



Lichfield City Council

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

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


13 September 2021

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield on **Monday, 20 September 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 26 July 2021 (Nos. 35-44) (**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 15 July 2021 to 8 September 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)

The following question, to be asked by Councillor D Robertson and put to the Mayor, was received by the Town Clerk on 1 September 2021. Members are reminded that under the provision of Standing Order 8.4, the question shall be put and answered **without discussion**.

Given the return of large-scale events to the city over the last month or so, after a long hiatus caused by the coronavirus pandemic; does the Mayor agree with me that this is something to be applauded, not just for the economic benefits that events bring to Lichfield, but also for their cultural importance and the positive effect that bringing people together to share an experience has on the wellbeing of many Lichfieldians?

Would he further agree that the annual events calendar is part of the fabric of our community and that City Councillors would be well advised to support festivals and events in our city, including those which cater for all age ranges?

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY (NPIWP)

To adopt the Minutes and recommendations of the NPIWP meeting held on 1 September 2021 (**APPENDIX 1**, attached). Members' particular attention is drawn to recommendations to council for the allocation of CIL at minute number 5.

RECOMMENDED: *That the Minutes and recommendation of the NPIWP meeting held on 1 September 2021 be adopted.*

9. SHERIFF'S RIDE WORKING PARTY

To adopt the Minutes and any recommendations of the Sheriff's Ride Working Party meeting held on 16 September 2021. **To follow under separate cover as APPENDIX 2.**

RECOMMENDED: *That the Minutes and any recommendations of the Sheriff's Ride Working Party meeting held on 16 September 2021 be adopted.*

10. OFFICERS' REPORT

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

RECOMMENDED: *That the Report be noted.*

11. FINANCIAL PROGRESS REPORT - 1 APRIL to 31 JULY 2021

This report (**APPENDIX 4**) contains the financial progress for the period 1 April 2021 to 31 July 2021 and summarises the income and expenditure against budget for the service areas in the first four months (33%) of the financial year.

The report shows:

Column 1 – The actual income/expenditure to 31 July 2021 (33% of full year)

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

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

Column 4 – The Budget for 2021/22

Column 5 – The anticipated variance from budget

The next financial report (six months) is to be presented to the Audit Committee at its meeting scheduled for 2 December 2021 and then considered at council on 6 December 2021.

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

12. AUDIT OF ACCOUNTS 2020/21

To note that the audit of accounts for the year ending 31 March 2021 was completed on 28 July 2021. The external auditor, Mazars, report states that:

On the basis of our review... in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Notice of Conclusion of Audit has consequently been published.

RECOMMENDED: *That the report be noted.*

13. REPRESENTATIVES ON OUTSIDE BODIES - SPCA

At the City Council meeting of 14 June 2021, it was agreed to leave the matter of nomination of a City Council representative to the Staffordshire Parish Council Association (SPCA) Executive Committee in abeyance. Subsequently, Councillor Hugh Ashton has expressed interest in this position, and the City Council is therefore asked to formalise his nomination. Members are asked to note that nominations are subject to formal election by SPCA. The term of office is two years.

RECOMMENDED: *The Council to confirm that Councillor Hugh Ashton be nominated to represent the City Council on the SPCA Executive Committee.*

14. REPRESENTATIVES ON OUTSIDE BODIES – DARWIN HALL

Councillor A Smith has notified the Town Clerk of his intention to step down from his role as Darwin Hall Community Association Trustee [and company director] in September 2021. The City Council appoints four such Trustees, the remaining serving members being Councillors S Pritchard, P Jones and I Jackson. The City Council is therefore asked to appoint a replacement. The appointment carries no specific time limitation and is therefore made until the appointee retires or is replaced.

RECOMMENDED: *The City Council to appoint a new Darwin Hall Community Association Trustee [and company director] to replace Cllr Andrew Smith.*

15. PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in attached schedule (**APPENDIX 5**) for the periods:

- 1 June 2021 to 30 June 2021 in the sum of £92,308.76 General Account, and £394.35 Imprest Account.
- 1 July 2021 to 31 July 2021 in the sum of £88,041.55 General Account, and £20.47 Imprest Account.

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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.

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 26 July 2021 at 6.30pm

PRESENT: Councillors R Yardley (Mayor), J Anketell, H Ashton, Mrs D Baker, J Checkland, C Greatorex, Mrs J Greaves I Jackson, P Jones, A Lax, Miss J Marks, P McDermott, C Rapley, D Robertson, A Smith, J Smith, C Spruce, M Trent and M Warfield.

APOLOGIES: Councillors C Ball, Mrs G Boyle, D Dundas, Mrs J Eagland, M Field, R Harrison, T Matthews, S Pritchard and P Ray.

35 MAYOR'S ANNOUNCEMENTS

The Mayor reported on recent engagements which included a zoom meeting of Conduit Lands Trust, the presentation of the Mayor's badge to the Army Cadet James Carter, the Annual Bowls Match, the consecration and unveiling of the Statue of St Chad, a zoom meeting of Mary Slater Charity and a promotion photograph for Proms In The Park.

36 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor A Lax declared an interest in Minute 41 (Boundary Review) as she is Lichfield District Council Portfolio Member for Local Governance Review.

37 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council Meeting held on 14 June 2021 (Nos 15-34) be confirmed and signed as a correct record.*

38 MATTERS ARISING

Councillor C Rapley pointed that the spelling in Minute No 28 'highted' should be altered to 'highlighted'

The Mayor reported that regarding Councillor Greatorex's request that items on the Accounts Payable be categorised, the Internal Auditor had advised that the items should remain itemised.

Minute No 26 - It was confirmed that currently 2 positions on the Representatives On Outside Bodies remain unfilled.

Minute No 29 – It was confirmed that strimming at Bishops' Walk had been increased to every fortnight.

39 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: *That comments submitted to Lichfield District Council for the period 21 May to 14 July 2021 and made in the name of LCC via delegated authority, be received.*

40 OFFICERS' REPORT

Councillor Mrs Baker was pleased with the total of £9,000 raised for the former Mayor and Sheriff's charities and welcomed the improvements to windows at Curborough Community Centre. Councillors Spruce and Miss Marks congratulated the new Open Spaces Officer on his excellent work. Councillor Greatorex congratulated the Town Clerk on the idea for the installation of new bollards at Ash Grove to discourage unauthorised vehicular access

to the site. Councillor Robertson stated that he had received several emails congratulating the City Council on the impressive display on the bund at Netherstowe.

RESOLVED: That the report be noted.

41 BOUNDARY REVIEW

Members considered the Town Clerk's report that followed a request to the Council from Michael Fabricant MP to submit a consultation response supporting his position on the proposed constituency changes, and also to encourage the City Council to actively promote the inclusion of Streethay ward as a separate and additional City Council ward; such a matter – pending the outcome of the national boundary review - being within the influence of the ongoing *local* boundary review conducted by Lichfield District Council.

RESOLVED:

a) That the City Council submits a response to the Boundary Commission's proposals for Lichfield strongly reflecting the views that Streethay should remain in the Lichfield Constituency, including reference to the negative impacts of moving Streethay to Tamworth on the Trent Valley rail link, neighbouring employment land and the strong community links Streethay has with Lichfield rather than Tamworth.

b) That the City Council would support the aim of Streethay Ward becoming part of the Lichfield City Parish – subject to boundary changes – as it may have more affinity with Lichfield City Parish than elsewhere. However, any decision to drive this proposal should be initially subject to the view of Streethay residents.

42 PAYMENT OF ACCOUNTS

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

43 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.

44 STAFFING COMMITTEE

Members considered the Minutes of the Staffing Committee meeting held 15 July 2021; members were directed in particular to the recommendations to Council at Minute numbers five and six, which included information relating to the new post of 'Administrative Officer – Planning & Finance' to replace the post of 'Administrative Officer – Planning & PA to the Town Clerk', and the recommended change in date for the November meeting of the Committee.

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

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.00 PM

MAYOR

For Council: 20 September 2021 APPENDIX 1
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Lichfield City Council

**Minutes of the Meeting of the Neighbourhood Plan Implementation Working Party (NPIWP)
held via 'Zoom' on Wednesday, 1 September 2021 at 6.30pm**

PRESENT: Councillors M Warfield (Chairman), C Ball, Mrs G Boyle, J Checkland, S Pritchard and M Trent.

APOLOGIES: None received.

1 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None received.

2. MINUTES

RESOLVED: That the minutes of the NPIWP meeting held on Wednesday 28 April 2021 be confirmed as a correct record (Minutes adopted by Council on 14 June 2021).

3. MATTERS ARISING

None.

4. CIL MONIES RECEIVED, COMMITTED AND FORECAST

Members considered CIL commitments, balances and forecast as detailed at Agenda. Appendix 1.

RESOLVED: That the update be noted.

5. CITY CENTRE PLAQUES

Members considered the agenda report which provided an update on this project, including the renovation of the plaques at St Mary's which overlook the Market Square.

RESOLVED:

a) That the update be noted.

b) The NPIWP does wish to continue with this project and that Officers contact the Civic Society to identify a further 10 Plaques in need of renovation.

RECOMMENDATION TO COUNCIL:

That a further £1,650 of CIL be allocated to the City Centre Plaques project to enable further plaques to be renovated.

6. CYCLE PARKING – LICHFIELD CITY CENTRE

Members considered the Town Clerk's report at Agenda Appendix 2, which followed the motion to July Council and the associated 'Plan for Cycle Parking in Lichfield City' document which was included as an enclosure to the agenda.

RESOLVED:

- a) *That the working party agree in principle to supporting the request which aligns with the Public Realm Strategy in relation to green cycle ways and promoting green travel.*
- b) *To look at funding further cycle racks where deemed necessary on City Council land and support further funding in other areas identified within the City.*
- c) *That LCC Officers liaise with Officers at the District Council in line with the Public Realm strategy to determine the costs involved and report back to the NPIWP before a recommendation to Council is made.*

7. ACTION PLAN UPDATE

The Working Party considered the action plan the updated document is included at **ENCLOSURE 1** to these Minutes.

8. CIL ALLOCATION UPDATES

The Working Party considered the agenda report, confirming progress on recent CIL allocations to the Johnson Birthplace Museum and Curborough Community Centre.

RESOLVED: *That the report be noted.*

9. DATE AND TIME OF NEXT MEETING

6.00pm Wednesday 12 January 2022.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 7.16PM**

ENCLOSURE 1: NPIWP ACTION PLAN AND PRIORTIES

ACTION IN ORDER OF PRIORITY	COMMENTS	TIMESCALE
Additional 20mph signs in North Lichfield	<p>Cllr Ball has identified a number of locations that required repeater 20mph signs.</p> <p>Despite repeated efforts to engage with Officers at Staffordshire County Council in order to progress this project the Deputy Town Clerk has received no response.</p> <p>In light of this lack of response, the NPIWP may wish to ask that the matter be raised with the County councillor for the area on behalf of the Working Party in order to perhaps facilitate progress</p>	<p>Members agreed that delegated authority be given to the Deputy Town Clerk to write to Staffordshire County Councillor Janice Silvester- Hall on behalf of the NPIWP to ask that this project be progressed.</p> <p>The Deputy Town Clerk to explore the possibility of issuing 20mph stickers to residents to display on their wheelie bins. And if this is an appropriate use of CIL funds.</p>
City Centre Plaques	<p>Members noted the updated report on the 5 City Centre plaques at Agenda item 5 and confirmed that they wish to continue with the refurbishment of a further 10 plaques.</p>	<p>The Deputy Town Clerk and Museum & Heritage Officer to liaise with the Civic Society to identify the next 10 plaques in need of refurbishment.</p> <p>Recommendation to Council: <i>That a further £1,650 of CIL be allocated to the City Centre Plaques project</i></p>
Publication of new Lichfield Map to be sold by Lichfield City Council	<p>Cllr Jones reported he had made contact with a supplier who also provides maps for the District Council</p> <p>The Deputy Town Clerk has determined that there are currently two maps in existence: an A3 tear off pad of the City centre which was produced in 2019 and a DL fold up map which also details district attractions.</p> <p>The Deputy Town Clerk has also contacted Bluflame Design to enquire as to the cost of producing a new map</p>	<p>Members to confirmed that they no longer wish to progress this further</p>

Samuel Johnson Birthplace Redevelopment	On 7 December, the Deputy Town Clerk informed members via email that the cost of the redevelopment of the Michael Johnson Workroom would be £14,625	Recommendation adopted by Council work to progress early 2022
Addition to the Skateboard Park on St Foye Avenue	No further representations have been received from the skateboard park association regarding converting the skateboard half-pipe on St Foye Avenue to a half bowl at the Falklands Road. (south) end.	Members confirmed that they no longer wish to progress this further
Signs in the City Centre indicating walking direction to named car parks.	<p>Cllr Ball noted that the majority of the signage will be updated with the implementation of the District Council's City Centre Master Plan</p> <p>The Deputy Town Clerk has contacted District Council Officers to request the removal of redundant signage around the City Centre. LDC Officers report that as part of the City centre masterplan a public realm specialist has been commissioned to look at all signage. Work is ongoing but there is no timescale</p>	No further updates to report

OFFICERS' INFORMATION REPORT

1. Civic Matters: Lucy Clarke, Civic Officer

The Mayor of Lichfield, Cllr Robert Yardley, and The Sheriff of Lichfield, Mr Peter Hitchman held their first charity event on Tuesday 17 August 2021, a Beer & Skittles event held at the Guildhall.

A cask of Gatehouse Ale was kindly donated by Brewhouse and Kitchen, Bore Street. This proved to be quite a hit on the evening with the cask soon running dry! Lichfield Conservative Association once again kindly provided us with their wooden skittle alley.

The event was thoroughly enjoyed by all those who attended, raising over £1,500 for the Mayor and Sheriff's chosen charities which are 'We Love Lichfield' and 'Friends 2 Friends'. The Mayor and Sheriff would like to express their sincere thanks to all those who attended their the event, they have been truly overwhelmed with the support they have received.



Mayor with Mike Price, Head Brewer, with Sheriff and Sheriff's Lady at Brewhouse & Kitchen

The Mayor recently celebrated the return of the Lichfield Arts Fuse Festival held in Beacon Park on Sunday 15 August 2021.

The Mayor is pictured with members of the Lichfield Rock Choir, who are all very happy to be back together and performing once again.



Invitations for the Mayor and Sheriff are now beginning to increase quite significantly since the easing of Covid restrictions in July. Anyone wishing to invite the Mayor and Sheriff to a special event within the City of Lichfield can do so by emailing the request/invitation to civic@lichfield.gov.uk

Preparations remain ongoing for the Sheriff's Ride Banquet, which is imminent at the time of preparing this report, the Samuel Johnson Birthday Celebrations on 18 September, Remembrance Sunday on 14 November and the Mayor & Sheriff's Charity Ball on 20 November.

Anyone who wishes to join the civic list to be sent updates of all civic and charity events can do so by emailing their request to 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 Samuel Johnson Birthplace Museum team have enjoyed a busy summer. Following the easing of restrictions nationwide on Monday 19 July, the Birthplace retained many safety measures including staggering entry times to the house and encouraging the continued wearing of face coverings. Visitor numbers increased steadily throughout the holidays, with 694 in July and 1351 in the first three weeks of August. This represents 37% of pre-pandemic visitor figures, but a 185% increase on the 2020 summer figures so indicates growing visitor confidence. Online visits remained strong with over 3000 direct digital engagements in July and a further reach of over 13,000 on social media.

The Guildhall Prison Cells were opened to the public for the first time since the 2019 season. Arrangements were made by the Museum Support Officer and 460 visitors were welcomed by volunteers over six open days in August. New volunteers joined the team and shared very positive feedback on their experiences, and mid-week opening on Wednesdays was trialled alongside the usual Saturdays and proved successful. A visitor to the cells shared reminiscences about his mother, Sybil Dodd, an artist who worked on the painted figures in the Guildhall Main Hall. Research is underway about this newly discovered story to update available information.

On Tuesday 27 July the Birthplace Museum had a presence on the Market Square, with a stall to promote the Museum and summer family activities. Many local people, including some who had not visited before, stopped to speak to costumed Attendants.



Family activities returned on Thursdays in August. Carefully planned to be Covid-secure, the theme for the summer was 'Lichfield Legends'. Activities were devised and delivered by Birthplace volunteers with assistance and publicity by the Museum Support Officer.

The Birthplace Bookclub resumed in-person meetings in August, having kept in contact throughout the pandemic and sending in reviews by email. 2021 marks the 20th anniversary of the group. Arrangements are underway for the Museum's writing group to restart in September, and Latin classes in the New Year.



Behind the scenes, much work has been carried out to prepare for Johnson's Birthday events in September, with events at the Museum to include poetry readings, storytelling, family activities and cake. All events have been planned to be safe and distanced. Planning for events beyond the Birthday weekend has included meeting with Lichfield Storytellers regarding a possible online event including pre-recorded performance from the Guildhall Prison Cells. Shortlisting for the Lichfield Arts L2F art competition, to be displayed at the Birthplace in October, has taken place.

Work on other Heritage projects included arrangements for maintenance of the plaques on the exterior of St Mary's, facing into the Market Square. Quotes for a scheme to display reproductions of the City's Charters in the Guildhall have been gathered, and text prepared for design with a view to the new interpretation being in place in place shortly.

Planning applications for the Birthplace Museum Development Project were validated, and an outcome is anticipated in October. Final arrangements were made for the rewiring of the Birthplace which is scheduled to begin on Monday 20 September for 2-3 weeks. Other work related to the project has included liaison regarding paint samples taken in the workroom, research into Michael Johnson for new displays, and working with a Bookbinder expert consultant on the content for the room.

Collection work has included correspondence with a Canadian academic about a discovery relating to Johnson's housekeeper and poet Anna Williams, improvements in the collection storeroom, and arrangements about a donation which includes some signed Michael Johnson documents.

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



At the request of Lichfield District Tourism Association, one of the benches at Speakers Corner has been dedicated to the memory of Lichfield's Town Crier, the late Ken Knowles. The Open Spaces Officer refurbished the bench and installed a plaque donated by the LDТА. There will be a 'Celebration of Life' for Ken at Speakers Corner on 25 September 2021 at 2 pm.



A cherry tree on the canal towpath at Tamworth Road, to the rear of Fish Face fish and chip shop was reported by LHCRT who lease the land from the Council. On inspection, a tree surgeon confirmed the tree was unable to be saved and was subsequently removed due to health and safety concerns.

Following extensive investigations, work is scheduled to commence at Festival Gardens in the autumn. New pathways have already been cut through the 'wilding' areas to allow greater accessibility and these will be retained in future years. The ground will shortly be turned ready for wild mixed flowers to be sown which will provide a much-needed burst of colour next year.

Discussions regarding the desilting of Trunkfield Brook (pictured) that runs through Festival Gardens have been ongoing for some weeks. Concerns were raised by the District Council's conservation team after being advised of the desilting proposals, and as a result an independent specialist ecological report has been carried out. The report concluded *'that there was no evidence of crayfish and no other ecological concerns in relation to the proposed works. Desilting the watercourse is much needed and will be an ecological benefit'*. As a result, work to desilt the Brook is being scheduled and it is hoped this will lead to the Brook



running freely once again. The site will further be improved as all trees within the open space have been inspected by a tree surgeon and are due to be crown lifted and dead wooded in accordance with professional recommendation and approval of the District Council's Arboricultural Officer. This work is currently scheduled across two separate site visits, the first being in the latter part of October and focusing on trees around and along the Brook.

Significant tree pruning has taken place at Curborough Community Centre, notably along the boundary with the Primary School, where significant overgrowth was impacting on the Community Centre's roof and guttering.

At site 46 (Maple Grove, Boley Park), all trees have been crown lifted and dead wooded. The improvements are clear in the before and after photographs below.



Further work is planned on Boley Park in the area of Ryknild Street to Austin Cote Lane to Cappers Island, plus the embankment area. All trees have been inspected and are due to be cut back and crown lifted as appropriate before the Autumn.

4. Twinning: Gabriele Lasch- Burden, Twinning Officer

Remembering the devastating floods in Germany in July, we were thankful to hear that our friends in Limburg and surrounding area had been safe and unaffected by this disaster, whilst Cologne, which is not too far away, was indeed flooded. Numerous enquiries from concerned Lichfeldians were received by the City Council and on social media and the thoughtful well-wishes were very much appreciated by Limburg City Council, as well as Limburg's Twinning Association.

Work is still ongoing to see whether the annual week-long internship of Limburg's council apprentices in Lichfield, scheduled for this October, will be able to go ahead. New immigration laws for European citizens, working or studying in the UK and possible covid restrictions are still making the work placements and host family accommodation searches more difficult than in previous years.

As this report is being finalised, confirmation has been received of the death of Peter Barrett, President of the Lichfield Twinning Association and former Mayor and Sheriff of the City. A great friend of the City council, our thoughts are with his family at this sad time.

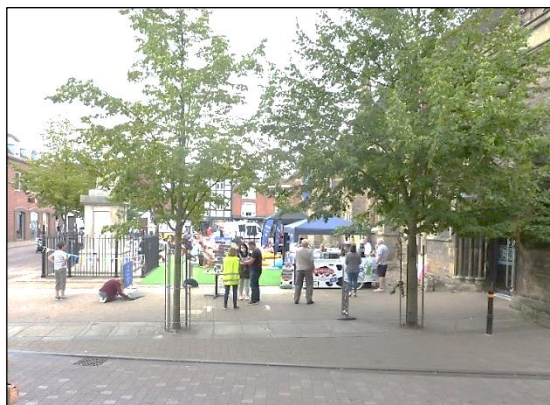
5. Markets Report: Lucy Clarke, Civic Officer

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

The City Council will continue to operate the one-way barrier system currently in use on all three market days along with the one metre gap between each market stall. Hand sanitisers are also placed at either end of the market to encourage visitors to stay safe.

The monthly Producers' Market organised and operated by CJ's Events Warwickshire continues to thrive. CJ's have reported the Producers' Market is now fully booked until the end of the year. CJ's will also be organising this year's Christmas Lights Switch-On Street Market on Sunday 28 November 2021. For further information please visit their website www.cjseventswarwickshire.co.uk

Bookings on non-market days have continued to prove popular during the summer. The COVID testing tent has become a regular feature on both Mondays and Thursdays due to popular demand within the local community. Other bookings have included Lichfield Library, Kia Electric Cars, PDSA & Royal British Legion Charity Fundraisers. St. Mary's Hub Summer Sundaes have also proved successful featuring live entertainment, family activities, outside bar and seating area on Market Square.



Simon Davies, one of the Friday and Saturday market traders has recently celebrated his family trading on Lichfield Market for 70 years. Simon continues to hold a stall on Market Square, following in the footsteps of his grandparents Cyril and Charlotte Davies who began selling brassware in 1951 before switching to clothing in 1956.

His parents Alan and Joan Davies were recruited into the family business following the death of his grandfather, before Simon began trading in 1981.

Three generations of the family continued to work alongside each other until the death of his grandmother in 1990 aged 86. Simon is now a sole trader and continues to trade in ladies clothing on Fridays and Saturdays, having taken a step upmarket by specialising in Italian and French designs.



The Mayor made a presentation to Simon on 20 August 2021 to mark the 70 years of trading.

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. The Civic Officer has arranged to take part in a Social Media Training Course to help improve skills in-house.

6. Guildhall: Helen Winter, Guildhall Bookings Officer

Most regular hirers have started to return to the Guildhall, however some have decided not to return until the New Year. All regular hirers are receiving new booking forms and are asked to submit risk assessments specific to their booking. New room layouts have also been devised with hirers to reflect a reduced capacity, allowing as much space as possible to circulate in line with the City Council's cautious approach to re-opening.

Due to one of the regular hirers not returning until January 2022, the main hall is unusually free on some Friday evenings between September and Christmas. For booking enquires please contact the bookings officer directly at helen.winter@lichfield.gov.uk.

The Dementia Café who have been using the Guildroom during the pandemic has decided to make the Guildhall their permanent home for their meetings each Thursday morning.

The BBC recently hired the Guildhall to film segments for the popular TV show Bargain Hunt. Private bookings for Wedding Receptions are increasing, with three wedding receptions and three other private bookings in the next 2 months. Some of these bookings were scheduled last year, and this is now their third attempt to hold their celebrations.

The remedial work identified at the recent 5 yearly electrical inspection has now been completed. Further work which is required on the main hall's new floor is scheduled for October half term.

At Boley Park Community Hall, most regular hirers have returned following recent government updates. Some who do not meet in school holidays will be back in September. There has been a large increase in enquiries for children's parties in the last couple of weeks. Whilst these would have previously been booked on a steady basis, the relaxation of COVID regulations has led to an influx of enquiries. The NHS Breast Screening unit is scheduled to leave the site imminently at the time of preparing this report.

7. Deputy Town Clerk: Sarah Thomas

The Council's Health & Safety consultants, Terrain were on site for two days in July to conduct a review of the general risk assessments for the Guildhall, Donegal House, and the Samuel Johnson Birthplace Museum. This was the first physical meeting in nearly 2 years. The Deputy Town Clerk is pleased to report that only a few minor issues were identified, many of which were as a result of the extended lockdown period, corrective action has already begun to address these.

The Consultants praised the COVID safeguards which had been put in place and commended Officers for keeping abreast of the ever-changing Government guidance to ensure all buildings were a safe environment for both employees and members of the public. In view of recent events, a specific Pandemic Disease Policy has been issued to all staff as well as an update of the General Health & Safety Manual.

Terrain will be on site again in October to conduct refresher training courses for all relevant staff on Manual Handling, Working at Height and Fire Safety awareness. In

addition, since returning from remote working all office-based staff have now completed a Display Screen Equipment assessment and any issues identified have been addressed.

Following a meeting of the Neighbourhood Plan Implementation Working Party on 1 September the Deputy Town Clerk is liaising with both District and County Council officers to progress various projects identified as a priority by the working party.

Training has begun for three new casual Premises attendants with an aim to provide holiday cover for the contracted Premises Attendants. At the time of preparing this report, the Deputy is scheduled to be on the interview panel for recruitment to the post of Administrative Officer - Planning and Finance, and will be assisting the Civic Officer at the Sheriff's Banquet.

Preparations continue at pace for the Christmas Lights Switch On event in November.

Cruck House Renovations

Work continues on the renovation of the annexe at Cruck House, with completion due during September. Further updates and photographs will be provided to the next meeting of Council, though a small selection of 'in progress' photographs are included below.



Curborough Community Centre Pathways

Following a recommendation from the Neighbourhood Plan Implementation Working Party at its meeting of 14 June 2021, the City Council resolved that £6,000 (exc. VAT) of CIL be allocated towards the cost of new pathways at Curborough Community Centre and the adjacent LCC owned open space.

Work commenced on 16 August and completion followed on 23 August, with the remaining cost funded by Curborough Community Association. In addition, the aged sign at the entrance to the Centre has been replaced.



For Council: 20 September 2021 APPENDIX 4

FINANCIAL SUMMARY REPORT - 1 APRIL to 31 JULY 2021

This report contains the financial progress for the period 1 April 2021 to 31 July 2021 and summarises the income and expenditure against budget in the first four months (33%) of the financial year and the year-end projected outturn. The report shows:

- Column 1 – The actual income/expenditure to 31 July 2021 (33% of full year)
- Column 2 – The forecast of expenditure for the remaining eight months
- Column 3 – The current anticipated total spend for the year (Column 1 + 2)
- Column 4 – The budget for 2021/22
- Column 5 – The anticipated variance from budget
- Column 6 – Explanatory note reference (*notes overleaf*)
- Actual/Forecast/Total/Budget column figures in red represent income.
- 'Variance' column figures in red represent variance worse than budget.

<u>Net Expenditure</u>	£	£	£	£	£	
SERVICE AREAS	ACTUAL 4 MONTHS TO 31 JULY	FORECAST FOR REMAINING 8 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE	NOTES
Parks and Footpaths	81,066	172,859	253,925	243,614	10,311	1
Guildhall	39,395	96,604	135,999	141,179	5,180	2
Community Centres	3,333	12,940	16,273	16,273	0	
Markets	-2,507	13,104	10,597	33,757	23,160	3
Civic	25,452	58,827	84,279	96,189	11,910	4
Grant Aid/Partnerships	34,889	16,539	51,428	51,428	0	5
Arts/Tourism/Twinning	15,150	60,459	75,609	67,609	8,000	6
Johnson Birthplace Museum	36,948	85,460	122,408	120,148	2,260	7
Democratic Services	35,140	66,271	101,411	101,041	370	
Investment Interest	-1,189	-861	-2,050	-3,600	1,550	8
Loan Charges	0	0	0	0	0	
Agency	-18,620	2,516	-16,104	-13,604	2,400	9
Repairs and Renewals	33,324	135,453	168,777	156,777	12,000	10
TOTAL SERVICE COST	£282,381	£720,171	£1,002,552	£1,010,811	£8,259	11
Community Infrastructure Levy (CIL)	-37,073	-33,115	-70,188	0	70,188	
TOTALS	£245,308	£687,056	£932,364	£1,010,811	£78,447	12

Explanatory Notes:

- Note 1: *Significant and necessary work has been undertaken following inspections of the City Council's Open Spaces, with additional work scheduled and anticipated. Much of this work requires specialist contractors, and while competitive quotations are sought, the volume of work during 2021/22 is such that there may be budgetary pressures towards year end if the current trend continues. However, it may be that other sites/footpaths do not require such extensive work as those identified currently; the potential for budgetary pressure is therefore being reported to members at the earliest opportunity, but the situation will evolve during the remainder of the year.*
- Note 2: *It is hoped that the original assumptions for 2021/22 Guildhall income will prove pessimistic – the budget being set during December 2020/January 2021 in the midst of lockdown and being deliberately cautious as a result. Early indications are that this will indeed be the case and it is likely that the current forecast of £5,180 under budget will improve further during the year.*
- Note 3: *Similar to Note 2 above, the 2021/22 budget was prepared during lockdown and took a pessimistic view of 2021/22 income at the time, assuming COVID related restrictions would remain in place for much of the financial year in some form. With the lifting of restrictions and increased demand both for the market itself and for hire of the Square on non-market days, forecast income is significantly higher. The forecast assumes no return of restrictions during the remainder of the financial year and also takes into consideration the staff savings that result from arrangements with CJ's Events.*
- Note 4: *Includes reduction in the cost of Civic events, notably due to the revised arrangements for the 2021 Sheriff's Ride.*
- Note 5: *Includes balance brought forward of £4,240 and an assumption that this additional balance will be committed in full.*
- Note 6: *Likely cost of new Christmas lights fixture for Market Square included following discussions with the City Council's contractors for Christmas 2021, the existing 'light curtain' requiring significant investment and nearing the end of its operational life.*
- Note 7: *Includes income of £8,000 from COVID-19 grants, but as sales income remains low, the overall forecast is for a slight overspend. Again, this situation will evolve as the year unfolds.*
- Note 8: *Reduction in interest rates.*
- Note 9: *It was anticipated that SCC would reduce their payment to LCC for verge maintenance and this was accounted for in the budget. However, the actual payment received was higher than the reduction that had been assumed, resulting in an overall underspend.*
- Note 10: *Previously reported overspend at Cruck House balanced to some degree by CIL contribution to SJBM renovations. The current forecast assumes all contingency sums allocated to the SJBM phase 1 redevelopment will be allocated, which may not prove to be the case. Also includes some costs associated with improvements to Darwin Hall. Potential for relatively significant variation from current forecast as the year unfolds.*
- Note 11: *0.8% underspend forecast across service heads but excluding CIL.*
- Note 12: *7.8% underspend including CIL allocation, which is recorded separately in line with audit requirements*

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

For Council: 20 September 2021 APPENDIX 5

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 June to 30 June 2021

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/06/2021	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - April	46.49	9.30	55.79
01/06/2021	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - April	811.25	162.25	973.50
01/06/2021	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 21/22 - 3rd instalment	923.00	0.00	923.00
01/06/2021	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 21/22 - 3rd instalment	539.00	0.00	539.00
01/06/2021	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 21/22 - 3rd instalment	1,996.00	0.00	1,996.00
04/06/2021	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - May	6.45	0.00	6.45
04/06/2021	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - June	6.00	1.20	7.20
04/06/2021	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - May	85.24	0.00	85.24
04/06/2021	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - June	6.00	1.20	7.20
10/06/2021	BACS 506	BZ Commercial Finance	ADMIN Supplies & Services	Stationery from Banner Group (less credit)	0.77	0.15	0.92
10/06/2021	BACS 506	BZ Commercial Finance	BIRTHPLACE Supplies & Services	Chair mat for museum office from Banner Group	38.52	7.70	46.22
10/06/2021	BACS 507	Brownhill Hayward Brown	R&R FUND Birthplace	Architect for Museum DDA access project	762.50	152.50	915.00
10/06/2021	BACS 507	Brownhill Hayward Brown	R&R FUND General	Architect for Cruck House renovations	500.00	100.00	600.00
10/06/2021	BACS 507	Brownhill Hayward Brown	R&R FUND General	Architect for Darwin Hall QI works	250.00	50.00	300.00
10/06/2021	BACS 507	Brownhill Hayward Brown	R&R FUND General	Architect for new windows at Curborough CC	150.00	30.00	180.00
10/06/2021	BACS 508	M W Brown	PARKS Other Repair/Maint	Pest control at 4 sites	150.00	0.00	150.00
10/06/2021	BACS 509	City Life in Lichfield	DEM SERVICES Publicity	City Life - June issue	1,035.00	207.00	1,242.00
10/06/2021	BACS 510	Haywoods Contracts Ltd	G/HALL Supplies/Services	Annual inspection of blinds in Main Hall	250.00	50.00	300.00
10/06/2021	BACS 511	High Speed Training	ADMIN Subscript/Training	Covid-19 essentials cleaning course x 2	40.00	8.00	48.00
10/06/2021	BACS 512	Lichfield Greenhill Bower	G/HALL Lettings	Refund of deposit for cancelled model fair exhibition, May	83.33	16.67	100.00
10/06/2021	BACS 513	Lichfield Tree Works	PARKS Other Repair/Maint	St Chad's - Various tree work	750.00	150.00	900.00
10/06/2021	BACS 514	Lyco Group Ltd	G/HALL Supplies/Services	Light bulbs & tubes	36.95	7.39	44.34
10/06/2021	BACS 515	MT Services Computer Systems	ADMIN Supplies & Services	New monitor for Deputy Clerk	114.95	22.99	137.94
10/06/2021	BACS 516	Allen Necchi	CIVIC Supplies/Services	Update to Mayoral boards for 21/22	225.50	0.00	225.50
10/06/2021	BACS 517	Pioneer Roadshows	DEM SERVICES Supplies & Services	PA and sound engineer for Annual Council meeting	225.00	0.00	225.00
10/06/2021	BACS 518	Society of Local Council Clerks	ADMIN Subscript/Training	SLCC membership for Deputy Clerk 21/22	262.00	0.00	262.00
10/06/2021	BACS 519	Staffordshire Signs & Graphics	G/HALL Supplies/Services	Internal signs	188.00	37.60	225.60
10/06/2021	BACS 520	Vaughtons t/a W H Darby Ltd	CIVIC Supplies/Services	Extra Civic bar & engraving 20/21	60.50	12.10	72.60
10/06/2021	BACS 521	Vision ICT Ltd	BIRTHPLACE Adverts/promotion	Set up & year 1 SSL certificate for museum website	125.00	25.00	150.00
10/06/2021	BACS 522	Zurich Town and Parish	R&R FUND General	Work in progress insurance for Cruck House renovations	873.22	0.00	873.22
10/06/2021	BACS 523	Christchurch PCC	GRANTS Open Churchyards	Churchyard grant 21/22 (per LCC budget Min 84, 25/1/21)	2,380.00	0.00	2,380.00
10/06/2021	BACS 524	St Chad's PCC	GRANTS Open Churchyards	Churchyard grant 21/22 (per LCC budget Min 84, 25/1/21)	2,380.00	0.00	2,380.00
10/06/2021	BACS 525	St Michael's PCC	GRANTS Open Churchyards	Churchyard grant 21/22 (per LCC budget Min 84, 25/1/21)	2,380.00	0.00	2,380.00
10/06/2021	BACS 526	Open Door of Hope	GRANTS General	Grant (per Council Min 94, 16/3/21) - event confirmed	450.00	0.00	450.00
10/06/2021	BACS 527	J Butler	BIRTHPLACE Supplies & Services	Extension lead and storage boxes	21.58	4.31	25.89
10/06/2021	BACS 528	J Varley	ADMIN Supplies & Services	Office milk and bottled water for Annual Council meeting	8.30	0.00	8.30
10/06/2021	BACS 528	J Varley	ADMIN Supplies & Services	Cleaning, cloakroom & office supplies	8.43	1.69	10.12
10/06/2021	BACS 528	J Varley	BIRTHPLACE Supplies & Services	Spare light bulbs	10.83	2.16	12.99
10/06/2021	BACS 528	J Varley	G/HALL Supplies/Services	Cleaning supplies and plugs	7.77	1.55	9.32
10/06/2021	BACS 528	J Varley	G/HALL Supplies/Services	Face shields	9.99	0.00	9.99
10/06/2021	BACS 528	J Varley	HALLS Boley Hall	Cleaning supplies and switch	7.17	1.43	8.60
10/06/2021	BACS 529	H Winter	G/HALL Supplies/Services	Screen protector & case for on-call mobile; screws	36.96	7.39	44.35

10/06/2021	BACS 529	H Winter	HALLS Boley Hall	Appointments diary	10.23	2.05	12.28
10/06/2021	BACS 530	Steve Brown	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 23/5/21	23.00	0.00	23.00
10/06/2021	BACS 531	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 23/5/21	24.20	0.00	24.20
10/06/2021	BACS 532	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 23/5/21	6.67	0.00	6.67
10/06/2021	BACS 533	C R Craven	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 23/5/21	12.67	0.00	12.67
11/06/2021	BACS 534	ACW Arb	PARKS Other Repair/Maint	Beaconfields - Various tree works	650.00	130.00	780.00
11/06/2021	BACS 535	D McCarthy Bros (Lichfield) Ltd	PARKS Other Repair/Maint	Netherbridge/Cornfield Dr footpath - Further surface works	950.00	190.00	1,140.00
11/06/2021	BACS 536	Michael's Menswear	CIVIC Supplies/Services	Alteration to Deputy Mayor robes & white gloves	89.74	17.95	107.69
11/06/2021	BACS 537	Preservation Equipment Ltd	BIRTHPLACE Supplies & Services	Gloves & wax for collection care	45.85	9.17	55.02
11/06/2021	BACS 538	Trix Group	ADMIN Supplies & Services	Service of Donegal Hse basement saniflo units	241.67	48.33	290.00
15/06/2021	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	Monthly IT support, antivirus, backups, Office365 - May	551.72	110.34	662.06
15/06/2021	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - May	45.00	9.00	54.00
15/06/2021	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' emails - May	126.00	25.20	151.20
15/06/2021	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - May	45.00	9.00	54.00
15/06/2021	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - June	40.70	0.00	40.70
15/06/2021	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - June	22,144.86	0.00	22,144.86
16/06/2021	BACS 505	Contemporary Glass Structures	R&R FUND General	50% deposit for window replacement at Curborough CC	8,715.99	1,743.20	10,459.19
17/06/2021	DDebit	EE Ltd	G/HALL Supplies/Services	New monthly on-call mobile - Part May & June	67.02	13.41	80.43
17/06/2021	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - June	16.72	3.34	20.06
17/06/2021	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - June	27.00	5.40	32.40
17/06/2021	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity	57.40	11.48	68.88
21/06/2021	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - May usage/ June rental	127.49	25.50	152.99
22/06/2021	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - May payroll	22.70	0.00	22.70
22/06/2021	Debit	American Express Merchant Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.06	0.00	0.06
24/06/2021	DDebit	British Gas	BIRTHPLACE Energy	Gas 8/5 - 7/6	94.07	4.70	98.77
25/06/2021	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/5 - 10/6	10,876.33	2,175.26	13,051.59
28/06/2021	BACS 539	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall erection, May - 50% contract cancellation fee	655.00	131.00	786.00
28/06/2021	BACS 539	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall storage, May	308.50	0.00	308.50
28/06/2021	BACS 540	Blackbox-Av Ltd	ARTS/TOURISM Expenditure	Guildhall Cells - Sound clip battery player	285.00	57.00	342.00
28/06/2021	BACS 541	A Briggs	ADMIN Supplies & Services	Reimbursement for eye test	25.00	0.00	25.00
28/06/2021	BACS 542	CJ's Events Warwickshire Ltd	MARKET Supplies/Services	Services of markets officer - May (86 hrs)	1,032.00	206.40	1,238.40
28/06/2021	BACS 543	Clarke Contractors Ltd	ADMIN Supplies & Services	3 further Covid screens	90.00	0.00	90.00
28/06/2021	BACS 544	Justice Fire and Security	G/HALL Repair/Maint	Annual maintenance & support for CCTV system	270.18	54.03	324.21
28/06/2021	BACS 545	Lichfield Tree Works	PARKS Other Repair/Maint	St Chad's - Work to yews at entrance	250.00	50.00	300.00
28/06/2021	BACS 546	MODES Users Association	BIRTHPLACE Adverts/promotion	Wordpress website hosting 1/6/21 - 31/5/22	150.00	30.00	180.00
28/06/2021	BACS 547	R Fathers	PARKS Other Repair/Maint	Bracken Cl - Remove fallen branch blocking footpath	312.00	0.00	312.00
28/06/2021	BACS 547	R Fathers	PARKS Other Repair/Maint	Ash Grove - Works to 12 trees	1,680.00	0.00	1,680.00
28/06/2021	BACS 548	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning - May (18 hrs)	234.00	46.80	280.80
28/06/2021	BACS 548	Taylor Maids UK Ltd	G/HALL Supplies/Services	Anti-viral fogging of Guildhall on 16 May	110.00	22.00	132.00
28/06/2021	BACS 548	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning services for Guildhall & DH - May (24.75 hrs)	321.75	64.35	386.10
28/06/2021	BACS 549	J Varley	ADMIN Supplies & Services	Various office & meeting refreshments	21.09	0.00	21.09
28/06/2021	BACS 549	J Varley	ADMIN Supplies & Services	Office sanitiser gel & cleaning supplies	14.87	2.96	17.83
28/06/2021	BACS 549	J Varley	G/HALL Supplies/Services	Cleaning supplies and batteries for PA alarm	36.53	7.31	43.84
28/06/2021	BACS 550	H Winter	ADMIN Supplies & Services	Materials for cleaning paint off steps	5.88	1.17	7.05
28/06/2021	BACS 550	H Winter	G/HALL Supplies/Services	Various cleaning & maintenance supplies	8.54	1.71	10.25
28/06/2021	BACS 550	H Winter	G/HALL Supplies/Services	Pull cords for disabled toilet	6.74	0.00	6.74
28/06/2021	BACS 550	H Winter	HALLS Boley Hall	New step ladder for Boley Hall	36.66	7.33	43.99
28/06/2021	BACS 551	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - June	6,483.60	0.00	6,483.60
28/06/2021	BACS 552	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - June	8,339.98	0.00	8,339.98
28/06/2021	BACS 553	Tonks Brothers Tree Services	PARKS Other Repair/Maint	Festival Gdns - Remove broken branch after storm	360.00	72.00	432.00
28/06/2021	BACS 554	Wade Consultants Ltd	R&R FUND General	Asbestos survey at Cruck House	400.00	80.00	480.00

28/06/2021	BACS 555	Prosperity Education Ltd	BIRTHPLACE	Stock for sale	Proceeds of sale of copies of 'The Burning Zone'	23.48	0.00	23.48
28/06/2021	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%		Gas - May	476.50	95.30	571.80
30/06/2021	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges 1 May to 28 May - current account	18.87	0.00	18.87
30/06/2021	DDebit	Ricoh UK Ltd	BIRTHPLACE	Supplies & Services	Museum photocopier - Usage Jan-Mar, rental Apr-Jun	69.61	13.92	83.53
30/06/2021	DDebit	Wm M Briers & Son (Tamworth)	MARKET	Supplies/Services	Skip hire - May	402.50	80.50	483.00
						<u>85,682.07</u>	<u>6,626.69</u>	<u>92,308.76</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 June to 30 June 2021

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
14/06/2021	05407	Cash	Various	Petty cash vouchers 7705 - 7721	210.00	32.54	242.54
15/06/2021	05408	Lichfield District Council	R&R FUND General	Building control plan check for Cruck House	75.00	15.00	90.00
25/06/2021	05409	Staffordshire Police Authority	ADMIN Supplies & Services	Police attendance at any DH intruder alarm activations	54.79	0.00	54.79
30/06/2021	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 1 May to 28 May - imprest account	7.02	0.00	7.02
					346.81	47.54	394.35

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 July to 31 July 2021

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/07/2021	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 21/22 - 4th instalment (July)	923.00	0.00	923.00
01/07/2021	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 21/22 - 4th instalment (July)	539.00	0.00	539.00
01/07/2021	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 21/22 - 4th instalment (July)	1,996.00	0.00	1,996.00
05/07/2021	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - May	46.49	9.30	55.79
06/07/2021	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card & activity fees - June	9.85	0.00	9.85
06/07/2021	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - July	6.00	1.20	7.20
07/07/2021	BACS 556	Ms Mary Baker	BIRTHPLACE 3rd Party Sales	Replace unrepresented cheques for book sale proceeds	67.95	0.00	67.95
07/07/2021	BACS 557	BZ Commercial Finance	ADMIN Supplies & Services	Stationery, batteries and foot rests from Banner	28.16	5.63	33.79
07/07/2021	BACS 558	Darwin Electrical Services	G/HALL Repair/Maint	5 yearly electrical inspection and report	1,680.00	336.00	2,016.00
07/07/2021	BACS 559	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Various cleaning and cloakroom supplies	219.95	43.99	263.94
07/07/2021	BACS 559	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Historic credits for items not fulfilled	-39.48	-7.90	-47.38
07/07/2021	BACS 559	Eastern Shires Purchasing Org	MARKET Supplies/Services	Spinner salt spreader for Market Square	123.00	24.60	147.60
07/07/2021	BACS 560	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'The Club'	38.96	0.00	38.96
07/07/2021	BACS 560	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Secret Lichfield'	62.36	0.00	62.36
07/07/2021	BACS 560	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Dr Johnson's Dictionary'	42.86	0.00	42.86
07/07/2021	BACS 561	High Speed Training	ADMIN Subscript/Training	Covid infection prevention training for Markets cleaner	20.00	4.00	24.00
07/07/2021	BACS 561	High Speed Training	ADMIN Subscript/Training	COSHH training for Guildhall cleaner	25.00	5.00	30.00
07/07/2021	BACS 561	High Speed Training	ADMIN Subscript/Training	Legionella awareness training for daytime Guildhall PA	30.00	6.00	36.00
07/07/2021	BACS 561	High Speed Training	ADMIN Subscript/Training	Social media marketing course for Civic/Markets officer	25.00	5.00	30.00
07/07/2021	BACS 562	Justice Fire and Security	G/HALL Repair/Maint	Supply & install new CCTV camera in Guildroom	213.51	42.70	256.21
07/07/2021	BACS 563	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Seckham Rd to Beaconfields footpath - Works to cherry	350.00	70.00	420.00
07/07/2021	BACS 564	MT Services Computer Systems	ADMIN Supplies & Services	Installation of Sage Cloud Accounts upgrade	120.00	24.00	144.00
07/07/2021	BACS 565	PHS Group	ADMIN Supplies & Services	Annual sanitary disposal to 31/7/22	34.30	6.86	41.16
07/07/2021	BACS 565	PHS Group	BIRTHPLACE Supplies & Services	Annual sanitary disposal to 31/7/22	32.40	6.48	38.88
07/07/2021	BACS 565	PHS Group	G/HALL Supplies/Services	Annual sanitary disposal to 31/7/22	57.60	11.52	69.12
07/07/2021	BACS 566	Pioneer Roadshows	G/HALL Supplies/Services	New holders and stands for microphones	130.00	0.00	130.00
07/07/2021	BACS 567	Portal Plan Quest Ltd	R&R FUND Birthplace	Planning application for museum works	262.00	0.00	262.00
07/07/2021	BACS 568	R Fathers	PARKS Other Repair/Maint	Pool Walk - Works to 6 trees	360.00	0.00	360.00

07/07/2021	BACS 569	J Varley	ADMIN	Supplies & Services	Office milk	2.30	0.00	2.30
07/07/2021	BACS 569	J Varley	ADMIN	Supplies & Services	Office cleaning & cloakroom supplies	3.74	0.75	4.49
07/07/2021	BACS 569	J Varley	BIRTHPLACE	Supplies & Services	Till rolls for museum shop; strip lights	35.80	7.15	42.95
07/07/2021	BACS 569	J Varley	G/HALL	Supplies/Services	Mop heads	9.47	1.89	11.36
07/07/2021	BACS 570	Viking	ADMIN	Supplies & Services	New office chair	89.00	17.80	106.80
07/07/2021	BACS 571	Whittakers Embroidery Ltd	G/HALL	Supplies/Services	LCC logo polo shirts and sweatshirts	238.80	47.76	286.56
07/07/2021	BACS 572	Woodhouse Green Nurseries	ADMIN	Supplies & Services	2 hanging baskets	70.00	14.00	84.00
07/07/2021	BACS 572	Woodhouse Green Nurseries	BIRTHPLACE	Supplies & Services	4 hanging baskets	140.00	28.00	168.00
07/07/2021	BACS 572	Woodhouse Green Nurseries	G/HALL	Supplies/Services	2 hanging baskets	70.00	14.00	84.00
07/07/2021	Debit	Elavon Financial Services	MARKET	Supplies/Services	Elavon card & activity fees - June	98.97	0.00	98.97
07/07/2021	Debit	Elavon Financial Services	MARKET	Supplies/Services	Elavon PCI fee - July	6.00	1.20	7.20
12/07/2021	DDebit	British Telecommunications	ADMIN	Tel/Postage	Phones/internet - Usage Apr-Jun, rental Jun-Aug	93.00	18.60	111.60
12/07/2021	DDebit	British Telecommunications	BIRTHPLACE	Supplies & Services	Phones/internet - Usage Apr-Jun, rental Jun-Aug	366.56	73.31	439.87
12/07/2021	DDebit	British Telecommunications	G/HALL	Supplies/Services	Phones/internet - Usage Apr-Jun, rental Jun-Aug	388.36	77.67	466.03
12/07/2021	DDebit	Npower Ltd	G/HALL	Energy	Electricity - April	275.66	55.13	330.79
12/07/2021	DDebit	Npower Ltd	G/HALL	Energy	Electricity - May	289.78	57.96	347.74
14/07/2021	DDebit	Francotyp-Postalia Ltd	ADMIN	Tel/Postage	Franking machine credit	500.00	0.00	500.00
15/07/2021	BACS 573	ACCO UK Ltd	ADMIN	Supplies & Services	New bag frame for office shredder	35.18	7.04	42.22
15/07/2021	BACS 574	ADT Fire & Security plc	BIRTHPLACE	Repair/Maint	Maintenance of fire alarm system to 30/6/22	849.25	169.85	1,019.10
15/07/2021	BACS 575	All-Fit Towbars & Trailers	MARKET	Supplies/Services	Stall erection, June - 50% contract cancellation fee	786.00	157.20	943.20
15/07/2021	BACS 575	All-Fit Towbars & Trailers	MARKET	Supplies/Services	Stall storage - June	308.50	0.00	308.50
15/07/2021	BACS 576	Apex Arb Training Ltd	PARKS	Other Repair/Maint	Subsidence damage investigation at Europa Way	300.00	60.00	360.00
15/07/2021	BACS 577	Broxap Ltd	PARKS	Other Repair/Maint	Bollards & keyed-alike padlocks for Ash Grove	1,901.00	380.20	2,281.20
15/07/2021	BACS 578	Brownhill Hayward Brown	R&R FUND	Birthplace	Architect for museum access project	712.50	142.50	855.00
15/07/2021	BACS 578	Brownhill Hayward Brown	R&R FUND	General	Architect for Darwin Hall QI works	150.00	30.00	180.00
15/07/2021	BACS 578	Brownhill Hayward Brown	R&R FUND	General	Architect for Cruck House renovations	500.00	100.00	600.00
15/07/2021	BACS 579	BZ Commercial Finance	ADMIN	Supplies & Services	Hand towels from Banner	10.09	2.02	12.11
15/07/2021	BACS 580	CBS Complete Ltd	G/HALL	Repair/Maint	Call out on 28/5 to repair radiator faults	114.00	22.80	136.80
15/07/2021	BACS 582	CJ's Events Warwickshire Ltd	MARKET	Supplies/Services	Services of Markets Officer - June (94.25 hrs)	1,131.00	226.20	1,357.20
15/07/2021	BACS 583	Eastern Shires Purchasing Org	MARKET	Supplies/Services	New locker for market cleaner	67.00	13.40	80.40
15/07/2021	BACS 584	Heritage Books	BIRTHPLACE	Stock for sale	Copies of 'Johnson - Major Works'	50.66	0.00	50.66
15/07/2021	BACS 585	Lichfield District Council	R&R FUND	General	Building control inspection at Cruck House	225.00	45.00	270.00
15/07/2021	BACS 586	Mayor & Sheriff's charity acct	CIVIC	Mayor's Allowance - R Yardley	2 tickets for Mayor for Beer & Skittles evening	24.00	0.00	24.00
15/07/2021	BACS 586	Mayor & Sheriff's charity acct	CIVIC	Sheriff's Allowance - P Hitchman	2 tickets for Sheriff for Beer & Skittles evening	24.00	0.00	24.00
15/07/2021	BACS 587	PPL PRS Ltd	BIRTHPLACE	Supplies & Services	PPL and PRS music licences 1/3/21 - 16/1/22	121.57	24.31	145.88
15/07/2021	BACS 588	Taylor Maids UK Ltd	BIRTHPLACE	Supplies & Services	Museum cleaning - June (27 hrs)	351.00	70.20	421.20
15/07/2021	BACS 589	J Varley	G/HALL	Supplies/Services	Various cleaning & caretaking supplies; wood saw	27.83	5.57	33.40
15/07/2021	BACS 589	J Varley	MARKET	Supplies/Services	Cleaning materials for Toilet Block	3.32	0.66	3.98
15/07/2021	BACS 589	J Varley	MARKET	Supplies/Services	Keys cut for market kitchen cupboards	7.00	0.00	7.00
15/07/2021	BACS 589	J Varley	PARKS	Other Repair/Maint	Extra keys cut for Ash Grove bollards	7.00	0.00	7.00
15/07/2021	BACS 590	Wave-Length Social Marketing	R&R FUND	Birthplace	Feedback on revised museum access plans	72.00	0.00	72.00
15/07/2021	BACS 591	Robert Yardley Photography	CIVIC	Mayor's Allowance - R Yardley	Mayor's portrait for Parlour and future retention	11.50	0.00	11.50
15/07/2021	BACS 591	Robert Yardley Photography	CIVIC	Supplies/Services	Mayor and Sheriff's portraits and prints	426.50	0.00	426.50
15/07/2021	DDebit	MT Services Computer Systems	ADMIN	Supplies & Services	Monthly IT support, antivirus, backups, Office365 - June	554.91	110.98	665.89
15/07/2021	DDebit	MT Services Computer Systems	BIRTHPLACE	Supplies & Services	Monthly internet service - June	45.00	9.00	54.00
15/07/2021	DDebit	MT Services Computer Systems	DEM SERVICES	Supplies & Services	Councillors' emails - June	130.50	26.10	156.60
15/07/2021	DDebit	MT Services Computer Systems	G/HALL	Supplies/Services	Monthly internet service - June	45.00	9.00	54.00
15/07/2021	DDebit	Nat West	ADMIN	Supplies & Services	Monthly online banking fee - July	42.95	0.00	42.95
15/07/2021	DDebit	NatWest Autopay	EMPLOYEE COSTS		Wages and salaries - July	22,346.28	0.00	22,346.28
15/07/2021	DDebit	Npower Ltd	ADMIN	Donegal House Energy	Electricity - April	176.28	35.26	211.54
15/07/2021	DDebit	Npower Ltd	ADMIN	Donegal House Energy	Electricity - May	191.59	38.32	229.91

15/07/2021	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - April	51.86	2.59	54.45
15/07/2021	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - May	53.56	2.68	56.24
15/07/2021	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - April	71.66	3.58	75.24
15/07/2021	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - May	74.05	3.70	77.75
15/07/2021	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - April	43.08	2.15	45.23
15/07/2021	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - May	32.38	1.62	34.00
15/07/2021	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - April	78.71	3.94	82.65
15/07/2021	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - May	74.82	3.74	78.56
15/07/2021	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - April	38.96	2.89	41.85
15/07/2021	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - May	37.28	2.80	40.08
19/07/2021	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - July	27.04	5.41	32.45
19/07/2021	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - July	16.72	3.34	20.06
19/07/2021	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - July	27.00	5.40	32.40
20/07/2021	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - June usage/July rental	123.72	24.74	148.46
21/07/2021	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - June	55.54	11.11	66.65
22/07/2021	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - June payroll	22.70	0.00	22.70
26/07/2021	BACS 581	Contemporary Glass Structures	R&R FUND General	30% balance for window replacement at Curborough CC	5,229.59	1,045.92	6,275.51
26/07/2021	BACS 592	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - July	6,545.67	0.00	6,545.67
26/07/2021	BACS 593	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - July	8,387.45	0.00	8,387.45
26/07/2021	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/6 - 10/7	10,876.33	2,175.26	13,051.59
29/07/2021	BACS 594	BZ Commercial Finance	ADMIN Supplies & Services	Various stationery and office supplies from Banner	20.86	4.18	25.04
29/07/2021	BACS 595	Darwin Electrical Services	HALLS Darwin Hall	Replacement of 2 external lights & sensors at Darwin Hall	355.00	71.00	426.00
29/07/2021	BACS 596	Mrs C Freeman	G/HALL Supplies/Services	Safety barriers and chain for use with Skywinder	49.99	10.00	59.99
29/07/2021	BACS 597	P Hitchman	CIVIC Sheriff's Allowance - P Hitchman	NACTSEW AGM weekend and annual membership	85.00	0.00	85.00
29/07/2021	BACS 598	Justice Fire and Security	ADMIN Supplies & Services	Extra works for takeover of Donegal House intruder alarm	240.00	48.00	288.00
29/07/2021	BACS 598	Justice Fire and Security	ADMIN Supplies & Services	Maintenance and monitoring of Donegal Hse intruder alarm	1,095.78	219.15	1,314.93
29/07/2021	BACS 599	Lichfield District Council	MARKET Supplies/Services	Annual premises licence for Market Square	295.00	0.00	295.00
29/07/2021	BACS 600	Lichfield Lock & Key Repairs	BIRTHPLACE Repair/Maint	Emergency repair on 6/7 for door jammed	45.83	9.17	55.00
29/07/2021	BACS 600	Lichfield Lock & Key Repairs	BIRTHPLACE Repair/Maint	Adjustment to lock after alarm cable altered	34.37	6.87	41.24
29/07/2021	BACS 600	Lichfield Lock & Key Repairs	HALLS Boley Hall	Replacement locks and keys for back door	79.57	15.92	95.49
29/07/2021	BACS 601	Lichfield Sinfonia	G/HALL Lettings	Refund of deposit for cancelled November concert booking	83.33	16.67	100.00
29/07/2021	BACS 602	Michael's Menswear Ltd	CIVIC Supplies/Services	Repairs & renovation of Mayor's robes	30.00	6.00	36.00
29/07/2021	BACS 603	Pick Me Locksmith	R&R FUND General	Supply & fit cylinder locks & extra keys at Curborough CC	275.35	0.00	275.35
29/07/2021	BACS 604	R Fathers	PARKS Other Repair/Maint	Longstaff Court - Fell robinia & other tree work	900.00	0.00	900.00
29/07/2021	BACS 604	R Fathers	PARKS Other Repair/Maint	Europa Way - Reduce ash trees by Europa House	960.00	0.00	960.00
29/07/2021	BACS 605	Terrain HR Ltd	ADMIN Professional Fees	5 days of health & safety support, Aug21 - Aug22	2,000.00	400.00	2,400.00
29/07/2021	BACS 606	J Varley	ADMIN Supplies & Services	Office milk	2.30	0.00	2.30
29/07/2021	BACS 606	J Varley	ADMIN Supplies & Services	Cleaning & cloakroom supplies	10.48	2.10	12.58
29/07/2021	BACS 606	J Varley	G/HALL Supplies/Services	Paint and cleaning supplies	8.75	1.75	10.50
29/07/2021	BACS 606	J Varley	G/HALL Supplies/Services	Keys cut for Whytmore store	16.00	0.00	16.00
29/07/2021	BACS 606	J Varley	HALLS Boley Hall	Cloakroom supplies	4.67	0.93	5.60
29/07/2021	BACS 606	J Varley	MARKET Supplies/Services	Keys cut for new Market Block locker	8.00	0.00	8.00
29/07/2021	BACS 607	Water Plus Ltd	BIRTHPLACE Rates/Water	Used water & drainage 10/4/21 - 10/7/21	40.06	0.00	40.06
29/07/2021	BACS 608	H Winter	G/HALL Supplies/Services	Protective hats for use on Skywinder	11.96	0.00	11.96
29/07/2021	BACS 608	H Winter	HALLS Boley Hall	Cleaning supplies	7.99	1.61	9.60
29/07/2021	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - June	143.70	7.19	150.89
30/07/2021	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 29 May to 2 July - current account	22.26	0.00	22.26
30/07/2021	DDebit	Wm M Briers & Son (Tamworth)	MARKET Supplies/Services	Skip and wheelie bin hire - June	584.00	116.80	700.80
					81,108.13	6,933.42	88,041.55

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule**From 1 July to 31 July 2021**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross	
06/07/2021	05410	Mr C Lea	BIRTHPLACE	Stock for sale	Proceeds of sale of Goss Ware	12.00	0.00	12.00
30/07/2021	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges 29 May to 2 July - imprest account	8.47	0.00	8.47
						20.47	0.00	20.47