



Lichfield City Council

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

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

16 January 2023

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield on **Monday, 23 January 2023 at 6.30 pm** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Town Clerk.

Yours sincerely

Tony Briggs
Town Clerk

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

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **MAYOR'S ANNOUNCEMENTS**

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

4. **COUNCIL MINUTES**

To confirm as a correct record the Minutes of the Council Meeting held on 12 December 2022 (Nos. 63 - 80) (**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 3 November to 23 December 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)

Question from Cllr D Robertson:

"Can the Council confirm the last meeting attended by former Cllr Pritchard on City Council business, the date that she would have vacated her position under clause 85 of the local government act 1972 if she not resigned on 6th January, and the number of meetings of this authority which were calendared on the dates between her resignation and the date which she would have vacated her position?"

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. MARKETS WORKING GROUP

To adopt the Minutes and consider the recommendations of the meeting of the Markets Working Group (MWG) held on 11 January 2023 (**APPENDIX 1**). Certain decisions of the MWG are made under delegated authority as resolved at the Council meeting of July 2020. Members' particular attention is drawn to recommendations to Council at minute numbers 27 and 30.

RECOMMENDED: *That the Minutes and recommendations of the meeting of the Markets Working Group held on 11 January 2023 be adopted.*

9. FEES AND CHARGES 2023/24

a) Markets

The Town Clerk has prepared a draft budget based on a 5% increase following the Market Working Group's discussions (considered earlier in this agenda). No change in the associated Service Charge is recommended.

The current fees are detailed at **APPENDIX 2 (attached)** with figures reflecting a 5% increase for 2023/24 provided in bracketed red text.

RECOMMENDED: *The Council to confirm Market pitch fees, associated charges and Market Square/Pool Walk hire fees to apply for 2022/23 as provided in red text at APPENDIX 2.*

b) Guildhall Room Hire Charges

Fees were increased by 5% for 2021/22, and no increase was implemented for 2022/23. The proposed charges for 2023/24 reflect a further 5% increase. These are presented together with current charges for comparison purposes at **APPENDIX 3 (attached)**.

RECOMMENDED: *That the revised Guildhall hire pricing structure as detailed at Appendix 3 be adopted.*

c) Photocopying charges

The current charges for photocopying are:

A4 Monochrome - 5 pence per copy (side), inclusive of VAT

A3 Monochrome - 8 pence per copy (side), inclusive of VAT

A4 Colour - 10 pence per copy (side), inclusive of VAT

A3 Colour - 15 pence per copy (side), inclusive of VAT

RECOMMENDED: *That no increase be applied to the charges for photocopying.*

10. FINANCIAL PROGRESS REPORT 1 APRIL TO 30 NOVEMBER 2022

This report (**APPENDIX 4, attached**) contains the financial progress for the period 1 April 2022 to 30 November 2022. It summarises the income and expenditure against budget for the service areas in the first eight months of the financial year.

The report shows:

Column 1 – The actual income/expenditure to 30 November 2022 (66% of full year)

Column 2 – The forecast of expenditure for the remaining three 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

Column 6 – Explanatory note reference number

RECOMMENDED: *That the eight-month Financial Progress Report be noted.*

11. BUDGET ESTIMATES 2023/2024

2023/24 Revenue Budget – Pressures

- inflation linked Grounds Maintenance contract with LDC (10% increase would be approx. £14,000)
- salary pressures due to the manner of the 2022/23 award, and assumed 5% average 2023/24 award
- general inflationary pressure across all budget heads, with CPI at 9.3% (ONS figures, December 2022)
- assumed energy price increases that may or may not be capped by Government for the budget period
- The costs of the 2023 elections - forecast to be met by the elections reserve. Costs of elections may increase significantly with voter ID requirements, discussions with LDC are ongoing with the impact on LCC finances unknown at this time. The 'Elections Reserve' is built up over the years between elections, accounting for a total of approximately 7% of precept currently.

2023/24 Revenue Budget – Additional income

- Significant increases in interest rates and increase in the Council Tax Base is likely to generate revenue approximately equal to **7% of precept** for 2023/24.

2023/24 Budget Setting

Given the pressures and additional income listed above, and assuming the election costs will be met by the Election Reserve, it is possible to set a **balanced revenue (but not capital) budget** for 2023/24 without the City Council increasing the precept.

A 0% increase in the precept would result in the average Band D Council tax remaining at £68.76 for 2023/24.

In compliance with Financial Regulation 2.1, draft estimates for 2023/24 have been prepared with accompanying notes (**APPENDIX 5, attached**). This draft is based upon the assumptions above and reflect the 0% precept increase.

The budget also allows the continuation of the programme of repair and renewal; further information on this element of the budget is provided at agenda item 12. Members are strongly encouraged to familiarise themselves with that agenda report in conjunction with

this item. Members are also reminded that both items of capital spend included within that report have been subject to previous council resolution. Capital projects are funded from the Capital Reserve.

RECOMMENDED: That the Council approve the Budget Estimates and Report for the 2023/24 financial year totalling £1,295,555; and that the amount of precept for 2023/24 be set at £860,670.

12. REPAIR, RENOVATION AND SPECIFIC PROJECT PROGRAMME 2023/24

The Council's draft budget for 2023/24 includes an amount of £338,000 to continue a programme of capital works. If approved, these items are to be *funded from the City Council's capital reserve* rather than core revenue budgets. The proposals are detailed in the information report (**APPENDIX 6**) attached.

RECOMMENDED: That the Report be noted.

13. OFFICERS' REPORT

To receive the Officers' Report, **APPENDIX 7** attached.

RECOMMENDED: That the Report be noted.

14. SUBSIDY REVIEW – LICHFIELD ARTS AND LICHFIELD FESTIVAL

Further to Minute 99 of the Council's meeting of 28 January 2019, the arrangements between the Council, Lichfield Arts and Lichfield Festival are to be reviewed annually by the City Council. These arrangements, as resolved at the above Council meeting, are as follows:

- a) *That the current charges levied upon the bodies separately and associated with their licences to occupy rooms in Donegal House are appropriate in light of the market rent estimates received.*
- b) *The charges for glass collection from the Guildhall be split 50/50 between Lichfield Arts and Lichfield City Council.*
- c) *The charge for the Ashmole Room when used as a 'green room' by Lichfield Arts be £35 per occasion, Lichfield Arts to be responsible for cleaning the room thereafter.*
- d) *Annual review of arrangements.*

In regard to point (a), at its meeting of 3 December 2018 the City Council considered the charges levied to both Lichfield Arts and Lichfield Festival for their occupation of rooms in Donegal House and compared them to open market valuations for the rooms as provided by a local commercial letting agent. The report demonstrated that the level of subsidy provided by the City Council was in the region of 60% for both bodies. Given the charitable nature of both bodies and their impact on the City, this was resolved by the Council as being appropriate. Any shift in the level of subsidy provided since this matter was brought before Council most recently is not considered significant.

In regard to point (b), the COVID-19 pandemic prevented any concerts taking place and greatly reduced the demand on glass collection; the City Council has covered the costs of a reduced service. On resumption of normal activities, the 50/50 split was reintroduced but use of the provision has been very low, and with the agreement of Lichfield Arts, has now been removed.

When reviewed at the January 2022 meeting of the City Council it was agreed that an inflationary increase be applied to the charges associated with the licences to occupy.

Council is asked *whether or not* it wishes to apply a further inflationary increase for 2023/24 – the most recent CPI inflation figure available at the time of preparing this report being 9.3% (published 14 December 2022 – December CPI is due to be published on 18 January 2023). An increase of 9.3% translates to an increase of £335.27 per annum for Lichfield Arts and £195.41 per annum for Lichfield Festival.

RECOMMENDED:

1. The City Council confirms its view that:

- a) The current charges associated with the separate licences to occupy remain appropriate given the stability in market rent valuations, the charitable nature of both bodies and their positive impact on the City.**
- b) arrangements in regard to the hire of the Ashmole Room are appropriate.**

2. The ending of the glass collection agreement be noted.

3. The City Council to confirm *whether or not* it wishes an inflationary increase to be applied to the prevailing charges for 2023/24, and the percentage of any such increase.

4. The City Council reconsiders this matter at its January 2024 meeting.

15. COUNCILLOR RESIGNATION – LEOMANSLEY WARD

On 6 January 2023 the Town Clerk was notified of Cllr Sara Pritchard's decision resign as a City Councillor for Leomansley ward. The Monitoring Officer and all LCC members were notified by email, also on 6 January.

As the May 2023 elections are less than six months away, no by-election can be called to fill the vacancy before the election takes place. The Council can however co-opt a member to fill the vacancy until the May election if it so wishes. A 'Notice of Casual Vacancy' has consequently been published.

Cllr Pritchard's resignation creates a vacancy on the City Council's Neighbourhood Plan Implementation Working Party (NPIWP); Council may wish to nominate a replacement at this time. The next scheduled NPIWP meeting is on 20 February 2023 at 6.00pm.

RECOMMENDED:

a) That the report be noted

b) That should it be minded to do so at this time, Council to appoint a City Councillor to serve on the NPIWP, filling the vacancy created by Cllr Pritchard's resignation.

16. MAYOR'S BANQUET – MAY 2023

There has been some informal discussion as to the appropriateness of delaying the scheduled Mayor's Banquet by one week – from 15th to 22nd May 2023 - due to the 2023 local elections. The Mayor's Banquet usually takes place immediately after Annual Council, meaning that preparations for the event begin some weeks beforehand, with the Mayor Elect choosing the menu, inviting family and friends etc.

The 2023 local elections are scheduled for Thursday 4 May 2023. Realistically, it will be Tuesday 9 May at the earliest before any arrangements made before the election could be varied if the need arose. In a worst-case scenario, there may be no notice that the Mayor Elect is not to be successfully appointed as Mayor for 2023 at the Annual Council meeting, meaning guests would have assembled – and paid – for an event that would not take place in the manner anticipated. Similarly, in such circumstances the new Mayor

would likely wish to hold their own Banquet, with their own menu and guest choices, rather than an event prepared for another. It is therefore **not proposed** that the date of the Annual Council meeting itself be amended.

The Guildhall is available on Monday 22 May 2023; while the one-week delay does not allow the event to be completely reorganised, it does offer time to make some changes if the need arises. Members are reminded that the Mayor elect did not retain his seat at the 2019 elections, necessitating last minute changes to install Councillor D Baker as Mayor, rather than Deputy Mayor.

If Council wished to reschedule the Banquet to take place on that date it would also mean the scheduled Mayor's Sunday would in due course need to be rearranged for a date later in the civic year.

RECOMMENDED: Council to decide *whether or not* it wishes to vary the 2023/24 Civic Calendar, delaying the Mayor's Banquet (but not the Annual Council meeting) by one week and resulting in the need to reschedule Mayor's Sunday for later in the Civic Year.

17. DIRECT DEBIT PROVISION

At its meeting of 28 January 2018, the City Council resolved to enter into direct debit payments with certain suppliers. It is a requirement that the resolution is renewed after a maximum of two years, however it was resolved by the Council that the resolution be considered annually. Consideration is next due in June 2023. In the meantime, it is possible to add additional direct debit payments to the approved list via resolution of the Council.

Justice Security Systems Ltd provide fire and security alarm maintenance, installation, and repair services to a number of LCC sites including Donegal House, Guildhall, Johnson Birthplace Museum and Boley Park Community Hall. Given the requirement for regular servicing and maintenance of the various systems, invoices from Justice are relatively frequent and would therefore benefit from Direct Debit provision. Members are reminded that costs of service provision are monitored by officers to ensure value for money, whether such services are paid via direct debit or individual invoice/payment method.

RECOMMENDED: The City Council approve the provision of a Direct Debit arrangement with Justice Security Systems Ltd, the provision to be added to the existing list of approved Direct Debits due to be considered at the June 2023 meeting of Council.

18. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 8**) for the periods:

- 1 October 2022 to 31 October 2022 in the sum of £139,648.82 General Account, and £484.88 Imprest Account
- 1 November 2022 to 30 November 2022 in the sum of £105,341.82 General Account, and £1,361.40 Imprest Account.

PUBLIC ATTENDANCE
AT CITY COUNCIL MEETINGS

COVID-19 PRECAUTIONS

At its meeting of 26 April 2021, the Council recommend that all members and officers, and any members of the public or press, likely to attend any formal in-person council meeting undertake a Lateral Flow Test in the 24 hours preceding the meeting. Such a recommendation is not intended as a compulsory order; members, officers and public and press attending are free to choose not to undertake such a test for a medical or any other reason.

Attendees at Council meetings are asked to note 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 receipted.*
- 4. Your statement/question must relate to a matter of special relevance to Lichfield City area, or within the responsibility of the City Council.*
- 5. Matters relating to the conduct of any individual councillor or member of staff will not be allowed – in such circumstances you should write to the Council*
- 6. At the Council meeting statements/questions will be taken in the order in which they have been received. You will be allowed up to 5 minutes, and you can raise more than one issue within the overall limit of 5 minutes allowed to you, but you must have given advance notice of each statement/question*
- 7. After each speaker, the Leader of Council (or his/her representative) will respond, or give notice that he/she will provide a written response as soon as possible*

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

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 12 December 2022 at 6.30pm

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

APOLOGIES: Councillors C Greatorex (Civic Duty), R Harrison, J Marks, C Rapley, P Ray and A Smith.

63 MAYOR'S ANNOUNCEMENTS

The Mayor detailed the events and functions that he had attended recently, including visiting three local care homes, St Johns Ambulance and Scouts award evenings and the Mayor and Sheriff's Barn Dance and Charity Ball. The Mayor also highlighted the first joint Carol Service at the Guildhall between the City and District Councils; The Mayor giving particular thanks to Reverend Ian Hayter.

64 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

65 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council Meeting held on 27 September 2022 (Nos 47-62) be confirmed and signed as a correct record.*

66 MATTERS ARISING

None

67 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: *That comments submitted to Lichfield District Council for the period 8 September to 3 November 2022 and made in the name of LCC via delegated authority, be received.*

68 MARKETS WORKING GROUP

Members considered the minutes of the MWG meeting held 26 October 2022, noting in particular the recommendations to council therein. In proposing, Cllr Warfield reminded members that the recommendation for consideration of a 9% increase in prevailing pitch fees was not binding on the Council, and that any increase would be discussed in full at the January meeting following consultation.

RESOLVED:

- a) That the minutes and recommendations of the Markets Working Group held on 26 October 2022 be adopted.*
- b) That utilising its powers under the Food Act Part III, the City Council creates an annual Christmas Market to take place on the date of the Christmas Lights Switch on event (between 20 and 30 November in any given year).*

69 JOHNSON BIRTHPLACE ADVISORY COMMITTEE

Members considered the Minutes of the JBAC meeting held on 1 November 2022. Members noted in particular the recommendation that favourable consideration be given to the inclusion of £58,000 of capital works to the building in the 2023/24 budgets.

RESOLVED: *That the Minutes and recommendations of the JBAC meeting held on 1 November 2022 be adopted.*

70 NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY

Members considered the minutes of the NPIWP meeting which took place on 14 November 2022, particularly noting the recommendations for CIL allocation as detailed in the minutes. Noting the allocation to Festival Gardens, Cllr J Anketell asked what provision was being put in place for Gypsies and Travellers. It was confirmed that such responsibilities rest with the District Council. Cllr C Ball stated that such provision was an identified weakness in the Local Plan, and encouraged LCC to urge action in this matter by LDC.

RESOLVED: That the minutes and recommendations of the NPIWP meeting held on 14 November 2022 be adopted.

71 AUDIT COMMITTEE

Members considered the Minutes of the meeting of the Audit Committee held on 8 December 2022 via Zoom. Members particularly noted the revised Asset register and Asset register policy which arose from the comments of the External Auditor as reported to September Council. Cllr D Robertson stated that the reduced likely overspend was a positive development, particularly during a year with such significant pressures. He also stated it was unfortunate that, during the meeting, the Chair left without explanation.

Cllr C Spruce stated that it was a positive meeting of the Committee and that it was good to see all parties working together in that meeting for the good of the council.

RESOLVED: That the minutes and recommendations of the Audit Committee meeting held on 8 December 2022 be adopted.

72 COMMUNITY GOVERNANCE REVIEW

Members considered the agenda report which detailed the outcomes of the District Council's Community Governance Review; all outcomes being as recommended by the City Council in its consultation submission.

RESOLVED: That the report be noted.

73 FINANCIAL PROGRESS REPORT – 1 APRIL to 30 SEPTEMBER 2022

Members considered the report which detailed financial progress during the first six months of the financial year.

RESOLVED: The report be noted

74 OFFICERS' REPORT

Councillor J Smith commented how enjoyable the joint City and District Carol service between was and that he particularly liked the revised format.

Councill C Spruce noted how the Officers' report is always very informative, providing a succinct overview of Officers' work.

RESOLVED: That the report be noted.

75 WARM SPACES GRANTS

Members considered the agenda report which provided an update on the warm spaces grants that had been awarded; those being to the Garrick Theatre and Curborough Community Association. Cllr J Smith asked the Town Clerk how much of the funding remained; the Town Clerk confirmed the figure as being approximately £9,000. Cllr D Baker stated that it was good to see the money being used for this purpose but urged members not to overlook the significant contribution made by volunteers to the provision and management of such warm spaces. Cllr D Robertson stated that it was more than simply a warm space that was being provided, and that attendees had found company and a sense of community as well as warmth.

RESOLVED: That the report be noted

76 CITY CENTRE PEDESTRIANISATION

Members considered the proposed city centre pedestrianisation trial as announced by Lichfield District Council and scheduled to come into effect on 1 January 2023 for an 18-month period. Cllr D Baker stated that while this was an LDC project, the City Council can act as a conduit for residents' views, with the Town Clerk sitting on the District Council's 'Sounding Board' where such issues are discussed. Cllr D Robertson emphasised the need to engage with residents during the consultation process, notably those who do not use or have access to the internet. Cllr M Field advised of the need for a multi-agency approach, notably with the Police to ensure appropriate enforcement both of the TRO and the general behaviours within the City Centre. Cllr A Lax stated that the trial will establish what works and what does not on a practical level. It was suggested that LCC could assist by publicising the scheme, for example in noticeboards and at its community halls.

RESOLVED: That the report be noted

77 PAYMENT OF ACCOUNTS

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

- 1 August 2022 to 31 August 2022 in the sum of £144,487.97 General Account, and £757.48 Imprest Account.***
- 1 September 2022 to 30 September 2022 in the sum of £111,547.55 General Account and £918.72 Imprest Account.***

78 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.

79 STAFFING COMMITTEE

Members considered the minutes of the Staffing Committee meeting held on 3 November 2022

RESOLVED: That the minutes and recommendation of the Minutes of the Staffing Committee meeting held on 3 November 2022 be adopted.

80 DARWIN HALL

Members considered the Town Clerk's update regarding remedial work being programmed, planned, and undertaken at Darwin Hall. Cllr A Lax stated there was little option but to progress the necessary work. Cllr T Matthews suggested the solar provision could be improved and questioned whether the roof design or materials could be changed to eliminate any possibility of a recurrence of the current issues. The Town Clerk confirmed that significant expertise was being utilised in the preparation of new specifications, and that considerable guidance and knowledge was now available that was not available during original construction in 2009.

RESOLVED: The City council agrees to the appointment of Messenger BCR as lead contractor for the Darwin Hall roof project, with all subcontractor costings to be competitively sourced and signed off as appropriate by LCC's professional advisors prior to agreement to progress any element that would usually fall under the remit of Standing orders as to Contracts 2 (i) and 2 (ii).

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.25PM

MAYOR

For Council: 23 January 2023 APPENDIX 1
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Lichfield City Council

**Minutes of the Meeting of the Markets Working Group (MWG) held via Zoom
on Wednesday 11 January 2023 at 10:00am**

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

IN ATTENDANCE: S Thomas (Deputy Town Clerk), Michelle Read (Office Administrator)
A Briggs (Town Clerk).

APOLOGIES: Cllr D Robertson, C Read (Markets Officer).

21. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

22. MINUTES OF PREVIOUS MEETING

RESOLVED: *The Minutes of the MWG meeting held on 26 October 2022 be confirmed as a correct record [Minutes adopted by Council on 12 December 2022].*

23. MATTERS ARISING FROM MINUTES

None

24. MARKETS UPDATE

The Working Party discussed the Markets Officer's report at agenda Appendix 1, and thanked the Markets Officer and Office Administrator for a full and informative report.

RESOLVED: *That the report be noted.*

25. ADVERTISING AT LCC BUS SHELTERS

Members considered the draft markets poster that emerged following requests made during informal consultation since the previous meeting.

RESOLVED: *That the draft design be approved and that corresponding posters be procured for LCC bus shelters and other suitable advertising opportunities*

26. NABMA SURVEY 2022

Members considered the 2022 NABMA survey circulated as an enclosure to the agenda, together with the Town Clerk's brief summary report. The NABMA survey highlighted the increasing age profile of Traders, and the Chair asked whether traders at (for example) the Producers' or Vegan Markets were younger than many of the City Council's permanent traders as his observations appeared to indicate. Officers confirmed that may be the case, but that markets such as the Producers' or Vegan Market may attract part-time traders who also have shop premises, whereas regular Markets attract career traders whose numbers are in decline and age profile increasing.

RESOLVED: *That the report be noted.*

27. 2023/24 MARKET CHARGES

The Working Group considered the agenda report which included representations from Traders regarding proposed increases in pitch fees for 2023/24 as previously discussed by this Working

Group (9% increase) and as discussed by the Leader of the Council on adoption of the minutes of the meeting of this Working Group at Council (preference for 5% increase).

The Town Clerk confirmed the Markets function as a whole was likely to incur a deficit of around £14,000 for the year 2022/23 financial year, but Cllr McDermott stated that while every regard needed to be given to costs to the public purse in providing services, the Market fee increases should perhaps not be seen as a straightforward cost-based exercise due to its role in attracting people into the City centre.

Following consideration of the report and also the evidence from the NABMA survey, it was unanimously agreed that a 5% increase be recommended. Cllr J Smith asked whether the resulting pitch fee amount could be rounded up or down, rather than including odd pennies; the Chair advised that payments were now all via BACS or card.

RESOLVED: That the MWG believe an increase of 5% is appropriate.

RECOMMENDATION TO COUNCIL: That an increase of 5% on prevailing market pitch fees, Pool Walk hire charges and commercial hire rates be favourably considered by Council at its meeting of 23 January 2023.

28. CASUAL TRADERS

Following changes to the Casual Trading Policy as agreed by the Working Group at its October meeting and subsequently adopted by Council, a verbal update on the limited feedback received to date was provided. A further report to the Working Group will follow at the next meeting.

RESOLVED: That the update be noted

29. PERMANENT TRADERS – NON-ATTENDANCE

Members considered the Town Clerk's agenda report which followed the decision of the Working Party to recommend the introduction of a 'double pitch fee' for non-attendance unless at least 48 hours' notice was given or acceptable extenuating circumstances were communicated to the Town Clerk or Deputy Town Clerk.

The Town Clerk's report highlighted potential issues with implementation and enforcement, with Cllrs C Spruce and P McDermott stating that while something needed to be done, the rigid 'double pitch fee' was perhaps not the correct route.

Following further discussion it was unanimously agreed that this idea be revisited, with a focus on linking non-attendance to disciplinary sanction but not to the rigid penalty originally proposed, perhaps based upon a minimum attendance level and/or a sliding scale of penalty depending upon the amount of notice given. The Town Clerk confirmed that officers would look at the various options and report back to the next meeting.

RESOLVED: That a further report be provided to the Working Group to allow options for other sanctions to be considered.

30. VEGAN MARKET

The Vegan Market Company asked that consideration be given to the hosting of six Vegan Markets during 2023 on the dates listed below.

- Sunday 19th March 2023
- Sunday 21st May 2023
- Sunday 16th July 2023
- Sunday 17th September 2023
- Sunday 15th October 2023
- Sunday 10th December 2023

It was proposed that a contract be entered into in order that these Markets can be provided, and that the terms of the contract broadly reflect those already in place with CJ's Events for the Producers Market – those terms being reproduced for the three trial Vegan Markets held in 2022.

The Town Clerk confirmed that the income from these Markets would offset losses incurred in other areas of the Markets function. The Deputy Town Clerk confirmed the suggested dates are all the third Sunday of the month except 10 December (to coincide with the Food Festival) in order to avoid clashes with the Producers; Market and Burntwood's Market. It was also confirmed that the Vegan Market Company did not wish to make the event monthly at this time.

RECOMMENDATION TO COUNCIL:

a) Utilising its powers under the Food Act Part III, the City Council creates a market to take place on 19 March, 21 May, 16 July, 17 September, 15 October and 10 December 2023

b) the City Council enters into appropriate contractual arrangements with the Vegan Market Company to provide these markets.

31. CITY CENTRE PEDESTRIANISATION

The Working Party was updated on the City Centre Pedestrianisation trial as implemented by LDC, with particular emphasis on the role played by LCC officers in administering the scheme for LCC Market Traders and associated events. It was confirmed that permits had been successfully procured and circulated. Cllr C Spruce noted that the co-operation between the City and District Council on this matter had been excellent. The Deputy Town Clerk formally thanked the Office Administrator for her efforts in this regard, the thanks being echoed by the Working Group.

The Chair advised of an email he had received from a Guildhall hirer, expressing concern as to how to load for concerts etc during the pedestrianisation trial. The Deputy Town Clerk confirmed that the car park to the rear of Donegal House can be made available for unloading – but not for parking and that the Guildhall Bookings secretary automatically facilitates hirers requirements as part of the booking procedure.

RESOLVED: That the report be noted.

32. BODY CAMERAS

Following its request for such provision at its last meeting, the Working Group was advised that body cameras for Markets staff had now been purchased and issued. Cllr C Spruce stated that he was pleased to see the body cameras had been introduced as unacceptable behaviour should be appropriately evidenced and the perpetrator dealt with.

Cllr J Smith raised a query contained in a submission from a Market Trader regarding any permissions or licences required by the City Council to use body cameras. The Town Clerk expressed the view that the cameras in this instance were little different to a dash camera. The Chair stated that as the camera was being used to protect officers and record specific confrontational incidents as they unfold, rather than to monitor the general public or specified individuals, no licence should be required. The Deputy Town Clerk confirmed that appropriate storage/viewing of any footage was being considered and it would be held/viewed securely.

RESOLVED: That the update be noted.

33. DATE AND TIME OF NEXT MEETING

Following discussion it was agreed that the previously agreed date be changed to allow the Markets Officer to attend future meetings. The next meeting to take place on Tuesday 28 February at 10.00am via Zoom.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 10.45am**

For Council: 23 January 2023 APPENDIX 2

PROPOSED MARKET SQUARE CHARGES – 2023/24

Set out below are the existing charges in black text, with a 5% increase for 2023/24 incorporated in bracketed red text.

1. Market Square Rents/Pitch Fees – General Markets

	Current Pitch Fee 10' x 10' (£)	Service Charge inc VAT (£)	Total Charge (£)
Tuesday Market	£18.14 (£19.05)	2.00	£20.14 (£21.05)
Friday Market	£18.14 (£19.05)	5.00	£23.14 (£24.05)
Saturday Market	£18.14 (£19.05)	5.00	£23.14 (£24.05)

Additional Charges: Electricity (per appliance): £2.50 inc VAT

Parking: £2.50 inc VAT

2. Market Square – Commercial Hire

Type of Hire	Cost (£)
Private/commercial whole square	£200 (£210.00)
Private/commercial half square	£150 (£157.50)
Private/Commercial promoting public services	£55.00 (£57.50)
Voluntary/charitable organisations for fundraising events	£10.00 (£10.50)
Large Commercial Event (plus £500/day deposit)	£400.00 (£420.00)
Private/Commercial daily pitch fee per Vehicle	£25.00 (£26.25)

Additional charge of £20 per stall when part or all of the square is to be sub-let by hirer to more than two stallholders (the first two sub-lets being included in the relevant commercial hire rate set out above).

3. Pool Walk – Commercial Hire (based on approved stall layout)

Type of Hire	Cost (£)
Hire of the whole open space per 10'x10' (or approximate equivalent) pitch, <u>subject to a minimum of £100.00</u>	£10 (£10.50)
Hire of an individual 10'x10' (or approximate equivalent) pitch within the open space - Commercial	£15 (£15.75)
Hire of an individual 10'x10' (or approximate equivalent) pitch within the open space - Charities	£10 (£10.50)

For Council: 23 January 2023 APPENDIX 3

GUILDHALL ROOM HIRE CHARGES – CURRENT (**PROPOSED**)

Charges shown exclude VAT. VAT (currently 20%) will be added to all charges (except breakages deposits)

<u>VOLUNTARY/CHARITABLE*</u>		<u>Mon - Thurs</u>		<u>Fri - Sun</u>	
Main Hall (1st floor)	Per hour	£ 15.75	£ 16.54	£ 26.25	£ 27.56
Kitchen (1st floor)	Per occasion	£ 15.75	£ 16.54	£ 26.25	£ 27.56
Guildroom (ground floor)	Per hour	£ 10.08	£ 10.58	£ 18.43	£ 19.35
Kitchen (ground floor)	Per occasion	£ 10.08	£ 10.58	£ 18.43	£ 19.35
The Ashmole Room	Per hour	£ 8.35	£ 8.77	£ 16.64	£ 17.47
The Whytmore Room	Per hour	£ 7.04	£ 7.39	£ 14.54	£ 15.27
Whole Building	Per hour	£ 30.77	£ 32.31	£ 56.81	£ 59.65
<u>PRIVATE</u>					
Main Hall (1 st floor)	Per hour	£ 18.22	£ 19.13	£ 30.08	£ 31.58
Kitchen (1 st floor)	Per occasion	£ 18.22	£ 19.13	£ 30.08	£ 31.58
Guildroom (ground floor)	Per hour	£ 11.55	£ 12.13	£ 20.95	£ 22.00
Kitchen (ground floor)	Per occasion	£ 11.55	£ 12.13	£ 20.95	£ 22.00
The Ashmole Room	Per hour	£ 9.50	£ 9.98	£ 19.37	£ 20.34
The Whytmore Room	Per hour	£ 8.09	£ 8.49	£ 16.43	£ 17.25
Whole Building	Per hour	£ 34.81	£ 36.55	£ 64.89	£ 68.13
<u>BUSINESS AND COMMERCIAL</u>					
Main Hall (1st floor)	Per hour	£ 28.25	£ 29.66	£ 53.71	£ 56.40
Kitchen (1st floor)	Per occasion	£ 28.25	£ 29.66	£ 53.71	£ 56.40
Guildroom (ground floor)	Per hour	£ 27.09	£ 28.44	£ 51.45	£ 54.02
Kitchen (ground floor)	Per occasion	£ 27.09	£ 28.44	£ 51.45	£ 54.02
The Ashmole Room	Per hour	£ 17.85	£ 18.74	£ 23.99	£ 25.19
The Whytmore Room	Per hour	£ 15.33	£ 16.10	£ 20.58	£ 21.61
Whole Building	Per hour	£ 65.73	£ 69.02	£ 116.55	£ 122.38

For Council: 23 January 2023 APPENDIX 4

FINANCIAL SUMMARY REPORT - 1 APRIL to 30 NOVEMBER 2022

This report contains the financial progress for the period 1 April 2022 to 30 November 2022 and summarises the income and expenditure against budget in the first eight months of the financial year and the year-end projected outturn. The report shows:

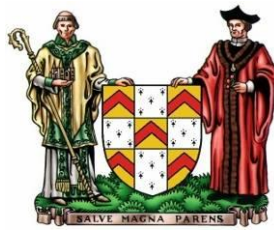
- Column 1 – The actual income/expenditure to 30 November 2022 (67% of full year)
- Column 2 – The forecast of expenditure for the remaining four months
- Column 3 – The current anticipated total spend for the year (Column 1 + 2)
- Column 4 – The budget for 2022/23
- Column 5 – The anticipated variance 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 8 MONTHS TO 30 NOVEMBER	FORECAST FOR REMAINING 4 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE	NOTES
Parks and Footpaths	195,519	84,806	280,325	243,202	37,123	1
Guildhall	70,174	54,580	124,754	131,416	-6,662	2
Community Centres	8,586	8,108	16,694	19,038	-2,344	
Markets	9,720	3,874	13,594	6,833	6,761	3
Civic	62,162	29,377	91,539	98,003	-6,464	4
Grant Aid/Partnerships	50,449	7,183	57,632	51,926	5,706	5
Arts/Tourism/Twinning	44,785	37,139	81,924	74,825	7,099	6
Johnson Birthplace Museum	76,965	49,735	126,700	123,733	2,927	7
Democratic Services	73,490	33,370	106,860	101,962	4,898	8
Investment Interest	-8,258	-9,042	-17,300	-2,050	-15,250	9
Loan Charges	0	0	00	0	0	
Agency	-19,560	1,356	-18,204	-13,748	-4,726	10
TOTAL SERVICE COST	£564,032	£300,486	£864,518	£835,450	£29,068	11
Repairs and Renewals	153,488	51,222	204,710	192,508	12,202	12
Community Infrastructure Levy (CIL)	-118,641	36,239	-82,402	-93,030	10,628	13
TOTALS	£598,879	£387,947	£986,826	£934,928	£51,898	14

Explanatory Notes:

- Note 1: Costs of pathway lighting resulting from utility price increases, inflation linked Grounds Maintenance contract with LDC increased 7.8% for 22/23 against a 4% budget. Significant work has been undertaken following inspections of the trees at Christchurch and the 'closed' Churchyard at St Michaels, costs associated with extensive play equipment maintenance, pathway repairs and significant maintenance work at several other open spaces 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. Approx £3,500 in repairs/maintenance to the kitchen/toilet block delayed from 2021/22 has now been completed. Several cases of COVID and other absences due to illness among traders resulting in no arrears charge and reduced income.*
- 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 two 'Warm Spaces' grants totalling £5,000 following adoption of a motion for such provision by Council at its September meeting.*
- Note 6: Includes costs associated with refurbished light fixtures, new cabling, additional barriers and security provision at switch-on event, CPI increase in contract value etc.*
- Note 7: Includes the increase in energy costs and reduction in donations income.*
- Note 8: Variance driven primarily by nationally agreed salary increase.*
- Note 9: Increase in interest rate over the financial year, including a further increase since the 6-month summary was presented.*
- Note 10: 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.*
- Note 11: 3.5% overspend forecast across service heads but excluding CIL. This also includes the agreed Local Government Pay Offer of £1,925 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 12: Relatively minor overall variance from budget, but significant programme changes have occurred as detailed in the report to Council's September meeting. Forecast overspend is largely unchanged from the figure provided at the 6 month review point..*
- Note 13: In-year movement based on CIL receipts and allocations. The receipt from LDC being higher than forecast due to schemes coming forward more quickly than anticipated/new schemes being identified. Figures now include CIL allocations made by LCC via Council resolution since 6-month summary was presented, hence significant change from figures provided in the six-month summary.*
- Note 14: 5.6% overspend including CIL allocation (see note 13 above), which is recorded separately in line with audit requirements.*

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



LICHFIELD CITY COUNCIL DRAFT BUDGET 2023/24

The budget report is based on Council Tax level of £68.76 (for an average Band D property).

The report shows:

- Actual net expenditure 2021/22 (last year)
- Original budget for 2022/23 (current year)
- Year-end estimate for 2022/23
- Draft budget estimates 2023/24
- Balances and reserves for 2021/22, 2022/23 and 2023/24
- The Council Tax analysis for the three years

Following the report there is a detailed draft budget analysis to provide further background to members on the headline figures supplied.

Note 1: Includes Election costs of **£55,000** to be funded from earmarked **Election Reserve**

Note 2: increase in Investment income

Note 3: Total Cost of **£362,580** To be funded from the **CAPITAL reserve** - the draft Repairs and Renewals programme is detailed at **APPENDIX 6**

Note 4: Contributions from **CIL reserve** of **£17,305**

Note 5: includes funding from capital reserve (note 3) CIL reserve (note 4) and earmarked reserve (note 1) to generate overall figure

The draft budget includes an assumed inflationary figure of 5% for Guildhall lettings and Market pitch fees (excluding Service Charge), energy cost increase of 50%, and other inflationary pressures.

Also includes a 5% provision for 2023/24 pay award, and reflects a 1% reduction in the Local Government Pension Scheme Employers Contribution.

RECOMMENDED: That the Council approve the Budget Estimates and Report for the 2023/24 financial year totalling **£1,295,555**; and that the precept for 2023/24 be set at **£860,670**.

<u>Net Expenditure</u>	ACTUAL	BUDGET	ESTIMATE	BUDGET	Note
SERVICE AREAS	2021/22 £	2022/23 £	2022/23 YEAR END £	2023/24 £	
Parks and Footpaths	297,214	243,202	280,325	272,029	
Guildhall	114,158	131,416	124,754	142,609	
Community Centres	13,267	19,038	16,694	14,105	
Markets	-6,873	6,833	13,594	10,167	
Civic	84,759	98,003	91,539	94,353	
Grant Aid/Partnerships	44,192	51,926	57,632	53,042	
Arts/Tourism/Twinning	76,843	74,825	81,924	82,937	
Johnson Birthplace Museum	102,994	123,773	126,700	136,847	
Democratic Services	108,089	101,962	106,860	166,066	1
Investment Interest	-2,703	-2,050	-17,300	-38,440	2
Loan Charges	0	0	0	0	
Agency	-16,070	-13,478	-18,204	-18,045	
Total Service Cost	£815,870	£835,450	£864,518	£915,670	
Repairs and Renewals	149,046	192,508	204,710	362,580	3
Community Infrastructure Levy (CIL)	-70,979	-93,030	-82,402	17,305	4
SUB TOTALS	£893,937	£934,928	£986,826	£1,295,555	
PRECEPT	£816,400	£835,450	£835,450	£860,670	
To/(From) Balances	(£77,537)	(£99,478)	(£151,376)	(£434,885)	5

<u>Balances and Reserves</u>	ACTUAL 2021/22 £	BUDGET 2022/23 £	ESTIMATE 2022/23 YEAR END £	BUDGET 2023/24 £	
Opening Balance (1 April)	2,560,596	2,439,407	2,483,059	2,331,683	
To/(From) balances	(77,537)	(99,478)	(151,376)	(434,885)	
Closing Balance	£2,483,059	£2,339,929	£2,331,683	£1,896,798	
<u>Closing balance held as:</u>					
Capital Reserve -Repairs/Renewals	1,581,652	1,358,195	1,376,942	1,014,362	
Grant Aid Reserve	11,570	11,570	6,570	6,570	
Parish Election Reserve	55,000	55,000	55,000	-	
SJBM Development Grant Reserve	792	-	-	-	
CIL Reserve	106,057	196,111	188,459	171,154	
General Revenue Reserves	727,988	719,053	704,712	704,712	
TOTAL BALANCES AND RESERVES	£2,483,059	£2,339,929	£2,331,683	£1,896,798	

<u>Council Tax Analysis</u>	ACTUAL 2021/22	BUDGET 2022/23	ACTUAL 2022/23	BUDGET 2023/24	
Precept	£816,400	£835,450	£835,450	£860,670	
Apportioned Tax Base	£12,110.3	£12,150.2	£12,150.2	£12,516.9	
RESULTANT BAND D TAX	£67.41	£68.76	£68.76	£68.76	

DRAFT BUDGET 2023/24 ANALYSIS

<u>Net Expenditure</u>	ACTUAL 2021/22	BUDGET 2022/23	ESTIMATE 2022/23 YEAR END	BUDGET 2023/24
	£	£	£	£
SERVICE AREAS				
Parks and Footpaths				
Employee costs	26,928	31,838	33,417	35,088
Central administration	22,574	23,634	25,017	25,501
Contract repair/maintenance	132,188	138,975	142,675	155,085
Other repair/maintenance	113,881	45,440	73,915	46,220
Energy	4,763	5,745	8,900	12,565
Miscellaneous income	-1,191	-830	-830	-830
Burial fees income	-829	-500	-1,669	-500
Allotment rents	-1,100	-1,100	-1,100	-1,100
Total	297,214	243,202	280,325	272,029
Guildhall				
Employee costs	79,048	78,439	82,330	86,447
Central administration	21,796	22,819	25,154	24,622
Repair/maintenance	11,190	17,718	17,718	16,720
Energy	8,807	12,060	26,480	45,190
Rates	6,721	7,350	7,350	7,720
Supplies and Services	17,833	23,030	23,400	22,030
Lettings	-31,237	-30,000	-56,678	-60,120
Total	114,158	131,416	124,754	142,609
Community Centres				
Employee costs	5,963	6,014	6,312	6,628
Central administration	2,335	2,444	2,587	2,637
Boley Hall	483	2,645	2,645	1,210
Curborough	255	2,645	1,210	1,210
Cruck House	187	2,645	1,295	1,210
Darwin Hall	4,044	2,645	2,645	1,210
Total	13,267	19,038	16,694	14,105
Markets				
Employee costs	19,412	49,803	52,273	54,888
Central administration	14,012	14,670	15,529	15,829
Repair/Maintenance	0	2,310	3,442	2,310
Energy	1,811	1,710	3,420	5,130
Rates and Water	20,842	20,820	20,820	21,860
Supplies & Services	27,381	12,230	11,740	12,230
Misc. lettings	-16,623	-12,960	-12,960	-13,610
Friday market income	-25,510	-27,800	-27,800	-29,140
Saturday market income	-25,180	-27,990	-30,610	-32,580
Producers market income	-2,750	-2,960	-2,960	-3,110
Tuesday market income	-20,268	-23,000	-19,300	-23,640
Total	-6,873	6,833	13,594	10,167

<u>Net Expenditure</u>	ACTUAL 2021/22 £	BUDGET 2022/23 £	ESTIMATE 2022/23 YEAR END £	BUDGET 2023/24 £
Civic				
Employee costs	54,723	46,709	49,026	51,478
Central administration	17,904	18,744	19,841	20,225
Mayor's allowance	2,380	3,650	3,650	3,650
Sheriff's allowance	2,345	3,150	3,150	3,150
Supplies and services	3,611	4,280	4,280	4,280
Events	1,362	7,210	4,710	8,210
Mayor's Banquet	0	1,580	626	640
Sheriff's Ride/Banquet	2,434	12,680	6,256	2,720
Total	84,759	98,003	91,539	94,353
Grant Aid/Partnerships				
Employee costs	4,598	4,636	4,866	5,109
Central administration	7,784	8,150	8,626	8,793
Grants to outside bodies	24,670	32,000	37,000	32,000
Grants for open Churchyards	7,140	7,140	7,140	7,140
Total	44,192	51,926	57,632	53,042
Arts/Tourism/Twinning				
Employee costs	33,111	33,451	35,110	36,866
Central administration	10,119	10,594	11,213	11,431
Arts/Culture/Tourism	695	3,030	3,030	3,030
Christmas Lights	32,970	28,120	32,940	31,980
income	-52	-370	-370	-370
Total	76,843	74,825	81,294	82,937
Johnson Birthplace Museum				
Employee costs	92,232	95,144	99,864	104,857
Central administration	12,455	13,039	13,802	14,070
Repair/Maintenance	3,361	8,130	5,130	4,200
Energy	2,659	4,100	4,530	7,900
Rates and Water	360	380	380	400
Supplies and Services	10,379	18,700	17,900	17,810
Promotion	0	2,000	2,000	2,000
Restoration	1,056	0	0	0
Stock for sale	2,420	3,000	3,000	3,000
Sales income	-8,992	-9,710	-7,980	-8,350
Contribution from Birthplace Trust	-12,936	-11,010	-11,926	-9,040
Total	102,994	123,773	126,700	136,847

<u>Net Expenditure</u>	ACTUAL 2021/22 £	BUDGET 2022/23 £	ESTIMATE 2022/23 YEAR END £	BUDGET 2023/24 £
Democratic Services				
Employee costs	59,665	60,164	63,148	66,306
Central administration	35,807	37,488	39,682	40,450
Election costs	7,221	0	0	55,000
Supplies and Services	2,201	1,910	1,630	1,910
Newsletter	3,170	2,100	2,100	2,100
Member allowances/travel etc.	25	300	300	300
Total	108,089	101,962	106,860	166,066
Investment Interest	-2,703	-2,050	-17,300	-38,440
Agency				
Employee costs	2,373	2,392	2,511	2,636
Central administration	1,557	1,630	1,725	1,759
SCC Verge Income	-20,000	-17,500	-22,440	-22,440
Total	-16,070	-13,478	-18,204	-18,045
Total Service Costs	£815,870	£835,450	864,518	£915,670
Repairs and Renewals				
Employee costs	12,623	12,728	13,358	14,028
Central administration	9,341	9,780	10,352	10,552
Guildhall/Donegal House	11,767	13,000	13,000	0
Samuel Johnson Birthplace	28,281	75,000	91,700	58,000
Parks and Footpaths	9,578	40,000	25,300	0
Community Centres	83,456	30,000	51,000	280,000
Friary Clock Tower	0	12,000	8,000	0
Total	127,855	192,508	204,710	362,580
Capital Projects/Contribution				
Receipts	0	0	0	0
Total	0	0	0	0
Community Infrastructure Levy (CIL)				
Expenditure	28,442	0	48,789	31,335
Receipts	-99,421	-93,030	-131,191	-14,030
Total	-70,979	-93,030	-82,402	17,305
Johnson Birthplace Charitable Trust				
Grant/Donations	-12,521	-7,730	-9040	-5,760
Admissions income	-415	-3,280	-2,886	-3,280
Funding to LCC	12,936	11,010	11,926	9,040
Total	0	0	0	0
TOTAL	£893,937	£934,928	£986,826	£1,295,555
PRECEPT	£816,400	£835,450	£835,450	£860,670
Total Precept Requirement	-£816,400	-£835,450	-£835,450	-£860,670
TOTAL (To)/From balances	£77,537	£99,478	£151,376	£434,885

<u>Net Expenditure</u>	ACTUAL 2021/22 £	BUDGET 2022/23 £	ESTIMATE 2022/23 YEAR END £	BUDGET 2023/24 £
NOTE-Internal Recharges				
Employee Cost				
Employee costs	461,497	488,670	512,910	538,560
Recharge to Services	-461,497	-488,670	-512,910	-538,560
Total	0	0	0	0
Central Administration				
Employee costs	70,821	67,353	70,694	74,229
Central administration	0	0	0	0
Mileage Allowance	380	500	500	500
Professional Fees/Audit Fees	9,358	10,800	10,800	8,900
Office Rates/Water	9,609	9,540	9,540	10,020
Office Energy	4,935	6,010	12,860	18,960
Supplies & Services	32,836	36,570	36,940	29,010
Telephone/Postage	3,543	4,740	4,740	4,530
Subscriptions, Courses/Training	3,197	4,590	4,590	4,720
Insurance	26,551	28,440	27,993	28,440
Office Rent	-5,540	-5,540	-5,707	-5,800
Miscellaneous Receipts	-8	-10	-50	-10
Recharge to Services	-155,682	-162,993	-172,530	-175,869
Total	0	0	0	0
Balances & Reserves				
Opening Balance	2,560,596	2,439,407	2,483,059	2,331,683
to/-from reserve	-77,537	-99,478	-151,376	-434,885
Closing Balance	£2,483,059	£2,339,929	£2,331,683	£1,896,798
Breakdown of Reserve				
Capital Reserve -Repairs/Renewals Reserve	1,581,652	1,358,195	1,376,942	1,014,362
Grant Aid Reserve	11,570	11,570	6,570	6,570
Election Reserve	55,000	55,000	55,000	-
SJBM Development Grant Reserve	792	-	-	-
CIL Reserve	106,057	196,111	188,459	171,154
General Revenue Reserves	727,988	719,053	704,712	704,712
Closing Balance	£2,483,059	£2,339,929	£2,331,683	£1,896,798
Total Expenditure	1,170,023	1,204,308	1,340,059	1,562,305
Total income	-276,086	-269,380	-353,233	-266,750
Net Expenditure	893,937	934,928	986,826	1,295,555
Precept	-816,400	-835,450	-835,450	-860,670
TOTAL (To)/From balances	£77,637	£99,478	£151,376	£434,885

For Council: 23 January 2023 APPENDIX 6

REPAIR, RENOVATION & SPECIFIC PROJECT PROGRAMME 2023/24

Members are reminded that the Repairs and Renewals programme is funded from the Capital Reserve. While revenue funds can be utilised for capital spend, the opposite is generally not the case, though there are some exceptions and allowances. As the City council has little likelihood of further significant capital receipts in the future, the capital reserve will continue to decline as spend is allocated to it, thereby protecting the more flexible revenue funding which the City council receives via the precept and its money generating activities. The setting of a balanced budget and the potential for the decline of capital reserves are not therefore mutually exclusive propositions.

The programme of repairs and maintenance during the past seven years or so has been informed to a large degree by the quinquennial architect inspections that now take place at all LCC buildings, rather than just the Guildhall, Donegal House and Birthplace Museum as was previously the case. These regular inspections contribute greatly to appropriate medium term project planning, and in turn, appropriate financial planning.

There remain some major projects to be completed in 2023/24 at the Birthplace Museum and Darwin Hall. Improvements are also being undertaken at Boley Park Community Hall, though this is being funded by CIL following Council's adoption of the NPIWP's recommendations at its December meeting.

The general expectation is that Repair and Renovation programme costs will fall significantly from 2024/25 onwards, with the focus shifting ever more from addressing urgent and/or longstanding matters to ongoing maintenance and emerging items as identified via the quinquennial inspection process.

This trend towards ongoing maintenance should allow the remaining capital reserve to secure LCC's capital requirements for many years to come, the Council therefore maintaining its property portfolio without recourse to the council tax payer for significant additional funds for this purpose via the precept.

However, for 2023/24 there remains a considerable demand on the capital programme, continuing the recent theme of significant funds being taken from the capital reserve to cover the costs of such work. Further details are provided below, with members' attention drawn to the explanatory notes overleaf.

2023/24 Recommended Programme

Location	Scheme	Costs for Budget	Notes
SJBM	Museum redevelopment project	£58,000	1
Darwin Hall	Significant removal, restructuring and replacement of roof and roof elements, to include new rooflights	£280,000	2
	Total	£338,000	3

Note 1: The ongoing Birthplace Redevelopment project has been steered by the City Council's Johnson Birthplace Advisory Committee. With consideration to the unexpected and necessary structural work undertaken in 2022, issues to be resolved with identifying a contractor for the toilet pod, and the ongoing conversations with SCC regarding a solution for disabled access, it is proposed that 2023/2024 should be a consolidation year to bring some of the outstanding items of the project to completion.

This would consist of the Installation of the toilet block, completion and installation of new Workroom Displays (funded by CIL), removal of the Asbestos Insulation Board ceiling, floor tiles and old boiler flue lining in the basement and replacement with appropriate alternatives, together with minor making-good repairs to ceilings and floorboards. Together with the standard 5% defects retention on contractor fees for the external works carried out in 2022/23 which will be due for payment in 2023/2024, and an allowance for fees and contingency, the total cost for budget purposes is approximately £58,000. This element of the R&R programme is progressed by the Museums & Heritage Officer.

Inclusion of this item in the 2022/23 R&R programme follows a recommendation for the same from the Johnson Birthplace Advisory Committee and subsequent adoption of that recommendation by Council. The Minutes of the meeting of JBAC held on 1 November 2022 and adopted by Council on 12 December 2022 provide additional cost breakdowns.

Note 2: There have been several reports to Council over the past 12 months or so regarding the need for significant redesign and reinstatement of the roof at Darwin Hall to eliminate water ingress and condensation. The complex nature of the structure of Darwin Hall and the potential for other funding sources has made it very difficult to ascertain costs, cause or extent of work required. However, as Members were advised at the December meeting of the Council (Minute no.80), initial quotations have been received based on expert reports and recommendations. Though it will be necessary for the hall to close during some of the proposed works, the aim is to complete the elements that require closure during the summer holidays in 2023. The overall project is scheduled to commence in early June with completion likely being during October. The budgeted cost is based on professional estimates and information currently available, but members are asked to note it is subject to potentially significant variation; additional reports to Council will be provided as the project progresses.

Note 3: The total cost listed is for the relevant scheme only and does not include employee costs which are allocated across budget heads. Capital costs are allocated from the City Council's Capital Reserve.

For Council: 23 January 2023 APPENDIX 7

OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer

The Carols for Christmas Service was held in the Guildhall on Tuesday 6 December and at the request of the Mayor of Lichfield, Cllr Jamie Checkland, this year saw a new format of a joint service with the Chair of Lichfield District Council, Cllr Colin Greatorex. The service was once again led by the Mayor & Chair's Chaplain, Reverend Ian Hayter.

The story of the birth of Jesus Christ was told by the Mayor, Sheriff Cllr Janice Greaves, Councillor Greatorex and District Councillor, David Salter. The service included 'new' carols, all with origins of Lichfield, including 'Born in the Night' and 'O Come and Join the Dance', accompanied by Three Spires Morris Dancers & more traditional carols including Silent Night - this year accompanied by the Liberty Jamboree 'Shine & Sign' choir who were a pleasure to watch & greatly enjoyed by the assembled audience.

We were once again joined by Dudley Ray and Ted Green, along with the combined choir of St Michael's on Greenhill Church, who were also with us for the service, truly enhancing the event and creating a wonderful festive atmosphere to the start of the season.

The evening concluded with former Lichfield City Councillor Tony Thompson serving his top-secret recipe of mulled wine (orange juice for the drivers) to all the guests accompanied by a warm mince pie. Generous donations were received on the night for the Mayor, Sheriff & Lichfield Districts Chair charities totalling £154.00.

At the time of preparing this report, we are pleased to share that the Mayor has attended and supported 71 Civic Events so far this Civic year, and the Sheriff has attended 31 events.

Both dignitaries are continuing to raise money for their two chosen charities, The Sebbie Hall Kindness Foundation & Pathway Project.

Preparations continue for events in the forthcoming year; the first charitable occasion will be the Mayor and Sheriff's Valentines themed Sunday lunch on 12 February. Tickets are priced at £30 per person. Guests are also invited to join the Mayor and Sheriff for a church service before lunch at Wade Street Church. The traditional pancake races will be held in Bore Street on Tuesday 21 February followed by the opening of the Shrovetide fair.



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

The Samuel Johnson Birthplace Museum was well attended over the festive season, with 2750 visitors in November and December enjoying the house decked for Christmas. The week between Christmas and New Year was especially busy, with 150 visitors on some days.

The focus of the Museum team was on Christmas events, including late-night opening for the Christmas Lights Switch On event on Sunday 28 November where mulled wine and mince pies were sold, and free activities offered for families and over 250 visitors on the day.

On Sunday 4th December, the annual 'Johnson Family Christmas' event saw carol singing from Lichfield Singers, poetry readings by the Lichfield Poets and Attendant and Storyteller Christine Genders performing traditional tales to audiences of over 100 visitors throughout the day. Refreshments, hands-on activities, and trails were also available. Some new lines were added to the Museum shop stock, including an increased range of Christmas cards.



In addition to the events a special display on Georgian traditions at Christmas was organised by new Museum Attendant Laura Bell, who also provided a blog post on the same subject. Digital engagement with the Museum was excellent throughout the November and December period, with direct engagement of 2057 and an overall reach of 16,200.

On Tuesday 6th December, Lichfield Cathedral Junior School pupils came to sing carols outside the Museum as part of a tour around the city celebrating the famous figures which their school houses are named after.

The outreach 'prints and books' box was returned by Greybrooke school, with excellent feedback for the resources and 28 Year 2 pupils making books about Lichfield and Samuel Johnson as part of their local history project.

A visit for home-educated families to the Guildhall Cells was also organised by the Museum team, led by a cells volunteer welcomer.



Maintenance on the Birthplace included repainting the staff toilet area, and an updated swing sign for the street complimented the recently refreshed exterior paintwork.

Behind the scenes, work was undertaken on advance preparations for events and development plans for 2023, bookings were taken for schools visits in January, and the MHO has liaised with local tour guide Jonathan Oates regarding plans for fundraising for the proposed re-installation of the historic bust of Johnson on the old Lomax printing shop on Bird Street.



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

Following inspection of LCC owned waste bins, several were found to be in poor repair and in need of replacement. The replacements were installed just before Christmas in the following locations:

- The Windings
- Bishop's Walk
- The Parchments
- Christchurch
- Kings Hill Road
- Hillside
- Picnic Area Eastern Avenue
- St Michael's Church Yard
- St Chads Cycle Way/Open Space 10



Hedges and self-set trees and bushes at Open Space 10, Nether Stowe had caused significant incursion onto the cycle path to the side of Nether Stowe School.

The area has now been cut back, with self-set bushes removed as demonstrated in the 'before and after' photographs opposite.



Christchurch extension is currently undergoing phase two of tree work which includes crown lifting, dead wooding and pollarding of numerous trees. This work follows the initial 'priority 1' work carried out in December 2022.

Following the recommendation of the NPIWP and subsequent adoption by Council, work is due to begin on the boundary treatment for Festival gardens. This will include wooden bollards interspersed with removable bollards and benches, with the aim of significantly reducing the likelihood of an unauthorised vehicular access to one of the City's most prized open spaces. Subject to weather conditions it is hoped that the project will be completed in February 2023.

As previously reported, concerns were raised by one of LCC's tree surgeons regarding a copper beech on the Friary Clock Tower open space. A subsequent report confirmed root disease and a recommendation that the tree be removed. Discussions were held to create a chainsaw carving from the trunk in a similar manner to that provided at the Borrowcop Gazebo, but advice from LCC's Arboricultural officer is that the root system of the trunk would likely lead to structural failure within a relatively short period, and he advised that the tree be replaced with a new sapling. This work will be carried out in the coming weeks.

Following an email from a representative of Leomansley Area Residents Association (LARA) and subsequent discussions with Staffordshire County Council, it has emerged that LCC is recorded as being the owner of five bus shelters along Limburg Avenue/Ste Foy Avenue. It would appear the original S106 agreement included provision for transfer of the shelters to LCC, but no record of any formal transfer can be found and the shelters do not appear on any previous inspection schedule records held by LCC.

Four of these shelters no longer serve an active bus route, and LARA has requested consideration be given to re-siting them. It is requested that the two shelters nearest to Stonneyland Drive be left in situ pending the re-routing of Service X3 via Deanslade Farm, while the two shelters nearest to Walsall Road would be re-located as follows: one to Sainte Foy Avenue/The Whytmore (to Lichfield); one to Falkland Road/Agincourt Drive (to Shenstone) - both for use by services 36 and X3.

The fifth shelter, at Sainte Foy Avenue/Deykin Road, requires some maintenance and this will be addressed shortly.

Permission has been requested from SCC to re-site the shelters in accordance with the wishes of LARA, and a response is awaited at the time of preparing this report. An audit has now taken place to compare LCC's bus shelter ownership records with those of SCC; the comparison revealed no further anomalies within the City.

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

Regular hirers have continued to meet up to Christmas, with some having Christmas Parties.

Lichfield Arts have held three concerts in the run up to Christmas. Other organisations also held Christmas Concerts – Kaleidoscope Community Choir, Lichfield Sinfonia and City of Lichfield Concert Band.

A Religious order held a service in the Guildroom prior to attending the Cathedral and having lunch afterwards in the city.

Lichfield Players have held some rehearsals in one of the meeting rooms, and the Scouts ran a first aid course in the building.

During December two Craft Fairs were held in the main hall (as well as the Chamber of Commerce and Trade which held Christmas fairs in both the main hall and Guildroom in November).

A 70th Birthday party was also held in December.

Lichfield District Council have booked the main hall for a public information event on Pedestrianisation in the City Centre on Tuesday 17 January.

Since the last report, there have been another six market research bookings and seven meetings. There have also been thirteen local authority bookings (with another 3 bookings a week made until Easter).

Boley Park Community Hall

Repairs to damage caused to the new floor was carried out during the Christmas holidays.

Since then, there have been many enquiries for Children's birthday parties and other events in the hall. The local PCSO's hope to re-start the drop-in sessions on Monday afternoons in the near future.

The 1 Sept 2021 – 31 Aug 2022 accounts were also prepared for Auditors, with the accounts awaiting partner approval prior to releasing at the time of preparing this report. Once this has been completed, the AGM and Management Committee meetings will be held; the Management Committee to discuss (among other matters) fees for 23/24 and the impact of the significant increase to utility costs.

5. Markets: Clive Read, Markets Officer

Clive Read is the newly appointed Markets Officer and has been in post since 6th December 2022. He has settled in well and has had good feedback from the traders.

The main focus for Clive over the past few weeks has been to issue letters regarding the proposed pitch fee increases and changes for casual traders. There have been a few comments regarding these proposals, but most of the traders have made no comments.

The trial pedestrianisation of the City Centre has resulted in a need for Traders to be issued with permits. The close working relationship between LCC and LDC has allowed the City Council to administer the scheme for Traders, which will hopefully make the process far easier for the District Council and more direct for LCC's Traders. The permits have been logged and issued to the Traders.

Forthcoming tasks include to prepare the new licence documentation in readiness for the annual renewal on 1 April 2023. This will also include the Fish and Chip van, Ice Cream van and the Bower Fair.

In the month of December, one Market was cancelled due to high winds (Friday 30th). The winds did subside, and the Saturday Market went ahead as usual.

In partnership with the Vegan Market Company, three Vegan Market events have been held on the Market Square. These were in October, November, and December. In addition to the Vegan

Market, we are working with Cocker Hoop Creative who have held Food Festivals and Grub Club events. These were well attended, and we look forward to supporting future bookings with them.

Vegan Market Photographs:



The Vegan Market had a number of stalls which showcased their independent, ethical and sustainable producers. They offered a wide and varied range of products including baked goods, cosmetics, street food and jewellery to name a few. We are now looking at dates for a further six Vegan Markets to take place throughout this year.

The Food Festival and Grub Club events were popular. The event on 10th and 11th December was also supported by Radio WM.

Food Festival Photographs:



Social Media

Social media is becoming more popular due to the efforts of the Markets Officer. Regular updates, promotion of events and other activities have seen an increase in views, likes and comments. Photographs have been taken and posted on Facebook and Twitter which have been well received by the Market Traders.

The regular updates on social media will continue and is a positive step with the aim to increase footfall to the City. Enquiries have increased and continue to be received for new traders.



Tuesday Market Update

Tuesday remains the Market Day where we do have pitches available. We are contacting Casual Traders to see if this is a day that they would be interested in trading. We are waiting for responses and hope to have a positive update in the next report.

Friday Market Update

Friday continues to be a popular day with traders although we have had one of our regular traders cease trading with us on a Friday but continue a Saturday. One of our Casual Traders has however converted to permanent, filling the pitch vacancy.

Saturday Market Update

The Saturday market is still the busiest day for traders. All pitches are currently taken however on the downside to that we are unable to take on any new traders.

The Producers' Market

The Producers' Market continues to be a well-received event. The Markets Officer will be attending these periodically so that photographs can be taken and also promoted on social media. He will also be in contact with CJ Events to develop their working relationship and hopefully continue their interest in the market area and the City.

Market Square Bookings - Non-Market Days

The Fish and Chip van continues to trade regularly on non-market days.

We have had lots of interest in the Market Square for “Community” led events, including the Police Community Event on December 8th. This was a massive success and the feedback from the organisers was very positive. We are hoping the event will be repeated in the near future.

We also had Fire and Rescue on the Square on December 16th. This was an event where they recreated a Road Traffic Collision and demonstrated how they would cut out a casualty from a vehicle. Although this was an evening event, they did have their own PR team making recordings and interviews with their Commanders and also a number of passing people who stopped to see what was happening. This, like the Police event, was a great success and helped to promote the Drink Drive and Drug Drive Campaign.

Market Layout - Covid Restrictions - Update

The market continues to operate with the large middle aisle walkway for customers to shop and one-metre gap between each stall. Traders remain keen to maintain the one metre gap between stalls, although we are making subtle enquiries on how they would feel if the gaps were removed. The update on this will be reported in the next Market Officers submission.

6. Deputy Town Clerk: Sarah Thomas

Following the success of the Christmas Lights Switch on and the large number of attendees, an internal Safety Advisory Group has been set up to evaluate and assess various Health & Safety issues around the event. Further meetings will be held throughout the year with relevant stakeholders to look at improvements that can be made to ensure the Council continues to deliver a high standard, free community event that goes above and beyond the level of compliance required.

The Deputy Town Clerk will be providing secretariat support at the Market Working Group on 11 January, the Neighbourhood Plan Implementation Working Party on 20 February and has been invited to attend a Diversity and Inclusion focus group at Lichfield Cathedral

In addition, work continues on the compliance regarding the use of body cameras by Council Officers, updating the enhanced DBS checks and safeguarding training for Officers, progressing the action plan for the NPIWP and the quarterly Newsletter for City Life magazine.

During the Christmas break the offices in Donegal House were redecorated. This is the first redecoration since the building was purchased in 2013 and makes for a more pleasing working environment. The feature wall colour on the fireplace as shown in the photograph below is particularly striking.

Unfortunately, photographs do little justice to the difference made to the remainder of the offices with one neutral colour replacing another, but significant the fresh paint and the minor repairs/filling etc carried out to the walls and woodwork during the redecoration have made a significant improvement.

Secondary glazing panels have also been installed, these are fully removable due to the building's listed status, but have considerably reduced the drafts from the windows in the various offices.



For Council: 23 January 2023 APPENDIX 8

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 October to 31 October 2022

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
03/10/2022	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - August	53.01	10.60	63.61
03/10/2022	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 22/23 - 7th instalment of 10 (October)	923.00	0.00	923.00
03/10/2022	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 22/23 - 7th instalment of 10 (October)	9.00	0.00	9.00
03/10/2022	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 22/23 - 7th instalment of 10 (October)	539.00	0.00	539.00
03/10/2022	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 22/23 - 7th instalment of 10 (October)	1,996.00	0.00	1,996.00
05/10/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - September	9.89	0.00	9.89
05/10/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - October	6.00	1.20	7.20
05/10/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - September	74.86	0.00	74.86
05/10/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - October	6.00	1.20	7.20
06/10/2022	BACS 1249	1A Action Rotary Rod Ltd	BIRTHPLACE Repair/Maint	Checking & lubrication of non-return drainage valve	120.00	24.00	144.00
06/10/2022	BACS 1250	ACW Arb	PARKS Other Repair/Maint	Curborough CC - reduce Hornbeam hedge	350.00	70.00	420.00
06/10/2022	BACS 1251	AKW Plumbing & Heating	MARKET Repair/Maint	New urinals and outside tap in toilet block	1,500.00	0.00	1,500.00
06/10/2022	BACS 1252	Cattermole Group Ltd	G/HALL Supplies/Services	Service of 2 extractor fans in kitchen	110.00	22.00	132.00
06/10/2022	BACS 1253	CL Catering (Midlands) Ltd	CIVIC Ride Meal Costs	Food order for Sheriff's Ride Banquet	1,614.60	322.92	1,937.52
06/10/2022	BACS 1254	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Refurbishment of various Cross Street features	3,099.96	619.99	3,719.95
06/10/2022	BACS 1255	Eastern Shires Purch Org	ADMIN Supplies & Services	White card	2.15	0.43	2.58
06/10/2022	BACS 1256	Greenhatch Group Limited	R&R FUND General	Topographical survey of Festival Gardens	675.00	135.00	810.00
06/10/2022	BACS 1257	Mrs J A Leytham-Gain	CIVIC Events	Laurel chaplet for Johnson statue	35.00	0.00	35.00
06/10/2022	BACS 1258	Lichfield Lock & Key Repairs	G/HALL Repair/Maint	Removal of code from disabled toilet door lock	50.00	10.00	60.00
06/10/2022	BACS 1259	MT Services Computer Sys	ADMIN Supplies & Services	Wireless keyboards and mice	44.56	8.91	53.47
06/10/2022	BACS 1260	NG Training & Event Security	ADMIN Professional Fees	Security for complaints panel on 16 Sept	79.48	0.00	79.48
06/10/2022	BACS 1261	Oakwood Security Solutions	G/HALL Supplies/Services	Security support at Guildhall	2,440.20	488.04	2,928.24
06/10/2022	BACS 1262	The Pattern Book Press Ltd	BIRTHPLACE Stock for sale	Johnson Birthday definition cards for sale	77.50	15.50	93.00
06/10/2022	BACS 1263	PPL PRS Ltd	G/HALL Lettings	Music licence for Lichfield Arts concert on 3 Sept	34.97	6.99	41.96
06/10/2022	BACS 1264	Sign Technology Ltd	BIRTHPLACE Supplies & Services	Repaint and refurbish 2 poster frames	54.00	10.80	64.80
06/10/2022	BACS 1265	Taylor Maids UK Ltd	G/HALL Supplies/Services	Guildhall and Donegal Hse cleaning, August (45 hrs)	585.00	117.00	702.00
06/10/2022	BACS 1266	Guy Woodhouse	R&R FUND General	Remembrance Gdns - supply & fit new coping stones	4,100.00	0.00	4,100.00
10/10/2022	BACS 1267	R Fathers	PARKS Other Repair/Maint	Eastern Ave - Crown lift trees & cut back bushes	3,500.00	0.00	3,500.00
10/10/2022	BACS 1267	R Fathers	PARKS Other Repair/Maint	Ash Grove - Fell buddleia	450.00	0.00	450.00
11/10/2022	BACS 1268	EHM Exterior Home Maint	PARKS Other Repair/Maint	Install new drain cover at Minster Pool	125.00	0.00	125.00
11/10/2022	BACS 1268	EHM Exterior Home Maint	R&R FUND General	Repair Stafford Road bus shelter	2,370.00	0.00	2,370.00
11/10/2022	BACS 1269	SCC County Fund	CIVIC Mayor's Allowance - J Checkland	Tickets for SCC Chairman's County Ball	100.00	0.00	100.00
11/10/2022	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/ internet - Usage Jul-Sep, rental Sep-Nov	101.67	20.33	122.00
11/10/2022	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/ internet - Usage Jul-Sep, rental Sep-Nov	451.82	90.36	542.18
11/10/2022	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/ internet - Usage Jul-Sep, rental Sep-Nov	425.28	85.06	510.34
12/10/2022	BACS 1270	1A Action Rotary Rod Ltd	G/HALL Repair/Maint	Clean drains in back courtyard & clear hoppers	575.00	115.00	690.00
14/10/2022	DDebit	British Gas	BIRTHPLACE Energy	Gas 8/7 - 21/9	39.98	1.99	41.97
14/10/2022	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - October	24,612.19	0.00	24,612.19
14/10/2022	DDebit	Information Commissioner	ADMIN Supplies & Services	Data protection registration to 16/10/23	35.00	0.00	35.00
17/10/2022	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - August	173.60	8.68	182.28
17/10/2022	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - October	32.76	6.55	39.31
17/10/2022	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - October	18.27	3.66	21.93
17/10/2022	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - October	29.51	5.90	35.41
17/10/2022	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office 365 - September	602.38	120.47	722.85
17/10/2022	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - September	45.00	9.00	54.00
17/10/2022	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - September	126.00	25.20	151.20
17/10/2022	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - September	45.00	9.00	54.00
17/10/2022	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - October	43.85	0.00	43.85
17/10/2022	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - August	408.25	81.65	489.90
17/10/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - August (2nd account)	93.44	4.67	98.11
17/10/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - August (1st account)	106.57	5.33	111.90

17/10/2022	DDebit	Npower Ltd	G/HALL Energy	Electricity - August	631.15	126.23	757.38
17/10/2022	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - August	43.06	2.15	45.21
17/10/2022	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - August	117.47	5.87	123.34
17/10/2022	DDebit	Npower Ltd	PARKS Energy	Friary electricity - August (less credit adjustment)	12.23	0.62	12.85
17/10/2022	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - August	47.48	3.33	50.81
18/10/2022	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - October	19.00	3.80	22.80
18/10/2022	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - October	19.00	3.80	22.80
18/10/2022	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage - September	96.68	0.00	96.68
19/10/2022	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - September	52.82	2.64	55.46
20/10/2022	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/ internet - Sept usage/ October rental	132.77	26.56	159.33
24/10/2022	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - September payroll	25.50	0.00	25.50
25/10/2022	BACS 1271	ACW Arb	PARKS Other Repair/Maint	Clock Tower - Phase 2 work to shrubs	700.00	140.00	840.00
25/10/2022	BACS 1271	ACW Arb	PARKS Other Repair/Maint	Festival Gardens - Work to various cherry trees	450.00	90.00	540.00
25/10/2022	BACS 1271	ACW Arb	PARKS Other Repair/Maint	Market Square - Pruning of limes & safety management	385.00	77.00	462.00
25/10/2022	BACS 1272	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip, September & 1 on 15 Aug	400.00	80.00	480.00
25/10/2022	BACS 1273	Baroco Limited	ADMIN Supplies & Services	Collection & confidential shredding of 15 sacks of paper	45.00	9.00	54.00
25/10/2022	BACS 1274	Brownhill Hayward Brown	R&R FUND Birthplace	Architect for museum repairs & development works	825.00	165.00	990.00
25/10/2022	BACS 1274	Brownhill Hayward Brown	R&R FUND General	Architect for Darwin Hall QI works	250.00	50.00	300.00
25/10/2022	BACS 1274	Brownhill Hayward Brown	R&R FUND General	Architect for Boley Hall kitchen works	1,145.00	229.00	1,374.00
25/10/2022	BACS 1274	Brownhill Hayward Brown	R&R FUND General	Architect for Cruck House works including plaque	350.00	70.00	420.00
25/10/2022	BACS 1275	M W Brown	HALLS Boley Hall	Callout for rat control at Boley Hall	50.00	0.00	50.00
25/10/2022	BACS 1276	CBS Complete Ltd	G/HALL Repair/Maint	Rectify leak & replace seals in boiler pump	544.00	108.80	652.80
25/10/2022	BACS 1276	CBS Complete Ltd	G/HALL Repair/Maint	Gas safety inspection of 2 boilers	152.00	30.40	182.40
25/10/2022	BACS 1276	CBS Complete Ltd	G/HALL Repair/Maint	Works to fit feet to cast iron radiators	923.95	184.79	1,108.74
25/10/2022	BACS 1277	City Life in Lichfield	BIRTHPLACE Adverts/promotion	Museum adverts in City Life - October issue	20.00	4.00	24.00
25/10/2022	BACS 1278	EHM Exterior Home Maint	HALLS Cruck House	Repair leaded light at Cruck House	85.00	0.00	85.00
25/10/2022	BACS 1278	EHM Exterior Home Maint	R&R FUND General	Renovation of bus shelter on Ryknild St	2,370.00	0.00	2,370.00
25/10/2022	BACS 1278	EHM Exterior Home Maint	R&R FUND General	Renovation of 4 remaining bus shelters	1,895.00	0.00	1,895.00
25/10/2022	BACS 1279	East Staffs Borough Council	CIVIC Mayor's Allowance - J Checkland	Mayor's tickets for East Staffs Charity Ball, October	90.00	0.00	90.00
25/10/2022	BACS 1280	Eastern Shires Purch Org	ADMIN Supplies & Services	White and coloured paper	61.65	12.33	73.98
25/10/2022	BACS 1280	Eastern Shires Purch Org	G/HALL Supplies/Services	Cloakroom supplies	109.39	21.87	131.26
25/10/2022	BACS 1281	Janice Greaves	CIVIC Sheriff's Allowance - J Greaves	Mileage expenses for Shrievally Conference, Berwick	248.40	0.00	248.40
25/10/2022	BACS 1281	Janice Greaves	CIVIC Sheriff's Allowance - J Greaves	Shrievally Conference hotel, Berwick	326.50	65.30	391.80
25/10/2022	BACS 1282	HWA (Structural Engineers)	R&R FUND Birthplace	Structural engineer for Birthplace timber works	2,260.00	452.00	2,712.00
25/10/2022	BACS 1283	Imagin Products Ltd	ADMIN Supplies & Services	Staff ID badges, holders and lanyards	83.45	16.69	100.14
25/10/2022	BACS 1284	Justice Fire and Security	G/HALL Repair/Maint	Annual maintenance & monitoring of fire alarms	753.00	150.60	903.60
25/10/2022	BACS 1284	Justice Fire and Security	G/HALL Repair/Maint	Supply and replace all fire alarm batteries	673.00	134.60	807.60
25/10/2022	BACS 1285	Keycraft	BIRTHPLACE Stock for sale	Kitten mini buddies for sale	95.16	19.03	114.19
25/10/2022	BACS 1286	Mayor & Sheriff's charity acct	CIVIC Events	Card payments for Beer & Skittles Night tickets	480.00	0.00	480.00
25/10/2022	BACS 1286	Mayor & Sheriff's charity acct	CIVIC Events	Card payments for Beer & Skittles Night bar sales	526.50	0.00	526.50
25/10/2022	BACS 1286	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - J Checkland	Mayor's tickets for own Charity Ball, November	80.00	0.00	80.00
25/10/2022	BACS 1286	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - J Checkland	Mayor's contribution to Ball entertainer's meal	20.00	0.00	20.00
25/10/2022	BACS 1286	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - J Greaves	Sheriff's tickets for own Charity Ball, November	80.00	0.00	80.00
25/10/2022	BACS 1286	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - J Greaves	Sheriff's contribution to Ball entertainer's meal	20.00	0.00	20.00
25/10/2022	BACS 1287	D McCarthy Bros (Lichfield)	PARKS Other Repair/Maint	Surface works to Wentworth Dr/Tamworth Rd footpath	1,950.00	390.00	2,340.00
25/10/2022	BACS 1288	Messenger Construction Ltd	R&R FUND Birthplace	Scaffolding, render repairs & redecoration-4th payment	13,784.17	2,756.83	16,541.00
25/10/2022	BACS 1289	R Fathers	PARKS Other Repair/Maint	Furnivall Crescent - Work to chestnut & cherry trees	750.00	0.00	750.00
25/10/2022	BACS 1289	R Fathers	PARKS Other Repair/Maint	Lincoln Close - Clear trees, bushes & brambles	1,500.00	0.00	1,500.00
25/10/2022	BACS 1290	R J Lift Services Ltd	G/HALL Repair/Maint	Annual lift maintenance cover to 31/10/23	986.39	197.28	1,183.67
25/10/2022	BACS 1291	Stone Town Council	CIVIC Mayor's Allowance - J Checkland	Mayor's tickets for Stone's 'Below Decks Pickle Night'	33.33	6.67	40.00
25/10/2022	BACS 1291	Stone Town Council	CIVIC Sheriff's Allowance - J Greaves	Sheriff's tickets for Stone's 'Below Decks Pickle Night'	33.33	6.67	40.00
25/10/2022	BACS 1292	Strysen Heating Ltd	R&R FUND General	Supply & install new combi boilers at Boley Hall	4,810.00	962.00	5,772.00
25/10/2022	BACS 1293	Tamworth Borough Council	CIVIC Mayor's Allowance - J Checkland	Mayor's tickets to Tamworth Mayor's castle ghost tour	40.00	0.00	40.00
25/10/2022	BACS 1294	Taylor Maids UK Ltd	ADMIN Supplies & Services	Antiviral fogging in Donegal House 29/9	80.00	16.00	96.00
25/10/2022	BACS 1294	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning - September (24 hrs)	312.00	62.40	374.40
25/10/2022	BACS 1294	Taylor Maids UK Ltd	G/HALL Supplies/Services	Guildhall & DH cleaning - September (49.5 hrs)	678.15	135.63	813.78
25/10/2022	BACS 1295	Curborough Comm Assocn	GRANTS General	Warm Spaces grant for CCC (Min 52 of 27/9/22)	2,500.00	0.00	2,500.00
25/10/2022	BACS 1296	Lichfield Garrick Theatre	GRANTS General	Warm Spaces grant for theatre (Min 52 of 27/9/22)	2,500.00	0.00	2,500.00

25/10/2022	BACS 1297	Steve Brown	BIRTHPLACE	3rd Party Sales	Booksale proceeds for 4 weeks to 11/9/22	13.33	0.00	13.33
25/10/2022	BACS 1298	A & JM Carroll	BIRTHPLACE	3rd Party Sales	Booksale proceeds for 4 weeks to 11/9/22	18.00	0.00	18.00
25/10/2022	BACS 1298	A & JM Carroll	BIRTHPLACE	3rd Party Sales	Booksale proceeds for 4 weeks to 9/10/22	14.00	0.00	14.00
25/10/2022	BACS 1299	C R Craven	BIRTHPLACE	3rd Party Sales	Booksale proceeds for 4 weeks to 11/9/22	4.67	0.00	4.67
25/10/2022	BACS 1299	C R Craven	BIRTHPLACE	3rd Party Sales	Booksale proceeds for 4 weeks to 9/10/22	4.67	0.00	4.67
25/10/2022	BACS 1300	HM Revenue & Customs Only	EMPLOYEE COSTS		Tax and NI contributions - October	6,379.02	0.00	6,379.02
25/10/2022	BACS 1301	Staffordshire Pension Fund	EMPLOYEE COSTS		Pension Fund contributions - October	8,815.17	0.00	8,815.17
25/10/2022	DDebit	Lichfield District Council	PARKS Contract Repair/Maint		Period 11/9 - 10/10	11,888.54	2,377.71	14,266.25
28/10/2022	DDebit	British Gas	BIRTHPLACE	Energy	Gas 22/9 - 10/10	18.50	0.92	19.42
31/10/2022	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services		Glass recycling - September	53.01	10.60	63.61
31/10/2022	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges 3 Sep to 30 Sep - current account	23.08	0.00	23.08
						<u>127,983.27</u>	<u>11,665.55</u>	<u>139,648.82</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 October to 31 October 2022

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross	
13/10/2022	05449	Cash	Various	Petty cash vouchers 7897 - 7907	225.30	41.46	266.76	
13/10/2022	BACS 117	Lichfield District Council	G/HALL Supplies/Services	Annual premises licence to 12/10/23	180.00	0.00	180.00	
27/10/2022	05450	Alrewas Poppy Appeal	CIVIC Mayor's Allowance - J Checkland	Wreath for Deputy Mayor for Battle of Britain service, Sep	30.00	0.00	30.00	
31/10/2022	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges 3 Sep to 30 Sep - imprest account	8.12	0.00	8.12
					443.42	41.46	484.88	

LICHFIELD CITY COUNCIL - General Account Payment Schedule**From 1 November to 30 November 2022**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/11/2022	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 22/23 - 8th instalment of 10 (November)	923.00	0.00	923.00
01/11/2022	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 22/23 - 8th instalment of 10 (November)	9.00	0.00	9.00
01/11/2022	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 22/23 - 8th instalment of 10 (November)	539.00	0.00	539.00
01/11/2022	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 22/23 - 8th instalment of 10 (November)	1,996.00	0.00	1,996.00
04/11/2022	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier usage May-Jul, rental Aug-Oct	667.23	133.44	800.67
04/11/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - October	12.24	0.00	12.24
04/11/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - November	6.00	1.20	7.20
04/11/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - October	121.77	0.00	121.77
04/11/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - November	6.00	1.20	7.20
07/11/2022	Ddebit	Npower Ltd	PARKS Energy	Friary electricity - September	14.46	0.72	15.18
08/11/2022	BACS 1302	E A Barnes & Sons	MARKET Supplies/Services	5 exchanges of covered skip (October)	400.00	80.00	480.00
08/11/2022	BACS 1303	Brownhill Hayward Brown	R&R FUND Birthplace	Architect for Museum repair & development work	575.00	115.00	690.00
08/11/2022	BACS 1304	M W Brown	ADMIN Supplies & Services	Quarterly pest control - October	37.50	0.00	37.50
08/11/2022	BACS 1304	M W Brown	G/HALL Supplies/Services	Quarterly pest control - October	37.50	0.00	37.50
08/11/2022	BACS 1304	M W Brown	PARKS Other Repair/Maint	Quarterly pest control at 6 sites - October	225.00	0.00	225.00
08/11/2022	BACS 1305	CBS Complete Ltd	ADMIN Supplies & Services	Call out 11/10 to repair leaking valves in cellar	152.00	30.40	182.40
08/11/2022	BACS 1306	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Supply new cable and coloured lamps	1,898.66	379.73	2,278.39
08/11/2022	BACS 1307	EHM Exterior Home Maint	MARKET Repair/Maint	Install polycarbonate to toilet block windows	325.00	0.00	325.00
08/11/2022	BACS 1307	EHM Exterior Home Maint	PARKS Other Repair/Maint	Lincoln Close - refurbish basketball equipment	845.00	0.00	845.00
08/11/2022	BACS 1308	Eastern Shires Purch Org	G/HALL Supplies/Services	Hand sanitiser	79.90	15.98	95.88
08/11/2022	BACS 1308	Eastern Shires Purch Org	HALLS Boley Hall	Cloakroom supplies for Boley Hall	31.04	6.21	37.25
08/11/2022	BACS 1309	Moor Group Limited	C I L Expenditure	Sanding & polishing of Boley Hall floor (NPIWP 6/4/22)	3,740.00	748.00	4,488.00
08/11/2022	BACS 1310	P Hathaway	BIRTHPLACE Supplies & Services	Update of artwork and pdf file for Museum leaflet	45.00	0.00	45.00
08/11/2022	BACS 1311	Keelys LLP	ADMIN Professional Fees	Annual employment law advice plan to 25/11/23	1,000.00	200.00	1,200.00
08/11/2022	BACS 1312	Lichfield Lock & Key Repairs	BIRTHPLACE Repair/Maint	Call out and repair to staff area lock	50.00	10.00	60.00
08/11/2022	BACS 1312	Lichfield Lock & Key Repairs	HALLS Boley Hall	Labour and parts for 2 lock repairs at Boley Hall	196.24	39.25	235.49
08/11/2022	BACS 1313	Lichfield Arts	G/HALL Bar Charge	Lichfield Arts Bar charges 26/2/22-22/10/22	1,379.50	275.90	1,655.40
08/11/2022	BACS 1313	Lichfield Arts	G/HALL Bar Charge	Commission credit for Lichfield Arts bar charges	-137.95	-27.59	-165.54
08/11/2022	BACS 1314	Mayor & Sheriff's charity acct	CIVIC Events	Transfer Charity Ball cheques paid in error to LCC acct	400.00	0.00	400.00
08/11/2022	BACS 1315	D McCarthy Bros (Lichfield)	PARKS Other Repair/Maint	Warren Close - surfacing work to footpath	650.00	130.00	780.00
08/11/2022	BACS 1316	MT Services Computer Sys	ADMIN Supplies & Services	Supply & set up extra screen for Administrator	114.95	22.99	137.94
08/11/2022	BACS 1316	MT Services Computer Sys	ADMIN Supplies & Services	Remote working set up for Civic Officer	90.00	18.00	108.00
08/11/2022	BACS 1317	Preservation Equipment Ltd	BIRTHPLACE Supplies & Services	Water protection items and insect traps	152.50	30.50	183.00
08/11/2022	BACS 1318	R Fathers	PARKS Other Repair/Maint	Furnivall Crescent - second phase of tree works	750.00	0.00	750.00
08/11/2022	BACS 1319	Smith of Derby Ltd	PARKS Other Repair/Maint	Call out and repair Clock Tower fault	150.00	30.00	180.00
08/11/2022	BACS 1320	Safe Haven Training Ltd	ADMIN Subscript/Training	Emergency & paediatric first aid training for new MSO	150.00	30.00	180.00
08/11/2022	BACS 1321	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 11 Sep & week 22	7.00	0.00	7.00
08/11/2022	DDebit	Land Registry	ADMIN Supplies & Services	Land Registry search fee	6.00	0.00	6.00
11/11/2022	BACS 1322	Crystaltech Services (UK)	G/HALL Supplies/Services	Supply parts and repair dishwasher in Guildhall	444.85	88.97	533.82
11/11/2022	BACS 1323	NSPCC Lichfield District	G/HALL Lettings	Refund of balance of PRS fee	65.09	13.02	78.11
11/11/2022	Debit	Sheriff's Ride Banquet refunds	CIVIC Ride Meal Income	Sheriff's Ride Banquet refund for duplicate card payment	25.00	5.00	30.00
14/11/2022	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - September	345.53	17.28	362.81
14/11/2022	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - September	457.95	91.59	549.54
14/11/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - September (1st account)	102.23	5.11	107.34
14/11/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - September (2nd account)	117.60	5.88	123.48
14/11/2022	DDebit	Npower Ltd	G/HALL Energy	Electricity - September	837.37	167.47	1,004.84
14/11/2022	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - September	45.83	2.29	48.12
14/11/2022	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - September	137.39	6.87	144.26
14/11/2022	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - September	46.49	3.25	49.74
15/11/2022	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office 365 etc - October	616.24	123.25	739.49
15/11/2022	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - October	45.00	9.00	54.00
15/11/2022	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - October	126.00	25.20	151.20
15/11/2022	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - October	45.00	9.00	54.00

15/11/2022	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - November	44.30	0.00	44.30
15/11/2022	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - November	37,433.91	0.00	37,433.91
16/11/2022	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - October	19.00	3.80	22.80
16/11/2022	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - October	19.00	3.80	22.80
16/11/2022	DDebit	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit less mailmark rebates	485.10	0.00	485.10
16/11/2022	DDebit	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine rental 15/11/22 - 14/2/23	75.00	15.00	90.00
17/11/2022	DDebit	British Telecommunications	ADMIN Tel/Postage	Broadband line rental - Nov22 to Jan23	101.67	20.33	122.00
17/11/2022	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - November	29.51	5.90	35.41
17/11/2022	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - November	18.27	3.66	21.93
17/11/2022	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - November	29.51	5.90	35.41
17/11/2022	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - October	54.95	2.75	57.70
17/11/2022	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 1/8/22 - 1/11/22	65.94	0.00	65.94
17/11/2022	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/8/22 - 1/11/22	100.44	0.00	100.44
17/11/2022	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block water & surface drainage 1/8/22 - 1/11/22	113.44	0.00	113.44
21/11/2022	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - Oct usage/Nov rental	134.05	26.82	160.87
22/11/2022	DDebit	Land Registry	ADMIN Supplies & Services	Land Registry search fee	3.00	0.00	3.00
22/11/2022	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - October payroll	25.85	0.00	25.85
25/11/2022	BACS 1324	1A Action Rotary Rod Ltd	G/HALL Repair/Maint	Repairs & clearing of guttering & hopper in courtyard	725.00	145.00	870.00
25/11/2022	BACS 1325	ACW Arb	PARKS Other Repair/Maint	Christchurch Cemetery - Phase 1 tree safety work	1,800.00	360.00	2,160.00
25/11/2022	BACS 1325	ACW Arb	PARKS Other Repair/Maint	Gazebo footpath - Emergency removal of fallen limb	80.00	16.00	96.00
25/11/2022	BACS 1326	Broxap Ltd	PARKS Other Repair/Maint	Supply 4 removable bollards	1,146.00	229.20	1,375.20
25/11/2022	BACS 1327	J Butler	BIRTHPLACE Stock for sale	Scarf stock for sale	30.51	0.00	30.51
25/11/2022	BACS 1327	J Butler	BIRTHPLACE Supplies & Services	Paint for toilet & dehumidifier for store cupboard	26.67	5.33	32.00
25/11/2022	BACS 1328	BZ Commercial Finance	ADMIN Supplies & Services	Paper & other stationery from Banner	102.89	20.57	123.46
25/11/2022	BACS 1329	CBS Complete Ltd	G/HALL Repair/Maint	Supply and install commercial condensate pump	764.00	152.80	916.80
25/11/2022	BACS 1330	City of Lich Shrievalty Assocn	CIVIC Sheriff's Allowance - J Greaves	2 tickets for Lichfield Shrievalty Christmas Lunch	60.00	0.00	60.00
25/11/2022	BACS 1331	Clean All (Windows) Ltd	ADMIN Supplies & Services	Quarterly window cleaning - November	75.15	15.03	90.18
25/11/2022	BACS 1331	Clean All (Windows) Ltd	BIRTHPLACE Supplies & Services	Quarterly window cleaning - November	65.20	13.04	78.24
25/11/2022	BACS 1331	Clean All (Windows) Ltd	G/HALL Supplies/Services	Quarterly window cleaning - November	79.37	15.87	95.24
25/11/2022	BACS 1332	County Signpost Ltd	BIRTHPLACE Adverts/promotion	Museum advert in Signpost magazine & website 2023	160.00	32.00	192.00
25/11/2022	BACS 1333	EHM Exterior Home Maint	ADMIN Supplies & Services	Glazing repair to Donegal Hse 2nd floor office window	120.00	0.00	120.00
25/11/2022	BACS 1333	EHM Exterior Home Maint	MARKET Repair/Maint	Supply and fit replacement slabs on Market Square	165.00	0.00	165.00
25/11/2022	BACS 1333	EHM Exterior Home Maint	PARKS Other Repair/Maint	Netherstowe - Safety repairs to play area logs & surface	1,950.00	0.00	1,950.00
25/11/2022	BACS 1334	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'My Friend The Octopus' for Bookworms Club	10.38	0.00	10.38
25/11/2022	BACS 1335	House of Flags Ltd	CIVIC Supplies/Services	2 Union Jack flags and carriage	160.00	32.00	192.00
25/11/2022	BACS 1336	W Kendrick	CIVIC Events	Buglar for Remembrance Sunday	25.00	0.00	25.00
25/11/2022	BACS 1337	Lichfield Lions Club	CIVIC Mayor's Allowance - J Checkland	Tickets for Lichfield Lions 50th Charter Event	54.00	0.00	54.00
25/11/2022	BACS 1338	Lich Science & Engineering Soc	CIVIC Mayor's Allowance - J Checkland	Ticket for Erasmus Darwin Memorial Lecture & Supper	28.00	0.00	28.00
25/11/2022	BACS 1338	Lich Science & Engineering Soc	CIVIC Sheriff's Allowance - J Greaves	Tickets for Erasmus Darwin Memorial Lecture & Supper	56.00	0.00	56.00
25/11/2022	BACS 1339	Loyal Company of Town Criers	CIVIC Supplies/Services	Membership fee for Town Crier for 22/23	25.00	0.00	25.00
25/11/2022	BACS 1340	Messenger Construction	R&R FUND Birthplace	Scaffolding, render repairs & redecoration - 5th payment	11,499.39	2,299.88	13,799.27
25/11/2022	BACS 1341	MT Services Computer Sys	G/HALL Supplies/Services	Boosters and labour to improve WIFI	819.00	163.80	982.80
25/11/2022	BACS 1342	NG Training & Event Security	CIVIC Events	Security staff for Remembrance Sunday	727.68	0.00	727.68
25/11/2022	BACS 1342	NG Training & Event Security	G/HALL Supplies/Services	Security cover for 2 evenings during PA sickness	165.16	0.00	165.16
25/11/2022	BACS 1343	Pioneer Roadshows	CIVIC Events	PA service for Remembrance Sunday	325.00	0.00	325.00
25/11/2022	BACS 1344	Portal Plan Quest Ltd	C I L Expenditure	Planning application fee for plaque at Cruck Hse	234.00	0.00	234.00
25/11/2022	BACS 1344	Portal Plan Quest Ltd	C I L Expenditure	Service charge for planning for plaque at Cruck Hse	26.83	5.37	32.20
25/11/2022	BACS 1345	Print & Digital of Lichfield	MARKET Supplies/Services	Weatherproof posters for Vegan Markets	62.00	12.40	74.40
25/11/2022	BACS 1346	Primary Teaching Services	BIRTHPLACE Supplies & Services	Bespoke children's stickers for Museum	85.20	17.04	102.24
25/11/2022	BACS 1347	R Fathers	PARKS Other Repair/Maint	Stafford Road - Crown lift to beech	540.00	0.00	540.00
25/11/2022	BACS 1347	R Fathers	PARKS Other Repair/Maint	Samuel Close - Various tree work	550.00	0.00	550.00
25/11/2022	BACS 1348	M Read	ADMIN Supplies & Services	Desk riser	74.99	15.00	89.99
25/11/2022	BACS 1348	M Read	BIRTHPLACE Supplies & Services	Desk riser	74.99	15.00	89.99
25/11/2022	BACS 1348	M Read	G/HALL Supplies/Services	Hi-vis jackets	226.84	45.37	272.21
25/11/2022	BACS 1348	M Read	G/HALL Supplies/Services	Safety boots	79.96	0.00	79.96
25/11/2022	BACS 1349	SCC County Fund	CIVIC Mayor's Allowance - J Checkland	Tickets for SCC Chairman's Carol Service	50.00	0.00	50.00
25/11/2022	BACS 1350	Stone Town Council	CIVIC Sheriff's Allowance - J Greaves	Tickets for Stone TC Pickle Night (refunded in error)	33.33	6.67	40.00
25/11/2022	BACS 1351	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning for October (25.5 hrs)	349.35	69.87	419.22

25/11/2022	BACS 1351	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning of Guildhall and DH for October (53.75 hrs)	736.38	147.28	883.66
25/11/2022	BACS 1352	Water Plus Ltd	BIRTHPLACE Rates/Water	Used water & surface drainage 10/7/22 - 31/10/22	54.30	0.00	54.30
25/11/2022	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/10 - 10/11	11,888.54	2,377.71	14,266.25
30/11/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 1 Oct to 4 Nov - current account	31.36	0.00	31.36
					<u>96,197.52</u>	<u>9,144.30</u>	<u>105,341.82</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 November to 30 November 2022

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
04/11/2022	BACS I18	Crystaltech Services (UK) Ltd	G/HALL Supplies/Services	Advance for callout & labour for dishwasher repair	130.00	26.00	156.00
04/11/2022	BACS I19	M Read	ADMIN Supplies & Services	Office refreshments	31.93	0.00	31.93
04/11/2022	BACS I19	M Read	ADMIN Supplies & Services	Paper, cloakroom & cleaning supplies, key safe & desk riser	122.71	24.54	147.25
04/11/2022	BACS I19	M Read	DEM SERVICES Supplies & Services	Bottled water for meeting	3.25	0.65	3.90
04/11/2022	BACS I19	M Read	G/HALL Supplies/Services	Tabards and other cleaning supplies	51.66	10.33	61.99
04/11/2022	BACS I19	M Read	HALLS Boley Hall	Doormat for Boley Hall	20.82	4.17	24.99
04/11/2022	BACS I19	M Read	HALLS Boley Hall	New mortice keys cut for Boley Hall	20.00	0.00	20.00
04/11/2022	BACS I20	S Thomas	ARTS/TOURISM Lights Costs	Card purchase of barriers & sandbags for road closure	202.69	40.54	243.23
17/11/2022	05451	Cash	Various	Petty cash vouchers 7908 - 7923	252.90	30.39	283.29
17/11/2022	05452	Cash	CIVIC Events	Cash float for Charity Dinner Dance (to be repaid)	120.00	0.00	120.00
28/11/2022	05453	Cash	Various	Petty cash vouchers 7924 - 7931	236.03	25.60	261.63
30/11/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 1 Oct to 4 Nov - imprest account	7.19	0.00	7.19
					<u>1,199.18</u>	<u>162.22</u>	<u>1,361.40</u>