



# Lichfield City Council

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

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

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9 April 2023

**To: Members of Lichfield City Council**

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield on **Monday, 17 April 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 13 March 2023 (Nos. 98 - 111) (**copy attached**).
5. **MATTERS ARISING ON COUNCIL MINUTES**
6. **PLANNING COMMITTEE**  
The Chair of the Planning Committee to move that comments submitted to Lichfield District Council for the period 2 March 2023 to 30 March 2023 and made in the name of LCC via delegated authority, be received (**copies previously circulated**).
7. **TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) IF ANY**

***THE MEETING TO ADJOURN FOR PUBLIC FORUM***

## **8. NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY**

To adopt the Minutes and recommendations of the meeting of the Neighbourhood Plan Implementation Working Party (NPIWP) held on 4 April 2023 (**APPENDIX 1, attached**). Members' particular attention is drawn to the recommendation to Council regarding a CIL allocation to Lichfield and District Allotments Society (Minute 39), and to the proposal discussed under 'Any Other Business' to award CIL funding to the Boley Park Pre-School to contribute to the improvement of the play area used by them on an exclusive basis. The proposals for the play area have been positively received by the LCC appointed Hall Trustees and Management Committee and are available to all members on request to the Town Clerk.

**RECOMMENDED:** *That the Minutes and recommendations of the meeting of the NPIWP held on 4 April 2023 be adopted.*

## **9. GRANT APPLICATION – CHURCHES TOGETHER IN LICHFIELD**

Churches Together in Lichfield have applied for a grant from the City Council in the sum of £500.00 to provide a Christmas dinner for approximately 50 elderly, lonely and disabled residents in Lichfield. In 2022, 25 people attended the dinner held at Wade St Church, with a further 20+ receiving a meal and gifts at home. The grant would be used to fund the food and gifts, the event being run by volunteers.

The grant request was circulated to members of the City Council's Grants Committee for informal comment; the responses received were all in favour of awarding the grant. The full grant application is available to all members on request to the Town Clerk.

**RECOMMENDED:** *Council to confirm the informal view as expressed by members of the Grants Committee and award a grant in the sum of £500.00 to Churches Together in Lichfield to fund the Christmas meal and gifts as detailed in the application.*

## **10. GRANT APPLICATION – LICHFIELD PRIDE**

Lichfield Pride have applied for a grant from the City Council in the sum of £800.00 to support the planned march on 23 July 2023. The grant application is in part to cover the costs of hiring Pool Walk and Market Square to allow the smooth running of the march and reduce disturbance to the city. Pool Walk hire would enable Pride marchers to have a meeting place, plus gazebos for face painting and flag/banner making.

Market Square hire would be utilised to host family engagement/educational activities, the intention is also to provide seating on the Square, plus outreach art style activities and some entertainment; Pride are working with the Hub at St Mary's on some of these elements. The cost to hire Pool Walk and Market Square would total £310; the remainder of the Grant sum would be put towards the aforementioned provision of seating on the Square and the various entertainments which are planned (the overall cost excluding hire of Pool Walk/Market Square is currently estimated as being in excess of £1,000).

The grant request was circulated to members of the City Council's Grants Committee for informal comment; the responses received were all in favour of awarding the grant, subject to the appropriate completion of the financial details section. The full grant application is available to all members on request to the Town Clerk.

**RECOMMENDED:** *Council to confirm the informal view as expressed by members of the Grants Committee and award a grant in the sum of £800.00 to Lichfield Pride to fund the hire of Market Square/Pool Walk and contribute towards seating/entertainment provision as detailed in the application.*

**11. OFFICERS' REPORT**

To receive the Officers' Report on recent activity, **APPENDIX 2** attached.

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

**12. PAYMENT OF ACCOUNTS**

To confirm payments as listed in the attached schedule (**APPENDIX 3**) for the periods:

- 1 January 2023 to 31 January 2023 in the sum of **£124,776.06** General Account, and **£817.24** Imprest Account.
- 1 February 2023 to 28 February 2023 in the sum of **£84,971.71** General Account, and **£996.54** Imprest Account.

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**PUBLIC ATTENDANCE**  
**AT CITY COUNCIL MEETINGS**

**COVID-19 PRECAUTIONS**

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

Attendees at Council meetings are asked to note that COVID-19 precautions such as sanitiser, one-way systems and socially distanced seating may be in place.

It would be helpful if those wishing to attend could advise the Council of their intention prior to the meeting. This can be done by telephoning 01543 250011 or emailing [enquiries@lichfield.gov.uk](mailto:enquiries@lichfield.gov.uk).

**PUBLIC PARTICIPATION SESSION**  
**AT CITY COUNCIL MEETINGS**

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

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

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

## **Lichfield City Council**

### **Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 13 March 2023 at 6.30pm**

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

**APOLOGIES:** Councillors G Boyle, I Jackson, P McDermott, C Spruce and M Trent.

**A MINUTES SILENCE WAS HELD IN MEMORY OF MR BRIAN PRETTY, FORMER CITY COUNCILLOR, MAYOR OF LICHFIELD IN 1996, AND PRESIDENT OF LICHFIELD ARTS, WHO DIED ON 6 MARCH 2023**

**Subsequently Councillors J Eagland, C Greateorex, R Yardley, P Ray, D Robertson and D Baker paid tribute to Mr Pretty and shared their fond memories of him.**

#### **98 MAYOR'S ANNOUNCEMENTS**

The Mayor reported on the engagements he has attended in recent weeks including the charity Valentines lunch, a thanksgiving service for the retiring Dean of Lichfield, the Company of Smiths Court and Feast, the Dr Johnson Annual Lecture, and the Schools Speaking Competition.

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

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

Councillors J Checkland, D Baker, P Jones, J Smith, C Ball, R Harrison, H Ashton, J Marks, J Greaves, M Field and M Warfield declared an interest under Appendix B of the City council's Code of Conduct in relation to agenda item 8 (minute 103) Grants Committee.

#### **100 COUNCIL MINUTES**

***RESOLVED: That the Minutes of the Council Meeting held on 23 January 2023 (Nos 81-97), be confirmed and signed as a correct record.***

#### **101 MATTERS ARISING**

Councillor C Ball asked Councillor A Lax if any progress had been made regarding the provision of traveller sites in the City and whether an apology had been received from the County Council regarding the implementation of the pedestrianisation scheme. Councillor Lax advised members that both matters would be more appropriately raised at the District Council, and that the traveller site provision was not within her LDC portfolio; any enquires should be referred to District Councillor I Eadie.

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

***RESOLVED: That comments submitted to Lichfield District Council for the period 24 December 2022 to 2 March 2023 and made in the name of LCC via delegated authority, be received.***

**103 GRANTS ADVISORY COMMITTEE**

Members considered the Minutes and recommendations of the Grants Advisory Committee following its meeting of 13 February 2023.

***RESOLVED: That the Minutes and recommendations of the Grants Advisory Committee meeting held on 13 February 2023 be adopted.***

**104 NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY**

Members considered the minutes and recommendation of the NPIWP meeting held on 20 February 2023, including the recommendation that £21,464.64 of CIL be allocated to The Hub at St Mary's to improve sound infrastructure.

***RESOLVED: That the minutes and recommendations of the meeting of the NPIWP held on 20 February 2023 be adopted.***

**105 MARKETS WORKING GROUP**

Members considered the minutes and recommendations of the meeting of the Markets Working Group held on 28 February 2023, including proposals and incentives to advise of non-attendance, the procuring of up to three gazebos for use by casual traders, and trader representation on the MWG.

***RESOLVED: That the minutes and recommendations of the meeting of the Markets Working Group held on 28 February 2023 be adopted.***

**106 AUDIT COMMITTEE**

Members considered the Minutes and recommendations of the meeting of the Audit Committee held on 9 March 2023; the Internal Audit report which was discussed at that meeting having been circulated to all members. The recommendations to Council included adoption of the recommendations and timescales within the audit report, the annual review of the effectiveness of internal control, the Treasury Management policy and Statement, Reserves Policy and Audit Plan.

***RESOLVED: That the Minutes and recommendations of the Audit Committee meeting held on 9 March 2023 be adopted.***

**107 NOMINATIONS FOR CIVIC OFFICE**

**a) Mayor Elect**

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

***RESOLVED: That Councillor Paul Jones be nominated Mayor Elect for the year 2023/24.***

**b) Deputy Mayor Elect**

It was proposed by Councillor A Smith, seconded by Councillor A Lax and

***RESOLVED: That Councillor Janet Eagland be nominated Deputy Mayor Elect for 2023/24.***

**c) Sheriff Elect**

It was proposed by Councillor D Baker, seconded by Councillor R Yardley and

***RESOLVED: That Mr Adam Burns-Mace be nominated Sheriff Elect for the year 2023/24***

**108 CALENDAR OF MEETINGS 2023/24**

Consideration was given to the draft calendar of meetings.

***RESOLVED: That the calendar of meetings for 2023/24 be as follows;***

DATE	TIME	MEETING
<b>2023</b>		
Monday, 15 May	6.30pm	ANNUAL COUNCIL
Wednesday, 24 May	7.30pm	ANNUAL TOWN MEETING
Thursday, 1 June	6.30pm	Planning Committee (if called)
<i>Thursday, 8 June</i>	<i>4.00pm</i>	<i>Audit Committee</i>
Monday, 12 June	6.30pm	COUNCIL (Year-end accounts)
Thursday, 22 June	6.30pm	Planning Committee (if called)
WEDNESDAY, 19 JULY	6.30pm	Planning Committee (if called)
Monday, 24 July	6.30pm	COUNCIL
Thursday, 17 August	6.30 pm	Planning Committee (if called)
WEDNESDAY, 13 SEPTEMBER	6.30pm	Planning Committee (if called)
TUESDAY, 26 September	6.30pm	COUNCIL
Thursday, 12 October	6.30pm	Planning Committee (if called)
<i>Tuesday, 31 October</i>	<i>10.30am</i>	<i>Johnson Birthplace Advisory Committee</i>
<i>Thursday, 2 November</i>	<i>6.30pm</i>	<i>Staffing Committee</i>
Thursday, 9 November	6.30pm	Planning Committee (if called)
<i>Thursday, 7 December</i>	<i>4.00pm</i>	<i>Audit Committee</i>
Monday, 11 December	6.30pm	COUNCIL
Thursday, 14 December	6.30pm	Planning Committee (if called)
<b>2024</b>		
WEDNESDAY, 10 January	6.30pm	Planning Committee (if called)
Monday, 22 January	6.30pm	COUNCIL
WEDNESDAY, 7 February	6.30pm	Planning Committee (if called)
<i>Monday, 12 February</i>	<i>6.30pm</i>	<i>Grants Advisory Committee</i>
<i>Wednesday, 6 March</i>	<i>4.00pm</i>	<i>Audit Committee</i>
WEDNESDAY, 6 March	<i>6.30pm</i>	Planning Committee (if called)
Monday, 11 March	6.30pm	COUNCIL
FRIDAY, 5 April	6.30pm	Planning Committee (if called)
Monday, 15 April	6.30pm	COUNCIL
<i>Thursday, 25 April</i>	<i>10.30am</i>	<i>Johnson Birthplace Advisory Committee</i>
Thursday, 9 May	6.30pm	Planning Committee (if called)
Wednesday, 15 May	6.30pm	ANNUAL COUNCIL
Wednesday, 22 May	7.30pm	ANNUAL TOWN MEETING
Thursday, 13 June	6.30pm	Planning Committee (if called)

## 109 OFFICERS' REPORT

Councillor Lax thanked Officers for their immediate response in regard to replacing the stolen slabs at Open Space 10. Councillor A Smith commented on the excellent work installing bollards at Festival Gardens to guard against unauthorised vehicular access.

Councillor C Greatorex observed the positive progress that was being made regarding bus shelters and noted that Officers are working in partnership with Leomansley Residents Association (LARA) Councillor C Greatorex also highlighted the year-on-year increase in visitor numbers at the Samuel Johnson Birthplace Museum, and the 'Lichfield Heritage Safari' which aimed to co-ordinate visits between the Birthplace, cathedral and Erasmus Darwin House.

Councillor D Baker remarked how the markets are becoming more vibrant with new traders and commended officers and the MWG for the strong presence on social media and thanked the traders who stood in the inclement weather.

Councillor D Robertson noted how eye catching the new advertising for the Markets is now that it has been installed on several bus shelters and thanked all the officers involved.

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

#### **110 GRANT APPLICATION – DARWIN PARK FRIENDS**

Members considered the grant request in the sum of £323.21 to contribute towards a planned afternoon tea for local residents to celebrate the coronation of King Charles III. Members noted that the proposal had been circulated to the Grants Committee for informal comment, with the prevailing view being that such a 'one off' event was not an appropriate use of LCC grant funds.

**RESOLVED:**

***That no grant be awarded to Darwin Park Friends in this instance.***

#### **111 PAYMENT OF ACCOUNTS**

**Councillor C Greatorex queried the following payments.**

1362 £137.80 Birthplace Stock Worm & Mice Toys – whether they were Johnson related

1367 M Read numerous purchases – queried whether this was a new employee making purchases on behalf of the Council.

1368 Andrew Starkey £300 – Christmas Lights

The Town Clerk confirmed he would seek clarification regarding payment 1362 *[subsequently confirmed that the items are not directly 'Johnson' themed but are a very popular item in the shop]* and that payment 1367 referred to numerous purchases made by M Read in her role as Office Administrator; the Town Clerk confirmed that such purchases had been discussed with the Internal Auditor.

The Deputy Town Clerk confirmed that payment 1368 was in payment for the band Britpop Reunion who performed at the Christmas Lights Switch On event.

***RESOLVED: That payment of accounts be approved and confirmed as listed in the agenda for the period 1 December 2022 to 31 December 2022 in the sum of £188,537.61 General Account, and £750.66 Imprest Account.***

**THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.17 PM**

**MAYOR**

## For Council: 17 April 2023 APPENDIX 1

### Lichfield City Council

#### Minutes of the Meeting of the Neighbourhood Plan Implementation Working Party (NPIWP) held via 'Zoom' on Tuesday 4 April 2023 6.00pm

**PRESENT:** Councillors M Warfield (Chair), H Ashton, C Ball, G Boyle, J Checkland, P Jones, and M Trent

**APOLOGIES:** None

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

Councillor C Ball declared an interest in agenda item 7 (minute 39) under Appendix A of the City Council's Code of Conduct as he holds a plot at Netherstowe allotments. Cllr Ball left the meeting during discussion of this item, taking no part in the discussion or voting thereon.

Councillor J Checkland declared an interest under Appendix A of the City Council's Code of Conduct in agenda item 8 (Minute 40) as Chair of Lichfield Hockey Club (the discussion thereon required no decision).

#### 34. MINUTES

**RESOLVED:** *That the minutes of the NPIWP meeting held on 20 February 2023 be confirmed as a correct record (Minutes adopted by Council on 13 March 2023).*

#### 35. MATTERS ARISING

None

#### 36. CIL MONIES RECEIVED, COMMITTED AND FORECAST

Members considered CIL commitments, balances and forecast as detailed at Agenda Appendix 1.

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

#### 37. CITY CENTRE PLAQUES - UPDATE

Members considered the agenda report noting that the next three plaques are being renovated in line with the agreed restoration project.

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

#### 38. FRANCIS BARBER/ANNA SEWARD PLAQUES

Members considered the Museum & Heritage Officer's agenda report which provided an update on the Barber/Seward plaques. Councillor J Checkland and C Ball commented that they had both attended the unveiling of the Francis Barber plaque which had been well received.

The Deputy Town Clerk updated members in regard to the Anna Seward plaque. The Cathedral Facility Advisory Committee have indicated that they would be willing to consider a plaque of the same design as the Francis Barber plaque and will update the MHO once a decision has been made.

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

**39. POSSIBLE CIL ALLOCATION – LICHFIELD AND DISTRICT ALLOTMENTS SOCIETY**

Members considered the submission from LDAS, which outlined their proposals regarding access and their wish to bring the main tracks at each of the five allotment sites up to a higher standard. The bid requested the provision of £27,500 of CIL, to be drawn down in stages following receipt of invoice for the work across each of the sites.

***RECOMMENDATION TO COUNCIL:***

- a) That £27,500 of CIL be allocated to Lichfield and District Allotment Society for essential maintenance and repair to the main track at each of the five allotment sites.***
- b) That delegated authority to be given to the Town Clerk to release allocated CIL monies in stages on production of suitable invoices for works carried out.***

**40. CIL ALLOCATION UPDATES**

Members considered the agenda report, giving updates on the installation of the additional replacement bus shelter at Boley Park, the pathway at Lichfield Hockey Club, footway lighting at Stowe Pool, EV charging points and other ongoing matters.

Councillor C Checkland informed members that planning permission for the tarmac pathway at Lichfield Hockey Club was granted by Lichfield District Council on 3 April 2023.

The Deputy Town Clerk reported that permission had been granted for the new lamp on the footpath at Cross Keys car park and that Lichfield District Council were also upgrading the existing lighting to LED. Councillor H Ashton informed members that permission had been sought to install a dropped kerb.

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

**41. ACTION PLAN UPDATE**

The Working Party considered the action plan; the updated document is included at **ENCLOSURE 1** to these Minutes.

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

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

In view of the forthcoming elections members agreed to keep the date of the next meeting in abeyance and requested that it take place in person.

**43. ANY OTHER BUSINESS**

**Boley Park Pre-School – Funding for Improved Play Area.**

Members considered a bid for CIL funding received after the deadline for the circulation of the agenda. The bid requested a contribution towards the costs of improving the play area utilised by Boley Park Pre School at the Boley Park Community Hall. The area is used exclusively by the pre-school and fundraising for improvements has been ongoing since 2018. An Ofsted inspection had further highlighted a desired improvement to the play area and quotations totalling approximately £26,000 had been received, leaving an approximate £11,000 shortfall, based on £10,000 already raised and an expected £5,000 donation from the Co-op.

***RECOMMENDATION TO COUNCIL: That up to £11,200 of CIL be awarded to Boley Park Pre-School for improvements to the play area subject to the retention of trees and bushes as mentioned in the original bid.***

**20mph Repeater Signs – Gaia Lane.**

Cllr M Trent advised of discussions with a resident who raised a road safety issue regarding the junction of Gaia Lane and Bulldog Lane, and asked whether 20mph repeater signs might be possible along Gaia Lane, in a similar project to those signs that CIL recently funded in Curborough Ward. It was proposed by Councillor P Jones and seconded by Councillor C Ball and

***RESOLVED: That members indicate streets in each Ward which they believe would benefit from additional 20mph repeater signs and report back at the next meeting of the NPIWP in order for the Deputy Town Clerk to progress with SCC Highways.***

**THERE BEING NO FURTHER BUSINESS**

**THE CHAIR DECLARED THE MEETING CLOSED AT 6.43PM**

**ENCLOSURE 1: NPIWP ACTION PLAN AND PRIORTIES**

ACTION	COMMENTS	TIMESCALE
City Centre Plaques	Members noted the updated report at Agenda item 5	Members noted that this is an ongoing project which is being progressed in phases.
Samuel Johnson Birthplace Redevelopment	As previously reported, the installation of the workroom is dependent on the scheduling of the Birthplace yard works. Budget for those works has now been approved in the LCC R&R schedule for 23/24, and Architects have been instructed to prepare tender documentation to expediate the start date. The MHO is in regular communication with the partners involved in the workroom installation.	It is hoped that installation will take place over the Summer 2023
Signs in the City Centre indicating walking direction to named carparks.	The Town Clerk met with District Council Officers who confirm that the City Council will be consultees on the city centre masterplan and public realm project which will, amongst other things look at signage around the city.	Work is ongoing, with the Town Clerk also attending LDC Masterplan Sounding Board meetings where this provision is being actively discussed
Stowe Pool Lighting	Members are asked to note the update at Agenda item 8	Discussions are ongoing with EON to facilitate installation. LDC report that they will also be upgrading the existing lighting to LED.
City Council Bus Shelters/ Advertising	All the City Council Bus Shelters have now been refurbished.  As per the update at Agenda item 8. The bus shelter at Boley park has now been reinstated.	The new advertising has now been installed in five of the City Councils 14 bus shelters.
Information Boards Stowe Pool	Following a request from LDC the NPIWP made a recommendation to Council to allocate £9,555 of CIL for the installation of three new information boards around Stowe Pool	LDC officers report that they are in discussions with the Friends of Lichfield Historic parks as to the content. The Johnson society have also agreed to fund a fourth board providing information about Johnsons Willow.

Updated 05.04.23.

## For Council: 17 April 2023 APPENDIX 2

### OFFICERS' INFORMATION REPORT

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

On Friday 3 March, the Arthur Price and Michael Fabricant School's Speaking Competition was held in the Guildhall, marking the 30<sup>th</sup> year since its foundation.

The team competition between pupils (aged 15-19 years) from senior schools in Michael Fabricant's constituency, is aimed to give young people the experience of speaking on a public platform, in an environment similar to the House of Commons Chamber and an incentive to formulate ideas on a significant subject.

This year we were lucky enough to welcome five schools to take part to debate the question: *That this House believes British Monarchy should continue to reign*. Under the watchful eye of the timekeeper David Cooke, the pupils stood up to rigorous

questioning from the judging panel which consisted of the Mayor, Sheriff, Simon Price of Arthur Price of England and Paul Jones – President of Lichfield Rotary Club of St Chad. Four of the schools argued for the motion, with The Friary School putting up a spirited and well-presented argument against.

The judges did not base their decision on whether teams were for or against the motion, but on the strength of the argument, clarity, time keeping, and overall presentation among other factors.

They agreed that all the pupils who took part were a credit to their schools with the scoring being very close, however, after much deliberating, Erasmus Darwin Academy were declared the worthy winner. There was more success for the school as Holly Davies was named joint winner of the Best Speaker title with Luke Rorie Matheson from Chase Terrace Academy.



On Monday 13 March, the Mayor and Sheriff held their Entertainment & Tea event for the over 70's at Curborough Community Centre, after an absence of three years. More than 70 guests sat down to high tea served by members of Lichfield City Council. The event was thoroughly enjoyed by all. This year's guests were entertained by band 'The Commodores' who sang a variety of songs from all genres and decades resulting in lots of audience participation. A free raffle was held with prizes kindly donated by various Lichfield business. The afternoon closed with thanks from the Mayor to the helpers and a special mention to Travel Wood Ltd for providing transport enabling many to attend.



The Mayor & Sheriff enjoyed a memorable Royal occasion on March 16 where they were invited to Lichfield Cathedral to welcome the Duke and Duchess of Gloucester who were visiting the City. On arrival, the Duke and Duchess were greeted by the Dean of Lichfield, The Very Revd Adrian Dorber, along with the Chair of Lichfield District Council, the Mayor & Sheriff and the Bishop of Lichfield.



On Friday 24 March, the Mayor and Sheriff held their final fundraiser - a Charity Barn Dance in the Guildhall with 70 guests attending. The band '3D' & caller Mike Gentles were very well received and encouraged everyone to participate. All guests tucked into half time jacket potatoes from CL Catering before enjoying more dancing. The night finished with the raffle raising £275.00 for their chosen charities and the Mayor gave a final vote of thanks to all guests for their support over the Civic year.



At the time of compiling this report, preparations are on-going for several events in April including the Sheriff's Darwin Walk on Sunday 2 April, Easter Sunday Service on April 9 and St Georges Court on Saturday 22 April.

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

The Museum welcomed 2893 visitors in February and March, representing a 38% increase in the same months in 2022. The total visitors to the Museum for the 2022-2023 reporting period numbered 14,750. Annual Visitor Surveys from 2022 have been collated and show that 36% of visitors came from within 15 miles, 51% from elsewhere in the UK and 13% were international visitors. The age range of visitors was very broad, with 32% being children under 16, 10% between 16-24, 35% adults aged 25-64 and 22% 65 and over. 96% of visitors rated their overall experience at the Museum as good or excellent.

Chadsmead Primary Academy and Howard Primary School Elford attended for guided school visits, and numerous future bookings have been organised by the Museum Support Officer. Family craft activities were provided by volunteers for the school half-term holiday on Thursday 23 February, the theme 'Dragons and Daffodils' linking to St David's Day and Johnson's time in Wales. On Thursday 2 March, the Birthplace hosted the Johnson Society's traditional 'Chair Ceremony' ahead of their Annual Lecture. The MHO travelled to Keele University on Monday 6 March to deliver a workshop to undergraduate English Students about writing text for museums, using the Birthplace as an example and introducing them to the Museum's collections and library research spaces. Recent use of the library has included local history research about Andrew Newton, the founder of Newton College.

A successful evening of drama took place on Saturday 11 March, written and performed by Museum Attendant Christine Genders. 'Tea with Mrs Thrale?' was a monologue based on the writings of Hester Thrale Piozzi, and was performed to a full house at the museum, following by an opportunity to see Museum collections behind the scenes, and a Q&A session with the writer. To make the event accessible, a pre-recorded version was also available via Zoom, and tickets were purchased for online viewing from around the world. The event formed part of celebrations around International Women's Day, including a Women's History Walk led by Sarah Dale on Wednesday 8 March, and a blog post compiled by Laura Bell.



Museum staff organised an event to unveil the plaque to Francis Barber on Wednesday 29 March. The event held at Cruck House was a gathering to thank all those involved in the project, particularly representatives of the Johnson Society, Lichfield City of Sanctuary and one Lichfield, organisations with which the MHO has liaised over the course of several months to bring the plaque to fruition. Cedric Barber (pictured), a direct descendant of Francis, unveiled the plaque and gave a moving speech. The plaque is due to be installed on the exterior of Cruck House in mid-April, the site chosen as one of the only remaining historic buildings on Stowe Street, the street in which Barber lived from 1786 to 1793.





The Quinquennial architects inspection of the Birthplace was undertaken, and arrangements for the building of the yard toilet in 2023-24 in progress. Other behind-the-scenes work included staff training, with all staff undertaking Safeguarding training organised by the Deputy Town Clerk, and newer staff members attending 'Exceeding Visitor Expectations' customer service training, free-of-charge training provided by West Midlands Museums Development.

In addition to projects relating to the Johnson Birthplace, Officers have been supporting the opening of the Guildhall Prison Cells for their summer visitor season, with three new volunteers recruited to join the welcoming team, and work on the City Plaques project continues.

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

#### **Friary Remains – Ukrainian Planting**

With the help of local Ukrainian families, Lichfield City Council and LDC Grounds Team have collaborated on a new shrub/flower bed at Friary Remains with plants chosen to reflect Ukraine's country colours. Planting and launch took place on Tuesday 14<sup>th</sup> March with a dedication plaque installed as a thank you to the City of Lichfield.



### **Bus Shelter 12 – Ryknild Street**

Reinstatement of a bus shelter outside Boley Park Community Hall has recently been completed. Funded via CIL, the shelter was reinstated following requests from local residents, and has attracted positive comments.

The previous shelter, which was in a poor state of repair, was removed some years ago following a rerouting of bus services away from this stop that has since been reversed.



### **Land Opposite St Chad's Church**

Bollards have been installed to prevent further unauthorised parking on this small area of LCC land, and the ground prepared in readiness to turn the area into a further small wildflower meadow.



Other matters progressed/completed since the last report and in addition to routine inspections includes:

- Additional wildflower seed has been sown in Festival Gardens and appropriate signage erected for both wildflower and wilding areas
- Repairs to the tarmac pathways in Heather Gardens ongoing
- Negotiation with Staffordshire County Council regarding costs for 'permit to dig' for re-siting of bus shelters that do not currently serve an active route
- Tree works at St Michaels and St Chad's (completion of scheduled works following previous report and further investigations)
- Signage in preparation for Jukes Funeral Services sponsorship of Cappers' Lane roundabout
- Installation of removal bollards at entry/exit to FP 22, the cycleway alongside Stowe Pool from end of Reeve Lane to St Chad's Road to prevent vehicular access. This follows reports of cars driving the length of the cycleway.
- Additional cutting back of FP 23, Cathedral Rise to Beecroft Avenue to discourage anti-social behaviour

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

Regular hirers have continued to meet in the Guildhall, plus Staffordshire County Council held a public information event at the end of February. Lichfield District Council also held another information event on the new City Centre Pedestrianisation rules on 1 March. (The LDC pedestrianisation event booked at Boley Park was cancelled due to the snow).

A Funeral Wake was held at the beginning of March in the main hall (the second one this year). Other private bookings included a 30th Birthday Party, 40th Birthday Party and a Child's Birthday/Adoption Party. A private society luncheon was also held in the Guildroom.

The Worshipful Company of Smiths held their Annual Feast in the main hall, and three market research bookings have taken place in the Guildroom.

Lichfield Arts have held 2 concerts – David Ford, and Aaron Catlow & Brooks Williams.

Other bookings include 21 meetings, 1 Cell Tour plus another 2 charity tours, 2 bookings for school lunches in the Guildroom and a first aid course in the Ashmole Room. Civic bookings included a speaking Competition and the Mayor and Sheriffs Charity Barn Dance.

#### **Boley Park Community Hall**

Following a Management Committee meeting, prices have been increased from 1 April to cover increased bills. The new hire charges will be displayed outside the front of the community centre.

A phone line has been installed ready for the work being carried out over the Easter Holidays which includes a new fire alarm and updated CCTV.

As well as regular weekday hirers, since the last report, there has been a Christening Party, 4 Children's birthday parties and a Stamp Fair.

## 5. Markets: Clive Read, Markets Officer

The Markets Officer has continued to work closely with the Market Traders. There is good communication and cooperation between traders and LCC with the understanding that if any issues arise, they will be dealt with swiftly and fairly.

The pitches on the Market that are currently vacant are being worked on and all interested parties are being communicated with in order to get the gaps filled as soon as we can. Some of the delay has been that potential traders do not have everything in place so that they can trade so we are offering as much support as we can to help them get ready.

Preparation for rent increases and Licences will be ready shortly with no further negative feedback received.

### Social Media

We have a strong link to the customer base of the Market. We are also promoting other events aiming to showcase Lichfield City and increase footfall through the use of Facebook and Twitter. Recent Events include the Producers Market and the Vegan Market.

The Producers Market returned on 5 March 2023 and was very popular with customers. 30 Market Traders attended with a wide variety of items available.



We also had the first of six Vegan Markets of 2023, held on 19 March. We had 26 Traders and was rumoured to have Channel 4 crew filming.



### **Tuesday Market Update**

We currently only have one pitch remaining which is due to be filled very shortly. Since the last Officer report we have welcomed Athens Street Food onto the Tuesday Market, selling a wide selection of freshly cooked Greek food.



We also welcomed Funky Food Company to the Market on 21 March, selling a variety of pre-packed cheeses, chutney, pickles, nuts and scratchings.



### **Friday Market Update**

All pitches are now filled on the Friday Market, with one of the previously vacant pitches allowing an existing trader to expand their stall. Another vacant pitch has been filled by Athens Street Food, so they now have two trading days at the Market. Finally, Poppies Vintage Shabby Chic is another new trader who started on 17 March.



### **Saturday Market Update**

Saturday market remains full. We have however, been able to offer a pitch to a new trader who started with us on 18 March, Gingers Spice Hut. They offer ready-made Spice kits for home cooking.

As more traders make contact, it is allowing us to take details and create a bank of traders that will cover at short notice due to absence and holidays, keeping the Market full and enhancing the footfall into the City.



Non-market days see Ian Newey, the ice cream man, return to the Square and trade by Speakers Corner on markets days.

John Madden continues this year with the Fish and Chip Van on the Square on non-market days and then by Boots on Market days.

We have had a couple of snowy days early in March. This affected one of the Markets held on Friday 10 March. Due to the weather and road conditions, we had a restricted Market in place with only three traders being able to attend safely and trade.

It is with regret that the current Market Officer has given his notice to leave the position. The vacancy is being advertised at the time of preparing this report.

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

The Deputy Town Clerk continues to work closely with the Town Clerk on various staffing matters including the appointment of a new Markets Officer and Mace Bearer.

In addition, the Deputy is progressing various projects on behalf of the NPIWP and will be providing secretariat support at the Markets Working Group and full Council.

The Deputy continues to work with Officers on updating and streamlining internal procedures and the planning of large scale forthcoming events such as Annual Council and Remembrance Sunday.

## For Council: 17 April 2023 APPENDIX 3

### LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 January to 31 January 2023

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
03/01/2023	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling 1/11 - 14/11 (end of contract)	24.40	4.88	29.28
03/01/2023	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 22/23 - 10th instalment of 10 (January)	923.00	0.00	923.00
03/01/2023	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 22/23 - 10th instalment of 12 (January)	9.00	0.00	9.00
03/01/2023	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 22/23 - 10th instalment of 10 (January)	539.00	0.00	539.00
03/01/2023	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 22/23 - 10th instalment of 10 (January)	1,996.00	0.00	1,996.00
05/01/2023	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card & activity fees - December	13.49	0.00	13.49
05/01/2023	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - January	6.00	1.20	7.20
05/01/2023	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card & activity fees - December	104.22	0.00	104.22
05/01/2023	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - January	6.00	1.20	7.20
09/01/2023	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - November	2,504.64	500.93	3,005.57
10/01/2023	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/internet - Usage Oct-Dec, rental Dec-Feb	101.67	20.33	122.00
10/01/2023	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/internet - Usage Oct-Dec, rental Dec-Feb	468.33	93.67	562.00
10/01/2023	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/internet - Usage Oct-Dec, rental Dec-Feb	422.88	84.57	507.45
10/01/2023	DDebit	Land Registry	ADMIN Supplies & Services	Land Registry search fee	3.00	0.00	3.00
13/01/2023	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages & salaries - January	26,711.95	0.00	26,711.95
16/01/2023	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office365 - December	594.74	118.95	713.69
16/01/2023	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - December	45.00	9.00	54.00
16/01/2023	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - December	126.00	25.20	151.20
16/01/2023	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - December	45.00	9.00	54.00
16/01/2023	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - January	49.70	0.00	49.70
16/01/2023	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - November	446.32	89.26	535.58
16/01/2023	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - November (1st account)	109.54	5.48	115.02
16/01/2023	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - November (2nd account)	111.24	5.56	116.80
16/01/2023	DDebit	Npower Ltd	G/HALL Energy	Electricity - November	801.19	160.24	961.43
16/01/2023	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - November	97.91	4.90	102.81
16/01/2023	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - November	241.41	12.07	253.48
16/01/2023	DDebit	Npower Ltd	PARKS Energy	Friary electricity - November	16.13	0.81	16.94
16/01/2023	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - November	65.67	4.21	69.88
17/01/2023	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - January	29.51	5.90	35.41
17/01/2023	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - January	18.27	3.66	21.93
17/01/2023	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - January	29.51	5.90	35.41
17/01/2023	DDebit	Land Registry	ADMIN Supplies & Services	Land Registry search fee	3.00	0.00	3.00
17/01/2023	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/12 - 1/1	100.44	0.00	100.44
17/01/2023	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & surface drainage 1/12 - 1/1	37.91	0.00	37.91
18/01/2023	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - January	19.00	3.80	22.80
18/01/2023	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - January	19.00	3.80	22.80
19/01/2023	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - December	58.09	2.90	60.99
20/01/2023	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - Dec usage/ Jan rental	110.33	22.07	132.40
23/01/2023	BACS 1415	ACW Arb	PARKS Other Repair/Maint	Cycleway from St Chad's Rd - Hedge & ash works	350.00	70.00	420.00
23/01/2023	BACS 1415	ACW Arb	PARKS Other Repair/Maint	Christchurch Cemetery - Phase 2 tree safety works	1,300.00	260.00	1,560.00
23/01/2023	BACS 1416	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip (December)	320.00	64.00	384.00
23/01/2023	BACS 1417	A Briggs	DEM SERVICES Supplies & Services	Reimbursement for annual Zoom licence to 4/1/24	119.90	23.98	143.88
23/01/2023	BACS 1418	Britannia Services Group	BIRTHPLACE Supplies & Services	Museum cleaning, December (28 hrs)	441.00	88.20	529.20
23/01/2023	BACS 1418	Britannia Services Group	G/HALL Supplies/Services	Cleaning in Guildhall & DH, December (30 hrs)	472.50	94.50	567.00
23/01/2023	BACS 1419	Brownhill Hayward Brown	R&R FUND General	Architect for Cruck House plaque	1,387.50	277.50	1,665.00
23/01/2023	BACS 1419	Brownhill Hayward Brown	R&R FUND General	Architect for Darwin Hall roof work	1,637.50	327.50	1,965.00

23/01/2023	BACS 1420	J Butler	BIRTHPLACE	Supplies & Services	Staff & Bookworms refreshments	11.29	0.00	11.29
23/01/2023	BACS 1420	J Butler	BIRTHPLACE	Supplies & Services	Cleaning supplies, kitchen equipment & cable	38.32	7.66	45.98
23/01/2023	BACS 1420	J Butler	BIRTHPLACE	Supplies & Services	Xmas event cups, candle batteries & teaset for display	25.29	5.06	30.35
23/01/2023	BACS 1420	J Butler	BIRTHPLACE	Supplies & Services	Parking for volunteer	3.63	0.73	4.36
23/01/2023	BACS 1421	Rocaba Packaging	BIRTHPLACE	Supplies & Services	Paper carrier bags for museum shop	68.70	13.74	82.44
23/01/2023	BACS 1422	CBS Complete Ltd	BIRTHPLACE	Repair/Maint	Annual service & safety inspection of museum boiler	114.00	22.80	136.80
23/01/2023	BACS 1422	CBS Complete Ltd	G/HALL	Repair/Maint	Call out 20/12 for condensate pump leak	76.00	15.20	91.20
23/01/2023	BACS 1423	City of Lichfield Probus Club	CIVIC	Mayor's Allowance - J Checkland	Mayor's tickets for Probus Charity Luncheon, April	68.00	0.00	68.00
23/01/2023	BACS 1423	City of Lichfield Probus Club	CIVIC	Sheriff's Allowance - J Greaves	Sheriff's tickets for Probus Charity Luncheon, April	68.00	0.00	68.00
23/01/2023	BACS 1424	Darwin Electrical Services	ARTS/TOURISM	Lights Costs	Xmas Lights contract - Second half for removal	7,555.83	1,511.17	9,067.00
23/01/2023	BACS 1424	Darwin Electrical Services	BIRTHPLACE	Repair/Maint	Repair of outside lights	285.68	57.14	342.82
23/01/2023	BACS 1424	Darwin Electrical Services	R&R FUND	Birthplace	Alteration of mains supply for new fire alarm system	60.00	12.00	72.00
23/01/2023	BACS 1425	EHM Exterior Home Maint	MARKET	Repair/Maint	Install 3 door closer to Toilet Block door & fix post	455.00	0.00	455.00
23/01/2023	BACS 1426	Eastern Shires Purch Org	G/HALL	Supplies/Services	Cleaning & cloakroom supplies & storage box	138.25	27.65	165.90
23/01/2023	BACS 1427	Grp for Education in Museums	BIRTHPLACE	Supplies & Services	GEM subscription 2023	140.00	0.00	140.00
23/01/2023	BACS 1428	Guild of Macebearers	CIVIC	Supplies/Services	Annual membership to Guild for macebearer	35.00	0.00	35.00
23/01/2023	BACS 1429	High Speed Training	ADMIN	Subscript/Training	Online PAT testing courses for PAs	90.00	18.00	108.00
23/01/2023	BACS 1429	High Speed Training	ADMIN	Subscript/Training	Online legionella awareness courses for PAs	60.00	12.00	72.00
23/01/2023	BACS 1430	Adrian Holmes	CIVIC	Supplies/Services	Annual membership of Macebearers Guild for Town Crier	35.00	0.00	35.00
23/01/2023	BACS 1431	Imagin Products Ltd	ADMIN	Supplies & Services	New staff ID badges & lanyards	21.90	4.38	26.28
23/01/2023	BACS 1432	Justice Fire and Security	BIRTHPLACE	Repair/Maint	Museum intruder alarm monitoring to 16/2/24	325.00	65.00	390.00
23/01/2023	BACS 1432	Justice Fire and Security	BIRTHPLACE	Repair/Maint	Museum intruder alarm maintenance to 16/2/24	220.00	44.00	264.00
23/01/2023	BACS 1432	Justice Fire and Security	G/HALL	Repair/Maint	Callout 19/12 for Booking Officer's CCTV screen fault	120.00	24.00	144.00
23/01/2023	BACS 1432	Justice Fire and Security	G/HALL	Repair/Maint	Callout 20/12 for keypad access issue	120.00	24.00	144.00
23/01/2023	BACS 1432	Justice Fire and Security	R&R FUND	Birthplace	Installation of upgraded museum fire alarm	7,572.00	1,514.40	9,086.40
23/01/2023	BACS 1433	Kaleidoscope	G/HALL	Lettings	Part refund of PRS charge for Kaleidoscope event	67.67	13.53	81.20
23/01/2023	BACS 1434	Lichfield District Council	CIVIC	Mayor's Allowance - J Checkland	Mayor's tickets to LDC Chair's Karaoke Night	30.00	0.00	30.00
23/01/2023	BACS 1434	Lichfield District Council	CIVIC	Sheriff's Allowance - J Greaves	Sheriff's tickets to LDC Chair's Karaoke Night	30.00	0.00	30.00
23/01/2023	BACS 1435	Mayor & Sheriff's charity acct	CIVIC	Events	Net Charity Ball card payments for tickets & drinks	962.91	0.00	962.91
23/01/2023	BACS 1435	Mayor & Sheriff's charity acct	CIVIC	Mayor's Allowance - J Checkland	Mayor's tickets for own Charity Sunday Lunch	60.00	0.00	60.00
23/01/2023	BACS 1435	Mayor & Sheriff's charity acct	CIVIC	Sheriff's Allowance - J Greaves	Sheriff's tickets for own Charity Sunday Lunch	60.00	0.00	60.00
23/01/2023	BACS 1436	PPL PRS Ltd	BIRTHPLACE	Supplies & Services	PPL and PRS music licences 17/1/23 to 16/1/24	381.91	76.38	458.29
23/01/2023	BACS 1437	R Fathers	PARKS	Other Repair/Maint	Hillside - Reduce height of mixed hedge	650.00	0.00	650.00
23/01/2023	BACS 1437	R Fathers	PARKS	Other Repair/Maint	Broad Lane - Crown lift & clear trees from path	650.00	0.00	650.00
23/01/2023	BACS 1438	M Read	ADMIN	Supplies & Services	Wireless keyboards, noticeboard, fire signs & stamp	115.64	23.13	138.77
23/01/2023	BACS 1438	M Read	ADMIN	Supplies & Services	Key cabinet	82.49	16.50	98.99
23/01/2023	BACS 1438	M Read	ADMIN	Supplies & Services	Paint for Donegal House redecoration	124.96	24.99	149.95
23/01/2023	BACS 1438	M Read	G/HALL	Repair/Maint	Replacement CCTV screen for Bookings Officer	226.00	45.20	271.20
23/01/2023	BACS 1438	M Read	G/HALL	Supplies/Services	Jackets for PAs	67.13	13.43	80.56
23/01/2023	BACS 1439	Smith of Derby Ltd	ADMIN	Supplies & Services	Callout to repair Donegal Hse clock & install new motor	310.00	62.00	372.00
23/01/2023	BACS 1440	Tatlow Carpets	BIRTHPLACE	Supplies & Services	Replacement sisal rug for Birthroom & delivery	841.67	168.33	1,010.00
23/01/2023	BACS 1441	Vision ICT Ltd	BIRTHPLACE	Adverts/promotion	Museum website hosting & support 1/3/23 - 29/2/24	215.00	43.00	258.00
23/01/2023	BACS 1442	Water Plus Ltd	BIRTHPLACE	Rates/Water	Used water & surface drainage 31/10/22 - 10/1/23	32.59	0.00	32.59
23/01/2023	BACS 1443	Guy Woodhouse	ADMIN	Supplies & Services	Redecoration of DH downstairs offices	1,900.00	0.00	1,900.00
23/01/2023	BACS 1443	Guy Woodhouse	G/HALL	Repair/Maint	Carved sandstone indents for Guildhall doorway	1,720.00	0.00	1,720.00
23/01/2023	BACS 1444	Steve Brown	BIRTHPLACE	3rd Party Sales	Proceeds of book sales, 4 weeks to 1/1/23	20.00	0.00	20.00
23/01/2023	BACS 1445	A & JM Carroll	BIRTHPLACE	3rd Party Sales	Proceeds of book sales, 4 weeks to 1/1/23	62.00	0.00	62.00
23/01/2023	BACS 1446	PR & JM Stockham	BIRTHPLACE	3rd Party Sales	Proceeds of book sales, 4 weeks to 1/1/23	8.00	0.00	8.00
24/01/2023	DDebit	NatWest Autopay	ADMIN	Supplies & Services	Autopay Online fee - December payroll	28.30	0.00	28.30
25/01/2023	BACS 1447	HM Revenue & Customs Only	EMPLOYEE COSTS		Tax and NI contributions - January	7,018.68	0.00	7,018.68
25/01/2023	BACS 1448	Staffordshire Pension Fund	EMPLOYEE COSTS		Pension Fund contributions - January	9,468.34	0.00	9,468.34

25/01/2023	BACS 1449	EHM Exterior Home Maint	C I L Expenditure	Festival Gdns-Supply & fit sleepers; fit benches & bollards	15,000.00	0.00	15,000.00
25/01/2023	BACS 1449	EHM Exterior Home Maint	R&R FUND General	Festival Gdns-Supply & fit sleepers; fit benches & bollards	2,912.50	0.00	2,912.50
25/01/2023	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/12 - 10/1	11,888.54	2,377.71	14,266.25
31/01/2023	DDebit	British Gas	BIRTHPLACE Energy	Gas 9/12 - 11/1	356.97	71.39	428.36
31/01/2023	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 3 to 30 Dec - current account	21.29	0.00	21.29
					<u>116,056.37</u>	<u>8,719.69</u>	<u>124,776.06</u>

### LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 January to 31 January 2023

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
12/01/2023	05458	Cash	Various	Petty cash vouchers 7950 - 7953	230.65	38.14	268.79
17/01/2023	05459	Cash	Various	Petty cash vouchers 7954 - 7965	238.88	40.47	279.35
18/01/2023	BACS I21	Martindale Electric Co Ltd	ADMIN Supplies & Services	Calibration of PAT testing equipment & carriage	50.50	10.10	60.60
23/01/2023	05460	Birthplace Petty Cash Reimbursement	BIRTHPLACE Supplies & Services	Withdrawal to set up Birthplace petty cash fund	200.00	0.00	200.00
31/01/2023	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 3 to 30 Dec - imprest account	8.50	0.00	8.50
					<u>728.53</u>	<u>88.71</u>	<u>817.24</u>

### LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 February to 28 February 2023

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/02/2023	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 22/23 - 11th instalment of 12 (February)	9.00	0.00	9.00
03/02/2023	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - January	78.56	0.00	78.56
03/02/2023	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - February	6.00	1.20	7.20
07/02/2023	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - January	9.57	0.00	9.57
07/02/2023	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - February	6.00	1.20	7.20
08/02/2023	BACS 1450	1A Action Rotary Rod Ltd	BIRTHPLACE Repair/Maint	Emergency call out to clear blocked drain	120.00	24.00	144.00
08/02/2023	BACS 1451	ACW Arb	PARKS Other Repair/Maint	Clock Tower - Fell diseased Copper Beech	550.00	110.00	660.00
08/02/2023	BACS 1452	E A Barnes & Sons	MARKET Supplies/Services	5 exchanges of covered skip (January)	400.00	80.00	480.00
08/02/2023	BACS 1453	Baroco Limited	ADMIN Supplies & Services	Collection & confidential shredding of 2 bins of paper	40.00	8.00	48.00
08/02/2023	BACS 1454	A Briggs	MARKET Supplies/Services	New noticeboard for Market Square & carriage	94.23	18.85	113.08
08/02/2023	BACS 1455	M W Brown	ADMIN Supplies & Services	Quarterly pest control in Donegal House	37.50	0.00	37.50
08/02/2023	BACS 1455	M W Brown	G/HALL Supplies/Services	Quarterly pest control	37.50	0.00	37.50
08/02/2023	BACS 1455	M W Brown	PARKS Other Repair/Maint	Quarterly pest control (6 sites)	225.00	0.00	225.00
08/02/2023	BACS 1456	CBS Complete Ltd	G/HALL Repair/Maint	Supply and install new sensor on heating pump	162.86	32.57	195.43
08/02/2023	BACS 1457	J Checkland		Paid from charity acct in error (corrected by BACS 1487)			
08/02/2023	BACS 1458	City Life in Lichfield	BIRTHPLACE Adverts/promotion	Museum advert in City Life, Feb issue	10.00	0.00	10.00
08/02/2023	BACS 1459	Clean All (Windows) Ltd	ADMIN Supplies & Services	Quarterly window cleaning at Donegal House	75.15	15.03	90.18
08/02/2023	BACS 1459	Clean All (Windows) Ltd	BIRTHPLACE Supplies & Services	Quarterly window cleaning	65.20	13.04	78.24
08/02/2023	BACS 1459	Clean All (Windows) Ltd	G/HALL Supplies/Services	Quarterly window cleaning	79.37	15.87	95.24
08/02/2023	BACS 1460	Darwin Electrical Services	ADMIN Supplies & Services	Hire of cherry picker for half a day for clock repairs	55.00	11.00	66.00
08/02/2023	BACS 1461	Guild of Macebearers	CIVIC Supplies/Services	Annual membership to Guild for 2nd Macebearer	35.00	0.00	35.00
08/02/2023	BACS 1462	John Heeler	CIVIC Mayor's Allowance - J Checkland	Tickets for 'We Love Lichfield' Valentines Ball	80.00	0.00	80.00
08/02/2023	BACS 1462	John Heeler	CIVIC Sheriff's Allowance - J Greaves	Tickets for 'We Love Lichfield' Valentines Ball	80.00	0.00	80.00
08/02/2023	BACS 1463	High Speed Training	ADMIN Subscript/Training	Online social media and marketing courses	50.00	10.00	60.00
08/02/2023	BACS 1463	High Speed Training	ADMIN Subscript/Training	Online safeguarding essentials courses x 10	400.00	80.00	480.00
08/02/2023	BACS 1464	Justice Fire and Security	BIRTHPLACE Repair/Maint	Adoption & 1st year of emergency lighting maintenance	90.00	18.00	108.00
08/02/2023	BACS 1465	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales 4 weeks to 29 Jan	22.00	0.00	22.00

08/02/2023	BACS 1466	Lichfield Lock & Key Repairs	ADMIN Supplies & Services	Supply & fit new overhead door closer at back of DH	148.60	29.72	178.32
08/02/2023	BACS 1466	Lichfield Lock & Key Repairs	PARKS Other Repair/Maint	Supply 5 padlocks for Open Space bollards	119.20	23.84	143.04
08/02/2023	BACS 1467	Messenger Construction Ltd	R&R FUND Guildhall/Donegal Hs	Repairs to DH roof after quinquennial inspection	641.93	128.39	770.32
08/02/2023	BACS 1468	M R S Communications Ltd	ADMIN Supplies & Services	Townsafe radios to 31/05/23	252.51	50.50	303.01
08/02/2023	BACS 1468	M R S Communications Ltd	ADMIN Supplies & Services	Townsafe membership	39.80	0.00	39.80
08/02/2023	BACS 1468	M R S Communications Ltd	MARKET Supplies/Services	Townsafe radios to 31/05/23	252.50	50.50	303.00
08/02/2023	BACS 1468	M R S Communications Ltd	MARKET Supplies/Services	Townsafe membership	39.80	0.00	39.80
08/02/2023	BACS 1469	Premier Window Conserv. Blinds	ADMIN Supplies & Services	Supply & fit 8 vertical blinds in Donegal House	1,060.00	212.00	1,272.00
08/02/2023	BACS 1470	R Fathers	PARKS Other Repair/Maint	Ryknield St - Tree work on grassed area	750.00	0.00	750.00
08/02/2023	BACS 1471	SCC County Fund	C I L Expenditure	Supply & inst. 20 mph repeater signs - NPIWP, Min 114	2,145.00	0.00	2,145.00
08/02/2023	BACS 1472	SCC County Fund	ADMIN Professional Fees	Legal advice re museum, Sep-Dec 22	2,581.40	516.28	3,097.68
08/02/2023	BACS 1473	Sign Technology Ltd	BIRTHPLACE Supplies & Services	Updated swing sign for museum	130.00	26.00	156.00
08/02/2023	BACS 1474	Vision ICT Ltd	ADMIN Supplies & Services	Website design, edit and upgrades 27/01/20-13/01/23	262.50	52.50	315.00
08/02/2023	Debit	Guildhall refund by card	G/HALL Lettings	Refund of Guildhall breakages deposit after booking	100.00	0.00	100.00
10/02/2023	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier usage Aug-Oct, rental Nov-Jan	637.99	127.60	765.59
14/02/2023	BACS 1475	ACW Arb	PARKS Other Repair/Maint	Clock Tower/Festival Gdns-Stump grinding & new trees	1,819.92	363.98	2,183.90
14/02/2023	BACS 1476	Mandy Billington Illustrations	BIRTHPLACE Stock for sale	Lichfield illustrated mugs for sale	32.60	0.00	32.60
14/02/2023	BACS 1477	Mr K Boyce	PARKS Other Repair/Maint	Printed signs, posts & fixing for Open Spaces	250.00	0.00	250.00
14/02/2023	BACS 1478	Brownhill Hayward Brown	R&R FUND General	Architect for Darwin Hall roof work	1,420.00	284.00	1,704.00
14/02/2023	BACS 1479	Eastern Shires Purch Org	ADMIN Supplies & Services	Printer paper	48.80	9.76	58.56
14/02/2023	BACS 1479	Eastern Shires Purch Org	G/HALL Supplies/Services	Cloakroom supplies	122.35	24.47	146.82
14/02/2023	BACS 1480	High Speed Training	ADMIN Subscript/Training	Additional safeguarding online courses	90.00	18.00	108.00
14/02/2023	BACS 1481	Imagin Products Ltd	ADMIN Supplies & Services	Additional staff ID badges	7.10	1.42	8.52
14/02/2023	BACS 1482	Justice Fire and Security	G/HALL Repair/Maint	Call out for alarm fault 7/2 and replace contact	123.50	24.70	148.20
14/02/2023	BACS 1483	Print & Digital of Lichfield	MARKET Supplies/Services	Artwork for general market poster	150.00	30.00	180.00
14/02/2023	BACS 1484	Smith of Derby Ltd	ADMIN Supplies & Services	Call out for Donegal House clock fault	150.00	30.00	180.00
15/02/2023	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - February	36.20	0.00	36.20
15/02/2023	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - February	26,056.91	0.00	26,056.91
16/02/2023	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - December	3,553.53	710.71	4,264.24
16/02/2023	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - February	19.00	3.80	22.80
16/02/2023	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - February	19.00	3.80	22.80
16/02/2023	DDebit	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine rental 15/2 - 14/5	75.00	15.00	90.00
16/02/2023	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - December	495.97	99.19	595.16
16/02/2023	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - December (1st account)	125.79	6.29	132.08
16/02/2023	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - December (2nd account)	143.28	7.16	150.44
16/02/2023	DDebit	Npower Ltd	G/HALL Energy	Electricity - December	844.42	168.88	1,013.30
16/02/2023	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - December	319.88	15.99	335.87
16/02/2023	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - December	460.13	92.03	552.16
16/02/2023	DDebit	Npower Ltd	PARKS Energy	Friary electricity - February	15.62	0.78	16.40
16/02/2023	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - February	70.35	4.47	74.82
17/02/2023	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - February	29.51	5.90	35.41
17/02/2023	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - February	18.27	3.66	21.93
17/02/2023	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - February	29.51	5.90	35.41
17/02/2023	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - January	57.73	2.89	60.62
17/02/2023	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 1/11/22 - 1/2/23	65.93	0.00	65.93
17/02/2023	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/1 - 1/2	100.42	0.00	100.42
17/02/2023	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & surface drainage 1/1 - 1/2	45.02	0.00	45.02
17/02/2023	Debit	American Express Merch Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.21	0.00	0.21
20/02/2023	DDebit	British Telecommunications	ADMIN Tel/Postage	Broadband line rental, Feb - Apr	101.67	20.33	122.00
20/02/2023	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - January usage/ February rental	119.80	23.96	143.76
22/02/2023	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fee - January payroll	26.55	0.00	26.55

27/02/2023	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/1 - 10/2	11,888.54	2,377.71	14,266.25
28/02/2023	BACS 1485	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and N.I. contributions - February	7,059.45	0.00	7,059.45
28/02/2023	BACS 1486	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - February	9,431.46	0.00	9,431.46
28/02/2023	BACS 1487	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - J Checkland	Reimb Charity for error - Mileage Aug 22 to Dec 22	151.56	0.00	151.56
28/02/2023	BACS 1487	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - J Checkland	Reimb Charity for error - Parlour snacks (no VAT)	42.95	0.00	42.95
28/02/2023	BACS 1487	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - J Checkland	Reimb Charity for payment error - Parlour crisps	3.92	0.78	4.70
28/02/2023	BACS 1487	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - J Checkland	Reimb Charity for error - Parlour wines & soft drinks	28.73	5.74	34.47
28/02/2023	BACS 1487	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - J Checkland	Reimb Charity for error - Parlour napkins & plates	4.38	0.87	5.25
28/02/2023	DDebit	British Gas	BIRTHPLACE Energy	Gas 12/1 - 8/2	265.47	53.09	318.56
28/02/2023	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office365 - January	594.74	118.95	713.69
28/02/2023	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - January	45.00	9.00	54.00
28/02/2023	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - January	126.00	25.20	151.20
28/02/2023	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - January	45.00	9.00	54.00
28/02/2023	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 31 Dec to 3 Feb - current account	27.87	0.00	27.87
					<u>78,738.21</u>	<u>6,233.50</u>	<u>84,971.71</u>

### LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 February to 28 February 2023

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
02/02/2023	05461	Burntwood Town Council	CIVIC Mayor's Allowance - J Checkland	Mayor's tickets to BTC quiz night	16.67	3.33	20.00
06/02/2023	05462	Cash	Various	Petty cash vouchers 7966 - 7977	257.67	41.79	299.46
06/02/2023	05463	Cash	CIVIC Events	Float for Charity Sunday lunch (to be refunded to LCC)	120.00	0.00	120.00
20/02/2023	05464	J Deakin	CIVIC Events	Simnel cakes for Shrovetide and Easter Sunday	56.00	0.00	56.00
20/02/2023	05465	Burntwood Town Council	CIVIC Sheriff's Allowance - J Greaves	Sheriff's tickets to BTC quiz night	16.67	3.33	20.00
21/02/2023	05466	Cash	Various	Petty cash vouchers 7978 - 7989	265.77	25.30	291.07
23/02/2023	BACS I22	Mrs V E Wyss	G/HALL Lettings	Refund 75% of breakages deposit	62.50	12.50	75.00
23/02/2023	BACS I22	Mrs V E Wyss	G/HALL Lettings	Refund balance of PRS fee paid	87.72	17.54	105.26
28/02/2023	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 31 Dec to 3 Feb - imprest account	9.75	0.00	9.75
					<u>892.75</u>	<u>103.79</u>	<u>996.54</u>