

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

12 April 2017

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield, on **Monday, 24 April 2017 at 6.30pm** 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 6 March 2017 (Nos. 98 - 108) **(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 23 February 2017 and 16 March 2017 be received (copies previously circulated).

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

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. AUDIT COMMITTEE

To adopt the Minutes and recommendations of the Audit Committee Meeting held on 9 March 2017 (**copy attached**).

RECOMMENDED: *That Council*

1. *Approve the recommendations as contained in the Minutes of the Audit Committee held on 9 March 2017*
2. *Adopt the Report and recommendations of the Internal Auditor for the year ending 31 March 2017 (ENCLOSURE, green paper)*

9. JOHNSON BIRTHPLACE ADVISORY COMMITTEE

To adopt the Minutes and recommendations of the Johnson Birthplace Advisory Committee Meeting held on 23 March 2017 (**copy attached**). A copy of the updated Birthplace Forward Plan 2017-2020 referred to in these minutes is attached as **APPENDIX 1**.

10. REPAIR AND RENOVATION PROGRAMME 2017/18

The Council's budget for 2017/18 includes an amount of £120,000 to carry out repair work on the Remembrance Garden wall and balustrade; and repairs to the Guildhall, Donegal House and the Samuel Johnson Birthplace Museum, together with some internal improvements. A number of issues are due to be addressed during the year, and because of this the work is programmed over three logical phases as detailed in the attached information report, **APPENDIX 2** attached.

RECOMMENDED: *That the Report be noted.*

11. OFFICERS' REPORT

To receive the Officers' Report on recent activity, **APPENDIX 3** attached

RECOMMENDED: *That the Report be noted.*

12. THE GUILD OF ST. MARY'S – REQUEST FOR A LICENCE TO USE PART OF THE MARKET SQUARE DURING THE CONTRACT PERIOD

St Mary's was closed to the public at the end of March to prepare for the forthcoming works to the building which will see it transformed to accommodate the library on the ground floor, with museum and community facilities on the first floor.

The architects and project managers for the Guild of St Mary's are preparing tender documentation, and have been in discussions with Staffordshire County Council over the location for a compound, and building access within the St Mary's boundary, using some highways land.

However, given the limited extent of the St Mary's ownership the compound is likely to be confined to an area along Breadmarket Street as outlined on the attached sketch plan at **APPENDIX 4** attached.

The Guild of St. Mary's has approached the City Council to request the use of a small area of the Market Square, immediately in front of the entrance doors to the former Tourist Information Centre, as part of the compound. This would allow them access to the building and assist in the construction of the new glass entrance on its own land.

The request is for the City Council to grant a temporary licence to enclose and use the cross hatched area in front of the entrance to accommodate these works for the duration of the contract which is expected to be from mid-June 2017 to the end of March 2018. The area is approximately 10m².

This area of the Square is not in use by the regular markets as it is kept free to allow access via the shallow ramp into St Mary's so it's fencing off would have little impact on the operation of the markets or the layout of stalls.

The granting of such a licence would need to be for a temporary period and limited to say twelve months which according to St Mary's estimates should be sufficient time for the works to be completed.

Any such licence would need an undertaking by the Guild of St Mary's to repair any damage caused to the Square, its fixtures and blockwork, or reinstate the same immediately on completion of the scheme, to the satisfaction of the City Council.

RECOMMENDED: a) *That a temporary licence be granted to the Guild of St Mary's for the use of approximately 10m² at the corner of the Market Square adjacent to the current Tourist Information Centre entrance, as shown cross-hatched on the sketch plan at APPENDIX 4; to enclose and use as part of the compound for these works for the duration of the contract, expected to be from mid-June 2017 to the end of March 2018.*

b) *That the licence be subject to an undertaking by the Guild of St Mary's to repair any damage caused to the Square, its fixtures and blockwork, or reinstate the same immediately on completion of the scheme, to the satisfaction of the City Council.*

13. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 5**) for the period 1 February 2017 to 28 February 2017 in the sum of **£80,547.44** General Account, and **£1,352.55** Imprest Account.

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PUBLIC PARTICIPATION SESSION AT CITY COUNCIL MEETINGS

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

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

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Monday 6 March 2017 at 6.30 pm

PRESENT: Councillors Mrs S James (Mayor), Mrs J Allsopp, R Awty, B Bacon, Mrs N Bacon, Mrs D Baker, Mrs G Boyle, J Brooks, B Cocksey, D Dundas, C Greatorex, Mrs J Greaves, P Hitchman, Miss J Marks, T Matthews, B McMullan, P Ray, D Smedley, A Smith, A Thompson, M Warfield and R Yardley.

APOLOGIES: Councillors I Eadie, D Leytham, C Spruce and Mrs L Warfield.

98 MAYOR'S ANNOUNCEMENTS

The Mayor reported on a number of recent civic and other engagements attended; including the Worshipful Company of Smiths Sunday Service and Annual Feast, held on 19 February and 23 February respectively, the official hand over of the keys to Sandfields Pumping Station on 26 February, the Samuel Johnson Annual Lecture on 2 March, the Showman's Guild Lunch on 3 March and the Michael Fabricant Schools Speaking Competition, also on 3 March.

99 DECLARATIONS OF INTEREST

Councillors Mrs D Baker, Mrs G Boyle, Mrs J Greaves, P Hitchman, Mrs S James, Miss J Marks, A Thompson, M Warfield and R Yardley declared an interest under Appendix B of the City Council Code of Conduct with respect to Minute 103 (Grants Advisory Committee).

100 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council Meeting held on 31 January 2017 (Nos 87-97) be confirmed and signed as a correct record.*

101 PLANNING COMMITTEE

RESOLVED: *That the Minutes of the Planning Committee meetings held on 12 January 2017 and 2 February 2017 be received.*

102 NEIGHBOURHOOD PLAN COMMITTEE

Councillor A Thompson proposed that minute 1 of the Neighbourhood Plan Committee meeting of 2 February 2017 be amended from '...the substitution of the word 'Chair' for 'Chairman'...' to '...the substitution of the word 'Chairman' for 'Chair'...'. Councillor A Thompson also reported that the draft Neighbourhood Plan and associated documentation had now been submitted to Lichfield District Council for informal consultation. Councillor D Smedley requested that formal thanks from the City Council to the Neighbourhood Plan Committee and City Council officers for their continued efforts in this regard be recorded.

RESOLVED: *That the Minutes of the Neighbourhood Plan Committee meeting held on 2 February 2017 as amended be adopted.*

103 GRANTS ADVISORY COMMITTEE

Consideration was given to the minutes and recommendations of the Grants Advisory Committee held on 13 February 2017.

RESOLVED: *That the Minutes of the Grants Advisory Committee meeting held on 13 February 2017 be received, and that the recommendations therein be adopted.*

104 NOMINATIONS FOR CIVIC OFFICE**a) Mayor Elect**

It was proposed by Councillor Mrs G Boyle, seconded by Councillor Mrs J Allsopp and

RESOLVED: That Councillor Mrs Janice Greaves be nominated Mayor Elect for the year 2017/18.

b) Deputy Mayor Elect

It was proposed by Councillor B Bacon, seconded by Councillor Mrs D Baker and

RESOLVED: That Councillor Peter Hitchman be nominated Deputy Mayor Elect for 2017/18.

c) Sheriff Elect

It was proposed by Councillor R Awty, seconded by Councillor Mrs N Bacon and

RESOLVED: That Councillor Andrew Smith be nominated Sheriff Elect for the year 2017/18.

105 CALENDAR OF MEETINGS 2017/18

RESOLVED: That the calendar of meetings for 2017/18 be as follows;

DATE	TIME	MEETING
2017		
Monday, 15 May	6.30pm	ANNUAL COUNCIL
WEDNESDAY, 24 May	7.30pm	ANNUAL TOWN MEETING
Thursday, 25 May	6.30pm	Planning Committee
Friday, 9 June	6.30pm	Audit Committee
Monday, 19 June	6.30pm	COUNCIL (Year end accounts)
Thursday, 22 June	6.30pm	Planning Committee
Thursday, 20 July	6.30pm	Planning Committee
TUESDAY, 25 July	6.30pm	COUNCIL
Thursday, 17 August	6.30 pm	Planning Committee
Monday, 11 September	6.30pm	COUNCIL
Thursday, 14 September	6.30pm	Planning Committee
Tuesday, 3 October	10.30am	Johnson Birthplace Advisory Committee
Wednesday, 11 October	6.30pm	Planning Committee
Monday, 23 October	6.30pm	COUNCIL
Thursday, 2 November	6.30pm	Staffing Committee
Thursday, 9 November	6.30pm	Planning Committee
Monday, 4 December	6.30pm	COUNCIL
Thursday, 7 December	6.30pm	Planning Committee
2018		
Thursday, 11 January	6.30pm	Planning Committee
Monday, 29 January	6.30pm	COUNCIL
Monday, 5 February	6.30pm	Grants Advisory Committee

Thursday, 8 February	6.30pm	Planning Committee
Monday, 5 March	6.30pm	COUNCIL
Thursday, 8 March	6.30pm	Planning Committee
<i>Thursday, 15 March</i>	<i>6.30pm</i>	<i>Audit Committee</i>
<i>Thursday, 22 March</i>	<i>10.30am</i>	<i>Johnson Birthplace Advisory Committee</i>
Thursday, 5 April	6.30pm	Planning Committee
Monday, 23 April	6.30pm	COUNCIL
Thursday, 3 May	6.30pm	Planning Committee
Monday, 14 May	6.30pm	ANNUAL COUNCIL
Wednesday, 23 May	7.30pm	ANNUAL TOWN MEETING
Thursday, 31 May	6.30pm	Planning Committee

106 OFFICERS' REPORT

Councillor A Thompson noted in particular the very successful Mayor and Sheriff's Church Service and Traditional Sunday Lunch on 5 February; the planned celebrations to mark the tercentenary of the birth of David Garrick; and the Ring Twinning Anniversary event to be held in October in Sainte Foy. Councillor C Greatorix also commended the Mayor and Sheriff's Sunday Lunch event and extended a welcome on behalf of the City to students from Keele University following the award of Arts and Humanities Research Council funding to hold research seminars in Lichfield. Councillor P Hitchman commended the Markets Officers for the dedicated Lichfield Markets Facebook page.

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

107 MARKET SQUARE COMMERCIAL HIRE

Councillor D Smedley outlined issues that have arisen on occasions when the Market Square has been hired as part of a wider festival or similar event. These issues include litter removal and tidying being carried out by the City Council despite the clause in the hire agreement that places responsibility for such cleaning/tidying on the hirer. The City Council has then had to reclaim costs incurred from such hirers.

A new hire category of 'Large Commercial Event' was proposed that incorporated a hire charge and deposit sufficiently high as to deter any wanton disregard for the highly visible public facility in the centre of the City, and to allow the City Council to retain an appropriate sum to engage appropriate services to clean and tidy the area as necessary.

RESOLVED:

- a) That a new charging category of hire for the Market Square be introduced for large commercial use such as festivals.***
- b) That the daily hire charge for this category be set at £300 with a £500 cleansing deposit per day, payable in advance***

108 PAYMENT OF ACCOUNTS

RESOLVED: That payment of accounts be approved and confirmed for 1 January 2017 to 31 January 2017 in the sum of £100,953.49 General Account and £853.98 Imprest Account.

**THERE BEING NO FURTHER BUSINESS
THE MAYOR DECLARED THE MEETING CLOSED AT 7.04 PM**

MAYOR

Lichfield City Council

Minutes of the Audit Committee held at 6.30pm on Thursday, 9 March 2017 in the Town Clerk's Office, Donegal House

Present: Councillors D Smedley (Chairman), J Brooks and Mrs N Bacon.

Apologies: Councillors D Leytham, B McMullan and C Spruce

In Attendance: Mr C Moulton (Town Clerk and RFO), and Mr G Keatley (Internal Auditor).

4 MINUTES

RESOLVED: *That the Minutes of the meeting of the Audit Committee held on 10 June 2016 be confirmed as a correct record.*

5 INTERNAL AUDIT ANNUAL REPORT 2016-2017

The Internal Auditor presented his Internal Audit Annual Report 2016-2017, (which incorporated the Management Risk Register). Members discussed the recommendations contained in the Report and agreed the management response.

Members of the Committee expressed their appreciation to the Internal Auditor for producing a clear and comprehensive report, and to the Town Clerk and his staff for their assistance.

RECOMMENDED: *That the Council note the Internal Audit Annual Report 2016-2017, and adopt the recommendations and timescales as contained in that Report.*

6 ANNUAL REVIEW OF EFFECTIVENESS OF SYSTEM OF INTERNAL CONTROL

Members undertook a review of the effectiveness of the System of Internal Control as required by Regulation 5 of the Accounts and Audit Regulations 2015 (Internal Audit).

RECOMMENDED: *That the Review findings as contained in Appendix A to these Minutes be presented to Council for adoption.*

7 TREASURY MANAGEMENT POLICY AND STRATEGY STATEMENT 2017-2018

Consideration was given to the Treasury Management Policy and Strategy Statement.

RECOMMENDED: *That the Council adopt the Treasury Management Policy and Strategy Statement 2017-2018, as contained in Appendix B to these Minutes.*

8 RESERVES POLICY

Consideration was given to a Reserves Policy setting out details of how the Council would maintain adequate financial reserves to meet the needs of the organisation.

RECOMMENDED: *That the Council adopt the Reserves Policy as contained in Appendix C to these Minutes.*

9 DATE AND TIME OF NEXT MEETING

Scheduled for 9 June 2017 at 6.30pm.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 7.20 PM

Lichfield City Council

Minutes of the Johnson Birthplace Advisory Committee Meeting held in Committee Room 1, Guildhall at 10.30 am on Thursday 23 March 2017

PRESENT:

Representing Lichfield City Council: Councillor R Awty, and Councillors Mrs G Boyle, C Spruce and R Yardley.

Representing Johnson Society: Mr D Arthur

In Attendance: Joanne Wilson (Museums & Heritage Officer)
Tony Briggs (Deputy Town Clerk)

Apologies: Councillor J Brooks

37 MINUTES

RESOLVED: *That the Minutes of the Meeting held on 4 October 2016 be confirmed as a correct record.* [Minutes adopted by Council on 24 October 2016.]

38 FORWARD PLAN

Members considered the updated Forward Plan 2017-2020 (**Agenda Appendix 1**). The Museums and Heritage Officer outlined work identified for the 2017/18 financial year, including; the establishment of an improved online shop area as part of the new website plans; non-user consultation; the development of group-specific literature advertising tours and talks. Many of the development items included and all elements under the heading of 'To assess and seek alternative solutions to the physical limitations of the building' will begin to be addressed by the incoming Consultant.

Councillor R Awty enquired as to the impacts and timings of the closure of St Mary's. Councillor R Yardley advised the Committee that St Mary's is due to close at the end of March 2017 and that the proposed conversion is forecast to be completed by April 2018.

RESOLVED: *That the Forward Plan 2017-2020 be adopted.*

39 MUSEUM ACCESS POLICY STATEMENT

The Museums and Heritage Officer provided an overview of the statement to the Committee. The Committee discussed the limitations of the Birthplace Museum in regard to disabled access and the possibility of a ground floor toilet and greater 'street level' presence. It was acknowledged that while appropriate options have been and will continue to be investigated and implemented (such as the virtual tour available on the Museum's website), the restrictions enforced by the coveted Grade I listing of the building, and the need to preserve the structure and layout of the Museum to preserve authenticity, severely limited the options available.

RESOLVED: *That the Museum Access Policy Statement be adopted.*

40 OPENING HOURS

The Committee discussed the recommendation of the Museums and Heritage Officer that consideration be given to extending the Museum opening hours to the standard 'Summer' hours of 10.30am – 4.30pm in October and March, thereby creating a shorter Winter opening hours season. Councillor C Spruce stated that the recommendation was based on experience and the need was clear. It was proposed by Councillor C Spruce, Seconded by Councillor A Thompson and

RESOLVED: *That the Museum opening hours during October and March be henceforth extended to standard 'Summer' hours, beginning during October 2017; and that the Museums and Heritage Officer prepare a report on the impacts of this decision to be presented at a future meeting of the Committee.*

41 REDEVELOPMENT PROJECT UPDATE

Members considered the update provided by the Museums and Heritage Officer regarding the preparation of a brief to be sent to a selection of recommended museum consultants to tender. The brief focuses on Museum facilities, access (in the broadest sense) and the visitor experience (including displays); The report is scheduled to be completed over the Summer with its conclusions reported at the next meeting of the Committee.

RESOLVED: That the report be noted.

42 DATE AND TIME OF NEXT MEETING

In Calendar of Meetings as 10.30am on Tuesday, 4 October 2017.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 10.53 AM**

The Samuel Johnson Birthplace Museum Forward Plan Strategic Aims & Objectives 2017 – 2020

Updated annually from the full SJBMM Forward Plan 2015-2018 (next full plan to be approved March 2018). The following have been identified as key strategic aims for the Museum in this period:

i) To operate to a high professional standard, making the best use of available resources

- a) To maintain ACE Accreditation status
- b) To maximise all possible revenue streams
- c) To maximise staff development
- d) To maximise volunteering

ii) To build our audiences and respond to user consultation

- a) To attract more local, family and young visitors
- b) To monitor users and consult non-users
- c) To increase the number of school visits
- d) To increase the number of group visit bookings

iii) To develop access to the Museum and collection

- a) To improve awareness of, and access to, all parts of the collection
- b) To update interpretation and displays
- c) To improve facilities for researchers and publicise provision more widely
- d) To assess and seek alternative solutions to access limitations

iv) To care for the Museum building and collection

- a) To improve the storage and care of the collection
- b) To improve the documentation of the collection
- c) To ensure the ongoing protection of the collection against disaster
- d) To ensure the continued maintenance and sustainability of the Birthplace building

Work completed in 2016 – 2017

In addition to tasks identified as 'ongoing' and those reported in monthly officer reports to Council, activities relevant to meeting the strategic aims included:

i)	Full Accreditation re-awarded March 2016 Attendant administration shifts introduced
ii)	Dedicated area for planning group and schools visits included on new website Staff trained to deliver KS5 Dictionary Workshop, packs created and increased bookings Dedicated school visit, bookclub and family activity volunteers recruited Project with creative writer working with KS3 pupils Increasing social media following (1150 total), integrated into new website
iii)	'Object in focus' page on new website to highlight collection items and staff/volunteer work Temporary displays including History of the Birthplace archive material and Sculpture. New family trail introduced New Object labels rolled out across displays Partnership with Keele University focussing on early researchers using collections 6 month student placement as partner in University of Birmingham module

iv)	Continued improvements to Museum storage areas and collection organisation 'Restore and Reveal' project completed (conservation, new storage, online launch) Manuscript collection fully scanned and added to modes (over 1000 individual sheets) Work on backlog of old accession and documentation material nearing completion Collaborated with Johnson Society to raise funding for conservation of Garrick prints Structural repairs in the Birth Room, London Life, Introduction Room and exterior completed Lighting replaced in Introduction Room
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Achievement of Current Objectives

i) To operate to a high professional standard, making the best use of available resources		
Objective	How to be achieved	Achieve by
a) To maintain Accreditation status	Maintain Museum policy and procedures in preparation for return application	Ongoing
b) To maximise all possible revenue streams	Update stock displays and introduce new souvenir lines, with 10% target increase per year for total spend per head	Ongoing; annual figures reported at October BAC
	Maximise donation and the use of gift aid, aiming at 50p average donation per head by March 2017	Ongoing; annual figures reported in October BAC
	Regular programme of a least six special events per year planned, well publicised and profitable or cost-neutral.	Ongoing; season ahead schedule July & December
	Increase group and education bookings by 20% per year (see ii.c & d)	Ongoing; annual figures reported in October BAC
	Establish an improved online shop area as part of new website plans, and research options for internet second hand book sales for specialist donated stock	March 2018
c) To maximise staff and volunteer development	Research possible improvements into facilities for event visitors and hirers, identify possible funding streams	March 2018
	Continuing regular in-house training sessions, make staff & volunteers aware of relevant training possibilities.	Ongoing, 3 sessions held annually
	Match attendant staff interests to appropriate tasks and projects	Ongoing
d) To maximise volunteer input	Creation of 'How to' guides as part of SJBM succession planning, to enable volunteers and Attendants to take on varied tasks and roles	Ongoing
	Liaise with universities, colleges and volunteer recruitment centres	Ongoing
	Targeted recruitment for volunteers to work with specific areas and projects when places vacated (especially schools and marketing)	Ongoing

ii) To build audiences and respond to user consultation

Objective	How to be achieved	Achieve by
a) To attract more local, family and young visitors	Develop a targeted 'locals' advertising campaign Develop special events to appeal to a wide range of audiences, including free of charge events/activities. Ensure that the museum and all special events are well and widely publicised locally, maintaining strong links with local media. bi-annual leaflet, posters and press releases 1 month ahead of events. Make wider use of social networking and social media to advertise museum and connect with younger audiences Develop interpretation, displays and interactives to appeal to a wide audience, including responding to youth consultation held in 2014 (see iii.b) Recruit young volunteers through local schools and colleges to develop areas such as social media (see also i.d)	October 2018 Ongoing; season ahead schedule July & December Ongoing Ongoing; minimum of 2 posts/tweets per week Ongoing; to be considered within re-display project Ongoing
b) To monitor users and consult non-users	Carry out an effective survey to be completed by visitors, and regularly compile statistics Identify and conduct market research with non-user groups including focus groups, questionnaires and interviews to help shape future plans for the museum	Annually; data compiled in January and reported Ongoing, street consultation by March 2018
c) To increase the number of education visits	Maintain a database of school contacts and make termly contact to market current offering Develop upon recent school visits partnership with Erasmus Darwin House Recruit volunteer(s) to assist with development, marketing and delivery of museum education. Extend the museum's education provision to also cover Key Stages 3 and 4.	Ongoing; quarterly mailout Ongoing Ongoing March 2019
d) To increase the number of group visits bookings	Produce a range of group-specific literature advertising tours and talks Targeted postal and e-campaign to relevant interest groups locally and in Midlands)	March 2018 Annual

iii) To increase access to the Museum and collections

<i>Objective</i>	<i>How to be achieved</i>	<i>Achieve by</i>
a) To improve awareness of, and access to, all parts of the collection	Programme regularly changing items within permanent displays and small exhibitions or displays to provide access to reserve collections, with one display every summer. Full database of collections made available to public on website and on terminal in house. Research possibilities of digital archive interactives (for e.g. manuscript collection), research potential funding available	Ongoing; display reported annually October 2017 March 2018
b) To update interpretive materials and displays	Improve tactile and sensory interpretation provision, beginning with suggestions from 2014 young people report: adjusting existing sound interactives and improving calligraphy table Develop low-tech interactive displays, and improving dressing up provision in response to feedback Improve interpretation of Museum libraries and bookcases, re-display significant books on open stands. Assess use of available public space and allocation of rooms in building, research potential funding for large scale redisplay of rooms.	Ongoing; to be considered within re-display project Ongoing March 2018 March 2018
c) To improve facilities for researchers and publicise provision more widely	Continue improvements to Wood Library to create a dedicated and user-friendly space for research visitors. Evaluate user experience. Raise academic profile of Museum through forging and maintaining links with universities, research institutes and libraries Establish regular volunteer-led library sessions and publicise with local interest groups.	Ongoing Ongoing October 2018
d) To assess and seek alternative solutions to the physical limitations of the building	To implement actions arising from completion of access self-assessments Research possible solutions for information at pavement level. Assess how the building limits our services through active consultation with specialist non-user groups, and/or obtaining an external access audit of the building Liaise with English Heritage over new approaches to adapting listed building access, and research potential funding streams.	Ongoing; plan produced by March 2018 March 2018 March 2018 March 2018

iv) To care for the Museum building and collection

Objective	How to be achieved	Achieve by
a) To improve the storage and care of the collection	Carry out a full storage audit and improve and reorganise current storage furniture within the building.	October 2017
	Prioritise collection care tasks within SJBM work plans, carrying out tasks and projects as specified in the SJBM Collection Care Plan (updated 2015)	Ongoing
	Carry out a full collections review and plan rationalisation	March 2018
	Identify key items requiring conservation and work with Johnson Society (Friends fund) to raise funding for work.	Ongoing
b) To improve the documentation of the collection	Complete actions identified in the SJBM Documentation Plan	March 2019
	Maintain numbers of volunteers who regularly work on both the collection database and paper records	Ongoing
	Improve records and add images to collection database.	October 2019
	To produce an overall Collection Management Plan & Framework	March 2019
	Clear backlog of old accession and provenance information and enter into database.	March 2018
c) To ensure the ongoing protection of the collection against disaster and damage	Ensure that all staff are fully trained in the Museum Emergency plan procedure	Ongoing; annual testing
	Fully analyse environmental monitoring data and produce report with recommendations	March 2018
	Research further improvements into heating system controls to address specific issues raised in environmental monitoring report	March 2019
d) To ensure the continual maintenance and sustainability of the Birthplace building	Conduct regular visual checks of the building and report any issues promptly	Ongoing, fortnightly checks
	Implement improvements outlined in the SJBM Environmental Action Plan, with replacement of lighting for LED and low energy alternatives as priority	Ongoing, lighting by 2019
	Programme works recommended in the 2016 quinquennial inspection	Ongoing, 'Priority A' works in 2018-19 year

Scheduled Repair and Renovation to City Council Owned Buildings 2017/18

At its meeting of 31 January 2017 the City Council approved the draft Repair and Renovation programme for the 2017/18 financial year.

The programme included a contingency sum for the Birthplace Museum in the event of unscheduled structural repairs becoming necessary (as occurred in both 2015/16 and 2016/17). Part of this contingency sum is already allocated to fund ongoing repair to unstable render located on the East elevation of the building.

A contingency sum has also been set aside for the repair to the Remembrance Garden wall and balustrade as professional estimates for the repairs are currently being compiled.

Based on current estimates, the programme budget of £120,000 will allow for the following improvement works to be carried out. The overall programme of work has been scheduled into three broad phases.

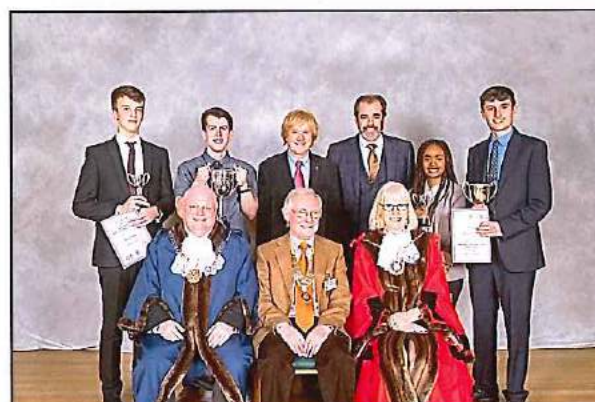
Phase 1 April – September 2017	Description of works
Donegal House Glass door to lobby	• <i>New internal glass door and fanlight to lobby and</i> • <i>Installation of electronic opening/locking mechanism to glass door and two office doors off the main corridor as part of improved reception and building security measures</i>
Donegal House Replacement fire alarm	• <i>Following the replacement of the Guildhall fire alarm in 2016, the system can now be linked to Donegal House to allow central control</i> • <i>Removal of the current obsolete fire alarm system</i>
Samuel Johnson Museum Investigation and repair – water ingress from chimneys	• <i>Scaffold required in courtyard area</i> • <i>Replace defective flashing/brickwork as necessary</i>
Guildhall Beer cellar renovation	• <i>Remove step from floor and install appropriate floor covering</i> • <i>Additional shelving</i> • <i>Redecoration</i>
Phase 2 July – November 2017	
Donegal House General remedial works to roof	• <i>Replace missing/damaged roof tiles</i> • <i>Repoint as necessary</i> • <i>Repair frost damaged brickwork adjacent to flag pole</i>
Remembrance Garden Repairs to wall/balustrade	• <i>Repair to leaning section of Remembrance Garden Wall</i> • <i>Repair to unstable section of balustrade</i> • <i>Professional reports and cost estimates currently being prepared</i>
Phase 3 December 2017 – March 2018	
Guildhall Kitchen extension	• <i>Removal of partition wall between kitchen and storeroom</i> • <i>Replacement flooring/redecoration</i> • <i>Installation of new kitchen equipment to improve catering facilities</i>

OFFICERS' INFORMATION REPORT

1. Civic Matters: Sarah Wallace, Civic Officer

On Friday 3 March the Michael Fabricant MP and Arthur Price of England Schools Speaking Competition was held in the Guildhall. The Speaking Competition is run on Parliamentary lines and the audience are encouraged to wave their order papers as if in the House of Commons. All four teams opposed the Motion: *'That this House believes that those taken to hospital by ambulance due to drunkenness shall be required to pay ambulance costs incurred'*.

The Friary School Team of James Wilson, Jack Askew, and Pamela Nyambayo won the best overall school team award and Nathan de Giorgi of John Taylor High won the best overall Speaker in what was a very close run competition.



The event has been sponsored for a number of years by Arthur Price of England who kindly donate all the silver cups for the winners. The Rotary club of Lichfield St Chad also have a long association with the competition providing a time keeper and Judge. Sadly this was the last competition for Robin Jones of the Rotary, after 14 Years as a time keeper he has stepped down as he will be relocating out of the area.

The Mayor and Sheriff's Charity Fashion show, held at the Guildhall on Tuesday 28 March raised over £1900.00 for charity, the highest amount raised in the history of the event.

The Mayor and Sheriff welcomed a sell-out crowd of over 130 people to the event which was presented by the House of Fraser Sutton Coldfield. Guests were treated to a first glimpse of the Spring/Summer collection which included casual and occasion wear for both ladies and gentlemen.

All of the 33 models who took part were volunteers, drawn from a variety of sources including Lichfield Round Table, Lichfield City Council staff as well as friends and relatives of those involved. They were all given five star treatment at Francesco's hair salon prior to the show who closed the salon for the afternoon and provided their stylists services free of charge. Angela Toon a professional makeup artist applied the models makeup to ensure everyone looked their best.

Deanne Russell and the team at the House of Fraser worked tirelessly to put the collection together and the store generously



supplied 'goody bags' and raffle prizes. The result was a professional and enjoyable show.

One of the models commented; *'I can honestly speak for us all, to say that we all had great fun and enjoyed every minute of it. The fellowship back stage {men included} was fantastic and I hope it came over on the catwalk. The audience was electric. I have been to all the fashion shows at the Guildhall and can say they were the most welcoming and enjoyable ever. Of course that was helped by our wonderful compere Ken.'*



The Mayor and Sheriff hosted another of their charity events on Saturday 8 April in the form of a Variety Show, presented by 'Just Us' at Whittington Village Hall. Permission was granted by Whittington Parish Council for the event to be held here as this is the only venue that the company perform in. The City Council's own Ken Knowles, a founder member, re-joined 'Just Us' for this one off occasion to support the Mayor and Sheriff's charities. The 120 guests began the evening with a Fish and Chip Supper before sitting back to enjoy a fun packed night of entertainment. The event raised a total of approximately £1700.00.

A warm welcome awaited guests at the Mayor and Sheriff's Afternoon Tea Party on Tuesday 11 April. Guests arrived at Curborough Community Centre at 2.00pm for afternoon tea and were then entertained by Lichfield Singers whose popular, foot tapping repertoire included many good old sing-a-long songs. The afternoon came to a close with a raffle and the Mayor wished everyone a safe journey home.



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

Tuesday and Saturday

Markets are running consistently with stall occupancy near capacity.

Friday Markets

Stall occupancy rates have improved over the last month, increasing from an average of 64% In January/February to 84% in March/April.

Farmer's Market

The Farmer's Market year to date has struggled with stall occupancy rates averaging 42% Feb – April 2017 compared to 52% Feb – April 2016. Stall holders also complain that footfall has reduced.

We are currently creating a plan to rejuvenate the Farmer's Market and have already agreed to;

- Supply traders with leaflets showing dates for the year at each market. These will be put in the bag along with every customer's purchase.
- Create a dedicated Farmer's Market Facebook Page and ask all traders to "check-in" so that all of their followers are made aware of the market.

Wednesday Stalls

Plans have advanced to run a Wednesday trading trial over the summer. This will allow a small number of traders to stand using their own stalls, on the understanding that there will be no skip facilities and they remove their own rubbish (similar to the current Tuesday trading regulations).

The advantages to the Council are;

- Guaranteed weekly income equivalent to hiring half the square
- No extra running costs
- Half of the square will still be made available for ad hoc hire, e.g. by coach companies

The trial is due to start after Easter.

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

A number of events took place at Johnson's Birthplace in March, many as part of the Lichfield Literature Festival as an official partner. These included Intimate Theatre performing 'The Golden Moment' as part of the Garrick 300 celebrations, written by David Titley, to two sold-out audiences; a Birthplace stall at the Library 'Paper Fair'; a poetry reading event and the Johnson Society lecture, with actor Ian Kelly enjoying a tour of the Museum. The literary theme to the month continued with 'Love and Duty: the Lives of Georgian Women', by professional storyteller Cath Edwards, a popular event which was the first time that the Museum has worked with the Lichfield Storytellers group. The Lichfield Poets also visited the Birthplace for an evening of inspiration, writing on the theme 'Echoes of the Past'.



Young visitors enjoying the Museum in March included groups from Woodlands School in Tamworth, and A Level groups from Belper and Lichfield Cathedral School for Dictionary Workshop Language sessions. Working in partnership with LDC, over 100 children in district schools took part in printmaking sessions inspired by images of David Garrick from the Museum's collection, to be displayed at the forthcoming Staffordshire Day event in May.

Also out of the Museum, a talk was held at a local interest group in Tamworth, and the Birthplace attended the 'Swap Shop' district tourism event.

Developments in the Museum displays included the hanging of the painting of Lord Chesterfield, newly framed following its return last year following 40 years in storage. Much work is underway on the summer Garrick exhibition including taking items to the conservation studio and securing the loan of ceramics, paintings, prints and personal items to display from the Potteries Museum and Art Gallery, and the Garrick Club in London. Birmingham University student Megan Farrell completed her work placement and the Museum is now a regular member of the placement scheme, with a new student arriving in September.

Other work behind the scenes included the electrical inspection of the building, and preparations and volunteer recruitment for the Guildhall Prison Cells, with an additional cell opening for the summer season.

4. Guildhall: Helen Winter, Guildhall Bookings Secretary

The old Prison Cells are now open to the public on a Saturday from 10.00am to 4.00pm, with a volunteer on hand to offer information about their past. This year we have opened up a third Cell for members of the public to view. In addition, we have had five other Cell tours, including one for Age Concern.

The LDTA have held a meeting at the Guildhall, in which Ken Knowles gave an interesting talk to the members and included a tour of the building, old Prison Cells and Mayor's Parlour.

The Main Hall has been hired for The League of Friends of Samuel Johnson Hospital's Supper, a birthday party, the Lichfield Festival AGM, the City of Lichfield Concert Band Spring Concert, the Johnson Society AGM and a Cavalry Banquet.



We have our first Wedding Ceremony (and their Reception) this year on 15 April, which will be followed by another three Wedding Receptions in the next few weeks.

We continue to attract our weekday regular bookings including our relatively new regulars, the National Trust and RSPB which give very interesting talks to their members.



There have been three Market Research bookings and now the Spring has arrived, four Craft Fayres and a Table Top Sale to raise funds for the Cats Protection Society. We have also had a picture display in the Corridor Gallery.

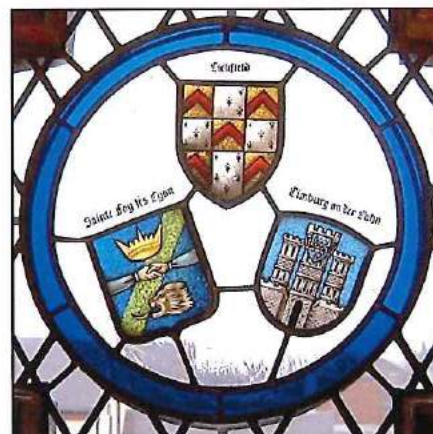
The Lichfield Arts have held six concerts (Fret and Fiddle, Orange Circus Band, Craobh Rue, The Stumble, Martin Taylor and Gigspanner), while recent Civic Events held include the very successful Fashion Show and the School Speaking Competition.

The Cloakroom has been redecorated ready for use during the upcoming Wedding Receptions and other events. Maintenance work has also been completed to the lights in the Main Hall.

5. Twinning: Gabriele Lasch-Burden, Twinning Officer

Ring Twinning Anniversary

The 25th anniversary celebrations of the ring twinning between Ste. Foy, Limburg and Lichfield will be held in Ste. Foy during the weekend of 6 October to 9 October 2017. 80 guests from each twin City have been invited to join the Ste. Foy Council and Twinning Association for the celebrations. Ste. Foy Council is putting together a varied programme, with international table tennis and tennis tournaments being played between the 3 City clubs. The full festivity programme will be published at a later date.





Lichfield guests wishing to take part in the weekend celebrations should register their interest with the Lichfield City Council Twinning Officer by the end of April. Accommodation will be either with host families or hotels if preferred. Transport to Ste. Foy is organised individually by each traveling guest. There are direct flights from Birmingham to Lyon with Flybe or by Eurostar from London, which would involve an overnight stay in London both ways due to the early departure and late arrival.

Erasmus+ Programme

Two male social care students, Florian and Yannick, from Limburg's Adolf-Reichwein-Schule completed their work experience, volunteering in organisations across Lichfield which help people with learning difficulties. Their volunteering work was funded by the European Erasmus+ programme, which enables students to spend part of their required vocational work experience in another EU member state. The students set up their main base at the Queen's Croft School and also spent time with "Liberty" at Minster Hall. During the last week of the programme, two staff from the Limburg College visited Lichfield to reflect on their experience.

Exchange Enquiries

16 Lichfield Cathedral Girl Choristers (11 – 15 years of age) are planning to travel to Ste. Foy on 10 July until 14 July. Plans are in place for a civic reception, followed by a concert in the Church and joint musical activities with the girls' choir from Lyon's Cathedral, which could lead to a concert in the Cathedral, if the venue is available. Both countries have expressed their commitment to make this the start of more regular contacts in order to make music together and a return visit to Lichfield has already been discussed.

Limburg City Council have enquired if, like in previous years, Lichfield City Council is able to offer a one week work experience for their apprentice Elena Stolz in October of this year.

A German and French teacher at Lichfield's King Edward VI School is enquiring about partner schools in Limburg and Ste Foy for possible exchanges and penfriends. Contact has now been established with a French private college and a German secondary school.

Laura Peluso, an 18year old Limburg student, will be completing a 3 week internship at Thomson Travel Agency in Bore Street from 12 to 30 June, as part of her college course at the Peter Paul Cahensly College. She will be staying with a Lichfield family from the Twinning Association.

On 16 to 18 June, six Lichfield Table Tennis players will travel to Limburg to take part in an international Twinning Table Tennis Tournament, which includes players from all 4 countries

twinned with Limburg, namely France, England, Belgium and Germany. This tournament will form part of the celebrations for the 800th anniversary of Limburg-Offheim.

A theatre group from the Limburg Adolf Reichwein Schule is interested in performing in Lichfield during a City celebration such as Staffordshire Day or Heritage Weekend. Whilst this year's Staffordshire Day would be ideal, due to the Garrick300 events it seems too short notice for the school and Heritage Weekend is now being considered.

The Twinning Officer attended the AGM of the Lichfield Twinning Association on 13 March and delivered the annual report on all twinning exchanges.

The British-German Association in cooperation with Bristol-Hannover Twinning Council, in their 70th anniversary year, are organising a national conference "Challenges and Opportunities" in Bristol in May, where topics such as new initiatives in youth exchanges will be discussed. The Twinning Officer will be taking part in this conference.

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

The view from Minster Pool Walk is much improved with the removal of the tree by Saville, also the non-working lightbulbs have been replaced so the pool has returned to the spectacle it is in the evenings.

The Friary Remains wall repair has been completed utilising S106 money; Some of the stone work has been repointed with Lime, and stones replaced as agreed by English Heritage. Stone flags have also been repaired to remove the previous trip hazard.



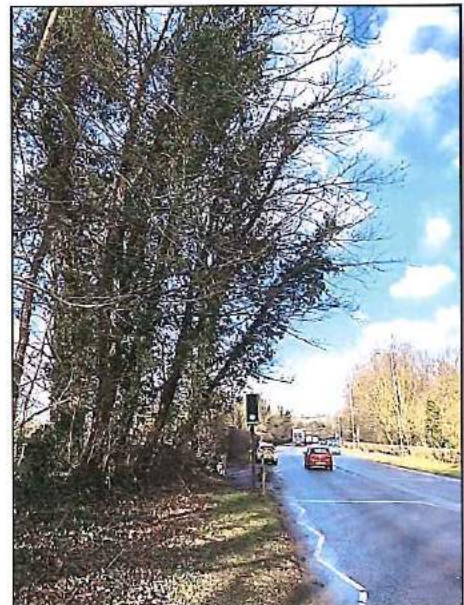


Also in the Friary Gardens an ivy covered Hawthorn tree fallen due to storm Doris has been removed. Storm Doris caused a huge amount of damage across Staffordshire; locally over 40 trees have fallen in the LCC plantation north of Eastern Avenue alone. However the damage during the weekend itself is just the beginning as the cost of the damage and the implications for other trees are still being calculated.

The tree leaning over the A51 had to be felled causing a short road closure which was dealt with by the County Council. Unfortunately the other 5 now need to be felled to remove any future potential hazard. While still being calculated, the extra cost to the City Council attributable to Doris could total over £20,000.

The Regional Seminar for Cities in Bloom provided useful tips on improving grades; these were reported to the Blooming Lichfield Committee. The competition remains a useful incentive to begin new projects and make improvements to the City.

Following the success of the meadow strip by Tamworth Road last year small strips of turf have been removed in other areas to be seeded with native bee friendly plants in 2017.



Augmented reality tours which will not require signage and will allow any landmark to inform and educate are currently being investigated, with the OSO completing a trial recording at the statue of Captain Smith in Beacon Park. A short tour is planned for the Home & Gardens Festival on May 30 and 31.



7. Deputy Town Clerk: Tony Briggs

The conversion of part of the basement of Donegal House into kitchenette and toilet facilities is now complete. The project has been completed within budget and is extremely timely; the only other kitchen/toilet facilities being on the top floor of the building and now in greater demand due to the letting of rooms in Donegal House to private businesses.



Repairs to the 'stairwell' area of the Guildhall roof are also now complete with the exception of some minor snagging. This much needed repair has involved the replacement of a considerable number of rotted timbers, altering the levels of the roof area to avoid 'ponding' of rainwater, the installation of a new waterproof membrane to replace the aged and poorly repaired lead that previously covered the roof, and a complete overhaul of the large lantern light to include replacement glazing where necessary. The leaking centre pivot Velux window in the Whytmore room has also been replaced with a top hung model to allow ease of access to the roof area for future maintenance as necessary. Additional repairs have also been undertaken to the adjacent pitched sections of the roof to remedy minor leaks in the same area and to replace loose/missing tiles, and the replacement of the small window to the landing above the door to the Whytmore Room which was badly rotted externally. A selection of 'before and after' photographs of the main repair area are below;





Following intermittent issues with the main light fittings in the Guildhall, the lamp holders were found to be nearing the end of their useful lives and required replacement. This was completed by the City Council's electricians on 21 and 22 March.

Improvements to the Minstrels' Gallery to allow it to be used as a robing room, including new screens, storage, carpet and curtains has also been completed.

Progress continues to be made on the 2017/18 Repair and Renewals schedule with an application lodged for listed building consent for the installation of the replacement glazed door to the lobby of Donegal House. Tenders have also been issued for the minor repairs to the roof of Donegal House with submissions now received and the contract due to be awarded. Repairs to the chimneys at the Birthplace Museum, also included in the 2017/18 Repair and Renewals schedule, are due to take place on 24 and 25 April.

As part of a service and maintenance programme to the Guildhall/Donegal House heating system, several faulty radiator valves have now been replaced. As this required the system to be drained down it was considered impractical to carry out the work earlier in the year. The drain down took much longer than anticipated as the sump pump was found to be inoperative. Replacement of the pump is currently being arranged. The system is scheduled to receive a comprehensive service in September 2017 in preparation for the winter months.

A professional fire safety risk assessment was carried out at Donegal House on 3 April 2017. The recommendations of the inspector will be incorporated into the proposed replacement of the ageing Donegal House fire alarm as highlighted in the separate Repair and Renewal Report to Council, and a general update of the fire provision in the building.

Following the replacement of the light fittings to the top floor of the Guildhall earlier in the year, the whole area has now been redecorated. The Whytmore room has also received a much needed facelift following the damage caused by water ingress to the now repaired roof. The updated décor now provides a far more pleasant atmosphere for meetings. The Guildhall cloakroom and glossed areas of the Guildroom have also been redecorated.

In an effort to reduce incidences of members of the public entering the Guildhall when they are neither hirers nor guests/delegates, a poster has been designed to inform passers-by that the building is not open for casual visitors. Mounted inside a forecourt sign, it can be removed for events such as corridor gallery sales, prison cell open days etc.

Informal comments have been received from Lichfield District Council following the submission of the latest draft of the Lichfield City Neighbourhood Plan and associated documentation. A meeting was held with the Chairman and Deputy Chairman of the City Council's Neighbourhood Plan Committee on 7 April to consider the comments with some minor changes being made to the Neighbourhood Plan as a result. Discussion is ongoing with the City Council's Neighbourhood Plan consultants in regard to some of the other informal comments received and it is hoped that a final version of the Neighbourhood Plan will be ready for submission to the District Council in May.

Request for a temporary licence to fence and use the cross hatched section of the Market Square as part of the contractors' compound during the conversion works to St Mary's



For Council: 24 April 2017 APPENDIX 5

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 February to 28 February 2017

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
06/02/2017	20402	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - December	281.40	0.00	281.40
06/02/2017	20402	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - December	3,484.43	696.89	4,181.32
06/02/2017	20403	Banner Group Ltd	ADMIN Supplies & Services	Various stationery	37.78	7.56	45.34
06/02/2017	20404	Brownhill Hayward Brown Ltd	BIRTHPLACE Repair/Maint	Architect's inspection of defective render	250.00	50.00	300.00
06/02/2017	20405	Curborough (Lich) Comm Assocn	HALLS Cruck House	Water rates 9/1/16 - 31/7/16	196.45	0.00	196.45
06/02/2017	20406	County Signpost Ltd	BIRTHPLACE Adverts/promotion	Adverts in County Signpost magazine 2017	95.00	19.00	114.00
06/02/2017	20407	Flintshire County Council	ADMIN Subscript/Training	West Coast Rail 250 subs 17/18	25.00	0.00	25.00
06/02/2017	20408	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine rental 24/1 - 23/4	60.00	12.00	72.00
06/02/2017	20409	Midland Conservation Ltd	R&R FUND Guildhall/Donagall Hs	Donagall basement works - 1st instalment	10,525.05	2,105.01	12,630.06
06/02/2017	20410	MT Services Computer Systems	ADMIN Supplies & Services	Server backup & Office 365, 2/1 - 1/2	155.00	31.00	186.00
06/02/2017	20411	D Parker	R&R FUND Birthplace	Repair and redecoration to London Life room	710.00	0.00	710.00
06/02/2017	20412	PPL	BIRTHPLACE Supplies & Services	Recorded music licence, year to 28/2/18	133.12	26.62	159.74
06/02/2017	20413	Staffs Media Company Ltd	MARKET Supplies/Services	Markets advert in Staffs Living magazine, Mar/Apr	200.00	40.00	240.00
06/02/2017	20414	The World's Fair Limited	MARKET Supplies/Services	Listing in Market Yearbook 2017	95.00	19.00	114.00
08/02/2017	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Card fees - January	0.88	0.00	0.88
08/02/2017	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	PCI fee - February	4.00	0.80	4.80
08/02/2017	Debit	Elavon Financial Services	MARKET Supplies/Services	Card fees - January	2.73	0.00	2.73
08/02/2017	Debit	Elavon Financial Services	MARKET Supplies/Services	PCI fee - February	4.00	0.80	4.80
15/02/2017	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - February	20,579.71	0.00	20,579.71
20/02/2017	20415	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers - February	150.00	0.00	150.00
20/02/2017	20415	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers service charge - February	8.25	1.65	9.90
20/02/2017	20416	Kingston Commercial Property	ADMIN Professional Fees	Marketing & negotiating rental of top floor office	750.00	150.00	900.00
20/02/2017	20417	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/1 - 10/2	8,308.07	1,661.61	9,969.68
20/02/2017	20418	Moseleys	ADMIN Professional Fees	Legal work for lease of top floor office	750.00	150.00	900.00
20/02/2017	20418	Moseleys	ADMIN Professional Fees	Land registry fees for lease of top floor office	6.00	0.00	6.00
20/02/2017	20419	Orca Book Services Ltd	BIRTHPLACE Stock for sale	Copies of 'King of all balloons' and '50 buildings'	173.96	0.00	173.96
21/02/2017	20420	South Staffs Water plc	ADMIN Offices Rates/Water	Water 7/7/16 - 25/1/17	189.62	0.00	189.62
21/02/2017	20420	South Staffs Water plc	BIRTHPLACE Rates/Water	Water 7/7/16 - 31/1/17	187.09	0.00	187.09
21/02/2017	20420	South Staffs Water plc	G/HALL Rates/Water	Water 7/7/16 - 25/1/17, adjusted for actual reading	910.76	0.00	910.76
21/02/2017	20420	South Staffs Water plc	MARKET Rates/Water	Toilet Block water 7/7/16 - 25/1/17	237.33	0.00	237.33
21/02/2017	20420	South Staffs Water plc	PARKS Other Repair/Maint	Friary Fountain water 7/7/16 - 31/1/17	22.61	0.00	22.61
22/02/2017	20421	Acme Tree Services Ltd	PARKS Other Repair/Maint	Tree work at Festival Gdns, Christchurch allotments	710.00	142.00	852.00
22/02/2017	20421	Acme Tree Services Ltd	PARKS Other Repair/Maint	Tree work at various sites	1,200.00	240.00	1,440.00
22/02/2017	20421	Acme Tree Services Ltd	PARKS Other Repair/Maint	Tree work at various sites	2,220.00	444.00	2,664.00
22/02/2017	20422	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - January	290.00	0.00	290.00
22/02/2017	20422	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - January	2,835.58	567.12	3,402.70
22/02/2017	20423	E Allhusen	BIRTHPLACE Stock for sale	'Popdoodle' and 'salmagundi' and 'Codswallop' copies	102.57	0.00	102.57
22/02/2017	20424	Blythe Brewery	BIRTHPLACE Stock for sale	Various beer presentation packs for sale	201.90	40.38	242.28
22/02/2017	20425	CBS Complete Ltd	G/HALL Repair/Maint	Gas safety inspection and service of boilers	150.00	30.00	180.00
22/02/2017	20426	City Life in Lichfield Ltd	DEM SERVICES Publicity	City View - February	1,035.00	207.00	1,242.00
22/02/2017	20427	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - January	797.85	159.57	957.42
22/02/2017	20428	Darwin Electrical Services	BIRTHPLACE Repair/Maint	Replacement of sockets and light fittings	243.04	48.61	291.65
22/02/2017	20428	Darwin Electrical Services	PARKS Other Repair/Maint	New time clock for Clock Tower lights	153.70	30.74	184.44
22/02/2017	20429	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Stationery and cleaning supplies	45.45	9.09	54.54
22/02/2017	20430	Forward Cleaning Contractors	ADMIN Supplies & Services	Quarterly window cleaning - January	30.00	6.00	36.00
22/02/2017	20430	Forward Cleaning Contractors	BIRTHPLACE Supplies & Services	Quarterly window cleaning - January	48.00	9.60	57.60
22/02/2017	20430	Forward Cleaning Contractors	G/HALL Supplies/Services	Quarterly window cleaning - January	77.70	15.54	93.24
22/02/2017	20431	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine update for postal rate changes	36.00	7.20	43.20
22/02/2017	20432	Heritage Books	BIRTHPLACE Stock for sale	Nokes' Johnson, Major Works and To the Hebrides	101.30	0.00	101.30
22/02/2017	20433	Jones Waste Services Limited	MARKET Supplies/Services	Skip hire - January	843.50	168.70	1,012.20
22/02/2017	20434	Lichfield Lock & Key Repairs Ltd	G/HALL Repair/Maint	Adjustment of cellar door	45.00	9.00	54.00

22/02/2017	20435	Lyco Group Ltd	G/HALL Supplies/Services	Fluorescent tubes	93.25	18.65	111.90
22/02/2017	20436	Npower Ltd	ADMIN Donegal House Energy	Electricity - January	195.13	39.03	234.16
22/02/2017	20436	Npower Ltd	BIRTHPLACE Energy	Electricity - January	44.48	2.22	46.70
22/02/2017	20436	Npower Ltd	BIRTHPLACE Energy	Electricity - January	38.21	1.91	40.12
22/02/2017	20436	Npower Ltd	G/HALL Energy	Electricity - January	114.59	22.92	137.51
22/02/2017	20436	Npower Ltd	MARKET Energy	Toilet Block electricity - January	18.41	0.92	19.33
22/02/2017	20436	Npower Ltd	MARKET Energy	Feeder Pillar electricity - January	86.85	4.34	91.19
22/02/2017	20436	Npower Ltd	PARKS Energy	Clock Tower electricity - January	16.98	0.85	17.83
22/02/2017	20436	Npower Ltd	PARKS Energy	Friary electricity - January	17.52	0.88	18.40
22/02/2017	20437	Orca Book Services Ltd	BIRTHPLACE Stock for sale	Copies of 'Lichfield in 50 buildings'	53.96	0.00	53.96
22/02/2017	20438	D Parker	R&R FUND Birthplace	Redecoration of Introduction Room	660.00	0.00	660.00
22/02/2017	20439	Protec Fire Detection plc	ADMIN Supplies & Services	Urgent callout for fire alarm repair	115.24	23.05	138.29
22/02/2017	20440	Raphael Design Limited	BIRTHPLACE Adverts/promotion	Printing of events leaflets	54.00	0.00	54.00
22/02/2017	20441	Cancelled					
22/02/2017	20442	Viking	ADMIN Supplies & Services	Paper	8.41	1.68	10.09
22/02/2017	20442	Viking	G/HALL Supplies/Services	Cloakroom supplies	23.99	4.80	28.79
22/02/2017	20443	Virgin Media Payments Ltd	ADMIN Tel/Postage	Extra reception line 4/2 - 3/3	31.62	6.32	37.94
22/02/2017	20444	Weir Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - January	66.00	13.20	79.20
22/02/2017	20445	Jayne Wilson	BIRTHPLACE Adverts/promotion	Artwork for spring/summer events leaflet	65.00	0.00	65.00
27/02/2017	DDebit	NatWest Autopay	EMPLOYEE COSTS	Autopay amendments fee	4.00	0.00	4.00
28/02/2017	20446	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - February	5,425.69	0.00	5,425.69
28/02/2017	20447	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - February	6,387.16	0.00	6,387.16
28/02/2017	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	79.86	0.00	79.86
					<u>73,300.18</u>	<u>7,247.26</u>	<u>80,547.44</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 February to 28 February 2017

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/02/2017	04989	Support Staffordshire	ADMIN Subscript/Training	Annual membership of Support Staffordshire 2017	25.00	0.00	25.00
01/02/2017	04990	Mayor & Sheriff's charity account	CIVIC Mayor's Allowance - S James	Charity Sunday lunch tickets - own, chaplain & singers	160.00	0.00	160.00
01/02/2017	04990	Mayor & Sheriff's charity account	CIVIC Sheriff's Allowance - R Yardley	Charity Sunday lunch tickets, February	40.00	0.00	40.00
07/02/2017	04991	Cash	Various	Petty cash vouchers 6959 - 6966	167.46	25.62	193.08
09/02/2017	04992	Lichfield Festival Ltd	BIRTHPLACE Adverts/promotion	Museum booking for Festival Paper Fair stall	25.00	0.00	25.00
09/02/2017	04993	Tamworth Borough Council	CIVIC Mayor's Allowance - S James	Mayor of Tamworth's Civic Dinner, February	72.00	0.00	72.00
09/02/2017	04993	Tamworth Borough Council	CIVIC Sheriff's Allowance - R Yardley	Mayor of Tamworth's Civic Dinner, February	72.00	0.00	72.00
09/02/2017	04994	Sheelagh James	CIVIC Mayor's Allowance - S James	Audio book prizes for Xmas card poetry competition	30.98	0.00	30.98
20/02/2017	04995	British Telecommunications PLC	ADMIN Tel/Postage	Broadband Feb - Apr	84.90	16.98	101.88
20/02/2017	04996	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones Jan/Feb	110.12	22.03	132.15
21/02/2017	04997	Lichfield District Council	CIVIC Mayor's Allowance - S James	LDC Chairman's Dinner (cancelled in March)	35.00	0.00	35.00
21/02/2017	04997	Lichfield District Council	CIVIC Sheriff's Allowance - R Yardley	LDC Chairman's Dinner (cancelled in March)	70.00	0.00	70.00
23/02/2017	04998	eSterling Ltd	BIRTHPLACE Supplies & Services	Museum website hosting 1/1/17 - 28/2/17	100.00	20.00	120.00
23/02/2017	04999	eSterling Ltd	BIRTHPLACE Supplies & Services	Museum website domain name transfer	75.00	15.00	90.00
23/02/2017	05000	Cash	Various	Petty cash vouchers 6967 - 6974	135.43	11.53	146.96
27/02/2017	05001	Kate Rose	CIVIC Ride Registration	Refund for Sheriff's Ride entry	25.00	5.00	30.00
28/02/2017	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	8.50	0.00	8.50
					<u>1,236.39</u>	<u>116.16</u>	<u>1,352.55</u>