



Lichfield City Council

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

Tel: (01543) 250011 e-mail: townclerk@lichfield.gov.uk

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

13 April 2022

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 **Wednesday, 20 April 2022 at 6.30 pm** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Town Clerk.

Yours sincerely

Tony Briggs
Town Clerk

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

AGENDA

1. APOLOGIES FOR ABSENCE

2. MAYOR'S ANNOUNCEMENTS

3. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillors Miss J Marks, H Ashton and R Yardley declare an interest under Appendix B of the City Council's Code of conduct in relation to agenda item 10.

4. COUNCIL MINUTES

To confirm as a correct record the Minutes of the Council Meeting held on 14 March 2022 (Nos. 92 - 106) **(copy attached)**.

5. MATTERS ARISING ON COUNCIL MINUTES

6. PLANNING COMMITTEE

The Chairman of the Planning Committee to move that comments submitted to Lichfield District Council for the period 25 February 2022 to 30 March 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. MARKETS WORKING GROUP

To adopt the Minutes and consider the recommendations of the meeting of the Markets Working Group (MWG) held on 6 April 2022 (**APPENDIX 1**). Certain decisions of the MWG are made under delegated authority as resolved at the Council meeting of July 2020. Members' particular attention is drawn to the recommendations at Minute numbers 33 and 36, the latter requesting that under powers available to the Council via Part III of the Food Act 1984, Council resolve to create a Market to take place on Thursday 2 June (Bank Holiday) and Monday 6 June 2022 to enhance its provision for the Jubilee Weekend celebrations.

RECOMMENDED:

a) That the Minutes and recommendations of the meeting of the Markets Working Group held on 6 April 2022 be adopted.

b) Utilising its powers under the Food Act Part III, the City Council to formally resolve to create a Market to take place on Thursday 2 June and Monday 6 June 2022.

9. NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY

To adopt the Minutes and consider the recommendations of the meeting of the Neighbourhood Plan Implementation Working Party (NPIWP) held on 11 April 2022 (to follow under separate cover as **APPENDIX 2**). Members particular attention is drawn to recommendations to Council contained within the Minutes.

RECOMMENDED: That the Minutes and recommendations of the meeting of the NPIWP held on 11 April 2022 be adopted.

10. GRANT APPLICATION – MEN'S SHED LICHFIELD

A grant application has been received from Men's Shed Lichfield (MSL). The primary objective of MSL is to reduce loneliness and isolation and have positive impact on the wellbeing and mental health of older men. This happens in a workshop environment where members engage together in practical activities often involving woodwork, making, mending and similar hands-on crafting activities.

Though open to all, MSL has a target group for membership of 'Older Men', known to be a group at risk. A male trait is to not talk about, or seek help regarding, feelings, emotions and health. Isolation, loneliness and depression triggered by significant life changes such as retirement, loss of partner, and illness are thought to be prevalent in the aging male population. In essence the process MSL aims to operate is:

- Work together (shoulder to shoulder)
- Have conversations and build relationships
- Breakdown isolation and loneliness
- Improve mental health outcomes

The grant application requests **£340** to allow MSL to invest in the necessary equipment to carry out Portable Appliance Testing (PAT). This would allow MSL to test their own range of power tools and provide testing as a service to other organisations, perhaps generating a small sustainable income to help fund activities. The target "market" for this service would be mostly in the charity/not for profit sector within Lichfield.

The application has been considered informally by members of the Grants Committee and is supported unanimously by those who have responded. A copy of the full application is available to members on request to the Deputy Town Clerk.

RECOMMENDED: If Council wishes to confirm the informal view expressed by members of the Grants Committee, the City Council to award a grant to men's Shed Lichfield in the sum of £340 to invest in PAT testing equipment.

11. GRANT APPLICATION – DARWIN PARK JUBILEE PARTY

A grant application has been received from 'Darwin Park Jubilee Party', a new group established to provide a street party along Cathedral Walk to celebrate the Queen's Jubilee. The aim is to provide a free family day including bouncy castle, quiz, sing-a-longs etc. The committee is driven by local residents, with eight members currently, and a bank account in the name of the new group is in the process of being opened. The bid requests a grant of **£1,200.00** to provide the following:

BOUNCY CASTLE/ADULT BOUNCY CASTLE, ARCHERY, BASKET BALL HOOP 346.75

BUNTING £4.95 X 10M- 400M 198.00

FLAGS £4.99 X 16 79.84

PENCILS £1.69 (4) X 200 84.50

TABLE CLOTHS X 15 67.35

BALLOONS £4.99 20 X 8 49.90

PLANTS 100.00

COLOURING PENCILS £5.39 (11) X 77 59.29

PRINTING 200.00

REFRESHMENTS – HELPER ON DAY 14.37

As with the MSL grant application above, an informal view has been sought from members of the Grants Committee to assist in deliberations at Council; responses received were not supportive of the application, with the prevailing view that such a 'one-off' event is not appropriate for LCC grant funds.

If Council is however minded to support the provision of a grant it is suggested that conditions be attached, including the provision of appropriate event insurance, risk assessments, written permission of the landowner be obtained and any conditions of use be complied with etc. A copy of the full application is available to members on request to the Town Clerk.

RECOMMENDED: If Council wishes to confirm the informal view expressed by members of the Grants Committee, the City Council to reject the Grant application for £1,200.00 made by Darwin Park Jubilee Party.

12. OFFICERS' REPORT

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

RECOMMENDED: That the Report be noted.

13. SPEAKERS' CORNER, LICHFIELD

In 2008/9 The City Council, together with Lichfield District Council, worked with the Speakers' Corner Trust to establish a Lichfield Speakers' Corner. A local Committee was established, chaired by (then) Canon Peter Wilcox (now Bishop of Sheffield) and including several key stakeholders such as the City Council, District Council, Civic Society, Friary School and many others. The general view was the Speakers' Corner phenomenon fits well with promotion of the cultural life of the City and developing a sense of community and citizenship. It was perhaps particularly appropriate that it was launched in the tercentenary year of Samuel Johnson – who was himself renowned as a forthright advocate of active debate and freedom of expression.

Several sites were considered but it was quickly agreed to designate public space for a Speakers' Corner adjacent to Minster Pool on Dam St. Speakers Corner Lichfield was formally opened in 2009 and from then until March 2022 was overseen by a Steering Committee.

At the meeting of the Lichfield Speakers' Corner Steering Committee held on 3 March 2022 it was resolved that dissolution of the Committee was now appropriate due to increasing public usage of the site; it was no longer appropriate (or productive) to arrange a regular programme of events as the public response to 'self-generated' events as measured by audience size tended to far exceed that generated by the events organised by the Committee. The Committee set out their proposed dissolution process which included the handover of documents and apparatus relating to Speakers Corner to the City Council.

The Town Clerk met with Mr John Brough (Committee Chair) and Mr Mark Taylor (Committee Treasurer) on 23 March 2022 for the formal handover process. At that meeting it was suggested the City Council may wish to formally 'adopt' Speakers' Corner by resolution, thereby reconfirming the Council's commitment to the project and the availability of such a facility in Lichfield that it had previously expressed in 2008/9. It was also confirmed by the Town Clerk that on dissolution of the Committee, City Council officers would act as the contact point for any enquiries regarding Speakers Corner and ensure the site is suitably insured and managed.

RECOMMENDED:

- a) The City Council to formally 'adopt' Speakers' Corner Lichfield, reaffirming its commitment to the site which was previously made in 2008/9.***
- b) The best thanks of the City Council be conveyed to Lichfield Speakers' Corner Steering Committee for their many years of service***

14. SUSPENSION OF STANDING ORDERS AS TO CONTRACTS – JOHNSON BIRTHPLACE

The City Council's Standing Orders as to Contracts sets out at points 6,7 and 8 the process in which tenders should be provided to and approved by Council, including the nature of submission and the manner in which tenders are considered at a meeting of LCC account signatories (the Tenders Committee). This information is set out on page 25 of the Financial Regulations & Standing Orders document as provided to all LCC members and available on the LCC website.

Standing Orders as to Contracts no.1 (page 24 of LCC's Financial Regulations & Standing Orders document) states that council may vary these arrangements, and Council is asked to consider this for the reasons set out below.

The cross-party Johnson Birthplace Advisory Committee (JBAC) has been overseeing the redevelopment of the Birthplace Museum for some time now, and following emerging advice that planning permission for the proposed new entrance steps on the Market Street elevation may not be forthcoming or may require considerable time and negotiation, officers and JBAC felt it appropriate to seek early costings for another element of the overall project, namely the external repair and redecoration of the Museum. This element would effectively replace the external steps in the 2022/23 programme rather than allowing the overall programme to stall.

The external repair and redecoration is a relatively complex but necessary undertaking with specialist scaffolding required, plus consents from County Highways etc. The City Council's architects have led on this, liaising with three reputable companies – all of whom have successfully completed significant projects to a high standard for LCC previously – and costings have now been provided together with architect advice on each submission.

JBAC is due to meet on 26 April 2022 to consider the latest information and professional advice on the proposed Market Street steps and the status of the application. It may be that JBAC

wishes to pursue the Market Street steps further at this stage and/or reprofile the second phase of the redevelopment project (as approved by Council at its January 2022 meeting) *within the existing budget* to allow the external work to be completed in lieu of the steps during 2022/23. If JBAC did decide on this option it would ordinarily result in the calling of a tenders committee meeting and a recommendation being put before council in June, with a likely start on site date around September.

However, members will be aware of inflationary pressures that are currently evident across the country and notably within the construction industry, and the tenders received are only valid for a limited time – usually 30 days. To go out to tender again would incur greater professional fees and would also likely result in a significantly higher cost for the work to be done. In addition, if this work is to go ahead it would be wise to aim for it to be undertaken over the summer months rather than risking completion in autumn or early winter. An early approval would therefore lead to an earlier start date and earlier completion.

Finally, as JBAC has been overseeing the wider redevelopment process since its inception, JBAC is well placed to consider both the appropriateness of reprofiling the 2022/23 elements of the redevelopment project and the relative merits of tenders submitted for the external redecoration, should it be considered appropriate to reprofile in that manner.

RECOMMENDED:

a) Council to note that in compliance with LCC's Standing Orders as to Contracts, three tenders prepared in consultation with LCC's architects have been received for the repair and redecoration of the exterior of the Johnson Birthplace Museum; the sums of such tenders remaining confidential at this time.

b) Council to confirm the suspension of Standing Orders as to Contracts numbers six, seven and eight for the provision of the external redecoration of the Birthplace Museum, thereby allowing the matter to be considered by the Johnson Birthplace Advisory Committee as part of the wider considerations for the 2022/23 elements of the redevelopment project.

c) On receipt of the latest professional advice at its April meeting, delegated authority be given to JBAC to reprofile the 2022/23 elements of the Birthplace redevelopment programme as is felt appropriate by the Committee.

d) If the reprofiling at (c) above includes the external redecoration of the Birthplace Museum, delegated authority be given to JBAC to consider, select and accept a preferred tender (or to reject all tenders) for this work on behalf of the Council, thereby maximising the possibility of the work being completed in a timely manner and at best value to the public purse.

15. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 4**) for the periods:

- 1 January 2022 to 31 January 2022 in the sum of **£118,014.46** General Account, and **£321.14** Imprest Account.
- 1 February 2022 to 28 February 2022 in the sum of **£95,795.96** General Account, and **£577.10** Imprest Account.

* * * * *

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 14 March 2022 at 6.30pm

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

APOLOGIES: Councillors P McDermott, S Pritchard.

A MINUTES SILENCE WAS HELD IN SOLIDARITY WITH THE PEOPLE OF UKRAINE, AND IN MEMORY OF FORMER CITY COUNCILLOR VALERIE DIGGLE, WHO DIED ON 14 JANUARY 2022

92 MAYOR'S ANNOUNCEMENTS

The Mayor reported the death of Pauline Duvall on 7 April and offered his condolences to friends and family. The Mayor then reported on the engagements he has attended in recent weeks including the Chamber of Commerce Awards Ceremony at Drayton Manor Park, the Cross Keys development ground-breaking ceremony, the celebration of Revd Ian Hayter's Ministry at Wade St Church, The Rotary Club of St Chad and Arthur Price of England inter-schools Speaking Competition, the Mayor and Sheriff's Charity events and the Shrovetide Pancake Races. The Mayor also reminded members that tickets were still available for the Sheriff's Show at the Friary School on Friday 1 April.

93 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillors R Harrison, M Warfield, D Robertson and D Baker declared an interest under Appendix A of the City Council's Code of Conduct in relation to agenda item 8 (minute 97) Grants Committee.

Councillors D Baker, P Jones, J Smith, Mrs G Boyle, D Robertson, C Ball, R Harrison, H Ashton, Miss J Marks, Mrs J Greaves, M Field and M Warfield declared an interest under Appendix B of the City council's Code of Conduct in relation to agenda item 8 (minute 97) Grants Committee.

94 COUNCIL MINUTES

Councillor C Ball requested his seconding of the proposal by Councillor Robertson regarding a 0% precept increase for 2022/23 be added to the minutes.

RESOLVED: That the Minutes of the Council Meeting held on 24 January 2022 (Nos 74-91), be confirmed and signed as a correct record, subject to the addition of Councillor Colin Ball as seconder to the proposal made by Councillor D Robertson at Minute no.84.

95 MATTERS ARISING

None.

96 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: 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.

97 GRANTS ADVISORY COMMITTEE

Members considered the Minutes and recommendations of the Grants Advisory Committee following their meeting of 1 February 2022. Councillor P Ray commented that it was good to see applications from a wider range of bodies and hoped that this would continue in the future.

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

98 AUDIT COMMITTEE

Members considered the Minutes and recommendations of the meeting of the Audit Committee held on 10 March 2022; the Internal Audit report which was discussed at that meeting having been circulated to all members. Councillor C Spruce and Councillor D Robertson both stated that positive and robust debates had been held at the meeting. Councillor Robertson also highlighted the changes to the Reserves Policy that reduce the amount of general reserves that the Council would look to hold, and noted the timing was too late for any reconsideration of the 2022/23 precept. Councillor Spruce commented that this was the best Audit Committee he had ever sat on.

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

99 NOMINATIONS FOR CIVIC OFFICE

a) Mayor Elect

It was proposed by Councillor Christopher Spruce, seconded by Councillor Mrs Janet Eagland and

RESOLVED: That Councillor Jamie Checkland be nominated Mayor Elect for the year 2022/23.

b) Deputy Mayor Elect

It was proposed by Councillor Mark Warfield, seconded by Councillor Tim Matthews and

RESOLVED: That Councillor Paul Jones be nominated Deputy Mayor Elect for 2022/23.

c) Sheriff Elect

It was proposed by Councillor Andrew Smith, seconded by Councillor Mrs Gwyneth Boyle and

RESOLVED: That Councillor Mrs Janice Greaves be nominated Sheriff Elect for the year 2022/23.

100 CALENDAR OF MEETINGS 2022/23

Consideration was given to the draft calendar of meetings.

RESOLVED: That the calendar of meetings for 2021/22 be as follows;

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)
Thursday, 9 June	6.30pm	Audit Committee
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>6.30pm</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>6.30pm</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)

101 COMMUNITY GOVERNANCE REVIEW

Members noted the Town Clerk's agenda report on the ongoing Community Governance Review being conducted by Lichfield District Council and the request for a formal response from LCC. The Leader's proposal included the outcomes from discussions with Councillor P McDermott, namely that the proposal include specific reference to the housing developments taking place in the South of the City and the resulting effect on the electors/councillor ratio in St John's ward in particular.

Councillor C Greatorox spoke about the potential confusion that such specific comments could have at this stage of the consultation process. Councillor D Robertson highlighted that only two City wards were within 10% of mean member/resident balance. It was proposed by Councillor A Lax and seconded by Councillor C Greatorox that the council adopt the recommendation as written on the agenda, rather than the proposal by the Leader. Councillor Warfield withdrew the original proposal and the recommendation as written on the agenda papers was put to the vote and declared passed.

RESOLVED: 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.**

102 OFFICERS' REPORT

Councillor C Greatorex noted how useful it was to see before and after pictures of work undertaken on the Open Spaces report in particular at the Clock Tower and noted the use of CIL monies for new cycle stands at the City Council's community centres. Councillor Trent also welcomed the addition of new cycle racks and commented that the recent article in CityLife magazine inviting suggestions for CIL spend had led to several enquiries from organisations within his Ward and urged members to spread the word within their community. Councillor R Harrison commended the work of the Open Spaces Officer for the desilting of the brook at Netherstowe however noted that some rubbish still remained on the banks, the Town Clerk to investigate further. Councillor C Ball welcomed the installation of the new rubbish bins at Curborough Community Centre stating that they were a vast improvement.

RESOLVED: *That the report be noted.*

103 LICHFIELD DISTRICT CITY OF SANCTUARY

Members considered the Town Clerk's agenda report and the request for specific LCC members to be appointed as representatives on this outside body. Councillor C Ball spoke in favour of the group, confirming his involvement for the past two or three years and thanking the Council for proposing him to act as a representative on this body. Councillor A Lax expressed her strong support for the group and asked that representatives report back to Council if it was felt that LCC could assist further in the future.

RESOLVED:

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

b) The Council appoints Councillors H Ashton, D Baker and C Ball as LCC representatives on this outside body for a period of three years.

104 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed as listed in the agenda for the period 1 December 2021 to 31 December 2021 in the sum of £89,206.41 General Account, and £453.23 Imprest Account.*

105 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.*

106 DARWIN HALL

Members considered the Town Clerk's confidential report. Several members spoke on this matter, with the general view being that the appropriate process was being followed and that it was essential for expert advice to be sought and received throughout.

RESOLVED: *Delegated authority be given to the Town Clerk to progress matters as set out in the agenda report, with further reports to Council to be provided as the situation evolves.*

**THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.26PM
MAYOR**

For Council: 20 April 2022 APPENDIX 1

Lichfield City Council

Minutes of the Meeting of the Markets Working Group (MWG) held via Zoom on Wednesday 6 April 2022 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), Hayley Howen (Markets Officer).

APOLOGIES: None

28. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

29. MINUTES OF PREVIOUS MEETING

RESOLVED: *The Minutes of the MWG meeting held on 12 January 2022 be confirmed as a correct record [Minutes received by Council on 24 January 2022].*

30. MATTERS ARISING FROM MINUTES

None.

31. MARKETS UPDATE

The Working Party discussed the Markets Officer's report at agenda appendix 1. The Markets Officer confirmed increased interest in standing on the Markets with Friday and Saturday currently at capacity and new traders on the Tuesday market. Cllr J Smith noted empty stalls at the Producers' Market, the Markets Officer stated this was due to the stallholders being absent due to lambing. Cllr D Robertson suggested the addition of market advertisements to LCC owned bus shelters in the City; officers to progress this and report back to the MWG in due course.

The Deputy Town Clerk provided an update on the proposed Vegan Market; the proposal, which would operate under similar principles to those in place with CJ's Events for the Producers' Market, was welcomed by the MWG who also supported the creation of a new Market by the City Council under the provisions of the Food Act Part III to support the proposal. It is likely that the Vegan market would take place on the third Sunday of the month on four occasions per year, likely commencing in September 2022. Further discussions are ongoing with the Market provider.

RESOLVED: *That the report be noted.*

32. PRICING STRUCTURE – MARKET SQUARE & POOL WALK

Members considered the Town Clerk's agenda report and associated pricing structure for the Markets function and non-market day hire on both the Market Square and Pool Walk.

RESOLVED: *That the report be noted.*

33. SEVERE WEATHER POLICY – HIGH WINDS

Members considered the Town Clerk's agenda report and the suggested text to clarify the current Severe Weather Policy. Cllr C Spruce stated that such 'common sense' approach was necessary in these situations. Cllr Robertson queried whether LCC's insurers were satisfied with the provision and the Town Clerk confirmed this. Cllr P McDermott queried whether signage was placed on the Square in the event of a cancelled Market, the Deputy Town Clerk confirmed that it was, with signage tied to tree grills at the first opportunity to advise of the cancellation.

The draft text was considered and agreed:

The wind speed limits of 35mph for a normal market and 45mph for trading from vehicles are not absolute; a pragmatic view based on risk and judgment will be taken on each occasion. However, trading from vehicles will normally be instigated at the discretion of the Market Officer (in consultation as necessary with the Town Clerk and/or Deputy Town Clerk) on occasions such as:

Wind speeds are forecast to be well in excess of the 35mph limit but below the 45mph limit (for example whole day forecast to be between 38 and 44mph)

- wind speeds are forecast to be consistently slightly above the 35mph limit and consistently below the 45mph limit (for example 37mph from 8am – midday, 38mph from midday – 2pm and then dropping to 34mph from 2pm – 4pm)*
- there is a forecast increase in winds during the normal trading day that lead to gusts significantly above the 35mph limit, even if this is only for a relatively short period (for example 20mph at 8am but rising to 45mph at midday and back to 20mph by 4pm).*

The decision as to whether a market will be cancelled in its entirety will be similarly considered and subject to the same pragmatic view, but where winds are consistently forecast to be above 45mph, the Market is to be cancelled and no legal trading can therefore take place. Wind speed information [as is the case now] to be as provided by the Met Office. Any decision to reduce or cancel a market to be communicated to traders prior to 4pm on the day before the affected Market.

The discretion of the Markets Officer or other appropriate LCC officer to close the market and/or Market Square on any trading day to some or all traders if it is considered necessary to do so to protect traders and/or the public remains in place at all times.

RECOMMENDATION TO COUNCIL: That the draft text as set out above be incorporated into the City Council's Severe Weather Policy as applied to the Markets function.

34. MARKET SQUARE TOILET BLOCK – RENOVATION WORKS

Members considered the agenda report confirming the quotation for the renovation work had increased considerably when contractors were approached to carry out the work based on previous quotations. The Town Clerk confirmed that the required work was not urgent, but that additional quotations would be sought and if the work could not be completed within the original budget the matter would be brought before the MWG and Council to analyse the cost and benefits prior to any work being instructed.

RESOLVED: That the report be noted.

35. MARKET EXTENSION – POOL WALK

Members considered the Town Clerk's agenda report which set out the response from LDC to the legal advice received in relation to the possible extension of the City Council's Markets function along Pool Walk, notably that Street Trading charges would not apply to the extension of existing markets

RESOLVED: That the response from LDC be noted

36. MARKET ARRANGEMENTS – POOL WALK – JUBILEE WEEKEND 2022

Members considered the Town Clerk's agenda report and the verbal update provided at the meeting. It was agreed that demand for markets on the Thursday (Bank Holiday) and the Monday (not Bank Holiday) would be pursued, with Council asked to create a market on both days.

It was confirmed that CJ's Events had offered to provide stalls for the relocated market on Friday and Saturday in return for a waiver of the usual fee that would apply for the Producers' market on Sunday, which will also take place along Pool Walk. The MWG felt this was a reasonable offer, particularly given the difficulty in accessing Pool Walk with the Fair located on Bird St car park.

RESOLVED:

a) Given the current stage of discussions, delegated authority be given to the Markets Officer in consultation with the Deputy Town Clerk and Town Clerk to finalise an appropriate layout along Pool Walk for Markets to take place during the Jubilee Weekend; a copy of the layouts to be circulated informally to the MWG for comment when available.

b) The usual fee payable to LCC by CJ's Events for the June Producers' Market to be waived in return for the provision of CJ's Events stalls for the relocated Friday and Saturday Markets and, subject to availability, other Jubilee weekend activities along Pool Walk as yet to be arranged.

c) The MWG supports the creation of a market to take place on either or both Thursday 3 June 2022 and Monday 6 June 2022. Officers to ascertain demand for such markets, but in anticipation of such demand being present, and being mindful of the limited opportunities for Council to act prior to the proposed date, Council is asked to create a market to take place on both days via its powers under the Food Act Part III.

RECOMMENDATION TO COUNCIL: A market be established by the Council utilising its powers under the Food Act Part III to take place on Thursday 3 June 2022 and Monday 6 June 2022.

37. DATE AND TIME OF NEXT MEETING

Confirmed as 10.00am on Wednesday 20 July 2022.

38. ANY OTHER BUSINESS

The Chair asked if there was the potential to hold a Christmas Market. The Deputy Town Clerk confirmed that officers were exploring the possibility and would progress further after assessing the success of the Jubilee weekend markets, mindful that any markets over the festive season did not clash with other planned events in the City.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 10:39am**

OFFICERS' INFORMATION REPORT

1. Civic Matters: Sarah Thomas, Deputy Town Clerk



The annual Pancake Races and opening of the Shrovetide Fair took place on Tuesday 1 March, much to the delight of the crowds that gathered. Watched from the dais by the Civic party, competitors raced along Bore Street pausing to flip their pancakes before crossing the finishing line in front of the Guildhall

A total of 36 competitors took part on the day with the winner of the coveted ladies' trophy being Matilda Stowe from John German estate

agents; the winner of the men's race was Harry Foley.

We were pleased to welcome for the first time this year entrants from the Trinity Specialist College, many of whom chose to race with their support workers. Leah Aldred was the clear winner of the ladies' race and Wesley Davis charged ahead to win the men's race.

Local businesses were well represented in the mascot race. After a steward's enquiry "*Sum Woman* ", Maria Bullivant from the Bookkeeping Hub was declared the winner leaving "*Spider Man*" AKA Freddie "Spitfire" Philips from the Bureau to take second place.



The Civic party then processed to the Market Square where the Town Crier read the traditional proclamation giving notice of the Court of Piepowder before the Mayor officially opened the Shrovetide fair, inviting some of the local children present to claim their free ride.



On Friday 11 March the Arthur Price and Michael Fabricant Schools Speaking Competition was held in the Guildhall after an absence of three years. This team competition between pupils aged 15-19 years from senior schools in the constituency of Michael Fabricant MP is aimed to give young people the experience of speaking on a public platform in an environment similar to the House of Commons Chamber and an incentive to formulate ideas on a significant subject. This year four schools took part to debate the question:



“That this House believes the positive aspects of social media outweigh the negatives.”

Under the watchful eye of the timekeeper David Cooke, the pupils stood up to rigorous questioning from the judging panel which consisted of the Mayor, Sheriff, Simon Price of Arthur Price of England and Keith Eagland, representing the Rotary Club of St Chad.



The judges agreed that all the pupils who took part were a credit to their schools with the scoring being very close, however after much deliberating Nether Stowe School was declared the winner with the overall best speaker of the competition named as Brandon Clark (pictured) also from Nether Stowe.

The Mayor and Sheriff's final charity event of their year in office took place on Saturday 12 March. Despite fewer number of guests attending than anticipated the Vintage Musical Evening with charity auction proved to be a great success. Guests enjoyed a two-course meal and danced to vintage music performed by Simon Partridge. Local auctioneer Richard Winterton kindly gave his time to conduct the auction which raised £791; together with bar and ticket sales the evening raised a total of £1,162.67 for the Mayor and Sheriff's charities.

The weather stayed fine for the Sheriff's Darwin Walk on Sunday 27 March. The Sheriff completed the approximately 9-mile perambulation around the City boundary with a mid-point stop at Curborough Hall Farm. The walk which is mostly rural provides some particularly beautiful views of Lichfield.



At the time of compiling this report preparations are on-going for the Easter Sunday Service on April 17, St Georges Court on Saturday 23 April and the Annual Council meeting and Banquet on 16 May.

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

The Johnson Birthplace Museum moved into summer opening hours in March and saw good visitor numbers and an increase in future group bookings. 1137 visitors came to the Museum in March, which represents 80% of the visitor numbers in the same period in March 2019 and is a very encouraging sign that visitor confidence is returning to near normal levels. Social media engagement with the Museum was consistent, with 800 direct contacts in the period and a 'reach' of over 5600 on Facebook and Twitter.

The Basement kitchen display of the Museum was reopened in March, having been closed since February 2020 due initially to flooding and subsequently to assist social distancing during the pandemic, meaning the Museum is now fully reopened to visitors. The previous fixed barrier has been replaced with a rope barrier to enable better access for cleaning and care of the area.



The Johnson Society were welcomed on March 2nd for the annual Chair Ceremony tradition preceding their Annual Lecture, at which a caricature print of 'Johnson's Ghost', presented to the Society by President cartoonist Posy Simmonds, was presented on loan to the Birthplace to display. The MHO also reported at the Johnson Society AGM on March 16. Pictures is Councillor Gwyneth Boyle receiving the print.

The Museum team hosted a primary school visit for Year 2 pupils from St Josephs' Catholic Primary School, a KS3 tour for a group from the Friary School in honour of World Book Day, and an A-Level Dictionary Workshop for students from De Ferrers Academy in Burton.

Working in partnership with Keele University, a study skills day for postgraduate researchers was delivered on Friday 25 March. Fully funded to cover the costs of Guildhall venue hire and Museum staff time, the event invited PhD students from across the UK to a day of talks from leading academics in the Book History field, using items from the Birthplace collection.

Preparations were made by the Museum Support Officer for the reopening of the Guildhall Cells for their Summer season, including recruiting and inducting volunteers. The cells are scheduled to open on Saturday 2 April and will be open on Saturdays until October. The MSO has also completed a full stock audit ahead of the financial year end and is preparing and promoting forthcoming Easter holiday events.

Behind the scenes, the Museum's alarm system has been transferred to a new company and additional safety signage has been added on the staircase beside existing visual fire alarm beacons. A donation to the library was made with a curious edition of a miniature 'Thumb Dictionary' joining the collection.

The MHO has supported Visit Lichfield with information and actor contact for an exciting new augmented reality trail of Lichfield. The trail, accessed through smart phones, features Johnson, Kitty Chambers, Francis Barber and others as they appear on the streets of Lichfield, and signposts visitors to the Birthplace Museum to find out more. A sneak preview is pictured to the right.

The Museum team also attended the Visit Lichfield brochure launch event on March 24.



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

As mentioned in the March Officers' Report, a large sycamore fell on the footpath and adjacent fences along the pathway towards the Borrowcop Gazebo during the recent storms. This site is particularly difficult to access with vehicles making clearance a lengthy task. Following the removal of the tree, contractors were appointed to make good to the pathway and damaged fences.





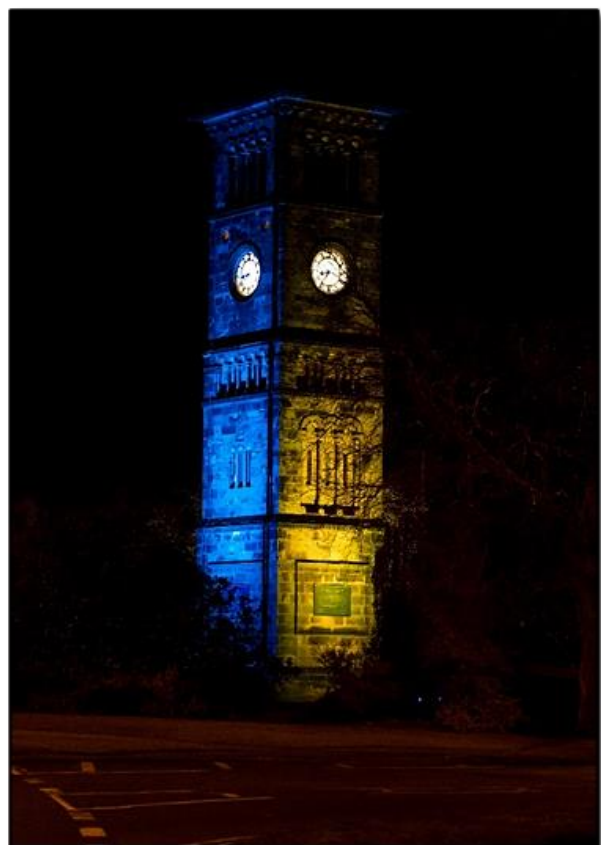
On 17 March the Friary Clock Tower joined the District Council House in Frog Lane, The Hub and Lichfield Library at St Mary's in the Market Square, The Garrick Theatre and former Angel Croft Hotel in Beacon Street in being lit in support of Ukraine.

Additional work carried out this month includes the removal of an overhanging branch at the entrance to the Christchurch allotments, and the removal of the remainder of the tree at St Michael's that fell during the recent storms.

Various areas of Festival Gardens have been lightly turned in readiness for the sowing of wildflower seeds.

Routine inspections of sites are now taking place following the considerable work undertaken during 2021/22; the major work undertaken now paying considerable dividends as relatively few issues are being identified.

Additionally, further clearance has been undertaken at Curborough Brook in readiness for the 10 yearly inspection of the emergency valves at Stowe Pool where all valves are opened to their limit. In the meantime the monthly valve testing continues, with an extended test also scheduled.



4. Markets: Hayley Howen, Markets Officer

Now in post for nearly 4 months, the Markets Officer has been focusing on the new licence documentation in readiness for the annual renewal on 1 April.

Some traders were relocated on Tuesday 1 March in order to make space for the Shrovetide fair which this year took the form of 'crazy cars' from Pat Collins.

The recent high winds and storms have created an air of uncertainty amongst traders, with a total of four markets where those traders wishing to attend were asked to trade from their vehicles for safety reasons. On such occasions the safety of our traders and the general public is paramount, and the Markets Officer was on duty all day to ensure all Health and Safety protocols were adhered to. If a market is restricted to vehicle trading only or cancelled, no arrears are charged to those who do not attend, however full rent is paid by those who do trade. So far this year there has only been one cancelled market on a Friday due to the predicted high winds associated with storm Eunice.

The City Council has been approached by a Vegan Market company who are interested in bringing their produce to Lichfield. Their aim is to showcase independent, ethical and sustainable producers from across the country, including many who are local to the area. They offer a range of vegan stalls including vegan street food, bakery, eco-lifestyle, handmade cosmetics, ethical clothing. Discussions are at an early stage the results of which will be reported to the Market Working group on 6 April.

Traders have expressed concern as to the installation of height barriers on District Council car parks, preventing them from parking their vans. Following discussions with LDC Officers, it appears the barriers should not have been placed on the Red Court car park and will be removed in due course.

Social Media

Social media numbers and engagements are increasing weekly which have generated more enquires. As the weather improves in the spring and summer months there will more events in Lichfield and the Markets Officer will be promoting these via Twitter and Facebook with photographs of traders' goods, special offers, new traders, and Market Square events. The Markets Officer compiled an 'on the day' post at the Producer's Market of 6 February and engaged with the local Face Book pages thus extending the reach of our posts.

Applications and enquiries continue to be received each week with trader's applications/details kept on file for future use. Many of the applications that are received are from traders wishing to sell goods that are already present 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 Markets Officer is working with the Deputy Town Clerk to look at utilising Pool Walk as a market 'overflow', particularly for more unique stalls typically operated by 'Hobby Traders'. A stall plan of the area has already been approved by the Market Working group and Lichfield District Council have confirmed that Traders would not be subject to Street Trading charges. Further updates will be provided to the Markets Working Group.

Tuesday Market

Tuesday remains the most difficult day to fill pitches, with 5 small spaces or two double pitches and a singular pitch.

Friday Market

Friday continues to be a popular day with traders, and we have also welcomed back the garden ornaments stall who will stand through to October. One double space is being taken by the Tuesday shoe stall on a trial basis.

Saturday Market

The Saturday market of recent weeks has seen a regular trader move to the Rag market in Birmingham as this market offers greater protection from the weather. The decision was expedited due to the difficult weather conditions of January and February with reduced markets being in place. In addition, a Saturday casual trader has now decided to reduce to one stall. To fill this space, a trader who already stands on Tuesday and Friday markets offering designer seconds clothes is trialling the Saturday market.

The Producers' Market

The Producers' Market continues to be very popular in Lichfield and is now firmly established as a regular event, attracting a good footfall. The Markets Officer will be attending these regularly to get



to know the traders and gain more experience working with CJ's Events. The working relationship is paramount, and the Markets Officer is taking the opportunity to compile a list of casual/permanent traders that may wish to also stand on Lichfield's General Markets. The last Producers market on Sunday 6 March saw a full capacity of 30 traders with a variety of stalls ranging from natural dog treats to silver jewellery. There were also various food stalls and Traders reported an excellent trading day.



Market Square Bookings - Community Use - Non-Market Days

Staffordshire County Council have been utilising the Square regularly for free COVID testing, but this is scheduled to end at the end of March. The Fish and Chip van continues to trade regularly on non-market days and the ice cream van is attending until the end of October 2022.

The Ice cream trader has recently purchased a new van with a Euro6 compliant engine meaning emissions are greatly reduced when compared to the previous vehicle. The new vehicle meets the standard required for access to Ultra Low Emission Zones (ULEZ) such as that operating in central London.

There are further enquiries from local charities and a promotion company that may wish to book in the future. Plans are also underway to hold another 'Community Day' on the Square, an event that was piloted prior to the COVID-19 pandemic and proved to be very popular.



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. Hand sanitisers remain in place at either end of the market, but this is under review as restrictions have now ended. Traders remain keen to maintain the one metre gap between stalls, and the central walkway gives a spacious feel to the market that was absent before its introduction. There is potential for two extra stalls if the large walkway in the centre is retained.

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

The Guildhall has regular daytime and evening hirers, and we have also had 12 meetings in the smaller rooms. We currently have availability for meetings in the Ashmole Room and Whytmore Room during daytime and evenings.

Civic events have included the Michael Fabricant's Schools Speaking Competition and the Mayor and Sheriffs Charity Vintage Musical Evening and Auction. The Worshipful Company of Smiths Feast has been rescheduled to 26 April 2022.

Enquiries are coming in for wedding ceremonies, receptions, and other events during 2022 and 2023 and meetings are booked with potential hirers. We still have some dates free during the summer months. Please contact the Bookings Officer for further information if you are interested in making a booking enquiry.



We now have now have six wedding ceremonies and receptions booked to the end of July, with two Wedding Ceremonies and Receptions due to be held during April, together with St Georges Court on Saturday 23.

Lichfield Greenhill Bower will also be holding their Prince and Princess Selection in the Guildhall on Sunday 10 April. At the end of March, we had our largest private booking since lockdown began. A whole building Wedding Ceremony followed by an afternoon and evening Reception. This went smoothly and the sun even came out for the occasion. Hirers arranged for a converted horsebox/pizza stall outside the Guildhall in the evening. A local food bank also came to collect all the leftover food before the booking ended.

Other events have included a 60th Birthday party, the Johnson Society AGM and a CAB drop-in session. Lichfield Festival also held events in the Guildhall all day on Sunday 27 March as part of their Literacy Festival. The Samuel Johnson Birthplace Museum held a successful Study Day with Keele University at the end of March.

The Old Prison Cells will re-open between 10.00am - 4.00pm during April to October (when there are no whole building bookings).

Future events also include craft fairs booked in the Guildhall on Saturday 9 April and Saturday 28 May from 10.00am - 3.00pm.

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; there are increased enquiries for children's birthday parties. The hall will be closed during the Easter holidays for the replacement of the front and rear doors and surrounding screens, and the installation of roller blinds on the windows.

6. Deputy Town Clerk: Sarah Thomas

The Deputy Town Clerk is continuing to facilitate Civic events as detailed in this report and will be training the new Civic officer who comes into post on the 11 April.

In addition, the Deputy is working with the Markets Officer on trading arrangements on Pool Walk and will be providing secretariat support at the NPIWP meeting on 6 April and Full Council on 20 April. The Deputy will also be attending the Sheriff's Ride Working Party meeting and the Market Working Group meeting.

For Council: 20 April 2022 APPENDIX 4

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 January to 31 January 2022

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
04/01/2022	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - November	46.49	9.30	55.79
04/01/2022	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 21/22 - 10th instalment (January)	923.00	0.00	923.00
04/01/2022	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 21/22 - 6th instalment (January)	7.00	0.00	7.00
04/01/2022	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 21/22 - 10th instalment (January)	539.00	0.00	539.00
04/01/2022	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 21/22 - 10th instalment (January)	1,996.00	0.00	1,996.00
06/01/2022	BACS 860	E A Barnes & Sons	MARKET Supplies/Services	Exchange covered skip, delivered 8/11	80.00	16.00	96.00
06/01/2022	BACS 861	Cancelled					
06/01/2022	BACS 862	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Paper towels for Donegal House	17.60	3.52	21.12
06/01/2022	BACS 862	Eastern Shires Purchasing Org	HALLS Boley Hall	Paper towels for Boley Hall	17.60	3.52	21.12
06/01/2022	BACS 863	Forward Cleaning Contractors	ADMIN Supplies & Services	Quarterly interior & exterior window cleaning - November	30.00	6.00	36.00
06/01/2022	BACS 864	Jono's Tourism	BIRTHPLACE Stock for sale	Postcards of various Lichfield scenes for sale	27.00	0.00	27.00
06/01/2022	BACS 865	Mayor & Sheriffs charity account	CIVIC Events	Transfer card receipts for Charity Dinner Dance incl. bar	996.00	0.00	996.00
06/01/2022	BACS 866	MT Services Computer Systems	ADMIN Supplies & Services	Supply & install new uninterruptible power supply	605.00	121.00	726.00
06/01/2022	BACS 866	MT Services Computer Systems	ADMIN Supplies & Services	Labour for cyber security policy	200.00	40.00	240.00
06/01/2022	BACS 866	MT Services Computer Systems	ADMIN Supplies & Services	Supply & install sonic wall upgrade	2,722.00	544.40	3,266.40
06/01/2022	BACS 867	Smith of Derby Ltd	ADMIN Supplies & Services	Call out to fault with Donegal House clock	150.00	30.00	180.00
06/01/2022	BACS 868	Vertigo Creative Studio	C I L Expenditure	Design development of workshop room - part 1	5,000.00	1,000.00	6,000.00
06/01/2022	BACS 869	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - December	6,474.56	0.00	6,474.56
06/01/2022	BACS 870	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - December	8,668.04	0.00	8,668.04
06/01/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - December	7.86	0.00	7.86
06/01/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - January	6.00	1.20	7.20
07/01/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - December	61.75	0.00	61.75
07/01/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - January	6.00	1.20	7.20
10/01/2022	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/internet - Usage Oct-Dec, rental Dec-Feb	93.00	18.60	111.60
10/01/2022	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/internet - Usage Oct-Dec, rental Dec-Feb	426.51	85.30	511.81
10/01/2022	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/internet - Usage Oct-Dec, rental Dec-Feb	398.00	79.60	477.60
14/01/2022	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - January	24,116.02	0.00	24,116.02
14/01/2022	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - November	246.80	49.36	296.16
14/01/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - November	85.54	4.28	89.82
14/01/2022	DDebit	Npower Ltd	G/HALL Energy	Electricity - November	379.60	75.92	455.52
14/01/2022	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - November	59.10	2.96	62.06
14/01/2022	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - November	121.88	6.09	127.97
14/01/2022	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - November	49.71	3.41	53.12
17/01/2022	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - January	27.50	5.50	33.00
17/01/2022	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - January	16.72	3.34	20.06
17/01/2022	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - January	27.00	5.40	32.40
17/01/2022	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	IT support, anti-virus, backups, Office 365 - December	590.70	118.13	708.83
17/01/2022	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - December	45.00	9.00	54.00
17/01/2022	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' emails - December	130.50	26.10	156.60
17/01/2022	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - December	45.00	9.00	54.00
17/01/2022	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - January	41.60	0.00	41.60
18/01/2022	Debit	American Express Merch Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.01	0.00	0.01
20/01/2022	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/ internet - December usage/ January rental	109.19	21.84	131.03
24/01/2022	BACS 871	ACW Arb	PARKS Other Repair/Maint	Festival Gardens - Various tree works	400.00	80.00	480.00
24/01/2022	BACS 872	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall storage - December (end of contract)	308.50	0.00	308.50
24/01/2022	BACS 872	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall erection (50% cancellation fee) - December (final)	786.00	157.20	943.20
24/01/2022	BACS 873	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip - December (6/12 - 23/12)	320.00	64.00	384.00

24/01/2022	BACS 874	Bishops Offley Christmas Trees	ARTS/TOURISM Lights Costs	25 ft Christmas tree and delivery	450.00	0.00	450.00
24/01/2022	BACS 875	A Briggs	DEM SERVICES Supplies & Services	Reimbursement for annual Zoom licence to 4/1/23	119.90	23.98	143.88
24/01/2022	BACS 876	Brownhill Hayward Brown	R&R FUND Birthplace	Architect for museum development & repairs	775.00	155.00	930.00
24/01/2022	BACS 876	Brownhill Hayward Brown	R&R FUND General	Architect for Cruck House renovations	450.00	90.00	540.00
24/01/2022	BACS 876	Brownhill Hayward Brown	R&R FUND General	Architect for Darwin Hall QI works	250.00	50.00	300.00
24/01/2022	BACS 876	Brownhill Hayward Brown	R&R FUND Guildhall/Donegal Hs	Architect for final Guildhall restorations inspection	148.57	29.71	178.28
24/01/2022	BACS 877	M W Brown	ADMIN Supplies & Services	Quarterly pest control	37.50	0.00	37.50
24/01/2022	BACS 877	M W Brown	G/HALL Supplies/Services	Quarterly pest control	37.50	0.00	37.50
24/01/2022	BACS 877	M W Brown	PARKS Other Repair/Maint	Quarterly pest control at 5 open spaces	187.50	0.00	187.50
24/01/2022	BACS 878	J Butler	BIRTHPLACE Supplies & Services	Reimbursement for Birthplace postage	8.95	0.00	8.95
24/01/2022	BACS 878	J Butler	BIRTHPLACE Supplies & Services	Reimbursement for paper trimmer	24.25	4.85	29.10
24/01/2022	BACS 879	BZ Commercial Finance	ADMIN Supplies & Services	Printer paper and other stationery from Banner	21.00	4.20	25.20
24/01/2022	BACS 880	CBS Complete Ltd	ADMIN Supplies & Services	Call out on 9/12 for office radiators not heating	76.00	15.20	91.20
24/01/2022	BACS 881	Cooper-Whyte Conservation Ltd	R&R FUND General	Final account for Cruck House renovations	2,009.58	401.91	2,411.49
24/01/2022	BACS 882	Cube Commercial Ltd	HALLS Darwin Hall	Replacement double glazed unit at Darwin Hall	1,753.40	350.68	2,104.08
24/01/2022	BACS 883	Group for Education in Museums	BIRTHPLACE Supplies & Services	GEM subscription 2022	140.00	0.00	140.00
24/01/2022	BACS 884	Lichfield Arts	G/HALL Bar Charge	Lichfield Arts bar charges 27/8/21 - 19/12/21	757.00	151.40	908.40
24/01/2022	BACS 884	Lichfield Arts	G/HALL Bar Charge	Credit for commission for Lichfield Arts bars	-75.70	-15.14	-90.84
24/01/2022	BACS 884	Lichfield Arts	G/HALL Lettings	Refund of deposit for cancelled beer festival	83.33	16.67	100.00
24/01/2022	BACS 885	Messenger Construction Ltd	R&R FUND Guildhall/Donegal Hs	Final retention payment for Guildhall restoration works	2,996.43	599.29	3,595.72
24/01/2022	BACS 886	Pear Technology Services Ltd	ADMIN Supplies & Services	Creation of Open Spaces mapping system	4,026.17	805.23	4,831.40
24/01/2022	BACS 886	Pear Technology Services Ltd	ADMIN Supplies & Services	Annual hosting of mapping system to 30/11/22	100.00	20.00	120.00
24/01/2022	BACS 887	R Fathers	PARKS Other Repair/Maint	Fecknam Way/ Johnson Close - Tree works	1,300.00	0.00	1,300.00
24/01/2022	BACS 887	R Fathers	PARKS Other Repair/Maint	Stowe Croft - Crown lift to 2 oaks adjacent property	1,200.00	0.00	1,200.00
24/01/2022	BACS 888	R J Lift Services Ltd	G/HALL Repair/Maint	Callout to lift fault on 23/12	182.00	36.40	218.40
24/01/2022	BACS 888	R J Lift Services Ltd	G/HALL Repair/Maint	Callout to lift breakdown on 7/1	182.00	36.40	218.40
24/01/2022	BACS 889	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning - December (24 hrs)	312.00	62.40	374.40
24/01/2022	BACS 889	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning in Guildhall & DH - December (41.75 hrs)	542.75	108.55	651.30
24/01/2022	BACS 890	Vaughtons t/a W H Darby Ltd	CIVIC Supplies/Services	Jewels, bars, ribbons & cases for 21/22 Mayor & Sheriff	2,119.63	423.93	2,543.56
24/01/2022	BACS 891	Vision ICT Ltd	BIRTHPLACE Adverts/promotion	Museum website hosting & support to February 2023	200.00	40.00	240.00
24/01/2022	BACS 892	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - January	7,284.67	0.00	7,284.67
24/01/2022	BACS 893	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - January	9,092.01	0.00	9,092.01
24/01/2022	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay online fee - December payroll	25.85	0.00	25.85
24/01/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - November (1st account)	39.72	1.99	41.71
25/01/2022	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Periods 11/9/21 - 9/10/21 and 10/1/22	10,876.33	2,175.27	13,051.60
28/01/2022	BACS 894	Tonks Brothers Tree Services	PARKS Other Repair/Maint	Lillington Close - Works to 25 trees	2,580.00	516.00	3,096.00
31/01/2022	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - December	46.49	9.30	55.79
31/01/2022	DDebit	British Gas	BIRTHPLACE Energy	Gas 7/12/21 - 11/1/22	302.49	60.49	362.98
31/01/2022	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - December	961.78	192.36	1,154.14
31/01/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 4 Dec to 31 Dec - current account	18.34	0.00	18.34
					109,047.22	8,967.24	118,014.46

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 January to 31 January 2022

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
11/01/2022	BACS I4	Martindale Electric Co Ltd	ADMIN Supplies & Services	Recalibration of PAT testing equipment & carriage	48.50	9.70	58.20
18/01/2022	05426	Cash	CIVIC Events	Float for Charity Sunday Lunch (paid back after event)	100.00	0.00	100.00
18/01/2022	05427	Cash	Various	Petty cash vouchers 7787 - 7794	108.58	16.67	125.25
27/01/2022	BACS I5	G J Handy (Trading) Ltd	G/HALL Supplies/Services	Replacement wheel for trolley	25.37	5.08	30.45
31/01/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 4 Dec to 31 Dec - imprest account	7.24	0.00	7.24
					289.69	31.45	321.14

LICHFIELD CITY COUNCIL - General Account Payment Schedule**From 1 February to 28 February 2022**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/02/2022	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 21/22 - 7th instalment (February)	7.00	0.00	7.00
03/02/2022	BACS 895	ACW Arb	PARKS Other Repair/Maint	Friary Remains - Various tree works	250.00	50.00	300.00
03/02/2022	BACS 895	ACW Arb	PARKS Other Repair/Maint	Clock Tower - Felling or pruning of various trees	950.00	190.00	1,140.00
03/02/2022	BACS 896	A Briggs	G/HALL Supplies/Services	Reimbursement for new fridge for kitchen & delivery	345.01	68.99	414.00
03/02/2022	BACS 897	Broxap Ltd	C I L Expenditure	6 cycle racks & delivery for CCC & Darwin - CIL contribution	210.00	42.00	252.00
03/02/2022	BACS 897	Broxap Ltd	PARKS Other Repair/Maint	6 cycle racks & delivery for CCC & Darwin - balance	58.00	11.60	69.60
03/02/2022	BACS 898	BZ Commercial Finance	ADMIN Supplies & Services	Paper & other stationery from Banner	83.34	16.67	100.01
03/02/2022	BACS 899	City of Lichfield Probus Club	CIVIC Mayor's Allowance - R Yardley	Mayor's tickets for Probus Charity Lunch	56.00	0.00	56.00
03/02/2022	BACS 900	Cube Commercial Ltd	C I L Expenditure	Replacement doors for Boley Hall - 50% advance	6,249.31	1,249.86	7,499.17
03/02/2022	BACS 901	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Christmas Lights contract - 50% balance	6,800.93	1,360.19	8,161.12
03/02/2022	BACS 902	East Staffs Borough Council	CIVIC Mayor's Allowance - R Yardley	Mayor's tickets for Charity Tea at Tutbury Castle	50.00	0.00	50.00
03/02/2022	BACS 903	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'The World in 38 Chapters'	66.26	0.00	66.26
03/02/2022	BACS 903	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'The Club'	38.96	0.00	38.96
03/02/2022	BACS 904	Lichfield Festival Friends	BIRTHPLACE Stock for sale	Proceeds of sales of calendars	37.50	0.00	37.50
03/02/2022	BACS 905	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - R Yardley	Mayor's tickets for own Charity Nell Gwynne evening	44.00	0.00	44.00
03/02/2022	BACS 905	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - R Yardley	Mayor & guests' tickets for own Charity Sunday Lunch	100.00	0.00	100.00
03/02/2022	BACS 905	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - P Hitchman	Sheriff's tickets for own Charity Nell Gwynne evening	44.00	0.00	44.00
03/02/2022	BACS 905	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - P Hitchman	Sheriff's tickets for own Charity Sunday Lunch	50.00	0.00	50.00
03/02/2022	BACS 906	D McCarthy Bros (Lichfield)	PARKS Other Repair/Maint	Christian Fields - Surface repairs to roadway	2,800.00	560.00	3,360.00
03/02/2022	BACS 907	MT Services Computer Sys	ADMIN Supplies & Services	Sage Accounts update to data service	160.00	32.00	192.00
03/02/2022	BACS 907	MT Services Computer Sys	DEM SERVICES Supplies & Services	Work for councillor's email address	150.00	30.00	180.00
03/02/2022	BACS 908	R Fathers	PARKS Other Repair/Maint	Woodfield Drive - Various tree work	1,400.00	0.00	1,400.00
03/02/2022	BACS 909	Townhouse Communications	CIVIC Ride General	Briefing document & requests to tender for SRWP	1,400.00	280.00	1,680.00
03/02/2022	BACS 910	Water Plus Ltd	BIRTHPLACE Rates/Water	Used water & surface drainage 31/10/21 - 10/1/22	32.82	0.00	32.82
03/02/2022	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - December	57.08	2.85	59.93
04/02/2022	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier - usage Aug-Oct, rental Nov-Jan	662.00	132.40	794.40
04/02/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - January	7.63	0.00	7.63
04/02/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - February	6.00	1.20	7.20
04/02/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - January	65.99	0.00	65.99
04/02/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - February	6.00	1.20	7.20
10/02/2022	DDebit	Npower Ltd	G/HALL Energy	Electricity - September (Npower late with direct debit)	385.34	77.06	462.40
15/02/2022	DDebit	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine rental 15/2/22 - 14/5/22	75.00	15.00	90.00
15/02/2022	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, anti-virus, backups, Office 365 - January	520.42	104.08	624.50
15/02/2022	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - January	45.00	9.00	54.00
15/02/2022	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - January (incl. Dec adjustment)	122.23	24.45	146.68
15/02/2022	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - January	45.00	9.00	54.00
15/02/2022	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - February	36.65	0.00	36.65
15/02/2022	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - February	21,632.57	0.00	21,632.57
15/02/2022	DDebit	Pennon Water Services	ADMIN Offices Rates/Water	Water 24/7/21 - 21/1/22	75.91	0.00	75.91
15/02/2022	DDebit	Pennon Water Services	MARKET Rates/Water	Toilet Block water 27/7/21 - 24/1/22	217.34	0.00	217.34
16/02/2022	DDebit	Npower Ltd	G/HALL Energy	Electricity - December	357.25	71.45	428.70
17/02/2022	DDebit	British Telecommunications	ADMIN Tel/Postage	Broadband line rental Feb-Apr	93.00	18.60	111.60
17/02/2022	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - February	27.00	5.40	32.40
17/02/2022	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - February	16.72	3.34	20.06
17/02/2022	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - February	27.00	5.40	32.40
17/02/2022	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - December	226.70	45.34	272.04
17/02/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - December (1st account)	66.03	3.30	69.33
17/02/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - December (2nd account)	86.66	4.33	90.99

17/02/2022	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - December	134.63	6.73	141.36
17/02/2022	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - December	255.00	51.00	306.00
17/02/2022	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - December	56.29	3.77	60.06
17/02/2022	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - January	57.86	2.89	60.75
17/02/2022	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 1/11/21 - 1/2/22	66.58	0.00	66.58
17/02/2022	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/11/21 - 1/2/22	229.27	0.00	229.27
17/02/2022	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & surface drainage 1/11/21 - 1/2/22	143.76	0.00	143.76
18/02/2022	BACS 911	1A Action Rotary Rod Ltd	BIRTHPLACE Repair/Maint	Maintenance on valve and jetting of drain	385.00	77.00	462.00
18/02/2022	BACS 912	AKW Plumbing & Heating	R&R FUND Guildhall/Donnegal Hs	Plumbing works to ground floor toilets for new flooring	260.00	0.00	260.00
18/02/2022	BACS 913	E A Barnes & Sons	MARKET Supplies/Services	5 exchanges of covered skip - January (5/1-31/1)	400.00	80.00	480.00
18/02/2022	BACS 914	Blackbox-Av Ltd	ARTS/TOURISM Expenditure	Alternative soundclip battery and player	260.00	52.00	312.00
18/02/2022	BACS 914	Blackbox-Av Ltd	ARTS/TOURISM Expenditure	Credit for return of original soundclip player	-220.00	-44.00	-264.00
18/02/2022	BACS 915	Brownhill Hayward Brown	R&R FUND Birthplace	Architect for museum development and repair	1,915.00	383.00	2,298.00
18/02/2022	BACS 915	Brownhill Hayward Brown	R&R FUND General	Architect for replacement doors at Boley Hall	702.50	140.50	843.00
18/02/2022	BACS 915	Brownhill Hayward Brown	R&R FUND General	Architect for QI works at Darwin Hall	675.00	135.00	810.00
18/02/2022	BACS 916	CJ's Events Warwickshire Ltd	MARKET Supplies/Services	Services of Markets Officer - December (62hrs, last bill)	744.00	148.80	892.80
18/02/2022	BACS 917	Darwin Electrical Services	R&R FUND Guildhall/Donnegal Hs	Hire of Cherry Picker and works to DH clock	397.09	79.42	476.51
18/02/2022	BACS 917	Darwin Electrical Services	R&R FUND Guildhall/Donnegal Hs	Fitting of new Guildhall corridor lights	549.77	109.95	659.72
18/02/2022	BACS 918	M J Davies	CIVIC Mayor's Allowance - R Yardley	Refreshments at the George after Johnson Annual Lecture	17.00	0.00	17.00
18/02/2022	BACS 918	M J Davies	CIVIC Sheriff's Allowance - P Hitchman	Refreshments at the George after Johnson Annual Lecture	17.00	0.00	17.00
18/02/2022	BACS 919	Eastern Shires Purch Org	ADMIN Supplies & Services	Memory card and stationery	32.20	6.44	38.64
18/02/2022	BACS 919	Eastern Shires Purch Org	G/HALL Supplies/Services	Guildhall cloakroom supplies	81.55	16.31	97.86
18/02/2022	BACS 919	Eastern Shires Purch Org	MARKET Supplies/Services	'No Parking' traffic cones	109.50	21.90	131.40
18/02/2022	BACS 920	Harper Collins Publishers	BIRTHPLACE Stock for sale	Copies of 'A to Z of Lichfield'	61.56	0.00	61.56
18/02/2022	BACS 921	InfoAktiv Limited	BIRTHPLACE Supplies & Services	Touchscreen tablet for museum accessible content	1,000.00	200.00	1,200.00
18/02/2022	BACS 922	JTC Roofing Contractors Ltd	R&R FUND General	Inspection of zinc roof at Darwin Hall	867.06	173.41	1,040.47
18/02/2022	BACS 923	Keycraft	BIRTHPLACE Stock for sale	Kitten mini buddies for sale	47.58	9.52	57.10
18/02/2022	BACS 924	Mayor & Sheriff's charity acct	PARKS Misc. Income	Bottlebank donation Q4 20/21 - Q3 21/22 for RY/PH year	844.05	0.00	844.05
18/02/2022	BACS 925	Multi-Floor (Walsall) Limited	R&R FUND Guildhall/Donnegal Hs	Supply and fit new flooring in ground floor toilets	750.00	150.00	900.00
18/02/2022	BACS 926	Quality Garden Supplies Ltd	MARKET Supplies/Services	Rock salt	145.00	29.00	174.00
18/02/2022	BACS 927	Smith of Derby Ltd	R&R FUND Guildhall/Donnegal Hs	Repairs to Donegal House clock mechanism and lighting	817.00	163.40	980.40
18/02/2022	BACS 928	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning - January (24hrs)	312.00	62.40	374.40
18/02/2022	BACS 928	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning in Guildhall and DH - January (45hrs)	585.00	117.00	702.00
18/02/2022	BACS 929	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 wks to 2 Jan 22	15.93	0.00	15.93
18/02/2022	BACS 929	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 wks to 30 Jan 22	26.00	0.00	26.00
18/02/2022	BACS 930	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 wks to 2 Jan 22	77.43	0.00	77.43
18/02/2022	BACS 930	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 wks to 30 Jan 22	37.00	0.00	37.00
18/02/2022	BACS 931	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 wks to 2 Jan 22	9.33	0.00	9.33
21/02/2022	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/ internet - January usage/ February rental	125.89	25.18	151.07
23/02/2022	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fee - January payroll	25.15	0.00	25.15
25/02/2022	BACS 932	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions for February	5,705.16	0.00	5,705.16
25/02/2022	BACS 933	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions for February	7,717.52	0.00	7,717.52
25/02/2022	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Additional charge for April - December 2021	1,368.00	273.60	1,641.60
25/02/2022	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/1 - 10/2	11,028.33	2,205.67	13,234.00
28/02/2022	DDebit	British Gas	BIRTHPLACE Energy	Gas - 12/1 to 8/2	227.45	45.49	272.94
28/02/2022	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - January	1,095.41	219.08	1,314.49
28/02/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 1 Jan to 4 Feb - current account	26.29	0.00	26.29
					<u>86,426.79</u>	<u>9,369.17</u>	<u>95,795.96</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule**From 1 February to 28 February 2022**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
03/02/2022	05428	Cash	Various	Petty cash vouchers 7795 - 7806	217.41	31.61	249.02
03/02/2022	05429	Cash	CIVIC Events	Float for Charity Race Night	100.00	0.00	100.00
03/02/2022	05430	Cash	CIVIC Events	£1 coins for betting at Charity Race Night	200.00	0.00	200.00
09/02/2022	BACS 16	Lichfield District Council	CIVIC Events	Small Society Lottery registration 2022	20.00	0.00	20.00
28/02/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 1 Jan to 4 Feb - imprest account	8.08	0.00	8.08
					<hr/>	<hr/>	<hr/>
					545.49	31.61	577.10