

Lichfield City Council

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

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

17 January 2022

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield on **Monday, 24 January 2022 at 6.30 pm** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Town Clerk.

Yours sincerely

Tony Briggs
Town Clerk

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

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. MAYOR'S ANNOUNCEMENTS**
- 3. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**
Councillors D Baker and Mrs G Boyle declare a pecuniary interest in agenda item 17 due to the proximity of their respective places of residence to the proposals set out within the grant request.
- 4. COUNCIL MINUTES**
To confirm as a correct record the Minutes of the Council Meeting held on 2 December 2021 (Nos. 59 - 73) (**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 3 November to 23 December 2021 and made in the name of LCC via delegated authority, be received (**copies previously circulated**).
- 7. TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) IF ANY**

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. MARKETS WORKING GROUP

To adopt the Minutes and consider the recommendations of the meeting of the Markets Working Group (MWG) held on 12 January 2022 (**APPENDIX 1**). Certain decisions of the MWG are made under delegated authority as resolved at the Council meeting of July 2020.

Members' attention is drawn to the recommendation that a 2.5% increase be levied on prevailing General Market pitch fees (excluding Service Charge) for 2022/23.

RECOMMENDED: That the Minutes and recommendations of the meeting of the Markets Working Group held on 12 January 2022 be adopted.

9. NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY

To adopt the Minutes and consider the recommendations of the meeting of the Neighbourhood Plan Implementation Working Party (NPIWP) held on 12 January 2022 (**APPENDIX 2**).

In readiness for consideration of item 17 of this agenda, Members' particular attention is drawn to the decision of the NPIWP to defer any recommendations as to a CIL contribution to LHCRT until such time as the Council has confirmed the amount of capital contribution (if any) that it wishes to allocate to the project. Members' attention is also drawn to the recommendations for CIL allocation at Minute numbers 15 and 17.

RECOMMENDED: That the Minutes and recommendations of the meeting of the NPIWP held on 12 January 2022 be adopted.

10. SHERIFF'S RIDE WORKING PARTY

To adopt the Minutes and consider the recommendations of the meeting of the Sheriff's Ride Working Party (SRWP) held on 13 January 2022 (**APPENDIX 3**). At this meeting, consultant submissions were considered following the circulation of a Tender invitation; submissions are available to all members of the Council on request to the Town Clerk. Members' particular attention is drawn to the Working Party's recommendation at Minute 17 – to appoint consultants to assist in the process of analysing and identifying a future for the Ride and the costs thereof, and Minute 18 relating to the 2022 Ride provision.

RECOMMENDED: That the Minutes and recommendations of the meeting of the SRWP held on 13 January 2022 be adopted.

11. FEES AND CHARGES 2022/23

a) Markets

Rates increased by 50p per stall for 2019/20. No increase in pitch fees was implemented for 2021/22. The current cost of a 10'x10' pitch on Friday and Saturday markets is £15.70+ Service Charge. Tuesday Market costs are calculated using a different formula, but costs are broadly similar.

The City Council's Markets Working Group has recommended an increase of 2.5% be applied for 2022/23 (minutes considered earlier in this agenda). This would result in the cost of a 10'x10' pitch increasing by approximately 37 pence. No change in the associated Service Charge is recommended.

RECOMMENDED: That in line with the recommendation of the MWG, a 2.5% increase be levied on pitch fees [to exclude the associated service charge] for the City Council's General Markets for the 2022/23 financial year.

b) Guildhall Room Hire Charges

Fees were increased by 5% for 2021/22; it is recommended that no increase in hire fees be levied for 2022/23.

RECOMMENDED: Guildhall hire charges to remain at 2021/22 levels for 2022/23.

c) Photocopying charges

The current charges for photocopying are:

A4 Monochrome - 5 pence per copy (side), inclusive of VAT

A3 Monochrome - 8 pence per copy (side), inclusive of VAT

A4 Colour - 10 pence per copy (side), inclusive of VAT

A3 Colour - 15 pence per copy (side), inclusive of VAT

RECOMMENDED: That no increase be applied to the charges for photocopying.

12. FINANCIAL PROGRESS REPORT 1 APRIL TO 30 NOVEMBER 2021

This report (**APPENDIX 4, attached**) contains the financial progress for the period 1 April 2021 to 30 November 2021. It summarises the income and expenditure against budget for the service areas in the first eight months of the financial year.

The report shows:

Column 1 – The actual income/expenditure to 30 November 2021 (66% of full year)

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

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

Column 4 – The Budget for 2021/22

Column 5 – The anticipated variance

Column 6 – Explanatory note reference number

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

13. BUDGET ESTIMATES 2022/2023

Draft budget estimates for 2022/23, with accompanying notes, are contained in **APPENDIX 5** (attached).

2021/22 Summary to date:

Revenue: No precept increase was implemented for 2021/22; the precept did *reduce* slightly due to recalculation at District level to take account of the impact of the pandemic. The approved 2021/22 budget included for a contribution of £37,634 *from* revenue reserves. The 8-month forecast (item 12, above) estimates this figure will reduce to around £9,000 (the forecast to be approx. £28,000 under the original budget).

Capital: The 2021/22 capital programme is funded from the capital reserve and includes overspend at Cruck House offset to some degree by CIL contribution to the Birthplace redevelopment project. While it is likely that a significant amount of planned 2021/22 work at the Birthplace will not now be complete (and therefore invoiced) until 2022/23 resulting in a potential carry forward of some items, the situation remains fluid and full spend is still assumed in the 8-month summary.

2022/23 Precept Proposals

The budget has been prepared on the basis of maintaining existing service provision and to reflect inflationary pressures that are likely to remain high throughout 2022/23, including:

- Grounds Maintenance contract with LDC (4% increase would be approx. £6,000)
- salary pressures will increase on settlement of the national pay award – which will then be backdated to April 2021 – the lack of settlement contributing to the 2021/22 underspend
- increased national insurance contribution announced by the Chancellor. Principal councils are receiving government funding to address this, parish councils are not.
- general inflationary pressure across all budget heads, with RPI being 7.1%, CPI 4.6% and following an upward trajectory (ONS figures released December 2021), plus assumed energy price increases resulting from ongoing pressures within the industry.

There are however opportunities for savings and the potential for income levels to return closer to normal, depending on the continuing COVID situation and associated consumer confidence. The Council Tax Base increase for 2022/23 (as calculated by Lichfield District Council, and not to be confused with the precept itself) is relatively insignificant, adding around a quarter of one percent to the precept total.

It is therefore proposed that the average Band D Council tax increases by £1.35 in 2022/23 from £67.41 to £68.76, increasing the Council's income via the precept by approximately £19,000.

The budget also allows the continuation of the programme of repair and renewal to the Council's public buildings and assets; further information on this element of the budget is provided at agenda item 14, with Members asked to note the detail of that report and the resulting potentially significant variation from the quoted costings due to matters ongoing and/or beyond the reasonable control of the Council. Capital projects are funded from the capital reserve.

The implications of the pandemic may lead to greater or lesser budgetary impact than forecast; the budget is prepared on an assumption that income generating activity will face challenges in 2022/23 but will broadly reflect 2021/22 levels.

RECOMMENDED: That the Council approve the Budget Estimates and Report for the 2022/23 financial year totalling £934,928; and that the amount of precept for 2022/23 be set at £835,450.

14. REPAIR, RENOVATION AND SPECIFIC PROJECT PROGRAMME 2022/23

The Council's draft budget for 2022/23 includes an amount of £170,000 to continue a programme of capital works. If approved, these items are to be *funded from the City Council's capital reserve* rather than core revenue budgets. The proposals are detailed in the information report (**APPENDIX 6**) attached. Members are asked to note several of the costings provided are liable to significant variation for the reasons set out in the report, and further reports to Council will likely be required in due course.

This report also contains a brief overview of projects and costs over the past several years, setting out the achievements of the programme during that time.

RECOMMENDED: That the Report be noted.

15. OFFICERS' REPORT

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

RECOMMENDED: *That the Report be noted.*

16. SUBSIDY REVIEW – LICHFIELD ARTS AND LICHFIELD FESTIVAL

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

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

In regard to point (a), at its meeting of 3 December 2018 the City Council considered the charges levied to both Lichfield Arts and Lichfield Festival for their occupation of rooms in Donegal House and compared them to open market valuations for the rooms as provided by a local commercial letting agent. The report demonstrated that the level of subsidy provided by the City Council was in the region of 60% for both bodies. Given the charitable nature of both bodies and their impact on the City, this was resolved by the Council as being appropriate. Given the difficult market conditions during 2021, any shift in the level of subsidy provided over the past 12 months since the last review is not considered significant.

In regard to point (b), the COVID-19 pandemic prevented any concerts taking place and greatly reduced the demand on glass collection; the City Council has covered the costs of a reduced service. On resumption of normal activities, the 50/50 split was reintroduced.

When this matter was reviewed at the January 2020 meeting of the City Council it was suggested that an inflationary increase could be applied to the charges associated with the licences to occupy; given the impact of COVID-19 on both bodies during 2020/21 and remaining uncertainty for 2021/22, members decided not to impose such an increase at that time, but resolved to reconsider the matter at this meeting.

RECOMMENDED:

1. The City Council confirms its view that:

- a) The current charges associated with the separate licences to occupy remain appropriate given the stability in market rent valuations, the charitable nature of both bodies and their positive impact on the City.*
- b) arrangements in regard to glass collection and hire of the Ashmole Room be confirmed as appropriate.*

2. The City Council to confirm *whether or not* it wishes an inflationary increase to be applied to the prevailing charges for 2022/23

3. That the City Council reconsiders this matter at its meeting scheduled for January 2023.

17. LICHFIELD & HATHERTON CANALS RESTORATION TRUST – GRANT REQUEST

To consider the Town Clerk's report at **APPENDIX 8** (attached).

RECOMMENDED:

- a) The Council to confirm **whether or not** it wishes to make a contribution from its capital reserves to the project to restore Heritage Lock 23 and the associated towpath*
- b) If the Council **does wish to make a contribution** from its capital reserves, the Council to confirm the amount of any such contribution, being mindful of its resolution from December 2020 that such contribution be between £20,000 and £40,000*
- c) If a contribution is to be made, delegated authority be given to the Town Clerk in consultation with the Leader of the Council to agree the phasing of staged payments with LHCRT to ensure LCC's contribution is allocated in stages and at appropriate project milestones.*

18. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 9**) for the periods:

- 1 October 2021 to 31 October 2021 in the sum of £127,048.57 General Account, and £483.59 Imprest Account
- 1 November 2021 to 30 November 2021 in the sum of £152,223.15 General Account, and £750.14 Imprest Account

19. 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.

20. STAFFING COMMITTEE

To adopt the Minutes of the meeting of the Staffing Committee held on 18 January 2022, to follow under separate cover as **APPENDIX 10**. Members' particular attention is drawn to any recommendations to Council within the minutes.

RECOMMENDED: *That the Minutes and recommendations of the meeting of the Staffing Committee held on 18 January 2022 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.

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, Donegal House, Bore Street.

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 6 December 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 Greateorex, I Jackson, P Jones, A Lax, Miss J Marks, T Matthews, P McDermott, C Rapley, D Robertson, A Smith, J Smith, C Spruce, and M Warfield.

APOLOGIES: Councillors D Dundas, Mrs J Greaves, P Ray and M Trent.

A MINUTE'S SILENCE WAS HELD IN MEMORY OF FORMER CITY COUNCILLOR, MAYOR & SHERRIFF MR. BRIAN BACON WHO DIED DURING THE NIGHT OF 18 NOVEMBER 2021

59 MAYOR'S ANNOUNCEMENTS

The Mayor reported on recent engagements including attending the Cathedral to Castle run, a memorial service at the Cathedral for victims of Covid, the opening of a new history block at King Edwards VI school and a Scouts award ceremony. The Mayor also reminded members of his forthcoming carol service to be held at the Guildhall on 7 December.

60 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillors J Anketell, M Field, C Ball and D Robertson declared an interest in item 17 (Curborough Community Centre) under Appendix B of the City Council's Code of Conduct as members of Fusion Credit Union. Cllr Robertson also declared an interest in this item as a member of Curborough Community Association, again under Appendix B of the Code of Conduct.

61 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council Meeting held on 20 September 2021 (Nos 45-58) be confirmed and signed as a correct record.*

62 MATTERS ARISING

None.

63 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: *That comments submitted to Lichfield District Council for the period 9 September 2021 to 3 November 2021 and made in the name of LCC via delegated authority, be received.*

64 MARKETS WORKING GROUP (MWG)

Members considered the minutes of the meeting of the MWG held on 6 October 2021 and the recommendation to allocate approximately £3,500 of income received from the sale of stalls/trailers to replace sanitary fittings and install an outside tap at the Market Square toilet block, plus the proposed Pool Walk stall layout plan and associated charging regime as detailed in the agenda report. Councillor D Baker congratulated the MWG on their efforts to date.

RESOLVED: *That the Minutes and recommendations of the MWG meeting held on 6 October 2021 be adopted.*

65 JOHNSON BIRTHPLACE ADVISORY COMMITTEE (JBAC)

Members considered the Minutes and recommendations of the JBAC meeting held on 2 November 2021. Members' particular attention was drawn to Minute number 6; the request for phase 2 of the redevelopment works to the Museum (approximately £75,000) to be included within the City Council's draft 2022/23 Repairs and Renewals programme.

RESOLVED: That the minutes and recommendations of the JBAC meeting held on November 2021 be adopted.

66 AUDIT COMMITTEE

Members considered the minutes of the meeting of the Audit Committee held on 2 December 2021. The Minutes included a recommendation for the adoption of a new Debt Recovery Policy and Risk Register

RESOLVED: That the Minutes and recommendations of the Audit Committee meeting held on 2 November 2021 be adopted.

67 FINANCIAL PROGRESS REPORT – SIX MONTHS

Members considered the Financial Progress report. Councillor Spruce commented that this had been a difficult budget to set but progress against budget was encouraging. Councillor C Greatorex stated that performance against budget was encouraging, demonstrating residents and visitors returning to venues as COVID restrictions ease. Councillor Greatorex also commented on the Repairs and Renewals work that is being undertaken and the positive impact of that work on LCC buildings and their users. Councillor D Robertson asked that the forecast underspend be considered closely when setting budgets for 2022/23.

RESOLVED That the report be noted

68 OFFICERS REPORT

Councillor C Greatorex congratulated the Civic team for their busy series of events during November and congratulated the Open Spaces Officer on his efforts to date; The Mayor, and Councillors Miss J Marks, A Lax and D Robertson echoed the positive comments to the Open Spaces Officer. Councillor A Lax congratulated the Deputy Town Clerk for her efforts during the absence of the Civic Officer.

RESOLVED: That the report be noted.

69 DARWIN HALL – MANAGEMENT COMMITTEE ARRANGEMENTS

Members considered the Town Clerk's agenda report detailing recent changes to the Management Committee structure and asking for consideration as to whether an LCC representative should be appointed to this body at this time to fill the current vacancy. Councillors A Smith and D Baker spoke about the positive impacts the retiring Committee members have had on the Hall. Councillor J Checkland echoed these comments and welcomed the new Committee members. Councillor C Spruce said he was delighted that new volunteers had come forward to run the Hall and take it forward in the future.

RESOLVED:

a) The Council note the changes to the officer structure of Darwin Hall Community Association

b) The best thanks of the Council be given to Sally Gilbert and Iain Eadie for their many years of dedicated service to the Committee and to Darwin Hall in the roles of Chair and Treasurer respectively.

c) Councillor P Jones be appointed as Darwin Hall Community Association Trustee and Company Director to fill the position vacated by Councillor A Smith.

70 PAYMENT OF ACCOUNTS

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

- 1 August 2021 to 31 August 2021 in the sum of £72,710.33 General Account, and £457.73 Imprest Account.***
- 1 September 2021 to 30 September 2021 in the sum of £96,612.30 General Account, and £736.94 Imprest Account.***

71 EXCLUSION OF THE PRESS AND PUBLIC

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

72 STAFFING COMMITTEE

Members considered the minutes of the meeting of the Staffing Committee held on 20 October 2021. Members' particular attention was drawn to the recommendations to Council as contained at Minute numbers eleven, twelve and thirteen.

RESOLVED: That the Minutes and recommendations of the Staffing Committee meeting held on 20 October 2021 be adopted.

73 CURBOROUGH COMMUNITY CENTRE

Members considered the Town Clerk's confidential agenda report which detailed proposed arrangements for a 'Licence to occupy' at Curborough Community centre and also details of Curborough Community Association's transition to a Charitable Incorporated Organisation (CIO) and the requirement to reassign the existing lease of Curborough Community Centre in due course.

Councillor D Robertson spoke in favour of the 'Licence to Occupy' proposal, stating it is part of Curborough Community Association's desire for the Centre to be a hub for North Lichfield. Councillor C Greatorex echoed these comments. Councillor J Smith asked whether other female toilet facilities were available in the building; it was confirmed by Councillor D Robertson that other facilities would be available *[it should perhaps be noted that a 'licence to occupy' prevents sole occupation; the toilets in question cannot therefore be for the exclusive use of Fusion Credit Union]*.

RESOLVED:

a) Licence to Occupy: delegated authority be given to the Town Clerk in consultation with the Leader of the Council to give permission for the Licence to Occupy to be entered into; permission to not be given until such time as legal advice is that the licence as drafted is appropriate for LCC to approve.

b) Existing lease between Curborough Community Association and LCC: Delegated authority be given to the Town Clerk in consultation with the Leader of the Council to assign the lease of Curborough Community Centre to the new Charitable Incorporated Organisation; such authority to be dependent upon the successful application for the existing Curborough Community Association to become a CIO, and confirmation from the City Council's solicitors that it is appropriate for the City Council to proceed in this manner following consideration of the related documentation.

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.09PM

MAYOR

For Council: 24 January 2022 APPENDIX 1
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Lichfield City Council

**Minutes of the Meeting of the Markets Working Group (MWG) held via Zoom on
Wednesday 12 January 2022 at 10:00am**

PRESENT: Councillors J Checkland (Chair), P McDermott, J Smith, C Spruce and M Warfield.

IN ATTENDANCE: S Thomas (Deputy Town Clerk), A Briggs (Town Clerk), Hayley Howen (Markets Officer).

APOLOGIES: None

20. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

The Chair advised of his position on the District Council's Regulatory and Licensing Committee; the Town Clerk confirmed this was covered by the City Council's adopted general dispensation relating to dual hatted members.

21. MINUTES OF PREVIOUS MEETING

RESOLVED: *The Minutes of the MWG meeting held on 6 October 2021 be confirmed as a correct record [Minutes received by Council on 6 December 2021].*

22. MATTERS ARISING FROM MINUTES

None.

23. MARKETS UPDATE

New Markets officer Hayley Howen was formally introduced by the Town Clerk and welcomed by all present. Councillor C Spruce asked whether the market layout was under regular consideration given the relaxation of restrictions and the possibility of introducing more stalls onto the Square. The Town Clerk confirmed that removal of the 1 metre gap between stalls was not welcomed by traders when previously mooted and that such a change would only allow for one or two more stalls to be added. Moreover, there was concern as to consumer confidence if the COVID provisions on the Square were to be relaxed currently. The Markets Officer confirmed social media posts were now increasing and new opportunities for sharing information via local groups had been identified and actioned.

The Chair enquired as to the practice of not allowing duplicate stalls to stand and questioned whether it would be appropriate to revise this policy. Officers confirmed that while duplication of goods was not allowed on the Market, this was subject to a degree of judgment based on actual products for sale and likely demographic of purchasers; the Markets Officer gave an example of this relating to a stall offering home-made artisan sweets being considered for the market currently, even though another stall on the market also sells sweets of a different kind.

RESOLVED: *That the report be noted.*

24. MARKET SQUARE TOILET BLOCK – RENOVATION WORKS

Members considered the agenda report confirming the renovation work was to be scheduled shortly and that it would include improvements to toilets and the addition of an outside tap; officers confirmed that the tap would be secure.

RESOLVED: *That the report be noted.*

25. 2022/23 PITCH FEES – GENERAL MARKETS

Members considered whether the Working Group wished to recommend an increase in prevailing market pitch fees/service charge costs for 2022/23. While noting the fragile consumer environment currently, Councillor C Spruce stated that a 2.5% increase should be considered as no increase has been implemented for three years. With the inflationary loss to the council mounting and, if current trends continue, this could only be recovered through larger increases in the future. The proposal was seconded by Councillor P McDermott. The Chair asked whether a balanced revenue budget for 2022/23 should preclude such an increase; Councillor Spruce stated that the issues were not directly comparable. Following further discussion it was resolved that:

RECOMMENDATION TO COUNCIL:

A 2.5% increase in prevailing General Market pitch fees be implemented for 2022/23.

26. MARKET LAYOUT

Members considered the Town Clerk's agenda report which set out the legal advice received in relation to the possible extension of the City Council's Markets function along Pool Walk and the advice that street trading charges would not apply. Clarity was sought on the implications of extending and relocating the market, and the possibility for Council to resolve to create new markets or vary existing ones; the Town Clerk confirmed that as a local authority, the City Council has the powers to create, dissolve and amend markets, but would be subject to any prevailing hire charges implemented by the landowner if the market was not on LCC land.

Following further discussion and in light of the District Council's current Street Trading review, it was agreed that the Town Clerk would approach the Cabinet member responsible for this function at LDC, provide the legal advice received and ask for LDC's view on that advice and its implications; the Town Clerk to report back to the Working Group in due course.

RESOLVED: Following legal advice received and in order to seek clarity as to LDC's position, the Town Clerk to raise the matter of street trading implications relating to the possible extension/relocation of LCC markets along Pool Walk with the appropriate District Council Cabinet Member.

27. DATE AND TIME OF NEXT MEETING

Confirmed as 10.00am on Wednesday 6 April 2022.

For Council: 24 January 2022 APPENDIX 2
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Lichfield City Council

**Minutes of the Meeting of the Neighbourhood Plan Implementation Working Party (NPIWP)
held via 'Zoom' on Wednesday, 12 January 2022 at 6.00pm**

PRESENT: Councillors M Warfield (Chairman), C Ball, P Jones, S Pritchard and M Trent.

APOLOGIES: Cllr J Checkland

10. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None received.

11. MINUTES

RESOLVED: That the minutes of the NPIWP meeting held on 1 September 2021 be confirmed as a correct record (Minutes adopted by Council on 20 September 2021).

12. MATTERS ARISING

None.

13. 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.

14. CITY CENTRE PLAQUES

Members considered the agenda report which provided an update on this project, including the quotation received to progress renovation of the four plaques identified as being appropriate by the Civic Society.

RESOLVED: That the update be noted.

15. REPLACEMENT DOORS AND WINDOW SURROUNDS – BOLEY PARK CC

Members considered the Town Clerk's report relating to a proposal to fund the replacement of the front and rear aluminium doors plus their surrounding windows and frames via CIL, the existing provision now reaching the end of its service life and falling below modern standards.

RECOMMENDATION TO COUNCIL: That £17,000 of CIL (not including VAT) be allocated to the replacement of the front and rear doors and surrounding windows and frames at Boley Park Community Hall.

16. LHCRT GRANT/CIL ALLOCATION

The Working Party considered the Town Clerk's report which follows a grant request from LHCRT. Members discussed the proposal and whether to recommend an allocation of CIL in addition to or instead of any capital contribution that may be made by the City Council when the matter is considered by full Council. Members noted the City Council's previous

resolutions on this matter. Some Members expressed concerns about using LCC capital receipts on this project and felt that a CIL contribution was a better way forward.

RESOLVED: That the NPIWP supports making a CIL contribution to the restoration of Heritage Lock 23 and the associated towpath as set out in the report but defer making a recommendation to Council as to the amount of the CIL contribution until such time as the Council has made its decision on capital funding.

17. UPDATED CYCLE PARKING, CURBOROUGH COMMUNITY CENTRE

Following the previous circulation of the 'plan for Cycling in Lichfield City' document and resulting discussions with stakeholders, the Town Clerk's report confirmed interest in the proposal to upgrade existing provision at two LCC owned sites currently under the management of third parties, namely Darwin Hall and Curborough Community Centre. The recommended provision is a total of 6 'Sheffield' style cycle stands.

RECOMMENDATION TO COUNCIL: That a CIL contribution up to £210 (the cost of the infrastructure required) be allocated to the provision of improved cycle parking at Curborough Community Centre & Darwin Hall.

18. ACTION PLAN UPDATE

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

RESOLVED: Given the large amount of CIL funds available it was agreed that Group Leaders would ask members for appropriate projects they wished to be considered by the Working party. In addition, an article will be included in the City Council's next newsletter and on social media inviting members of the public to make representations as to the allocation of CIL funds.

19. CIL ALLOCATION UPDATES

The Working Party noted that the £6,000 CIL contribution to the pathways at Curborough Community Centre and the adjacent open space has now been invoiced following completion of the work. Further allocations have been made against the plaque restoration budget in line with progress made. An invoice of £5,000 has been submitted for the preparatory work completed in readiness for the renovation of Michael Johnson's workroom at the Birthplace Museum

RESOLVED: That the report be noted.

18. DATE AND TIME OF NEXT MEETING

6 April 2022 at 6.00pm.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 6.28PM**

For Council: 24 January 2022 APPENDIX 3

Lichfield City Council

Minutes of the Meeting of the Sheriff's Ride Working Party (SRWP) Held via 'Zoom' on Thursday 13 January 2022 at 1.00pm.

PRESENT:

Representing Lichfield City Council: Councillor A Smith (Chairman) and Councillors Mrs G Boyle, C Ball, Miss J Marks, J Smith and M Warfield.

In Attendance: Tony Briggs (Town Clerk)
Sarah Thomas (Deputy Town Clerk)

Apologies: Mr Nick Sedgwick (Clerk of the Course)

13. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor C Ball advised that he had been contacted by one of the companies submitting a tender and they had requested an interview with him, though he was unavailable at the time to take part. The Chairman confirmed that it was he who had passed on the contact information and that others, including the Clerk of the Course, Town Clerk and Deputy Town Clerk had been similarly contacted and had taken part in those interviews. The Town Clerk confirmed that such contact was appropriate as it was used to assist in the preparation of tender documents and that any other tendering company making a similar approach would have received the same courtesy.

14. MINUTES

RESOLVED: *The minutes of the meeting held on 16 September 2021 be confirmed as a correct record. [Minutes adopted by Council on 20 September 2021]*

15. MATTERS ARISING

None

16. EXCLUSION 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.*

17. TENDER SUBMISSIONS

The Working Party considered the submitted tender documents that had been submitted following distribution of the Invitation to Tender as approved by the Working Party. Members spoke in favour of both submissions and agreed that both were documents worthy of serious consideration. The contribution of the Civic Society was noted, with the Working Party believing that issues raised by the Civic Society were also addressed within the tender submissions. Following further discussion and on being put to the vote, it was agreed by a margin of 4 to 1 that the preference of the Working Party was to instruct Townhouse Communications Ltd in the sum of £4,550+VAT. It was agreed that a corresponding recommendation be made to Council.

RECOMMENDATION TO COUNCIL:

That Townhouse Communications Ltd be appointed to progress the redesign of the Sheriff's Ride for the 21st century through the creation of 'high level' options as set out in the approved invitation to tender and subsequent Tender submission. The cost for this work to be £4,550+VAT

[The Invitation to Tender and subsequent Tender Submissions are available to all members on request to the Town Clerk]

18. 2022 SHERIFF'S RIDE

The Working Party considered options for 2022 including a full Ride, a reduced Ride with 3 horses (as was briefly discussed for 2021), and a repeat of the 2021 provision whereby the Sheriff exited and entered the City by horse and carriage, was escorted around the City by car, and with a Banquet in the Guildhall on the evening of the Ride.

The Chairman and Councillor Miss J Marks spoke in favour of a full Ride for 2022, while Councillor C Ball opposed such a stance due to cost/benefit concerns. Councillor M Warfield echoed concerns as to costs and following further discussion it was agreed that a 'full' Ride be ruled out for 2022.

Moving to the detail of the 2022 provision, Councillor Miss J Marks suggested a two-part recommendation to Council that centred upon whether the Sheriff wished to ride or not. Following further discussion the principle of the recommendation was agreed by the Working Party and is reproduced below. It was also agreed that the Working Party would formalise its view that the costs of the 2022 Ride should be significantly below the usual cost of a 'full' Ride.

RESOLVED: The Working Party wishes any 2022 Ride provision to be at significantly reduced costs when compared to costs incurred for hosting a 'full' Ride

RECOMMENDATION TO COUNCIL: For the 2022 Sheriff's Ride:

a) In the event that the 2022/23 Sheriff wishes to Ride, options for a significantly reduced event are investigated, likely with a maximum of three horses as briefly discussed with Trekking Centre representatives in 2021. The provision to include the evening Banquet. The costs for such provision to be calculated and reported to the Working Party for further consideration in due course

b) In the event that the 2022/23 Sheriff chooses not to Ride, a repeat of the 2021 provision be pursued, with exit/entry to the City by carriage, landowner visits by car and an evening Banquet.

19. DATE AND TIME OF NEXT MEETING

It was agreed to hold the date and time of the next meeting in abeyance pending Council's consideration of the recommendation at Minute 17; if the recommendation is adopted, the Town Clerk to advise the successful company and arrange a meeting with the Working Party thereafter.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 1.41pm.**

For Council: 24 January 2022 APPENDIX 4

FINANCIAL SUMMARY REPORT - 1 APRIL to 30 NOVEMBER 2021

This report contains the financial progress for the period 1 April 2021 to 30 November 2021 and summarises the income and expenditure against budget in the first eight months of the financial year and the year-end projected outturn. The report shows:

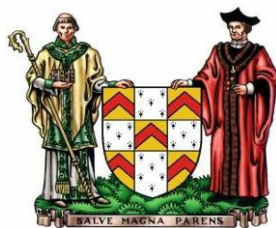
- Column 1 – The actual income/expenditure to 30 November 2021 (67% of full year)
- Column 2 – The forecast of expenditure for the remaining four months
- Column 3 – The current anticipated total spend for the year (Column 1 + 2)
- Column 4 – The budget for 2021/22
- Column 5 – The anticipated variance 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 8 MONTHS TO 30 NOVEMBER	FORECAST FOR REMAINING 4 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE	NOTES
Parks and Footpaths	177,728	92,741	270,469	243,614	26,855	1
Guildhall	74,167	49,283	123,460	141,179	17,719	2
Community Centres	8,199	8,071	16,270	16,273	3	
Markets	-6,270	17,389	11,119	33,757	22,638	3
Civic	53,075	27,895	80,970	96,189	15,219	4
Grant Aid/Partnerships	40,400	3,704	44,104	51,428	7,324	5
Arts/Tourism/Twinning	46,763	31,044	77,807	67,609	10,198	6
Johnson Birthplace Museum	72,147	48,002	120,149	120,148	1	7
Democratic Services	68,313	31,088	99,401	101,041	1,640	8
Investment Interest	-1,669	-381	-2,050	-3,600	1,550	9
Loan Charges	0	0	0	0	0	
Agency	-17,323	1,221	-16,102	-13,604	2,498	10
TOTAL SERVICE COST	£515,530	£310,067	£825,597	£854,034	£28,437	11
Repairs and Renewals	117,885	62,110	179,995	156,777	23,218	12
Community Infrastructure Levy (CIL)	-82,631	14,628	-68,003	0	68,003	
TOTALS	£550,784	£385,705	£937,589	£1,010,811	£73,222	13

Explanatory Notes:

- Note 1: Significant and necessary work has been undertaken on the Council's Open Spaces, with additional work identified and scheduled since the previous report to Council.*
- Note 2: Original assumptions for 2021/22 Guildhall income made during COVID lockdown in 2020 and were deliberately cautious as a result.*
- Note 3: Similar to Note 2 above, 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 accounts for the quieter winter trading months, cancelled markets due to bad weather (of which there have been several), and trader discounts that are applied. The reduction in variance from the six-month review is due in part to the return of a directly salaried Markets Officer, which is more costly than the provision via CJ's Events. 'Actual' figure includes income from sale of market stalls, 'Forecast' includes £3,500 spend on toilet block as approved by Council at its December meeting.*
- 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 unallocated grant aid to be carried forward to earmarked reserve.*
- Note 6: Includes new Market Square Christmas lights fixture for Christmas 2021 as previously reported, plus new cabling and hook stress testing during 2021 installation.*
- Note 7: Includes income of £8,000 from COVID-19 grants.*
- Note 8: Reduction in cost of Publicity.*
- Note 9: Reduction in interest rates.*
- Note 10: 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 11: 3.3% underspend forecast across service heads but excluding CIL and Repairs and Renewals. This translates to a contribution of approximately £9,000 from revenue reserves against the £37,634 contribution in the original 2021/22 budget. Part of the underspend results from the lack of agreement at national level on 2021/22 salaries; this will be backdated in due course. Repairs and Renewals now presented separately to 'core' services following discussions with the Internal Auditor.*
- Note 12: Previously reported overspend at Cruck House countered to some degree by CIL contribution to SJBm renovations. The current forecast assumes all contingency sums to the SJBm phase 1 redevelopment will be allocated, and all phase 1 works are to be invoiced and paid in 2021/22. Potential for relatively significant underspend from current forecast due to work undertaken/invoice timing at year end, resulting in carryover to 2022/23; contingency sums may also not be required. These costs are funded from the Capital Reserve.*
- Note 13: 7.2% underspend including CIL allocation, which is recorded separately in line with audit requirements.*

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



LICHFIELD CITY COUNCIL

DRAFT BUDGET 2022/23

The budget report is based on Council Tax level of £68.76 (for an average Band D property), an increase of £1.35 per year.

The report shows:

- Actual net expenditure 2020/21 (last year)
- Original budget for 2021/22 (current year)
- Year-end estimate for 2021/22
- Draft budget estimates 2022/23
- Balances and reserves for 2020/21, 2021/22 and 2022/23
- The Council Tax analysis for the three years

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

Note 1: *Small reduction in overall budget despite significant inflationary pressure results from extensive work completed in 2021/22.*

Note 2/3: *Anticipated return towards normal income levels, but allowance still made for a degree of disruption due to COVID19*

Note 4: *Assumes all 2022/23 Civic events will go ahead as normal*

Note 5: *Includes £5,000 set aside for refurbishment of ageing Christmas Lights fixtures*

Note 6: *Total cost of **£192,508** To be funded from the **CAPITAL reserve** – the draft Repairs and Renewals programme is detailed at **APPENDIX 6**.*

Note 7: *Contribution to **CIL** reserve of **£93,030** – CIL income based on LDC forecast*

Note 8: *includes funding from capital reserve (note 6) and to CIL reserve (note 7) to generate overall figure*

The draft budget includes an assumed inflationary figure of 4% where applicable for expenditure, no increase in Guildhall lettings fees and a 2.5% increase in Market pitch fees (excluding Service Charge).

Also Includes 1.75% provision for 2021/22 pay award to be backdated to April 2021 on settlement at national level, and a further 2.0% provision for 2022/23. Also includes provision for employer's National Insurance increase of 1.25% for health and social care, principal councils receive government support to mitigate this increase, parish councils do not.

RECOMMENDED: *That the Council approve the Budget Estimates and Report for the 2022/23 financial year totalling £934,928; and that the precept for 2022/23 be set at £835,450.*

<u>Net Expenditure</u> SERVICE AREAS	ACTUAL 2020/21 £	BUDGET 2021/22 £	YEAR END ESTIMATE 2021/22 £	BUDGET 2022/23 £	Note
Parks and Footpaths	219,972	243,614	270,469	243,202	1
Guildhall	117,400	141,179	123,460	131,416	2
Community Centres	12,379	16,273	16,270	19,038	
Markets	55,003	33,757	11,119	6,833	3
Civic	59,810	96,189	80,970	98,003	4
Grant Aid/Partnerships	48,132	51,428	44,104	51,926	
Arts/Tourism/Twinning	54,424	67,609	77,807	74,825	5
Johnson Birthplace Museum	106,040	120,148	120,149	123,773	
Democratic Services	128,423	101,041	99,401	101,962	
Investment Interest	-8,267	-3,600	-2,050	-2,050	
Loan Charges	0	0	0	0	
Agency	-25,871	-13,604	-16,102	-13,478	
Total Service Cost	£767,445	£854,034	£825,597	£835,450	
Repairs and Renewals	127,855	156,777	179,995	192,508	6
Community Infrastructure Levy (CIL)	-10,518	0	-68,003	-93,030	7
SUB TOTALS	£884,782	£1,010,811	£937,589	£934,928	
PRECEPT	£817,890	£816,400	£816,400	£835,450	
To/(From) Balances	(£66,892)	(£194,411)	(£121,189)	(£99,478)	8

<u>Balances and Reserves</u>	ACTUAL 2020/21 £	BUDGET 2021/22 £	YEAR END ESTIMATE 2021/22 £	BUDGET 2022/23 £	
Opening Balance (1 April)	2,627,488	2,470,848	2,560,596	£2,439,407	
To/(From) balances	(66,892)	(194,411)	(121,189)	(99,478)	
Closing Balance	£2,560,596	£2,276,437	£2,439,407	£2,339,929	
<u>Closing balance held as:</u>					
Capital Reserve -Repairs/Renewals	1,730,698	1,569,674	1,550,703	1,358,195	
Grant Aid Reserve	4,240	0	11,570	11,570	
Parish Election Reserve	47,500	34,048	55,000	55,000	
CIL Reserve	35,078	43,078	103,081	196,111	
General Revenue Reserves	743,080	629,605	719,053	719,053	
TOTAL BALANCES AND RESERVES	£2,560,596	£2,276,437	£2,439,407	£2,339,929	

<u>Council Tax Analysis</u>	ACTUAL 2020/21	BUDGET 2021/22	ACTUAL 2021/22	BUDGET 2022/23	
Precept	£817,890	£816,400	£816,400	£835,450	
Apportioned Tax Base	£12,133.0	£12,110.3	£12,110.3	£12,150.2	
RESULTANT BAND D TAX	£67.41	£67.41	£67.41	£68.76	

DRAFT BUDGET 2022/23 ANALYSIS

<u>Net Expenditure</u>	ACTUAL 2020/21	BUDGET 2021/22	ESTIMATE 2021/22 YEAR END	BUDGET 2022/23
SERVICE AREAS	£	£	£	£
Parks and Footpaths				
Employee costs	29,027	31,254	31,263	31,838
Central administration	18,581	22,440	22,440	23,634
Contract repair/maintenance	130,597	133,555	132,355	138,975
Other repair/maintenance	38,508	52,830	82,310	45,440
Energy	5,204	5,135	4,890	5,745
Contributions	0	0	0	0
Miscellaneous income	-8	0	-1,189	-830
Burial fees income	-837	-500	-500	-500
Allotment rents	-1,100	-1,100	-1,100	-1,100
Total	219,972	243,614	270,469	243,202
Guildhall				
Employee costs	71,483	76,983	76,976	78,439
Central administration	17,940	21,666	21,666	22,819
Repair/maintenance	9,859	17,680	17,680	17,718
Energy	7,659	10,060	9,830	12,060
Rates	6,954	7,530	7,350	7,350
Supplies and Services	9,278	21,760	19,420	23,030
Lettings	-5,773	-14,500	-29,462	-30,000
Total	117,400	141,179	123,460	131,416
Community Centres				
Employee costs	5,480	5,902	5,899	6,014
Central administration	1,922	2,321	2,321	2,444
Boley Hall	1,055	2,210	2,210	2,645
Curborough	2,127	2,210	2,210	2,645
Cruck House	0	1,420	1,420	2,645
Darwin Hall	1,795	2,210	2,210	2,645
Total	12,379	16,273	16,270	19,038
Markets				
Employee costs	45,387	48,879	34,691	49,803
Central administration	11,533	13,928	13,928	14,670
Repair/Maintenance	900	2,310	3,500	2,310
Energy	1,509	1,430	1,430	1,710
Rates and Water	20,614	21,320	20,820	20,820
Supplies & Services	16,410	18,650	31,420	12,230
Misc. lettings	-6,484	-5,000	-16,200	-12,960
Friday market income	-10,048	-20,000	-26,120	-27,800
Saturday market income	-12,640	-23,000	-27,410	-27,990
Producers market income	-2,030	-2,760	-2,520	-2,960
Tuesday market income	-10,148	-22,000	-22,420	-23,000
Total	55,003	33,757	11,119	6,833

<u>Net Expenditure</u>	ACTUAL 2020/21 £	BUDGET 2021/22 £	ESTIMATE 2021/22 YEAR END £	BUDGET 2022/23 £
Civic				
Employee costs	42,567	45,842	45,850	46,709
Central administration	14,737	17,797	17,797	18,744
Mayor's allowance	289	3,650	3,650	3,650
Sheriff's allowance	10	3,150	3,150	3,150
Supplies and services	1,746	4,280	4,280	4,280
Events	454	7,210	6,210	7,210
Mayor's Banquet	0	1,580	0	1,580
Sheriff's Ride	7	12,680	33	12,680
Total	59,810	96,189	80,970	98,003
Grant Aid/Partnerships				
Employee costs	4,225	4,550	4,556	4,636
Central administration	6,407	7,738	7,738	8,150
Grants to outside bodies	30,360	32,000	24,670	32,000
Grants for open Churchyards	7,140	7,140	7,140	7,140
Total	48,132	51,428	44,104	51,926
Arts/Tourism/Twinning				
Employee costs	30,484	32,830	32,853	33,451
Central administration	8,329	10,059	10,059	10,594
Arts/Culture/Tourism	332	3,030	2,205	3,030
Christmas Lights	15,279	22,060	32,740	30,120
income	0	-370	-50	-370
Total	54,424	67,609	77,807	74,825
Johnson Birthplace Museum				
Employee costs	86,707	93,378	93,378	95,144
Central administration	10,252	12,380	12,380	13,039
Repair/Maintenance	6,064	8,030	8,030	8,130
Energy	2,746	3,420	2,820	4,100
Rates and Water	246	690	370	380
Supplies and Services	5,862	17,970	16,480	18,700
HLF Match Funding	11,173	0	0	0
Promotion	661	2,000	2,000	2,000
Restoration	-1,615	0	0	0
Stock for sale	361	3,000	3,000	3,000
Sales income	-2,112	-9,710	-7300	-9,710
Contribution from Birthplace Trust	-14,305	-11,010	-11,010	-11,010
Total	106,040	120,148	120,149	123,773

<u>Net Expenditure</u>	ACTUAL 2020/21 £	BUDGET 2021/22 £	ESTIMATE 2021/22 YEAR END £	BUDGET 2022/23 £
Democratic Services				
Employee costs	54,828	59,047	59,039	60,164
Central administration	29,473	35,594	35,594	37,488
Election costs	40,919	0	0	0
Supplies and Services	1,743	1,840	2,210	1,910
Newsletter	1,460	4,260	2,260	2,100
Member allowances/travel etc.	0	300	300	300
Total	128,423	101,041	99,403	101,962
Investment Interest	-8,267	-3,600	-2,050	-2,050
Agency				
Employee costs	2,181	2,348	2,350	2,392
Central administration	1,281	1,548	1,548	1,630
SCC Verge Income	-29,333	-17,500	-20,000	-17,500
Total	-25,871	-13,604	-16,102	-13,478
Total Service Costs	£767,445	£854,034	£825,597	£835,450
Repairs and Renewals				
Employee costs	11,600	12,492	12,470	12,728
Central administration	7,689	9,285	9,285	9,780
Guildhall/Donegal House	65,207	6,000	6,000	13,000
Samuel Johnson Birthplace	0	75,000	60,000	75,000
Parks and Open spaces	9,776	4,000	4,000	40,000
Community Centres	26,203	50,000	88,240	30,000
Friary Clock Tower	0	0	0	12,000
Dr Johnson Railings	7,380	0	0	0
Total	127,855	156,777	179,995	192,508
Capital Contribution				
Receipts	0	0	0	0
Total	0	0	0	0
Community Infrastructure Levy (CIL)				
Expenditure	13,473	0	31,415	0
Receipts	-23,991	0	-99,418	-93,030
Total	-10,518	0	-68,003	-93,030
Johnson Birthplace Charitable Trust				
Grant/Donations	-14,208	-7,730	-10,884	-7,730
Admissions income	-97	-3,280	-126	-3,280
Funding to LCC	14,305	11,010	11,010	11,010
Total	0	0	0	0
TOTAL	£884,782	£1,010,811	£937,589	£934,928
PRECEPT	-817,890	-816,400	-816,400	-835,450
Total Precept Requirement	-£817,890	-£816,400	-£816,400	-£835,450
TOTAL (To)/From balances	£66,892	£194,411	£121,189	£99,478

<u>Net Expenditure</u>	ACTUAL 2020/21 £	BUDGET 2021/22 £	ESTIMATE 2021/22 YEAR END £	BUDGET 2022/23 £
NOTE-Internal Recharges				
Employee Cost				
Employee costs	445,336	479,600	465,420	488,670
Recharge to Services	-445,336	-479,600	-465,420	-488,670
Total	0	0	0	0
Central Administration				
Employee costs	61,367	66,096	66,096	67,353
Central administration	0	0	0	0
Mileage Allowance	363	1,500	500	500
Professional Fees/Audit Fees	5,819	12,300	10,210	10,800
Office Rates/Water	9,568	10,010	9,530	9,540
Office Energy	4,123	5,020	5,170	6,010
Supplies & Services	20,858	27,930	32,920	36,570
Telephone/Postage	3,493	5,760	4,190	4,740
Subscriptions, Courses/Training	2,768	4,590	4,590	4,590
Insurance	25,334	27,100	27,100	28,440
Office Rent	-5,540	-5,540	-5,540	-5,540
Miscellaneous Receipts	-8	-10	-10	-10
Recharge to Services	-128,145	-154,756	-154,756	-162,993
Total	0	0	0	0
Balances & Reserves				
Opening Balance	2,627,488	2,470,848	2,560,596	2,439,407
to/-from reserve	-66,892	-194,411	-121,189	-99,478
Closing Balance	2,560,596	£2,276,437	£2,439,407	£2,339,929
Breakdown of Reserve				
Capital Reserve -Repairs/Renewals Reserve-Building	1,730,698	1,569,674	1,550,703	1,358,195
Repairs/Renewals Reserve-Street Lighting	0	0	0	0
Repairs/Renewals Reserve-Open spaces	0	0	0	0
Grant Aid Reserve	4,240	0	11,570	11,570
Election Reserve	47,500	34,080	55,000	55,000
CIL Reserve	35,078	43,078	103,081	196,111
General Revenue Reserves	743,080	629,605	719,053	719,053
Closing Balance	£2,560,596	£2,276,437	£2,439,407	£2,339,929
Total Expenditure	1,019,037	1,141,861	1,211,636	1,204,308
Total income	-134,255	-131,050	-274,047	-269,380
Net Expenditure	884,782	1,010,811	937,589	934,928
Precept	-817,890	-816,400	-816,400	-835,450
TOTAL (To)/From balances	£66,892	£194,411	£121,189	£99,478

For Council: 24 January 2022 APPENDIX 6

REPAIR, RENOVATION & SPECIFIC PROJECT PROGRAMME 2022/23

Achievements to Date

The City Council has carried out an unprecedented programme of repairs and renewals over the past few years, with results being clear to see at almost all LCC owned buildings and many open spaces and pathways, but with a necessarily negative impact on LCC budgets. Except for the implications of COVID, the requirement to take money from reserves can in the main be linked to the demands of this programme of necessary work. For members' benefit, a brief overview of repair and renewals cost is provided below:

Year	Repairs and Renewals £ (Actual unless indicated)
2015/16	129,206
2016/17	121,998
2017/18	119,872
2018/19	96,605
2019/20	154,423
2020/21	127,855
2021/22	179,995 (forecast)
TOTAL	£929,954

Though not an exhaustive list, examples of work completed during that time include:

- Wholesale renovation and redecoration of the Guildhall main hall to include new flooring, improved lighting, repair and restoration of oak panelling etc – the most significant work to the hall for at least 40 years
- Renovation and layout changes to the Guildhall main kitchen (first floor), to include removal of previous built in full height storage area and integrating that space into the room, replacement flooring plus removal of the awkward step on entry. generating a vastly improved, more convenient and much safer cooking and preparation space
- Replacement of aged Guildroom (ground floor) kitchen together with new appliances
- Repair and replacement of timbers/roof structure to the 'stairwell' area of the Guildhall, notably the large lantern light and surrounding timbers and roof which had been affected by significant water ingress for many years
- Installation of toilets and kitchenette in Donegal House basement
- Significant structural strengthening to the Birthplace Museum
- Phase one of a three-year redevelopment project at the Birthplace Museum to facilitate disabled access and improvement of facilities/displays
- Replacement windows and external doors (part CIL funded) at Curborough Community Centre
- Replacement of poorly insulated and generally outdated 1970's Cruck House annexe and associated improvements to the host building to include new flooring and lighting scheme
- Repair and renovation of Guildhall windows, notably the Moulton Room, Minstrels' Gallery, Ashmole Room, stairwell dormer and stained glass window in main hall
- Significant roof repairs to the Birthplace Museum
- Cleaning of the stonework to the front elevation of the Guildhall with associated refurbishment of main door and Guildroom timberwork
- Renovation and redecoration to the front and rear of Donegal House
- Extensive repairs to Donegal House roof
- Repairs and stabilisation work to the listed walls within the Remembrance Garden
- Replacement Guildhall and Donegal House fire alarm systems
- Reinstatement of railings around the Johnson statue
- Replacement of lighting with LED alternatives, to include LCC's 130+ pathway lights (part CIL funded) and lights in the Guildhall, notably Guildroom and main corridor
- Extensive surface repairs to LCC owned pathways

It is notable that a relatively low number of ‘new’ matters of a significant nature have been identified in the past few years over and above general maintenance requirements; the problems that have been addressed were, in the main, longstanding.

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

The programme of repairs and maintenance has been informed to a large degree by the quinquennial architect inspections that now take place at all LCC buildings, rather than just the Guildhall, Donegal House and Birthplace Museum as was previously the case. These regular inspections contribute greatly to the desire to maintain appropriate medium term project planning, and in turn, appropriate financial planning.

There remain some major projects to be completed in 2022/23 and 2023/24, notably at the Birthplace Museum and potentially Darwin Hall, and there are other – but less urgent - projects on the horizon such as a replacement kitchen at Boley Park Community Hall. However, the general expectation is that Repair and Renovation programme costs will fall significantly from 2024/25 onwards, with the focus shifting ever more from addressing urgent and/or longstanding matters to ongoing maintenance and emerging items as identified via the quinquennial inspection process; indeed such a general shift is now apparent across much of LCC’s portfolio, disguised to a large degree by the costs associated with the Birthplace redevelopment project and LHCRT contribution bolstering the overall level of forecast capital spend for 2022/23.

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

However, for 2022/23 there remains a potentially considerable demand on the Capital programme, continuing the recent theme of significant funds being taken from the capital reserve to cover the costs of such work. Further details are provided below, with members’ particular attention drawn to the explanatory notes overleaf, and the possibility that stated costs may vary considerably from those listed for a variety of reasons, and this may potentially necessitate further reports to council in due course.

2022/23 Recommended Programme

Location	Scheme	Costs for Budget	Notes
SJBM	Phase 2 of Museum redevelopment project to include new parlour displays and external steps	£75,000	1
Guildhall & Donegal House	Quinquennial Inspections (QI) plus a sum for urgent repairs identified therein	£5,000	2
Darwin Hall	Repairs to roof, rooflights and windows	£30,000	3
Canal land, St John’s Ward	Maximum <i>in principle</i> LCC contribution to canal restoration (resolution of 7 December 2020)	£40,000	4
Donegal House	Network Server upgrade	£8,000	5
Friary Clock Tower	Items arising from architect’s quinquennial report	£12,000	6
	Total	£170,000	7

Note 1: Considerable preparatory work took place in readiness for a formal bid to external funders to provide finance for the redevelopment of the museum. The impact of COVID-19 saw these funding streams reallocated away from the historic building sector. For 2021/22, the Council approved funding for the initial phase of the redevelopment, to include rewiring, toilet provision and the redevelopment of the Workroom. This has progressed well during the year.

This second phase includes the provision of new external steps to the Market St elevation and new parlour displays; the former currently being in jeopardy following refusal of the planning application. Members are asked to note this allocation assumes current Planning issues will be overcome; if that proves not to be the case, the allocation will be *significantly* reduced. This process will be overseen by JBAC with reports to Council as necessary.

Scheme cost includes contingencies and anticipated professional fees which have been split equally over the three-year project. Officers will continue to pursue opportunities for external funding, and success in this regard will be reported to Council at the first opportunity. This project is progressed by the Museums & Heritage Officer.

Inclusion of this item in the 2022/23 R&R programme follows a recommendation for the same from the Johnson Birthplace Advisory Committee and subsequent adoption of that recommendation by Council.

Note 2: Scheduled Quinquennial architect inspections to assist in informing the medium-term repair and maintenance programme for two of the City Council's most important buildings, plus a small sum included for any minor but urgent works that may be identified; urgent matters of a more significant nature will be reported to Council directly. Members are asked to note that priority work from the previous QI in 2016 has been addressed during the intervening years.

Note 3: The complex nature of the structure of Darwin Hall and the potential for other funding sources (subject to confidential discussion currently) has made it very difficult to ascertain costs, cause or extent of work required to rectify water ingress to the zinc roof, skylights and windows plus other defects identified within the architect's quinquennial inspection. The budgeted cost is based on architect estimates, but members are asked to note it is subject to potentially significant variation; additional reports to Council will likely be required on this item as the year progresses.

Note 4: At its meeting of 7 December 2020 the City Council resolved:

- 1. The City Council wishes – in principle – to make a capital contribution to support the project to restore and rewater the canal along St John's Reach and Gallows Reach to the planned bridge at chainage 160*
- 2. Any 'in principle' funding decision be shared with the Trust on the understanding that it does not constitute a contract with the Trust, nor place any obligation upon the City Council. The 'in principle' decision is for the purpose of establishing the overall viability of the project and to inform further discussions with LHCRT as appropriate.*
- 3. An indicative funding amount be conveyed to the Trust; that amount to fall between £20,000 and £40,000, and be subject to further discussions as appropriate.*

Members are asked to note that the provision of this funding is subject to further discussion and agreement by Council resolution and is being considered as a separate agenda item at this meeting; this item is therefore included as a maximum 'in principle' allocation in line with the existing Council resolution of December 2020, rather than relating to a particular identified project or precise amount of any contribution.

Note 5: Server upgrade as recommended by LCC's IT advisors. Elements of the existing provision are now failing, and Microsoft have marked the operating system as end of life in 2023. Rather than investing in repairs at this stage of its life, it is felt wholesale renewal is appropriate. There will be

additional costs for licences etc, but these will be met through existing budgets for IT provision, the capital programme to fund the hardware required. The upgrades will include enhanced protection from cyber attack and significantly improved protection from scam emails plus additional storage capacity.

Note 6: An architect quinquennial inspection was carried out at the Clock Tower during 2021/22. Several minor repairs were identified including widespread internal repointing, repairs to rainwater goods and associated bracketry, de-rusting and redecorating of clock ancillaries etc. Some matters require relatively urgent attention, and others are more maintenance focused. It is also intended to replace the existing floodlights with more modern alternatives, and reinstate the fourth floodlight which has not been in working order for more than 20 years.

It had been the intention to address the more urgent items in 2021/22 with the remainder to follow in due course when there is less pressure on the capital programme. However, much of the work requires the protection of the clock mechanism and/or its ancillaries, to include some dismantling. This is a procedure to be undertaken by specialists and is therefore somewhat costly (around £2,000). It is believed that the most appropriate way forward is to carry out the recommended work in one project during 2022/23. This entails additional initial cost but will address the more urgent work in a timely manner and ensure the protection of the clock mechanism only needs to be undertaken on one occasion during this quinquennial cycle.

Note 7: The total cost listed is for the relevant scheme only and does not include employee costs which are allocated across budget heads. Capital costs are allocated from the City Council's Capital Reserve.

For Council: 24 January 2022 APPENDIX 7

OFFICERS' INFORMATION REPORT

1. Civic Matters: Deputy Town Clerk, Sarah Thomas

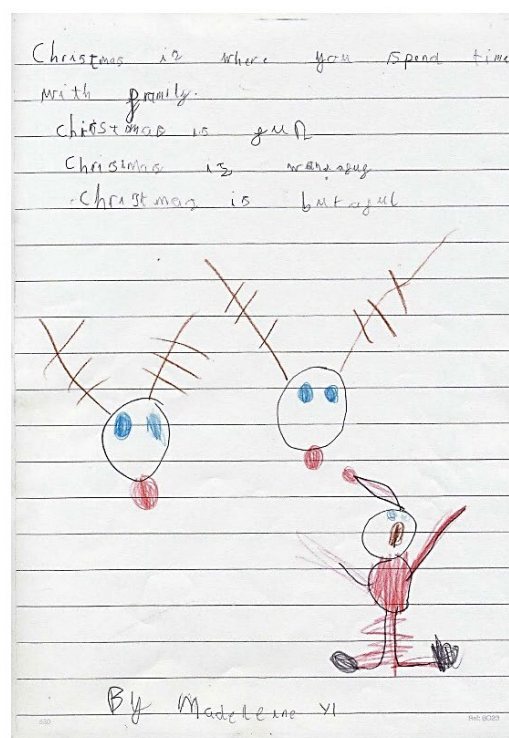
On Saturday 20 November the Mayor and Sheriff welcomed a total of 69 guests to the Guildhall for their annual charity Ball. After being officially received the invitees enjoyed a welcome drink before dining on a three-course meal and then dancing to music provided by 'Sparky and Sprite'. During the evening Chris Cooper from Lichfield Cricket club presented the Mayor and Sheriff with framed photographs of their visit to the club on Vice Captains Day in September. The evening was enjoyed by all and made a profit of £1,090 for the Mayor and Sheriff's chosen charities; We Love Lichfield and Freinds2Friends.



For the City Council's official Christmas card this year the Mayor and Sheriff ran a competition inviting local primary school children to compose a poem with the theme '*What Christmas Means to Me*'.



Lila James, from Christchurch School Lichfield, year 5.



Madeleine Groutage, from Christchurch School Lichfield, year 1.



After much deliberation two winners were chosen, both from Christchurch primary school. Lila James and Madeline Groutage were then invited to the Mayor's parlour where they were presented with their prize, a framed copy of their poem, an audio book, and a chocolate selection box. The Christmas card was sent to over 300 dignitaries, civics, councillors, and friends of Lichfield City Council.

The Mayor's Carols for Christmas was held in the Guildhall on Tuesday 7 December, led by the Mayor's Chaplain, Rev Ian Hayter. In keeping with tradition, the seven lessons were read by the current Civics and their consorts, the Leader and Deputy Leader of the City Council and the Mayors' cadet.

Unfortunately, this year Scotch Orchard Primary school did not take part due to concerns around COVID. However, thanks to Dudley Ray and Ted Green a combined choir from Christchurch and St Michaels Church was formed at very short notice, their performance of *Ding Dong Merrily on High* enchanting the audience and creating a truly festive atmosphere.

The evening concluded with former Councillor Tony Thompson serving his special recipe mulled wine (orange juice for the drivers) to all the guests accompanied by a warm mince pie. Donations received on the night for the Mayor and Sheriff's charities totalled £59.00

Members may wish to note that the City Council is still maintaining a cautious approach to events. To this end all Civic events have been held in accordance with the latest Government guidelines at the time and operated with restricted numbers in well ventilated rooms.



At the time of writing this report preparations continue for the Mayor & Sheriff's Charity Sunday lunch which will be held in the Guildhall on Sunday 23 January 2022.

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

The Johnson Birthplace Museum was well-supported in the period before Christmas with 1400 visitors to the Museum or shop from November to mid-December, and a virtual audience of 2700 people directly engaging with the Museum online. Visitor safety requirements were updated in line with 'Plan B' measures, and normal Christmas opening hours were anticipated at the time of writing.

It was a busy period of events and activities. A hand-crafted Angel Trail for families started on November 19 and on Sunday November 21 the Museum had a stall to engage local audiences at the well-attended Chamber of Trade and Commerce Christmas Fair.

The Museum's seasonal event programme began with late-night opening for the Christmas Light switch on, with activities and mulled wine for sale. Visitor numbers were lower than previous years due to the weather, but the following weekend's Johnson Family Christmas event on Sunday 5 December was a great success.

Over 150 visitors attended the event which included festive sea shanties from the Lichfield Lighthouse Company on Market Street, Storytelling from Christine Genders, readings from the Lichfield Poets, Family Craft activities, and refreshments. Kevin Lynch provided a display of his colourful handmade automata in the Workroom for visitors to enjoy throughout the holidays. Christmas events were organised and promoted by the Museum Support Officer.



The MHO attended a meeting with 'Visit Lichfield' about plans for future Heritage Weekend events. The Birthplace also supported city-wide events planned by Visit Lichfield over Christmas, taking part in a Christmas Minster Duck trail, and as a location for Stocking Filler guided tours.

Birmingham University student Macey Palmer completed her work placement, leading a focus group with staff and volunteers, conducting a marketing review and producing a briefing document for developing a logo for the Museum.

In December the podcast 'IABLEd' about disability, chronic illness, and health aired an episode on Samuel Johnson, having worked in collaboration with the Birthplace for their research.

Research visitors returned to the Wood Library in December, when experts on watercolourist John Louis Petit consulted an album in the collection.

Routine building care and maintenance included the annual boiler service, obtaining quotes for upgraded fire sensors and an issue with the Museum's internet connection was resolved. There was a small loss to the render on the façade of the Birthplace and arrangements for repair were underway.

Work on the Birthplace Development project was ongoing and comments on the planning application for disabled access on Market Street returned. Staffordshire County Council

Highways did not support the proposal. BHB Architects will continue to liaise with SCC to seek a mutually agreeable solution for Market Street. The planning application was split in order to continue with the work to build a toilet in the Birthplace yard, and drawings finalised to obtain quotes with a view to groundworks starting before Spring 2022.

In addition to managing the Johnson Birthplace, the MHO continued to work on the maintenance of the city's historic plaques with the plaques to Bishop Langton's Bridge on Bird Street and the School of Art on pool walk undergoing repair and cleaning.

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

The tree work on Festival Gardens has been completed and the brook desilted. The next stage is the preparation for the extended 'wilding' area. We are fortunate to have had some expert advice on this recently and we are hopeful that it will make an excellent display in 2022 and beyond. LDC's Ops Services team will be working on this shortly. The 'before and after' photographs below, taken from the red bridge over Trunkfield Brook seven weeks apart, demonstrate the impact of the work undertaken thus far.



A report was received from a member of public stating that rats were crossing a local resident's garden heading towards Stowe Pool along the cycle path. An information leaflet drop to local residents, inspections & test baiting had not highlighted an issue. LDC's Environmental Health team visited the area and it was noted that ivy was growing from the Lichfield City land, up the partition fence which could be aiding any rats getting up and over the fence; LDC's advice was that the ivy should be removed, which was duly carried out.



Councillor Bob Harrison contacted the Council reporting a tree had fallen across the pathway in Christian Fields woods during the high winds recently experienced. Members of the public were still using the pathway having to duck underneath the fallen tree which was dangerous.

A swift response was made to make the site safe with removal of the obscuring tree across the path.

Other matters progressed since the last report include:

- Shrubs scheduled to be cleared along the boundary of Friary Remains at the time of preparing this report, following the discovery of potential rough sleeping and/or drug dealing activity
- New waste bins ordered for Curborough Community Centre open space – due to be installed shortly
- New waste bin installed adjacent to Cruck House
- Progression of proposals for Netherstowe Brook, including cutting the face of the hedge on the boundary with Netherstowe School, desilting and the possible installation of drainage measures to mitigate the longstanding issue of water pooling along the cycleway adjacent to the allotments
- Progression of proposed remedial work to the entrance to Christian Fields which is in LCC ownership.

4. Markets

The General markets continue to be well attended by both traders and the general public. Traders report anecdotally that people feel safe shopping outside in the fresh air. The market continues to operate with a large central aisle walkway giving shoppers more space to circulate.

Occupancy across all three markets continues to improve with a waiting list for available pitches. Unfortunately, due to a yellow weather warning of high winds the Friday market on 26 November was cancelled. All traders were informed in good time and the public notified via social media; notices were also displayed around the Market Square.

The new Markets Officer, Hayley Howen came into post on 3 December 2021. Hayley will be a welcome addition to the City Council team and will be responsible for all aspects of the market operation. Up until this point the post had been overseen by a member of the CJ Events team, Steve Harris. Steve's professionalism and contribution to the streamlining of the market function is greatly appreciated.

The attendance incentive, which operated in January and February 2021 and offered a 25% reduction on pitch rental to permanent traders attending the weekly markets, will be repeated in January and February 2022.

The waiving of Street Trading charges by Lichfield District Council incentivised the Fruit and Vegetable stall to operate on non-market days during Christmas week. In spite of the inclement weather, they reported a swift trade, almost selling out by Christmas Eve.



The Producers' Market due to take place on 5 December was sadly cancelled as CJ's Events were experiencing staffing issues as a result of COVID and subsequently had no available crews to erect the stalls. However, the Producers' Market has been well attended throughout the year with an average of 30 stalls each month. A review is due to take place in early 2022 to see if any additional stalls can be added but this will largely depend on COVID restrictions at the time and shoppers' safety. The Producers Market is now well established as a regular event in Lichfield which attracts a healthy footfall. The next Producers' Market will be on Sunday 6 February 2022, there is no market in January.

5. Twinning: Gabriele Lasch- Burden, Twinning Officer

Preparations for next year's international twinning celebrations are still advancing. The Limburg mayor, in his official invitation to the Lichfield citizens and councillors, expressed his sincere hope, that the weekend in Limburg from 29th April to 2nd May 2022, will be able to go ahead, with covid travel restrictions being lifted by then. Around 25 people from Lichfield have expressed their intention to take part, so far. Please register with the Twinning Officer if you would like to take part when possible.

The language department of Lichfield's King Edward VI school, have started using the daily digital newspapers from Limburg for their German lessons. These are being forwarded to the school each day by the Twinning Officer.

6. Guildhall/Boley Park Community Hall: Helen Winter, Guildhall Bookings Officer

Since the last report, we have had the following regular hirers in the Guildhall: City of Lichfield Concert Band - weekly band practice, Mencap, Slimming World, Chess, Dementia Café, Bridge, U3A and Heyday Friendship. U3A and Heyday Friendship have both held Christmas Parties.

Market Research have been in once, and three other groups have held meetings in the building (including one company).

In the run up to Christmas, we have had three craft fairs, the Chamber of Trade and Commerce Christmas Fair, and the Stan Bowley Trust Christmas Fair. All these were well attended, especially the Chamber of Trade booking which had long queues inside and outside the building.

Private bookings include a 40th Birthday Party, Funeral Wake, and Ballroom Dance.

Lichfield Arts have held five concerts, some of them selling out. The City of Lichfield Concert Band also held two successful Christmas Concerts, and the Tourist Information Centre Tours have visited the Old Prison Cells seven times.

Civic events have included the Mayor & Sheriffs Charity Ball and the Mayor's Christmas Carols.

Some restrictions remain in place in the Guildhall - operating at 75% capacity for room numbers and one-way systems for the main hall and Guildroom. Following government updates, face masks must now be worn whilst in the building unless exempt, we await developments in the coming weeks with interest, and enquiries are coming in for 2022 and 2023 now.

Please support the following scheduled craft fairs in the Guildhall (10.00am - 3.00pm): Saturday 12 February, Saturday 19 March, Saturday 9 April.

Boley Park Community Hall

Regular hirers are still using the hall (except one) and there have been several Children's parties. Other bookings have included a Stamp Fair, Christmas Fair, AGM and a First Aid Course.

7. Deputy Town Clerk: Sarah Thomas

In the absence of the Civic officer much of the Deputy's time in November and December has been occupied with facilitating Civic events as documented earlier in this report.

In addition, the Christmas lights Switch On event took place on Sunday 28 November. This was the first time the event had been held since 2019. The usual road closures were in place and all businesses and residents were contacted well in advance of the day to ensure their inconvenience was kept to a minimum.

For the first time, tabletop football was held on the square enticing shoppers to take part in a light-hearted competition for a much-coveted selection box. CJ's Events provided a total of 21 festive stalls around the City and being mindful of crowd circulation these were spread throughout Market Street and the Three Spires shopping precinct.

Live entertainment began on the Switch on Stage with Liberty Jamboree Shine and Sign Choir who are part of the Liberty Arts theatre group. The charities aim is the inclusion into society of young adults who are vulnerable because of their disabilities, encouraging them to communicate and perform.

A brief break from the music allowed Adrian Holmes, Master of Ceremonies for the day, to interview Sebbie Hall. Sebbie raised over £40,000 last year for charity by carrying out random acts of kindness for strangers. At the end of his interview Sebbie continued with his acts of kindness by handing out Reindeer food to all the children in the crowd.

The entertainment then continued on stage with Jordan Adams. This performance was particularly important to Jordan as he was born and raised in Lichfield and had always wanted to take part in this event. As the weather turned more inclement 50 members of the Lichfield Rock Choir took to the stage to perform a selection of contemporary Christmas songs including '*Let it Snow*' in the snow! The afternoon concluded with traditional carols sung by Christchurch school choir.

The Mayor, Cllr Robert Yardley, helped by Lewis Upton (aged 6) & Dylan Stansbie (aged 5) then officially switched the lights on at 5.00pm. The new light curtain over the Market square looked particularly impressive in the snow. A final visit from Father Christmas to wish everyone a Happy Christmas sent everyone home feeling festive.

A selection of photographs is presented below giving a flavour of the day.

The Deputy Town Clerk will continue to support the Civic function throughout January as well as providing secretariat support at full Council, the Sheriff's Ride Working Party, Markets Working Group, and the Neighbourhood Plan Implementation working party.





For Council: 24 January 2022 APPENDIX 8

LHCRT – GRANT/CIL ALLOCATION

At its meeting of 7 December 2020, following a funding request from Lichfield and Hatherton Canals Restoration Trust, the City Council resolved:

- 1. The City Council wishes – in principle – to make a capital contribution to support the project to restore and rewater the canal along St John's Reach and Gallows Reach to the planned bridge at chainage 160**
- 2. Any 'in principle' funding decision be shared with the Trust on the understanding that it does not constitute a contract with the Trust, nor place any obligation upon the City Council. The 'in principle' decision is for the purpose of establishing the overall viability of the project and to inform further discussions with LHCRT as appropriate.**
- 3. An indicative funding amount be conveyed to the Trust; that amount to fall between £20,000 and £40,000, and be subject to further discussions as appropriate.**

Discussions with LHCRT confirm this funding is formally requested for 2022/23 and 2023/24. In subsequent discussions with the Trust the Town Clerk advised that – subject to council approval – there may be further CIL contributions available that could be combined with the 'in principle' funding mentioned above if a particular project was deemed appropriate for such consideration.

As a result, the Trust submitted a £60,000 proposal split across two years and centred upon heritage lock 23 and an associated towpath. The Trust's submission is **ENCLOSED**. Broadly, the request is for £37,677 in 2022/23 and £22,323 in 2023/24.

The Council is asked to consider the representations from the Trust and to establish whether it wishes to contribute funding to the project and the amount of any such funding.

The Neighbourhood Plan Implementation Working Party (NPIWP) was presented with a similar report at its meeting of 12 January (item 9 of this agenda) to consider the possibility of a CIL contribution in addition to any contribution from LCC's capital reserve. The NPIWP resolved to defer a recommendation on the amount of any CIL contribution until such time as the Council had set out its position on *capital* funding. However, the NPIWP supported the principle of a CIL contribution to this particular project.

Members may wish to be aware the Persimmon development adjacent to this stretch of canal will generate approximately £45,000 of CIL for LCC. Also, the sale of land in the area was integral to the creation of the Council's current capital reserve that has facilitated significant capital works to LCC owned buildings/land across the City and secured the Council's medium to long term capital finance position. However, careful consideration is required in the allocation of such amounts of public money to a third party, and members will need to satisfy themselves as to the appropriateness of this project as a standalone proposition.

RECOMMENDED:

- a) The Council to confirm *whether or not* it wishes to make a contribution from its capital reserves to the project to restore Heritage Lock 23 and the associated towpath**
- b) If the Council *does wish to make a contribution* from its capital reserves, the Council to confirm the amount of any such contribution, being mindful of its resolution from December 2020 that such contribution be between £20,000 and £40,000**
- c) If a contribution is to be made, delegated authority be given to the Town Clerk in consultation with the Leader of the Council to agree the phasing of payments with LHCRT, to ensure LCC's contribution is allocated in stages and at appropriate project milestones.**

For Council: 24 January 2022 APPENDIX 9

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 October to 31 October 2021

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/10/2021	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 21/22 - 7th instalment (October)	923.00	0.00	923.00
01/10/2021	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 21/22 - 3rd instalment (October)	7.00	0.00	7.00
01/10/2021	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 21/22 - 7th instalment (October)	539.00	0.00	539.00
01/10/2021	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 21/22 - 7th instalment (October)	1,996.00	0.00	1,996.00
04/10/2021	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - August	46.49	9.30	55.79
05/10/2021	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - September	12.44	0.00	12.44
05/10/2021	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - October	6.00	1.20	7.20
06/10/2021	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - September	76.74	0.00	76.74
06/10/2021	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - October	6.00	1.20	7.20
11/10/2021	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/internet - Usage Jul-Sep, rental Sep-Nov	93.00	18.60	111.60
11/10/2021	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/internet - Usage Jul-Sep, rental Sep-Nov	388.37	77.67	466.04
11/10/2021	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/internet - Usage Jul-Sep, rental Sep-Nov	389.98	78.00	467.98
11/10/2021	Debit	American Express Merch Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.08	0.00	0.08
15/10/2021	DDebit	British Gas	BIRTHPLACE Energy	Gas 17/8 - 21/9	1.02	0.05	1.07
15/10/2021	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	IT support, antivirus, backups, Office365 - September	553.70	110.73	664.43
15/10/2021	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - September	45.00	9.00	54.00
15/10/2021	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' emails - September	130.50	26.10	156.60
15/10/2021	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - September	45.00	9.00	54.00
15/10/2021	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - October	43.40	0.00	43.40
15/10/2021	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - October	26,070.09	0.00	26,070.09
15/10/2021	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - August	214.69	42.94	257.63
15/10/2021	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - August (1st account)	48.03	2.40	50.43
15/10/2021	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - August	25.78	1.29	27.07
15/10/2021	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - August	70.00	3.50	73.50
15/10/2021	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - August	38.34	2.85	41.19
15/10/2021	DDebit	The Information Commissioner	ADMIN Supplies & Services	Data protection registration to 16/10/22	35.00	0.00	35.00
18/10/2021	BACS 699	Majestic Wine Warehouses	CIVIC Sheriff's Allowance - P Hitchman	Wine for Sheriff's Ride banquet	229.62	45.92	275.54
18/10/2021	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - October	27.00	5.40	32.40
18/10/2021	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - October	17.68	3.54	21.22
18/10/2021	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - October	27.00	5.40	32.40
18/10/2021	DDebit	Npower Ltd	G/HALL Energy	Electricity - August	269.29	53.86	323.15
19/10/2021	BACS 700	Barnsley Bate Ltd	ADMIN Professional Fees	Re-instatement valuations of buildings & monuments	3,060.00	612.00	3,672.00
19/10/2021	BACS 701	A Briggs	ADMIN Supplies & Services	Long service gift for retiring employee (Min 48, July 1999)	516.65	103.33	619.98
19/10/2021	BACS 701	A Briggs	G/HALL Supplies/Services	Paint for Guildhall corridor and ceiling	48.34	9.66	58.00
19/10/2021	BACS 702	A T Little & Sons	BIRTHPLACE Stock for sale	Copies of 'The Trial of Gwen Foley' (from Browns Books)	35.95	0.00	35.95
19/10/2021	BACS 703	Cattermole Group Ltd	G/HALL Supplies/Services	Service of extractor fans in kitchens	110.00	22.00	132.00
19/10/2021	BACS 704	Darwin Electrical Services	G/HALL Repair/Maint	Replacement of corridor lighting and ceiling panels	1,726.00	345.20	2,071.20
19/10/2021	BACS 704	Darwin Electrical Services	HALLS Darwin Hall	Replacement of light fittings in Darwin Hall meeting room	1,590.00	318.00	1,908.00
19/10/2021	BACS 705	Eastern Shires Purchasing Org	ADMIN Supplies & Services	6 new office chairs	637.00	127.40	764.40
19/10/2021	BACS 705	Eastern Shires Purchasing Org	BIRTHPLACE Supplies & Services	Leaflet dispenser	19.00	3.80	22.80
19/10/2021	BACS 705	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cloakroom supplies, disposable gloves & flipchart pads	46.80	9.36	56.16
19/10/2021	BACS 706	Frederica Greetings Ltd	BIRTHPLACE Stock for sale	Greetings cards for sale	62.40	0.00	62.40
19/10/2021	BACS 707	Friends 2 Friends	CIVIC Mayor's Allowance - R Yardley	Mayor's tickets for F2F Talent Awards Evening	10.00	0.00	10.00
19/10/2021	BACS 707	Friends 2 Friends	CIVIC Mayor's Allowance - R Yardley	Mayor's tickets for F2F Christmas party	10.00	0.00	10.00
19/10/2021	BACS 707	Friends 2 Friends	CIVIC Sheriff's Allowance - P Hitchman	Sheriff's tickets for F2F Talent Awards Evening	10.00	0.00	10.00
19/10/2021	BACS 707	Friends 2 Friends	CIVIC Sheriff's Allowance - P Hitchman	Sheriff's tickets for F2F Christmas party	10.00	0.00	10.00
19/10/2021	BACS 708	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'The Fortunes of Francis Barber'	46.76	0.00	46.76
19/10/2021	BACS 709	P Hitchman	CIVIC Sheriff's Allowance - P Hitchman	Reimbursement for hotel for NACTSEW conference	308.27	38.53	346.80
19/10/2021	BACS 710	Justice Fire and Security	G/HALL Repair/Maint	Replacement of sub-standard fire extinguishers & blankets	733.74	146.74	880.48

19/10/2021	BACS 711	Kingfisher Media Ltd	BIRTHPLACE	Adverts/promotion	Museum advert in 'Welcome to Staffs' hotel room guide	185.00	37.00	222.00
19/10/2021	BACS 712	Mrs J A Leytham-Gain	BIRTHPLACE	Supplies & Services	Flower arrangements for Johnson Birthday	155.00	0.00	155.00
19/10/2021	BACS 712	Mrs J A Leytham-Gain	CIVIC	Events	Laurel chaplet for Johnson Birthday	25.00	0.00	25.00
19/10/2021	BACS 713	Lichfield Lock & Key Repairs	G/HALL	Repair/Maint	Repair of lock to lift plant room	45.83	9.17	55.00
19/10/2021	BACS 713	Lichfield Lock & Key Repairs	G/HALL	Repair/Maint	Repair of lock and frame in Minstrels Gallery	45.83	9.17	55.00
19/10/2021	BACS 713	Lichfield Lock & Key Repairs	G/HALL	Supplies/Services	Keys cut for back door and others	99.96	19.99	119.95
19/10/2021	BACS 713	Lichfield Lock & Key Repairs	MARKET	Supplies/Services	Keys cut for electric box on Market Square	12.00	2.40	14.40
19/10/2021	BACS 714	Northern Platforms Limited	G/HALL	Supplies/Services	6-monthly inspection of Skywinder - September	225.00	45.00	270.00
19/10/2021	BACS 715	Origin Amenity Solutions	PARKS	Other Repair/Maint	Wildflower seed for Festival Gardens from Rigby Taylor	330.00	66.00	396.00
19/10/2021	BACS 716	Pioneer Roadshows	CIVIC	Events	PA for Johnson Birthday	250.00	0.00	250.00
19/10/2021	BACS 717	Rotary Club of Lichfield	CIVIC	Mayor's Allowance - R Yardley	Mayor's tickets for Rotary Charter Dinner, October	70.00	0.00	70.00
19/10/2021	BACS 717	Rotary Club of Lichfield	CIVIC	Sheriff's Allowance - P Hitchman	Sheriff's tickets for Rotary Charter Dinner, October	70.00	0.00	70.00
19/10/2021	BACS 718	Sandberg LLP	R&R FUND	Birthplace	Analysis of Johnson's workroom paint	950.00	190.00	1,140.00
19/10/2021	BACS 719	Value Products Ltd	G/HALL	Supplies/Services	Safety boots for PAs	57.55	0.00	57.55
19/10/2021	BACS 720	Wade Consultants Ltd	G/HALL	Repair/Maint	Asbestos survey of Guildhall	600.00	120.00	720.00
19/10/2021	BACS 721	L Walters	BIRTHPLACE	Supplies & Services	Birthday cake for Johnson Birthday	80.00	0.00	80.00
19/10/2021	BACS 722	S Wright	G/HALL	Repair/Maint	Resolve low water pressure problem	50.00	0.00	50.00
19/10/2021	BACS 723	P Taylor	BIRTHPLACE	Supplies & Services	Refreshments for Johnson Birthday	1.80	0.00	1.80
19/10/2021	BACS 723	P Taylor	BIRTHPLACE	Supplies & Services	Markers & tack for Johnson Birthday	12.49	2.50	14.99
19/10/2021	BACS 723	P Taylor	BIRTHPLACE	Supplies & Services	Hoover bags & parts; materials for craft activities	30.32	0.00	30.32
19/10/2021	BACS 724	J Varley	ADMIN	Supplies & Services	Milk for office	2.30	0.00	2.30
19/10/2021	BACS 724	J Varley	G/HALL	Supplies/Services	Disposable gloves	14.97	3.00	17.97
19/10/2021	BACS 724	J Varley	G/HALL	Supplies/Services	Visors	7.99	0.00	7.99
19/10/2021	BACS 724	J Varley	PARKS	Other Repair/Maint	Keys cut for Christchurch padlock	14.00	0.00	14.00
19/10/2021	DDebit	Npower Ltd	PARKS	Energy	Pool Walk electricity - September	52.90	2.64	55.54
20/10/2021	BACS 725	Cooper-Whyte Conservation	R&R FUND	General	Final account for Cruck House renovation works	46,106.25	9,221.25	55,327.50
20/10/2021	DDebit	Virgin Media Payments Ltd	ADMIN	Tel/Postage	Phones/internet - September usage/ October rental	123.17	24.64	147.81
22/10/2021	BACS 726	Mandy Billington Illustrations	BIRTHPLACE	Stock for sale	Lichfield illustrated mugs for sale	17.20	0.00	17.20
22/10/2021	BACS 727	Brownhill Hayward Brown	R&R FUND	Birthplace	Architect for museum development project	1,162.50	232.50	1,395.00
22/10/2021	BACS 727	Brownhill Hayward Brown	R&R FUND	General	Architect for Cruck House renovations, Jul-Sep	1,500.00	300.00	1,800.00
22/10/2021	BACS 727	Brownhill Hayward Brown	R&R FUND	General	Architect for Boley Hall works	487.50	97.50	585.00
22/10/2021	BACS 727	Brownhill Hayward Brown	R&R FUND	General	Architect for new windows at Curborough CC	187.50	37.50	225.00
22/10/2021	BACS 728	CJ's Events Warwickshire Ltd	MARKET	Supplies/Services	Services of Markets Officer - September (99.5 hrs)	1,194.00	238.80	1,432.80
22/10/2021	BACS 729	Forward Cleaning Contractors	ADMIN	Supplies & Services	Window cleaning - September	16.00	3.20	19.20
22/10/2021	BACS 730	The Lithouses Group	BIRTHPLACE	Adverts/promotion	Annual membership of Lithouses Group 21/22	35.00	0.00	35.00
22/10/2021	BACS 731	Mayor & Sheriff's charity acct	CIVIC	Events	Transfer from LCC Main Account for Quiz night receipt	30.00	0.00	30.00
22/10/2021	BACS 731	Mayor & Sheriff's charity acct	CIVIC	Mayor's Allowance - R Yardley	Mayor's tickets to own Charity Dinner Dance	80.00	0.00	80.00
22/10/2021	BACS 731	Mayor & Sheriff's charity acct	CIVIC	Sheriff's Allowance - P Hitchman	Sheriff's Tickets to own Charity Dinner Dance	80.00	0.00	80.00
22/10/2021	BACS 732	MT Services Computer Systems	ADMIN	Supplies & Services	New computer and set up for new Admin Officer	919.95	183.99	1,103.94
22/10/2021	BACS 733	R Fathers	PARKS	Other Repair/Maint	Europa Way - Fell 5 ashes and treat stumps	1,260.00	0.00	1,260.00
22/10/2021	BACS 733	R Fathers	PARKS	Other Repair/Maint	Fecknam Way - Crown lift 3 limes and 1 cherry	900.00	0.00	900.00
22/10/2021	BACS 734	R J Lift Services Ltd	G/HALL	Repair/Maint	Annual lift maintenance cover 1/11/21 to 31/10/22	930.56	186.11	1,116.67
22/10/2021	BACS 735	Safe Haven Training Ltd	ADMIN	Subscript/Training	Emergency First Aid training for 2 staff	120.00	24.00	144.00
22/10/2021	DDebit	NatWest Autopay	ADMIN	Supplies & Services	Autopay Online fee - September payroll	24.45	0.00	24.45
25/10/2021	DDebit	Lichfield District Council	PARKS	Contract Repair/Maint	Period 10/10 - 9/11	10,876.33	2,175.27	13,051.60
29/10/2021	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges 4 Sep to 1 Oct - current account	23.67	0.00	23.67
29/10/2021	DDebit	Wm Briers & Son (Tamworth)	MARKET	Supplies/Services	Skip and wheelie bin hire - September	629.00	125.80	754.80
						<u>111,447.17</u>	<u>15,601.40</u>	<u>127,048.57</u>

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

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
18/10/2021	05415	Cash	CIVIC Events	Cash float for Charity Quiz Night (later refunded)	200.00	0.00	200.00
28/10/2021	05416	Royal British Legion	CIVIC Mayor's Allowance - R Yardley	Mayor's wreaths for Remembrance Sunday	43.00	0.00	43.00
28/10/2021	05417	The Johnson Society of London	CIVIC Mayor's Allowance - R Yardley	Tickets for Johnson Society of London luncheon	130.00	0.00	130.00
28/10/2021	05418	The Johnson Society	BIRTHPLACE Stock for sale	Copies of lexicographer booklets for sale	101.87	0.00	101.87
29/10/2021	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 4 Sep to 1 Oct - imprest account	8.72	0.00	8.72
					483.59	0.00	483.59

LICHFIELD CITY COUNCIL - General Account Payment Schedule**From 1 November to 30 November 2021**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/11/2021	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - September	46.49	9.30	55.79
01/11/2021	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - September	181.89	9.09	190.98
01/11/2021	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 21/22 - 8th instalment (November)	923.00	0.00	923.00
01/11/2021	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 21/22 - 4th instalment (November)	7.00	0.00	7.00
01/11/2021	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 21/22 - 8th instalment (November)	539.00	0.00	539.00
01/11/2021	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 21/22 - 8th instalment (November)	1,996.00	0.00	1,996.00
04/11/2021	BACS 736	1A Action Rotary Rod Ltd	G/HALL Repair/Maint	Repair & replace stop taps & valves after inspection	1,575.00	315.00	1,890.00
04/11/2021	BACS 737	Adcocks Solicitors Ltd	ADMIN Professional Fees	Legal advice re land adjacent Dovehouse Fields	420.00	84.00	504.00
04/11/2021	BACS 738	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall storage - September	308.50	0.00	308.50
04/11/2021	BACS 738	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall erection (50% cancellation fee) - September	786.00	157.20	943.20
04/11/2021	BACS 739	Margaret Beardsmore	BIRTHPLACE Stock for sale	Lichfield photo calendars and cards for sale	74.00	0.00	74.00
04/11/2021	BACS 740	J Butler	BIRTHPLACE Adverts/promotion	Annual Wordpress subscription	36.00	0.00	36.00
04/11/2021	BACS 740	J Butler	BIRTHPLACE Supplies & Services	Cleaning supplies, cable extenders and easels	33.48	6.70	40.18
04/11/2021	BACS 741	BZ Commercial Finance	ADMIN Supplies & Services	Stationery from Banner	67.76	13.54	81.30
04/11/2021	BACS 742	City Life in Lichfield	DEM SERVICES Publicity	3 page newsletter in City Life, October issue	1,035.00	207.00	1,242.00
04/11/2021	BACS 743	L Clarke	CIVIC Supplies/Services	Reimbursement for spare Sheriff's canes	44.98	9.00	53.98
04/11/2021	BACS 744	E.On Energy Solutions	PARKS Energy	Highway lighting - energy 21/22	3,546.13	709.23	4,255.36
04/11/2021	BACS 744	E.On Energy Solutions	PARKS Other Repair/Maint	Highway lighting - maintenance 21/22	3,907.29	781.45	4,688.74
04/11/2021	BACS 745	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Mouse mat and black card	6.30	1.26	7.56
04/11/2021	BACS 745	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Soap dispenser, cleaning & cloakroom supplies	81.45	16.29	97.74
04/11/2021	BACS 746	Friends 2 Friends	G/HALL Lettings	Refund of deposit for cancelled event, Oct 21	41.67	8.33	50.00
04/11/2021	BACS 747	P Hitchman	CIVIC Sheriff's Allowance - P Hitchman	Reimburse car parking at Nactsew Conference, Chester	21.50	0.00	21.50
04/11/2021	BACS 748	Lichfield District Council	G/HALL Supplies/Services	Annual premises licence 13/10/21 - 12/10/22	180.00	0.00	180.00
04/11/2021	BACS 749	PPL PRS Ltd	G/HALL Lettings	Music Licence 20/8/21-21/8/21 (Blues & Jazz Festival)	127.18	25.44	152.62
04/11/2021	BACS 750	Raphael Design Ltd	BIRTHPLACE Stock for sale	Fridge magnets for sale	175.00	35.00	210.00
04/11/2021	BACS 751	R Fathers	PARKS Other Repair/Maint	Sheriff's Close - Crown lifts to various trees	1,200.00	0.00	1,200.00
04/11/2021	BACS 752	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning - September (16.5hrs)	214.50	42.90	257.40
04/11/2021	BACS 752	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning in Guildhall & DH - September (47.25hrs)	614.25	122.85	737.10
04/11/2021	BACS 753	Tonks Brothers Tree Services	PARKS Other Repair/Maint	Haymoor - Various tree works	400.00	80.00	480.00
04/11/2021	BACS 754	Whittakers Embroidery Ltd	G/HALL Supplies/Services	LCC logo polo shirts	89.35	17.87	107.22
04/11/2021	BACS 755	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 10/10/21	45.47	0.00	45.47
04/11/2021	BACS 756	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 10/10/21	40.60	0.00	40.60
04/11/2021	BACS 757	HM Revenue & Customs	EMPLOYEE COSTS	Tax and NI contributions - October	7,935.63	0.00	7,935.63
04/11/2021	BACS 758	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - October	9,405.24	0.00	9,405.24
05/11/2021	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - October	96.69	0.00	96.69
05/11/2021	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - November	6.00	1.20	7.20
09/11/2021	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - October	7.79	0.00	7.79
09/11/2021	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - November	6.00	1.20	7.20
11/11/2021	BACS 759	Acme Tree Services	PARKS Other Repair/Maint	Pool Walk - Planning consent and tree works	4,200.00	840.00	5,040.00
11/11/2021	BACS 759	Acme Tree Services	PARKS Other Repair/Maint	Remembrance Gardens - Tree works	1,050.00	210.00	1,260.00
11/11/2021	BACS 760	ACW Arb	PARKS Other Repair/Maint	Festival Gardens - Tree works (1st part)	2,000.00	400.00	2,400.00

11/11/2021	BACS 760	ACW Arb	PARKS Other Repair/Maint	Greyfriars - Fell cherry tree overhanging car park	380.00	76.00	456.00
11/11/2021	BACS 760	ACW Arb	PARKS Other Repair/Maint	Beaconfields - Various tree works	1,200.00	240.00	1,440.00
11/11/2021	BACS 761	E A Barnes & Sons	MARKET Supplies/Services	Skip for new collection service, delivered 28/10	80.00	16.00	96.00
11/11/2021	BACS 762	A Briggs	G/HALL Supplies/Services	Paint for Guildhall corridor	10.00	2.00	12.00
11/11/2021	BACS 762	A Briggs	HALLS Cruck House	Hooks for Cruck House	2.08	0.42	2.50
11/11/2021	BACS 763	Brownhill Hayward Brown	R&R FUND General	Architect for quinquennial inspn of Clock Tower	1,150.00	230.00	1,380.00
11/11/2021	BACS 764	Capital Floors Ltd	G/HALL Supplies/Services	Cleaning fluid for Guildhall wooden floor	76.71	15.34	92.05
11/11/2021	BACS 765	City Life in Lichfield	BIRTHPLACE Adverts/promotion	Museum event listings in City Life, Nov issue	10.00	0.00	10.00
11/11/2021	BACS 766	Darwin Electrical Services	ARTS/TOURISM Lights Costs	New light blanket for Market Square	7,927.50	1,585.50	9,513.00
11/11/2021	BACS 767	Green's Books Ltd	R&R FUND Birthplace	Museum development - Consultancy on tools & video	202.50	0.00	202.50
11/11/2021	BACS 768	Haywoods Contracts Ltd	G/HALL Supplies/Services	Repair of broken blind	250.00	50.00	300.00
11/11/2021	BACS 769	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Fortunes of Francis Barber'	46.76	0.00	46.76
11/11/2021	BACS 769	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'A Journey to Western Isles'	42.86	0.00	42.86
11/11/2021	BACS 769	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'The Life of Samuel Johnson'	65.00	0.00	65.00
11/11/2021	BACS 769	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'The Club'	38.96	0.00	38.96
11/11/2021	BACS 770	J Hewit & Sons Ltd	R&R FUND Birthplace	Museum development - Leather for bookbinder	344.00	68.80	412.80
11/11/2021	BACS 771	Lichfield Arts	G/HALL Lettings	Refund of overpayment as booking cancelled	192.50	38.50	231.00
11/11/2021	BACS 772	Mayor & Sheriff's charity acct	CIVIC Events	Transfer card receipts for Charity Quiz Night	426.50	0.00	426.50
11/11/2021	BACS 773	Nisbets	G/HALL Supplies/Services	Various cutlery	136.35	27.27	163.62
11/11/2021	BACS 774	Raphael Design Ltd	ARTS/TOURISM Expenditure	Artwork and panels for Charter display in corridor	368.00	73.60	441.60
11/11/2021	BACS 775	R Fathers	PARKS Other Repair/Maint	Austin Cote Lane/Cappers Lane - Tree works	1,850.00	0.00	1,850.00
11/11/2021	BACS 776	Right Action Ltd	BIRTHPLACE Supplies & Services	Fire extinguisher stand and clips	43.42	8.68	52.10
11/11/2021	BACS 777	Staffs Signs & Graphics	HALLS Cruck House	Plaque for re-opening of Cruck House	185.00	37.00	222.00
11/11/2021	BACS 778	Wade Consultants Ltd	R&R FUND Birthplace	Asbestos management survey at museum	600.00	120.00	720.00
11/11/2021	BACS 778	Wade Consultants Ltd	R&R FUND Birthplace	Air test at museum	375.00	75.00	450.00
11/11/2021	BACS 779	Wade Asbestos Dem & Env Svcs	R&R FUND Birthplace	Works to asbestos ceiling & fixing timber batten	2,616.94	523.39	3,140.33
11/11/2021	BACS 780	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Reimburse parking for Mayoral duties in Sep & Oct	5.00	1.00	6.00
11/11/2021	BACS 780	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Drinks for Parlour	37.54	7.51	45.05
11/11/2021	BACS 780	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Parking for Johnson event, Uttoxeter	4.17	0.83	5.00
11/11/2021	BACS 780	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Mileage for Uttoxeter event	18.90	0.00	18.90
12/11/2021	BACS 781	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall storage - October	308.50	0.00	308.50
12/11/2021	BACS 781	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall erection (50% cancellation fee) - October	786.00	157.20	943.20
12/11/2021	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier - Usage May-Jul, rent Aug-Oct	673.43	134.68	808.11
15/11/2021	DDebit	British Gas	BIRTHPLACE Energy	Gas 22/9 - 21/10	80.16	4.00	84.16
15/11/2021	DDebit	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine rental 15/11/21 - 14/2/22	75.00	15.00	90.00
15/11/2021	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	IT support, anti-virus, backups, Office365 - October	571.33	114.26	685.59
15/11/2021	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - October	45.00	9.00	54.00
15/11/2021	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' emails - October	130.50	26.10	156.60
15/11/2021	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - October	45.00	9.00	54.00
15/11/2021	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - November	36.65	0.00	36.65
15/11/2021	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - November	24,675.33	0.00	24,675.33
17/11/2021	DDebit	British Telecommunications	ADMIN Tel/Postage	Broadband line rental Nov - Jan	93.00	18.60	111.60
17/11/2021	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - November	27.00	5.40	32.40
17/11/2021	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - November	17.20	3.44	20.64
17/11/2021	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - November	27.00	5.40	32.40
17/11/2021	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - October	55.00	2.75	57.75
17/11/2021	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 1/8/21 - 1/11/21	59.46	0.00	59.46
17/11/2021	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/8/21 - 1/11/21	205.88	0.00	205.88
17/11/2021	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & drainage 1/8/21 - 1/11/21	69.47	0.00	69.47
22/11/2021	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/ internet - October usage/ November rental	124.86	24.97	149.83
23/11/2021	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fee - October payroll	26.90	0.00	26.90
25/11/2021	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 10/11 - 9/12	10,876.33	2,175.27	13,051.60
26/11/2021	BACS 782	1A Action Rotary Rod Ltd	ADMIN Supplies & Services	Drainage clearing works and ladder hire	220.00	44.00	264.00
26/11/2021	BACS 782	1A Action Rotary Rod Ltd	G/HALL Repair/Maint	Investigate lack of water pressure at Guildhall	375.00	75.00	450.00
26/11/2021	BACS 783	ADT Fire & Security plc	BIRTHPLACE Repair/Maint	Maintenance of emergency lighting to 5/11/22	302.52	60.50	363.02
26/11/2021	BACS 784	AKW Plumbing & Heating	G/HALL Repair/Maint	Remove water tank from store cupboard in Ashmole Rm	70.00	0.00	70.00
26/11/2021	BACS 784	AKW Plumbing & Heating	G/HALL Repair/Maint	Supply and fit disabled toilet	590.00	0.00	590.00
26/11/2021	BACS 785	E A Barnes & Sons	MARKET Supplies/Services	Exchange covered skip, delivered 1/11	80.00	16.00	96.00

26/11/2021	BACS 786	Margaret Beardsmore	BIRTHPLACE	Stock for sale	Greetings cards for sale	10.00	0.00	10.00
26/11/2021	BACS 787	N Boden	G/HALL	Supplies/Services	Mortice lock for stairwell	8.75	1.75	10.50
26/11/2021	BACS 787	N Boden	PARKS	Other Repair/Maint	Combination padlock for Netherstowe	43.44	8.69	52.13
26/11/2021	BACS 788	Brownhill Hayward Brown	R&R FUND	Birthplace	Architect for planning application and rewiring scheme	450.00	90.00	540.00
26/11/2021	BACS 788	Brownhill Hayward Brown	R&R FUND	General	Architect for completion of Cruck Hse renovations	750.00	150.00	900.00
26/11/2021	BACS 789	Steve Brown	BIRTHPLACE	3rd Party Sales	Proceeds of booksales, 4 wks to 7/11/21	29.67	0.00	29.67
26/11/2021	BACS 790	J Butler	BIRTHPLACE	Supplies & Services	Easels for art exhibition	20.00	4.00	24.00
26/11/2021	BACS 791	BZ Commercial Finance	ADMIN	Supplies & Services	Stationery supplies	1.55	0.31	1.86
26/11/2021	BACS 792	A & JM Carroll	BIRTHPLACE	3rd Party Sales	Proceeds of booksales, 4 wks to 7/11/21	47.00	0.00	47.00
26/11/2021	BACS 793	CJ's Events Warwickshire Ltd	MARKET	Supplies/Services	Services of Markets Officer - October (92.5 hrs)	1,110.00	222.00	1,332.00
26/11/2021	BACS 794	Countryside Art Ltd	BIRTHPLACE	Stock for sale	Calico bags for sale	210.00	42.00	252.00
26/11/2021	BACS 795	CBS Complete Ltd	G/HALL	Repair/Maint	Safety inspection of 2 boilers	152.00	30.40	182.40
26/11/2021	BACS 795	CBS Complete Ltd	G/HALL	Repair/Maint	Radiator repairs	115.66	23.13	138.79
26/11/2021	BACS 796	C R Craven	BIRTHPLACE	3rd Party Sales	Proceeds of booksales, 4 wks to 7/11/21	26.67	0.00	26.67
26/11/2021	BACS 796	C R Craven	BIRTHPLACE	3rd Party Sales	Proceeds of booksales, 4 wks to 10/10/21	3.00	0.00	3.00
26/11/2021	BACS 797	Darwin Electrical Services	PARKS	Other Repair/Maint	Clock Tower inspection, report and new lamp	148.50	29.70	178.20
26/11/2021	BACS 798	Darwin Electrical Services	R&R FUND	Birthplace	Rewiring works and new light fittings	12,067.00	2,413.40	14,480.40
26/11/2021	BACS 799	Eastern Shires Purchasing Org	BIRTHPLACE	Supplies & Services	Coloured card	10.15	2.03	12.18
26/11/2021	BACS 800	Forward Cleaning Contractors	ADMIN	Supplies & Services	Quarterly window cleaning	30.00	6.00	36.00
26/11/2021	BACS 800	Forward Cleaning Contractors	BIRTHPLACE	Supplies & Services	Quarterly window cleaning	48.00	9.60	57.60
26/11/2021	BACS 800	Forward Cleaning Contractors	G/HALL	Supplies/Services	Quarterly window cleaning	77.70	15.54	93.24
26/11/2021	BACS 801	Green's Books Ltd	R&R FUND	Birthplace	Materials for bookbinding models	150.00	0.00	150.00
26/11/2021	BACS 802	HM Revenue & Customs	EMPLOYEE COSTS		Tax and NI contributions - November	6,446.55	0.00	6,446.55
26/11/2021	BACS 803	R. James	BIRTHPLACE	Stock for sale	Proceeds of sales of Lichfield Press books	62.65	0.00	62.65
26/11/2021	BACS 804	Keelys LLP	ADMIN	Professional Fees	Annual employment healthcheck plan to 25/11/22	1,000.00	200.00	1,200.00
26/11/2021	BACS 805	Lichfield District Council	MARKET	Supplies/Services	New weekly eurobin collection from Market Square	303.85	0.00	303.85
26/11/2021	BACS 806	Lichfield Lock & Key Repairs	G/HALL	Repair/Maint	Supply and fit lock on store cupboard in Ashmole Room	75.00	15.00	90.00
26/11/2021	BACS 807	Lichfield Leather Ltd	G/HALL	Lettings	Refund of deposit for cancelled booking	83.33	16.67	100.00
26/11/2021	BACS 808	Nisbets	G/HALL	Supplies/Services	Accident report books	8.98	0.00	8.98
26/11/2021	BACS 808	Nisbets	G/HALL	Supplies/Services	Stainless steel table for kitchen	210.99	42.19	253.18
26/11/2021	BACS 809	M Palmer	BIRTHPLACE	Supplies & Services	Museum volunteer's train tickets	28.04	0.00	28.04
26/11/2021	BACS 810	Pioneer Roadshows	CIVIC	Events	PA system for Remembrance Sunday	300.00	0.00	300.00
26/11/2021	BACS 811	R Fathers	PARKS	Other Repair/Maint	Stowe Croft cycle path - Tree works	1,100.00	0.00	1,100.00
26/11/2021	BACS 812	Sign Technology Ltd	ADMIN	Supplies & Services	Warning signs for Donegal House	120.00	24.00	144.00
26/11/2021	BACS 813	Staffordshire Pension Fund	EMPLOYEE COSTS		Pension Fund contributions - November	8,776.01	0.00	8,776.01
26/11/2021	BACS 814	Taylor Maids UK Ltd	BIRTHPLACE	Supplies & Services	Museum cleaning - October (16.5 hrs)	214.50	42.90	257.40
26/11/2021	BACS 815	Taylor Maids UK Ltd	G/HALL	Supplies/Services	Guildhall & Donegal House cleaning - October (49.5 hrs)	643.50	128.70	772.20
26/11/2021	BACS 816	Tonks Brothers Tree Services	PARKS	Other Repair/Maint	Emergency tree work at Christchurch/A51 crossing	100.00	20.00	120.00
26/11/2021	BACS 817	Water Plus Ltd	BIRTHPLACE	Rates/Water	Used water and drainage 11/7/21 - 31/10/21	67.39	0.00	67.39
30/11/2021	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges 2 Oct to 29 Oct - current account	23.65	0.00	23.65
30/11/2021	DDebit	Wm Briers & Son (Tamworth)	MARKET	Supplies/Services	Skip & wheelie bin hire - October (end of contract)	505.00	101.00	606.00
						<u>138,382.88</u>	<u>13,840.27</u>	<u>152,223.15</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 November to 30 November 2021

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross	
11/11/2021	05419	Mr C Lea	BIRTHPLACE	Stock for sale	Proceeds of sales of Goss Ware	10.00	0.00	10.00
12/11/2021	BACS I3	P Greenwood	HALLS	Boley Hall	Repair of leaking roof tiles at Boley Hall	120.00	0.00	120.00
15/11/2021	05420	Cash	Various		Petty cash vouchers 7758 - 7771	257.91	22.35	280.26
15/11/2021	05421	Cash	CIVIC	Events	Cash float for Charity Dinner Dance (later refunded)	200.00	0.00	200.00
18/11/2021	05422	Cash	Various		Petty cash vouchers 7772 - 7773	114.44	18.46	132.90
30/11/2021	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges 2 Oct to 29 Oct - imprest account	6.98	0.00	6.98
						709.33	40.81	750.14