

# Lichfield City Council

Donegal House, Bore Street, Lichfield, Staffordshire, WS13 6LU  
Tel: (01543) 250011 Fax: (01543) 258441 e-mail: townclerk@lichfield.gov.uk

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

6 June 2022

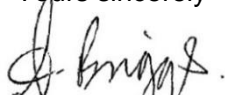
To: Members of Lichfield City Council

**Public**

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield, on **Monday, 13 June 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

  
Anthony Briggs  
Town Clerk

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

## AGENDA

**1 APOLOGIES FOR ABSENCE**

**2 MAYOR'S ANNOUNCEMENTS**

**3 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

**4 COUNCIL MINUTES**

To confirm as a correct record the Minutes of the Annual Council Meeting held on 16 May 2022 (**copy attached**).

**5 MATTERS ARISING ON COUNCIL MINUTES**

a) Minutes of the Annual Council Meeting held on 16 May 2022.

b) Minutes of the Council Meeting held on 20 April 2022 (**copy attached**).

*[NB: **The Minutes at b)** above were confirmed as a correct record at the Annual Meeting of Council, but are included for consideration of any "matters arising".]*

**6 PLANNING COMMITTEE**

The Chair of the Planning Committee to move that comments submitted to Lichfield District Council for the period 31 March 2022 to 26 May 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. AUDIT COMMITTEE

- The Minutes of the Audit Committee meeting held on 9 June 2022 will follow under separate cover as **APPENDIX 1A**.
- The Out-Turn Statement 2021/22 is attached as **APPENDIX 1B**.
- The Annual Return for the year ended 31 March 2022 is **ENCLOSED**.

The Audit Committee is also due to consider a revised Cyber Security Policy and revised LCC Standing Orders and Financial Regulations to incorporate gender neutral terms, legislative updates and a switch from RPI to CPI for incremental increases in Standing Orders as to Contracts/Imprest Account spend limits.

Members' particular attention is drawn to these items within the Minutes and any recommendations to Council that arise from those discussions.

***RECOMMENDED: That the Minutes and recommendations of the Audit Committee meeting held on 9 June 2022 be adopted and that:***

- 1 The Report and Out-Turn Statement 2021/22 be received.***
- 2 The Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £12,936 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2021/22 financial year.***
- 3 In respect of the External Auditor Annual Return for the year ending 31 March 2022:***
  - a. The council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council.***
  - b. The Council approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council***
  - c. The Council note the Annual Internal Audit Report section of the Annual Return***
  - d. The Council note the dates for the exercise of public rights - commencing on 15 June 2022 and ending on 26 July 2022.***

## 9 JOHNSON BIRTHPLACE ADVISORY COMMITTEE

To adopt the minutes and recommendations of the meeting of the Johnson Birthplace Advisory Committee held on 26 April 2022 (**APPENDIX 2**, attached).

***RECOMMENDED: That the Minutes and recommendation of the Johnson Birthplace Advisory Committee meeting held on 26 April 2022 be adopted.***

## 10 SHERIFF'S RIDE WORKING PARTY

To adopt the Minutes of the Sheriff's Ride Working Party meeting held on 24 May 2022, (**APPENDIX 3**, attached).

***RECOMMENDED: That the Minutes of the Sheriff's Ride Working Party meeting held on 24 May 2022 be adopted.***

## 11 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

The appointment of representatives to serve on outside bodies, filling vacancies falling due during 2022/2023 as detailed in **APPENDIX 4** (attached).

***RECOMMENDED: That appointments be made in accordance with Appendix 4.***

**12 ANNUAL TOWN MEETING**

The Minutes of the Annual Town Meeting held in the Guild Room, Guildhall on 25 May 2022 are attached at **APPENDIX 5**.

**RECOMMENDED:** *That the Minutes of the Annual Town Meeting held on 25 May 2022 be noted.*

**13 GENDER NEUTRAL TITLES**

Since 2018, City Councillors have had the choice as to whether they are referred to in gender specific or gender-neutral terms. Discussions held earlier in 2022 suggested there is an appetite to replace this choice with a council policy that gender neutral terms be used, both in regard to title (the removal of Miss/Mrs etc) and to position (e.g. 'Chair' rather than 'Chairman').

Discussion regarding gender neutral terms for civics indicated a desire to retain the current terms (Mr/Madam Mayor etc) due to the formal nature of the role and the potential impact on forms of address, both for LCC civic representatives and visiting civic dignitaries.

The Minutes of the Audit Committee meeting due to be circulated separately to this agenda (Item 8), will include the outcome of discussions relating to proposed revisions to LCC's Standing Orders and Financial Regulations documents in line with this change.

**RECOMMENDED:** *Council to confirm that gender neutral titles be utilised for City Council business, with the exception of traditional civic address.*

**14 OFFICERS' REPORT**

To receive the Officers' Report, **APPENDIX 6** attached.

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

**15 PAYMENT OF REGULAR SERVICE PROVISION BY DIRECT DEBIT**

At its meeting of 28 January 2018, the City Council resolved to enter into direct debit payments with certain suppliers. It is a requirement that the resolution is renewed after a maximum of two years, however it was resolved by the Council, again at its meeting of 28 January 2018, that the resolution be considered annually.

The current Direct Debit schedule is attached at **APPENDIX 7** and includes one new payment for 2022; that being to 'Opayo' for the rental of LCC's card machines and associated fees. LCC purchased card machines in 2016 and these had reached the end of their service life, the rental agreement ensures that the new card machines can be upgraded more regularly to ensure they have the latest security features.

Following queries from Members in previous years, the Town Clerk has confirmed with the Internal Auditor that the list of Direct Debits should in his view be presented to Council individually (as at Appendix 7), rather than being categorised under various headings such as (for example) 'energy'. Members are also asked to note that certain regular payments do not appear in this list, such as payments to SCC Pensions and HMRC, as these are paid via BACS rather than Direct Debit.

**RECOMMENDED:** *That the City Council renews its resolution to enter into direct debit payment arrangements with those providers listed at APPENDIX 7; the resolution to be considered for further renewal at the meeting of the City Council in June 2023.*

**16 GRANT REQUEST - USE OF GUILDHALL CORRIDOR GALLERY, FRIENDS2FRIENDS**

In May 2022 a fundraising event was held at the Guildhall and on the Market Square to commemorate 10 years since the foundation of Friends2Friends. The event was organised in part by the then serving Sheriff Mr Peter Hitchman, with Friends2Friends being the chosen charity for his year in office. Mr Hitchman has requested Council consider refunding the cost of hire of the corridor gallery for the day (a total of £30), in order that this money can instead support the activities of Friends2Friends.

At its meeting of 5 February 2009, the City Council resolved that no further 'free use' of the Guildhall be granted and that all applicants apply for a monetary grant to cover the prevailing hire costs instead.

***RECOMMENDED: Council to confirm a grant in the sum of £30 to Friends2Friends.***

**17 PAYMENT OF ACCOUNTS**

To confirm payment of accounts as listed in **APPENDIX 8** for the period 1 March 2022 to 31 March 2022 in the sum of £127,348.44 General Account, and £672.20 Imprest Account.

**18 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.***

**19 STAFFING COMMITTEE**

To consider the Minutes and recommendations of the meeting of the Staffing Committee held on 31 May 2022 (**APPENDIX 9**, attached for members). Members' particular attention is drawn to the recommendations to Council at Minute numbers 3,4,5 and 6, together with the additional information provided at Appendix A and B of the minutes.

***RECOMMENDED: That the minutes and recommendations of the meeting of the Staffing Committee held on 31 May 2022 be adopted.***

**20 DARWIN HALL**

To consider the Town Clerk's confidential report (**APPENDIX 10**, attached for members)

***RECOMMENDED: That the report be noted.***

\* \* \* \* \*

**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 may 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](mailto: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 Street 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 to be asked
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 St.



## **Lichfield City Council**

### **Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Wednesday 20 April 2022 at 6.30pm**

**PRESENT:** Councillors R Yardley (Mayor), J Anketell, H Ashton, D Baker, C Ball, Mrs G Boyle, J Checkland, D Dundas, M Field, C Greateorex, Mrs J Greaves, A Lax, Miss J Marks, T Matthews, P McDermott Ray, D Robertson, M Trent, and M Warfield.

**APOLOGIES:** Councillors Mrs J Eagland, R Harrison, I Jackson, P Jones, C Rapley, A Smith, J Smith and C Spruce.

#### **107 MAYOR'S ANNOUNCEMENTS**

The Mayor highlighted the error in the minutes from the previous meeting which gave an incorrect date of death for Mrs Pauline Duvall. The Mayor then reported on recent engagements including attendance at the Sheriff's Show at the Friary School, the Cathedral to Castle Run, Bower Queen and Prince and Princess selection, meetings with Conduit Lands Trust and Mary Slater Charity and the visit, along with the Mayoress, to the Spires Care Home. The Mayor then thanked all who had given their support during his civic year and expressed the hope that they would continue to do so in 2022/23 and beyond.

#### **108 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

Councillors H Ashton, Miss J Marks and R Yardley declared an interest under appendix B of the City Council's code of conduct in relation to agenda item 10; Grant Application – Men's Shed, Lichfield.

#### **109 COUNCIL MINUTES**

An error was noted at Minute 92, giving an incorrect date of death for Mrs Pauline Duvall. The correct date being 7 February 2022.

**RESOLVED:** *That the Minutes of the Council Meeting held on 14 March 2022 (Nos 92-106), be confirmed and signed as a correct record subject to the amendment of the date of death of Mrs Pauline Duvall to 7 February 2022.*

#### **110 MATTERS ARISING**

None.

#### **111 PLANNING COMMITTEE (DELEGATED AUTHORITY)**

**RESOLVED:** *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.*

#### **112 QUESTION UNDER STANDING ORDER 8(2)**

**Councillor P McDermott asked the following question to the Mayor:**

*'Would the Mayor acknowledge the hard work and personal sacrifices of the teachers and medical professionals in Lichfield during the Covid pandemic and would he therefore disassociate himself from the derogatory comments made by our Member of Parliament that they regularly failed to adhere to the Government lockdown rules?'*

**The Mayor responded:**

‘Yes’.

**113 MARKETS WORKING GROUP**

Members considered the Minutes and recommendations of the Markets Working Group meeting, including the request from the MWG for the Council to resolve to create markets to take place on Thursday 2 June and Monday 6 June 2022.

***RESOLVED: That the Minutes and recommendations of the Markets Working Group meeting held on 6 April 2022 be adopted.***

***RESOLVED: Utilising its Powers under the Food Act Part III, the City Council establishes Markets to take place on Thursday 2 June and Monday 6 June 2022.***

**114 NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY (NPIWP)**

Members considered the Minutes and recommendations of the meeting of the NPIWP held on 11 April 2022. Members’ particular attention was drawn to the recommendations for CIL spend contained within the agenda and the conditions attached to certain offers of funding. The NPIWP recommended a contribution of £60,000 to Lichfield and Hatherton Canal Restoration Trust to facilitate the restoration of Heritage Lock 23; this comprises £54,000 of CIL and £6,000 from LCC’s capital reserves. Other recommendations for CIL spend were: Lichfield Waterworks Trust - £2,175 (provision of cycle shelter) and additional 20mph repeater signs on Anson Avenue, Dimbles Lane and Friday Acre (£2,500).

Councillor D Robertson queried whether additional cycle parking in the City was being pursued in line with the report that was considered by the NPIWP; the Town Clerk confirmed that the improved facilities at Darwin Hall and Curborough Community centre represented the only areas within LCC ownership within the report, and that additional provision was under discussion with the District Council as part of their Public Realm strategy.

Councillor C Ball expressed his continued support for the plaques to Francis Barber and Anna Seward and confirmed he would be pleased to work with the Museums and Heritage Officer to progress the matter. Councillor Ball also highlighted the allocation for additional 20mph repeater signs in North Lichfield, confirming he had been campaigning for these since becoming a Councillor.

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

**115 GRANT APPLICATION – MEN’S SHED LICHFIELD (MSL)**

Members considered the request for a grant of £340.00 to allow MSL to invest in the necessary equipment to carry out Portable Appliance Testing (PAT), the matter having been previously considered informally by members of the Grants Committee.

***RESOLVED: That a grant of £340.00 be awarded to MSL to invest in PAT testing equipment.***

**116 GRANT APPLICATION – DARWIN WALK JUBILEE PARTY**

Members considered the request for a grant of £1,200.00 to provide a street party along Cathedral Walk to celebrate the Queen’s Jubilee, the matter having been previously considered informally by members of the Grants Committee.

Cllr D Robertson suggested that the organisers may wish to be aware of other events happening in the City and that perhaps as a result there would be a better and more unified provision for the celebrations

***RESOLVED: That no grant be awarded.***



## **117 OFFICERS' REPORT**

The Mayor drew Members' attention to the Open Spaces section of the report and the timely manner in which clearance and repairs were carried out on the pathway to Borrowcop Gazebo following the damage caused by a fallen tree in the recent storms.

Councillor C Greatorex emphasised the positive relationship with CJ's Events and the success of the Producers' Market. Noting the new Euro6 compliant ice cream van, Cllr Greatorex asked if this could be publicised to allay resident concern that had been expressed regarding the previous vehicle. Cllr Greatorex then noted the two new members of staff mentioned, namely the Town Crier and Civic Officer. The Town Clerk confirmed appointment arrangements for the Crier and also that matters relating to the appointment of the Civic Officer had been considered by the Staffing Committee with minutes adopted at Council.

Councillor M Trent echoed Councillor Greatorex's comments on the new ice cream van, and welcomed the more efficient vehicle's introduction.

Councillor J Checkland advised members of his site visits with the open spaces officer and commended the work he has carried out to date, notably in Festival gardens, and the proposals for the future.

**RESOLVED: *That the report be noted.***

## **118 SPEAKERS' CORNER, LICHFIELD**

Members considered the Town Clerk's agenda report which confirmed the dissolution of the Speakers Corner Steering Committee and the Town Clerk's meeting with Mr John Brough and Mr Mark Taylor on 23 March 2022 where the formal handover process was completed. Councillor C Greatorex asked that LCC ensure Speakers' Corner is marketed through the City council's website and social media to ensure the profile of the facility remains high.

**RESOLVED:**

**a) *The City Council formally 'adopts' 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.***

## **119 SUSPENSION OF STANDING ORDERS AS TO CONTRACTS – JOHNSON BIRTHPLACE**

Members considered the Town Clerk's agenda report which requested suspension of certain Standing Orders as to Contracts and to allow delegated authority to be given to the Johnson Birthplace Advisory Committee to reprofile the 2022/23 elements of the ongoing Birthplace redevelopment project. The request was made in light of information from the Council's professional advisors regarding the desired provision of new external steps on the Market Street elevation and the possibility that such provision would not be permitted.

Councillor Angela Lax spoke in support during consideration of recommendation (c), confirming her trust and faith in the committee to make the correct decision in the developing circumstances.

**RESOLVED:**

**a) *Council notes 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 confirms 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 bid (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.*

**120 PAYMENT OF ACCOUNTS**

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

**THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 6.58 PM**

**MAYOR**

## **Lichfield City Council**

### **Minutes of the Annual Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Monday 16 May 2022 at 6.30 pm**

**PRESENT:** Councillors J Anketell, H Ashton, D Baker, C Ball, G Boyle, J Checkland, D Dundas, J Eagland, C Greateorex, J Greaves, R Harrison, I Jackson, P Jones, A Lax, J Marks, T Matthews, P McDermott, D Robertson, A Smith, J Smith, C Spruce, M Trent, M Warfield and R Yardley.

**APOLOGIES:** Councillors M Field, S Pritchard, C Rapley and P Ray.

#### **1 ELECTION OF MAYOR**

It was proposed by Councillor C Spruce, seconded by Councillor J Eagland, and

***RESOLVED: That Councillor Jamie Checkland be elected Mayor of the City to hold office until the election of a successor at the Annual Meeting of Council in May 2023.***

The Mayor was invested with the Mayoral Chain, and signed the Declaration of Acceptance of Office. The Mayor then took the Oath of Allegiance and occupied the Chair.

#### **2 COUNCIL MINUTES**

***RESOLVED: That the Minutes of the City Council Meeting held on 20 April 2022 (nos. 107 – 120) be confirmed and signed as a correct record.***

#### **3 APPOINTMENT OF DEPUTY MAYOR**

It was proposed by Councillor M Warfield, seconded by Councillor T Matthews, and

***RESOLVED: That Councillor Paul Jones be appointed Deputy Mayor to hold office until the election of Mayor at the Annual Meeting of Council in May 2023.***

The Deputy Mayor was invested with the badge of office, and signed the Declaration of Acceptance of Office.

#### **4 ELECTION OF SHERIFF**

It was proposed by Councillor A Smith, seconded by Councillor G Boyle, and

***RESOLVED: That Councillor Janice Greaves be elected Sheriff of the City to hold office until the election of a successor at the Annual Meeting of Council in May 2023.***

The Sheriff was invested with the Chain of Office, and took the Oath of Fealty to the Crown.

#### **5 EXPRESSION OF THANKS**

The Mayor, Deputy Mayor and Sheriff each returned thanks for their election.

#### **6 APPOINTMENT OF MAYOR'S CHAPLAIN**

The Mayor announced that Reverend Ian Hayter would be his Chaplain.

#### **7 APPOINTMENT OF MAYOR'S CADET**

The Mayor announced that Police Cadet Thomas Dodds would be his Cadet and presented him with his Badge of Office.

**8 VOTE OF THANKS TO RETIRING MAYOR**

It was proposed by Councillor J Eagland, seconded by Councillor M Warfield, and

***RESOLVED: That the best thanks of the citizens be accorded to Councillor Robert Yardley for his valuable and outstanding services as Mayor during 2021/22.***

Councillor Yardley responded in suitable terms and paid tribute to members of the Council and City Council staff for their support during his term of office.

**9 VOTE OF THANKS TO RETIRING SHERIFF**

It was proposed by Councillor C Greatorex, seconded by Councillor P Hitchman, and

***RESOLVED: That the best thanks of the citizens be accorded to Mr Peter Hitchman for his valuable and outstanding services as Sheriff during 2021/22.***

Mr Hitchman responded in suitable terms and paid tribute to members of the Council and City Council staff for their support during his term of office.

**10 PRESENTATION OF BADGES OF OFFICE**

The Mayor presented Badges of Office to the Mayoress, Deputy Mayoress and Sheriff's Consort.

**11 REPLICA BADGES OF OFFICE**

The retiring Mayor and Mayoress, and the retiring Sheriff and Sheriff's Lady were presented with replica badges of office by the Mayor.

**12 APPOINTMENT OF LEADER OF COUNCIL**

It was proposed by Councillor D Baker, seconded by Councillor J Eagland, and

***RESOLVED: That Councillor M Warfield be appointed Leader of Council for the ensuing year.***

**13 APPOINTMENT OF DEPUTY LEADER OF COUNCIL**

It was proposed by Councillor T Matthews, seconded by Councillor C Greatorex, and

***RESOLVED: That Councillor D Baker be appointed Deputy Leader of Council for the ensuing year.***

**14 APPOINTMENT OF COMMITTEES, PANELS, AND ADVISORY COMMITTEES**

***RESOLVED: That membership of Committees, Panels, and Advisory Committees be as follows:***

a) ***Planning Committee (All members of Council)***

Chair: C Spruce

Vice Chair: A Lax

Ward Representatives (submission of agreed ward comments):

- Boley Park/Pentire Road: Cllr R Yardley
- Chadsmead/Garrick Road: Cllr P Ray
- Curborough: Cllr C Ball

- *Leomansley: Cllr J Checkland*
- *St Johns: Cllr G Boyle*
- *Stowe/Burton Old Road: Cllr P McDermott*

**b) *Audit Committee (7 members)***

5 Majority Group – Councillors: J Greaves, A Lax, A Smith, C Spruce, M Warfield

2 Minority Group – Councillor I Jackson (LD), D Robertson (Lab)

Chair: M Warfield

Vice Chair: C Spruce

**c) *Grants Advisory Committee (9 members)***

5 Majority Group – Councillors: D Baker, P Jones, J Marks, M Warfield, R Yardley

4 Minority Groups – Councillors: M Field (Lab), H Ashton (LD), M Trent (LD), R Harrison (Ind)

Chair: D Baker

Vice Chair: M Warfield

**d) *Johnson Birthplace Advisory Committee  
(8 members + 2 representative members and 2 honorary members)***

6 Majority Group – Councillors: G Boyle, D Dundas, J Eagland, T Matthews, C Spruce, R Yardley

2 Minority Groups – Councillors: J Anketell (Lab), C Rapley (LD)

Johnson Society (non-voting) appointed by Society – currently Mr P Jones & Mr J Winterton

Honorary Members (non-voting) – Mr Robert Awty and Mr Antony Thompson

Chair: G Boyle

Vice Chair: C Spruce

**e) *Neighbourhood Plan Implementation Working Party (7 members)***

5 Majority Group – Councillors: J Checkland, P Jones, G Boyle, S Pritchard, M Warfield

2 Minority Groups – Councillors: C Ball (Lab), M Trent (LD)

Chair: M Warfield

Vice Chair: Mrs G Boyle

**f) *Staffing Committee (8 members)***

6 Majority Group – Councillors: J Eagland, J Greaves, A Lax, T Matthews, J Marks, M Warfield

2 Minority Groups – Councillors: P McDermott (LD), D Robertson (Lab)

Chair: M Warfield

Vice Chair: A Lax

g) ***Tenders Committee (6 members)***

*Mayor, Deputy Mayor, Council Leader, Deputy Leader,*

*Minority Groups:* *Councillors J Smith (LD), C Ball (Lab)*

*Chair:* *Leader of Council*

*Vice Chair:* *Deputy Leader of Council*

h) ***Complaints Panel (4 members)***

*Councillors: D Baker, A Lax, C Spruce, M Warfield*

i) ***Markets Working Group (6 members)***

*3 Majority Group* – *Councillors: J Checkland, C Spruce and M Warfield*

*3 Minority Groups* – *Councillors: P McDermott (LD), D Robertson (Lab) and J Smith (LD)*

*Chair:* *J Checkland*

*Vice Chair:* *P McDermott*

j) ***Sheriff's Ride Working Party (6 members)***

*4 Majority Group* – *Councillors: G Boyle, J Marks, A Smith and M Warfield*

*2 Minority Groups* – *Councillors: C Ball (Lab) and J Smith (LD)*

*Chair:* *A Smith*

*Vice Chair:* *J Smith*

**THERE BEING NO FURTHER BUSINESS  
THE MAYOR DECLARED THE MEETING CLOSED AT 7.13 PM**

**MAYOR**

## **LICHFIELD CITY COUNCIL FINANCIAL OUT-TURN REPORT 2021/22**

*The following notes explain the variations between the original budget and the actual year-end out-turn.*

<b>Note</b>	<b>Details</b>
<b>1</b>	<b>Parks and Footpaths</b> Significant and necessary work has been undertaken on the Council's Open Spaces as has been reported to Council in the three, six and nine month financial summary reports, with detail of the work carried out provided both within Officer Reports as presented to council, and the 2021/22 Annual Report.
<b>2</b>	<b>Guildhall</b> Original assumptions for 2021/22 Guildhall income made during COVID lockdown in 2020 and were deliberately cautious as a result.
<b>3</b>	<b>Community Centres</b> Relatively low demand for general maintenance. The wider work to Cruck House and Curborough Community Centre undertaken during 2021/22 is funded through the Repairs and Renewals budget head (capital).
<b>4</b>	<b>Markets</b> Similar to Note 2 above, with the lifting of restrictions and increased demand both for the market itself and for hire of the Square on non-market days, income is significantly higher than the forecast that was made during COVID lockdown.
<b>5</b>	<b>Civic</b> Includes savings due to revised arrangements for the 2021 Sheriff's Ride.
<b>6</b>	<b>Grant Aid/Partnerships</b> Unallocated grant aid carried forward.
<b>7</b>	<b>Arts/Tourism/Twinning</b> Includes new Market Square Christmas lights fixture for Christmas 2021 as previously reported, plus new cabling and cyclical hook stress testing during 2021 installation.
<b>8</b>	<b>Johnson Birthplace Museum</b> Includes income of £8,000 from COVID-19 grants.
<b>9</b>	<b>Democratic Services</b> Includes costs associated with Stowe ward by election (May 2021).
<b>10</b>	<b>Investment Interest</b> Reflects reduction in interest rates.
<b>11</b>	<b>Agency</b> It was anticipated that SCC would reduce their payment to LCC for verge maintenance and this was accounted for in the budget. However, the actual payment received was higher than the reduction that had been assumed, resulting in an overall underspend.
<b>12</b>	<b>Repairs and Renewals</b> Previously reported overspend at Cruck House countered to some degree by CIL contribution to SJBM renovations. Some phase 1 works at SJBM carried forward to 2022/23, with issues arising

Note	Details														
	also on the proposed Market Street elevation steps. Further reports will follow over the course of the year. 2022/23 budget also includes maximum £40,000 contribution to LHCRT from capital reserves; council has since resolved this will be £6,000 (plus £54,000 from CIL).														
13	<b>Community Infrastructure Levy (CIL)</b> CIL receipts less commitments – any balance being transferred to the earmarked CIL reserve. No forecast was available from LDC for 2021/22 budget setting, a zero base was therefore used. Budget figure for 2022/23 reflects LDC forecast as at January 2022.														
14	<b>Total To/ (from) Balances</b> <table> <tr> <td>- Contribution from Repairs and Renewals Capital Earmarked Reserve</td><td><b>£ (149,046)</b></td></tr> <tr> <td>- Contribution to Election Earmarked Reserve</td><td><b>£ 7,500</b></td></tr> <tr> <td>- Contribution to CIL Earmarked Reserve</td><td><b>£ 70,979</b></td></tr> <tr> <td>- Contribution to Grant Aid Earmarked Reserve</td><td><b>£ 7,330</b></td></tr> <tr> <td>- Contribution to SJBM Development Grant Reserve</td><td><b>£ 792</b></td></tr> <tr> <td>- Contribution from General Reserve</td><td><b>£ (15,092)</b></td></tr> <tr> <td><b>Total Transfer to Balances</b></td><td><b>£ (77,537)</b></td></tr> </table>	- Contribution from Repairs and Renewals Capital Earmarked Reserve	<b>£ (149,046)</b>	- Contribution to Election Earmarked Reserve	<b>£ 7,500</b>	- Contribution to CIL Earmarked Reserve	<b>£ 70,979</b>	- Contribution to Grant Aid Earmarked Reserve	<b>£ 7,330</b>	- Contribution to SJBM Development Grant Reserve	<b>£ 792</b>	- Contribution from General Reserve	<b>£ (15,092)</b>	<b>Total Transfer to Balances</b>	<b>£ (77,537)</b>
- Contribution from Repairs and Renewals Capital Earmarked Reserve	<b>£ (149,046)</b>														
- Contribution to Election Earmarked Reserve	<b>£ 7,500</b>														
- Contribution to CIL Earmarked Reserve	<b>£ 70,979</b>														
- Contribution to Grant Aid Earmarked Reserve	<b>£ 7,330</b>														
- Contribution to SJBM Development Grant Reserve	<b>£ 792</b>														
- Contribution from General Reserve	<b>£ (15,092)</b>														
<b>Total Transfer to Balances</b>	<b>£ (77,537)</b>														

**Employee costs:** The overall employee costs totalling £461,497 are recharged across all the budget heads in the table below reflecting reduced overall direct employee costs of £18,103

**Central administration:** The overall administration costs totalling £155,682 are recharged across all budget heads in the table below, reflecting an increase in service costs of £926

#### **RECOMMENDATION TO COUNCIL:**

- 1 ***The Report and Out-Turn Statement 2021/22 be received.***
- 2 ***The Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £12,936 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2021/22 financial year.***
- 3 ***In respect of the External Auditor Annual Return for the year ending 31 March 2022:***
  - a. ***The council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council.***
  - b. ***The Council approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council***
  - c. ***The Council note the Annual Internal Audit Report section of the Annual Return***
  - d. ***The Council note the dates for the exercise of public rights - commencing on 15 June 2022 and ending on 26 July 2022.***



## ACCOUNTS SUMMARY TABLE

This table summarises the income and expenditure against budget for the service areas for the financial year 2021/22 and provides the year-end out-turn.

The table shows:

Column 1 – 2021/22 Budget as agreed by Council in January 2021

Column 2 – Actual spend during the 2021/22 financial year

Column 3 – The variance between approved budget and actual spend for 2021/22

Column 4 – The budget for 2022/23

Column 5 – Numbered explanatory notes

*Budget/actual figures in red represent income.*

*Percentage figures in red (Variance 2021/22 column) represent variance worse than budget.*

<b><u>Net Expenditure</u></b> <b>SERVICE AREAS</b>	<b>BUDGET</b> <b>2021/22</b>	<b>ACTUAL</b> <b>2021/22</b>	<b>VARIANCE</b> <b>2021/22</b>	<b>BUDGET</b> <b>2022/23</b>	<b>Note</b>
	£	£	%	£	
<b>Parks and Footpaths</b>	243,614	297,214	22	243,202	1
<b>Guildhall</b>	141,179	114,158	19	131,416	2
<b>Community Centres</b>	16,273	13,267	18	19,038	3
<b>Markets</b>	33,757	-6,873	120	6,833	4
<b>Civic</b>	96,189	84,759	12	98,003	5
<b>Grant Aid/Partnerships</b>	51,428	44,192	14	51,926	6
<b>Arts/Tourism/Twinning</b>	67,609	76,843	14	74,825	7
<b>Johnson Birthplace Museum</b>	120,148	102,994	14	123,773	8
<b>Democratic Services</b>	101,041	108,089	7	101,962	9
<b>Investment Interest</b>	-3,600	-2,703	25	-2,050	10
<b>Loan Charges</b>	0	0	0	0	
<b>Agency</b>	-13,604	-16,070	18	-13,478	11
<b>TOTAL SERVICE COST</b>	£854,034	£815,870	5	£835,450	
<b>Repairs and Renewals</b>	156,777	149,046	5	192,508	12
<b>Community infrastructure Levy (CIL)</b>	0	-70,979	100	-93,030	13
<b>SUB TOTALS</b>	£1,010,811	£893,937	12	£934,928	
<b>PRECEPT</b>	£816,400	£816,400	0	£835,450	
<b>TOTAL To/(From) balances</b>	(£194,411)	(£77,537)	60	(£99,478)	14

Further detail relating to these headline figures is provided in the Out Turn Analysis overleaf

# OUTTURN 2021/22 ANALYSIS

<u>Net Expenditure</u>		<b>BUDGET 2021-22 £</b>	<b>ACTUAL 2021/22 £</b>	<b>BUDGET 2022/23 £</b>
<b>SERVICE AREAS</b>				
<b>Parks and Footpaths</b>				
Employee costs		31,254	26,928	31,838
Central administration		22,440	22,574	23,634
Contract repair/maintenance		133,555	132,188	138,975
Other repair/maintenance		52,830	113,881	45,440
Energy		5,135	4,763	5,745
Contributions		0	0	0
Miscellaneous income		0	-1,191	-830
Burial fees income		-500	-829	-500
Allotment rents		-1,100	-1,100	-1,100
<b>Total</b>		<b>243,614</b>	<b>297,214</b>	<b>243,202</b>
<b>Guildhall</b>				
Employee costs		76,983	79,048	78,439
Central administration		21,666	21,796	22,819
Repair/maintenance		17,680	11,190	17,718
Energy		10,060	8,807	12,060
Rates		7,530	6,721	7,350
Supplies and Services		21,760	17,833	23,030
Lettings		-14,500	-31,237	-30,000
<b>Total</b>		<b>141,179</b>	<b>114,158</b>	<b>131,416</b>
<b>Community Centres</b>				
Employee costs		5,902	5,963	6,014
Central administration		2,321	2,335	2,444
Boley Hall		2,210	483	2,645
Curborough		2,210	255	2,645
Cruck House		1,420	187	2,645
Darwin Hall		2,210	4,044	2,645
<b>Total</b>		<b>16,273</b>	<b>13,267</b>	<b>19,038</b>
<b>Markets</b>				
Employee costs		48,879	19,412	49,803
Central administration		13,928	14,012	14,670
Repair/maintenance		2,310	0	2,310
Energy		1,430	1,811	1,710
Rates and Water		21,320	20,842	20,820
Supplies & Services		18,650	27,381	12,230
Misc. lettings		-5,000	-16,623	-12,960
Friday market income		-20,000	-25,510	-27,800
Saturday market income		-23,000	-25,180	-27,990
Farmers/Producers market income		-2,760	-2,750	-2,960
Tuesday market income		-22,000	-20,268	-23,000
<b>Total</b>		<b>33,757</b>	<b>-6,873</b>	<b>6,833</b>

<u>Net Expenditure</u>		<b>BUDGET 2022/22</b>	<b>ACTUAL 2021/22</b>	<b>BUDGET 2022/23</b>
SERVICE AREAS		£	£	£
<b>Civic</b>				
Employee costs		45,842	54,723	46,709
Central administration		17,797	17,904	18,744
Mayor's allowance		3,650	2380	3,650
Sheriff's allowance		3,150	2345	3,150
Supplies and services		4,280	3,611	4,280
Events		7,210	1,362	7,210
Mayor's Banquet		1,580	0	1,580
Sheriff's Ride		12,680	2,434	12,680
<b>Total</b>		<b>96,189</b>	<b>84,759</b>	<b>98,003</b>
<b>Grant Aid/Partnerships</b>				
Employee costs		4,550	4,598	4,636
Central administration		7,738	7,784	8,150
Grants to outside bodies		32,000	24,670	32,000
Grants for open Churchyards		7,140	7,140	7,140
<b>Total</b>		<b>51,428</b>	<b>44,192</b>	<b>51,926</b>
<b>Arts/Tourism/Twinning</b>				
Employee costs		32,830	33,111	33,451
Central administration		10,059	10,119	10,594
Arts/Culture/Tourism		3,030	695	3,030
Christmas Lights		22,060	32,970	28,120
income		-370	-52	-370
<b>Total</b>		<b>67,609</b>	<b>76,843</b>	<b>74,825</b>
<b>Johnson Birthplace Museum</b>				
Employee costs		93,378	92,232	95,144
Central administration		12,380	12,455	13,039
Repair/Maintenance		8,030	3,361	8,130
Energy		3,420	2,659	4,100
Rates and Water		690	360	380
Supplies and Services		17,970	10,379	18,700
Promotion		2,000	0	2,000
Restoration		0	1,056	0
Stock for sale		3,000	2,420	3,000
Sales income		-9,710	-8,992	-9,710
Contribution from Birthplace Trust		-11,010	-12,936	-11,010
<b>Total</b>		<b>120,148</b>	<b>102,994</b>	<b>123,773</b>

<u>Net Expenditure</u>		<b>BUDGET 2021/22</b>	<b>ACTUAL 2021/22</b>	<b>BUDGET 2022/23</b>
<b>SERVICE AREAS</b>		<b>£</b>	<b>£</b>	<b>£</b>
<b>Democratic Services</b>				
Employee costs		59,047	59,665	60,164
Central administration		35,594	35,807	37,488
Supplies and Services		1,840	2,201	1,910
Election costs		0	7,221	0
Newsletter		4,260	3,170	2,100
Member allowances/travel etc.		300	25	300
<b>Total</b>		<b>101,041</b>	<b>108,089</b>	<b>101,962</b>
<b>Investment Interest</b>				
Interest		-3,600	-2,703	-2,050
<b>Total</b>		<b>-3,600</b>	<b>-2,703</b>	<b>-2,050</b>
<b>Agency</b>				
Employee costs		2,348	2,373	2,392
Central administration		1,548	1,557	1,630
SCC Verge Income		-17,500	-20,000	-17,500
<b>Total</b>		<b>-13,604</b>	<b>-16,070</b>	<b>-13,478</b>
<b>Total Service Costs</b>		<b>£854,034</b>	<b>£815,870</b>	<b>£835,450</b>
<b>Repairs and Renewals</b>				
Employee costs		12,492	12,623	12,728
Central administration		9,285	9,341	9,780
Guildhall/Donnegal House		6,000	11,767	13,000
Samuel Johnson Birthplace		75,000	28,281	75,000
Parks and Footpaths		4,000	3,578	40,000
Community Centres		50,000	83,456	30,000
Friary Clock Tower		0		12,000
<b>Total</b>		<b>156,777</b>	<b>149,046</b>	<b>192,508</b>
<b>community Infrastructure Levy(CIL)</b>				
Expenditure		0	28,442	0
Receipts		0	-99,421	-93,030
<b>Total</b>		<b>0</b>	<b>-70,979</b>	<b>-93,030</b>
<b>Johnson Birthplace Charitable Trust</b>				
Grant/Donations		-7,730	-12,521	-7,730
Admissions income		-3,280	-415	-3,280
Funding to LCC		11,010	12,936	11,010
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>		<b>£1,010,811</b>	<b>£893,937</b>	<b>£934,928</b>
<b>PRECEPT</b>		<b>£816,400</b>	<b>£816,400</b>	<b>£835,450</b>
<b>TOTAL To/(From) balances</b>		<b>(£194,411)</b>	<b>(£77,537)</b>	<b>(£99,478)</b>

<u>Net Expenditure</u>		<b>BUDGET 2022/22</b>	<b>ACTUAL 2021/22</b>	<b>BUDGET 2022/23</b>
<b>SERVICE AREAS</b>		<b>£</b>	<b>£</b>	<b>£</b>
<b>NOTE-Internal Recharges</b>				
<b>Employee Cost</b>				
Employee costs		479,600	461,497	488,670
Recharge to Services		-479,600	-461,497	-488,670
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Central Administration</b>				
Employee costs		66,096	70,821	67,353
Central administration		0		0
Mileage Allowance		1,500	380	500
Professional Fees/Audit Fees		12,300	9,358	10,800
Office Rates/Water		10,010	9,609	9,540
Office Energy		5,020	4,935	6,010
Supplies & Services		27,930	32,836	36,570
Telephone/Postage		5,760	3,543	4,740
Subscriptions. Courses/Training		4,590	3,197	4,590
Insurance		27,100	26,551	28,440
Office Rent		-5,540	-5,540	-5,540
Miscellaneous Receipts		-10	-8	-10
Recharge to Services		-154,756	-155,682	-162,993
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Balances &amp; Reserves</b>				
Opening Balance		2,470,848	2,560,596	2,439,407
to/-from reserve		-194,411	-77,537	-99,478
<b>Closing Balance</b>		<b>£2,276,437</b>	<b>£2,483,059</b>	<b>£2,339,929</b>
<b>Breakdown of Reserve</b>				
Repairs/Renewals Reserve-Building		1,569,674	1,581,652	1,358,195
Repairs/Renewals Reserve-Street Lighting		0	0	0
Repairs/Renewals Reserve-Open Spaces		0	0	0
Grant Aid Reserve		0	11,570	11,570
SJBM Development Grant Reserve		0	792	0
Election Reserve		34,080	55,000	55,000
CIL Reserve		43,078	106,057	196,111
General Revenue Reserves		629,605	727,988	719,053
<b>Closing Balance</b>		<b>£2,276,437</b>	<b>£2,483,059</b>	<b>£2,339,929</b>
<b>Total Expenditure</b>		<b>1,141,861</b>	<b>1,170,023</b>	<b>1,204,308</b>
<b>Total income</b>		<b>-131,050</b>	<b>-276,086</b>	<b>-269,380</b>
<b>Net Expenditure</b>		<b>1,010,811</b>	<b>893,937</b>	<b>934,928</b>
<b>Precept</b>		<b>-816,400</b>	<b>-816,400</b>	<b>-835,450</b>
<b>TOTAL (To)/From balances</b>		<b>£194,411</b>	<b>£77,537</b>	<b>£99,478</b>



## For Council: 13 June 2022 APPENDIX 2

### Lichfield City Council

#### Minutes of the Johnson Birthplace Advisory Committee Meeting held via 'Zoom' at 10:30 am on Tuesday 26 April 2022

#### PRESENT:

Representing Lichfield City  
Council:

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

#### In Attendance:

Tony Briggs (Town Clerk)  
Joanne Wilson (Museums & Heritage Officer)  
Penny Taylor (Museum Support Officer)  
Mr Tony Thompson & Mr R Awty (Honorary Members)  
Mr J Winterton (Johnson Society representative)

#### Apologies:

Mr P Jones

#### 8 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

#### 9 MINUTES

Councillor C Rapley asked for clarification about Item 7 from the last minutes, specifically relating to the Minutes of the JBAC meeting on 6 November 2018. The Town Clerk explained that following the adoption of those minutes, additional meetings to those included in the calendar of meetings as agreed by council may be called if appropriate.

***RESOLVED: That the Minutes of the Meeting held on 2 November 2021 be confirmed as a correct record.*** [Minutes adopted by Council on 6 December 2021].

#### 10 MATTERS ARISING FROM JBAC MINUTES

None.

#### 11 FORWARD PLAN: AIMS AND OBJECTIVES 2022-2025

The Committee considered the updated Forward Plan aims and Objectives 2022-2025. Councillor D Dundas asked to include the acquisition of the building next door to the long term aims of the forward plan [*also see Minute 17*]. The MHO stated that although a line in the full document identifies this as a long-term goal, it could also be included in the table of strategic aims. Councillor D Dundas also requested the document include clearer aims for decarbonising the Birthplace. J Winterton requested some clarification regarding new facilities for the Birthroom, and the MHO explained that the funding for this would encompass items to improve private hire on the whole, like the toilet and tables. Councillor T Matthews praised the document. [*A draft of the revision was subsequently circulated for comment*]

***RESOLVED: That the Forward Plan Aims and Objectives 2022-2025 be updated as set out above, and adopted.***

**12 SJBM VOLUNTEER AGREEMENT AND POLICY**

The Committee considered the updated Volunteer Policy and Agreement for the Museum. Councillor C Rapley stated that the intention to make provisions for disabled volunteers should be added to the policy. *[a draft of the amendment was subsequently circulated for informal comment and approval]*

***RESOLVED: The Volunteer Policy and Volunteer Agreement be updated to include the Museum's intention to make provisions to support disabled volunteers, and adopted.***

**13 DEVELOPMENT PROJECT – UPDATE ON MARKET STREET DISABLED ACCESS**

The committee were asked to consider a report which states that Staffordshire County Council (SCC) do not support the proposal to add new stairs and a disappearing platform lift to the Market Street entrance of the Museum. Amended proposals were submitted which reduced the footprint of the steps, referring to the areas used by other neighbouring businesses. It was reported that SCC would refuse any plans for the market street entrance, regardless of how little space they would take up, based on their records which state that the steps and tourist board were built “illegally”. T Thompson referred to the procedures followed in 1992, which show that the steps were built legally. Councillor C Rapley stated that SCC were potentially being discriminatory in their actions. R Awty and Councillor R Yardley echoed T Thompson, with Cllr Yardley questioning if lawyers had been consulted about SCC's decision. The MHO and Town Clerk confirmed that discussions were ongoing and that further reports would be provided in due course.

***RESOLVED: That the report be noted, the legality of the existing structure be confirmed, and that robust discussions continue on this matter with further updates to JBAC to follow.***

**14 DEVELOPMENT PROJECT – 2021/22 UPDATE & PROPOSED WORK IN 2022/23**

Members were asked to consider a report which explored several factors which have affected the progress of development works on the building, mainly pertaining to SCC's decision to refuse plans to make the Market Street entrance accessible. The committee agreed that waiting for other works to be completed based on the Market Street plans would increase the cost of redevelopment, and that improving the exterior decoration of the building, removing asbestos from the basement ceiling and replacing the smoke detectors should be prioritised.

***RESOLVED: That the report be noted, and that that the revised 2022/23 proposed works be adopted.***

**15 EXCLUSION OF PRESS AND PUBLIC**

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



**16 RESPONSES TO EXTERIOR REDECORATION AND REPAIR TENDER**

The committee were asked to consider the Town Clerk's report to select a contractor for the Birthplace's exterior redecoration. The Town Clerk confirmed that appropriate delegated authority had been sought from Council and granted at the meeting of 20 April 2022. Following discussion, members selected 'Messenger' as the preferred contractor.

***RESOLVED: That 'Messenger' be confirmed as preferred contractor for the exterior redecoration and repair tender, and that they be instructed as soon as reasonably practicable.***

**17 ANY OTHER BUSINESS**

Mr J Winterton asked the Committee to give its in principle support for expanding the Samuel Johnson Birthplace Museum into one of the adjoining properties should such an opportunity arise; this would offer numerous benefits, notably in terms of making more of the Birthplace and its collections accessible to visitors, and creating better facilities for research, educational visits and events, but would of course create several issues, not least being funding for any such proposal. The Committee confirmed its 'in principle' support.

***RESOLVED: That the proposal be noted and that JBAC supports the principle for the expansion of the Birthplace in this way.***

**18 DATE AND TIME OF NEXT MEETING**

In the Calendar of Meetings of 10:30am on Tuesday 1 November 2022. Following the adoption of the Minutes of the JBAC meeting of 6 November 2018, additional meetings may be called in the meantime if appropriate.

**THERE BEING NO FURTHER BUSINESS  
THE CHAIR DECLARED THE MEETING CLOSED AT 11:10am**



## For Council: 13 June 2022 APPENDIX 3

### Lichfield City Council

#### Minutes of the Meeting of the Sheriff's Ride Working Party (SRWP) Held in the Moulton Room, Guildhall on Tuesday 24 May 2022 at 3.00pm.

#### PRESENT:

**Representing Lichfield City Council:** Councillor A Smith (Chair) and Councillors G Boyle, C Ball, J Smith and M Warfield.

#### In Attendance:

Tony Briggs (Town Clerk)  
Sarah Thomas (Deputy Town Clerk)  
Harriet Chatwin (Civic Officer)  
Mr Nick Sedgwick (Clerk of the Course)  
Cllr Janice Greaves (2022/23 Sheriff)  
Julian Fisher (Townhouse Communications Ltd)

#### Apologies:

None

#### 1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

#### 2. MINUTES

**RESOLVED:** *The minutes of the meeting held on 13 January 2022 be confirmed as a correct record. [Minutes adopted by Council on 24 January 2022]*

#### 3. MATTERS ARISING

None

#### 4. PRESENTATION BY TOWNHOUSE COMMUNICATIONS LTD

Julian Fisher of Townhouse Communications Ltd gave his presentation on the possible future of the Ride in line with the project briefing document as adopted by Council. The presentation included suggestions for community contact points around the Ride route, a more spectacular start to the Ride, a shortened lunch break with basic provision rather than marquee/buffet, an early entry back into the City and a celebratory evening meal at the Guildhall. Mr Fisher highlighted areas where it would be possible to increase community engagement and potentially generate income, both from the event itself (e.g. the sale of tables at the celebratory dinner to businesses), and more widely (e.g. the increased public participation making it easier to attract potential sponsors).

*[The full presentation which provides considerably more detail than is possible to convey in these minutes is to be circulated to all members separately]*

#### 5. NEXT STEPS

The Working Party thanked Julian Fisher for his presentation, and all agreed that it had given the Working Party much to consider. The Chair suggested that the first step was to determine whether the Working Party wished to further investigate the potential solutions or recommend at that point to use the current 'reduced' Ride as the default template in future years. It was acknowledged that significant further investment would be required in the short to medium term to achieve the long-term goal of cost neutrality. It was agreed that a bid to HS2 represented the best opportunity to generate the necessary funding as the fund has supported other projects locally and the HS2 route is, in part, in close proximity to the Ride route.

Councillor C Ball stated that he could not support the allocation of further funds until it was clear who would carry out the required work. Councillor Ball also stated that a 'break clause' should be discussed to ensure any monies invested were producing tangible benefits within anticipated timescales.

It was agreed that significant work was required to achieve the goals set out in the consultant's presentation and that such work was beyond the capacity of LCC officers, falling more appropriately to a 'project manager' with this matter being their sole focus for a fixed term period.

The Town Clerk confirmed his concerns regarding the Shrievally Association bidding on LCC's behalf into potential grant funding opportunities. The Town Clerk confirmed that he had discussed the matter with the Internal Auditor; the view being that further information was needed regarding the specific criteria of grant award for any particular grant to ascertain whether the Council could apply directly. If it could not apply directly then it would be inadvisable to make an application via the Shrievally Association as grant monies could then be obtained fraudulently.

It was suggested that overall control of the Ride could be handed to the Shrievally Association to overcome such issues, but it was felt that the Association would not be in a position to successfully manage the Ride in this manner.

The Working Party agreed that the Town Clerk discuss the appropriateness of any bids further with the Internal Auditor as the situation develops and report back to the Working Party accordingly.

Cllr M Warfield suggested the best way forward was to investigate the HS2 grant and attempt to gain an informal view as to whether a bid into that fund for the Sheriff's Ride would likely be successful. In the event that the bid is not successful, and no other similarly large potential funding streams become available, the Sheriff's Ride to default to a reduced version similar to that undertaken in 2021 and proposed for 2022. It was agreed by the Working Party that this was a reasonable position to take.

Mr N Sedgwick suggested that progressing social media elements of the Ride could potentially be undertaken at this stage, especially if a 'no cost' partnership with Staffordshire University (for example) could be entered into. The Working Party agreed that this could be investigated further.

**RESOLVED:**

- 1. Discussions be held with representatives from HS2 to ascertain whether or not the proposals for the Ride would be likely to attract the support of HS2 if a grant to fund this work were to be applied for. The view of the Working Party being that if such support is not forthcoming, the Ride should default to the reduced version undertaken in 2021 and proposed for 2022. The representatives from the Working Party who will meet with HS2 representatives to be agreed informally in due course.***
- 2. The Town Clerk to discuss the appropriateness of the bid application process with the Internal Auditor, with reference to the specific conditions for the proposed HS2 bid.***
- 3. Discussions to be held with Staffordshire University regarding the possibility of beginning a partnership to introduce new website/social media coverage and publicity for the Ride.***

**6. DATE AND TIME OF NEXT MEETING**

It was agreed that this be left in abeyance pending further developments and discussions, notably in regard to the potential application to HS2.

**THERE BEING NO FURTHER BUSINESS**

**THE CHAIR DECLARED THE MEETING CLOSED AT 4.20pm.**

## For Council: 13 June 2022 APPENDIX 4

### Representatives of Outside Bodies

Outside Body	No of Reps	Period of Office	Current Appt Ends	2022/2023 proposal
Boley Park Community Hall Management Committee	4	1 Year	Jun-22	<i>Cllr M Warfield</i>
			Jun-22	<i>Cllr D Baker</i>
			Jun-22	<i>Cllr R Yardley</i>
			Jun-22	<i>Cllr J Eagland</i>
Boley Park Community Hall Trustees	4	Until retire or replaced	Until retire or replaced	<i>Cllr J Eagland</i>
				<i>Cllr R Yardley</i>
				<i>Cllr C Spruce</i>
				<i>Cllr M Warfield</i>
Bower Committee	1	1 Year	Jun-22	<i>Cllr J Greaves</i>
Curborough Community Association	3	1 Year	Jun-22	<i>Cllr D Robertson</i>
			Jun-22	<i>Cllr P Jones</i>
			Jun-22	<i>Cllr R Harrison</i>
Darwin Hall Community Association Trustees [and Company Directors]	4	Until retire or replaced	Until retire or replaced	<i>Cllr J Checkland</i>
				<i>Cllr S Pritchard</i>
				<i>Cllr I Jackson</i>
				<i>Cllr P Jones</i>
Dovehouse Fields Community Garden	2	1 Year	Jun-22	<i>Cllr J Greaves</i>
				<i>Cllr J Smith</i>
Dr Milley's Hospital	1	4 Years	Mar-23	<i>Cllr C Rapley</i>
Erasmus Darwin Foundation	1	1 Year	Jun-22	<i>Cllr G Boyle</i>
Friends of Samuel Johnson Community Hosp.	1	1 Year	Jun-22	<i>Cllr A Lax</i>
Friends of Lichfield Historic Parks Group	1	1 Year	Jun-22	<i>Cllr H Ashton</i>
Guild of St Mary's Centre Lichfield (Ltd)	1	1 Year	-	<i>Mayor in Office</i>
Johnson Council (non-voting observers)	2	1 Year	-	<i>Mayor in Office</i>
			-	<i>Sheriff in Office</i>
Lichfield District Arts Executive Committee [non-voting observer]	1	1 Year	Jun-22	<i>Cllr R Harrison to replace Cllr J Greaves</i>
Lichfield District City of Sanctuary	3	3 Years	Mar-25	<i>Cllr H Ashton</i>
				<i>Cllr D Baker</i>
				<i>Cllr C Ball</i>
LDC – Parish Forum	2	1 Year	Jun-22	<i>Cllr M Field</i>

Outside Body	No of Reps	Period of Office	Current Appt Ends	2022/2023 proposal
			Jun-22	Cllr J Marks
Lichfield Camera Club	1	1 Year	-	Mayor in Office
Lichfield Conduit Lands Trust	2	1 Year	-	Mayor in Office
		4 Years	Jun-25	Cllr G Boyle
Lichfield District Tourism Association	2	1 Year	Jun-22	Museums & Heritage Officer
			Jun-22	Cllr J Marks
Lichfield Rail Alliance, West Coast Rail 250, and all other rail related matters	1	1 Year	Jun-22	Cllr M Warfield
Mary Slater's Charity	2	1 Year	-	Mayor in Office
			-	Sheriff in Office
Michael Lowe's and Associated Charities	5	4 Years	15 July 24	Cllr J Greaves
			23 April 26	D Greateorex
			3 April 26	P Hitchman
			26 July 24	Cllr M Warfield
			5 July 23	Cllr J Eagland
Municipal Charities	4	1 Year	-	Mayor in Office
		4 Years	Oct-23	Cllr P Jones
			Nov-24	Cllr J Greaves
			Nov-24	D Greateorex
South East Staffs CAB	1	1 Year	Jun-22	Cllr D Baker
SPCA - Executive Cttee (nomination only – subject to election by SPCA)	1	2 Years	Sep-23	Cllr H Ashton
St Giles Hospice Local Government Friends'	1	4 Years	Jun-23	Cllr J Anketell
Support Staffordshire (formerly Lichfield and District CVS)	1	1 Year	Jun-22	Cllr D Baker
Twinning Association	3	1 Year	-	Mayor in Office
			Jun-22	Cllr H Ashton
			Jun-22	Cllr J Greaves to take previously vacant role

<b>For Council: 13 June 2022 APPENDIX 5</b>
---

**Minutes of the Annual Town Meeting held in the Guildroom, Guildhall, Lichfield  
at 7.30 pm on Wednesday, 25 May 2022**

**254 PRESENT**

The Mayor of Lichfield (Councillor Jamie Checkland, in the Chair), and attendees and electors as entered in the attendance sheets.

**255 OPENING REMARKS AND WELCOME BY THE MAYOR**

The Mayor warmly welcomed everyone to the Annual Town Meeting and introduced the Town Clerk who outlined for the benefit of those unfamiliar with the proceedings, the order of business and conduct of the meeting.

**256 MINUTES**

**RESOLVED:** *That the Minutes of the Annual Town Meeting held on 26 May 2021 be confirmed as a correct record.*

**257 CITY COUNCIL ANNUAL REPORT 2021/22**

A copy of the Annual Report of City Council activities during 2021/22 was circulated for information.

**258 REQUESTS AND REPRESENTATIONS OF ELECTORS**

Mr Michael Hawkes read the following statement:

*I would like to say a few words this evening about the City Council's decision at its April meeting to support the placement of plaques to Francis Barber and Anna Seward in our city. I am a member of a number of community groups in Lichfield which I know would support this project – the Johnson Society, the Friends of Erasmus Darwin House, the Civic Society and the Lichfield District City of Sanctuary. I am very pleased that the placement of these two plaques is now going ahead.*

*Both Francis Barber and Anna Seward are significant figures in Lichfield's 18<sup>th</sup> C history. Francis Barber was the manservant, friend and heir of Dr Johnson. He was an elected constable ('dozenor') for Stowe Ward and is thought to be the first black schoolteacher in England. Anna Seward was a noted poet and an influential person in Dr Darwin's social circle during the Enlightenment period.*

*There are a number of reasons to recognise their role in our social history. The plaques to Francis Barber and Anna Seward will, I feel, help our younger people to understand the contribution made to our country by black people and by women – two groups who often do not appear in our country's recorded history.*

*Now that the two plaques have been approved in principle by the City Council, I would urge the Council to expedite their production and placement. I understand that funding could be met from the Community Infrastructure Levy (CIL). I have informed Cllr Colin Ball that I am a co-signatory of the savings account of a small community group that is being wound up where the signatories have agreed that the balance (about £100) should be transferred to the City Council and earmarked towards the cost of the Francis Barber plaque. Could the City Council set a target date – say the 30<sup>th</sup> September – for the two*

*plaques to be in place? I know that a number of people feel frustrated that the campaign to have the plaques especially to Francis Barber has taken so long.*

*I would also urge those city councillors who are also District Councillors to urge the Lichfield District Council to erect two information boards on the north and south sides of Stowe Pool to highlight the historic significance of Dr Johnson, Francis Barber and Anna Seward. Reference could be made to the Johnson Willow, Michael Johnson's parchment factory on the pool's north side, the tannery on the pool's south side, Stowe House, Cruck House and Francis Barber's family home in Stowe Street. Such boards would be an excellent complement to the Francis Barber plaque. Again they would help to educate our younger people about our city's remarkable 18<sup>th</sup> C history.*

*Thank you*

The Town Clerk responded that a target date of September was desirable but dependent on many factors:

Francis Barber Plaque:

- It seems most likely the Barber plaque will be placed on Cruck House, with approval required from the Conservation Officer, and as the building is Grade II\* listed, also approval from Historic England.
- Once agreement from external bodies is in place the design and wording of the plaque will be finalised with partners; the finalised design will then need to be approved by Council as owner of Cruck House, manufactured and installed. There is no intention to delay from LCC's perspective, but the process is reliant on some external forces and, in its final stages, the schedule of Council meetings.

Seward Plaque:

- This was originally a Townswomen's Guild (TWG) project, and to have it placed at The Palace, it needs to be approved by the Cathedral's Fabric Advisory Committee (FAC). When they met to discuss the plaque the FAC requested further information, the City Council and TWG are working on this currently.

In regard to monies, it was noted that funding the plaques wholly via CIL was a strong possibility, though still subject to Council resolution, perhaps meaning that the monies mentioned could be allocated to another worthy cause.

The Town Clerk confirmed that approaches had been made by LCC to LDC in regard to the proposed information boards adjacent to Stowe Pool, including the offer of possible funding, but no response had been received. The Mayor reiterated that funding for the LDC project may be available via request to the City Council's Neighbourhood Plan Implementation Working Party.

Further discussion followed with the potential for the Seward plaque to be located on Market Street, and a suggestion from Cllr D Robertson that wording potentially be included on the plaque to reflect Anna Seward's place in the lesbian poetic canon.

**THERE BEING NO FURTHER BUSINESS  
THE MAYOR DECLARED THE MEETING CLOSED AT 7.50 PM**



## For Council: 13 June 2022 APPENDIX 6

### OFFICERS' INFORMATION REPORT

#### 1. Civic Matters: Harriet Chatwin, Civic Officer



On Saturday 23 April the light-hearted St Georges Court took place in the Guildhall after an absence of three years. The Mayor, Cllr Robert Yardley was

the Lord of the Manor and presided over the Court to hear reports from the Ale tasters, Colin Ablitt and Nick Sedgwick.

The High Constables appointed in 2019 were finally able to present their reports. Cllr Janet Eagland in formal judicial attire was aided by *Georgian Jono* who was drafted in to read the report of Dr Jeremy Duncan Brown who could not be present. The jury then elected two new High Constables, Jane Dayus-Hinch and Denise Gwilt who will present their reports to the Court in April 2023.



On Sunday 17 April the Mayor, Cllr Robert Yardley, and Sheriff Mr Peter Hitchman attended the Easter Sunday Service at Lichfield Cathedral. This was the final formal Civic engagement of their year in office and over refreshments at the Guildhall afterwards both took the opportunity to reflect on the highlights of the year and thank all those who had supported them.

Before leaving office the Mayor & Sheriff were delighted to be presented with a Cheque for £900 from Lichfield Probus Club for their chosen charities, We Love Lichfield and Friend2Friends. This brings the total of their fundraising for the year to just over £10,000 which will be divided equally between the two charities.



The Annual Council Meeting took place on Monday May 16 in the Guildhall where the new civic team were invested for the ensuing year.

Councillor Jamie Checkland was proposed by Cllr Chris Spruce and seconded by Cllr Janet Eagland. Cllr Checkland will be supported by the Mayoress, Mrs Stephanie Checkland.

Councillor Paul Jones was elected as Deputy Mayor, his appointment was proposed by Councillor Mark Warfield and seconded by Councillor Tim Matthews, Mrs Laura Wilkes is the Deputy Mayoress.



Joining them as Sheriff is Cllr Janice Greaves following a proposal from Cllr Andy Smith which was seconded by Cllr Gwyneth Boyle. The Sheriff's consort is Mr. Keith Greaves.

During the meeting, the Mayor announced the appointment of Police Cadet Thomas Dodds and Mayor's Chaplain, Revd Ian Hayter for his forthcoming year in office.

The retiring Mayor, Mayoress, Sheriff and Sheriff's Lady were presented with replica badges of office.

Following the Council meeting a banquet was held for 95 guests during which the Mayor announced that his charity for the ensuing year will be the Sebbie Hall Kindness Foundation. The Sheriff's charity is the Pathway project.

The Mayor and Sheriff will jointly host four events throughout the year which will include a Barn Dance, Beer & Skittles evening and a Valentines themed Sunday lunch.



On Sunday 22 May the Mayoral service, conducted by Revd. Ian Hayter took place in the Guildhall, this being the first official engagement for the new Civic team.

The Civic Officer is currently working on preparations for Mayoress at Home on 23 July along with The Sheriff's Ride and Banquet on September 10.



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

2,355 visitors attended the Birthplace Museum in April and early May. The Easter holiday period was a busy time, with over 50 families participating in the Museum's paid Easter trail activities and many more taking part in free activities. In addition, 1591 people engaged directly with the Museum online in April.

May saw the welcome return of the Birthplace children's reading group, Birthplace Bookworms, with a new format and creating new volunteering opportunities for a dedicated team who run and support the sessions fortnightly. The arrangements, recruitment and publicity were led by the Museum Support Officer and, within two sessions of launching, spaces were fully booked.

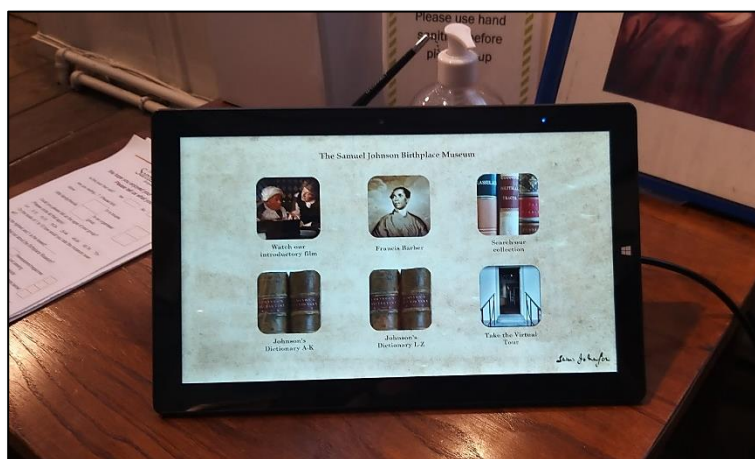
A group from Leicester Probus Club attended for a tour led by Sarah Dale on Wednesday 4th May, and Sue Bray gave a talk to Ecceshall History Society at their venue on Monday 9th May. Rocklands School visited for the second time this year and enjoyed a costumed guided educational visit on Wednesday 18th May.

In May the UV filtering film applied to all windowpanes of the Museum was renewed to provide ongoing protection for the Museum collection. New blinds were installed in the London Life and Hay Hunter rooms, enabling better control of light levels in rooms where



items that are particularly vulnerable to light damage are displayed. This work was partly funded by a collection care grant from West Midlands Museum Development.

A new touch-screen tablet was installed in the ground floor parlour, as part of an accessible area for visitors who cannot easily climb the stairs. The tablet enables visitors to watch the introductory film, watch a film about Francis Barber (produced by the Museum team while the Museum was closed in early 2021), explore the Dictionary and the collection, and take the Virtual Tour from the comfort of an armchair.



The Museums and Heritage Officer has met with colleagues from LCC, the Johnson Society, the LDC Conservation Officer and liaised with City of Sanctuary representatives regarding plans for a plaque commemorating Francis Barber, provisionally planned for Stowe Street.

Following the meeting of the Johnson Birthplace Advisory Committee, arrangements have been made for a full exterior repair and repaint of the Museum, which will commence with the installation of scaffold on June 12 and will be completed in August. Alongside the exterior work, liaison continues with the Architects and other bodies regarding the plans for establishing disabled access via Market Street. A meeting was held with a contractor regarding the yard toilet building, and detailed plans for the toilet build are being prepared.

In addition to activity at the Birthplace Museum, the Old Guildhall Prison Cell displays have been open since 4th April, with a team of volunteers welcoming visitors on Saturdays. Over 100 visitors have attended each open day.

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

On a routine inspection at Borrowcop a large sycamore was found to be diseased. Further investigation and discussion with LDC's Arboricultural Officer and LCC's tree surgeons revealed that removal of the tree was necessary.

A decision was made to fell the tree to six feet in height, allowing a chainsaw carving of an owl to be made in the remaining section of trunk.

This new feature has attracted several favourable comments and is a positive addition alongside the Gazebo for all to enjoy and admire.



In the most April Officers' report, proposals to repaint the worn and faded pathway markings at Nether Stowe were mentioned. This work has now been completed and is shown in the photograph to the left. The signage is now much clearer for cyclists and pedestrians alike, making this shared pathway much safer for all users.

A survey on the trees within the closed Churchyard at St Michaels has been commissioned to ascertain the condition of the trees, work required in the short term and longer-term maintenance and monitoring. The Ash trees were of particular concern and it is intended that an annual monitoring of Ash die-back will now be in place.



The report recommended further tests on three trees and provided a table of recommended works for all trees on site that allow LCC to not only obtain accurate quotations from tree surgeons, but also to consult effectively with St Michael's PCC on the work required.

Also ongoing at the time of preparing this report is significant tree work on highway verges along Eastern Avenue, further details will follow in the next Officers' Report.

After many months of preparation the wildflower beds to the perimeter of Festival Gardens are now starting to show. They should provide a beautiful array of colour for everybody to enjoy for the summer season ahead.



#### 4. Markets: Hayley Howen, Markets Officer

The Markets Officer has led on planning Jubilee Market celebrations, with the relocated market provision along Pool Walk across the Jubilee Bank Holiday weekend, which is after the deadline for this report. The Mayor, Cllr Jamie Checkland, will be in attendance, presenting a prize for the best dressed stall. It promises to be full of atmosphere with different stalls to entice you. The Producer's Market will be standing on Sunday 5 of June at the same location. A full report will follow for July Council.

Shortly after the deadline for this report, the Bower Fair will arrive on the square for the Jubilee period, we look forward to welcoming Pat Collins and their team back in Lichfield.



In May we saw the dementia support team have a stall on the Square, this enabled anyone affected either personally or through friends and family to seek support and advice. Councillor Janet England and her team spoke to a variety of people throughout the day and stated that the day was a success.

### **Social Media**

Social media numbers and engagements are still increasing weekly, with the Jubilee Market being of great interest. Facebook and Twitter are being used regularly to promote the stall holders and their produce. It has been noted that the traders are also using the forum themselves, especially Paul Smith fruit and veg, with beautiful pictures of their sweet strawberries, along with charity events and stalls that attend the market from time to time.

### **Tuesday Market**

Tuesday is now starting to fill week on week with casual traders, we welcome Rustic Ideas, Stonewear Garden Ornaments and Atterbury's Inspiration; all stalls have brought something unique to the square. We do still have a few spaces to fill with enquiries coming in weekly.



### **Friday Market**

The Friday market has lost a few traders this past few months; the Market Officer is approaching different traders around the city to see if they wish to try the Friday market. There is some interest from the new traders attending the Jubilee event and this will be pursued in due course.

### **Saturday Market**

The Saturday market continues to be the most popular day with every week running at full capacity, casuals are offered a space if traders are off to keep it this way. The Little Baker has been off due to an injury and is missed by her fellow traders and customers alike. She is hoping to be back by 18 June with her well known cheesecakes.

### **The Producers' Market**

The Producers' Market is very popular in Lichfield and is well attended. The last market saw a full capacity of 30 traders. Some of the traders from this market will also be attending the Jubilee Market and we look forward to welcoming them.

### **Market Square Bookings - Community Use - Non-Market Days**

Non-Market days see Ian Newey with his eco-friendly ice cream van and John Madden with his chip van. The ice cream van will be making an appearance at the Jubilee Market serving his delicious ice-creams. Various charities hire space on the square, including WWF and RNIB. St Giles have expressed an interest for the solstice walk to cheer on the walking participants.



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

Regular hirers in the last month include Bridge, Chess, RSPB, U3A, Heyday Friendship, Slimming World, Staffordshire Archaeological and Historical Society, and COLCB band practice. We have also had 7 meetings in the smaller rooms. We currently have availability for bookings in various rooms during the week. Please contact the Bookings Officer for further details.

Civic events have included the Easter Sunday Gathering, St George's Court, Annual Council and the Mayoral Service.

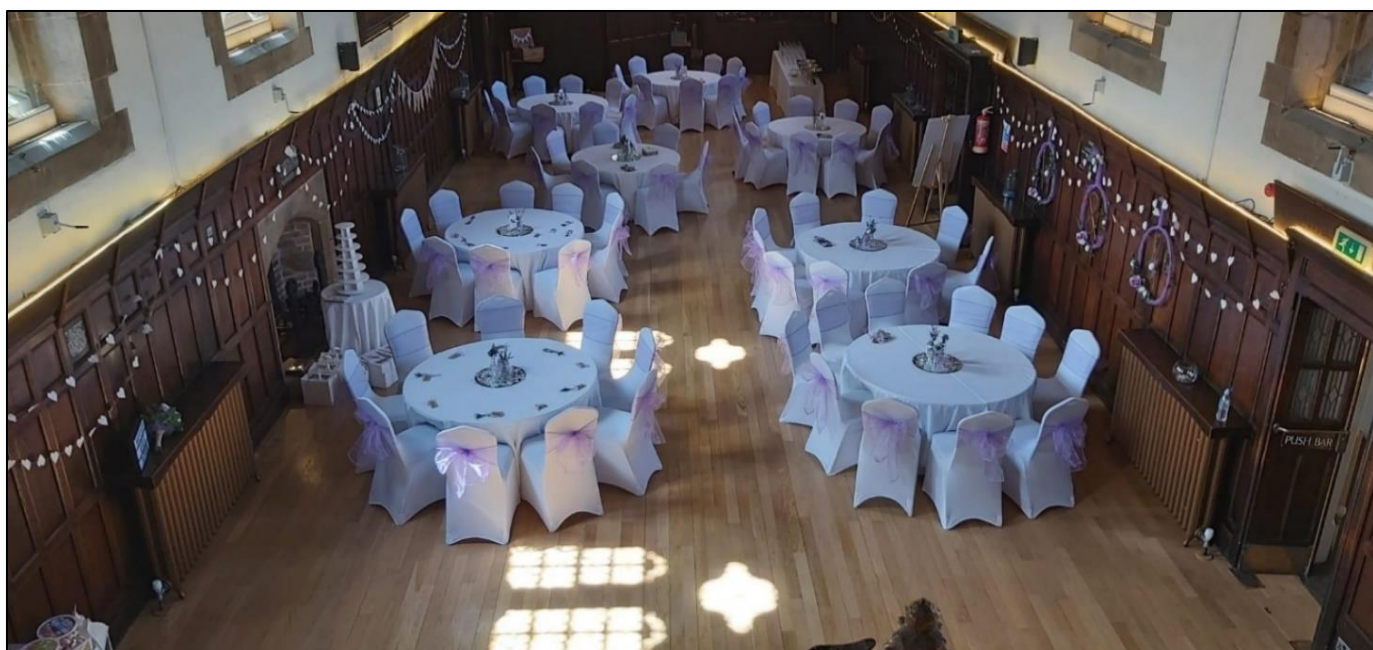
There was a successful craft fair in March, another one booked for 16 July, and a Leather Sale for Saturday 27 August and Sunday 28 August.

Lichfield Society of Artists held their annual weekend exhibition in the Guildroom during May which was well attended. Friends2Friends celebrated their 10th Anniversary with events in the Guildroom and on Market Square recently.

Lichfield Arts held one concert in the Guildhall and Lichfield Sinfonia also held their Spring concert. Lichfield Bower Prince and Princess Selection took place in the Guildhall. The Bower Procession is on Saturday 4 June starting outside the Guildhall.

In April, The Worshipful Company of Smiths held their annual Feast, which had been postponed from February.

We have also had two wedding ceremonies and two wedding receptions.



The Old Prison Cells are open from April - October on Saturdays between 10.00am - 4.00pm (unless there are whole building bookings).

### **Boley Park Community Hall**

The hall continues to be busy with regular hirers and enquiries continue to be received for children's birthday parties and other functions. Replacement front and rear doors and surrounding screens were installed during the Easter holidays; funded via Community Infrastructure Levy (CIL), the new

doors and screens replace the previous installation which was nearing the end of its life and was very poorly insulated. Replacement 'Boley Park Community Hall' graphics were fitted shortly afterwards.

New blinds have also been installed during the Easter holidays, and the noticeboard to the front of the building will be replaced shortly. The floor in the main hall is scheduled to be repaired and repolished during October half term.



## **6. Deputy Town Clerk: Sarah Thomas**

Following the appointment of a new Civic Officer the Deputy Town Clerk has been training the new member of staff on all civic matters whilst still maintaining a hands-on role in the recent St Georges Court, Easter Sunday and Annual Council meeting and Banquet.

The Deputy Town Clerk is also working closely with the Markets Officer to facilitate the Jubilee Market on Thursday 2 June as well liaising with the Cathedral to coordinate the City Councils role in the official celebrations. A full report of which will be provided to members in the next Officers report.

In July, the Deputy Town Clerk will be providing secretariat support at the Neighbourhood Plan Implementation Working Party, Markets Working Group and Deputising for the Town Clerk at full Council.



For Council: 13 June 2022 APPENDIX 7
--------------------------------------

**PAYMENTS BY DIRECT DEBIT**

Supplier	Nature of Goods Supplied	Estimated Average Direct Debit Payment (including VAT)	Frequency of Payment
Npower	Utility electricity supply to City Council buildings 8 accounts	£1,210	Monthly
British Gas	Utility gas supply to birthplace Museum	£200	Monthly
Corona Energy	Utility gas supply Donegal House / Guildhall	£760	Monthly
Lichfield District Council	Business Rates (4 accounts)	£3,500	Monthly
Lichfield District Council	Grounds Maintenance Contract	£13,500	Monthly
Virgin Media	Office telephones	£180	Monthly
BT Group PLC	Broadband	£120	Quarterly
British Telecom	Phone/Internet lines	£1,100	Quarterly
Biffa Waste Service Ltd	Collection of glass waste from Guildhall	£60	Monthly
EE Limited	Mobile phones – Market, Guildhall, Open Spaces	£80	Monthly
MT Services	IT Support Contract Office 365/server backup and firewall protection, LCC officer/member email account provision/administration etc	£1,000	Monthly
Vision ICT	Website Hosting	£300	Annual
Water Plus Pennon Water Services	Water Utility supply to City Council buildings ( <i>separate accounts for each applicable building</i> )	£300	Monthly
Ricoh	Photocopier lease/usage (Donegal House and Birthplace Museum)	£1,080	Quarterly

Supplier	Nature of Goods Supplied	Estimated Average Direct Debit Payment (including VAT)	Frequency of Payment
HM Land Registry	Land ownership/boundary confirmation	less than £10	Dependant on service use, forecast annual spend not more than £50
Information Commissioner's Office	Annual Data Protection fee	£35	Annual
Sage Accounts	Accounting software	£2,010	Annual
Nat West - Autopay - Bank Line	Banking charges for salary/ BACS payments	£50	Monthly
Franco-Postalia Ltd	Franking Machine rental Postage	£75 £500	Monthly Quarterly
Opayo	Card machine hire/associated account fees	£65	Monthly

ANALYSIS				
Year	2018/19	2019/20	2020/21	2021/22
Direct Debits Gross	£221,228	£249,911	£243,767	£249,100
Direct Debits (net of VAT)	£189,149	£215,243	£209,343	£215,166
Number of Transactions	258	315	299	305

## For Council: 13 June 2022 APPENDIX 8

### LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 March to 31 March 2022

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/03/2022	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 21/22 - 8th instalment (March)	7.00	0.00	7.00
01/03/2022	DDebit	Pennon Water Services	BIRTHPLACE Rates/Water	Water 27/7/21-25/1/22 (Meter error. Refunded later)	755.17	0.00	755.17
04/03/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - February	8.36	0.00	8.36
04/03/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - March	6.00	1.20	7.20
04/03/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - February	50.86	0.00	50.86
04/03/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - March	6.00	1.20	7.20
07/03/2022	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - January	53.01	10.60	63.61
15/03/2022	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, anti-virus, backups, Office365 - February	522.45	104.49	626.94
15/03/2022	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - February	45.00	9.00	54.00
15/03/2022	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - February	126.00	25.20	151.20
15/03/2022	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - February	45.00	9.00	54.00
15/03/2022	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - March	39.80	0.00	39.80
15/03/2022	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - March	25,015.13	0.00	25,015.13
15/03/2022	DDebit	Pennon Water Services	G/HALL Rates/Water	Water 23/8/21 - 31/1/22	39.34	0.00	39.34
15/03/2022	DDebit	Pennon Water Services	PARKS Other Repair/Maint	Friary Fountain water 22/7/21 - 26/1/22	86.31	0.00	86.31
16/03/2022	BACS 934	ACW Arb	PARKS Other Repair/Maint	Cycle path by Netherstowe School - clear fallen branch	250.00	50.00	300.00
16/03/2022	BACS 934	ACW Arb	PARKS Other Repair/Maint	King Edwards School footpath - clear fallen ash tree	2,500.00	500.00	3,000.00
16/03/2022	BACS 934	ACW Arb	PARKS Other Repair/Maint	Bishops Walk - fell leaning ash tree	350.00	70.00	420.00
16/03/2022	BACS 934	ACW Arb	PARKS Other Repair/Maint	Curborough Brook - tree and hedge work and tractor	1,600.00	320.00	1,920.00
16/03/2022	BACS 935	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip - February	320.00	64.00	384.00
16/03/2022	BACS 936	Brownhill Hayward Brown	R&R FUND Birthplace	Architect for museum development and DDA works	780.00	156.00	936.00
16/03/2022	BACS 936	Brownhill Hayward Brown	R&R FUND General	Architect for QI works at Darwin Hall	335.00	67.00	402.00
16/03/2022	BACS 936	Brownhill Hayward Brown	R&R FUND Guildhall/Donegal Hs	Architect for QI inspection of Guildhall	1,800.00	360.00	2,160.00
16/03/2022	BACS 936	Brownhill Hayward Brown	R&R FUND Guildhall/Donegal Hs	Architect for QI inspection of Donegal House	1,250.00	250.00	1,500.00
16/03/2022	BACS 937	CBS Complete Ltd	R&R FUND Guildhall/Donegal Hs	Supply and install new gas valve on boiler	1,484.10	296.82	1,780.92
16/03/2022	BACS 938	Darwin Electrical Services	R&R FUND General	Clock Tower - new floodlights and replace internal lamps	676.81	135.36	812.17
16/03/2022	BACS 939	Doorfit	C I L Expenditure	Supply new lock & two keys for new doors at Boley Hall	67.81	13.56	81.37
16/03/2022	BACS 940	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - March	19.00	3.80	22.80
16/03/2022	BACS 940	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - March	19.00	3.80	22.80
16/03/2022	BACS 941	Eastern Shires Purch Org	ADMIN Supplies & Services	Clipboards and hand towels	28.00	5.60	33.60
16/03/2022	BACS 941	Eastern Shires Purch Org	G/HALL Supplies/Services	Cloakroom supplies	31.50	6.30	37.80
16/03/2022	BACS 942	Frederica Greetings Ltd	BIRTHPLACE Stock for sale	Wrapping paper for sale	44.24	0.00	44.24
16/03/2022	BACS 942	Frederica Greetings Ltd	BIRTHPLACE Stock for sale	Greetings cards for sale	34.16	0.00	34.16
16/03/2022	BACS 943	Geosphere Ltd	ADMIN Supplies & Services	Parish online digital mapping software to 12/02/23	1,500.00	300.00	1,800.00
16/03/2022	BACS 944	Green's Books Ltd	R&R FUND Birthplace	Materials, filming and models for Johnson Bindery Exhibit	1,350.00	0.00	1,350.00
16/03/2022	BACS 945	Heritage Books	BIRTHPLACE Collection Purchases	4 Yale edition volumes of Johnson works collection	383.50	0.00	383.50
16/03/2022	BACS 946	House of Flags Ltd	CIVIC Supplies/Services	Union Jack and Platinum Jubilee flags	228.57	45.71	274.28
16/03/2022	BACS 947	Judge Sampson Ltd	BIRTHPLACE Stock for sale	Various postcards for sale	44.50	8.90	53.40
16/03/2022	BACS 948	Lichfield District Council	ADMIN Supplies & Services	Weekly collection of 1 Eurobin 22/23	605.00	0.00	605.00
16/03/2022	BACS 948	Lichfield District Council	G/HALL Supplies/Services	Weekly collection of 2 Eurobins 22/23	1,620.00	0.00	1,620.00
16/03/2022	BACS 948	Lichfield District Council	MARKET Supplies/Services	Weekly collection of 1 Eurobin from Square 22/23	810.00	0.00	810.00
16/03/2022	BACS 949	Lichfield Glass & Glazing	G/HALL Repair/Maint	Supply and fit replacement window to Guildroom	65.00	13.00	78.00
16/03/2022	BACS 950	Mayor & Sheriff's charity acct	CIVIC Events	Transfer of Charity Sunday Lunch card payments	317.50	0.00	317.50
16/03/2022	BACS 951	D McCarthy Bros (Lichfield)	PARKS Other Repair/Maint	Drainage works at Curborough Brook	4,200.00	840.00	5,040.00
16/03/2022	BACS 952	Pioneer Roadshows	CIVIC Events	PA system for Shrovetide Races	275.00	0.00	275.00

16/03/2022	BACS 953	PPL PRS Ltd	G/HALL Lettings	Music Licence - 6/9/21 to 5/12/21	495.79	99.16	594.95
16/03/2022	BACS 954	PPL PRS Ltd	BIRTHPLACE Supplies & Services	PPL and PRS Music Licences 17/1/22 to 16/1/23	345.16	69.03	414.19
16/03/2022	BACS 955	Raphael Design Limited	BIRTHPLACE Stock for sale	Fridge magnets for sale	178.00	35.60	213.60
16/03/2022	BACS 956	R Fathers	PARKS Other Repair/Maint	Heather Gardens - various tree works	1,100.00	0.00	1,100.00
16/03/2022	BACS 957	SCC County Fund	CIVIC Mayor's Allowance - R Yardley	Mayor's tickets for SCC Curry & Bingo, April	30.00	0.00	30.00
16/03/2022	BACS 958	Tonks Brothers Tree Servs	PARKS Other Repair/Maint	Manor Rise to Hillside footpath - tree works	3,360.00	672.00	4,032.00
16/03/2022	BACS 958	Tonks Brothers Tree Servs	PARKS Other Repair/Maint	Tamworth Road Open Space - various tree works	6,005.00	1,201.00	7,206.00
16/03/2022	BACS 958	Tonks Brothers Tree Servs	PARKS Other Repair/Maint	Havefield Ave - various tree works	1,540.00	308.00	1,848.00
16/03/2022	BACS 958	Tonks Brothers Tree Servs	PARKS Other Repair/Maint	Manor Rise - various tree works	1,440.00	288.00	1,728.00
16/03/2022	BACS 959	Vision ICT Ltd	ADMIN Supplies & Services	SSL Certificate for LCC website to March 2023	50.00	10.00	60.00
16/03/2022	BACS 959	Vision ICT Ltd	BIRTHPLACE Adverts/promotion	SSL Certificate for Museum website to April 2023	50.00	10.00	60.00
16/03/2022	BACS 960	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 27/2/22	17.33	0.00	17.33
16/03/2022	BACS 961	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 27/2/22	33.33	0.00	33.33
16/03/2022	BACS 962	C R Craven	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 27/2/22	8.00	0.00	8.00
17/03/2022	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - March	27.00	5.40	32.40
17/03/2022	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - March	16.72	3.34	20.06
17/03/2022	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - March	27.00	5.40	32.40
17/03/2022	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - January	238.66	47.73	286.39
17/03/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - January (1st account)	61.34	3.07	64.41
17/03/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - January (2nd account)	90.56	4.53	95.09
17/03/2022	DDebit	Npower Ltd	G/HALL Energy	Electricity - January	346.48	69.29	415.77
17/03/2022	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - January	95.39	4.77	100.16
17/03/2022	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - January	147.28	7.36	154.64
17/03/2022	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - January	52.63	3.58	56.21
17/03/2022	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - February	51.61	2.58	54.19
18/03/2022	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/2 - 1/3	69.20	0.00	69.20
21/03/2022	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - February usage/ March rental	125.79	25.16	150.95
23/03/2022	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fee - February payroll	24.10	0.00	24.10
25/03/2022	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/2 - 10/3	11,028.33	2,205.67	13,234.00
28/03/2022	DDebit	British Gas	BIRTHPLACE Energy	Gas 9/2 - 8/3	227.45	45.49	272.94
29/03/2022	Debit	American Express Merch Svcs	BIRTHPLACE Supplies & Services	American Express card fee	0.19	0.00	0.19
31/03/2022	BACS 963	City Life in Lichfield	BIRTHPLACE Adverts/promotion	Museum Event listing in City Life, April issue	5.00	0.00	5.00
31/03/2022	BACS 964	Eastern Shires Purch Org	G/HALL Supplies/Services	Various cleaning and cloakroom supplies, roltop bin	227.65	45.53	273.18
31/03/2022	BACS 965	Green's Books Ltd	R&R FUND Birthplace	Consultancy on models & filming for Bindery exhibit	202.50	0.00	202.50
31/03/2022	BACS 966	Harper Collins Publishers	BIRTHPLACE Stock for sale	Copies of 'Lichfield in 50 buildings'	57.56	0.00	57.56
31/03/2022	BACS 967	Justice Fire and Security	BIRTHPLACE Repair/Maint	Intruder alarm takeover & 1st year monitoring & maint.	872.52	174.50	1,047.02
31/03/2022	BACS 968	Lichfield District Council	ARTS/TOURISM Lights Costs	Litter picking and Market Block lock up after Switch On	336.00	67.20	403.20
31/03/2022	BACS 968	Lichfield District Council	CIVIC Ride General	Sheriff's Ride - annual cutting back along route	1,000.00	200.00	1,200.00
31/03/2022	BACS 968	Lichfield District Council	PARKS Other Repair/Maint	Eastern plantation tidy up and new dog bin	332.00	66.40	398.40
31/03/2022	BACS 968	Lichfield District Council	PARKS Other Repair/Maint	Watering of new Holm Oak trees all season	375.00	75.00	450.00
31/03/2022	BACS 968	Lichfield District Council	PARKS Other Repair/Maint	Festival Gardens - reinstall vandalised bins	125.00	25.00	150.00
31/03/2022	BACS 968	Lichfield District Council	PARKS Other Repair/Maint	Watering hanging baskets, May to Sept	4,500.00	900.00	5,400.00
31/03/2022	BACS 968	Lichfield District Council	PARKS Other Repair/Maint	Cappers Island – improvements, bedding & watering	1,230.00	246.00	1,476.00
31/03/2022	BACS 968	Lichfield District Council	PARKS Other Repair/Maint	Dovehouse Allotments - clearance works	400.00	80.00	480.00
31/03/2022	BACS 968	Lichfield District Council	PARKS Other Repair/Maint	Birchwood Road - planting of berberis	250.00	50.00	300.00
31/03/2022	BACS 968	Lichfield District Council	PARKS Other Repair/Maint	Supply new green bins for Cruck Hse, Curborough & Stowe	2,200.00	440.00	2,640.00
31/03/2022	BACS 968	Lichfield District Council	PARKS Other Repair/Maint	Curborough CC - create concrete pads and install bins	250.00	50.00	300.00
31/03/2022	BACS 968	Lichfield District Council	PARKS Other Repair/Maint	Netherstowe - replace dog bin and supply litter bin	340.00	68.00	408.00
31/03/2022	BACS 969	Lichfield Lock & Key Repairs	BIRTHPLACE Supplies & Services	Adjust lock on display cabinet	50.00	10.00	60.00
31/03/2022	BACS 969	Lichfield Lock & Key Repairs	HALLS Darwin Hall	Supply & fit combination padlock for bollard at Darwin Hall	90.81	18.16	108.97
31/03/2022	BACS 970	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - R Yardley	Mayor's tickets for Vintage Musical evening	60.00	0.00	60.00

31/03/2022	BACS 970	Mayor & Sheriff's charity acct	CIVIC Sheriffs Allowance - P Hitchman	Sheriff's tickets for Vintage Musical evening	60.00	0.00	60.00
31/03/2022	BACS 971	PPL PRS Ltd	G/HALL Lettings	Music licence 6/12/21 to 5/3/22	203.02	40.60	243.62
31/03/2022	BACS 972	R Fathers	PARKS Other Repair/Maint	Eastern Ave woods - various tree work	850.00	0.00	850.00
31/03/2022	BACS 972	R Fathers	PARKS Other Repair/Maint	Dimbles Lane - fell and remove sorbus	460.00	0.00	460.00
31/03/2022	BACS 973	Reids Playground Maint.	PARKS Other Repair/Maint	Equipment & surface repairs to Curborough CC play area	2,035.00	407.00	2,442.00
31/03/2022	BACS 974	Sign Technology Ltd	BIRTHPLACE Supplies & Services	Design and fabricate 3 new emergency signs	55.00	11.00	66.00
31/03/2022	BACS 974	Sign Technology Ltd	C I L Expenditure	Backboard, clean & wax for Tamworth Gate plaque	125.00	25.00	150.00
31/03/2022	BACS 975	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning - February (24 hrs)	312.00	62.40	374.40
31/03/2022	BACS 975	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning in Guildhall and Donegal House (45 hrs)	585.00	117.00	702.00
31/03/2022	BACS 976	Tonks Brothers Tree Servs	PARKS Other Repair/Maint	Manor Rise to Hilltop footpath - work to ash tree	850.00	170.00	1,020.00
31/03/2022	BACS 977	Water Plus Ltd	MARKET Rates/Water	Annual used water & drainage for Market Square 22/23	164.69	0.00	164.69
31/03/2022	BACS 978	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 27/3/22	5.33	0.00	5.33
31/03/2022	BACS 979	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 27/3/22	57.67	0.00	57.67
31/03/2022	BACS 980	HM Revenue & Customs only	EMPLOYEE COSTS	Tax and NI contributions - March	7,997.87	0.00	7,997.87
31/03/2022	BACS 981	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - March	9,295.79	0.00	9,295.79
31/03/2022	BACS 982	ACW Arb	PARKS Other Repair/Maint	Western By-Pass allotments - Works to birches & oak	650.00	130.00	780.00
31/03/2022	BACS 982	ACW Arb	PARKS Other Repair/Maint	Western By-Pass allotments - Works to limes	300.00	60.00	360.00
31/03/2022	BACS 983	Dr Johnson's Birthplace Trust	SJBP TRUST Blum Sales	Transfer of Blum sales income 21/22 to Trust	37.00	0.00	37.00
31/03/2022	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - February	701.94	140.39	842.33
31/03/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 5 Feb to 4 Mar - current account	23.08	0.00	23.08
31/03/2022	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier - Usage Oct-Dec, rental Jan-Mar	103.06	20.61	123.67
					114,851.95	12,496.49	127,348.44

### LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 March to 31 March 2022

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
03/03/2022	05431	Staffordshire Police Authority	BIRTHPLACE Supplies & Services	Police attendance for intruder or personal attack on alarm	109.58	0.00	109.58
07/03/2022	05432	Cash	Various	Petty cash vouchers 7807 - 7819	193.53	15.85	209.38
09/03/2022	BACS I7	Staffs Moorlands District Council	CIVIC Mayor's Allowance - R Yardley	Mayor's tickets to SMDC Chairman's Ball, March	90.00	0.00	90.00
09/03/2022	BACS I8	J Deakin	CIVIC Mayor's Allowance - R Yardley	2 Simnel cakes for Shrovetide and Easter Sunday	50.00	0.00	50.00
09/03/2022	BACS I9	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Sandwich platter for Mayor's Parlour	27.00	0.00	27.00
09/03/2022	BACS I9	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Wine for Mayor's Parlour	33.13	6.62	39.75
09/03/2022	BACS I9	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Parking for event	0.83	0.17	1.00
09/03/2022	BACS I9	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Buttonholes for Charity Sunday Lunch	57.00	0.00	57.00
12/03/2022	05433	S Partridge	CIVIC Events	Singer at Charity Vintage Night (Charity refunded LCC)	195.00	0.00	195.00
14/03/2022	05434	Mrs K Simmons	BIRTHPLACE Stock for sale	Copies of 'Coaching City' for sale	33.30	0.00	33.30
22/03/2022	05431	Cancelled	BIRTHPLACE Supplies & Services	Cancel chq 05431 - fee revised so new cheque issued	-109.58	0.00	-109.58
22/03/2022	05435	Staffordshire Police Authority	BIRTHPLACE Supplies & Services	Revised fee for police attendance to museum alarm	82.20	0.00	82.20
31/03/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 5 Feb to 4 Mar - imprest account	8.77	0.00	8.77
31/03/2022	05397	R Kumar	MARKET Tuesday income	Cancel chq 05397 - retainer fee refund chq unrepresented	-42.00	0.00	-42.00
31/03/2022	05398	G Owen	MARKET Tuesday income	Cancel chq 05398 - retainer fee refund chq unrepresented	-12.70	0.00	-12.70
31/03/2022	05400	N Jennings	MARKET Friday income	Cancel chq 05400 - retainer fee refund chq unrepresented	-41.50	0.00	-41.50
31/03/2022	05403	A Griffiths	MARKET Saturday income	Cancel chq 05403 - retainer fee refund chq unrepresented	-25.00	0.00	-25.00
					649.56	22.64	672.20