



Lichfield City Council

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

Tel: (01543) 250011 email: townclerk@lichfield.gov.uk

Town Clerk: **Anthony D. Briggs** BA (Hons), CiLCA

15 January 2024

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield on **Monday, 22 January 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 December 2023 (Nos. 68 - 88) (**copy ATTACHED**).
5. **MATTERS ARISING ON COUNCIL MINUTES**
6. **PLANNING COMMITTEE (DELEGATED AUTHORITY)**
The Chair of the Planning Committee to move that comments submitted to Lichfield District Council for the period 7 December 2023 to 3 January 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)**

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. CLIMATE CHANGE AND BIODIVERSITY COMMITTEE

To consider the minutes and any recommendations of the meeting of the Climate Change and Biodiversity Committee held on 17 January 2024. Minutes to follow under separate cover as **APPENDIX 1**.

RECOMMENDED: *That the minutes and any recommendations of the meeting of the Climate Change and Biodiversity Committee be adopted.*

9. FEES AND CHARGES 2024/25 - MARKETS

The Town Clerk has prepared a draft budget based on increases following the Market Working Group's discussions and recommendations at its September meeting, the minutes of which have been adopted by council. The associated service change is considered by the MWG at regular intervals, with recommendations for change being brought before council as needed.

The current fees are detailed at **APPENDIX 2** (attached) with figures reflecting the MWG's recommended increases for 2024/25 provided in bracketed red text. The adopted recommendation of the MWG concerning electricity costs was implemented from 1 January 2024.

RECOMMENDED: *Council to confirm market pitch fees, associated charges and Market Square/Pool Walk hire fees to apply for 2024/25 as provided in red text at APPENDIX 2.*

10. FEES AND CHARGES 2024/25 - GUILDHALL

Guildhall hire fees were increased by 5% for 2021/22, 0% for 2022/23 and 5% for 2023/24. The proposed charges for 2024/25 reflect a tiered approach to hire fee uplifts; 5% for voluntary and charitable rates, 7.5% for private hire and 10% for commercial hire.

A new 'event package' is also proposed, with a particular focus on Weddings, but also available for other special events where a whole building booking is preferable.

Proposed 2024/25 fees are presented together with current charges for comparison purposes at **APPENDIX 3** (attached).

RECOMMENDED: *Council to confirm Guildhall hire rates to apply for 2024/25 as provided in red text at APPENDIX 3.*

11. FINANCIAL PROGRESS REPORT 1 APRIL TO 30 NOVEMBER 2023

This report (**APPENDIX 4**, attached) contains the financial progress for the period 1 April 2023 to 30 November 2023. It summarises the income and expenditure against budget for the service areas in the first eight months of the financial year.

The report shows:

Column 1 – The actual income/expenditure to 30 November 2023 (66% of full year)

Column 2 – The forecast of expenditure for the remaining three months

Column 3 – The current anticipated total spend for the year (Column 1 + 2)

Column 4 – The Budget for 2023/24

Column 5 – The anticipated variance in £ and %

Column 6 – Explanatory note reference number

RECOMMENDED: *That the eight-month Financial Progress Report be noted.*

12. BUDGET ESTIMATES 2024/2025

2024/25 Revenue Budget – Pressures

- Inflation linked Grounds Maintenance contract with LDC
- Salary pressures due to the 2023/24 award (averaging 7%), and assumed 6% average 2024/25 award, plus the Council decision (December 2023) to pay staff at least SCP5 in order to remain above the Real Living Wage of £12.00/hour
- General inflationary pressure across all budget heads – inflation appears to be falling more quickly than forecast at the time of preparing this report, but such falls may not be sustained, or may lead to a reduction in interest rates which negatively impact the council's investment income.
- Remaining uncertainty regarding utility prices.
- Separate reserve for 2027 elections; the 'Elections Reserve' is built up over the years between elections, accounting for a total of approximately 7% of precept currently.
- Twinning Event in 2026 – falling due following the hosting of similar events by the City's twin towns. Separate reserve to cover anticipated event costs (representing 3% of precept approx. in total)
- Following the adoption of the JBAC minutes and associated recommendation by Council at its December meeting, revenue funded improvements to the Johnson Birthplace website and improving the education offer of the Museum (total approx. £10,500) or 1.3% of precept.

2024/25 Budget Setting

In compliance with Financial Regulation 2.1, draft estimates for 2024/25 have been prepared with accompanying notes (**APPENDIX 5**, attached). This draft is based on the assumptions above and reflects a Band D precept increase of £5.00 per year from £68.76 to £73.76.

The budget also allows the continuation of the programme of repair and renewal; further information on this element of the budget is provided at agenda item 13. Capital projects are funded from the Capital Reserve.

RECOMMENDED: *That Council approve the Budget Estimates and Report for the 2024/25 financial year totalling £1,030,235; and that the precept for 2024/25 be set at £939,900.*

13. REPAIR, RENOVATION AND SPECIFIC PROJECT PROGRAMME 2024/25

The Council's draft budget for 2024/25 includes an amount of £90,000 to fund retention payments falling due from previous/current year projects and to continue a programme of capital works. These items are *funded from the City Council's capital reserve* rather than core revenue budgets. The proposals are detailed in the information report (**APPENDIX 6**) attached.

RECOMMENDED: *That the Report be noted.*

14. OFFICERS' REPORT

To receive the Officers' Report, **APPENDIX 7** attached.

RECOMMENDED: *That the Report be noted.*

15. SUBSIDY REVIEW – LICHFIELD ARTS AND LICHFIELD FESTIVAL

Further to Minute 99 of the Council's meeting of 28 January 2019, the arrangements between the Council, Lichfield Arts and Lichfield Festival are to be reviewed annually by the City Council. These arrangements, as resolved at the above Council meeting, are as follows:

- a) *That the current charges levied upon the bodies separately and associated with their licences to occupy rooms in Donegal House are appropriate in light of the market rent estimates received.*
- b) *The charges for glass collection from the Guildhall be split 50/50 between Lichfield Arts and Lichfield City Council.*
- c) *The charge for the Ashmole Room when used as a 'green room' by Lichfield Arts be £35 per occasion, Lichfield Arts to be responsible for cleaning the room thereafter.*
- d) *Annual review of arrangements.*

In regard to point (a), at its meeting of 3 December 2018 the City Council considered the charges levied to both Lichfield Arts and Lichfield Festival for their occupation of rooms in Donegal House and compared them to open market valuations for the rooms as provided by a local commercial letting agent. The report demonstrated that the level of subsidy provided by the City Council was in the region of 60% for both bodies. Given the charitable nature of both bodies and their impact on the City, this was resolved by the Council as being appropriate. Any shift in the level of subsidy provided since this matter was brought before Council most recently is not considered significant.

In regard to point (b), and with the agreement of Lichfield Arts, this provision has been removed (previously noted by Council at its meeting of January 2023).

When reviewed at the January 2023 meeting of council, it was agreed that an inflationary increase *would not* be applied to the charges associated with the licences to occupy for the 23/24 financial year.

Council is asked *whether or not* it wishes to apply an inflationary increase for 2024/25 – the most recent CPI inflation figure available at the time of preparing this report being 3.9% (published 20 December 2023 – December CPI is due to be published on 18 January 2024). 3.9% translates to an increase of £81.94 per annum for Lichfield Festival and £140.60 per annum for Lichfield Arts.

RECOMMENDED:

1. ***The City Council confirms its view that:***
 - a) ***The current charges associated with the separate licences to occupy remain appropriate given stability in market rent valuations, the charitable nature of both bodies and their positive impact on the City.***
 - b) ***arrangements in regard to the hire of the Ashmole Room are appropriate.***
2. ***The City Council to confirm **whether or not** it wishes an inflationary increase to be applied to the prevailing charges for 2024/25, and the percentage of any such increase.***
3. ***The City Council reconsiders this matter at its January 2025 meeting.***

16. 2024 CIVIC CALENDAR

At the request of the Controlling Group, the *draft* 2024 Civic Calendar has been amended as follows from the 2023 provision:

- Mayor/ess at Home event replaced with a 'Back to School' uniform event in August
- Mayor and Sheriff's Dinner Dance to be renamed 'Mayor and Sheriff's Charity Event, detail to be discussed with the 2024/25 Civics when in office
- Sheriff's Ride Banquet to be withdrawn from the calendar; LCC to still organise the morning gathering on the day of the Ride as occurred in 2023.

Variations to the Civic Calendar are relatively common based on the particular wishes of incumbent civics and are not usually a matter that Council would wish to consider in detail. However, the Sheriff's Banquet was introduced via recommendation of the City Council's Sheriff's Ride Working Party as part of the alternative to a 'full' Sheriff's Ride that this Council has, via resolution, ceased to fund.

The Sheriff's Ride Committee, now officially part of the Shrievalty Association, is an external group who arranged a reduced Ride for 2023 that was followed by the LCC organised Banquet. For 2024, the Committee hope to arrange a 'full' Ride and had asked LCC if the Banquet could therefore be rescheduled to the Sunday. The view of the controlling Group is that the Banquet was introduced as an alternative provision to the full Ride, and that if the full Ride is returned, then that 'alternative' provision becomes 'additional' provision and should therefore be withdrawn, allowing capacity to be generated for other events.

This view has been met with disappointment by representatives of the (external to LCC) Sheriff's Ride Committee. Discussions regarding the detail of the 2024 Ride and LCC's involvement with it remain ongoing, but to generate surety for all, Council is asked to resolve whether or not it wishes a Sheriff's Banquet to take place in 2024 and future years, notably whether this event should or should not change from being an alternative to the Ride to being an addition to it.

The overall cost of the Banquet in 2023 was approximately £580.00 (expenditure approx. £3,450, income £2,870), though this does not include staff costs incurred in organising and managing the event which are absorbed into the wider civic function.

RECOMMENDED: Council to decide *whether or not* it wishes to approve the variations to the draft civic calendar as outlined above.

17. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 8**) for the periods:

- 1 October 2023 to 31 October 2023 in the sum of £233,726.68 General Account, and £1180.19 Imprest Account
- 1 November 2023 to 30 November 2023 in the sum of £152,470.24 General Account, and £815.14 Imprest Account.

* * * * *

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

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

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 11 December 2023 at 6.30pm

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

APOLOGIES: Councillors J Eagland and C Greatorex.

A MINUTES SILENCE WAS HELD IN MEMORY OF FORMER COUNCILLOR JAYNE DEYUS-HINCH WHO DIED ON 28 OCTOBER 2023, AND BRENDA BROWN, FORMER COUNCILLOR, MAYORESS AND SHERIFF'S LADY WHO DIED ON 19 NOVEMBER 2023

68 MAYOR'S ANNOUNCEMENTS

The Mayor detailed the events and functions that she had attended, including Remembrance Sunday, the Christmas Lights Switch On, and several Carol services. The Mayor also took the opportunity to thank City Council Officers for all their support during the year.

69 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

70 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council meeting held on 4 October 2023 (Nos 49-67) be confirmed and signed as a correct record.*

71 MATTERS ARISING

Councillor D Robertson noted the response received from the Staffordshire Police, Fire and Crime Commissioner following the submission of a letter by the Council on 5 October 2023. Councillor Robertson thanked his fellow Councillors for their input and a valuable discussion.

72 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: *That comments submitted to Lichfield District Council for the period 7 September to 7 December 2023 and made in the name of LCC via delegated authority, be received.*

73 JOHNSON BIRTHPLACE ADVISORY COMMITTEE

Members considered the Minutes of the meeting of the Johnson Birthplace Advisory Committee that took place on 31 October 2023 and noted the reprofiling of the 2023/24 budget and the priorities for 2024/25.

RESOLVED: *That the Minutes and recommendations of the meeting of the Johnson Birthplace Advisory Committee held on 31 October 2023 be adopted.*

74 CLIMATE CHANGE AND BIODIVERSITY COMMITTEE

Members considered the minutes of the meeting of the Climate Change and Biodiversity Committee held on 1 November 2023 noting the success of the Green Networking event held in the Guildhall on 29 November 2023. Councillor A Lax requested that the notes from the meeting be circulated to all members as soon as they were available from the organisers.

RESOLVED: *That the Minutes of the meeting of the Climate Change and Biodiversity Committee held on 1 November 2023 be adopted.*

75 GRANTS COMMITTEE

Members considered the minutes of the meeting of the Grants Committee held on 22 November 2023. Councillor C Ball reminded all members that the deadline for submission of Grant applications is 3 January 2024 and requested that all Grants Committee members attend the meeting on 12 February 2024.

RESOLVED: *That the Minutes and recommendations of the meeting of the Grants Committee held on 22 November 2023 be adopted.*

76 MARKETS WORKING GROUP

Members considered the minutes of the meeting of the Markets Working Group held on 23 November 2023. Members' particular attention was drawn to the recommendation that Council creates markets to take place on 20 and 21 December 2023, and the implications of Council's adoption of that recommendation.

RESOLVED: *That the Minutes and recommendations of the meeting of the Markets Working Group on 23 November 2023 be adopted, with council utilising its powers under the Food Act Part III to create markets to take place on 20 and 21 December 2023.*

77 AUDIT COMMITTEE

Members considered the minutes of the meeting of the Audit Committee held on 7 December 2023.

RESOLVED: *That the Minutes and recommendations of the meeting of the Audit Committee held on 7 December 2023 be adopted.*

78 FINANCIAL PROGRESS REPORT – 1 APRIL to 30 SEPTEMBER 2023

Members noted the financial progress report for the period 1 April 2023 to 30 September 2023. Councillor P Ray highlighted the positive CIL spend and the benefits CIL can bring to the community.

Councillor D Robertson commended the Responsible Financial Officer, Internal Auditor, and Accounts Officer for their excellent work.

RESOLVED: *That the report be noted*

79 LICHFIELD CITY CENTRE – PURPLE FLAG ACCREDITATION

Members considered the Town Clerk's agenda report which provided information on proposed 'Purple Flag' accreditation for the City, which recognises excellence in managing evening/night time economies, and the invitation from SCC and LDC to the City Council to support the proposal and to be actively involved in the associated working group. Cllr P Ray stated that this was a positive step to promote business and the local economy, but enquired as to any costs that may fall on LCC. Councillor D Robertson confirmed no costs were currently envisaged to fall on LCC, and if that were to change it would be a matter to be brought before Council. Cllr A Lax asked whether an update could be made available for January Council.

RESOLVED:

- 1. The Council supports the proposal to obtain 'Purple Flag' status for Lichfield City**
- 2. Councillor B Watkins be nominated to represent the City Council on the associated Working Group.**

80 REPRESENTATIVES ON OUTSIDE BODIES

Members noted the resignation of former Cllr Janice Greaves from her role as LCC representative to Dovehouse Community Gardens.

RESOLVED: That Councillor P Knight be appointed represent LCC at Dovehouse Community gardens alongside existing representative Cllr J Smith, and that the best thanks of the Council be extended to former Councillor Janice Greaves for representing the Council.

81 OFFICERS' REPORT

Councillor D Robertson commended the Civic Officer and Royal British Legion Volunteers for facilitating the Remembrance Sunday service and wreath laying ceremony, and commented on the Christmas Lights Switch On event, noting how well the event was attended. Cllr J Smith welcomed the planting of the laurel hedge against the traffic noise barrier along the new section of the bypass. Cllr P Ray highlighted the Lichfield Litter Legends community event for which LCC has given a grant to cover the cost of the skip provision. Cllr P McDermott thanked the Town Clerk and Open Spaces Officer for their work to date on improving signage on the cycleway adjacent to Stowe Pool, and stated he was looking forward to the implementation of the new line painting when, in accordance with contractor advice, the project is progressed in Spring 2024. Councillor S Hollingsworth commended officers for the clarity of the Officers report.

RESOLVED: That the Report be noted

82 CANAL LAND AT CRICKET LANE – TRANSFER TO LCC

Members considered the Town Clerk's agenda report and the associated request from SCC for the transfer of approximately 105m² of LCC land to SCC as Highway Maintainable at Public Expense to facilitate the junction improvements proposed for the site. On a separate but related issue, Cllr D Baker confirmed that she and Cllr J Smith were due to walk the route in the coming days to consider the tree retention/removal proposals as submitted by the Trust.

RESOLVED:

- a) Subject to legal duties as set out at (b) and (c) below, the Council agrees in principle to transfer the land marked in red on the plan within the agenda report to Staffordshire County Council as Highway Maintainable at Public Expense.**
- b) That in accordance with the provisions of the Local Government Act 1972, and the General Disposal Consent 2003, the Council advertise its proposals.**
- c) That the Council consider any objections received following public consultation prior to any decision confirming the transfer of the land.**

83 SALARIES BELOW THE REAL LIVING WAGE

Members considered the Town Clerk's agenda report which provided detail on the implications of the 2023/24 pay award, and the discussions arising from the recent meeting of the Staffing Committee regarding the 'Real Living Wage'. Cllr D Robertson highlighted the importance of paying staff an appropriate salary and welcomed the proposal.

RESOLVED: In accordance with Staffing Committee recommendations, Council to ensure all staff are remunerated to at least the level of the RLW (currently £12.00/hour) by means of permanent increase to SCP5 (£12.18/hour) for staff currently salaried below that level (cost approx. £2,900 per annum). The arrangements to be backdated to 1 December 2023.

84 MENOPAUSE POLICY

Members considered the draft policy which emerged from discussions at the recent meeting of the Staffing Committee.

RESOLVED: *That the draft LCC Menopause Policy be adopted.*

85 PAYMENT OF ACCOUNTS

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

- *1 August 2023 to 31 August 2023 in the sum of £157,823.40 General Account, and £858.31 Imprest Account.*
- *1 September 2023 to 30 September 2023 in the sum of £218,295.79 General Account, and £1010.40 Imprest Account.*

86 EXCLUSION OF THE PRESS AND PUBLIC

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

87 STAFFING COMMITTEE

Members considered the minutes and recommendations of the meeting of the Staffing Committee held on 2 November 2023.

RESOLVED: *That the minutes and recommendations of the meeting of the Staffing Committee held on 2 November 2023 be adopted.*

88 DARWIN HALL

Members considered the Town Clerk's agenda report which provided an update on the roof and drainage work at Darwin Hall and the process of obtaining quotations and commencing on site following the roof issues encountered at Curborough Community Centre. Councillor H Ashton thanked the Leader and Town Clerk for keeping members updated on Darwin Hall and Councillor P Knight thanked the Town Clerk and Leader for their swift action to progress the emergency works at Curborough Community Centre.

RESOLVED:

- 1.** *Council notes the actions taken in regard to Darwin Hall and Curborough Community Centre.*
- 2.** *In relation to Curborough CC, Council approves the use of Standing Orders as To Contracts 3 (iv) to progress the necessary remedial work in an emergency with the agreement of the Leader of the Council, appointing Messenger BCR to carry out the roof works as detailed in the architect's schedule of works.*

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.30PM

MAYOR

For Council: 22 January 2024 APPENDIX 2

GENERAL MARKET RENTS 2023-2024 and suggested increase for 2024 - 2025

1. Market Square Rents/Pitch Fees – General Markets **(plus 5%)**

	Pitch Fee 10' x 10' (£)	Service Charge inc VAT (£)	Total Charge (£)
Tuesday Market	19.05 (20.00)	2.00	21.05 (22.00)
Friday Market	19.05 (20.00)	5.00	24.05 (25.00)
Saturday Market	19.05 (20.00)	5.00	24.05 (25.00)
Casual Traders - Tuesday Market	20.86 (21.90)	2.00	22.86 (23.90)
Casual Traders - Friday Market	20.86 (21.90)	5.00	25.86 (26.90)
Casual Traders - Saturday Market	20.86 (21.90)	5.00	25.86 (26.90)

Additional Charges: Electricity (per appliance): £3.93 (inc VAT) **(implemented from 1 Jan 2024)**
 Parking: £2.50

2. Market Square – Commercial Hire **(plus 10%)**

Type of Hire	Cost (£)
Private/commercial whole square (plus £500 per day surety)	210.00 (231.00)
Private/commercial half square (plus £250.00 per day surety)	157.50 (173.25)
Private/Commercial promoting public services	57.50 (63.25)
Voluntary/charitable organisations for fundraising events	10.50 (11.55)
Large Commercial Event (plus £500/day surety)	420.00 (462.00)
Private/Commercial daily pitch fee per Vehicle	26.25 (28.88)

Additional charge of £20 per stall when part or all of the square is to be sub-let by hirer to more than two stallholders (the first two sub-lets being included in the relevant commercial hire rate set out above).

3. Pool Walk – Commercial Hire (based on approved stall layout)

(Plus 10%)

Type of Hire	Cost (£)
Hire of the whole open space per 10'x10' (or approximate equivalent) pitch, subject to a minimum of £100.00	10.50 (11.55)
Hire of an individual 10'x10' (or approximate equivalent) pitch within the open space - Commercial	15.75 (17.33)
Hire of an individual 10'x10' (or approximate equivalent) pitch within the open space - Charities	10.50 (11.55)

4. Gazebo Hire **(no changes to hire fees)**

Type of Hire	Cost (£)
Gazebo and Weights - Rent per occasion	5.00
Surety deposit	250.00
Purchase price of Gazebo	As per invoice inc VAT

For Council: 22 January 2024 APPENDIX 3

GUILDHALL ROOM HIRE CHARGES – CURRENT (PROPOSED FOR 24/25)

Charges shown exclude VAT. VAT (currently 20%) will be added to all charges (except breakages deposits)

VOLUNTARY/CHARITABLE*

		<u>Mon - Thurs</u>	<u>5%</u>	<u>Fri - Sun</u>	<u>5%</u>
Main Hall (1st floor)	Per hour	£16.54	(£17.37)	£27.56	(£28.94)
Kitchen (1st floor)	Per occasion	£16.54	(£17.37)	£27.56	(£28.94)
Guildroom (ground floor)	Per hour	£10.58	(£11.11)	£19.35	(£20.32)
Kitchen (ground floor)	Per occasion	£10.58	(£11.11)	£19.35	(£20.32)
The Ashmole Room	Per hour	£8.77	(£9.21)	£17.47	(£18.34)
The Whytmore Room	Per hour	£7.39	(£7.76)	£15.27	(£16.03)
Whole Building	Per hour	£32.31	(£33.93)	£59.65	(£62.63)

PRIVATE

		<u>Mon - Thurs</u>	<u>7.5%</u>	<u>Fri - Sun</u>	<u>7.5%</u>
Main Hall (1 st floor)	Per hour	£19.13	(£20.56)	£31.58	(£33.95)
Kitchen (1 st floor)	Per occasion	£19.13	(£20.56)	£31.58	(£33.95)
Guildroom (ground floor)	Per hour	£12.13	(£13.04)	£22.00	(£23.65)
Kitchen (ground floor)	Per occasion	£12.13	(£13.04)	£22.00	(£23.65)
The Ashmole Room	Per hour	£9.98	(£10.73)	£20.34	(£21.87)
The Whytmore Room	Per hour	£8.49	(£9.13)	£17.25	(£18.54)
Whole Building	Per hour	£36.55	(£39.29)	£68.13	(£73.24)

BUSINESS & COMMERCIAL

		<u>Mon - Thurs</u>	<u>10%</u>	<u>Fri - Sun</u>	<u>10%</u>
Main Hall (1st floor)	Per hour	£29.66	(£32.63)	£56.40	(£62.04)
Kitchen (1st floor)	Per occasion	£29.66	(£32.63)	£56.40	(£62.04)
Guildroom (ground floor)	Per hour	£28.44	(£31.28)	£54.02	(£59.42)
Kitchen (ground floor)	Per occasion	£28.44	(£31.28)	£54.02	(£59.42)
The Ashmole Room	Per hour	£18.74	(£20.61)	£25.19	(£27.71)
The Whytmore Room	Per hour	£16.10	(£17.71)	£21.61	(£23.77)
Whole Building	Per hour	£69.02	(£75.92)	£122.38	(£134.62)

SPECIAL EVENT BOOKING

A charge of £1,500.00 to hire the whole building for 1 day (10am until 1am), applicable for Weddings etc.

For Council: 22 January 2024 APPENDIX 4

FINANCIAL SUMMARY REPORT - 1 APRIL to 30 NOVEMBER 2023

This report contains the financial progress for the period 1 April 2023 to 30 November 2023 and summarises the income and expenditure against budget in the first eight months (67%) of the financial year and the year-end projected outturn. The report shows:

- Column 1 – The actual income/expenditure to 30 November 2023
- Column 2 – The forecast of expenditure for the remaining four months
- Column 3 – The current anticipated total spend for the year (Column 1 + 2)
- Column 4 – The budget for 2023/24
- Column 5 – The anticipated variance from budget
- Column 6 – Explanatory note reference (*notes overleaf*)
- Actual/Forecast/Total/Budget column figures in red represent income.
- 'Variance' column figures in red represent variance worse than budget.

<u>Net Expenditure</u>	£	£	£	£	£	%	
SERVICE AREAS	ACTUAL 8 MONTHS TO 30 NOV	FORECAST FOR REMAINING 4 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE		NOTES
Parks and Footpaths	190,595	102,934	293,529	272,029	21,500	8	1
Guildhall	80,553	69,230	149,783	142,609	7,174	5	2
Community Centres	12,539	3,798	16,337	14,105	2,232	16	3
Markets	-4,330	7,411	3,081	10,167	7,086	70	4
Civic	64,104	35,514	99,618	94,353	5,265	6	5
Grant Aid/Partnerships	49,885	4,833	54,718	53,042	1,676	3	6
Arts/Tourism/Twinning	48,757	28,020	76,777	82,937	6,160	7	7
Johnson Birthplace Museum	90,153	53,706	143,859	136,847	7,012	5	8
Democratic Services	81,030	92,722	173,752	166,066	7,686	5	9
Investment Interest	-11,391	-53,409	-64,800	-38,440	26,360	68	10
Loan Charges	0	0	0	0	0	0	
Agency	-20,197	1,523	-18,674	-18,045	629	3	11
TOTAL SERVICE COST	£581,698	£346,282	£927,980	£915,670	£12,310	1.3%	12
Repairs and Renewals	352,462	155,481	507,943	362,580	145,363	40	13
Community Infrastructure Levy (CIL)	72,563	13,489	86,052	17,305	68,747	397	14
TOTALS	£1,006,723	£515,252	£1,521,975	£1,295,555	£226,420	17.5%	15

Explanatory Notes:

All 'Variance' figures influenced by change in staffing and general cost allocations across budget heads following discussions at Audit Committee. This has created a pressure on all budget heads except 'Markets' and 'Arts/Tourism/Twinning'.

- Note 1: *Includes inflation linked Grounds Maintenance contract with LDC increased 13.4% against an 8% budget, resulting in a pressure of **£5,755**. Additional tree work at several sites (St Michaels, for example) and purchase of new removable/fixed bollards for various sites **£11,230**.*
- Note 2: *Includes a relatively low increase in energy costs against budget **£7,230** offset by increase in Agency Cleaners costs **£3,270**.*
- Note 3: *Includes payment to Darwin Hall Community Hall Management Committee for loss of income during hall closure (£4,000), the amount based on previous financial returns for the period.*
- Note 4: *Includes a reduction in energy cost **£600** and NNDR of **£1,720**. This budget head is the main beneficiary of the reprofiling of staffing and general cost allocations. It now more correctly reflects the staff resource given to the function following the various streamlining exercises and deletion of the Assistant Markets Officer post.*
- Note 5: *Includes reduction in the cost of replica Civic regalia as agreed by Council.*
- Note 6: *Includes a net increase in grants awarded (£742); funded from earmarked reserves.*
- Note 7: *Reduced employee cost allocation following new arrangements for Twinning Officer employment.*
- Note 8: *Includes a reduction in energy costs against budget **£800**, an increase in agency cleaner costs **£3,980**, increase in income sales/donation of **£5,210**. **£2,615** contribution towards acquiring Johnson letter – authentication, transport etc.*
- Note 9: *Overspend driven primarily by increased staff costs following 23/24 pay award, and aforementioned reprofiling of those costs following discussions at Audit Committee. Includes estimated sum for May 2023 election costs with invoice awaited from LDC.*
- Note 10: *Increase in interest rates totalling **£26,360** across LCC accounts. Interest on fixed term investment which provides the bulk of interest income is paid at maturity (January 2024), a higher than anticipated interest figure will be payable for the sum reinvested thereafter.*
- Note 11: *Additional sum received against budget.*
- Note 12: 1.3% overspend forecast across service heads. Includes the impact of the nationally agreed Local Government Pay offer for 23/24 which averages 7% for LCC staff (against a budget of 5%) and is allocated across all service areas.**
- Note 13: *Additional costs arising from further roof work, drainage improvements and other sundry repairs/improvements at Darwin Hall, (the various reports to council during the year providing further detail) and the emergency roof repairs and associated improvements/maintenance to Curborough Community Centre (approved by Council December 2023). Figure also includes:*
- *new cabling and lamping for Pool Walk lighting following failure of the previous installation*
 - *retention payment for the annex rebuild at Cruck House*
 - *supply of various replacement litter bins for LCC open spaces*
 - *reprofiled allocation for various matters at SJBm following council resolution in December 2023*
- Repair and Renewal project invoices are subject to certification by LCC's specialist advisors prior to any payment being made.*
- Note 14: *Based on CIL received April and October 2023, with anticipated spend that follows recommendations from the Grants Advisory Committee and subsequent adoption by Council. Initial budgets are set based upon known allocations at the time and are therefore liable to significant change throughout the year as further allocations are made by Council, CIL projects are completed, or less/more CIL is received than forecast.*
- Note 15: *Overall 17.5% overspend including R&R and CIL allocations. CIL is recorded separately in line with audit requirements and Repairs and Renewals spend funded from earmarked reserves.*

RECOMMENDED: That the eight-month Financial Summary Report be noted.



LICHFIELD CITY COUNCIL DRAFT BUDGET 2024/25

The budget report is based on Council Tax level of £73.76 (for an average Band D property), an increase of £5.00 per year.

The report shows:

- Actual net expenditure 2022/23 (last year)
- Original budget for 2023/24 (current year)
- Year-end estimate for 2023/24
- Draft budget estimates 2024/25
- Balances and reserves for 2022/23, 2023/24 and 2024/25
- The Council Tax analysis for the three years

Following the report there is a detailed draft budget analysis to provide further background to members on the headline figures supplied.

Note 1: Includes anticipated additional costs of switch-on event following security review. Also includes catenary hook stress testing which is due in 2024.

Note 2: Includes revenue funded improvements to website and educational offer as adopted by council following JBAC recommendation.

Note 3: Assumption that 2023 election invoice will be issued by LDC and settled in 2023/24.

Note 4: Forecast lower investment income due to reduced allocation for fixed term Treasury Account.

Note 5: Total Cost of **£103,749** To be funded from the **CAPITAL reserve** - the draft Repairs and Renewals programme is detailed at **APPENDIX 6**.

Note 6: Reserve established in readiness for Lichfield hosting the 2026 Twinning Weekend.

Note 7: Based on known allocation/spend; subject to variation dependent upon CIL requests received, amounts awarded, and timescales for CIL funded projects.

Increases for Guildhall lettings and Market pitch fees (excluding Service Charge) included as detailed separately on the agenda. General inflationary increase also included where applicable.

Budget includes a 6% provision for 2024/25 pay award (subject to national agreement) and reflects a 1% reduction in the Local Government Pension Scheme Employers Contribution.

Total to/(from) Balances	
- Contribution <i>from</i> Repairs and Renewals Capital Earmarked Reserve	(£103,749)
- Contribution to CIL Reserve	£5,364
- Contribution to Election Reserve	£15,000
- Contribution to Twinning Reserve	£17,000
- Contribution <i>from</i> General Reserve	(£23,950)
Total Contribution <i>from</i> Reserves	(£90,335)

RECOMMENDED: That Council approve the Budget Estimates and Report for the 2024/25 financial year totalling £1,030,235; and that the precept for 2024/25 be set at £939,900.

<u>Net Expenditure</u>	ACTUAL	BUDGET	ESTIMATE	BUDGET	Note
SERVICE AREAS	2022/23 £	2023/24 £	2023/24 YEAR END £	2024/25 £	
Parks and Footpaths	299,506	272,029	293,529	279,533	
Guildhall	126,309	142,609	149,783	153,425	
Community Centres	11,826	14,105	16,337	14,335	
Markets	12,440	10,167	3,081	2,948	
Civic	97,092	94,353	99,618	101,307	
Grant Aid/Partnerships	55,543	53,042	54,718	54,755	
Arts/Tourism/Twinning	69,255	82,937	76,777	85,971	1
Johnson Birthplace Museum	120,576	136,847	143,859	159,544	2
Democratic Services	111,795	166,066	173,752	153,566	3
Investment Interest	-24,192	-38,440	-64,800	-55,110	4
Loan Charges	0	0	0	0	
Agency	-21,751	-18,045	-18,674	-18,424	
Total Service Cost	£858,399	£915,670	£927,980	£931,850	
Repairs and Renewals	198,674	362,580	507,943	103,749	5
Community Infrastructure Levy (CIL)	-96,228	17,305	86,052	-5,364	
SUB TOTALS	£960,845	£1,295,555	£1,521,975	£1,030,235	
PRECEPT	£835,450	£860,670	£860,670	£939,900	
To/(From) Balances	(£125,395)	(£434,885)	(£661,305)	(£90,335)	

<u>Balances and Reserves</u>	ACTUAL	BUDGET	ESTIMATE	BUDGET	
	2022/23 £	2023/24 £	2023/24 YEAR END £	2024/25 £	
Opening Balance (1 April)	2,483,059	2,331,683	2,357,664	1,696,359	
To/(From) balances	(125,395)	(434,885)	(661,305)	(90,335)	
Closing Balance	£2,357,664	£1,896,798	£1,696,359	£1,606,024	
<u>Closing balance held as:</u>					
Capital Reserve - Repairs/Renewals	1,382,978	1,014,362	875,035	771,286	
Grant Aid Reserve	9,531	6,570	8,789	8,789	
Parish Election Reserve	55,000	-	-	15,000	
Twinning Reserve	-	-	-	17,000	6
CIL Reserve	202,285	171,154	116,233	121,597	7
General Revenue Reserves	707,870	704,712	696,302	672,352	
Closing Balance	£2,357,664	£1,896,798	£1,696,359	£1,606,024	

<u>Council Tax Analysis</u>	ACTUAL	BUDGET	ACTUAL	BUDGET	
	2022/23	2023/24	2023/24	2024/25	
Precept	£835,450	£860,670	£860,670	£939,900	
Apportioned Tax Base	£12,150.2	£12,515.9	£12,515.9	£12,742.6	
RESULTANT BAND D TAX	£68.76	£68.76	£68.76	£73.76	

DRAFT BUDGET 2024/25 ANALYSIS

<u>Net Expenditure</u>	ACTUAL 2022/23	BUDGET 2023/24	ESTIMATE 2023/24 YEAR END	BUDGET 2024/25
	£	£	£	£
SERVICE AREAS				
Parks and Footpaths				
Employee costs	34,482	35,088	37,597	39,669
Central administration	27,371	25,501	27,448	28,850
Contract repair/maintenance	142,080	155,085	160,840	159,260
Other repair/maintenance	91,017	46,220	59,126	42,544
Energy	8,323	12,565	11,790	12,470
Miscellaneous income	-841	-830	-1,672	-1,660
Burial fees income	-1,825	-500	-500	-500
Allotment rents	-1,100	-1,100	-1,100	-1,100
Total	299,506	272,029	293,529	279,533
Guildhall				
Employee costs	87,288	86,447	95,173	100,420
Central administration	26,428	24,622	26,502	27,855
Repair/maintenance	15,676	16,720	16,720	16,720
Energy	20,726	45,190	37,960	41,600
Rates	7,146	7,720	8,270	8,740
Supplies and Services	23,798	22,030	25,301	25,580
Lettings	-54,754	-60,120	-60,142	-67,490
Total	126,309	142,609	149,783	153,425
Community Centres				
Employee costs	6,390	6,628	6,967	7,351
Central administration	2,832	2,637	2,839	2,984
Boley Hall	947	1,210	980	1,000
Curborough	0	1,210	240	1,000
Cruck House	85	1,210	1,000	1,000
Darwin Hall	1,572	1,210	4,311	1,000
Total	11,826	14,105	16,337	14,335
Markets				
Employee costs	45,096	54,888	49,169	51,880
Central administration	16,989	15,829	17,038	17,908
Repair/Maintenance	4,612	2,310	2,310	2,310
Energy	3,490	5,130	4,530	4,820
Rates and Water	21,260	21,860	20,140	21,000
Supplies & Services	10,424	12,230	10,663	12,230
Misc. lettings	-13,344	-13,610	-15,010	-14,300
Friday market income	-26,051	-29,140	-29,320	-30,600
Saturday market income	-29,116	-32,580	-33,320	-34,210
Producers market income	-2,920	-3,110	-3,480	-3,270
Tuesday market income	-18,000	-23,640	-22,640	-24,820
Total	12,440	10,167	3,081	2,948

<u>Net Expenditure</u>	ACTUAL 2022/23 £	BUDGET 2023/24 £	ESTIMATE 2023/24 YEAR END £	BUDGET 2024/25 £
Civic				
Employee costs	52,898	51,478	56,676	60,856
Central administration	21,708	20,225	21,769	22,881
Mayor's allowance	3,010	3,650	3,650	3,650
Sheriff's allowance	2,832	3,150	3,150	3,150
Supplies and services	4,528	4,280	5,489	2,600
Events	5,227	8,210	6,210	6,210
Mayor's Banquet	625	640	645	640
Sheriff's Ride/Banquet	6,264	2,720	1,028	1,320
Total	97,092	94,353	99,618	101,307
Grant Aid/Partnerships				
Employee costs	4,926	5,109	5,371	5,667
Central administration	9,438	8,793	9,465	9,948
Grants to outside bodies	34,039	32,000	32,742	32,000
Grants for open Churchyards	7,140	7,140	7,140	7,140
Total	55,543	53,042	54,718	54,755
Arts/Tourism/Twinning				
Employee costs	26,806	36,866	29,228	30,839
Central administration	12,270	11,431	12,303	12,932
Arts/Culture/Tourism	301	3,030	3,353	4,760
Christmas Lights	29,878	31,980	31,980	37,540
income	0	-370	-87	-100
Total	69,255	82,937	76,777	85,971
Johnson Birthplace Museum				
Employee costs	101,098	104,857	110,231	116,307
Central administration	15,101	14,070	15,144	15,917
Repair/Maintenance	2,187	4,200	4,200	4,200
Energy	4,276	7,900	7,100	7,520
Rates and Water	395	400	400	400
Supplies and Services	15,610	17,810	21,790	32,070
Promotion	1,266	2,000	2,000	2,000
Restoration	0	0	2,615	750
Stock for sale	2,615	3,000	3,000	3,000
Sales income	-9,639	-8,350	-10,980	-10,980
Contribution from Birthplace Trust	-12,333	-9,040	-11,640	-11,640
Total	120,576	136,847	143,859	159,544

<u>Net Expenditure</u>	ACTUAL 2022/23 £	BUDGET 2023/24 £	ESTIMATE 2023/24 YEAR END £	BUDGET 2024/25 £
Democratic Services				
Employee costs	63,928	66,306	69,704	81,326
Central administration	43,417	40,450	43,519	51,730
Supplies and Services	2,250	1,910	1,910	1,910
Election costs	0	55,000	55,000	15,000
Newsletter	2,200	2,100	3,300	3,300
Member allowances/travel etc.	0	300	300	300
Total	111,795	166,066	173,752	153,566
Investment Interest	-24,192	-38,440	-64,800	-55,110
Agency				
Employee costs	2,541	2,636	2,771	2,924
Central administration	1,888	1,759	1,893	1,992
SCC Verge Income	-26,180	-22,440	-23,338	-23,340
Total	-21,751	-18,045	-18,674	-18,424
Total Service Costs	£858,399	£915,670	£927,980	£931,850
Repairs and Renewals				
Employee costs	13,525	14,028	14,747	7,780
Central administration	11,326	10,552	11,358	5,969
Guildhall/Donegal House	6,842	0	0	0
Samuel Johnson Birthplace	90,564	58,000	38,000	45,000
Parks and Footpaths	31,184	0	7,060	0
Community Centres	37,278	280,000	436,778	45,000
Friary Clock Tower	7,955	0	0	0
Total	198,674	362,580	507,943	103,749
Capital Projects/Contribution				
Receipts	0	0	0	0
Total	0	0	0	0
Community Infrastructure Levy (CIL)				
Expenditure	34,964	31,335	108,106	0
Receipts	-131,191	-14,030	-22,053	-5,364
Total	-96,228	17,305	86,052	-5,364
Johnson Birthplace Charitable Trust				
Grant/Donations	-10,397	-5,760	-8,360	-8,360
Admissions income	-1,936	-3,280	-3,280	-3,280
Funding to LCC	12,333	9,040	11,640	11,640
Total	0	0	0	0
TOTAL	£960,8457	£1,295,555	£1,521,975	£1,030,235
PRECEPT	£835,450	£860,670	£860,670	£939,900
Total Precept Requirement	£835,450	£860,670	£860,670	£939,900
TOTAL (To)/From balances	£125,395	£434,885	£661,305	£90,335

<u>Net Expenditure</u>	ACTUAL 2022/23 £	BUDGET 2023/24 £	ESTIMATE 2023/24 YEAR END £	BUDGET 2024/25 £
NOTE-Internal Recharges				
Employee Cost				
Employee costs	519,253	538,560	566,160	597,370
Recharge to Services	-519,253	-538,560	-566,160	-597,370
Total	0	0	0	0
Central Administration				
Employee costs	80,275	74,229	87,527	92,352
Central administration	0	0		0
Mileage Allowance	648	500	500	500
Professional Fees/Audit Fees	12,039	8,900	8,900	8,900
Office Rates/Water	9,667	10,020	10,020	10,410
Office Energy	11,519	21,330	18,820	21,550
Supplies & Services	43,929	29,010	29,010	29,010
Telephone/Postage	3,627	4,530	4,590	4,530
Subscriptions, Courses/Training	4,984	4,720	4,720	4,720
Insurance	27,993	28,440	30,937	32,800
Office Rent	-5,706	-5,800	-5,805	-5,800
Miscellaneous Receipts	-206	-10	-10	-10
Recharge to Services	-188,768	-175,869	-189,298	-198,962
Total	0	0	0	0
Balances & Reserves				
Opening Balance	2,483,059	2,331,683	2,357,664	1,696,359
to/-from reserve	-125,395	-434,885	-661,305	-90,335
Closing Balance	£2,357,664	£1,896,798	£1,696,359	£1,606,024
Breakdown of Reserve				
Capital Reserve -Repairs/Renewals Reserve	1,382,978	1,014,362	875,035	771,286
Grant Aid Reserve	9,531	6,570	8,789	8,789
Election Reserve	55,000	-	-	15,000
Twinning Reserve	-	-	-	17,000
CIL Reserve	202,285	171,154	116,233	121,597
General Revenue Reserves	707,870	704,712	696,302	672,352
Closing Balance	£2,357,664	£1,896,798	£1,696,359	£1,606,024
Total Expenditure	1,321,504	1,562,305	1,829,034	1,320,135
Total income	-360,659	-266,750	-307,059	-289,900
Net Expenditure	860,845	1,295,555	1,521,975	1,030,233
Precept	-835,450	-860,670	-860,670	-939,900
TOTAL (To)/From balances	£125,395	£434,885	£661,305	£90,335

For Council: 22 January 2024 APPENDIX 6

REPAIR, RENOVATION & SPECIFIC PROJECT PROGRAMME 2024/25

Members are reminded that the Repairs and Renewals programme is funded from the Capital Reserve. While revenue funds can be utilised for capital spend, the opposite is generally not the case, though there are some exceptions and allowances. As the City council has little likelihood of further significant capital receipts in the future, the capital reserve will continue to decline as spend is allocated to it, thereby protecting the more flexible revenue funding which the City council receives via the precept and its money generating activities. The setting of a balanced revenue budget/contributing to general reserves and the potential for decline of the capital reserve are therefore not mutually exclusive propositions.

The programme of repairs and maintenance during the past eight years or so has been informed to a large degree by the quinquennial architect inspections that now take place at all LCC buildings, rather than just the Guildhall, Donegal House and Birthplace Museum as was previously the case.

Following the significant R&R spend over the past several years to address known and longstanding issues, plus the additional projects completed at Darwin Hall in 2023 and the emergency work carried out at Curborough Community Centre, Repair and Renovation programme costs should fall significantly, with the focus shifting from addressing urgent and/or longstanding matters to ongoing maintenance and emerging items as identified via the quinquennial inspection process.

This trend towards ongoing maintenance should allow the remaining capital reserve to secure LCC's capital requirements for many years to come, the Council therefore maintaining its property portfolio without recourse to the council tax payer for significant additional funds for this purpose via the precept.

However, recent experience with Darwin Hall and Curborough Community Centre highlights that with a portfolio of listed buildings, and with a number of buildings that are regularly used by the public, the possibility of expensive repairs and maintenance, together with the need to ensure facilities are appropriate, will lead to ongoing and significant financial commitment – some of which cannot be predicted.

For 2024/25, the smallest R&R programme since 2016 is proposed. Further details are provided below, with members' attention drawn to the explanatory notes overleaf.

2023/24 Recommended Programme

Location	Scheme	Costs for Budget	Notes
SJBM	Improvements to bookshop Enhancements to existing toilet facility Costs arising following survey of hidden valley gutter	£45,000	1
Darwin Hall	Retention payments from remedial work carried out in 2023/24 and associated professional fees. Emerging issue with ground source heat pump, provisional sum allocated (investigations ongoing)	£45,000	2
	Total	£90,000	3

Note 1: Improvements to Bookshop and existing toilet facility are included following consideration and recommendation by JBAC, and council's adoption of that recommendation at its meeting of 11 December 2023. The agenda and minutes of the meeting of JBAC held on 31 October 2023 provide additional context.

A survey was undertaken on the Birthplace Museum roof in late 2023, with particular attention paid to the hidden roof valley gutter following evidence of water ingress to the upper floor of the building. Access to the area is difficult and costly, therefore any other repairs that are identified and are similarly difficult to access – whether urgent or not - should be considered along with the more urgent valley repair to provide best value for money. Costs and scope of work are currently under discussion, with quotations being sought from contractors via LCC's specialist advisors. An additional sum has been set aside within the overall budget to mitigate the impact of any further work that may be identified once tiles are removed etc.

Note 2: Retention payments for work carried out during 2023/24 and withheld pending 12 months defects inspection and subsequent completion of any necessary repairs, final inspection and sign off by the City Council's professional advisors and associated costs thereof.

During the Christmas break it emerged that an issue is developing with the Hall's Ground Source Heat Pump; glycol is begin lost through an as yet undetected leak, with investigations necessary at the site of the three bore holes in the car park, following confirmation from an independent contractor that no damage was caused to the pipework during the recent drainage work. This investigative work is scheduled to take place shortly after this agenda is circulated.

A loss of 10 litres of glycol will result in the system shutting down, current loss is approximately 1litre/week, necessitating regular maintenance to ensure the system remains functional. A provisional sum has been allocated for what may be a relatively easy or incredibly difficult matter to resolve; further reports to council may be necessary as the situation develops, but a provisional sum is included that will cover significant repairs and excavation, should it be required.

Note 3: The total cost listed is for the relevant scheme only and does not include employee costs which are allocated across budget heads. Capital costs are allocated from the City Council's Capital Reserve.

For Council: 22 January 2024 APPENDIX 7

OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer

The Carols for Christmas Service was held in the Guildhall on Tuesday 5 December and at the request of the Mayor, Cllr Ann Hughes, the theme was Peace Around the World, particularly at Christmas time. The service was once again led by the Mayor's Chaplain, Reverend Ian Hayter.

The story of the birth of Jesus Christ was told by the Mayor & Cllr Ed Strain with thoughtfully selected poems read by the Deputy Mayor, Cllr Sam Schafer & Leader of Lichfield City Council, Cllr Dave Robertson, including Carol Ann Duffy's 'The Christmas Truce'. Prayers were led at the end of the Service by Nigel Gann, representing the Mayor's charity 'Lichfield City of Sanctuary.



The service included a mixture of carols including 'Born in the Night' and traditional carols like 'Hark! The herald Angels sing!' This time, guests were joined by Lichfield Tuneless Choir who came prepared with their Santa Hats & words to a rendition of 'It's beginning to sound a lot like Tuneless', they were a pleasure to watch and greatly enjoyed by the assembled audience.

Also present once again was Dudley Ray, along with the combined choir of St Michael's Church who truly enhanced the event and created a wonderful festive atmosphere to start of the season.

The evening concluded with former Lichfield City Councillor Tony Thompson serving his top-secret recipe of mulled wine (orange juice for the drivers) to all the guests, accompanied by a warm mince pie.

Generous donations were received on the night for the Mayor & Sheriff's charities, totalling £116.00.



At the time of preparing this report, we are pleased to share that the Mayor has attended and supported 43 engagements in the City so far, the Deputy Mayor has attended 23 events representing the Mayor and the Sheriff has attended 29 events. Both the Mayor & Sheriff are continuing to raise money in the New Year for their two chosen charities; Lichfield City of Sanctuary & St Giles Hospice. *The Mayor is pictured at the opening of 'Grace Cares' new unit at Elmhurst Business Park.*

As mentioned in December's Officers Report, the Mayor and Sheriff met with the winner of the Civic Christmas Card Competition in the Mayor's Parlour on Friday 15 December. Accompanied by his parents and sister, Felix Osbourne from Charnwood Primary Academy was presented with his framed Christmas Card & gift voucher, which has been kindly provided by the Lichfield 'Entertainer Toy Shop'.

Felix was delighted to have won the competition and was even more excited to get his gift card spent on anything 'Minecraft' themed.

Preparations continue for forthcoming events including a service at Wade St Church on Sunday 14 January & the Annual Pancake races taking place on Bore Street on Tuesday 13 February, which coincidentally falls in half-term as it did in 2023.

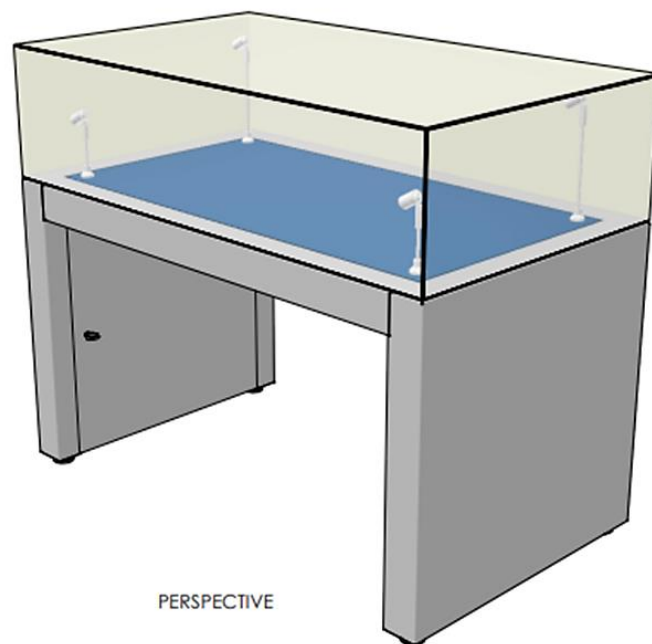


2. Samuel Johnson Birthplace Museum: Kimberley Biddle, Museums and Heritage Officer

The Samuel Johnson Birthplace Museum has welcomed 14,368 people this financial year (April-end December), a 43% increase on 2022/23 visitor numbers.

An article written by the Museums and Heritage Officer (MHO) about the recent Johnson letter acquisition has been accepted for publication in the Friends of the National Libraries (FNL) annual report. The article reflects on the content of the letter and will be freely accessible online via the FNL's website.

Following an internal review of the Birthplace's most significant collections on public display, subsequent recommendation from JBAC and adoption by council, an order for five new display cases has been placed. These showcases will replace a large portion of the existing 1980's cases. The new cases were chosen to provide a high level of security and environmental control, whilst the attack resistant all-glass vitrine enables full visibility of the exhibits. The showcase design is minimal and streamlined, and an off-white colour has been selected for the frame and dress panel. The design, though contemporary, will sit beautifully in the rooms and will elevate the standard of displays, appropriate to the importance and high quality of the collections. The newly acquired Johnson letter will be one of the highlight objects to feature in a new showcase. The MHO is researching funding opportunities to replace the remaining old and problematic cases.



Further progress has been made on the Johnson bust reinstatement project with the bust undergoing the final phase of restoration; the careful application of handmade limewash. The colour of the limewash has been selected to match traces of the original finish. This has been sourced from a company whose limewashes have been used on the Queen's Chapel, and Kew Palace. Later this month a structural engineer alongside Messenger, the building contractor, will undertake an internal and external inspection of the building on Bird Street to establish the method of fixing the bust in place. Once this inspection has been completed a date for its reinstatement will be confirmed.

The MHO met with Professor Nicholas Seager from Keele University to reestablish Keele's relationship with the Birthplace and to replace Joanne Wilson, the former MHO's position on the supervisory team for PhD researcher Emma Stanbridge. The relationship with Keele has been mutually beneficial, providing developmental opportunities for



students, and expanding the public programme and research opportunities at the Birthplace.

An application for Listed Building Consent to remove asbestos and undertake associated remedial work in the Basement of the Birthplace has been submitted and notification of the decision is due by 5 February. Work will be completed by the end of the financial year, subject to the local planning authority's approval of the proposed alterations.

The MHO has been in discussion with Brownhill Hayward Brown architects regarding necessary repair work to the Birthplace's valley gutter following issues identified in a drone survey of the roof. A meeting with contractors is scheduled later in January to establish the full extent of repairs required, with plans to schedule the work in the forthcoming financial year. The photograph below from the drone survey shows the hidden valley gutter which is the subject of greatest concern currently.



The Birthplace remained open throughout the festive period, only closing on Christmas Day, Boxing Day, and New Year's Day. Regular groups have resumed after the Christmas break including Bookworms, Latin Learners, and the Writing Group. The Birthplace Book Club continues to be extremely popular; new members joined in January and the group now has a waiting list.

As part of the continuing work on the City Plaques Project, the Tamworth Gate plaque has been replaced following the theft of the original in the Autumn. The new bronze plaque and backboard are smaller in size, providing a much-improved fit.



3. Open Spaces: Nigel Boden, Open Spaces Officer and Jane Varley, Clerical Officer Curborough Community Centre Field (Site 9)

The fencing around the car park and play areas at CCC has now been replaced.

The previous wooden fencing had come to the end of its useful life, despite several repairs undertaken due to rot or vandalism. The condition of the fence had also been highlighted in the latest RoSPA annual report on the play area.

The new concrete/metal fencing will provide a permanent solution the financing for which has been approved for CIL funding by the Grants Advisory Committee.



Friary Remains (Site 19A)

Prevalent growth during the summer had resulted in the border along the back wall of Friary Remains becoming overgrown. A general tidy up has taken place, shrubs and bushes cut back and the wall and steps have been cleared.



Footpath - Christchurch Lane to A51 Allotments (FP 16)



The strong winds during the Christmas holiday period brought down a Hawthorn tree which completely blocked access along the LCC footpath bordering Christchurch Allotments.

The fallen tree has now been cleared by appointed tree surgeon.

The opportunity has also been taken to cut back heavy Ivy loaded limbs overhanging the path and trim hedges/branches encroaching on the path.



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

- Remembrance Gardens (28) - Crown lift of oak trees scheduled for mid-January 2024. Plaques for an additional two trees have been requested.
- St Michael's Churchyard (60) – Additional tree safety work, removal of Lime (T708) is scheduled for March 2024.
- Heather Gardens (19b) – Fell dead cherry tree, crown lift over footpaths, reduce three lime trees and remove epicormic growth completed 16 December.
- Birch Grove (17A) – Lime tree reduction and reshape completed 18 November.
- Kean Close to Terry Close (5) – Crown reduce two maple trees and cut back from property at Ferndale Road completed 9 December.
- Christchurch Churchyard Extension (61) - reduction of red oak encroaching over residents' gardens at Townfields completed 19 December 2023.
- Stowe Pool - Mill Croft to St Chad's Road Cycleway (FP22) – Plans for improvement of cycleway signage and ground markings are being progressed.

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

The New Year has unfortunately seen the loss of two long term traders that stand all three market days. However, the Friday and Saturday pitches have been taken up by *Ryan James Butchers* who has proved a popular addition on the Tuesday Markets. The Markets continue to attract new traders such as '*Deluxe Snacks*' selling hot take away Indian food. *The Potting Shed* selling antiques and collectables has become a permanent trader.



The inclement winter weather resulted in a restricted market on 9 December and a cancellation of one of the additional Christmas markets on Thursday 21 December due to the predicted high winds. However, the additional market on Wednesday 20 was able to go ahead with the nine Traders in attendance reporting a good footfall.

The Festive Market on Minster Pool Walk, which ran alongside the Christmas Lights Switch On event on 26 November, had a total of 24 traders standing and proved a great success.



Officers worked closely with Lichfield District Council to ensure all licences and consent to trade were verified and up to date before the day.

On 16 December Aston Villa football legend Dennis Mortimer took up residence on Martyn Shaws Picture Frame stall with the European cup. The football veteran spent the day signing autographs and having pictures taken with the cup

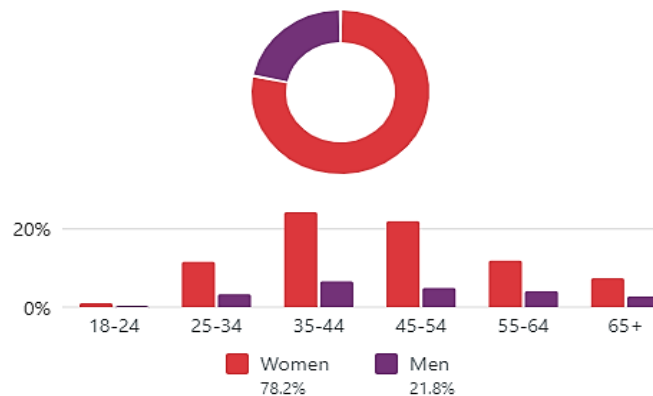
The markets social media platforms maintain a good following and is also used to advertise for traders to join the market on Tuesday, Fridays, and Saturdays.

The statistics below show the number of followers on Facebook and Instagram. Officers are tracking numbers to determine the most effective posts.

Facebook followers ⓘ

3,478

Age & gender ⓘ



Instagram followers ⓘ

67

Age & gender ⓘ

You need 100 follow
To protect the privacy of needs to be at least 100 |

The City Council has now joined the Rural Services Network to promote Lichfield and share good practice with other rural markets, towns & cities. The membership is free for twelve months, during which time officers will be able to assess the benefits.

The last Vegan market of 2023 was well attended with a total 22 stalls, dates for 2024 have been confirmed.



The Producers' Market operated by CJ Events on the first Sunday of the month is also well supported by traders and is very popular with the shoppers. The market is set to return on the first Sunday of February.

The Christmas Food Festival took place on the 9 & 10 December despite the blustery weather conditions. Cockerhoop Creative hired Minster Pool Walk with a total of 16 traders on the Saturday but only 10 traders on the Sunday as a result of the high winds.



On 17 & 18 December *The Red Book Bus* hired the Market Square to sell children's books at a reduced cost. They hope to return in February.

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

Several regular hirers held Christmas Parties in the Guildhall prior to their Christmas break.

There was also an exceptional number of Market Research bookings – 9 in total, which being a commercial booking, generated significant revenue. Six meetings were also held, mostly in the smaller rooms. There was also a Wedding Reception and a 60th Birthday Party.

Lichfield Arts held 4 concerts, their last one being on 15 December. As well as their concerts, Guildhall also hosted several other Christmas events: 3 orchestral concerts and 3 choir concerts.

Lichfield District Council also held a Leisure Centre Drop in. Another drop-in session will take place in January on the City Centre Pedestrianisation scheme.

The Guildhall closed for Christmas with a successful private Britpop/Christmas concert, which was sold out. The first private booking of 2024 was a wedding reception on Saturday 6 January.

Other bookings included a school awards night and a 'Green Conversations' event.

Facebook and Instagram pages have now been created for the building

Boley Park Community Hall

Bookings for children's parties continued right up to Christmas. This year, we also had a playscheme booked in for the period between Christmas and 5 January (school holidays).

The end of year accounts have been submitted to the external auditor. LCC officers continue to manage the hall and its finances following the resignation of the management committee in 2016, with the Guildhall Bookings Officer acting as Bookings Secretary for the Hall, and the Town Clerk as Treasurer.

The agendas for the AGM and Management Committee meetings are currently being prepared by the Town Clerk, with the hope that changes proposed at that meeting will enable a resolution to longstanding bank mandate issues.

6. Deputy Town Clerk: Sarah Thomas



On Friday 22 December Lichfield City Council lit the Clock Tower green in support of the Samaritans *Light the Night Staffs* campaign. On this, the longest night of the year, many other local authority buildings across the region also showed their support. The green light serving as a poignant reminder to anyone in need, that the Samaritans are there during the darkest hours, including over Christmas and New Year. Samaritan volunteers provide round the clock support to make sure people who are struggling always have someone to turn to.

Lichfield City Council would like to thank Darwin Electrical for providing their services free of charge in support of this campaign.

The Deputy Town Clerk is working with the Guildhall Bookings Officer, looking at publicity to promote the Guildhall and to find a more permanent solution to the hire of private bars since Lichfield Arts withdrew their services for private bookings as a result of staffing issues.

In addition, the Deputy is assisting both the Twinning and Civic Officer with events later this year and planning ahead for events in 2025 and 2026.

The Deputy Town Clerk is also working on associated projects for the Grants Advisory Committee and Markets Working Group and will be providing secretariat support at the respective meetings in February.

The important work regarding Critical Incidents continues, with the City Council forging relationships with other key stakeholders in the City to form a coherent City-wide plan. At the invitation of the Three Spires Shopping Centre all stakeholders recently met to discuss further and share information.



For Council: 22 January 2024 APPENDIX 8

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 October to 31 October 2023

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
02/10/2023	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - July	337.32	16.87	354.19
02/10/2023	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 23/24 - 7th instalment of 10 (October)	969.00	0.00	969.00
02/10/2023	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 23/24 - 7th instalment of 10 (October)	5.00	0.00	5.00
02/10/2023	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 23/24 - 7th instalment of 10 (October)	566.00	0.00	566.00
02/10/2023	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 23/24 - 7th instalment of 10 (October)	1,809.00	0.00	1,809.00
04/10/2023	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - September	18.14	0.00	18.14
04/10/2023	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - October	6.00	1.20	7.20
04/10/2023	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - September	108.53	0.00	108.53
04/10/2023	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - October	6.00	1.20	7.20
05/10/2023	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/8 - 1/9	62.85	0.00	62.85
11/10/2023	BACS 1867	1A Action Rotary Rod Ltd	G/HALL Repair/Maint	Cleaning of drains in back courtyard	775.00	155.00	930.00
11/10/2023	BACS 1868	ACW Arb	PARKS Other Repair/Maint	Friary Remains - Fell fir tree	950.00	190.00	1,140.00
11/10/2023	BACS 1869	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip - September	320.00	64.00	384.00
11/10/2023	BACS 1870	Brownhill Hayward Brown	R&R FUND General	Architect for Darwin Hall roof works - Sept	5,707.50	1,141.50	6,849.00
11/10/2023	BACS 1870	Brownhill Hayward Brown	R&R FUND General	Curborough CC - Architect for roof survey & works	2,695.00	539.00	3,234.00
11/10/2023	BACS 1871	M W Brown	PARKS Other Repair/Maint	Treatment of rodents at two sites, 28/9	50.00	0.00	50.00
11/10/2023	BACS 1872	Eastern Shires Purch Org	G/HALL Supplies/Services	Cloakroom supplies and refuse sacks	178.55	35.71	214.26
11/10/2023	BACS 1873	John Stedeford & Sons Ltd	BIRTHPLACE Repair/Maint	Re-decoration of replacement window panes	220.00	44.00	264.00
11/10/2023	BACS 1874	Legion Plumbing & Heating	R&R FUND General	Supply and install hot water heater at Darwin Hall	845.00	169.00	1,014.00
11/10/2023	BACS 1875	Love2dream	BIRTHPLACE Stock for sale	Tea towels and tote bags for sale	123.60	0.00	123.60
11/10/2023	BACS 1876	New Growth Training	CIVIC Ride General	Security staff for Sheriff's Ride	470.61	94.13	564.74
11/10/2023	BACS 1877	Pioneer Roadshows	CIVIC Events	PA system for Johnson Birthday	275.00	0.00	275.00
11/10/2023	BACS 1878	R J Lift Services Ltd	G/HALL Repair/Maint	Supply & fit new main I/O PCBs to repair lift	2,616.05	523.21	3,139.26
11/10/2023	BACS 1879	Sign Technology Ltd	C I L Expenditure	Restoration of Stowe Pool signage on Reeves Lane	150.00	30.00	180.00
11/10/2023	BACS 1880	Support Staffordshire	ADMIN Subscript/Training	Associate member fee per Council resolution 4/10/23	25.00	0.00	25.00
11/10/2023	BACS 1881	Tonks Brothers Tree Servs	PARKS Other Repair/Maint	Pool Walk - Work to Lime trees	1,008.00	201.60	1,209.60
11/10/2023	BACS 1882	Vision ICT Ltd	ADMIN Supplies & Services	Biennial renewal of gov.uk domain to November 2025	65.00	13.00	78.00
11/10/2023	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/internet - Usage Jul to Sep, Rental Sep to Nov	116.34	23.27	139.61
11/10/2023	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/internet - Usage Jul to Sep, Rental Sep to Nov	413.72	82.74	496.46
11/10/2023	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/internet - Usage Jul to Sep, Rental Sep to Nov	643.56	128.71	772.27
11/10/2023	DDebit	British Telecommunications	HALLS Boley Hall	Broadband service at Boley Hall - September	41.13	8.23	49.36
12/10/2023	BACS 1883	Boley Park Pre School	C I L Expenditure	Contribution to new play surface at Boley Hall-1st paymt	5,673.78	0.00	5,673.78
13/10/2023	BACS 1884	Lichfield District Council	G/HALL Supplies/Services	Annual premises licence for Guildhall to 12/10/24	180.00	0.00	180.00
13/10/2023	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - October	28,578.96	0.00	28,578.96
13/10/2023	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier rental Jul - Sep	87.48	17.50	104.98
16/10/2023	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office365 etc. - Sept	679.64	135.93	815.57
16/10/2023	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - September	45.00	9.00	54.00
16/10/2023	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - September	130.50	26.10	156.60
16/10/2023	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - September	45.00	9.00	54.00
16/10/2023	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fees - October	50.15	0.00	50.15
16/10/2023	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - August	472.20	94.44	566.64
16/10/2023	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - August (1st account)	134.37	6.72	141.09
16/10/2023	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - August (2nd account)	141.30	7.06	148.36
16/10/2023	DDebit	Npower Ltd	G/HALL Energy	Electricity - August	694.36	138.87	833.23
16/10/2023	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - August	44.91	2.25	47.16
16/10/2023	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - August	259.42	12.97	272.39
16/10/2023	DDebit	Npower Ltd	PARKS Energy	Friary electricity - August	16.55	0.83	17.38
16/10/2023	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - August	57.46	3.82	61.28
16/10/2023	DDebit	Information Commissioner	ADMIN Supplies & Services	Data protection registration to 16/10/24	35.00	0.00	35.00
17/10/2023	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - October	26.50	5.30	31.80

17/10/2023	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - October	17.00	3.40	20.40
17/10/2023	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - October	25.00	5.00	30.00
17/10/2023	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 1/9 - 1/10	20.21	0.00	20.21
17/10/2023	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/9 - 1/10	101.98	0.00	101.98
17/10/2023	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & drainage 1/9 - 1/10	6.93	0.00	6.93
18/10/2023	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - October	19.00	3.80	22.80
18/10/2023	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - October	19.00	3.80	22.80
18/10/2023	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - September	81.75	4.09	85.84
20/10/2023	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - September usage/ October rental	128.78	25.76	154.54
23/10/2023	BACS 1885	ACW Arb	PARKS Other Repair/Maint	Swinfen Broun Rd - Work to beech & lime trees	680.00	136.00	816.00
23/10/2023	BACS 1886	Adam Burns-Mace	CIVIC Sheriff's Allowance-A Burns-Mace	Mileage to and from Uttoxeter for Johnson Ceremony	20.70	0.00	20.70
23/10/2023	BACS 1886	Adam Burns-Mace	CIVIC Sheriff's Allowance-A Burns-Mace	Mileage to and from Norwich for Shrievalty Conference	152.10	0.00	152.10
23/10/2023	BACS 1886	Adam Burns-Mace	CIVIC Sheriff's Allowance-A Burns-Mace	Boxes of chocolate & bespoke labels for Ride	222.60	44.52	267.12
23/10/2023	BACS 1886	Adam Burns-Mace	CIVIC Sheriff's Allowance-A Burns-Mace	Hotel, parking and breakfasts for Shrievalty Conference	336.67	67.33	404.00
23/10/2023	BACS 1886	Adam Burns-Mace	CIVIC Sheriff's Allowance-A Burns-Mace	Beers, wines and champagne for Ride Banquet	361.50	72.30	433.80
23/10/2023	BACS 1887	Mr & Mrs J Collings	BIRTHPLACE Stock for sale	Reimburse postage for donation of Johnson books	9.54	0.00	9.54
23/10/2023	BACS 1888	Darwin Electrical Services	G/HALL Repair/Maint	Supply and fit replacement hand dryer	179.48	35.90	215.38
23/10/2023	BACS 1889	EHM Exterior Home Maint	G/HALL Repair/Maint	Supply and fit 10 replacement roof tiles	243.00	0.00	243.00
23/10/2023	BACS 1889	EHM Exterior Home Maint	G/HALL Repair/Maint	Repair loose radiator in Guildroom	145.00	0.00	145.00
23/10/2023	BACS 1890	Emblem Print Products Ltd	BIRTHPLACE Stock for sale	Notebook erasers for sale	115.20	23.04	138.24
23/10/2023	BACS 1891	Keelys LLP	ADMIN Professional Fees	Annual employment law advice plan to 25/11/24	1,000.00	200.00	1,200.00
23/10/2023	BACS 1892	Lichfield District Council	R&R FUND General	Darwin Hall roof - Building Control inspection fee	421.12	84.22	505.34
23/10/2023	BACS 1893	Lichfield Lock & Key Repairs	ADMIN Supplies & Services	Supply and fit door closer in Donegal House	104.29	20.86	125.15
23/10/2023	BACS 1893	Lichfield Lock & Key Repairs	BIRTHPLACE Supplies & Services	Supply and fit upgraded security lock in Museum	128.58	25.72	154.30
23/10/2023	BACS 1893	Lichfield Lock & Key Repairs	G/HALL Supplies/Services	Supply and fit upgraded security locks in Guildhall	1,262.23	252.44	1,514.67
23/10/2023	BACS 1894	D McCarthy Bros (Lichfield)	C I L Expenditure	Surfacing work to footpath at front of Lich Sports Club	12,000.00	2,400.00	14,400.00
23/10/2023	BACS 1894	D McCarthy Bros (Lichfield)	PARKS Other Repair/Maint	Surfacing work to footpath at front of Lich Sports Club	200.00	40.00	240.00
23/10/2023	BACS 1895	Northern Platforms Ltd	G/HALL Supplies/Services	6 monthly inspection of Skywinder - September	225.00	45.00	270.00
23/10/2023	BACS 1896	PPL PRS Ltd	G/HALL Lettings	Music licence for bookings 6/6/23 - 5/9/23	159.41	31.88	191.29
23/10/2023	BACS 1897	R Fathers	PARKS Other Repair/Maint	Fecknam Way - Work to lime trees	350.00	0.00	350.00
23/10/2023	BACS 1897	R Fathers	PARKS Other Repair/Maint	Europa Way - Work to ash trees	575.00	0.00	575.00
23/10/2023	BACS 1898	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum, September	809.27	161.85	971.12
23/10/2023	BACS 1898	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall and Donegal House, September	1,040.49	208.10	1,248.59
23/10/2023	BACS 1899	Storer Smith Events Ltd	ARTS/TOURISM Expenditure	Marquee for Johnson Birthday celebrations on Mkt Sq	460.00	92.00	552.00
23/10/2023	BACS 1900	Vaughtons t/a W H Darby	CIVIC Supplies/Services	Jewels, bars, ribbons & cases for 23/24 Mayor & Sheriff	2,679.53	535.91	3,215.44
24/10/2023	BACS 1903	Messenger Construction Ltd	R&R FUND General	Darwin Hall roof works - (half of) fourth payment	45,049.90	9,009.98	54,059.88
24/10/2023	BACS 1904	Messenger Construction Ltd	R&R FUND General	Darwin Hall roof works - (half of) fourth payment	45,049.90	9,009.98	54,059.88
24/10/2023	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online monthly fee - September payroll	26.20	0.00	26.20
25/10/2023	BACS 1901	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - October	7,327.14	0.00	7,327.14
25/10/2023	BACS 1902	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - October	9,868.88	0.00	9,868.88
25/10/2023	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/9 - 10/10	13,481.00	2,696.20	16,177.20
30/10/2023	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - August	473.91	23.70	497.61
31/10/2023	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 2 Sep to 29 Sep - current account	24.97	0.00	24.97
					204,531.74	29,194.94	233,726.68

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 October to 31 October 2023

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
02/10/2023	05483	Cash	CIVIC Events	Float for Charity Ceilidh (to be paid back later)	120.00	0.00	120.00
12/10/2023	05484	Cash	Various	Petty cash vouchers 8169 - 8183	276.07	12.42	288.49
26/10/2023	05485	Cash	Various	Birthplace petty cash vouchers SJ0073 - SJ0103	168.50	21.29	189.79
26/10/2023	05486	Cash	Various	Petty cash vouchers 8184 - 8194	239.25	42.71	281.96
26/10/2023	05487	Cash	Various	Petty cash vouchers 8195 - 8203	243.12	46.83	289.95
31/10/2023	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 2 Sep to 29 Sep - imprest account	10.00	0.00	10.00
					1,056.94	123.25	1,180.19

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 November to 30 November 2023

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/11/2023	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 23/24 - 8th instalment of 10 (November)	969.00	0.00	969.00
01/11/2023	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 23/24 - 8th instalment of 10 (November)	5.00	0.00	5.00
01/11/2023	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 23/24 - 8th instalment of 10 (November)	566.00	0.00	566.00
01/11/2023	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 23/24 - 8th instalment of 10 (November)	1,809.00	0.00	1,809.00
03/11/2023	BACS 1905	Mr S L Bevins	R&R FUND General	Technical support for Darwin Hall roof works	1,120.00	0.00	1,120.00
03/11/2023	BACS 1906	Broxap Ltd	PARKS Other Repair/Maint	Supply 4 removable bollards	1,146.00	229.20	1,375.20
03/11/2023	BACS 1907	J Butler	BIRTHPLACE Adverts/promotion	Reimbursement for Wordpress annual plan	43.20	0.00	43.20
03/11/2023	BACS 1908	City Life in Lichfield	ARTS/TOURISM Lights Costs	Advert in Lichfield magazine, November	270.00	54.00	324.00
03/11/2023	BACS 1909	Clean All (Windows) Ltd	ADMIN Supplies & Services	Quarterly window cleaning	75.15	15.03	90.18
03/11/2023	BACS 1909	Clean All (Windows) Ltd	BIRTHPLACE Supplies & Services	Quarterly window cleaning	65.20	13.04	78.24
03/11/2023	BACS 1909	Clean All (Windows) Ltd	G/HALL Supplies/Services	Quarterly window cleaning	79.37	15.87	95.24
03/11/2023	BACS 1910	Rosemary Cunningham	BIRTHPLACE Stock for sale	Johnson alphabet notebooks and posters for sale	86.50	0.00	86.50
03/11/2023	BACS 1911	Dr Johnson's House Trust	BIRTHPLACE Stock for sale	Johnson and Barber postcards for sale	44.45	0.00	44.45
03/11/2023	BACS 1912	EHM Exterior Home Maint	HALLS Cruck House	Remedial works to window, radiator and wall	875.00	0.00	875.00
03/11/2023	BACS 1912	EHM Exterior Home Maint	PARKS Other Repair/Maint	Brownsfield Rd - Remove hoop barrier & lay tarmac	240.00	0.00	240.00
03/11/2023	BACS 1912	EHM Exterior Home Maint	PARKS Other Repair/Maint	Minster Pool - Supply & fit replacement drain cover	248.22	0.00	248.22
03/11/2023	BACS 1913	East Staffs Borough Council	CIVIC Mayor's Allowance - A Hughes	Mayor's ticket for East Staffs charity evening	25.00	0.00	25.00
03/11/2023	BACS 1914	Eastern Shires Purch Org	G/HALL Supplies/Services	Cloakroom & cleaning supplies	136.80	27.36	164.16
03/11/2023	BACS 1915	Imagin Products Ltd	ADMIN Supplies & Services	Staff ID badge and lanyard	13.65	2.73	16.38
03/11/2023	BACS 1916	Lichfield District Council	PARKS Other Repair/Maint	Watering hanging baskets, May to Sep 23	7,176.00	1,435.20	8,611.20
03/11/2023	BACS 1916	Lichfield District Council	R&R FUND General	Supply 3 litter bins for various sites	2,073.55	414.71	2,488.26
03/11/2023	BACS 1917	Lichfield Lighthouse Company	ARTS/TOURISM Expenditure	Singing group for Johnson Birthday	50.00	0.00	50.00
03/11/2023	BACS 1918	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - A Hughes	Mayor's tickets for own Charity Ball	100.00	0.00	100.00
03/11/2023	BACS 1918	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - A Hughes	Contribution to ticket for Charity Ball entertainer	25.00	0.00	25.00
03/11/2023	BACS 1918	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance-A Burns-Mace	Sheriff's tickets for own Charity Ball	100.00	0.00	100.00
03/11/2023	BACS 1918	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance-A Burns-Mace	Contribution to ticket for Charity Ball entertainer	25.00	0.00	25.00
03/11/2023	BACS 1919	Metro Pages Ltd	BIRTHPLACE Adverts/promotion	Advert in What's On - Midlands student guide	150.00	30.00	180.00
03/11/2023	BACS 1920	Ottimo Digital Ltd	GRANTS General	Supply 2 school clean air banners per Council Min. 54	100.00	20.00	120.00
03/11/2023	BACS 1921	Playsafety Ltd	PARKS Other Repair/Maint	3 annual play area inspections (Lincoln, Stowe & CCC)	225.00	45.00	270.00
03/11/2023	BACS 1922	R Fathers	PARKS Other Repair/Maint	Austin Cote Lane - tree works	450.00	0.00	450.00
03/11/2023	BACS 1922	R Fathers	PARKS Other Repair/Maint	Rookery Court - tree works	575.00	0.00	575.00
03/11/2023	BACS 1923	Ms Mary Baker	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 8/10/23	34.15	0.00	34.15
03/11/2023	BACS 1924	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 8/10/23	8.67	0.00	8.67
03/11/2023	BACS 1925	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 8/10/23	13.00	0.00	13.00
03/11/2023	BACS 1926	The Johnson Society	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 8/10/23	20.67	0.00	20.67
03/11/2023	BACS 1926	The Johnson Society	BIRTHPLACE Sales Income	Proceeds of giftware sales to 8/10/23	16.67	3.33	20.00
03/11/2023	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - October	141.25	0.00	141.25
03/11/2023	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - November	6.00	1.20	7.20
06/11/2023	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - October	21.98	0.00	21.98
06/11/2023	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - November	6.00	1.20	7.20
10/11/2023	DDebit	British Telecommunications	HALLS Boley Hall	Broadband at Boley Hall - October	41.13	8.23	49.36
10/11/2023	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier usage May-Jul, rental Aug-Oct	692.78	138.55	831.33
13/11/2023	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - September	485.61	97.12	582.73
13/11/2023	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - September (2nd account)	125.59	6.28	131.87
13/11/2023	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - September (1st account)	153.35	7.67	161.02
13/11/2023	DDebit	Npower Ltd	G/HALL Energy	Electricity - September	908.43	181.69	1,090.12
13/11/2023	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - September	39.92	2.00	41.92
13/11/2023	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - September	195.51	9.78	205.29
13/11/2023	DDebit	Npower Ltd	PARKS Energy	Friary electricity - September	16.07	0.80	16.87
13/11/2023	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - September	63.75	4.11	67.86
14/11/2023	DDebit	Land Registry	ADMIN Supplies & Services	Land Registry search fee	3.00	0.00	3.00
15/11/2023	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office365 etc. - October	681.14	136.23	817.37
15/11/2023	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - October	45.00	9.00	54.00

15/11/2023	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - October	130.50	26.10	156.60
15/11/2023	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - October	45.00	9.00	54.00
15/11/2023	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fees - November	37.55	0.00	37.55
15/11/2023	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries incl. back pay - November	40,636.27	0.00	40,636.27
16/11/2023	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - November	19.00	3.80	22.80
16/11/2023	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - November	19.00	3.80	22.80
16/11/2023	DDebit	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine rental 15/11/23 - 14/2/24	75.00	15.00	90.00
17/11/2023	BACS 1927	E A Barnes & Sons	MARKET Supplies/Services	5 exchanges of covered skip - October	400.00	80.00	480.00
17/11/2023	BACS 1928	Boley Park Pre School	C I L Expenditure	Boley Park play surface - remaining CIL payment	5,526.22	0.00	5,526.22
17/11/2023	BACS 1929	Brownhill Hayward Brown	R&R FUND Birthplace	Architect for Birthplace work - October	975.00	195.00	1,170.00
17/11/2023	BACS 1929	Brownhill Hayward Brown	R&R FUND General	Architect for Darwin Hall roof works - October	2,390.00	478.00	2,868.00
17/11/2023	BACS 1929	Brownhill Hayward Brown	R&R FUND General	Architect for Curborough CC roof works - October	1,593.75	318.75	1,912.50
17/11/2023	BACS 1930	M W Brown	ADMIN Supplies & Services	Quarterly pest control at Donegal House - November	37.50	0.00	37.50
17/11/2023	BACS 1930	M W Brown	G/HALL Supplies/Services	Quarterly pest control - November	37.50	0.00	37.50
17/11/2023	BACS 1930	M W Brown	PARKS Other Repair/Maint	Quarterly pest control at 6 sites - November	225.00	0.00	225.00
17/11/2023	BACS 1931	CBS Complete Ltd	G/HALL Repair/Maint	Gas safety inspection of 2 boilers	152.00	30.40	182.40
17/11/2023	BACS 1931	CBS Complete Ltd	G/HALL Repair/Maint	Relocate & rewire thermostat to improve temp. control	460.00	92.00	552.00
17/11/2023	BACS 1932	Eastern Shires Purch Org	ADMIN Supplies & Services	Boxes of paper	110.00	22.00	132.00
17/11/2023	BACS 1933	Lichfield Lock & Key Repairs	G/HALL Supplies/Services	Supply additional 5 biaxial keys for Guildhall	125.00	25.00	150.00
17/11/2023	BACS 1934	Lichfield Shrievally Asscn	CIVIC Sheriffs Allowance-A Burns-Mace	Sheriffs tickets for Lich Shrievally Asscn Xmas lunch	60.00	0.00	60.00
17/11/2023	BACS 1935	Love2dream	BIRTHPLACE Stock for sale	Lichfield Christmas cards for sale	8.28	0.00	8.28
17/11/2023	BACS 1936	MT Services Computer Sys	ADMIN Supplies & Services	Supply and install wifi access point	265.00	53.00	318.00
17/11/2023	BACS 1936	MT Services Computer Sys	ADMIN Supplies & Services	Sage accounts software update	112.50	22.50	135.00
17/11/2023	BACS 1937	Bernard Quaritch Ltd	BIRTHPLACE Collection Purchases	Valuation of Johnson letter	300.00	60.00	360.00
17/11/2023	BACS 1938	SCC County Fund	CIVIC Mayor's Allowance - A Hughes	Mayor's tickets to SCC Chairman's Christmas Evening	50.00	0.00	50.00
17/11/2023	BACS 1939	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum, October	788.25	157.65	945.90
17/11/2023	BACS 1939	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall and Donegal House, October	1,040.49	208.10	1,248.59
17/11/2023	BACS 1940	Water Plus Ltd	BIRTHPLACE Rates/Water	Used water and surface drainage 10/7-31/10	57.36	0.00	57.36
17/11/2023	BACS 1941	Whittakers Embroidery Ltd	G/HALL Supplies/Services	LCC logo polo shirts and sweatshirts	264.80	52.96	317.76
17/11/2023	DDebit	British Telecommunications	ADMIN Tel/Postage	Broadband line rental Nov-Jan	116.34	23.27	139.61
17/11/2023	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - November	26.50	5.30	31.80
17/11/2023	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - November	17.00	3.40	20.40
17/11/2023	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - November	25.00	5.00	30.00
17/11/2023	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 1/10 - 1/11	23.23	0.00	23.23
17/11/2023	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/10 - 1/11	101.04	0.00	101.04
17/11/2023	Debit	American Express Merch Svs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.14	0.00	0.14
20/11/2023	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - October	93.43	4.67	98.10
20/11/2023	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/ internet - October usage/ November rental	138.76	27.76	166.52
22/11/2023	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - October payroll	27.25	0.00	27.25
23/11/2023	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - September	836.97	41.85	878.82
24/11/2023	BACS 1942	Messenger Construction Ltd	R&R FUND General	Darwin Hall roof works - fifth payment	42,383.03	8,476.61	50,859.64
27/11/2023	DDebit	British Gas	BIRTHPLACE Energy	Gas 13/10 - 7/11	100.21	5.01	105.22
27/11/2023	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/10 - 10/11	13,481.00	2,696.20	16,177.20
30/11/2023	DDebit	Justice Fire and Security	G/HALL Repair/Maint	Maintenance of alarms & CCTV to 27/5/24 - 3rd qtr	410.52	82.10	492.62
30/11/2023	DDebit	Nat West	ADMIN Supplies & Services	Bank charges for 30 Sep to 3 Nov - current account	28.53	0.00	28.53
					<u>136,336.68</u>	<u>16,133.56</u>	<u>152,470.24</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 November to 30 November 2023

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/11/2023	BACS I28	Miss S Tracey	G/HALL Lettings	Goodwill refund of wedding breakage deposit	83.33	16.67	100.00
14/11/2023	05488	Cash	Various	Petty cash vouchers 8204 - 8216	214.39	31.62	246.01
27/11/2023	05489	Cash	Various	Birthplace petty cash vouchers SJ104 - SJ125	165.28	16.20	181.48
27/11/2023	05490	Cash	Various	Petty cash vouchers 8217 - 8234	247.00	28.88	275.88
30/11/2023	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 30 Sep to 3 Nov - imprest account	11.77	0.00	11.77
					<u>721.77</u>	<u>93.37</u>	<u>815.14</u>