

Lichfield City Council

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

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

6 March 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, 13 March 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 23 January 2023, Nos. 81-97 (**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 24 December 2022 to 2 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. GRANTS ADVISORY COMMITTEE

To consider the Minutes of the Grants Advisory Committee meeting held on 13 February 2023, and the recommended grant allocations therein (**APPENDIX 1**, attached).

[A copy of all grant application forms considered by the Grants Advisory Committee is available to members at the City Council Offices].

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

9. NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY (NPIWP)

To consider the minutes and recommendations of the NPIWP meeting held on 20 February 2023 (**APPENDIX 2**, attached).

RECOMMENDED: *That the Minutes of the NPIWP meeting held on 20 February 2023 be adopted.*

10. MARKETS WORKING GROUP

To consider the minutes of the meeting of the Markets Working Group held on 28 February 2023 (**APPENDIX 3**, attached).

RECOMMENDED: *That the Minutes of the Markets Working Group meeting held on 28 February 2023 be adopted.*

11. AUDIT COMMITTEE

To consider the Minutes and any recommendations of the Audit Committee meeting held on 9 March 2023, to follow under separate cover as **APPENDIX 4**.

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

12. NOMINATIONS FOR CIVIC OFFICE 2023/24

To consider and elect individuals to the following Offices:

- a) Mayor Elect
- b) Deputy Mayor Elect
- c) Sheriff Elect

13. CALENDAR OF MEETINGS 2023/24

To confirm the Calendar of Meetings for 2023/24, **APPENDIX 5** attached.

The meeting dates have been selected so that, **as far as possible**, they avoid conflict with the District Council's draft calendar of meetings. Members are asked to note that local elections will be held on Thursday 4 May 2023.

The meetings of the Planning Committee are listed '*if called*' following the adoption of the revised terms of reference for that Committee in April 2021.

RECOMMENDED:
The draft calendar of meetings be approved.

14. OFFICERS' REPORT

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

RECOMMENDED: *That the Report be noted.*

15. GRANT APPLICATION – DARWIN PARK FRIENDS

A grant application has been received from 'Darwin Park Friends', who plan to organise a free afternoon tea for the residents of Darwin Park, following their Jubilee celebrations last year. The event would be held in Darwin Hall, with a musician and possibly other entertainment, as well as children's activities, raffle etc.

The committee is driven by local residents, and a bank account in the name of the group has been opened. The request is for a grant of **£323.21** to *contribute to the overall costs*, the remainder of the funding being available from existing account balances. The current expected costs are set out below:

TABLE CLOTHS BLUE @£1.90 X30 £57.00

TABLE CLOTHS RED @£2.86X20 £42.90

MUSICIAN- MAGICIAN - ENTERTAINMENT £400.00

FLAG £7.49 £7.49

BUNTING @4.95 X 2 (30 TRIANGLES) £9.90

BALLOONS £12.00

LEAFLET DISTRIBUTION £88.00

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

Members are advised that this group submitted a similar grant request for a Jubilee Party in April 2022, with Council resolving at that time to not award a grant (Minute 116, Council 20 April 2022). The Town Clerk has advised the applicant of the lack of support received during informal correspondence, but the applicant has requested that the grant be formally considered by Council.

A copy of the full application is available to members on request to the Town Clerk.

RECOMMENDED:

If Council wishes to confirm the informal view expressed by members of the Grants Committee, the City Council to reject the Grant application for £323.21 made by Darwin Park Friends.

Alternatively, If Council wishes to support the proposal, then it is asked to resolve the amount of any such grant and confirm any specific conditions that it wishes to attach to the grant award.

16. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 7**) for the period 1 December to 31 December 2022 in the sum of £188,537.61 General Account, and £750.66 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 23 January 2023 at 6.30pm

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

APOLOGIES: Councillors D Dundas and J Eagland.

A MINUTES SILENCE WAS HELD IN MEMORY OF DERRICK DUVAL, CITY COUNCILLOR FROM 1980 TO 1995 AND MAYOR IN 1982, WHO DIED ON 16 DECEMBER 2022

81 MAYOR'S ANNOUNCEMENTS

The Mayor reported on the engagements he has attended in recent weeks including a service at St Peters and Pauls Church, and took the opportunity to remind members of forthcoming events in February including the Charity Valentines Sunday Lunch, Church service and Pancake Day Races.

82 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

83 COUNCIL MINUTES

RESOLVED: That the Minutes of the Council Meeting held on 12 December 2022 (Nos 63-80), be confirmed, and signed as a correct record.

84 MATTERS ARISING

In relation to minute 70 concerning the Neighbourhood Plan Implementation Working Party:

Councillor C Ball asked the Leader of the Council for an update as to the progress that had been made with the District Council regarding the lack of provisions for gypsies and travellers. Councillor M Warfield confirmed that Councillor A Lax is liaising with LDC on this matter and members would be updated accordingly.

In relation to minute 76 regarding City Centre Pedestrianisation:

Councillor C Ball asked if an apology could be sought from SCC regarding the lack of consultation regarding the trial pedestrianisation of the City Centre and sought clarification as to why it was not implemented on 1 January as originally stated. Councillor J Anketell stated that there had been a lack of proper consultation particularly with blue badge holders and that meetings regarding this matter had not been publicised. Councillor A Lax reminded Councillor Anketell that he had attend one such public consultation meeting held in the Guildhall. Councillor M Warfield agreed that an apology should be sought from Staffordshire County Council but noted that the trial pedestrianisation scheme falls outside the authority of this Council.

85 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: 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.

86 QUESTIONS UNDER STANDING ORDER 8 (2)

Councillor D Robertson asked the Mayor:

'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 Mayor responded:

'Cllr Pritchard is recorded as attending a meeting of the Neighbourhood Plan Implementation Working Party on 11 July 2022. The 'six month' rule under Section 85 of the LGA 1972 would therefore have taken effect on 12 January 2023 if no meetings had been attended. There was one calendared meeting between 6 and 12 January, that being the Markets Working Group held on 11 January.'

87 MARKETS WORKING GROUP

Members considered the Minutes and recommendations of the Markets Working Group meeting held on 12 January 2022. This included the recommendation that, utilising its powers under the Food Act Part III, the City Council create Markets to take place on:

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

And that the Council enter into an appropriate contract with The Vegan Market Company to provide these Markets. Councillor Spruce commented that the cross-party Markets Working Group was one of the most effective committees of the Council.

RESOLVED: That the Minutes and recommendations of the Markets Working Group meeting of 11 January 2023 be adopted, to include the establishment of the Markets set out above under the provisions contained within the Food Act Part III.

88 FEES AND CHARGES 2023/24

Members considered fees and charges for the 2023/24 financial year, namely Guildhall hire, Prevailing market pitch and associated hire rates, and photocopying charges.

Councillor D Baker informed members that the Town Clerk had been asked to monitor the number of commercial bookings of the Guildhall to determine if the pricing structure was deterring local businesses from using the building. Councillor D Robertson noted that income from hire of the Guildhall was better than expected and that a 5% increase in charges was appropriate. However when set against the running costs it was clear that the Council heavily subsidised hire charges which he felt were still on the low side.

Being put to the vote the motion was carried. Cllr C Rapley abstained from the vote to increase Guildhall Hire charges by 5%.

RESOLVED:

a) That an increase of 5% be applied to Market Square/Pool Walk hire and the prevailing pitch fees for LCC's General Markets [to exclude the associated Service Charge], as detailed in agenda Appendix 2

b) Guildhall hire charges to increase by approximately 5% as detailed in agenda Appendix 3 Agreed

c) No increase be applied to photocopying charges and that photocopying charges be removed from future agendas as there is no longer a demand for this service.

89 FINANCIAL PROGRESS REPORT 1 APRIL TO 30 NOVEMBER 2022

Members considered the 8-month financial summary report. Councillor D Robertson noted the good financial controls in place at the Council and commended officers for their hard work, in particular the Town Clerk and Internal Auditor. Councillor Spruce endorsed Councillor Robertson's comments.

RESOLVED: That the report be noted

90 BUDGET ESTIMATES 2023/2024

Members considered the draft budget for the financial year 2023/24.

A 0% increase in the precept was proposed. Councillor C Spruce and Councillor D Robertson stated that a 0% increase would be welcomed by Lichfield residents. Councillor D Baker stated that the effective management of the Council's finances had enabled the Council to reach a balanced revenue budget.

Councillor P Ray stated that he supported 0% increase this year but voiced concerns regarding the significant transfer of funds from the Council's reserves querying if the budget would be robust as he believed no inflation increase was included at a time when inflation figures are around 10%. *[Town Clerk's note – allowances for inflationary pressures are included within the draft budget as presented]*

Councillor C Ball queried why the 0% increase was not adopted last year as he had requested.

Councillor C Greatorex commented that market forces and circumstances were very different this year in relation to the cost-of-living increases and the war in Ukraine.

Councillor J Smith pointed out that over the last 3 years £221,000 has been spent from reserves and this cannot continue indefinitely.

Being put to the vote the motion was carried with abstentions from all Labour and Liberal Democrat members in attendance.

RESOLVED: 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.

91 REPAIR, RENOVATION AND SPECIFIC PROJECT PROGRAMME 2023/24

Members considered the Repair and Renewal proposals to be funded from the Capital Reserve during 2023/24; the next stage of the Birthplace redevelopment project, and the significant redesign and replacement of elements of the Darwin Hall roof as detailed in the agenda report.

RESOLVED: That the report be noted.

92 OFFICERS' REPORT

Councillor C Greatorex commented on the first joint Carol service between the Chair of LDC and the Mayor and noted how well it had been received by those who attended. He went on to draw members' attention to the funding page for the reinstatement of the Johnson Bust on Bird Street. He also reminded members that the City Council has responsibility for many bus shelters around the City but that the bus service is disjointed, suggesting members may want to consult Leomansley Area Residents Association to determine appropriate locations for further bus shelters.

RESOLVED: That the report be noted.

93 SUBSIDY REVIEW – LICHFIELD ARTS AND LICHFIELD FESTIVAL

Further to Minute 99 of the City Council's meeting on 28 January 2019, the arrangements between the Council, Lichfield Arts and Lichfield Festival are to be reviewed annually by the City Council. Members considered the current position and proposals for 2023/24.

RESOLVED:

- 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 does not wish an inflationary increase to be applied to the prevailing charges for 2023/24**
- 4. The City Council reconsiders this matter at its January 2024 meeting.**

94 COUNCILLOR RESIGNATION – LEOMANSLEY WARD

Members noted the resignation of former Councillor Sara Pritchard, and that due to the timing of the resignation there would be no by election called. Members also considered the appointment of a replacement for former Cllr Pritchard on the City Council's Neighbourhood Plan Implementation Working Party.

Councillor C Ball asked if the Leader (Cllr M Warfield) would apologise to the residents of Leomansley for the lack of representation as Councillor Pritchard had a poor attendance record at meetings. The Mayor pointed out that Leomansley residents have also been represented by himself, the Deputy Mayor and Councillor A Smith. Councillor Warfield reminded Councillor Ball that as Leader he had no executive power over members and it was a matter for the individual to apologise if they felt it was necessary.

It was proposed by Councillor M Warfield and seconded by Councillor D Baker that Councillor H Ashton replace former Councillor Pritchard on the Neighbourhood Plan Implementation Working Party.

RESOLVED:

- 1. That the resignation of former Councillor Sara Pritchard be noted**
- 2. That Councillor H Ashton replace former Councillor Pritchard on the City Council's Neighbourhood Plan Implementation Working Party**

95 MAYOR'S BANQUET – MAY 2023

Members considered the Town Clerk's brief agenda report regarding the possible rescheduling of the Mayor's Banquet – though not the Annual Council meeting – due to its proximity to the date of the 2023 elections and the lack of opportunity this proximity provides for amendment/reorganisation should it become necessary.

Being put to the vote the motion was carried with one abstention and it was Councillor C Rapley

RESOLVED: That the Mayor's Banquet will be delayed by one week from 15th to 22nd May 2023.

96 DIRECT DEBIT PROVISION

Members discussed the appropriateness of adding Justice Security Systems Ltd to the City Council's list of companies with whom it has Direct Debit arrangements.

RESOLVED: The City Council approves 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.

97 PAYMENT OF ACCOUNTS

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

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.20 PM

MAYOR

For Council: 13 March 2023 APPENDIX 1

Lichfield City Council

Minutes of Grants Advisory Committee Meeting held in the Moulton Room, Guildhall at 6.30 pm on Monday 13 February 2023

PRESENT: Councillor D Baker (Chair), H Ashton, M Field, R Harrison, P Jones, M Trent, M Warfield, and R Yardley.

APOLOGIES: Councillor J Marks

1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

The following Councillors declared an interest under Appendix A of the City Council's Code of Conduct and took no part in the discussion and voting thereon:

Lichfield Litter Legends – Cllr R Harrison
Lichfield Greenhill Bower – Cllr M Warfield

The following Councillors declared an interest under Appendix B of the City Council's Code of Conduct in the applications from the undermentioned organisations:

Citizens Advice South East Staffs – D Baker
Erasmus Darwin Foundation – H Ashton
Hub at St Mary's – R Yardley
Lichfield City of Sanctuary (One Lichfield) (LCC rep) – H Ashton, D Baker
Lichfield District Council Proms in The Park – M Warfield, D Baker
Lichfield Litter Legends – D Baker
Lichfield Rail Promotion Group – M Warfield
Lichfield Talking News – M Warfield
5th Lichfield Scout group (Beavers Section) – R Yardley

2. MINUTES OF PREVIOUS MEETING

RESOLVED: *That the Minutes of the Grants Advisory Committee Meeting held on 1 February 2022 be confirmed as a correct record.*

3. GRANTS TO OUTSIDE BODIES 2023/2024

Consideration was given to applications for financial assistance from the 2023/24 budget.

RECOMMENDED:

- 1. That the Council makes grants totalling £23,242 to organisations as indicated in the table overleaf**
- 2. The unallocated element of the grants budget be retained for any urgent applications later in the year/carried forward to 2024/25 as appropriate.**

4. GRANT AWARD POLICY REVIEW

Members reviewed the Grant Award Policy and application form. It was agreed that the policy and form could perhaps focus more on the desire for grants to provide additionality, rather than funding business as usual. Cllr M Field suggested that site visits to physically see the impact of the grants could be appropriate. It was agreed that Committee members email the Chair and Town Clerk with any suggestions for improvement. Once the representations have been received then another meeting may be called to consider next steps, or it may be possible to make draft amendments and circulate for informal comment.

5. DATE AND TIME OF NEXT MEETING

Currently scheduled for Monday 12 February 2024 at 6.30pm, but subject to confirmation by Council.

Note	No	Organisation	Amount
	1	South East Staffordshire Citizens Advice Bureau	£5,500
	2	Lichfield District Arts Association	£4,500
1	3	Lichfield Greenhill Bower	£3,000
	4	Lichfield Waterworks Trust	£0
	5	Curborough Community Association	£950
2	6	Lichfield District Council – Proms in the Park	£2,000
	7	Erasmus Darwin Foundation	£1,500
3	8	Lichfield Festival	£516
	9	Voluntary Transport for the Disabled	£1,000
4	10	Lichfield Hockey Club	£200
	11	Lichfield Litter Legends	£800
5	12	Lichfield Talking News (and Community care)	£0
	13	Lichfield Bowling Club	£0
	14	One Lichfield	£500
	15	The City of Lichfield Concert Band	£500
	16	The Hub at St Mary's	£0
	17	Open Door of Hope	£200
6	18	Men's Shed Lichfield	£451
7	19	Dovehouse Community Gardens	£300
	20	Lichfield Re:Cycle	£350
	21	Lichfield Repair & Share Cafe	£300
	22	Forest Harvest	£150
	23	Kendall & Wall Charitable Trust	£0
	24	Lichfield Festival of Music	£0
	25	5 th Lichfield Scout Group (Beavers Section)	£0
	26	Lichfield Winter League	£300
	27	Wayward Women	£0
	28	Lichfield U3A Croquet Club	£0
8	29	Gamers' Wellbeing	£150
	30	Lichfield Rail Promotion Group	£75
		TOTAL	£23,242

1. Subject to event going ahead and confirmation of appropriateness of grant
2. A request that the LCC logo is more prominently displayed
3. To fund instruments
4. To fund 40 hockey balls
5. Asked to reapply when costs are more certain
6. Subject to evidence lease has been signed and confirmed moving date
7. Subject to report being provided detailing work completed
8. Funding for 6 months to gauge demand

THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 7.56 PM

For Council: 13 March 2023 APPENDIX 2
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Lichfield City Council

**Minutes of the Meeting of the Neighbourhood Plan Implementation Working Party (NPIWP)
held via 'Zoom' on Monday 20 February 2023 6.00pm**

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

APOLOGIES: None

23. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor J Checkland declared an interest under appendix B of the City Council's code of conduct in relation to agenda item 8 - Lichfield Hockey Club.

Councillor M Warfield declared an interest under appendix B of the City Council's code of conduct in relation to agenda item 8 - Boley Park Hall Community Hall.

24. MINUTES

RESOLVED: That the minutes of the NPIWP meeting held on 14 November 2022 be confirmed as a correct record (Minutes adopted by Council on 12 December 2022).

25. MATTERS ARISING

None

26. 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.

27. CITY CENTRE PLAQUES - UPDATE

Members considered the agenda report noting that twelve bronze plaques have now been renovated, four are currently being worked on leaving a further two outstanding.

RESOLVED: That the report be noted.

28. FRANCIS BARBER/ANNA SEWARD PLAQUES

Members considered the Museum & Heritage Officer's agenda report which provided an update on the Barber/Seward plaques. Cllr C Ball commended the Museums and Heritage Officer for bringing this project to fruition and asked if it would be possible to have a notable black person present at the unveiling.

The Deputy Town Clerk informed members that all stakeholders involved in the reinstatement of the plaque would be asked to send a representative to the unveiling.

Noting the short timescales [it is hoped to unveil the plaque in early March/April] Cllr J Checkland suggested a historian from the Staffordshire Regimental Museum and requested the Deputy Town Clerk extend a formal invitation on behalf of the Council on receipt of contact details.

RESOLVED: That the report be noted.

29. POSSIBLE CIL ALLOCATIONS

Members considered the agenda report which contained a request from The Hub at St Mary's for a CIL allocation. The Hub has sought expert advice from Sound Engineers and Audio/Cabling experts in order to cost a project to improve the sound infrastructure in the building. The suggested specification includes sound desk, microphones, speakers and cabling, plus optional trussing and further equipment. The cost of the overall project has been quoted at a little under £30,000, but without the optional items, the cost is £21,464.64.

Following discussion it was agreed that the NPIWP would make a recommendation to Council that an allocation to cover the 'core' elements rather than including optional elements.

[a copy of the full submission from St Mary's is available to members on request to the Deputy Town Clerk.]

RECOMMENDATION TO COUNCIL: That £21,464.64 of CIL monies be allocated to the upgrading of the Sound Infrastructure for the Hub at St Mary's.

30. CIL ALLOCATION UPDATES

Members considered the agenda report, giving updates on the installation of the additional 20MPH signs at Curborough, the replacement bus shelter at Boley Park, the boundary protection work to Festival Gardens, footway lighting at Stowe Pool, EV charging points and other ongoing matters.

RESOLVED: That the report be noted.

31. 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.

[Cllr H Ashton entered the meeting at 6.22pm and extended his apologies for being late]

32. DATE AND TIME OF NEXT MEETING

Tuesday 4 April 2023 at 6.00pm via Zoom.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 6.24PM**

ENCLOSURE 1: NPIWP ACTION PLAN AND PRIORTIES

Updated 31.01.23

ACTION IN ORDER OF PRIORITY	COMMENTS	TIMESCALE
Additional 20mph signs in North Lichfield		This was completed in January 2023
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 could take place by the Summer.
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		Discussions are ongoing with LDC and EON
City Council Bus Shelters/ Advertising	All the City Council Bus Shelters have now been refurbished. The MWG has approved the design for artwork to be used for advertising the Markets in all bus shelters. Orders have been placed with Staffordshire Signs for the new artwork to be produced as a vinyl wrap which will be installed in an initial five bus shelters.	The new advertising will be installed by the end of February initially in five of the City Councils 14 bus shelters with the rest to be carried out asap
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	As of 31/1/23 LDC officers report that they are finalising the content subjects before working with members of the Friends Group to edit/add to the text and images and will update LCC accordingly

For Council: 13 March 2023 APPENDIX 3
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Lichfield City Council

**Minutes of the Meeting of the Markets Working Group (MWG) held via Zoom
on Tuesday 28 February 2023 at 10:00am**

PRESENT: Councillors J Checkland (Chair), P McDermott, D Robertson, and M Warfield.

IN ATTENDANCE: C Read (Markets Officer), S Thomas (Deputy Town Clerk), C Read (Markets Officer), A Briggs (Town Clerk).

APOLOGIES: Councillor C Spruce, Michelle Read (Office Administrator).

34. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

35. MINUTES OF PREVIOUS MEETING

RESOLVED: *The Minutes of the MWG meeting held on 11 January 2023 be confirmed as a correct record [Minutes adopted by Council on 23 January 2023].*

36. MATTERS ARISING FROM MINUTES

None

37. MARKETS UPDATE

The Working Group discussed the Markets Officer's report at agenda Appendix 1 and thanked the Markets Officer and Office Administrator for a full and informative report. Councillor Robertson commended the Markets Officer for the strong engagement on social media the Council now has.

RESOLVED: *That the report be noted.*

38. ADVERTISING AT LCC BUS SHELTERS

Members considered the brief agenda report giving an update on the status of the new posters for bus shelters and the Market Square; the posters being in situ on the Square and are being installed at bus shelters W/C 27 February 2023

RESOLVED: *That the report be noted.*

39. CASUAL TRADERS

Members considered the agenda report compiled by the Markets Officer, Office Administrator and Deputy Town Clerk regarding the trial amendments to the Casual Trading Policy that had been in place since 16 December 2022 and scheduled to end on 6 March 2023. The Markets Officer informed members that the general consensus of opinion amongst casual traders was that a 10 % uplift in rent was not a significant financial incentive to become a permanent trader.

It was therefore proposed by Councillor McDermott that the casual pitch fee be increased to 15% to incentivise casual traders to become permanent licence holders with all the associated benefits. It is hoped that this increase would not alienate existing permanent traders

In addition, it was proposed by Councillor D Robertson and seconded by Councillor M Warfield that the number of times a casual trader is permitted to stand be increased to 36 times per year across all three markets.

The change in casual trading conditions to commence on 1 April 2023 for a trial period of six months to 1 October 2023 with members of the MWG given updates in the interim period by the Markets Officer.

RESOLVED: That the report be noted.

40. PERMANENT TRADERS – NON-ATTENDANCE

The Working Group considered the Town Clerk's agenda report which followed consideration of this issue by the MWG at its January meeting. The report detailed the issues arising with a prescriptive link between non-attendance and the existing disciplinary procedure, notably in regard to fair and effective policing of any such policy. It was agreed that a 25% reduction in arrears should be applied to permanent traders who complied with giving 48 hours' notice of non – attendance (subject to some conditions) and that the markets officer would monitor the compliance of the scheme for a trial period.

RECOMMENDATION TO COUNCIL:

- a) That if Traders advise of their intention not to attend a given market more than 48 hours before the start of that market (assumed start time 9.00am), they will be charged 75% arrears if their stall is not covered by a casual trader (£0 charge if the stall is covered, as is usual practice). The notification to be by text, email or similar method that allows independent verification. Verbal communication would be unacceptable.***
- b) Such an incentive to be 'under review' by the MWG, rather than being introduced as a permanent provision***
- c) When Traders do not give the requested 48 hours' notice, the Markets Officer to record the reasons given for such absence, and to report those absences to the Town Clerk/Deputy Town Clerk if concerns arise; the Markets Officer to cite reasons for Trader non-attendance and provide supporting evidence in those discussions. If in agreement, the Town Clerk/Deputy Town Clerk to informally advise the Trader of concerns as to their attendance record.***
- d) Formal sanction to be issued where this approach is ineffective and absences continue (written warning, suspension) in line with the City Council's disciplinary procedure.***
- e) In extreme situations where none of the above is effective and revocation of licence is considered, the matter to be referred to the Markets Working Group to act as arbiter in deciding whether revocation of licence should take place.***

41. GAZEBOS FOR CASUAL TRADERS

Consideration was given to the possibility of the City Council purchasing one or more gazebos that could then be hired to casual traders. It was felt that such availability may encourage new and seasonal traders to the market. It was agreed that Officers establish the logistics of storing and hiring the gazebos and that the casual trader would be liable for the safe erection of the Council's equipment when renting a pitch.

RECOMMENDATION TO COUNCIL:

- a) That the City Council purchase up to three Gazebos, weights, and trolley. Assuming three gazebos were eventually purchased with associated weights etc, the cost (at current levels) would not exceed £2,100.***
- b) That delegated authority be given to the Town Clerk to determine the hire price of the gazebo.***
- c) That a surety deposit be taken from the casual trader prior to the hire of a gazebo and returned to the trader at the end of the hire period only if the gazebo was still in good order.***

42. MARKET SQUARE STALL LAYOUT & 1 METRE GAP BETWEEN STALLS

Following detailed measurement of the Market Square, the Markets Officer gave a verbal update on the configurations available. The 1 metre gap had been introduced during the pandemic and, on canvassing, traders have appeared reluctant to lose this space as it enables them to effectively trade from three sides. The markets officer confirmed that the closing of the gap would only allow one extra stall to be included in the general market set up. Members noted the complaints that had been received regarding the benches on the market square being inaccessible on market days; the Markets Officer confirmed that pitch locations could be adjusted to resolve this issue.

RESOLVED: That the 1 metre gap between stalls remain in place and that all pitches currently having a bench contained within them be re-sited to allow access to the benches by members of the public.

43. TRADER REPRESENTATION ON THE MARKETS WORKING GROUP

Consideration was given to the appropriateness of inviting market trader/s to sit on the MWG. The Town Clerk confirmed that any such representation should not include voting rights (such rights being the preserve of duly elected, appointed and accountable members of the committee). It was agreed that a representative from the permanent Market Traders could attend the MWG meetings and noted that in all cases this should be the licence holder. It was stated that traders may choose to elect several representatives that could rotate their attendance at the MWG .

RECOMMENDATION TO COUNCIL: That the Markets officer ask Traders to select a permanent trader to act as representative on the MWG (such a representative must be the licence holder) and that the Markets Officer invite this trader to attend the next MWG via Zoom. Traders to decide whether they wish to nominate several traders who could attend on a rotation basis, but only one trader to attend each meeting.

44. DATE AND TIME OF NEXT MEETING

Scheduled for 10.00am Thursday 1 June 2023 via Zoom

45. ANY OTHER BUSINESS

Councillor J Checkland enquired if there were any imminent bookings for Pool Walk and the Market Square particularly on the weekend of the Coronation. Officers reported that enquiries had been received for the Market Square regarding dates for the reinstatement of the Wednesday Grub Club but at this present time no confirmation from the hirer had been received.

THE CHAIR DECLARED THE MEETING CLOSED AT 11.16

For Council: 13 March 2023 APPENDIX 5

Calendar of Meetings 2023/2024

DATE	TIME	MEETING
2023		
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)
2024		
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>	Audit Committee
WEDNESDAY, 6 March	6.30pm	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)

OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer

The Mayor and Sheriff's first charity event of 2023, a Valentines Luncheon, took place on Sunday 12 February. Following a service at Wade Street Church, led by Minister Alan Weaver, a total of 64 guests joined the Civic party for a traditional Sunday lunch in the Guildhall.

The event proved very successful & guests were entertained by Jazz duo Nick Dewhurst & Tom Moore. A raffle & small auction was also held. The whole afternoon raised just under £900 for the Mayor & Sheriff's Charities, Pathway Project & Sebbie Hall Kindness Foundation – a popular event and a resounding success.



The annual Pancake Races and opening of the Shrovetide Fair took place on Tuesday 21 February, much to the delight of the large crowds that gathered.

Watched from the dais by the Civic party, competitors raced along Bore Street pausing to flip their pancakes before crossing the finishing line in front of the Guildhall. A total of 54 competitors took part on the day with the winner of the coveted ladies' trophy being Hollie Nelson, who works for Connells Estate Agents. She will now have her name etched upon the special Golden Pancake Day trophy.

The winner of the Gents race was Issa Husain from EPO Solicitors, who won a cash prize of £30.

Winning the Under 10's Races was Rosie Colley, aged 6. Rosie was presented with a certificate, medal and a £25 Entertainer voucher. A big well done to Rosie & all the children who took part, who each received a special 'Mayor Bear' pin to remember the occasion.



Victorious in the Mascots Race was Austin Brauser, who ran dressed as a pizza! He scooped a £30 prize.

The Civic party then processed to the Market Square where the Town Crier read the traditional proclamation giving notice of the Court of Piepowder before the Mayor officially opened the Shrovetide fair, inviting some of the local children present to claim their free ride, including a ride for the Mayor & Sheriff themselves, in the spinning cars fairground ride.

Refreshments were then served in the Guildhall including the traditional Simnel Cake and Cllr John Smith who gave a toast to "The Old Fair and Pancake Races".



Richard Hunt, one of the City Council's Mace Bearers, recently attended the Guild of Mace Bearers Annual Conference in Kent.

The Guild is a membership organisation for those experts in civic protocol who assist Civic Heads to carry out their ceremonial duties and is an excellent source of professional knowledge. Although there are 140 members not all were able to attend, however the Deputy Lieutenant of Kent, Major (Retd) Dennis Bradley BEM, DL was there to support the Guild. Also, in attendance were both the Mayor of Ramsgate, Cllr Raushan Arawas and Mayor of Margate, Cllr Heather Keen, all of whom were present for the photo call and Gala Dinner.



The packed programme included the installation of a new Prime Warden, Clifford East, for the forthcoming year as well as other officers of the Committee, a training session on social media and a lively Question and Answer discussion. The event proved to be very informative on matters of Civic protocol and was an excellent opportunity to network with fellow Mace Bearers from other local authorities and share information.

The highlight of the event was the guest speaker; Ugbana Oyet who is the Serjeant at Arms in the House of Commons (pictured left, with Richard Hunt). In office since 2019, he shared the vast amount of experience he has gained during this time which has seen the death of the Monarch and three changes of Prime Minister in one year.

At the time of writing this report, preparations are ongoing for the Michael Fabricant & Arthur Price of England School Speaking Competition to be held on Friday 3 March. We are fortunate in that five schools wish to take part this year.

Planning also continues for the Entertainment & Tea for the over 70's on Monday 13 March at Curborough Community Centre & the Mayor and Sheriff's final Charity event on the Friday 24 March, a charity Barn Dance evening. Reports on these events will be included in the next officers' report.

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

The Samuel Johnson Birthplace Museum welcomed 1490 visitors in January. This represents the busiest January on record for the Museum, with a 61% percentage increase on visitor numbers in January 2022 and a 74% increase on average visitor numbers in the five years prior to the Covid-19 pandemic. A further 3,900 people engaged directly with the Museum online.

In addition to the general visitors to the Museum, the Birthplace team also led school sessions for 102 pupils. Year 1 pupils came from St Michaels Primary School and Charnwood Primary Academy. A year 4 group from Willows Primary (pictured) visited as part of a trial of a new 'Lichfield Heritage Safari', a collaboration between the Birthplace, Lichfield Cathedral and Erasmus Darwin House to offer a whole day visit for schools to the city. The trial was successful, and a further booking has been made for March. Museum Support Officer (MSO) Lisa Hand has led on the partnership.



January was a period for building care tasks, which included the installation of a new fire alarm system, using wireless smoke detectors which meet current fire regulations with minimal impact on the historic fabric.

A replacement rug was purchased for the Birth Room, and the skip hired for the Guildhall and Donegal House also enabled accumulated rubbish to be cleared from the Museum.

Research visits to the Museum library included an academic from the University of Birmingham using the letter collection, and an independent researcher writing on Tolkien's Lichfield visit for a Chinese audience. A partnership with the Staffordshire County Council Archives & Heritage Service will see facsimiles of Birthplace collection material in a handling collection at the History Access Point in St Mary's.



Staff training included the MHO attending a session organised by the National Archives on managing archives within museum collections, the MSO undertaking Social Media training, and Attendant Sarah Dale completing PAT testing training. All members of the Birthplace staff team have also undertaken Safeguarding training.

Preparations and publicity for events in Spring were underway, with half-term activities in February and a women's history programme for March, including the premiere of 'Tea with Mrs Thrale?' by Museum Attendant and resident performer Christine Genders (pictured). The event will be offered both at the Museum and as an online performance to ensure it is accessible, and online tickets have already been purchased by an international audience.

The MHO also supported the project to re-install the bust of Johnson on Bird Street and the continuing City Plaques work. Planning permission for the Francis Barber plaque was granted in late January and is now in production, with plans for the installation and an associated event underway.



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

The new bollards have now been installed around the boundary of Festival Gardens to discourage unauthorised vehicular access. An additional sowing of wildflower seeds will be carried out in the next few weeks, doubling the width of the wildflower bed planted in 2022.

Four extra benches have been installed around the site to provide additional seating.



Following discussions at the LDC mowing panel, it has been agreed that Festival Gardens will also be one of the sites where part of the area is given over to wilding. The proposal includes pathways mown through the wilding area to allow residents and visitors to experience the wild areas, rather

than simply look upon them as was the case with the previous wilding area in the Gardens. Signage will be provided to advise visitors of the importance of such areas.

The other open space selected for this pilot scheme is open space 10 at Nether Stowe.

As previously reported concerns were raised by one of LCC tree surgeons regarding a copper beech at the Friary Clock Tower Open Space. A subsequent report confirmed root disease and a recommendation that the tree be removed. Upon this action was taken to have the tree removed. A replacement sapling has been planted.



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

- Quotations obtained for repairs to the tarmac pathways in Heather Gardens
- Investigations and quotation regarding the feasibility of using bollards to prevent unauthorised parking on the small area of LCC land opposite St Chad's Church and turning that area into a small wildflower meadow.
- Further discussions with Leomansley Area Residents Association and Staffordshire County Council regarding the re-siting of bus shelters that do not currently serve an active route
- Temporary repair and subsequent longer-term repair following reports of slabs being stolen from open space 10 at Nether Stowe, causing a potential significant hazard
- Discussions with Cllr Harrison and LDC regarding a small area of Friary Remains to be given over to Ukrainian families for planting
- Tree work at Christchurch (phase 3 of 3) and St Michaels (completion of scheduled works following previous report and further investigations).

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

Regular hirers have returned after the Christmas break. Since my last report, 36 meetings have been held in various rooms in the Guildhall. A local marketing company also held a business conference in the main hall.

The Guildhall was also part of the recent Lichfield Arts free music event in the city centre which saw over 50 music acts performing at free concerts held at 15 locations throughout the city centre over a weekend in January. Unfortunately, their Beer Festival was cancelled in February.



Lichfield District Council held a public information event on the new City Centre Pedestrianisation on Tuesday 17 January. A further event is booked for the Guildroom on 1 March 12:00 – 4.30pm, and another in Boley Park on 9 March from 6.00pm – 7.15pm (registration with LDC is required before attending the Boley Park event due to limited numbers).

Staffordshire County Council also have a public information event at the end of February in the main hall and Ashmole Room.

A 70th Birthday Party has been held and we have a 40th Birthday party booked. A Funeral Wake was also held at the end of January, and another the beginning of March. The Worshipful Company of Smiths Court and Feast was held on 28 February.

We have also had 2 market research bookings and another is scheduled.



An annual stock take of items in the Guildhall has been completed, as well as the annual PAT testing, and a tidy of the storage areas including disposal of rubbish.

Recent Civic events included the Mayor & Sheriffs Valentine Sunday Lunch and reception following the Shrovetide Pancake Races.

Boley Park Community Hall

Enquiries have been consistent for children's birthday parties. A phone line and broadband has been installed in readiness for a new monitored fire alarm system and CCTV to be installed in the Easter holidays. Following a Management Committee meeting, prices have been increased from 1 April to cover increased bills.

5. Markets: Clive Read, Markets Officer

The Markets Officer has continued to work with the Market Traders and is making headway with the cooperation and communication between LCC and Traders, in particular monitoring absences, holiday and filling available pitches.

The Traders have all been informed of the increase in pitch fees, effective from 1 April 2023 (resolved by Council on 23 January 2023) and to date only one Trader has made representations expressing their disappointment at the increase.

In early January a homeless person took refuge in the Market Square Toilet Block. They were removed from the area but due to the abuse that the Markets Officer received, the Police were informed in case of any further disturbances. In order to prevent further issues, the door closures on the toilet doors have been replaced to ensure the area is secure and all traders have been reminded to keep the doors closed. New signage has been added in this area to reinforce security and the correct use of these facilities. In addition, the City Council has joined the City Centre *Pub Watch* and *Shop Watch* scheme. The Markets Officer has been equipped with a two-way radio which provides direct access to the Police on duty and the City centre CCTV control room. It also allows all those participating in the scheme to share information and flag up potential issues or troublesome individuals.

The design of the General Market poster was agreed by the Markets Working Group in January 2023. We have now received the posters and these are being displayed in the frames that are on the Market Square. A third frame has been installed enabling all three markets to be advertised simultaneously: General Markets; Vegan Market and the Producers Market.

In addition, vinyl wraps of the new posters are due to be installed on all City Council bus stops by early March. It is hoped the bright, eye-catching design will attract members of the public's attention. The poster has been designed with consideration for people who have sight impairment and people with dyslexia.

Social Media

The Markets Officer continues to promote and update social media with events held on the Market Square, Minster Pool Walk and showcase the current General Market Traders. The aim is to give all traders exposure on Facebook and Twitter, as well as an overview of other events taking place. Members may also wish to note that the Markets Officer has recently completed an online course in Social Media.

Producers' Market

On 5 February 2023 the Producers Market returned after the festive break with a total of 29 stalls selling the usual variety of produce, gifts and craft items. The Market was very busy and traders report a successful day with a good footfall, photographs follow overleaf.



Tuesday Market Update

A small number of pitches remain available for the Tuesday market. Enquiries have been received from a few new casual traders that have been contacted. One of the new traders joined us on Tuesday 21 February, Rustic Ideas, a stall that showcases bespoke wooden items.



Friday Market Update

A new casual trader joined the Friday market on the 27 January. JoJo's Cakes offer a wide range of cakes and brownies which so far has proved to be a popular addition. This leaves only two remaining pitches available, which it is hoped will be occupied soon. On Friday 17 February, due to high winds, we did have trading from vehicles and without top and side sheets. This proved to be a positive decision that went down well with traders, especially those with perishable items.

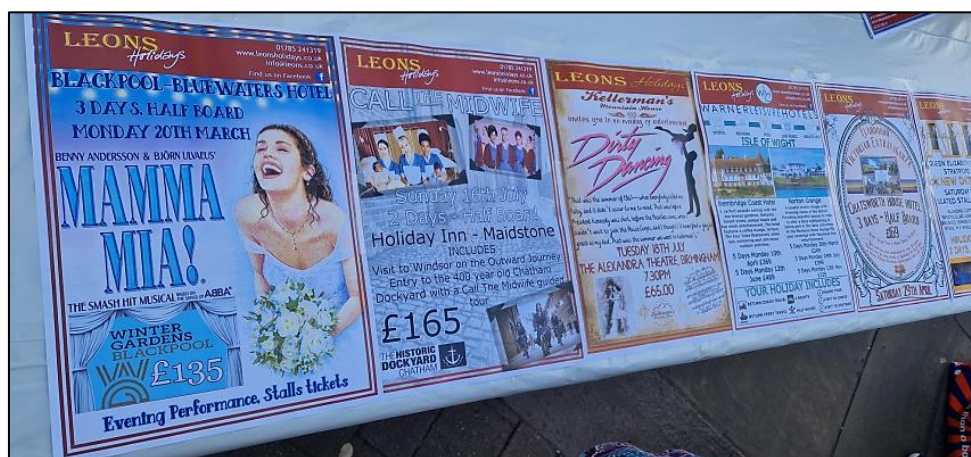
Saturday Market Update

The Saturday market is currently full. Officers are working with traders for all 3 days to ensure that they give adequate notice for non-attendance which will provide an opportunity to plan ahead and invite casual traders who have agreed to attend at short notice.



Market Square Bookings - Non-Market Days

New licences have now been signed by the Fish and Chip van and the Ice Cream Van for 2023. The Ice Cream trader has already paid in full for his trading year which reduces the administrative burden of producing monthly invoices. Bookings for Market Square included Leons Holidays on 15 & 22 February. Photographs from their first visit are below:



St Giles Hospice have also confirmed that they will be using the market Square for their Evening Solstice Walk in June. This is a well-known event in the City that will hopefully boost the charity's presence and raise much needed funds. Enquiries continue to be received from both Casual Traders and Market Square bookings.

6. Deputy Town Clerk: Sarah Thomas

The Deputy Town Clerk was pleased to represent the City Council recently at a Diversity and Inclusion Focus Group held at Lichfield Cathedral. The Cathedral invited various stakeholders and members of the community to share their experiences as they compile a roadmap for Inclusion and Diversity which will be shared with attendees later in the year.

In addition, the Deputy has been working with the Town Clerk on various staffing matters which has included amongst other things, identifying training needs of individual members of staff. The Deputy Town Clerk has provided secretariat support at the Markets Working Group, the Neighbourhood Plan Implementation Working Party and full Council.

For Council: 13 March 2023 APPENDIX 7

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 December to 31 December 2022

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/12/2022	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 22/23 - 9th instalment of 10 (December)	923.00	0.00	923.00
01/12/2022	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 22/23 - 9th instalment of 10 (December)	9.00	0.00	9.00
01/12/2022	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 22/23 - 9th instalment of 10 (December)	539.00	0.00	539.00
01/12/2022	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 22/23 - 9th instalment of 10 (December)	1,996.00	0.00	1,996.00
02/12/2022	BACS 1353	ABC Training Services Ltd	ARTS/TOURISM Lights Costs	First Aid team and ambulance for Switch On	1,350.00	270.00	1,620.00
02/12/2022	BACS 1354	ADT Fire & Security plc	BIRTHPLACE Repair/Maint	Emergency lighting maintenance to 14/2/23 (cxn period)	95.01	19.00	114.01
02/12/2022	BACS 1355	Baroco Limited	ADMIN Supplies & Services	Collection and shredding of 2 bins & 4 sacks of paper	52.00	10.40	62.40
02/12/2022	BACS 1356	Mr S L Bevins	R&R FUND General	Site visit and report on Darwin Hall roof	883.00	0.00	883.00
02/12/2022	BACS 1357	Cannock Sound Hire	ARTS/TOURISM Lights Costs	Sound, stage and lighting for Switch On	2,006.48	401.30	2,407.78
02/12/2022	BACS 1358	EHM Exterior Home Maint	BIRTHPLACE Supplies & Services	Make and install timber frame to divide courtyard	80.00	0.00	80.00
02/12/2022	BACS 1358	EHM Exterior Home Maint	MARKET Supplies/Services	Straighten tree guards on Market Square	150.00	0.00	150.00
02/12/2022	BACS 1359	M A Harris	BIRTHPLACE Stock for sale	Birthplace and Christmas cards for sale	30.00	0.00	30.00
02/12/2022	BACS 1360	G Keatley	ADMIN Subscript/Training	AAT membership for internal auditor 2023	188.00	0.00	188.00
02/12/2022	BACS 1361	H Events & Staging Ltd	ARTS/TOURISM Lights Costs	Supply & erect crowd control barriers for Switch On	1,200.00	240.00	1,440.00
02/12/2022	BACS 1362	Keycraft	BIRTHPLACE Stock for sale	Worm and mice toys for sale	114.84	22.96	137.80
02/12/2022	BACS 1363	Orwell Press Art Publishing	BIRTHPLACE Stock for sale	Bird cards for sale	19.40	3.88	23.28
02/12/2022	BACS 1364	The Palace Singers	CIVIC Mayor's Allowance - J Checkland	Tickets to Palace Singers autumn concert, November	20.00	0.00	20.00
02/12/2022	BACS 1365	Raphael Design Limited	BIRTHPLACE Adverts/promotion	Printing of museum publicity leaflets	140.00	0.00	140.00
02/12/2022	BACS 1366	R Fathers	PARKS Other Repair/Maint	Longbridge Road - Work to Cherry and Birch	450.00	0.00	450.00
02/12/2022	BACS 1366	R Fathers	PARKS Other Repair/Maint	Eastern Ave cycle path - Cut back Cherry	450.00	0.00	450.00
02/12/2022	BACS 1367	M Read	ADMIN Supplies & Services	Reimbursement for office milk	1.75	0.00	1.75
02/12/2022	BACS 1367	M Read	ADMIN Supplies & Services	Reimbursement for spare body cam	99.93	19.99	119.92
02/12/2022	BACS 1367	M Read	HALLS Boley Hall	Reimbursement for floor finisher for Boley Hall	32.00	0.00	32.00
02/12/2022	BACS 1367	M Read	BIRTHPLACE Supplies & Services	Reimbursement for memory sticks	11.99	2.40	14.39
02/12/2022	BACS 1367	M Read	CIVIC Events	Reimbursement for Parlour cakes for competition winners	15.65	0.00	15.65
02/12/2022	BACS 1367	M Read	G/HALL Supplies/Services	Reimbursement for batteries & cleaning supplies	81.69	16.34	98.03
02/12/2022	BACS 1367	M Read	MARKET Supplies/Services	Reimbursement for body cam	99.93	19.99	119.92
02/12/2022	BACS 1367	M Read	PARKS Other Repair/Maint	Reimbursement for body cam	99.93	19.99	119.92
02/12/2022	BACS 1368	Andrew Starkey	ARTS/TOURISM Lights Costs	'Britpop Reunion' for Switch On entertainment	300.00	0.00	300.00
02/12/2022	BACS 1369	W Burns-Mace Ltd	ADMIN Supplies & Services	Tudor Row fire escape licence to 16/12/23	2,300.00	0.00	2,300.00
02/12/2022	BACS 1370	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - November	12,226.86	0.00	12,226.86
02/12/2022	BACS 1371	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - November	13,851.91	0.00	13,851.91
02/12/2022	BACS 1372	NG Training & Event Security	ARTS/TOURISM Lights Costs	Security and stewarding staff for Switch On	2,082.25	416.45	2,498.70
05/12/2022	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - October	53.01	10.60	63.61
06/12/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - November	14.01	0.00	14.01
06/12/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - December	6.00	1.20	7.20
07/12/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - November	112.95	0.00	112.95
07/12/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - December	6.00	1.20	7.20
12/12/2022	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - Contract cancellation & bin removal	182.22	36.44	218.66
15/12/2022	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office365 - November	596.24	119.25	715.49
15/12/2022	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - November	45.00	9.00	54.00
15/12/2022	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - November	126.00	25.20	151.20
15/12/2022	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - November	45.00	9.00	54.00
15/12/2022	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking - December	45.20	0.00	45.20
15/12/2022	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - December	29,627.55	0.00	29,627.55
15/12/2022	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - October	454.53	90.91	545.44

15/12/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - October (2nd account)	102.89	5.14	108.03
15/12/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - October (1st account)	108.90	5.44	114.34
15/12/2022	DDebit	Npower Ltd	G/HALL Energy	Electricity - October	767.85	153.57	921.42
15/12/2022	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - October	50.93	2.55	53.48
15/12/2022	DDebit	Npower Ltd	MARKET Energy	Feeder pillar electricity - October	209.76	10.49	220.25
15/12/2022	DDebit	Npower Ltd	PARKS Energy	Friary electricity - October	14.97	0.75	15.72
15/12/2022	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - October	60.87	3.99	64.86
16/12/2022	BACS 1373	ACW Arb	PARKS Other Repair/Maint	Trimming along roadway to allotments off Abnalls Lane	180.00	36.00	216.00
16/12/2022	BACS 1374	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip (November)	320.00	64.00	384.00
16/12/2022	BACS 1375	Brownhill Hayward Brown	R&R FUND Birthplace	Architect for museum exterior works	635.00	127.00	762.00
16/12/2022	BACS 1375	Brownhill Hayward Brown	R&R FUND General	Architect for technical advice on Darwin Hall roof	485.00	97.00	582.00
16/12/2022	BACS 1376	Stephen Brown	ADMIN Supplies & Services	Carpet cleaning in Donegal House	680.00	0.00	680.00
16/12/2022	BACS 1377	City Life in Lichfield	BIRTHPLACE Adverts/promotion	2 museum adverts in City Life, Dec/Jan issue	20.00	4.00	24.00
16/12/2022	BACS 1378	Countryside Art Ltd	BIRTHPLACE Stock for sale	Museum tea towels	244.48	48.90	293.38
16/12/2022	BACS 1379	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Xmas lights contract - first half for installation	7,555.83	1,511.17	9,067.00
16/12/2022	BACS 1379	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Additional cables for Natwest, Bird St & Dam St	231.25	46.25	277.50
16/12/2022	BACS 1379	Darwin Electrical Services	G/HALL Repair/Maint	Replace decorative socket face	48.70	9.74	58.44
16/12/2022	BACS 1379	Darwin Electrical Services	G/HALL Repair/Maint	Reset outside light clock and replace lamps	49.04	9.81	58.85
16/12/2022	BACS 1379	Darwin Electrical Services	HALLS Boley Hall	Replace lamp in main pendant	100.60	20.12	120.72
16/12/2022	BACS 1380	E.On Energy Solutions Ltd	PARKS Energy	Highway lighting energy 22/23	6,917.20	1,383.44	8,300.64
16/12/2022	BACS 1380	E.On Energy Solutions Ltd	PARKS Other Repair/Maint	Highway lighting maintenance 22/23	4,396.57	879.31	5,275.88
16/12/2022	BACS 1381	Eastern Shires Purch Org	ADMIN Supplies & Services	Stationery and cloakroom supplies	53.44	10.69	64.13
16/12/2022	BACS 1381	Eastern Shires Purch Org	BIRTHPLACE Supplies & Services	Paper trimmer & sets of headphones	49.60	9.92	59.52
16/12/2022	BACS 1381	Eastern Shires Purch Org	G/HALL Supplies/Services	Cloakroom supplies	43.75	8.75	52.50
16/12/2022	BACS 1382	Heritage Books	BIRTHPLACE Supplies & Services	Various Shakespeare & classic books for Bookworms club	81.82	0.00	81.82
16/12/2022	BACS 1383	The Johnson Society	CIVIC Sheriff's Allowance - J Greaves	Sheriff's tickets for Johnson Society Christmas Dinner	70.00	0.00	70.00
16/12/2022	BACS 1384	Lichfield Arts	ARTS/TOURISM Lights Costs	Provision of Aspire Community Band for Switch On event	100.00	0.00	100.00
16/12/2022	BACS 1385	Lichfield Lock & Key Repairs	BIRTHPLACE Repair/Maint	Supply and fit new door magnet keeper plate	89.10	17.82	106.92
16/12/2022	BACS 1386	D McCarthy Bros (Lichfield)	PARKS Other Repair/Maint	Surface works to Tamworth Rd/Longbridge Rd footpath	2,150.00	430.00	2,580.00
16/12/2022	BACS 1386	D McCarthy Bros (Lichfield)	PARKS Other Repair/Maint	Surface works to road to allotments off Abnalls Lane	3,700.00	740.00	4,440.00
16/12/2022	BACS 1387	MT Services Computer Sys	ADMIN Supplies & Services	Labour for Sage payroll installation & upgrade	45.00	9.00	54.00
16/12/2022	BACS 1387	MT Services Computer Sys	DEM SERVICES Supplies & Services	Office 365 set up for councillors	575.00	115.00	690.00
16/12/2022	BACS 1388	Plantfacts	BIRTHPLACE Supplies & Services	Name badges for new Museum Support Officer	20.24	4.05	24.29
16/12/2022	BACS 1389	Print & Digital of Lichfield	CIVIC Supplies/Services	Printing of Civic Christmas cards	225.00	45.00	270.00
16/12/2022	BACS 1389	Print & Digital of Lichfield	CIVIC Mayor's Allowance - J Checkland	Printing of Mayor's Christmas cards	90.00	18.00	108.00
16/12/2022	BACS 1389	Print & Digital of Lichfield	CIVIC Sheriff's Allowance - J Greaves	Printing of Sheriff's Christmas cards	25.00	5.00	30.00
16/12/2022	BACS 1390	Raphael Design Limited	BIRTHPLACE Stock for sale	Fridge magnets in 2 designs	215.00	43.00	258.00
16/12/2022	BACS 1391	R Fathers	PARKS Other Repair/Maint	Wissage Lane - Various tree work	1,500.00	0.00	1,500.00
16/12/2022	BACS 1391	R Fathers	PARKS Other Repair/Maint	Fecknam Way - Work to Ash and Buddleia	800.00	0.00	800.00
16/12/2022	BACS 1392	M Read	ADMIN Supplies & Services	Office milk	1.75	0.00	1.75
16/12/2022	BACS 1392	M Read	ADMIN Supplies & Services	3 fan heaters & calendar	54.59	10.92	65.51
16/12/2022	BACS 1392	M Read	CIVIC Events	New feet for barriers	43.28	8.68	51.96
16/12/2022	BACS 1392	M Read	CIVIC Events	Charger for walkie talkie	13.99	0.00	13.99
16/12/2022	BACS 1392	M Read	G/HALL Supplies/Services	Hi-vis jackets, safety shoes & overalls for PAs; paint & filler	91.58	18.32	109.90
16/12/2022	BACS 1392	M Read	MARKET Supplies/Services	Body cam vest for Markets Officer	29.99	6.00	35.99
16/12/2022	BACS 1392	M Read	PARKS Other Repair/Maint	Body cam vest for Open Spaces Officer	29.99	6.00	35.99
16/12/2022	BACS 1393	Table Football Plus	ARTS/TOURISM Lights Costs	5 football tables, marquees & staff for Switch On event	1,000.00	0.00	1,000.00
16/12/2022	DDebit	British Gas	BIRTHPLACE Energy	Gas 11/10 - 21/11	154.79	7.73	162.52
16/12/2022	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - December	19.00	3.80	22.80
16/12/2022	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - December	19.00	3.80	22.80
19/12/2022	BACS 1394	Messenger Construction	R&R FUND General	Darwin Hall - Replace window & window cladding with zinc	3,396.34	679.27	4,075.61

19/12/2022	BACS 1395	UK Aggregates Limited	C I L Expenditure	Anti vandal bus shelter	4,543.50	908.70	5,452.20
19/12/2022	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - October	1,121.21	224.24	1,345.45
19/12/2022	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - December	29.51	5.90	35.41
19/12/2022	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - December	18.27	3.66	21.93
19/12/2022	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - December	29.51	5.90	35.41
19/12/2022	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - November	54.92	2.75	57.67
19/12/2022	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/11 - 1/12	96.68	0.00	96.68
19/12/2022	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & surface drainage 1/11 - 1/12	36.45	0.00	36.45
20/12/2022	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/ internet - Nov usage/ Dec rental	136.72	27.35	164.07
22/12/2022	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fee - November payroll	29.35	0.00	29.35
23/12/2022	BACS 1396	Blackbox-Av Ltd	BIRTHPLACE Supplies & Services	Bespoke cabling for sound interactive system	30.00	6.00	36.00
23/12/2022	BACS 1397	Bishops Offley Xmas Trees	ARTS/TOURISM Lights Costs	Supply and deliver 25 ft Christmas tree	530.00	0.00	530.00
23/12/2022	BACS 1398	City Life in Lichfield	DEM SERVICES Publicity	City View - October issue	1,100.00	220.00	1,320.00
23/12/2022	BACS 1399	EHM Exterior Home Maint	ADMIN Supplies & Services	Supply & fit removable secondary glazing to 4 windows	960.00	0.00	960.00
23/12/2022	BACS 1399	EHM Exterior Home Maint	PARKS Other Repair/Maint	Supply & fit climbing net, rope, frame & wet pour at CCC	8,275.00	0.00	8,275.00
23/12/2022	BACS 1400	Eastern Shires Purch Org	ADMIN Supplies & Services	Printer paper	97.60	19.52	117.12
23/12/2022	BACS 1401	Janice Greaves	CIVIC Sheriff's Allowance - J Greaves	Mileage expenses for Stone T.C. civic event in Nov	20.70	0.00	20.70
23/12/2022	BACS 1402	Lichfield District Council	ARTS/TOURISM Lights Costs	Operatives for street cleaning after Switch On	336.00	67.20	403.20
23/12/2022	BACS 1402	Lichfield District Council	ARTS/TOURISM Lights Costs	Operative to empty bins during Switch On	288.00	57.60	345.60
23/12/2022	BACS 1402	Lichfield District Council	PARKS Other Repair/Maint	Clearance of OS 26 by canal/Tamworth Road	450.00	90.00	540.00
23/12/2022	BACS 1402	Lichfield District Council	R&R FUND General	Supply 3 bespoke litter bins for Market Square	2,285.00	457.00	2,742.00
23/12/2022	BACS 1402	Lichfield District Council	R&R FUND General	Installation of 3 new bins on Market Square	144.00	28.80	172.80
23/12/2022	BACS 1402	Lichfield District Council	R&R FUND General	Supply 12 new litter bins for various sites	8,294.23	1,658.85	9,953.08
23/12/2022	BACS 1403	Lichfield District Council	CIVIC Events	Renewal of Small Society Lottery registration 2023	20.00	0.00	20.00
23/12/2022	BACS 1404	Messenger Construction	R&R FUND General	Facilitate roof inspections & temp repairs at Darwin Hall	2,076.81	415.36	2,492.17
23/12/2022	BACS 1405	PPL PRS Ltd	G/HALL Lettings	Music licence for concerts Sep-Nov 22	500.82	100.16	600.98
23/12/2022	BACS 1406	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning for November (27 hrs)	369.90	73.98	443.88
23/12/2022	BACS 1406	Taylor Maids UK Ltd	G/HALL Supplies/Services	Guildhall & DH cleaning for November (45 hrs)	616.50	123.30	739.80
23/12/2022	BACS 1407	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - December	7,270.74	0.00	7,270.74
23/12/2022	BACS 1408	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - December	10,034.50	0.00	10,034.50
23/12/2022	BACS 1409	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 6 Nov	13.33	0.00	13.33
23/12/2022	BACS 1409	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 4 Dec	10.67	0.00	10.67
23/12/2022	BACS 1410	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 6 Nov	4.00	0.00	4.00
23/12/2022	BACS 1410	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 4 Dec	47.00	0.00	47.00
23/12/2022	BACS 1411	Ms M Baker	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 4 Dec	3.58	0.00	3.58
23/12/2022	BACS 1412	C R Craven	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 4 Dec	2.00	0.00	2.00
23/12/2022	BACS 1413	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 4 Dec	2.67	0.00	2.67
23/12/2022	BACS 1414	Badges Ltd	BIRTHPLACE Supplies & Services	Badge making components	32.82	6.56	39.38
28/12/2022	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/11 - 10/12	11,888.54	2,377.71	14,266.25
30/12/2022	DDebit	British Gas	BIRTHPLACE Energy	Gas 22/11 - 8/12	191.82	38.36	230.18
30/12/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 5 Nov to 2 Dec - current account	27.12	0.00	27.12
30/12/2022	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier - usage Jul-Sep; rental Oct-Dec	111.59	22.31	133.90
					173,211.48	15,326.13	188,537.61

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule**From 1 December to 31 December 2022**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
08/12/2022	05454	Christ Church Primary School	ARTS/TOURISM Lights Costs	School choir for Switch On	100.00	0.00	100.00
13/12/2022	05455	Cash	Various	Petty cash vouchers 7932 - 7939	260.92	37.10	298.02
20/12/2022	05456	A D Thompson	CIVIC Mayor's Allowance - J Checkland	Sugar & spices for mulled wine at Mayor's Carols	6.85	0.00	6.85
20/12/2022	05456	A D Thompson	CIVIC Mayor's Allowance - J Checkland	Wines for mulled wine at Mayor's Carols	52.90	10.58	63.48
22/12/2022	05457	Cash	Various	Petty cash vouchers 7940 - 7949	245.71	27.12	272.83
30/12/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 5 Nov to 2 Dec - imprest account	9.48	0.00	9.48
					<u>675.86</u>	<u>74.80</u>	<u>750.66</u>