

Lichfield City Council

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

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

4 March 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, 11 March 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 22 January 2024, Nos. 89-103 (**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 4 January to 28 February 2024 and made in the name of LCC via delegated authority, be received (**copies previously circulated**).
7. **TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) IF ANY**

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. GRANTS ADVISORY COMMITTEE

To consider the Minutes of the Grants Advisory Committee meeting held on 12 February 2024, and the recommended allocations of general grants and CIL monies therein (**APPENDIX 1**, attached).

[A copy of all applications considered by the Grants Advisory Committee is available to members on request to the Town Clerk].

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

9. MARKETS WORKING GROUP

To consider the minutes of the meeting of the Markets Working Group held on 15 February 2024 (**APPENDIX 2**, attached). Members' particular attention is drawn to the recommendations to council at minute numbers 44,46 and 48.

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

10. AUDIT COMMITTEE

To consider the Minutes and any recommendations of the Audit Committee meeting held on 6 March 2024, to follow under separate cover as **APPENDIX 3**. The Internal Audit report is provided as **ENCLOSURE 1**.

RECOMMENDED: That the Minutes and any recommendations of the Audit Committee meeting held on 6 March 2024 be adopted.

11. NOMINATIONS FOR CIVIC OFFICE 2024/25

To consider and elect individuals to the following Offices:

- a) Mayor Elect
- b) Deputy Mayor Elect
- c) Sheriff Elect

12. CALENDAR OF MEETINGS 2024/25

To confirm the Calendar of Meetings for 2024/25, **APPENDIX 4** attached.

The meeting dates have been selected so that, **as far as possible**, they avoid conflict with the District Council's draft calendar of meetings.

The meetings of the Planning Committee are listed '*if called*' following the adoption of the revised terms of reference for that Committee in April 2021.

RECOMMENDED: The draft calendar of meetings be approved.

13. OFFICERS' REPORT

To receive the Officers' Report on recent activity, **APPENDIX 5** attached.

RECOMMENDED: That the Report be noted.

14. CANAL LAND AT CRICKET LANE

To consider the Town Clerk’s report at **APPENDIX 6** (attached).

RECOMMENDED:

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

15. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 7**) for the periods:

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

* * * * *

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 22 January 2024 at 6.30pm

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

APOLOGIES: None

89 MAYOR'S ANNOUNCEMENTS

The Mayor detailed the events and functions that she had attended, including attendance at the High Sheriff's opening of the law term at Stafford Court, the busy and very rewarding Christmas period, and after Christmas, the Friends to Friends pantomime and a very interesting session at the Garrick with a drama group for neurodiverse young people, who are developing a performance to help businesses and public bodies learn about neurodiversity.

90 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllrs R Yardley and J Smith declared an interest under Appendix B of the City Council's Code of Conduct in regard to agenda item 16 (minute 102); Cllr Yardley being the Chair of the Lichfield Shrievally Association, and Cllr Smith being the Treasurer.

91 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council meeting held on 11 December 2023 (Nos 68-88) be confirmed and signed as a correct record.*

92 MATTERS ARISING

None

93 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: *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.*

94 CLIMATE CHANGE AND BIODIVERSITY COMMITTEE

Members considered the Minutes of the meeting of the Climate Change and Biodiversity Committee which took place on 17 January 2024.

RESOLVED: *That the Minutes and recommendations of the meeting of the Climate Change and Biodiversity Committee held on 17 January 2024 be adopted.*

95 FEES AND CHARGES 2024/25 - MARKETS

Members considered the charges for market pitch hire as detailed at agenda appendix 1. Members noted the increase in electricity charges had been introduced on 1 January 2024 following recommendation by the Markets Working Group and adoption by council.

RESOLVED: *2024/25 charges relating to the markets function be as set out at agenda appendix 1.*

96 FEES AND CHARGES 2024/25 - GUILDHALL

Members considered the proposed Guildhall hire charges for 2024/25, noting the introduction of a new event package and a tiered increase to hire charges as detailed at agenda appendix 3. Cllr C Greatorex urged caution in regard to the headline 'wedding and special event' package, stating that demand could be such that other groups cannot be hosted. Cllr Greatorex advised a continued review of the pricing structure to ensure the Guildhall remained accessible to all.

RESOLVED: That the 2024/25 hire costs and event package prices for the Guildhall be as set out at agenda appendix 3.

97 FINANCIAL PROGRESS REPORT – 1 APRIL to 30 NOVEMBER 2023

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

RESOLVED: That the report be noted

98 BUDGET ESTIMATES 2024/25

The Council considered the Town Clerk's budget estimates and report, prepared to retain existing services and service levels and to maintain the Council's public buildings; the draft budget was based on a Council Tax increase of £5.00 per year for a band D property (£68.76 to £73.76).

Cllr C Greatorex stated that the Conservatives would likely have increased the precept if they had remained in control, but that the amount would perhaps have been lower than proposed.

Cllr J Smith queried the Sheriff's Ride budget, stating that it had increased despite the proposal to remove the Banquet from the calendar. Cllr D Robertson responded that it would have been improper to remove the Banquet provision from the draft budget as the future of the event had not yet been decided by Council. No member voted against the proposed budget, though the Conservative members abstained from the vote.

RESOLVED: 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.

99 REPAIR, RENOVATION AND SPECIFIC PROJECT PROGRAMME 2024/25

Members considered the Repair and Renewal proposals to be funded from the Capital Reserve during 2024/25; the next stage of the Birthplace redevelopment project and continuing works at Darwin Hall, together with retention payments falling due. Cllr J Eagland highlighted the recent completion of the Boley Park Community hall paly area which the council had part funded via CIL.

RESOLVED: That the report be noted.

100 OFFICERS' REPORT

Councillor C Ball commended the work of the Open Spaces officer, notably in progressing the CIL funded work to replace the aged birds mouth fencing to the perimeter of the Curborough Community Centre car park. Cllr D Robertson also thanked the Open Spaces officer and Town Clerk for their prompt action during the Christmas break to ensure a fallen tree was cleared from the path adjacent to the allotments at Christchurch. The Mayor thanked the Civic Officer and Reverend Ian Hayter for their assistance in organising and

hosting the Mayor's Carols event and highlighted the continued co-operation between Keele University and the Birthplace Museum.

RESOLVED: That the Report be noted.

101 SUBSIDY REVIEW – LICHFIELD ARTS AND LICHFIELD FESTIVAL

Further to Minute 99 of the City Council's meeting on 28 January 2019, the arrangements between the Council, Lichfield Arts and Lichfield Festival are to be reviewed annually by the City Council. Members considered the current position and proposals for 2024/25.

RESOLVED:

1. The City Council confirms its view that:

a) The current charges associated with the separate licences to occupy remain appropriate given the 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 wishes an inflationary increase of 3.9% to be applied to the prevailing charges for 2024/25.

3. The City Council reconsiders this matter at its January 2025 meeting.

102 2024 CIVIC CALENDAR

Members considered the Town Clerk's agenda report which requested council guidance on amendments to the 2024 Civic Calendar as detailed below:

1. Mayor/ess at home event to be replaced with a 'back to school' uniform event in August

2. Mayor and Sheriff's Dinner Dance to be renamed 'Mayor and Sheriff's Charity Event', with detailed discussion as to the content of the event to take place later in the year

3. Sheriff's Ride Banquet to be withdrawn from the calendar; LCC to still organise the morning gathering on the day of the Ride.

Cllr D Baker stated that the Sheriff's Banquet was introduced due to the expense of hosting the lunch at Freeford, with the implication both that the Town Clerk's agenda report was not accurate, and that the Banquet should not be removed from the calendar as a result of the re-establishment of the 'full' Sheriff's Ride by an external body.

The Town Clerk read from the minutes of the Sheriff's Ride Working Party (SRWP) which, following adoption by council, set out the establishment of the Banquet:

SRWP meeting 19 May 2021:

For 2021, the Sheriff's Ride to not include horses/riders. The event to commence in the afternoon and the Sheriff to return to the City via The Close as is traditional. The event to also include a dinner at the Guildhall on that evening.

SRWP meeting 8 September 2022:

That the City Council adopts the 'reduced' Sheriffs Ride (as has taken place in 2021 and was scheduled for 2022) as the basis for future Sheriff's Rides, with the focus shifting to creating additionality for that event in the City Centre and increasing the visibility of the event through amendments to timings etc.

The Town Clerk stated that he believed his interpretation as set out in the report was correct. Cllr J Smith restated Cllr Baker's view. Cllr C Ball stated that he believed the Town Clerk's report and recollections to be accurate.

It was requested that each of the matters under discussion be put to a separate vote. On the matter of the Sheriff's Ride Banquet no member voted against the proposal, though Liberal Democrat members abstained from the vote.

RESOLVED:

- ***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.***

103 PAYMENT OF ACCOUNTS

Cllr C Greatorex queried whether PRS payments that relate to LCC owned Community Halls were a matter for the respective Committees of those halls; the Town Clerk confirmed this to be the case. Cllr Greatorex then enquired as to payments to individuals due to the proceeds of book sales. The Town Clerk confirmed that this arrangement with authors had been in place for some years and allowed the Birthplace Museum and book authors to share in sales income. Cllr Greatorex then enquired as to payments to an individual he believed to be deceased. The Town Clerk stated that he understood arrangements were being made in regard to future payments, but that the existing account remained active.

RESOLVED: That payment of accounts be approved and confirmed 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.***

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

MAYOR

For Council: 11 March 2024 APPENDIX 1

Lichfield City Council

Minutes of the Meeting of the Grants Advisory Committee

held in the Moulton Room, Guildhall at 6.30pm on Monday 12 February 2024

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

APOLOGIES: Councillor K Farrelly.

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

37. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr H Ashton declared an interest in the following applications under Appendix B of the LCC Code of Conduct:

- Erasmus Darwin Foundation – volunteer
- Games/Coffee Morning – friend of the applicant
- Lichfield Twinning Association – LCC representative

Cllr Ashton elected to neither speak nor vote on these matters.

Cllr D Baker declared an interest under Appendix B regarding the application from South East Staffs CAB as the LCC appointed representative, and in the following applications as members/those in control are known to her:

- Dovehouse Community Gardens
- Lichfield Bowling Club
- Transition Lichfield
- Shrievalty Association
- Probus Club

Cllr J Christie declared interests under Appendix B regarding applications from:

- 1st Lichfield Scouts – due to family members attending
- Darwin Hall Community Association – LCC appointed representative

Cllr E Strain declared an interest under Appendix A of the City Council's Code of Conduct regarding the application from Lichfield Re:Cycle as a Trustee, and an interest under Appendix B in the application from Lichfield 1st Scouts Group as he recommended the applicant apply for the grant.

Cllr R Yardley declared an interest under Appendix A in relation to the application from Lichfield Shrievalty Association (being Chair of the Association); Cllr Yardley left the room during discussion and voting thereon.

Cllr C Ball declared an interest under Appendix B in relation to the application from LDC (Proms in the Park) as a member of Lichfield District Council, and to the following as the applicants are known to him:

- Lichfield Re:Cycle
- Well at Wade St Church
- Dereck Jones/Coffee Morning
- Lichfield Shrievalty Association

38. MINUTES

RESOLVED: *That the minutes Grants Committee meeting held on 22 November 2023 be confirmed as a correct record [Minutes adopted by council on 11 December 2023]*

39. GENERAL REVENUE GRANT – 2024/25 GRANTS

Members considered the 2024/25 grant applications and reports which had been previously circulated. Members noted the total sum of grants requested as £45,348. The total sum of grant budget and earmarked grant reserve is £40,789, generating a shortfall of £4,559. It was noted that the budget allocated had remained at £32,000 for several years, and that it was the wish of the Committee that this be reviewed and increased.

The Committee's recommend grant awards are detailed in the table below.

Application No.	Applicant	Recommended Award (£)
1	South East Staffordshire Citizens Advice Bureau	6,750
2	Lichfield District Arts Association	3,000
3	Lichfield Greenhill Bower	3,000
4	Lichfield District Council, Proms In The Park	2,000
5	Lichfield Community Sports Club CIC	2,000
6	Erasmus Darwin Foundation	1,000
7	Voluntary Transport for the Disabled	1,000
8	Lichfield Festival	800
9	The City of Lichfield Concert Band	500
10	Lichfield Re:Cycle	450
11	Men's Shed Lichfield	396
12	Dovehouse Community Gardens	300
13	Lichfield Hockey Club	595
14	Forest Harvest	100
15	Gamers' Wellbeing	491
16	Lichfield Talking News	500
17	The Hub at St Mary's	0
18	Lichfield Bowling Club	0
19	Lichfield Waterworks Trust	1,000
20	The Well	1,500
21	Friends of Lichfield City Station	1,000
22	Dereck Jones (Games/Coffee morning)	1,718
23	Transition Lichfield - Nurture Community CIC	1,000
24	The Lichfield Trishaw Project (Big Red Bike)	500
25	The City of Lichfield Shrievally Association	200
26	Drama Teens	500
27	1 st Lichfield (St Chads) Scout Group	473
28	Lichfield Ladies' and Men's Probus Club	240
29	Lichfield Twinning Association	350
Total		£31,363

RECOMMENDATION TO COUNCIL:

- 1. That grants for the 24/25 financial year be awarded as set out in the table above.**
- 2. That Council favourably consider an increase to general grants funding during budget setting for 2024/25.**

40. GENERAL REVENUE GRANT – GRANT AWARD POLICY REVIEW

At the suggestion of the Chair, and with the agreement of the Committee, this standing agenda item was deferred to the next meeting. The Town Clerk requested any informal comments be sent in the coming weeks to allow amendments to be progressed between meetings and circulated.

RESOLVED: *That the matter be deferred to the next meeting.*

41. GENERAL REVENUE GRANT – SUMMER ACTIVITIES

Members considered the Town Clerk's report which detailed the funding allocated and awarded for children's summer activities, and the recommendation of the Grants Committee that such provision continue where budgets allow.

The administration process to be as occurred in 2023, but with the modification that all members of the Grants Committee be informally consulted on any application received, with the Town Clerk providing a deadline date for responses; majority vote at the time of the deadline dictating whether or not the grant is awarded and the sum of any such grant.

It was agreed that advertising of the provision would begin in April.

RECOMMENDATION TO COUNCIL:

- 1. That a sum of £5,000 be allocated for 'summer Grants' in 2024**
- 2. that the administrative process of the scheme be as successfully implemented for 2023, apart from the circulation of applications to all members of the Grants Committee (rather than Chair, Deputy Chair and Group Leaders) as set out above.**
- 3. That the remaining grant allocation of £4,426 be retained for further applications which may arise during the remainder of the financial year.**

42. CIL MONIES RECEIVED, COMMITTED AND FORECAST

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

RESOLVED: *That the report be noted.*

43. CIL REQUEST – STOWE POOL/ST CHAD'S CYCLEWAY

Members considered the Town Clerk's agenda report regarding the provision of additional signage and line painting to the cycleway running adjacent to Stowe Pool. Cllr S Schafer stated that he believed the proposal was without merit and that instead, a 'chicane' should be provided adjacent to Nether Stowe School to slow cyclists. Cllr D Baker also expressed concern as to the proposal. Cllr E Strain stated that there were many factors to consider and asked to be provided with further detail. On being put to the vote it was agreed by majority that the proposal be funded. The Town Clerk agreed to provide further information to Cllr Strain after the meeting.

RECOMMENDATION TO COUNCIL: *That a CIL contribution of up to £2,000 be made to improve signage provision at the cycleway running parallel to Stowe Pool.*

44. CIL REQUEST - COURT REFURBISHMENT LICHFIELD FRIARY LAWN TENNIS CLUB

Members considered the CIL request in the sum of £58,300 for the refurbishment of two tennis courts, noting that the request is from outside the City boundary and amounts to more CIL than the council currently has available. It was also noted that the applicant had approached LDC for CIL funding and had been advised that no bidding was being accepted at this time.

RESOLVED: *That no CIL funding be allocated to this project.*

45. CIL REQUEST UPDATE – ADDITIONAL 20MPH REPEATER SIGNS

Members noted the suggested locations for the signs and that the list had been submitted to SCC for quotation purposes.

RESOLVED: That the update be noted.

46. CIL REQUEST UPDATE – ADDITIONAL FOOTPATH LIGHTING, DARWIN PARK

Members noted the Deputy Town Clerk's update.

RESOLVED: That the report be noted

47. CITY CENTRE DIGITAL DISPLAYS

Members noted the Deputy Town Clerk's report.

RESOLVED: That the report be noted.

48. CIL ALLOCATION UPDATES

Members considered the agenda report detailing progress with several CIL allocations including the new gates to allotment sites, new fencing at Curborough Community Centre, the Boley Park Community Hall play area, and footway lighting at Cross Keys car park.

RESOLVED: That the report be noted.

49. ACTION PLAN UPDATES

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

RESOLVED: That the update be noted.

50. DATE AND TIME OF NEXT MEETING

Monday 8 April 2024 at 6.30pm via 'Zoom'.

THERE BEING NO FURTHER BUSINESS

THE CHAIR DECLARED THE MEETING CLOSED AT 8.30PM

Grants Advisory Committee: 12 February 2024 APPENDIX A

ACTION	COMMENTS	TIMESCALE
City Centre Plaques	Members noted the updated report within the agenda	This is an ongoing project which is being progressed in phases.
Samuel Johnson Birthplace Redevelopment	Previously subject to yard work scheduling/toilet pod installation, the likely abandonment of the toilet pod due to costs (see JBAC minutes for adoption at December Council) allows progress to be made more quickly	Completion scheduled March 2024
Signs in the City Centre indicating walking direction to named carparks.	The City Council is a consultees on the City centre masterplan and public realm project which will, amongst other things look at signage around the City.	Work is ongoing via LDC
Stowe Pool Lighting	Members are asked to note the update within the agenda	The new lamppost has been ordered with a lead time of approx. 6 – 8 weeks.
Information Boards Stowe Pool	Following a request from LDC the NPIWP made a recommendation to Council to allocate £9,555 of CIL for the installation of three new information boards around Stowe Pool	Further updates have been requested
20mph Repeater Signs	Members are asked to note the update within the agenda	The Town Clerk has forwarded the two suggestions from Cllrs Ball & Ashton to SCC for progression

Updated 13.2.24

For Council: 11 March 2024 APPENDIX 2

Lichfield City Council

Minutes of the Meeting of the Markets Working Group (MWG) held via 'Zoom' on Thursday 15 February 2024 at 6.00pm

PRESENT: Councillor C Pinder-Smith (Vice Chair, in the Chair) and Councillors D Baker, M Field, P McDermott and J Smith.

IN ATTENDANCE: A Briggs (Town Clerk), Jeremy Williams (Markets Officer), Michelle Read (Office Administrator).

APOLOGIES: Councillor J Blackman.

40. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

41. MINUTES OF PREVIOUS MEETING

RESOLVED: *The Minutes of the MWG meeting held on 23 November 2023 be confirmed as a correct record [Minutes adopted by Council on 11 December 2023].*

42. MATTERS ARISING FROM MINUTES

None.

43. MARKETS UPDATE

Members considered the agenda report. The Chair asked for further information on the loss of two regular traders, the Markets Officer confirmed both ceased trading for personal reasons, rather than any dissatisfaction with the Market. The Chair then asked if there had been any feedback on the pitch hire fee increases. The Markets Officer confirmed that the Traders had seen the retention of the 25% 'winter' discount as a positive development that offset the rate increases. Cllr Baker enquired as to the Environmental Health interventions on the Square; the Town Clerk confirmed that the affected trader was working with the EHO and the situation was being closely monitored.

The Chair then asked if it would be possible to look at the trend in social media followers/engagements. The Town Clerk confirmed that the snapshots on record could be combined to present such information, and that this would be made available at a future meeting.

Cllr J Smith enquired as to whether the Red Book Bus had returned to the Square. The Markets Officer confirmed it had not, and that enquiries would be made regarding future dates.

RESOLVED: *That the report be noted*

44. ADDITIONAL CHRISTMAS MARKET DAYS - REPORT

Members considered the agenda report detailing the extra Christmas markets held on the Square during the pre-Christmas week. It was agreed that the markets had been a success, particularly as Traders had reported good footfall and wished the provision to be repeated. It was further agreed that the Markets are a positive development for the City, but care should be taken to not adversely impact local shops.

RECOMMENDATION TO COUNCIL:

Following the popularity of the additional Christmas Markets and feedback from Traders, Council to utilise its powers under the Food Act Part III to formally establish additional Christmas Markets to take place on Wednesday and Thursday in the pre-Christmas week of any given year (for example 2024; Wednesday 18 December and Thursday 19 December, 2025 Wednesday 17 December and Thursday 18 December etc).

45. TRADER REPRESENTATIONS

Members were advised that no representations had been received.

RESOLVED: *That the report be noted*

46. FAYRES – REVIEW OF HIRE CHARGES

The Working Group considered the Town Clerk's agenda report which gave background on the pricing structure for the Shrovetide and Bower Fayres (both provided by Pat Collins Fairs), and the Chamber of Trade Christmas Fayre.

In regard to the Pat Collins Fayres, there was considerable discussion as to the possibilities of increasing charges, the amounts of any such increases, and the potential positive and negative outcomes thereof. It was agreed that any such decision required additional research and comparable evidence to ensure the council was neither pricing unreasonably nor providing an unacceptable subsidy at the expense of the public purse. It was agreed that electricity (as used) should be charged for both Fayres.

In regard to the Chamber of Trade Fayre, it was agreed that 'free use' should continue as per the arrangement that has been in place for many years.

RESOLVED:

In regard to the Pat Collins Fayres – LCC officers to prepare comparable hire charge information to be presented to the MWG for consideration at its next meeting. Electricity (as used) to be charged for the Shrovetide Fayre (already in place for Bower Fayre). The matter to otherwise be left in abeyance.

RECOMMENDATION TO COUNCIL:

That 'free use' arrangements for the Market Square be continued for the Chamber of Trade Christmas Fayre.

47. NATIONAL ASSOCIATION OF BRITISH MARKET AUTHORITIES

Members were given a verbal update on the NABMA conference attended by the Chair, Markets Officer and Office Administrator. It was noted that the conference did not appear to cater for Markets such as Lichfield as much as would be desired, and that event feedback had been submitted to that effect.

RESOLVED: *That the report be noted.*

48. MARKET SQUARE BOOKING RESTRICTIONS – VAPES

Following Cllr Blackman's request that this item be added to the agenda due to the 'Project Vaparound' booking on the Square on 31 January, members discussed whether restrictions should be put in place for such bookings in the future.

It was agreed that there needed to be some form of restriction that guarded against what members saw to be thinly commercialised bookings that advertised themselves as having a health benefit, or providing a healthier alternative, when the clear aim was to market their own product. It was also agreed that a blanket ban on products such as vapes would be impractical.

The Working Group was clear in its desire to steer away from such bookings and sought a policy that would assist in eliminating them in the future. A general statement was agreed, with the Town Clerk to discuss appropriateness/wording with LDC's Licensing team.

RECOMMENDATION TO COUNCIL:

That any Market Square booking purporting to be promoting/selling a product claiming a significant health benefit or as a healthier alternative must have the support of the NHS.

49. DATE AND TIME OF NEXT MEETING

To be confirmed on receipt of the additional information requested by the MWG at Minute 46. The Town Clerk to circulate suggested dates in due course, time confirmed as 6pm, with an emerging preference for an in-person meeting (to be confirmed).

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 6.50pm**

For Council: 11 March 2024 APPENDIX 4

Calendar of Meetings 2024/2025

DATE	TIME	MEETING
2024		
WEDNESDAY, 15 May	6.30pm	ANNUAL COUNCIL
Wednesday, 22 May	7.30pm	ANNUAL TOWN MEETING
Thursday 6 June	6.30pm	Audit Committee
Monday 10 June	6.30pm	COUNCIL (year-end accounts)
Thursday, 13 June	6.30pm	Planning Committee (if called)
Wednesday 17 July	6.30pm	Planning Committee (if called)
Monday 22 July	6.30pm	COUNCIL
Thursday, 29 August	6.30pm	Planning Committee (if called)
TUESDAY, 1 October	6.30pm	COUNCIL
Thursday, 3 October	6.30pm	Planning Committee (if called)
Tuesday, 5 November	10.30am	Johnson Birthplace Advisory Committee
WEDNESDAY 6 November	6.30pm	Planning Committee (if called)
Thursday, 7 November	6.30pm	Staffing Committee
Wednesday, 4 December	6.30pm	Audit Committee
WEDNESDAY, 11 December	6.30pm	COUNCIL
Thursday, 12 December	6.30pm	Planning Committee (if called)
2025		
Thursday, 23 January	6.30pm	Planning Committee (if called)
Monday, 27 January	6.30pm	COUNCIL
Monday, 24 February	6.30pm	Grants Advisory Committee
WEDNESDAY 26 February	6.30pm	Planning Committee (if called)
Wednesday, 5 March	6.30pm	Audit Committee
Monday, 10 March	6.30pm	COUNCIL
WEDNESDAY, 26 March	6.30pm	Planning Committee (if called)
Monday, 14 April	6.30pm	COUNCIL
WEDNESDAY 30 April	6.30pm	Planning Committee (if called)
Thursday, 1 May	10.30am	Johnson Birthplace Advisory Committee
WEDNESDAY, 14 May	6.30pm	ANNUAL COUNCIL
Wednesday, 21 May	7.30pm	ANNUAL TOWN MEETING
Thursday, 5 June	6.30pm	Planning Committee (if called)

For Council: 11 March 2024 APPENDIX 5

OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer

The annual Pancake Races and opening of the Shrovetide Fair took place on Tuesday 13 February. Watched from the dais by the Civic party, competitors raced along Bore Street, pausing to flip their pancakes before crossing the finishing line in front of the Guildhall. The rain didn't scare the racers away as the event commenced, led by our exuberant Town Crier, Adrian Holmes.

There were plenty of willing entrants with over 45 contestants. Each race saw entrants run along Bore Street towards the Guildhall, flipping their pancake once at the start and again shortly before the finish line, with larger than usual crowds gathered around the start & finish lines, largely due to it being half term. It was great to see so many excited children getting involved.



The winner of the coveted ladies' trophy was Britney Lewis from John German Estate Agents, who won an afternoon tea donated by the Tudor of Lichfield. She will also have her name etched upon the special Golden Pancake Day trophy. The winner of the Gents race was Will Pearce from EPO Solicitors, who won a £50 restaurant voucher, coincidentally donated by EPO themselves! Winning the Under 10's race was Laiyla Robinson-Hudin, aged 10. Laiyla was presented with a certificate, medal and a Garrick Theatre voucher, kindly sponsored by Howden Insurance. A big well done to Laiyla & all the children who took part, who each received a special 'Mayor Bear' pin to remember the occasion.

Last of all, victorious in the Mascots Race was Jack Devlin from John German, who ran dressed as Batman's famous sidekick - Robin!

Following the races, the Civic party made its way to the Market Square where the Town Crier read the traditional proclamation giving notice of the Court of Piepowder before the Mayor opened the Shrovetide fair. The spinning cars fairground ride was organised by Anthony Harris of 'Pat Collins Funfair', who invited some of the local children present to claim their free ride together with the Mayor & Sheriff. Refreshments were then served in the Guildhall including the traditional simnel cake and Councillor Colin Ball gave a toast to "The Old Fair and Pancake Races."



The City council would like to thank the following businesses for sponsoring this year's prizes; Howden Insurance, EPO Solicitors, Tudor of Lichfield, and Tesco Extra, for donating over 100 pancakes for competitors to flip!

At the time of writing this report, preparations are ongoing for the Michael Fabricant and Arthur Price School Speaking Competition to be held on Friday 1 March, with four schools taking part this year.



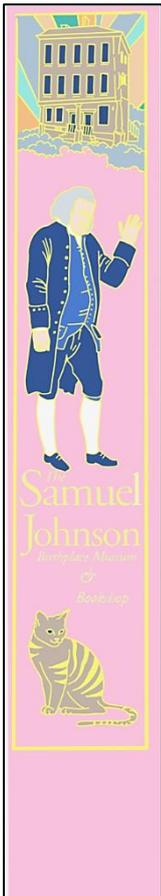
Preparations also continue for the Entertainment & Tea for the over 70's on Monday 11 March at Curborough Community Centre, and the Mayor and Sheriff's Charity Cocktail Dinner Party on Saturday 16 March. Reports on these events will be included in the next officers' report.

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

The Samuel Johnson Birthplace Museum has welcomed 15,021 people this financial year (April-end January). The Bookshop continues to grow in popularity with 2023/24 sales 35% above 2022/23 figures.

February events have included 'Tales of Romance', a Valentine's themed storytelling evening where visitors enjoyed love stories, a glass of wine, and out-of-hours access to the museum. Popular half-term activities included Spy School on 15 February where families worked together to crack codes and solve puzzles.

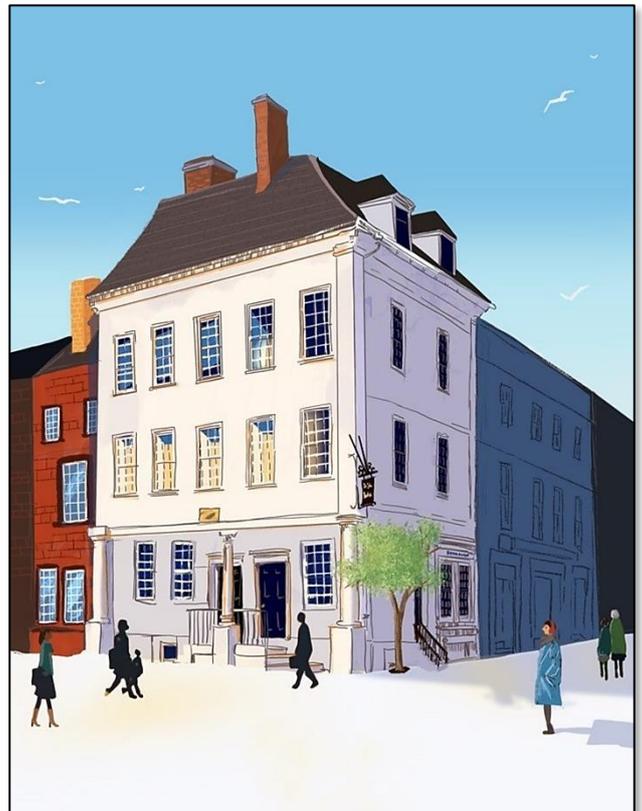
The Workroom redisplay project is progressing, and following meetings with museum designer Vertigo, it was agreed that the original concept for the room was lacking a hands-on element for visitors. To resolve this the Museums and Heritage Officer (MHO) and Vertigo have been working on concepts for a quill and stamp interactive. This interactive is inspired by a bookseller's handwritten documents and receipts from the 1700's. Visitors will be able to create their own document to take home as a souvenir of their visit.



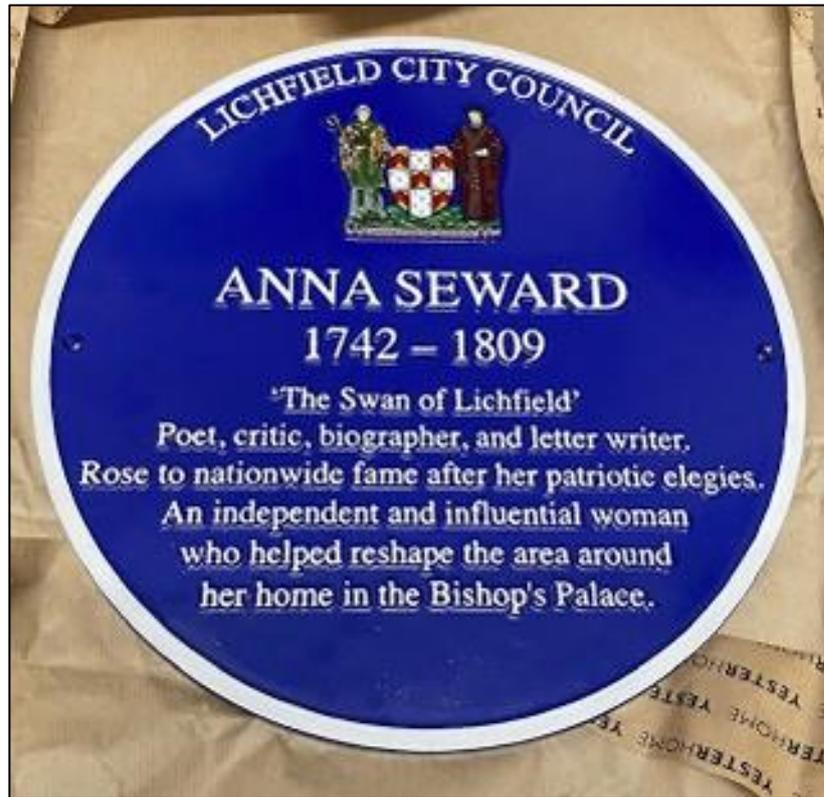
Lisa Hand, the Museum Support Officer (MSO), is leaving her role at Birthplace and Guildhall Cells after a *'joyful 15 months working for Lichfield City Council'* to dedicate her time to her growing business. Recruitment is underway to fill the vacant position.

The MHO and MSO have been reviewing the retail offer in the Bookshop and looking at development opportunities. They attended the Spring Fair in February; a large wholesale gift and trade event where they have sourced new suppliers.

The MSO has been working on product development, including new souvenir tea towel (pictured right) and a bookmark design (pictured left).



As part of the continuing work on the City Plaques project, a plaque commemorating Anna Seward was commissioned and has been delivered to the Birthplace. The unveiling ceremony is scheduled for International Women's Day in March, enabling us to celebrate Seward's outstanding achievements and place focus on women's history in the city. Mayor of Lichfield, Councillor Ann Hughes, will be in attendance to unveil the plaque, and the ceremony will include readings of Seward's sonnets.



Listed Building Consent has been granted for the asbestos removal and associated remedial work at the Birthplace. Meetings with contractors have taken place and work on decanting the basement and Parlour has begun. The principal contractor has produced a construction programme with the work scheduled for completion by mid-April.

The MHO visited the George Hotel and Viking E-Cigs with contractors as part of the Johnson bust reinstatement project. An internal and external inspection took place, and the wall's thickness was measured to ascertain the best method of fixing the bust to the building. The bust is currently in the stonemason's workshop, and restoration is near completion.

The MHO joined the Visitor Engagement Network's project board for city centre signage. The board will take a holistic approach to focus on how signage and signposting can be improved across the city in a way which is accessible and retains the city's unique sense of place.

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

Eastern Avenue Plantation (Site 1)

Damage resulting from recent storms has been made safe, tree works include removal of numerous hanging trees within the woodland. Removal of deadwood from trees over the new footpath at sports field entrance, plus foliage has been cleared from phone wire bordering Grange Lane.



Francis Road (Site 6C)

Overgrown shrubbery cleared at this location following request from resident.



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

- Remembrance Gardens (28) - Crown lift of oak trees rescheduled for 15 March 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
- Stowe Pool - Mill Croft to St Chad's Road Cycleway (FP22) – Plans for improvement of cycleway signage and ground markings are being progressed
- Hazel Grove (20) & Greenwood Drive (21) – tree works scheduled
- Christchurch Lane to A51 by Church (FP15) – tree cleared from path following storm damage. Further works scheduled for April
- Christchurch Lane to A51 Allotments (FP16) – A second hawthorn bush has been cleared from the path by the Open Spaces Officer following storm damage.
- Broad Lane (51A) – Beds have now been prepared for wildflower planting and new bulbs planted in the Autumn are starting to show through
- Curborough CC Field (9) – Hedging to front entrance cut back
- Friary Remains (19a) – Following clearance work to back boundary wall, a concern has been raised on the condition of the wooden doorway and surrounding brickwork. A survey is to be undertaken by BHB Architects.

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

January and February has seen some unsettled weather which was closely monitored by the Markets Officer and office staff.

The first Vegan Market of 2024 was cancelled by the organiser due to the high winds that reached over 50mph. This was disappointing as the Vegan Market is always popular, but necessary to avoid any health and safety issues.

Towards the end of January the Markets Officer, Office Administrator and Cllr James Blackman attended the NABMA conference held at the Burlington Hotel, Birmingham. There were a number of guest speakers, with updates regarding their markets and achievements and also a section where the Annual Awards were presented. There was little information regarding smaller Parish Council run markets, however feedback has been given by officers to see if this can be included in future events.

Ryan James Butchers (pictured right) has continued to be a popular addition to all three Market days and will be becoming a permanent trader on all of these by the end of February. The Markets continue to attract new interest with a number of enquiries being received.

'Deluxe Snacks' who sell hot take away Indian food are due to return to the market after their winter break. This much-liked stall is a welcome return, and will no doubt be popular once again.



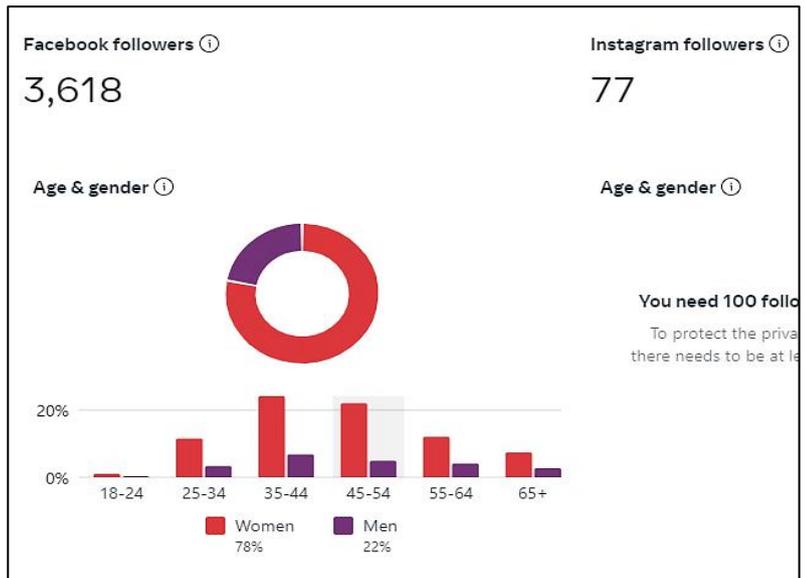
The Markets Officer remains vigilant with regard to all food stalls, and we actively encourage spot checks by LDC's Environmental Health team. We also carry out regular checks to ensure traders are selling only items that are listed on their licences.

On Sunday 11 February the 'Home Run Hounds' organisation hired part of the Square. 'Home Run Hounds' is a not-for-profit charity that rehomes retired Greyhounds. Excellent feedback was received - *We had a great time on Sunday, lots of people came to chat with us, with at least one couple very interested in adopting! I'm hoping to do another event perhaps in April*". The other part of the Market Square hosted the ride for the Shrovetide Fair. This arrived on Friday 9 February and left on Tuesday 13.

The markets social media platforms maintain a good following, numbers have grown and continue to help us 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 and we are now incorporating updates for the Guildhall to reach a larger audience.

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 returned on Sunday 4 February. There were 31 stalls which included a new trader who was selling wooden carved stools and plants, such as lemon and orange and chilli.



Tuesday Market Update

There are currently 4 weekly pitches available. We do have a new trader due to start on the market selling socks and underwear on 4 March 2024. Officers continue to receive several enquiries and hope to fill the vacant pitches as soon as possible.

Friday Market Update

The Friday market remains at full capacity. There are 3 casual traders standing currently, two of these will become permanent shortly. "*The potting shed*", who sells antiques & collectables and is relatively new to the market, has already signed his licence and is now a permanent trader.

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

Although Guildhall bookings are generally relatively quiet after Christmas, we still had a busy spell. Lichfield Arts held 4 concerts from early January, acts included Chantel McGreggor, an Ed Sheeran tribute act, Scott Doonican and a Family Silent Disco followed by an Adult Silent Disco.

We had 2 Wedding Receptions, with more wedding ceremonies/receptions booked in for the near future. Other private bookings include a joint birthday party.

An award-winning caterer recently held a food tasting event for clients who have booked them for their wedding receptions in the Guildhall this spring and summer. Other couples also attended. This was extremely well attended and efficiently organised.

Market Research have recently had 3 bookings and other smaller bookings include 15 meetings and 3 rehearsals.

Lichfield District Council have had 2 bookings; a Jobs Fair and more recently an Awards Night/Disco. The Lichfield City of Sanctuary and Labour Party held a celebration for the Lunar New Year in the Guildroom, which several hundred people attended. Party-Bingo returned in January with an evening which was very well attended.

At the time of preparing this report, the Worshipful Company of Smiths Court and Feast is imminent, as is the School Speaking Competition. and a school Extended Project Qualification presentation, a school Jobs Fair and a private luncheon in the Guildroom. Craft Fairs are also booked in from 30 March.

Discussions regarding bar provision for private functions have progressed well, with a way forward agreed on a trial basis. The Bookings Officer and Office Administrator have met with a designer to discuss requirements for the updated Guildhall wedding brochure and



information documents. The meeting was very constructive and a draft design is expected shortly. Together with the recent review of terms and conditions of hire, booking forms and standard documentation, this will enable the planned marketing of the 'special event' package as agreed at January Council to commence.

Boley Park Community Hall

The hall continues to be busy with bookings for children's parties. A playscheme which was held in the Christmas holidays has also enquired about returning. A craft fair has enquired about hiring the hall in March. If this proves successful, further bookings are very likely.

A meeting of the Hall's management Committee was held in February where the audited accounts were approved and signed; the AGM was held shortly thereafter, with the Town Clerk assuming the role of Chair.

6. Twinning: Gabriele Lasch-Burden, Twinning Officer

The International Twinning Friendship Weekend is held every 3 years in alternate countries. In 2026 it is Lichfield's turn to host the celebrations. The date has been set for the 2 to 5 October 2026. It has been agreed to hold the main evening gala dinner for around 270 guests and hosts at the Cathedral. This will be a spectacular venue for our international friends. The catering will be provided by Bistro at no 19 in the Close. Both the venue and caterer are booked. The Twinning Officer is now starting to look at programme points, including sports competitions, tours, entertainment etc. Any suggestions or contacts are welcome.

The Limburg Twinning Association has organised an unofficial visit to Lichfield from 26 April to 30 April this year. Around 55 guests from Limburg will arrive by coach on the Friday evening, staying in Lichfield over the weekend, visiting Chester on Monday and returning to Germany on Tuesday morning. If anybody would like to host a Limburg guest, please let the Twinning Officer know, who will then pass it on to the Lichfield Twinning Association. A joint dinner with guests and hosts is planned for the Saturday evening.

The Twinning Officer, together with the European Erasmus coordinator from a Limburg High School, recently met with the Assistant Head Teacher of the Lichfield Cathedral School to explore possibilities for the Cathedral School to become a government registered sponsor. This would then enable exchange students from Limburg to acquire a visa and re-start the Erasmus funded internships as teaching assistants in Lichfield. Further investigation into the feasibility of the proposal is necessary.

CANAL LAND AT CRICKET LANE

1. BACKGROUND

The City Council leases former canal land along Tamworth Road to Lichfield and Hatherton Canals Restoration Trust (LHCRT). As part of the wider proposals for the Cricket Lane SDA, extensive discussions have been held between the Trust, the developer and Staffordshire County Council (SCC) regarding the provision of a bridge over the canal at the northern junction of Cricket Lane where it meets the Tamworth Road, with associated wing walls and junction remodelling. This matter has been before council on 2 previous occasions as detailed below.

Council Meeting 14 June 2021

At the meeting of 14 June 2021, the Council considered the two issues arising from these discussions that impact LCC, namely:

1. A small area of land bordering the existing footprint of the highway element of Cricket Lane to the east and the west will be required for working space during bridge construction; All parties involved sought surety from the City Council that it would be prepared to allow access to that land for the purposes of construction.
2. It was envisaged that a small area of land in City Council ownership may be required to be dedicated as highway. Legal advice was that if the land would form part of the HMPE (Highway Maintainable at Public Expense), then there should be a transfer of the land to SCC. The extent of transfer was not known at the time.

In regard to point 2 above, the Council resolved as follows:

The City Council confirms it has no objections in principle to entering into the legal process to consider the disposal of land to SCC that would become HMPE land following construction of the proposed bridge. The matter to be returned to Council once the extent of any such requirement is clear in order that the legal process can begin in line with the Local Government Act 1972 and General Disposal Consent 2003.

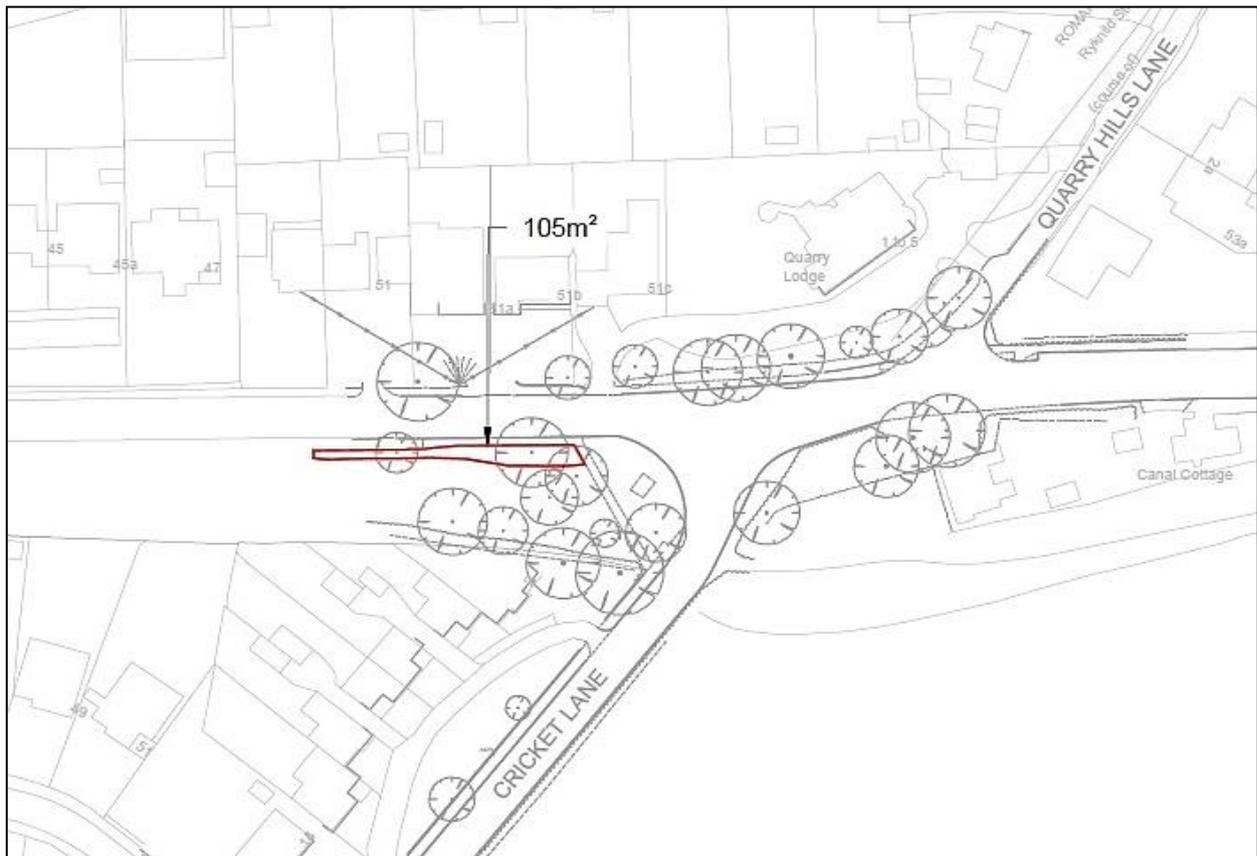
Council Meeting 11 December 2023

At this meeting, the Town Clerk's report advised members that that an area of approximately 105m² would be required for the Cricket Lane highway works, not for the bridge as had been originally anticipated, but to provide a footway link to the proposed bus stop on Tamworth Road. The extent of this land can be seen on the illustration overleaf, marked in red.

After the meeting and following the sharing of information to SCC and LHCRT by the Town Clerk, further discussions have taken place with SCC and LHCRT representatives to ensure there is no clash with the northern extent of the proposed canal restoration.

In compliance with relevant legislation, the council resolved as below:

- a) Subject to legal duties as set out at (b) and (c) below, the Council agree in principle to transfer the land marked in red on the plan above 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.***



2. ADVERTISING OF PROPOSALS

Following the resolution above, the intention to dispose of the area of open space was advertised in the 'Public Notices' section of the Express and Star on 5 and 12 January 2024. Though not required by legislation, the proposal was also advertised on the City Council's website and placed in the notice board outside the Guildhall. The advertisements included provision for objections to the proposals to be submitted, with a deadline of 16 February 2024. No objections were received to the proposal.

3. CONFIRMATION OF COMPLIANCE WITH GENERAL DISPOSAL CONSENT 2003

The land in question is part of a much larger area that is leased to LHCRT, the value of all the leased land having been previously valued by the District Valuer for the purposes of the current leases and falling significantly below the £3million maximum under the General Disposal Consent 2003. For example, the whole of Open Space 26c between Tamworth Rd and Long Bridge Rd was considered to have an unrestricted value of £50,000, and a restricted value of £3,800 when valued for purposes of lease to LHCRT in 2020. Comparable evidence would therefore suggest that the very small section of land under discussion currently is of negligible value. The proposal is therefore to dispose of the land to SCC for nil consideration as it will contribute to the economic and social wellbeing of the area as the proposals are progressed. Moreover, such a transfer would remove any related maintenance/liability obligation from LCC.

RECOMMENDED:

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

For Council: 11 March 2024 APPENDIX 7

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 December to 31 December 2023

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/12/2023	BACS 1943	ABC Training Services Ltd	ARTS/TOURISM Lights Costs	First aid team & ambulance for Switch On	1,400.00	280.00	1,680.00
01/12/2023	BACS 1944	K Biddle	BIRTHPLACE Supplies & Services	Reimbursement for Christmas Event decorations & cups	72.04	14.40	86.44
01/12/2023	BACS 1944	K Biddle	BIRTHPLACE Supplies & Services	Reimbursement for mulled wine, tongs & foil trays	35.83	7.17	43.00
01/12/2023	BACS 1944	K Biddle	BIRTHPLACE Supplies & Services	Reimbursement for mince pies, juice & ingredients	24.69	0.00	24.69
01/12/2023	BACS 1945	Cannock Sound Hire	ARTS/TOURISM Lights Costs	Sound, stage and lighting for Switch On	2,250.00	450.00	2,700.00
01/12/2023	BACS 1946	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Works to supply electricity for Christmas tree lighting	743.89	148.78	892.67
01/12/2023	BACS 1946	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Lights for Christmas tree	540.00	108.00	648.00
01/12/2023	BACS 1947	EHM Exterior Home Maint	G/HALL Repair/Maint	Re-fix handrail for stairs	140.00	0.00	140.00
01/12/2023	BACS 1947	EHM Exterior Home Maint	HALLS Boley Hall	Replacement of broken paving slabs	240.00	0.00	240.00
01/12/2023	BACS 1948	Friends 2 Friends	CIVIC Mayor's Allowance - A Hughes	Mayor's tickets to F2F pantomime	20.00	0.00	20.00
01/12/2023	BACS 1949	M A Harris	BIRTHPLACE Stock for sale	Museum Christmas cards for sale	21.84	0.00	21.84
01/12/2023	BACS 1950	G Keatley	ADMIN Subscript/Training	AAT membership for internal auditor 2024	197.00	0.00	197.00
01/12/2023	BACS 1951	W Kendrick	CIVIC Events	Bugler for Remembrance Sunday	25.00	0.00	25.00
01/12/2023	BACS 1952	Loyal Company of Town Criers	CIVIC Supplies/Services	LCTC membership renewal for 23/24 for Town Crier	25.00	0.00	25.00
01/12/2023	BACS 1953	New Growth T & E Security	CIVIC Events	Security staff and radios for Remembrance Sunday	1,064.32	212.87	1,277.19
01/12/2023	BACS 1954	Pioneer Roadshows	CIVIC Events	PA system for Remembrance Sunday	325.00	0.00	325.00
01/12/2023	BACS 1955	R Fathers	PARKS Other Repair/Maint	Birch Grove - Cut back 3 limes from road & gardens	1,400.00	0.00	1,400.00
01/12/2023	BACS 1956	Sign Technology Ltd	BIRTHPLACE Supplies & Services	Repair and refinish advertising signs	105.00	21.00	126.00
01/12/2023	BACS 1956	Sign Technology Ltd	C I L Expenditure	Repair and restoration of city plaque - Carriage Drive	135.00	27.00	162.00
01/12/2023	BACS 1957	Vision ICT Ltd	ADMIN Supplies & Services	LCC website design work Sep-Oct 23	35.00	7.00	42.00
01/12/2023	BACS 1958	Robert Yardley Photography	BIRTHPLACE Collection Purchases	Photography of Johnson letter	75.00	0.00	75.00
01/12/2023	BACS 1959	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 8/10 (additional amount)	5.33	0.00	5.33
01/12/2023	BACS 1959	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 5/11	3.33	0.00	3.33
01/12/2023	BACS 1960	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 5/11	19.00	0.00	19.00
01/12/2023	BACS 1961	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 5/11	16.67	0.00	16.67
01/12/2023	BACS 1962	S Bray	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 5/11	100.00	0.00	100.00
01/12/2023	BACS 1963	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - November	14,059.14	0.00	14,059.14
01/12/2023	BACS 1964	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - November	14,887.81	0.00	14,887.81
01/12/2023	BACS 1965	Mayor & Sheriffs charity acct	CIVIC Events	Transfer advance of Charity Ball ticket card payments	1,000.00	0.00	1,000.00
01/12/2023	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 23/24 - 9th instalment of 10 (December)	969.00	0.00	969.00
01/12/2023	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 23/24 - 9th instalment of 10 (December)	5.00	0.00	5.00
01/12/2023	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 23/24 - 9th instalment of 10 (December)	566.00	0.00	566.00
01/12/2023	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 23/24 - 9th instalment of 10 (December)	1,809.00	0.00	1,809.00
06/12/2023	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - November	16.87	0.00	16.87
06/12/2023	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - December	6.00	1.20	7.20
06/12/2023	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - November	138.68	0.00	138.68
06/12/2023	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - December	6.00	1.20	7.20
11/12/2023	DDebit	British Telecommunications	HALLS Boley Hall	Broadband at Boley Hall - December	41.13	8.23	49.36
14/12/2023	BACS 1966	ACW Arb	PARKS Other Repair/Maint	St Michael's - Fell lime tree	1,950.00	390.00	2,340.00
14/12/2023	BACS 1967	E A Barnes & Sons	MARKET Supplies/Services	Exchange of skip for Switch On and late Nov markets	160.00	32.00	192.00
14/12/2023	BACS 1967	E A Barnes & Sons	MARKET Supplies/Services	2 exchanges of covered skip (November)	160.00	32.00	192.00
14/12/2023	BACS 1968	K Biddle	BIRTHPLACE Supplies & Services	Reimbursement for Christmas Event hot drink supplies	24.91	0.00	24.91
14/12/2023	BACS 1968	K Biddle	BIRTHPLACE Supplies & Services	Reimbursement for Christmas Event wine & supplies	70.97	14.20	85.17
14/12/2023	BACS 1969	Brownhill Hayward Brown	R&R FUND General	Architect for Curborough Hall roof works, Nov	780.00	156.00	936.00
14/12/2023	BACS 1969	Brownhill Hayward Brown	R&R FUND General	Architect for Darwin Hall roof works, Nov	2,420.00	484.00	2,904.00
14/12/2023	BACS 1970	CBS Complete Ltd	BIRTHPLACE Repair/Maint	Call out to investigate and fix heating issue	40.00	8.00	48.00
14/12/2023	BACS 1971	Crown Fine Art Ltd	BIRTHPLACE Collection Purchases	Transportation, packing & insurance for Johnson letter	700.00	140.00	840.00

14/12/2023	BACS 1972	City Life in Lichfield	CIVIC Supplies/Services	Full page advert in Lichfield magazine, Dec/Jan	475.00	95.00	570.00
14/12/2023	BACS 1973	Darwin Electrical Services	ADMIN Supplies & Services	Wiring for new door fob entry system at Donegal House	44.64	8.93	53.57
14/12/2023	BACS 1973	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Christmas Lights contract - 50% for installation	8,191.40	1,638.28	9,829.68
14/12/2023	BACS 1973	Darwin Electrical Services	G/HALL Supplies/Services	Wiring for new door fob entry system at Guildhall	44.63	8.92	53.55
14/12/2023	BACS 1974	Emblem Print Products Ltd	BIRTHPLACE Stock for sale	Coloured pencils for sale	149.76	29.95	179.71
14/12/2023	BACS 1975	HWA (Structural Engineers) Ltd	R&R FUND General	Design of surface drainage & soakaway at Darwin Hall	1,750.00	350.00	2,100.00
14/12/2023	BACS 1976	The JL Petit Society	BIRTHPLACE Stock for sale	Copies of 'Petit's Tours' & 'Petit Lost Pre-impressionist'	100.00	0.00	100.00
14/12/2023	BACS 1977	JPSL Technical Services Ltd	ARTS/TOURISM Lights Costs	Delivery, hire and collection of radios for Switch On	100.00	20.00	120.00
14/12/2023	BACS 1978	Lichfield Lock & Key Repairs	G/HALL Supplies/Services	Change lock in stairwell	62.34	12.47	74.81
14/12/2023	BACS 1979	Lichfield Cathedral School	G/HALL Lettings	Refund of breakages deposit paid by BACS	100.00	0.00	100.00
14/12/2023	BACS 1980	MT Services Computer Sys	ADMIN Supplies & Services	Set up ring camera	603.75	120.75	724.50
14/12/2023	BACS 1980	MT Services Computer Sys	DEM SERVICES Supplies & Services	Set up of new councillors' email addresses	135.00	27.00	162.00
14/12/2023	BACS 1980	MT Services Computer Sys	G/HALL Supplies/Services	Upgrade wifi in Guildhall	730.00	146.00	876.00
14/12/2023	BACS 1981	Musicmann Ltd	ARTS/TOURISM Lights Costs	Supply and erection of barriers for Switch On	650.00	130.00	780.00
14/12/2023	BACS 1982	Nat Assoc of British Market Auths	MARKET Supplies/Services	3 delegates at Markets conference, Jan 24	450.00	90.00	540.00
14/12/2023	BACS 1983	Print & Digital of Lichfield Ltd	CIVIC Supplies/Services	Printing of Civic Christmas cards	175.00	35.00	210.00
14/12/2023	BACS 1983	Print & Digital of Lichfield Ltd	CIVIC Supplies/Services	Printing of Mayor's Christmas cards (LCC reimbursed)	30.00	6.00	36.00
14/12/2023	BACS 1983	Print & Digital of Lichfield Ltd	CIVIC Supplies/Services	Printing of Sheriff's Christmas cards (LCC reimbursed)	48.00	9.60	57.60
14/12/2023	BACS 1984	R J Lift Services Ltd	G/HALL Repair/Maint	Annual lift maintenance cover to 31/10/24	1,134.35	226.87	1,361.22
14/12/2023	BACS 1985	Yester Home Ltd t/a Signcast	C I L Expenditure	Supply Anna Seward plaque	535.00	107.00	642.00
14/12/2023	BACS 1986	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum, November	788.25	157.65	945.90
14/12/2023	BACS 1986	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall and Donegal House, November	993.20	198.64	1,191.84
14/12/2023	BACS 1987	Guild of St Mary's Centre, Lich	C I L Expenditure	Reimburse sound equip per Council Min 104, 13/3/23	12,253.24	0.00	12,253.24
14/12/2023	BACS 1988	uCheck Limited	BIRTHPLACE Supplies & Services	Museum staff DBS checks	228.00	0.00	228.00
14/12/2023	BACS 1988	uCheck Limited	BIRTHPLACE Supplies & Services	Museum staff DBS checks (VATable element)	126.70	25.30	152.00
14/12/2023	BACS 1989	Woodland Solutions (Northern)	PARKS Other Repair/Maint	Clock Tower - Bespoke VTA tree safety survey	445.00	89.00	534.00
14/12/2023	BACS 1989	Woodland Solutions (Northern)	PARKS Other Repair/Maint	Clock Tower - Microdrill test 2 trees	450.00	90.00	540.00
14/12/2023	BACS 1989	Woodland Solutions (Northern)	PARKS Other Repair/Maint	St Michael's - Microdrill test 2 trees	450.00	90.00	540.00
14/12/2023	BACS 1990	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 3/12/23	13.00	0.00	13.00
14/12/2023	BACS 1991	R Fathers	PARKS Other Repair/Maint	Ferndale Road - Work to maples	750.00	0.00	750.00
14/12/2023	BACS 1992	SCC County Fund	ARTS/TOURISM Lights Costs	Donation for Christchurch school choir for Switch On	100.00	0.00	100.00
14/12/2023	DDebit	Npower Ltd	PARKS Energy	Friary electricity - October (actual readings)	28.42	1.42	29.84
15/12/2023	DDebit	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit	200.00	0.00	200.00
15/12/2023	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office365 etc - Nov	681.14	136.23	817.37
15/12/2023	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - November	45.00	9.00	54.00
15/12/2023	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - November	130.50	26.10	156.60
15/12/2023	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - November	45.00	9.00	54.00
15/12/2023	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fees - December	38.90	0.00	38.90
15/12/2023	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - December	31,164.17	0.00	31,164.17
15/12/2023	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - October	581.22	116.24	697.46
15/12/2023	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - October (1st account)	158.58	7.93	166.51
15/12/2023	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - October (2nd account)	164.53	8.23	172.76
15/12/2023	DDebit	Npower Ltd	G/HALL Energy	Electricity - October	1,109.38	221.88	1,331.26
15/12/2023	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - October	44.21	2.21	46.42
15/12/2023	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - October	239.63	11.98	251.61
15/12/2023	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - October	76.98	4.80	81.78
18/12/2023	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - December	26.50	5.30	31.80
18/12/2023	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - December	17.59	3.52	21.11
18/12/2023	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - December	25.00	5.00	30.00
18/12/2023	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - December	19.00	3.80	22.80
18/12/2023	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - December	19.00	3.80	22.80

18/12/2023	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 1/11 - 1/12	22.67	0.00	22.67
18/12/2023	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/11 - 1/12	113.06	0.00	113.06
18/12/2023	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & drainage 1/10 - 1/12 (actuals)	35.25	0.00	35.25
19/12/2023	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - November	94.28	4.71	98.99
20/12/2023	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - November usage/ December rental	133.42	26.69	160.11
22/12/2023	BACS 1993	Mr S L Bevins	R&R FUND General	Darwin Hall roof - Technical support, site visit & report	1,720.00	0.00	1,720.00
22/12/2023	BACS 1994	EHM Exterior Home Maint	C I L Expenditure	Curborough CC-Replace fence with concrete posts & rail	9,500.00	0.00	9,500.00
22/12/2023	BACS 1995	Eastern Shires Purch Org	G/HALL Supplies/Services	Cloakroom supplies	161.40	32.28	193.68
22/12/2023	BACS 1996	Justice Fire and Security	ADMIN Supplies & Services	Additional access control to Donegal House	2,465.18	493.03	2,958.21
22/12/2023	BACS 1996	Justice Fire and Security	G/HALL Repair/Maint	Call out to rectify CCTV screen on top landing	120.00	24.00	144.00
22/12/2023	BACS 1997	Lichfield Lighthouse Company	BIRTHPLACE Supplies & Services	Sea shanty singers for Family Day, 3 Dec	50.00	0.00	50.00
22/12/2023	BACS 1998	Messenger Construction Ltd	R&R FUND General	Darwin Hall roof works - Part of sixth payment	47,500.00	9,500.00	57,000.00
22/12/2023	BACS 1999	Messenger Construction Ltd	R&R FUND General	Darwin Hall roof works - 2nd part of sixth payment	26,369.73	5,273.95	31,643.68
22/12/2023	BACS 2000	R Fathers	PARKS Other Repair/Maint	Heather Gdns - Fell cherry, prune limes & clear paths	750.00	0.00	750.00
22/12/2023	BACS 2001	W Burns-Mace Ltd	ADMIN Supplies & Services	Tudor Row fire escape licence to 16/12/24	2,300.00	0.00	2,300.00
22/12/2023	BACS 2004	Bishops Offley Christmas Trees	ARTS/TOURISM Lights Costs	Supply & delivery of 25ft Christmas tree at Clock Tower	580.00	0.00	580.00
22/12/2023	BACS 2005	S Bray	BIRTHPLACE 3rd Party Sales	Proceeds of booksales, 4 weeks to 3/12/23	8.00	0.00	8.00
22/12/2023	BACS 2006	CL Catering (Midlands) Ltd	G/HALL Supplies/Services	Two catering fridges	90.00	18.00	108.00
22/12/2023	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - November payroll	28.65	0.00	28.65
27/12/2023	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - October	2,556.94	511.39	3,068.33
27/12/2023	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/11 - 10/12	13,481.00	2,696.20	16,177.20
28/12/2023	BACS 2007	Messenger Construction Ltd	R&R FUND General	Roof repair/modification works at Curborough CC	37,359.35	7,471.87	44,831.22
28/12/2023	BACS 2008	New Growth T & E Security Ltd	ARTS/TOURISM Lights Costs	Security and stewarding staff for Switch On	2,469.22	493.84	2,963.06
29/12/2023	BACS 2002	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - December	8,761.30	0.00	8,761.30
29/12/2023	BACS 2003	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - December	10,748.53	0.00	10,748.53
29/12/2023	DDebit	Justice Fire and Security	G/HALL Repair/Maint	Maintenance of fire alarms to 25/9/24 -2nd quarter	137.80	27.56	165.36
29/12/2023	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 4 Nov to 1 Dec - current account	24.60	0.00	24.60
					283,330.84	33,405.37	316,736.21

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 December to 31 December 2023

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
07/12/2023	05491	Cash	Various	Petty cash vouchers 8235 - 8251	246.11	33.67	279.78
07/12/2023	05492	A D Thompson	CIVIC Mayor's Allowance - A Hughes	Sugar & spice for mulled wine at Carol Service	8.98	0.00	8.98
07/12/2023	05492	A D Thompson	CIVIC Mayor's Allowance - A Hughes	Wine for mulled wine at Carol Service	47.25	9.45	56.70
29/12/2023	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 4 Nov to 1 Dec - imprest account	9.26	0.00	9.26
					311.60	43.12	354.72

LICHFIELD CITY COUNCIL - General Account Payment Schedule**From 1 January to 31 January 2024**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
02/01/2024	DDebit	British Gas	BIRTHPLACE Energy	Gas 8/11 - 8/12	246.96	49.39	296.35
02/01/2024	DDebit	Land Registry	ADMIN Supplies & Services	Land Registry search fee	3.00	0.00	3.00
02/01/2024	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 23/24 - Last instalment of 10 (January)	969.00	0.00	969.00
02/01/2024	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 23/24 - Last instalment of 10 (January)	5.00	0.00	5.00
02/01/2024	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 23/24 - Last instalment of 10 (January)	566.00	0.00	566.00
02/01/2024	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 23/24 - Last instalment of 10 (January)	1,809.00	0.00	1,809.00
03/01/2024	D Card	Start Traffic Ltd	CIVIC Events	Replacement feet for event barriers	119.10	23.82	142.92
05/01/2024	D Card	Amazon	ADMIN Supplies & Services	Vacuum cleaner for Donegal House	42.49	8.50	50.99
05/01/2024	D Card	Screwfix Direct Ltd	G/HALL Supplies/Services	Wet & dry vacuum cleaner	37.49	7.50	44.99
08/01/2024	DDebit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - December	16.39	0.00	16.39
08/01/2024	DDebit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - January	6.00	1.20	7.20
10/01/2024	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/ internet - Usage Oct-Dec, rental Dec-Feb	116.34	23.27	139.61
10/01/2024	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/ internet - Usage Oct-Dec, rental Dec-Feb	528.02	105.60	633.62
10/01/2024	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/ internet - Usage Oct-Dec, rental Dec-Feb	485.46	97.09	582.55
10/01/2024	DDebit	British Telecommunications	HALLS Boley Hall	Broadband service at Boley Hall - December	41.13	8.23	49.36
10/01/2024	DDebit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - December	108.73	0.00	108.73
10/01/2024	DDebit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - January	6.00	1.20	7.20
12/01/2024	BACS 2009	M W Brown	PARKS Other Repair/Maint	Festival Gdns - 3 extra rodent treatments, Autumn'23	150.00	0.00	150.00
12/01/2024	BACS 2010	Croft Building & Conservation	R&R FUND General	Release of retention for Friary Clock Tower works	119.43	23.89	143.32
12/01/2024	BACS 2011	Intelligent Heating Co. Ltd	HALLS Darwin Hall	Service of ground source heat pump & ongoing maint.	280.00	14.00	294.00
12/01/2024	BACS 2012	Lichfield Lock & Key Repairs	G/HALL Supplies/Services	Additional security features to back & corridor doors	153.24	30.64	183.88
12/01/2024	BACS 2012	Lichfield Lock & Key Repairs	G/HALL Supplies/Services	Additional security features to inner door	66.00	13.20	79.20
12/01/2024	BACS 2013	Leocque Best	ADMIN Supplies & Services	Repair of basement pipe leak & radiator diagnostics	100.00	0.00	100.00
12/01/2024	BACS 2014	Table Football Plus	ARTS/TOURISM Lights Costs	Football tables, marquees & staff for Switch On	1,000.00	0.00	1,000.00
12/01/2024	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier - Usage Jul-Sep, rental Oct-Dec	166.86	33.37	200.23
15/01/2024	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - November	2,769.79	553.96	3,323.75
15/01/2024	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office365 etc - Dec	679.64	135.93	815.57
15/01/2024	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - December	45.00	9.00	54.00
15/01/2024	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - December	130.50	26.10	156.60
15/01/2024	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - December	45.00	9.00	54.00
15/01/2024	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - January	51.05	0.00	51.05
15/01/2024	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - January	27,906.51	0.00	27,906.51
15/01/2024	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - November	702.43	140.49	842.92
15/01/2024	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - November (2nd account)	176.78	8.84	185.62
15/01/2024	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - November (1st account)	207.66	10.38	218.04
15/01/2024	DDebit	Npower Ltd	G/HALL Energy	Electricity - November	1,209.43	241.89	1,451.32
15/01/2024	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - November	139.87	6.99	146.86
15/01/2024	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - November	282.86	14.14	297.00
15/01/2024	DDebit	Npower Ltd	PARKS Energy	Friary electricity - November (Standing charges only)	15.49	0.77	16.26
15/01/2024	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - November	81.70	5.01	86.71
16/01/2024	DDebit	Land Registry	ADMIN Supplies & Services	Land Registry search fee	9.00	0.00	9.00
17/01/2024	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - January	26.50	5.30	31.80
17/01/2024	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - January	17.00	3.40	20.40
17/01/2024	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - January	25.00	5.00	30.00
17/01/2024	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - January	19.00	3.80	22.80
17/01/2024	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - January	19.00	3.80	22.80
17/01/2024	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 1/12 - 1/1	23.23	0.00	23.23

18/01/2024	DDebit	Justice Fire & Security	BIRTHPLACE	Repair/Maint	Maintenance of alarms & lighting to 12/1/25 - 1st qtr	263.41	52.68	316.09
18/01/2024	DDebit	Npower Ltd	PARKS	Energy	Pool Walk electricity - December	96.46	4.82	101.28
19/01/2024	BACS 2015	ACW Arb	PARKS	Other Repair/Maint	Work to Red Oak at Christchurch extension	450.00	90.00	540.00
19/01/2024	BACS 2016	A Briggs	DEM SERVICES	Supplies & Services	Reimbursement for annual Zoom licence to 4/1/25	129.90	25.98	155.88
19/01/2024	BACS 2017	LUKG	ADMIN	Supplies & Services	Printer paper & other stationery from Banner	57.87	11.58	69.45
19/01/2024	BACS 2018	Heritage Books	BIRTHPLACE	Stock for sale	Copies of 'A Dictionary of the English Language'	58.46	0.00	58.46
19/01/2024	BACS 2018	Heritage Books	BIRTHPLACE	Stock for sale	Copies of 'Damrosch - The Club'	50.66	0.00	50.66
19/01/2024	BACS 2019	The Lithouses Group	BIRTHPLACE	Adverts/promotion	Annual membership of Lithouses group 23/24	40.00	0.00	40.00
19/01/2024	BACS 2020	Leocque Best	G/HALL	Repair/Maint	Repair hot water cylinder on top floor	170.00	0.00	170.00
19/01/2024	BACS 2021	MT Services Computer Sys	ADMIN	Supplies & Services	Extra lead for Deputy Clerk's computer	6.50	1.30	7.80
19/01/2024	BACS 2022	Sign Technology Ltd	C I L	Expenditure	Repair and restoration of Tamworth Gate plaque	278.00	55.60	333.60
19/01/2024	BACS 2022	Sign Technology Ltd	PARKS	Other Repair/Maint	Pool Walk - Design and install duck feeding signs	165.00	33.00	198.00
19/01/2024	BACS 2023	Guild of St Mary's Centre	C I L	Expenditure	Reimburse data cabling per Min 104 of 13/3/23	1,725.46	0.00	1,725.46
19/01/2024	BACS 2024	L Walters	BIRTHPLACE	Supplies & Services	Birthday cake for Johnson Birthday	150.00	0.00	150.00
19/01/2024	D Card	Amazon	ADMIN	Supplies & Services	Oil filled radiator for DC/CO office	48.99	0.00	48.99
19/01/2024	D Card	Quality Garden Supplies Ltd	MARKET	Supplies/Services	Rock salt	176.25	35.25	211.50
19/01/2024	D Card	Tamworth Assembly Rooms	CIVIC	Mayor's Allowance - A Hughes	Deputy Mayor's tickets for Tamworth Mayor's concert	72.00	0.00	72.00
22/01/2024	DDebit	Virgin Media Payments Ltd	ADMIN	Tel/Postage	Phones/ internet - December usage/ January rental	118.45	23.69	142.14
22/01/2024	DDebit	Water Plus Ltd	G/HALL	Rates/Water	Used water & surface drainage 1/12 - 4/1	115.41	0.00	115.41
23/01/2024	DDebit	NatWest Autopay	ADMIN	Supplies & Services	Autopay Online fees - December payroll	27.95	0.00	27.95
24/01/2024	BACS 2025	ACW Arb	PARKS	Other Repair/Maint	Inspections at allocated sites for potential tree works	150.00	30.00	180.00
24/01/2024	BACS 2026	E A Barnes & Sons	MARKET	Supplies/Services	3 exchanges of covered skip, December	240.00	48.00	288.00
24/01/2024	BACS 2027	K Bell	G/HALL	Lettings	Refund of wedding breakages deposit	100.00	0.00	100.00
24/01/2024	BACS 2028	Click Netherfield Ltd	R&R FUND	Birthplace	Mobilisation payment re display cases order	8,314.25	1,662.85	9,977.10
24/01/2024	BACS 2029	County Signpost Ltd	BIRTHPLACE	Adverts/promotion	Advert in Signpost tourist guides & website 2024	45.00	9.00	54.00
24/01/2024	BACS 2030	Darwin Electrical Services	ADMIN	Supplies & Services	Convert bulkhead to LED - Donegal Hse outside light	123.81	24.76	148.57
24/01/2024	BACS 2030	Darwin Electrical Services	G/HALL	Repair/Maint	Convert bulkhead to LED - Guildhall outside light	123.82	24.77	148.59
24/01/2024	BACS 2030	Darwin Electrical Services	MARKET	Supplies/Services	Remove faulty water heater, supply & fit replacement	493.70	98.74	592.44
24/01/2024	BACS 2031	E.On Energy Solutions Ltd	PARKS	Energy	Highway lighting energy 23/24	7,425.44	1,485.09	8,910.53
24/01/2024	BACS 2031	E.On Energy Solutions Ltd	PARKS	Other Repair/Maint	Highway lighting maintenance 23/24	4,963.69	992.74	5,956.43
24/01/2024	BACS 2032	Justice Fire & Security	ADMIN	Supplies & Services	Callout re fault on reception security lock	120.00	24.00	144.00
24/01/2024	BACS 2032	Justice Fire & Security	G/HALL	Repair/Maint	Callout for CCTV fault in Guildroom	120.00	24.00	144.00
24/01/2024	BACS 2033	Lichfield District Council	MARKET	Supplies/Services	Additional refuse bin collection 28/12	27.00	0.00	27.00
24/01/2024	BACS 2034	Lichfield District Council	CIVIC	Events	Renewal of small society lottery registration	20.00	0.00	20.00
24/01/2024	BACS 2035	Martindale Electric Co Ltd	ADMIN	Supplies & Services	Calibration of PAT testing equipment & carriage	60.00	12.00	72.00
24/01/2024	BACS 2036	M R S Communications	ADMIN	Supplies & Services	Townsafe/Storenet radio to 31/12/24 - Donegal Hse	260.00	52.00	312.00
24/01/2024	BACS 2036	M R S Communications	MARKET	Supplies/Services	Townsafe/Storenet radio to 31/12/24 - Market	260.00	52.00	312.00
24/01/2024	BACS 2037	PPL PRS Ltd	BIRTHPLACE	Supplies & Services	PPL and PRS annual music licences to 16/1/25	414.06	82.81	496.87
24/01/2024	BACS 2038	PPL PRS Ltd	G/HALL	Lettings	Music licence for bookings 6/9/23 to 5/12/23	624.66	124.93	749.59
24/01/2024	BACS 2039	R Fathers	PARKS	Other Repair/Maint	Francis Road - Works to various trees	1,200.00	0.00	1,200.00
24/01/2024	BACS 2040	Sparkle18 Ltd	BIRTHPLACE	Supplies & Services	Cleaning in Museum, December	599.07	119.82	718.89
24/01/2024	BACS 2040	Sparkle18 Ltd	G/HALL	Supplies/Services	Cleaning in Guildhall & Donegal House, December	898.61	179.72	1,078.33
24/01/2024	BACS 2041	Turtle Engineering Ltd	ADMIN	Supplies & Services	Bleed control kit	85.00	17.00	102.00
24/01/2024	BACS 2041	Turtle Engineering Ltd	BIRTHPLACE	Supplies & Services	Bleed control kit	85.00	17.00	102.00
24/01/2024	BACS 2041	Turtle Engineering Ltd	G/HALL	Supplies/Services	Bleed control kit	85.00	17.00	102.00
24/01/2024	BACS 2041	Turtle Engineering Ltd	MARKET	Supplies/Services	Bleed control kit	85.00	17.00	102.00
24/01/2024	BACS 2042	Vision ICT Ltd	BIRTHPLACE	Adverts/promotion	Museum website hosting & support to 28/2/25	215.00	43.00	258.00
24/01/2024	BACS 2043	HM Revenue & Customs	EMPLOYEE COSTS		Tax and NI contributions - January	8,093.21	0.00	8,093.21
24/01/2024	BACS 2044	Staffordshire Pension Fund	EMPLOYEE COSTS		Pension Fund contributions - January	10,029.45	0.00	10,029.45
24/01/2024	BACS 2045	Mayor & Sheriff's charity acct	CIVIC	Events	Transfer of charity event card payments - Ceilidh	197.27	0.00	197.27
24/01/2024	BACS 2045	Mayor & Sheriff's charity acct	CIVIC	Events	Transfer of charity event card payments - Ball	1,261.56	0.00	1,261.56

25/01/2024	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/12 - 10/1	13,481.00	2,696.20	16,177.20
29/01/2024	DDebit	British Gas	BIRTHPLACE Energy	Gas 9/12 - 9/1 (New contract/ rate increase)	412.71	82.54	495.25
29/01/2024	Debit	American Expr Merch Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.07	0.00	0.07
31/01/2024	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 2 Dec to 29 Dec - current account	20.95	0.00	20.95
					<u>106,559.18</u>	<u>9,895.57</u>	<u>116,454.75</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 January to 31 January 2024

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
29/01/2024	05493	Cash	Various	Petty cash vouchers 8252 - 8272	236.37	24.48	260.85
31/01/2024	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 2 Dec to 29 Dec - imprest account	7.57	0.00	7.57
					<u>243.94</u>	<u>24.48</u>	<u>268.42</u>