

Lichfield City Council

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

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Town Clerk: Anthony D Briggs B.A. (Hons), CILCA

9 April 2024

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, 15 April 2024** at **6.30 pm** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Town Clerk.

Yours sincerely

Tony Briggs
Town Clerk

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

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **MAYOR'S ANNOUNCEMENTS**
3. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**
4. **COUNCIL MINUTES**
To confirm as a correct record the Minutes of the Council Meeting held on 11 March 2024 (Nos. 104 - 117) (**copy attached**).
5. **MATTERS ARISING ON COUNCIL MINUTES**
6. **PLANNING COMMITTEE**
The Chair of the Planning Committee to move that comments submitted to Lichfield District Council for the period 29 February 2024 to 29 March 2024 and made in the name of LCC via delegated authority, be received (**copies previously circulated**).
7. **TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) IF ANY**

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. NOTICE OF MOTION

To consider a motion to be proposed by Cllr D Baker and seconded by Cllr R Yardley:

In June 2023, the City Council resolved to remove the provision of Council funded replica badges of office from civic consorts. This decision was taken after the 2023/24 civics and consort had been installed at Annual Council in May.

Due to the timing of the Council decision, and the exceptional commitment to her role during 2023/24, the Council to fund the provision of the replica badge of office, bar, ribbon and case to the 2023/24 Sheriff's Consort. Such an exception to apply for 2023/24 only.

[Town Clerk's Note – The cost to the council of the provision as set out above is £863.59]

9. CLIMATE CHANGE AND BIODIVERSITY COMMITTEE

To consider the Minutes and recommendations of the meeting of the Climate Change and Biodiversity Committee held on 3 April 2024 (**APPENDIX 1**, attached).

RECOMMENDED: That the Minutes and recommendations of the meeting of the Climate Change and Biodiversity Committee held on 3 April 2024 be adopted.

10. GRANTS ADVISORY COMMITTEE

To consider the minutes and recommendations of the meeting of the Grants Committee held on 8 April 2024 (**APPENDIX 2**, attached). Members particular attention is drawn to the recommendations to Council at minute numbers 55, 56, 59, 60 and 62.

RECOMMENDED: That the Minutes and recommendations of the meeting of the Grants Advisory Committee held on 8 April 2024 be adopted.

11. OFFICERS' REPORT

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

RECOMMENDED: That the Report be noted.

12. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 4**) for the period 1 February 2024 to 29 February 2024 in the sum of **£183,505.86** General Account, and **£642.89** Imprest Account.

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PUBLIC ATTENDANCE
AT CITY COUNCIL MEETINGS

It would be helpful if those wishing to attend could advise the Council of their intention prior to the meeting. This can be done by telephoning 01543 250011 or emailing enquiries@lichfield.gov.uk.

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 Guildhall, Lichfield
on Monday 11 March 2024 at 6.30pm

PRESENT: Councillors A Hughes (Mayor), J Anketell, H Ashton, D Baker, C Ball, R Bragger, J Christie, K Farrelly, M Field, A Fox, C Greatorex, R Harvey-Coggins, P Knight, A Lax, J Marshall, P McDermott, C Pinder-Smith, D Robertson, J Smith, E Strain, M Warfield, B Watkins, and R Yardley.

APOLOGIES: Councillors J Blackman, J Eagland, S Hollingsworth, P Ray, A Rushton and S Schafer.

104 MAYOR'S ANNOUNCEMENTS

The Mayor detailed the events and functions that she had attended, including the Shrovetide Pancake Races, The Michael Fabricant & Arthur Price Speaking Competition, Entertainment & Tea at Curborough Community Centre, and World Prayer Day. The Mayor thanked the Deputy Mayor Cllr S Schafer for standing in for her at the Smiths Court. The Mayor also highlighted her attendance at the unveiling of the Anna Seward plaque, Women's History Walk and the networking event for women that she had organised in the Guild Room in celebration of International Women's Day.

105 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillors E Strain and R Yardley declared an interest under Appendix A of the City Council's Code of Conduct in relation to agenda item 8 (Minute 110) Grants Advisory Committee.

Cllr C Greatorex declared an interest under Appendix B of the City Council's Code of Conduct in relation to agenda item 14 (minute 115) as the County Councillor for the area. Cllr Greatorex left the room during discussion and voting thereon.

Councillors H Ashton, D Baker, C Ball, J Christie, A Hughes, J Smith and M Warfield declared an interest under Appendix B of the City Council's Code of Conduct in relation to agenda item 8 (Minute 110) Grants Advisory Committee.

106 COUNCIL MINUTES

RESOLVED: That the Minutes of the Council meeting held on 22 January 2024 (Nos 89-103) be confirmed and signed as a correct record.

107 MATTERS ARISING

None

108 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: That comments submitted to Lichfield District Council for the period 4 January 2024 to 28 February 2024 and made in the name of LCC via delegated authority, be received.

109 QUESTIONS UNDER STANDING ORDER 8 (2)

Councillor H Ashton asked the following question:

"Will the Mayor please express her congratulations on behalf of this Council to the publishers of the newly-published Lichfield and Burntwood Independent, thanking them for the valuable service this provides to the community, and wishing them future success with this venture?"

The Mayor responded that she would be delighted to do so, and highlighted that a printed newspaper had been missed in Lichfield for some time, notably by those who cannot access the internet.

110 GRANTS ADVISORY COMMITTEE

Members considered the Minutes and recommendations of the meeting of the Grants Advisory Committee held on 12 February 2024, which included recommendations for grant awards from the annual funding round, and a sum of £5,000 to be set aside for 'Summer Grants'. The Minutes also asked council to favourably consider an increase in funding for grants for 2025/26.

Cllr C Greatorex asked for further information on 'The Well', an organisation he was unfamiliar with. The Mayor stated that it supports neurodiverse individuals, currently meeting at Wade Street Church but also hoping to meet at Curborough Community Centre.

RESOLVED: That the Minutes and recommendations of the meeting of the Grants Advisory Committee held on 12 February 2024 be adopted.

111 MARKETS WORKING GROUP

Members considered the minutes of the meeting of the Markets Working Group held on 15 February 2024. The recommendations to council were as follows:

- Utilising its powers under the Food Act Part III, council through adoption of the minutes, formally establishes additional Christmas markets to take place on Wednesday and Thursday in the pre-Christmas week of any given year
- 'Free Use' arrangements continue in relation to the Chamber of Trade's use of the Market Square for its Christmas Fair
- Any Market Square booking purporting to be promoting/selling a product claiming a significant health benefit, or as a significantly healthier alternative, must have the support of the NHS.

RESOLVED: That the Minutes and recommendations of the meeting of the Markets Working group held on 15 February 2024 be adopted.

112 AUDIT COMMITTEE

Members considered the minutes and recommendations of the meeting of the Audit Committee held on 5 March 2024. The meeting included recommendations that the Internal Audit report (as circulated as an Enclosure with the Council agenda) be noted and the recommendations and timescales therein be adopted. Also included were recommendations to council as to the annual review of the effectiveness of Internal Control, Treasury Management Policy and Statement, Reserves Policy and Audit Plan.

A draft Procurement Policy was also submitted for Council consideration, plus a recommendation to increase the limit of the Imprest Account from £2,500 to £5,000 (individual payment limits to remain unchanged).

Cllr A Fox highlighted the reduction in the capital reserve in the previous two years or so, due to the necessary work at Darwin Hall, Curborough Community Centre and the Samuel Johnson Birthplace Museum. Cllr Fox stated that care needed to be taken when allocating these reserves, and that council should be considering how such reserves can be rebuilt. Councillor D Robertson stated that Cllr Fox's point was a very important one, and that initial discussions along those lines had taken place between him and the Town Clerk, with further such discussions to follow for future budget setting.

Cllr J smith congratulated the Internal Auditor on an extremely clear and detailed report.

RESOLVED: That the minutes and recommendations of the meeting of the Audit Committee held on 5 March 2024 be adopted.

113 NOMINATIONS FOR CIVIC OFFICE 2024/25**a) Mayor Elect**

It was proposed by Councillor E Strain, seconded by Councillor D Robertson and

RESOLVED: That Councillor Sam Schafer be nominated Mayor Elect for the year 2024/25.

b) Deputy Mayor Elect

It was proposed by Councillor R Harvey-Coggins, seconded by Councillor P Knight and

RESOLVED: That Councillor Claire Pinder-Smith be nominated Deputy Mayor Elect for the year 2024/25.

c) Sheriff Elect

It was proposed by Councillor P Knight, seconded by Councillor and R Bragger and

RESOLVED: That Cathy Wood be nominated Sheriff Elect for the year 2024/25.

114 CALENDAR OF MEETINGS 2024/25

Members noted the financial progress report for the period 1 April 2023 to 30 November 2023.

Two amendments were included to the originally circulated dates.

RESOLVED: That the calendar of meetings for 2024/25 be as follows:

Calendar of Meetings 2024/2025

DATE	TIME	MEETING
2024		
WEDNESDAY, 15 May	6.30pm	ANNUAL COUNCIL
Wednesday 22 May	7.30pm	ANNUAL TOWN MEETING
Thursday 6 June	6.30pm	Audit Committee
Monday 10 June	6.30pm	COUNCIL (year-end accounts)
Thursday, 13 June	6.30pm	Planning Committee (if called)
Wednesday 17 July	6.30pm	Planning Committee (if called)
Wednesday 24 July	6.30pm	COUNCIL
Thursday, 29 August	6.30pm	Planning Committee (if called)
TUESDAY, 1 October	6.30pm	COUNCIL
Thursday, 3 October	6.30pm	Planning Committee (if called)
Tuesday, 5 November	10.30am	Johnson Birthplace Advisory Committee
WEDNESDAY 6 November	6.30pm	Planning Committee (if called)
Thursday, 7 November	6.30pm	Staffing Committee
Wednesday, 4 December	6.30pm	Audit Committee
Monday, 16 December	6.30pm	COUNCIL
Thursday, 12 December	6.30pm	Planning Committee (if called)
2025		
Thursday, 23 January	6.30pm	Planning Committee (if called)
Monday, 27 January	6.30pm	COUNCIL

Monday, 24 February	6.30pm	Grants Advisory Committee
WEDNESDAY 26 February	6.30pm	Planning Committee (if called)
Wednesday, 5 March	6.30pm	Audit Committee
Monday, 10 March	6.30pm	COUNCIL
WEDNESDAY, 26 March	6.30pm	Planning Committee (if called)
Monday, 14 April	6.30pm	COUNCIL
WEDNESDAY 30 April	6.30pm	Planning Committee (if called)
Thursday, 1 May	10.30am	Johnson Birthplace Advisory Committee
WEDNESDAY, 14 May	6.30pm	ANNUAL COUNCIL
Wednesday, 21 May	7.30pm	ANNUAL TOWN MEETING
Thursday, 5 June	6.30pm	Planning Committee (if called)

115 OFFICERS' REPORT

Councillor C Ball highlighted the Shrovetide Pancake Races and stated he was pleased to have been a Steward at the event and saw firsthand how it was enjoyed by the public. Cllr A Lax commended the improved security measures that had been put in place. Cllr A Hughes thanked the City Council staff for their support.

RESOLVED: That the Report be noted.

116 CANAL LAND AT CRICKET LANE

Further to minute 82 of the City Council's meeting of 11 December 2023, members considered the outcome of the consultation to dispose of approximately 105m² of land at Cricket Lane to Staffordshire County Council to facilitate junction improvements and the restoration of the canal.

RESOLVED:

- a) *Following completion of the legally required advertisement of proposals to dispose of land at Cricket Lane, Council notes that no objections to the proposal have been received.*
- b) *Council confirms the land to be transferred to Staffordshire County Council as Highway Maintained at Public Expense as outlined in red on the plan within the report, and that the land be transferred for nil consideration.*
- c) *Delegated authority be given to the Town Clerk in consultation with the Leader of the Council to progress the transfer of land to its legal conclusion.*

117 PAYMENT OF ACCOUNTS

RESOLVED: That payment of accounts be approved and confirmed for the periods:

- *1 December to 31 December 2023 in the sum of £316,736.21 General Account, and £354.72 Imprest Account.*
- *1 January to 31 January 2024 in the sum of £116,454.75 General Account, and £268.42 Imprest Account.*

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 6.55PM

MAYOR

For Council: 15 April 2024 APPENDIX 1

Lichfield City Council

Minutes of the Meeting of the Climate Change and Biodiversity Committee held in the Moulton Room, Guildhall on Wednesday 3 April 2024 at 6.00pm

PRESENT: Councillors R Harvey-Coggins (Chair) and Councillors J Blackman, A Hughes, A Lax, A Rushton and E Strain.

APOLOGIES: None

17. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr E Strain declared an interest in agenda item 4 (3) (Minute 19 (3)) – Bicycle Repair Stations - as a Trustee of Lichfield Re:Cycle.

18. MINUTES AND MATTERS ARISING

RESOLVED: *That the minutes of the meeting held on 17 January 2024 be confirmed as a correct record [minutes adopted by council on 22 January 2024].*

19. UPDATES TO COMMITTEE PRIORITIES

Members considered the Town Clerk's agenda report detailing progress on identified priorities since the previous meeting:

1. Herb Garden Areas in LCC Open Spaces

Members considered the Town Clerk's update following site meetings at the preferred site at Leomansley View. It was agreed that support could be given by the council to local groups wishing to establish and maintain herb gardens in their area; such support including the provision of planters and plants. It was further agreed that a press release seeking engagement from Community Groups/local contacts be prepared by the Town Clerk and circulated to committee members for comment. Once finalised, the press release to be circulated to LCC members, community groups, community halls etc. Responses to be considered at the next meeting of the Committee.

2. Water Fountains/Refill Points

The Chair provided a verbal update following her meeting with 'City to Sea', which offered an all-encompassing solution, but it was agreed by all that the costs were too high. It was agreed that stickers in shop windows that clearly advertised the availability of free water was a much cheaper way of securing a similar provision. Cllr Blackman advised that environmentally friendly stickers were available and agreed to pass details to the Town Clerk. The Town Clerk to draft a letter for local businesses and circulate to the Committee for comment, the intention being that the finalised letter to include a suitable sticker, with a request for the sticker to be displayed prominently in the shop window. The Town Clerk confirmed that hand delivery of these letters to city centre shops could be arranged.

3. Bicycle Repair Stations

Members considered the Town Clerk's update following various discussions with Network Rail, SCC and LDC regarding potential location/s for a cycle repair station. Cllr E Strain advised that Lichfield Re:Cycle would be willing to enter into an agreement with LCC regarding

monitoring/maintenance of the station once installed – the detail of such an agreement and its relative responsibilities to be discussed further at a later date. Both Cllr A Hughes and A Lax raised concern as to the costs of the selected station, and there were also questions as to the location and colour.

Mindful of the short timescale between this meeting and the meeting of the Grants Committee, and the detail and final costs yet to be agreed, it was decided that a recommendation be put to the Grants Committee as set out below to seek surety of funding and allow swift progress should funding be granted:

That the Grants Committee consider allocating up to £3,000 of CIL to facilitate the purchase and associated costs of a cycle repair station to be sited on LDC land adjacent to Pool Walk as identified by LDC's Conservation Officer. Should the Grants Committee approve the request in principle and be subsequently adopted by council, the final details of the location, installation, and specification to be agreed by the Climate Change and Biodiversity Committee in consultation with LDC and other stakeholders.

It was agreed that Cllr Strain would prepare a report for the next meeting of the Committee that provided options for some of the currently undecided matters (exact location within the Conservation Officer's preferred area, colour, final spec etc).

4. No Mow May/Wildflower Areas

Members considered the Town Clerk's update which confirmed 'no mow' provision being as it had been for 2023, focusing on nether Stowe and Festival Gardens. The report also confirmed that officers had progressed two additional wildflower areas for 2024 (Broad Lane and Eastern Avenue) and that work on these was ongoing. It was agreed that the signage used for the 'no mow' sites in 2023 would be used again in 2024 to advise residents and visitors of the actions being taken.

5. LCC Carbon Emissions

Members considered the Town Clerk's update following discussions with the Conservation Officer as to the possibility of solar panels being fixed to LCC owned buildings – such discussions being generally negative but not excluding the possibility, and the information requested from LDC regarding carbon reduction/sequestering, confirming that the main officer contact had now left LDC. It was agreed that any maintenance to the Guildhall roof should include discussion of the possibility of solar panels. Cllr J Blackman agreed to provide a report to the next meeting of the Committee regarding the possibility of solar tiles.

RESOLVED: That the update be noted and matters progressed as individually discussed.

20. DATE AND TIME OF NEXT MEETING

To be confirmed once the outcome of discussions at the Grants Committee are known, but likely to take place prior to the June meeting of Council; the Town Clerk to circulate updates in due course.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 6.55pm**

For Council: 15 April 2024 APPENDIX 2

Lichfield City Council

Minutes of the Meeting of the Grants Advisory Committee Held via 'zoom' at 6.30pm on Monday 8 April 2024

PRESENT: Councillors C Ball (Chair), D Baker, J Christie, M Field, S Schafer, E Strain and R Yardley.

APOLOGIES: Councillors H Ashton and K Farrelly.

Copies of applications for general revenue grant/CIL funding as detailed in these minutes are available to all members on request to the Town Clerk

51. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr J Christie declared an interest in agenda item 12 (Minute 61) as his spouse is an allotment plot holder.

Cllr E Strain declared an interest in agenda item 10 (Minute 59) as a Trustee of Lichfield Re:Cycle.

52. MINUTES AND MATTERS ARISING

RESOLVED: *That the minutes of the Grants Committee meeting held on 12 February 2024 be confirmed as a correct record [Minutes adopted by council on 11 March 2024]*

53. GENERAL REVENUE GRANTS – 2024/25 BALANCES

Members considered the current position of the council's revenue grant reserve/allocations, noting that £4,426 remains.

RESOLVED: *That the report be noted.*

54. GENERAL REVENUE GRANT – GRANT AWARD POLICY REVIEW

Members considered the Grant Award Policy and associated form. In the latter, the Chair had previously suggested an edit which was highlighted for members, confirming there was no requirement to meet the four stated priorities, but that the council would look favourably on grant applications that do meet them, and that it would be helpful if applicants could clearly highlight where priority/ies were met in any given application.

Cllr D Baker suggested amalgamating the third and sixth elements of the 'Benefits' section ('Tell us about the grant you are seeking', and 'Itemised and specific details of the purpose for which the grant is required...') due to repetition of information provided by applicants across the two sections. It was agreed this would also be an appropriate part of the form to remind applicants to state which (if any) of the four priorities the application met.

RESOLVED: *That the application form be updated in accordance with the draft version circulated with the agenda papers, and that the amalgamation of the two elements of the 'Benefits' section as outlined above.*

55. GRANT/CONTRIBUTION TO LICHFIELD BOWER

Members considered the Town Clerk's report which requested consideration of the manner in which match funding of prizes has been awarded by LCC to the Lichfield Bower following council resolution in 1997. In brief, £225 had been awarded from the Arts/Tourism budget line to 'match fund' the (then) current prizes, and this had continued to the present day. It was felt appropriate by both the RFO and Internal Auditor to ask that consideration be given to ending this arrangement and ensuring any grant given was a result of a grant request, thereby allowing annual variance and scrutiny. The Committee requested that the Bower be informed of their decision, and the Town Clerk confirmed this would be actioned upon council adoption of the recommendation.

RECOMMENDATION TO COUNCIL: *That the previous agreement cease, and that any match funding request be incorporated into the main grant request as submitted by the Bower Committee to LCC each year.*

56. GENERAL GRANT REQUEST - CLOCK TOWER

Members considered the grant request of £120 made by Soroptimist International Lichfield and District to cover the cost of lighting the Clock Tower in orange to highlight the global 16 Days of Activism against Gender-Based Violence and to call for an end to violence against women and girls (November 25, 2024); the grant requested being the equivalent cost incurred in arranging the provision.

RECOMMENDATION TO COUNCIL: *That a grant in the sum of £120 be awarded to Soroptimist International Lichfield and District to cover the cost of lighting the Clock Tower as set out in the application.*

57. CIL MONIES RECEIVED, COMMITTED AND FORECAST

Members considered the agenda report which provided detail of completed and ongoing CIL funded projects. The current amount of CIL available for allocation being £41,462.

RESOLVED: *That the report be noted.*

58. CIL REQUEST – DEFIBRILATORS SITED IN REDUNDANT TELEPHONE BOXES

Members considered the Town Clerk's agenda report which provided details of the process to adopt surplus telephone boxes, the cost of defibrillators and associated equipment, the location of available phone boxes and their proximity to existing defibrillator provision. Considerable discussion followed, with concerns as to the appropriateness of certain locations and the potentially 'gimmicky' nature of repurposing phone boxes for this purpose.

It was agreed that the sites at Windmill Lane and St John St be progressed, and that the Mediana HeartOn was the preferred defibrillator. However, no CIL allocation was recommended pending further information as to costs of kiosk renovation and defibrillator installation and wiring at the preferred sites. It was further agreed that training in the use of defibrillators should be investigated in due course, to possibly include schools etc.

RESOLVED: *That the Town Clerk seek estimates for renovation and defibrillator provision at the sites listed below, and that the Committee then further consider a CIL allocation:*

1. Windmill Lane WS13 7HU – 01543 262138

2. St John St, near crucifix conduit fountain – 01543 262169

59. CIL REQUEST – CYCLE REPAIR STATIONS

Members considered the Town Clerk's agenda report plus the verbal update and background information from both the Town Clerk and Cllr E Strain that followed the meeting of the City Council's Climate Change and Biodiversity Committee (CCBD) on 3 April. From the CCBD meeting, a recommendation to favourably consider CIL funding for the provision of a cycle repair station on LDC land at Pool Walk had emerged.

Significant concern was voiced by several Committee members regarding the chosen location adjacent to Pool Walk. The Committee agreed to support the CIL allocation in principle, but this was subject to an acceptable location being identified, with the Grants Committee requesting the Climate Change and Biodiversity Committee re-examine the current preference.

RECOMMENDATION TO COUNCIL: That a CIL contribution of up to £3,000 be made available for the provision of a cycle repair station in the City Centre, subject to an acceptable location being identified.

60. CIL REQUEST – HUB AT ST MARY'S

Members considered the request from the Hub at St Mary's for funding of the existing shortfall of £6,973 to repair the Church bells as part of the wider renovation of the St Mary's tower, bells and clock. Following considerable discussion during which both positive and negative views on the proposal were aired, the Chair called a vote with the proposal to fund the provision being carried by four votes to three.

RECOMMENDATION TO COUNCIL: That a CIL contribution of up to £6,973 be made to contribute towards the overall costs of the repair of the bells within the tower.

61. CIL REQUEST – LICHFIELD AND DISTRICT ALLOTMENTS SOCIETY (LDAS)

Members considered the request from LDAS to fund of a project to install additional water troughs at allotment sites at The Moggs and Christchurch. Initial quotations and scoping work had revealed the estimated cost of the project to be £10,224. There was concern from some members as to cost and a desire for more detail both of the proposals and the existing provision before forming a recommendation as to support the request.

RESOLVED: That the matter be deferred and the Town Clerk seek clarification from LDAS as to:

1. Impact of reduced provision of troughs on overall costs

2. Size of allotment site waiting list

3. Number of plots

4. The provision of a basic plan of the existing provision and the proposals

Once received, the information to be submitted to a future meeting of the Grants Committee for further consideration of a CIL allocation.

62. CIL REQUEST – LICHFIELD WATERWORKS TRUST

Members considered the request from LWT to fund provision and installation of a defibrillator at Sandfields Pumping Station, the amount requested being £2,693. Members were in favour of the provision and were keen for LWT to publicise the provision locally once it has been installed. The Town Clerk confirmed he would convey this request.

RECOMMENDATION TO COUNCIL: *That a CIL contribution of up to £2,693 be awarded to Lichfield Waterworks Trust for the provision of a defibrillator at Sandfields Pumping Station as set out in the agenda report.*

63. CIL REQUEST UPDATE – ADDITIONAL 20MPH REPEATER SIGNS

Members noted the update, advising that quotations and further updates from SCC were awaited.

RESOLVED: *That the update be noted.*

64. CITY CENTRE DIGITAL DISPLAYS

Members noted the agenda update, confirming that no CIL had been requested at this time.

RESOLVED: *That the report be noted*

65. CIL ALLOCATION UPDATES

Members considered the agenda report detailing progress with several CIL allocations including the Anna Seward plaque and associated city centre plaques project, Michael Johnson's workroom at the Birthplace Museum and signage at the St Chad's cycle track.

RESOLVED: *That the report be noted.*

66. ACTION PLAN UPDATES

Members considered the action plan; the updated document is included as **APPENDIX A** to these minutes.

RESOLVED: *That the update be noted.*

67. DATE AND TIME OF NEXT MEETING

The Town Clerk to circulate suggested meeting dates, the preference being for early July 2024, and for the meeting to be held via Zoom.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 8.02PM**

Grants Advisory Committee: 8 April 2024 APPENDIX A

ACTION PLAN

Action	Comments	Timescale
City Centre Plaques	Members noted the updated report at Appendix 7	Members noted that this is an ongoing project which is being progressed in phases.
Samuel Johnson Birthplace Redevelopment	Members noted the updated report at Appendix 7	Completion scheduled April 2024
Signs in the City Centre indicating walking direction to named carparks	The City Council is a consultee on LDC's wider aims for signage around the City.	Work is ongoing – led by LDC
Stowe Pool Lighting	Members noted the updated report at Appendix 7	Further updates awaited from LDC
Information Boards – Stowe Pool	Members noted the updated report at Appendix 7	Further updates awaited from LDC
20mph Repeater Signs	Members noted the update at agenda item 14	Further detail and quotation awaited from SCC

Updated 8 April 2024

For Council: 15 April 2024 APPENDIX 3

OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer

On Friday 1 March, the Arthur Price and Sir Michael Fabricant MP School's Speaking Competition was held in the Guildhall, marking the 30th year since its foundation. The team competition between pupils aged 15-19 years from senior schools in Sir Michael Fabricant's constituency aims to give young people the experience of speaking on a public platform, in an environment similar to the House of Commons Chamber, and an incentive to formulate ideas on a significant subject.

The motion this year was 'that this House believes the UK should aim for a cashless society' and saw students from The Friary School, King Edward VI School and Lichfield Cathedral arguing against, while Erasmus Darwin Academy opted to support it.

Under the watchful eye of the timekeeper David Cooke, the pupils stood up to rigorous questioning from the judging panel which consisted of the Mayor, Sheriff, Simon Price of Arthur Price of England and Sue Power – President of Lichfield Rotary Club of St Chad. The judges based their decision on the strength of the argument, clarity, time-keeping, and overall presentation, amongst other factors.

The judges agreed that all pupils who took part were a credit to their schools with the scoring being very close.

However, after much deliberating, it was decided that Lichfield Cathedral School should win the overall best team prize and Charlie Elwell from King Edward VI School won the best overall speaker award.



The Mayor & Sheriff once again held their Entertainment & Tea event for the over 70's on Monday 11 March at Curborough Community Centre, where guests sat down to high tea served by members of Lichfield City Council. The event was thoroughly enjoyed by all. Jake Lane from Lichfield General Market kindly provided bunches of daffodils for the table decorations which were later handed out to all attendees to take home.

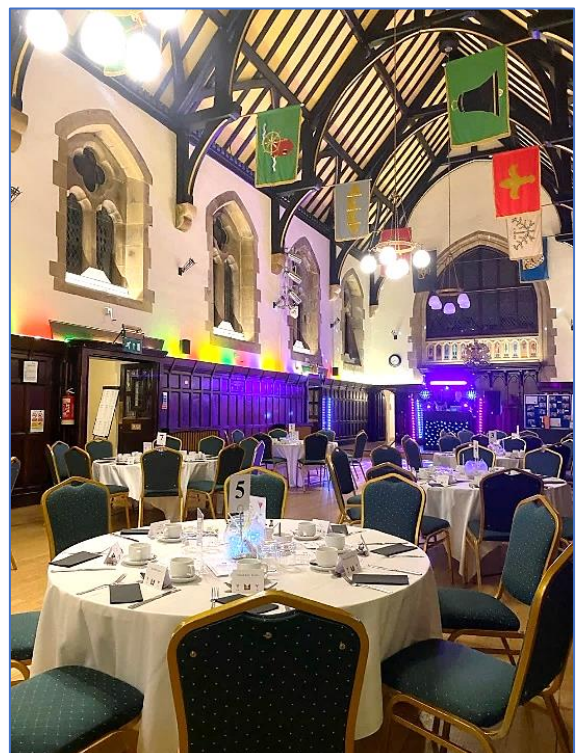
This year, we were entertained by band 'The Commodores' who sang a variety of songs from all genres and decades resulting in lots of audience participation. A free raffle was held with prizes kindly donated by various Lichfield businesses. The afternoon closed with thanks from the Mayor to the helpers and a special mention to TravelWood Ltd for providing the transport, enabling many to attend.



Continuing a busy month, the Mayor & Sheriff's Charity Cocktail Dinner Party took place on Saturday 16 March in the Guildhall with over 65 people attending. Guests were greeted with a glass of prosecco upon arrival before enjoying a splendid two-course meal which was followed by a set from Rainbow Sounds DJ for musical entertainment.

The evening also included a live Mixologist from Tipples & Tonics, which was a great success. The raffle also proved popular, raising £530.00 for the Mayor & Sheriff's Charities. All prizes were kindly donated by local shops and businesses with the occasion raising just under £1,200.00.

At the time of compiling this report, preparations are ongoing for April events including the Sheriff's Darwin Walk on Sunday 7 April & St George's Court.



2. Samuel Johnson Birthplace Museum: Kimberley Biddle, Museums and Heritage Officer

The Samuel Johnson Birthplace Museum has welcomed 17,278 people this financial year (April 2023-24 March 2024), which is 17% above last year's figures. The Bookshop continues to grow in popularity with sales 30% above 2022/23 figures, and the introduction of new events has seen a 36% increase in admissions income.

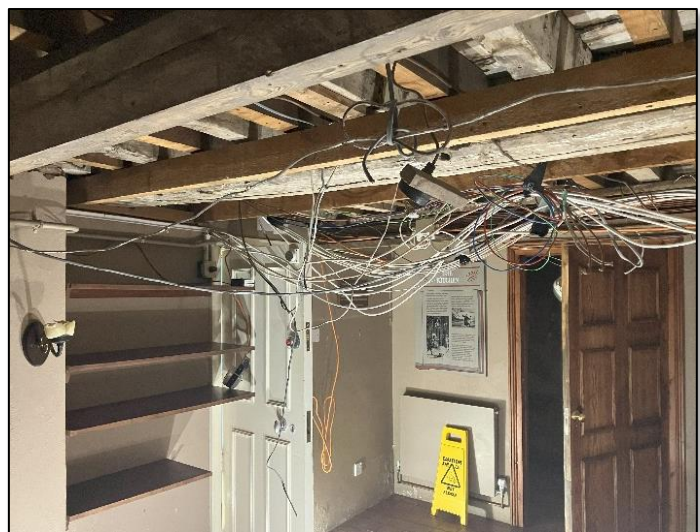
The Museum temporarily closed on the 4 March for essential building work. The Bookshop has remained open, except for a small period of closure from the 11-17 March to facilitate asbestos removal. The Museum is due to reopen mid-April, subject to completion of the building work.

Asbestos has been safely removed from the property, and the associated remedial work is underway. The areas containing asbestos were the ceilings and floor tiles in the basement, and a redundant flue pipe in the boiler room.



The removal of asbestos has enabled us to complete work on the property which had previously been unresolved, including rewiring the basement and Bookshop. New emergency lighting and fire sensors will be fitted in the basement, and we are installing lockable doors as a health and safety measure to prevent unauthorised access to fuseboards.

A new pump for the boiler has been installed to resolve issues with the heating system. The old pump was not powerful enough to sufficiently heat



the building, and it had been pulling heat from the upper floors into the basement, leaving many public rooms without warmth.

The Workroom redisplay project is progressing; the decorators started work on 2 April, and from week commencing 15 April, the designer, Vertigo, and bookbinding consultant, Arthur Green, will work alongside the Museums and Heritage Officer (MHO) to begin installing objects and dressing the room. This unique display will authentically recreate Michael Johnson's workroom and will include new interpretation and a new hands-on activity for visitors. There will also be a short film showing the highly skilled process of bookbinding.



On International Women's Day, Birthplace Museum Attendant, Sarah Dale, led a carefully researched walking tour focusing on women's history in Lichfield. The walk was extremely popular and enabled us to run an event during the Museum's temporary period of closure.

Although we have not been able to host group visits and guided tours during this closed period, Museum Attendant Christine Genders has been out and about giving talks on Samuel Johnson and the history of the Birthplace, including a visit to a Sutton Coldfield U3A group.

As part of the MHO's work on the City Plaques Project, a new plaque commemorating the life of Anna Seward was unveiled at the Guildhall on International Women's Day, during Women's History Month. The Mayor of Lichfield, Councillor Ann Hughes, unveiled the plaque, and the Sheriff of Lichfield, Adam Burns-Mace, was in attendance. Birthplace Museum Attendant Christine Genders and students from Lichfield Cathedral School brought Seward's words to life by reading a selection of her sonnets at the event. The ceremony formed part of Lichfield City Council's International Women's Day celebrations. The plaque will be installed on Minster Pool Walk, near the area where Seward lived. Photographs of the event taken by Robert Yardley follow overleaf.

The MHO also manages the Guildhall Prison Cells which reopened for the Spring/Summer season on 6 April. This is one of Lichfield's most popular attractions, and we look forward to another busy open season.



3. Open Spaces: Nigel Boden, Open Spaces Officer and Jane Varley, Clerical Officer

Bus Shelters – Deanslade Estate (BS22 & 23)

Following a request by local residents' group (LARA) a further two bus shelters have been relocated. Previously sited in Limburg Avenue on a discontinued route, the two shelters have been moved to serve Deanslade Estate and are now sited by Anna Seward School on opposite sides of Bridgeman Way. The X3 bus service is newly diverted onto this route.



Remembrance Gardens (Site 28)

Crown lift of oak trees overhanging pavement/road took place in March.



St Michael's (Site 60)

Resurfacing work has been completed on part of the boundary pathway between Church Street and Southern Cross as the surface had deteriorated over winter. Additional tree safety work has also been completed with removal of Lime (T708) bordering Burton Old Road West.



Other matters progressed/completed since the last report and in addition to routine inspections include:

- Stowe Pool - Mill Croft to St Chad's Road Cycleway (FP22) – New ground markings and installation of improved signage to be carried out w/c 8th April.
- Eastern Avenue Verge – Following LCC CIL funded works last year to provide a pedestrian pathway to the entrance of Lichfield Sports Club, plans are in progress to create several wildflower beds within this verge which, together with being visually attractive, would hopefully also serve to deter parking on the grass.
- Hazel Grove (20) – Tree works completed to various Larch, Ash and Cherry, plus reduction to fence height of ivy-covered holly leaning over neighbouring garden.
- Greenwood Drive (21) – Work to fell and dismantle Robinia overhanging drive and in decline completed in March.
- Festival Gardens (19C) – Further pest control measures implemented around Central Garage and bins resecured into ground.
- Christchurch Lane to A51 Allotments (FP16) – Extended clearance of this path and general cut back has been carried out.
- Broad Lane (51A) – Wildflower seeds sown on newly created beds.
- Ash Grove (17C) – General treeworks completed including to reduce height of Sycamores next to flats of Mulberry Drive, reduce Hawthorn in line with existing hedge and to cut back and clear garden accesses within wooded area.
- Manor Rise to Hillside (FP7) – Footpath cleared of overgrowth, plus removal of dead and self-set trees from around memorial bench.
- Kean Close to Terry Close (5) – Work completed to Cherry tree to side of Ferndale Rd, reduction of low limb over footpath

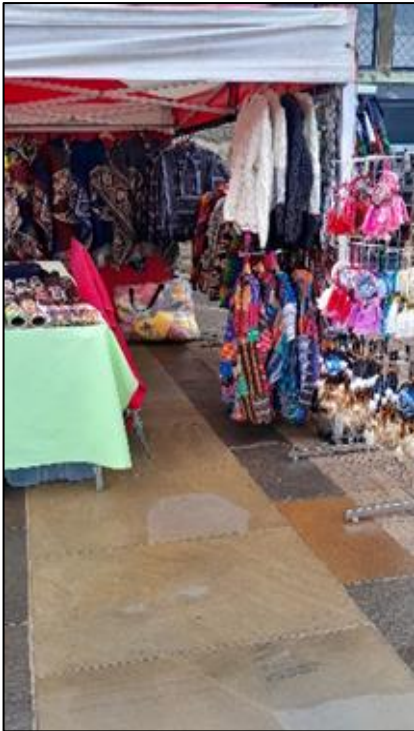
4. Markets: Jeremy Williams, Markets Officer/Michelle Read, Office Administrator

Five new traders have joined us on the Tuesday market:

- Sumac Native - native crafts
- Jemima Joans - craft jewellery
- All kinds of everything - pet products & toys
- Olivesz2 - olives & nuts etc
- Exclusive by Design - furniture upholstery

The Friday Market has also welcomed a new trader - 'Silver Elegance' selling jewellery.

'The Potting Shed' has now become permanent on the Friday market and Ryan James Butcher has become permanent on Tuesdays and Fridays and is currently working towards becoming permanent on the Saturday market, too.



Sumac Native



All Kinds of Everything



Jemima Joans



Olivesz2



Exclusive by Design

Despite some cold, wet and windy days we have not had to restrict or cancel any markets, though measures were taken to help traders on Friday 1st March as gusts of wind not predicted by the met office meant they had issues setting up stalls. All the traders have been informed that the 25% winter discount has finished the end of February.

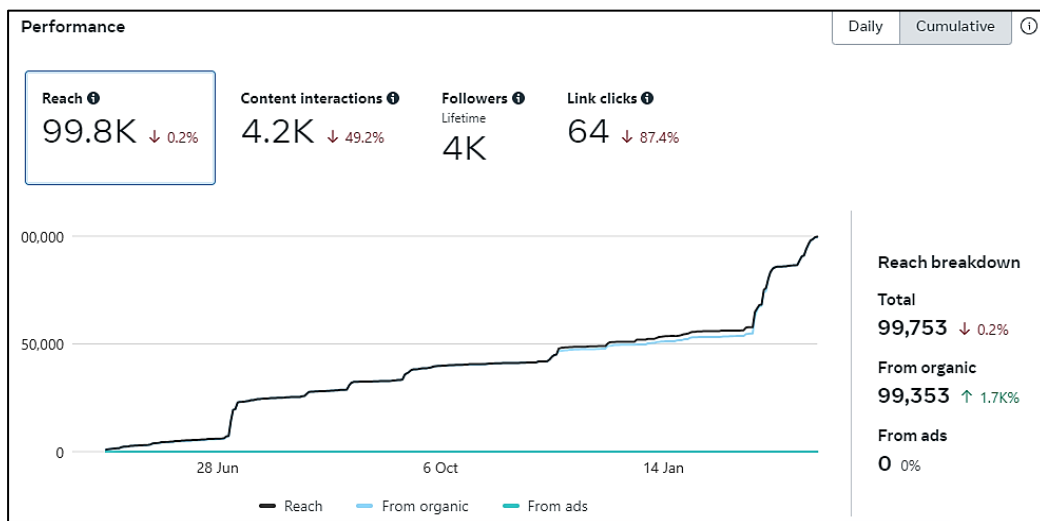
The Market Square has now been deep cleaned with excellent results; pitch location marks are to be reinstalled in the next month.



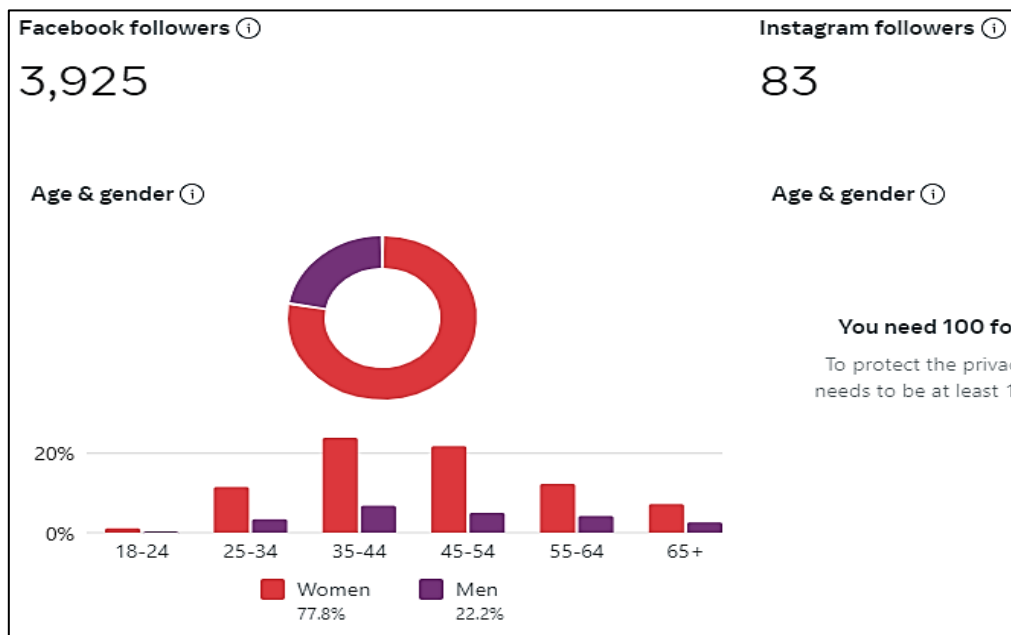
All food stalls are being monitored for standards of food hygiene with the Environmental Health Officer kept informed of any new food trader coming on to the market. All Licences have been signed and PLI checks have been completed to ensure these are current and up to date.

Social Media

All social media platforms maintain a good following with reach climbing due to links with other City Council Facebook pages following internal discussions and the establishment of a dedicated social media resource. The platform is also used to advertise for traders to join the market on Tuesday, Fridays, and Saturdays.



The statistics below show the number of followers on Facebook and Instagram. Officers are tracking engagements and it is clear that those posts which focus on a specific trader are the most effective, along with posts focusing on new traders coming to the market.



Tuesday Market Update

There is currently only 1 weekly pitch available. Officers continue to receive several enquiries and hope to fill the vacant pitch as soon as possible.

Friday Market Update

The Friday market is now full, with one casual trader standing at this time, they will be asked to go permanent when they have completed their 12 ‘casual’ trading occasions.

Saturday Market Update

Saturday market remains full. Ryan James Butchers are taking the two recently vacated spaces and will go permanent shortly.

We are continuing to update our contact list of Traders that can cover at short notice. This helps us to keep the market full and eliminate large spaces that can convey a feeling fo decline, even when the absence is due to pre-planned holiday or illness.

A full and varied market can only enhance footfall into the city, together with having a positive is also having a positive effect on the reputation of the market and supporting other local business, too.

Vegan Market

The Vegan Market runs on the third Sunday of the month. A total of 22 stalls attended the most recent Market, and it is clear that it is getting more popular over time. 2024 dates are confirmed, with promotional posters awaited from the organiser.



Producers' Market

The Producers' Market is organised by CJ Events and operates on the first Sunday of the month.

This market is well supported by traders and is very popular with significant repeat visitors. The Producers' market on March 3rd was attended by 22 stallholders on what was a very cold day.



5. Guildhall & Boley Park Community Hall: Helen Winter, Bookings Officer

Although it's only a short while since the previous report, several events have been held in the Guildhall. Highlights include The Worshipful Company of Smiths holding their Annual Feast, and Lichfield District Council hosting 3 events in recent weeks, including a Jobs Fair which was organised by LDC and the DWP (pictured). A similar event was held last year, and both were successful.

Other private bookings have included 2 events organised by a local school which included their own jobs fair, in which representatives from the military and universities also attended. This event had hundreds of students attend throughout the day from various schools in the local area.

7 meetings have been held, which included the Twinning AGM and the Johnson AGM. Two choirs have also rehearsed in various rooms in the building.

A Latin Group is also meeting in the Whytmore Room whilst repairs are being carried out at the Birthplace Museum. There were also 2 events held on National Women's Day, which included the unveiling of a plaque to Anna Seward and a musical event later in the afternoon.

Lichfield Arts have held 3 concerts, and Bootleg Blondie is due to perform a few days after the deadline for this report..

Spring Craft Fairs continue, with the most recent being held on 30 March as part of a programme of several such fairs running until December.



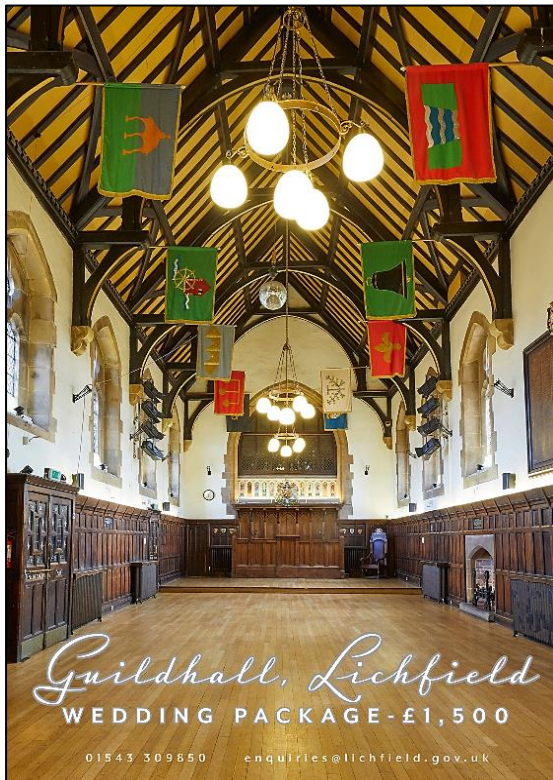
Party-Bingo are also back in the Guildhall in April. Other bookings have included a Wedding Reception and 3 market research bookings – surveys on coffee and crisps.

A local primary school visited the Old Prison Cells during March, and the cells reopen to the public on Saturdays from 10:00am – 4:00pm on 6 April, until the end of September. The Cells will be open all weekends, except for days with whole building bookings.

Lichfield Society of Artists held a 3-day exhibition in the Guildroom (pictured) which attracted considerable interest and displayed the talent of local artists.



The new Guildhall Brochure is being progressed and a more streamlined booking system has been introduced via the LCC website. A wedding booking has been taken for our new £1500 special event package. The new Guildhall Facebook page also continues to attract interest and new followers.



Guildhall, Lichfield

£1,500 Wedding package includes*:

Main Hall, Guildroom, Ashmole Room, Whytmore Room and two kitchens

- Cloakroom
- Cutlery and crockery
- Access to the Old Prison Cells
- Premises Attendant to set up/change layouts during your hire
- 6 hour bar plus door security (subject to availability)
- Microphones for speeches

With that taken care of, you can focus on the other elements of your special day, by choosing your own external suppliers to provide services such as:

- Entertainment/DJ
- Catering and Wedding Cake
- Chair covers, tablecloths etc
- Flowers
- Photography

Additional charges payable:

- Ceremony fees
- Breakages deposits

*No fee reduction applied if events do not use any of the rooms or services listed above
Terms and conditions of hire apply

The Guildhall is owned and operated by
Lichfield City Council, Donegal House, Bore St, Lichfield WS13 6LU

Boley Park Community Hall

The hall continues to be busy with regular bookings and children's parties, together with a playscheme that returned to the hall during the Easter holidays. A recent craft fair created a lot of interest; it is the first such event held in the hall in recent years and hopes to return. Another craft fair organiser is also interested in holding events.



For Council: 15 April 2024 APPENDIX 4

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 February to 29 February 2024

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
05/02/2024	D Card	Laptops Direct	ADMIN Supplies & Services	Monitor for office (Order later cancelled & refunded)	85.96	0.00	85.96
05/02/2024	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - January	87.02	0.00	87.02
05/02/2024	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - February	6.00	1.20	7.20
06/02/2024	D Card	Amazon	ADMIN Supplies & Services	2 wireless keyboards for office staff	33.32	6.66	39.98
06/02/2024	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - January	12.17	0.00	12.17
06/02/2024	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - February	6.00	1.20	7.20
08/02/2024	BACS 2046	E A Barnes & Sons	MARKET Supplies/Services	5 exchanges of covered skip - January	400.00	80.00	480.00
08/02/2024	BACS 2047	Brownhill Hayward Brown	R&R FUND Birthplace	Architect for Museum - January	312.50	62.50	375.00
08/02/2024	BACS 2047	Brownhill Hayward Brown	R&R FUND General	Architect for Darwin Hall roof works - January	450.00	90.00	540.00
08/02/2024	BACS 2047	Brownhill Hayward Brown	R&R FUND General	Architect for Clocktower works - December	170.00	34.00	204.00
08/02/2024	BACS 2047	Brownhill Hayward Brown	R&R FUND General	Architect for Darwin Hall roof works - December	1,887.50	377.50	2,265.00
08/02/2024	BACS 2047	Brownhill Hayward Brown	R&R FUND General	Architect for Curborough Hall roof works - December	1,162.50	232.50	1,395.00
08/02/2024	BACS 2048	M W Brown	ADMIN Supplies & Services	Quarterly pest control in Donegal House - January	37.50	0.00	37.50
08/02/2024	BACS 2048	M W Brown	G/HALL Supplies/Services	Quarterly pest control in Guildhall - January	37.50	0.00	37.50
08/02/2024	BACS 2049	Rocaba Packaging	BIRTHPLACE Supplies & Services	Paper carrier bags for Museum shop	68.70	13.74	82.44
08/02/2024	BACS 2050	City of Lichfield Probus Club	CIVIC Mayor's Allowance - A Hughes	Mayor's tickets for Probus Club Charity Luncheon	76.00	0.00	76.00
08/02/2024	BACS 2051	Clean All (Windows) Ltd	ADMIN Supplies & Services	Quarterly window cleaning - Jan 24	75.15	15.03	90.18
08/02/2024	BACS 2051	Clean All (Windows) Ltd	BIRTHPLACE Supplies & Services	Quarterly window cleaning - Jan 24	65.20	13.04	78.24
08/02/2024	BACS 2051	Clean All (Windows) Ltd	G/HALL Supplies/Services	Quarterly window cleaning - Jan 24	79.37	15.87	95.24
08/02/2024	BACS 2052	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Xmas lights contract - second half for removal	7,903.40	1,580.68	9,484.08
08/02/2024	BACS 2053	Guild of Macebearers	CIVIC Supplies/Services	Membership of Guild 2024 for Senior Macebearer	10.00	0.00	10.00
08/02/2024	BACS 2054	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Damrosch - The Club'	50.66	0.00	50.66
08/02/2024	BACS 2054	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Fortunes of Francis Barber'	46.76	0.00	46.76
08/02/2024	BACS 2055	The Intelligent Heating Co	R&R FUND General	Darwin Hall - Ongoing investigatn of heat pump issues	280.00	14.00	294.00
08/02/2024	BACS 2056	Lichfield Lock & Key Repairs	BIRTHPLACE Supplies & Services	Additional locks and security measures for Museum	275.64	55.13	330.77
08/02/2024	BACS 2057	Leocque Best	G/HALL Repair/Maint	Repairs for Guildhall hot water	95.00	0.00	95.00
08/02/2024	BACS 2057	Leocque Best	G/HALL Repair/Maint	Supply and fit new radiator in Ashmole Room	270.00	0.00	270.00
08/02/2024	BACS 2057	Leocque Best	G/HALL Repair/Maint	4 hours fault finding on heating system	150.00	0.00	150.00
08/02/2024	BACS 2058	D McCarthy Bros (Lichfield)	C I L Expenditure	New gates to 3 allotment sites from CIL allocation	2,410.00	482.00	2,892.00
08/02/2024	BACS 2059	Messenger Construction	R&R FUND General	Darwin Hall roof works - 7th payment	16,557.87	3,311.57	19,869.44
08/02/2024	BACS 2060	R Fathers	PARKS Other Repair/Maint	9 site inspections and reports	320.00	0.00	320.00
08/02/2024	BACS 2060	R Fathers	PARKS Other Repair/Maint	Eastern Ave Plantation - Various tree works	1,500.00	0.00	1,500.00
08/02/2024	BACS 2061	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 31/12/23	6.67	0.00	6.67
08/02/2024	BACS 2062	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 31/12/23	27.00	0.00	27.00
09/02/2024	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier usage Aug-Oct, rental Nov-Jan	633.54	126.71	760.25
12/02/2024	BACS 2063	Lichfield Cathedral	ARTS/TOURISM Expenditure	Deposit for Twinning event on 3 Oct 2026	800.00	160.00	960.00
12/02/2024	D Card	Rawlins Paints	MARKET Supplies/Services	Anti-graffiti paint for Market Square and skip	103.40	20.67	124.07
12/02/2024	DDebit	British Telecommunications	HALLS Boley Hall	Broadband at Boley Hall - January	41.13	8.23	49.36
13/02/2024	D Card	Amazon	ADMIN Supplies & Services	PAT tester	297.53	59.51	357.04
15/02/2024	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office365 etc.-January	679.64	135.93	815.57
15/02/2024	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - January	45.00	9.00	54.00
15/02/2024	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - January	130.50	26.10	156.60
15/02/2024	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - January	45.00	9.00	54.00
15/02/2024	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - February	36.65	0.00	36.65
15/02/2024	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - February	27,652.93	0.00	27,652.93

15/02/2024	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - December	559.45	111.89	671.34
15/02/2024	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - December (1st account)	154.82	7.74	162.56
15/02/2024	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - December (2nd account)	173.37	8.67	182.04
15/02/2024	DDebit	Npower Ltd	G/HALL Energy	Electricity - December	1,132.55	226.51	1,359.06
15/02/2024	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - December	389.24	19.46	408.70
15/02/2024	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - December	454.66	90.93	545.59
15/02/2024	DDebit	Npower Ltd	PARKS Energy	Friary electricity - December	16.01	0.80	16.81
15/02/2024	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - December	94.18	5.66	99.84
15/02/2024	DDebit	Pennon Water Services	ADMIN Offices Rates/Water	Water 11/7/23 - 15/1/24	79.70	0.00	79.70
15/02/2024	DDebit	Pennon Water Services	G/HALL Rates/Water	Water 5/7/23 - 15/1/24	359.41	0.00	359.41
15/02/2024	DDebit	Pennon Water Services	MARKET Rates/Water	Toilet Block water 11/7/23 - 22/1/24	266.83	0.00	266.83
16/02/2024	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - February	19.00	3.80	22.80
16/02/2024	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - February	19.00	3.80	22.80
19/02/2024	DDebit	British Telecommunications	ADMIN Tel/Postage	Broadband line rental Feb-Apr	116.34	23.27	139.61
19/02/2024	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - February	26.50	5.30	31.80
19/02/2024	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - February	17.00	3.40	20.40
19/02/2024	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - February	25.00	5.00	30.00
19/02/2024	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - January (Price increased)	103.53	5.18	108.71
20/02/2024	DDebit	Land Registry	ADMIN Supplies & Services	Land Registry search fee	3.00	0.00	3.00
20/02/2024	DDebit	Virgin Media Payments	ADMIN Tel/Postage	Phones/ internet - January usage / February rental	133.87	26.78	160.65
20/02/2024	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 4/1 - 4/2	78.87	0.00	78.87
20/02/2024	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & drainage 6/1 - 6/2	199.50	0.00	199.50
21/02/2024	D Card	Amazon	ADMIN Supplies & Services	Alternative order of monitor for office	65.37	13.07	78.44
22/02/2024	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - December	3,804.72	760.94	4,565.66
22/02/2024	DDebit	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit 15/2 - 14/5	75.00	15.00	90.00
22/02/2024	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fee - January payroll	25.50	0.00	25.50
26/02/2024	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/1 - 10/2	13,481.00	2,696.20	16,177.20
28/02/2024	BACS 2064	ABC Training Services Ltd	CIVIC Events	First Aid team & ambulance for Shrovetide Races	600.00	120.00	720.00
28/02/2024	BACS 2065	Mandy Billington Illustrations	BIRTHPLACE Stock for sale	Lichfield illustrated mugs	47.20	0.00	47.20
28/02/2024	BACS 2065	Mandy Billington Illustrations	BIRTHPLACE Stock for sale	Lichfield illustrated baubles	46.80	0.00	46.80
28/02/2024	BACS 2066	M W Brown	PARKS Other Repair/Maint	Quarterly pest control at 6 sites, January	225.00	0.00	225.00
28/02/2024	BACS 2067	Click Netherfield Ltd	R&R FUND Birthplace	Second stage invoice for display cases	10,689.75	2,137.95	12,827.70
28/02/2024	BACS 2068	Q & L UK Company Ltd	ADMIN Supplies & Services	Long service gift of painting for Internal Auditor	291.67	58.33	350.00
28/02/2024	BACS 2069	Paid from Imprest account					
28/02/2024	BACS 2070	EHM Exterior Home Maint	G/HALL Repair/Maint	Supply and fit secondary glazing in Ashmole Room	725.00	0.00	725.00
28/02/2024	BACS 2070	EHM Exterior Home Maint	MARKET Repair/Maint	Supply & fit anchor points for benches on Market Sq	275.00	0.00	275.00
28/02/2024	BACS 2071	Eastern Shires Purch Org	ADMIN Supplies & Services	Boxes of paper	88.00	17.60	105.60
28/02/2024	BACS 2071	Eastern Shires Purch Org	G/HALL Supplies/Services	Cloakroom supplies	125.20	25.04	150.24
28/02/2024	BACS 2072	Gala Tent Limited	MARKET Supplies/Services	Replacement outer truss & corner leg for gazebo	60.81	12.16	72.97
28/02/2024	BACS 2073	Geosphere Ltd	ADMIN Supplies & Services	Parish Online digital mapping software to 12/2/25	1,500.00	300.00	1,800.00
28/02/2024	BACS 2074	JPSL Technical Services	CIVIC Events	Delivery, hire and collection of radios for Shrovetide	88.00	17.60	105.60
28/02/2024	BACS 2075	Lichfield District Council	DEM SERVICES Election Costs	Parish Council elections, May 2023	45,287.50	0.00	45,287.50
28/02/2024	BACS 2076	Lichfield Arts	G/HALL Bar Charge	Lichfield Arts bar charges - December 23	222.00	44.40	266.40
28/02/2024	BACS 2076	Lichfield Arts	G/HALL Bar Charge	Commission for Lichfield Arts bar charges - Dec23	-22.20	-4.44	-26.64
28/02/2024	BACS 2077	Love2dream	BIRTHPLACE Stock for sale	Lichfield cards and tea towels for sale	71.00	0.00	71.00
28/02/2024	BACS 2078	Pioneer Roadshows	CIVIC Events	PA system for Shrovetide Races	275.00	0.00	275.00
28/02/2024	BACS 2079	R Fathers	PARKS Other Repair/Maint	Eastern Ave - Remove 2 hung trees & check rest	500.00	0.00	500.00
28/02/2024	BACS 2080	Sign Technology Ltd	G/HALL Repair/Maint	Prayer/Quiet Room door sign for Whytmore Room	35.00	7.00	42.00
28/02/2024	BACS 2081	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum, January	798.76	159.75	958.51
28/02/2024	BACS 2081	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall and Donegal House, January	945.90	189.18	1,135.08
28/02/2024	BACS 2081	Sparkle18 Ltd	G/HALL Supplies/Services	Deep cleaning of safety floor in Guildhall	217.70	43.54	261.24

28/02/2024	BACS 2082	Water Plus Ltd	BIRTHPLACE Rates/Water	Used water and surface drainage 31/10/23 - 4/2/24	50.58	0.00	50.58
28/02/2024	DDebit	British Gas	BIRTHPLACE Energy	Gas 10/1 - 8/2	463.19	92.63	555.82
28/02/2024	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 1/1 - 12/2	29.29	0.00	29.29
29/02/2024	BACS 2083	HM Revenue & Customs	EMPLOYEE COSTS	Tax and NI contributions - February	7,960.39	0.00	7,960.39
29/02/2024	BACS 2084	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - February	9,899.22	0.00	9,899.22
29/02/2024	DDebit	Justice Fire and Security	G/HALL Repair/Maint	Maintenance of alarms & CCTV to 27/5/24 - 4th qtr	410.52	82.10	492.62
29/02/2024	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 30/12/23 to 2/2/24 - Current account	27.44	0.00	27.44
					<u>169,227.85</u>	<u>14,278.01</u>	<u>183,505.86</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 February to 29 February 2024

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
06/02/2024	05494	Cash	Various	Petty cash vouchers 8273 - 8290	224.50	25.73	250.23
12/02/2024	BACS I29	Baroco Limited	ADMIN Supplies & Services	Collection & confidential shredding of 2 paper bins 20/12	40.00	8.00	48.00
22/02/2024	05495	Cash	Various	Petty cash vouchers 8291 - 8310	242.69	34.80	277.49
28/02/2024	BACS 2069	J Deakin	CIVIC Events	Simmel cakes for Shrovetide and Easter Sunday	60.00	0.00	60.00
29/02/2024	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 30/12/23 to 2/2/24 - Imprest account	7.17	0.00	7.17
					<u>574.36</u>	<u>68.53</u>	<u>642.89</u>