

# Lichfield City Council

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

19 July 2021

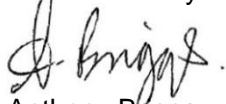
To: Members of Lichfield City Council

**Public**

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield on **Monday, 26 July 2021** 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

  
Anthony 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 14 June 2021 (Nos. 15-34) (**copy attached**).
5. **MATTERS ARISING ON COUNCIL MINUTES**
6. **PLANNING COMMITTEE – DELEGATED AUTHORITY**  
The Chairman of the Planning Committee to move that comments submitted to Lichfield District Council for the period 21 May 2021 to 14 July 2021, and made in the name of LCC via delegated authority as agreed by Council on 26 April 2021, be received (**copies previously circulated**).
7. **TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) IF ANY**

***THE MEETING TO ADJOURN FOR PUBLIC FORUM***

**8. OFFICERS' REPORT**

To receive the Officers' Report, **APPENDIX 1** attached.

**RECOMMENDED:** *That the Report be noted.*

**9. BOUNDARY REVIEW**

To consider the Town Clerk's report at **APPENDIX 2** (attached). The direction of Council is sought on two points:

*1. Does the Council wish to submit a response to the Boundary Commission's proposals for Lichfield, and does it wish to echo the comments of Michael Fabricant MP in that response.*

*2. Does the City Council wish to formalise a view that – subject to any boundary changes resulting from the national review – the City Council would support, and actively promote, the inclusion of Streethay as a separate City Council ward as part of the local boundary review.*

**RECOMMENDED:** *The Council to formalise its position on the matters listed above.*

**10. PAYMENT OF ACCOUNTS**

To confirm payment of accounts as listed in the attached schedule (**APPENDIX 3**) for the periods;

- 1 April 2021 to 30 April 2021 in the sum of £121,212.34 General Account, and £7.23 Imprest Account.
- 1 May 2021 to 31 May 2021 in the sum of £96,836.74 General Account, and £425.90 Imprest Account.

**11. EXCLUSION OF THE PRESS AND PUBLIC**

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

**12. STAFFING COMMITTEE**

To adopt the minutes of the meeting of the City Council's Staffing Committee held on 15 July 2021 (**APPENDIX 4**, attached for members). Members' particular attention is drawn to the recommendations to Council at Minute numbers five and six.

*Copies of the Job Description and person specification as referred to at Minute no. 5 are available on request to the Town Clerk.*

**RECOMMENDED:** *That the Minutes and recommendations of the meeting of the Staffing Committee held on 15 July 2021 be adopted.*

\* \* \* \* \*

**PUBLIC ATTENDANCE**  
**AT CITY COUNCIL MEETINGS**

**COVID-19 PRECAUTIONS**

*At its meeting of 26 April 2021, the Council recommend that all members and officers, and any members of the public or press, likely to attend any formal in-person council meeting undertake a Lateral Flow Test in the 24 hours preceding the meeting. Such a recommendation is not intended as a compulsory order; members, officers and public and press attending are free to choose not to undertake such a test for a medical or any other reason.*

*Attendees at Council meetings are asked to note they may be required to provide their details for test and trace purposes, and that COVID-19 precautions such as sanitiser, one-way systems and socially distanced seating will be in place.*

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

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



## **Lichfield City Council**

### **Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 14 June 2021 at 6.30pm**

**PRESENT:** Councillors R Yardley (Mayor), J Anketell, H Ashton, Mrs D Baker, C Ball, Mrs G Boyle, J Checkland, Mrs J Eagland, M Field, C Greatorex, I Jackson, P Jones, Mrs A Lax, Miss J Marks, T Matthews, P McDermott, C Rapley, P Ray, D Robertson, A Smith, J Smith, C Spruce, M Trent and M Warfield.

**APOLOGIES:** Councillors D Dundas, Mrs J Greaves and R Harrison.

#### **15 MAYOR'S ANNOUNCEMENTS**

The Mayor wished Councillor Bob Harrison well following his recent surgery and reported on recent engagements which included the opening of new premises in Lichfield for a Legionella & Fire safety company and a municipal Charities meeting held on Zoom.

#### **16 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

Councillors Mrs Baker, Mrs Eagland, Spruce, Warfield and Yardley declared an interest in agenda item 16 (Grant Request – Breast Screening Unit, Boley Park Community Hall) under appendix b of the City council's code of conduct as members of the management committee and/or trustees of the hall (as appointed by the City Council).

#### **17 COUNCIL MINUTES**

**RESOLVED:** *That the Minutes of the Annual Council Meeting held on 17 May 2021 (Nos 1-14) be confirmed and signed as a correct record.*

#### **18 MATTERS ARISING**

None

#### **19 PLANNING COMMITTEE (DELEGATED AUTHORITY)**

**RESOLVED:** *That comments submitted to Lichfield District Council for the period 1 April to 20 May 2021, and made in the name of LCC via delegated authority, be received.*

#### **20 NOTICE OF MOTION**

Together with an accompanying report circulated with the agenda, it was proposed by Cllr D Robertson and seconded by Cllr C Ball that;

*This Council understands there is a need to increase the amount of cycle parking in the City, and for ensuring that it is as close to the venues people use as it can be. Adding additional cycle parking will encourage more people to make the switch to active transport, improving their physical and mental wellbeing, as well as reducing carbon emissions in Lichfield. The City council supports the introduction of additional and appropriate cycle parking in the City and agrees in principle to provide CIL funding to facilitate this. Moreover, the council resolves to progress this issue by referring the report accompanying this motion to the City Council's NPIWP for further consideration and discussion, to include investigation of possible locations, including those referred to in the document. The NPIWP is asked to report back to Council on how it feels these proposals could best be delivered following initial discussions with stakeholders (to include SCC, LDC, Community*

Centre management committees and landowners as appropriate) and the likely timescales, implications and CIL costs thereof.

The Mayor advised that under Standing Order 6.4, the motion would stand referred without discussion to the City Council's Neighbourhood Plan Implementation Working Party, the subject matter of the motion being within the province of that Working Party. The Mayor noted that the submission of the motion was procedurally somewhat irregular, and could have been submitted to the NPIWP directly.

## **21 AUDIT COMMITTEE**

Councillor Spruce commented that the report showed that good financial controls were being operated by the Council and thanked the Officers for their excellent work. Councillor D Robertson noted the difference in out turn versus budget when slippage was taken into account was less than 0.25%.

**RESOLVED: That the Minutes of the Audit Committee meeting held on 10 June 2021 be adopted and that:**

- 1 The Out-Turn Statement 2020/21 be received.**
- 2 The Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £14,305 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2020/21 financial year.**
- 3 In respect of the External Auditor Annual Return for the year ending 31 March 2021:**
  - a. The Council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council.**
  - b. The Council note that for the year ending 31 March 2020, Section 2 of the Annual Return has been restated as a result of the Joint Panel on Accountability and Governance (JPAG) narrowing the classification of staff cost, removing the recording of mileage, and other travelling and subsistence allowance, from AGAR Box 4 to AGAR Box 6. The total sum being £1,537.**
  - c. The Council approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council.**
  - d. The Council note the Annual Internal Audit Report section of the Annual Return.**
  - e. The Council note the dates for the exercise of public rights – commencing on 16 June 2021 and ending on 27 July 2021.**

## **22 JOHNSON BIRTHPLACE ADVISORY COMMITTEE**

Members considered the minutes and recommendation of the JBAC meeting held on 27 April 2021, together with the recommendation regarding staff hours at Minute 23.

**RESOLVED: That the Minutes and recommendation of the Johnson Birthplace Advisory Committee meeting held on 27 April 2021 be adopted.**

## 23 NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY

Members considered the minutes and recommendations of the NPIWP meeting held on 28 April 2021, notably the recommendation that £6,000 of CIL be allocated to the proposed open space improvements at Curborough Community Centre, and £14,625 of CIL be allocated to the redevelopment of Michael Johnson's Workroom as part of the wider refurbishment of the Birthplace Museum

**RESOLVED:** *That the Minutes and recommendations of the NPIWP meeting held on 28 April 2021 be adopted.*

## 24 SHERIFF'S RIDE WORKING PARTY

Members considered the minutes and recommendation of the SRWP meeting held on 19 May 2021, notably the recommendation that for 2021, the event does not include the usual horse ride around the City, but instead operates in a similar way to the 2020 event but with a function at the Guildhall afterwards (subject to any prevailing restrictions). In proposing, Councillor A Smith outlined his vision for the Working Party in maintaining the tradition of the Ride but finding new ways to ensure it continued. Councillor C Ball echoed the comments of Councillor Smith and stated that the future of the Ride must be more inclusive and not burden taxpayers with the cost of the Ride.

**RESOLVED:** *That the Minutes and recommendation of the Sheriff's Ride Working Party meeting held on 19 May 2021 be adopted.*

## 25 MARKETS WORKING GROUP

Members considered the minutes of the MWG meeting held on 9 June 2021.

**RESOLVED:** *That the Minutes of the Markets Working Group meeting held on 9 June 2021 be adopted.*

## 26 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Members considered the draft appointment of representatives on outside bodies at agenda Appendix 6. Councillor Mrs Boyle advised that she would be unable to take the place on the Twinning Association on to which she had been nominated due to her existing role with the Association. Councillors C Greatorex and Miss J Marks emphasised the work of SPCA and, as past LCC representatives on that body, encouraged members to consider putting themselves forward for the role.

**RESOLVED:** *Appointments on outside bodies be confirmed as indicated in the agenda report, with the exception of Cllr Mrs Boyle on the Twinning Association; the vacancy to be left in abeyance [final appointments reproduced below]*

| Outside Body                                   | No of Reps | Period of Office | Appt Ends | 2021/2022          |
|--|------------|------------------|-----------|--------------------|
| Boley Park Community Hall Management Committee | 4          | 1 Year           | Jun-22    | Cllr M Warfield    |
|  |            |                  | Jun-22    | Cllr Mrs D Baker   |
|  |            |                  | Jun-22    | Cllr R Yardley     |
|  |            |                  | Jun-22    | Cllr Mrs J Eagland |

| Outside Body   | No of Reps | Period of Office         | Appt Ends                | 2021/2022                             |
|--|------------|--------------------------|--------------------------|---------------------------------------|
| Boley Park Community Hall Trustees   | 4          | Until retire or replaced | Until retire or replaced | <i>Cllr Mrs J Eagland</i>             |
|  |            |                          |                          | <i>Cllr R Yardley</i>                 |
|  |            |                          |                          | <i>Cllr C Spruce</i>                  |
|  |            |                          |                          | <i>Cllr M Warfield</i>                |
| Bower Committee  | 1          | 1 Year                   | Jun-22                   | <i>Cllr Mrs J Greaves</i>             |
| Curborough Community Association   | 3          | 1 Year                   | Jun-22                   | <i>Cllr D Robertson</i>               |
|  |            |                          | Jun-22                   | <i>Cllr P Jones</i>                   |
|  |            |                          | Jun-22                   | <i>Cllr R Harrison</i>                |
| Darwin Hall Community Association Trustees [and Company Directors]               | 4          | Until retire or replaced | Until retire or replaced | <i>Cllr J Checkland</i>               |
|  |            |                          |                          | <i>Cllr S Pritchard</i>               |
|  |            |                          |                          | <i>Cllr I Jackson</i>                 |
|  |            |                          |                          | <i>Cllr A Smith</i>                   |
| Dovehouse Fields Community Garden  | 2          | 1 Year                   | Jun-22                   | <i>Cllr Mrs J Greaves</i>             |
|  |            |                          |                          | <i>Cllr J Smith</i>                   |
| Dr Milley's Hospital   | 1          | 4 Years                  | Mar-23                   | <i>Cllr C Rapley</i>                  |
| Erasmus Darwin Foundation  | 1          | 1 Year                   | Jun-22                   | <i>Cllr Mrs G Boyle</i>               |
| Friends of Samuel Johnson Community Hosp.  | 1          | 1 Year                   | Jun-22                   | <i>Cllr A Lax</i>                     |
| Friends of Lichfield Historic Parks Group  | 1          | 1 Year                   | Jun-22                   | <i>Cllr H Ashton</i>                  |
| Guild of St Mary's Centre Lichfield (Ltd)  | 1          | 1 Year                   | -                        | <i>Mayor in Office</i>                |
| Johnson Council (non-voting observers)   | 2          | 1 Year                   | -                        | <i>Mayor in Office</i>                |
|  |            |                          | -                        | <i>Sheriff in Office</i>              |
| Lichfield District Arts Executive Committee [non-voting observer]                | 1          | 1 Year                   | Jun-22                   | <i>Cllr Mrs J Greaves</i>             |
| LDC – Parish Forum   | 2          | 1 Year                   | Jun-22                   | <i>Cllr M Field</i>                   |
|  |            |                          | Jun-22                   | <i>Cllr Miss J Marks</i>              |
| Lichfield Camera Club  | 1          | 1 Year                   | Jun-22                   | <i>Mayor in Office</i>                |
| Lichfield Conduit Lands Trust  | 2          | 1 Year                   | -                        | <i>Mayor in Office</i>                |
|  |            | 4 Years                  | Jun-25                   | <i>Cllr Mrs G Boyle</i>               |
| Lichfield District Tourism Association Executive                                 | 2          | 1 Year                   | Jun-22                   | <i>Museums &amp; Heritage Officer</i> |
|  |            |                          | Jun-22                   | <i>Cllr Miss J Marks</i>              |
| Lichfield Rail Alliance, West Coast Rail 250, and all other rail related matters | 1          | 1 Year                   | Jun-22                   | <i>Cllr M Warfield</i>                |
| Mary Slater's Charity  | 2          | 1 Year                   | -                        | <i>Mayor in Office</i>                |



| Outside Body  | No of Reps | Period of Office | Appt Ends   | 2021/2022                 |
|---|------------|------------------|-------------|---------------------------|
|   |            |                  | -           | <i>Sheriff in Office</i>  |
| Michael Lowe's and Associated Charities                                   | 5          | 4 Years          | 15 July 24  | <i>Cllr Mrs J Greaves</i> |
|   |            |                  | 23 April 26 | <i>Mrs D Greateorex</i>   |
|   |            |                  | 3 April 26  | <i>P Hitchman</i>         |
|   |            |                  | 26 July 24  | <i>Cllr M Warfield</i>    |
|   |            |                  | 5 July 23   | <i>Cllr Mrs J Eagland</i> |
| Municipal Charities   | 4          | 1 Year           | -           | <i>Mayor in Office</i>    |
|   |            | 4 Years          | Oct-23      | <i>Cllr P Jones</i>       |
|   |            |                  | Nov-24      | <i>Cllr Mrs J Greaves</i> |
|   |            |                  | Nov-24      | <i>Mrs D Greateorex</i>   |
| South East Staffs CAB   | 1          | 1 Year           | Jun-22      | <i>Cllr Mrs D Baker</i>   |
| Speakers Corner Committee   | 1          | 1 Year           | Jun-22      | <i>Cllr Mrs D Baker</i>   |
| SPCA - Executive Cttee<br>(nomination only – subject to election by SPCA) | 1          | 2 Years          |             | <i>TBC</i>                |
| St Giles Hospice Local Government Friends'                                | 1          | 4 Years          | Jun-23      | <i>Cllr J Anketell</i>    |
| Support Staffordshire (formerly Lichfield and District CVS)               | 1          | 1 Year           | Jun-22      | <i>Cllr Mrs D Baker</i>   |
| Twinning Association  | 3          | 1 Year           | -           | <i>Mayor in Office</i>    |
|   |            |                  | Jun-22      | <i>Cllr H Ashton</i>      |
|   |            |                  |             | <i>TBC</i>                |

## 27 GRANT REQUEST – BREAST SCREENING UNIT, BOLEY PARK COMMUNITY HALL

Members considered the Town Clerk's report. Councillor C Rapley stated that the proposal to give a grant was inappropriate and wrong as NHS incurred electricity costs should be paid by the NHS, and while recognising the importance of the NHS, the poor treatment it had received by successive governments had led to a situation where council taxpayers were being asked to further subsidise the service. Councillor Rapley challenged the giving of the grant to the Boley Park Community Hall as they are simply the conduit for the electricity metering, rather than the grant being of benefit to them; Cllr Rapley saw this as a strange arrangement as in the absence of the grant, the Hall Committee would invoice the NHS. Councillor Rapley stated that a more appropriate and permanent service should be provided, perhaps at Samuel Johnson Hospital, rather than relying on a mobile unit, and also felt that such grant monies could be better allocated to (for example) food banks to support the unemployed and those struggling with life in poverty or severe financial need. During the speech, Councillor C Spruce raised a point of order, stating that the speech was not relevant to the discussion at hand; the Mayor allowed Councillor Rapley to conclude the speech.

Several members spoke thereafter; Councillor C Greateorex asked that the costs being paid for the electricity were looked into as there may be savings to be made via brokers. Councillors D

Robertson, A Smith and A Lax were of the view that the national picture of the NHS was not within the sphere of influence of the City Council, but the proposed grant was a worthwhile contribution to a valued local service. Councillor M Trent stated he had concerns where local government funds subsidise other bodies that are paid for through taxation, but would wish to support this proposal. Councillor J Smith stated that he disagreed with Councillor Rapley's position but believed she should be able to state that position without interruption.

On being put to the vote the proposal was declared carried, with Councillors Rapley and Jackson voting against the proposal.

**RESOLVED:** *That subject to the conditions set out below, a grant of £3,000 be given to Boley Park Community Hall to offset the electricity costs incurred by the breast screening unit currently sited at the Community Centre:*

- *The amount of electricity used be suitably audited and reported to confirm the grant has been allocated as intended, such audit to include confirmation of payment to the utility supplier*
- *Any electricity consumed by the breast screening unit over and above the grant amount to be funded by the Community Hall in order to ensure no cost to the NHS, and to reduce bureaucracy demands upon the NHS for siting the unit in that location.*

## 28 OFFICERS' REPORT

Councillor Mrs D Baker highlighted the untimely death of Markets Officer Dennis Wasserman who died on 18 May 2021. Councillor D Robertson suggested a minute's silence at the end of the meeting, and this was agreed by the Mayor. Councillor Miss J Marks commented on the Open Spaces report, notably the excellent photographs that illustrate the valued work undertaken by the new postholder, Nigel Boden.

**RESOLVED:** *That the report be noted.*

## 29 BISHOPS WALK – TARMAC EXTENSION AND POSSIBLE CIL FUNDING

Members considered the Town Clerk's report that resulted from discussions at the recent meeting of the NPIWP (Minute 23) and subsequent informal discussions. It was agreed that more regular strimming of the area would achieve largely the same result but with greatly reduced loss of flora and fauna; the Town Clerk to pursue further with LDC Operational Services

**RESOLVED:** *The City Council confirms it does not wish to allocate approximately £5,500 of CIL funding to extend the tarmac pathway at Bishop's Walk to prevent plant regrowth.*

## 30 CANAL LAND AT CRICKET LANE

Members considered the Town Clerk's agenda report and recommendations therein. Councillor Mrs Boyle expressed disappointment at the apparent proposals for hedge removal; the Town Clerk confirmed that while not a matter under discussion at this time, it would be investigated further.

**RESOLVED:**

1. *The City Council confirms an in principle agreement to enter into a licence with SCC to facilitate the construction of the road bridge at Cricket Lane, with LCC land being utilised as work space. This in principle agreement is subject to the terms of the licence being satisfactory to the City Council, its legal advisors and LHCRT. The matter to be returned to Council for further consideration when the extent of land to be licenced is clear, and*

*the draft terms of the licence are developed to a point whereby they are recommended for acceptance by the Council's legal advisors.*

*2. 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.*

**31 PAYMENT OF REGULAR SERVICE PROVISION BY DIRECT DEBIT**

Members considered the Town Clerk's report at Agenda Appendix 10. Councillor C Greatorex asked whether the Direct Debits could be categorised rather than being specified individually, thereby allowing greater flexibility to enter into new agreements if appropriate. Councillor Greatorex also highlighted the absence of certain regular payments on the Direct Debit list, including SCC Pensions, for example. The Town Clerk confirmed his belief that each direct debit mandate should be brought before council for approval on at least a biennial basis, but confirmed he would investigate further and discuss with the Internal Auditor.

***RESOLVED: That the City Council renews its resolution to enter into direct debit payment arrangements with those providers listed at agenda Appendix 10; the resolution to be considered for further renewal at the meeting of the City Council in June 2022.***

**32 PAYMENT OF ACCOUNTS**

***RESOLVED: That payment of accounts be approved and confirmed for the period 1 March 2021 to 31 March 2021 in the sum of £74,605.19 General Account and £278.64 Imprest Account.***

**33 EXCUSION OF 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.***

**34 TENDERS COMMITTEE**

Members considered the Minutes of the Tenders Committee meeting held on 6 May 2021. Members were reminded that the tenders Committee was granted delegated authority in this matter at the City council meeting of 26 January 2021.

***RESOLVED: That the Minutes of the tenders Committee meeting held on 6 May 2021 be received [the minutes confirm the appointment of Cooper Whyte Conservation Ltd for the renovation of the Cruck House annexe]***

**There then followed a Minute's Silence in memory of Dennis Wasserman, former Markets Officer, who died unexpectedly on 18 May 2021.**

**THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.27 PM**

**MAYOR**



## For Council: 26 JULY 2021 APPENDIX 1

### OFFICERS' INFORMATION REPORT

#### 1. Civic Matters: Lucy Clarke, Civic Officer

Councillor Deborah Baker, former Mayor of Lichfield, accompanied by Dr Steve Baker and Dr Daryl Brown, former Sheriff of Lichfield have recently presented cheques to representatives of their three nominated charities: St. Giles Hospice, Lichfield & Hatherton Canals Restoration Trust and Lichfield Voluntary Transport for the Disabled.

Despite the impacts of COVID-19 and the associated restrictions, the former Mayor and Sheriff raised £9,095.12 for their chosen charities collectively during their two-year term in office. All three charities were delighted to receive a cheque for £3,031.70 each.



*Lichfield Voluntary Transport for the Disabled*



*St Giles Hospice*



*Lichfield & Hatherton Canals Restoration Trust*

The former Mayor and Sheriff hosted a variety of successful charity events throughout their time in office, including an Indoor Street Party, Barn Dance, Sheriff at Home, Charity Dinner Dance, Beer & Skittles Evening and Charity Sunday Lunch.

Councillor Deborah Baker and Dr Daryl Brown would like to offer their sincere thanks to all the local businesses, groups and individuals who supported their fundraising activities and for their wonderful generosity towards three very worthy local charities.

The Mayor of Lichfield, Cllr Robert Yardley led the Lichfield City Council team in the annual Swinfen Broun Challenge Trophy bowls match against the Lichfield Museum Bowling Club on Wednesday 23 June 2021.

Despite the best efforts of the City Council team, the Museum Bowling Club took the trophy once again with a score of 127 to 51.

After the match the Mayor handed the trophy to the Club Captain, Mr Andy Hayes and thanked everyone for taking part and supporting this traditional event.



Next year's match has been scheduled to take place on **Wednesday 22 June 2022.**

Due to continuing uncertainties the City Council has made some changes to the Sheriff's Ride taking place on Saturday 11 September 2021. In order to maintain this historic tradition, there will be a small gathering outside the Guildhall starting at a later time in the day where the Sheriff, Mr Peter Hitchman will give a speech before commencing the ride out of the city in a horse drawn carriage accompanied by the Sheriff's Lady, Mrs Pat Peters. The Sheriff will then continue the ride in a vehicle with the Clerk of the Course, Mr Nick Sedgwick calling in on all landowners along the route. Unfortunately, due to the event being scaled down, there will be no other horses taking part in this year's ride. At the end of the day the Sheriff will enter the city in his carriage via The Close before alighting outside the Guildhall. In the absence of a luncheon at Freeford Manor, a celebratory dinner will be held at the Guildhall on the evening of the ride.

Preparations continue for upcoming civic and charity events for 2021-22. Anyone who wishes to join the civic list in order to be sent updates of all civic and charity events can do so by emailing their request to [enquiries@lichfield.gov.uk](mailto:enquiries@lichfield.gov.uk)

The Civic Officer continues to assist the Markets Officer with day-to-day market activities, social media posts and training.

## **2. Samuel Johnson Birthplace Museum: Jo Wilson, Museums and Heritage Officer**

The Birthplace Museum reopened fully on Monday 17 May and has received 880 visitors in the first six weeks. Although much lower numbers than pre-pandemic, the figures show a 47% increase on the visitor numbers recorded following re-opening after the first lockdown in July 2020. Online engagement has seen an anticipated reduction after opening, but digital visits still numbered over 2600 people who had either visited the website or engaged via social media. There has been an increase in visitor and collections enquiries since reopening, including providing research material for a forthcoming podcast about Johnson and Disability.





On Monday 31 May the Museum held 'Ballad Tales: stories from Samuel Johnson's Time' with the Lichfield Storytellers. An online ticketed event broadcast live from the Birthplace, this was a technically ambitious project managed by the Museum Support Officer (MSO) in collaboration with the Storytellers and received excellent feedback from attendees.

During the May Half-term an activity trail was provided for families, based on uplifting words and phrases from the Dictionary and with covid-secure arrangements in place.

Volunteers started to return to their roles in June, with behind-the-scenes work including collection documentation and condition checking work, preparing future temporary displays, and preparations for future family events.

A willow-themed window display was created by Attendant Sarah Dale, promoting the Johnson Society's current competition to find a new original poem inspired by Johnson's favourite tree.

Covid-secure Family Craft Activities have been organised for the school summer holidays with a local history 'Lichfield Legends' theme. Planning was undertaken for a sale of donated children's books in the Bookshop. Work is also underway on arrangements for Johnson's Birthday in September, and listings submitted to LDC for their 'Heritage Weekend' leaflet. A market stall to promote the Museum has been planned for July.



In addition to events planning work, MSO projects also included arrangements for reopening of the Guildhall Cells to visitors in late July (pending announcements regarding restrictions), continuing work relating to the 'Benchmarks in Collection Care' project, and a strategic refreshing of stock in the Museum shop.

Other MHO work in the last period included arrangements for reopening the Museum basement display after social distancing ends, providing humidity readings for the Guildhall, the ongoing historic city plaques project, and exploring possibilities for a display of reproductions of the City Charters.



### 3. Open Spaces and Tree Management: Nigel Boden, Open Spaces Officer



The Bund at Netherstowe is now settling well into its surroundings with the wildflower mix that was planted in 2020 providing an impressive display in its first season. As a result, there have been a lot of positive comments from local residents.

After receiving a complaint regarding a resident who had parked their caravan on Lichfield City Council land at Furnivall Crescent, swift action was taken. The owner of the caravan was identified and duly informed to remove the caravan as soon as possible. An additional site inspection was carried out two days later whereupon the caravan had been removed.

Members will recall that the Windings footpath was closed for several weeks recently by Staffordshire County Council whilst building work was carried out on a property in close proximity to the path. Unfortunately, during this time, the bench that had been in place for many years was stolen. The bench was a regular resting place for members of the public after negotiating the steepest part of the path. The Open Spaces Officer is pleased to report that a replacement bench has now been installed in the same area as the original bench for everyone to enjoy and make use of once again. The bench was previously situated in festival gardens where, due to its location, it was used as a shortcut from the slightly higher ground behind to the path below. This resulting in regular and significant damage to the bench slats.







A recent inspection of the public footpath that runs through St Michael's Churchyard revealed the path was very uneven with a lot of potholes.

Resurfacing work has now been carried out to ensure the safety of those who utilise this regularly used path.

A considerable amount of work has recently been carried on the Public Open Space at Ash Grove. Trees that were previously encroaching on nearby properties have all been given a crown lift and thinned, resulting in a lighter and safer environment for local residents. The work also enables LDC operatives to more easily cut the grassed areas. 'Before and after' photos are below.



In addition, and in order to discourage unauthorised vehicular access to the site, new bollards have been installed across the head of the cul-de-sac and along the adjacent path.

The Open Spaces Officer has received letters of thanks from local residents as they had been concerned about the vulnerability of this large grassed area for some time.



#### **4. Twinning: Gabriele Lasch- Burden, Twinning Officer**

Each year, Lichfield Camera Club competes against its twin town counterpart in Limburg. Both clubs take it in turns to choose a subject and this year Limburg selected “River Landscapes”. The Lichfield club won overall on points, with the best single image being awarded to a Limburg participant. Photos and the results of the competition can be found on the Lichfield Camera Club website. [Limburg \(lichfieldcameraclub.org\)](http://Limburg(lichfieldcameraclub.org))

The possibility of the annual week-long internship of Limburg’s council apprentices in Lichfield, scheduled for this October, is being investigated in principle. New immigration laws for European citizens working or studying in the UK and possible covid restrictions will make it more difficult to plan this event in advance.

However there has been encouraging news from Limburg, who recorded no new cases of Covid during the last week of June, whilst in Ste. Foy figures increased to 19 new cases compared to only 3 the week before.

#### **5. Markets Report: Lucy Clarke, Civic Officer**

The Markets Officer continues to report a noticeable increase in general market enquiries and trader applications each week. Saturday markets continue to operate at full capacity with Tuesdays and Fridays with limited availability.

The market skip contract is due for renewal shortly, quotations from alternative local companies are currently being sought.

Garry Snape, Friday, and Saturday general market trader has kindly donated and planted some beautiful flowers in the large containers at the front of the Guildhall, providing a much-needed splash of colour at the entrance to the building.



In line with Government legislation, the one-way barrier system currently in use on all market days along with the one metre gap between each market stall will be removed from 19 July 2021 when lockdown restrictions are due to cease.

The monthly Producers’ Market organised and run by CJ’s Events Warwickshire continues to thrive with 30 stalls in attendance for both June and July. As covid restrictions are due to cease on 19 July, it is anticipated that the number of stalls will increase up to 40 in August.

CJ’s Events Warwickshire will also be organising this year’s Christmas Lights Switch-On Street Market on Sunday 28 November 2021.

Market Square bookings on non-market days have been proving popular during June and July. The COVID testing tent has become a regular on both Mondays and Thursdays due to popular demand within the local community.

The Hub at St. Mary's has booked the Market Square for five Sundays during July and August 2021 for their 'Summer Sundae' events featuring live entertainment, outside bar and seating on Market Square.

Lichfield General Market continues to be promoted on Facebook and Twitter. Posts are shared on various local Facebook groups to increase awareness and ultimately boost footfall on market days.

## **6. Guildhall: Helen Winter, Guildhall Bookings Officer**

Hirers are slowly returning to the Guildhall as government updates allow. Unfortunately, social parties and concerts etc are not able to return until after 19 July so some bookings have had to be re-arranged.

Regular hirers are in contact with a view to returning when regulations allow and there has been an increase in general enquiries over the last few weeks. As a result, there is very little availability in the Guildhall diary for Fridays, Saturdays and Sundays from September to Christmas.

The Premises Attendants have taken the opportunity to carry out routine maintenance jobs in the Guildhall whilst the building is quiet. The 5 yearly electrical inspection identified some work which needs to be completed and which will be scheduled in the diary soon. Unfortunately, further work which is required on the main hall new floor cannot happen until the end of October now because the contractor does not have any availability.

Most of the regular hirers have returned to Boley Hall following recent government updates. Translucent film was applied to the windows recently to replace the previous net and curtain arrangement. General enquiries have increased for 19 July onwards. Unfortunately, some bookings before that date have had to be cancelled or re-scheduled.



## **7. Deputy Town Clerk: Sarah Thomas**

The Deputy Town Clerk will be meeting with the Council's Health & Safety consultants, Terrain in July to review the general Risk assessments for all Council buildings. The meeting will also provide a good opportunity to discuss many of the Covid safeguards which have been put in place over the last year and a half. A full report will be given to Council in due course.

During the pandemic, the Deputy has constantly monitored Government legislation to ensure the Council is fully compliant and identified any extra activities or procedures which need to be undertaken. To this end, three members of frontline staff have recently successfully completed online courses in Legionella and Legionnaires' Disease Awareness, COVID-19 Essentials: Infection Prevention and COSHH Training for Cleaning

A review of the Council's CCTV policy is currently being undertaken and the Deputy will be deputising for the Town Clerk at the July Council meeting. Preparations continue for the Christmas Lights Switch On event in November.

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### **Curborough Community Centre**

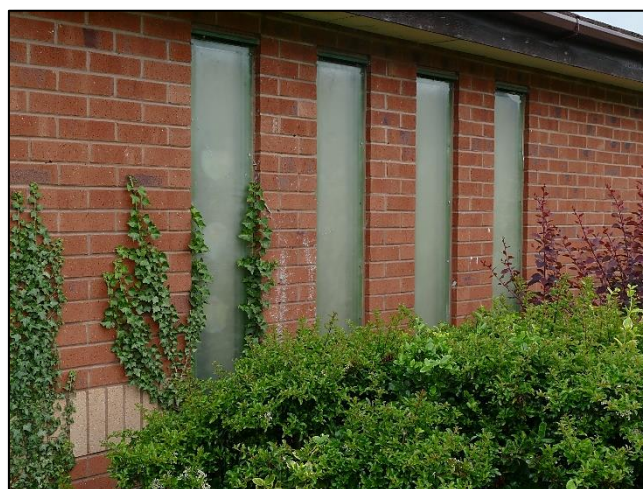
As part of the 2021/22 Repairs and Renewals programme, a sum was set aside for replacement of priority windows at Curborough Community Centre. The original windows were timber framed and in various states of decay, with some damaged panes. The windows to the side were covered in aged polycarbonate sheeting which badly impacted the light within the building.

The proposal was to replace all ground floor windows if the budget allowed, while at the same time holding discussions as to the most appropriate arrangements for the clerestory windows, notably in regard to ventilation, in readiness for a separate project to replace those in the future.

The City Council's architects prepared a specification for aluminium replacement windows with toughened solar control glazing; the replacement windows far outstripping their predecessors in terms of insulating properties, longevity, and strength. Following receipt of quotations, it was clear that all ground floor windows (18), plus three external doors not replaced during a wider CIL funded project in 2019, could be replaced within the original budget. A quotation for the replacement of the clerestory windows was also obtained to help inform future budget discussions.

The new windows and door were installed during the first week of July, making a significant difference to both the external appearance of the hall and the internal ambience; the example before and after photographs provided give a clear indication as to the improvement made.

This work represents a significant contribution to improvements undertaken to the hall and its grounds by the City Council and Curborough Community Association, both independently and in partnership.





## For Council: 26 July 2021 APPENDIX 2

### BOUNDARY REVIEW

On 8 June 2021, the Boundary Commission published its initial proposed changes to Parliamentary Boundaries in England. The consultation on these initial proposals ends on 2 August 2021.

For Lichfield, there is no proposed change to the constituency name or its status as a County Constituency. However, the Commission have announced that Whittington and Streethay should move into the Tamworth Parliamentary Constituency, while Wall and part of the area immediately south of the M6 Toll including the villages of Summerhill and Chesterfield should be moved from Tamworth into Lichfield. The proposals are illustrated overleaf, with red lines representing the proposals, and blue denoting the existing boundaries. Given electorate numbers, it appears very likely that Whittington will be redesignated as part of Tamworth.

While these changes do not directly impact Lichfield City Council boundaries in the immediacy, the proposal to move Streethay into the Tamworth constituency has attracted criticism from Michael Fabricant MP, who has asked that the City Council submit a consultation response supporting his position that such a change is not appropriate for the following reasons:

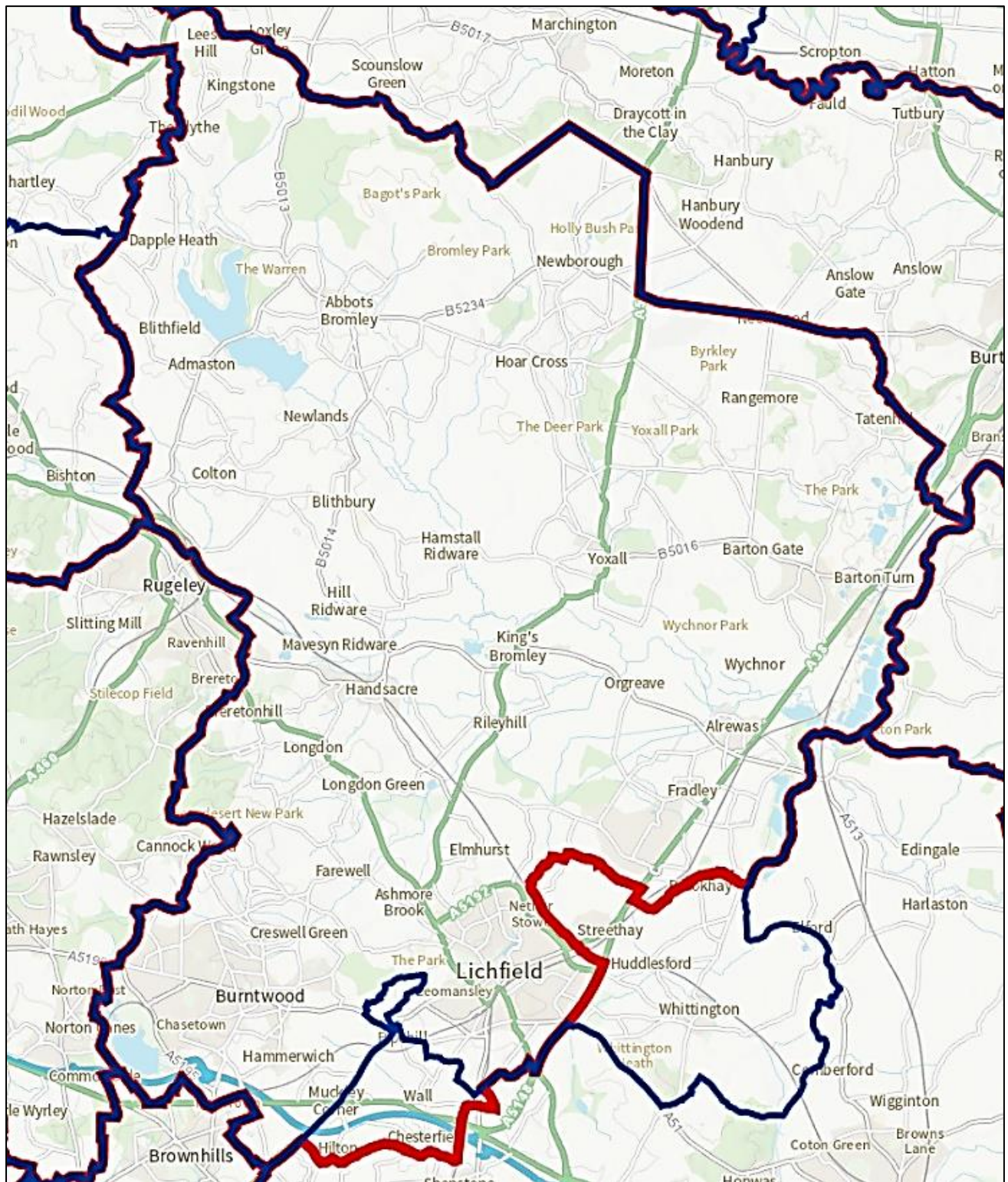
- Geographically and emotionally, Streethay residents perceive themselves as an integral part of Lichfield. There is no natural boundary between Lichfield and Streethay as the two are linked by the Burton Road (A5127), Burton Old Road and foot bridges. These roads cross the West Coast Rail Line which does not form a barrier.
- There is a major physical barrier in the A38 Trunk Road; a 4 lane dual carriageway with crash barriers down its centre. This effectively cuts off the Streethay polling district AD from the rest of the ward. The A38 provides an understandable boundary between the Lichfield and Tamworth constituencies at that point.
- Streethay residents use 'Lichfield' as their address. Recent developments in Streethay, which has no separate village centre or shops, all promote themselves as being in Lichfield. Streethay children go to Lichfield schools and residents shop and go to pubs in Lichfield. Streethay residents would see their being moved into Tamworth constituency as 'dividing Lichfield between constituencies' – the very reason why the BCE do not propose moving Hammerwich with Wall into Tamworth.
- According to recent data for the electorate of Streethay (AD), retaining the Polling District in Lichfield would result in Lichfield having an electorate of 75,335 and Tamworth 73,251 – both within the permitted parameters.
- Because of these factors, the Polling District of Streethay (AD) should be split from the Whittington & Streethay Ward to remain in the Lichfield Parliamentary constituency.

To explain the request for the City Council's involvement further, it has been suggested that as part of LDC's ongoing local boundary review, the City Council may wish to actively promote the inclusion of Streethay as a separate and additional City Council ward. Streethay currently has around 1,500 voters.

The City Council is therefore asked to consider the following two points:

- 1. Does the Council wish to submit a response to the Boundary Commission's proposals for Lichfield, and does it wish to echo the comments of Michael Fabricant MP in that response.*
- 2. Does the City Council wish to formalise a view that – subject to any boundary changes resulting from the national review – the City Council would support, and actively promote, the inclusion of Streethay as a separate City Council ward as part of the local boundary review.*

***The direction of Council is sought.***



## For Council: 26 July 2021 APPENDIX 3

### LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 April to 30 April 2021

| Date       | Chq      | Payee                           | Budget Head                      | Details   | Nett      | VAT      | Gross     |
|------------|----------|---------------------------------|----------------------------------|---|-----------|----------|-----------|
| 01/04/2021 | DDebit   | Lichfield District Council      | ADMIN Offices Rates/Water        | Rates 21/22 - 1st instalment                              | 924.50    | 0.00     | 924.50    |
| 01/04/2021 | DDebit   | Lichfield District Council      | G/HALL Rates/Water               | Rates 21/22 - 1st instalment                              | 538.20    | 0.00     | 538.20    |
| 01/04/2021 | DDebit   | Lichfield District Council      | MARKET Rates/Water               | Rates 21/22 - 1st instalment                              | 1,996.00  | 0.00     | 1,996.00  |
| 06/04/2021 | DDebit   | Biffa Waste Services Ltd        | G/HALL Supplies/Services         | Glass recycling - February                                | 43.89     | 8.78     | 52.67     |
| 08/04/2021 | Debit    | Elavon Financial Services       | MARKET Supplies/Services         | Elavon card and activity fees - March                     | 37.49     | 0.00     | 37.49     |
| 08/04/2021 | Debit    | Elavon Financial Services       | MARKET Supplies/Services         | Elavon PCI fee - April                                    | 6.00      | 1.20     | 7.20      |
| 12/04/2021 | DDebit   | British Telecommunications      | ADMIN Tel/Postage                | Phones/internet - Usage Feb-Mar, rental Mar-May           | 91.20     | 18.24    | 109.44    |
| 12/04/2021 | DDebit   | British Telecommunications      | BIRTHPLACE Supplies & Services   | Phones/internet - Usage Feb-Mar, rental Mar-May           | 271.89    | 54.37    | 326.26    |
| 12/04/2021 | DDebit   | British Telecommunications      | G/HALL Supplies/Services         | Phones/internet - Usage Feb-Mar, rental Mar-May           | 362.88    | 72.58    | 435.46    |
| 12/04/2021 | DDebit   | Npower Ltd                      | ADMIN Donegal House Energy       | Electricity - February                                    | 141.19    | 7.06     | 148.25    |
| 12/04/2021 | DDebit   | Npower Ltd                      | BIRTHPLACE Energy                | Electricity - February                                    | 47.38     | 2.37     | 49.75     |
| 12/04/2021 | DDebit   | Npower Ltd                      | BIRTHPLACE Energy                | Electricity - February                                    | 65.35     | 3.27     | 68.62     |
| 12/04/2021 | DDebit   | Npower Ltd                      | G/HALL Energy                    | Electricity - February                                    | 265.24    | 53.05    | 318.29    |
| 12/04/2021 | DDebit   | Npower Ltd                      | MARKET Energy                    | Toilet Block electricity - February                       | 50.65     | 2.53     | 53.18     |
| 12/04/2021 | DDebit   | Npower Ltd                      | MARKET Energy                    | Feeder Pillar electricity - February                      | 76.37     | 3.82     | 80.19     |
| 12/04/2021 | DDebit   | Npower Ltd                      | PARKS Energy                     | Clock Tower electricity - February                        | 45.88     | 3.23     | 49.11     |
| 15/04/2021 | DDebit   | Nat West                        | ADMIN Supplies & Services        | Monthly online banking fee - April                        | 38.45     | 0.00     | 38.45     |
| 15/04/2021 | DDebit   | NatWest Autopay                 | EMPLOYEE COSTS                   | Wages and salaries - April                                | 21,499.35 | 0.00     | 21,499.35 |
| 15/04/2021 | Debit    | Elavon Financial Services       | BIRTHPLACE Supplies & Services   | Elavon card and activity fees - November                  | 0.72      | 0.00     | 0.72      |
| 15/04/2021 | Debit    | Elavon Financial Services       | BIRTHPLACE Supplies & Services   | Elavon PCI fees - December to April                       | 30.00     | 6.00     | 36.00     |
| 16/04/2021 | DDebit   | MT Services Computer Systems    | ADMIN Supplies & Services        | Monthly IT support, antivirus, backups, Office365 - March | 571.42    | 114.29   | 685.71    |
| 16/04/2021 | DDebit   | MT Services Computer Systems    | BIRTHPLACE Supplies & Services   | Monthly internet service - March                          | 45.00     | 9.00     | 54.00     |
| 16/04/2021 | DDebit   | MT Services Computer Systems    | DEM SERVICES Supplies & Services | Councillors' emails - March                               | 126.00    | 25.20    | 151.20    |
| 16/04/2021 | DDebit   | MT Services Computer Systems    | G/HALL Supplies/Services         | Monthly internet service - March                          | 45.00     | 9.00     | 54.00     |
| 19/04/2021 | DDebit   | EE Ltd                          | MARKET Supplies/Services         | Monthly markets mobile - April                            | 16.72     | 3.34     | 20.06     |
| 19/04/2021 | DDebit   | EE Ltd                          | PARKS Other Repair/Maint         | New OSO mobile - Part March & April                       | 38.32     | 7.67     | 45.99     |
| 20/04/2021 | DDebit   | Virgin Media Payments Ltd       | ADMIN Tel/Postage                | Phones - March usage/ April rental                        | 119.90    | 23.98    | 143.88    |
| 21/04/2021 | DDebit   | Npower Ltd                      | PARKS Energy                     | Pool Walk electricity - March                             | 57.45     | 11.49    | 68.94     |
| 22/04/2021 | DDebit   | NatWest Autopay                 | ADMIN Supplies & Services        | Autopay Online fees - March payroll                       | 23.40     | 0.00     | 23.40     |
| 26/04/2021 | DDebit   | Lichfield District Council      | PARKS Contract Repair/Maint      | Period 11/3 - 10/4  | 10,876.33 | 2,175.26 | 13,051.59 |
| 29/04/2021 | BACS 423 | N Boden                         | PARKS Other Repair/Maint         | Stowe Croft - Urgent repair to slide in play area         | 60.00     | 0.00     | 60.00     |
| 29/04/2021 | BACS 424 | Brownhill Hayward Brown Ltd     | BIRTHPLACE Supplies & Services   | Architect for museum DDA access project                   | 4,275.00  | 855.00   | 5,130.00  |
| 29/04/2021 | BACS 424 | Brownhill Hayward Brown Ltd     | R&R FUND General                 | Architect for new windows at Curborough CC                | 2,175.00  | 435.00   | 2,610.00  |
| 29/04/2021 | BACS 425 | N Burton                        | PARKS Other Repair/Maint         | Roses for Heather Garden                                  | 40.00     | 8.00     | 48.00     |
| 29/04/2021 | BACS 426 | E.On Energy Solutions Ltd       | PARKS Other Repair/Maint         | Lomax Close - Reinstate leaning lamp column               | 231.57    | 46.31    | 277.88    |
| 29/04/2021 | BACS 427 | Eastern Shires Purchasing Org   | G/HALL Supplies/Services         | Cleaning and cloakroom supplies                           | 123.65    | 24.73    | 148.38    |
| 29/04/2021 | BACS 428 | D McCarthy Bros (Lichfield) Ltd | PARKS Other Repair/Maint         | Manor Rise - Remove tree roots & re-tarmac footpath       | 2,400.00  | 480.00   | 2,880.00  |
| 29/04/2021 | BACS 428 | D McCarthy Bros (Lichfield) Ltd | PARKS Other Repair/Maint         | Curborough - Surface repair to footpath                   | 380.00    | 76.00    | 456.00    |
| 29/04/2021 | BACS 429 | Vaughtons t/a W H Darby Ltd     | CIVIC Supplies/Services          | Civic bars, ribbons and engraving 20-21                   | 136.85    | 27.37    | 164.22    |
| 30/04/2021 | BACS 430 | HM Revenue & Customs Only       | EMPLOYEE COSTS                   | Tax and NI contributions - April                          | 6,194.90  | 0.00     | 6,194.90  |
| 30/04/2021 | BACS 431 | Staffordshire Pension Fund      | EMPLOYEE COSTS                   | Pension Fund contributions - April                        | 8,219.86  | 0.00     | 8,219.86  |
| 30/04/2021 | BACS 432 | ACW Arb                         | PARKS Other Repair/Maint         | Wharf Allotments - Reduce height of laurel hedge          | 950.00    | 190.00   | 1,140.00  |
| 30/04/2021 | BACS 433 | Alan & Thomas Insurance Group   | ADMIN Insurance                  | Museum insurance 1/5/21 - 30/4/22                         | 6,703.60  | 0.00     | 6,703.60  |
| 30/04/2021 | BACS 434 | Artemis & Bear Ltd              | BIRTHPLACE Stock for sale        | Copies of literary and musical houses map                 | 150.00    | 0.00     | 150.00    |
| 30/04/2021 | BACS 435 | CBS Complete Ltd                | G/HALL Repair/Maint              | Call out for radiators not working                        | 76.00     | 15.20    | 91.20     |
| 30/04/2021 | BACS 435 | CBS Complete Ltd                | G/HALL Repair/Maint              | Supply and install replacement pump sensors               | 222.91    | 44.58    | 267.49    |

|            |          |                                   |                                  |   |                   |                 |                   |
|------------|----------|-----------------------------------|----------------------------------|---|-------------------|-----------------|-------------------|
| 30/04/2021 | BACS 436 | Contemporary Glass Structures     | R&R FUND General                 | Curborough CC-20% deposit for window & door replacement     | 3,486.39          | 697.28          | 4,183.67          |
| 30/04/2021 | BACS 437 | CJ's Events Warwickshire Ltd      | MARKET Supplies/Services         | Services of Markets Officer for March (80.5 hrs)            | 966.00            | 193.20          | 1,159.20          |
| 30/04/2021 | BACS 438 | L Clarke                          | CIVIC Ride General               | Temporary event licence for Ride                            | 21.00             | 0.00            | 21.00             |
| 30/04/2021 | BACS 439 | County Signpost Ltd               | BIRTHPLACE Adverts/promotion     | Advert in County Signpost 2021                              | 140.00            | 28.00           | 168.00            |
| 30/04/2021 | BACS 440 | D J Martin                        | R&R FUND General                 | Repairs to roof at Cruck House                              | 450.00            | 0.00            | 450.00            |
| 30/04/2021 | BACS 441 | Focus Security & Surveillance     | BIRTHPLACE Repair/Maint          | Maintenance & monitoring of security system to 31/3/22      | 599.00            | 119.80          | 718.80            |
| 30/04/2021 | BACS 442 | Heritage Books                    | BIRTHPLACE Stock for sale        | Copies of 'A journey to the Western Islands'                | 42.86             | 0.00            | 42.86             |
| 30/04/2021 | BACS 443 | Jerome K Jerome Society           | G/HALL Lettings                  | Refund of deposit for cancelled booking Dec 2020 & 2021     | 83.33             | 16.67           | 100.00            |
| 30/04/2021 | BACS 444 | Lichfield District Council        | C I L Expenditure                | CIL for Waterworks Trust works at Sandfields Pumping Stn    | 10,000.00         | 0.00            | 10,000.00         |
| 30/04/2021 | BACS 445 | Lichfield Lock & Key Repairs      | BIRTHPLACE Repair/Maint          | Repair to staff area lock at museum                         | 45.83             | 9.17            | 55.00             |
| 30/04/2021 | BACS 446 | Lichfield Tree Works Ltd          | PARKS Other Repair/Maint         | Festival Gdns - Works to mature willow in conservation area | 1,700.00          | 340.00          | 2,040.00          |
| 30/04/2021 | BACS 446 | Lichfield Tree Works Ltd          | PARKS Other Repair/Maint         | Eastern Ave - Works to fire-damaged trees                   | 450.00            | 90.00           | 540.00            |
| 30/04/2021 | BACS 446 | Lichfield Tree Works Ltd          | PARKS Other Repair/Maint         | Maple Grove - Reduce height of silver birch                 | 600.00            | 120.00          | 720.00            |
| 30/04/2021 | BACS 447 | Nat Asscn of British Market Auths | MARKET Supplies/Services         | NABMA subscription 21/22                                    | 369.00            | 0.00            | 369.00            |
| 30/04/2021 | BACS 448 | Npower Ltd                        | ARTS/TOURISM Lights Costs        | Christmas lights electricity 2020                           | 208.66            | 41.73           | 250.39            |
| 30/04/2021 | BACS 449 | Npower Ltd                        | G/HALL Energy                    | Annual meter operator service 21/22                         | 215.00            | 43.00           | 258.00            |
| 30/04/2021 | BACS 450 | L Robinson                        | G/HALL Lettings                  | Refund of deposit for cancelled craft fair in May           | 41.67             | 8.33            | 50.00             |
| 30/04/2021 | BACS 451 | Sage (UK) Ltd                     | ADMIN Supplies & Services        | Sage Payroll software, updates & support to 2/5/22          | 897.00            | 179.40          | 1,076.40          |
| 30/04/2021 | BACS 452 | Sign Technology Ltd               | C I L Expenditure                | Supply back board for plaque, polish and refix              | 165.00            | 33.00           | 198.00            |
| 30/04/2021 | BACS 452 | Sign Technology Ltd               | G/HALL Supplies/Services         | Various warning signs                                       | 300.00            | 60.00           | 360.00            |
| 30/04/2021 | BACS 453 | Society of Local Council Clerks   | ADMIN Subscript/Training         | SLCC membership for Town Clerk 21/22                        | 410.00            | 0.00            | 410.00            |
| 30/04/2021 | BACS 454 | Staffs Parish Councils' Asscn     | ADMIN Subscript/Training         | SPCA annual membership 21/22                                | 1,679.00          | 0.00            | 1,679.00          |
| 30/04/2021 | BACS 455 | P Taylor                          | BIRTHPLACE Supplies & Services   | Extension cable & cleaning supplies for museum              | 15.83             | 3.17            | 19.00             |
| 30/04/2021 | BACS 456 | S Thomas                          | DEM SERVICES Supplies & Services | Visors & digital thermometer for Annual Council             | 27.61             | 5.52            | 33.13             |
| 30/04/2021 | BACS 457 | Water Plus Ltd                    | BIRTHPLACE Rates/Water           | Used water & surface drainage 10/1/21 - 10/4/21             | 37.80             | 0.00            | 37.80             |
| 30/04/2021 | BACS 458 | Zurich Town and Parish            | ADMIN Insurance                  | LCC insurance (excl. museum) to 30/4/22                     | 19,384.50         | 0.00            | 19,384.50         |
| 30/04/2021 | BACS 458 | Zurich Town and Parish            | ADMIN Insurance                  | LCC insurance inspection contract to 30/4/22                | 563.22            | 112.64          | 675.86            |
| 30/04/2021 | DDebit   | Nat West                          | ADMIN Supplies & Services        | Bank charges 27 Feb to 1 April - current account            | 13.50             | 0.00            | 13.50             |
| 30/04/2021 | DDebit   | Wm M Briars & Son (Tamworth)      | MARKET Supplies/Services         | Skip hire - March   | 491.50            | 98.30           | 589.80            |
|            |          |                                   |                                  |   | <u>114,195.21</u> | <u>7,017.13</u> | <u>121,212.34</u> |

### LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 April to 30 April 2021

| Date       | Chq    | Payee    | Budget Head               | Details  | Nett        | VAT         | Gross       |
|------------|--------|----------|---------------------------|--|-------------|-------------|-------------|
| 30/04/2021 | DDebit | Nat West | ADMIN Supplies & Services | Bank charges 27 Feb to 1 April - imprest account | <u>7.23</u> | <u>0.00</u> | <u>7.23</u> |
|            |        |          |                           |  | <u>7.23</u> | <u>0.00</u> | <u>7.23</u> |



**LICHFIELD CITY COUNCIL - General Account Payment Schedule****From 1 May to 31 May 2021**

| Date       | Chq      | Payee                                | Budget Head                       | Details   | Nett      | VAT    | Gross     |
|------------|----------|--------------------------------------|-----------------------------------|---|-----------|--------|-----------|
| 04/05/2021 | DDebit   | Biffa Waste Services Ltd             | G/HALL Supplies/Services          | Glass recycling - March                                   | 43.89     | 8.78   | 52.67     |
| 04/05/2021 | DDebit   | Corona Energy Retail 4 Ltd           | Gas - Donegal 35% + Guildhall 65% | Gas - March   | 920.48    | 184.10 | 1,104.58  |
| 04/05/2021 | DDebit   | Lichfield District Council           | ADMIN Offices Rates/Water         | Rates 21/22 - 2nd instalment                              | 923.00    | 0.00   | 923.00    |
| 04/05/2021 | DDebit   | Lichfield District Council           | G/HALL Rates/Water                | Rates 21/22 - 2nd instalment                              | 539.00    | 0.00   | 539.00    |
| 04/05/2021 | DDebit   | Lichfield District Council           | MARKET Rates/Water                | Rates 21/22 - 2nd instalment                              | 1,996.00  | 0.00   | 1,996.00  |
| 05/05/2021 | BACS 459 | Lichfield Arts                       | GRANTS General                    | General grant (per Council min 94 of 16/3/21)             | 600.00    | 0.00   | 600.00    |
| 05/05/2021 | BACS 460 | SESCAB                               | GRANTS General                    | General grant (per Council min 94 of 16/3/21)             | 4,500.00  | 0.00   | 4,500.00  |
| 05/05/2021 | BACS 461 | The Erasmus Darwin Foundation        | GRANTS General                    | General grant (per Council min 94 of 16/3/21)             | 1,500.00  | 0.00   | 1,500.00  |
| 05/05/2021 | BACS 462 | Lichfield Festival Ltd               | GRANTS General                    | General grant (per Council min 94 of 16/3/21)             | 1,500.00  | 0.00   | 1,500.00  |
| 05/05/2021 | BACS 463 | Voluntary Transport for Disabled     | GRANTS General                    | General grant (per Council min 94 of 16/3/21)             | 1,000.00  | 0.00   | 1,000.00  |
| 05/05/2021 | BACS 464 | The City of Lichfield Concert Band   | GRANTS General                    | General grant (per Council min 94 of 16/3/21)             | 500.00    | 0.00   | 500.00    |
| 05/05/2021 | BACS 465 | Dovehouse Community Gardens          | GRANTS General                    | General grant (per Council min 94 of 16/3/21)             | 300.00    | 0.00   | 300.00    |
| 05/05/2021 | BACS 466 | Friends 2 Friends                    | GRANTS General                    | General grant (per Council min 94 of 16/3/21)             | 400.00    | 0.00   | 400.00    |
| 05/05/2021 | BACS 467 | Speakers' Corner Lichfield           | GRANTS General                    | General grant (per Council min 94 of 16/3/21)             | 80.00     | 0.00   | 80.00     |
| 05/05/2021 | BACS 468 | Lichfield Waterworks Trust           | GRANTS General                    | General grant (per Council min 94 of 16/3/21)             | 1,250.00  | 0.00   | 1,250.00  |
| 05/05/2021 | BACS 469 | Guild of St Mary's Centre, Lichfield | GRANTS General                    | General grant (per Council min 94 of 16/3/21)             | 1,000.00  | 0.00   | 1,000.00  |
| 05/05/2021 | BACS 470 | Curborough Community Assocr          | GRANTS General                    | General grant (per Council min 94 of 16/3/21)             | 1,600.00  | 0.00   | 1,600.00  |
| 05/05/2021 | BACS 471 | Monks Walk Group                     | GRANTS General                    | General grant (per Council min 94 of 16/3/21)             | 500.00    | 0.00   | 500.00    |
| 05/05/2021 | BACS 472 | Lichfield Bowling Club               | GRANTS General                    | General grant (per Council min 94 of 16/3/21)             | 500.00    | 0.00   | 500.00    |
| 05/05/2021 | BACS 473 | Lichfield Rail Promotion Group       | GRANTS General                    | General grant (per Council min 94 of 16/3/21)             | 75.00     | 0.00   | 75.00     |
| 05/05/2021 | BACS 474 | Lichfield District Scout Council     | GRANTS General                    | General grant (per Council min 94 of 16/3/21)             | 1,000.00  | 0.00   | 1,000.00  |
| 05/05/2021 | BACS 475 | Lichfield Round Table FC             | GRANTS General                    | General grant (per Council min 94 of 16/3/21)             | 900.00    | 0.00   | 900.00    |
| 05/05/2021 | BACS 476 | Lichfield Litter Legends             | GRANTS General                    | General grant (per Council min 94 of 16/3/21)             | 1,000.00  | 0.00   | 1,000.00  |
| 05/05/2021 | BACS 477 | Friary Clock Tower Winders           | PARKS Other Repair/Maint          | Annual donation for Friary clock winders 21/22            | 500.00    | 0.00   | 500.00    |
| 06/05/2021 | Debit    | Elavon Financial Services            | BIRTHPLACE Supplies & Services    | Elavon card & activity fees - April                       | 3.94      | 0.00   | 3.94      |
| 06/05/2021 | Debit    | Elavon Financial Services            | BIRTHPLACE Supplies & Services    | Elavon PCI fee - May                                      | 6.00      | 1.20   | 7.20      |
| 06/05/2021 | Debit    | Elavon Financial Services            | MARKET Supplies/Services          | Elavon card & activity fees - April                       | 63.32     | 0.00   | 63.32     |
| 06/05/2021 | Debit    | Elavon Financial Services            | MARKET Supplies/Services          | Elavon PCI fee - May                                      | 6.00      | 1.20   | 7.20      |
| 10/05/2021 | DDebit   | Ricoh UK Ltd                         | ADMIN Supplies & Services         | Photocopier - Usage Nov-Jan, rental Feb-Apr               | 572.17    | 114.43 | 686.60    |
| 12/05/2021 | DDebit   | Npower Ltd                           | ADMIN Donegal House Energy        | Electricity - March                                       | 179.95    | 35.99  | 215.94    |
| 12/05/2021 | DDebit   | Npower Ltd                           | BIRTHPLACE Energy                 | Electricity - March (1st account)                         | 52.41     | 2.62   | 55.03     |
| 12/05/2021 | DDebit   | Npower Ltd                           | BIRTHPLACE Energy                 | Electricity - March (2nd account)                         | 72.37     | 3.62   | 75.99     |
| 12/05/2021 | DDebit   | Npower Ltd                           | MARKET Energy                     | Toilet Block electricity - March                          | 42.68     | 2.13   | 44.81     |
| 12/05/2021 | DDebit   | Npower Ltd                           | MARKET Energy                     | Feeder Pillar electricity - March                         | 78.99     | 3.95   | 82.94     |
| 12/05/2021 | DDebit   | Npower Ltd                           | PARKS Energy                      | Clock Tower electricity - March                           | 44.38     | 3.16   | 47.54     |
| 13/05/2021 | DDebit   | Npower Ltd                           | G/HALL Energy                     | Electricity - March                                       | 280.95    | 56.19  | 337.14    |
| 14/05/2021 | DDebit   | NatWest Autopay                      | EMPLOYEE COSTS                    | Wages and salaries - May                                  | 22,181.98 | 0.00   | 22,181.98 |
| 17/05/2021 | DDebit   | British Gas                          | BIRTHPLACE Energy                 | Gas 12/3 - 21/4   | 163.19    | 8.15   | 171.34    |
| 17/05/2021 | DDebit   | British Telecommunications           | ADMIN Tel/Postage                 | Broadband line rental, May - July & revised April         | 94.80     | 18.96  | 113.76    |
| 17/05/2021 | DDebit   | EE Ltd                               | MARKET Supplies/Services          | Monthly markets mobile - May                              | 16.72     | 3.34   | 20.06     |
| 17/05/2021 | DDebit   | EE Ltd                               | PARKS Other Repair/Maint          | Monthly OSO phone bill - May                              | 27.00     | 5.40   | 32.40     |
| 17/05/2021 | DDebit   | Francotyp-Postalia Ltd               | ADMIN Tel/Postage                 | Franking machine rental 15/5 - 14/8                       | 75.00     | 15.00  | 90.00     |
| 17/05/2021 | DDebit   | MT Services Computer Systems         | ADMIN Supplies & Services         | Monthly IT support, antivirus, backups, Office365 - April | 551.72    | 110.34 | 662.06    |
| 17/05/2021 | DDebit   | MT Services Computer Systems         | BIRTHPLACE Supplies & Services    | Internet service - April                                  | 45.00     | 9.00   | 54.00     |
| 17/05/2021 | DDebit   | MT Services Computer Systems         | DEM SERVICES Supplies & Services  | Councillors' emails - April                               | 126.00    | 25.20  | 151.20    |
| 17/05/2021 | DDebit   | MT Services Computer Systems         | G/HALL Supplies/Services          | Internet service - April                                  | 45.00     | 9.00   | 54.00     |
| 17/05/2021 | DDebit   | Nat West                             | ADMIN Supplies & Services         | Monthly online banking fee - May                          | 36.20     | 0.00   | 36.20     |
| 18/05/2021 | DDebit   | Water Plus Ltd                       | ADMIN Offices Rates/Water         | Used water & surface drainage 22/2/21 - 1/5/21            | 44.82     | 0.00   | 44.82     |

|            |          |                               |                                   |   |          |        |          |
|------------|----------|-------------------------------|-----------------------------------|---|----------|--------|----------|
| 18/05/2021 | DDebit   | Water Plus Ltd                | G/HALL Rates/Water                | Used water & surface drainage 1/2/21 - 1/5/21               | 231.41   | 0.00   | 231.41   |
| 18/05/2021 | DDebit   | Water Plus Ltd                | MARKET Rates/Water                | Toilet Block used water & drainage 1/2/21 - 1/5/21          | 58.35    | 0.00   | 58.35    |
| 20/05/2021 | DDebit   | Npower Ltd                    | PARKS Energy                      | Pool Walk electricity - April                               | 55.54    | 11.11  | 66.65    |
| 20/05/2021 | DDebit   | Virgin Media Payments Ltd     | ADMIN Tel/Postage                 | Phones/internet - April usage/ May rental                   | 118.21   | 23.64  | 141.85   |
| 21/05/2021 | BACS 478 | ACW Arb                       | PARKS Other Repair/Maint          | Seckham Rd - Work to lime tree                              | 350.00   | 70.00  | 420.00   |
| 21/05/2021 | BACS 479 | Adcocks Solicitors Ltd        | ADMIN Professional Fees           | Legal advice re Curborough CA status, lease & sub-letting   | 590.00   | 118.00 | 708.00   |
| 21/05/2021 | BACS 480 | All-Fit Towbars & Trailers    | MARKET Supplies/Services          | Stall erection, April - 50% contract cancellation fee       | 786.00   | 157.20 | 943.20   |
| 21/05/2021 | BACS 480 | All-Fit Towbars & Trailers    | MARKET Supplies/Services          | Stall storage - April                                       | 308.50   | 0.00   | 308.50   |
| 21/05/2021 | BACS 481 | Mrs D Baker                   | CIVIC Mayor's Allowance - D Baker | Car mileage, June 2020 - April 2021                         | 42.30    | 0.00   | 42.30    |
| 21/05/2021 | BACS 481 | Mrs D Baker                   | CIVIC Mayor's Allowance - D Baker | Taxi fare, February 2020                                    | 4.50     | 0.00   | 4.50     |
| 21/05/2021 | BACS 481 | Mrs D Baker                   | CIVIC Mayor's Allowance - D Baker | Parking, February 2020 & April 2021                         | 1.67     | 0.33   | 2.00     |
| 21/05/2021 | BACS 482 | M W Brown                     | ADMIN Supplies & Services         | Pest control at Donegal House                               | 37.50    | 0.00   | 37.50    |
| 21/05/2021 | BACS 482 | M W Brown                     | G/HALL Supplies/Services          | Pest control at Guildhall                                   | 37.50    | 0.00   | 37.50    |
| 21/05/2021 | BACS 483 | Brownhill Hayward Brown       | R&R FUND General                  | Architects for Cruck House renovations tendering            | 500.00   | 100.00 | 600.00   |
| 21/05/2021 | BACS 483 | Brownhill Hayward Brown       | R&R FUND General                  | Architects for new windows at Curborough CC                 | 812.50   | 162.50 | 975.00   |
| 21/05/2021 | BACS 483 | Brownhill Hayward Brown       | R&R FUND General                  | Architects for quinquennial inspection works at Darwin Hall | 1,012.50 | 202.50 | 1,215.00 |
| 21/05/2021 | BACS 484 | CJ's Events Warwickshire Ltd  | MARKET Supplies/Services          | Services of Markets Officer - April (90 hrs)                | 1,080.00 | 216.00 | 1,296.00 |
| 21/05/2021 | BACS 485 | Clarke Contractors Ltd        | DEM SERVICES Supplies & Services  | 3 perspex Covid screens for Annual Council                  | 120.00   | 0.00   | 120.00   |
| 21/05/2021 | BACS 486 | Focus Security & Surveillance | G/HALL Repair/Maint               | Annual maintenance of security system 1/3/21-28/2/22        | 229.34   | 45.87  | 275.21   |
| 21/05/2021 | BACS 486 | Focus Security & Surveillance | G/HALL Repair/Maint               | Annual maintenance of CCTV system 1/3/21-28/2/22            | 218.36   | 43.67  | 262.03   |
| 21/05/2021 | BACS 486 | Focus Security & Surveillance | G/HALL Repair/Maint               | Annual fire alarm monitoring 1/3/21-28/2/22                 | 210.94   | 42.19  | 253.13   |
| 21/05/2021 | BACS 487 | Heritage Books                | BIRTHPLACE Stock for sale         | Copies of 'The Dictionary of Difficult Words'               | 70.16    | 0.00   | 70.16    |
| 21/05/2021 | BACS 488 | Lichfield District Council    | ADMIN Supplies & Services         | Weekly collection of 1 Eurobin 21/22                        | 590.00   | 0.00   | 590.00   |
| 21/05/2021 | BACS 488 | Lichfield District Council    | G/HALL Supplies/Services          | Weekly collection of 2 Eurobins 21/22                       | 1,580.00 | 0.00   | 1,580.00 |
| 21/05/2021 | BACS 489 | Lichfield Tree Works          | PARKS Other Repair/Maint          | Hillside - Works to acer and elder                          | 750.00   | 150.00 | 900.00   |
| 21/05/2021 | BACS 489 | Lichfield Tree Works          | PARKS Other Repair/Maint          | Curborough CC - Pruning & shaping shrubs and hedging        | 500.00   | 100.00 | 600.00   |
| 21/05/2021 | BACS 489 | Lichfield Tree Works          | PARKS Other Repair/Maint          | Heather Garden - Remove dead cherry                         | 700.00   | 140.00 | 840.00   |
| 21/05/2021 | BACS 490 | D McCarthy Bros (Lichfield)   | PARKS Other Repair/Maint          | Netherbridge/Cornfield Dr path - Resurfacing works          | 1,200.00 | 240.00 | 1,440.00 |
| 21/05/2021 | BACS 490 | D McCarthy Bros (Lichfield)   | PARKS Other Repair/Maint          | St Michael's - Resurfacing of public footpath               | 2,800.00 | 560.00 | 3,360.00 |
| 21/05/2021 | BACS 491 | Messenger Construction        | R&R FUND Birthplace               | Supply & fit rope barrier to staircase                      | 143.10   | 28.62  | 171.72   |
| 21/05/2021 | BACS 492 | MODES Users Association       | BIRTHPLACE Supplies & Services    | MODES 2 user licence 21/22                                  | 219.00   | 43.80  | 262.80   |
| 21/05/2021 | BACS 493 | Office Furniture Online       | BIRTHPLACE Supplies & Services    | Two drawer desk   | 131.00   | 26.20  | 157.20   |
| 21/05/2021 | BACS 494 | Premier Estates Ltd           | ADMIN Supplies & Services         | Refund of LDC remittance received in error 6/5              | 390.00   | 0.00   | 390.00   |
| 21/05/2021 | BACS 495 | RBL City of Lichfield Branch  | GRANTS General                    | General grant approved at Council 26/4/21                   | 1,000.00 | 0.00   | 1,000.00 |
| 21/05/2021 | BACS 496 | Taylor Maids UK               | ADMIN Supplies & Services         | Anti-viral fogging of Donegal House on 11/4                 | 115.00   | 23.00  | 138.00   |
| 21/05/2021 | BACS 496 | Taylor Maids UK               | BIRTHPLACE Supplies & Services    | Museum cleaning - April (3 hrs)                             | 39.00    | 7.80   | 46.80    |
| 21/05/2021 | BACS 496 | Taylor Maids UK               | BIRTHPLACE Supplies & Services    | Anti-viral fogging of museum office & staff kitchen on 8/4  | 60.00    | 12.00  | 72.00    |
| 21/05/2021 | BACS 496 | Taylor Maids UK               | G/HALL Supplies/Services          | Anti-viral fogging on 11/4                                  | 115.00   | 23.00  | 138.00   |
| 21/05/2021 | BACS 496 | Taylor Maids UK               | MARKET Supplies/Services          | Anti-viral fogging of kitchen & toilet block                | 25.00    | 5.00   | 30.00    |
| 21/05/2021 | BACS 497 | J Varley                      | ADMIN Supplies & Services         | Office milk & water bottles for Council                     | 7.15     | 0.00   | 7.15     |
| 21/05/2021 | BACS 497 | J Varley                      | ADMIN Supplies & Services         | Cleaning of Council cloths                                  | 15.60    | 0.00   | 15.60    |
| 21/05/2021 | BACS 497 | J Varley                      | G/HALL Supplies/Services          | Cleaning materials  | 10.50    | 2.10   | 12.60    |
| 21/05/2021 | BACS 498 | Vision ICT Ltd                | ADMIN Supplies & Services         | LCC website hosting & support, July 2021-June 2022          | 245.00   | 49.00  | 294.00   |
| 21/05/2021 | BACS 499 | H Winter                      | G/HALL Supplies/Services          | Specific mirror screws for new noticeboards                 | 18.32    | 3.66   | 21.98    |
| 21/05/2021 | BACS 500 | Steve Brown                   | BIRTHPLACE 3rd Party Sales        | Booksale proceeds to 25/4/21                                | 8.33     | 0.00   | 8.33     |
| 21/05/2021 | BACS 501 | A & JM Carroll                | BIRTHPLACE 3rd Party Sales        | Booksale proceeds to 25/4/21                                | 41.00    | 0.00   | 41.00    |
| 21/05/2021 | BACS 502 | C R Craven                    | BIRTHPLACE 3rd Party Sales        | Booksale proceeds to 25/4/21                                | 4.67     | 0.00   | 4.67     |
| 24/05/2021 | BACS 503 | HM Revenue & Customs Only     | CIVIC Mayor's Allowance - D Baker | Tax & NI contributions, May - Mayor's clothing expenses     | 53.40    | 0.00   | 53.40    |
| 24/05/2021 | BACS 503 | HM Revenue & Customs Only     | EMPLOYEE COSTS                    | Tax & NI contributions, May - LCC staff                     | 6,329.75 | 0.00   | 6,329.75 |
| 24/05/2021 | BACS 504 | Staffordshire Pension Fund    | EMPLOYEE COSTS                    | Pension Fund contributions - May                            | 8,018.52 | 0.00   | 8,018.52 |
| 24/05/2021 | DDebit   | NatWest Autopay               | ADMIN Supplies & Services         | Autopay online fees - April                                 | 23.05    | 0.00   | 23.05    |

|            |        |                              |                             |  |                  |                 |                  |
|------------|--------|------------------------------|-----------------------------|--|------------------|-----------------|------------------|
| 25/05/2021 | DDebit | Lichfield District Council   | PARKS Contract Repair/Maint | Period 11/4 - 10/5                                 | 10,876.33        | 2,175.26        | 13,051.59        |
| 26/05/2021 | DDebit | British Gas                  | BIRTHPLACE Energy           | Gas 22/4 - 7/5                                     | 95.64            | 19.12           | 114.76           |
| 28/05/2021 | DDebit | Nat West                     | ADMIN Supplies & Services   | Bank charges 2 April to 30 April - current account | 14.61            | 0.00            | 14.61            |
| 28/05/2021 | DDebit | Wm M Briers & Son (Tamworth) | MARKET Supplies/Services    | Skip hire - April                                  | 401.00           | 80.20           | 481.20           |
|            |        |                              |                             |  | <u>91,333.21</u> | <u>5,503.53</u> | <u>96,836.74</u> |

### LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 May to 31 May 2021

| Date       | Chq    | Payee       | Budget Head               | Details  | Nett          | VAT         | Gross         |
|------------|--------|-------------|---------------------------|--|---------------|-------------|---------------|
| 12/05/2021 | 05397  | R Kumar     | MARKET Tuesday income     | Refund of Tuesday market retainer fee              | 42.00         | 0.00        | 42.00         |
| 12/05/2021 | 05398  | G Owen      | MARKET Tuesday income     | Refund of Tuesday market retainer fee              | 12.70         | 0.00        | 12.70         |
| 12/05/2021 | 05399  | A Craggs    | MARKET Friday income      | Refund of Friday market retainer fee               | 23.50         | 0.00        | 23.50         |
| 12/05/2021 | 05400  | N Jennings  | MARKET Friday income      | Refund of Friday market retainer fee               | 41.50         | 0.00        | 41.50         |
| 12/05/2021 | 05401  | R Smith     | MARKET Friday income      | Refund of Friday market retainer fee               | 22.50         | 0.00        | 22.50         |
| 12/05/2021 | 05402  | H Dark      | MARKET Saturday income    | Refund of Saturday market retainer fee             | 78.50         | 0.00        | 78.50         |
| 12/05/2021 | 05403  | A Griffiths | MARKET Saturday income    | Refund of Saturday market retainer fee             | 25.00         | 0.00        | 25.00         |
| 12/05/2021 | 05404  | A Irvine    | MARKET Saturday income    | Refund of Saturday market retainer fee             | 21.00         | 0.00        | 21.00         |
| 13/05/2021 | 05405  | N Boden     | PARKS Other Repair/Maint  | Wood for replacement slats on benches              | 130.50        | 0.00        | 130.50        |
| 20/05/2021 | 05406  | K Hubble    | MARKET Friday income      | Refund of Friday market retainer fee               | 22.70         | 0.00        | 22.70         |
| 28/05/2021 | DDebit | Nat West    | ADMIN Supplies & Services | Bank charges 2 April to 30 April - imprest account | 6.00          | 0.00        | 6.00          |
|            |        |             |                           |  | <u>425.90</u> | <u>0.00</u> | <u>425.90</u> |