

Lichfield City Council

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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 detailing recent and current activity, **APPENDIX 1** attached

RECOMMENDED: That the Report be noted.

9. FREEDOM OF THE CITY – DMS WHITTINGTON

At its meeting on 7 March 2016 the City Council made a resolution which confirmed its intention to grant the Freedom of the City to Defence Medical Services, Whittington.

Arrangements are now well in hand for the formal ceremony to confer the Freedom to take place at a Special Meeting of the Council, convened for that purpose, on Wednesday 28 September 2016 at 12.30pm.

This will be followed by a Civic procession to the Cathedral for a Service commencing at 2pm; after which DMS Whittington personnel will exercise their right to march through the City from 3.30pm, with 'swords drawn, bayonets fixed, drums beating and bands playing'. The march will proceed from the Cathedral and along Bird Street and then Market Street, past the Market Square where the salute will be taken, and then left into Dam Street before returning to the Cathedral Close.

DMS Whittington brings together the uniformed and civilian medical personnel from the Royal Navy, Army and Royal Air Force, and it is these people which the City Council is recognising. The primary role of the DMS is to promote, protect and restore the health of service personnel to ensure that they are medically fit to go where they are required in the UK and throughout the world. Personnel from all three services, regulars and reserves, work alongside civil servants and other supporting units providing healthcare to service personnel in the UK, abroad and those at sea.

10. REPAIR AND RENOVATION PROGRAMME 2016/17 – PROGRESS REPORT

The 2016/17 Repair and Renovation programme was approved by Council in January 2016. A number of schemes are included in the programme for the year and the work is being carried out in three phases.

Progress to date has been very good with key elements of the work to the Guildhall completed on schedule and with little disruption to the events and bookings at the Hall. This report (**APPENDIX 2**) details the progress made to date against each scheme; and the preparations for the remainder of the work.

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

11. FINANCIAL PROGRESS REPORT - 1 APRIL to 31 JULY 2016

This report (**APPENDIX 3**) contains the financial progress for the period 1 April 2016 to 31 July 2016 and summarises the income and expenditure against budget for the service areas in the first four months (33%) of the financial year.

The report shows:

Column 1 – The original Budget for 2016/17, (updated to include the 'carry forward' sums as agreed by Council in June 2016).

Column 2 – The actual income/expenditure to 31 July 2016, (33% of full year).

Column 3 – The percentage of the original Budget that has so far been allocated.

RECOMMENDED: That the Financial Progress Report be noted.

12. MARKET TRADERS' LIAISON MEETINGS

For a number of years the City Council has enabled ad-hoc meetings with representatives from

market traders, typically on an annual or twice yearly basis. The meetings are seen as useful by both sides for the purposes of information exchange; and traders' representatives can use these opportunities to raise any issues directly with the Council's Officers. These meetings are currently chaired by Councillor Brian Bacon but he is no longer able to continue in this role, and the Council is therefore asked to appoint his successor. The next meeting is provisionally scheduled to take place during November 2016.

RECOMMENDED: *That Councillor (to be agreed) be appointed to Chair the Market Traders' Liaison meetings.*

13. NALC LARGER COUNCILS CONFERENCE

The NALC annual Larger Councils Conference will this year be held on Wednesday 30 November 2016 at the Royal National Hotel, London.

The theme of this year's conference, entitled 'Changing Places' exploring how local councils are changing places with other parts of the public sector because of the austerity, the financial climate and onward devolution. The opportunities for local councils to fill that vacuum of community leadership and service delivery have never been greater but there are challenges that come with this. The event will look to plot a way forward on all of this.

RECOMMENDED: *That the Council appoint a councillor to attend the NALC Larger Councils' Conference on 30 November 2016; and that the Council meet the costs of the conference fee, and related subsistence and travel expenses.*

14. PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in attached schedule (**APPENDIX 4**) for the period:

- a. 1 June 2016 to 30 June 2016 in the sum of £54,630.74 General Account, and £1,038.66 Imprest Account.
- b. 1 July 2016 to 31 July 2016 in the sum of £116,966.70 General Account, and £2,160.37 Imprest Account.

15. LEASE OF FORMER CANAL LAND AT TAMWORTH ROAD TO THE LICHFIELD AND HATHERTON CANALS RESTORATION TRUST LIMITED

The Lichfield and Hatherton Canals Restoration Trust (LHCRT) was formed in 1988, and its vision is to reinstate the historic Lichfield and Hatherton Canals for the benefit of the community.

The site of the former Lichfield Canal is owned and maintained by the City Council as public open space, and in 2006 the City Council granted a 50 year lease to LHCRT of the land along Tamworth Road to the east of Cricket Lane and up to the A38. The LHCRT had previously been working on this section of land from 1997, initially under the terms of a temporary permit, and then until 2006 on a seven year licence.

The Trust's credentials in achieving such significant progress over the years are considerable, and the extent and progress of its work is clearly evidenced on the ground.

The Trust has now made a formal approach to the City Council requesting that consideration be given to the granting of a further lease of the public open space along the route; that of the next section between Cricket Lane and the London Road bridge shown shaded on the attached plan (**APPENDIX 5**). This would be on terms to be agreed between the Council and the Trust, but at no less detailed than those already in existence in the current lease.

The City Council has consistently supported the canal restoration project which is providing a significant social and recreational facility, and contributing to the economic well-being of the area.

A 40 year lease is therefore suggested, which will allow both the existing and proposed lease to run concurrently and then coincide at an expiry date in 2056.

Under normal circumstances a Council requires consent from the Secretary of State to dispose of land for less than can be reasonably obtained other than by way of a short tenancy. However, there is a General Disposal Consent 2003 which allows disposal under market value where the value is under £2 million if the disposal is likely to contribute to the economic, social or environmental well-being of the area. A valuation will be obtained from the Valuation Office Agency to formally confirm that the value is under the General Disposal Consent 2003 threshold.

As the land is held as public open space the Council is still required to carry out the same process as it did in 2006 when the first lease to the LHCRT was agreed, namely to advertise the proposed lease for two consecutive weeks, and consider any objections received. Should the Council agree in principle to the lease at this stage, due advertisement would then be made, and any objections received will be considered by the Council prior to a final decision being made to lease the land.

RECOMMENDED:

- 1. That in accordance with the provisions of the Local Government Act 1972, and the General Disposal Consent 2003, the Council advertise its proposals to grant a 40 year lease to the Lichfield and Hatherton Canals Restoration Trust for the purposes of restoring the former canal on land south of Tamworth Road (between Cricket Lane and London Road) as shaded on the attached plan Appendix 5.**
- 2. That the Council consider any objections received following public advertisement prior to any decision confirming the lease of the land.**

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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 received.
4. Your statement/question must relate to a matter of special relevance to Lichfield City area, or within the responsibility of the City Council.
5. Matters relating to the conduct of any individual councillor or member of staff will not be allowed – in such circumstances you should write to the Council
6. At the Council meeting statements/questions will be taken in the order in which they have been received. You will be allowed up to 5 minutes, and you can raise more than one issue within the overall limit of 5 minutes allowed to you, but you must have given advance notice of each statement/question
7. After each speaker, the Leader of Council (or his/her representative) will respond, or give notice that he/she will provide a written response as soon as possible

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

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Wednesday 26 July 2016 at 6.30 pm

PRESENT: Councillors Mrs J Greaves (Deputy Mayor, in the Chair) Mrs J Allsopp, R Awty, B Bacon, Mrs N Bacon, Mrs D Baker, Mrs G Boyle, J Brooks, B Cocksey, D Dundas, C Greatorex, P Hitchman, B McMullan, P Ray, D Smedley, A Smith, A Thompson, M Thompson, M Warfield and R Yardley.

APOLOGIES: Councillors I Eadie, Mrs J Eagland, Mrs S James, D Leytham, Miss J Marks, T Matthews, C Spruce and Mrs L Warfield.

At the commencement of the meeting the City Council conveyed its best wishes to Councillor T Matthews for a speedy recovery following his recent fall.

32 MAYOR'S ANNOUNCEMENTS

The Deputy Mayor reported on a number of recent civic and other engagements attended by both the Mayor and Deputy Mayor; including the Film Festival at the Garrick Theatre on 23 June; the traditional Swinfen Broun Bowls Match on 2 July; the Under 21's Football prize giving ceremony on 1 July; the popular Town Criers' Competition on 2 July; the very well attended Mayor at Home afternoon tea and entertainment at the Guildhall on 16 July; the Mercian Squadron Dinner on 22 July and the Magic of Milly Charity Ball on 23 July, both of which were held at Lichfield Cathedral.

33 DECLARATIONS OF INTEREST

None.

34 COUNCIL MINUTES

Councillor Mrs G Boyle asked that her name be included on the list of attendees at the Council meeting of 22 June 2016.

RESOLVED: That the Minutes of the Council Meeting held on 22 June 2016 (nos. 15-31) be confirmed and signed as a correct record following the addition of Cllr Mrs Boyle as being present.

35 PLANNING COMMITTEE

RESOLVED: That the Minutes of the Planning Committee meetings held on 9 June and 30 June 2016 be received.

36 OFFICERS' REPORT

Councillor B Cocksey commended officers for a concise, informative and well-presented report, noting in particular the organisational skills of the City Council's Civic Officer, Sarah Wallace, which have played a pivotal role in the success of recent civic events. The efforts of Open Spaces Officer, Nick Burton were also commended.

Councillor Cocksey and Councillor D Smedley also expressed their thanks to the Deputy Town Clerk Tony Briggs, and Guildhall Bookings Officer Helen Winter, for their attendance outside normal office hours during the cleaning of the front elevation of the Guildhall, allowing the work to be completed with minimum inconvenience to the public.

Councillor C Greatorex emphasised the importance of Twinning despite the recent EU membership referendum result, noting that the new Prime Minister Theresa May has already visited both France and Germany.

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

37 GARDEN OF REMEMBRANCE:

WAR MEMORIAL, GARDEN WALL, BALLUSTRADES AND GATE WITH PIERS

The Council was pleased to note the upgrading of the status of the War Memorial and other structures in the Garden of Remembrance from Grade II to **Grade II*** following a formal reassessment by Historic England, the body responsible for maintaining the register of Buildings of Special Architectural or Historic Interest.

38 REPRESENTATION ON OUTSIDE BODIES

The City Council considered the appointments of appropriate representatives to vacancies on Michael Lowe and Associated Charities, and Citizens Advice South East Staffordshire (CASES).

RESOLVED:

a) That Councillor M Warfield be appointed as the Council's fifth named representative on Michael Lowe and Associated Charities and;

b) That Councillor B Cocksey be appointed to serve as the City Council's 'link' with Citizens Advice South East Staffordshire under its new arrangements for local authority representation.

39 INTER-CITY WEST COAST RAIL FRANCHISE CONSULTATION

The Council considered the responses made by the Lichfield Rail Alliance in respect of the consultation on the Inter-City West Coast Rail Franchise.

RESOLVED: *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.*

40 NEIGHBOURHOOD PLAN PROGRESS REPORT

The Council considered the information report on the progress of the Neighbourhood Plan noting that the pre-submission consultation had now commenced and would continue until 9 September. Councillor A Thompson confirmed that arrangements would be made for the Neighbourhood Plan Committee to convene soon after the close of the consultation period to carefully consider all responses received.

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.

Some observations were raised and Councillors were encouraged to submit their own detailed responses for consideration. Councillor D Smedley praised the Neighbourhood Plan Committee and its Chair, Councillor A Thompson for their work to date.

RESOLVED: *That the report be noted.*

41 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed as listed:*

a) For the period 1 April 2016 to 30 April 2016 in the sum of £56,219.57 General Account, and £1,347.27 Imprest Account.

b) For the period 1 May 2016 to 31 May 2016 in the sum of £127,690.04 General Account, and £1,657.86 Imprest Account

42 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.*

43 SAMUEL JOHNSON BIRTHPLACE MUSEUM REPAIR WORKS

The Council considered the Town Clerk's confidential report relating to urgent and necessary repair works carried at the Samuel Johnson Birthplace Museum.

RESOLVED: *That the report be noted.*

44 DARWIN HALL

The Council considered the Town Clerk's confidential report relating to Darwin Hall.

RESOLVED: *That the recommendations contained in the Town Clerk's confidential report be adopted.*

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

MAYOR

OFFICERS' INFORMATION REPORT

1. Civic Matters: Sarah Wallace, Civic Officer

There have been no Civic events during August but the Mayor, Sheriff and Deputy Mayor have been kept busy with engagements in and around the City.

September however will be one of the busiest months for Civic events. Preparations have been ongoing for several weeks now for the Sheriff's Ride on Saturday 10 September and the Johnson Birthday Celebrations on Saturday 17; and on 28 September the City Council will award the Freedom of the City to DMS Whittington.

Forthcoming Events:

- Sunday 13 November: Remembrance Sunday Service
- Friday 25 November: The Mayor and Sheriff's Charity Dinner Dance. Entertainment by the Bluebird Belles – more details to follow.
- Tuesday 6 December: Mayors Carols

2. Markets: Lucy Clarke, Assistant Markets Officer

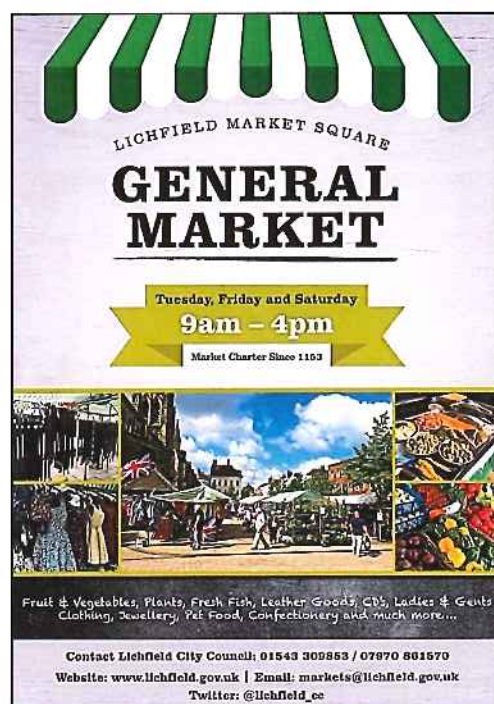
Re-Paving on Market Square

Work is set to start on the final phase of re-paving the Market Square in early September. Arrangements have been made to receive a large delivery of paving blocks to be stored alongside the skip, and paving blocks will be secured safely with security fencing for up to three weeks to complete the works. The re-paving will not affect any planned events in the City or on the Square.

Advertising/Marketing

There has been a national decline in take up of market stalls and general market footfall. Traders are currently finding conditions very difficult with many reducing from double stalls to just one stall over the last couple of months. We currently have nine permanently empty stalls on a Friday market and six permanently empty stalls on a Saturday market. We have considered temporarily reducing the amount of stalls erected but are restricted by the stall layout - stalls empty on a Friday are actually needed on a Saturday, making changes difficult. During the winter months we are also restricted due to the stall lighting layout. Current opportunities for amending the stall layout are therefore limited but this is something which could be addressed when the stall erection contract is re-tendered later this year.

New leaflets to advertise the General market and Farmers' & Craft Market are now complete and are being sent out to tourist information centres



within a 30 mile radius of Lichfield. The new advertising literature will also feature in a coach touring magazine to help encourage tourism to the City.

Street signs used on market days outside the Guildhall to guide the public to the market square have also been updated with our new look. We now have lockable poster cases on the market square to promote markets/events to the public on non-market days.

Market Square & Minster Pool Walk Bookings

Market Square bookings continue to prove successful on non-market days. The Arts & Crafts Fair is due to attend in both late September and late October, along with midweek bookings from Arriva Buses, Staffordshire County Council Foster Care and MacMillan Cancer Care.

Minster Pool Walk has been booked for a Georgian Festival Food Market across the three day Heritage Weekend in September; and a Twinkly Christmas market booking has also been received for Saturday 3 and Sunday 4 December.

Half-Relocated Market – Heritage Weekend

Eleven stalls are to be re-located to Market Street on Saturday 17 September 2016 as half of the Market Square will be made available for the celebration and civic ceremony marking Samuel Johnson's birthday.



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

The Birthplace Museum welcomed over 3,800 visitors in July and August, with visitors enjoying events including the ongoing 'Harmony & Grace' calligraphy exhibition and popular school holiday activities 'Summer Fun at Sam's House'. The Birthplace took part in Lichfield Festival week by joining the Ragdoll trail and holding a pop-up poetry event as part of the year of Shakespeare 400 events, with sonnets in surprising places working with a wide number of partners across the City including the Fuse Festival.



Other partnership work included meeting with the Cathedral School, the Garrick and Dr Johnson's House in London to plan events for the 300th Birthday of David Garrick in 2016.

The school term ended with excellent feedback from the Mercia Education group, who took part in a creative writing project at the Museum, partly funded by an SCC Community Arts Grant. King Edward VI School in Edgbaston were a new booking for the A-Level Dictionary Workshop, and Lichfield students Sam and Heidi completed work experience placements over the summer. Their work included contributing to the Museum's social media platforms, and the Birthplace now has over 1000 followers across Twitter and Facebook.



Guided Tour groups included Dr Johnson's Reading Group from Johnson's House in Gough Square, and the Flintshire Historical Society. The Autumn and Winter events programme was finalised and leaflet produced. Advance bookings for the new adult-learner Latin classes scheduled for September have been very popular, and the course is already oversubscribed. Behind the scenes, repair work has been continuing in the 'London Life' and 'Introduction' rooms and preparations for Johnson's 307th Birthday and Lichfield's Georgian Heritage Weekend are underway.

4. Guildhall: Helen Winter, Guildhall Bookings Secretary

The 2016/17 Repair and Renovation programme is now well under way, the major elements of this being the subject of a separate report to Council. Additional smaller scale repairs have also taken place, including repair to the leaded glass in the Minstrels' Gallery. The ovens in both kitchens also had an annual deep clean this month. Despite this ongoing work, we have been able to facilitate bookings by liaising closely with contactors and hirers.

Although it has been a little quieter in the main School holiday period, U3A, Ballroom Dancing, Bridge, Meditation, Slimming World, Darby & Joan, Heyday Friendship, Chess and the Ladies Cameo have all maintained their regular bookings.

A Retirement Party was held at the end of July, and we have had two wedding ceremonies and four wedding receptions up to the beginning of September.

The old Prison Cells are still open on a Saturday and continue to attract many visitors. We have also had some 'Blood Thirsty Tour' parties visit the Cells.

We have had three Craft Fairs, a leather sale and hosted for the Food and Drink Festival and Lichfield Arts Beer Festival.



Cross Culture Images have used the Corridor Gallery on two occasions, and a photographer also hired the space to display his work.

A Market Research company hired the Guildroom to test non-alcoholic beers; and Persimmon Homes recently held a consultation in the same room in respect of the Cricket Lane development proposals.

Rebecca Newman, a noted Soprano, performed on the Market Square prior to her Concert in the Guildhall at the end of July.

5. Twinning: Gabriele Lasch-Burden, Twinning Officer

Wade Street Jazz Concert

On Thursday 25 August, Lichfield's 25-piece Community Band "Blast Off" and "Tritone Quintet", a jazz band made up of musicians from 3 countries (England, Holland and Germany), both led by Nick Dewhurst, performed a joint concert in Wade Street Church. Last summer, Tritone Quintet also performed in Limburg at the annual Serenadenhof Summer festival, which was hugely successful.



Twinning Feature

The Mercury feature on Twinning is progressing well. Thank you to all Members who have supplied photographs and input so far, Any milestone photographs are still being considered for inclusion.

International Meeting in Limburg

An invitation has been received from Limburg for a small delegation to attend an international meeting on 11 and 12 November 2016 where all three authorities are to discuss the planning arrangements for next year's 25th Anniversary celebrations of the Ring Twinning agreement in Sainte Foy. Members will recall that the Mayor of Sainte Foy, Mrs. Veronique Sarselli, has invited 80 guests each from Lichfield and Limburg to join in the celebrations from 6 to 9 October 2017.

City Council Apprentices – Limburg

From 15 to 22 October 2016, two apprentices from Limburg City Council will be spending a week long internship at Lichfield City Council. Lena Grenz (19) and Dennis Kreker (17) will be experiencing the varied duties of the City Council, District Council, County Council, Samuel Johnson Birthplace, Tourist Office, Library and Record Office. They will be staying with guest families from the Twinning Association.

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

With the weather improving and the rate of growth slowing it has been possible to really improve the look of the Open Spaces in August. Cut grass has been remaining neater for longer and more beds have been weeded. There has been a noticeable reduction in the number of enquiries from the public.

There is still plenty of tree work to be done, individual tree work is expensive so trees that need some work on them or to be felled this Autumn have been batched, currently 20+ jobs.

Compliments from the public about the meadow on Tamworth Road have been received by ourselves and the District Council.

A £1,000 grant from the South Staffs Water Company has been applied for in conjunction with the Lichfield and Hatherton Canals Restoration Trust to extend the Tamworth road meadow next year. The possibility of securing further grant monies to improve biodiversity in our open spaces is currently being investigated.

A Phase 1 Habitat survey was conducted in 2006 by the Countryside Department of Rodbaston College. If they could be persuaded to run the same survey this year there would be a 10 year interval where the improvement, or not, in biodiversity could be quantified.

The plans for the roundabout bedding have been supplied to Staffordshire County Council for a planting licence, once this has been achieved applications for planning permission for the boards and an advertising licence can be made.

Meadow following the canal route alongside the A51 Tamworth Road. It is not quite the blue mix we had been promised!



Festival Gardens Caucasian Nut Tree

In response to suggestions by the Friends of Lichfield Historic Parks Group some of the trellis climbers along Minster Walk have been replaced.

The Friary Fountain is leaking so has temporarily been stopped until the repairs are done in September.

Work has begun on the route preparation works for the Sheriff's Ride, with instructions being given to the maintenance team to clear various parts of the route.

Also in September the RHS Town in Bloom results are due to be announced.

An application has been made to coppice the Caucasian Nut with a TPO in the Festival Gardens. Most of the multi stems have collapsed outwards and some of the broken branches now cover the pathway.

7. Deputy Town Clerk: Tony Briggs

Renovation of the Guildhall toilets is continuing and is currently on schedule to be completed on 9 September. An update on the 2016/17 repair and renovation work to the Guildhall is the subject of a separate report to Council.

The pre-submission consultation period for the Lichfield City Draft Neighbourhood Plan ends on 9 September. Responses are to be distributed to Neighbourhood Plan Committee Members as soon as possible thereafter in order to inform the next NP Committee meeting, scheduled for Monday 19 September.

The DTC is also assisting with the preparation of several events, all of which are due to take place in September, including the Johnson Birthday celebrations and associated Heritage Weekend, the Sheriff's Ride and the Freedom of the City (DMS Whittington).

REPAIR AND RENOVATION PROGRAMME 2016/17 – PROGRESS REPORT

The 2016/17 Repair and Renovation programme was approved by Council in January 2016. An additional Schedule that separated the overall programme into three broad phases of work was noted by Council at its meeting of 18 April 2016.

Good progress has been made on the programme of work, with the first phase now complete with the exception of the renovation of the Guildhall cellar; and phase two is now 50% complete. The City Council's architect is currently working on schedules for the remaining element of phase two – which is the repair to the roof of the Guildhall over the stairwell/Whytmore Room, and both elements of phase three – which are the conversion of the basement of Donegal House to provide kitchen and toilet facilities, and the new internal glass door and fanlight to the Donegal House lobby.

Samuel Johnson Birthplace Museum

Members will recall the report to Council on 26 July which explained the best way to remedy the issues identified in the London Life and Introduction Rooms where, following considerable discussion with the architect and contractors, work began on installing bespoke additional steel framework to strengthen the affected areas of the building in August. The structural element of this work has now been completed, with redecoration currently scheduled to be complete in time for the Johnson Birthday celebrations on 17 September.

Guildhall Toilets

The renovation of the toilets began in mid-August, aiming to retain the 'period feel' of the toilets and to ensure they remain in keeping with the historic nature of the Guildhall. However, some of the sanitaryware required replacement and there was a general need for redecoration and updating.

The lights in both toilets have been replaced with brighter LED alternatives, the wash hand basins have been replaced in the Gents, while wash hand basins and WC's have been replaced in the Ladies, and both have had new flooring installed. A general overhaul of remaining fixtures and fittings plus redecoration throughout is well underway at the time of compiling this report, with completion currently scheduled for 9 September.

Guildhall Fire Alarm Replacement

The existing fire alarm at the Guildhall had reached the end of its useful life. Replacement took place during July and August and the system is now live. A professional fire safety risk assessment was completed prior to installation and has led to several improvements being made in fire exit signage and procedures.

The new alarm includes a connection to the fob operated doors in both Donegal House and the Guildhall, allowing them to open automatically in the event of fire, greatly improving the fire escape options for occupants of either building. This new system improves fire safety, building security and system flexibility when compared to the previous alarm.

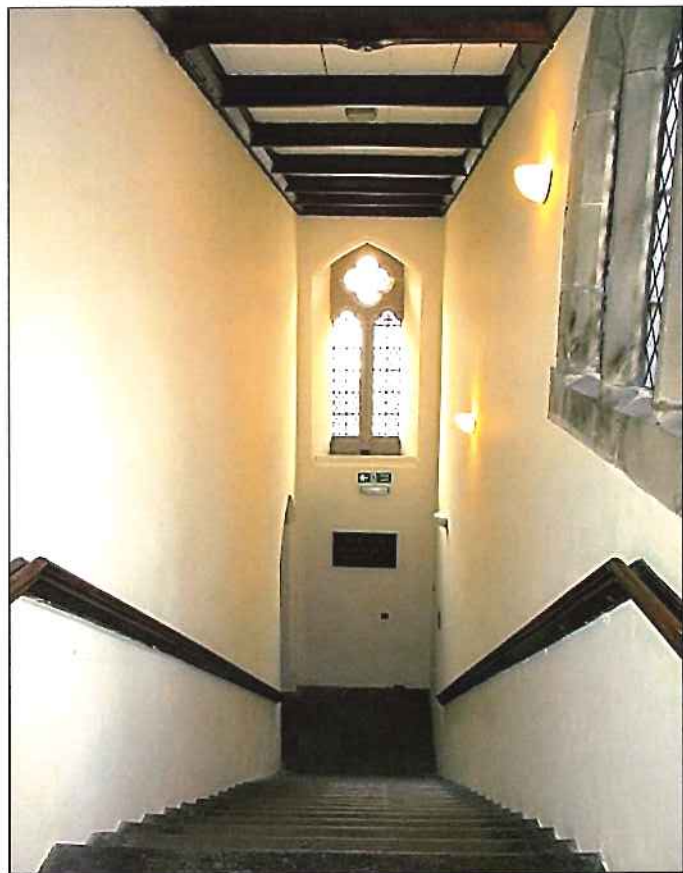
This new alarm also offers the potential for extension into Donegal House via a separate loop, but with control remaining at the central panel. This may provide a cost effective solution to the replacement of the ageing and costly to maintain fire alarm at Donegal House. Such a solution would also simplify the complex link between the two existing systems.

Guildhall Main Corridor

The main corridor is being repainted by Premises Attendants during the relatively quiet Summer holiday period. This work has also included minor repairs to plasterwork and ensures that the main access area to the building is presentable.

Guildhall Stairs and First Floor Corridor

The area from the base of the main stairs, along the first floor corridor and along to the rear stairs leading to the second floor was repainted in August. This area quickly becomes marked and damaged due to the number of people using the building and also due to scratches and scrapes caused by the moving of equipment. The repainting of this area included minor repairs to the plasterwork, and cleaning of the window above the main stairs. The main thoroughfare for hirers of the main hall is now much cleaner and fresher in appearance. Initial discussions are underway regarding options for protecting the walls against future damage. Once identified, the most appropriate solution can be put forward for possible consideration in the 2017/18 budget.



Guildhall Front Elevation

The cleaning of the front elevation of the Guildhall is now complete with the exception of minor snagging work. The results have generated many compliments from the public. The stonework was cleaned with superheated steam to remove as much debris and accumulated deposits as possible without damaging the stonework. By utilising a cherry picker rather than scaffold, the work was completed more quickly and with considerably less inconvenience than had originally been envisaged. The majority of the cleaning was completed between 3am and 7am in order to further reduce inconvenience to the general public and hirers.

In addition to the cleaning, the main entrance door and 'fixed doors' to the front of the Guildroom have been overhauled, restained and varnished. The existing noticeboard was found to be rotten in several areas and required considerable overhaul in order to be fit for purpose. It was decided that the noticeboard used by the City Council while based at Wade Street, which had been in storage since the move to Donegal House, would make a suitable replacement and was duly installed.

An expert assessment of the stained glass windows to the front of the Guildhall was also undertaken at this time. The circular central window was found to be working loose and required attention in order to prevent further deterioration. The repair was carried out over the course of one day and at minimal inconvenience. In addition, the opportunity was taken to clean the window internally and externally, remove and clean the exterior window guards and ensure they remain fit for purpose.

Together with the overhaul and repainting to the front elevation of Donegal House in 2015, this work ensures that the visual appeal of both buildings is maximised.

The Johnson statue and base of the Boswell statue on the Market Square were cleaned using the same method as the front elevation of the Guildhall, with similarly impressive results. Minor repair and repointing work to both statues was also completed.

Before



After



For Council: 14 September 2016 APPENDIX 3

FINANCIAL SUMMARY REPORT - 1 APRIL to 31 JULY 2016

This report contains the financial progress for the period 1 April 2016 to 31 July 2016 and summarises the income and expenditure against budget for the service areas in the first four months (33%) of the financial year.

The report shows:

Column 1 – The original Budget for 2016/17, (updated to include the 'carry forward' sums as agreed by Council in June 2016).

Column 2 – The actual income/expenditure to 31 July 2016, (33% of full year).

Column 3 – The percentage of the original Budget that has so far been allocated.

<u>Net Expenditure</u>	£	£	£	
SERVICE AREAS	BUDGET 2016/17	ACTUAL TO 31 JULY	% BUDGET ALLOCATED	Notes
<i>Parks and Footpaths</i>	175,000	52,053	30%	
<i>Guildhall</i>	50,000	22,627	45%	
<i>Community Centres</i>	15,000	4,915	33%	
<i>Markets</i>	-50,000	-13,600	27%	1
<i>Civic</i>	70,000	26,748	38%	
<i>Grant Aid/Partnerships</i>	50,000	35,778	72%	
<i>Arts/Tourism/Twinning</i>	65,000	15,409	24%	
<i>Johnson Birthplace Museum</i>	75,000	25,811	34%	
<i>Democratic Services</i>	85,000	32,740	39%	
<i>Investment Interest</i>	-1,400	-459	33%	
<i>Loan Charges</i>	0	0	0	
<i>Agency</i>	-12,000	-20,685	0	2
<i>Repairs and Renewals</i>	130,000	26,120	20%	3
<i>Capital Projects</i>	25,000	14,114	56%	4
TOTALS	676,600	221,570	37%	

Note 1: Income from markets tends to be higher in the first half of the year. Reduced rental charges for January – March and the possibility of cancelled markets due to inclement weather will impact upon earnings for the remainder of the year.

Note 2: Agency monies for verge maintenance works have been received for work carried out on behalf of the County Council but not yet invoiced by our contractor.

Note 3: Major repair and renewal works to Donegal House and the Guildhall are currently in progress with a three phase programme of work for the current year. Work is progressing well and is the subject of a separate detailed report on the agenda.

Note 4: Works to complete the repaving scheme to the Market Square (carried forward from 2015/16) are due to be completed in September.

RECOMMENDED: That the Financial Summary Report be noted.



For Council: 14 September 2016 APPENDIX 4

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 June to 30 June 2016

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
06/06/2016	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Card fees - May	2.22	0.00	2.22
06/06/2016	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	PCI fees - June	4.00	0.80	4.80
08/06/2016	Debit	Elavon Financial Services	G/HALL Supplies/Services	Card fees - May	3.39	0.00	3.39
08/06/2016	Debit	Elavon Financial Services	G/HALL Supplies/Services	PCI fees - June	4.00	0.80	4.80
08/06/2016	Debit	Elavon Financial Services	MARKET Supplies/Services	Card fees - May	5.04	0.00	5.04
08/06/2016	Debit	Elavon Financial Services	MARKET Supplies/Services	PCI fees - June	4.00	0.80	4.80
13/06/2016	Debit	American Express Merchant Servs	BIRTHPLACE Supplies & Services	Card deduction - June	0.17	0.00	0.17
15/06/2016	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - June	22,342.40	0.00	22,342.40
20/06/2016	20008	C Brown Platform Hire	ADMIN Supplies & Services	Cheque payment fee	1.50	0.00	1.50
20/06/2016	20008	C Brown Platform Hire	PARKS Other Repair/Maint	4 x weekly watering & fertilising of Pool Walk lime	77.00	0.00	77.00
20/06/2016	20008	C Brown Platform Hire	PARKS Other Repair/Maint	Bark mulch	65.00	0.00	65.00
20/06/2016	20009	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare voucher service charge - June	8.25	1.65	9.90
20/06/2016	20009	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers - June	150.00	0.00	150.00
20/06/2016	20010	City Life in Lichfield Ltd	DEM SERVICES Publicity	City View - June	1,035.00	207.00	1,242.00
20/06/2016	20011	Corona Energy Retail 4 Ltd	Gas - Donegal 35%, Guildhall 65%	Gas - April	508.31	101.66	609.97
20/06/2016	20011	Corona Energy Retail 4 Ltd	Gas - Donegal 35%, Guildhall 65%	Gas - May	291.82	58.36	350.18
20/06/2016	20012	Darwin Electrical Services	HALLS Boley Hall	Fitting of LED lamps in hanging pendants	650.00	130.00	780.00
20/06/2016	20013	Mr Edward Griffin	ADMIN Supplies & Services	Supply and fit new flag pole pulley	75.00	0.00	75.00
20/06/2016	20014	Jones Waste Services Limited	MARKET Supplies/Services	Skip hire - April	982.80	196.56	1,179.36
20/06/2016	20015	Lichfield District Council	BIRTHPLACE Adverts/promotion	LDTA membership 16/17 for museum	20.84	4.16	25.00
20/06/2016	20015	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/4 - 10/5	8,201.45	1,640.29	9,841.74
20/06/2016	20016	Lichfield Lock & Key Repairs Ltd	G/HALL Repair/Maint	Repairs to 3 latches upstairs	42.74	8.55	51.29
20/06/2016	20017	MT Services Computer Systems	G/HALL Supplies/Services	New router	175.00	35.00	210.00
20/06/2016	20018	NALC	ADMIN Subscript/Training	LCR annual subscription 16/17	17.00	0.00	17.00
20/06/2016	20019	Pickerings Europe Ltd	G/HALL Repair/Maint	Call out for lift being stuck 8/5	371.38	74.28	445.66
20/06/2016	20020	Protec Fire Detection plc	ADMIN Supplies & Services	Callouts for fire alarm repairs/ new transmitter	409.23	81.85	491.08
20/06/2016	20021	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier usage Feb-Apr; rental May-July	745.59	149.12	894.71
20/06/2016	20022	Smith of Derby Ltd	ADMIN Supplies & Services	Service contract to 30/4/19 for Donegal clock	498.00	99.60	597.60
20/06/2016	20023	Strysen Heating Ltd	G/HALL Repair/Maint	Radiator repair	46.67	9.33	56.00
20/06/2016	20023	Strysen Heating Ltd	HALLS Boley Hall	Call out for no hot water	46.67	9.33	56.00
20/06/2016	20024	K Tambling	BIRTHPLACE Stock for sale	'Hodge's History of Cats' books for sale	63.55	0.00	63.55
20/06/2016	20025	Vaughtons	CIVIC Supplies/Services	Civic jewels & bars for outgoing mayor and sheriff	1,727.45	345.49	2,072.94
20/06/2016	20026	Veriserv	ADMIN Supplies & Services	Additional PAT testing	42.75	8.55	51.30
20/06/2016	20027	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones May/June	121.29	24.26	145.55
20/06/2016	20028	Weir Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - April	52.80	10.56	63.36
20/06/2016	20029	Colin Shakespeare	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 22/5	92.67	0.00	92.67
20/06/2016	20030	Michael Morris	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 22/5	48.00	0.00	48.00
20/06/2016	20031	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 22/5	17.67	0.00	17.67
27/06/2016	DDebit	NatWest Autopay	EMPLOYEE COSTS	Autopay amendments fee	4.00	0.00	4.00
30/06/2016	20032	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit	500.00	0.00	500.00
30/06/2016	20033	HM Revenue & Customs	EMPLOYEE COSTS	Tax and NI contributions - June	4,878.52	0.00	4,878.52
30/06/2016	20034	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - June	6,986.29	0.00	6,986.29
30/06/2016	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	113.28	0.00	113.28
					51,432.74	3,198.00	54,630.74

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

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/06/2016	DDebit	Nat West	ADMIN Supplies & Services	Bank charge - Imprest cheque stopped	10.00	0.00	10.00
15/06/2016	04897	Cash	Various	Petty cash vouchers 6797 - 6807	174.07	18.82	192.89
20/06/2016	04898	Stewart Derry	BIRTHPLACE Supplies & Services	Creative writing project with King Edward's School	200.00	0.00	200.00
27/06/2016	04899	Sheelagh James	CIVIC Mayor's Allowance -S James	Refreshments for Mayor's Parlour	5.41	0.00	5.41
27/06/2016	04899	Sheelagh James	CIVIC Mayor's Allowance -S James	Refreshments for Mayor's Parlour	100.67	20.13	120.80
29/06/2016	04900	Mr M Morgan	G/HALL Lettings	Partial room hire refund due to caretaking issues	125.00	25.00	150.00
29/06/2016	04901	Cash	Various	Petty cash vouchers 6808 - 6815	107.38	6.89	114.27
30/06/2016	04902	Neil Coley	BIRTHPLACE Stock for sale	'The Beauty and the Spy' books	35.04	0.00	35.04
30/06/2016	04903	R P Carpets Ltd	ADMIN Supplies & Services	Supply and fit carpet bar in Donegal House	17.50	0.00	17.50
30/06/2016	04903	R P Carpets Ltd	G/HALL Supplies/Services	Supply and fit carpet bar outside Ashmole Room	17.50	0.00	17.50
30/06/2016	04904	Gavin Kenning Engineering Ltd	BIRTHPLACE Supplies & Services	Rolls of price gun labels	8.75	1.74	10.49
30/06/2016	04905	Child Support Agency	EMPLOYEE COSTS	Deduction from Earnings Order - June salary	152.72	0.00	152.72
30/06/2016	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	12.04	0.00	12.04
					966.08	72.58	1,038.66

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

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
05/07/2016	20035	Acme Tree Services Ltd	PARKS Other Repair/Maint	Festival Gdns - Various tree pruning	1,370.00	274.00	1,644.00
05/07/2016	20035	Acme Tree Services Ltd	PARKS Other Repair/Maint	Tree work at churchyards etc.	1,450.00	290.00	1,740.00
05/07/2016	20035	Acme Tree Services Ltd	PARKS Other Repair/Maint	Tree work at various sites	1,320.00	264.00	1,584.00
05/07/2016	20036	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - May	2,409.73	481.95	2,891.68
05/07/2016	20036	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - May	281.40	0.00	281.40
05/07/2016	20037	Banner Business Services Ltd	ADMIN Supplies & Services	Stationery	39.22	7.85	47.07
05/07/2016	20038	BEE-LINE Pest Control	HALLS Boley Hall	Ant treatment	45.00	0.00	45.00
05/07/2016	20038	BEE-LINE Pest Control	PARKS Other Repair/Maint	Quarterly pest control 5/4 - 5/7	250.00	0.00	250.00
05/07/2016	20039	Berrymans Lace Mawer LLP	MARKET Supplies/Services	VAT payable on legal fees for insurance claim	0.00	180.00	180.00
05/07/2016	20040	British Telecommunications PLC	ADMIN Tel/Postage	Phones/internet usage Apr-Jun, rental Jun-Aug	68.21	13.64	81.85
05/07/2016	20040	British Telecommunications PLC	BIRTHPLACE Supplies & Services	Phones/internet usage Apr-Jun, rental Jun-Aug	367.47	73.49	440.96
05/07/2016	20040	British Telecommunications PLC	G/HALL Supplies/Services	Phones/internet usage Apr-Jun, rental Jun-Aug	320.71	64.14	384.85
05/07/2016	20041	Brownhill Hayward Brown Ltd	R&R FUND Birthplace	Architects - London Life & Introduction rooms	905.00	181.00	1,086.00
05/07/2016	20041	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donagall Hs	Architects - Guildhall toilets refurbishment	795.17	159.03	954.20
05/07/2016	20041	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donagall Hs	Architects - Front of Guildhall & stained glass window	1,286.75	257.35	1,544.10
05/07/2016	20042	Cartridge Shop (Jersey) Ltd	BIRTHPLACE Supplies & Services	Printer cartridges	38.82	0.00	38.82
05/07/2016	20043	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Folding chairs; Cloakroom & stationery supplies	366.88	73.37	440.25
05/07/2016	20043	Eastern Shires Purchasing Org	BIRTHPLACE Supplies & Services	Liquid wax	53.08	10.62	63.70
05/07/2016	20043	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cleaning materials	71.20	14.24	85.44
05/07/2016	20044	Forward Cleaning Contractors	ADMIN Supplies & Services	Window cleaning - May	16.00	3.20	19.20
05/07/2016	20045	Green Magic Co. UK Ltd	MARKET Supplies/Services	Lockable poster cases	127.00	25.40	152.40
05/07/2016	20046	Mr Edward Griffin	PARKS Other Repair/Maint	Various repairs to bins, benches etc.	1,250.00	0.00	1,250.00
05/07/2016	20047	N R Grundy	CAPITAL Market Sq Paving	Replacement of 5th and 6th paving sections	14,114.28	2,822.86	16,937.14
05/07/2016	20047	N R Grundy	MARKET Repair/Maint	Ongoing paving maintenance, Jan-Apr	640.00	128.00	768.00
05/07/2016	20048	Heritage Books	BIRTHPLACE Stock for sale	Nokes' Johnson, To The Hebrides copies	77.92	0.00	77.92
05/07/2016	20049	Jones Waste Services Limited	MARKET Supplies/Services	Skip hire - May	1,123.50	224.70	1,348.20
05/07/2016	20050	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/5 - 10/6	8,201.45	1,640.29	9,841.74
05/07/2016	20051	Lichfield Lock & Key Repairs Ltd	BIRTHPLACE Supplies & Services	Replacement lock for staff area	142.90	28.58	171.48
05/07/2016	20051	Lichfield Lock & Key Repairs Ltd	G/HALL Supplies/Services	Repair lock on ladies toilet	46.62	9.32	55.94
05/07/2016	20052	Michael's Menswear Ltd	CIVIC Supplies/Services	Gloves; various robe cleaning & repairs	90.92	18.18	109.10
05/07/2016	20053	MT Services Computer Systems	ADMIN Supplies & Services	IT support contract 1/6 - 31/8	408.34	81.67	490.01
05/07/2016	20053	MT Services Computer Systems	ADMIN Supplies & Services	ADSL subscription 21/4 - 20/7	117.00	23.40	140.40
05/07/2016	20053	MT Services Computer Systems	BIRTHPLACE Supplies & Services	IT support contract 1/6 - 31/8	153.13	30.63	183.76

05/07/2016	20053	MT Services Computer Systems	G/HALL Supplies/Services	IT support contract 1/6 - 31/8	51.03	10.20	61.23
05/07/2016	20053	MT Services Computer Systems	G/HALL Supplies/Services	Trial of wireless installation & booster for wi-fi signal	670.00	134.00	804.00
05/07/2016	20054	Raphael Design Limited	BIRTHPLACE Supplies & Services	Printing of museum guide books	450.00	0.00	450.00
05/07/2016	20055	RBS Invoice Finance Ltd	MARKET Supplies/Services	Advert in Group Travel Today planning guide 2016	250.00	50.00	300.00
05/07/2016	20056	Sign Technology Ltd	ADMIN Supplies & Services	Car park sign for Mayor/Sheriff	35.00	7.00	42.00
05/07/2016	DDebit	HM Revenue & Customs	VAT Refunds	Payment due for April VAT return	845.99	0.00	845.99
05/07/2016	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card fees - June	2.13	0.00	2.13
05/07/2016	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fees - July	4.00	0.80	4.80
06/07/2016	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card fees - June	3.49	0.00	3.49
06/07/2016	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fees - July	4.00	0.80	4.80
07/07/2016	Debit	American Express Merchant Servs	BIRTHPLACE Supplies & Services	American Express card payment fee - July	0.48	0.00	0.48
15/07/2016	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - July (incl. national pay award)	23,318.95	0.00	23,318.95
19/07/2016	20057	ADT Fire & Security plc	BIRTHPLACE Repair/Maint	Fire alarm maintenance to 30/6/17	695.39	139.08	834.47
19/07/2016	20058	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - June	2,105.81	421.16	2,526.97
19/07/2016	20058	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - June	281.40	0.00	281.40
19/07/2016	20059	British Gas	BIRTHPLACE Energy	Gas 9/4 - 12/7	354.36	17.71	372.07
19/07/2016	20060	A Briggs	CIVIC Events	Union Jack flags for Freedom event	315.00	0.00	315.00
19/07/2016	20061	Burntwood Roofing & Property	MARKET Repair/Maint	Replace tiles on Toilet Block	50.00	0.00	50.00
19/07/2016	20062	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare voucher service charge - July	8.25	1.65	9.90
19/07/2016	20062	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers - July	150.00	0.00	150.00
19/07/2016	20063	Darwin Electrical Services	BIRTHPLACE Supplies & Services	Repair Dictionary display case lighting	127.50	25.50	153.00
19/07/2016	20063	Darwin Electrical Services	G/HALL Repair/Maint	Fire risk assessment	425.00	85.00	510.00
19/07/2016	20063	Darwin Electrical Services	G/HALL Repair/Maint	Timer for corridor lights; reconnect condense pump	141.96	28.39	170.35
19/07/2016	20063	Darwin Electrical Services	G/HALL Repair/Maint	Remainder of EICR report remedial works	1,082.06	216.41	1,298.47
19/07/2016	20063	Darwin Electrical Services	MARKET Repair/Maint	Replace PIR sensor in kitchen	60.39	12.08	72.47
19/07/2016	20063	Darwin Electrical Services	R&R FUND Guildhall/Donagall Hs	Supply panel & detectors to upgrade GHall fire alarm	5,250.00	1,050.00	6,300.00
19/07/2016	20063	Darwin Electrical Services	R&R FUND Guildhall/Donagall Hs	Labour for replacing G'Hall fire alarm system	3,660.00	732.00	4,392.00
19/07/2016	20063	Darwin Electrical Services	R&R FUND Guildhall/Donagall Hs	Replace light fittings in G'Hall men's toilets	467.20	93.44	560.64
19/07/2016	20064	Stewart Derry	BIRTHPLACE Supplies & Services	Creative writing project with Mercia Education group	220.00	0.00	220.00
19/07/2016	20065	Gilvar Lining Ltd	ADMIN Supplies & Services	Marking of 'LCC Only' in staff car park spaces	360.00	72.00	432.00
19/07/2016	20066	Heritage Building & Conservation	R&R FUND Birthplace	Repairs to 'London Life' & 'Introduction' rooms	4,025.00	805.00	4,830.00
19/07/2016	20067	Jones Waste Services Limited	MARKET Supplies/Services	Skip hire - June	1,262.80	252.56	1,515.36
19/07/2016	20068	Ms S A Khan	CIVIC Mayor's Allowance -S James	Mayor At Home - Sandwiches and cakes	375.00	0.00	375.00
19/07/2016	20069	Kingston Commercial Property	ADMIN Supplies & Services	Website listings for top floor offices to rent	141.15	28.23	169.38
19/07/2016	20070	North Staffs Fire Ltd	BIRTHPLACE Repair/Maint	Service fire extinguishers and blankets	72.40	14.48	86.88
19/07/2016	20070	North Staffs Fire Ltd	BIRTHPLACE Supplies & Services	New fire extinguishers	122.00	24.40	146.40
19/07/2016	20070	North Staffs Fire Ltd	G/HALL Repair/Maint	Service fire extinguishers	126.00	25.20	151.20
19/07/2016	20070	North Staffs Fire Ltd	G/HALL Supplies/Services	New fire extinguishers	111.50	22.30	133.80
19/07/2016	20071	Npower Ltd	ARTS/TOURISM Lights Costs	Electricity credit - Xmas 2014	-82.44	-16.48	-98.92
19/07/2016	20071	Npower Ltd	ARTS/TOURISM Lights Costs	Electricity - Xmas 2015	401.31	80.26	481.57
19/07/2016	20072	PHS Group plc	ADMIN Supplies & Services	Annual sanitary disposal to 31/7/17	19.20	3.84	23.04
19/07/2016	20072	PHS Group plc	BIRTHPLACE Supplies & Services	Annual sanitary disposal to 31/7/17	19.20	3.84	23.04
19/07/2016	20072	PHS Group plc	G/HALL Supplies/Services	Annual sanitary disposal to 31/7/17	57.60	11.52	69.12
19/07/2016	20073	Pickerings Europe Ltd	G/HALL Repair/Maint	Provide safe access to lift for fire detection tests	216.53	43.31	259.84
19/07/2016	20074	Arthur Pollard Ltd	R&R FUND Guildhall/Donagall Hs	Replace condensate pump in Guildhall	575.70	115.14	690.84
19/07/2016	20075	Premier Estates Ltd	G/HALL Lettings	Refund of BACS payment for LDC made in error	1,725.00	0.00	1,725.00
19/07/2016	20076	Print & Digital of Lichfield Ltd	MARKET Supplies/Services	Market artwork & posters	401.00	80.20	481.20
19/07/2016	20076	Print & Digital of Lichfield Ltd	MARKET Supplies/Services	Printing of flyers for General & Farmers Markets	250.00	0.00	250.00
19/07/2016	20077	Protec Fire Detection plc	ADMIN Supplies & Services	Callout, parts & repair to Donagall fire alarm	435.18	87.03	522.21
19/07/2016	20077	Protec Fire Detection plc	R&R FUND Guildhall/Donagall Hs	Fire alarm fault; connecting G'Hall & Donagall alarms	217.96	43.59	261.55
19/07/2016	20078	South Staffs Water plc	ADMIN Offices Rates/Water	Water 20/1 - 6/7	239.46	0.00	239.46
19/07/2016	20078	South Staffs Water plc	BIRTHPLACE Rates/Water	Water 15/1 - 6/7	150.70	0.00	150.70
19/07/2016	20078	South Staffs Water plc	G/HALL Rates/Water	Water 20/1 - 6/7	390.09	0.00	390.09
19/07/2016	20078	South Staffs Water plc	PARKS Other Repair/Maint	Friary fountain water 28/1 - 6/7	18.22	0.00	18.22
19/07/2016	20078	South Staffs Water plc	PARKS Other Repair/Maint	Toilet Block water 15/1 - 6/7	472.39	0.00	472.39

19/07/2016	20079	Viking	ADMIN	Supplies & Services	5 operator chairs for staff	217.91	43.58	261.49
19/07/2016	20080	Virgin Media Payments Ltd	ADMIN	Tel/Postage	Phones June/ July	126.53	25.31	151.84
19/07/2016	20081	Vision ICT Ltd	ADMIN	Supplies & Services	Addition of Paypal facility to LCC website	450.00	90.00	540.00
19/07/2016	20082	Zurich Municipal	ADMIN	Insurance	Work in progress cover-Guildhall front elevation	109.50	0.00	109.50
19/07/2016	20082	Zurich Municipal	ADMIN	Insurance	Work in progress cover-Guildhall toilets refurbishment	109.50	0.00	109.50
29/07/2016	20083	HM Revenue & Customs	EMPLOYEE COSTS		Tax and NI contributions - July	5,179.22	0.00	5,179.22
29/07/2016	20084	Staffordshire Pension Fund	EMPLOYEE COSTS		Pension fund contributions - July	7,344.40	0.00	7,344.40
29/07/2016	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges - current account	88.16	0.00	88.16
						<u>104,705.26</u>	<u>12,261.44</u>	<u>116,966.70</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 July to 31 July 2016

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
05/07/2016	04906	Ms S A Khan	ARTS/TOURISM Expenditure	Buffet for Town Criers' Competition	120.00	0.00	120.00
05/07/2016	04907	The Johnson Society	BIRTHPLACE Stock for sale	Johnson Society booklets for sale	66.80	0.00	66.80
05/07/2016	04908	Alice Griffin	BIRTHPLACE Stock for sale	Ceramic plaques for sale	19.95	0.00	19.95
05/07/2016	04909	Nick Dewhurst	CIVIC Mayor's Allowance -S James	Mayor at Home pianist	50.00	0.00	50.00
06/07/2016	04910	Cash	Various	Petty cash vouchers 6816 - 6825	171.89	14.08	185.97
11/07/2016	04911	F M & J Walt	G/HALL Lettings	Refund for room overpayment	18.12	0.00	18.12
11/07/2016	04912	Cash	Various	Petty cash vouchers 6826 - 6830	130.93	14.68	145.61
11/07/2016	04913	Colin Shakespeare	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 19/6	62.00	0.00	62.00
11/07/2016	04914	Michael Morris	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 19/6	54.00	0.00	54.00
11/07/2016	04915	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 19/6	13.33	0.00	13.33
11/07/2016	04916	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 19/6	8.00	0.00	8.00
14/07/2016	04917	Cash	Various	Petty cash vouchers 6831 - 6833	136.87	19.66	156.53
14/07/2016	04918	Lichfield Museum Bowling Club	CIVIC Mayor's Allowance -S James	Mayor's contribution to Bowls Match refreshments	85.26	0.00	85.26
19/07/2016	04919	M A Sheldon	CIVIC Sheriff's Allowance - Sheldon	Remaining allowance for partial reimbursement of exps	117.38	0.00	117.38
19/07/2016	04920	Andrew Smith	CIVIC Mayor's Allowance - A Smith	Mileage, taxi & babysitting expenses, Apr-May	243.05	0.00	243.05
19/07/2016	04920	Andrew Smith	CIVIC Mayor's Allowance - A Smith	Various other expenses claimed at end of mayoral year	154.08	0.00	154.08
19/07/2016	04921	The Creative Card Company	BIRTHPLACE Stock for sale	Fudge boxes	50.25	10.05	60.30
19/07/2016	04922	Heritage Books	BIRTHPLACE Stock for sale	Wonderful Word Doctor books	19.46	0.00	19.46
19/07/2016	04923	Plantfacts	BIRTHPLACE Supplies & Services	Additional staff badge	6.75	1.35	8.10
19/07/2016	04924	Linda Smith	BIRTHPLACE Stock for sale	Enamel badges	53.00	0.00	53.00
19/07/2016	04925	Sheelagh James	ARTS/TOURISM Expenditure	Twining - Gifts for Limburg mayor, with musicians	14.99	0.00	14.99
26/07/2016	04926	Lichfield District Council	CIVIC Ride General	Temporary event notice for Freeford Manor	21.00	0.00	21.00
26/07/2016	04927	Mrs J A Leytham-Gain	CIVIC Events	Hire of tablecloths	10.00	0.00	10.00
26/07/2016	04927	Mrs J A Leytham-Gain	CIVIC Mayor's Allowance -S James	Mayor at Home - cake stand hire	20.00	0.00	20.00
26/07/2016	04928	Cash	Various	Petty cash vouchers 6834 - 6839	161.01	9.11	170.12
27/07/2016	04929	N Burton	PARKS Other Repair/Maint	Curborough, Blooming Lich - posts, baskets, raised bed	98.80	19.80	118.60
27/07/2016	04929	N Burton	PARKS Other Repair/Maint	Curborough, Blooming Lichfield - judges refreshments	1.29	0.00	1.29
29/07/2016	04930	Child Support Agency	EMPLOYEE COSTS	Deduction from Earnings Order - July salary	152.72	0.00	152.72
29/07/2016	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	10.71	0.00	10.71
					2,071.64	88.73	2,160.37

For Council: 14 September 2016 APPENDIX 5

LEASE OF FORMER CANAL LAND
AT TAMWORTH ROAD TO THE
LICHFIELD AND HATHERTON
CANALS RESTORATION TRUST LIMITED

