

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: Christopher M Moulton

19 July 2016

To: Members of Lichfield City Council

PUBLIC

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield, on **TUESDAY, 26 July 2016 at 6.30 pm** at which the following business will be transacted.

Yours sincerely

Christopher Moulton
Town Clerk

Please note that PRAYERS will be said at 6.28pm before the opening of the meeting.

AGENDA

1. APOLOGIES FOR ABSENCE

2. MAYOR'S ANNOUNCEMENTS

3. DECLARATIONS OF INTEREST

4. COUNCIL MINUTES

To confirm as a correct record the Minutes of the Council Meeting held on 22 June 2016 (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 9 June and 30 June 2016 be received (copy previously circulated).

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

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. OFFICERS' REPORT

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

RECOMMENDED: *That the Report be noted.*

9. GARDEN OF REMEMBRANCE:

WAR MEMORIAL, GARDEN WALLS, BALLUSTRADES AND GATE WITH GATE PIERS

Historic England is the body responsible for maintaining the register of Buildings of Special Architectural or Historic Interest.

Over recent months it has been considering amending the entry for the War Memorial and has now completed its assessment. Its recommendation was to upgrade the Memorial from **Grade II to Grade II*** and this has now been approved by the Secretary of State for Culture, Media and Sport.

10. REPRESENTATION ON OUTSIDE BODIES

a. Michael Lowe and Associated Charities

The City Council appoints up to five representatives on Michael Lowe and Associated Charities but currently has only four named representatives.

b. Citizens Advice South East Staffordshire (CASES)

The City Council was unable to appoint a representative to Citizens Advice South East Staffordshire (CASES) when it considered appointments to outside bodies. Discussions have taken place with the Chair and Chief Executive of CASES who acknowledge that Councillors are often discouraged from becoming involved as a Trustee due to the high level of responsibility and time commitment required.

The organisation is keen to retain the involvement of Councils and is proposing a different relationship with Councillors, suggesting that each Council could provide an elected representative to be a **link person** with CASES, to mutual advantage. Contact would be by regular newsletters and briefings from CASES, email contact with the Chair and Chief Executive, and occasional meetings as required.

CASES would gain someone who can introduce them to members and officers as necessary; and who could alert them to Council reports, proposals and changes that could affect its clients; and a Councillor representative would not need to be a trustee and also not be subject to such a time consuming involvement.

RECOMMENDED: *That the Council considers the appointment of representatives as appropriate on the Michael Lowe and Associated Charities; and to Citizens Advice South East Staffordshire*

11. INTER-CITY WEST COAST RAIL FRANCHISE CONSULTATION

The City Council is a member of the Lichfield Rail Alliance whose aim is to campaign for improved rail services and facilities for Lichfield District including through the re-franchising process. Councillor A Thompson is the City Council's representative on this body.

The Government is currently consulting on the Inter-City West Coast Rail Franchise, and this consultation is running a few months behind the West Midland Franchise to which the Council responded to in March 2016.

The Lichfield Rail Alliance has prepared a detailed response for submission, attached as **APPENDIX 2**.

RECOMMENDED: That the Council endorse the responses made by the Lichfield Rail Alliance in respect of the consultation on the Inter-City West Coast Rail Franchise.

12. NEIGHBOURHOOD PLAN PROGRESS REPORT

Work on the Neighbourhood Plan is steadily progressing and the Pre-Submission Consultation (Regulation 14) stage began on 15 July and will continue until 9 September. The Draft Plan is available from the City Council's website and hard copies can be viewed at either Donegal House or at Lichfield Library - responses from members of the public and interested organisations are being encouraged.

Consultation responses can be submitted by email to deputyclerk@lichfield.gov.uk or in writing to the City Council at our offices. After the closing date all comments received will be considered by the Neighbourhood Plan Committee.

Following any amendments arising from the consultation, the Draft Plan will be submitted to the District Council for a further period of consultation and on to an independent examiner to ensure that it is in general conformity with strategic policies already included in the Local Plan. The final stage is the local referendum, where majority support from electors is required in order for the Plan to be adopted.

A copy of the latest Draft Neighbourhood Plan is **enclosed** for information.

13. PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in attached schedule **APPENDIX 3** for the period:

- a. 1 April 2016 to 30 April 2016 in the sum of £56,219.57 General Account, and £1,347.27 Imprest Account.
- b. 1 May 2016 to 31 May 2016 in the sum of £127,690.94 General Account, and £1,657.86 Imprest Account.

14. EXCLUSION OF THE PRESS AND PUBLIC

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

15. SAMUEL JOHNSON BIRTHPLACE MUSEUM REPAIR WORKS

To consider the Town Clerk's confidential report concerning urgent repair works to the Museum (**APPENDIX 4 attached for Members**).

16. DARWIN HALL

To consider the Town Clerk's confidential report concerning Darwin Hall (**APPENDIX 5 attached for Members**).

* * * * *

**PUBLIC PARTICIPATION SESSION
AT CITY COUNCIL MEETINGS**

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

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

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

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Wednesday 22 June 2016 at 6.30 pm

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

APOLOGIES: Councillors Mrs D Baker, I Eadie, Mrs J Eagland, Mrs J Greaves, A Smith, and A Thompson.

15 MAYOR'S ANNOUNCEMENTS

The Mayor reported on a number of civic and other engagements attended; including the Annual Meeting of Lichfield City Council held on 16 May 2016, the Annual Town Meeting held on 26 May 2016, and the Soroptimist's Dinner of Friday 10 June.

16 DECLARATIONS OF INTEREST

None.

17 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Annual Council Meeting held on 16 May 2016 be confirmed and signed as a correct record.*

18 MATTERS ARISING ON COUNCIL MINUTES

Councillor C Spruce requested an update on the second floor offices at Donegal House that were due to be offered for let (Minute 122). The Town Clerk reported that the offices were advertised for the first time in the current issue of the Lichfield Mercury and that one viewing had taken place to date.

19 PLANNING COMMITTEE

RESOLVED: *That the Minutes of the Planning Committee meetings held on 7 April, 28 April and 19 May 2016 be received.*

20 AUDIT COMMITTEE

RESOLVED: *That the Minutes of the Audit Committee meeting held on 10 June 2016 be adopted and that:*

- 1 The Out-Turn Statement 2015/16 be received.*
- 2 The underspend on the capital works to the Market Square of £25,000 be carried forward to 2016/17 and added to the budget as programmed works on-going.*
- 3 The underspend on the election expenses estimated at £25,000 be added to general reserves.*
- 4 The Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £9,859 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2015/16 financial year.*
- 5 In respect of the External Auditor Annual Return for the year ending 31 March 2016:*

- a. *The Council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council.*
- b. *The Council approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council.*
- c. *The Council note the Annual Internal Audit Report section of the Annual Return.*

21 NEIGHBOURHOOD PLAN COMMITTEE

RESOLVED: That the Minutes and recommendations of the Neighbourhood Plan Committee meeting held on 18 May 2016 be adopted.

22 MARKET CHARTERS

The Council considered the Town Clerk's agenda report outlining the background to holding markets on the Market Square, which had been granted to the City by reigning monarchs over hundreds of years; and that these rights often included other areas, not just the Square. The first Charter was granted by King Stephen in 1153 and since then, over the centuries, many Royal Charters have granted rights to the City; each changing the rights previously granted. Members noted that any area covered by a Charter was unaffected by the provisions of the recently introduced Street Trading policy; but despite established use it would be necessary for the City Council to obtain definitive proof of the Charter rights for the Market Square on all days where a Market was held.

RESOLVED: That the Town Clerk be asked to carry out research, if necessary including the engagement of appropriate external assistance with fees to be agreed, to identify definitive proof of Charters which have a continued relevance to trading on the Market Square and surrounding areas.

23 MINSTER POOL WALK HIRE CHARGES

The Council considered the Town Clerk's agenda report explaining that a return to not levying a charge for the use of Minster Pool Walk may once again encourage its use as a financially viable proposition for anyone wishing to host craft fayres or similar events, the presence of which would add to the vibrancy of the city centre in this attractive setting.

RESOLVED: That the Minster Pool Walk hire charges be discontinued with immediate effect.

24 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED: That the representatives as detailed in Appendix 3 be appointed as representatives of the City Council on the bodies indicated.

25 ANNUAL TOWN MEETING

RESOLVED: That the Minutes of the Annual Town Meeting held on 26 May 2016 be noted.

26 OFFICERS' REPORT

Councillor C Greatorex commended officers for a thorough and informative report, noting in particular Queen's 90th birthday celebration event, St George's Court, the Annual Town Meeting and the 15th anniversary of the Lichfield Farmers' Market. Councillor R Awty emphasised the continuing

high attendance levels at the Samuel Johnson Birthplace Museum, and the Council as a whole commended the Museums and Heritage Officer, Joanne Wilson on achieving Associateship of the Museums Association (AMA) following a five year study period.

RESOLVED: *That the report be noted.*

27 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed as listed for the period 1 March 2016 to 31 March 2016 in the sum of £95,015.21 General Account, and £2,598.70 Imprest Account.*

28 EXCLUSION OF 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 press and public be excluded from the meeting.*

29 COMPUTER SERVER

The Council considered the Town Clerk's confidential report relating to the City Council's computer server.

RESOLVED: *That the Town Clerk make arrangements with the City Council's IT contractor, MT Services Ltd, to install a replacement computer Server and associated software; and carry out all necessary migration and configuration in line with the detailed written proposal received from the company.*

30 GUILDHALL RENOVATION 2016/17

The Council considered the Town Clerk's confidential report relating to the renovation of the Guildhall.

RESOLVED: *That Standing Orders be waived to allow the refurbishment of the Ladies and Gentleman's toilets at the Guildhall, together with the cleaning and stone work repair to the front elevation of the Guildhall, to be carried out by the contractors submitting the lowest quotations.*

31 GUILDHALL FACILITIES AND STORAGE

The Council considered the Town Clerk's confidential report relating to proposals to improve storage facilities at the Guildhall.

RESOLVED: *That the recommendations contained in the report be implemented.*

**THERE BEING NO FURTHER BUSINESS
THE MAYOR DECLARED THE MEETING CLOSED AT 7.08 PM**

MAYOR

OFFICERS' INFORMATION REPORT

1. Civic Matters: Sarah Wallace, Civic Officer

The annual Swinfen Broun Challenge Trophy bowls match against the Museum Bowling Club was held on Wednesday 29 June in Beacon Park. The rain finally relented and the sun shone on the City Council team, led by the Mayor. The City Council fielded a team of 24 players made up of Councillors, staff & friends. However, once again the Bowling Club took the trophy, winning by 187 - 108.



Town Criers from across the country descended on Lichfield for the third Lichfield City national Town Criers' competition held on Festival Market Day, Saturday, 2 July.

Ten Town Criers rang their bells and paraded in colourful costumes around the City Centre to the delight of all. The competition took place at Speakers' Corner where the Criers were challenged to give two performances, the first being a cry about their 'Home Town'; and the second on the theme of the 'the Full Moon' inspired by Erasmus Darwin and the Lunar Society. Under the rules of the competition our own award winning Town Crier, Ken Knowles was not allowed to take part but did perform the first cry of the day to set the benchmark for the judges.

After much deliberation the judges awarded the 2016 trophy to Paul Gough from Nuneaton & Bedworth with a total of 150 points. The Best dressed crier was awarded to Terry Ford from Otley and best dressed Consort was given to Maureen Taunton who accompanied her husband Peter, the Town Crier for Stafford. The winning cry was then performed in front of the west doors of the Cathedral as the Festival Market drew to a close. The competitors then paraded back to the Guildhall where the Mayor presented prizes to the winners.



The Mayor was delighted to welcome 96 guests to the Guildhall on Saturday 16 July for the 'Mayor at Home'. Nick Dewhurst played the piano while guests took afternoon Tea. The event concluded with a raffle in aid of the Mayor and Sheriff's charities.

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

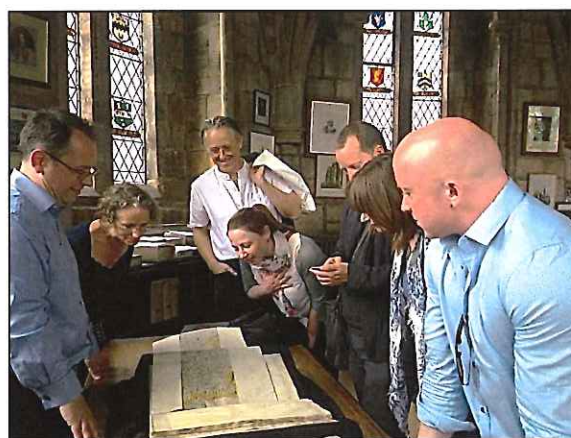
1,345 visitors were welcomed to the Birthplace Museum in June, including a large group from the Friends of Leeds libraries. June was a busy month for school groups, with Whitehouse Common and Fulfen primary schools enjoying sessions, and Our Lady's Convent School, Loughborough, attending an A Level Dictionary workshop. The creative writing project begun with King Edward VI last month continued with the Mercia home education group visiting for a series of sessions with local writer Stewart Derry.

Excellent feedback was received from a previous school visit from St Chad's in Lichfield, with the teacher saying that the Birthplace primary session was: "one of the best, if not the best, school trip we have been on!" Positive feedback has also come in the form of a 'Certificate of Excellence' for 2016 from online review site TripAdvisor, based on the high proportion of excellent visitor reviews.

Family visitors enjoyed 'Half-term Fun!' in the school holidays, and the Birthplace partnered with Lichfield Festival to be part of the City-wide Ragdoll trail in early July with our very own Samuel Johnson created by Museum Attendant Sarah Dale. In other partnership projects, the Birthplace hosted members from the LitHouses Group at the Guildhall for their summer planning meeting with attendees from Robert Burns Birthplace, Abbotsford, Dr Johnson's House in London, Bronte Parsonage and the

Charles Dickens Museum. The MHO arranged a tour of the Cathedral, Birthplace and Darwin House as part of the day.

Staff from the Holst Birthplace Museum in Cheltenham also met with the MHO to find out more about our management and displays. June ended with the hanging of the summer exhibition of local calligraphy works 'Harmony & Grace', which has already received excellent feedback from visitors and was officially opened by the Mayor at an event on 8 July.



3. Guildhall: Helen Winter, Guildhall Bookings Secretary

As well as our regular bookings, we have also accommodated a Wedding Reception, Birthday Party, Wedding Ceremony and an Anniversary Party. The prison cells remain open on Saturday's and continue to attract a good volume of visitors.

South Staffs College recently hired the Guildhall for their end of year Media Students to display their works to families. This went very well and they plan to hold future events at the Guildhall.

Support Staffordshire held a large event which attracted over 30 stands. This was an opportunity for lots of voluntary organisations and charities to display their organisations and advice was offered by the organisers. The Guildhall has also hosted a Fabric Sale, Corridor Gallery display, Bible Exhibition and a Pen Show.

As part of the Lichfield Festival celebrations, two performances have taken place at the Guildhall: Hamlet on Sunday 3 July, followed by The Rattler on 9 July. A Jazz and blues weekend was also held in June.

The Town Criers' Competition was held on Saturday 2 July and was greatly enjoyed by all who attended and held on the same day as the Florette Festival Market.

Many wedding bookings for 2017 have been received, with the Saturday diary already looking relatively full. The ongoing refurbishment work to the front of the Guildhall will help to make the building more attractive to hirers as well as improving the streetscene. The long-awaited toilet refurbishment begins on 15 August, further improving the facilities and appeal of the building.



4. Twinning: Gabriele Lasch-Burden, Twinning Officer

English Garden Party in Limburg

Limburg celebrated their annual English Garden Party on 10 July in style. The Mayor of Limburg Dr. Marius Hahn and the chairwoman of the Limburg/Lichfield Twinning association Frau Heide Bein both got into the spirit of the day, wearing their hats and welcoming the guests.

Both reiterated in their speeches that Brexit had no impact on the twinning relationship of the two cities.



Limburg Band at the Fuse Festival

Over the weekend of 8 to 10 July, a band from our twin town Limburg took part in the Fuse Festival at Beacon Park. They arrived early Friday morning, moving into their accommodation at Wade Street Church, kindly provided by Reverend Ian Hayter, were then warmly welcomed by the Mayor, Cllr Sheelagh James in the early afternoon, followed by a city tour with green badge tour guide Gill Cooper. Their



concert was on Sunday morning and was very well received by a good crowd of visitors.

They were overwhelmed by the friendly reception from the City of Lichfield and drove back on Monday morning with many fond memories of the weekend, talking already about coming back again next year. They sent a thank you message to Lichfield from the tunnel under the English Channel, whilst writing a new song about Fuse 2016.



Twinning Feature

The Lichfield Mercury has kindly offered to do a 2 page feature on Twinning in one of the September issues. Any ideas and photos are greatly received by emailing the Twinning Officer. It will be under the positive headline of "Brexit does not mean the end of Twinning".

Future Events

The Lichfield Friary Judo Club has expressed interest in an exchange with the Limburg Judo Club in early 2017.

The artist Peter Walker is going back to Limburg in October to do a special light show to coincide with the Limburg Twinning Association's Lunar Moonlight Dinner to celebrate the 250th Anniversary of The Lunar Society.

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

Most of July's work has been helping the Blooming Lichfield team improve their chances by focussing on City Council land that will be seen by the judges. However, the increased rainfall over the last two months has meant that not only has the grass grown quicker than usual but also it has been difficult to cut. It has brought a rise in the number of enquiries but the District Council Grounds Maintenance Team always responded quickly and complaints have been short lived. Unfortunately if grass is cut wet and long it does look unappealing for a couple of days.



A longer term issue is to balance what is wanted between nature and neatness in Lichfield's open spaces, one person's wildlife meadow is another's unkempt wasteland.

The RHS have been asked for their advice on "sensible meadow management" for next year. This year the City received a grant of



£500 from the RHS towards their initiative of 'Greening up the Grey'. Part of this was spent in July on a garden design workshop for unemployed 18 to 24 year olds which proved both useful and fun.

A lot of work has been completed at the Curborough Community Centre. Acme Tree Surgeons provided a forest school financed by a Community Grant using wood cut from the City. Rockfords and Charnwood schools have both given it a try with plans to continue next year.

In the neighbouring open space a raised bed for the Bromford Housing gardening club has been built, financed by Green Doorsteps.

The Community Payback team who do a valuable job keeping Curborough tidy showed more skills by planting out a vegetable area, building fences and making a recycling area from wood provided by Tippers.

The RHS judges will be meeting at Curborough on 20 July for lunch after being shown all the other brilliant community work and colour in the City.

6. Deputy Town Clerk: Tony Briggs

The 'Payments' section of the City Council's new website was launched on 1 July. Integrating with the City Council's PayPal account, the new service allows the hire of the Guildhall, purchase of event tickets or payment of a City Council invoice to be made online via PayPal using a credit/debit card or the purchaser's PayPal account.

The 'fob entry' system in place at Donegal House has been extended to cover the two rooms on the second floor that are currently offered for let. The opportunity has also been taken to upgrade the access software in readiness for further extension of the fob entry system scheduled to take place later in 2016/17. This updated software includes increased fire safety provision, linking to the main Guildhall and Donegal House monitored alarm systems to ensure doors release in the event of fire.

The replacement of the Guildhall fire alarm is now complete. Together with the professional fire safety risk assessment that was undertaken at the same time, this work has ensured the Guildhall is compliant with prevailing fire safety legislation and guidance. The new system should have a life span of at least 10 years.

Preliminary meetings were held with the two companies who successfully tendered for the renovation of the Guildhall toilets and the cleaning of the Guildhall front elevation stonework and stained glass window.



The renovation of the toilets is due to begin on 15 August and is expected to take around four weeks. In preparation for this, the City Council's electricians are in the process of replacing the light fittings in the toilets with modern LED alternatives.

The cleaning and repointing of the Guildhall frontage began on 12 July. Utilising a mobile boom rather than scaffolding, the inconvenience caused to hirers has been reduced dramatically and ensures equipment can be quickly moved to allow for the several wedding ceremonies and receptions that are booked over the coming weeks. The cleaning phase was completed on Friday 15 July.

On 13 July the stained glass windows were assessed by specialists. Only one window gave cause for concern, the largest of the three windows above the main panels is badly bowed and is in danger of falling out if repair work is not undertaken. Specialists advise that repair can be completed with the window in situ, though it will be case of stopping the window from bowing further rather than being able to push it back into its original place. The work can be completed in a day or so – dates are currently being arranged.

Included in the tender is the overhaul/replacement of the noticeboards and the fixed 'doors' that front the Guildroom. The cleaning of the Johnson and Boswell statues in the Market Square has also been completed as part of the same contract. The contractors estimate they will be on site for around eight weeks.

Discussions are ongoing with the City Council's architects in relation to the next phase of the R&R schedule for 2016/17, including repairs to the Guildhall stairwell roof and basement conversion at Donegal House.



InterCity West Coast Rail (ICWC) Franchise Consultation

Submission by Lichfield Rail Alliance

Q1 Priorities for Improvement

Note: station references apply specifically to Lichfield Trent Valley which is our local ICWC calling point, but also applicable elsewhere.

1. Station facilities: step-free access to all platforms essential, also covered accommodation with toilets available on all platforms used by ICWC.
2. Car parking to meet demand, likely to mean greater provision at most stations.
3. Staff at stations – all at which ICWC trains call should have staff available at all times when trains scheduled to call, with provision for extended hours when delays/disruption when guidance for passengers particularly important. (This does not require ticket offices to be open at these times).
4. Luggage space on trains: often insufficient space when trains are busy; with 66% of passengers travelling for leisure, vital in competing with private car. Needs space in middle of coaches as well as at ends – passengers want to keep an eye on luggage. Provide space against blank walls, not windows – which are for looking out of (one of attractions of rail travel). Consider split of train fleet, some with more luggage space for Lake District/Scottish and North Wales routes, others with less for West Midlands/Manchester with higher proportion of business travel.
5. Make it easier to get a seat. On train, the reservation system to be improved so that passengers who want to reserve a seat can do so; many seats shown as reserved are, in our members' experience, not taken up. Possible improvements would be to reserve individual seats only for a fee, so that only those sufficiently apprehensive about finding a seat (such as the elderly) would reserve, leaving more available. Alternatively, reservations might be cancelled (say) 5 minutes after departure, thus available if not taken up; or (with modern technology) all tickets be issued with a reservation as on aircraft but easy-to-change with open tickets. For bidders to consider best option; the overall purpose is to reduce stress at point of joining a train.

Q2: passenger information

1. 2a and 2b are really the same: planned disruption should be incorporated into journey planning, as it is if 12-week notice is adhered to. The internet is these days the most convenient means of planning a journey, using National Rail or the TOC's website, the former better for the many who won't know which TOC or TOCs their journey is served by.
2. 2c is by far the more difficult subject but very important. For those who have booked ahead electronically, emails or texts can be sent at short notice. Often forgotten is that disruption may affect part of a journey only but the passenger is interested in how it will affect them end-to-end. Too often station or on-train staff forget this. For instance, a journey from Lichfield to Windermere uses three trains of three different operators. It is no use the Virgin train manager telling passengers the train is 10 minutes late but will be on time by Glasgow if the connection from Oxenholme has already departed: what is the passenger who rarely makes the journey to do? During disruption, the train manager should take responsibility for getting passengers to their destination, not just to the next stopping point. Some do, too many don't. It may not always be easy to sort out, but it should be a core part of the job. Of course, vital to this is the train manager knowing as quickly as possible if there is disruption elsewhere, and having authority to do what his or her passengers reasonably expect. The same applies at stations if the disruption occurs before a journey begins.

Q3: Train service level

The existing modest number of calls at Lichfield Trent Valley by trains to/from Euston to be retained at similar times. North of Lichfield all trains should stop at Crewe to maximise choices for onward destinations.

Q4: Potential Service Changes

We would like to see extra stops scheduled at Lichfield Trent Valley, either additional to or replacing existing stops on existing services. Our modest 49 calls a week have been boosted to 64 calls a week from 15 May this year, the new stops appearing from observation to have been fully justified by usage. Most people use Virgin trains to or from London, a distance of 116 miles, thus among the 60% of their journeys defined as “long distance”. This, together with the much shorter journey times (typically by 15 minutes to/from London on weekdays, and 55 minutes on Sundays), fully justifies calls here by this operator. Moreover, these support the growing economy of the Lichfield, both for business and tourism, and the growing popularity of the National Memorial Arboretum at Alrewas, just 5 miles away, for which it is the main railhead; visitors come here from all over the country.

Our needs are, first, for a morning business train from Euston (say around 830-900) and an afternoon one back (say around 1630-1700). Second, for a morning up train on which off peak fares are available, either the existing 0901 or another at about 0930-1000. Beyond that, with all Trent Valley towns busier than ever, perhaps one of the hourly services to/from Euston could call in turn at Nuneaton, Tamworth and Lichfield, thus giving each a fast London service every three hours.

Q5 Capacity vehicles Choice

The ICWC operator should concentrate on long-distance traffic which it does best; it makes no sense to encourage usage by passengers over 53 miles to Milton Keynes from London on expensive trains going 200 miles to Lancashire or 400 miles to Glasgow, when good services are provided by the West Midland operator. There is competition on very few Inter-City routes, and little point in encouraging it only where railway geography makes it possible.

Q6: How to enable more people to travel

Better services (to Lichfield as suggested in the answer to Q4) would achieve this. There will be a capacity problem (and always will be at certain times) which was partly met by lengthening some Pendolini, and would have been further helped by extra trains in service by now had a new ICWC franchise been let in 2012. It is still 10 years before HS2 is expected to open, and traffic growth in the interim needs supporting by extra rolling stock. Options include making all Pendolini 11-car, ordering extra sets or other new trains. Those displaced by HS2 can then be deployed on other routes if, as seems likely, long-distance rail traffic continues to grow.

Another method is by more sophisticated pricing and reservation systems. The big price difference between peak and off-peak tickets means trains towards the end of the peak are less used than those just after the peak. More gently graduated pricing would reduce this mismatch. A system of reservations associated with every ticket issued (see answer 5 above to Q1) would match usage closer to capacity.

Q7 Communities etc

- a. Environment: keep trains and stations tidy and well maintained, and ensure that any new buildings or structures are pleasing to the eye. Arrange easy interchange (with comfortable waiting areas) with connecting trains, buses and taxis to minimise use of

private cars. If more journeys are by rail, there will be fewer cars on the road, and pollution and carbon dioxide emissions will be reduced!

- b. Economic growth: train service to match needs of locality (see answer to Q4).
- c. Step Free Access at Lichfield Trent Valley.

Q8: improved facilities at Lichfield Trent Valley station

- 1. Step-free access to all platforms, for less abled and elderly passengers, and for travelling with luggage or cycles
- 2. Staffing whenever trains are scheduled to call, for advice and reassurance, especially valuable in case of disruption.
- 3. Covered waiting, toilet and refreshment facilities available on all ICWC platforms whenever trains call, for obvious comfort reasons.
- 4. Sufficient car-parking to meet growing demand.
- 5. Generally pleasant ambience for passengers to enjoy using the station.

Q9 Accessibility

See answers to Q1 and Q8.

Q10 Ticketing

See answers above relating to pricing and reservations.

Q11 Other areas

- 1. Boarding arrangements at Euston. From the concourse to the front of the train is several hundred yards. The platform to go to board is often not put up on the departure board until a very few minutes before departure. When it is displayed it is often followed by an almighty rush as people go to board. Those who can often run and then the stream of people to gain the platform is stopped at the foot of the ramp for a ticket/pass/rail card visual check. This whole procedure can be frightening, notably to people with limited mobility, or are elderly, have young children, have much luggage or are not regular rail users to whom this procedure is frightening and bordering on the inhumane. We understand that Euston is a National Rail operated station rather than a TOC responsible one, but the West Coast franchisee is responsible for much of the day-to-day passenger interface. Somewhere in the response we should insert a request that the new franchisee should review boarding arrangements to overcome this current situation, which is a great disincentive to train travel on this route. Perhaps passengers should be able to congregate at platforms, as they do at gates at airports.
- 2. A service, albeit limited, should be provided on Boxing Day, when so many people travel these days. This may be constricted by engineering works, but these do not happen on every route every Christmas!

For Council: 26 July 2016 APPENDIX 3

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 April to 30 April 2016

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
06/04/2016	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Card fees - March	1.76	0.00	1.76
06/04/2016	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	PCI fees - April	4.00	0.80	4.80
06/04/2016	Debit	Elavon Financial Services	MARKET Supplies/Services	Card fees - March	3.03	0.00	3.03
06/04/2016	Debit	Elavon Financial Services	MARKET Supplies/Services	PCI fees - April	4.00	0.80	4.80
07/04/2016	Debit	Elavon Financial Services	G/HALL Supplies/Services	Card fees - March	0.76	0.00	0.76
07/04/2016	Debit	Elavon Financial Services	G/HALL Supplies/Services	PCI fees - April	4.00	0.80	4.80
15/04/2016	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - April	21,248.24	0.00	21,248.24
25/04/2016	DDebit	NatWest Autopay	EMPLOYEE COSTS	Administration fee	8.00	0.00	8.00
25/04/2016	19894	British Gas	BIRTHPLACE Energy	Gas 12/1 - 8/4	787.58	157.51	945.09
25/04/2016	19895	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donnegal Hs	Architect's inspections for 16/17 refurb works	595.00	119.00	714.00
25/04/2016	19896	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers - April salary	150.00	0.00	150.00
25/04/2016	19896	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare voucher service charge - April	8.25	1.65	9.90
25/04/2016	19897	Cartridge Shop (Jersey) Ltd	BIRTHPLACE Supplies & Services	Printer cartridge packs	40.04	0.00	40.04
25/04/2016	19898	Community Council of Staffordshire	ADMIN Subscript/Training	CCS subscription 16/17	65.00	0.00	65.00
25/04/2016	19899	Darwin Electrical Services	G/HALL Repair/Maint	Repair to fire alarm detector	75.00	15.00	90.00
25/04/2016	19900	Deepdale Trees Ltd	PARKS Other Repair/Maint	New lime tree for Pool Walk (Queen's 90th)	400.00	80.00	480.00
25/04/2016	19901	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine rental 24/4 - 23/7	60.00	12.00	72.00
25/04/2016	19901	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit	500.00	0.00	500.00
25/04/2016	19902	Flintshire County Council	ADMIN Subscript/Training	West Coast Rail 250 subs 16/17	25.00	0.00	25.00
25/04/2016	19903	Heritage Books	BIRTHPLACE Stock for sale	Wonderful Word Doctor books	19.46	0.00	19.46
25/04/2016	19904	Heritage Building and Conservation Ltd	R&R FUND Guildhall/Donnegal Hs	Repair works in prison cells	875.00	175.00	1,050.00
25/04/2016	19905	Lichfield District Council	ADMIN Offices Rates/Water	Rates 16-17 - First instalment	4,597.50	0.00	4,597.50
25/04/2016	19905	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 16-17 - First instalment	434.75	0.00	434.75
25/04/2016	19905	Lichfield District Council	G/HALL Rates/Water	Rates 16-17 - First instalment	2,613.20	0.00	2,613.20
25/04/2016	19905	Lichfield District Council	MARKET Rates/Water	Rates 16-17 - First instalment	7,765.25	0.00	7,765.25
25/04/2016	19906	Lichfield Lock & Key Repairs Ltd	BIRTHPLACE Supplies & Services	Repairs to locks on bureau and clock	69.74	13.95	83.69
25/04/2016	19906	Lichfield Lock & Key Repairs Ltd	G/HALL Supplies/Services	Set of keyed-alike padlocks	148.92	29.78	178.70
25/04/2016	19907	Nat Assocn of British Market Authorities	ADMIN Subscript/Training	NABMA subs 16/17	318.00	63.60	381.60
25/04/2016	19908	Pioneer Roadshows	ARTS/TOURISM Expenditure	Music & pyrotechnics for Queen's 90th birthday	550.00	0.00	550.00
25/04/2016	19909	Andrew Smith	CIVIC Mayor's Allowance - A Smith	Reimburse for childcare costs whilst mayor	547.50	0.00	547.50
25/04/2016	19910	Staffordshire Parish Councils' Assocn	ADMIN Subscript/Training	SPCA subs 16/17	1,609.00	0.00	1,609.00
25/04/2016	19911	South Staffs Water pic	MARKET Rates/Water	Water rates for Square 16/17	189.21	0.00	189.21
25/04/2016	19912	Zurich Management Services Ltd	ADMIN Insurance	LCAS membership service 16/17	95.00	19.00	114.00
28/04/2016	19913	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - April	4,894.58	0.00	4,894.58
28/04/2016	19914	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - April	6,753.11	0.00	6,753.11
29/04/2016	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	70.80	0.00	70.80
					55,530.68	688.89	56,219.57

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule**From 1 April to 30 April 2016**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
12/04/2016	04868	Ms S A Khan	CIVIC Mayor's Allowance - A Smith	Catering for Entertainment & Tea	75.00	0.00	75.00
12/04/2016	04868	Ms S A Khan	CIVIC Sheriff's Allowance - M Sheldon	Catering for Entertainment & Tea	75.00	0.00	75.00
14/04/2016	04869	N Burton	ARTS/TOURISM Expenditure	Queen's 90th - Gas cylinder and refill	114.99	23.00	137.99
20/04/2016	04870	Mayor & Sheriff's charity account	ADMIN Supplies & Services	Transfer for chq to LCC for charity tickets	40.00	0.00	40.00
20/04/2016	04871	M Sheldon	CIVIC Sheriff's Allowance - M Sheldon	Decorative lights for charity hog roast	13.36	2.67	16.03
20/04/2016	04872	A Briggs	ADMIN Supplies & Services	Credit card machine paper	12.79	0.00	12.79
20/04/2016	04872	A Briggs	G/HALL Supplies/Services	Fire exit signs	9.98	1.99	11.97
20/04/2016	04872	A Briggs	G/HALL Supplies/Services	Cabinet for cleaners	79.99	0.00	79.99
21/04/2016	04873	The Society of Local Council Clerks	ADMIN Subscript/Training	SLCC membership 2016 - Town Clerk	339.00	0.00	339.00
21/04/2016	04874	Neil Coley	BIRTHPLACE Stock for sale	'Beauty and the spy' books for sale	17.52	0.00	17.52
25/04/2016	04875	Ms S A Khan	ARTS/TOURISM Expenditure	Cakes for Queen's 90th school comp. winners	50.00	0.00	50.00
26/04/2016	04876	Staffordshire County Council	CIVIC Mayor's Allowance - A Smith	SCC Chairman's charity dinner	90.00	0.00	90.00
26/04/2016	04876	Staffordshire County Council	CIVIC Sheriff's Allowance - M Sheldon	SCC Chairman's charity dinner	90.00	0.00	90.00
26/04/2016	04877	Tamworth Borough Council	CIVIC Mayor's Allowance - A Smith	Tamworth charity quiz night, April	14.00	0.00	14.00
26/04/2016	04877	Tamworth Borough Council	CIVIC Sheriff's Allowance - M Sheldon	Tamworth charity quiz night, April	14.00	0.00	14.00
28/04/2016	04878	J Butler	BIRTHPLACE Stock for sale	Dictionary jewellery for sale	25.00	0.00	25.00
28/04/2016	04878	J Butler	BIRTHPLACE Supplies & Services	Various event refreshments; poster roll etc.	61.28	0.00	61.28
28/04/2016	04878	J Butler	BIRTHPLACE Supplies & Services	Fixings,blankets etc	14.39	2.88	17.27
28/04/2016	04879	Cash	Various	Petty cash vouchers 6771 - 6788	148.20	19.82	168.02
29/04/2016	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	12.41	0.00	12.41
					<u>1,296.91</u>	<u>50.36</u>	<u>1,347.27</u>

LICHFIELD CITY COUNCIL - General Account Payment Schedule**From 1 May to 31 May 2016**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
05/05/2016	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Card fees - April	3.43	0.00	3.43
05/05/2016	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	PCI fees - May	4.00	0.80	4.80
05/05/2016	Debit	Elavon Financial Services	MARKET Supplies/Services	Card fees - April	3.14	0.00	3.14
05/05/2016	Debit	Elavon Financial Services	MARKET Supplies/Services	PCI fees - May	4.00	0.80	4.80
09/05/2016	19915	Alan & Thomas Insurance Group	ADMIN Insurance	Annual Birthplace insurance to 30/4/17	4,399.98	0.00	4,399.98
09/05/2016	19916	British Telecommunications PLC	ADMIN Tel/Postage	Broadband May - July	84.90	16.98	101.88
09/05/2016	19917	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers - May salary	150.00	0.00	150.00
09/05/2016	19917	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers service charge - May	8.25	1.65	9.90
09/05/2016	19918	City Life in Lichfield Ltd	HALLS Boley Hall	Distribn of leaflets for committee volunteers	175.00	35.00	210.00
09/05/2016	19919	D Parker	MARKET Repair/Maint	Redecoration works to Toilet Block	1,165.00	0.00	1,165.00
09/05/2016	19919	D Parker	R&R FUND Guildhall/Donegal Hs	Cells redecoration	40.00	0.00	40.00
09/05/2016	19920	Zurich Municipal	ADMIN Insurance	Annual LCC insurance (excl. museum)	17,058.94	0.00	17,058.94
09/05/2016	19920	Zurich Municipal	ADMIN Insurance	Annual LCC inspection contract to 30/4/17	619.98	124.00	743.98
09/05/2016	19921	Colin Shakespeare	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 24/4	302.67	0.00	302.67
09/05/2016	19922	Michael Morris	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 24/4	16.00	0.00	16.00
09/05/2016	19923	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 24/4	16.07	0.00	16.07
09/05/2016	19924	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 24/4	30.00	0.00	30.00
10/05/2016	19925	Acme Tree Services Ltd	PARKS Other Repair/Maint	Pool Walk - Remove stump for new planting	280.00	56.00	336.00
10/05/2016	19926	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - March	281.40	0.00	281.40
10/05/2016	19926	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - March	2,595.43	519.09	3,114.52
10/05/2016	19927	John Brown Nurseries Limited	PARKS Other Repair/Maint	Lime on Pool Walk-planting, anchoring & irrign	292.08	58.42	350.50
10/05/2016	19927	John Brown Nurseries Limited	PARKS Other Repair/Maint	Lime planting - cheque payment charge	1.50	0.00	1.50
10/05/2016	19928	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - March	762.00	152.40	914.40
10/05/2016	19929	Jones Waste Services Limited	MARKET Supplies/Services	Skip hire - March	842.80	168.56	1,011.36
10/05/2016	19930	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/3 - 10/4	8,201.45	1,640.29	9,841.74
10/05/2016	19931	Performing Right Society Ltd	G/HALL Lettings	Music licence 6/12 - 5/3	413.36	82.67	496.03
10/05/2016	19932	Print & Digital of Lichfield Ltd	HALLS Boley Hall	Printing of leaflet seeking committee volunteers	215.00	0.00	215.00
10/05/2016	19933	Sage (UK) Ltd	ADMIN Supplies & Services	Sage payroll support to 2/5/17	698.00	139.60	837.60
10/05/2016	19934	Tower Mint Ltd	ARTS/TOURISM Expenditure	Queen's 90th - Medals for school competition	107.00	21.40	128.40
10/05/2016	19935	Weir Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - March	66.00	13.20	79.20
13/05/2016	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - May	22,832.23	0.00	22,832.23
18/05/2016	19936	Lichfield Arts	GRANTS General	Grant per Council minute 105 of 7/3/16	600.00	0.00	600.00
18/05/2016	19937	SE Staffs Citizens Advice Bureau	GRANTS General	Grant per Council minute 105 of 7/3/16	3,500.00	0.00	3,500.00
18/05/2016	19938	Lichfield Greenhill Bower	GRANTS General	Grant per Council minute 105 of 7/3/16	3,000.00	0.00	3,000.00
18/05/2016	19939	The Erasmus Darwin Foundation	GRANTS General	Grant per Council minute 105 of 7/3/16	3,000.00	0.00	3,000.00
18/05/2016	19940	Lichfield Festival Ltd	GRANTS General	Grant per Council minute 105 of 7/3/16	2,000.00	0.00	2,000.00
18/05/2016	19941	Alzheimer's Society	GRANTS General	Grant per Council minute 105 of 7/3/16	1,500.00	0.00	1,500.00
18/05/2016	19942	North Lichfield Initiative	GRANTS General	Grant per Council minute 105 of 7/3/16	1,000.00	0.00	1,000.00
18/05/2016	19943	Voluntary Transport for the Disabled	GRANTS General	Grant per Council minute 105 of 7/3/16	1,000.00	0.00	1,000.00
18/05/2016	19944	Lich Trent Valley First Responders	GRANTS General	Grant per Council minute 105 of 7/3/16	1,000.00	0.00	1,000.00
18/05/2016	19945	Lich Branch - The Royal British Legion	GRANTS General	Grant per Council minute 105 of 7/3/16	520.00	0.00	520.00
18/05/2016	19946	The City of Lichfield Concert Band	GRANTS General	Grant per Council minute 105 of 7/3/16	500.00	0.00	500.00
18/05/2016	19947	Lich & District Live At Home Scheme	GRANTS General	Grant per Council minute 105 of 7/3/16	500.00	0.00	500.00
18/05/2016	19948	Lichfield District Council	GRANTS General	Grant per Council minute 105 of 7/3/16	500.00	0.00	500.00
18/05/2016	19949	Pathway Project	GRANTS General	Grant per Council minute 105 of 7/3/16	500.00	0.00	500.00
18/05/2016	19950	Churches Together in Lichfield	GRANTS General	Grant per Council minute 105 of 7/3/16	250.00	0.00	250.00
18/05/2016	19951	Lichfield Branch of Arthritis Care	GRANTS General	Grant per Council minute 105 of 7/3/16	250.00	0.00	250.00
18/05/2016	19952	Lich Chamber of Trade and Commerce	GRANTS General	Grant per Council minute 105 of 7/3/16	250.00	0.00	250.00
18/05/2016	19953	Open Door of Hope	GRANTS General	Grant per Council minute 105 of 7/3/16	250.00	0.00	250.00
18/05/2016	19954	5th Lichfield (St Chad's) Brownies	GRANTS General	Grant per Council minute 105 of 7/3/16	250.00	0.00	250.00
18/05/2016	19955	Lichfield Darby & Joan	GRANTS General	Grant per Council minute 105 of 7/3/16	150.00	0.00	150.00
18/05/2016	19956	St Michael and St Mary's PCC	GRANTS General	Grant per Council minute 105 of 7/3/16	150.00	0.00	150.00
18/05/2016	19957	Lich Speakers' Corner Steering Comm.	GRANTS General	Grant per Council minute 105 of 7/3/16	75.00	0.00	75.00

18/05/2016	19958	Fairtrade Lichfield	GRANTS General	Grant per Council minute 105 of 7/3/16	100.00	0.00	100.00
18/05/2016	19959	Lichfield City Gardening Club	GRANTS General	Grant per Council minute 105 of 7/3/16	50.00	0.00	50.00
18/05/2016	19960	Lich Branch of Embroiderers Guild	GRANTS General	Grant per Council minute 105 of 7/3/16	100.00	0.00	100.00
18/05/2016	19961	Lichfield Sinfonia	GRANTS General	Grant per Council minute 105 of 7/3/16	100.00	0.00	100.00
18/05/2016	19962	Worshipful Company of Smiths	GRANTS General	Grant per Council minute 105 of 7/3/16	100.00	0.00	100.00
18/05/2016	19963	Lichfield Twinning Association	GRANTS General	Grant per Council minute 105 of 7/3/16	100.00	0.00	100.00
18/05/2016	19964	Darwin Walk Trust	GRANTS General	Grant per Council minute 105 of 7/3/16	50.00	0.00	50.00
18/05/2016	19965	Lichfield Rail Promotion Group	GRANTS General	Grant per Council minute 105 of 7/3/16	50.00	0.00	50.00
18/05/2016	19966	Fusion Credit Union Ltd	GRANTS General	Grant per Council minute 105 of 7/3/16	500.00	0.00	500.00
18/05/2016	19967	Cancelled					
18/05/2016	19968	Cancelled					
18/05/2016	19969	Lichfield Mysteries	GRANTS General	Grant per Council minute 105 of 7/3/16	1,000.00	0.00	1,000.00
18/05/2016	19970	Friends of Queen's Croft School	GRANTS General	Grant per Council minute 105 of 7/3/16	500.00	0.00	500.00
18/05/2016	19971	Lichfield Talking News	GRANTS General	Grant per Council minute 105 of 7/3/16	500.00	0.00	500.00
18/05/2016	19972	Lichfield Festival of Music	GRANTS General	Grant per Council minute 105 of 7/3/16	250.00	0.00	250.00
18/05/2016	19973	Christchurch P C C	GRANTS Open Churchyards	Grant per Council, 25/1/16	2,380.00	0.00	2,380.00
18/05/2016	19974	St Chad's P C C	GRANTS Open Churchyards	Grant per Council, 25/1/16	2,380.00	0.00	2,380.00
18/05/2016	19975	St Michael's PCC	GRANTS Open Churchyards	Grant per Council, 25/1/16	2,380.00	0.00	2,380.00
18/05/2016	19976	Lich Allotments & Home Garden Soc	PARKS Other Repair/Maint	Sponsorship of allotments show	150.00	0.00	150.00
18/05/2016	19977	Lichfield Greenhill Bower	ARTS/TOURISM Expenditure	Bower grant for prizes	225.00	0.00	225.00
18/05/2016	19978	Npower Ltd	ADMIN Donegal House Energy	Electricity - March	160.15	32.03	192.18
18/05/2016	19978	Npower Ltd	BIRTHPLACE Energy	Electricity - March	30.13	1.50	31.63
18/05/2016	19978	Npower Ltd	BIRTHPLACE Energy	Electricity - March	54.10	2.70	56.80
18/05/2016	19978	Npower Ltd	G/HALL Energy	Electricity - March	426.52	85.31	511.83
18/05/2016	19978	Npower Ltd	MARKET Energy	Toilet Block electricity - March	23.28	1.16	24.44
18/05/2016	19978	Npower Ltd	MARKET Energy	Feeder pillar electricity - March (Actual reading)	283.59	56.72	340.31
18/05/2016	19978	Npower Ltd	PARKS Energy	Clock Tower electricity - March	38.26	1.91	40.17
18/05/2016	19978	Npower Ltd	PARKS Energy	Friary electricity - March (Actual reading)	269.09	53.82	322.91
25/05/2016	Debit	Elavon Financial Services	G/HALL Supplies/Services	Card fees - April	1.00	0.00	1.00
25/05/2016	Debit	Elavon Financial Services	G/HALL Supplies/Services	PCI fees - May	4.00	0.80	4.80
25/05/2016	DDebit	NatWest Autopay	EMPLOYEE COSTS	Administration fee	4.00	0.00	4.00
26/05/2016	19979	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - April	281.40	0.00	281.40
26/05/2016	19979	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - April	2,584.03	516.81	3,100.84
26/05/2016	19980	The Black Country Players	ARTS/TOURISM Expenditure	Attendance and costumes for Heritage Day	200.00	0.00	200.00
26/05/2016	19981	Curborough (Lich) Community Assocn	HALLS Cruck House	Water rates 1/8/15 - 8/1/16	159.75	0.00	159.75
26/05/2016	19982	Darwin Electrical Services	HALLS Darwin Hall	5 yearly electrical testing	825.00	165.00	990.00
26/05/2016	19982	Darwin Electrical Services	PARKS Other Repair/Maint	Pool Walk lighting - new control box & lamps	2,005.85	401.17	2,407.02
26/05/2016	19983	Dr Johnson's Birthplace Trust	BIRTHPLACE Supplies & Services	Reimburse Trust a/c for emerg museum order	130.14	26.03	156.17
26/05/2016	19984	Eastern Shires Purchasing Organisation	ADMIN Supplies & Services	Stationery, cloakroom supplies, door signs	109.45	21.88	131.33
26/05/2016	19984	Eastern Shires Purchasing Organisation	BIRTHPLACE Supplies & Services	Ink bottles	5.56	1.11	6.67
26/05/2016	19984	Eastern Shires Purchasing Organisn	G/HALL Supplies/Services	Cleaning materials	25.96	5.19	31.15
26/05/2016	19985	Forward Cleaning Contractors Ltd	ADMIN Supplies & Services	Window cleaning - March	16.00	3.20	19.20
26/05/2016	19985	Forward Cleaning Contractors Ltd	ADMIN Supplies & Services	Annual internal & external window cleaning	76.00	15.20	91.20
26/05/2016	19985	Forward Cleaning Contractors Ltd	BIRTHPLACE Supplies & Services	Window cleaning - April	48.00	9.60	57.60
26/05/2016	19985	Forward Cleaning Contractors Ltd	G/HALL Supplies/Services	Window cleaning - April	77.70	15.54	93.24
26/05/2016	19986	Frederica Cards Ltd	BIRTHPLACE Stock for sale	Cards for sale	64.00	0.00	64.00
26/05/2016	19987	Friends of Friary Clock Tower	PARKS Other Repair/Maint	Annual donation for clock winders 16/17	500.00	0.00	500.00
26/05/2016	19988	Funding Solutions for Education	MARKET Supplies/Services	Markets advert in Netherstowe School folder	75.00	15.00	90.00
26/05/2016	19989	Mr Edward Griffin	G/HALL Repair/Maint	Kitchen tiling	165.00	0.00	165.00
26/05/2016	19989	Mr Edward Griffin	HALLS Boley Hall	Sink repairs; hooks for patio doors	110.00	0.00	110.00
26/05/2016	19990	Lichfield District Council	ADMIN Supplies & Services	Annual recycling collection	540.00	0.00	540.00
26/05/2016	19990	Lichfield District Council	ARTS/TOURISM Expenditure	LCC membership of LDTA 16/17	20.84	4.16	25.00
26/05/2016	19990	Lichfield District Council	BIRTHPLACE Supplies & Services	First aid training for 5 staff	125.00	25.00	150.00
26/05/2016	19990	Lichfield District Council	CIVIC Mayor's Allowance - A Smith	Entertainment & Tea transport	25.00	0.00	25.00
26/05/2016	19990	Lichfield District Council	CIVIC Sheriff's Allowance - M Sheldon	Entertainment & Tea transport	25.00	0.00	25.00

26/05/2016	19990	Lichfield District Council	G/HALL Supplies/Services	Annual refuse collection	1,470.00	0.00	1,470.00
26/05/2016	19991	Lichfield Arts	CIVIC Events	St George's Court - PA system & technician	190.00	38.00	228.00
26/05/2016	19992	Lich Chamber of Trade and Commerce	ADMIN Supplies & Services	Hanging baskets	110.00	0.00	110.00
26/05/2016	19992	Lich Chamber of Trade and Commerce	BIRTHPLACE Supplies & Services	Hanging baskets	220.00	0.00	220.00
26/05/2016	19992	Lich Chamber of Trade and Commerce	G/HALL Supplies/Services	Hanging baskets	110.00	0.00	110.00
26/05/2016	19993	Local World Ltd	ADMIN Supplies & Services	Asst Markets Officer adverts in Mercury & web	488.00	97.60	585.60
26/05/2016	19994	Lyco Group Ltd	G/HALL Supplies/Services	Tube lights and starters	137.00	27.40	164.40
26/05/2016	19995	Mayor & Sheriff's charity account	PARKS Misc. Income	Donation of bottlebank income Q2 & Q3 15/16	207.47	0.00	207.47
26/05/2016	19996	MODES Users Association	BIRTHPLACE Supplies & Services	MODES support 16/17	196.00	39.20	235.20
26/05/2016	19997	Nisbets	G/HALL Supplies/Services	Wine cooler	212.49	42.49	254.98
26/05/2016	19998	The Olive Tree	CIVIC Banquet Expenditure	Banquet catering	2,838.04	567.61	3,405.65
26/05/2016	19999	Preservation Equipment Limited	BIRTHPLACE Supplies & Services	Collection care supplies	44.70	8.94	53.64
26/05/2016	20000	PW Media and Publishing Ltd	BIRTHPLACE Adverts/promotion	Advert in BMAG Artefacts magazine, Summer	190.00	0.00	190.00
26/05/2016	20001	Raphael Design Limited	BIRTHPLACE Supplies & Services	Museum guide leaflet	264.60	0.00	264.60
26/05/2016	20002	RBS Invoice Finance Ltd	CIVIC Events	Freedom Roll entry and filming	330.00	66.00	396.00
26/05/2016	20003	Viking	ADMIN Supplies & Services	Printer paper	27.82	5.56	33.38
26/05/2016	20004	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones March/April	124.74	24.95	149.69
26/05/2016	20004	Virgin Media Payments Ltd	ADMIN Tel/Postage	New line installation	100.00	20.00	120.00
26/05/2016	20004	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones April/May	107.24	21.45	128.69
26/05/2016	20005	Weller Packaging Ltd	BIRTHPLACE Supplies & Services	Carrier bags	138.00	27.60	165.60
31/05/2016	20006	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - May	5,027.64	0.00	5,027.64
31/05/2016	20007	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - May	6,775.65	0.00	6,775.65
31/05/2016	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	84.64	0.00	84.64
					<u>122,212.44</u>	<u>5,478.50</u>	<u>127,690.94</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 May to 31 May 2016

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
09/05/2016	04880	The Society of Local Council Clerks	ADMIN Subscript/Training	SLCC membership - Deputy Clerk	235.00	0.00	235.00
10/05/2016	04881	Child Support Agency	EMPLOYEE COSTS	Deduction from Earnings Order - April salary	152.72	0.00	152.72
11/05/2016	04882	Ken Knowles	CIVIC Supplies/Services	Engraving of Town Crier's bell (half cost)	50.00	0.00	50.00
17/05/2016	04883	Lucy Clarke	MARKET Supplies/Services	Large outdoor storage box; cleaning materials	78.17	15.63	93.80
17/05/2016	04884	Cash	Various	Petty cash vouchers 6789 - 6796	168.48	21.20	189.68
18/05/2016	04885	Mr Clive Smith	CIVIC Banquet Expenditure	Bellringers for Mayor Making	100.00	0.00	100.00
25/05/2016	04886	The Langton Medical Group	EMPLOYEE COSTS	Medical report	50.00	0.00	50.00
26/05/2016	04887	The Olive Tree	CIVIC Mayor's Allowance - S James	Reception drinks in Parlour for Banquet	36.75	0.00	36.75
26/05/2016	04888	Mrs J A Leytham-Gain	CIVIC Mayor's Allowance - S James	Flowers for Annual Council and Banquet	75.00	0.00	75.00
26/05/2016	04889	Robert Yardley	CIVIC Sheriff's Allowance - R Yardley	Riding clothes for Sheriff's Ride	162.72	32.54	195.26
31/05/2016	04890	A Briggs	G/HALL Supplies/Services	Lone worker panic alarm	65.98	0.00	65.98
31/05/2016	04891	E Reid	ARTS/TOURISM Expenditure	Boley Park noticeboard updates	60.00	0.00	60.00
31/05/2016	04892	Child Support Agency	EMPLOYEE COSTS	Deduction from Earnings Order - May salary	152.72	0.00	152.72
31/05/2016	04893	1206 (Mercian) Squadron ATC	CIVIC Mayor's Allowance - S James	Squadron dinner for Deputy Mayor & Consort	80.00	0.00	80.00
31/05/2016	04894	Lichfield Greenhill Bower	CIVIC Mayor's Allowance - S James	Bower celebration lunch, Dep Mayor & Consort	20.00	0.00	20.00
31/05/2016	04895	Cancelled					
31/05/2016	04896	Soroptimist International Lichfield	CIVIC Mayor's Allowance - S James	SI Charter Dinner, June	30.00	0.00	30.00
31/05/2016	04896	Soroptimist International Lichfield	CIVIC Sheriff's Allowance - R Yardley	SI Charter Dinner, June	60.00	0.00	60.00
31/05/2016	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	10.95	0.00	10.95
					<u>1,588.49</u>	<u>69.37</u>	<u>1,657.86</u>