Lichfield City Council

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Town Clerk: Christopher M Moulton

CM/

9 June 2017

PUBLIC

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield, on **Monday, 19 June 2017** at **6.30 pm** at which the following business will be transacted.

Yours sincerely

Christopher Moulton
Town Clerk

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

AGENDA

1 APOLOGIES FOR ABSENCE

2 MAYOR'S ANNOUNCEMENTS

3 DECLARATIONS OF INTEREST

4 COUNCIL MINUTES

To confirm as a correct record the Minutes of the Annual Council Meeting held on 15 May 2017 **(copy attached).**

5 MATTERS ARISING ON COUNCIL MINUTES

a) Minutes of the Annual Council Meeting held on 15 May 2017.

b) Minutes of the Council Meeting held on 24 April 2017 (**copy attached**).

[NB: The Minutes at b) above were confirmed as a correct record at the Annual Meeting of Council held on 15 May 2017 but are included for consideration of any "matters arising".]

6 PLANNING COMMITTEE

The Chairman of the Planning Committee to move that the Minutes of the Meetings held on 5 April, 4 May and 25 May 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**

The Minutes of the Audit Committee meeting held on 9 June 2017 ***are to follow under separate cover*** **as Appendix 1.** The Annual Return for the year ended 31 March 2017, and the Out-Turn Statement 2017/18, as referred to in the Minutes, ***will also follow under separate cover.***

RECOMMENDED: That the Minutes of the Audit Committee meeting held on 9 June 2017 be adopted and that:

1 ***The Out-Turn Statement 2016/17 be received.***

2 ***The Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £11,006 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2016/17 financial year.***

3 ***In respect of the External Auditor Annual Return for the year ending 31 March 2017:***

a. ***The Council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council.***

b. ***The Council approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council.***

c. ***The Council note the Annual Internal Audit Report section of the Annual Return.***

9 **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

To appoint representatives to serve on outside bodies to fill vacancies falling due during 2017/2018 as detailed in **Appendix 2** attached.

10 **ANNUAL TOWN MEETING**

The Minutes of the Annual Town Meeting held on 24 May 2017 are attached, **Appendix 3.** There are no matters in the Minutes requiring action by the Council.

RECOMMENDED: That the Minutes be noted.

11 **OFFICERS' REPORT**

To receive the Officers' Report, **Appendix 4** attached.

RECOMMENDED: That the Report be noted.

12 **PAYMENT OF ACCOUNTS**

To confirm payment of accounts as listed in the attached schedule **Appendix 5** attached:

1. ***For the period 1 March 2017 to 31 March 2017 in the sum of £127,516.25 General Account, and £1,237.96 Imprest Account.***

2. ***For the period 1 April 2017 to 30 April 2017 in the sum of £165,037.14 General Account, and £1,928.41 Imprest Account.***

13 EXCLUSION OF THE PRESS AND PUBLIC

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

14 ELECTRONIC BANKING - PHASE 3

Until 2014 Parish Councils wishing to make a payment were required, under section 150 (5) of the Local Government Act 1972, to do so by cheque. The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 removed this requirement, and allowed Parish Councils to make and receive electronic payments.

A phased approach to electronic banking was proposed and in November 2015 the City Council decided to commence the movement towards electronic banking by resolving to purchase card machines to allow electronic payment to the Council for face to face and telephone transactions. Phase two, in March 2016 was to make electronic payment available online through the City Council's new website. Phases one and two were both successfully implemented.

The third and final phase is proposals to allow payments by the Council to be made electronically by BACS transfer, whereby a batch of payments is processed and authorised by the Council before being paid by the bank.

RECOMMENDED: That the proposals contained in the Town Clerk's confidential report (Appendix 6) be agreed.

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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 Street so that your question/statement can be duly receipted.*

4. *Your statement/question must relate to a matter of special relevance to Lichfield City area, or within the responsibility of the City Council.*

5. *Matters relating to the conduct of any individual councillor or member of staff will not be allowed – in such circumstances you should write to the Council*

6. *At the Council meeting statements/questions will be taken in the order in which they have been received. You will be allowed* ***up to 5 minutes****, and you can raise more than one issue within the overall limit of 5 minutes allowed to you, but you must have given advance notice of each statement/question to be asked*

7. *After each speaker, the Leader of Council (or his/her representative) will respond, or give notice that he/she will provide a written response as soon as possible*

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

Lichfield City Council

Minutes of the Annual Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Monday 15 May 2017 at 6.30 pm

PRESENT: Councillors Mrs J Allsopp, R Awty, Mrs N Bacon, Mrs D Baker, Mrs G Boyle, J Brooks, B Cocksey, D Dundas, Mrs J Eagland, C Greatorex, Mrs J Greaves, Mrs S James, D Leytham, Miss J Marks, J McGrath, D Smedley, A Smith, C Spruce, A Thompson, Mrs L Warfield, M Warfield and R Yardley.

APOLOGIES: Councillor B Bacon, I Eadie, P Hitchman, T Matthews, B McMullan, P Ray

1 ELECTION OF MAYOR

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

RESOLVED: That Councillor Janice Anne Greaves be elected Mayor of the City to hold office until the election of a successor at the Annual Meeting of Council in May 2018.

The Mayor was invested with the Mayoral Chain, and signed the Declaration of Acceptance of Office. The Mayor then took the Oath of Allegiance and occupied the Chair.

2 COUNCIL MINUTES

RESOLVED: That the Minutes of the City Council Meeting held on 24 April 2017 (109 – 119) be confirmed and signed as a correct record.

3 APPOINTMENT OF DEPUTY MAYOR

It was proposed by Councillor Mrs J Eagland, seconded by Councillor M Warfield, and

RESOLVED: That Councillor David Leytham be appointed Deputy Mayor to hold office until the election of Mayor at the Annual Meeting of Council in May 2018.

The Deputy Mayor was invested with the badge of office, and signed the Declaration of Acceptance of Office.

4 ELECTION OF SHERIFF

It was proposed by Councillor R Awty, seconded by Councillor C Spruce, and

RESOLVED: That Councillor Andrew Smith be elected Sheriff of the City to hold office until the election of a successor at the Annual Meeting of Council in May 2018.

The Sheriff was invested with the Chain of Office, and took the Oath of Fealty to the Crown.

5 EXPRESSION OF THANKS

The Mayor, Deputy Mayor and Sheriff each returned thanks for their election.

6 APPOINTMENT OF MAYOR'S CHAPLAIN

The Mayor announced that Reverend Mrs Nest Bateman would be her Chaplain.

7 APPOINTMENT OF MAYOR'S CADET

The Mayor announced that Cadet Sergeant Isaac James Mulvany would be her Cadet and presented him with his Badge of Office.

8 VOTE OF THANKS TO RETIRING MAYOR

It was proposed by Councillor C Spruce, seconded by Councillor Mrs N Bacon, and

RESOLVED: That the best thanks of the citizens be accorded to Councillor Mrs Sheelagh James for her valuable and outstanding services as Mayor during 2016/17.

Councillor Mrs Sheelagh James responded in suitable terms and paid tribute to members of the Council for their support during her term of office.

9 VOTE OF THANKS TO RETIRING SHERIFF

It was proposed by Councillor M Warfield, seconded by Councillor Mrs N Bacon, and

RESOLVED: That the best thanks of the citizens be accorded to Councillor Robert Yardley for his valuable and outstanding services as Sheriff during 2016/17.

Councillor Robert Yardley responded in suitable terms and paid tribute to members of the Council for their support during his term of office.

10 PRESENTATION OF BADGES OF OFFICE

The Mayor presented Badges of Office to the Mayor's Consort, Deputy Mayoress and Sheriff's Lady.

11 REPLICA BADGES OF OFFICE

The retiring Mayor and Consort, and the retiring Sheriff and Sheriff's Lady were presented with replica badges of office by the Mayor.

12 APPOINTMENT OF LEADER OF COUNCIL

It was proposed by Councillor B Cocksey, seconded by Councillor Mrs N Bacon, and

RESOLVED: That Councillor D Smedley be appointed Leader of Council for the ensuing year.

13 APPOINTMENT OF DEPUTY LEADER OF COUNCIL

It was proposed by Councillor D Smedley, seconded by Councillor M Warfield, and

RESOLVED: That Councillor B Cocksey be appointed Deputy Leader of Council for the ensuing year.

14 APPOINTMENT OF COMMITTEES, PANELS, AND ADVISORY COMMITTEES

RESOLVED: That membership of Committees, Panels, and Advisory Committees be as follows:

a) ***Planning Committee (All members of Council)***

Chairman: Councillor A Thompson *Vice Chairman:* *R Yardley*

b) ***Audit Committee (6 members)***

5 Majority Group – Councillors: B Cocksey, D Leytham, J McGrath, D Smedley, C Spruce

1 Minority Groups – Councillor J Brooks

Chairman: Councillor D Smedley *Vice Chairman:* Councillor B Cocksey

c) ***Grants Advisory Committee (9 members)***

8 Majority Group – Councillors: R Awty, B Bacon, B Cocksey, Mrs D Baker, Mrs J Greaves, Miss J Marks, M Warfield, R Yardley

1 Minority Groups – Councillor P Ray

Chairman: Councillor D. Baker Vice Chairman: Councillor M Warfield

d) ***Johnson Birthplace Advisory Committee (6 members + 1 representative member)***

5 Majority Group – Councillors: R Awty, G Boyle, C Spruce, A Thompson, R Yardley

1 Minority Groups – Councillor J Brooks

1 Johnson Society *(appointed by Society)*

Chairman: Councillor R Awty Vice Chairman: Councillor A Thompson

e) ***Neighbourhood Plan Committee (12 members)***

10 Majority Group – Councillors: Mrs J Allsopp, Mrs D Baker, B Cocksey, D Dundas, I Eadie, D Leytham, Miss J Marks, A Thompson Mrs S James, M Warfield

2 Minority Groups – Councillors: J Brooks and P Ray

Chairman: Councillor A Thompson Vice Chairman: Councillor D Leytham

f) ***Staffing Committee (8 members)***

7 Majority Group – Councillors: B Cocksey, Mrs N Bacon, C Spruce, Mrs S James, T Matthews, D Smedley, A Thompson

1 Minority Groups – Councillor J Brooks

Chairman: Councillor D Smedley Vice Chairman: Councillor B Cocksey

g) ***Tenders Committee (5 members)***

Mayor, Deputy Mayor, Council Leader, Deputy Leader, plus 1 Minority Group (Cllr P Ray)

Chairman: *Leader of Council* Vice Chairman: Deputy *Leader of Council*

h) ***Twinning Grants and Youth Grants Award Panel (3 members)***

Leader of Council, Deputy Leader, plus 1 Minority Group (Cllr P Ray)

i) ***Complaints Panel (4 members)***

Councillors: B Bacon, B Cocksey, Mrs D Baker, Miss J Marks

THERE BEING NO FURTHER BUSINESS
THE MAYOR DECLARED THE MEETING CLOSED AT 7.06 PM

MAYOR

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Monday 24 April 2017 at 6.30 pm

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

APOLOGIES: Councillors B Bacon, Mrs N Bacon, I Eadie, Mrs J Eagland, Miss J Marks, T Matthews and Mrs L Warfield.

109 MAYOR'S ANNOUNCEMENTS

The Mayor reported on a number of recent civic and other engagements attended; including the Lichfield Operatic Society production of "Annie"; the rededication of the Staffordshire Regimental Monument; Probus Lunch; and the St George's Day Parade which included beavers, cubs, scouts and venture scouts and pupils from Saxon Hill School.

110 DECLARATIONS OF INTEREST

Councillors D Leytham, A Thompson, M Warfield and R Yardley declared an interest under Appendix B of the City Council Code of Conduct with respect to Minute 118 (St Mary's Request for a Licence to use part of the Market Square).

111 COUNCIL MINUTES

RESOLVED: That the Minutes of the Council Meeting held on 6 March 2017 (Nos 98-108) be confirmed and signed as a correct record.

112 DEPUTY MAYOR ELECT

Further to Minute No. 104, it was proposed by Councillor D Smedley, seconded by Councillor B Cocksey and

RESOLVED: That Councillor David Leytham be nominated Deputy Mayor Elect for 2017/18.

113 PLANNING COMMITTEE

RESOLVED: That the Minutes of the Planning Committee meetings held on 23 February and 16 March 2017 be received.

114 AUDIT COMMITTEE

Consideration was given to the Minutes and recommendations of the Audit Committee held on 9 March 2017.

RESOLVED:

1. ***That the Minutes and recommendations of the Audit Committee held on 9 March 2017 be approved.***
2. ***That the Report and recommendations of the Internal Auditor for the year ending 31 March 2017, as circulated with the agenda, be adopted.***

115 JOHNSON BIRTHPLACE ADVISORY COMMITTEE

Consideration was given to the Minutes and recommendations of the Johnson Birthplace Advisory Committee held on 23 March 2017.

RESOLVED: That the Minutes and recommendations of the Johnson Birthplace Advisory Committee meeting held on 23 March 2017 (including the Museum Forward Plan), be adopted, subject to the inclusion of Councillor A Thompson in the list of those present.

116 REPAIR AND RENOVATION PROGRAMME 2017/18

Consideration was given to the Report on the Repair and Renovation Programme for 2017/18.

RESOLVED: That the Report be noted.

117 OFFICERS' REPORT

Councillor M Warfield noted the very successful Schools Speaking Competition; the charity Fashion Show; and the Entertainment and Tea event for the elderly. Councillor C Greatorex also commended the Mayor and Sheriff's Charity Event in Whittington.

RESOLVED: That the Report as contained in Agenda Appendix 3 be received, and that officers be commended for their informative report.

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

Members considered a request from the Guild of St. Mary's to use a small area of the Market Square, immediately in front of the entrance doors to the former Tourist Information Centre, as part of the contractors' compound for the duration of the works.

RESOLVED:

a) That a temporary licence be granted to the Guild of St Mary's for the use of approximately 10m^2 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.

119 PAYMENT OF ACCOUNTS

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

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

MAYOR

For Council: 19 June 2017 APPENDIX 1

ITEM 8: AUDIT COMMITTEE

MINUTES, ANNUAL RETURN AND 2016/17 OUT-TURN STATEMENT TO FOLLOW UNDER SEPARATE COVER

For Council: 19 June 2017 APPENDIX 2

Representatives on Outside Bodies

Outside Body	No of Reps	Period of Office	Current Appt Ends	*2017/2018*
BID Steering Group/Board	1	1 Year	Jun-18	*Cllr C Spruce*
Boley Park Community Hall Management Committee	3	1 Year	Jun-18	*Cllr Mrs J Allsopp*
			Jun-18	*Cllr Mrs S James*
			Jun-18	*Cllr R Yardley*
Boley Park Community Hall Trustees	4	Until retire or replaced	Until retire or replaced	*Cllr Mrs J Allsopp*
				Cllr D Smedley
				Cllr C Spruce
				Cllr M Warfield
Bower Committee	1	1 Year	Jun-18	*Cllr Mrs J Greaves*
Curborough Community Association	3	1 Year	Jun-18	*Cllr Mrs J Allsopp*
			Jun-18	*Cllr Mrs N Bacon*
			Jun-18	*Cllr D Dundas*
Darwin Hall Community Association Trustees [and Company Directors]	4	Until retire or replaced	Until retire or replaced	*Cllr Mrs D Baker*
				Cllr I Eadie
				Cllr T Mathews
				Cllr A Smith
Dr Milley's Hospital	1	4 Years	Mar-21	*Cllr Miss J Marks*
Erasmus Darwin Foundation	1	1 Year	Jun-18	*Cllr Mrs M Boyle*
Friends of Samuel Johnson Community Hosp.	1	1 Year	Jun-18	*Cllr Mrs L Warfield*
Friends of Lichfield Historic Parks Group	1	1 Year	Jun-18	*Cllr Mrs J Greaves*
Guild of St Mary's Centre Lichfield (Ltd)	1	1 Year	-	*Mayor in Office*
Hinton's Charity	3	1 Year	-	*Mayor in Office*
		4 Years	Jun-19	*Cllr Mrs J Eagland*
			Jun-19	*Cllr R Awty*
Johnson Council (non-voting observers)	2	1 Year	-	*Mayor in Office*
			-	*Sheriff in Office*
Lichfield District Arts Executive Committee [non-voting observer]	1	1 Year	Jun-18	*Cllr J McGrath*
LDC – Parish Forum	2	1 Year	Jun-18	*Cllr Mrs L Warfield*
			Jun-18	*Cllr Miss J Marks*
Lichfield Camera Club	1	1 Year	Jun-18	*Mayor in Office*
Lichfield City Forum	1	1 Year	Jun-18	*Cllr D Dundas*
South East Staffs C.A.B.	1	1 Year	Jun-18	*Cllr B Cocksey*

Outside Body	No of Reps	Period of Office	Current Appt Ends	*2017/2018*
Lichfield Conduit Lands Trust	4	1 Year	-	*Mayor in Office*
		4 Years	Jun-21	*Cllr Mrs M Boyle* *Cllr Miss J Marks* *Cllr Mrs S James*
Lichfield District Tourism Association Executive	2	1 Year	Jun-18	*Museums & Heritage Officer*
			Jun-18	*Cllr Mrs S James*
Lichfield Rail Alliance, West Coast Rail 250, and all other rail related matters	1	1 Year	Jun-18	*Cllr A Thompson*
Mary Slater's Charity	2	1 Year	-	*Mayor in Office*
			-	*Sheriff in Office*
Michael Lowe's and Associated Charities	5	4 years	15 July 20	*Mr T Finn*
			15 Dec 21	*Cllr T Matthews*
			3 April 18	*Cllr P Hitchman*
			5 July 19	*Cllr Mrs N Bacon*
			5 July 19	*Cllr Mrs J Eagland*
Municipal Charities	4	1 Year	-	*Mayor in Office*
		4 Years	Oct-19	*Cllr Mrs J Allsopp*
			Nov-20	*Cllr Mrs J Greaves*
			Nov-20	*Mrs D English*
North Lichfield Initiative -Board	1	1 Year	Jun-18	*Cllr B McMullan*
Speakers Corner Committee	1	1 Year	Jun-18	*Cllr Mrs D Baker*
SPCA - Executive Cttee (nomination only – subject to election by SPCA)	1	2 Years	Nov-19	*Cllr C Greatorex*
St Giles Hospice Local Government Friends'	1	4 Years	Jun-19	*Cllr B Bacon*
St John's Lichfield	2	2 Years	Jun-18	*Cllr C Spruce* *Cllr A Thompson*
Support Staffordshire (formerly Lichfield and District CVS)	1	1 Year	Jun-18	*Cllr Mrs D Baker*
Twinning Association	3	1 Year	-	*Mayor in Office*
			Jun-18	*Cllr Mrs S James*
			Jun-18	*Cllr D Dundas*

For Council: 19 June 2017 APPENDIX 3

Minutes of the Annual Town Meeting held in the Guildroom, Guildhall, Lichfield at 7.30 pm on Wednesday, 24 May 2017

231 PRESENT

The Mayor of Lichfield (Councillor Mrs Janice Greaves, in the Chair), and 41 attendees and electors including 14 Lichfield City Councillors and representatives from local organisations as entered in the attendance sheets.

232 OPENING REMARKS AND WELCOME BY THE MAYOR

The Mayor warmly welcomed everyone to the Annual Town Meeting and introduced the Town Clerk who outlined for the benefit of those unfamiliar with the proceedings, the order of business and conduct of the meeting.

233 MINUTES

RESOLVED: That the Minutes of the Annual Town Meeting held on 26 May 2016 be confirmed as a correct record.

234 CITY COUNCIL ANNUAL REPORT 2016 - 2017

A copy of the Annual Report of City Council activities during 2016-17 was circulated for information. Councillors Mrs D Baker, R Awty, C Spruce, D Smedley, A Thompson, D Dundas, R Yardley, C Greatorex and B Cocksey each reported on various items included in the Report.

235 QUESTIONS AND COMMENTS

Mr B Pretty requested that a full copy of the City Council's 2017/18 budget be made available to him. Mr Pretty also requested information regarding the comparative level of income generated from the hiring of the Guildhall in 2016/17 when compared to previous years. Not having the requested information to hand, the Town Clerk assured Mr Pretty that the information would be made available to him within a reasonable timescale

236 PRESENTATION OF GRANTS 2017 - 2018

The Mayor presented grant cheques to those local organisations represented at the meeting.

THERE BEING NO FURTHER BUSINESS
THE MAYOR DECLARED THE MEETING CLOSED AT 8.24 PM

For Council: 19 June 2017 APPENDIX 4

OFFICERS' INFORMATION REPORT

1. Civic Matters: Sarah Wallace, Civic Officer

April was a busy month as the outgoing Mayor, Cllr Mrs Sheelagh James and Sheriff, Cllr Robert Yardley held the last of their charity events.

On 18 April charity nights were held at two different venues. Ladies were encouraged to visit Erasmus Darwin House for Bubbles, Brews & Bustles - an informal evening which included a mini wine tasting and a talk on Ladies 18th Century underpinnings.

On the same night, male guests attended the Beer, Bikes and Beards event at the Guildhall – an informative series of talks from guest's speakers which included Worth Brothers Wine merchants, Dr Hackett and Staffordshire Blood Bikes amongst others.

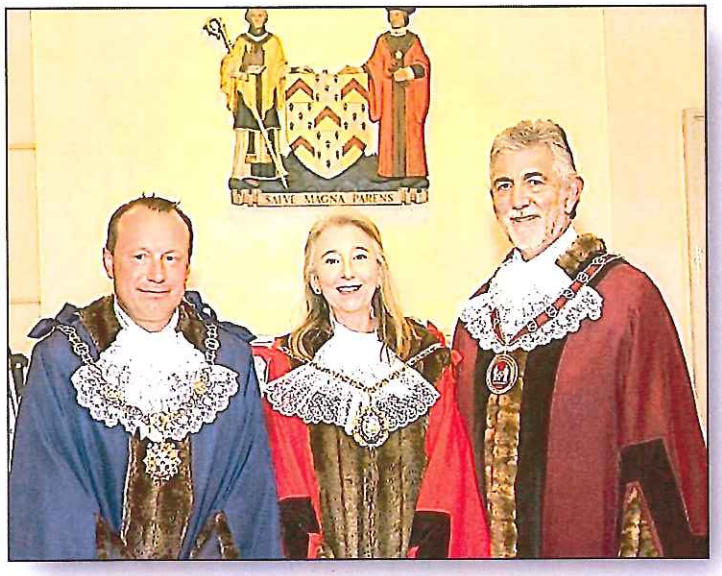
The final charity event, Full Moon Cheese and Wine was held in the Guildhall on 10 May. As part of the Erasmus Darwin House Lunar Legacy programme, guest speaker Wendy Moore gave an illustrated talk on her new book 'The Mesmerist'. Prior to this, guests enjoyed a glass of wine and selection of cheeses.

Final accounts are still awaited but indications are that Cllr Mrs James and Cllr Yardley will have made over £7,000 during their year in office for their chosen charities. It is hoped that cheques can be presented to representatives from the charities, Erasmus Darwin House and We Love Lichfield in July.

The annual St Georges Court was held in the Guildhall on Saturday 22 April. The 100 strong audience was called to attention as the guest Bailiff opened the court with a Brazilian vuvuzela! Tradition was upheld by the Ale Tasters who delivered their report with all their usual wit and humour. The Court was then closed and the proceedings brought to an end with the Toast to;

'The Immortal Memory of St George'.

On 15 May the Annual Council and Banquet was held. The new Civic team for 2017-2018 are; Mayor, Cllr Mrs Janice Greaves; Deputy Mayor, Cllr David Leytham and Sheriff, Cllr Andrew Smith.



During the Council meeting the Mayor named her chaplain as Reverend Nest Bateman and her cadet, Sergeant Isaac Mulvany from the 1206 (Mercian) Squadron Air Training Corps.

Following the meeting a banquet was held for 140 guests, some of whom had travelled all the way from Lichfield's twin town of Limburg, bringing with them a letter of congratulations from the Mayor of Limburg that was presented to the new Mayor during the banquet. In their speeches the Mayor and Sheriff announced the charities they would be supporting during their year in office; Guide Dogs for the Blind and Staffordshire Blood Bikes.

Due to the refurbishment of St Mary's, the Mayoral service this year was held in the Guildhall on Sunday 21 May. The service was led by Reverend Nest Bateman and Duncan Moon kindly agreed to play the piano. The service was attended by City Councillors and civic dignitaries. The Mayor's Cadet was also in attendance with his commanding officer Flight Lieutenant Chris Kelly and a further six Cadets.

The start of the Bower celebrations was heralded with the Court of Arraye at 10.30am on 29 May. Before the Court began the Mayor inspected the Men at Arms which once again came from the 7th Lichfield Cub Scouts. The Dozeners then delivered their humorous reports to the Steward of the Manor under the watchful eye of the High Constables. The Court was then closed and following a Toast to the success of the Bower, the Civic party gathered in front of the Guildhall to watch the Bower procession where the Mayor crowned Miss Lichfield Greenhill Bower at 12 Midday.

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

Wednesday Trading Trial

The trial has started and to date has created extra rental income of at least £120 per day (the cost of hiring half the square). Over the coming weeks any effect on other market trading days will be monitored.

Lichfield Home and Garden Festival

We are pleased to report that the festival caused minimal disruption to the general Saturday market.

Relocated Bower Market

Overall the relocation of the market was successful. There were however eight fewer stalls this year as the bottom of the pedestrian precinct on Baker's Lane had been leased to alternative traders by LDC.

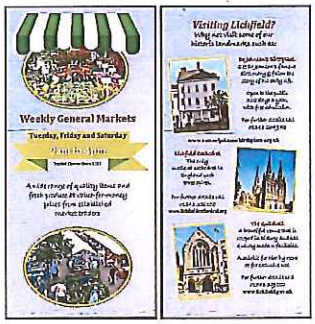
Market Cancellation

The market was cancelled on 6th June due to severe weather warnings and forecast gusts in excess of 45mph.

Updated Market Leaflets

The tri-fold market leaflets have been redesigned to reflect the style of our posters and other leaflets. We are in the process of distributing them to local libraries, tourist information centres and hotels.

Front Cover



Front cover opened

Leaflet Fully Opened

Back Cover

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

Much has been happening at the Museum this spring, with groups, events, family activities and building repairs. Over the Easter holidays young visitors enjoyed 'Sam's Detective trail' devised by volunteer Margery Dunlevy, and undertook training in 'Spy School', a popular word and code game session created by attendant Kevin Lynch.

Children have also enjoyed a visit to the Museum in organised groups from St Chad's and The Willows primary schools.
Adult learning opportunities continue to thrive with a new poetry group joining the existing book, writing and Latin groups that meet at the house, and Sue Bray continues to meet groups outside the Museum, this time with a talk to 50 members of the 'Choices' group from Derby. 40 members of the 'Rural Concierge' group from Hereford took a guided tour in April.

The Museum team also enjoyed learning about the history of the Birthplace in a collections training session (pictured) looking at how the building has changed and been used over 300 years.

The largest recent event was Staffordshire Day, when the Birthplace took a lead role in bringing together local talent, groups and charities from the area in a celebration as part of the 'Garrick 300' events. Performers included Students from South Staffordshire College, Lichfield Poets, Lichfield Storytellers, Lichfield Lighthouse Company, the Upstagers and a foot-stomping finale from Wildfire Folk. The 'You're Probably from Lichfield, if....' local history group held a display in the Birthplace, the LDC Arts officer created Mad Wigs on the market square and there was community market with partners stands. Over 500 visitors were welcomed to the Museum and Guildhall Cells on the day.

Other partnership projects this month have included the display of 9 works from the Birthplace collection in Lichfield Cathedral's Turner exhibition, which has been welcoming crowds of up to 1000 a day, the culmination of many months of work and liaison. The M&HO has also undertaken the move of the LCC civic silver collection and items from the Birthplace collection which were on loan to Lichfield Museum at St Mary's in the Market Square, ensuring temporary secure storage while work takes place in the building. A new play appearing at Lichfield Garrick in the autumn takes inspiration from the Birthplace archive of Anna Seward letters, and playwright Carolyn Scott-Jeffs has been using the Museum library for her research. Behind the scenes, a scaffold has been erected in the back courtyard and the roof repaired, the M&HO has attended an Access audit workshop as part of the development project, and the final preparations for the Museum's summer Garrick exhibition are underway.

4. Guildhall: Helen Winter, Guildhall Bookings Secretary

The old Prison Cells remain open to the public every Saturday from 10.00am to 4.00pm with a volunteer on hand to offer historical information.
St Georges Court and the Court of Arraye were both held at the Guildhall, and the Scouts also used the building following their annual St Georges Day Parade.

On Staffordshire Day, the Corridor Gallery displayed work by local school children and the Old Prison Cells were open, attracting many visitors to the building.

In the run up to Bower weekend, the Prince and Princess selection was held in the Main Hall. On the actual weekend, the Bower Model Fair display was located in the Guildroom, and included a café serving bacon sandwiches for visitors. This was followed by the Bower Sunday Service and the Court of Arraye on Bank Holiday Monday.

The Guildroom has been used twice for elections, and other activities such as the Annual Town Meeting, a drinks reception, and Trinity Players for a rehearsal prior to their show, 'Singing in the Rain' at the Garrick.

Sinfonia held a Spring Concert, and the Lichfield Arts have held six concerts and a Jazz & Blues weekend.

In the last few weeks we have had one Wedding Ceremony, four Wedding Receptions and a 40th Birthday Party. This weekend we have another Wedding Ceremony and a 10th Wedding Anniversary Party. In total, we have 10 Ceremonies booked this year.

We continue to attract our regular bookings including the National Trust, RSPB, U3A, Bridge, Needwood DFAS, Chess, Ballroom Dancing, heyday Friendship, Italian Class, Three Spires Townswomen's Guild, Darby & Joan, Meditation, Ladies Cameo, Band Practice, Slimming World and the Historical and Archaeological Society.

We have had two regular Craft Fairs and a Fabric Sale. A Bible Exhibition was held in the Guildroom and we have also had a photo display in the Corridor Gallery. We also held a Medium Event evening recently.

5. Twinning: Gabriele Lasch-Burden, Twinning Officer

Limburg Guests Attend Mayor Making

On 15 May, Lichfield's new Mayor, Cllr Janice Greaves, was invested at the Annual Meeting of the City Council in the Guildhall. Janice, daughter of Mrs Doris English, former Mayor of Lichfield herself and a founding member of the Twinning Agreement, has close connections to our twin towns and was very pleased to welcome eight guests and friends from Limburg, who made a special trip to Lichfield to join in her celebrations.

Work Placement – Thomson Travel Agency, Bore Street

On Monday, 12 June, Laura Peluso, an 18 year old Limburg student, started her three week work experience placement in Lichfield, kindly provided by travel agents Thomson in Bore Street. Her work placement is being funded by the European Youth Programme 'Erasmus+'. Laura is studying for a vocational profession as an international office assistant at the Peter Paul Cahensly College in Limburg. We wish her a very pleasant and interesting time in Lichfield.

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. Visits to two museums in Lyon, an ecumenical church service and international table tennis and tennis tournaments between the 3 City clubs are planned. There will be a friendship dinner for all participants on Saturday night, where guests get the chance to talk about events over the past 25 years and to form new friendships. All travel costs and expenses will be borne by the individual participant and accommodation is mostly with Ste. Foy guest families.

Twinning Partnership Conference

The Twinning Officer took part in a Twinning Partnership Conference in Bristol on Friday 12 May. The occasion was the 70th twinning anniversary between Bristol – Hannover – Bordeaux and the Mayor of Bristol, Marvin Rees, opened the conference in Bristol's Town Hall by celebrating the success of the past 70 years and the hope to encourage future collaborations. The conference was attended by over 110 delegates; professionals and volunteers involved with twinning relationships all over Britain, to discuss the future of City partnerships in the context of Brexit and Britain's evolving relationship with Europe.

The conference was supported, amongst others, by Airbus UK, The German Embassy and Burges Salmon and guest speakers included the Mayor of Hannover, Mr. Thomas Herrmann, Prof. Katrin Kohl, Jesus College Oxford and founder of the Oxford German Network and Dr. Debbie Pinfold, University of Bristol. A UK- wide communication network between cities with twinning relationships is planned, to access ideas for future initiatives and information, such as funding opportunities through organisations such as the UK-German Connection.

A general consensus was that twinning, as a non-political agreement between partner Cities, will continue to flourish and may become even more important in the future.

Exchange Enquiries

Limburg City Council will be sending their apprentice Elena Stolz to Lichfield City Council in October for a week's work experience in public organisations, which has become an annual event between our two Cities.

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

In May the Minster Pool Walk was used during the Home and Garden Festival for demonstrations of raptors and owls. Although not used for many stands and stalls the Open Space was enjoyed by many visitors. Also this month a team from Talent Match helped with weeding the City Station beds ready for the Summer planting.

A number of trees in several Open Spaces have been quite spectacular this month, the Paulownia or Foxglove tree in the Remembrance Garden and the chestnuts in the Festival Garden have been very colourful, for example.

St Michaels Church is running a survey of local opinions for their 7 acre churchyard before drawing up a plan of management and development.

It was good to be asked to contribute as it is a real wildlife gem in the heart of the city and there are many opportunities to preserve and expand habitats for wildlife. There are still some trees requiring attention, with inspections being scheduled at this time.

It is the season for maximum growth so work has been necessary on a number of hedges, and clearance of trees around lights, to keep the LCC paths both clear and safe.

7. Deputy Town Clerk: Tony Briggs

Following the issues at Boley Park Community Centre as previously reported, a CCTV system has now been installed. The system is capable of remote viewing and will provide greater security and peace of mind for hirers. All City Council owned community centres now have a CCTV system installed.

As part of the remedial work following the fire safety risk assessment carried out at Donegal House a few weeks ago, additional emergency lighting and fire exit signage has been installed in the building. The fire alarm and intruder alarm monitoring at Donegal House and the Guildhall has also been consolidated so that one company is responsible for all the

monitoring. This will help to reduce costs and also ties in with plans to extend the newly installed Guildhall fire alarm to cover Donegal House and remove the current ageing system in Donegal House.

The commencement date for the repair work to the Donegal House roof has been revised by the contractor due to workload; repairs are now due to begin on 19 June rather than 30 May. Tender submissions for the renovation to the Guildhall beer cellar are due to be received imminently. Discussions will then be held with Lichfield Arts and the contractor to establish a mutually convenient date for the works to be completed. The repairs to the chimneys and roof at the Birthplace Museum have been completed on time and within budget; there is already a noticeable difference as the areas affected by water ingress begin to dry out. Necessary remedial work identified during the periodic electrical inspection at the Birthplace has also been completed.

Following the repairs to the stairwell roof of the Guildhall it became obvious that water ingress had damaged the timbers of the staircase below. Further investigation revealed several timbers to be in very poor condition with rot spreading. The contract for this remedial work has been awarded and is due to begin shortly. While relatively minor and low cost, this work will ensure the safety of the stair structure and prevent expensive repairs in years to come.

The clearance of the stairwell is proceeding well with many items now disposed of and the area being much more presentable and accessible than previously. The removal of redundant sanitaryware, associated cupboards and redecoration of the area will be put forward for inclusion in future R&R budgets. This would ensure available space is maximised for storage and that redundant pipework is appropriately capped or removed.

The final phase of repairs to the Guildhall heating system has now been completed with two TRV's replaced in the Committee Room and a replacement sump pump also installed.

Progress continues to be made on the Neighbourhood Plan; following receipt of further informal comment from the District Council emerging policies have now been included in the Neighbourhood Plan and further minor changes made to some text and policies. It is hoped that the document will be submitted formally by the end of June.

For Council: 19 June 2017 APPENDIX 5

LICHFIELD CITY COUNCIL - General Account Payment Schedule — From 1 March to 31 March 2017

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
03/03/2017	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Card fees - February	3.01	0.00	3.01
03/03/2017	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	PCI fees - March	4.00	0.80	4.80
08/03/2017	Debit	Elavon Financial Services	MARKET Supplies/Services	Card fees - February	2.31	0.00	2.31
08/03/2017	Debit	Elavon Financial Services	MARKET Supplies/Services	PCI fees - March	4.00	0.80	4.80
14/03/2017	20448	1A Action Rotary Rod Ltd	G/HALL Repair/Maint	Clearing of blocked gully in stairwell area	240.00	48.00	288.00
14/03/2017	20449	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - February	3,365.16	673.03	4,038.19
14/03/2017	20449	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - February	290.00	0.00	290.00
14/03/2017	20450	Nigel Boden	HALLS Boley Hall	Repairs to fencing	40.00	0.00	40.00
14/03/2017	20451	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers - March	150.00	0.00	150.00
14/03/2017	20451	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers service charge - March	8.25	1.65	9.90
14/03/2017	20452	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Paper and card	25.19	5.04	30.23
14/03/2017	20452	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cleaning supplies	102.84	20.57	123.41
14/03/2017	20453	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Fortunes of Francis Barber'	52.00	0.00	52.00
14/03/2017	20454	Heritage Building & Conservn	R&R FUND Birthplace	Work in London Life & Introdn rooms-2nd instalmt	10,714.33	2,142.87	12,857.20
14/03/2017	20454	Heritage Building & Conservn	R&R FUND Birthplace	Scaffolding & investigation of render	848.00	169.60	1,017.60
14/03/2017	20455	Jones Waste Services Limited	MARKET Supplies/Services	Skip hire - February	1,122.80	224.56	1,347.36
14/03/2017	20456	Lichfield District Council	BIRTHPLACE Adverts/promotion	Extra listings in 'What's On, Spring/Summer'	200.00	40.00	240.00
14/03/2017	20456	Lichfield District Council	DEM SERVICES Election Costs	City Council elections May 2015	37,389.46	0.00	37,389.46
14/03/2017	20456	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/2 - 10/3	8,308.07	1,661.61	9,969.68
14/03/2017	20457	Lichfield Lock & Key Repairs	HALLS Boley Hall	Replacement locks after unauthorised access	238.32	47.67	285.99
14/03/2017	20458	Lichfield Arts	CIVIC Events	PA for Shrovetide races	200.00	40.00	240.00
14/03/2017	20459	Lyco Group Ltd	G/HALL Supplies/Services	Various light bulbs	53.07	10.61	63.68
14/03/2017	20460	MT Services Computer Systems	ADMIN Supplies & Services	ADSL service 2/10 - 1/4 with upgrade credit	153.00	30.60	183.60
14/03/2017	20460	MT Services Computer Systems	ADMIN Supplies & Services	Server backup & Office 365 2/2 - 1/3	155.00	31.00	186.00
14/03/2017	20461	Navigus Planning Ltd	DEM SERVICES Neighbourhood Plan	Neighbourhood Plan support - 5th invoice	1,000.00	200.00	1,200.00
14/03/2017	20462	Preservation Equipment Ltd	BIRTHPLACE Supplies & Services	Collection care supplies	35.30	7.06	42.36
14/03/2017	20463	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier usage Nov-Jan, rental Feb-Apr	849.19	169.84	1,019.03
14/03/2017	20464	Skipton Business Finance Ltd	G/HALL Supplies/Services	Skywinder service - February	225.00	45.00	270.00
14/03/2017	20465	Stone Edge Ltd	R&R FUND Guildhall/Donegal Hs	Guildhall roof repairs - 1st instalment	8,150.84	1,630.17	9,781.01
14/03/2017	20466	Tourism South East	BIRTHPLACE Supplies & Services	Welcome Host gold course for 2 attendants	180.00	0.00	180.00
14/03/2017	20467	Virgin Media Payments Ltd	ADMIN Tel/Postage	Extra reception line 4/3 - 3/4	39.41	7.88	47.29
14/03/2017	20467	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones Feb/March	107.73	21.55	129.28
14/03/2017	20468	Vodafone	ADMIN Tel/Postage	Demon internet to 5/3/18	255.24	51.05	306.29
14/03/2017	20468	Vodafone	BIRTHPLACE Supplies & Services	Demon internet to 5/3/18	255.24	51.05	306.29
14/03/2017	20469	Weir Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - February	52.80	10.56	63.36
15/03/2017	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - March	21,300.18	0.00	21,300.18
24/03/2017	Debit	Elavon Financial Services	G/HALL Supplies/Services	Card fees - December	1.33	0.00	1.33
24/03/2017	Debit	Elavon Financial Services	G/HALL Supplies/Services	PCI fees - January to March	12.00	2.40	14.40
27/03/2017	20470	Bag Market Limited	MARKET Supplies/Services	Roof sheets and clips for sale	269.50	53.90	323.40
27/03/2017	20471	Bertrams	BIRTHPLACE Stock for sale	Boswell's Life of Johnson copies	37.12	0.00	37.12
27/03/2017	20472	Carpets Direct 2U Ltd	G/HALL Supplies/Services	New carpet for Minstrels Gallery	541.67	108.33	650.00
27/03/2017	20473	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - February (Actual reading)	917.27	183.45	1,100.72
27/03/2017	20474	Focus Security & Surveillance	G/HALL Repair/Maint	Maintenance contract for intruder alarm & CCTV	422.36	84.47	506.83
27/03/2017	20475	Forward Cleaning Contractors	ADMIN Supplies & Services	Window cleaning - February	16.00	3.20	19.20
27/03/2017	20476	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit	500.00	0.00	500.00
27/03/2017	20477	Npower Ltd	ADMIN Donegal House Energy	Electricity - February	167.90	33.58	201.48
27/03/2017	20477	Npower Ltd	BIRTHPLACE Energy	Electricity - February	40.16	2.01	42.17
27/03/2017	20477	Npower Ltd	BIRTHPLACE Energy	Electricity - February	34.49	1.72	36.21
27/03/2017	20477	Npower Ltd	MARKET Energy	Feeder Pillar electricity - February	83.14	4.16	87.30
27/03/2017	20477	Npower Ltd	PARKS Energy	Clock Tower electricity - February	15.34	0.77	16.11
27/03/2017	20477	Npower Ltd	PARKS Energy	Friary electricity - February	15.80	0.79	16.59

27/03/2017	20478	Ogilvie Valle Conservation	BIRTHPLACE Supplies & Services	Deposit for conservation work on 2 prints	600.00	0.00	600.00
27/03/2017	20479	Playsafety Ltd	PARKS Other Repair/Maint	3 annual play equipment inspections (2016)	199.50	39.90	239.40
27/03/2017	20480	The Quince Tree Press	BIRTHPLACE Stock for sale	Johnson sayings pocket books	50.00	0.00	50.00
27/03/2017	20481	Raphael Design Limited	ARTS/TOURISM Expenditure	Printing of postcards - Guildhall Cells consultation	83.00	16.60	99.60
27/03/2017	20482	St John Ambulance	CIVIC Events	First aid cover for Shrovetide	92.00	18.40	110.40
27/03/2017	20483	Valuation Office Agency	ADMIN Professional Fees	Advice re land south of Wordsworth Close	1,341.00	268.20	1,609.20
27/03/2017	20483	Valuation Office Agency	ADMIN Professional Fees	Canal Trust lease for land off Tamworth Rd	637.00	127.40	764.40
27/03/2017	20484	Colin Shakespeare	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 28/2/17	170.67	0.00	170.67
27/03/2017	20484	Colin Shakespeare	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 29/1/17	106.00	0.00	106.00
27/03/2017	20485	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 28/2/17	45.33	0.00	45.33
27/03/2017	20485	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 29/1/17	14.67	0.00	14.67
27/03/2017	20486	Michael Morris	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 29/1/17	15.00	0.00	15.00
27/03/2017	DDebit	NatWest Autopay	EMPLOYEE COSTS	Autopay amendments fee	4.00	0.00	4.00
30/03/2017	20487	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - March	5,641.54	0.00	5,641.54
30/03/2017	20488	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - March	6,594.39	0.00	6,594.39
31/03/2017	20489	BEE-LINE Pest Control	PARKS Other Repair/Maint	Quarterly pest control 5/1 - 5/4	250.00	0.00	250.00
31/03/2017	20490	British Telecommunications	ADMIN Tel/Postage	Phones/Internet usage Jan-Mar,rental Mar-May	71.10	14.22	85.32
31/03/2017	20490	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/Internet usage Jan-Mar,rental Mar-May	404.83	80.97	485.80
31/03/2017	20490	British Telecommunications	G/HALL Supplies/Services	Phones/Internet usage Jan-Mar,rental Mar-May	333.93	66.78	400.71
31/03/2017	20491	C Edwards	SJBP TRUST Admissions Income	Love & Duty event - share of takings to performer	123.25	0.00	123.25
31/03/2017	20492	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Hazard tape, copy holder	11.78	2.35	14.13
31/03/2017	20492	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cleaning supplies	18.95	3.79	22.74
31/03/2017	20453	Heritage Books	BIRTHPLACE Stock for sale	Cancel chq 20453 - lost	-52.00	0.00	-52.00
31/03/2017	20493	Heritage Books	BIRTHPLACE Stock for sale	Replace chq 20453 - Francis Barber copies	52.00	0.00	52.00
31/03/2017	20494	MT Services Computer Systems	ADMIN Supplies & Services	IT support contract 1/3 - 31/5	408.33	81.67	490.00
31/03/2017	20494	MT Services Computer Systems	BIRTHPLACE Supplies & Services	IT support contract 1/3 - 31/5	153.13	30.62	183.75
31/03/2017	20494	MT Services Computer Systems	G/HALL Supplies/Services	IT support contract 1/3 - 31/5	51.04	10.21	61.25
31/03/2017	20495	Npower Ltd	G/HALL Energy	Electricity 9-31 January (after meter change)	414.28	82.86	497.14
31/03/2017	20495	Npower Ltd	G/HALL Energy	Electricity - February	592.40	118.48	710.88
31/03/2017	20496	Performing Right Society Ltd	G/HALL Lettings	Music licence 6/12/16-5/3/17	445.94	89.19	535.13
31/03/2017	20497	Print & Digital of Lichfield Ltd	CIVIC Supplies/Services	LCC list of Christmas cards from Mayor & Sheriff	174.00	34.80	208.80
31/03/2017	20498	Smith of Derby Ltd	PARKS Other Repair/Maint	Repair fault at Clock Tower	150.00	30.00	180.00
31/03/2017	20499	Colin Shakespeare	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 5 wks to 30/3/17	90.67	0.00	90.67
31/03/2017	20500	Michael Morris	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 5 wks to 30/3/17	25.00	0.00	25.00
31/03/2017	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	80.31	0.00	80.31
31/03/2017	19857	Alison Swabey	BIRTHPLACE 3rd Party Sales	Cancel chq 19857 - unpresented	-8.40	0.00	-8.40
					118,578.46	8,937.79	127,516.25

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 March to 31 March 2017

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/03/2017	05002	Tara Kadampa Meditation Centre	G/HALL Lettings	Room hire refund for overpayment	32.20	6.44	38.64
02/03/2017	05003	Lichfield Country Markets	CIVIC Mayor's Allowance - S James	Simnel cakes for Shrovetide gathering	43.90	0.00	43.90
02/03/2017	05004	Staffordshire County Council	PARKS Other Repair/Maint	Licences to plant at Cappers Ln & Friary roundabouts	200.00	0.00	200.00
02/03/2017	05005	Cash	Various	Petty cash vouchers 6975 - 6983	169.89	23.97	193.86
07/03/2017	05006	Trophy Store	CIVIC Events	Medals for pancake races	96.33	17.27	113.60
07/03/2017	05007	Next Day Coffee	BIRTHPLACE Supplies & Services	Plastic coffee cups for events	32.98	6.60	39.58
14/03/2017	05008	Cash	G/HALL Supplies/Services	Carpet fitters for Minstrels Gallery	150.00	0.00	150.00
15/03/2017	05009	L Walker	EMPLOYEE COSTS	March pay for February PA hours worked	70.73	0.00	70.73
20/03/2017	05010	The Francis Frith Collection	G/HALL Supplies/Services	Photos for Whytmore Room	112.03	22.42	134.45
22/03/2017	05011	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - S James	Sheriff's Show tickets	15.00	0.00	15.00
22/03/2017	05011	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - R Yardley	Sheriff's Show tickets	15.00	0.00	15.00
23/03/2017	05012	Cash	Various	Petty cash vouchers 6984 - 6993	158.61	10.59	169.20
23/03/2017	05013	Ms S A Khan	G/HALL Supplies/Services	Cakes for LDTA meeting (LDTA to reimburse LCC)	60.00	0.00	60.00
31/03/2017	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	12.12	0.00	12.12
31/03/2017	04911	F M & J Wait	G/HALL Lettings	Cancel refund chq 04911 - unpresented	-18.12	0.00	-18.12
					1,150.67	87.29	1,237.96

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 April to 30 April 2017

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
05/04/2017	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Card transactions fee - March	4.09	0.00	4.09
05/04/2017	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	PCI fee - April	4.00	0.80	4.80
05/04/2017	Debit	Elavon Financial Services	MARKET Supplies/Services	Card transactions fee - March	2.19	0.00	2.19
05/04/2017	Debit	Elavon Financial Services	MARKET Supplies/Services	PCI fee - April	4.00	0.80	4.80
13/04/2017	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - April	21,613.81	0.00	21,613.81
13/04/2017	20501	Nigel Boden	BIRTHPLACE Supplies & Services	Hanging portrait at Museum	25.00	0.00	25.00
13/04/2017	20501	Nigel Boden	G/HALL Repair/Maint	Redecoration of Whytmore & Guild Room paintwork	650.00	0.00	650.00
13/04/2017	20502	Brownhill Hayward Brown Ltd	R&R FUND Birthplace	Architects for London Life and Introduction Rooms	1,395.00	279.00	1,674.00
13/04/2017	20502	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donegal Hs	Architects for Guildhall roof repairs	765.16	153.03	918.19
13/04/2017	20502	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donegal Hs	Architects for Donegal House basement works	3,028.42	605.68	3,634.10
13/04/2017	20502	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donegal Hs	Architects for Guildhall toilet works	596.52	119.30	715.82
13/04/2017	20502	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donegal Hs	Architects for Guildhall stonework clean & repair	2,040.64	408.13	2,448.77
13/04/2017	20502	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donegal Hs	Architects for Donegal roof repairs - on account	750.00	150.00	900.00
13/04/2017	20503	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers - April salary	150.00	0.00	150.00
13/04/2017	20503	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers service charge - April salary	8.25	1.65	9.90
13/04/2017	20504	Frederica Cards Ltd	BIRTHPLACE Stock for sale	Cards for sale	71.00	0.00	71.00
13/04/2017	20505	Heritage Building & Conservn	R&R FUND Guildhall/Donegal Hs	External decoration of Donegal - Final certificate	1,151.10	230.22	1,381.32
13/04/2017	20506	Sheelagh James	CIVIC Mayor's Allowance - S James	Reimbursement for wine for various charity events	184.70	36.94	221.64
13/04/2017	20507	Ms S A Khan	CIVIC Mayor's Allowance - S James	Catering for Entertainment & Tea party	400.00	0.00	400.00
13/04/2017	20508	LC Movers	BIRTHPLACE Supplies & Services	Transport of painting	90.00	18.00	108.00
13/04/2017	20509	Lichfield District Council	ADMIN Supplies & Services	Annual refuse bin collection 17/18	1,500.00	0.00	1,500.00
13/04/2017	20509	Lichfield District Council	ADMIN Supplies & Services	Annual recycling bin collection 17/18	550.00	0.00	550.00
13/04/2017	20510	Midland Conservation Ltd	R&R FUND Guildhall/Donegal Hs	Donegal basement works - 2nd instalment	26,706.25	5,341.25	32,047.50
13/04/2017	20511	Montessoriuk Ltd	G/HALL Supplies/Services	Wardrobe for Minstrels Gallery	374.16	74.83	448.99
13/04/2017	20512	Stone Edge Ltd	R&R FUND Guildhall/Donegal Hs	Guildhall roof repairs - 2nd instalment	8,694.60	1,738.92	10,433.52
13/04/2017	20513	Turnock Ltd	ARTS/TOURISM Lights Costs	Extra display feature	420.00	84.00	504.00
13/04/2017	20513	Turnock Ltd	ARTS/TOURISM Lights Costs	Conversion of various cross-street features to LED	2,604.00	520.80	3,124.80
13/04/2017	20514	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones March/April (incl. extra line)	144.38	28.88	173.26
13/04/2017	20515	A Walker & Sons	PARKS Other Repair/Maint	Repair works at Friary remains(using S.106 money	1,400.00	280.00	1,680.00

26/04/2017	20516	Abbotsford Publishing	BIRTHPLACE Stock for sale	Coaching City books for sale,	33.30	0.00	33.30
26/04/2017	20517	Alan & Thomas Insurance Grp	ADMIN Insurance	Annual Birthplace insurance to 30/4/18	4,465.90	0.00	4,465.90
26/04/2017	20518	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - March	290.00	0.00	290.00
26/04/2017	20518	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - March	3,398.58	679.72	4,078.30
26/04/2017	20519	British Gas	BIRTHPLACE Energy	Gas 13/1 - 6/4	658.52	131.70	790.22
26/04/2017	20520	Broxap Ltd	ADMIN Supplies & Services	Supply & installn of Mkt Square finger posts	1,500.00	300.00	1,800.00
26/04/2017	20521	Darwin Electrical Services	G/HALL Repair/Maint	Rewiring & replacement of Guildhall lampholders	563.42	112.68	676.10
26/04/2017	20521	Darwin Electrical Services	G/HALL Repair/Maint	Removal of redundant fittings in Whytmore etc.	88.00	17.60	105.60
26/04/2017	20522	Focus Security & Surveillance	BIRTHPLACE Repair/Maint	Annual maintenance of security systems to 31/3/18	599.00	119.80	718.80
26/04/2017	20522	Focus Security & Surveillance	G/HALL Repair/Maint	Routine battery replacement for CCTV	30.00	6.00	36.00
26/04/2017	20522	Focus Security & Surveillance	HALLS Boley Hall	Installation of CCTV and some equipment	1,386.70	277.34	1,664.04
26/04/2017	20523	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine rental 24/4 - 23/7	60.00	12.00	72.00
26/04/2017	20524	Framework Framing Gallery Ltd	BIRTHPLACE Supplies & Services	Bespoke framing of Johnson/Chesterfield painting	458.33	91.67	550.00
26/04/2017	20525	Jones Waste Services Limited	MARKET Supplies/Services	Skip hire - March	1,122.80	224.56	1,347.36
26/04/2017	20526	Lichfield District Council	ADMIN Offices Rates/Water	Rates 17-18 - 1st instalment	4,310.00	0.00	4,310.00
26/04/2017	20526	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 17-18 - 1st instalment	348.87	0.00	348.87
26/04/2017	20526	Lichfield District Council	G/HALL Rates/Water	Rates 17-18 - 1st instalment	2,516.80	0.00	2,516.80
26/04/2017	20526	Lichfield District Council	MARKET Rates/Water	Rates 17-18 - 1st instalment	8,677.94	0.00	8,677.94
26/04/2017	20526	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/3 - 10/4	8,308.07	1,661.61	9,969.68
26/04/2017	20527	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - S James	Tickets for Fashion Show and Variety Show	42.00	0.00	42.00
26/04/2017	20527	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - S James	Staff suppers for Variety Show	24.00	0.00	24.00
26/04/2017	20527	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - R Yardley	Tickets for Fashion Show and Variety Show	54.00	0.00	54.00
26/04/2017	20528	Michaels Civic Robes	CIVIC Supplies/Services	New macebearers' robes; Town Crier's breeches	1,900.00	380.00	2,280.00
26/04/2017	20529	Nat Assocn of British Mkt Auths	ADMIN Subscript/Training	NABMA subs 17/18	318.00	63.60	381.60
26/04/2017	20530	Naturescape Ltd	PARKS Other Repair/Maint	Wildflower seeds (re Canal Trust)	32.08	6.42	38.50
26/04/2017	20531	Nisbets	CIVIC Events	Wine measures	23.87	4.77	28.64
26/04/2017	20532	Print & Digital of Lichfield Ltd	G/HALL Supplies/Services	Design and print signs 'Pre-booked events only'	95.00	19.00	114.00
26/04/2017	20533	Society of Local Council Clerks	ADMIN Subscript/Training	Annual SLCC membership for Deputy Clerk	225.00	0.00	225.00
26/04/2017	20534	Staffs Parish Councils' Assocn	ADMIN Subscript/Training	SPCA subs 17/18	1,624.00	0.00	1,624.00
26/04/2017	20535	Vision ICT Ltd	BIRTHPLACE Adverts/promotion	Final half payment for new museum website	532.50	106.50	639.00
26/04/2017	20536	Weir Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - March	52.80	10.56	63.36
26/04/2017	20537	Zurich Municipal	ADMIN Insurance	Annual LCC insurance (excl. museum) to 30/4/18	17,721.87	0.00	17,721.87
26/04/2017	20537	Zurich Municipal	ADMIN Insurance	Annual LCC insurance - inspection contract	634.87	126.97	761.84
28/04/2017	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	73.23	0.00	73.23
30/04/2017	20538	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - April	6,069.66	0.00	6,069.66
30/04/2017	20539	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - April	7,046.03	0.00	7,046.03
					150,612.41	14,424.73	165,037.14

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 April to 30 April 2017

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
03/04/2017	05014	Lomart Ltd	G/HALL Supplies/Services	New trolley	307.00	61.40	368.40
04/04/2017	05015	Cash	Various	Petty cash vouchers 6994 - 7003	175.60	20.89	196.49
04/04/2017	05016	A Briggs	ADMIN Supplies & Services	Various items for basement kitchenette & toilets	95.79	19.16	114.95
04/04/2017	05016	A Briggs	G/HALL Supplies/Services	Minstrels Gallery screens and coatstand	202.79	0.00	202.79
04/04/2017	05016	A Briggs	G/HALL Supplies/Services	Decorating materials & curtains for Whytmore, Gallery	118.24	23.65	141.89
04/04/2017	05016	A Briggs	MARKET Supplies/Services	Photo permit for Market Charter pictures	7.00	0.00	7.00
04/04/2017	05017	J Butler	ARTS/TOURISM Expenditure	Cells - Various display items	13.74	0.55	14.29
04/04/2017	05017	J Butler	BIRTHPLACE Supplies & Services	Cleaning and other supplies	12.14	2.43	14.57
04/04/2017	05017	J Butler	BIRTHPLACE Supplies & Services	Refreshments, MHO travel & portfolio for prints	48.09	0.00	48.09
04/04/2017	05018	Lichfield District Council	CIVIC Mayor's Allowance - S James	Visit to NMA with LDC Chairman, April	18.00	0.00	18.00
04/04/2017	05018	Lichfield District Council	CIVIC Sheriff's Allowance - R Yardley	Visit to NMA with LDC Chairman, April	36.00	0.00	36.00
06/04/2017	05019	Cash	Various	Petty cash vouchers 7004 - 7006	104.15	14.07	118.22
10/04/2017	05020	Lichfield Singers	CIVIC Mayor's Allowance - S James	Donation for singers for Entertainment & Tea Party	25.00	0.00	25.00
10/04/2017	05020	Lichfield Singers	CIVIC Sheriff's Allowance - R Yardley	Donation for singers for Entertainment & Tea Party	25.00	0.00	25.00
12/04/2017	05021	City of Lichfield Probus Club	CIVIC Mayor's Allowance - S James	2 tickets for Probus Club luncheon, April	44.00	0.00	44.00
13/04/2017	05022	A Briggs	ADMIN Supplies & Services	Bins for Donegal basement	4.15	0.83	4.98
13/04/2017	05022	A Briggs	G/HALL Supplies/Services	Clock for Whytmore Room & other misc. items	36.53	7.31	43.84
19/04/2017	05023	A Briggs	HALLS Boley Hall	Reimbursement for emergency lock change	115.50	23.10	138.60
20/04/2017	05024	Cash	Various	Petty cash vouchers 7007 - 7014	143.34	6.98	150.32
25/04/2017	05025	Adrian Holmes	CIVIC Events	Town Crier for St George's Court	78.80	0.00	78.80
25/04/2017	05026	Jaffe et fils Ltd	BIRTHPLACE Stock for sale	Authentic quill pens	96.45	19.29	115.74
27/04/2017	05027	M Derry	CIVIC Mayor's Allowance - S James	Petrol for transporting clothes to Fashion Show	4.17	0.84	5.01
27/04/2017	05027	M Derry	CIVIC Sheriff's Allowance - R Yardley	Petrol for transporting clothes to Fashion Show	4.16	0.83	4.99
28/04/2017	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	11.44	0.00	11.44
					1,727.08	201.33	1,928.41