage (UK) Ltd	ADMIN Supplies & Services	Sage Accounts updates & cover to 26/10/19	1,371.00	274.20	1,645.20
22/10/2018	21476	SEP Ltd	CIVIC Ride General	Traffic management plan for Sheriff's Ride	960.00	192.00	1,152.00
22/10/2018	21477	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning, September (21 hrs total)	234.00	46.80	280.80
22/10/2018	21477	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning - 11.25 hrs per week for 4 wks 24/9-15/10	540.00	108.00	648.00
22/10/2018	21478	Tonks Brothers Tree Services	PARKS Other Repair/Maint	Emergency tree work at 3 sites on 19/9 after high winds	270.00	54.00	324.00
22/10/2018	21479	Zurich Municipal	ADMIN Insurance	Work in progress insurance for Guildroom kitchen work	112.00	0.00	112.00
22/10/2018	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones - September usage/ October rental	140.49	28.10	168.59
23/10/2018	DDebit	EE & T-MOBILE	MARKET Supplies/Services	Monthly market mobile bill - October	15.50	3.10	18.60
23/10/2018	Debit	American Express Merchant Servs	BIRTHPLACE Supplies & Services	American Express card fee	0.37	0.00	0.37
25/10/2018	DDebit	NatWest Autopay	EMPLOYEE COSTS	Incorrect Autopay over limit fee (refunded)	10.00	0.00	10.00
25/10/2018	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/9 - 10/10	9,934.70	1,986.94	11,921.64
31/10/2018	21480	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - October	6,096.84	0.00	6,096.84
31/10/2018	21481	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - October	7,838.17	0.00	7,838.17
31/10/2018	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	85.94	0.00	85.94
31/10/2018	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier usage May-July, rent Aug-Oct	926.73	185.34	1,112.07
31/10/2018	DDebit	Weir Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - September	74.00	14.80	88.80
31/10/2018	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - September	306.51	61.30	367.81
31/10/2018	DDebit	Wm Briers & Son (Tamworth) Ltd	MARKET Supplies/Services	Skip hire - September	600.00	120.00	720.00
					<u>88,193.40</u>	<u>7,935.90</u>	<u>96,129.30</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 October to 31 October 2018

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
04/10/2018	05233	Fired Up Theatre Company Ltd	SJBP TRUST Admissions Income	Share of ticket sales for Fired Up Theatre performance	69.60	0.00	69.60
08/10/2018	05234	Neil Coley	BIRTHPLACE Stock for sale	Copies of 'Lichfield People' delivered in October	40.00	0.00	40.00
08/10/2018	05234	Neil Coley	BIRTHPLACE Stock for sale	Copies of 'Lichfield People' delivered in August	40.00	0.00	40.00
11/10/2018	05235	Royal British Legion	CIVIC Mayor's Allowance - D Leytham	Mayor's wreath for Remembrance Sunday	21.50	0.00	21.50
16/10/2018	05236	ASJ Catering and Events Ltd	G/HALL Lettings	Reimbursement of catering deposit paid in cash	100.00	0.00	100.00
23/10/2018	05237	Cash	Various	Petty cash vouchers 7337 - 7351	242.73	30.09	272.82
31/10/2018	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	9.71	0.00	9.71
					<u>523.54</u>	<u>30.09</u>	<u>553.63</u>

LICHFIELD CITY COUNCIL - General Account Payment Schedule**From 1 November to 30 November 2018**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/11/2018	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Donegal rates 18/19 - 7th instalment (November)	888.00	0.00	888.00
01/11/2018	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Birthplace rates 18/19 - 7th instalment (November)	50.00	0.00	50.00
01/11/2018	DDebit	Lichfield District Council	G/HALL Rates/Water	Guildhall rates 18/19 - 7th instalment (November)	518.00	0.00	518.00
01/11/2018	DDebit	Lichfield District Council	MARKET Rates/Water	Market Square rates 18/19 - 7th instalment (November)	1,901.00	0.00	1,901.00
02/11/2018	DDebit	Npower Ltd	G/HALL Energy	Electricity - September	514.91	102.98	617.89
05/11/2018	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card fees - October	5.58	0.00	5.58
05/11/2018	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - November	4.00	0.80	4.80
05/11/2018	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card fees - October	17.58	0.00	17.58
05/11/2018	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - November	4.00	0.80	4.80
08/11/2018	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - September	204.50	40.90	245.40
08/11/2018	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - September	30.43	1.52	31.95
08/11/2018	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - September	54.74	2.74	57.48
08/11/2018	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - September	31.47	1.57	33.04
08/11/2018	DDebit	Npower Ltd	PARKS Energy	Friary electricity - September	15.62	0.78	16.40
09/11/2018	DDebit	British Gas	BIRTHPLACE Energy	Gas 5/7 - 8/10	134.66	6.73	141.39
14/11/2018	21482	R J Lift Services Ltd	G/HALL Repair/Maint	Advance for parts order - new lift door operator system	2,088.48	417.70	2,506.18
15/11/2018	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	IT services (Backups,Anti virus,Office 365) - October	483.42	96.68	580.10
15/11/2018	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Guildhall internet - October	45.00	9.00	54.00
15/11/2018	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - November	24,065.02	0.00	24,065.02
19/11/2018	DDebit	British Telecommunications	ADMIN Tel/Postage	Broadband line rental Nov - Jan	77.70	15.54	93.24
20/11/2018	21483	ADT Fire & Security plc	BIRTHPLACE Repair/Maint	Maintenance of emergency lighting to 5/11/19	265.36	53.07	318.43
20/11/2018	21484	Associated Engineering Services	G/HALL Repair/Maint	Maintenance of heating control panel to 30/9/19	470.00	94.00	564.00
20/11/2018	21485	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - October	298.00	0.00	298.00
20/11/2018	21485	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - October	1,851.50	370.30	2,221.80
20/11/2018	21486	Banner Group Ltd	ADMIN Supplies & Services	Printer paper and other stationery	90.44	18.09	108.53
20/11/2018	21487	Mandy Billington Illustrations	BIRTHPLACE Stock for sale	Lichfield illustrated mugs for sale	35.00	0.00	35.00
20/11/2018	21488	Nigel Boden	CIVIC Events	Fit soldier silhouettes in Remembrance Gardens	50.00	0.00	50.00
20/11/2018	21488	Nigel Boden	MARKET Repair/Maint	Refurbish and secure Market Square benches	280.00	0.00	280.00
20/11/2018	21488	Nigel Boden	MARKET Repair/Maint	Repaint fences and bollards on Market Square	320.00	0.00	320.00
20/11/2018	21488	Nigel Boden	MARKET Repair/Maint	Repairs to guttering on market toilet block	40.00	0.00	40.00
20/11/2018	21488	Nigel Boden	MARKET Supplies/Services	Relocate finger post sign from Market Square to Wade St	50.00	0.00	50.00
20/11/2018	21488	Nigel Boden	PARKS Other Repair/Maint	Replace and secure 44 signs for open spaces	528.00	0.00	528.00
20/11/2018	21489	Brainwaves Rewards Ltd	BIRTHPLACE Supplies & Services	Children's reward stickers personalised for museum	92.09	18.42	110.51
20/11/2018	21490	CBS Complete Ltd	G/HALL Repair/Maint	Supply and fit new radiators and thermostatic valves	1,977.89	395.58	2,373.47
20/11/2018	21490	CBS Complete Ltd	G/HALL Repair/Maint	Callout to rectify fault with gas solenoid valve	114.00	22.80	136.80
20/11/2018	21491	City Life in Lichfield Ltd	BIRTHPLACE Adverts/promotion	Museum event listings in City Life, November magazine	25.00	5.00	30.00
20/11/2018	21491	City Life in Lichfield Ltd	DEM SERVICES Publicity	City View - November	1,035.00	207.00	1,242.00
20/11/2018	21492	Corporate Asset Solutions Ltd	ADMIN Tel/Postage	Franking machine quarterly rental 15/11/18 - 14/2/19	69.00	13.80	82.80
20/11/2018	21493	County Signpost Ltd	BIRTHPLACE Adverts/promotion	Feature in 2019 County Signpost magazine & website	115.00	23.00	138.00
20/11/2018	21494	Darwin Electrical Services	MARKET Supplies/Services	Checking and repair of market festoon cables	63.50	12.70	76.20
20/11/2018	21495	Focus Security & Surveillance	BIRTHPLACE Repair/Maint	Call out to rectify wireless PA fault	89.40	17.88	107.28
20/11/2018	21496	Forward Cleaning Contractors	ADMIN Supplies & Services	Monthly window cleaning - October	16.00	3.20	19.20
20/11/2018	21496	Forward Cleaning Contractors	BIRTHPLACE Supplies & Services	Quarterly window cleaning - October	48.00	9.60	57.60
20/11/2018	21496	Forward Cleaning Contractors	G/HALL Supplies/Services	Quarterly window cleaning - October	77.70	15.54	93.24
20/11/2018	21497	Alison James	ADMIN Subscript/Training	AAT membership fee 18/19 for Accounts Officer	151.00	0.00	151.00
20/11/2018	21498	Keelys LLP	ADMIN Professional Fees	Employment law advice plan to 25/11/19	1,000.00	200.00	1,200.00
20/11/2018	21499	Lichfield Lock & Key Repairs	G/HALL Supplies/Services	11 keyed-alike padlocks	140.58	28.12	168.70
20/11/2018	21500	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Ferndale Rd & Lawford Ave - Work to cherry & maples	420.00	84.00	504.00
20/11/2018	21501	Method Publishing	BIRTHPLACE Adverts/promotion	Advert in service community official guide	175.00	35.00	210.00
20/11/2018	21502	NALC	DEM SERVICES Cllr Expenses	NALC spring conference, Feb 2019 - Cllr Thompson	210.00	42.00	252.00
20/11/2018	21503	Npower Ltd	PARKS Energy	Pool Walk electricity - October	45.00	9.00	54.00
20/11/2018	21504	Orca Book Services Ltd	BIRTHPLACE Stock for sale	Copies of 'Lichfield in 50 buildings'	35.98	0.00	35.98

20/11/2018	21505	Pioneer Roadshows	CIVIC Events	PA system and engineer for Remembrance Sunday	300.00	0.00	300.00
20/11/2018	21506	Preseli Ltd	BIRTHPLACE Stock for sale	Fridge magnets for sale	89.00	17.80	106.80
20/11/2018	21507	Purple Sprout Ltd	BIRTHPLACE Adverts/promotion	Advert in special Lichfield edition of Staffs Living magazine	200.00	40.00	240.00
20/11/2018	21508	Reach Publishing	ADMIN Supplies & Services	Markets Officer job advert in Mercury & other local papers	700.00	140.00	840.00
20/11/2018	21508	Reach Publishing	ADMIN Supplies & Services	Rights to use images for fallen soldiers booklet	200.00	40.00	240.00
20/11/2018	21509	R J Lift Services Ltd	G/HALL Repair/Maint	Maintenance agreement for lift with new supplier to 6/10/19	915.00	183.00	1,098.00
20/11/2018	21510	Staffordshire County Council	BIRTHPLACE Supplies & Services	Shelving purchased from Staffs Museum Service	40.00	0.00	40.00
20/11/2018	21511	Yates Engineering	MARKET Supplies/Services	Repairs to stall end sections	75.00	15.00	90.00
20/11/2018	21511	Yates Engineering	MARKET Supplies/Services	Supply and repair of market stall components	130.00	26.00	156.00
20/11/2018	21512	Shakespeare Antiques Ltd	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 4 wks to 14/10/18	131.33	0.00	131.33
20/11/2018	21512	Shakespeare Antiques Ltd	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 4 wks to 11/11/18	110.40	0.00	110.40
20/11/2018	21513	Michael Morris	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 4 wks to 14/10/18	4.00	0.00	4.00
20/11/2018	21513	Michael Morris	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 4 wks to 11/11/18	6.00	0.00	6.00
20/11/2018	21514	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 4 wks to 14/10/18	43.00	0.00	43.00
20/11/2018	21514	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 4 wks to 11/11/18	59.93	0.00	59.93
20/11/2018	21515	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 4 wks to 14/10/18	4.67	0.00	4.67
20/11/2018	21515	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 4 wks to 11/11/18	28.67	0.00	28.67
20/11/2018	21515	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 4 wks to 19/8/18	2.00	0.00	2.00
20/11/2018	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones - October usage/November rental	143.16	28.63	171.79
23/11/2018	DDebit	EE & T-MOBILE	MARKET Supplies/Services	Monthly markets mobile bill - November	14.58	2.92	17.50
26/11/2018	DDebit	NatWest Autopay	EMPLOYEE COSTS	Autopay amendments fee - October	4.00	0.00	4.00
26/11/2018	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/10 - 10/11	9,934.70	1,986.94	11,921.64
27/11/2018	21516	Banner Group Ltd	ADMIN Supplies & Services	Stationery and other supplies	40.14	8.02	48.16
27/11/2018	21517	Cannock Sound Hire	ARTS/TOURISM Lights Costs	Sound system and lights for Switch On	750.01	150.00	900.01
27/11/2018	21518	Darwin Electrical Services	ARTS/TOURISM Lights Costs	3 yearly hook strain testing	1,980.00	396.00	2,376.00
27/11/2018	21518	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Supply of lamps & replacement strings for light blanket	1,626.00	325.20	1,951.20
27/11/2018	21518	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Installation of Christmas lights - 50% instalment	6,711.24	1,342.25	8,053.49
27/11/2018	21519	Demco Europe Ltd	BIRTHPLACE Supplies & Services	Moveable shelf label holders	27.59	5.52	33.11
27/11/2018	21520	Elite EMS	ARTS/TOURISM Lights Costs	50% balance for paramedics at Switch On event	187.50	0.00	187.50
27/11/2018	21521	E.On Energy Solutions Ltd	PARKS Energy	Highway lighting energy 18/19	8,020.16	1,604.03	9,624.19
27/11/2018	21521	E.On Energy Solutions Ltd	PARKS Other Repair/Maint	Highway lighting maintenance 18/19	3,583.60	716.72	4,300.32
27/11/2018	21522	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Card and paper	33.31	6.66	39.97
27/11/2018	21522	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Kitchen steps, cleaning and cloakroom supplies	105.28	21.06	126.34
27/11/2018	21523	Eventmen	ARTS/TOURISM Lights Costs	Hire of stage and marquee for Switch On event	1,140.00	228.00	1,368.00
27/11/2018	21524	Frederica Greetings Ltd	BIRTHPLACE Stock for sale	Various cards, including Christmas, for sale	62.64	0.00	62.64
27/11/2018	21525	G Keatley	ADMIN Subscript/Training	AAT membership fee 2019 for Internal Auditor	158.00	0.00	158.00
27/11/2018	21526	Mrs J A Leytham-Gain	G/HALL Supplies/Services	Silk flower arrangement for Ashmole Room	122.00	0.00	122.00
27/11/2018	21527	Lichfield Lock & Key Repairs	G/HALL Repair/Maint	Replace broken lock on downstairs ladies toilet	175.43	35.08	210.51
27/11/2018	21527	Lichfield Lock & Key Repairs	MARKET Repair/Maint	Supply and fit new combination lock in Toilet Block	217.90	43.58	261.48
27/11/2018	21528	Lichfield Arts	ARTS/TOURISM Lights Costs	2 bands for Switch On entertainment	500.00	100.00	600.00
27/11/2018	21529	Moseleys	ADMIN Professional Fees	Final legal fees re Darwin Hall land exchange	2,000.00	400.00	2,400.00
27/11/2018	21529	Moseleys	ADMIN Professional Fees	Final disbursements re Darwin Hall land exchange	106.00	0.00	106.00
27/11/2018	21530	Print & Digital of Lichfield Ltd	CIVIC Supplies/Services	Printing of Mayor and Sheriff's official Christmas cards	185.00	37.00	222.00
27/11/2018	21531	Raphael Design Limited	BIRTHPLACE Stock for sale	Artwork and printing of London to Holyhead postcards	86.50	17.30	103.80
27/11/2018	21531	Raphael Design Limited	BIRTHPLACE Supplies & Services	Printing of museum welcome leaflets	230.00	0.00	230.00
27/11/2018	21532	Andrew Rawe	BIRTHPLACE Stock for sale	Quote greetings cards for sales	10.00	0.00	10.00
27/11/2018	21533	Sign Technology Ltd	SJBP TRUST Admissions Income	Repairs to museum donation box	60.00	12.00	72.00
27/11/2018	21534	Strysen Heating Ltd	BIRTHPLACE Repair/Maint	Annual boiler service and repair of radiator leak	69.00	13.80	82.80
27/11/2018	21535	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning, October (25.5 hrs in total)	306.00	61.20	367.20
27/11/2018	21535	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning - 11.25 hrs per week, 6 wks 16/10 - 27/11	810.00	162.00	972.00
27/11/2018	21536	Water Plus Ltd	ADMIN Offices Rates/Water	Donegal surface water drainage 1/8 - 1/11	59.30	0.00	59.30
27/11/2018	21536	Water Plus Ltd	G/HALL Rates/Water	Guildhall surface water drainage 1/8 - 1/11	258.39	0.00	258.39
27/11/2018	21536	Water Plus Ltd	MARKET Rates/Water	Toilet Block surface water drainage 1/8 - 1/11	84.12	0.00	84.12
27/11/2018	21537	Joe Waterfield	BIRTHPLACE Stock for sale	A4 spiral notebooks with Johnson alphabet design	32.00	0.00	32.00
27/11/2018	21538	Jayne Wilson	ARTS/TOURISM Lights Costs	Design and printing of Switch On leaflets	225.00	0.00	225.00

27/11/2018	21539	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - November	6,083.01	0.00	6,083.01
27/11/2018	21540	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - November	7,681.63	0.00	7,681.63
29/11/2018	21468	Ivson	CIVIC Sheriff's Allowance - M Mullarkey	Cancel lost Ivson chq 21468 - Ride flower gifts	-60.00	0.00	-60.00
30/11/2018	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	111.60	0.00	111.60
30/11/2018	DDebit	Weir Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - October	59.20	11.84	71.04
30/11/2018	DDebit	Wm Briars & Son (Tamworth)	MARKET Supplies/Services	Skip hire - October	675.00	135.00	810.00
					98,960.54	10,688.39	109,648.93

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 November to 30 November 2018

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/11/2018	05238	MD Creative	BIRTHPLACE Stock for sale	Postcards	18.57	3.71	22.28
01/11/2018	05239	C Edwards	SJBP TRUST Admissions Income	Share of proceeds of Storytellers event in October	120.00	0.00	120.00
01/11/2018	05240	RBL Poppy Appeal	CIVIC Events	Poppy petals for Remembrance Sunday	25.00	0.00	25.00
01/11/2018	05241	Lich Science & Engineering Soc	CIVIC Mayor's Allowance - D Leytham	LSES supper after Darwin Memorial Lecture	42.00	0.00	42.00
01/11/2018	05241	Lich Science & Engineering Soc	CIVIC Sheriff's Allowance - M Mullarkey	LSES supper after Darwin Memorial Lecture	42.00	0.00	42.00
01/11/2018	05242	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - D Leytham	Tickets for own charity barn dance	20.00	0.00	20.00
01/11/2018	05242	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - M Mullarkey	Tickets for own charity barn dance	20.00	0.00	20.00
01/11/2018	05243	Michael Mullarkey	CIVIC Sheriff's Allowance - M Mullarkey	Shrievally Weekend taxis	20.00	0.00	20.00
01/11/2018	05243	Michael Mullarkey	CIVIC Sheriff's Allowance - M Mullarkey	Shrievally Weekend hotel	225.00	45.00	270.00
01/11/2018	05244	Green's Catering	G/HALL Lettings	Refund catering deposit paid by BACS	100.00	0.00	100.00
05/11/2018	05245	C Edwards	SJBP TRUST Admissions Income	Share of proceeds of further event	60.00	0.00	60.00
08/11/2018	05246	Cash	Various	Petty cash vouchers 7352 - 7362	259.95	29.19	289.14
13/11/2018	05247	Mr R Venner	BIRTHPLACE Collection Purchases	Facsimile of Dictionary (SJBP Trust to reimburse LCC)	400.00	0.00	400.00
13/11/2018	05248	The Johnson Society	BIRTHPLACE Stock for sale	Share of proceeds of sales of Johnson Society booklets	80.16	0.00	80.16
13/11/2018	05249	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - D Leytham	Mayor's tickets to own Charity Ball	80.00	0.00	80.00
13/11/2018	05249	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - M Mullarkey	Sheriff's tickets to own Charity Ball	80.00	0.00	80.00
13/11/2018	05250	Cancelled			0.00	0.00	0.00
13/11/2018	05251	David Leytham	CIVIC Mayor's Allowance - D Leytham	Mayor's Parlour snacks (non-Vatable)	0.75	0.00	0.75
13/11/2018	05251	David Leytham	CIVIC Mayor's Allowance - D Leytham	Mayor's Parlour drinks and snacks	63.85	12.77	76.62
13/11/2018	05251	David Leytham	CIVIC Mayor's Allowance - D Leytham	Train to Johnson Society of London luncheon	84.50	0.00	84.50
13/11/2018	05252	Lichfield Cats Protection	G/HALL Lettings	Part refund of booking fee due to lift failure	38.28	7.65	45.93
13/11/2018	05253	A Dobson	MARKET Misc. Income	Refund of Switch On market payment	30.00	0.00	30.00
13/11/2018	05254	M Essom	MARKET Misc. Income	Refund of Switch On market payment	60.00	0.00	60.00
20/11/2018	05255	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - D Leytham	Mayoress' ticket for Wreathmaking Masterclass	35.00	0.00	35.00
20/11/2018	05255	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - M Mullarkey	Sheriff's Lady's ticket for Wreathmaking Masterclass	35.00	0.00	35.00
22/11/2018	05256	Cash	Various	Petty cash vouchers 7363 - 7371	185.89	22.60	208.49
27/11/2018	05257	N Burton	CIVIC Events	Replacement gas cylinder for Remembrance beacon	88.12	17.62	105.74
27/11/2018	05257	N Burton	PARKS Other Repair/Maint	Plaque for Rose Garden from TPG Designs	60.00	0.00	60.00
29/11/2018	05258	Christchurch Primary School	ARTS/TOURISM Lights Costs	School choir for Switch On event	100.00	0.00	100.00
29/11/2018	05259	David Leytham	CIVIC Mayor's Allowance - D Leytham	Mayor's Parlour coffee	4.40	0.00	4.40
29/11/2018	05259	David Leytham	CIVIC Mayor's Allowance - D Leytham	Mayor's Parlour drinks	15.00	3.00	18.00
29/11/2018	05260	Ivson	CIVIC Sheriff's Allowance - M Mullarkey	Replace lost current a/c chq 21468 - Ride flower gifts	60.00	0.00	60.00
30/11/2018	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	11.86	0.00	11.86
					2,465.33	141.54	2,606.87