



Lichfield City Council

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

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


5 June 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, 12 June 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


Anthony Briggs
Town Clerk

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

AGENDA

1 APOLOGIES FOR ABSENCE

2 MAYOR'S ANNOUNCEMENTS

3 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

4 COUNCIL MINUTES

To confirm as a correct record the Minutes of the Annual Council Meeting held on 15 May 2023 (**copy attached**).

5 MATTERS ARISING ON COUNCIL MINUTES

a) Minutes of the Annual Council Meeting held on 15 May 2023.

b) Minutes of the Council Meeting held on 17 April 2023 (**copy attached**).

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

6 PLANNING COMMITTEE

The Chair of the Planning Committee to move that comments submitted to Lichfield District Council for the period 31 March 2023 to 25 May 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 NOTICE OF MOTION

To consider a motion to be proposed by Cllr P McDermott:

At the Annual Town Meeting organisations that have received grants from that year's allocation are to be invited to come along and say a few words to the meeting about their organisation and how the grant will be used.

9 AUDIT COMMITTEE

- The Minutes of the Audit Committee meeting held on 8 June 2023 will follow under separate cover as **APPENDIX 1A**.
- The Out-Turn Statement 2022/23 is attached as **APPENDIX 1B**.
- The Annual Return for the year ended 31 March 2023 is **ENCLOSED**.

RECOMMENDED: *That the Minutes and recommendations of the Audit Committee meeting held on 8 June 2023 be adopted and that:*

- 1 ***The Report and Out-Turn Statement 2022/23 be received.***
- 2 ***The Council, acting in the capacity of sole Trustee of the Johnson Birthplace Charitable Trust, make a payment of £12,333 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2022/23 financial year.***
- 3 ***In respect of the External Auditor Annual Return for the year ending 31 March 2023:***
 - a. ***The council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council.***
 - b. ***The Council note that for the year ending 31 March 2022, Section 2 of the Annual Return has been restated as a result of the External Auditor's minor scope for improvement regarding the Council's valuation of certain assets. Accordingly, the Council on 12 December 2022 amended the Asset values Box 9 of the AGAR to £7,302,463.***
 - c. ***The Council approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council***
 - d. ***The Council note the Annual Internal Audit Report section of the Annual Return***
 - e. ***The Council note the dates for the exercise of public rights - commencing on 14 June 2023 and ending on 25 July 2023.***

10 JOHNSON BIRTHPLACE ADVISORY COMMITTEE

To adopt the minutes of the meeting of the Johnson Birthplace Advisory Committee held on 25 April 2023 (**APPENDIX 2**, attached).

RECOMMENDED: *That the Minutes of the Johnson Birthplace Advisory Committee meeting held on 25 April 2023 be adopted.*

11 MARKETS WORKING GROUP

To adopt the minutes and any recommendations of the meeting of the Markets Working Group held on 1 June 2023 (**APPENDIX 3**, attached).

RECOMMENDED: *That the Minutes and recommendations of the MWG meeting held on 1 June 2023 be adopted.*

12 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

The appointment of representatives to serve on outside bodies, filling vacancies falling due during 2023/2024 as detailed in **APPENDIX 4** (attached).

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

13 ANNUAL TOWN MEETING

The Minutes of the Annual Town Meeting held in the Guild Room, Guildhall on 24 May 2023 are attached at **APPENDIX 5**.

RECOMMENDED: *That the Minutes of the Annual Town Meeting held on 24 May 2023 be noted.*

14 OFFICERS' REPORT

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

RECOMMENDED: *That the Report be noted.*

15 PAYMENT OF REGULAR SERVICE PROVISION BY DIRECT DEBIT

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

The current Direct Debit schedule is attached at **APPENDIX 7**. There is one addition to the schedule - Justice Security, who provide the maintenance and monitoring services for a number of fire and intruder alarms installed at LCC owned buildings. Additionally, the list also includes 2 new direct debits where DD authority is in place with that supplier, but are added for completeness; these are LDC for refuse bins and Npower for the meter operator service. The changes are highlighted in yellow at appendix 7.

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

RECOMMENDED: *That the City Council notes the addition of Justice Security to the direct debit schedule and renews its resolution to enter into direct debit payment arrangements with those providers listed at APPENDIX 7; the resolution to be considered for further renewal at the meeting of the City Council in June 2024.*

16 DISPENSATIONS

To consider the Town Clerk's report at **APPENDIX 8**. Members are asked to note that similar recommendations were adopted by this council for the electoral period 2019 – 2023 at its meeting of 17 June 2019.

Should the recommendations be adopted, members wishing to apply for a dispensation should complete the application form **ENCLOSED**. Additional copies of the application form will be available at the council meeting.

RECOMMENDED:

a) *That subject to a member submitting a written application, the Council grant a dispensation for the period up to the next full Council elections in 2023 permitting any member who is 'dual-hatted' by virtue of their membership of Lichfield District*

Council and Lichfield City Council, to speak and vote on any matter relating to their District Council membership.

b) That, subject to the member submitting a written application, the Council grant a dispensation for the period up to the next full Council elections in 2027 permitting any member to vote on any matters relating to the affairs of a body onto which they have been appointed or nominated by the Council.

17 CURBOROUGH COMMUNITY ASSOCIATION

Curborough Community Association manage both Curborough Community Centre and Cruck House on behalf of the Council. At the AGM on 11 March, the Association Chair James Flintham, and Treasurer Joanne Grange, stepped down from their respective roles after several years' service. During their tenure, there has been a significant transformation of CCA, led by the senior members of the Association, and Council is asked to recognise these efforts. A new Chair has been appointed, existing Trustee Paula Knight, with Lilas Rawling appointed as Deputy Chair. James Flintham has agreed to cover the role of Secretary in the meantime and will remain as a representative Trustee of Lichfield Re:Cycle.

All roles on the Management Committee are voluntary, and as members are aware, it can be very difficult to find willing volunteers to fulfil what can be demanding and time-consuming positions. City Council officers will continue to support the Committee in their activities.

RECOMMENDED:

a) The Council to note the changes to the officer structure of Curborough Community Association

b) The best thanks of the Council be given to James Flintham and Joanne Grange for their dedicated service to CCA and to Curborough Community Centre in the roles of Chair and Treasurer respectively.

18 PROVISION OF REPLICA CIVIC BADGES OF OFFICE

For many years the City Council has provided replica badges of office to the retiring Mayor, Sheriff and their respective consorts (if any). The cost of such provision for 2022/23 was £2580.94+VAT. In consideration of this expense for future years, the controlling group has suggested that provision of replica badges of office should be reduced and encompass the retiring Mayor and Sheriff only (i.e. excluding consorts). Based on previous costs, and dependent upon whether incumbent civics have consorts who would ordinarily receive a replica, the savings to the council could be in the region of £1,300.

The opportunity for consorts to acquire a replica badge of office via the city council, and to receive it formally at Annual Council, would remain. However, the provision of such a replica would need to be funded personally, and not via (for example) the Mayor or Sheriff's allowance.

Council is asked to resolve formally on this matter.

RECOMMENDED: Council to decide whether or not it wishes to reduce the provision of replica badges of office to include the Mayor and Sheriff only, thereby removing the current similar provision for the Mayor and Sheriff's consorts.

19 AMENDMENT TO CALENDAR OF MEETINGS

Council is asked to approve an amendment to the adopted calendar of meetings, rescheduling the meeting due to take place on 26 September 2023 to Wednesday 4 October 2023. Due to a previously arranged booking in the Guildhall taking place over on 25 and 26 September and requiring a significant amount of equipment to be left in the Guildhall overnight. At the time of preparing this report, the proposed amendment does not conflict with any meetings in the District Council's calendar.

RECOMMENDED: That the meeting of Council scheduled to take place on Tuesday 26 September 2023 be rescheduled to Wednesday 4 October 2023. The time of the meeting remaining unchanged (6.30pm).

20 PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in **APPENDIX 9** for the period 1 March 2023 to 31 March 2023 in the sum of £124,005.22 General Account, and £1,053.40 Imprest Account.

* * * * *

PUBLIC ATTENDANCE **AT CITY COUNCIL MEETINGS**

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

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

Lichfield City Council

Minutes of the Annual Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Monday 15 May 2023 at 6.30 pm

PRESENT: Councillors J Anketell, H Ashton, D Baker, C Ball, R Bragger, J Christie, J Eagland, M Field, A Fox, C Greateorex, R Harvey-Coggins, S Hollingsworth, A Hughes, P Knight, A Lax, J Marshall, P McDermott, C Pinder-Smith, P Ray, D Robertson, A Rushton, S Schafer, J Smith, E Strain, M Warfield, B Watkins and R Yardley.

APOLOGIES: Councillor J Blackman.

1 ELECTION OF MAYOR

It was proposed by Councillor D Robertson, seconded by Councillor R Harvey-Coggins, and

RESOLVED: That Councillor Ann Hughes be elected Mayor of the City to hold office until the election of a successor at the Annual Meeting of Council in May 2024.

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

2 COUNCIL MINUTES

RESOLVED: That the Minutes of the City Council Meeting held on 17 April 2023 (nos. 112 – 121) be confirmed and signed as a correct record.

3 APPOINTMENT OF DEPUTY MAYOR

It was proposed by Councillor D Robertson, seconded by Councillor C Pinder-Smith, and

RESOLVED: That Councillor Sam Schafer be appointed Deputy Mayor to hold office until the election of Mayor at the Annual Meeting of Council in May 2024.

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

4 ELECTION OF SHERIFF

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

RESOLVED: That Adam Burns-Mace be elected Sheriff of the City to hold office until the election of a successor at the Annual Meeting of Council in May 2024.

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

5 EXPRESSION OF THANKS

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

6 APPOINTMENT OF MAYOR'S CHAPLAIN

The Mayor announced that Reverend Ian Hayter would be Mayor's Chaplain.

7 APPOINTMENT OF MAYOR'S CADET

The Mayor announced that RAF Cadet Sergeant Ben Carty would be her Cadet and presented him with the Badge of Office.

8 VOTE OF THANKS TO RETIRING MAYOR

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

RESOLVED: That the best thanks of the citizens be accorded to Councillor Jamie Checkland for his valuable and outstanding services as Mayor during 2022/23.

Councillor Checkland responded in suitable terms, thanking those who had assisted and supported him during his time in office.

9 VOTE OF THANKS TO RETIRING SHERIFF

It was proposed by Councillor A Lax, seconded by Councillor M Warfield, and

RESOLVED: That the best thanks of the citizens be accorded to Janice Greaves for her valuable and outstanding services as Sheriff during 2022/23.

Janice Greaves responded in suitable terms, thanking those who had assisted and supported her during her time in office

10 PRESENTATION OF BADGES OF OFFICE

The Mayor presented the Chain of Office to the Sheriff's Consort, Anthea Maou

11 REPLICA BADGES OF OFFICE

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

12 APPOINTMENT OF LEADER OF COUNCIL

It was proposed by Councillor C Ball, seconded by Councillor R Bragger, and

RESOLVED: That Councillor Dave Robertson be appointed Leader of Council for the ensuing year.

13 APPOINTMENT OF DEPUTY LEADER OF COUNCIL

It was proposed by Councillor D Robertson, seconded by Councillor C Pinder-Smith, and

RESOLVED: That Councillor Rosemary Harvey-Coggins be appointed Deputy Leader of Council for the ensuing year.

14 APPOINTMENT OF COMMITTEES, PANELS, AND ADVISORY COMMITTEES

RESOLVED: That membership of Committees, Panels, and Advisory Committees be as detailed at APPENDIX 1 to these minutes.

15 MEMBERS DECLARATIONS OF ACCEPTANCE OF OFFICE

The Town Clerk advised the Mayor that all declarations had been received and there was no requirement for an extension.

16 GENERAL POWER OF COMPETENCE

Members considered the Town Clerk's report and recommendations at Agenda Appendix 2.

RESOLVED: That from 15 May 2023 until the next relevant Annual Meeting of the Council in 2027, the City Council adopts the General Power of Competence having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

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

MAYOR

Council Minutes: 15 May 2023 Appendix 1

COMMITTEE, PANEL, AND ADVISORY COMMITTEE MEMBERSHIP 2023/24

PLANNING COMMITTEE (All members of Council)			
Chair	B Watkins	Vice Chair	R Bragger
Ward Representative	Boley Park	R Yardley	
	Chadsmead	P Ray	
	Curborough	C Ball	
	Leomansley	J Christie	
	St Johns	D Baker	
	Stowe	P McDermott	

AUDIT COMMITTEE 7 members		
Conservative	Labour	Liberal Democrat
A Lax	J Marshall (Chair)	S Hollingsworth
M Warfield	A Fox (Vice Chair)	P McDermott
	K Farrelly	

JOHNSON BIRTHPLACE ADVISORY COMMITTEE 8 members + 4 non-voting		
<u>Johnson Society Appointments (non-voting)</u> P Jones & J Winterton		<u>Honorary Members (non-voting)</u> R Awty & A Thompson
Conservative	Labour	Liberal Democrat
J Eagland	A Hughes (Chair)	J Christie
R Yardley	J Anketell (Vice Chair)	S Hollingsworth
	P Knight	
	B Watkins	

GRANTS ADVISORY COMMITTEE [amalgamated with Neighbourhood Plan Implementation Working Party] 9 members		
Conservative	Labour	Liberal Democrat
D Baker	C Ball (Chair)	H Ashton
R Yardley	M Field (Vice Chair)	J Christie
	S Schafer	
	K Farrelly	
	E Strain	

STAFFING COMMITTEE 8 members		
Conservative	Labour	Liberal Democrat
J Eagland	R Harvey-Coggins (Chair)	S Hollingsworth
A Lax	R Bragger (Vice-Chair)	P McDermott
	D Robertson	
	C Pinder-Smith	

TENDERS COMMITTEE [Comprising Leader, Deputy Leader, Mayor, Deputy Mayor] 6 members		
Conservative	Labour	Liberal Democrat
D Baker	D Robertson (Chair)	P McDermott
	R Harvey-Coggins (Vice Chair)	
	A Hughes	
	S Schafer	

COMPLAINTS PANEL		
4 members		
Conservative	Labour	Liberal Democrat
D Baker	D Robertson (Chair)	P McDermott
	P Knight	

MARKETS WORKING GROUP		
6 members		
Conservative	Labour	Liberal Democrat
D Baker	J Blackman (Chair)	P McDermott
	C Pinder Smith (Vice Chair)	J Smith
	M Field	

SHERIFF'S RIDE WORKING PARTY		
5 members		
Conservative	Labour	Liberal Democrat
J Eagland	B Watkins (Chair)	J Smith
	P Knight (Vice Chair)	
	C Ball	

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 17 April 2023 at 6.30pm

PRESENT: Councillors J Checkland (Mayor), J Anketell, H Ashton, C Ball, G Boyle, J Eagland, M Field, C Greateorex, 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, M Trent, M Warfield and R Yardley.

APOLOGIES: Councillors D Baker, D Dundas and C Spruce.

112 MAYOR'S ANNOUNCEMENTS

The Mayor reported on the engagements he attended in recent weeks including meeting the Duke and Duchess of Gloucester, the Johnson Society AGM, the unveiling of the Barber plaque at Cruck House and the Easter Sunday service at the Cathedral. The Mayor also took the opportunity to reflect on some of the memorable moments during his year in office such as the Queen's Platinum Jubilee, the commonwealth games and the proclamation of the King.

The Mayor also took the opportunity to thank all Councillors for their time and commitment in serving the Council and wished those who were standing for re-election well. He also thanked Officers for their guidance, the Sheriff, Sheriff's consort and Mayoress their support throughout his year in office.

113 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor C Ball declared an interest under Appendix B of the City Council's Code of Conduct in relation to agenda item 8 (minute 117) as a member Lichfield and District Allotment Society. Cllr Ball left the room during discussion of this item and voting thereon.

Councillor H Ashton declared an interest under Appendix A of the City Council's Code of Conduct in relation to agenda item 9 (minute 118) as a member of the Enabling Group of Churches Together in Lichfield. Cllr Ashton left the room during discussion of this item and voting thereon.

114 COUNCIL MINUTES

RESOLVED: That the Minutes of the Council Meeting held on 13 March 2023 (Nos 98-111), be confirmed and signed as a correct record.

115 MATTERS ARISING

Councillor P McDermott enquired who the Mayor Elect and Deputy Mayor Elect would now be in view of Councillor P Jones recent deselection for the forthcoming elections in May. The Town Clerk responded that legally the resolution passed by Council on 13 March 2023 will still stand until the Annual Council meeting on 15 May 2023.

116 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: 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.

117 NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY

Members considered the minutes and recommendation of the NPIWP meeting held on 4 April 2023, including the recommendation that £27,500 of CIL be allocated to Lichfield and District Allotment Society for improvements to access roads and other infrastructure improvements within the allotment sites, and £11,200 of CIL be allocated to Boley Park Pre School as a contribution toward the improvement of the children's play area.

RESOLVED: That the minutes and recommendations of the meeting of the NPIWP held on 4 April 2023 be adopted.

118 GRANT APPLICATION – CHURCHES TOGETHER IN LICHFIELD

Members considered a grant application from 'Churches Together in Lichfield' who had 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. The grant would be used to fund the food and gifts, the event being run by volunteers.

RESOLVED: That a grant in the sum of £500.00 be awarded to Churches Together in Lichfield to fund the Christmas meal and gifts as detailed in the application.

119 GRANT APPLICATION – LICHFIELD PRIDE

Members considered a grant application from Lichfield Pride who had applied for a grant in the sum of £500.00 to hire the Market Square and Pool Walk for the Pride march, and also to contribute to seating/entertainment provision on the day.

RESOLVED: That a grant in the sum of £500.00 be awarded to Lichfield Pride to fund as detailed in the application.

120 OFFICERS' REPORT

Councillor J Eagland thanked the Civic Officer for the organisation of recent Civic events and the warm welcome guests received on Easter Sunday. Councillor C Greatorex commended Officers for their achievements at the Samuel Johnson Birthplace Museum, and improvements in the Markets and Public Open Spaces. Councillor C Ball commented on the recent unveiling of the Barber plaque at Cruck house noting how moving the event was and asked that the minutes record special commendation to the MHO for her efforts in this regard. Councillor A Lax gave sincere thanks to all those facilitating the new flower bed on the Friary Remains for Ukrainian families. Cllr R Harrison asked that the contribution of Lichfield Litter Legends to the Ukraine flower display be formally recorded in the minutes.

RESOLVED: That the report be noted.

121 PAYMENT OF ACCOUNTS

RESOLVED: That payment of accounts be approved and confirmed as listed in the agenda 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 to 28 February 2023 in the sum of £84,971.71 General Account and £996.54 Imprest Account.***

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 18.57 PM

MAYOR

For Council: 12 June 2023 APPENDIX 1b

**LICHFIELD CITY COUNCIL
FINANCIAL OUT-TURN REPORT 2022/23**

The following notes explain the variations between the original budget and the actual year-end out-turn as detailed in the Accounts Summary Table which follows

Note	Details
1	Parks and Footpaths Increase in pathway lighting costs, inflation linked Grounds Maintenance contract with LDC increased 7.8% for 22/23 against a 4% budget. Significant work undertaken at a number of LCC owned/managed open spaces that will pay dividends in coming years. Increased overspend against eight month forecast figure due mainly to the timing of the pathway repairs to Heather Gardens and the installation of bollards opposite St Chads; both projects intended for 23/24 but contractor availability allowed them to be brought forward.
2	Guildhall Includes the increase in energy costs offset by increase in Guildhall Income.
3	Community Centres Relatively low overall spend against budget, due in part to capital works to improve the buildings.
4	Markets Includes the increase in energy cost net of the increased charge to traders. Approx £3,500 in repairs to the kitchen/toilet block delayed from 2021/22 were completed in 2022/23. Several cases of COVID and other absences due to serious illness among traders resulting in no arrears charge and reduced income.
5	Civic Includes reduction in the cost of Civic events, notably due to the revised arrangements for the 2022 Sheriff's Ride, but includes consultant costs to advise on the future of the Ride as approved by Council via the Sheriff's Ride Working Party. Also includes increased staff support costs as a result of the fixed salary increase applied nationally for 22/23.
6	Grant Aid/Partnerships Includes two 'Warm Spaces' grants totalling £5,000 following adoption of a motion for such provision by Council at its September meeting.
7	Arts/Tourism/Twinning Includes costs associated with refurbished Christmas light fixtures, new cabling, additional barriers and security provision at switch-on event, CPI increase in light installation/removal contract value.
8	Johnson Birthplace Museum Includes the increase in energy costs and reduction in donations income.
9	Democratic Services Variance driven primarily by nationally agreed salary increase.
10	Investment Interest Increase in interest rate over the financial year, due in part to rates applied by the Council's bankers, but also a result of transferring a significant amount of LCC reserves to a fixed rate account.
11	Agency It is anticipated each year that SCC will reduce their payment to LCC for verge maintenance and this was accounted for in the budget. However, the actual payment received was higher than the reduction that had been assumed.

Note	Details												
12	Repairs and Renewals Relatively minor overall variance from budget, but significant programme changes resulted from the additional structural work required to the Birthplace Museum.												
13	Community Infrastructure Levy (CIL) In-year movement based on CIL receipts and spend.												
14	Total To/ (from) Balances <table> <tr> <td>- Contribution from Repairs and Renewals Capital Earmarked Reserve</td><td>£ (198,674)</td></tr> <tr> <td>- Contribution to CIL Earmarked Reserve</td><td>£ 96,228</td></tr> <tr> <td>- Contribution from Grant Aid Earmarked Reserve</td><td>£ (2,039)</td></tr> <tr> <td>- Contribution from SJBM Development Grant Reserve</td><td>£ (792)</td></tr> <tr> <td>- Contribution from General Reserve</td><td>£ (20,118)</td></tr> <tr> <td>Total Transfer from Balances</td><td>£ (125,395)</td></tr> </table>	- Contribution from Repairs and Renewals Capital Earmarked Reserve	£ (198,674)	- Contribution to CIL Earmarked Reserve	£ 96,228	- Contribution from Grant Aid Earmarked Reserve	£ (2,039)	- Contribution from SJBM Development Grant Reserve	£ (792)	- Contribution from General Reserve	£ (20,118)	Total Transfer from Balances	£ (125,395)
- Contribution from Repairs and Renewals Capital Earmarked Reserve	£ (198,674)												
- Contribution to CIL Earmarked Reserve	£ 96,228												
- Contribution from Grant Aid Earmarked Reserve	£ (2,039)												
- Contribution from SJBM Development Grant Reserve	£ (792)												
- Contribution from General Reserve	£ (20,118)												
Total Transfer from Balances	£ (125,395)												

Employee costs: The overall employee costs totalling £519,253 are recharged across all the budget heads in the table below reflecting an overall increase in direct employee costs of £30,583.

This includes the agreed Local Government Pay Offer of £1,925 FTE salary increase on all pay scales. This averages 7% for LCC staff (against a budget of 2%).

Central administration: The overall administration costs totalling £188,768 are recharged across all budget heads in the table below, reflecting an increase in service costs of £25,775.

RECOMMENDATION TO COUNCIL:

- 1 ***The Report and Out-Turn Statement 2022/23 be received.***
- 2 ***The Council, acting in the capacity of sole Trustee of the Johnson Birthplace Charitable Trust, make a payment of £12,333 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2022/23 financial year.***
- 3 ***In respect of the External Auditor Annual Return for the year ending 31 March 2023:***
 - a. ***The council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council.***
 - b. ***The Council note that for the year ending 31 March 2022, Section 2 of the Annual Return has been restated as a result of the External Auditor's minor scope for improvement regarding the Council's valuation of certain assets. Accordingly, the Council on 12 December 2022 amended the Asset values Box 7 of the AGAR to £7,302,463.***
 - c. ***The Council approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council***
 - d. ***The Council note the Annual Internal Audit Report section of the Annual Return***
 - e. ***The Council note the dates for the exercise of public rights - commencing on 14 June 2023 and ending on 25 July 2023.***

ACCOUNTS SUMMARY TABLE

This table summarises service area income and expenditure against budget for the financial year 2022/23 and provides the year-end out-turn.

The table shows:

Column 1 – 2022/23 Budget as agreed by Council in January 2022

Column 2 – Actual spend during the 2022/23 financial year

Column 3 – The variance between approved budget and actual spend for 2022/23

Column 4 – The budget for 2023/24

Column 5 – Numbered explanatory notes

Budget/actual figures in red represent income.

Percentage figures in red (Variance 2022/23 column) represent variance worse than budget.

<u>Net Expenditure</u> SERVICE AREAS	BUDGET 2022/23	ACTUAL 2022/23	VARIANCE 2022/23	BUDGET 2023/24	Note
	£	£	%	£	
Parks and Footpaths	243,202	299,506	23	272,029	1
Guildhall	141,416	126,309	-4	142,609	2
Community Centres	19,038	11,826	-38	14,105	3
Markets	6,833	12,440	82	10,167	4
Civic	98,003	97,092	-1	94,353	5
Grant Aid/Partnerships	51,926	55,543	7	53,042	6
Arts/Tourism/Twinning	74,825	69,255	-7	82,937	7
Johnson Birthplace Museum	123,773	120,576	-3	136,847	8
Democratic Services	101,962	111,795	10	166,066	9
Investment Interest	-2,050	-24,192	1080	-38,440	10
Loan Charges	0	0	0	0	
Agency	-13,478	-21,751	61	-18,045	11
TOTAL SERVICE COST	£835,450	£858,399	3	£915,670	
Repairs and Renewals	192,508	198,674	3	362,580	12
Community infrastructure Levy (CIL)	-93,030	-96,228	3	17,305	13
SUB TOTALS	£934,928	£960,875	3	£1,295,555	
PRECEPT	£835,450	£835,450	0	£860,670	
TOTAL To/(From) balances	(£99,478)	(£125,395)	26	(£434,885)	14

OUTTURN 2022/23 ANALYSIS

<i>Net Expenditure</i>		BUDGET 2022/23 £	ACTUAL 2022/23 £	BUDGET 2023/24 £
SERVICE AREAS				
Parks and Footpaths				
Employee costs		31,838	34,482	35,088
Central administration		23,634	27,371	25,501
Contract repair/maintenance		138,975	142,080	155,085
Other repair/maintenance		45,440	91,017	46,220
Energy		5,745	8,323	12,565
Miscellaneous income		-830	-841	-830
Burial fees income		-500	-1,825	-500
Allotment rents		-1,100	-1,100	-1,100
Total		243,202	299,506	272,029
Guildhall				
Employee costs		78,439	87,288	86,447
Central administration		22,819	26,428	24,622
Repair/maintenance		17,718	15,676	16,720
Energy		12,060	20,726	45,190
Rates		7,350	7,146	7,720
Supplies and Services		23,030	23,798	22,030
Lettings		-30,000	-54,754	-60,120
Total		131,416	126,309	142,609
Community Centres				
Employee costs		6,014	6,390	6,628
Central administration		2,444	2,832	2,637
Boley Hall		2,645	947	1,210
Curborough		2,645	0	1,210
Cruck House		2,645	85	1,210
Darwin Hall		2,645	1,572	1,210
Total		19,038	11,826	14,105
Markets				
Employee costs		49,803	45,096	54,888
Central administration		14,670	16,989	15,829
Repair/maintenance		2,310	4,612	2,310
Energy		1,710	3,490	5,130
Rates and Water		20,820	21,260	21,860
Supplies & Services		12,230	10,424	12,230
Misc. lettings		-12,960	-13,344	-13,610
Friday market income		-27,800	-26,051	-29,140
Saturday market income		-27,990	-29,116	-32,580
Farmers/Producers market income		-2,960	-2,920	-3,110
Tuesday market income		-23,000	-18,000	-23,640
Total		6,833	12,440	10,167

<u>Net Expenditure</u>		BUDGET 2022/23	ACTUAL 2022/23	BUDGET 2023/24
SERVICE AREAS		£	£	£
Civic				
Employee costs		46,709	52,898	51,478
Central administration		18,744	21,708	20,225
Mayor's allowance		3,650	3,010	3,650
Sheriff's allowance		3,150	2,832	3,150
Supplies and services		4,280	4,528	4,280
Events		7,210	5,227	8,210
Mayor's Banquet		1,580	625	640
Sheriff's Ride		12,680	6,264	2,720
Total		98,003	97,092	94,353
Grant Aid/Partnerships				
Employee costs		4,636	4,926	5,109
Central administration		8,150	9,438	8,793
Grants to outside bodies		32,000	34,039	32,000
Grants for open Churchyards		7,140	7,140	7,140
Total		51,926	55,543	53,042
Arts/Tourism/Twinning				
Employee costs		33,451	26,806	36,866
Central administration		10,594	12,270	11,431
Arts/Culture/Tourism		3,030	301	3,030
Christmas Lights		28,120	29,878	31,980
income		-370	0	-370
Total		74,825	69,255	82,937
Johnson Birthplace Museum				
Employee costs		95,144	101,098	104,857
Central administration		13,039	15,101	14,070
Repair/Maintenance		8,130	2,187	4,200
Energy		4,100	4,276	7,900
Rates and Water		380	395	400
Supplies and Services		18,700	15,610	17,810
Promotion		2,000	1,266	2,000
Restoration		0	0	0
Stock for sale		3,000	2,615	3,000
Sales income		-9,710	-9,639	-8,350
Contribution from Birthplace Trust		-11,010	-12,333	-9,040
Total		123,773	120,576	136,847

<u>Net Expenditure</u>		BUDGET 2022/23	ACTUAL 2022/23	BUDGET 2023/24
SERVICE AREAS		£	£	£
Democratic Services				
Employee costs		60,164	63,928	66,306
Central administration		37,488	43,417	40,450
Supplies and Services		1,910	2,250	1,910
Election costs		0	0	55,000
Newsletter		2,100	2,200	2,100
Member allowances/travel etc.		300	0	300
Total		101,962	111,795	166,066
Investment Interest				
Interest		-2,050	-24,192	-38,440
Total		-2,050	-24,192	-38,440
Agency				
Employee costs		2,392	2,541	2,636
Central administration		1,630	1,888	1,759
SCC Verge Income		-17,500	-26,180	-22,440
Total		-13,478	-21,751	-18,045
Total Service Costs		£835,450	£858,399	£915,670
Repairs and Renewals				
Employee costs		12,728	13,525	14,028
Central administration		9,780	11,326	10,552
Guildhall/Donegal House		13,000	6,842	0
Samuel Johnson Birthplace		75,000	90,564	58,000
Parks and Footpaths		40,000	31,184	0
Community Centres		30,000	37,278	280,000
Friary Clock Tower		12,000	7,955	0
Total		192,508	198,674	362,580
community Infrastructure Levy(CIL)				
Expenditure		0	34,964	31335
Receipts		-93,030	-131,191	-14,030
Total		-93,030	-96,228	17,305
Johnson Birthplace Charitable Trust				
Grant/Donations		-7,730	-10,397	-5,760
Admissions income		-3,280	-1,936	-3,280
Funding to LCC		11,010	12,333	9,040
Total		0	0	0
TOTAL		£934,928	£960,845	£1,295,555
PRECEPT		£835,450	£835,450	£860,670
TOTAL To/(From) balances		(£99,478)	(£125,395)	(£434,885)

<u>Net Expenditure</u>		BUDGET 2022/23	ACTUAL 2022/23	BUDGET 2023/24
SERVICE AREAS		£	£	£
NOTE-Internal Recharges				
Employee Cost				
Employee costs		488,670	519,253	538,560
Recharge to Services		-488,670	-519,253	-538,560
Total		0	0	0
Central Administration				
Employee costs		67,353	80,275	74,229
Central administration		0		0
Mileage Allowance		500	648	500
Professional Fees/Audit Fees		10,800	12,039	8,900
Office Rates/Water		9,540	9,667	10,020
Office Energy		6,010	11,519	21,330
Supplies & Services		36,570	43,929	29,010
Telephone/Postage		4,740	3,627	4,530
Subscriptions. Courses/Training		4,590	4,984	4,720
Insurance		28,440	27,993	28,440
Office Rent		-5,540	-5,706	-5,800
Miscellaneous Receipts		-10	-206	-10
Recharge to Services		-162,993	-188,768	-175,869
Total		0	0	0
Balances & Reserves				
Opening Balance		2,439,407	2,483,059	2,331,683
to/-from reserve		-99,478	-125,395	-434,885
Closing Balance		£2,339,929	£2,357,664	£1,896,798
Breakdown of Reserve				
Repairs/Renewals Reserve-Building		1,358,195	1,382,978	1,014,362
Grant Aid Reserve		11,570	9,531	6,570
SJBM Development Grant Reserve		0	0	0
Election Reserve		55,000	55,000	0
CIL Reserve		196,111	202,285	171,154
General Revenue Reserves		719,053	707,870	704,712
Closing Balance		£2,339,929	£2,357,664	£1,896,798
Total Expenditure		1,204,308	1,321,504	1,562,305
Total income		-269,380	-360,659	-266,750
Net Expenditure		934,928	960,845	1,295,555
Precept		-835,450	-835,450	-860,670
TOTAL (To)/From balances		£99,478	£125,395	£434,885

For Council: 12 June 2023 APPENDIX 2

Lichfield City Council Minutes of the Johnson Birthplace Advisory Committee Meeting held in the Moulton Room, Guildhall at 10:30 am on Tuesday 25th April 2023

PRESENT:

**Representing Lichfield City
Council:**

Councillors Cllr G Boyle (Chair) and Cllrs J Anketell
D Dundas, J Eagland, C Rapley, C Spruce, and R Yardley.

In Attendance:

A Briggs (Town Clerk)
Joanne Wilson (Museums & Heritage Officer)
Lisa Hand (Museum Support Officer)
J Winterton (Johnson Society representative)
R Awty and T Thompson (Honorary Members)

Apologies:

P Jones, Cllr T Matthews.

9. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

10. MINUTES

RESOLVED: That the Minutes of the Meeting held on 1st November 2022 be confirmed as a correct record. [Minutes adopted by Council on 12 December 2022].

11. MATTERS ARISING FROM JBAC MINUTES

Update on the Lomax Bust: funds have been raised by J. Oates via an appeal to residents, and local specialists have offered their services at reduced or zero cost to enable the installation to take place. The bust is soon to arrive at Donegal House for safekeeping while it is inspected and assessed prior to its installation. The bust should be installed over summer 2023.

12. FORWARD PLAN: AIMS AND OBJECTIVES 2023-2026

The Committee considered the Aims and Objectives report. The committee discussed the goal of the Museum to have an average donation of 50p per person; the average donation per head for the last 2 financial years has been 39p pp.

Aim 1 on the report was addressed: The offer of staff and volunteer training & development is open to JBAC members.

Aim 3 on the report was addressed 'Work with the Johnson Society to support their exploration of fundraising for expansion into an adjacent building': J Winterton requested that the item be reworded to reflect the current position, i.e. that support for such expansion remained but there was no proactive work taking place by the Johnson Society currently as LCC has not committed to any such project. It was determined that the Town Clerk will investigate costs of a feasibility study regarding expansion to provide a working document that will enable more complete consideration of the costs and benefits of such a project should such an opportunity arise in the future.

RESOLVED:

- 1. That the revised Forward Plan be adopted.***
- 2. The costs of a feasibility study into the potential expansion of the Museum be investigated and provided to the Committee.***

13. DEVELOPMENT PROJECT UPDATE

The MHO provided a brief update, confirming the budget for the remaining phase one work had been approved by Council at its January meeting. Plans are being finalised for composition and installation of the toilet block; a demountable toilet block is no longer an option due to cost, however there is the alternative option of having a pre-constructed toilet block that can be lifted into position by crane. A contractor who specialises in such installations will review the site on Tuesday 2nd May 2023, and the architect is looking at costs. The new workroom will be installed before or after the toilets depending on the timeframe. It was mentioned that some committee members had not seen the reports for the work carried out in 2022. The MHO to send out the 2022 reports to the committee members.

RESOLVED: That the report be noted.

14. QUINQUENNIAL ARCHITECT INSPECTION

The Quinquennial inspection of the Birthplace building was undertaken by Andrew Hayward of Brownhill Hayward Brown in March 2023. No significant identifiable issues were reported.

Three 'Priority A' items are recommended:

- 1) that access to inspect the hidden valley gutter between the Birthplace and Number 36 Market Street is investigated.
- 2) that small areas of some ceilings and walls are made good post re-wiring.
- 3) that the boiler is inspected and monitored regarding an area of apparent corrosion.

Item 2) is already budgeted in the development plans for 2023/2024 and item 3) addressed during annual boiler checks by CBS systems. Item 1) will be pursued with BHB, with a view to reporting on any resulting associated costs at the next JBAC meeting for inclusion, if required, in R&R budgets for 2024/2025. The full inspection report is available to members on request.

RESOLVED: That the report be noted.

15. COSTS AND CHARGES

The Committee discussed concerns over the Cost of Living Crisis and the school charges increase; The MHO explained the tiered system which gives schools different options and that the Museum always offer a free option during holidays and half term for families who do not wish to participate in a paid trail or craft.

RESOLVED: That the 2023/24 costs and charges be approved.

16. DATE AND TIME OF NEXT MEETING

In the Calendar of Meetings of 10:30am on Tuesday 31st October 2023. Following the adoption of the Minutes of the JBAC meeting of 6 November 2018, additional meetings may be called in the meantime if appropriate.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 11:15am**

For Council: 12 June 2023 APPENDIX 3

Lichfield City Council

**Minutes of the Meeting of the Markets Working Group (MWG) held via Zoom on Thursday
1 June 2023 at 10:00am**

PRESENT: Councillors J Blackman (Chair) and Councillors C Pinder-Smith, P McDermott and J Smith.

IN ATTENDANCE: S Thomas (Deputy Town Clerk), Jeremy Williams (Markets Officer), A Briggs (Town Clerk) Michelle Read (Office Administrator) Cllr D Robertson (Council Leader)

APOLOGIES: Cllr D Baker

1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

2. MINUTES OF PREVIOUS MEETING

RESOLVED: *The Minutes of the MWG meeting held on 28 February 2023 be confirmed as a correct record [Minutes received by Council on 13 March 2023].*

3. MATTERS ARISING FROM MINUTES

Councillor McDermott highlighted that the minutes recorded Clive Read in attendance twice.

4. MARKETS WORKING GROUP – TERMS OF REFERENCE

The Working Party discussed and noted the Terms of Reference.

RESOLVED: *That the terms of reference be noted and accepted*

5. TRADER REPRESENTATION ON THE MARKETS WORKING GROUP

Members considered the agenda report detailing the trader nominations to the Working Group. It was noted that only one trader had put themselves forward for the position. The Chair encouraged all members of the MWG to make contact with Traders, Cllr J Smith confirmed he did this regularly, and that it was beneficial to his role on the MWG.

RESOLVED: *That Market Trader John Dawkins be invited to attend future meetings of the Working Group as appropriate*

6. MARKETS UPDATE

Members considered the agenda report. The Office administrator provided an update to the report and informed members that the two vacant pitches on the Tuesday market had now been filled and the recent success of two charity events held on the Market Square. The Deputy Town Clerk commended the Office Administrator for facilitating the markets function in the interim period before the appointment of a Markets officer. The Deputy also welcomed the new Markets officer and noted how quickly a rapport had been established with the Traders.

RESOLVED: *That the report be noted*

7. PERMANANENT TRADERS – NON-ATTENDANCE

Members noted the agenda report which detailed the reasons why the proposed early notification of non-attendance incentives had not been introduced; the main factor being the resignation of the previous Markets Officer and the necessary recruitment to the role and appropriate training for the new post holder.

RESOLVED: That the report be noted.

8. HIRE OF POOL WALK

Members considered the Town Clerk's report following the hire of Pool Walk for the Food Festival weekend. It was agreed that the current '21 stall' plan was a good baseline but that amendment should be possible. Such amendment to be requested in good time by the organiser and discussed by the MWG.

Members were keen to see the proposed plan for the use of Pool Walk before the next Food Festival in August and requested officers to progress this. Members also discussed the introduction of sanctions for non-compliance with Council layouts but agreed to leave any decisions in abeyance until the next meeting of the MWG.

RESOLVED: That Officers contact the organisers of the Food Festival and request a detailed plan for the use of Pool Walk at the next event in August, together with assurances as to how the associated software calculates appropriate crowd numbers etc. The information to be presented to the MWG for discussion.

9. DATE AND TIME OF NEXT MEETING

Date in July to be agreed via email. Meetings to remain on a Thursday at 10am, the next meeting to be in person.

10. ANY OTHER BUSINESS

Councillor J Blackman suggested the introduction of an online booking system for casual traders which could be added to the City Council's website. Officers to progress and report back to the MWG.

It was agreed that an Instagram account be created for the Markets which could be linked to the Facebook page and used to publicise activities and vacant pitches. Officers to progress.

Councillor P McDermott enquired as to the uptake of hiring the City Council Gazebo. The Office administrator reported that only one Gazebo had been purchased which had been used on a few occasions by a trader who had now left the market. It was suggested that the facility to hire a City Council Gazebo be promoted more frequently on the market's social media platforms, and possibly on the Square via a 'sail' advertisement or similar.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 11.03am**

For Council: 12 June 2023 APPENDIX 4

Representatives on Outside Bodies 2023/24

Outside Body	No of Reps	Period of Office	Appt Ends	2023/2024 Proposal
Boley Park Community Hall Management Committee	4	1 Year	Jun-23	Cllr M Warfield
			Jun-23	Cllr D Baker
			Jun-23	Cllr R Yardley
			Jun-23	Cllr J Eagland
Boley Park Community Hall Trustees	4	Until retire or replaced	Until retire or replaced	Cllr J Eagland
				Cllr R Yardley
				C Spruce
				Cllr M Warfield
Bower Committee	1	1 Year	Jun-23	Cllr A Fox
Curborough Community Association	3	1 Year	Jun-23	Cllr D Robertson
			Jun-23	Cllr C Ball
			Jun-23	R Harrison
Darwin Hall Community Association	4	Until retire or replaced	Until retire or replaced	J Checkland
				Cllr A Hughes
				Cllr B Watkins
				Cllr J Marshall
Dovehouse Fields Community Garden	2	1 Year	Jun-23	J Greaves
				Cllr J Smith
Dr Milley's Hospital	1	4 Years	Mar-27	C Rapley
Erasmus Darwin Foundation	1	1 Year	Jun-23	Cllr B Watkins
Friends of Samuel Johnson Community Hosp.	1	1 Year	Jun-23	Cllr A Lax
Friends of Lichfield Historic Parks Group	1	1 Year	Jun-23	Cllr H Ashton
Guild of St Mary's Centre Lichfield (Ltd)	1	1 Year	-	Mayor in Office
Johnson Council (non-voting observers)	2	1 Year	-	Mayor in Office
			-	Sheriff in Office
Lichfield District Arts Executive Committee [non-voting observer]	1	1 Year	Jun-23	Cllr C Pinder-Smith
Lichfield District City of Sanctuary	3	3 Years	Mar-25	Cllr H Ashton
				Cllr D Baker
				Cllr C Ball
Lichfield Camera Club	1	1 Year	-	Mayor in Office

Outside Body	No of Reps	Period of Office	Appt Ends	2023/2024 Proposal
Lichfield Conduit Lands Trust	2	1 Year	-	Mayor in Office
		4 Years	Jun-25	G Boyle
Lichfield Rail Alliance, West Coast Rail 250, and all other rail related matters	1	1 Year	Jun-23	Cllr M Warfield
Mary Slater's Charity	2	1 Year	-	Mayor in Office
			-	Sheriff in Office
Michael Lowe's and Associated Charities	5	4 Years	15 July 24	J Greaves
			23 April 26	D Greateorex
			3 April 26	P Hitchman
			26 July 24	Cllr M Warfield
			5 July 23	Cllr J Eagland
Municipal Charities	4	1 Year	-	Mayor in Office
		4 Years	Oct-23	M Field
			Nov-24	J Greaves
			Nov-24	D Greateorex
South East Staffs CAB	1	1 Year	Jun-23	Cllr D Baker
SPCA - Executive Cttee (nomination only – subject to election by SPCA)	1	2 Years	Sep-23	Cllr H Ashton
St Giles Hospice Local Government Friends'	1	4 Years	Jun-23	Cllr J Anketell
Support Staffordshire (formerly Lichfield and District CVS)	1	1 Year	Jun-23	Cllr D Baker
Twinning Association	3	1 Year	-	Mayor in Office
			Jun-23	Cllr H Ashton
			Jun-23	J Greaves

For Council: 12 June 2023 APPENDIX 5

**Minutes of the Annual Town Meeting held in the Guildroom, Guildhall, Lichfield
at 7.30 pm on Wednesday, 24 May 2023**

259 PRESENT

The Mayor of Lichfield (Cllr A Hughes, in the Chair), and attendees and electors as entered on the attendance sheets.

260 OPENING REMARKS AND WELCOME BY THE MAYOR

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

261 MINUTES

RESOLVED: That the Minutes of the Annual Town Meeting held on 25 May 2022 be confirmed as a correct record.

262 CITY COUNCIL ANNUAL REPORT 2022/23

A copy of the Annual Report of City Council activities during 2022/23 was circulated for information and a brief overview provided by the leader of the council, Councillor D Robertson. Councillor J Eagland commended the Town Clerk and Officers for an excellent Annual Report and all their hard work.

263 REQUESTS AND REPRESENTATIONS OF ELECTORS

Councillor P Ray suggested that the Council look at ways of modernising the Act of Remembrance in order to engage a younger demographic. Councillor D Robertson commented that the Scouts, Air and Army cadets already attend this event but agreed that the Council should continue to reach out to the wider community. J Marks added that the Act of Remembrance is always well supported and that the Cathedral, Gardens of Remembrance and surrounding streets are always full.

J Marks requested that the Council continue to use names listed on the Cenotaph from the World War II for street names. The Town Clerk confirmed that this was already the case.

Councillor C Ball noted that compared to four years ago the majority of attendees at the Annual Town Meeting were Councillors and asked why that was the case. The Town Clerk responded to confirm that the meeting had been publicised and that attendance reduced considerably following the COVID-led decision to make payments for grants via BACS rather than by cheque at the Annual Town Meeting. Cllr D Robertson commented that while this change was not good for the meeting itself, it was a positive step for those in receipt of grant monies, allowing them to receive such monies earlier in the financial year and with less inconvenience.

**THERE BEING NO FURTHER BUSINESS
THE MAYOR DECLARED THE MEETING CLOSED AT 7.48 PM**

For Council: 12 June 2023 APPENDIX 6

OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer

On Thursday 30 March, The Friary School in Lichfield held its annual Encore event otherwise known as 'The Sheriff's Show'. This was another great performance from the talented youngsters & Friary School PTA kindly allowed the City Council to be sole raffle ticket vendors on the evening. As a result, a fantastic amount of £350 was raised for the Mayor & Sheriff's charities.

The annual Sheriff's Darwin Walk took place on Sunday 2 April. The walk started at Bunkers Hill, Beacon Park and follows a well-established route around the City Boundary. Encouraged by the good weather, over 90 people took part, many bringing along their dogs to join in. Everyone thoroughly enjoyed the walk which raised £54.



On Sunday 9 April, there was a Civic procession from the Guildhall to the Cathedral, including the newly appointed High Sheriff of Staffordshire, Victoria Hawley. After the Eucharist service at Lichfield Cathedral, refreshments were served in the Guildhall including the traditional Simnel cake. This was the last civic engagement for the 2022/23 Mayor Jamie Checkland and Sheriff Janice Greaves and an opportunity to thank all those who have helped them during their year in office. Toasts were given by Cllr Janet Eagland and Cllr Robert Yardley congratulating them on a successful year.

The annual St. Georges Court was held in the Guildhall on Saturday 22 April. This traditional manorial court was very well received with over 100 people in attendance. Ale Tasters Nick Sedgwick and Colin Ablitt once again gave their witty reports along with this year's High Constables, Jane Dayus-Hinch & Denise Gwilt. Geoff Mumford from Burton Bridge Brewery kindly supplied the Ale. The Court was then closed and proceedings were ended with the Toast to 'The Immortal Memory of St George' by Cllr Chris Spruce.



Final accounts are still awaited but indications are that Jamie Checkland & Janice Greaves will have raised just over £10,000 during their year 2022-23 for their chosen charities. It is hoped that cheques will be presented to representatives from the charities, Sebbie Hall Kindness Foundation & Pathway Project in late June or early July.

The investiture of the new Mayor, Deputy Mayor and Sheriff for Lichfield City Council took place in the Guildhall on Monday 15 May. The new Mayor of the City is Councillor Ann Hughes, proposed by Councillor D Robertson and seconded by Councillor R Harvey-Coggins. In accepting the office of Mayor for the forthcoming year, Councillor Hughes thanked her fellow councillors for their support and stated that it was a great honour and privilege to be elected. She also paid tribute to the work of the outgoing Mayor, Jamie Checkland and Sheriff, Janice Greaves.



The new Deputy Mayor is Councillor Samuel Schafer whose appointment was proposed by Councillor D Robertson and seconded by Councillor C Pinder-Smith. Completing the new Civic Team is Adam Burns-Mace who was elected Sheriff of the City, following a proposal from Councillor D Baker that was seconded by Councillor R Yardley. The Sheriff's consort for the ensuing year is Anthea Maou.

The Mayor proudly announced her appointment of RAF Cadet Sergeant Ben Carty and Mayor's Chaplain, Revd Ian Hayter for her forthcoming year in office. Following the investiture of the new Civic Team, the retiring Mayor, Mayoress, Sheriff & Sheriff's Consort were presented with replica badges of office. Following the meeting, light refreshments were served in the Guildroom.

During their year in office, the Mayor and Sheriff will jointly host four events to raise money for their nominated charities: Lichfield District City of Sanctuary & St Giles Hospice.

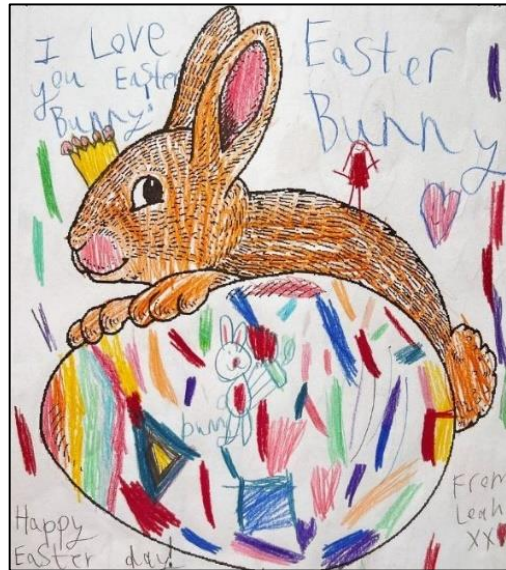


Following council resolution, the Mayor's Banquet was held on Monday 22 May in the Guildhall. Reports on this and the traditional Court of Arraye on Spring Bank Holiday Monday, Swinfen Broun Bowls Match & the Twinning Weekend being held in Limburg early June, will follow in the next officers' report.

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

April was a very popular month at the Samuel Johnson Birthplace Museum, with 1888 visitors attending. The school holiday weeks were particularly well attended and families enjoyed an Easter-themed trail and activities, including a children's colouring competition won by Tom and Ava Walters aged 8 and 10, and Leah Bradley aged 5.

Over 5000 people engaged with the Museum digitally in April by reading the blog or newsletter, visiting the website or via social media. Historian Alice Loxton visited while in Lichfield as part of the Literature Festival, and her Instagram video tour of the Birthplace received over 12,000 views.



Primary school visits were hosted for groups from St Chad's; Scotch Orchard and St Joseph's local schools, as well as a group of Beavers visiting from Bournville. Museum Support Officer Lisa Hand continued to work on developing school engagement, attending a West Midlands Museum Development Training session on 'Re-evaluating your education offer', and meeting with Lichfield Library staff to establish ways in which the Museum and Library can work together with schools, with some joint promotion to be introduced for the next school year.

Former Museum Attendant Sue Bray visited the Solihull branch of the National Trust to deliver an Outreach talk, and current Attendant Sarah Dale led a tour of the Museum for the Olton and District U3A, and two Dictionary Workshops for Sixth Form students from De Ferrers Academy, Burton.

On Saturday 22 April Local author Lorraine Hellier (pictured) hired the Museum as the venue for the launch of her new young adult fiction book 'Parallel Worlds', published by Dreamwell Writing Ltd, a Staffordshire-based publisher of dyslexia-friendly books.

The trial sessions of a new 'Writing Café' led by director and arts professional Simon Quinn came to an end, and following positive feedback and attendance will continue weekly on a Monday afternoon.



In the Museum library, a postgraduate student from University College London attended to work on publishing history, a researcher from the Shakespeare Institute consulted editions and documents relating to Johnson's Shakespeare, and Keele University PhD candidate Emma Stanbridge continued her project in collaboration with the Birthplace. The MHO carried out virtual interviews with students from the University of Birmingham and a student has been selected for a two-week placement in the Summer.

Michelle from Terrain, LCC's Health and Safety advisors, ran a practical Fire Warden training session for all members of the Birthplace staff team.

Work on the Museum Development project continued, including a site meeting with a crane company to discuss installation of the Museum toilet facilities and preparations in the workroom, including removal of the fixed barrier and addition of a new rope barrier to enable access to the yard. An outstanding repair on a window in the Birthroom was carried out by heritage specialists Messenger, and a small floorboard repair in the AV room completed. The window work revealed information about the original early 1700s sash mechanisms, including an example of a rare wooden pulley wheel about which further research is underway.

The Guildhall Prison Cells summer season started on Saturday 1 April and the displays open from 10am – 4pm on Saturdays until October, when other Guildhall bookings allow. New volunteers Celia Durk, Ian Bird and David Tucker joined the team, who have already welcomed an average of over 160 visitors every Saturday since opening.



Following the official unveiling in late March, the plaque commemorating Francis Barber was installed on the exterior of Cruck House on 18 May. The plaque was arranged by the MHO in collaboration with partner organisations including the Johnson Society, Lichfield City of Sanctuary and One Lichfield.

The bust of Samuel Johnson, formerly situated at Lomax's printing shop on Bird Street, returned to Lichfield. Professional art couriers transported the work, which is currently on loan to the Birthplace Museum collection and securely stored while it can be appraised by specialists to plan installation in its original home.



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

Heather & Festival Gardens – Path resurfacing

Areas of damaged pathways have recently been retarmacked, one stretch on the path alongside Trunkfield Brook in Festival Gardens and a further two sections in Heather Gardens.



Wildflower / Wilding Signage

Signage prepared in association with Staffordshire Wildlife Trust and LDC has been situated at Festival Gardens and land opposite St Chad's to promote newly extended wildflower areas.



Additional signage has also been placed at Nether Stowe and Festival Gardens to highlight areas left uncut for wilding.

Unfortunately, the sign at Nether Stowe was quickly removed by persons unknown. The photograph opposite was taken at Nether Stowe (open space 10) during late May.



Open Space 12, St Chad's

Following inspection, recommended tree work has been completed at St Chad's (Site 12) including felling of a failing yew tree alongside the cottage and reduction of cedar limbs growing over the parking area and footpath.



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

- New litter bins installed at Festival Gardens, The Parchments and Hillside
- Memorial bench plaques added at the request of *Survivors of Bereavement by Suicide* (SOBS) at several sites including Friary, Festival & Heather Gardens, Market Square and Pool Walk
- Re-siting of bus shelters on Darwin Park that do not currently serve an active route, following discussions and requests from Leomansley Area Residents Association (LARA).
- Tree works at St Michaels churchyard - completion of scheduled works following previous specialist report and further investigations by the Open Spaces officer and LDC's Arboricultural officer
- Signage installed for Jukes Funeral Services sponsorship of Cappers' Lane roundabout
- Various treeworks and hedges cutback at Haymoor (Site 53 open space and pathway)
- Curborough Community Hall – replace damaged inspection chamber cover
- Gazebo (Site 22) – reoiling of wooden owl sculpture, cut back fallen ivy clad branch, monitoring of reported anti-social behaviour assisted by local community police
- Beaconfields (Site 15F) works at Seckham Road to reduce Hawthorns, Lime crown and remove ivy/dead wood from Sycamores.
- Remembrance Gardens – replacement of bench slats due to vandalism

4. Markets: Jeremy Williams, Markets Officer/Michelle Read – Office Administrator

With the assistance of the Office Administrator, both the previous and new Markets Officer continued to work closely with the Market Traders, particularly through the transition period while the newly appointed Markets Officer, Jeremy Williams, settles into post.

We have only two pitches on the Market that are currently vacant. This is due to recent changes in the traders' circumstances and they are no longer able to trade. They both know that they would be welcomed back should they wish to re-join the Market. The traders leaving the Market are Nourish and Knead and Rustic Ideas.

All Licences have been signed and PLI checks have been completed to ensure these are current and up to date. The weekly Market Registers have been updated with the new rent charges and traders are now paying the increase with no further issues raised.

The General Market posters have been in situ for a number of weeks with two concerns from the public being raised. These are being investigated to assess whether any action should be taken.

The posters are in five LCC bus stops around the City to promote the Market as well as on display on the Market Square. We have also replaced the sign on the Market Block. This has been well received with positive comments regarding the design and information provided on it.

We have a good following on our social media platforms and will be focusing on our Market and promotion of other events taking place on the Market Square to promote Lichfield and help increase footfall.



We have had several events on the Market Square recently, with two in particular standing out due to their success.

Children with Cancer UK held a charity event with a number of exercise bikes in their gazebo and willing volunteers pedalled away. If they completed a stint of 100 miles, they were awarded a medal. This event was put on by two sisters who are starting a 1000 mile bike ride challenge, riding from Lands End to John O Groats. One of the sisters has recently lost her son to cancer, so this is a cause that she is passionate to support. On the day they raised £765 in their collection buckets, and a total of £1,900 with the online donations.





The second event was held by Lichfield Litter Legends. They had a very busy day, litter picking and spreading awareness of the group, as well as the importance of putting litter and cigarette butts in the bin or taking rubbish home. The Litter Legends were pleased to welcome Ukrainian volunteers who assisted on the day.





Tuesday Market Update

We currently have 2 pitches available due to recent changes in circumstances for 2 of our casual traders. They are aware that should things change, they would be welcome to return. The leavers are Nourish and Knead and Rustic Ideas. However, we do have a number of enquiries and hope that we will be able to get these pitches filled again soon.

Friday Market Update

All pitches are taken on our Friday Market. One of the newer traders, Athens Street Food is proving to be a popular stall. They offer a variety of Greek Food, which always look and smell delicious.

Saturday Market Update

Saturday market remains full. We are continuing to work on the list where we hold details for traders that will cover at short notice due to absence and holidays. This is working well and allowing us to keep the Market full, enhancing the footfall into the City and improving opinions of our Market.

Coronation day saw a number of Traders put up bunting and get into the spirit of the day.



5. Deputy Town Clerk: Sarah Thomas

The Deputy Town Clerk has been assisting the Town Clerk with the associated administration required for newly elected members including the provision of City Council emails.

The Deputy continues to work closely with the Civic officer on the larger functions including the Mayor's banquet and Court of Arraye.

In addition, the Deputy has provided secretariat support at the Annual Council meeting, Annual Town Meeting and Markets Working Group.

For Council: 12 June 2023 APPENDIX 7

PAYMENTS BY DIRECT DEBIT

Supplier	Nature of Goods Supplied	Estimated Average Direct Debit Payment (including VAT)	Frequency of Payment
Npower	Utility electricity supply to City Council buildings 9 accounts	£2,500	Monthly
Npower Commercial Gas	Meter operator service – Guildhall	£260.00	Annual
British Gas	Utility gas supply to birthplace Museum	£360	Monthly
Corona Energy	Utility gas supply Donegal House / Guildhall	£3,500	Monthly
Lichfield District Council	Business Rates (4 accounts)	£3,350	Monthly
Lichfield District Council	Grounds Maintenance Contract	£16,180	Monthly
Lichfield District Council	Refuse bin collections – Donegal House, Guildhall & Market	£3,220	Annual
Elevon	Card Machine hire/transaction fees, PCI fees	£180	Monthly
Virgin Media	Office telephones	£180	Monthly
BT Group PLC	Broadband	£120	Quarterly
British Telecom	Phone/Internet lines	£1,250	Quarterly
EE Limited	Mobile phones – Market, Guildhall, Open Spaces	£90	Monthly
MT Services	IT Support Contract Office 365/server backup and firewall protection, LCC officer/member email account provision/administration etc	£1,000	Monthly
Water Plus Pennon Water Services South Staffs Water	Water Utility supply to City Council buildings (<i>separate accounts for each applicable building</i>)	£150 £800 £170	Monthly Half Yearly Annually
Ricoh	Photocopier lease/usage (Donegal House and Birthplace Museum)	£1,080	Quarterly

Supplier	Nature of Goods Supplied	Estimated Average Direct Debit Payment (including VAT)	Frequency of Payment
HM Land Registry	Land ownership/boundary confirmation	less than £10	Dependant on service use, forecast annual spend not more than £50
Information Commissioner's Office	Annual Data Protection fee	£35	Annual
Sage Accounts	Accounting software	£2,900	Annual
Nat West - Autopay - Bank Line	Banking charges for salary/ BACS payments	£110	Monthly
Franco-Postalia Ltd	Franking Machine rental Postage	£75 £500	Monthly Half Yearly
Opayo	Card machine hire/associated account fees	£50	Monthly
Justice Security	Fire/Intruder alarm maintenance and monitoring across LCC owned sites	£500	Quarterly

Payments highlighted in yellow are to new suppliers or to existing suppliers where additional DD opportunities have been identified.

ANALYSIS					
Year	2018/19	2019/20	2020/21	2021/22	2022/23
Direct Debits Gross	£221,228	£249,911	£243,767	£249,100	£282,217
Direct Debits (net of VAT)	£189,149	£215,243	£209,343	£215,166	£242,947
Number of Transactions	258	315	299	305	345

For Council: 12 June 2023 APPENDIX 8

DISPENSATIONS

a. Power to grant dispensations

A member with a “disclosable pecuniary interest” can submit a written request to the Town Clerk for the Council to grant a dispensation to relieve the member of restrictions that would otherwise prohibit them from speaking and/or voting on a particular matter.

The council may grant such a dispensation if, having had regard to all relevant circumstances, it considers that any of the following apply:

- i. *without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business*
- ii. *without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business*
- iii. *granting the dispensation is in the interests of persons living in the authority's area*
- iv. *it is otherwise appropriate to grant a dispensation.*

A dispensation must specify the period for which it has effect, and that period may not exceed four years. The dispensation can be granted to allow the member either to speak, or to vote, or to speak and vote, where they would otherwise be prohibited due to their disclosable interest.

Members do not have a disclosable pecuniary interest when deciding whether or not to grant a dispensation; members who have an interest in a matter can speak and vote on whether or not a dispensation is granted to them.

b. Dual-hatted members

The District Council has advised that because principal council members are in receipt of allowances and expenses, this falls within the definition of ‘employment’ and is therefore one of the matters defined by the Secretary of State as a Disclosable Pecuniary Interest (Appendix A of the Council's Code of Conduct).

This means any city councillor who is also a member of the district and/or county council cannot speak or vote at a city council meeting on any matter relating to their other council. Inevitably many matters considered by the city council relate to the district or county council, and with nearly 40% of LCC members also being members of LDC, this could create significant practical problems unless a dispensation is granted to overcome the prohibition. As there are only 2 County Council members who are also LCC members, the issues arising are far less pronounced.

It is therefore proposed that any member who is ‘dual-hatted’ by virtue of their membership of the city council and district council, and who makes a prior written application, should be granted a dispensation up to the date of the next full council elections in 2027, permitting that member to speak and to vote on any matter relating to their District council membership *if they so wish*.

A member could still decide that, because of the particular nature of an interest they would not wish to speak, or vote, or speak and vote. In such instances this would be recorded in the Minutes.

c. Council appointees to outside bodies

The Council's Code of Conduct lists in "Appendix B" interests which the Council has determined that councillors must register and disclose and on which councillors are permitted to speak, but not vote. These include instances where a member is in a "position of general control or management" on an outside body and matters relating to that body come before the Council. However, when the Council has itself appointed a member to such a body this is perhaps unduly restrictive, and it is therefore suggested that a blanket dispensation be granted, on written application, to permit a member to also vote on any matter relating to a body onto which they have been appointed by council.

RECOMMENDED:

- a) That subject to a member submitting a written application, the Council grant a dispensation for the period up to the next full Council elections in 2027 permitting any member who is 'dual-hatted' by virtue of their membership of Lichfield District Council and Lichfield City Council, to speak and vote on any matter relating to their District Council membership.***
- b) That, subject to the member submitting a written application, the Council grant a dispensation for the period up to the next full Council elections in 2027 permitting any member to vote on any matters relating to the affairs of a body onto which they have been appointed or nominated by the Council.***

For Council: 12 June 2023 APPENDIX 9

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 March to 31 March 2023

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/03/2023	BACS 1488	ACW Arb	PARKS Other Repair/Maint	St Michael's - Fell lime & prune another	900.00	180.00	1,080.00
01/03/2023	BACS 1489	ABC Training Services Ltd	CIVIC Events	First Aid team & ambulance for Shrovetide races	600.00	120.00	720.00
01/03/2023	BACS 1490	Adcocks Solicitors Ltd	ADMIN Professional Fees	Renewal of Darwin Hall lease to DHCA (in 2019, billed late)	879.00	175.80	1,054.80
01/03/2023	BACS 1490	Adcocks Solicitors Ltd	ADMIN Professional Fees	Deed of assignment & Fusion licence for Curborough CC	875.00	175.00	1,050.00
01/03/2023	BACS 1491	Broxap Ltd	R&R FUND General	Festival Gdns - Removable bollards & cast iron seats	3,255.00	651.00	3,906.00
01/03/2023	BACS 1492	BZ Commercial Finance	ADMIN Supplies & Services	Printer paper and other stationery from Banner	309.42	61.89	371.31
01/03/2023	BACS 1493	City Life in Lichfield	BIRTHPLACE Adverts/promotion	Museum events advert in City Life, March issue	40.00	0.00	40.00
01/03/2023	BACS 1494	Darwin Electrical Services	BIRTHPLACE Repair/Maint	Wiring of spur for new museum fire alarm system	60.00	12.00	72.00
01/03/2023	BACS 1495	M J Davies	CIVIC Mayor's Allowance - J Checkland	Mayor's tickets for refreshments at Johnson Society event	19.00	0.00	19.00
01/03/2023	BACS 1495	M J Davies	CIVIC Sheriff's Allowance - J Greaves	Sheriff's tickets for refreshments at Johnson Society event	19.00	0.00	19.00
01/03/2023	BACS 1496	EHM Exterior Home Maint	ADMIN Supplies & Services	Inspection and capping of DH chimney to prevent leak	1,050.00	0.00	1,050.00
01/03/2023	BACS 1496	EHM Exterior Home Maint	ADMIN Supplies & Services	Supply & fit removable secondary glazing to 2 windows	480.00	0.00	480.00
01/03/2023	BACS 1497	Geosphere Ltd	ADMIN Supplies & Services	Parish Online digital mapping software to 12/2/24	1,500.00	300.00	1,800.00
01/03/2023	BACS 1498	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'The World in 38 Chapters'	38.96	0.00	38.96
01/03/2023	BACS 1498	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Johnson Major Works'	25.33	0.00	25.33
01/03/2023	BACS 1498	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Fortunes of Francis Barber'	46.76	0.00	46.76
01/03/2023	BACS 1498	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Journey to Western Islands'	42.86	0.00	42.86
01/03/2023	BACS 1498	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Dictionary of English Language'	58.46	0.00	58.46
01/03/2023	BACS 1499	Internal Audit Forum	ADMIN Subscript/Training	Membership of Internal Audit Forum	15.00	0.00	15.00
01/03/2023	BACS 1500	Musicmann Ltd	CIVIC Events	Supply & erection of barriers & gates for Shrovetide	1,200.00	240.00	1,440.00
01/03/2023	BACS 1501	New Growth Training	CIVIC Events	Security & stewarding staff for Shrovetide races	831.55	166.31	997.86
01/03/2023	BACS 1502	Origin Amenity Solutions	PARKS Other Repair/Maint	Wildflower seeds for Festival Gardens from Rigby Taylor	635.00	127.00	762.00
01/03/2023	BACS 1503	Pathway Project	CIVIC Mayor's Allowance - J Checkland	Mayor's ticket for Pathway Project quiz night	5.00	0.00	5.00
01/03/2023	BACS 1503	Pathway Project	CIVIC Sheriff's Allowance - J Greaves	Sheriff's tickets for Pathway Project quiz night	10.00	0.00	10.00
01/03/2023	BACS 1504	Pioneer Roadshows	CIVIC Events	PA system for Shrovetide races	275.00	0.00	275.00
01/03/2023	BACS 1505	R Fathers	PARKS Other Repair/Maint	Broad Lane - Further work on various trees	950.00	0.00	950.00
01/03/2023	BACS 1505	R Fathers	PARKS Other Repair/Maint	Cathedral Rise - Work to 2 trees & hawthorn	750.00	0.00	750.00
01/03/2023	BACS 1506	Terrain HR Ltd	ADMIN Professional Fees	Health & safety support services - 5 days in 2023	2,000.00	400.00	2,400.00
01/03/2023	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 22/23 - 12th instalment of 12 (March)	9.00	0.00	9.00
03/03/2023	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - February	88.13	0.00	88.13
03/03/2023	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - March	6.00	1.20	7.20
06/03/2023	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - February	15.68	0.00	15.68
06/03/2023	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - March	6.00	1.20	7.20
07/03/2023	DDebit	Land Registry	ADMIN Supplies & Services	Land registry search fee	3.00	0.00	3.00
15/03/2023	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support etc.-January (balance after incorrect Feb ddebit)	12.00	2.40	14.40
15/03/2023	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office365 - February	606.90	121.38	728.28
15/03/2023	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - February	45.00	9.00	54.00
15/03/2023	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - February	126.00	25.20	151.20
15/03/2023	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - February	45.00	9.00	54.00
15/03/2023	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - March	38.45	0.00	38.45
15/03/2023	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - March	27,758.01	0.00	27,758.01
15/03/2023	DDebit	Pennon Water Services	ADMIN Offices Rates/Water	Water usage 19/7/22 - 31/1/23	80.82	0.00	80.82
15/03/2023	DDebit	Pennon Water Services	G/HALL Rates/Water	Water usage 19/7/22 - 31/1/23	412.72	0.00	412.72
15/03/2023	DDebit	Pennon Water Services	MARKET Rates/Water	Toilet block water 22/7/22 - 31/1/23	301.27	0.00	301.27
15/03/2023	DDebit	Pennon Water Services	PARKS Other Repair/Maint	Friary Fountain - water fixed charge 6/7/22 - 31/1/23	24.78	0.00	24.78
16/03/2023	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - January	3,760.73	752.15	4,512.88
16/03/2023	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - March	19.00	3.80	22.80

16/03/2023	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - March	19.00	3.80	22.80
17/03/2023	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - March (Extra calls & new contract)	25.76	5.15	30.91
17/03/2023	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - March (New contract)	15.96	3.19	19.15
17/03/2023	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - March (New contract)	21.30	4.26	25.56
17/03/2023	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - January	520.74	104.15	624.89
17/03/2023	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - January (1st account)	131.70	6.58	138.28
17/03/2023	DDebit	Npower Ltd	G/HALL Energy	Electricity - January	780.52	156.10	936.62
17/03/2023	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - January	149.10	7.46	156.56
17/03/2023	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - January	253.72	12.69	266.41
17/03/2023	DDebit	Npower Ltd	PARKS Energy	Friary electricity - January	15.62	0.78	16.40
17/03/2023	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - January	67.02	4.30	71.32
17/03/2023	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - February	51.89	2.59	54.48
17/03/2023	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water and surface drainage 1/2 - 1/3	90.40	0.00	90.40
20/03/2023	BACS 1507	ACW Arb	PARKS Other Repair/Maint	Christchurch Cemetery - Phase 3 tree works	950.00	190.00	1,140.00
20/03/2023	BACS 1508	Adcocks Solicitors Ltd	R&R FUND General	Licence to occupy Inkwell land for Darwin Hall roof works	305.00	61.00	366.00
20/03/2023	BACS 1509	E A Barnes & Sons	G/HALL Supplies/Services	Permit for skip for Guildhall clear out	38.00	0.00	38.00
20/03/2023	BACS 1509	E A Barnes & Sons	G/HALL Supplies/Services	Skip for Guildhall clear out	280.00	56.00	336.00
20/03/2023	BACS 1509	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip - February	320.00	64.00	384.00
20/03/2023	BACS 1510	Mr K Boyce	MARKET Supplies/Services	Fitting of vinyl market posters on bus shelters	480.00	0.00	480.00
20/03/2023	BACS 1510	Mr K Boyce	PARKS Other Repair/Maint	Printing and fixing of 2 Open Space signs	100.00	0.00	100.00
20/03/2023	BACS 1511	Brownhill Hayward Brown	R&R FUND General	Architect for Darwin Hall roof work	2,030.00	406.00	2,436.00
20/03/2023	BACS 1512	H Chatwin	CIVIC Mayor's Allowance - J Checkland	Reimbursement for food for Entertainment & Tea Party	234.52	0.00	234.52
20/03/2023	BACS 1512	H Chatwin	CIVIC Sheriff's Allowance - J Greaves	Reimbursement for food for Entertainment & Tea Party	234.52	0.00	234.52
20/03/2023	BACS 1513	CPC	BIRTHPLACE Supplies & Services	Anti-corrosion capsules for collection care	45.70	9.14	54.84
20/03/2023	BACS 1514	EHM Exterior Home Maint	C I L Expenditure	Boley Park bus shelter - Build from flat pack and install	725.00	0.00	725.00
20/03/2023	BACS 1514	EHM Exterior Home Maint	PARKS Other Repair/Maint	Netherstowe cycle path - Replace 2 broken slabs	320.00	0.00	320.00
20/03/2023	BACS 1515	R Hunt	ADMIN Subscript/Training	Reimbursement for travel to Macebearers' Conference	124.39	0.00	124.39
20/03/2023	BACS 1515	R Hunt	ADMIN Subscript/Training	Reimbursement for Macebearers' Conference fee	70.00	0.00	70.00
20/03/2023	BACS 1515	R Hunt	ADMIN Subscript/Training	Reimbursement for hotel for Macebearers' Conference	141.67	28.33	170.00
20/03/2023	BACS 1515	R Hunt	ADMIN Subscript/Training	Reimbursement for subsistence expenses at Conference	15.30	0.00	15.30
20/03/2023	BACS 1516	Justice Fire and Security	G/HALL Repair/Maint	Call out on 7 March for Whytmore CCTV fault	165.00	33.00	198.00
20/03/2023	BACS 1517	Keelys LLP	ADMIN Professional Fees	Legal services re cleaning contract dispute	1,250.00	250.00	1,500.00
20/03/2023	BACS 1518	Lichfield District Council	PARKS Other Repair/Maint	Friary - Plants for Ukrainian border	107.20	0.00	107.20
20/03/2023	BACS 1519	Lichfield District Council	ADMIN Supplies & Services	Weekly collection of 1 Eurobin 23/24	640.00	0.00	640.00
20/03/2023	BACS 1519	Lichfield District Council	G/HALL Supplies/Services	Weekly collection of 2 Eurobins 23/24	1,720.00	0.00	1,720.00
20/03/2023	BACS 1519	Lichfield District Council	MARKET Supplies/Services	Weekly collection of 1 Eurobin 23/24	860.00	0.00	860.00
20/03/2023	BACS 1520	Lichfield Lock & Key Repairs	MARKET Supplies/Services	Supply and fit new combination lock in toilet block	142.03	28.41	170.44
20/03/2023	BACS 1521	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - J Checkland	Mayor's tickets for Charity Barn Dance	30.00	0.00	30.00
20/03/2023	BACS 1521	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - J Greaves	Sheriff's tickets for Charity Barn Dance	30.00	0.00	30.00
20/03/2023	BACS 1521	Mayor & Sheriff's charity acct	PARKS Misc. Income	Transfer of bottlebank recycling credits for Mayoral year	1,048.87	0.00	1,048.87
20/03/2023	BACS 1522	MT Services Computer Sys	ADMIN Supplies & Services	Office phone port change	115.00	23.00	138.00
20/03/2023	BACS 1523	Northern Platforms Limited	G/HALL Supplies/Services	6 monthly inspection of skywinder - March	225.00	45.00	270.00
20/03/2023	BACS 1524	Print & Digital of Lichfield	MARKET Supplies/Services	3 PVC market posters	42.00	8.40	50.40
20/03/2023	BACS 1524	Print & Digital of Lichfield	MARKET Supplies/Services	2 perspex sheets	70.00	14.00	84.00
20/03/2023	BACS 1525	SCC County Fund	CIVIC Mayor's Allowance - J Checkland	Deputy Mayor's ticket for SCC Chair's Curry evening	20.00	0.00	20.00
20/03/2023	BACS 1525	SCC County Fund	CIVIC Sheriff's Allowance - J Greaves	Sheriff's tickets for SCC Chair's Curry and Fun evening	40.00	0.00	40.00
20/03/2023	BACS 1526	Soc of Local Council Clerks	ADMIN Subscript/Training	SLCC membership for Town Clerk 23/24	416.00	0.00	416.00
20/03/2023	BACS 1527	Staffs Signs & Graphics	MARKET Supplies/Services	Anti-graffiti vinyl market posters for bus shelters	337.00	67.40	404.40
20/03/2023	BACS 1528	K Tambling	BIRTHPLACE Stock for sale	Copies of 'Hodge's History of Cats'	63.50	0.00	63.50
20/03/2023	BACS 1529	Vision ICT Ltd	ADMIN Supplies & Services	SSL certificate renewal for LCC website Apr 23-Mar 24	50.00	10.00	60.00
20/03/2023	BACS 1529	Vision ICT Ltd	BIRTHPLACE Adverts/promotion	SSL certificate renewal for SJBm website May 23-Apr 24	50.00	10.00	60.00

20/03/2023	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - Feb usage/March rental	114.18	22.84	137.02
20/03/2023	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water and surface drainage 1/2 - 1/3	20.22	0.00	20.22
20/03/2023	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & drainage 1/2 - 1/3	40.67	0.00	40.67
22/03/2023	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fee - February payroll	26.20	0.00	26.20
27/03/2023	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/2 - 10/3	11,888.54	2,377.71	14,266.25
29/03/2023	DDebit	British Gas	BIRTHPLACE Energy	Gas 9/2 - 9/3	231.98	46.39	278.37
31/03/2023	BACS 1552	Brownhill Hayward Brown	R&R FUND Birthplace	Quinquennial inspection of museum	1,695.00	339.00	2,034.00
31/03/2023	BACS 1553	City Life in Lichfield	BIRTHPLACE Adverts/promotion	Museum events adverts in City Life - April issue	40.00	0.00	40.00
31/03/2023	BACS 1553	City Life in Lichfield	DEM SERVICES Publicity	City View - April issue	1,100.00	220.00	1,320.00
31/03/2023	BACS 1554	EHM Exterior Home Maint	MARKET Repair/Maint	Replace or level various slabs on Square	595.00	0.00	595.00
31/03/2023	BACS 1554	EHM Exterior Home Maint	MARKET Repair/Maint	Replace broken cobbles on Square by skip	120.00	0.00	120.00
31/03/2023	BACS 1554	EHM Exterior Home Maint	PARKS Other Repair/Maint	Supply & install 23 sleeper posts opp. St Chad's Church	2,146.66	0.00	2,146.66
31/03/2023	BACS 1555	Eastern Shires Purch Org	ADMIN Supplies & Services	Stationery	13.33	2.67	16.00
31/03/2023	BACS 1555	Eastern Shires Purch Org	BIRTHPLACE Supplies & Services	Kitchen steps and craft materials	53.41	10.68	64.09
31/03/2023	BACS 1555	Eastern Shires Purch Org	G/HALL Supplies/Services	Soap dispenser and various cloakroom supplies	75.27	15.05	90.32
31/03/2023	BACS 1555	Eastern Shires Purch Org	G/HALL Supplies/Services	2 new tea urns	208.00	41.60	249.60
31/03/2023	BACS 1556	Gala Tent Limited	MARKET Supplies/Services	Gazebo, leg weights and delivery	483.31	96.66	579.97
31/03/2023	BACS 1557	House of Flags Ltd	CIVIC Supplies/Services	2 King's Coronation flags and delivery	188.00	37.60	225.60
31/03/2023	BACS 1558	Keelys LLP	ADMIN Professional Fees	Legal advice on new cleaning contract	650.00	130.00	780.00
31/03/2023	BACS 1559	Lance Media Group Ltd	BIRTHPLACE Adverts/promotion	Advert in West Midlands WI Yearbook 2023	90.00	0.00	90.00
31/03/2023	BACS 1560	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - J Checkland	Mayor's tickets for Sheriff's Show	15.00	0.00	15.00
31/03/2023	BACS 1560	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - J Greaves	Sheriff's tickets for Sheriff's Show	13.00	0.00	13.00
31/03/2023	BACS 1561	D McCarthy Bros (Lichfield)	PARKS Other Repair/Maint	Festival Gdns & Rose Garden footpath surfacing works	4,800.00	960.00	5,760.00
31/03/2023	BACS 1562	Plantfacts	CIVIC Supplies/Services	Engraved magnetic name badges for LCC staff	45.50	9.10	54.60
31/03/2023	BACS 1563	PPL PRS Ltd	G/HALL Lettings	Music licence for bookings Dec 22 - Feb 23	433.73	86.75	520.48
31/03/2023	BACS 1564	Pear Technology Services	PARKS Other Repair/Maint	Annual hosting of mapping system to 30/11/22	100.00	20.00	120.00
31/03/2023	BACS 1565	R Fathers	PARKS Other Repair/Maint	Bracken Close - Various tree works	1,500.00	0.00	1,500.00
31/03/2023	BACS 1565	R Fathers	PARKS Other Repair/Maint	Haymoor - Various tree works	1,125.00	0.00	1,125.00
31/03/2023	BACS 1566	Smith of Derby Ltd	PARKS Other Repair/Maint	Callout and repair of Clock Tower fault	150.00	30.00	180.00
31/03/2023	BACS 1567	Z Statler	G/HALL Lettings	Refund of breakage & catering deposits	200.00	0.00	200.00
31/03/2023	BACS 1568	Travel Wood Ltd	CIVIC Mayor's Allowance - J Checkland	Transport for Entertainment & Tea Party	112.50	0.00	112.50
31/03/2023	BACS 1568	Travel Wood Ltd	CIVIC Sheriff's Allowance - J Greaves	Transport for Entertainment & Tea Party	112.50	0.00	112.50
31/03/2023	BACS 1569	Water Plus Ltd	MARKET Rates/Water	Annual used water & drainage for Market Square 23/24	204.47	0.00	204.47
31/03/2023	BACS 1570	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales - 4 weeks to 26/2/23	7.33	0.00	7.33
31/03/2023	BACS 1571	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales - 4 weeks to 26/2/23	24.00	0.00	24.00
31/03/2023	BACS 1572	C R Craven	BIRTHPLACE 3rd Party Sales	Proceeds of book sales - 4 weeks to 26/2/23	3.33	0.00	3.33
31/03/2023	BACS 1573	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - March	7,170.72	0.00	7,170.72
31/03/2023	BACS 1574	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - March	9,807.27	0.00	9,807.27
31/03/2023	BACS 1575	Britannia Services Group	BIRTHPLACE Supplies & Services	Agreed full & final settlement - cleaning servs Jan & Feb	655.60	131.12	786.72
31/03/2023	BACS 1575	Britannia Services Group	G/HALL Supplies/Services	Agreed full & final settlement - cleaning servs Jan & Feb	1,092.66	218.53	1,311.19
31/03/2023	BACS 1576	Mr E J and Mrs J I Asbury	CIVIC Mayor's Allowance - J Checkland	The Commodes' singers at Entertainment & Tea Party	55.00	0.00	55.00
31/03/2023	BACS 1576	Mr E J and Mrs J I Asbury	CIVIC Sheriff's Allowance - J Greaves	The Commodes' singers at Entertainment & Tea Party	55.00	0.00	55.00
31/03/2023	BACS 1577	Michaels Civic Robes	CIVIC Supplies/Services	King Charles III Coronation pin badges	160.95	31.60	192.55
31/03/2023	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 4 Feb to 3 Mar - current account	24.99	0.00	24.99
31/03/2023	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - January (2nd account)	123.84	6.19	130.03
31/03/2023	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier (old machine) - usage Oct-Dec	36.04	7.21	43.25
					114,015.46	9,989.76	124,005.22

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule**From 1 March to 31 March 2023**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
06/03/2023	05467	Cash	Various	Petty cash vouchers 7990 - 8007	264.27	34.86	299.13
14/03/2023	05468	Cash	Various	Petty cash vouchers 8008 - 8021	260.02	27.24	287.26
16/03/2023	05469	Cash	BIRTHPLACE Supplies & Services	Birthplace petty cash vouchers SJ1 - SJ31	165.80	29.09	194.89
30/03/2023	05470	Cash	Various	Petty cash vouchers 8022 - 8029	240.79	31.02	271.81
31/03/2023	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 4 Feb to 3 Mar - imprest account	10.31	0.00	10.31
31/03/2023	05419	C Lea	BIRTHPLACE Stock for sale	Cancel chq 05419 of 11/11/21 - unrepresented	-10.00	0.00	-10.00
					<u>931.19</u>	<u>122.21</u>	<u>1,053.40</u>