



Lichfield City Council

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

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

29 November 2021

Public

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield on **Monday, 6 December 2021** at **6.30 pm** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Town Clerk.

Yours sincerely

Anthony Briggs
Town Clerk

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

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **MAYOR'S ANNOUNCEMENTS**
3. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**
4. **COUNCIL MINUTES**
To confirm as a correct record the Minutes of the Council Meeting held on 20 September 2021 (Nos 45 - 58) (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 9 September 2021 to 3 November 2021 and made in the name of LCC via delegated authority as agreed by Council on 26 April 2021, be received (copies previously circulated).
7. **TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) IF ANY**

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. MARKETS WORKING GROUP

To adopt the Minutes and recommendations of the meeting of the Markets Working Group (MWG) held on 6 October 2021 (**APPENDIX 1**). Members are asked to note the recommendations to Council at Minute numbers 15 and 16.

RECOMMENDED: That the Minutes and recommendations of the meeting of the Market Working Group held on 6 October 2021 be adopted.

9. JOHNSON BIRTHPLACE ADVISORY COMMITTEE

To adopt the Minutes and consider the recommendation of the Johnson Birthplace Advisory Committee meeting held on 2 November 2021 (**APPENDIX 2**). Members' particular attention is 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. This represents the second year of a proposed three-year project.

RECOMMENDED: That the Minutes and recommendation of the Johnson Birthplace Advisory Committee be adopted.

10. AUDIT COMMITTEE

To adopt the Minutes of the meeting of the Audit Committee held on 2 December 2021, **to follow under separate cover as APPENDIX 3**. Members' particular attention is drawn to any recommendations to Council contained within the Minutes.

RECOMMENDED: That the Minutes and any recommendation/s of the Audit Committee meeting held on 2 December 2021 be adopted.

11. FINANCIAL PROGRESS REPORT - 1 APRIL to 30 SEPTEMBER 2021

This report (**APPENDIX 4**) contains the financial progress for the period 1 April 2021 to 30 September 2021 and summarises the income and expenditure against budget for the service areas in the first six months (50%) of the financial year.

The report shows:

Column 1 – The actual income/expenditure to 30 September 2021 (50% of full year)

Column 2 – The forecast of expenditure for the remaining six 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

RECOMMENDED: That the Financial Progress Report be noted.

12. OFFICERS' REPORT

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

RECOMMENDED: That the Report be noted.

13. DARWIN HALL – MANAGEMENT COMMITTEE ARRANGEMENTS

At the Darwin Hall Community Association AGM on 30 September, Chair Sally Gilbert and Treasurer Iain Eadie stepped down from their respective roles after many years' service. Following discussion at the AGM, a revised membership led by a new Chair and Treasurer - Jason Maudsley and Celia Richardson respectively, was elected to take the Committee forward. Other Committee Officers are Jamie Craven (Website, email and IT), Guy Roberts (Secretary), Phil Kimpton (Contact Manager - Facilities) and Neil Boulton (Booking Secretary).

All roles on the Management Committee are voluntary, and as members are aware, it can be very difficult to find willing volunteers to fulfil what can be demanding and time-consuming positions. City Council officers will continue to support the Committee in their activities.

City Council representatives on this Body are Councillors J Checkland, I Jackson and S Pritchard, with one vacancy; at its meeting of 20 September 2021 the City Council resolved to hold in abeyance the appointment of a representative to fill the vacancy pending the outcome of the AGM. Now that the new structure has been confirmed, Council may wish to revisit this appointment.

RECOMMENDED:

a) The Council to 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) The City Council to further consider the appointment of a new Darwin Hall Community Association Trustee [and company director] to fill the vacant position.

14. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 6**) 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.

15. 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.

16. STAFFING COMMITTEE

To adopt the Minutes and consider the recommendations of the meeting of the Staffing Committee held on 20 October 2021 (**APPENDIX 7** - attached for members). Members' particular attention is drawn to the recommendations to Council as contained at Minute numbers eleven, twelve and thirteen. Documents referred to at these Minute numbers are provided to members as enclosures by email only.

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

17. CURBOROUGH COMMUNITY CENTRE

To consider the Town Clerk's confidential report (**APPENDIX 8**, attached for Members) and the recommendations therein.

* * * * *

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 20 September 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, Mrs J Greaves, R Harrison, I Jackson, P Jones, Miss J Marks, T Matthews, S Pritchard, P Ray, D Robertson, J Smith, C Spruce, M Trent, and M Warfield.

APOLOGIES: Councillors C Greatorex, A Lax, P McDermott, C Rapley and A Smith.

A MINUTES SILENCE WAS HELD IN MEMORY OF MR PETER BARRETT, FORMER CITY COUNCILLOR, MAYOR AND SHERIFF, WHO DIED ON 11 SEPTEMBER 2021

45 MAYOR'S ANNOUNCEMENTS

The Mayor reported on recent engagements which included a visit to the Fuse Festival, the Mayor of Tamworth's Race Night, Presidents Day at Lichfield Cricket Club and attending the Shining Stars Prom Night at St John's House.

46 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None received.

47 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council Meeting held on 26 July 2021 (Nos 35-44) be confirmed and signed as a correct record.*

48 MATTERS ARISING

There were no matters arising.

49 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: *That comments submitted to Lichfield District Council for the period 15 July 2021 to 8 September 2021 and made in the name of LCC via delegated authority, be received.*

50 TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2)

Councillor D Robertson asked the following question under Standing Order 8.(2)

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

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

The Mayor, Councillor Robert Yardley responded:

I am very pleased to see a return of something like normality to Lichfield, seeing busy streets and people out and about enjoying themselves has been much missed over the

past 18 months or so. The return of large-scale events for all age ranges is welcomed, provided of course they are appropriately organised and run.

I do agree with Cllr Robertson that the events calendar is part of the fabric of our community – I take great pride in the involvement I have, both as Mayor and as a Lichfield resident in a good number of those events.

However, it is not appropriate as Councillor Robertson asks, for me as Mayor, to tell City Councillors in a blanket statement that they would well advised to support such events seemingly unconditionally. This could stifle debate. For example, such events may have a negative impact on those who the Council represents. Such impacts could conceivably lead to justified opposition to an event if the Councillor is to appropriately represent their constituents. Another example is that the electors should know the views of candidates on matters affecting the City.

51 NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY

Members considered the minutes of the meeting of the NPIWP held on 1 September 2021, including the recommendation that £1,650 of CIL be allocated to the City Centre Plaques project

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

52 SHERIFF'S RIDE WORKING PARTY

Members considered the Minutes and recommendations of the SRWP meeting held on 16 September 2021. Councillor C Spruce and Councillor Mrs J Eagland expressed concern that the Working Party was recommending that consultants were being approached to advise on how to gain sponsorship for the Sheriff's Ride. The Town Clerk confirmed that this initial approach was to confirm and develop an agreed brief to put to consultants; any additional cost required to progress recommendations from consultants further would require Council approval.

RESOLVED: That the minutes and recommendations of the Sheriff's Ride Working Party meeting held on 16 September 2021 be adopted.

53 OFFICERS' REPORT

The Mayor commended officers for an excellent and informative report, noting in particular the progress at Cruck House and the new pathways at Curborough Community Centre.

RESOLVED: That the report be noted.

54 FINANCIAL PROGRESS REPORT

Members considered the Financial Progress report. Councillor Spruce commented that this had been a difficult budget to set with so many unknowns to contend with in recent months and how pleased he was to see the progress that had been made.

RESOLVED That the report be noted.

55 AUDIT OF ACCOUNTS

Cllr Spruce commended Officers for their diligent work and noted the excellent financial controls that were in place.

RESOLVED: That the financial progress report be noted.

56 REPRESENTATIVES ON OUTSIDE BODIES – SPCA EXECUTIVE COMMITTEE

Members considered the nomination of a City Council representative to Staffordshire Parish Councils Association. Cllr H Ashton had expressed an interest in the position by email to the Town Clerk.

RESOLVED: That Councillor Hugh Ashton be nominated as the LCC representative on the SPCA Executive Committee.

57 REPRESENTATIVES ON OUTSIDE BODIES-DARWIN HALL

Following Councillor A Smith's notification of his intention to stand down as one of the City Council's representatives, members considered the appointment of a replacement.

RESOLVED: That the appointment of a City Council representative be left in abeyance until after the Darwin Hall Annual General Meeting had taken place.

58 PAYMENT OF ACCOUNTS

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

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

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 6.55PM

MAYOR

For Council: 6 DECEMBER 2021 APPENDIX 1

Lichfield City Council

Minutes of the Meeting of the Markets Working Group (MWG) held via Zoom on Wednesday 6 October 2021 at 10:00am

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

IN ATTENDANCE: S Thomas (Deputy Town Clerk), A Briggs (Town Clerk), Lucy Clarke (Civic Officer).

APOLOGIES: None

11. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor M Warfield declared a prejudicial interest in agenda item 7 (Bower Committee – Request for use of Market Square 2022) and left the meeting at that point.

12. MINUTES OF PREVIOUS MEETING

RESOLVED: *The Minutes of the MWG meeting held on 9 June 2021 be confirmed as a correct record [Minutes received by Council on 14 June 2021].*

13. MATTERS ARISING FROM MINUTES

None.

14. MARKETS UPDATE

Members considered the Civic Officers report. It was agreed that market layout should be reviewed at a future meeting in light of the relaxation of COVID restrictions and the potential for the addition of more stalls to the Square; it was suggested such a review take place in Spring 2022.

The Working Group was keen to explore the possibility of extending the market to Pool Walk and understanding the street trading implications of such an extension; the Town Clerk to contact LDC for clarification and report back to the Working Group in due course.

RESOLVED: *That the report be noted.*

15. LCC OWNED MARKET STALLS/MARKET SQUARE TOILET BLOCK

Members considered the agenda report confirming the sale and collection of LCC owned stalls and trailers. The report contained options for the allocation of some of the income from the sale to fund improvements to the Market Square toilet block. It was agreed that the priority items listed within the report should be addressed and further quotes sought for this work.

RESOLVED: *That the report be noted.*

RECOMMENDATION TO COUNCIL: *That approximately £3,500 of the income received from the sale of the market stalls/trailers be set aside for priority work to the Market Square toilet block, namely two replacement stainless steel toilets, urinal and the provision of an outside tap. Officers to obtain further quotations and progress the matter as soon as is practicable.*

16. POOL WALK HIRE

Members considered the Town Clerk's agenda report and accompanying plan which set out proposals for the hire of Pool Walk, a template layout and the reasons for the progression of this matter.

RECOMMENDATION TO COUNCIL:

1) That the draft Pool Walk layout plan (Appendix A to these minutes) be accepted as being the basic layout for the area, but with the proviso that minor amendments can be agreed by LCC officers to accommodate hirer requirements; such amendments to be approved by the Town Clerk or Deputy Town Clerk.

2) That a charging regime be introduced as follows:

- **Hire of the whole open space – a charge of £10 per 10x10 (or approximate equivalent) pitch, subject to a minimum of £100.00**
- **Hire of an individual 10x10 (or approximate equivalent) pitch within the open space charged at £15.00, £10.00 for charities**
- **Delegated authority be given to the Markets Working Group to vary the charging regime for City Council events (e.g. Christmas Market)**

17. BOWER COMMITTEE – REQUEST FOR USE OF MARKET SQUARE 2022

Members considered the Town Clerk's agenda report which set out the Bower requirements for 2022, namely the change in normal Bower weekend dates that would result in the (usually cancelled/relocated) Friday market taking place as normal, but the Tuesday market (which would normally take place), being cancelled/relocated. The requested dates are Friday 3, Saturday 4 and Sunday 5 June 2022.

The request would also result in the scheduled Producers Market not taking place on the Square on the Sunday, but discussions are underway with the Bower Committee and CJ's Events regarding the potential relocation of the Producers Market into Beacon Park for the Bower event.

RESOLVED: That the Working Group supports the Bower Committee's request and a response to that effect be passed to the Bower Committee. The Working Group to be updated regarding the relocation of the Producers Market to Beacon Park for Sunday 5 June 2022 in due course.

18. DATE AND TIME OF NEXT MEETING

Confirmed as Wednesday 12 January 2022 at 10.00am via Zoom.

19. ANY OTHER BUSINESS

The Chair raised several points:

1. History of longstanding traders – The Civic Officer confirmed that questionnaires had been circulated to long standing traders asking for stall history with the aim of using that information for publicity purposes. Unfortunately, no response had been received from traders at the time of the meeting.

2. Christmas Market – The Deputy Town Clerk confirmed a site meeting was scheduled with CJ's Events and that demand had been high. Confirmation still awaited from Three Spires Shopping Centre regarding use of the precinct. Following further discussion it was agreed that the Deputy Town Clerk would investigate the possibility of utilising vacant units for additional stall provision.

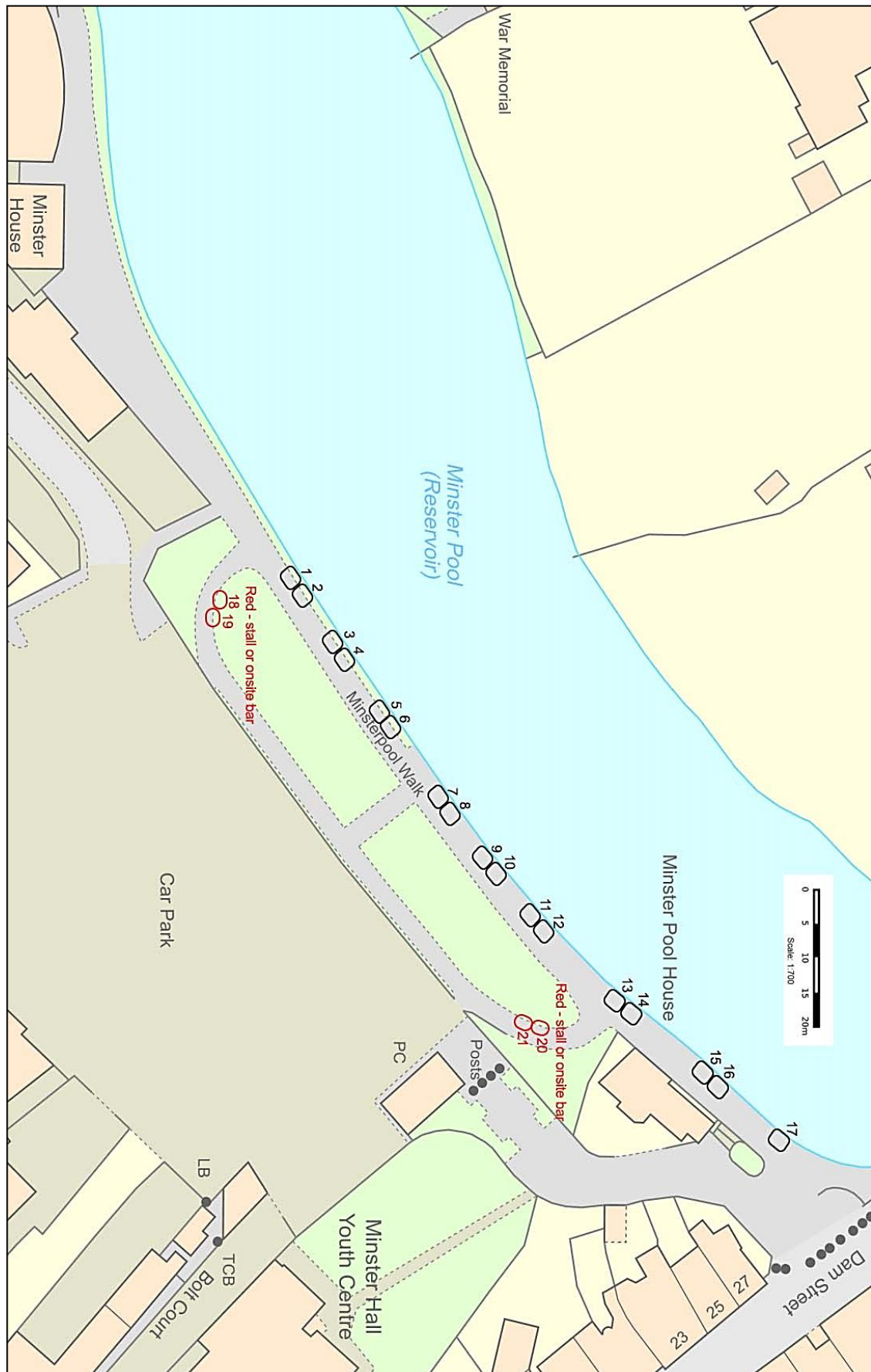
3. Civic Officer's workload due to involvement with Market function – both the Civic Officer and Town Clerk confirmed the additional workload remained under review, but was manageable at this time.

4. Christmas General Market arrangements – with Christmas falling across a weekend, the Chair enquired as to extra trading days and arrangements for the proceeding days. The Civic Officer confirmed that traders would be consulted in due course and arrangements confirmed thereafter.

THERE BEING NO FURTHER BUSINESS

THE CHAIR DECLARED THE MEETING CLOSED AT 10:47am

PROPOSED PITCH LAYOUT FOR POOL WALK



For Council: 6 December 2021 APPENDIX 2

Lichfield City Council

Minutes of the Johnson Birthplace Advisory Committee Meeting held via 'Zoom' at 2.00pm on Tuesday 02 November 2021

PRESENT:

Representing Lichfield City Council:

Councillor Mrs G Boyle (Chair), and Councillors J Anketell, J Eagland, C Rapley, C Spruce, T Matthews and R Yardley

In Attendance:

Joanne Wilson (Museums & Heritage Officer)
Penny Taylor (Museum Support Officer)
Mr Tony Thompson (Honorary Member)
Mr P Jones & Mr J Winterton (Johnson Society representatives)

Apologies:

Councillor C Spruce, Mr R Awty and Mr A Briggs

1 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

2 MINUTES

RESOLVED: That the Minutes of the Meeting held on 27 April 2021 be confirmed as a correct record. [Minutes adopted by Council on 14 June 2021.]

3 MATTERS ARISING FROM JBAC MINUTES

None.

4 ANNUAL REVIEW

Members considered the Visitor Numbers 2020/2021 Annual Report, which shows that although visitor numbers dropped through the pandemic, those who visited were generous with donations and purchases. Early indications from the 2021/22 period showed positive signs of recovery. Cllr J Anketell expressed that the report was encouraging, and Cllr G Boyle stated that it shows that the Museum continues to attract public interest.

T Thompson experienced technical difficulties and submitted a question following the meeting, to ask when visitor numbers might be anticipated to return to normal levels. The Museums & Heritage Officer (MHO) responded that the summer 2021 figures corresponded with the national picture for visitor attraction attendance and, further restrictions permitting, it is possible that summer 2022 might see significant recovery in the sector.

RESOLVED: That the report be noted.

5 DR JOHNSON'S BIRTHPLACE TRUST BANK ACCOUNT

The committee considered the request to withdraw funds from the Dr Johnson Birthplace Trust Account to upgrade the UV window film throughout the house and install blackout blinds in the Hay Hunter Library and London Life Room.

RESOLVED: That the purchase and installation of UV film (£1,846) and selected blinds (£1,112) at a total of £2,958 from the Dr Johnson Birthplace Trust Bank Account be approved.

6 DEVELOPMENT PROJECT – UPDATE AND PROPOSALS FOR 2022/23

An update on the current phase of development was received. Although the planning application for the accessible toilet had been delayed, the rewiring had been completed and was on budget.

The Committee discussed the plans to continue the first phase of development with the redisplay of the Ground Floor Parlour and installation of Market Street Steps in readiness for the installation of the platform lift (subject to planning outcomes). The estimated cost of the second stage is £75,068.48.

Cllr J Anketell asked for clarification about ground floor access behind the staircase and the MHO explained that this had been resolved by making the protruding step removable. J Winterton asked if there were additional designs for the Parlour, and the MHO explained that detailed designs would be produced once the due process for selecting the contractor had been completed. The committee also considered the proposal to include external redecoration in 'Stage 3' of the redevelopment. T Thompson asked when the building was last redecorated, and the MHO confirmed that this was in 2009 as part of the tricentennial celebrations. T Thompson experienced technical difficulties and submitted a further comment following the meeting, urging that external sources of funding continued to be sought for future phases.

RESOLVED:

- 1. That the report be noted.**
- 2. That detailed costings for the external repair and redecoration be obtained and reported to a future meeting of the JBAC to enable consideration of inclusion within 'Stage 3' of the redevelopment**

RECOMMENDATION TO COUNCIL: *That the estimated 2022/23 'phase 2' redevelopment costs (£75,068.48) be included in the draft Repairs and Renewals programme to be considered by Council at its January 2022 meeting, and that favourable consideration be given to that item when discussed.*

7 DATE AND TIME OF NEXT MEETING

10.30am on Tuesday 26 April 2022. Following adoption of the Minutes of the JBAC meeting of 6 November 2018, additional meetings may be called in the meantime if appropriate

THERE BEING NO FURTHER BUSINESS

THE CHAIR DECLARED THE MEETING CLOSED AT 14:20pm

For Council: 6 December 2021 APPENDIX 4

FINANCIAL SUMMARY REPORT - 1 APRIL to 30 SEPTEMBER 2021

This report contains the financial progress for the period 1 April 2021 to 30 September 2021 and summarises the income and expenditure against budget in the first six months (50%) of the financial year and the year-end projected outturn. The report shows:

Column 1 – The actual income/expenditure to 30 September 2021 (50% of full year)

Column 2 – The forecast of expenditure for the remaining six 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 6 MONTHS TO 30 SEPTEMBER	FORECAST FOR REMAINING 6 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE	NOTES
Parks and Footpaths	118,657	142,047	260,704	243,614	17,090	1
Guildhall	54,993	69,716	124,709	141,179	16,470	2
Community Centres	6,428	9,845	16,273	16,273	0	
Markets	-8,050	11,787	3,737	33,757	30,020	3
Civic	39,853	41,066	80,919	96,189	15,270	4
Grant Aid/Partnerships	38,452	12,976	51,428	51,428	0	5
Arts/Tourism/Twinning	22,171	52,463	74,634	67,609	7,025	6
Johnson Birthplace Museum	52,997	67,761	120,758	120,148	610	7
Democratic Services	52,149	47,262	99,411	101,041	1,630	
Investment Interest	-1,464	-586	-2,050	-3,600	1,550	8
Loan Charges	0	0	0	0	0	
Agency	-17,974	1,870	-16,104	-13,604	2,500	9
TOTAL SERVICE COST	£358,212	£456,207	£814,419	£854,034	£39,615	10
Repairs and Renewals	47,010	133,007	180,017	156,777	23,240	11
Community Infrastructure Levy (CIL)	-30,448	-37,557	-68,005	0	68,005	
TOTALS	£374,774	£551,567	£926,431	£1,010,811	£84,380	12

Explanatory Notes:

- Note 1: *Significant and necessary work has been undertaken on the Council's Open Spaces, with additional work scheduled.*
- Note 2: *Original assumptions for 2021/22 Guildhall income made during COVID lockdown in 2020 and were deliberately cautious as a result. The current forecast of £16,470 under budget may improve further during the year.*
- Note 3: *Similar to Note 2 above, the 2021/22 budget was prepared during lockdown and took a pessimistic view of 2021/22 income, assuming COVID related restrictions would remain in place for much of the financial year in some form. With the lifting of restrictions and increased demand both for the market itself and for hire of the Square on non-market days, forecast income is significantly higher. The forecast assumes no return of restrictions during the remainder of the financial year and also accounts for the quieter winter trading months and trader discounts that are applied. Receipt from stall sale included in 'actual' figure, assumption of £3,500 spend on toilet block as per MWG recommendation included in 'forecast' figure.*
- Note 4: *Includes reduction in the cost of Civic events, notably due to the revised arrangements for the 2021 Sheriff's Ride.*
- Note 5: *Includes balance brought forward of £4,240 and an assumption that this additional balance will be committed in full.*
- Note 6: *Includes new Market Square Christmas lights fixture for Christmas 2021 as previously reported.*
- Note 7: *Includes income of £8,000 from COVID-19 grants, but as sales income remains low, the overall forecast is for a slight overspend. Again, this situation will evolve as the year unfolds.*
- Note 8: *Reduction in interest rates.*
- Note 9: *It was anticipated that SCC would reduce their payment to LCC for verge maintenance and this was accounted for in the budget. However, the actual payment received was higher than the reduction that had been assumed, resulting in an overall underspend.*
- Note 10: *4.6% underspend forecast across service heads but excluding CIL and Repairs and Renewals. 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 11: *1.6% underspend forecast across service heads but excluding CIL. 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, which may not prove to be the case. Also includes some costs associated with improvements to Darwin Hall. Potential for relatively significant variation from current forecast as the year unfolds due to work undertaken/invoice timing at year end etc. These costs are funded from Capital Reserve.*
- Note 12: *8.3% underspend including CIL allocation, which is recorded separately in line with audit requirements.*

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

OFFICERS' INFORMATION REPORT

1. Civic Matters

The Johnson Birthday Celebrations were held on Market Square on Saturday 18 September to mark 312 years since the birth of Lichfield's most famous son. In keeping with tradition, just after midday, the Mayor placed a laurel chaplet on the statue of Dr Samuel Johnson after which St. Michael's choir sang Johnson's last prayer.

Following the low-key event held during COVID restrictions in 2020, it was good to return this well attended and historic event to normality.

On 11 September the Sheriff, Mr. Peter Hitchman, and Sheriff's Lady, Mrs. Pat Peters undertook the perambulation of the boundaries of the City to fulfil the command of Queen Mary's charter of 1553. The Sheriff and Sheriff's Lady left the City in a magnificent horse-drawn carriage.

Alighting from the carriage at The Pinfold, the Sheriff and Sheriff's lady were then chauffeured around the City by the Clerk of the Course, Mr Nick Sedgwick, visiting landowners along the route.



Returning to the carriage for the entrance to the City, The Sheriff and Sheriff's Lady were escorted by the Sword and Mace Bearers, and greeted by Revd. Canon Andrew Stead on the traditional return via The Close.



Following discussions earlier in the year it had been agreed that the event would not be the normal 'Sheriff's Ride' due to uncertainties regarding COVID-19 and potential organisational difficulties. As the largest and most resource intensive event organised by the City Council, an early decision on its format for 2021 needed to be taken, but it was agreed that – should restrictions allow at the time – a Sheriff's Banquet would be held in the Guildhall following the Sheriff's return to the City.

The Banquet was a resounding success, with approximately 90 guests, including the Mayor and Mayoress, Deputy Mayor and Mayoress, Chairman and Vice Chairman of Lichfield District Council, and the Chairman of Staffordshire County Council. Guests gathered in the Guildhall to celebrate the fulfilment of the Charter command and to celebrate the role of Sheriff, with many positive comments received both during and after the event.

The evening was however tinged with sadness as news emerged during the event of the death of Mr Peter Barrett, Chairman of Lichfield Twinning Association, and former City Councillor, Mayor and Sheriff, who had been scheduled to attend and who was greatly missed.

On Tuesday 19 October the Mayor and Sheriff welcomed 64 guests to the Guildhall for their charity quiz night. The questions were kindly set by the Mayoress (who did not take part) and teams of 4 entered into the competitive spirit whilst enjoying a light buffet. Cllr David Salter kept an eye on proceedings and the scores, acting as compere. The event raised an excellent £1,101 for the Mayor and Sheriff's chosen charities.

On 21 October 2021, the Mayor formally reopened the newly renovated Cruck House on Stowe Street, with the Sheriff also in attendance, plus the Chair of Curborough Community Association (who manage the Hall on behalf of the Council) and the Town Clerk. The reopening took place during a meeting of 'Friends2Friends', one of this year's chosen charities, and was greatly enjoyed by all who attended. Photographs of the renovations are included at the end of this officers' report.



The annual Remembrance service was held in the Cathedral on Sunday 14 November. Following the Cathedral service, Deputy Lieutenant of Staffordshire Colonel Adrian Walton MBE TD, accompanied by the Mayor, led the civic party into the Remembrance Gardens to observe the national two minutes silence and then perform the wreath laying ceremony, after which the Dean of Lichfield, the Very Reverend Adrian Dorber gave the blessing.



A professional public address system was used once again to ensure the large crowds could hear the ceremony. Oakwood security were employed to enforce the road closure and ensure public safety. After the wreath laying ceremony in the Remembrance Gardens, around 80 guests returned to the Guildhall for light refreshments. The Mayor gave thanks on behalf of Lichfield City Council to all those involved on the day and Mrs Christine Ayling gave a toast on behalf of the Royal British Legion.

The Charity Ball was due to be held shortly after the deadline for this report, and the Christmas Lights switch on is scheduled for 28 November. The next Officers report will cover these events in detail.

On 10 November the Mayor & Sheriff held an additional charity event at the George Hotel. Lesley Smith, Curator of Tutbury Castle provided an evening with Elizabeth I. The event was a sell out and raised £856.00. This was organised independently by the Mayor and Sheriff

and is in addition to the agreed 5 charity events which the City Council facilitates during their year in office.

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

From September 20 to November 1 Johnson's Birthplace was successfully rewired by Darwin Electrical. Work was carried out in close liaison with architects and saw very minimal disturbance of any historic fabric. The Museum bookshop remained open to visitors for the majority of the work, and special events were able to take place. Closure was extended when asbestos board was identified in the basement ceiling, causing work to halt. The area was inspected, confirmed safe and batons added by a specialist company to enable rewiring to be completed. Although rewiring was largely a 'behind the scenes' piece of maintenance, many rooms have benefited from new lighting.

Work is underway on building the elements of the new workroom displays, to be installed in early 2022. The outcome of the current planning application for the visitor toilet and ground floor disabled access was expected on October 14, but the date has been extended.

Visitors to the Museum totalled 2264 in September and October, despite the partial closure for rewiring. This shows an increase of 194% on visitors in the same months during 2020, and 50% of pre-pandemic visitor numbers. 3830 people engaged with the Museum digitally over the two months, with a social media 'reach' of 31,510 people.

Johnson's Birthday Celebrations took place on Saturday 19 September. In addition to the Civic events on the Market Square, a programme of activities in the Museum followed the national Heritage Open Day festival's 'Edible England' theme. This included a free slice of Birthday cake for visitors, floral displays, Storytelling with Christine Genders, performances by the Lichfield Poets, a family trail, and craft activities were held in a gazebo outside the Museum on Market Street. The Guildhall Cells were also open for visits. 172 visitors attended the Birthplace Museum. On the same day, the Birthplace contributed Dictionary definitions to a climate-themed trail as part of 'Ecofest' held at Wade Street Church. From 23 – 26 October the Birthplace hosted the L2F Festival of Folk Art Competition exhibition of finalists, with entrants from across the country.



172 visitors attended the Birthplace Museum. On the same day, the Birthplace contributed Dictionary definitions to a climate-themed trail as part of 'Ecofest' held at Wade Street Church. From 23 – 26 October the Birthplace hosted the L2F Festival of Folk Art Competition exhibition of finalists, with entrants from across the country.

The Museum was also a venue for small performances and workshops on Saturday 23 October, with over 100 visitors. The Birthplace team also took

part in the annual L2F procession, celebrating arts and heritage organisations from the area.

Museum volunteers led family activities for the half term holidays on Thursday 28 October and the Birthplace participated in Visit Lichfield's 'Trick or treat' tour.

The Birthplace was invited to take part in Black History Month at the Hub at St Mary's, as part of 'Face: an exhibition in honour of Francis Barber'. Sue Bray delivered a talk about Barber on Wednesday 13 October alongside a poetry workshop organised by the Kwanzaa Collective.

At the invitation of Staffordshire Library Service, material about the Birthplace was provided to appear in an online 'escape room' event as part of Staffordshire History Festival.



A group visit was held for the John Buchan Society, in collaboration with the Johnson Society, and a bespoke Johnson city tour delivered for students from Derby University. School visit enquiries have also increased. Birmingham University student Macey Palmer started her work placement at the Museum, with a project to review current marketing and create a briefing document for future use. Keele University PhD student Emma Stanbridge was able to visit the Museum collections in person for the first time since starting her work with the Birthplace in 2020.

The Birthplace Book Group was invited to submit questions for a recording of Radio 4's 'Bookclub', and member and Museum volunteer Mandy Griffiths took part in the programme which was broadcast on Sunday 7 November. The Museum's writing group re-convened in September for their first meeting since the start of the pandemic, and the Latin groups held provisional meetings to plan a new term to start in January 2022.

Other projects which the Museums and Heritage Officer and the Museum Support Officer have undertaken in the reporting period included: preparing documents for the November JBAC meeting; progressing the City Plaque restorations project, with the five plaques on the Market Square restored; information panels about the City's Charters for display at the Guildhall; updating souvenir products for the Museum shop including fridge magnets and tote bags. Museum team members also attended Health and Safety and Fire Safety sessions organised by the Deputy Town Clerk.

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

Phase 1 of the scheduled improvements to Festival Gardens began in late October with the trees around Trunkfield Brook being dead wooded, crown lifted and thinned in line with tree surgeon and Arboricultural Officer recommendations, and to allow access for machinery to desilt the Brook. Following further advice from the Arboricultural Officer, a number of small cherry trees that had been planted too close to each other, to the path and to adjacent specimen trees, were removed. Photos below left show the open space prior to the work being carried out, while photos on the right were taken afterwards.



The cherry trees are fast growing which leads to the slow growing of specimen trees, also their root system would eventually lift the path. Now they have been removed it has opened the site, giving the specimen trees room to grow to their natural beauty.



The next phase is the much-needed de-silting of the Brook, and to that end a meeting was held with the contractors and LDC's Arboricultural Officer to agree a method statement for this work to ensure the root system of the adjacent trees is protected. The de-silting and second phase of treework – which will see remaining trees on the site crown lifted, thinned and dead-wooded as appropriate – is due to be completed shortly after the deadline for this report.

The 'wilding' area at Festival Gardens has received its annual cut, and the proposals for 2022 will enhance this area significantly. Grassed pathways are to be maintained through the area to allow greater access for residents and visitors, notably those who use a wheelchair. The area will be turned and sown with wildflower seeds by Lichfield District Council's Operational Services Team shortly. It is hoped these seeds will improve the wildflower display in 2022 and beyond.

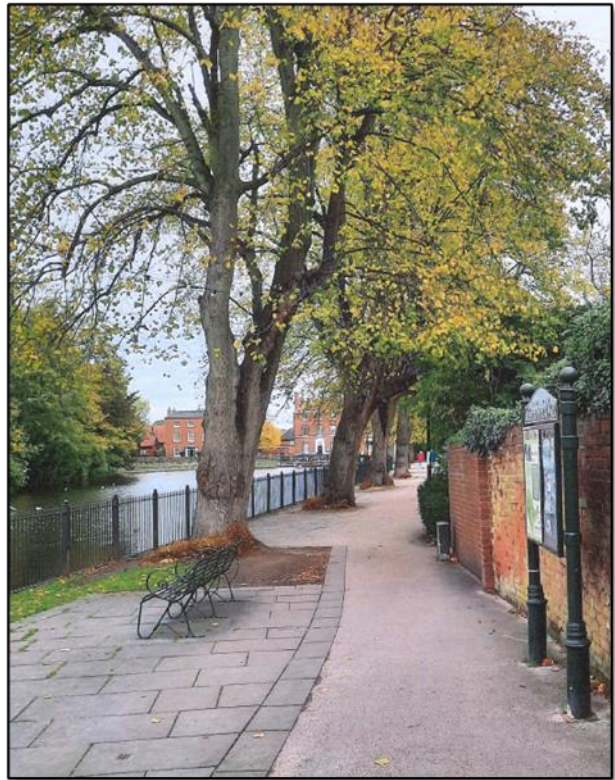
A meeting with representatives from Transition Lichfield took place in late October. While volunteer contributions and involvement are welcomed, such projects must be formalised. The aim of the meeting was to designate a certain area for their activity in order to avoid a repeat of previous issues, and disappointment to the volunteers if their planting is lost through the usual mowing process. Arrangements are being finalised at the time of preparing this report.

Clearance work has been completed at Dovehouse Fields to assist the Community Association who manage this former allotment site. The area had become somewhat overgrown during COVID, and following a complaint from a nearby resident and discussions with representatives from the Community Association, it was agreed that LDC's Operational Services would be asked to assist. The clearance around the edge of the site enables the plot holders to gain a head start and allows for easier future maintenance. As ever, LDC's Operational Services staff did an excellent job.

The play area adjacent to Curborough Community Centre and the hopscotch matting in front of the Centre have recently been repaired, generating positive comments from users.

Low tree branches were noted on the entrance to the Remembrance Garden. With the permission of the LDC Arboricultural Officer, lower branches were subsequently trimmed back in preparation for Remembrance Sunday. The Garden of Remembrance was cleared of leaves on several occasions in the lead up to Remembrance Sunday, with plants also being trimmed back, steps pressure washed and swept and the railings at the memorial cleaned.

The trees along Pool Walk have received significant pruning and dead wooding, plus crown lifts and removal of epicormic growth where necessary. This main route across the City is very well used and the completed work has attracted a number of positive comments. The photograph on the left overleaf shows Pool Walk prior to the tree work, and the photo on the right illustrates the resulting improvement. The loss of leaves in the period between the photographs does make it more difficult to make a direct comparison, but the change is significant.



LCC's panel of preferred tree surgeons are very busy currently, with work instructed in October/November being scheduled for February 2022. However, a number of other projects have been progressed or completed since the last Officers' Report:

- A failing cherry tree that was covered in ivy and presented a danger to passers by and the adjacent car park was removed from the Friary Remains site
- Extensive tree work has been carried out to open space 15b (Beaconfields) to thin and reduce trees in accordance with professional recommendation
- Further tree work completed at several sites on Boley Park, including Cappers Lane, Cornfield Drive and Haymoor
- Meeting with LDC Operational Services and Cllr Robertson regarding opportunities for 'wilding' in Curborough ward
- Scheduled extensive tree work on the former canal land on Tamworth Rd (from London Rd bridge to Cricket Lane). This work, in the main, is to return the trees to a statutory clearance for pathways and roads on this important route into the City. Dead wood removal will also be carried out at the same time.
- Scheduled extensive tree work to Open Space 15d (Lillington Close/Swinfen Broun Rd), to include assessment of the impressive scotch pine and thinning of the dense trees along Swinfen Broun Rd. The contractor and Open Spaces officer have been in discussions with residents to ensure a balanced approach to this work is undertaken.
- Scheduled tree work to open space 58 (Manor Rise)
- The hedge running along the eastern boundary of open space 10 (Netherstowe) has been cut back and reshaped. At the same time, the vegetation adjacent to the brook was also cleared. Further tree work has been undertaken adjacent to the cycle path

to clear branches from pathway lights and remove dead wood. This work led to further positive and appreciative comments from residents.

- Discussions are underway with LDC's Arboricultural Officer and a tree surgeon in regard to the Clock Tower open space, notably the trees/shrubs to the west elevation that have grown considerably over the past few years. It is hoped that a more sympathetic and attractive design can be implemented in line with wider proposals for the Clock Tower that have emerged from the architect's recent quinquennial inspection. Proposals include the upgrading of the floodlighting and reinstatement of the fourth floodlight that has not been functional for more than 20 years, the original fitting being stolen shortly after installation; this is being progressed by the Town Clerk.

4. Twinning: Gabriele Lasch- Burden, Twinning Officer

Following discussions between Lichfield and Limburg City Councils, it was decided to postpone the annual week-long internship of Limburg's council apprentices to Lichfield, which was due to take place in October, until the Easter holidays in 2022. Covid Testing entry regulations and office closures, as well as the lack of host families, made it difficult to organise placements for a meaningful work experience.

A new online project started between Lichfield's Saxon Hill Academy and Limburg's Astrid-Lindgren-Schule during the last school lockdown. Saxon Hill Academy pupils have started learning a little German and practised some greetings in German, introducing themselves and their city and sharing some of their favourite music during their video calls with the Limburg partner school, which takes place every 3 to 4 weeks. They have also swapped boxes from their respective countries. During next month's video call they will be sharing different Christmas songs. In the photograph, Astrid-Lindgren pupils are shown preparing for the online connection to Lichfield's Saxon Hill Academy.



On 12th November, a 2-hour ring twinning online meet-up was held by the 3 twin towns of Limburg, Ste. Foy and Lichfield. The Chairs of all 3 Twinning Associations covered various subjects around all aspects of Twinning in these extraordinary times, as well as the forthcoming international meeting in Limburg at the end of April next year.

The funeral of Lichfield's Twinning Association Chairman, Mr. Peter Barrett, took place on 15th October 2021 at Wade Street Church and St. Michael's Churchyard, amongst a small congregation of close friends and family.

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

All but two regular hirers have now returned to the hall, one has moved to an alternative venue more suitable for Arts groups and another will be returning in January 2022. Some restrictions are still in place in order to guard against COVID transmission, such as operating at 75% capacity for room numbers and one-way systems for the main hall and Guildroom. There are now antibacterial units on all floors in the building.

The 2023 diary will be released shortly and new booking forms/paperwork will be sent to all regular hirers in the next few weeks. The 2022 diary has no Saturdays free now between 5 February and 2 July, there are also regular enquiries for other dates.

Since the last report, the Guildhall has been used for four wedding receptions, two Celebration of Life/Wake bookings, two birthday parties (50th and 70th), three Lichfield Arts concerts and their L2F weekend. A school was also able to hold their awards presentation evening, which had previously been postponed no less than four times.

Lichfield Live also held their second Community Awards event in October which honoured community heroes in Lichfield and Burntwood. Awards included a Partnership prize which went to Curborough Community Centre and Lichfield Foodbank.



The Tourist Information Centre have visited the Old Prison Cells several times in recent weeks, particularly over Halloween, and have further cell tours booked.

Further work was carried out on the new Guildhall floor during October half term; this scheduled work follows the 'settling' of the floor over the past few months and improves the look and finish of the floor considerably.

Boley Park Community Hall

A roof leak at the hall has recently been repaired. All but one regular hirer has returned to the hall, and there has been a marked increase in the number of enquiries for children's parties in the last few weeks. The 2022 diary is now available for bookings and the financial information required for the external audit of end of year accounts is currently being compiled.

6. Deputy Town Clerk: Sarah Thomas

In the absence of the Civic Officer the Deputy Town Clerk is currently facilitating all Civic events and engagements including Remembrance Sunday, the Charity Ball and Mayor's Carols, in addition to overseeing the Markets Operation.

The Deputy Town Clerk will be assisting the Town Clerk in the recruitment of a new Markets Officer as the present incumbent seconded from CJ Events will be leaving at the end of December.

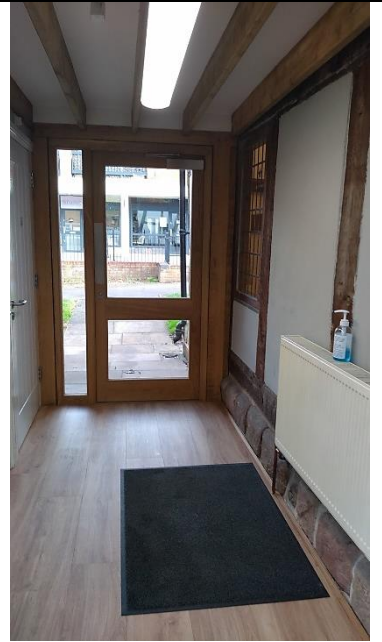
At the time of writing this report preparations still continue for the Christmas lights Switch on Event; a full report will be presented to members in January.

The Deputy Town Clerk will also be providing secretariat support at the December Council meeting and January NPIWP.

Cruck House

Following the 'in progress' report to September Council, work at Cruck House to update the aged annexe accommodation and certain aspects of the host building is now complete. The renovated Cruck House was formally opened by the Mayor of Lichfield, Councillor Robert Yardley on 21 October. A selection of 'before and after' photos follow:

Before	After
	
	



For Council: 6 December 2021 APPENDIX 6

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 August to 31 August 2021

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
02/08/2021	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - June	46.49	9.30	55.79
02/08/2021	DDebit	British Gas	BIRTHPLACE Energy	Gas 8/6 - 14/7	34.86	1.74	36.60
02/08/2021	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 2021/22 - 5th instalment of 10 (August)	923.00	0.00	923.00
02/08/2021	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 2021/22 - 1st instalment of 8 (August)	8.50	0.00	8.50
02/08/2021	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 2021/22 - 5th instalment of 10 (August)	539.00	0.00	539.00
02/08/2021	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 2021/22 - 5th instalment of 10 (August)	1,996.00	0.00	1,996.00
04/08/2021	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - July	9.60	0.00	9.60
04/08/2021	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - August	6.00	1.20	7.20
04/08/2021	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - July	95.38	0.00	95.38
04/08/2021	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - August	6.00	1.20	7.20
06/08/2021	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier usage Feb-Apr, rental May-July	611.83	122.36	734.19
09/08/2021	BACS 609	ACW Arb	PARKS Other Repair/Maint	Kensington Oval footpath - Works to oak & trim hedges	500.00	100.00	600.00
09/08/2021	BACS 610	BZ Commercial Finance	ADMIN Supplies & Services	Stationery and office supplies from Banner Group	16.07	3.21	19.28
09/08/2021	BACS 611	City Life in Lichfield	ADMIN Supplies & Services	Job advert in City Life, August issue	170.00	34.00	204.00
09/08/2021	BACS 611	City Life in Lichfield	BIRTHPLACE Adverts/promotion	Museum event listings in City Life - August	10.00	0.00	10.00
09/08/2021	BACS 612	C.J's Events Warwickshire Ltd	MARKET Supplies/Services	Services of Markets Officer - July (100.75 hrs)	1,209.00	241.80	1,450.80
09/08/2021	BACS 613	D J Martin	HALLS Boley Hall	Investigate roof leak at Boley Hall & rectify	100.00	0.00	100.00
09/08/2021	BACS 614	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Office operator chair	108.00	21.60	129.60
09/08/2021	BACS 614	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Monitor stands and key hangers	83.35	16.67	100.02
09/08/2021	BACS 614	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cleaning supplies	107.55	21.51	129.06
09/08/2021	BACS 615	Frederica Greetings Ltd	BIRTHPLACE Stock for sale	Cards for sale	42.24	0.00	42.24
09/08/2021	BACS 616	P Hitchman	CIVIC Sheriff's Allowance - P Hitchman	Ale gift boxes for Sheriff's Ride landowners	17.91	3.58	21.49
09/08/2021	BACS 617	The Johnson Society	CIVIC Mayor's Allowance - R Yardley	Mayor's tickets for Johnson Society afternoon tea	54.00	0.00	54.00
09/08/2021	BACS 617	The Johnson Society	CIVIC Sheriff's Allowance - P Hitchman	Sheriff's tickets for Johnson Society afternoon tea	54.00	0.00	54.00
09/08/2021	BACS 618	Lichfield Lock & Key Repairs	ADMIN Supplies & Services	Repairs to handles on main door & top floor of DH	45.83	9.17	55.00
09/08/2021	BACS 618	Lichfield Lock & Key Repairs	G/HALL Repair/Maint	Repair to lock on corridor double doors	45.83	9.17	55.00
09/08/2021	BACS 619	Lichfield Leather Ltd	G/HALL Lettings	Refund of deposit for cancelled August booking	250.00	50.00	300.00
09/08/2021	BACS 620	D McCarthy Bros (Lichfield)	PARKS Other Repair/Maint	Festival Gdns - Investigative work on Trunkfield Brook	180.00	36.00	216.00
09/08/2021	BACS 621	R Fathers	PARKS Other Repair/Maint	Manor Rise to Hillside footpath - Various tree works	1,400.00	0.00	1,400.00
09/08/2021	BACS 622	P Taylor	BIRTHPLACE Supplies & Services	Museum refreshments	0.50	0.00	0.50
09/08/2021	BACS 622	P Taylor	BIRTHPLACE Supplies & Services	Face coverings and cleaning supplies	14.00	2.80	16.80
09/08/2021	BACS 623	Value Products Ltd	ARTS/TOURISM Lights Costs	Customised hi-vis jackets	77.80	15.56	93.36
09/08/2021	BACS 624	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Snacks for Mayor's Parlour (non-VATable)	11.85	0.00	11.85
09/08/2021	BACS 624	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Drinks for Mayor's Parlour	62.23	12.44	74.67
09/08/2021	BACS 624	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Snack pots etc. for Mayor's Parlour (VATable)	6.83	1.37	8.20
09/08/2021	BACS 625	Steve Brown	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 18/7	62.67	0.00	62.67
09/08/2021	BACS 626	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 18/7	22.00	0.00	22.00
09/08/2021	BACS 627	Ms Mary Baker	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 18/7	2.86	0.00	2.86
09/08/2021	BACS 628	C R Craven	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 18/7	4.67	0.00	4.67
10/08/2021	BACS 629	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning services in Guildhall & DH - June (47.25 hrs)	614.25	122.85	737.10
13/08/2021	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages & salaries - August	22,643.28	0.00	22,643.28
13/08/2021	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - June	182.61	36.52	219.13
13/08/2021	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - June	71.66	3.58	75.24
13/08/2021	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - June	27.44	1.37	28.81
13/08/2021	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - June	63.24	3.16	66.40
13/08/2021	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - June	34.14	2.64	36.78
16/08/2021	DDebit	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine rental 15/8 - 14/11	75.00	15.00	90.00

16/08/2021	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	Monthly IT support, antivirus, backups, Office365 - July	551.72	110.34	662.06
16/08/2021	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - July	45.00	9.00	54.00
16/08/2021	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - July	130.50	26.10	156.60
16/08/2021	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - July	45.00	9.00	54.00
16/08/2021	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - August	43.85	0.00	43.85
16/08/2021	DDebit	Npower Ltd	G/HALL Energy	Electricity - June	213.88	42.78	256.66
16/08/2021	DDebit	Npower Ltd	G/HALL Energy	Power sellback cost - June	38.13	0.00	38.13
16/08/2021	DDebit	Pennon Water Services	ADMIN Offices Rates/Water	Water 21/1/21 - 23/7/21	71.42	0.00	71.42
16/08/2021	DDebit	Pennon Water Services	G/HALL Rates/Water	Water 21/1/21 - 26/7/21	288.32	0.00	288.32
16/08/2021	DDebit	Pennon Water Services	MARKET Rates/Water	Toilet Block water 29/1/21 - 26/7/21	241.12	0.00	241.12
16/08/2021	DDebit	Pennon Water Services	PARKS Other Repair/Maint	Friary Fountain water 22/1/21 - 21/7/21	37.39	0.00	37.39
17/08/2021	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - August	27.00	5.40	32.40
17/08/2021	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - August	16.72	3.34	20.06
17/08/2021	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - August	27.00	5.40	32.40
17/08/2021	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 1/5/21-1/8/21	59.46	0.00	59.46
17/08/2021	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/5/21-1/8/21	242.50	0.00	242.50
17/08/2021	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & drainage 1/5/21-1/8/21	151.90	0.00	151.90
18/08/2021	DDebit	British Telecommunications	ADMIN Tel/Postage	Broadband line rental Aug-Oct	93.00	18.60	111.60
20/08/2021	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - July usage/August rental	129.40	25.88	155.28
24/08/2021	BACS 630	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall erection - July (50% contract cancellation fee)	786.00	157.20	943.20
24/08/2021	BACS 630	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall storage - July	308.50	0.00	308.50
24/08/2021	BACS 631	BZ Commercial Finance	ADMIN Supplies & Services	Stationery from Banner Group	21.61	4.32	25.93
24/08/2021	BACS 632	City Life in Lichfield	ADMIN Supplies & Services	Job advert in Cannock & Rugeley edition of City Life	130.00	26.00	156.00
24/08/2021	BACS 633	L Clarke	MARKET Supplies/Services	Box of heavy duty wheeled bin liners	58.33	11.67	70.00
24/08/2021	BACS 634	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Stationery, accident book and cloakroom supplies	86.25	17.25	103.50
24/08/2021	BACS 634	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Paper towels & soap dispenser	181.75	36.35	218.10
24/08/2021	BACS 634	Eastern Shires Purchasing Org	MARKET Supplies/Services	Hand towel dispensers for Market Block	24.90	4.98	29.88
24/08/2021	BACS 635	Essential Aids Ltd	G/HALL Supplies/Services	Ramp for wheeling Skywinder	53.98	10.80	64.78
24/08/2021	BACS 636	Forward Cleaning Contractors	ADMIN Supplies & Services	Window cleaning including annual clean - July	76.00	15.20	91.20
24/08/2021	BACS 636	Forward Cleaning Contractors	BIRTHPLACE Supplies & Services	Window cleaning resumed - July	48.00	9.60	57.60
24/08/2021	BACS 636	Forward Cleaning Contractors	G/HALL Supplies/Services	Window cleaning resumed - July	77.70	15.54	93.24
24/08/2021	BACS 637	Mrs C Freeman	PARKS Other Repair/Maint	Combi lock for gate used by utility company	12.74	2.55	15.29
24/08/2021	BACS 638	N R Grundy	PARKS Other Repair/Maint	Fitting of new bollards at Ash Grove open space	980.00	0.00	980.00
24/08/2021	BACS 639	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'A Dictionary of the English Language'	58.46	0.00	58.46
24/08/2021	BACS 640	Justice Fire and Security	G/HALL Repair/Maint	Callout for Guildroom CCTV camera fault	120.00	24.00	144.00
24/08/2021	BACS 640	Justice Fire and Security	G/HALL Repair/Maint	Connection and monitoring of fire alarm	458.76	91.75	550.51
24/08/2021	BACS 641	Lichfield District Tourism Assoc	ADMIN Supplies & Services	LCC membership of LDTA 21/22	25.00	0.00	25.00
24/08/2021	BACS 641	Lichfield District Tourism Assoc	BIRTHPLACE Supplies & Services	Museum membership of LDTA 21/22	25.00	0.00	25.00
24/08/2021	BACS 642	R Fathers	PARKS Other Repair/Maint	Irvine Close - Works to cherries, sycamore & maple	1,150.00	0.00	1,150.00
24/08/2021	BACS 642	R Fathers	PARKS Other Repair/Maint	Curborough CC - Various tree works	750.00	0.00	750.00
24/08/2021	BACS 643	Source for Business	BIRTHPLACE Rates/Water	Water (standing charge & usage) 26/1/21 - 26/7/21	63.25	0.00	63.25
24/08/2021	BACS 644	Staffordshire Signs & Graphics	R&R FUND General	New entrance sign for Curborough CC	280.15	56.03	336.18
24/08/2021	BACS 645	St Mary's Centre Lichfld (Shops)	CIVIC Mayor's Allowance - R Yardley	Mayor's tickets for Sheriff's Ride talk at the Hub	20.00	0.00	20.00
24/08/2021	BACS 645	St Mary's Centre Lichfld (Shops)	CIVIC Sheriff's Allowance - P Hitchman	Sheriff's tickets for Sheriff's Ride talk at the Hub	20.00	0.00	20.00
24/08/2021	BACS 646	Tamworth Borough Council	CIVIC Mayor's Allowance - R Yardley	Mayor's tickets for Mayor of Tamworth's race night	20.00	0.00	20.00
24/08/2021	BACS 646	Tamworth Borough Council	CIVIC Sheriff's Allowance - P Hitchman	Sheriff's tickets for Mayor of Tamworth's race night	20.00	0.00	20.00
24/08/2021	BACS 647	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning - July (27 hrs)	351.00	70.20	421.20
24/08/2021	BACS 647	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning services in Guildhall & DH - July (49.5 hrs)	643.50	128.70	772.20
24/08/2021	BACS 648	J Varley	ADMIN Supplies & Services	Office refreshment	2.30	0.00	2.30
24/08/2021	BACS 648	J Varley	ADMIN Supplies & Services	Greetings card	3.33	0.66	3.99
24/08/2021	BACS 648	J Varley	G/HALL Supplies/Services	Cleaning supplies, batteries & face masks	40.63	8.12	48.75

24/08/2021	BACS 649	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - August	6,551.61	0.00	6,551.61
24/08/2021	BACS 650	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - August	8,399.73	0.00	8,399.73
24/08/2021	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fee - July payroll	22.70	0.00	22.70
25/08/2021	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/7 - 10/8	10,876.33	2,175.26	13,051.59
25/08/2021	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - July	57.41	11.48	68.89
31/08/2021	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - July	46.49	9.30	55.79
31/08/2021	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - July (No usage; standing charge only)	148.49	7.42	155.91
31/08/2021	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 3 Jul to 30 Jul - current account	19.03	0.00	19.03
31/08/2021	DDebit	Wm M Briers & Son (Tamworth)	MARKET Supplies/Services	Skip and wheelie bin hire - July	450.50	90.10	540.60
					<u>68,570.21</u>	<u>4,140.12</u>	<u>72,710.33</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 August to 31 August 2021

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
02/08/2021	05411	Cash	ADMIN Supplies & Services	Cash float for Charity beer & skittles (later repaid)	200.00	0.00	200.00
02/08/2021	05412	Cash	Various	Petty cash vouchers 7722 - 7737	224.23	27.16	251.39
31/08/2021	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 3 Jul to 30 Jul - imprest account	6.34	0.00	6.34
					<u>430.57</u>	<u>27.16</u>	<u>457.73</u>

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 September to 30 September 2021

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/09/2021	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 21/22 - 6th instalment (September)	923.00	0.00	923.00
01/09/2021	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 21/22 - 2nd instalment (September)	7.00	0.00	7.00
01/09/2021	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 21/22 - 6th instalment (September)	539.00	0.00	539.00
01/09/2021	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 21/22 - 6th instalment (September)	1,996.00	0.00	1,996.00
01/09/2021	Debit	American Express Merch Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.03	0.00	0.03
02/09/2021	BACS 651	Crystaltech Services (UK) Ltd	G/HALL Supplies/Services	Advance payment for dishwasher repair callout	123.00	24.60	147.60
03/09/2021	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - August	120.26	0.00	120.26
03/09/2021	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - September	6.00	1.20	7.20
06/09/2021	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - August	11.81	0.00	11.81
06/09/2021	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - September	6.00	1.20	7.20
08/09/2021	Debit	American Express Merch Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	1.33	0.00	1.33
13/09/2021	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - July	198.87	39.77	238.64
13/09/2021	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity (1st account) - May (adjusted), June and July	11.27	0.57	11.84
13/09/2021	DDebit	Npower Ltd	G/HALL Energy	Electricity - July	198.51	39.70	238.21
13/09/2021	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - July	27.13	1.36	28.49
13/09/2021	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - July	84.14	4.21	88.35
13/09/2021	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - July	34.88	2.68	37.56
15/09/2021	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	Monthly IT support, antivirus, backups, Office365 - August	553.69	110.74	664.43
15/09/2021	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - August	45.00	9.00	54.00
15/09/2021	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' emails - August	130.50	26.10	156.60
15/09/2021	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - August	45.00	9.00	54.00
15/09/2021	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - September	38.90	0.00	38.90
15/09/2021	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - September	22,615.43	0.00	22,615.43
15/09/2021	DDebit	Pennon Water Services	G/HALL Rates/Water	Water 21/1/21 - 26/7/21 (adjusted) & to 22/8/21	25.74	0.00	25.74
16/09/2021	DDebit	Sage (UK) Ltd	ADMIN Supplies & Services	Sage Accounts software & support, year to 31/8/22	1,674.00	334.80	2,008.80

17/09/2021	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - September	27.24	5.45	32.69
17/09/2021	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - September	16.72	3.34	20.06
17/09/2021	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - September	27.00	5.40	32.40
20/09/2021	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - August	57.40	11.48	68.88
20/09/2021	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - August usage/ September rental	125.53	25.11	150.64
21/09/2021	BACS 652	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall erection - August (50% contract cancellation fee)	786.00	157.20	943.20
21/09/2021	BACS 652	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall storage - August	308.50	0.00	308.50
21/09/2021	BACS 653	Apex Arb Training Ltd	PARKS Other Repair/Maint	Pool Walk - Special decay inspection & report on lime tree	400.00	80.00	480.00
21/09/2021	BACS 654	Boley Hall Managemt Committee	GRANTS General	Grant per Min 27 of 14/6/21 for screening unit electricity	1,515.41	0.00	1,515.41
21/09/2021	BACS 655	M W Brown	ADMIN Supplies & Services	Quarterly pest control at Donegal House	37.50	0.00	37.50
21/09/2021	BACS 655	M W Brown	G/HALL Supplies/Services	Quarterly pest control	37.50	0.00	37.50
21/09/2021	BACS 655	M W Brown	PARKS Other Repair/Maint	Quarterly pest control at 5 open spaces	187.50	0.00	187.50
21/09/2021	BACS 656	Burton Bridge Brewery Ltd	CIVIC Sheriff's Allowance - P Hitchman	Sheriff's Ale for landowner gifts and banquet	319.60	63.92	383.52
21/09/2021	BACS 657	BZ Commercial Finance	ADMIN Supplies & Services	Flip chart pads from Banner	4.02	0.80	4.82
21/09/2021	BACS 658	City Life in Lichfield	BIRTHPLACE Adverts/promotion	Museum event listing in City Life, September issue	5.00	0.00	5.00
21/09/2021	BACS 659	CJ's Events Warwickshire Ltd	MARKET Supplies/Services	Services of markets officer - August (82 hrs)	984.00	196.80	1,180.80
21/09/2021	BACS 660	Cooper-Whyte Conservation Ltd	R&R FUND General	Stage one of renovation works at Cruck House	4,752.85	950.57	5,703.42
21/09/2021	BACS 661	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Hand sanitiser and soap	60.75	12.15	72.90
21/09/2021	BACS 662	Forward Cleaning Contractors	ADMIN Supplies & Services	Window cleaning - August	16.00	3.20	19.20
21/09/2021	BACS 663	Green's Books Ltd	R&R FUND Birthplace	Museum developmt - Bookbinding equipment list & images	450.00	0.00	450.00
21/09/2021	BACS 663	Green's Books Ltd	R&R FUND Birthplace	Museum developmt - Bookbinding operations & tools precis	303.75	0.00	303.75
21/09/2021	BACS 664	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'A journey to the Western Isles'	42.86	0.00	42.86
21/09/2021	BACS 664	Heritage Books	BIRTHPLACE Stock for sale	Copies of Nokes' Johnson	38.96	0.00	38.96
21/09/2021	BACS 665	Horsedrawn Occasions	CIVIC Sheriff's Allowance - P Hitchman	Horsedrawn carriage and driver for Sheriff's Ride	650.00	0.00	650.00
21/09/2021	BACS 666	M Islam	G/HALL Lettings	Refund of deposit for cancelled October booking	83.33	16.67	100.00
21/09/2021	BACS 667	Justice Fire and Security	ADMIN Supplies & Services	Call out, servicing & 1 yr maintenance of fire extinguishers	131.50	26.30	157.80
21/09/2021	BACS 667	Justice Fire and Security	BIRTHPLACE Repair/Maint	Servicing of fire extinguishers & 1 year's maintenance	113.00	22.60	135.60
21/09/2021	BACS 667	Justice Fire and Security	G/HALL Repair/Maint	Call out, servicing & 1 yr maintenance of fire extinguishers	131.50	26.30	157.80
21/09/2021	BACS 668	Lichfield District Council	BIRTHPLACE Supplies & Services	Annual museum premises licence	70.00	0.00	70.00
21/09/2021	BACS 669	R Leek	G/HALL Bar Charge	Refund of bar charge as Arts bar unavailable	98.50	19.70	118.20
21/09/2021	BACS 670	Mayor & Sheriff's charity acct	CIVIC Events	Transfer card receipts for Charity Beer & Skittles night	578.00	0.00	578.00
21/09/2021	BACS 670	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - R Yardley	Mayor's tickets for own Charity Quiz Night, October	30.00	0.00	30.00
21/09/2021	BACS 670	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - R Yardley	Mayor's tickets for own Charity Elizabeth 1 evening	34.00	0.00	34.00
21/09/2021	BACS 670	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - P Hitchman	Sheriff's tickets for own Charity Quiz Night, October	30.00	0.00	30.00
21/09/2021	BACS 670	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - P Hitchman	Sheriff's tickets for own Charity Elizabeth 1 evening	34.00	0.00	34.00
21/09/2021	BACS 671	Mazars LLP	ADMIN Professional Fees	External audit fee 2020/21	2,000.00	400.00	2,400.00
21/09/2021	BACS 672	D McCarthy Bros (Lichfield)	C I L Expenditure	New tarmac paths at Curborough CC - CIL contribution	6,000.00	1,200.00	7,200.00
21/09/2021	BACS 672	D McCarthy Bros (Lichfield)	HALLS Curborough C Centre	New tarmac paths at Curborough CC - CCA contribution	3,100.00	620.00	3,720.00
21/09/2021	BACS 673	Middlemarch Environmental	PARKS Other Repair/Maint	Trunkfield Brook, Festival Gdns - Ecological walkover	600.00	120.00	720.00
21/09/2021	BACS 673	Middlemarch Environmental	PARKS Other Repair/Maint	Trunkfield Brook, Festival Gdns - Crayfish habitat assessmt	900.00	180.00	1,080.00
21/09/2021	BACS 674	Museums Association	BIRTHPLACE Supplies & Services	Museums Association conference - 2 places	120.00	0.00	120.00
21/09/2021	BACS 675	Playsafety Ltd	PARKS Other Repair/Maint	4 annual play area inspections	551.00	110.20	661.20
21/09/2021	BACS 676	Arthur Price	CIVIC Supplies/Services	Silver salver & engraving for retirement gift	123.33	24.67	148.00
21/09/2021	BACS 677	R Fathers	PARKS Other Repair/Maint	Maple Grove - Various tree work	950.00	0.00	950.00
21/09/2021	BACS 677	R Fathers	PARKS Other Repair/Maint	Rookery Court, Leamonsley - Crown lifts to 3 trees	900.00	0.00	900.00
21/09/2021	BACS 678	Safelincs Ltd	ADMIN Supplies & Services	Fire door retainers	245.37	49.07	294.44
21/09/2021	BACS 679	Shining Stars	CIVIC Mayor's Allowance - R Yardley	Mayor's tickets for Shining Stars evening prom	20.00	0.00	20.00
21/09/2021	BACS 679	Shining Stars	CIVIC Sheriff's Allowance - P Hitchman	Sheriff's tickets for Shining Stars evening prom	20.00	0.00	20.00
21/09/2021	BACS 680	Sign Technology Ltd	C I L Expenditure	Backboards for 5 historic plaques on Market Square	625.00	125.00	750.00
21/09/2021	BACS 681	Staffs Parish Councils' Assocn	DEM SERVICES Cllr Expenses	Councillor Fundamentals course - Cllr Harrison	25.00	0.00	25.00
21/09/2021	BACS 682	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning - August (25.5 hrs)	331.50	66.30	397.80

21/09/2021	BACS 682	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning services in Guildhall & DH - August (42.75 hrs)	555.75	111.15	666.90
21/09/2021	BACS 683	Tonks Brothers Tree Services	PARKS Other Repair/Maint	Tamworth Rd - Dismantle leaning cherry tree	525.00	105.00	630.00
21/09/2021	BACS 684	William Salt Library	BIRTHPLACE Supplies & Services	Copy of Michael Johnson's apprenticeship document	10.00	0.00	10.00
21/09/2021	BACS 685	A Briggs	PARKS Other Repair/Maint	'No fly tipping' sign for Northern Plantation	18.00	0.00	18.00
21/09/2021	BACS 686	J Butler	BIRTHPLACE Supplies & Services	Fire extinguisher stands & signs, webcam and box	36.18	7.23	43.41
21/09/2021	BACS 686	J Butler	BIRTHPLACE Supplies & Services	Magnifying glasses	10.40	0.00	10.40
21/09/2021	BACS 687	L Clarke	CIVIC Events	Wreaths for Civic store	35.98	0.00	35.98
21/09/2021	BACS 687	L Clarke	CIVIC Mayor's Allowance - R Yardley	Wreaths for Mayor	35.98	0.00	35.98
21/09/2021	BACS 687	L Clarke	CIVIC Ride Meal Costs	Food for chauffeurs etc at Ride Banquet	23.00	0.00	23.00
21/09/2021	BACS 687	L Clarke	CIVIC Ride Meal Costs	Glue dots for banquet displays	3.33	0.67	4.00
21/09/2021	BACS 687	L Clarke	MARKET Supplies/Services	Air fresheners and weedkiller for Market Square	6.67	1.33	8.00
21/09/2021	BACS 688	Mrs C Freeman	G/HALL Supplies/Services	Cleaners' tabards and first aid signs	34.08	6.82	40.90
21/09/2021	BACS 689	A James	ADMIN Subscript/Training	AAT membership 2021/22 for Accounts Officer	167.00	0.00	167.00
21/09/2021	BACS 690	J Varley	ADMIN Supplies & Services	Milk	1.15	0.00	1.15
21/09/2021	BACS 690	J Varley	ADMIN Supplies & Services	Cloakroom supplies	4.79	0.96	5.75
21/09/2021	BACS 690	J Varley	CIVIC Events	Various refreshments for upcoming events	30.88	0.00	30.88
21/09/2021	BACS 690	J Varley	CIVIC Ride General	Light refreshments for morning gathering	3.55	0.00	3.55
21/09/2021	BACS 690	J Varley	CIVIC Ride Meal Costs	Batteries for microphone for banquet	2.08	0.42	2.50
21/09/2021	BACS 690	J Varley	CIVIC Supplies/Services	Dry cleaning of Town Crier coat	9.00	0.00	9.00
21/09/2021	BACS 690	J Varley	DEM SERVICES Supplies & Services	Bottled water for Council meeting	3.50	0.00	3.50
21/09/2021	BACS 690	J Varley	DEM SERVICES Supplies & Services	Hand sanitiser for Council meeting	3.30	0.66	3.96
21/09/2021	BACS 690	J Varley	G/HALL Supplies/Services	Pumps for sanitiser bottles and gloves	19.80	3.96	23.76
21/09/2021	BACS 690	J Varley	MARKET Supplies/Services	Signed-for letter to trader	2.25	0.00	2.25
21/09/2021	BACS 691	H Winter	G/HALL Supplies/Services	Disposable gloves	15.40	3.08	18.48
21/09/2021	BACS 691	H Winter	HALLS Boley Hall	Swing bin for Boley Hall kitchen	6.25	1.25	7.50
21/09/2021	BACS 692	Ms Mary Baker	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 12/9/21	3.58	0.00	3.58
21/09/2021	BACS 693	Steve Brown	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 20/6/21	25.33	0.00	25.33
21/09/2021	BACS 693	Steve Brown	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 15/8/21	22.00	0.00	22.00
21/09/2021	BACS 693	Steve Brown	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 12/9/21	20.13	0.00	20.13
21/09/2021	BACS 694	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 20/6/21	12.00	0.00	12.00
21/09/2021	BACS 694	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 15/8/21	38.67	0.00	38.67
21/09/2021	BACS 694	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 12/9/21	35.00	0.00	35.00
21/09/2021	BACS 695	C R Craven	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 20/6/21	11.07	0.00	11.07
21/09/2021	BACS 695	C R Craven	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 18/7/21 (additional amount)	110.00	0.00	110.00
21/09/2021	BACS 695	C R Craven	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 12/9/21	17.33	0.00	17.33
22/09/2021	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fee - August payroll	23.05	0.00	23.05
24/09/2021	BACS 696	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - September	6,424.44	0.00	6,424.44
24/09/2021	BACS 697	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - September	8,362.29	0.00	8,362.29
24/09/2021	BACS 698	CL Catering (Midlands) Ltd	CIVIC Ride Meal Costs	Catering for Ride Banquet	1,833.33	366.67	2,200.00
27/09/2021	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/8 - 10/9	10,876.33	2,175.26	13,051.59
28/09/2021	Debit	American Express Merch Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.42	0.00	0.42
30/09/2021	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - August	148.49	7.42	155.91
30/09/2021	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 31 Jul to 3 Sep - current account	33.02	0.00	33.02
30/09/2021	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier - usage Apr-Jun, rental Jul-Sep	82.41	16.48	98.89
30/09/2021	DDebit	Wm M Briars & Son (Tamworth)	MARKET Supplies/Services	Skip and wheelie bin hire - August	515.80	103.16	618.96
					88,573.62	8,038.68	96,612.30

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule**From 1 September to 30 September 2021**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
13/09/2021	05413	Cash	Various	Petty cash vouchers 7738 - 7751	228.78	24.43	253.21
16/09/2021	BACS I1	Quantico Ltd (t/a Easy Gazebos)	BIRTHPLACE Supplies & Services	Gazebo for Johnson Birthday & subsequent Birthplace use	136.62	27.33	163.95
16/09/2021	BACS I2	A Kanaplianikava	CIVIC Ride Meal Income	Refund for Banquet payment by BACS 27/8	25.00	5.00	30.00
23/09/2021	05414	Cash	Various	Petty cash vouchers 7752 - 7757	243.75	37.91	281.66
30/09/2021	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 31 Jul to 3 Sep - imprest account	8.12	0.00	8.12
					<u>642.27</u>	<u>94.67</u>	<u>736.94</u>