

Lichfield City Council

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

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

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

Her Majesty Queen Elizabeth II
21 April 1926 to 8 September 2022

20 September 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 **Tuesday, 27 September 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 before the opening of the meeting and will include a minute's silence following the death of Her Majesty Queen Elizabeth II

AGENDA

1. APOLOGIES FOR ABSENCE

2. MAYOR'S ANNOUNCEMENTS

3. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

The Mayor declares an interest under Appendix A of the City Council's Code of Conduct in relation to agenda item 14. The Deputy Mayor will Chair this item of business.

4. COUNCIL MINUTES

To confirm as a correct record the Minutes of the Council Meeting held on 25 July 2022 (Nos. 33-46) (**copy attached**)

5. MATTERS ARISING ON COUNCIL MINUTES

6. PLANNING COMMITTEE (DELEGATED AUTHORITY)

The Chair of the Planning Committee to move that comments submitted to Lichfield District Council for the period 14 July 2022 to 7 September 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)

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. NOTICE OF MOTION

To consider the following Motion to be proposed by Councillor D Robertson:

'That this Council recognises the cost of living crisis facing families across the UK this winter, the exceptional increases in the cost of energy for consumers, and the very real prospect that residents in the City will be forced to choose between heating and eating during the colder months ahead. This Council further recognises its duty to serve the people of Lichfield and commits to supporting efforts to ensure that all residents in Lichfield are able to access safe, warm and accessible spaces during the winter of 22/23.

This Council therefore agrees to delegate authority to the Town Clerk, in consultation with the Chair and Deputy Chair of the City Council's Grants Committee and Group leaders, to approve grants to organisations seeking to provide such warm spaces. Any grant requested must be made through a duly completed LCC Grants application form, be compliant with LCC's adopted Grants Policy, and be to a maximum individual value of £2,500.

Further authority is granted to the aforementioned role holders to exceed this limit only in the case where a community organisation is seeking a grant to provide additional staffing resources to support a coordinated effort to offer warm spaces alongside one or more partner organisations or authorities.

Approval of any grant shall be by majority vote. Total grants awarded under the authority granted by this motion are to be paid from – and not exceed – the Council's unspent Grant Aid budget from financial year 22/23 (£2,961) and the Council's Grant Aid Reserve Budget (£11,570).'

9. SHERIFF'S RIDE WORKING PARTY

To consider the Minutes and recommendations of the meeting of the Sheriff's Ride Working Party held on 8 September 2022. (**APPENDIX 1** – attached) Members particular attention is drawn to the recommendation to Council regarding the future of the Ride at minute no.11.

RECOMMENDED: *That the Minutes and recommendations of the meeting of the Sheriff's Ride Working Party held on 8 September 2022 be adopted.*

10. 2022/23 REPAIRS AND RENEWALS PROGRAMME – UPDATE

To consider the Town Clerk's Report at **APPENDIX 2** (attached)

RECOMMENDED:

That the report be noted and the additional costs associated with the external repair and redecoration of the Johnson Birthplace Museum be approved.

11. FINANCIAL PROGRESS REPORT - 1 APRIL to 31 JULY 2022

This report (**APPENDIX 3**) contains the financial progress for the period 1 April 2022 to 31 July 2022 and summarises the income and expenditure against budget for the service areas in the first four months (33%) of the financial year.

The report shows:

Column 1 – The actual income/expenditure to 31 July 2022

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

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

Column 4 – The Budget for 2022/23

Column 5 – The anticipated variance from budget

The next financial report (six months) is to be presented to the Audit Committee at its meeting scheduled for 8 December 2022 and then considered at council on 12 December 2022.

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

12. **AUDIT OF ACCOUNTS 2021/22**

To note that the audit of accounts for the year ending 31 March 2022 was completed on 23 August 2022. The external auditor, Mazars, report states that:

On the basis of our review... in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

There was however one recommendation for minor improvement in 2022/23:

In undertaking the review of the 2021/22 Annual Governance and Accountability Return it came to our attention that the Council values certain Assets like War Memorials and Donated Assets that do not hold any resale intrinsic value at their estimated value. The Council is advised to state these fixed assets at £1 i.e. the proxy cost for assets of this nature in accordance with the guidance in part 5 of the 2022 Practitioner's Guide.

The Notice of Conclusion of Audit has consequently been published, and the recommendation above together with a revised asset register will be considered at the next meeting of the City Council's Audit Committee.

RECOMMENDED: That the report be noted.

13. **OFFICERS' REPORT**

To receive the Officers' Report, **APPENDIX 4** attached.

RECOMMENDED: That the Report be noted.

14. **REQUEST FOR CIL ALLOCATION – LICHFIELD HOCKEY CLUB**

Communication was received in late August from Lichfield Hockey Club, requesting a CIL contribution to a proposed pathway to provide much improved access to the pitch – access that would enable (amongst other benefits) the commencement of the first 'Flyerz Hockey' programme in Staffordshire, which aims to provide fun sessions inclusive of all abilities and ages and enables disabled and non-disabled players to play together. Two costings are presented for consideration, £12,200 and £13,600 based on two slightly differing options.

An early consideration has been requested due to a desire to have the path completed for the commencement of the new Hockey season in the Autumn, the next meeting of the Neighbourhood Plan Implementation Working Party (NPIWP) is not scheduled to take place until November, with adoption of any recommendation not taking place until Council's December meeting.

Detail of the proposal together with other stated benefits, quotations for the work and a supporting letter from 'England Hockey' can be found at **APPENDIX 5** (attached). This documentation was circulated to the members of the NPIWP on 30 August 2022 to seek informal views to assist the deliberations of Council. Responses were generally in favour of the proposal.

RECOMMENDED: The City Council to consider *whether or not* it wishes to make a CIL allocation for the proposed project, and to formalise the amount of any such allocation.

15. PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in attached schedule (**APPENDIX 6**) for the periods:

- 1 May 2022 to 31 May 2022 in the sum of £130,844.26 General Account, and £641.77 Imprest Account.
- 1 June 2022 to 30 June 2022 in the sum of £92,640.04 General Account and £318.29 Imprest Account.
- 1 July to 31 July 2022 in the sum of £76,827.14 General Account and £406.86 Imprest Account

16. EXCLUSION OF THE PRESS AND PUBLIC

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

17. DARWIN HALL

To consider the Town Clerk's confidential report at **APPENDIX 7** (attached for Members).

18. BAD DEBT WRITE OFF

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

* * * * *

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.

PUBLIC PARTICIPATION SESSION AT CITY COUNCIL MEETINGS

Residents of Lichfield City have an opportunity to speak at each full City Council meeting. This brief Guide sets out the procedure to be followed.

- 1. The public participation session will usually be held after the seventh item on the agenda – this will usually be about 5 to 10 minutes into the meeting*
- 2. The public participation session will last for up to 15 minutes at which residents of the City can ask the Council a question (or make a statement)*
- 3. You must give advance notice not later than NOON on the day of the meeting, with brief details of the statement / question to be asked – we need to know what your question is so that we can provide as full an answer as possible. Forms are available and we would ask you to call in person at the Council Offices at Donegal House, Bore St so that your question/statement can be duly received.*
- 4. Your statement/question must relate to a matter of special relevance to Lichfield City area, or within the responsibility of the City Council.*
- 5. Matters relating to the conduct of any individual councillor or member of staff will not be allowed – in such circumstances you should write to the Council*
- 6. At the Council meeting statements/questions will be taken in the order in which they have been received. You will be allowed up to 5 minutes, and you can raise more than one issue within the overall limit of 5 minutes allowed to you, but you must have given advance notice of each statement/question*
- 7. After each speaker, the Leader of Council (or his/her representative) will respond, or give notice that he/she will provide a written response as soon as possible*

If a written answer is to be given, this will be sent to you at your stated address, and a copy will be made available for public inspection at the Council Offices, at Donegal House, Bore Street.

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 25 July 2022 at 6.30pm

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

APOLOGIES: Councillors G Boyle and D Dundas

33 MAYOR'S ANNOUNCEMENTS

The Mayor detailed the events and functions that he had attended recently, including attending the Requiem at Lichfield Cathedral, Staffordshire College Film Night, the Swinfen Broun Bowls Match, Lichfield Folk Festival 70th anniversary event, Liberty Jamboree Awards Night, and the Civic event Mayoress at Home.

34 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor Lax declared an interest under appendix B of the City Council's code of conduct in relation to agenda item 11 - Nature Recovery declaration. Councillors C Spruce and R Yardley both declared an interest in Boley Park Hall Community Hall as City Council appointed Hall Trustees.

35 COUNCIL MINUTES

Councillor C Rapley queried minute 23 regarding the appointment end date for the LCC representative of Dr Milley's Hospital. The Mayor confirmed that this was a four-year appointment, and the end date of March 2027 was correct.

RESOLVED: That the Minutes of the Council Meeting held on 13 June 2022 (Nos 15-32) be confirmed and signed as a correct record.

36 MATTERS ARISING

None

37 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: That comments submitted to Lichfield District Council for the period 27 May to 13 July 2022 and made in the name of LCC via delegated authority, be received.

38 NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY (NPIWP)

Members considered the Minutes and recommendations of the NPIWP meeting held on 11 July 2022. Members noted in particular the recommendation for a CIL contribution to the provision of plaques in memory of Anna Seward and Francis Barber.

Councillor C Ball asked members to consider larger more strategic projects which would be an appropriate use of CIL monies. Councillor M Trent commented that the action plan was looking healthy but that the projects being progressed were relatively small and reiterated Councillor Ball's comments. Councillor A Lax invited members and Officers to offer new ideas for consideration and asked officers circulate any proposals received

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

39 MARKETS WORKING GROUP (MWG)

Members considered the Minutes of the MWG meeting held on 20 July 2022. Members noted in particular the recommendation that Markets be established by the City Council (utilising its powers under the Food act Part III) for three dates during 2022 to facilitate the vegan markets that had been discussed with the event provider.

Councillor A Smith commented how nice it was to see the Market Traders using Pool Walk during the Jubilee weekend and asked if this area could be used more regularly. The Deputy Town Clerk confirmed that the Markets Officer is encouraging traders to use Pool Walk when the Market Square is not available and noted that the stalls used for the Jubilee weekend were provided by C J Events. Councillor C Spruce commented that the MWG is one of the most effective committees of the Council and the general markets have improved considerably since it had been formed. Councillor D Robertson thanked officers for facilitating the recommendations of the MWG.

RESOLVED: That the Minutes and recommendations of the MWG meeting held on 20 July 2022 be adopted, including the increase in the cost payable by Traders for additional electrical items from £1.00 to £2.50 per item from 1 August 2022, and the creation by the City Council of Markets to take place on 23 October 2022, 13 November 2022, and 11 December 2022 to facilitate the first Vegan markets in the City.

40 COMMUNITY GOVERNANCE REVIEW

Members considered the agenda report which provided an update on the Community Governance Review (CGR) process being currently undertaken by Lichfield District Council (LDC). The report included the initial recommendations made by LDC, together with an alternative proposal put forward at LDC full Council which would result in a reduction of the overall spread of the Elector to Councillor ratio across City Council wards. Councillors Greator, Spruce, Robertson, and McDermott spoke in support of option B of the report. The retention of 6 Councillors for St John's Ward was however desired due to ongoing development in that ward.

RESOLVED:

Delegated authority be given to the Town Clerk to respond to the CGR consultation in the name of the City Council as follows:

- a) The City Council confirms its support for the incorporation of single member wards as set out in the report, thereby creating coterminous district and parish ward boundaries***
- b) The Council supports 'option b' as set out in the agenda report as it minimises the variance of the Elector to Councillor ratio in the City but requests the retention of six Councillors in St John's ward due to the ongoing development within that ward.***

41 LICHFIELD DISTRICT COUNCIL – NATURE RECOVERY DECLARATION

Members considered the agenda report and enclosure, providing detail of LDC's recent declaration and the potential implications and opportunities that the declaration presents to LCC.

Councillor A Lax commented that LCC would be able to achieve more by working with LDC noting that the two Councils already share expertise and resources. Councillor D Robertson added that it was good to see a Parish Council taking the lead in such a scheme and welcomed the cross-party support. Councillor M Trent added his support to this initiative, noting that one of the challenges was to overcome conflicting priorities, for example the need for affordable housing with the need to consider nature recovery. Councillor A Lax replied

that the Environment Act 2022 now details how developers should be considering biodiversity net gain and offered to circulate relevant information to members.

RESOLVED: The City Council supports Lichfield District Council's Nature Recovery Declaration and will support its aims where the City Council considers it within its powers and proportionate resources to do so.

42 OFFICERS' REPORT

Councillor C Greatorex drew members attention to articles which had appeared in both the Guardian newspaper and National Geographic praising the Samuel Johnson Birthplace Museum and the City of Lichfield, noting that this was as a result of the Council maintaining and improving the City. Councillor J Smith asked whether the Museum structural investigation had been completed, the Deputy Town Clerk replied that investigations were still ongoing, and members would be kept updated throughout the summer. Councillor Field asked if other uses for Market square could be explored on non-market days, the Deputy Town Clerk replied that there were plans to hold a community day in September but would welcome any further suggestions for use of the Market square. Councillor Lax commented on the appropriateness of the wildflowers at Festival Gardens as opposed to random planting noting how LCC and LDC had worked together to achieve this sharing expertise and resources.

RESOLVED: That the report be noted.

43 PAYMENT OF ACCOUNTS

RESOLVED: That payment of accounts be approved and confirmed for the period 1 April 2022 to 30 April 2022 in the sum of £128,279.71 General Account and £260.91 Imprest Account.

44 EXCUSION OF PRESS AND PUBLIC

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

45 DARWIN HALL

Members considered the Town Clerk's update regarding remedial work being programmed, planned, and undertaken at Darwin Hall, together with an update on discussions with the original contractor.

Members were advised that the independent report regarding the roof issues had been received on the day of the Council meeting and had been circulated to all group leaders and the Council's advisors for comment.

RESOLVED:

a) That the report be noted

b) The Town Clerk to communicate with the Leader of the Council primarily, and Group Leaders generally during the summer break regarding developments, notably the professional advice received from LCC's architects following release and consideration of the specialist contractor's report, the proposed 'action plan', timescales, costs, and nature of any work within that action plan that is to fall to LCC, implications for possible hall closure, LCC budgets etc

c) Council supports the view that the primary factors behind any decision made will be the safety of the hall users and the desire to avoid any lengthy hall closure due to conditions

d) Council acknowledges the possibility that retrospective permission for next steps – including the instruction of potentially costly (to LCC) remedial work - may need to be sought at the Council's September meeting in order to ensure progress is made in a timely manner; such work not to be instructed without consultation as set out at (b) above

46 MAYOR AND SHERIFF CHARITY EVENTS – FREE USE OF GUILDHALL

Members considered the agenda report, setting out the reduction from five supported charity events to three in any given Civic year. At its meeting of 5 February 2009, the City Council resolved that no further free use of Guildhall be given, and all applicants apply for a monetary grant to cover the prevailing costs instead.

As the five charity events supported by LCC staff enjoy free use of the Guildhall by virtue of being City Council events, it was proposed that the principle of that free use remain for two further charity events (to be organised by the Mayor and Sheriff) should the number of LCC staff supported events be reduced to three.

Such events to be jointly agreed by the Mayor and Sheriff and for the benefit of their charities, and to be bound by the broader terms and conditions of hire and to exclude any staff support over and above that which would be provided to another similar hire.

At its meeting of 5 February 2009, the City Council resolved that no further free use of Guildhall be given, and all applicants apply for a monetary grant to cover the prevailing costs instead. Councillor Robertson sought to clarify that there would be no personal cost to the Mayor and Sheriff and that the budget for this would come out of incumbent Civics Allowances noting that this would be an appropriate way of accounting as the allowance was always underspent.

RESOLVED:

- a) That Council endorses the reduction in the number of supported Civic charity events from five to three in any given Civic year*
- b) The Council approves the use of Guildhall on two occasions annually (in addition to the three supported charity events) for incumbent Civics to host events to raise funds for their chosen charities, with any prevailing hire costs to be met from the incumbent Civic allowance.*

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.27PM

MAYOR

For Council: 27 SEPTEMBER 2022 APPENDIX 1

Lichfield City Council

Minutes of the Meeting of the Sheriff's Ride Working Party (SRWP) Held in the Moulton Room, Guildhall on 8 September 2022 at 3.00pm.

PRESENT:

Representing Lichfield City Council: Councillor A Smith (Chair) and Councillors, 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)

Apologies: Cllr J Marks

7. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

8. MINUTES

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

9. MATTERS ARISING

N Sedgwick asked whether progress has been made with Staffordshire university regarding publicity – the Town Clerk confirmed that an initial communication had been sent, but not knowing the format the Ride was to take in future years made any further discussions difficult.

10. HS2 BID/2022 RIDE – UPDATE AND CURRENT POSITION

The Town Clerk gave an overview of the report at agenda Appendix 1, confirming that further discussions had taken place with HS2 and that the associated bid guidance appeared to indicate that if LCC wished to progress such a bid, it would require additional financial commitment to overcome the hurdles within that guidance, such as the need for public consultation/support to be evidenced and more detail as to the various elements of the project and cost breakdowns of these elements. It was also noted that Lichfield remains a low priority area for HS2 funding currently, which would further limit the chances of bid success.

Cllr Ball thanked LCC staff for their efforts and stated that he could not support the allocation of more money or time to an HS2 bid that seemed very likely to fail. N Sedgwick agreed that there are significant hurdles with HS2 and the focus should shift to obtaining local support, stating that a Streethay residents group was keen to engage with the Ride and perhaps organise a community event, and the possibility of funding from the developers of the Watery Lane site.

Cllr Ball stated that the 'reduced' Ride should be the basis and that additionality could be built into that provision, provided costs and time demands were reasonable and proportionate.

Cllr A Smith stated he agreed with that view, and was keen for an earlier entry into The Close and more City Centre focus. It was agreed by all that there was no appetite to recommend the Council fund the whole cost of the full Ride.

Cllr J Smith asked whether a full Ride but with only two or three horses would necessitate the level of Police/security of the 'Full' Ride. The Town Clerk confirmed that Cannock Chase Trekking Centre had previously stated that security may not be needed, but the City Council would need to check that with its insurers. The Town Clerk also stated that the Trekking Centre provide their advice and expertise for free, but that the full Ride is also an income generator for them; a Ride with only two or three horses would not generate the same financial reward. Cllr A Smith stated he was reluctant to rely on Trekking Centre provision.

RESOLVED: That the report be noted.

11. NEXT STEPS

The Working Party considered the Town Clerk's report at agenda Appendix 2, which provided some options for discussion. The Town Clerk also gave an overview of current and predicted budgetary pressures for the remainder of 2022/23 and beyond; the Town Clerk asking the Working Party for guidance as to what figure should be included in the draft budget for the 2023 Ride.

Cllr J Smith asked whether the number of new homes being built was leading to significant increases to Council income via the precept. The Town Clerk confirmed that while some increases were evident, the Council Tax Base is adjusted by Lichfield District Council to reflect assumptions as to (for example) the number of residents in receipt of Council Tax Benefit and that this had an impact on actual receipts via the precept. The Town Clerk confirmed that during one recent year, the amount of housing in the City had increased but the resulting precept had actually reduced from the previous year due to these changes.

All present stated that it was hard to see how the 'full' Ride could be justified in the foreseeable future given financial pressures and the wider economic situation. However, if (for example) a Sheriff wished to fund the Ride themselves then the full Ride could be reinstated. The Town Clerk urged caution as the expertise in organising the Ride could be quickly lost and routes become overgrown without regular maintenance; a full Ride after several years of a reduced Ride could therefore be difficult and expensive.

Cllr A Smith suggested that a 'base cost' of the Ride could be established (i.e. without lunch and policing costs), suggesting £2,000 plus annual CPI.

It was agreed that the 'reduced' Ride be used as the basis for future Sheriff's Rides, with a focus on improving local awareness of that event with additionality in the City Centre and/or linked community activities such as a bike ride, volunteer group involvement plus the aforementioned publicity work with Staffordshire University. *[The reduced Ride has been approximately cost neutral, with the exception of the carriage, the cost of which is met by the Sheriff's allowance]*

The Deputy Town Clerk stated that such a recommendation, if adopted, would need to be communicated appropriately to landowners.

RECOMMENDATION TO COUNCIL:

That the City Council adopts the 'reduced' Sheriffs Ride (as has taken place in 2021 and was scheduled for 2022) as the basis for future Sheriff's Rides, with the focus shifting to creating additionality for that event in the City Centre and increasing the visibility of the event through amendments to timings etc.

12. DATE AND TIME OF NEXT MEETING

It was agreed to hold the date for the next meeting in abeyance pending further developments.

THERE BEING NO FURTHER BUSINESS

THE CHAIR DECLARED THE MEETING CLOSED AT 3.40pm.

For Council: 27 SEPTEMBER 2022 APPENDIX 2

2022/23 REPAIRS AND RENEWALS PROGRAMME - UPDATE

There have been a number of variations applied to the 2022/23 Repairs and Renewals programme as approved by Council in January 2022; the original programme is provided in the table below, with notes following to update members on developments since initial approval. Following the notes is a further table illustrating the current estimated 2022/23 spend against each item in the revised programme.

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

Note 1: SCC, who own the land where the external steps would be located, refused permission for the proposal. Following an issue with fallen render from the Birthplace and other concerns that had arisen, the Johnson Birthplace Advisory Committee considered a reprofiling of 'Phase 2' of the redevelopment project to bring forward the repairs and redecoration of the exterior of the Museum, removal of an asbestos ceiling and the replacement of smoke alarms. Delegated authority was granted to JBAC by Council at its April meeting.

The external repair and redecoration commenced in June, with an original 8-week schedule. However, it became evident that a significant and previously unidentified structural issue was present. Professional advice was that various areas of render be opened and a structural engineer consulted. This resulted in a recommendation for the replacement of much of a horizontal oak beam to the second floor, the beam providing support to the vertical structural beams above. Also recommended was the introduction of steel plating to guard against future movement on the first floor. Closer inspection of the building once scaffold was erected revealed some further – though more minor – issues, such as rainwater goods reaching the end of their lives and various repairs required to window frames. The additional cost of this work is currently forecast to be approximately £38,000 (taking the project total to approximately £72,000) and completion is scheduled during October 2022.

The Town Clerk circulated an email to Group Leaders with further cost breakdowns and to advise that the additional work was necessary following receipt of professional advice in the interests of expediting the work, public safety, value for money and the preservation of the Grade 1 listed building. At this time it was forecast the additional work would cost £26,000, based on several estimated figures and unknowns as to required extent of work. The additional work has been checked, costs and approved as being appropriate and reasonable by the City Council's professional advisers. In compliance with Standing Orders as to Contracts number 3(iv), this is now being reported formally to Council.

Note 2: Architect QI inspections have been completed at both Donegal House and the Guildhall with little of urgent concern to report. However, some precautionary investigation of elements of

the Guildhall roof and minor repairs to the Donegal House roof have been recommended. These are being progressed currently.

Note 3: Around 60% of the original budget sum has been committed so far, notably to complete the extensive rebuild/replacement of the protruding side windows at the hall. Investigations into the roof issues are ongoing in discussion with the City Council's advisors. The timing of repairs is dependent upon several factors, not least the weather due to zinc not being workable in low temperatures, and whether or not it is possible to implement temporary repairs prior to a more extensive scheme for 2023/24. Due to developments detailed in the confidential report which forms a separate item on this agenda, and on the assumption that some work can be completed in 2022/23, the anticipated spend has been increased. Regular reports to Council will continue, and the actual spend figure may vary considerably from that provided.

Note 4: At its meeting of 20 April 2022 the City Council adopted the recommendation of the Neighbourhood Plan Implementation Working Party that £40,000 of funding be provided to Lichfield and Heatherton Canals Restoration Trust, but that this sum be comprised of £34,000 of CIL and £6,000 of capital, resulting in a £34,000 reduction in capital funding from the maximum in principle amount contained within the initial programme approved by Council some three months previously. Monies are to be claimed following submission of appropriate detailed invoices from LHCRT in much the same way as occurred with the previous CIL allocation that LCC awarded to them. At the time of preparing this report the Town Clerk is in receipt of an update from the Trust which suggests there will be a delay in the project, but for ease the £6,000 sum which is to be spread across the two years of this project has been split 50/50 for 2022/23 and 2023/24.

Note 5: This has now been completed without issue.

Note 6: This work has now been completed. The estimated spend was based upon an assumption that all identified work would need to be carried out and included some assumed costs for elements that were uncoded at the time of preparing the report. Cost savings of around £4,000 were achieved in close cooperation with the City Council's architects and the contractor.

The current year end spend estimate is provided below. Members are asked to note these are scheme costs only and do not include employee costs which are allocated across budget heads and are included in the Financial Summary Report at Appendix 3.

Location	Scheme	Estimated Costs at 22/23 year end
SJBM	Reprofiled Phase 2 of Museum redevelopment project to include new parlour displays, external repair and redecoration and proportion of fees, costs and contingencies for the overall project	£106,000
Guildhall & Donegal House	Quinquennial Inspections (QI) (complete) plus a sum for roof investigation at Guildhall	£5,000
Darwin Hall	Repairs to roof, rooflights and windows	£45,000
Canal land, St John's Ward	Capital Contribution to canal restoration 2022/23 (remainder being CIL funded)	£3,000
Donegal House	Network Server upgrade (complete)	£8,000
Friary Clock Tower	Items arising from architect's quinquennial report (complete)	£8,000
	Total	£175,000

RECOMMENDED:

That the report be noted and the additional costs associated with the external repair and redecoration of the Johnson Birthplace Museum be approved.

For Council: 27 SEPTEMBER 2022 APPENDIX 3

FINANCIAL SUMMARY REPORT - 1 APRIL to 31 JULY 2022

This report contains the financial progress for the period 1 April 2022 to 31 July 2022 and summarises the income and expenditure against budget in the first four months (33%) of the financial year and the year-end projected outturn. The report shows:

Column 1 – The actual income/expenditure to 31 July 2022

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

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

Column 4 – The budget for 2022/23

Column 5 – The anticipated variance from budget

Column 6 – Explanatory note reference (*notes overleaf*)

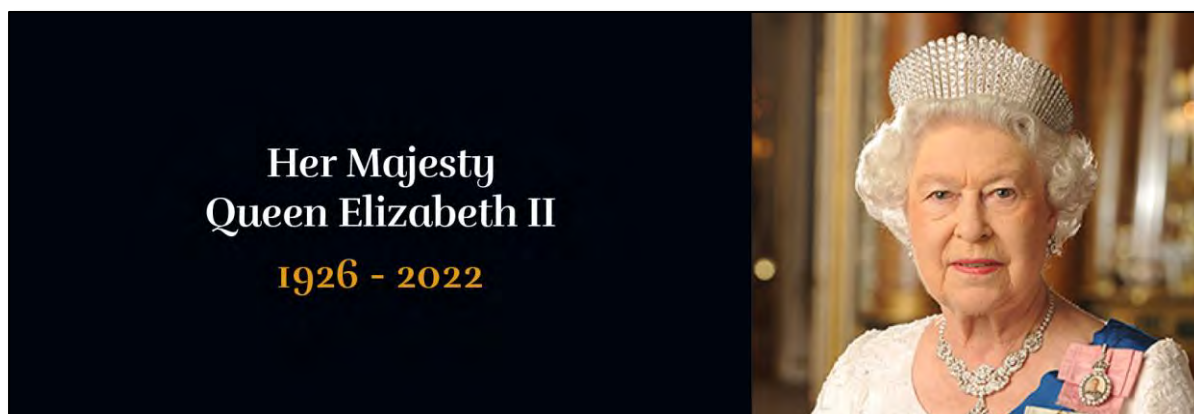
- *Actual/Forecast/Total/Budget column figures in red represent income.*
- *'Variance' column figures in red represent variance worse than budget.*

<u>Net Expenditure</u>	£	£	£	£	£	
SERVICE AREAS	ACTUAL 4 MONTHS TO 31 JULY	FORECAST FOR REMAINING 8 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE	NOTES
Parks and Footpaths	86,906	191,217	278,123	243,202	34,921	1
Guildhall	28,168	111,085	139,253	131,416	7,837	2
Community Centres	5,040	14,449	19,489	19,038	451	
Markets	2,359	8,910	11,269	6,833	4,436	3
Civic	31,129	62,691	93,820	98,003	4,183	4
Grant Aid/Partnerships	41,154	11,510	52,664	51,926	739	
Arts/Tourism/Twinning	15,668	61,477	77,145	74,825	2,321	
Johnson Birthplace Museum	37,505	97,226	134,731	123,773	10,957	5
Democratic Services	36,997	70,290	107,287	101,962	5,324	
Investment Interest	-3,270	-6,640	-9,910	-2,050	7,860	6
Loan Charges	0	0	0	0	0	
Agency	-20,968	2,770	-18,198	-13,478	4,720	7
TOTAL SERVICE COST	£260,688	£624,985	£885,673	£835,450	£50,223	8
Repairs and Renewals	40,130	158,619	198,749	192,508	6,241	9
Community Infrastructure Levy (CIL)	-93,409	-15,815	-109,224	-93,030	16,194	10
TOTALS	£207,409	£767,789	£975,198	£934,928	£40,270	11

Explanatory Notes:

- Note 1: Increase in energy costs of Street Lighting due to utility price increases, inflation linked Grounds Maintenance contract with LDC increased 7.8% against a 4% budget. Significant and necessary work has been undertaken following inspections of the trees at the 'closed' Churchyard at St Michaels, costs associated with extensive play equipment maintenance are also included.*
- Note 2: Includes the increase in energy costs offset by increase in Guildhall Income.*
- Note 3: Includes the increase in energy cost net of the increased charge to the traders.*
- Note 4: Includes reduction in the cost of Civic events, notably due to the revised arrangements for the 2022 Sheriff's Ride but includes consultant costs to advise on the future of the Ride as approved by Council via the Sheriff's Ride Working Party.*
- Note 5: Includes the increase in energy costs and reduction in income.*
- Note 6: Increase in interest rates.*
- Note 7: It is anticipated each year that SCC will reduce their payment to LCC for verge maintenance and this was accounted for in the budget. However, the actual payment received was higher than the reduction that had been assumed, resulting in an overall underspend.*
- Note 8: 6% overspend forecast across service heads but excluding CIL. This also includes the estimated cost of the Local Government Pay Offer based on the offer made by the employers in July 2022 and being £1,950 FTE salary increase on all pay scales. This averages 7% for LCC staff (against a budget of 2%) and is allocated across all service areas.*
- Note 9: Relatively minor overall variance from budget, but significant programme changes have occurred; please see Repairs and Renewals update report which forms a separate agenda item.*
- Note 10: Based on CIL received April 2022 and forecast for October 2022, the April allocation being higher than forecast.*
- Note 11: Overall 4.3% overspend including CIL allocation, which is recorded separately in line with audit requirements.*

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



The announcement of the death of Her Majesty Queen Elizabeth II came at approximately 6.30pm on Thursday 8 September 2022, following several hours of increasing concern as members of the Royal Family made their way to Balmoral. The death of the Monarch immediately leads to the implementation of innumerable protocols across the nation, beginning with the lowering of flags to half-mast.

The Proclamation of the King takes place firstly at St James Palace and then extends to County and then District levels. The City Council, notably via the Deputy Town Clerk, provided significant assistance to the District Council across the weekend in the organisation of their proclamation event outside Lichfield Cathedral at 2.30pm on Sunday 11 September. The City Council was responsible for the dais, the organisation of the professional public address system and associated liaison with the Cathedral, plus the availability of the national anthem. Event guidance changed on several occasions, with last minute changes being made while the procession was at The Deanery; the Deputy Town Clerk liaising at all times with her opposite number at LDC, including a lengthy meeting at the LCC offices on Saturday evening to finalise the instructions to be circulated.

At 2.10pm on Sunday 11 September, the procession including the Chair, Leader and Chief Executive of the District Council and the Mayor of Lichfield and Town Clerk, was led from Guildhall to The Deanery by the City Council's Mace Bearer and Town Crier.

At the Deanery, District and City Council representatives were met by HM Deputy Lieutenant, Commander Charles James Baggott Jewitt RN (Rtd), the Bishop of Lichfield, The Rt Reverend Dr Michael Ipgrave, and the Dean of Lichfield, The Very Reverend Adrian Dorber. On processing to the West front of the Cathedral, the Deputy Lieutenant began proceedings, with the LDC Chair Councillor Colin Greatorex explaining the significance of the day's events to the gathered crowd. The City Council's Town Crier Adrian Holmes then read the proclamation. The event ended with a call for three cheers to the new King, and the gathered dignitaries were then invited to sign the Book of Condolence inside the Cathedral. Photographs follow overleaf.

The City Council's Garden of Remembrance was selected as a site for flowers to be laid, with signage placed around the City to confirm this.

In Remembrance of Her Late Majesty, it was arranged that the Friary Clock Tower be lit in purple during the period of mourning. The Union Flag at Donegal House was lowered to half-mast shortly after the announcement from Buckingham Palace, raised again on Saturday 10 September in

honour of the new King and lowered to half-mast on Sunday 11 September in accordance with national protocols.







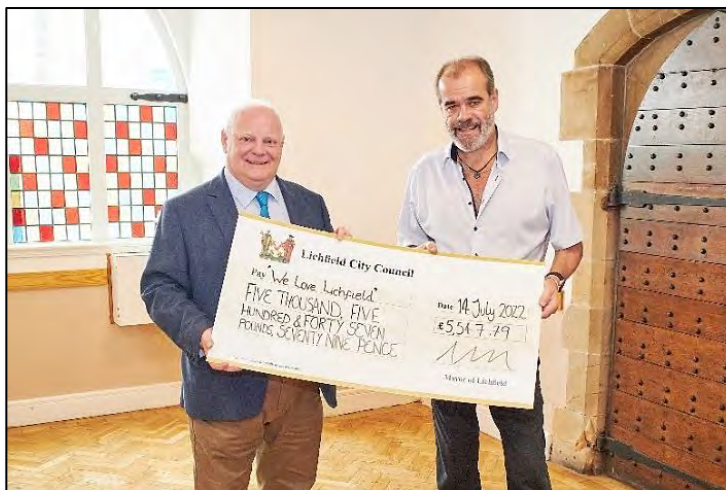
OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer

On Thursday 14 July, Councillor Robert Yardley, former Mayor of Lichfield, accompanied by Mr Peter Hitchman, former Sheriff of Lichfield & Sheriff's Lady, Mrs Pat Paters, presented cheques to the representatives of their nominated charities.

During their year in office, the Mayor and Sheriff raised a very impressive £11,095.58 which was distributed between their two chosen charities; Simon Price representing 'We Love Lichfield' & Mark White representing 'Friends2Friends', both delighted to each receive a cheque for £5,547.79.

The former Mayor and Sheriff hosted a variety of successful charity events throughout their year in office & would like to offer their sincere thanks to all who supported their fundraising activities and their wonderful generosity towards two worthy causes.



The Queen's Baton Relay arrived in Lichfield on Wednesday 20 July, starting the route at the National Memorial Arboretum before making its way into the City.

The Relay arrived at the Cathedral, stopping at St Chad's Statue for a photo opportunity with the Mayor of Lichfield, Cllr Jamie Checkland, alongside the Leader of Lichfield District Council Cllr Doug Pullen, Chair of Lichfield District Cllr Colin Greateorex & The Very Reverend Adrian Dorber. It was a very fitting tribute to Her Majesty's Platinum Jubilee Celebrations.



The Mayoress, Mrs Stephanie Checkland, was delighted to welcome over 70 guests to the Guildhall on Saturday 23 July for the 'Mayoress at Home'. After a reception drink, High Tea was served at 2:30pm with Pianist Eric Lunt contributing delightful musical entertainment. CL Catering supplied the cakes, scones and sandwiches, with Jan Leytham-Gain from 'The Pretty Little Parlour' providing beautiful Jam Jar Posies for the table. The afternoon concluded with the Mayor and

Sheriff drawing the raffle which raised a fantastic £370.00 for their chosen charities; The Pathway Project & The Sebbie Hall Kindness Foundation.



The Mayor of Lichfield, Cllr Jamie Checkland and The Sheriff of Lichfield, Cllr Janice Greaves held their first charity event at the Guildhall on Friday 12 August 2022; Beer & Skittles. A cask of 'Joules' Ale was kindly donated by 'The Duke of York', Greenhill which proved to be a big success on the evening with the cask soon running dry!

Lichfield Mobile Skittle Alley provided their wooden skittle alley & the event was thoroughly enjoyed by all who attended, raising over £1,000 for the Mayor and Sheriff's charities. The Mayor and Sheriff express their sincere thanks to all those who attended the event.



Following the death of Her Majesty Queen Elizabeth II, and on instruction from the Leader and Deputy Leader of the Council, the Sheriff's Ride Banquet scheduled for Saturday 10 September, and the Samuel Johnson Birthday Celebrations scheduled for Saturday 17 September were cancelled. The Johnson Society also cancelled their annual supper in the Guildhall.

The Sheriff requested the cancellation of the carriage that had been scheduled to take her out of the City on the day of the Ride, but did however maintain the tradition by visiting landowners on the day of the Ride, being escorted around the City by the Clerk of the Course, Mr Nick Sedgwick. The Sheriff, Councillor Janice Greaves and Consort Mr Keith Greaves are pictured With Dr Neville Brown and Dr Daryl Brown of Maple Hayes, both former Sheriffs and the first Father and Son to hold the office.



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

The Summer season at the Museum has seen a steady number of visitors, with 2196 people welcomed in July and August. August saw the return of our popular 'Summer Fun at Sam's House' family craft activities on Thursdays. Devised and led by volunteers, the sessions had a theme of celebration this year. The opening session focussed on the commonwealth games, and in the same week Samuel Johnson was represented in puppet form at the opening ceremony, leading to an increase in engagement on the Museum's website and social media.



External work is ongoing at the Museum, with the new end date scheduled to be 21 October. Significant structural issues in the Breadmarket Street façade were discovered and resolved with the replacement of some beams and addition of steel brackets. At the start of September, structural work was complete and plastering underway.

Alongside the repair works the plans for internal development continue, with the replacement of the modern wired glass in Michael Johnson's workroom for a plain firesafe equivalent more in keeping with the historic building. An initial draft of the step-by-step video about bookbinding created in collaboration with conservator Arthur Green was produced.

The MHO has also liaised with disability consultants as part of ongoing discussions regarding an accessible entrance to the ground floor, and with Architects on designs for the Museum toilet block.

In August, new Museum Attendant Laura Bell was recruited and Penny Taylor moved on from her Museum Support Officer role. Recruitment is underway and applications close on 9 September. The Museum's volunteer collection care team completed their full clean of all 8000 Museum collection items in July, and collection volunteer Nicola Young represented the Museum at the Mayoress at Home event.

A research visitor from Australia used the Museum library to research the provenance of a portrait, and Keele University PhD researcher Emma Stanbridge continued her work with the collection.

Updated signage for the Museum Office and Library was installed in August, featuring definitions from Johnson's Dictionary.



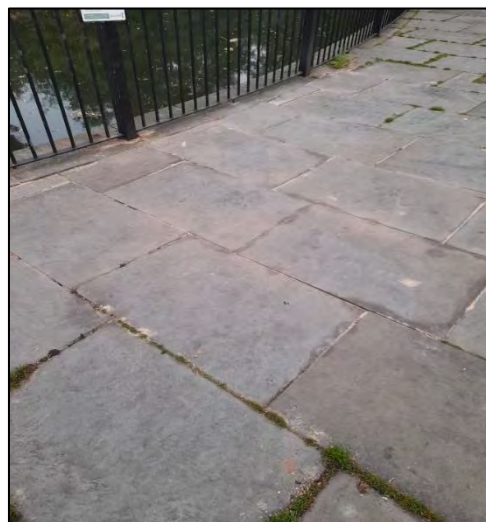
The MHO spoke at the launch event of the Staffordshire History Network in July to promote the Museum to an audience of members of local history societies, archive and museum partners. Other recent work has included finalising the wording for the plaque to Francis Barber and ordering an initial proof, and meeting with the Townswomen's Guild to discuss plans for a plaque to Anna Seward. Work to prepare for the Autumn season included arrangements for Johnson's birthday celebrations on 17 September, forthcoming new terms of 'Birthplace Bookworms' and Latin Learners, and shortlisting for the L2F Art Competition, with the finalists to be displayed at the Museum in October.

The Museum team also organises the opening of the Guildhall Cells, which have been open on 16 Saturdays since April and welcomed 1554 total visitors to the time of writing.

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



The footbridge in Festival Gardens has recently been re-painted as it was looking untidy and unloved. Following numerous projects carried out during Spring & Summer in Festival Gardens, refurbishment of the bridge is another addition the work completed. Trunkfield Brook is running very dry currently, the flow of the Brook onto City Council land is poor, which is of course exacerbating the problem.



Upon routine inspection of Speaker's Corner, the granite slabs were found to be very uneven and a trip hazard. Action was taken to have the slabs lifted and re-laid as shown in the photographs above.



All LCC owned bus shelters within Lichfield City are in the process of being refurbished, this entails jetwashing, sanding and re-painting as a minimum, with replacement of polycarbonate and some

aluminum necessary on several of the shelters. The work has been carefully considered and costed, the refurbishment being significantly cheaper than acquiring new bus shelters plus installation costs. The artwork on the Eastern Avenue bus shelters was part of a school project several years ago; though much of the timber is now rotten, the artwork is being retained in case any original contributors wish to claim it.

Following a request from St Michael's Church a large bench has now been repositioned on a concrete slab on lower ground near to the church entrance.

Other open spaces work progressed since the last report includes:

- Scheduling of maintenance work to the trees on the Market Square
- Removal of fallen Hawthorn on the footpath between Woods Croft and Swallow Croft
- Deadwooding and removal of one tree limb at Johnson Close/Fecknam Way
- Weed removal at the Pinfold and replacement of signage
- Tree work carried out to an Ash tree on Gallows Wharf
- Hedge height reduction at Curborough Community Centre
- Following resident request, the installation of a removable bollard at Haymoor to help guard against unauthorised access to the open space beyond.



4. Markets: Hayley Howen, Markets Officer

The Month of August saw the Food Festival with the Market Square being at almost full capacity with an array of stalls from home furnishings to Fruit and Vegetables.



Tuesday Market

The new coffee stall has been a success, particularly enjoyed by the early birds of the city. The proprietor has stated that he already has regular repeat custom. Eco-friendly cups are used, and a five-star food hygiene rating is in place, together with some fabulous 'on the go' thick bacon cobs. There are spaces on the Tuesday Market but the continued desire to not duplicate stalls does limit opportunities to fill such spaces. The Markets Officer continues to search for new traders and all enquiries are welcomed.

Friday Market

The Friday market has two pitches available that could also be combined into one. Various casuals have traded over the summer but this is less likely to extend into the Winter months. Various trader holidays and Bank Holidays have seen the Friday Market appear quite sparse on occasion, but this is often the case over the summer. Atterbury Inspiration – a casual trader who attended both the Jubilee Market on Pool Walk and the Food Festival weekend is looking to be on the market every two weeks through the autumn and winter season. His home furnishings have been very popular, and the stall is an eye-catching addition to the Market.

Saturday Market

The most popular day on the market with most weeks at capacity. Though some traders have taken holidays, the Saturday stalls are the most popular for casual traders and gaps on the Market have therefore been reduced significantly by these traders during the holiday season.

General Market

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

The Producers' Market

The Producers' Market is very popular in Lichfield and is well attended every month. The city enjoys the vibrance and different wares to the regular market. Each month we are asked if certain traders will be attending and several regulars have built a good following.

Vegan Market

Discussions have been held for some time with the 'Vegan Market Company' who are keen to arrange such markets in Lichfield. They currently operate similar markets at more than 50 locations across England, and more information can be found on their website <https://www.veganmarkets.co.uk/>

Following discussions with the Vegan Market Company, three 'pilot' dates have been agreed - 23 October 2022, 13 November 2022 and 14 December 2022. Following these three trial markets and their review by both the operator and the City Council's Markets Working Group, it is hoped that a longer-term arrangement can be entered into.

We very much look forward to bringing the vegan Market to the City. Like the Producers' market it offers something a little different, and we hope the success of the producers' market can be replicated.

Market Square Bookings - Community Use - Non-Market Days

Non-Market days sees 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 pool walk regular on market days in September with his delicious ice-creams.

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

We have had our regular hirers during the past month, and 6 other meetings in various rooms in the Guildhall, including the Scouts AGM.

Civic events include the Mayoress at Home and recent charity Beer and Skittles night.

Liberty Staffordshire held an awards ceremony attended by 180 guests. Awards were presented for: football, rugby, running and Boxing clubs – together with Shine and Sign Makaton Choir and Critical Mass participation at the opening of the Commonwealth Games. Other awards were the Mitchell Award for Bravery, Butterfly Jessica award for the most inspirational young lady, Jack Bedward award for the member who enjoys life to the full and the Paul Enforcer award for determination in life.

Lichfield Festival also held a play as part as their annual Festival week.



A leather (handbag) sale was held in the Guildroom on Saturday 27 August and Sunday 28 August and proved as successful as in previous years. Unfortunately, the planned Craft Fairs were cancelled due to personal reasons.

On Tuesday 20 September, Staffordshire Network for Mental Health have a whole building booking to re-launch services available in the local community. The event will run from 11am to 2.30pm and will include free health checks, emotional health sessions and a market place.

Private bookings include 2 Wedding Ceremonies and 5 Wedding Receptions. There are also several enquiries coming in for weddings next year.

There have been 6 market research bookings in the Guildroom and we have received more enquiries from different market research companies.

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

Recent maintenance work includes the annual service of the blinds in the main hall, a new handrail being fitted to the rear lower staircase and the replacement of a number of emergency light fittings, including those in the main hall, which now look much more in keeping with their surroundings.



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

Boley Park Community Hall

The hall continues to be popular for children's birthday parties (as well as regular bookings). Other bookings include two HS2 information events, a choir rehearsal, pre-wedding party and a Stamp Fair. A new notice board has been installed at the front of the building.



6. Twinning: Gabriele Lasch-Burden, Twinning Officer

26 September 2022 marks 30 years since the official signing of the ring twinning agreement between Lichfield, Limburg and Ste. Foy, by the then mayor Ann Johnson on 26th September 1992. Letters to mark the anniversary have been sent and received by all three Mayors.

The yearly one-week internship of a Limburg Council public office apprentice was due to restart this October, after a 2-year break due to the pandemic. The German apprentice would spend a week in various public offices in Lichfield to learn about the differences in local government administration between Limburg and Lichfield. Limburg City and District Council are now no longer offering this scheme to their apprentices, due to the expenditure and extensive administration involved in order to get a visa for their apprentice. All office placements and accommodation in the Lichfield host family have been cancelled.

The two-week work experience in October for an economics A-level student from the PPC High School in Limburg was arranged to take place at the George Hotel in Lichfield. Although funded by the European Erasmus+ scheme, it still proved to be too difficult for the Limburg school to get a visa, due to no officially registered sponsor in the Lichfield area, which used to be offered through the British Council, who stopped providing this sponsorship service in January 2021. Unfortunately, the Limburg school has now withdrawn from this work placement scheme to Lichfield.

In line with the German government's energy saving directive, from 1st September, Limburg Council will cease to externally illuminate all buildings in the City at night, including the Cathedral, and all council run offices and buildings will be heated to a maximum of 19 degrees centigrade (17

for sports use). All street, car park, and Christmas lighting will be changed to LED and shops have to turn off their window lighting by 10.00pm.

Following the announcement of the death of Her Majesty Queen Elizabeth II on 8 September, messages of condolence have been received from the City Council's Twin Towns.

7. Deputy Town Clerk: Sarah Thomas

Following the recent absence of the Civic Officer the Deputy Town Clerk has been facilitating Civic events including the charity Beer and Skittles evening and continues to work closely with the Civic Officer on the Sheriff's Banquet and Johnson Birthday Celebrations (both of which were imminent at the time of preparing this report).

A new Office administrator, Michelle Read was appointed on Monday 22 August and has already proved to be a valuable asset in the day to day running of the office. This is a new post that reports directly to the Deputy Town Clerk who will direct the post holder to the areas where support is needed.

The Deputy is assisting the Town Clerk with issues that have arisen as a result of the repairs to the Birthplace Museum, and projects requested by the Neighbourhood Plan Implementation Working Party continue to be pursued. The Council's Health and Safety consultants Terrain will be on site on 5 October to carry out their annual review and train new members of staff in Fire Safety and Manual Handling.

The death of Her Majesty Queen Elizabeth II led to the implementation of the London Bridge protocol, with considerable support provided to LDC's Civic Officer in preparations for the Proclamation event held on 11 September, together with the logistical responsibilities associated with LCC's representation and involvement at that event.

The Deputy will be providing secretariat support at the forthcoming Council meeting, NPIWP and MWG.

Preparations continue in earnest for the Christmas Lights Switch on being held on Sunday 27 November.



Bid for Community Infrastructure Levi Funding

28th August 2022

Lichfield Hockey Club would like to bid for Community Infrastructure Levi funding to build a path between our clubhouse at Lichfield Sports Club and our Astroturf pitch. An application had previously been made through your website page however I believe this hasn't been received.

Our astroturf pitch is used throughout the weekend by Lichfield Hockey Club, during the day by Lichfield Cathedral School and at other times by various junior football teams and a seniors bowls club (Lichfield and District Bowlers). Each week, especially during the winter months, this pitch is accessed by 600+ people. Lichfield Hockey Club has 13 senior teams, including the Men who play in the England Hockey National League, numerous junior age group teams from Under 8s to Under 18s, a development team and Masters teams. The club also hosts one of the Staffordshire development centres and various performance centre sessions and we are currently in the process of becoming an England Hockey Talent Centre with ambitions for further development and expansion.

Access to the pitch is currently achieved by walking across our field. During the winter months access to the pitch, via the field, becomes difficult, dangerous and restricted due to the field holding water and becoming boggy. The result of this means that access to the pitch during this time either stops some from accessing it or is significantly difficult.

Our principal reason for asking for support is that as a hockey club, we are working with England Hockey as we begin the process of starting a disability hockey programme. The England Hockey Flyerz programme aims to provide fun and friendly sessions inclusive of all abilities and ages. Flyerz Hockey enables disabled and non-disabled players to play together.

For more information about this programme please see the link below.

<https://www.englishockey.co.uk/play/flyerz>

At present there are no Flyerz programmes in Staffordshire, with the nearest sessions available in Nottingham (Beeston HC) and Birmingham (Harborne HC).

For us to be able to provide Flyerz sessions and increase the inclusivity of our club we need to be able to get better access to the pitch, especially for those in wheelchairs or with mobility issues. By providing a path that would be able to guarantee access at anytime of the year we would open up multiple opportunities for the local and wider community.

Additional benefits

- We are starting new programmes for youngsters to play hockey on a Sunday morning called Hockey Heroes. Quality access to the pitch would mean young families, perhaps with pushchairs would be able to access the pitch.
- The senior group who use the pitch for bowls struggle at times as they are unsteady on their feet. Walking up the wet, boggy field has proved difficult for many of their members,
- With people walking across the wet field we have suffered from damage on the pitch and in our clubhouse. By building a path we would protect further the longevity of our pitch and ensure it stays in peak condition for all games.

Proposed Costs

We have received a quote from McCarthy Brothers as follows with 2 options.

275m x 1.8m = 495m².

Excavate to reduce levels, deposit and grade soil on site.

Provide a membrane. Terram or similar.

Provide and lay average 100mm depth of recycled MOT type 1 sub base, compact with a mechanical roller.

Provide and lay average 50mm depth Breedon Golden Amber Self setting Gravel

Cost £12,200

Or

Preparation as above up to MOT. Provide and lay 40mm depth of 10mm close graded bituminous wearing course to BS EN 13108 consolidate with a mechanical roller.

Cost £13,600

Timescale

We are looking to get this project completed ASAP if funding is successful as we are wanting to start our Flyerz sessions as soon as we possibly can in line with our upcoming season.



The red line shows the proposed route of the path.

Any help you could give would be gratefully received and would have a significant impact on the operation and inclusivity of the club and the opportunities we would be able to offer.

If you require any further information please do not hesitate to contact me on [REDACTED].

Kind regards

Neal Critchley
Chair Lichfield Hockey Club



ENGLAND HOCKEY LTD,
Bisham Abbey NSC, Bisham, Marlow,
Buckinghamshire SL7 1RR
Phone: 01628 897500
Fax: 01628 897544
Email: enquiries@englandhockey.co.uk
Web: englandhockey.co.uk

30 August 2022

To whom it may concern

Lichfield HC

Dear Sir or Madam,

I write to offer my support to the club's request for funding to improve their existing facilities.

Following the success of the England teams at the Birmingham 2022 Commonwealth Games, England Hockey are looking to work with clubs to provide a sport that is accessible to a wide range of participants. In particular, we are expanding our network of Flyerz disability hockey clubs.

At a recent meeting with the incoming Chair of Lichfield HC, Neal Critchley, we discussed the possibility of introducing Flyerz as part of the club's offer and working with local SEN schools and community groups to open the sport to this wider audience.

The facilities at the club need some work to facilitate this, not least the provision of a safe, wheelchair and walking frame friendly pathway from the car park/clubhouse to the existing pitch. We at England Hockey are working with the club to explore funding opportunities to improve the existing facilities as we believe the provision of a disability hockey offer in the city would be of a great benefit to the disabled community within Lichfield and the outlying villages. As such, I write this letter to support the club's funding application and would ask that you look upon their application favourably.

Regards

Paul Smith
England Hockey Relationship Manager (West Midlands)



Registered Address: As above
Registration Number: 04623333
Patron: HRH Countess of Wessex

For Council: 27 September 2022 APPENDIX 6

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 May to 31 May 2022

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
03/05/2022	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - March	53.01	10.60	63.61
03/05/2022	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 22/23 - 2nd instalment of 10 (May)	923.00	0.00	923.00
03/05/2022	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 22/23 - 2nd instalment of 10 (May)	9.00	0.00	9.00
03/05/2022	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 22/23 - 2nd instalment of 10 (May)	539.00	0.00	539.00
03/05/2022	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 22/23 - 2nd instalment of 10 (May)	1,996.00	0.00	1,996.00
04/05/2022	BACS 1001	SESCAB	GRANTS General	Grant per Council Min. 97 of 14/3/22	5,500.00	0.00	5,500.00
04/05/2022	BACS 1002	Lichfield Arts	GRANTS General	Grant per Council Min. 97 of 14/3/22	495.00	0.00	495.00
04/05/2022	BACS 1003	Lichfield Greenhill Bower	GRANTS General	Grant per Council Min. 97 of 14/3/22	3,000.00	0.00	3,000.00
04/05/2022	BACS 1004	Curborough (Lich) Comm Assoc	GRANTS General	Grant per Council Min. 97 of 14/3/22	2,076.00	0.00	2,076.00
04/05/2022	BACS 1005	The Erasmus Darwin Foundation	GRANTS General	Grant per Council Min. 97 of 14/3/22	1,500.00	0.00	1,500.00
04/05/2022	BACS 1006	LDC - Proms in the Park	GRANTS General	Grant per Council Min. 97 of 14/3/22	2,000.00	0.00	2,000.00
04/05/2022	BACS 1007	Lichfield Festival Ltd	GRANTS General	Grant per Council Min. 97 of 14/3/22	1,250.00	0.00	1,250.00
04/05/2022	BACS 1008	Lichfield Litter Legends	GRANTS General	Grant per Council Min. 97 of 14/3/22	1,000.00	0.00	1,000.00
04/05/2022	BACS 1009	Men's Shed Lichfield	GRANTS General	Grant per Council Min. 115 of 20/4/22	340.00	0.00	340.00
04/05/2022	BACS 1010	Guild of St Mary's Centre, Lichfield	GRANTS General	Grant per Council Min. 97 of 14/3/22	500.00	0.00	500.00
04/05/2022	BACS 1011	Voluntary Transport for the Disabled	GRANTS General	Grant per Council Min. 97 of 14/3/22	1,100.00	0.00	1,100.00
04/05/2022	BACS 1012	The City of Lichfield Concert Band	GRANTS General	Grant per Council Min. 97 of 14/3/22	500.00	0.00	500.00
04/05/2022	BACS 1013	Lichfield Bowling Club	GRANTS General	Grant per Council Min. 97 of 14/3/22	500.00	0.00	500.00
04/05/2022	BACS 1014	Open Door of Hope	GRANTS General	Grant per Council Min. 97 of 14/3/22	445.00	0.00	445.00
04/05/2022	BACS 1015	Dovehouse Community Gardens	GRANTS General	Grant per Council Min. 97 of 14/3/22	300.00	0.00	300.00
04/05/2022	BACS 1016	Kendall & Wall Charitable Trust	GRANTS General	Grant per Council Min. 97 of 14/3/22	250.00	0.00	250.00
04/05/2022	BACS 1017	Fusion Credit Union (ref Lich Re-cycle)	GRANTS General	Grant per Council Min. 97 of 14/3/22	300.00	0.00	300.00
04/05/2022	BACS 1018	Lichfield Festival of Music	GRANTS General	Grant per Council Min. 97 of 14/3/22	100.00	0.00	100.00
04/05/2022	BACS 1019	Lichfield Waterworks Trust	C I L Expenditure	Grant per Council Min. 114 of 20/4/22	2,175.00	0.00	2,175.00
04/05/2022	BACS 1020	Monks Walk Group	GRANTS General	Grant per Council Min. 97 of 14/3/22	300.00	0.00	300.00
04/05/2022	BACS 1021	Lichfield Hockey Club	GRANTS General	Grant per Council Min. 97 of 14/3/22	1,000.00	0.00	1,000.00
04/05/2022	BACS 1022	Lichfield Talking News	GRANTS General	Grant per Council Min. 97 of 14/3/22	1,000.00	0.00	1,000.00
04/05/2022	BACS 1023	MHA-Lich&Dist Live At Home Scheme	GRANTS General	Grant per Council Min. 97 of 14/3/22	672.00	0.00	672.00
04/05/2022	BACS 1024	Lichfield Running Club	GRANTS General	Grant per Council Min. 97 of 14/3/22	226.00	0.00	226.00
04/05/2022	BACS 1025	One Lichfield 1568	GRANTS General	Grant per Council Min. 97 of 14/3/22	500.00	0.00	500.00
04/05/2022	BACS 1026	Lichfield Repair and Share Cafe	GRANTS General	Grant per Council Min. 97 of 14/3/22	300.00	0.00	300.00
04/05/2022	BACS 1027	Forest Harvest	GRANTS General	Grant per Council Min. 97 of 14/3/22	250.00	0.00	250.00
04/05/2022	BACS 1028	St Michael's PCC	GRANTS Open Churchyards	Churchyard grant per LCC budget 24/1/22 Min 84	2,380.00	0.00	2,380.00
04/05/2022	BACS 1029	St Chad's P C C	GRANTS Open Churchyards	Churchyard grant per LCC budget 24/1/22 Min 84	2,380.00	0.00	2,380.00
04/05/2022	BACS 1030	Christchurch P C C	GRANTS Open Churchyards	Churchyard grant per LCC budget 24/1/22 Min 84	2,380.00	0.00	2,380.00
04/05/2022	BACS 1031	Lichfield Greenhill Bower	ARTS/TOURISM Expenditure	Grant funding per letter to A. Lock, 3/4/97 Item 1	225.00	0.00	225.00
05/05/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - April	12.83	0.00	12.83
05/05/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - May	6.00	1.20	7.20
05/05/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - April	81.74	0.00	81.74
05/05/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - May	6.00	1.20	7.20
06/05/2022	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier - Usage Nov-Jan, rental Feb-Apr	653.78	130.75	784.53
13/05/2022	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - May	23,832.73	0.00	23,832.73
16/05/2022	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	IT support, anti-virus, backups, Office 365 - April	536.35	107.26	643.61
16/05/2022	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - April	45.00	9.00	54.00
16/05/2022	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' emails - April	126.00	25.20	151.20
16/05/2022	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - April	45.00	9.00	54.00
16/05/2022	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - May	38.90	0.00	38.90
17/05/2022	DDebit	British Gas	BIRTHPLACE Energy	Gas 9/3 - 21/4	179.39	8.96	188.35
17/05/2022	DDebit	British Telecommunications	ADMIN Tel/Postage	Broadband line rental May-July & revised April	104.56	20.91	125.47

17/05/2022	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile & extra call charges - May	36.50	7.30	43.80
17/05/2022	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - May	18.27	3.66	21.93
17/05/2022	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - May	29.51	5.90	35.41
17/05/2022	DDebit	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine rental 15/5/22 - 14/8/22	75.00	15.00	90.00
17/05/2022	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 1/2/22 - 1/5/22	58.25	0.00	58.25
17/05/2022	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/4 - 1/5	82.44	0.00	82.44
17/05/2022	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & drainage 1/2/22 - 1/5/22	76.87	0.00	76.87
20/05/2022	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/ internet - April usage/ May rental	120.96	24.19	145.15
23/05/2022	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - March	669.70	133.94	803.64
23/05/2022	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - March	251.94	50.39	302.33
23/05/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - March (1st account)	57.97	2.90	60.87
23/05/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - March (2nd account)	73.37	3.67	77.04
23/05/2022	DDebit	Npower Ltd	G/HALL Energy	Electricity - March	370.18	74.04	444.22
23/05/2022	DDebit	Npower Ltd	G/HALL Energy	Electricity - January (Credit adjustment)	-346.48	-69.29	-415.77
23/05/2022	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - March	44.37	2.22	46.59
23/05/2022	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - March	126.10	6.30	132.40
23/05/2022	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - March	34.67	2.69	37.36
23/05/2022	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - April	54.01	2.70	56.71
24/05/2022	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - April payroll	26.20	0.00	26.20
25/05/2022	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/4 - 10/5, with annual RPI increase	11,888.54	2,377.71	14,266.25
30/05/2022	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - April	53.01	10.60	63.61
31/05/2022	BACS 1057	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip - April	320.00	64.00	384.00
31/05/2022	BACS 1058	Brownhill Hayward Brown	R&R FUND Birthplace	Architect for Museum Development works	420.00	84.00	504.00
31/05/2022	BACS 1058	Brownhill Hayward Brown	R&R FUND General	Architect for works at Boley Hall	355.00	71.00	426.00
31/05/2022	BACS 1058	Brownhill Hayward Brown	R&R FUND General	Architect for Darwin QI works	100.00	20.00	120.00
31/05/2022	BACS 1058	Brownhill Hayward Brown	R&R FUND General	Architect for Clocktower works	525.00	105.00	630.00
31/05/2022	BACS 1059	CBS Complete Ltd	G/HALL Repair/Maint	Call out for heating issue	76.00	15.20	91.20
31/05/2022	BACS 1060	Susie Clark	BIRTHPLACE Supplies & Services	Conservation of collection photo of Anna Williams	162.95	0.00	162.95
31/05/2022	BACS 1061	CL Catering (Midlands) Ltd	CIVIC Banquet Expenditure	Catering for Mayor's Banquet	2,477.50	495.50	2,973.00
31/05/2022	BACS 1062	Elavon Digital Europe Limited	ADMIN Supplies & Services	Hire of card machine - May	19.00	3.80	22.80
31/05/2022	BACS 1062	Elavon Digital Europe Limited	MARKET Supplies/Services	Hire of card machine - May	19.00	3.80	22.80
31/05/2022	BACS 1063	Friary Clock Tower Winders	PARKS Other Repair/Maint	Annual donation to Friary Clock Winders 22/23	500.00	0.00	500.00
31/05/2022	BACS 1064	Gilvar Lining Ltd	PARKS Other Repair/Maint	Marking of Netherstowe cycle track	1,656.00	331.20	1,987.20
31/05/2022	BACS 1065	Justice Fire and Security	G/HALL Repair/Maint	Annual cover of alarms & CCTV to 27/05/23	1,655.46	331.09	1,986.55
31/05/2022	BACS 1066	MT Services Computer Systems	ADMIN Supplies & Services	Installation and software for new server	6,623.00	1,324.60	7,947.60
31/05/2022	BACS 1066	MT Services Computer Systems	R&R FUND General	Supply of new server	6,200.00	1,240.00	7,440.00
31/05/2022	BACS 1067	Origin Amenity Solutions	PARKS Other Repair/Maint	Wildflower seeds for Festival Gdns	365.00	73.00	438.00
31/05/2022	BACS 1068	The Quince Tree Press	BIRTHPLACE Stock for sale	Dr Johnson sayings pocket books for sale	50.00	0.00	50.00
31/05/2022	BACS 1069	Smith of Derby Ltd	R&R FUND General	Clock protection works & reinstatement after repairs	2,173.00	434.60	2,607.60
31/05/2022	BACS 1070	Tamworth Borough Council	CIVIC Sheriff's Allowance-P Hitchman	2 tickets for Tamworth Mayor's Charity Ball	90.00	0.00	90.00
31/05/2022	BACS 1071	Townhouse Communications	CIVIC Ride General	Ride consultancy per Council Jan 2022	4,550.00	910.00	5,460.00
31/05/2022	BACS 1072	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - May	7,336.32	0.00	7,336.32
31/05/2022	BACS 1073	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - May	8,727.71	0.00	8,727.71
31/05/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 2nd to 29th April - current account	24.57	0.00	24.57
31/05/2022	Debit	American Express Merch Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.29	0.00	0.29
					122,359.47	8,484.79	130,844.26

LICHFIELD CITY COUNCIL - Imprest Account Payment ScheduleFrom 1 May to 31 May 2022

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
10/05/2022	BACS I10	Mrs S Foley	CIVIC Mayor's Allowance - R Yardley	Cupcakes for Mayor's visit to Spires Care Home	25.00	0.00	25.00
12/05/2022	05438	Cash	Various	Petty cash vouchers 7832 - 7838	198.04	24.48	222.52
12/05/2022	05439	S Thomas	CIVIC Banquet Expenditure	Orange juice	16.50	0.00	16.50
12/05/2022	05439	S Thomas	CIVIC Banquet Expenditure	Prosecco	180.53	36.11	216.64
30/05/2022	05440	Duncan Moon	CIVIC Events	Pianist for Mayor's Sunday service	40.00	0.00	40.00
31/05/2022	05441	J Varley	ADMIN Supplies & Services	Milk	1.29	0.00	1.29
31/05/2022	05441	J Varley	ADMIN Supplies & Services	Staff eye test	29.95	0.00	29.95
31/05/2022	05441	J Varley	ADMIN Supplies & Services	Envelopes	8.23	1.64	9.87
31/05/2022	05441	J Varley	CIVIC Banquet Expenditure	Various Annual Council & Banquet refreshments	13.24	0.00	13.24
31/05/2022	05441	J Varley	CIVIC Banquet Expenditure	Matches & display holders	19.99	4.00	23.99
31/05/2022	05441	J Varley	CIVIC Events	Mayor's Sunday refreshments	4.29	0.00	4.29
31/05/2022	05441	J Varley	G/HALL Supplies/Services	Kitchen clocks	13.33	2.67	16.00
31/05/2022	05441	J Varley	MARKET Supplies/Services	Jubilee market decorations	15.00	0.00	15.00
31/05/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 2nd to 29th April - imprest account	7.48	0.00	7.48
					<u>572.87</u>	<u>68.90</u>	<u>641.77</u>

LICHFIELD CITY COUNCIL - General Account Payment ScheduleFrom 1 June to 30 June 2022

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/06/2022	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 22/23 - 3rd instalment (June)	923.00	0.00	923.00
01/06/2022	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 22/23 - 3rd instalment (June)	9.00	0.00	9.00
01/06/2022	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 22/23 - 3rd instalment (June)	539.00	0.00	539.00
01/06/2022	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 22/23 - 3rd instalment (June)	1,996.00	0.00	1,996.00
07/06/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - May	9.93	0.00	9.93
07/06/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - June	6.00	1.20	7.20
07/06/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - May	88.44	0.00	88.44
07/06/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - June	6.00	1.20	7.20
08/06/2022	BACS 1074	ACW Arb	PARKS Other Repair/Maint	St Michael's - safety survey of trees	816.00	163.20	979.20
08/06/2022	BACS 1075	R C Brady (UK) Ltd	BIRTHPLACE Stock for sale	Leather bookmarks for sale	205.00	41.00	246.00
08/06/2022	BACS 1076	A Briggs	ADMIN Supplies & Services	New projector for LCC use	145.83	29.16	174.99
08/06/2022	BACS 1076	A Briggs	CIVIC Banquet Expenditure	Walkie Talkies for Banquet	50.82	10.17	60.99
08/06/2022	BACS 1077	J Butler	BIRTHPLACE Supplies & Services	Books for Bookworms club	35.70	0.00	35.70
08/06/2022	BACS 1077	J Butler	BIRTHPLACE Supplies & Services	Coffee sachets for Keele conference	15.17	0.00	15.17
08/06/2022	BACS 1077	J Butler	BIRTHPLACE Supplies & Services	Lock device for tablet & other supplies	21.98	4.40	26.38
08/06/2022	BACS 1078	City Life in Lichfield	BIRTHPLACE Adverts/promotion	Museum event listing in City Life, May issue	10.00	0.00	10.00
08/06/2022	BACS 1078	City Life in Lichfield	DEM SERVICES Publicity	City View - June issue	1,100.00	220.00	1,320.00
08/06/2022	BACS 1078	City Life in Lichfield	DEM SERVICES Publicity	City View - March issue (billed to LDC in error)	1,100.00	220.00	1,320.00
08/06/2022	BACS 1079	Croft Building & Conservation	R&R FUND General	Repairs to Friary clock tower per architect schedule	4,657.77	931.55	5,589.32
08/06/2022	BACS 1080	CSC Window Films & Blinds	BIRTHPLACE Supplies & Services	Replacement of UV window film around museum	2,566.00	513.20	3,079.20
08/06/2022	BACS 1080	CSC Window Films & Blinds	BIRTHPLACE Supplies & Services	Window blinds for London Life and Library	1,112.00	222.40	1,334.40
08/06/2022	BACS 1081	Eastern Shires Purch Org	ADMIN Supplies & Services	Labels and card	6.14	1.23	7.37
08/06/2022	BACS 1081	Eastern Shires Purch Org	BIRTHPLACE Supplies & Services	Card, glue, colouring pens and pencils	26.84	5.37	32.21
08/06/2022	BACS 1082	Granthams Ltd	BIRTHPLACE Supplies & Services	Drawing inks	33.88	6.77	40.65
08/06/2022	BACS 1083	Heritage Books	BIRTHPLACE Stock for sale	Copies of Nokes' Johnson	38.96	0.00	38.96
08/06/2022	BACS 1083	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'A Dictionary of the English Language'	58.46	0.00	58.46
08/06/2022	BACS 1084	Keycraft	BIRTHPLACE Stock for sale	Kitten mini buddies for sale	55.08	11.02	66.10

08/06/2022	BACS 1085	Majestic Wine Warehouses	CIVIC	Banquet Expenditure	Wine for Mayor's banquet (incl. in ticket price)	229.18	45.84	275.02
08/06/2022	BACS 1086	Allen Necchi	CIVIC	Supplies/Services	Update to Mayoral boards 22/23	210.00	0.00	210.00
08/06/2022	BACS 1087	Taylor Maids UK Ltd	BIRTHPLACE	Supplies & Services	Cleaning in Museum, April (22.5 hrs)	292.50	58.50	351.00
08/06/2022	BACS 1087	Taylor Maids UK Ltd	G/HALL	Supplies/Services	Cleaning in GH and DH, April (83.25 hrs)	1,082.25	216.45	1,298.70
08/06/2022	BACS 1088	The Book Service Limited	BIRTHPLACE	Stock for sale	Copies of 'The Ship Asunder' for seafaring event	120.00	0.00	120.00
08/06/2022	BACS 1089	Vision ICT Ltd	ADMIN	Supplies & Services	LCC website hosting and support - July 22 to June 23	245.00	49.00	294.00
08/06/2022	BACS 1090	X30 Group Limited	HALLS	Darwin Hall	Hardware for guest WiFi access at Darwin Hall	171.99	34.40	206.39
08/06/2022	BACS 1091	Robert Yardley	CIVIC	Mayor's Allowance - R Yardley	Drinks for Parlour	42.38	8.47	50.85
08/06/2022	BACS 1091	Robert Yardley	CIVIC	Mayor's Allowance - R Yardley	Valable snacks and foil for Parlour	6.04	1.21	7.25
08/06/2022	BACS 1091	Robert Yardley	CIVIC	Mayor's Allowance - R Yardley	Food for Parlour	13.49	0.00	13.49
08/06/2022	BACS 1091	Robert Yardley	CIVIC	Mayor's Allowance - R Yardley	Afternoon tea vouchers for auction	48.00	0.00	48.00
08/06/2022	BACS 1091	Robert Yardley	CIVIC	Mayor's Allowance - R Yardley	Train tickets to Stafford event	12.80	0.00	12.80
08/06/2022	BACS 1091	Robert Yardley	CIVIC	Mayor's Allowance - R Yardley	Mileage for Mayoral duties - March and April	70.74	0.00	70.74
08/06/2022	DDebit	British Gas	BIRTHPLACE	Energy	Gas 22/4 - 17/5	119.22	5.96	125.18
10/06/2022	DDebit	Francotyp-Postalia Ltd	ADMIN	Tel/Postage	Franking machine credit	500.00	0.00	500.00
15/06/2022	BACS 1092	Baroco Limited	ADMIN	Supplies & Services	Collection & confidential shredding of 2 bins of paper	40.00	8.00	48.00
15/06/2022	BACS 1093	Brownhill Hayward Brown	R&R FUND	Birthplace	Architect for museum development project	1,045.00	209.00	1,254.00
15/06/2022	BACS 1093	Brownhill Hayward Brown	R&R FUND	General	Architect for Friary Clock Tower works	600.00	120.00	720.00
15/06/2022	BACS 1094	Heritage Books	BIRTHPLACE	Stock for sale	Copies of 'Dr Johnson's Dictionary'	42.86	0.00	42.86
15/06/2022	BACS 1095	High Speed Training	BIRTHPLACE	Supplies & Services	Workplace first aid course for attendant	25.00	5.00	30.00
15/06/2022	BACS 1096	Lich District Tourism Assocn	BIRTHPLACE	Supplies & Services	Museum membership of LDTA 22-23	25.00	0.00	25.00
15/06/2022	BACS 1097	Mayor & Sheriff's charity acct	CIVIC	Events	Transfer of card payments for vintage music night	1,253.50	0.00	1,253.50
15/06/2022	BACS 1097	Mayor & Sheriff's charity acct	CIVIC	Events	Transfer of card payments for Sheriff's Show tickets	45.00	0.00	45.00
15/06/2022	BACS 1098	Michaels Civic Robes	CIVIC	Supplies/Services	120 Jubilee pin badges	234.00	46.80	280.80
15/06/2022	BACS 1099	Michael's Menswear Ltd	CIVIC	Supplies/Services	Alterations to robes for Deputy Mayor and Sheriff	80.00	16.00	96.00
15/06/2022	BACS 1100	Staffordshire County Council	ADMIN	Professional Fees	Further legal advice re gas main at Tamworth Road	80.50	16.10	96.60
15/06/2022	BACS 1101	Society of Local Council Clerks	ADMIN	Subscript/Training	SLCC membership for Deputy Clerk 22-23	270.00	0.00	270.00
15/06/2022	BACS 1102	Steve Brown	BIRTHPLACE	3rd Party Sales	Proceeds of book sale,s 4 wks to 22/05/22	97.33	0.00	97.33
15/06/2022	BACS 1103	A & JM Carroll	BIRTHPLACE	3rd Party Sales	Proceeds of book sales, 4 wks to 22/05/22	11.67	0.00	11.67
15/06/2022	BACS 1104	Boley Park Management Comm	ADMIN	Supplies & Services	Transfer booking payment made in error to LCC	22.72	0.00	22.72
15/06/2022	DDebit	MT Services Computer Systems	ADMIN	Supplies & Services	IT support, anti-virus, backups, Office365 - May	636.20	127.23	763.43
15/06/2022	DDebit	MT Services Computer Systems	BIRTHPLACE	Supplies & Services	Monthly internet service - May	45.00	9.00	54.00
15/06/2022	DDebit	MT Services Computer Systems	DEM SERVICES	Supplies & Services	Councillors' emails - May	126.00	25.20	151.20
15/06/2022	DDebit	MT Services Computer Systems	G/HALL	Supplies/Services	Monthly internet service - May	45.00	9.00	54.00
15/06/2022	DDebit	Nat West	ADMIN	Supplies & Services	Monthly online banking fee - June	42.50	0.00	42.50
15/06/2022	DDebit	NatWest Autopay	EMPLOYEE COSTS		Wages and salaries - June	24,020.07	0.00	24,020.07
17/06/2022	DDebit	EE Ltd	G/HALL	Supplies/Services	Monthly on-call mobile - June	29.51	5.90	35.41
17/06/2022	DDebit	EE Ltd	MARKET	Supplies/Services	Monthly markets mobile - June	18.27	3.66	21.93
17/06/2022	DDebit	EE Ltd	PARKS	Other Repair/Maint	Monthly OSO mobile - June	29.51	5.90	35.41
17/06/2022	DDebit	Water Plus Ltd	G/HALL	Rates/Water	Used water & surface drainage 1/5 - 1/6	85.01	0.00	85.01
20/06/2022	DDebit	Virgin Media Payments Ltd	ADMIN	Tel/Postage	Phones/ internet - May usage/ June rental	135.89	27.18	163.07
21/06/2022	DDebit	Npower Ltd	PARKS	Energy	Pool Walk electricity - May	54.85	2.74	57.59
22/06/2022	DDebit	NatWest Autopay	ADMIN	Supplies & Services	Autopay Online fees - May payroll	26.20	0.00	26.20
24/06/2022	DDebit	Npower Ltd	ADMIN	Donegal House Energy	Electricity - April	435.24	87.05	522.29
24/06/2022	DDebit	Npower Ltd	BIRTHPLACE	Energy	Electricity - April (1st account)	93.46	4.67	98.13
24/06/2022	DDebit	Npower Ltd	BIRTHPLACE	Energy	Electricity - April (2nd account)	117.36	5.87	123.23
24/06/2022	DDebit	Npower Ltd	G/HALL	Energy	Electricity - April	861.25	172.25	1,033.50
24/06/2022	DDebit	Npower Ltd	MARKET	Energy	Toilet Block electricity - April	65.27	3.26	68.53
24/06/2022	DDebit	Npower Ltd	MARKET	Energy	Feeder Pillar electricity - April	233.31	11.67	244.98
24/06/2022	DDebit	Npower Ltd	PARKS	Energy	Clock Tower electricity - April	49.49	3.40	52.89
27/06/2022	DDebit	Lichfield District Council	PARKS	Contract Repair/Maint	Period 11/5 - 10/6	11,888.54	2,377.71	14,266.25
28/06/2022	BACS 1105	A Briggs	CIVIC	Supplies/Services	Reimbursement for Town Clerk's Civic suit & shirt	109.50	0.00	109.50
28/06/2022	BACS 1106	Darwin Electrical Services	ADMIN	Supplies & Services	Inspection & testing of DH emergency lighting	125.00	25.00	150.00
28/06/2022	BACS 1106	Darwin Electrical Services	G/HALL	Repair/Maint	Inspection & testing of emergency lighting & fire alarm	325.00	65.00	390.00
28/06/2022	BACS 1107	EHM Exterior Home Maintenance	G/HALL	Repair/Maint	Leaded light repairs in hall, window, doors and gallery	460.00	0.00	460.00

28/06/2022	BACS 1107	EHM Exterior Home Maintenance	G/HALL Repair/Maint	Leaded light repairs in main door and Moulton room	395.00	0.00	395.00
28/06/2022	BACS 1108	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine (June)	19.00	3.80	22.80
28/06/2022	BACS 1108	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine (June)	19.00	3.80	22.80
28/06/2022	BACS 1109	Friends 2 Friends	GRANTS General	Grant for corridor gallery hire, per Council 13/06/22	30.00	0.00	30.00
28/06/2022	BACS 1110	P Gillett	HALLS Darwin Hall	Clear guttering	50.00	0.00	50.00
28/06/2022	BACS 1110	P Gillett	HALLS Darwin Hall	Cut back ivy and re-seat block paving	50.00	0.00	50.00
28/06/2022	BACS 1111	Heritage Books	BIRTHPLACE Collection Purchases	Vol 19 of Yale edition of Johnson works	61.75	0.00	61.75
28/06/2022	BACS 1112	Justice Fire and Security	BIRTHPLACE Repair/Maint	Portable fire extinguisher maintenance, year to 21/7/23	118.65	23.73	142.38
28/06/2022	BACS 1113	MODES Users Association	BIRTHPLACE Supplies & Services	Hosting of Wordpress website, year to 31/5/23	150.00	30.00	180.00
28/06/2022	BACS 1114	MT Services Computer Systems	ADMIN Supplies & Services	New laptop and set up	1,115.00	223.00	1,338.00
28/06/2022	BACS 1115	Nisbets	G/HALL Supplies/Services	Packs of water glasses	125.95	25.19	151.14
28/06/2022	BACS 1116	Preservation Equipment Ltd	BIRTHPLACE Supplies & Services	Various items for collection care	104.85	20.97	125.82
28/06/2022	BACS 1117	Premier Estates Ltd	ADMIN Supplies & Services	Refund of payment made in error (for LDC)	405.00	0.00	405.00
28/06/2022	BACS 1118	R Fathers	PARKS Other Repair/Maint	Irving Close - Fell cherry tree	780.00	0.00	780.00
28/06/2022	BACS 1118	R Fathers	PARKS Other Repair/Maint	Eastern Plantation - Remove wood & dangerous trees	850.00	0.00	850.00
28/06/2022	BACS 1119	Sign Technology Ltd	HALLS Boley Hall	Supply and deliver 2 internal signs for Boley Hall	60.00	12.00	72.00
28/06/2022	BACS 1120	Smith of Derby Ltd	PARKS Other Repair/Maint	Service at Clock Tower on 3/5	249.00	49.80	298.80
28/06/2022	BACS 1121	Taylor Maids UK Ltd	ADMIN Supplies & Services	Fogging of DH on 8/5 after Covid outbreak	80.00	16.00	96.00
28/06/2022	BACS 1121	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum, May (27hrs)	351.00	70.20	421.20
28/06/2022	BACS 1121	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning in GH & DH, May (99hrs) incl. extra shifts	1,287.00	257.40	1,544.40
28/06/2022	BACS 1122	Mrs C Weldon	ARTS/TOURISM Expenditure	SCC funding for Queen's Head Jubilee street party	500.00	0.00	500.00
28/06/2022	BACS 1123	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions for June	7,324.27	0.00	7,324.27
28/06/2022	BACS 1124	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions for June	8,650.56	0.00	8,650.56
29/06/2022	DDebit	British Gas	BIRTHPLACE Energy	Gas 18/5 - 9/6	56.53	2.82	59.35
30/06/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 30 Apr to 1 Jun - current account	29.43	0.00	29.43
30/06/2022	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier - Usage Jan-Mar, rental Apr-Jun	98.71	19.74	118.45
					<u>85,687.30</u>	<u>6,952.74</u>	<u>92,640.04</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 June to 30 June 2022

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/06/2022	05442	Cash	CIVIC Supplies/Services	Float of coins for Jubilee merchandise stall	50.00	0.00	50.00
16/06/2022	05443	Cash	Various	Petty cash vouchers 7839 - 7850	240.10	20.30	260.40
30/06/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 30 Apr to 1 Jun - imprest account	<u>7.89</u>	<u>0.00</u>	<u>7.89</u>
					<u>297.99</u>	<u>20.30</u>	<u>318.29</u>

LICHFIELD CITY COUNCIL - General Account Payment ScheduleFrom 1 July to 31 July 2022

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/07/2022	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 22/23 - 4th instalment of 10 (July)	923.00	0.00	923.00
01/07/2022	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 22/23 - 4th instalment of 10 (July)	9.00	0.00	9.00
01/07/2022	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 22/23 - 4th instalment of 10 (July)	539.00	0.00	539.00
01/07/2022	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 22/23 - 4th instalment of 10 (July)	1,996.00	0.00	1,996.00
04/07/2022	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - July	53.01	10.60	63.61
05/07/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - June	7.82	0.00	7.82
05/07/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - July	6.00	1.20	7.20
06/07/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - June	93.07	0.00	93.07
06/07/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - July	6.00	1.20	7.20
11/07/2022	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/internet - Usage Apr-Jun, rental Jun-Aug	101.67	20.33	122.00
11/07/2022	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/internet - Usage Apr-Jun, rental Jun-Aug	445.58	89.12	534.70
11/07/2022	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/internet - Usage Apr-Jun, rental Jun-Aug	424.46	84.89	509.35
12/07/2022	BACS 1125	ACW Arb	PARKS Other Repair/Maint	St Michael's - Priority 1 tree works to beeches	1,500.00	300.00	1,800.00
12/07/2022	BACS 1125	ACW Arb	PARKS Other Repair/Maint	St Michael's - Priority 2 tree works	1,300.00	260.00	1,560.00
12/07/2022	BACS 1125	ACW Arb	PARKS Other Repair/Maint	St Michael's - Priority 3 tree works	1,300.00	260.00	1,560.00
12/07/2022	BACS 1126	E A Barnes & Sons	MARKET Supplies/Services	5 exchanges of covered skip - May	400.00	80.00	480.00
12/07/2022	BACS 1127	Mr A K Bosworth	BIRTHPLACE Stock for sale	Copies of Horrible Histories 'Gorgeous Georgians'	20.76	0.00	20.76
12/07/2022	BACS 1128	Brownhill Hayward Brown	R&R FUND Birthplace	Architect for Museum development project	1,257.50	251.50	1,509.00
12/07/2022	BACS 1129	BZ Commercial Finance	ADMIN Supplies & Services	Printer paper from Banner	113.35	22.67	136.02
12/07/2022	BACS 1130	City Life in Lichfield	BIRTHPLACE Adverts/promotion	Museum event listing in City Life, July issue	10.00	0.00	10.00
12/07/2022	BACS 1131	Eastern Shires Purch Org	ADMIN Supplies & Services	Mouse mat with wrist rest	10.65	2.13	12.78
12/07/2022	BACS 1131	Eastern Shires Purch Org	G/HALL Supplies/Services	Cloakroom supplies for Guildhall	73.40	14.68	88.08
12/07/2022	BACS 1131	Eastern Shires Purch Org	G/HALL Supplies/Services	Paper towel dispenser	13.70	2.74	16.44
12/07/2022	BACS 1131	Eastern Shires Purch Org	HALLS Boley Hall	Paper towels	19.49	3.90	23.39
12/07/2022	BACS 1132	Frederica Greetings Ltd	BIRTHPLACE Stock for sale	Greeting cards for sale	54.32	0.00	54.32
12/07/2022	BACS 1133	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - R Yardley	Outgoing Mayor's tickets for Sheriff's Show	15.00	0.00	15.00
12/07/2022	BACS 1133	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - R Yardley	Outgoing Mayor's tickets for Race Night	30.00	0.00	30.00
12/07/2022	BACS 1133	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - P Hitchman	Outgoing Sheriff's tickets for Sheriff's Show	15.00	0.00	15.00
12/07/2022	BACS 1133	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - P Hitchman	Outgoing Sheriff's tickets for Race Night	30.00	0.00	30.00
12/07/2022	BACS 1134	Michaels Civic Robes	CIVIC Supplies/Services	Additional 120 Jubilee pin badges	234.00	46.80	280.80
12/07/2022	BACS 1135	MT Services Computer Systems	ADMIN Supplies & Services	Wireless keyboards	90.00	18.00	108.00
12/07/2022	BACS 1135	MT Services Computer Systems	ADMIN Supplies & Services	Network switch	35.00	7.00	42.00
12/07/2022	BACS 1136	Oakwood Security Solutions Ltd	MARKET Supplies/Services	Market Square security during Food Festival	244.02	48.80	292.82
12/07/2022	BACS 1137	PHS Group	ADMIN Supplies & Services	Annual sanitary disposal to 31/07/23	34.48	6.90	41.38
12/07/2022	BACS 1137	PHS Group	BIRTHPLACE Supplies & Services	Annual sanitary disposal to 31/07/23	32.40	6.48	38.88
12/07/2022	BACS 1137	PHS Group	G/HALL Supplies/Services	Annual sanitary disposal to 31/07/23	57.60	11.52	69.12
12/07/2022	BACS 1138	PPL PRS Ltd	G/HALL Lettings	Music licence for 6/3/22 to 5/6/22	73.08	14.62	87.70
12/07/2022	BACS 1139	Reids Playground Maintenance	PARKS Other Repair/Maint	Curborough play area - Lay new rubber surface	565.00	113.00	678.00
12/07/2022	BACS 1140	Staffordshire County Council	ADMIN Professional Fees	Legal advice re gas main at Tamworth Rd (May)	69.00	13.80	82.80
12/07/2022	BACS 1141	Safe Haven Training Ltd	ADMIN Subscript/Training	Emergency 1st Aid at Work course-GH Bookings Officer	65.00	13.00	78.00
12/07/2022	BACS 1141	Safe Haven Training Ltd	ADMIN Subscript/Training	Emergency 1st Aid at Work course-GH Cleaner	65.00	13.00	78.00
12/07/2022	BACS 1142	Guy Woodhouse	PARKS Other Repair/Maint	Rub down and re-stain 25 benches around city	1,250.00	0.00	1,250.00
12/07/2022	BACS 1143	Robert Yardley Photography	CIVIC Mayor's Allowance - J Checkland	Mayor's personal portrait photo with consort	54.00	0.00	54.00
12/07/2022	BACS 1143	Robert Yardley Photography	CIVIC Sheriff's Allowance - J Greaves	Sheriff's personal portrait photo with consort	10.00	0.00	10.00
12/07/2022	BACS 1144	Messenger Construction Ltd	R&R FUND Birthplace	Scaffolding, lime render repairs and re-decoration	13,135.06	2,627.01	15,762.07
12/07/2022	BACS 1145	ABC Training Services Ltd	CIVIC Supplies/Services	2 paramedics for Shrovetide races	120.00	24.00	144.00
12/07/2022	DDebit	Npower Ltd	G/HALL Energy	Electricity - May	853.60	170.72	1,024.32
14/07/2022	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - April	1,688.71	337.74	2,026.45
14/07/2022	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - May	592.38	118.48	710.86
15/07/2022	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	IT support, anti-virus, backups, Office 365 - June	626.74	125.35	752.09
15/07/2022	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - June	45.00	9.00	54.00

15/07/2022	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' emails - June	126.00	25.20	151.20
15/07/2022	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - June	45.00	9.00	54.00
15/07/2022	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - July	42.95	0.00	42.95
15/07/2022	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - July	24,837.97	0.00	24,837.97
18/07/2022	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - July	29.51	5.90	35.41
18/07/2022	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - July	18.27	3.66	21.93
18/07/2022	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - July	29.51	5.90	35.41
18/07/2022	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - July (1st time by direct debit)	19.00	3.80	22.80
18/07/2022	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - July (1st time by direct debit)	19.00	3.80	22.80
18/07/2022	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - May	457.77	91.55	549.32
18/07/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - May (1st account)	125.79	6.29	132.08
18/07/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - May (2nd account)	168.93	8.45	177.38
18/07/2022	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - May	46.22	2.31	48.53
18/07/2022	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - May	163.46	8.17	171.63
18/07/2022	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - May	46.88	3.30	50.18
18/07/2022	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/6 - 1/7	82.44	0.00	82.44
20/07/2022	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - June	53.10	2.66	55.76
20/07/2022	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - June usage/ July rental	123.67	24.73	148.40
22/07/2022	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - June payroll	26.55	0.00	26.55
25/07/2022	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/6 - 10/7	11,888.54	2,377.71	14,266.25
27/07/2022	DDebit	British Gas	BIRTHPLACE Energy	Gas 10/6 - 7/7	27.61	1.38	28.99
29/07/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 2 Jun to 1 Jul - current account	27.13	0.00	27.13
					<u>69,113.15</u>	<u>7,713.99</u>	<u>76,827.14</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 July to 31 July 2022

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
19/07/2022	05444	Cash	CIVIC Events	Float for Mayoress at Home tea	110.00	0.00	110.00
19/07/2022	05445	Cash	Various	Petty cash vouchers 7851 - 7861	247.48	41.19	288.67
29/07/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 2 Jun to 1 Jul - imprest account	8.19	0.00	8.19
					<u>365.67</u>	<u>41.19</u>	<u>406.86</u>