



Lichfield City Council

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

Tel: (01543) 250011 email: townclerk@lichfield.gov.uk

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

7 March 2022

To: Members of Lichfield City Council

Public

Dear Councillor

You are hereby summoned to a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield on **Monday, 14 March 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**
4. **COUNCIL MINUTES**
To confirm as a correct record the Minutes of the Council Meeting held on 24 January 2022, Nos. 74-91 (**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 24 December 2021 to 24 February 2022 and made in the name of LCC via delegated authority, be received (**copies previously circulated**).
7. **TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) IF ANY**

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. GRANTS ADVISORY COMMITTEE

To consider the Minutes of the Grants Advisory Committee meeting held on 1 February 2022, **APPENDIX 1** attached.

[A copy of all grant application forms considered by the Grants Advisory Committee is available to members at the City Council Offices].

RECOMMENDED: That the Minutes of the Grants Advisory Committee meeting held on 1 February 2022 be adopted.

9. AUDIT COMMITTEE

To consider the Minutes and any recommendations of the Audit Committee meeting held on 10 March 2022, to follow under separate cover as **APPENDIX 2**.

RECOMMENDED: That the Minutes of the meeting of the Audit Committee held on 10 March 2022 be adopted.

10. NOMINATIONS FOR CIVIC OFFICE 2022/23

To consider and elect individuals to the following Offices:

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

11. CALENDAR OF MEETINGS 2022/23

To confirm the Calendar of Meetings for 2022/23, **APPENDIX 3** attached.

The meeting dates have been selected so that, **as far as possible**, they avoid conflict with the District Council's calendar of meetings as adopted on 22 February 2022. Members are asked to note that local elections will be held on Thursday 4 May 2023.

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

RECOMMENDED:

The draft calendar of meetings be approved.

12. COMMUNITY GOVERNANCE REVIEW

To consider the Town Clerk's report at **APPENDIX 4**, attached.

RECOMMENDED: Delegated authority be given to the Town Clerk to respond to the CGR consultation in the name of the City Council. The response to reflect:

- a) The view expressed by Council over the past several years - that Garrick Road ward should be incorporated into Chadsmead, Burton Old Road ward into Stowe and Pentire Road ward into Bolely Park, thereby creating coterminous parish and district boundaries.***
- b) The City Council would support Streethay Ward becoming part of the Lichfield City Parish, but any decision to drive this proposal should be initially subject to the view of Streethay residents.***
- c) When assessing future options, LDC is asked to have regard to the current unequal allocation of councillors which results in a significant variation in the ratio of electors to councillors across LCC wards***
- d) To confirm the Council's desire for the recommendations of the review to be implemented in time for the 2023 local elections.***

13. OFFICERS' REPORT

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

RECOMMENDED: That the Report be noted.

14. LICHFIELD DISTRICT CITY OF SANCTUARY

On 4 March 2022 the Town Clerk received an email from Nigel Gann, Secretary of 'Lichfield City of Sanctuary'. City of Sanctuary is a national movement working to make the UK a welcoming place of safety for all. The first City of Sanctuary was founded in Sheffield some 15 years ago and has grown significantly since, with more than 110 communities now being recognised as Cities of Sanctuary.

City of Sanctuary is a voluntary service with a non party political brief, and aims to support people in Lichfield, especially newcomers who face discrimination or exclusion due to factors such as displacement, poverty, abuse and violence and act as coordinators for the welcome and support for those who need it. They also hold events and exhibitions to engage and inform about these issues. More information can be found on their website at <https://lichfield.cityofsanctuary.org/>

Mr Gann has requested the City Council appoint representatives to this outside body, ideally one representative from each political party, specifically Conservative Councillor Deborah Baker, Liberal Democrat Councillor Hugh Ashton and Labour Councillor Colin Ball; all appointments having being discussed informally prior to the request being made. The appointments are for a three-year period.

RECOMMENDED:

a) The City Council to declare its support for the vision and principles of Lichfield District City of Sanctuary

b) The Council to confirm the appointment of Councillors H Ashton, D Baker and C Ball as representatives on this outside body for a term of three years.

15. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 6**) for the period 1 December 2021 to 31 December 2021 in the sum of £89,206.41 General Account, and £453.23 Imprest Account.

16. 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.

17. DARWIN HALL

To consider the Town Clerk's confidential report (**APPENDIX 7, attached for members**) and the requests for council guidance as contained 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 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 3 minutes, and you can raise more than one issue within the overall limit of 3 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 24 January 2022 at 6.30pm

PRESENT: Councillors R Yardley (Mayor), J Anketell, H Ashton, D Baker, C Ball, J Checkland, Mrs J Eagland, M Field, C Creatorex, Mrs J Greaves, R Harrison, A Lax, Miss J Marks, T Matthews, P McDermott, S Pritchard, C Rapley, P Ray, D Robertson, A Smith, J Smith, C Spruce, M Trent and M Warfield.

APOLOGIES: Councillors Mrs G Boyle, P Jones and I Jackson.

74 MAYOR'S ANNOUNCEMENTS

The Mayor reported on the engagements he has attended in recent weeks including several carol services, the wreath laying ceremony at Westminster Abbey with the Johnson Society and the Conduit Lands Trust AGM. The Mayor informed members that he had presented his Chaplain Rev Ian Hayter with a silver salver on behalf of the City Council to mark his retirement.

75 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor D Baker declared a pecuniary interest in agenda item 17 [minute 88] due to the proximity of her place of residence to the proposals as set out within the grant request. Councillors R Harrison and Mrs J Greaves also declared an interest in this item as members of LHCRT. Councillors T Matthews, C Spruce and R Yardley declared in interest in agenda item 10 [Minute 81] as acquaintances of one of the parties submitting a tender, the relationship stemming from an association with the 'We Love Lichfield' charity.

76 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council Meeting held on 2 December 2021 (Nos 59-73), be confirmed, and signed as a correct record.*

77 MATTERS ARISING

None.

78 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: *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.*

79 MARKETS WORKING GROUP

Members considered the Minutes and recommendations of the Markets Working Group meeting held on 12 January 2022.

RESOLVED: *That the Minutes and recommendations of the Market Working Group meeting of 12 January 2022 be adopted.*

80 NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY

Members considered the Minutes and recommendations of the meeting of the Neighbourhood Plan Implementation Working Party held on 12 January 2022, which included the recommendation that £17,000 of CIL be allocated to the replacement of front and rear doors and surrounding frames and glazing at Boley Park Community Hall and a

£210 CIL contribution be made to the infrastructure required to improve cycle parking at Darwin Hall and Curborough Community Centre.

RESOLVED: That the Minutes and recommendations of the Market Working Group meeting of 12 January 2022 be adopted.

81 SHERIFF'S RIDE WORKING PARTY

Members considered the Minutes and recommendations of the Sheriff's Ride Working Party meeting held on 13 January 2022, notably the recommendation that consultants be appointed to assist in the process of analysing and identifying a future for the Ride, with the preferred consultants and their costings as set out in the minutes. Councillor C Greateorex spoke at length on the content of the tender document, broadly supporting the ideas considered but expressing concerns as to some of the methodology. Cllr A Smith responded that the tender document reflected all items under consideration and that the Working Party would break down the various elements in due course and select proposals to progress. Councillor C Ball proposed that the recommendation to Council at Minute 18 be changed to remove the option for a reduced Ride in 2022, instead focusing solely on a repeat of the 2021 provision and thereby ensuring reduced cost. The proposal was seconded by Cllr D Robertson. Councillor J Smith spoke against the amendment, citing the reduced costs of any reduced Ride that may take place. On being put to the vote, the amendment was declared lost. The vote was then taken on the substantive motion and it was:

RESOLVED: That the Minutes and recommendations of the Sheriff's Ride Working Party meeting of 13 January 2022 be adopted.

82 FEES AND CHARGES 2022/23

Members considered fees and charges for the 2022/23 financial year. Councillor D Robertson proposed an amendment to the motion that Guildhall hire fees remain at 2021/22 levels for 2022/23, citing the subsidy given by the Council to the Guildhall and the desire to reduce such subsidy. It was felt that greater promotion of the building would enhance its popularity and that the splendour of the building justified the proposed costs. The proposal was seconded by Cllr P Ray. Councillor C Greateorex spoke against the amendment, citing the reduced number of attendees at many groups, the financial difficulties such groups had faced during COVID restrictions and the desire to provide good value community facilities for the residents of the City. Councillor A Lax commented that it would be impossible to predict if a rise in hire charges would translate to more income and that her preferred approach was to prepare a balanced budget based on current income. On being put to the vote the amendment was declared lost. The vote was then taken on the substantive motion and it was:

RESOLVED:

a) An increase of 2.5% be applied to the prevailing pitch fees for LCC's General Markets [to exclude the associated Service Charge]

b) Guildhall hire charges to remain at 2021/22 levels

c) No increase be applied to photocopying charges

83 FINANCIAL PROGRESS REPORT 1 APRIL TO 30 NOVEMBER 2021

Members considered the 8-month financial summary report. Councillor Ball commended the Town Clerk and officers for a thorough report.

RESOLVED: That the report be noted

84 BUDGET ESTIMATES 2022/2023

Members considered the draft budget for the financial year 2022/23. An amendment to the substantive motion was proposed by Councillor D Robertson; citing the financial pressures on families due to a multitude of factors including energy price increases, general inflation etc, Cllr Robertson stated that a 0% change in precept [rather than the 2.5% increase proposed in the substantive motion] was possible by reducing the Sheriff's Ride budget and increasing the forecast income from Guildhall lettings which he felt was low in the draft budget. Referring to discussions earlier that day with the Town Clerk, Cllr Robertson stated that the Town Clerk had expressed concerns about the proposal. The Town Clerk

confirmed this, stating that while he accepted the budgeted lettings figure could well be low, it was based on a relative lack of demand currently. The Town Clerk also expressed concern as to the appropriateness of picking one element for such change, while not considering other elements that could prove more costly than in the draft budget [such as the assumed 4% inflation rate and nationally agreed salary award assumptions] and the potential overall implications for reserves. The Town Clerk concluded by advising members that it was within their gift to resolve to allocate the additional costs from reserves, but cautioned that in doing so, any resulting loss in reserves would be compounded in future years, or lead to the requirement to increase the precept by a larger amount in the future to return to a balanced revenue budget from precept income.

Several Councillors spoke in favour of the amendment including Cllr Rapley who stated that an increase in the precept would send the wrong message to the electorate, suggesting the Council prioritised the Sheriff's Ride over residents' welfare. A view that was echoed by Councillor Ball saying that a 0% rise would send a signal to both Lichfield District Council and Staffordshire County Council that the City Council cared about the people of Lichfield. Councillor Ray also spoke in favour of the amendment stating it would prove that Councillors were listening to residents and that there was no need for the Council to build up its reserves.

Councillor A Lax spoke against the amendment and referred to Burntwood Town Council's 4% increase and the controlling Labour Group's support of that increase. Councillor Greatorex agreed with Councillor Lax stating that the that the proposed 2.5% increase to the precept was less than inflation which is currently 5.4%.

Councillor Robertson called for a named vote on the amendment, the Town Clerk then asked each member in turn to state whether they were for or against the amendment or whether they wished to abstain. The voting is recorded below:

COUNCILLOR	IN FAVOUR	AGAINST	ABSTAIN
Councillor J Anketell	x		
Councillor H Ashton	x		
Councillor D Baker		x	
Councillor C Ball	x		
Councillor J Checkland		x	
Councillor Mrs J Eagland		x	
Councillor M Field	x		
Councillor C Greatorex		x	
Councillor Mrs J Greaves		x	
Councillor R Harrison		x	
Councillor A Lax		x	
Councillor Miss J Marks		x	
Councillor T Matthews		x	
Councillor P McDermott	x		
Councillor S Pritchard		x	
Councillor C Rapley	x		
Councillor P Ray	x		

Councillor D Robertson	x		
Councillor A Smith		x	
Councillor J Smith	x		
Councillor C Spruce		x	
Councillor M Trent	x		
Councillor M Warfield		x	
Councillor R Yardley		x	
TOTAL	10	14	0

The Town Clerk confirmed the result, and the amendment was declared lost. There then followed a vote on the substantive motion, with the vote thereon reflecting the previous named vote. It was therefore:

RESOLVED: 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.

85 REPAIR, RENOVATION AND SPECIFIC PROJECT PROGRAMME 2022/23

Members considered the Repair and Renewal proposals to be funded from the Capital Reserve, including proposals for the Birthplace Museum, Darwin Hall and the Friary Clock Tower as detailed in the agenda report.

RESOLVED: That the report be noted.

86 OFFICERS' REPORT

Councillor C Greatorex commended officers that in spite of several staff changes and shortages the activities of the Council were carrying on as normal. The Mayor and Councillor Ball commented on the excellent work that had been carried out by the Open Spaces Officer in particular at Festival Gardens and Netherstowe. Councillor Trent thanked officers for an excellent report and was pleased to read that King Edwards school were now using the digital German Newspapers from our Twin Towns in their lessons.

RESOLVED: That the report be noted.

87 SUBSIDY REVIEW – LICHFIELD ARTS AND LICHFIELD FESTIVAL

Further to Minute 99 of the City Council's meeting on 28 January 2019, the arrangements between the Council, Lichfield Arts and Lichfield Festival are to be reviewed annually by the City Council. Members considered the current position and proposals for 2022/23.

RESOLVED: Given inflationary pressures and the instability of utility prices, a 3% increase be applied to the licence to occupy rate for 2022/23; all other arrangements to remain unchanged for the reasons as set out in the agenda report. The matter to be reconsidered by Council at its January 2023 meeting.

88 LICHFIELD AND HATHERTON CANALS RESTORATION TRUST - GRANT REQUEST

Members considered the Town Clerk's agenda report and the accompanying Grant request submitted by LHCRT, the written request following previous discussions and resolutions of the Council.

RESOLVED: This matter be deferred until a future Council meeting for the following reasons:

- 1. The Council is not yet in the position to recommend a specific sum for any works over and above those already being undertaken.***
- 2. More detail is required about specific elements of the proposed work; following a site meeting has been between the Town Clerk, ward councillors to assess the situation further; following this process ward members to return to Council with proposals for consideration.***

89 PAYMENT OF ACCOUNTS

RESOLVED: That payment of accounts be approved and confirmed as listed in the agenda 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.***

90 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.

91 STAFFING COMMITTEE

Members considered the minutes and recommendations of the meeting of the Staffing Committee held on 18 January 2022.

RESOLVED: That the minutes and recommendations of the meeting of the Staffing Committee held on 18 January 2022 be adopted.

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 8.05 PM

MAYOR

For Council: 14 March 2022: APPENDIX 1

Lichfield City Council

Minutes of Grants Advisory Committee Meeting held via Zoom at 6.30 pm on Tuesday 1 February 2022

PRESENT: Councillor Mrs D Baker (Chairman), H Ashton, R Harrison, P Jones, Miss J Marks, M Trent, M Warfield, and R Yardley.

APOLOGIES: Councillor M Field.

1. MINUTES

RESOLVED: *That the Minutes of the Grants Advisory Committee Meeting held on 29 March 2021 and 1 February 2021 be confirmed as a correct record.*

2. GRANTS TO OUTSIDE BODIES 2022/2023

Consideration was given to applications for financial assistance from the 2022/23 budget.

RECOMMENDED:

1. That the Council makes grants totalling £28,765 to the following organisations as indicated, with grants to organisations marked * being made under the General Power of Competence as adopted by Council at its meeting of 17 June 2019, this being expenditure which in the opinion of the Council is in the interests of the whole area or some or all of the inhabitants and which will bring benefit in a manner commensurate with the expenditure:

	No	Organisation	Amount
*	1	South East Staffordshire Citizens Advice Bureau	£5,500
	2	Lichfield District Arts Association	£4,100
	3	Lichfield Greenhill Bower	£3,000
	4	Curborough Community Centre	£2,076
	5	Erasmus Darwin Foundation	£1,500
(a)	6	Lichfield District Council – Proms in the Park	£2,000
	7	Lichfield Festival	£1,250
(b)	8	Lichfield Waterworks Trust	0
	9	Lichfield Litter Legends	£1,000
	10	The Hub at St Mary's	£500
*	11	Voluntary Transport for the Disabled	£1,100
	12	City of Lichfield Concert Band	£500
	13	Lichfield Bowling Club	£500
	14	Open Door of Hope	£445
	15	Dovehouse Community Gardens	£300
	16	Speakers' Corner Lichfield	£96
(C)	17	Gartmore Riding for the Disabled Group	0
	18	Kendall & Wall Charitable Trust	£250
	19	Lichfield Re Cycle	£300
	20	Lichfield Festival of Music	£100
	21	Monks Walk Group	£300

	No	Organisation	Amount
	22	Cherry Orchard Garden Services	0
	23	Lichfield Garrick Theatre	0
	24	Creative Solutions CIC	0
	25	Lichfield Hockey Club	£1,000
	26	Lichfield Talking News (and Community Care)	£1,000
(d)	27	Jules Veg Growers	0
★	28	MHA Communities South Staffordshire	£672
	29	Lichfield Running Club	£226
	30	One Lichfield	£500
	31	Wayward Women	0
	32	Lichfield Camera Club	0
(e)	33	Lichfield Repair & Share Café	£300
	34	Forest Harvest	£250
	35	Lichfield Textile & Stitch Group	0
		TOTAL	£28,750

a - report to be requested from this organisation for 2022/23 Grant allocation

b - to be referred to NPIWP for consideration due to suitability for CIL

c - organisation to be asked to provide more detail on how the application benefits the people of Lichfield

d – request to reapply and confirm location of allotment

e – dependent upon bank details being provided

2. The unallocated element of the grants budget be retained for any urgent applications later in the year/carried forward to 2023/24 as appropriate.

3. DECLARATIONS OF INTEREST

The following Councillors declared an interest under Appendix A of the City Council's Code of Conduct and took no part in the discussion and voting thereon:

Lichfield Litter Legends – Cllr R Harrison

Lichfield Greenhill Bower – Cllr M Warfield

Lichfield Garrick Theatre – Cllr D Baker (item Chaired by Cllr M Warfield)

The following Councillors declared an interest under Appendix B of the City Council's Code of Conduct in the applications from the undermentioned organisations:

Cherry Orchard Garden Services – D Baker

Citizens Advice South East Staffs – D Baker

Curborough Community Association – P Jones, R Harrison

Dovehouse Community Gardens – D Baker

Erasmus Darwin Foundation – H Ashton

Lichfield Greenhill Bower – Miss J Marks

Lichfield Litter Legends – D Baker

Lichfield Rail Promotion Group – M Warfield

Lichfield Running Club – D Baker

Lichfield Sports FC - M Warfield

Open Door of Hope – D Baker

Speakers' Corner Lichfield – D Baker

The Hub at St Marys – H Ashton & R Yardley

Voluntary Transport for the Disabled – D Baker

4. GRANT AWARD POLICY REVIEW

Members reviewed the Grant Award Policy and commented on the number of 'start up' organisations applying for which it was felt there were more appropriate sources of funding. It was therefore agreed that the following wording be updated in the policy to read.

'It is preferred that organisations applying for grants have been running for at least twelve months'

Members commented that the revised application form had resulted in more succinct applications and only minor changes needed to be made to the 2022/23 form in order to emphasise certain wording; officers to make the minor amendments accordingly.

5. DATE AND TIME OF NEXT MEETING

The committee discussed 2023 deadlines and whether the meeting of the Committee should be pushed back from its early February date to allow a later deadline for applications to be received. It was agreed that a deadline of 16 January 2023 would be appropriate for the next Grants round, with officers to finalise dates for the meeting of the Committee via the usual Calendar of meetings as submitted to Council, but to take account of this requested change in deadline.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 7.57 PM

For Council: 14 March 2022: APPENDIX 3

Calendar of Meetings 2022/2023

DATE	TIME	MEETING
2022		
Monday, 16 May	6.30pm	ANNUAL COUNCIL
Wednesday, 25 May	7.30pm	ANNUAL TOWN MEETING
Thursday, 2 June	6.30pm	Planning Committee (if called)
<i>Thursday, 9 June</i>	<i>4.00pm</i>	<i>Audit Committee</i>
Monday, 13 June	6.30pm	COUNCIL (Year-end accounts)
Thursday, 23 June	6.30pm	Planning Committee (if called)
WEDNESDAY, 20 JULY	6.30pm	Planning Committee (if called)
Monday, 25 July	6.30pm	COUNCIL
Thursday, 18 August	6.30 pm	Planning Committee (if called)
WEDNESDAY, 14 SEPTEMBER	6.30pm	Planning Committee (if called)
TUESDAY, 27 September	6.30pm	COUNCIL
Thursday, 13 October	6.30pm	Planning Committee (if called)
<i>Tuesday, 1 November</i>	<i>10.30am</i>	<i>Johnson Birthplace Advisory Committee</i>
<i>Thursday, 3 November</i>	<i>6.30pm</i>	<i>Staffing Committee</i>
Thursday, 10 November	6.30pm	Planning Committee (if called)
<i>Thursday, 8 December</i>	<i>4.00pm</i>	<i>Audit Committee</i>
Monday, 12 December	6.30pm	COUNCIL
WEDNESDAY, 14 December	6.30pm	Planning Committee (if called)
2023		
Thursday, 12 January	6.30pm	Planning Committee (if called)
Monday, 23 January	6.30pm	COUNCIL
WEDNESDAY, 1 FEBRUARY	6.30pm	Planning Committee (if called)
<i>Monday 13 February</i>	<i>6.30pm</i>	<i>Grants Advisory Committee</i>
Thursday, 2 March	6.30pm	Planning Committee (if called)
<i>Thursday, 9 March</i>	<i>4.00pm</i>	<i>Audit Committee</i>
Monday 13 March	6.30pm	COUNCIL
Thursday, 6 April	6.30pm	Planning Committee (if called)
Monday 17 April	6.30pm	COUNCIL
<i>Tuesday, 25 April</i>	<i>10.30am</i>	<i>Johnson Birthplace Advisory Committee</i>
WEDNESDAY, 3 MAY	6.30pm	Planning Committee (if called)
Monday, 15 May	6.30pm	ANNUAL COUNCIL
Wednesday, 24 May	7.30pm	ANNUAL TOWN MEETING
Thursday, 1 June	6.30pm	Planning Committee (if called)

For Council: 14 March 2022: APPENDIX 4

COMMUNITY GOVERNANCE REVIEW

Lichfield District Council have begun a consultation exercise to inform the Community Governance Review (CGR) which is looking at current and future parish level provision across Lichfield District. The consultation is open to all parish councils, residents, businesses, community groups etc.

The initial consultation period for the review runs from 1 February to 25 April 2022. The results of the initial consultation will be used by LDC to produce recommendations for any new or revised arrangements that will be consulted on later in the year. The online consultation is available at <https://www.lichfielddc.gov.uk/custom/consultations/view/51>

Existing City Wards

The CGR has been under discussion for some time, and the City Council has been keen for it to take place due to the opportunity to reconsider the appropriateness of the Pentire Road, Garrick Road and Burton Old Road wards created following the Boundary Commission's review in 2014 that led to non-coterminous parish and district wards; the City Council opposed the creation of those wards at that time. These changes also increased LCC's number of Councillors to 28 from the previous 26.

At its meeting of 22 October 2018, the City Council considered an agenda report confirming a proposed timescale of 'late 2019' for a CGR to be undertaken. The City Council resolved that the Town Clerk write to Lichfield District Council to formally request they bring forward the timing of the proposed review in order to allow it to take effect in time for the May 2019 local elections, with the anticipation that the non-coterminous LDC/LCC wards would be addressed in the review. Unfortunately, the Town Clerk was advised the requested timescales were unachievable.

In June 2020, Council expressed its disappointment at the CGR delay, but also a recognition of the considerable workload faced by the District Council, not least in light of the COVID-19 pandemic. At that meeting, the Council's previous view regarding the three wards named above was reinforced, and it was generally agreed that members would like to see Garrick Road incorporated into Chadsmead, Burton Old Road incorporated into Stowe and Pentire Road incorporated into Boley Park. This would create coterminous boundaries with LDC wards.

Following receipt of the CGR consultation documents, the Town Clerk circulated the information to all LCC members on 3 February 2022, asking members to advise whether the view expressed by Council in 2020 aligns with the current views of individual members, and whether members feel there is a need to raise any other relevant issues within a draft response. All responses received reinforced the view previously expressed by Council, while some responses additionally suggested the City Council should include a request that the recommendations of the review be implemented in time for the local elections in 2023.

A further matter raised was the unequal allocation of councillors relative to the number of electors across City Council wards. Such discussions could become extremely detailed and it is perhaps best at this stage to include a general point on this matter in the draft response to LDC, with a request that LDC have regard to such imbalances when considering their recommendations, with the opportunity for further comment to follow as highlighted in the second paragraph of this report.

Streethay

At its meeting of 26 July 2021, and as part of the wider Boundary Review conducted by the Boundary Commission, Members considered a report that followed a request to the Council from Michael Fabricant MP to support his position on the proposed constituency changes, and also to encourage the City Council to actively promote the inclusion of Streethay as a separate and additional City Council ward; such a matter – pending the outcome of the national boundary review - being within the influence of the local boundary review conducted by Lichfield District Council which is the subject of this report. At that meeting it was resolved:

- a) That the City Council submits a response to the Boundary Commission's proposals for Lichfield strongly reflecting the views that Streethay should remain in the Lichfield Constituency, including reference to the negative impacts of moving Streethay to Tamworth on the Trent Valley rail link, neighbouring employment land and the strong community links Streethay has with Lichfield not Tamworth.***
- b) That the City Council would support the aim of Streethay Ward becoming part of the Lichfield City Parish – subject to boundary changes – as it may have more affinity with Lichfield City Parish than elsewhere. However, any decision to drive this proposal should be initially subject to the view of Streethay residents.***

In regard to resolution (b) above, Council is now asked to confirm whether it wishes these representations to be included in the consultation response to Lichfield District Council.

RECOMMENDED: Delegated authority be given to the Town Clerk to respond to the CGR consultation in the name of the City Council. The response to reflect:

- a) The view expressed by Council over the past several years - that Garrick Road ward should be incorporated into Chadsmead, Burton Old Road ward into Stowe and Pentire Road ward into Boley Park, thereby creating coterminous parish and district boundaries.***
- b) The City Council would support Streethay Ward becoming part of the Lichfield City Parish, but any decision to drive this proposal should be initially subject to the view of Streethay residents.***
- c) When assessing future options, LDC is asked to have regard to the current unequal allocation of councillors which results in a significant variation in the ratio of electors to councillors across LCC wards***
- d) To confirm the Council's desire for the recommendations of the review to be implemented in time for the 2023 local elections.***

OFFICERS' INFORMATION REPORT

1. Civic Matters: Sarah Thomas, Deputy Town Clerk

The Mayor and Sheriff's first charity event of 2022 took place on Sunday 23 January. Following a service at Wade Street Church a total of 54 guests joined the Civic party for a traditional Sunday lunch in the Guildhall where they were entertained by Michael James. During the afternoon the Mayor bid a fond farewell to his chaplain, the Revd Ian Hayter who officially retired at the end of January. To mark the



occasion the Mayor presented Revd Hayter with an engraved silver salver on behalf of the City Council. Ian has been a long-standing friend to the Council and held the honorary title of Mayor's Chaplain five times and Dozener for Beacon Street at St George's Court every year since 1997. He will be sorely missed, and we wish him a happy retirement. The event raised a total of £477 for the Mayor and Sheriff's Charities, Friends2Friends and We Love Lichfield.



A fun night was had by the 64 guests who attended the Mayor and Sheriff's charity race night on Friday 11 February. Bets were placed in denominations of a pound on pre-recorded races. A hot supper of jacket potatoes was served before the raffle was drawn.



The Mayor and Sheriff would like to thank Cllr David Salter who kept proceedings on track by acting as MC for the night and also Cllr Colin Greateorex and Mrs Donna Greateorex who were 'Bookmakers' for the night. The evening raised over a £1,000 for the charities.

At the time of writing this report preparations are under way for the traditional pancake races which was the last event to be held before the lockdown of 2020. The event has been well publicised, and it is hoped

that local residents will turn out in force to support this traditional event. Preparations continue for the Speaking Competition on 11 March. We are fortunate in that five schools wish to take part this year. The competition has not been held since 2018. In addition, planning continues for the Mayor and Sheriff's final Charity event on the 12 March, a charity Vintage Musical evening and auction

Event planning continues for Easter Sunday, St Georges Court and Annual Council and banquet.

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

The Samuel Johnson Birthplace Museum has had a positive start to the year with 924 visitors in January, a slightly higher number than the pre-pandemic average for the month.

Overall visitor figures for the nine months of the calendar year in which either the shop or Museum was able to open in 2021 were 7,596. Average visitor figures for open months in 2021 were -55% of pre-pandemic visitor figures in 2019, but +33% on 2020 open months, indicating increasing visitor confidence. Statistics taken from the Museum's visitor book recorded that 30% of visitors came from the local area (within 15 miles), 64% from elsewhere in the UK, and 6% from overseas.

The first school visit since the pandemic took place on February 15 with a group from Rocklands school. Numerous bookings for forthcoming school visits were received and have been coordinated by the Museum Support Officer (MSO), as well as guided tours for history groups which are being rearranged from cancelled 2020 dates. The Museum's Latin group resumed meetings in January.

In January the team of four collection care volunteers returned to start their bi-annual conservation clean of the Museum displays on Thursday mornings. A researcher from the University of Texas spent a week at the Birthplace consulting the Anna Seward letter

collections. The Johnson Society kindly agreed to fund the purchase of copies of the Yale edition of the Works of Samuel Johnson to complete the set in the Birthplace library.

The MSO is working on recruitment and training of volunteers to relaunch the Birthplace Children's Club and reopen the Guildhall cells. On Tuesday 18 January the Birthplace attended the Volunteer's Fair in Lichfield Cathedral. The stall attracted a good number of volunteers to the opportunities on offer.

The Museums and Heritage Officer (MHO) attended training on creating content for a new touch screen to provide access to the upper floors of the house, due to be installed before the full visiting season begins in March. The MHO and MSO attended Emergency First Aid at Work training, and members of the Attendant team attended on February 28.

Development project work by the MHO included completion of the text for the workroom touch screen information, liaison with the structural engineer ahead of work in the museum yard and regular contact with the Architects. A maintenance clean out of the Museum's drains was undertaken in February and the MSO completed PAT testing for the building. The MHO has worked on changing over the Museum's alarm maintenance company to a new supplier.

Partnership continues to be an important part of the Museum's work. The Birthplace was invited to support 'Visit Lichfield' with the development of a new augmented reality trail, meeting with the trail's designers and supplying contacts and information on Johnson, Barber and Seward and images of items from the Museum collection. The MHO met with the Garrick Theatre about plans for a possible summer school performance event, and a representative from the Nottingham City of Literature to identify potential marketing and partnership opportunities. Shortlisting for places at the 'Understanding Archives' event with Keele University taking place at the Guildhall on 25 March was completed.

A display in the Museum bookshop windows celebrated the birth of David Garrick in February, and a Spring window theme took place during Half Term holiday week. This was part of the city-wide 'Window Wanderland' weekend and to compliment the 'Signs of Spring' family craft activity session on Thursday 24th February, which was fully booked.

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

Following the City Council's resolution to allocate CIL to the replacement of the 'butterfly' style cycle stands at Curborough Community Centre and Darwin Hall, the preferred 'Sheffield' style stands have now been installed. The installation at Curborough CC is pictured.



The extensive work on open space 10, Netherstowe, has now been completed. The hedge on the boundary between LCC's open space and the school was cut back on 10 and 11 February, with overgrowth, brambles and tree suckers removed from the Curborough Brook. On Monday 14 and Tuesday 15 February the Brook was desilted to greatly improve the flow. All work was carried out in compliance with professional recommendations.



A number of obstructions were discovered beneath the overgrowth and within the watercourse, these included discarded car tyres, sun loungers and supermarket trolleys. These items were set to one side and collected shortly thereafter by LDC's Operational Services team.



Replacement litter bins are due to be installed adjacent to Curborough Community Centre at the time of preparing this report. The wooden slats on the existing bins have been vandalised numerous times. It is hoped that new bins will resolve this problem.

Work has taken place over three days to remove overgrown and unsightly bushes and trees that were obscuring the Clock Tower, notably when entering the City from the Bowling Green Island. Before and after photographs are provided below. Positive comments have been received from the public as a result of this work which was undertaken in close cooperation with LDC's Arboricultural officer.

Following a successful test of new LED floodlights at the Clock Tower which was attended by the Town Clerk and several volunteer clock winders, the new lights have now been installed to replace the previous 250w SON lights. This marks the first time in 25 years that all four lights have been operational; one light was stolen shortly after original installation and never replaced. The opportunity was also taken to replace ageing lamp holders and lamps within the Clock Tower itself.



Following Council's approval of the 2022/23 Repairs and Renewals programme, Croft Building and Conservation have been awarded the contract to carry out the minor work recommended to the Clock Tower following the architect's quinquennial inspection carried out in 2021. This includes internal repointing, repair to rainwater goods, monitoring of cracks and other minor matters that will ensure the tower is well maintained. The start on site date is 14 March. On that date, Smith of Derby are also due to attend to protect the clock mechanism in readiness for work to begin, and this will include some dismantling. Smith of Derby are due to attend on 4 April to recommission the clock following completion of the contracted works. Unfortunately this means the clock will not be operational for the intervening period. Ward members and the volunteer clock winders have been informed.

Significant tree work has been undertaken along Open Space 26a and b, which stretches from the London Road Bridge, along Tamworth Road, across the Cricket Lane junction and to the rear of Canal Cottage. The extensive work is a result of site visits with representatives from the Canal Trust, tree surgeons, ward members and the recommendations of LDC's Arboricultural Officer. Trees have been reduced to statutory minimal highway clearance, removed due to health and safety concerns, or removed to allow the next stage of the canal restoration to take place, which includes the planting of native trees and the creation of new hedgerows. This work was slightly delayed by storm Franklin but was nevertheless completed

on schedule. The Town Clerk takes this opportunity to thank Gareth Hare at LDC for his input and expert advice during the planning of this work.

Three storms within one week represented a significant test of the work undertaken to ensure the safety of the City Council's open spaces during the past nine months or so. Despite wind speeds exceeding 50mph, only four incidents have been identified on City Council land:

- A tree fell from the closed churchyard of St Chads onto the cycleway at Netherstowe (pictured). This was reported late on the afternoon of February 16 and was cleared before 8am on February 17
- A fallen tree at St Michaels – this fell into the road and caused an obstruction; it was cleared by Highways though LCC's tree surgeon was also on route at the time
- A fallen tree along open space 26 at Tamworth Road. The tree was removed the morning after the incident was reported. This particular tree was scheduled to be removed as part of the wider tree work on that open space that took place during the week of 22 February and is mentioned earlier in this report.
- A mature and very large ash tree fell on the pathway to the Gazebo, causing damage to neighbouring fences. The site is extremely difficult for vehicles to access, but mechanical assistance of a tractor and trailer was required due to the size of the tree. The City Council's tree surgeons were on site almost immediately after the tree had been reported, the path was closed and removal of the tree took six hours and a team of seven with all timber and the root ball removed. Work to repair the fences is being progressed at the time of preparing this report.



The Town Clerk wishes to put on record his thanks to the Open Spaces Officer and to tree surgeons ACW Arb and Tonks for their swift responses to the matters detailed above.

4. Markets: Hayley Howen, Markets Officer

The Market in recent weeks has been subjected to regular high winds, affecting several markets before the impact of the recent storms were felt. The maximum wind speed for a normal market to take place is 35mph, speeds above this are felt to be dangerous due to the temporary nature of market stalls, the light weight of some goods being offered for sale, and the general nature of winds in that part of the City, tending to blow quite strongly around the Square.

Where wind speeds are between 35mph and 45mph, traders are usually offered the opportunity to trade from their vehicles. This removes the danger associated with the stalls and does provide the traders with an opportunity to stand and for a market in some form to take place. The forecast for storm Eunice was for winds well in excess of 45mph and the market was cancelled as a result. The forecast wind speeds provided by the Met Office are

used as the basis for decisions as to whether a reduced market takes place or if it is cancelled in its entirety. Whilst every effort is made to keep the Market going, we do have to take forecasts from the Met Office seriously as the safety of the public and traders is paramount. Unfortunately, regular reduced markets due to high winds or traders being reluctant to stand at this time of year can give the impression that the market is in decline, but it is the nature of outdoor markets that they are at the mercy of the weather.

When weather conditions allow, Friday and Saturday Markets are well attended with a new trader taking up a permanent place on a Saturday. The Tuesday market does have some space and the Market Officer receives enquiries for potential stall holders to attend on a regular basis. Some casual traders have taken a space some weeks which will continue to grow into the spring and summer.

Social Media

Regular updates on social media and twitter continue with features on different traders and their stalls. The updates are also reaching the wider community pages in Lichfield keeping the public up to date. The reduced markets and cancelled markets have also featured this last month.

Tuesday Market

This still has capacity for more traders, and anyone interested to get in touch with the Market Officer for more information.

Friday Market

The Friday market currently has two pitches available. However, there is gathering interest and it is hoped it will be up to capacity in the next few months.

Saturday Market

The Saturday market continues to operate at full capacity.

Applications and enquiries continue to be received each week with trader's applications/details kept on file for future use. Many applications are received from traders wanting to sell goods that are already sold on our markets, duplication of items on such a small market is not encouraged. Saturday continues to be the most requested day for market applications.

The Producers' Market

The Producers' Market continues to prove very popular and is well attended by the public and traders alike. The produce ranges from Dog Treats to silver items which make it very different from the regular Lichfield Market and helping it to develop its own profile and identity.

Market Square Bookings - Community Use - Non-Market Days

As we move into the spring, John Madden and his Chip van will be joined by Ian Newey and his ice cream van. The covid unit will be here until the end of March when as the restrictions phase out the unit will no longer attend. Charities continue to stand on the square and moving into the spring will become more regular,

Market Layout - Covid Restrictions – Update

The market continues to operate with the large middle aisle walkway for customers to shop and one-metre gap between each stall. The one-way system has been removed.

5. Twinning: Gabriele Lasch- Burden, Twinning Officer

Due to increasing COVID cases and ongoing restrictions on gatherings in Germany, Limburg City Council had to cancel this year's international twinning celebrations in April for a third time. The Limburg Mayor very much regretted this decision but was unable to proceed with the extensive preparations for the festivities under these circumstances. A new date has not yet been set and Limburg City Council will re-evaluate the situation once there is a foreseeable end to the pandemic.

For the same reason, the planned yearly week-long internship of 2 Limburg Council public office apprentices in Lichfield during the Easter holidays was also cancelled. The possibility of having to quarantine in Lichfield host families and the lack of close contact work placements made it difficult to put together a meaningful work experience.

Limburg City Council held a remembrance service for their 88 covid victims in its district as part of their council meeting on 14th February. They also included the twin towns in this service and remembered the 371 people (source: Staffordshire County Council), who lost their lives to covid since the start of the pandemic in the Lichfield District.



The Limburg Twinning Association has offered a “fun sports week” to youngsters from Lichfield in the summer holidays. Five young people between the ages of 12 and 15 years old, plus one supervisor, are invited to Limburg from 29 August to 2nd September 2022. Fun activities include water skiing, climbing, skating and graffiti, to name but a few. Accommodation in their lovely youth hostel and the week-long programme will be paid for by the Limburg Twinning Association, leaving only the travel costs and travel insurance to be borne by the individual participant. The registration deadline is 30 April 2022.

This September will see the 30th anniversary of the ring twinning agreement between Lichfield, Limburg and Sainte Foy-les-Lyon. For this reason, there is a photo competition with cash prizes to be won. Photos of Lichfield can be entered for free, please contact the Twinning Officer for more details. The competition is open until 1st September 2022.

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

Since Christmas, 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, RSPB, and the National Trust. All the groups were working under the conditions of their COVID19 Risk Assessments, some with reduced membership.

January is usually quiet, and unfortunately, due to COVID19, there have also been some cancellations. Bookings are picking up during March and April onwards and things should get closer to normal with the removal of remaining COVID regulations.

Although some concerts and their Beer Festival was cancelled due to COVID19, Lichfield Arts did manage to hold three successful concerts. The Worshipful Company of Smiths Feast was due to be held in February, and unfortunately had to be postponed until 26 April 2022.

Civic events have included the Mayor & Sheriff's Charity Sunday Lunch and the Mayor & Sheriff's Race Night.

The floor covering in the ground floor Guildhall toilets has been replaced, and an additional fridge has also been installed in the first floor catering kitchen.

Enquiries are coming in for 2022 and 2023 and there have been several meetings with hirers since Christmas. So far there are four wedding ceremonies booked this year. There are also three Wedding Receptions coming up in the next few weeks. There are other private bookings, and charity dinners also booked in.

The Old Prison Cells are due to re-open on Saturdays from the beginning of April.

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

We are currently recruiting Casual Premises Attendants. Anyone who is interested, please contact the Bookings Officer.

Boley Park Community Hall

Regular hirers are still using the hall and there have been an increased number of Children's parties (to make up for lost parties in the last couple of years). In the first three months of the year, there have been 21 children's parties booked, together with an AGM, Stamp Fair, presentation/talk and Race Night. The replacement of the front and rear doors and surrounding screens is due to be carried out during the Easter holidays following the adoption by council of the NPIWP recommendation for this work to be completed with CIL funding. All bookings have been cancelled during these 2 weeks.

7. Deputy Town Clerk: Sarah Thomas

The absence of a Civic officer means that much of the Deputy's time is still occupied with facilitating Civic and charity events as documented earlier in this report. The Deputy Town Clerk will continue to support the Civic function until a new civic officer is appointed and will be supporting the Town Clerk in the interview process.

The Deputy is working with appointed consultants, Townhouse before they make their presentation to Council regarding the Sheriff's Ride. Secretariat support will be given at full Council, Markets Working Group and the Sheriff's Ride Working Party.

For Council: 14 March 2022 APPENDIX 6

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 December to 31 December 2021

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/12/2021	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 21/22 - 9th instalment (December)	923.00	0.00	923.00
01/12/2021	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 21/22 - 5th instalment (December)	7.00	0.00	7.00
01/12/2021	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 21/22 - 9th instalment (December)	539.00	0.00	539.00
01/12/2021	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 21/22 - 9th instalment (December)	1,996.00	0.00	1,996.00
02/12/2021	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - October	522.06	104.41	626.47
03/12/2021	BACS 818	ABC Training Services Ltd	ARTS/TOURISM Lights Costs	2 medics and 1 ambulance for Switch On event	520.00	104.00	624.00
03/12/2021	BACS 819	ACW Arb	PARKS Other Repair/Maint	Festival Gardens tree works (2nd stage)	2,850.00	570.00	3,420.00
03/12/2021	BACS 820	E A Barnes & Sons	MARKET Supplies/Services	Exchange covered skip, delivered 15/11	80.00	16.00	96.00
03/12/2021	BACS 821	Cannock Sound Hire	ARTS/TOURISM Lights Costs	Sound system, lights & snow machine for Switch On event	906.48	181.30	1,087.78
03/12/2021	BACS 821	Cannock Sound Hire	ARTS/TOURISM Lights Costs	Deliver, install and collect stage & marquee for Switch On	1,100.00	220.00	1,320.00
03/12/2021	BACS 822	County Signpost Ltd	BIRTHPLACE Adverts/promotion	Advert in County Signpost magazine and website 2022	150.00	30.00	180.00
03/12/2021	BACS 823	Eastern Shires Purchasing Org	ADMIN Supplies & Services	White card	2.10	0.42	2.52
03/12/2021	BACS 823	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Refuse sacks	46.60	9.32	55.92
03/12/2021	BACS 824	P Gillett	ARTS/TOURISM Lights Costs	Modification to Christmas Lights 'Plunger' switch	150.00	0.00	150.00
03/12/2021	BACS 825	D Holmes	ARTS/TOURISM Lights Costs	Deliver, install & collect 12m pit barrier for Switch On	650.00	0.00	650.00
03/12/2021	BACS 826	G Keatley	ADMIN Subscript/Training	Annual AAT membership for internal auditor 2022	179.00	0.00	179.00
03/12/2021	BACS 827	MT Services Computer Sys	ADMIN Supplies & Services	Set up remote working for admin officer	80.00	16.00	96.00
03/12/2021	BACS 828	Nisbets	HALLS Boley Hall	Hand sanitiser and soap for Boley Hall	24.28	4.85	29.13
03/12/2021	BACS 829	Primary Teaching Services	BIRTHPLACE Supplies & Services	Bespoke stickers for museum	47.50	9.50	57.00
03/12/2021	BACS 830	Springwell Microelectronics	G/HALL Repair/Maint	Supply smartflush for gents urinals	118.96	23.79	142.75
03/12/2021	BACS 831	W Burns-Mace Ltd	ADMIN Supplies & Services	Tudor Row fire escape licence to 16/12/22	2,096.09	0.00	2,096.09
03/12/2021	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - November	9.87	0.00	9.87
03/12/2021	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - December	6.00	1.20	7.20
03/12/2021	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - November	74.76	0.00	74.76
03/12/2021	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - December	6.00	1.20	7.20
06/12/2021	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - October	46.49	9.30	55.79
06/12/2021	DDebit	British Gas	BIRTHPLACE Energy	Gas 22/10 - 17/11	165.71	33.14	198.85
13/12/2021	DDebit	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit	500.00	0.00	500.00
13/12/2021	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity (2nd account) - September	66.76	3.34	70.10
13/12/2021	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity (2nd account) - October	75.88	3.79	79.67
13/12/2021	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity (2nd account) - Credit for February to July	-124.90	-6.25	-131.15
14/12/2021	BACS 832	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall storage - November	308.50	0.00	308.50
14/12/2021	BACS 832	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall erection (50% cancellation fee) - November	786.00	157.20	943.20
14/12/2021	BACS 833	E A Barnes & Sons	MARKET Supplies/Services	Exchange covered skip, 22/11 and 29/11	160.00	32.00	192.00
14/12/2021	BACS 834	Brownhill Hayward Brown	R&R FUND Birthplace	Architect for museum development works	745.00	149.00	894.00
14/12/2021	BACS 834	Brownhill Hayward Brown	R&R FUND General	Architect for QI work at Clock Tower	1,050.00	210.00	1,260.00
14/12/2021	BACS 834	Brownhill Hayward Brown	R&R FUND General	Architect for QI work at Darwin Hall	650.00	130.00	780.00
14/12/2021	BACS 835	CBS Complete Ltd	BIRTHPLACE Repair/Maint	Annual gas safety inspection of museum boiler	114.00	22.80	136.80
14/12/2021	BACS 836	City Life in Lichfield	BIRTHPLACE Adverts/promotion	Museum event listing in City Life, Dec issue	5.00	0.00	5.00
14/12/2021	BACS 837	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Supply of festoon cable with lamp holders	1,001.32	200.26	1,201.58
14/12/2021	BACS 837	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Christmas Lights contract - 50% for installation	6,800.93	1,360.19	8,161.12
14/12/2021	BACS 837	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Supply of additional LED lamps	653.20	130.64	783.84
14/12/2021	BACS 837	Darwin Electrical Services	ARTS/TOURISM Lights Costs	3 yearly hook testing of Xmas lights & new hooks	2,300.00	460.00	2,760.00
14/12/2021	BACS 838	Wesley Kendrick	CIVIC Events	Bugler for Remembrance Sunday	26.00	0.00	26.00
14/12/2021	BACS 839	City of Lich Shrievalty Assocn	CIVIC Sheriff's Allowance - P Hitchman	Sheriff's tickets for Lichfield Shrievalty lunch	50.00	0.00	50.00
14/12/2021	BACS 840	D McCarthy Bros (Lichfield)	PARKS Other Repair/Maint	Festival Gdns - Drainage/desilting work at Trunkfield Brook	2,500.00	500.00	3,000.00

14/12/2021	BACS 840	D McCarthy Bros (Lichfield)	PARKS Other Repair/Maint	Festival Gdns - Extra man & protective matting for works	700.00	140.00	840.00
14/12/2021	BACS 841	Origin Amenity Solutions	PARKS Other Repair/Maint	Organic fertiliser from Rigby Taylor	115.50	23.10	138.60
14/12/2021	BACS 842	R Fathers	PARKS Other Repair/Maint	Comfield Drive - Various tree works	3,200.00	0.00	3,200.00
14/12/2021	BACS 843	Table Football Plus	ARTS/TOURISM Lights Costs	Provide 2 table football tables and staff for Switch On	350.00	0.00	350.00
15/12/2021	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, anti-virus, backups, Office 365 - November	590.69	118.14	708.83
15/12/2021	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - November	45.00	9.00	54.00
15/12/2021	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - November	130.50	26.10	156.60
15/12/2021	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - November	45.00	9.00	54.00
15/12/2021	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - December	57.35	0.00	57.35
15/12/2021	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - December	24,094.56	0.00	24,094.56
16/12/2021	DDebit	Npower Ltd	G/HALL Energy	Electricity - October	376.82	75.36	452.18
17/12/2021	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - November	55.43	2.77	58.20
20/12/2021	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - December	27.00	5.40	32.40
20/12/2021	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - December	16.72	3.34	20.06
20/12/2021	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - December	27.00	5.40	32.40
20/12/2021	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/ internet - November usage/ December rental	127.19	25.44	152.63
22/12/2021	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fee - November payroll	25.15	0.00	25.15
23/12/2021	BACS 844	AKW Plumbing & Heating	G/HALL Repair/Maint	Repairs to disabled toilet	175.00	0.00	175.00
23/12/2021	BACS 844	AKW Plumbing & Heating	G/HALL Repair/Maint	Installation of smartflush in gents urinals	50.00	0.00	50.00
23/12/2021	BACS 845	CJ's Events Warwickshire Ltd	MARKET Supplies/Services	Services of Markets Officer, November (84.5 hrs)	1,014.00	202.80	1,216.80
23/12/2021	BACS 846	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Card	2.75	0.55	3.30
23/12/2021	BACS 846	Eastern Shires Purchasing Org	HALLS Boley Hall	Toilet roll dispensers	25.40	5.08	30.48
23/12/2021	BACS 847	Mrs J A Leytham-Gain	CIVIC Mayor's Allowance - R Yardley	Christmas flower arrangement for Mayor's Carols	89.00	0.00	89.00
23/12/2021	BACS 848	Lloyds Bank Commerc. Finance	BIRTHPLACE Supplies & Services	Light tent for product photography from Pixapro	83.33	16.66	99.99
23/12/2021	BACS 849	Print & Digital of Lichfield Ltd	CIVIC Mayor's Allowance - R Yardley	Printing of Mayor's personal Christmas cards	70.00	14.00	84.00
23/12/2021	BACS 849	Print & Digital of Lichfield Ltd	CIVIC Sheriff's Allowance - P Hitchman	Printing of Sheriff's personal Christmas cards	70.00	14.00	84.00
23/12/2021	BACS 849	Print & Digital of Lichfield Ltd	CIVIC Supplies/Services	Printing of Mayor & Sheriff's official Christmas cards	205.00	41.00	246.00
23/12/2021	BACS 850	Safe Haven Training	ADMIN Subscript/Training	Emergency First Aid training for 4 museum staff	240.00	48.00	288.00
23/12/2021	BACS 851	K Tambling	BIRTHPLACE Stock for sale	Copies of 'Hodge's History of Cats'	61.90	0.00	61.90
23/12/2021	BACS 852	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning - November (27 hrs)	351.00	70.20	421.20
23/12/2021	BACS 852	Taylor Maids UK Ltd	G/HALL Supplies/Services	Anti-viral fogging in Guildhall on 17/11/21	110.00	22.00	132.00
23/12/2021	BACS 852	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning in Guildhall and DH - November (46 hrs)	598.00	119.60	717.60
23/12/2021	BACS 853	Trix Group	ADMIN Supplies & Services	Call out, inspn & parts for Saniflo toilet repair in DH	294.54	58.91	353.45
23/12/2021	BACS 854	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Reimburse expenses for Mayor's Carols	72.50	14.50	87.00
23/12/2021	BACS 854	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Reimburse drinks for December Council meeting	17.50	3.50	21.00
23/12/2021	BACS 854	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Reimburse for sandwich platter and snacks	18.50	0.00	18.50
23/12/2021	BACS 854	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Reimburse train fare for Johnson Society lunch	73.00	0.00	73.00
23/12/2021	BACS 854	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Reimburse parking fees	5.83	1.17	7.00
23/12/2021	BACS 854	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Mileage from 26 Oct to Dec	64.71	0.00	64.71
23/12/2021	BACS 855	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 wks to 5 Dec 21	19.33	0.00	19.33
23/12/2021	BACS 856	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 wks to 5 Dec 21	37.33	0.00	37.33
23/12/2021	BACS 857	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 wks to 5 Dec 21	16.67	0.00	16.67
23/12/2021	BACS 857	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 wks to 10 Oct 21	1.33	0.00	1.33
23/12/2021	BACS 858	C R Craven	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 wks to 5 Dec 21	6.34	0.00	6.34
23/12/2021	BACS 859	Oakwood Security Solutions	ARTS/TOURISM Lights Costs	Security services for Switch On	2,593.09	518.62	3,111.71
23/12/2021	BACS 859	Oakwood Security Solutions	CIVIC Events	Security staff and radios for Remembrance Sunday	306.42	61.28	367.70
24/12/2021	DDebit	British Gas	BIRTHPLACE Energy	Gas 18/11 - 6/12	143.02	28.60	171.62
29/12/2021	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - November	782.29	156.46	938.75
29/12/2021	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 10/12 - 9/1	10,876.33	2,175.27	13,051.60
31/12/2021	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 30 Oct to 3 Dec - current account	25.51	0.00	25.51
31/12/2021	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - September	222.39	44.48	266.87

31/12/2021	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - October	228.84	45.77	274.61
31/12/2021	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity (1st account) - September	37.38	1.87	39.25
31/12/2021	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity (1st account) - October	53.82	2.69	56.51
31/12/2021	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - September	25.73	1.29	27.02
31/12/2021	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - October	28.92	1.45	30.37
31/12/2021	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - September	66.94	3.35	70.29
31/12/2021	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - October	81.61	4.08	85.69
31/12/2021	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - September	42.08	3.03	45.11
31/12/2021	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - October	42.51	3.08	45.59
31/12/2021	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier - Usage Jul-Sep, rental Oct-Dec	95.28	19.05	114.33
					<u>80,373.62</u>	<u>8,832.79</u>	<u>89,206.41</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 December to 31 December 2021

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
13/12/2021	05423	Cash	Various	Petty cash vouchers 7774 - 7786	262.73	22.17	284.90
13/12/2021	05424	A D Thompson	CIVIC Mayor's Allowance - R Yardley	Wine for mulled wine at Mayor's Carols	44.29	8.86	53.15
13/12/2021	05424	A D Thompson	CIVIC Mayor's Allowance - R Yardley	Other mulled wine ingredients for Mayor's Carols	5.83	0.00	5.83
14/12/2021	05425	Christ Church Primary School	ARTS/TOURISM Lights Costs	Choir for Christmas Lights Switch On	100.00	0.00	100.00
31/12/2021	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 30 Oct to 3 Dec - imprest account	9.35	0.00	9.35
					<u>422.20</u>	<u>31.03</u>	<u>453.23</u>