

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 D Briggs B.A. (Hons), CiLCA

17 July 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, 24 July 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 Council Meeting held on 12 June 2023 (Nos. 17-35) (**copy attached**).
5. **MATTERS ARISING ON COUNCIL MINUTES**
6. **PLANNING COMMITTEE – DELEGATED AUTHORITY**
The Chair of the Planning Committee to move that comments submitted to Lichfield District Council for the period 26 May 2023 to 12 July 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. MARKETS WORKING GROUP

To adopt the Minutes of the meeting of the Markets Working Group (MWG) held on 13 July 2023 (**APPENDIX 1**, attached). Members' particular attention is drawn to the recommendation to council at minute number 15(c).

RECOMMENDED: *That the Minutes and recommendation of the meeting of the Markets Working Group held on 13 July 2023 be adopted.*

9. GRANTS ADVISORY COMMITTEE

To adopt the Minutes of the meeting of the Grants Advisory Committee held on 13 July 2023 (To follow under separate cover as **APPENDIX 2**). Members are asked to note that the Grants Advisory Committee was merged with the Neighbourhood Plan Implementation Working Party at the Annual Council meeting in 2023. The Minutes contain recommendations for changes to Terms of Reference to facilitate this change, plus several other recommendations to council including CIL allocations and the allocation of up to £10,000 in grant reserves to facilitate summer holiday family events.

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

10. CLIMATE CHANGE & BIODIVERSITY COMMITTEE

To consider the Town Clerk's report at **APPENDIX 3** (attached). Following informal discussion, the proposed membership of the Committee is Cllrs R Harvey-Coggins (Chair), E Strain (Vice-Chair), J Blackman, A Hughes, A Lax and A Rushton.

RECOMMENDED: *That the draft terms of reference be adopted, and membership of the Committee confirmed.*

11. OFFICERS' REPORT

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

RECOMMENDED: *That the Report be noted.*

12. POOL WALK – REQUEST FOR FREE USE

Lichfield District Council requested free use of Pool Walk to support the Velodrome event held on 24 June 2023. Pool Walk was utilised as a venue for specially adapted bikes, allowing participants with certain disabilities to take part when they may not have been able to participate in the similar event held concurrently on Bird Street car park. The usual cost of hire would be £100, and discussions with Group Leaders revealed unanimous support for free use to be given in this instance. By prior resolution, free use can only be formally granted by resolution of the council, and council is now asked to formalise that position. Members are reminded that future arrangements for free/reduced rate use of LCC facilities were discussed at the Grants Committee meeting, the Minutes of which form an earlier agenda item.

RECOMMENDED: *That council approve the free use of Minster Pool Walk to support the Velodrome event held on 23 June 2023.*

13. REPRESENTATIVES ON OUTSIDE BODIES

On the day of the June Council meeting, the Town Clerk was advised by representatives of Dr Milley's, that LCC's nominated Trustee had resigned. The Council is therefore asked to appoint a replacement to serve the remainder of the current term to March 2027. Following informal discussion, Councillor Rosemary Harvey-Coggins has volunteered for this role.

RECOMMENDED: That Councillor Rosemary Harvey-Coggins be confirmed as the City Council's nominated Trustee to Dr Milley's Hospital until the expiry of the current period of office in March 2027.

14. SOLAR PANELS AND BATTERIES – CURBOROUGH COMMUNITY CENTRE

Curborough Community Association (CCA), which manages both Curborough Community Centre and Cruck house on behalf of LCC, has requested the City Council's permission to install solar panels at Curborough Community Centre. CCA have requested a roof survey in the first instance, and this is being progressed currently. Once received, the survey will confirm whether the proposed installation is appropriate for the construction of the hall's roof. The location of the batteries is also to be decided

CCA have received two quotations to date and are seeking advice from an industry specialist to ensure the most appropriate quotation and installation is chosen. CCA propose to at least partially fund the installation from their own reserves but are actively seeking other opportunities for funding.

RECOMMENDED: Lichfield City Council grant permission for the installation of solar panels and associated batteries at Curborough Community Centre, on the conditions that such installation is based upon the recommendations of a survey of the roof to ensure structural stability, the location of the batteries is also appropriate and does not adversely affect the accessibility or functionality of the hall or its grounds, and that the liability for repair and maintenance of the installation and its ancillaries remain with Curborough Community Association.

15. PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in the attached schedule (**APPENDIX 5**) for the periods:

- 1 April 2023 to 30 April 2023 in the sum of **£146,969.59** General Account, and **£584.59** Imprest Account.
- 1 May 2023 to 31 May 2023 in the sum of **£106,870.46** General Account, and **£1,220.42** 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 Street.

Lichfield City Council
Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield
on Monday 12 June 2023 at 6.30pm

PRESENT: Councillors A Hughes (Mayor), J Anketell, D Baker, C Ball, J Blackman, R Bragger, J Christie, J Eagland, K Farrelly, M Field, A Fox, R Harvey-Coggins, S Hollingsworth, 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 H Ashton and C Greatorex.

17 MAYOR'S ANNOUNCEMENTS

The Mayor detailed the events and functions that she had attended since coming to office including the recent twinning weekend in Limburg, Germany. The Mayor took the opportunity to thank the Deputy Mayor for representing her at the Court of Arrey and Bower. The Mayor also informed members that she would no longer robe for routine Council meetings but would continue to robe for Civic duties.

18 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

19 COUNCIL MINUTES

RESOLVED: That the Minutes of the Annual Council Meeting held on 15 May 2023 (Nos 1-16) be confirmed and signed as a correct record.

20 MATTERS ARISING

None.

21 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: That comments submitted to Lichfield District Council for the period 31 March to 25 May 2023 and made in the name of LCC via delegated authority, be received.

22 QUESTIONS UNDER STANDING ORDER 8 (2)

Councillor D Robertson asked the following question of the Mayor:

"Will the Mayor, on behalf of the Council, write to Lichfield City FC to congratulate them on their recent success in winning the JW Hunt Cup?"

The Mayor confirmed that she would be pleased to do so.

23 NOTICE OF MOTION

Members considered a motion proposed by Cllr P McDermott and seconded by Cllr J Christie that aimed to boost attendance at future Annual Town meetings:

"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."

On being put to the vote the motion was confirmed as being carried.

24 AUDIT COMMITTEE

Members considered the Minutes of the Audit Committee meeting held on 8 June 2023. In addition to consideration of the 2022/23 out-turn and associated matters, the Committee also made recommendations to Council regarding the Asset register and associated policy, and the Risk Management Strategy. Councillor D Robertson commended Officers for their hard work and maintenance of such good financial controls.

RESOLVED: 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.***

25 JOHNSON BIRTHPLACE ADVISORY COMMITTEE

Members considered the minutes of the JBAC meeting held on 25 April 2023.

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

26 MARKETS WORKING GROUP

Members considered the minutes of the MWG meeting held on 1 June 2023.

RESOLVED: That the Minutes of the MWG meeting held on 1 June 2023 be adopted.

27 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Members considered the draft appointment of representatives on outside bodies. Cllr D Robertson advised of one amendment to the circulated agenda document, Cllr J Christie replacing J Checkland on Darwin Hall Community Association. Cllr Robertson also advised

that the Town Clerk had been aware of a the resignation of one representative earlier that day and that this would come before Council in July for reappointment.

RESOLVED: Appointments on outside bodies be confirmed as indicated in the agenda report, with the exception of J Checkland being appointed to Darwin Hall Community Association (replaced by Cllr J Christie). [final appointments reproduced below]

Representatives on Outside Bodies 2023/24

Outside Body	No of Reps	Period of Office	Appt Ends	2023/2024
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	Cllr J Christie
				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

Outside Body	No of Reps	Period of Office	Appt Ends	2023/2024
Lichfield Camera Club	1	1 Year	-	Mayor in Office
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

28 ANNUAL TOWN MEETING

Members considered the Minutes of the Annual Town Meeting held on 24 May 2023.

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

29 OFFICERS' REPORT

Councillor D Robertson highlighted the variety of work undertaken by the City Council as detailed in the Officers report drawing attention to the recent civic activities and Twinning weekend, commending all officers involved for their hard work.

Councillor D Robertson also took the opportunity to remind members of the 65 acres of Open Space maintained by the City Council, in particular the recent projects to increase

wilding at Netherstowe and Festival Gardens. Councillor Robertson stated that he had received a number of positive comments from residents. Councillor A Lax endorsed Councillor Robertson's comments, referring to her own role on the LDC 'Mowing Panel' that considered and encouraged such projects across the district, and commending the Town Clerk and Open Spaces Officer for their efforts.

RESOLVED: That the report be noted.

30 PAYMENT OF REGULAR SERVICE PROVISION BY DIRECT DEBIT

Members considered the current list of Direct Debits, together with new opportunities for direct debit payments as detailed in the agenda report.

RESOLVED: That the City Council renews its resolution to enter into direct debit payment arrangements with those providers listed in the agenda report and the new opportunities for direct debit payment as presented to council; the resolution to be considered for further renewal at the meeting of the City Council in June 2024.

31 DISPENSATIONS

Members considered the Town Clerk's report and recommendations at Agenda Appendix 8.

RESOLVED:

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 'dual-hatted' member 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.

[Applications were received from the following members;

H Ashton, S Hollingsworth, P Ray, A Rushton, J Christie, R Bragger, R Harvey-Coggins, D Robertson, D Baker, J Smith, J Anketell, C Ball, A Hughes and M Warfield.]

32 CURBOROUGH COMMUNITY ASSOCIATION

Members considered the agenda report detailing the changes to the management of Curborough Community Association which manages both Curborough Community Centre and Cruck House on behalf of LCC.

RESOLVED:

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.

33 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 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 per year.

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.

Cllr J Smith stated that the efforts of the Consorts should be recognised as it was a significant time commitment to support the civic office holder during their year in office. Cllr D Baker echoed Cllr J Smith's comments and stated that while not proposing an amendment to the motion, she would be keen for the matter to be revisited and the role of consorts to be suitably recognised.

RESOLVED: That the provision of replica badges of office for retiring civics be reduced for future years, encompassing the retiring Mayor and Sheriff only. Though consorts may still request such replicas, such provision would not be funded by the Council.

34 AMENDMENT TO CALENDAR OF MEETINGS

Members considered a proposed amendment to the calendar of meetings. That being a change of date for the Council meeting of 26 September 2023 to 4 October 2023 due to logistical difficulties with hosting the meeting in the Guildhall on the originally agreed date.

RESOLVED: That the council meeting scheduled for 26 September 2023 be moved to 6.30pm on Wednesday 4 October 2023

35 PAYMENT OF ACCOUNTS

RESOLVED: That payment of accounts be approved and confirmed 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.

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.06PM

MAYOR

For Council: 24 July 2023 APPENDIX 1

Lichfield City Council

Minutes of the Meeting of the Markets Working Group (MWG) held in the Moulton Room, Guildhall on Thursday 13 July 2023 at 10:00am

PRESENT: Councillors J Blackman (Chair) and Councillors, D Baker, P McDermott, and J Smith.

IN ATTENDANCE: S Thomas (Deputy Town Clerk), Jeremy Williams (Markets Officer), Michelle Read (Office Administrator)

APOLOGIES: Cllr C Pinder-Smith

11. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

12. MINUTES OF PREVIOUS MEETING

RESOLVED: *The Minutes of the MWG meeting held on 1 June 2023 be confirmed as a correct record [Minutes received by Council on 12 June 2023].*

13. MATTERS ARISING FROM MINUTES

There were no matters arising.

14. MARKETS UPDATE

Members considered the agenda report. The Office administrator provided an update to pitch occupancy and new traders, including the recent addition of a butcher.

Members commented on a scheme operated by Tamworth Borough Council to attract 'pop up shops' and encourage entrepreneurs. Officers were asked to liaise with Officers at Tamworth Borough Council for further information to determine if this model could be applied to Lichfield Markets.

Members were informed that the trial rent incentive was due to start w/c 17 July. Comments submitted on behalf of the traders were noted and it was agreed that the incentive be trialled until the end of September and the results reported back to the MWG.

Members noted the Office Administrator's comments regarding an online booking system. It was agreed to explore the online offering of other markets booking systems and report back to the MWG before pursuing further.

RESOLVED: *That the report be noted*

15. FOOD FESTIVAL HIRE OF POOL WALK

Members considered the Deputy Town Clerk's report at agenda **appendix 2** and presentation from Cockerhoop Creative regarding the hire of Pool Walk for the forthcoming Food Festival and variation to the approved layout agreed by this committee and subsequently adopted by Council.

RESOLVED:

a) *That the City Council's approved plan be amended to permit 24 stalls on Minster Pool Walk for the August Food Festival and any subsequent hirer.*

b) *That prior to the event the hirer submits a stall plan and details of the traders attending to the City Council for approval.*

- c) **RECOMENDATION TO COUNCIL** *That double the hire fee be imposed on all Hirers plus any associated costs for damage incurred if the agreed layout for Minster Pool Walk is not adhered to.*

16. MARKET FINANCES

Members considered the Town Clerk's report, at agenda **appendix 3** which provided comparative figures for 2022/23 and budgets for 2023/24 for the Market function. Members noted the loss in market income and agreed to bear this in mind when setting next year's budget. In the meantime, Officers were asked to promote use of the square for Commercial hire for the remainder of this financial year.

RECOMMENDED: *That the report be noted*

17. TRADER REPRESENTATION ON THE MARKETS WORKING GROUP

Members considered the submission on behalf of the traders from John Dawkins and addressed each point. Officers will report the decisions to John Dawkins under separate cover and ensure the minutes of the MWG are circulated to all traders.

RESOLVED: *That the representations from Traders at Agenda item 7(Appendix 4) be noted and responses from the MWG be reported back to John Dawkins in his capacity as Trader liaison.*

18. CLEANING OF MARKET SQUARE

Members considered the Deputy Town Clerk's report at agenda appendix 5. Members asked that the updated Terms & Conditions include the request for a cleaning deposit from hirers which would be held until after the booking and returned on the provision that no further cleaning of the square was required as a result of the event.

Officers were also asked to remind all hirers to use protective covering under their stalls and to liaise with Officers at the District Council to ensure diesel generators are not used on the Market Square.

RECOMMENDED: *That the report and the update to the Market Square hire terms and conditions be noted.*

19. DATE AND TIME OF NEXT MEETING

A date in September to be agreed via email.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 11.32am**

CLIMATE CHANGE & BIODIVERSITY COMMITTEE

BACKGROUND

Following discussions with the Leader of the Council that set out the wishes of the controlling group, the City Council is asked to discuss the appropriateness of establishing a Climate Change and Biodiversity Committee. The aim of the Committee being to examine how the council can reduce its impact on the environment, identifying further ways of supporting biodiversity across the city, and informing the Council in leading behavioural changes to preserve the environment. To assist with those discussions, draft Terms of Reference for the proposed Committee have been prepared.

TERMS OF REFERENCE

DESIGNATION

Climate Change and Biodiversity Committee

MEMBERSHIP

The Committee to consist of a maximum of six Councillors with cross-party representation. Additional members may be appointed by resolution of the Committee. Initial membership, Chair and Deputy to be agreed by Council as soon as is practicable. Thereafter, membership, Chair and Deputy Chair appointment to be decided upon by Council resolution and reviewed annually. In the event of a Member or Members resigning from the Committee, new appointments to be confirmed by resolution of the Council.

OBJECTIVES

Though recognising the limitations of a parish council, both in terms of influence and resources, the Climate Change and Biodiversity Committee will:

- research, share and adopt best practice on environmental issues
- review and recommend environmentally friendly policies in areas of City Council business and responsibility, notably in regard to reduction of the council's carbon footprint
- examine ways in which the City Council can promote greater biodiversity, notably through the use of green spaces and the promotion of footpaths, cycle tracks and other green transport options
- have a climate focused input into any review of the Lichfield City Neighbourhood Plan or other strategic council policies
- consider projects and possible funding streams which work towards developing a carbon neutral community, including but not limited to recycling and air quality
- work collaboratively with principal authorities and other local groups (where appropriate) to achieve shared goals or to facilitate desired progress
- consider, support and implement appropriate projects that contribute to local environmental improvements
- maintain awareness of the relevant activities/scope of LDC, SCC and external agents as appropriate to ensure a cohesive approach

DECISION MAKING AND GOVERNANCE

All recommendations of the Committee to be subject to confirmation by resolution of the City Council unless delegated authority has been previously conferred via resolution of the council. Committee meetings will be governed by the City Council's Standing Orders.

CONDUCT OF BUSINESS

Meetings of the Committee are generally informal (though governed by Standing Orders). Members of the public or other individuals/bodies can be invited to participate.

The Committee to meet as often as is considered appropriate for the conduct of its business, but no less than once in any given financial year.

Minutes of each meeting will be taken by the Clerk or nominated representative and circulated as soon as is practicable. Any formal recommendations or reports emerging from a meeting of the Committee to be submitted for consideration by the City Council at the earliest opportunity.

BUDGET AND FUNDING

The cost incurred in servicing this Committee will be met by general council funding, but there is no further specific budget allocated at this time. The Committee may however make a request to Council for a funding allocation for a particular project via resolution.

TASK AND FINISH GROUPS

The Committee may appoint task and finish groups consisting of Councillor(s) and/or community members. Each task and finish group to be Chaired by a member of the Committee who is also a City Councillor, and all decisions subject to confirmation by the Committee and subsequent council resolution.

CONDUCT

All members of the Committee or any task and finish group associated with it are required to abide by the principles and practice of the City Council's code of conduct.

CHANGES TO TERMS OF REFERENCE

Recommendations for changes to these terms of reference can be made by the Committee by resolution. The recommendations will be subject to confirmation by resolution at a meeting of the City Council.

DISSOLUTION

Recommendation for the dissolution of the Committee can be made by resolution of the Committee and is subject to confirmation by resolution of the City Council. The Committee can be dissolved by resolution of the City Council without prior recommendation for such action by the Committee.

RECOMMENDED: That the draft terms of reference be adopted, and membership of the Committee confirmed.

For Council: 24 July 2023 APPENDIX 4

OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer

Following the investiture of the new Mayor, Deputy Mayor and Sheriff for Lichfield City Council, the Mayor's Banquet was held on Monday 22 May. The celebration took place at the Guildhall where 70 guests attended, including the outgoing Mayor & Sheriff. During the speeches, the Mayor, Cllr Ann Hughes, and Sheriff Adam Burns-Mace announced the two charities that they will be supporting during their year in office: Lichfield City of Sanctuary & St Giles Hospice.

The Court of Arraye was held in the Guildhall on Monday 29 May. The 7th Lichfield Scout Group kindly helped once again providing eight Men at Arms who were 'inspected' by the Deputy Mayor, Cllr Sam Schafer & Sheriff, Adam Burns-Mace. This year's High Constables, James O Hagan &

Janice Greaves, called on the Dozeners to give their reports to the Lord of the Manor. The Civic party then gathered on the Dias for the traditional Lichfield Bower procession which featured music, dancers, local community groups and floats including a past and present Lichfield Bower Queen display. The festivities later moved on to Beacon Park where several rides & stalls were set

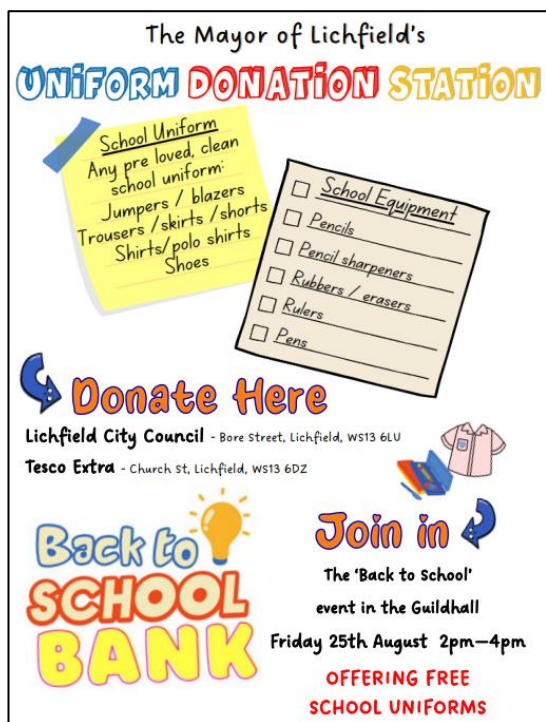


up for the fun to continue. This was the first official Civic engagement for the newly appointed Left Hand Mace Bearer, David Bourne who completes the civic team.



The Mayor led the Lichfield City Council team in the annual Swinfen Broun Challenge Trophy bowls match against the Lichfield Museum Bowling Club on Wednesday 28 June.

Regardless of the weather, an enjoyable evening was had by all and despite the best efforts of the City Council team, the Bowling Club took the trophy once again with a score of 107 to 54.



After the match, the Mayor presented the trophy to the Club President, Fred Perry, who thanked everyone for taking part and supporting the event. The Mayor then gave a brief explanation about the history of the challenge match, which has been played since 1924 (although it was not until 1926 that the trophy was donated by local benefactor, Colonel Swinfen Broun) and has been fought over ever since!

Players then retired to the Hub for a light supper prepared by members of the Bowling Club. The Mayor concluded the evening by drawing the raffle which raised a total of £134.00 for the Museum Bowling club's charity fun day. We look forward to joining them again on Wednesday 19 June 2024 for the 100th anniversary of this wonderful tradition.

At the time of compiling this report, preparations are on-going for the following quarter including the Mayor's Back to School Donation Event on Friday 25 August, & Sheriff's Ride Banquet on Saturday 9 September.

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

The Samuel Johnson Birthplace Museum welcomed 4464 in the first 12 weeks of the 23/24 period, a 27% increase on visitor numbers in the same period in 22/23.

Education visits included year four pupils from Hayes Meadow Primary School in Handsacre, year one and two from Chadsmead Primary, and an A-level language group from Lichfield Cathedral School. Families enjoyed creative activities for the school half term holidays on Thursday 1 June with a 'Bugs and Butterflies' theme. This was to link in with the national 'Wild Escape' campaign exploring animals and wildlife in Museum collections, as was inspired by the decorations on Johnson's drinking chocolate set.

Digital engagement with the Museum through social media, newsletters and the website and blog remains consistently strong, with over 10,270 digital users in May and June. Museum supporter and Johnson fan Ellie Groff, a high school student from San Diego, California, contributed June's blog post.

Build maintenance in June included replacement of three windowpanes on the ground floor which were broken by a member of the public, and reported to the police. The Introductory Room on the first floor received a replacement rug (pictured), and some maintenance was undertaken on the pigeon net in the yard.

Work continued on the ground floor developments, with meetings to establish the final arrangements for the placement by crane of the toilet block before costs can be presented. The order for the final phase of the Workroom installation was placed and the tables for the display delivered.

A window to celebrate Lichfield Pride in July was installed, and family activities planned to take place during the event on 23 July.

On other heritage-related work, the City plaques project continued, with three plaques currently being restored by contractors Sign Technology. Discussion with Lichfield Cathedral concluded that a plaque to Anna Seward would not be able to be placed in the Cathedral Close, and research was undertaken into an alternative location of Pool Walk.

The Birthplace Museum supported the work to reinstall the head of Johnson at the old Lomax shop on Bird Street, which has been transported for restoration work.

The Guildhall Cells continue to be a popular site for visitors, with 1900 people attending on Saturdays since the April opening.



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



Cappers' Lane Roundabout – Site sponsorship

Jukes Funeral Services have agreed to sponsor the Cappers' Lane Roundabout and new signage has recently been installed.

This site is in addition to their existing sponsorship of the Birmingham Road/St Foye Avenue site.

Hanging Baskets / Planters

In conjunction with Lichfield Chamber of Trade, hanging baskets are in place at Guildhall and Birthplace Museum.

The City Council has covered the cost of watering the hanging baskets in the City for many years and continues to do so in 2023.

Planters outside Guildhall have been replanted courtesy of Lichfield Market Trader Garry Snape.



Land Opposite St Chad's Church (Site 12B)

Following the installation of bollards to prevent unauthorised parking, the area was sown earlier this year with wildflower seeds. The resulting display has attracted many positive comments and turned a once plain area into a talking point.



Photo Credit: Lichfield Litter Legends

Similar wildflower seeds were planted at Festival Gardens to enhance the meadow planting undertaken in 2022; These too are now in bloom and attracting positive comments (pictured opposite). The 'no mow' areas at Festival Gardens and Netherstowe are also proving popular, especially with pathways mown to allow residents and visitors to walk through.

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

- Assess options for supplementary hedge replanting alongside new noise barrier at Wordsworth Close (Site 26A).
- Footpath clearance at The Windings, Woods Croft to Swallow Croft (Footpath 27)
- Replacement of several tactile slabs on Market Square which had been recently damaged.
- Tree reduction at Havefield Avenue / Cranleigh Way (Site 49A).
- Cutting back of overhanging foliage on section of cycle path on Eastern Avenue (Verge 2)
- Repair to 'bird mouth' fencing at Curborough Community Centre
- Replacement of aged festoon cabling and bulb holders along Pool Walk



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

The Markets Officer has continued to work closely with the Market Traders, to build a good rapport with ongoing communication and cooperation.

We have had several enquiries regarding pitches which are being followed up with new traders including, *Nick Nak Shack* selling recycled wood items and *Fab Foods* who sell homemade large scones and bread pudding which is proving to be very popular.



Lichfield District Council held an event on Saturday 24 June where they erected a Velodrome on Bird Street car park. In conjunction with this they also had a second Velodrome suitable for disabled riders, this was located at Minster Pool Walk. This was a successful event and reinforced the working relationship we have with LDC and other facilitators involved in this activity. Fortunately, the weather held up and proved to be an interesting and new experience for the participants.

Tuesday Market Update

There are currently two pitches available on the Tuesday market as a result of changes in circumstances for two casual traders. The traders are aware that should their circumstances change, they are welcome to return. Several enquiries from new traders have been received and it is hoped these pitches will be filled again soon.

Friday Market Update

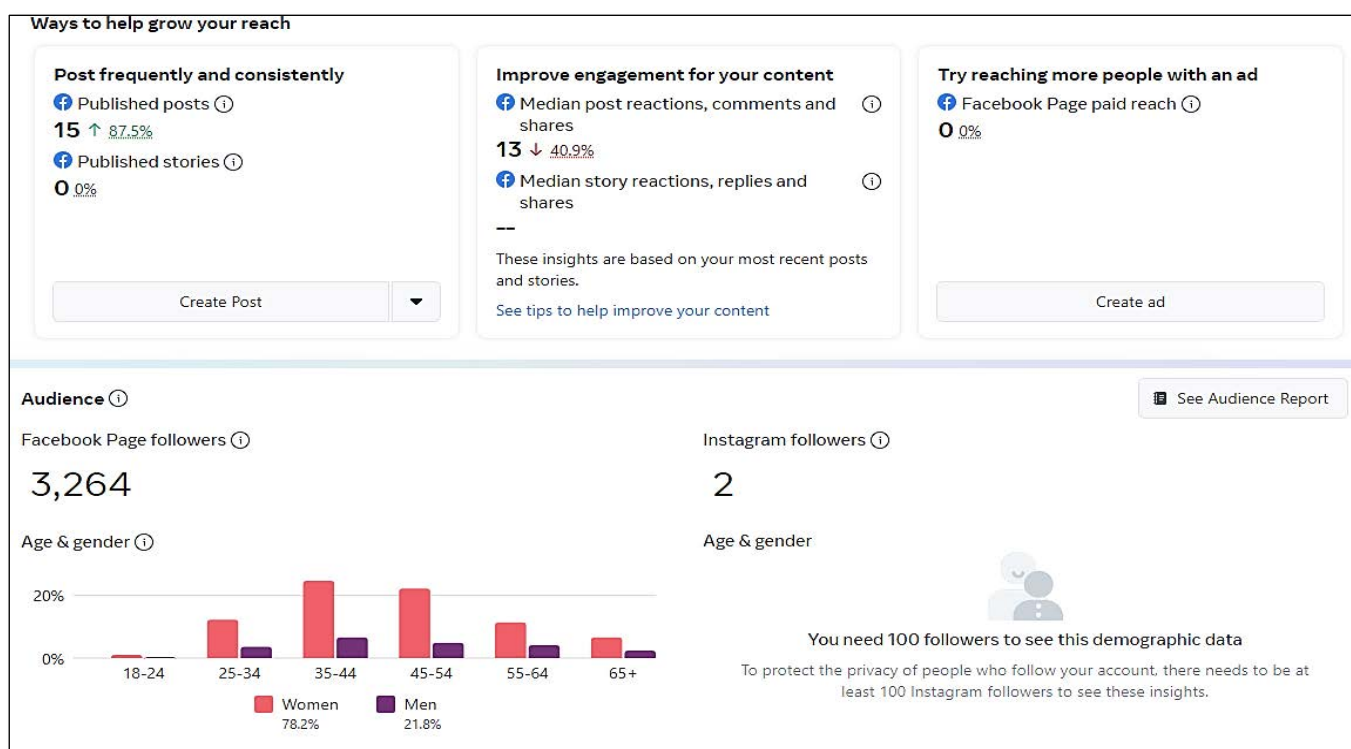
There is currently one pitch available on the Friday Market, as Athens Street Food has left the market, it is hoped they will return in early autumn. Officers are looking at the possibility of another new trader taking up the pitch on Fridays as well as Tuesdays.

Saturday Market Update

The Saturday market remains full. Officers are continuing to compile a 'hot' list of traders who are prepared to attend at short notice due to absence and holidays. This system is working well and helping the Market to remain full, enhancing the footfall into the City and improving opinions of the Market.

Publicity & Social Media

As can be seen from the number of Facebook followers the markets social media platforms continue to grow, focusing on the General Markets and promotion of other events taking place on the Market Square.



By tracking numbers and posts, Officers can see which posts are most effective and how best to make improvements which will in turn help to showcase Lichfield and increase footfall to the market.

An Instagram account has now been created to enhance the social media coverage of the markets. Officers are familiarising themselves with the application and will post updates on a regular basis.

5. Twinning: Gabriele Lasch-Burden – Twinning Officer

After having been cancelled three times due to the pandemic, the long awaited TwinFest, celebrating 30 years of the signing of the ring twinning agreement between Lichfield, Limburg and Ste. Foy was at last able to take place from the 9th to 12th June 2023. At the official invitation of the Limburg Mayor, the newly elected Mayor of Lichfield, Councillor Ann Hughes, Deputy Mayor, Councillor Sam Schafer and Sheriff, Mr. Adam Burns-Mace travelled to Limburg, together with around 50 Lichfeldians.

Limburg excelled themselves in putting on a fabulous programme for everyone to enjoy, even down to the sunny weather.

After the arrival in Limburg on Friday evening, the Limburg Mayor, Dr. Marius Hahn, welcomed everyone at the Limburg Fire Station with refreshments and local delicacies and all visitors were given a Limburg bag, containing some useful information for the weekend, including the official

programme, art exhibitions, music festivals and a city map. Guests were then introduced to their host families and spent the evening in their company.

The official welcome by the Limburg Mayor took place on Saturday morning on the Europa Square. A local youth orchestra greeted the guests on their arrival with a lovely rendition of each country's national anthem and Dr. Marius Hahn was presented with a statue called "pity of war" by Lichfield's artist Peter Walker, remembering the civilian casualties of war (pictured opposite).

The Limburg Mayor emphasised in his welcome speech the importance of European friendships, like the ones of our 3 twin towns, especially in the light of the Ukrainian ongoing war.



A work meeting took place for the official representatives of the 3 twinned cities, discussing future cooperation between and aspirations of the twin towns, especially the wish to connect the 3 youth councils. Many topics were covered, including post Brexit collaboration with potential focus on school and club exchanges. Pictured below are Officials from the 3 countries following the meeting.



For all other visitors there was a lovely river cruise along the river Lahn, which runs through Limburg. The Lichfield table tennis club took part in a tournament between the three cities.

On Saturday evening there was celebration meal, with all three city mayors giving speeches, recognising the twinning friendship between our cities over the last 30 years. There were exchanges of gifts and a fabulous show to round off a lovely evening.

In total around 400 people from the three twin towns came together to renew old friendships and form new ones.

Sunday was a day of sightseeing with guided city tours of the historic town of Limburg (pictured opposite), a walk to a nearby basilica finishing off with an ecumenical service in Limburg's magnificent Cathedral, perched high above the city.



The Limburg cathedral choir, accompanied by singers from Lichfield and Ste. Foy, enhanced the service. After the service 30 white balloons were released from outside the cathedral, for peace in Europe and a last farewell gathering was held in the cathedral gardens afterwards. On Monday everyone departed with many memories of a wonderful weekend, seeing old friends and creating new friendships.

A selection of further photographs follows.



The 3 Mayors with the Limburg Twinning Association's executive team



Table tennis tournament between Lichfield, Limburg and Ste. Foy



Celebration evening with entertainment in the Limburg City Hall with 400 guests



Guests returning from a river cruise along the Lahn river, welcomed by the Mayor of Limburg

6. Helen Winter, Guildhall & Boley Hall Bookings Officer.

The Guildhall has been fairly quiet since the last Council meeting in June as some of the regular hirers begin to break up for the summer holidays. Several meetings have however been held in the building and market research have used the Guildroom again (for a chocolate survey).

Lichfield Society of Artists held a successful Art Exhibition in the Guildroom over 4 days in June. Private bookings have included a Wedding Reception and 50th Birthday Party.

The Old Prison Cells are open on Saturdays from 10.00am – 4.00pm until October (excluding whole building booking dates).

The blinds in the main hall have had their annual service, and the first-floor ovens are due their annual deep clean in August. Repairs to the Recorders Bench will be completed in mid-July.

Private hires continue in July with two Birthday parties and a Wedding Reception. Lichfield Festival also booked the hall for an event on 9 July as part of their 2023 Festival.

Boley Park Community Hall continues to be popular for weekend bookings, especially children's birthday parties. Extra bookings have been made for the end of July/August whilst repairs are being carried out on Darwin Hall's roof. A waiting list is in operation for regular hire slots during the weekdays.

The central heating system has recently been repaired following a leak and the opportunity was taken to install a Hive thermostat. On 30 June the Breast Screening Unit arrived on site, providing a valuable resource to local residents and the wider community.

7. Deputy Town Clerk: Sarah Thomas

The Deputy Town Clerk and Mayor's Sergeant recently attended a desktop exercise in Counter Terrorism at Lichfield Cathedral. The exercise proved very useful and involved other major stakeholders from across the City. As a result, the City Council is working on instigating Critical Incident procedures for all its events and buildings. The Mayor's Sergeant will be liaising with our partners to ensure the City Council plays an active part in the City-wide strategy as well as training Officers as and when required. It is sincerely hoped that these procedures are never needed.

The Deputy is working with Officers on promotional material and publicity for the Guildhall in order to raise the profile and highlight the excellent facilities on offer. It is hoped this will attract further bookings.

In addition, the Deputy Town Clerk will be providing secretariat support at the Markets Working Group and the newly combined Neighbourhood Plan Implementation Working Party and Grants Committee.

Preparations are continuing for the Christmas Lights Switch On Event with particular emphasis on implementing Counter Terrorism Policies.

Darwin Hall

Following the various reports to Council over the past 12 months or so, work to replace the failing roof at Darwin Hall began on 19 June. Significant and detailed liaison with the Hall's Management Committee, Jack and Jill's Pre-School, Marstons and Waitrose among others has culminated in mutually acceptable arrangements for licences, parking and access/egress arrangements. Local residents were advised of the work both through direct mailing and publicity.

This is a significant project, easily the largest repairs and renewals project undertaken by the council in many years, especially given the need to install scaffolding around and over the Hall during term-time, thereby allowing the roof to be stripped and reboarded during the summer closure.

The first site meeting took place on 3 July, in attendance were representatives from the main contractor (Messenger BCR), the City Council's Architects (Brownhill Hayward Brown), roofing and scaffold contractors and the Town Clerk. Progress on site was slightly ahead of schedule, with no issues reported. A further site meeting is scheduled to take place on 17 July, by which time the scaffold sheeting will be complete. This will allow the build-up of the existing roof to be examined and recorded in greater detail across the building without the danger of further water ingress. The construction is to be analysed by an industry expert and will assist in informing the council's next steps in regard to possible legal recourse.

The Town Clerk wishes to publicly extend his thanks to all who have been involved in this process for their constructive contributions and willingness to work towards the shared goal of a safe and appropriate community facility, despite the short-term inconvenience and compromise that has been necessary.

The photographs overleaf were taken at the site meeting on 3 July.



For Council: 24 July 2023 APPENDIX 5

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 April to 30 April 2023

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
03/04/2023	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 23/24 - 1st instalment of 10 (April)	972.08	0.00	972.08
03/04/2023	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 23/24 - 1st instalment of 10 (April)	6.20	0.00	6.20
03/04/2023	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 23/24 - 1st instalment of 10 (April)	564.66	0.00	564.66
03/04/2023	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 23/24 - 1st instalment of 10 (April)	1,807.75	0.00	1,807.75
03/04/2023	DDebit	Pennon Water Services	BIRTHPLACE Rates/Water	Water 9/7/22 - 31/1/23	64.69	0.00	64.69
04/04/2023	Debit	American Express Merchant Services	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.05	0.00	0.05
05/04/2023	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - March	15.12	0.00	15.12
05/04/2023	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - April	6.00	1.20	7.20
05/04/2023	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - March	101.58	0.00	101.58
05/04/2023	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - April	6.00	1.20	7.20
06/04/2023	BACS 1530	SE Staffs CAB	GRANTS General	Grant per Council Min. 103 of 13/03/23	5,500.00	0.00	5,500.00
06/04/2023	BACS 1531	Lichfield Arts	GRANTS General	Grant per Council Min. 103 of 13/03/23	895.00	0.00	895.00
06/04/2023	BACS 1532	Curborough (Lichfield) Community Assocn	GRANTS General	Grant per Council Min. 103 of 13/03/23	950.00	0.00	950.00
06/04/2023	BACS 1533	Lichfield District Council	GRANTS General	Grant per Council Min. 103 of 13/03/23	2,000.00	0.00	2,000.00
06/04/2023	BACS 1534	Erasmus Darwin Foundation	GRANTS General	Grant per Council Min. 103 of 13/03/23	1,500.00	0.00	1,500.00
06/04/2023	BACS 1535	Lichfield Festival Ltd	GRANTS General	Grant per Council Min. 103 of 13/03/23	516.00	0.00	516.00
06/04/2023	BACS 1536	Voluntary Transport for the Disabled	GRANTS General	Grant per Council Min. 103 of 13/03/23	1,000.00	0.00	1,000.00
06/04/2023	BACS 1537	Lichfield Hockey Club	GRANTS General	Grant per Council Min. 103 of 13/03/23	200.00	0.00	200.00
06/04/2023	BACS 1538	Lichfield Litter Legends	GRANTS General	Grant per Council Min. 103 of 13/03/23	800.00	0.00	800.00
06/04/2023	BACS 1539	One Lichfield 1568	GRANTS General	Grant per Council Min. 103 of 13/03/23	500.00	0.00	500.00
06/04/2023	BACS 1540	City of Lichfield Concert Band	GRANTS General	Grant per Council Min. 103 of 13/03/23	500.00	0.00	500.00
06/04/2023	BACS 1541	Open Door of Hope	GRANTS General	Grant per Council Min. 103 of 13/03/23	200.00	0.00	200.00
06/04/2023	BACS 1542	Dovehouse Community Gardens	GRANTS General	Grant per Council Min. 103 of 13/03/23	300.00	0.00	300.00
06/04/2023	BACS 1543	Fusion Credit Union (re Lichfield Re-cycle)	GRANTS General	Grant per Council Min. 103 of 13/03/23	350.00	0.00	350.00
06/04/2023	BACS 1544	Lichfield Repair and Share Cafe	GRANTS General	Grant per Council Min. 103 of 13/03/23	300.00	0.00	300.00
06/04/2023	BACS 1545	Forest Harvest	GRANTS General	Grant per Council Min. 103 of 13/03/23	150.00	0.00	150.00
06/04/2023	BACS 1546	Lichfield Winter League	GRANTS General	Grant per Council Min. 103 of 13/03/23	300.00	0.00	300.00
06/04/2023	BACS 1547	Game Therapy	GRANTS General	Grant per Council Min. 103 of 13/03/23	150.00	0.00	150.00
06/04/2023	BACS 1548	Lichfield Rail Promotion Group	GRANTS General	Grant per Council Min. 103 of 13/03/23	75.00	0.00	75.00
06/04/2023	BACS 1549	Christchurch P C C	GRANTS Open Churchyards	Churchyard grant per budget approved 23/1/23, Min 90	2,380.00	0.00	2,380.00
06/04/2023	BACS 1550	St Chad's P C C	GRANTS Open Churchyards	Churchyard grant per budget approved 23/1/23, Min 90	2,380.00	0.00	2,380.00
06/04/2023	BACS 1551	St Michael's PCC	GRANTS Open Churchyards	Churchyard grant per budget approved 23/1/23, Min 90 BACS 1552 – 1577 paid on 31 March	2,380.00	0.00	2,380.00
11/04/2023	BACS 1578	ACW Arb	PARKS Other Repair/Maint	St Michael's Church - Crown reduction of pine tree	920.00	184.00	1,104.00
11/04/2023	BACS 1579	Atlas Clinical Ltd	MARKET Supplies/Services	Crank handles for Market Square power point	250.00	50.00	300.00
11/04/2023	BACS 1580	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip (March)	320.00	64.00	384.00
11/04/2023	BACS 1581	Brownhill Hayward Brown Ltd	R&R FUND General	Architect for Darwin Hall roof work	737.50	147.50	885.00
11/04/2023	BACS 1582	Rosemary Cunningham	BIRTHPLACE Stock for sale	Notebooks and posters with Samuel Johnson design	68.00	0.00	68.00
11/04/2023	BACS 1583	Dr Johnson's Birthplace Trust	SJBP TRUST Blum Sales	Transfer of Blum sales to SJBM Trust at year end 22/23	40.00	0.00	40.00
11/04/2023	BACS 1584	EHM Exterior Home Maintenance	PARKS Other Repair/Maint	Reeves Lane - Install two drop down posts	260.00	0.00	260.00
11/04/2023	BACS 1585	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Refuse sacks and cloakroom supplies	113.40	22.68	136.08
11/04/2023	BACS 1586	Keelys LLP	ADMIN Professional Fees	Legal services re cleaning contract - final bill	575.00	115.00	690.00
11/04/2023	BACS 1587	Lichfield Lock & Key Repairs	PARKS Other Repair/Maint	3 Squire padlocks for open spaces	79.86	15.97	95.83
11/04/2023	BACS 1588	MOHS Workplace Health Ltd	G/HALL Supplies/Services	Occupational health assessment for Premises Attdt	365.00	0.00	365.00
11/04/2023	BACS 1589	Staffs Signs & Graphics	MARKET Supplies/Services	Lichfield Market sign	105.00	21.00	126.00

11/04/2023	BACS 1590	WMCA	ADMIN Subscript/Training	West Coast Rail 250 subscription 22/23	30.00	0.00	30.00
11/04/2023	BACS 1591	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales - 4 weeks to 26/3/23	10.67	0.00	10.67
11/04/2023	BACS 1592	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales - 4 weeks to 26/3/23	47.00	0.00	47.00
11/04/2023	BACS 1593	C R Craven	BIRTHPLACE 3rd Party Sales	Proceeds of book sales - 4 weeks to 26/3/23	6.67	0.00	6.67
11/04/2023	BACS 1594	Nat Assoc of British Market Authorities	MARKET Supplies/Services	NABMA subscription 23/24	384.00	0.00	384.00
11/04/2023	BACS 1595	Staffs Parish Councils' Assoc	ADMIN Subscript/Training	SPCA annual membership 23/24	2,222.18	0.00	2,222.18
11/04/2023	BACS 1596	Zurich Town and Parish	ADMIN Insurance	LCC insurance inspection contract to 30/4/24	585.63	117.13	702.76
11/04/2023	BACS 1596	Zurich Town and Parish	ADMIN Insurance	LCC insurance (excl. museum) to 30/4/24	21,323.83	0.00	21,323.83
11/04/2023	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/internet - Usage Jan-Mar, rental Mar-May	111.45	22.29	133.74
11/04/2023	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/internet - Usage Jan-Mar, rental Mar-May	467.15	93.43	560.58
11/04/2023	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/internet - Usage Jan-Mar, rental Mar-May	449.82	89.96	539.78
14/04/2023	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - April	27,458.23	0.00	27,458.23
14/04/2023	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - February	498.31	99.66	597.97
14/04/2023	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - February (2nd account)	108.12	5.41	113.53
14/04/2023	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - February (1st account)	117.42	5.87	123.29
14/04/2023	DDebit	Npower Ltd	G/HALL Energy	Electricity - February	773.44	154.69	928.13
14/04/2023	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - February	76.95	3.85	80.80
14/04/2023	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - February	230.96	11.55	242.51
14/04/2023	DDebit	Npower Ltd	PARKS Energy	Friary electricity - February	14.08	0.70	14.78
14/04/2023	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - February	55.40	3.63	59.03
14/04/2023	Debit	American Express Merchant Services	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.18	0.00	0.18
17/04/2023	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - April	26.50	5.30	31.80
17/04/2023	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - April	17.00	3.40	20.40
17/04/2023	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - April	25.00	5.00	30.00
17/04/2023	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office365 - March	608.34	121.67	730.01
17/04/2023	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - March	45.00	9.00	54.00
17/04/2023	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - March	126.00	25.20	151.20
17/04/2023	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - March	45.00	9.00	54.00
17/04/2023	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - April	53.30	0.00	53.30
18/04/2023	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - April	19.00	3.80	22.80
18/04/2023	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - April	19.00	3.80	22.80
18/04/2023	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 1/3 - 1/4	21.76	0.00	21.76
18/04/2023	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/3 - 1/4	100.44	0.00	100.44
18/04/2023	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & surface drainage 1/3 - 1/4	45.03	0.00	45.03
19/04/2023	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - March	57.35	2.87	60.22
20/04/2023	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - March usage/ April rental	123.56	24.72	148.28
24/04/2023	BACS 1597	ACW Arb	PARKS Other Repair/Maint	Tree works at St Chads Church	850.00	170.00	1,020.00
24/04/2023	BACS 1598	AKW Plumbing & Heating	MARKET Repair/Maint	Repair to leaking toilet	180.00	0.00	180.00
24/04/2023	BACS 1599	Brandline Products Ltd	BIRTHPLACE Supplies & Services	Hemp rope for barrier at museum	79.00	15.80	94.80
24/04/2023	BACS 1600	M W Brown	ADMIN Supplies & Services	Quarterly pest control (Donegal Hse)	37.50	0.00	37.50
24/04/2023	BACS 1600	M W Brown	G/HALL Supplies/Services	Quarterly pest control (Guildhall)	37.50	0.00	37.50
24/04/2023	BACS 1600	M W Brown	PARKS Other Repair/Maint	Quarterly pest control (6 sites)	225.00	0.00	225.00
24/04/2023	BACS 1601	Churches Together in Lichfield	GRANTS General	Grant per Council Min 118 of 17/4/23	500.00	0.00	500.00
24/04/2023	BACS 1602	Darwin Electrical Services	C I L Expenditure	Install power supply for Boley Park CC fire alarm	284.72	56.95	341.67
24/04/2023	BACS 1603	EHM Exterior Home Maint	PARKS Other Repair/Maint	Reeves Lane - Install a fixed post	130.00	0.00	130.00
24/04/2023	BACS 1604	Justice Fire and Security	C I L Expenditure	Installation of fire alarm system at Boley Park CC	4,020.00	804.00	4,824.00
24/04/2023	BACS 1604	Justice Fire and Security	C I L Expenditure	Installation of CCTV system at Boley Park CC	1,334.92	266.98	1,601.90
24/04/2023	BACS 1605	Lichfield Arts	G/HALL Bar Charge	Lichfield Arts bar charges 1/11/22 - 31/3/23	144.00	28.80	172.80
24/04/2023	BACS 1605	Lichfield Arts	G/HALL Bar Charge	Lichfield Arts commission on bar charges	-14.40	-2.88	-17.28
24/04/2023	BACS 1606	Harper Collins Publishers	BIRTHPLACE Stock for sale	Copies of 'Secret Lichfield'	57.56	0.00	57.56
24/04/2023	BACS 1606	Harper Collins Publishers	BIRTHPLACE Stock for sale	Copies of 'A-Z Lichfield'	57.56	0.00	57.56
24/04/2023	BACS 1607	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'The Last Bear'	51.94	0.00	51.94
24/04/2023	BACS 1607	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Lives of Poets', 'Johnson Works' & 'Rasselas'	90.91	0.00	90.91

24/04/2023	BACS 1607	Heritage Books	BIRTHPLACE	Stock for sale	Copies of 'The Club'	33.77	0.00	33.77
24/04/2023	BACS 1608	Michaels Civic Robes	CIVIC	Supplies/Services	Additional 25 Coronation pin badges	98.75	19.75	118.50
24/04/2023	BACS 1609	Pennine Signs Ltd	BIRTHPLACE	Supplies & Services	3 heavy duty wooden posts with base	220.00	44.00	264.00
24/04/2023	BACS 1610	The Plastic Man	BIRTHPLACE	Supplies & Services	Label holders	68.29	13.66	81.95
24/04/2023	BACS 1611	Lichfield Pride (L Giblin)	GRANTS	General	Grant per Council min 119 of 17/4/23	800.00	0.00	800.00
24/04/2023	BACS 1612	Print & Digital of Lichfield	MARKET	Supplies/Services	Artwork for market sign	75.00	15.00	90.00
24/04/2023	BACS 1613	R Fathers	PARKS	Other Repair/Maint	Balmoral Close - Crown lift and tree reduction	750.00	0.00	750.00
24/04/2023	BACS 1613	R Fathers	PARKS	Other Repair/Maint	Bloomfield Crescent - Tree reduction	450.00	0.00	450.00
24/04/2023	BACS 1614	Tamworth Borough Council	CIVIC	Mayor's Allowance - J Checkland	2 tickets for charity quiz night	30.00	0.00	30.00
24/04/2023	BACS 1615	Water Plus Ltd	BIRTHPLACE	Rates/Water	Used water and surface drainage 11/1/23 -10/4/23	42.34	0.00	42.34
24/04/2023	BACS 1616	Pathway Project	CIVIC	Mayor's Allowance - J Checkland	Tickets for Pathway Project's Elvis night	20.00	0.00	20.00
24/04/2023	BACS 1616	Pathway Project	CIVIC	Sheriff's Allowance - J Greaves	Tickets for Pathway Project's Elvis night	20.00	0.00	20.00
24/04/2023	BACS 1617	HM Revenue & Customs Only	EMPLOYEE COSTS		Tax and NI contributions - April	7,372.27	0.00	7,372.27
24/04/2023	BACS 1618	Staffordshire Pension Fund	EMPLOYEE COSTS		Pension Fund contributions - April	9,609.28	0.00	9,609.28
24/04/2023	BACS 1619	Anthony's Cafe Bistro	G/HALL	Lettings	Refund of catering deposit paid 28/3 for April booking	100.00	0.00	100.00
24/04/2023	BACS 1620	Sparkle18 Ltd	BIRTHPLACE	Supplies & Services	Cleaning in Museum - March	664.23	132.85	797.08
24/04/2023	BACS 1620	Sparkle18 Ltd	G/HALL	Supplies/Services	Cleaning in Guildhall & Donegal Hse - March	996.35	199.27	1,195.62
24/04/2023	BACS 1621	Raphael Design Ltd	BIRTHPLACE	Supplies & Services	Printing of Museum welcome leaflets	140.00	0.00	140.00
24/04/2023	BACS 1622	Clean All (Windows) Ltd	ADMIN	Supplies & Services	Quarterly window cleaning - Donegal Hse	75.15	15.03	90.18
24/04/2023	BACS 1622	Clean All (Windows) Ltd	BIRTHPLACE	Supplies & Services	Quarterly window cleaning	65.20	13.04	78.24
24/04/2023	BACS 1622	Clean All (Windows) Ltd	G/HALL	Supplies/Services	Quarterly window cleaning	79.37	15.87	95.24
24/04/2023	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%		Gas - February	3,115.61	623.12	3,738.73
24/04/2023	DDebit	NatWest Autopay	ADMIN	Supplies & Services	Autopay Online fee - March payroll	27.60	0.00	27.60
25/04/2023	DDebit	Lichfield District Council	PARKS	Contract Repair/Maint	Period 11/3 - 10/4 (incl. RPI increase from 1/4)	12,547.19	2,509.43	15,056.62
28/04/2023	BACS 1623	Alan & Thomas Insurance Group	ADMIN	Insurance	Museum insurance 1/5/23 - 30/4/24	8,083.72	0.00	8,083.72
28/04/2023	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges 4 Mar to 31 Mar - current account	26.45	0.00	26.45
						<u>140,584.44</u>	<u>6,385.15</u>	<u>146,969.59</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 April to 30 April 2023

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross	
20/04/2023	05471	Cash	Various	Petty cash vouchers 8030 - 8052	242.39	34.35	276.74	
27/04/2023	05472	Cash	Various	Petty cash vouchers 8053 - 8060	249.09	47.70	296.79	
28/04/2023	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges 4 Mar to 31 Mar - imprest account	11.06	0.00	11.06
					502.54	82.05	584.59	

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 May to 31 May 2023

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
02/05/2023	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 23/24 - 2nd instalment of 10 (May)	969.00	0.00	969.00
02/05/2023	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 23/24 - 2nd instalment of 10 (May)	5.00	0.00	5.00
02/05/2023	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 23/24 - 2nd instalment of 10 (May)	566.00	0.00	566.00
02/05/2023	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 23/24 - 2nd instalment of 10 (May)	1,809.00	0.00	1,809.00
04/05/2023	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - April	19.94	0.00	19.94
04/05/2023	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - May	6.00	1.20	7.20
05/05/2023	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - April	135.19	0.00	135.19
05/05/2023	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - May	6.00	1.20	7.20
11/05/2023	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - March	498.68	99.74	598.42
11/05/2023	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - March (1st account)	130.42	6.52	136.94
11/05/2023	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - March (2nd account)	138.63	6.93	145.56
11/05/2023	DDebit	Npower Ltd	G/HALL Energy	Electricity - March	877.99	175.60	1,053.59
11/05/2023	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - March	85.22	4.26	89.48
11/05/2023	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - March	269.11	13.46	282.57
11/05/2023	DDebit	Npower Ltd	PARKS Energy	Friary electricity - March	15.59	0.78	16.37
11/05/2023	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - March	56.82	3.79	60.61
12/05/2023	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier usage Nov-Jan, rental Feb-Apr	779.89	155.98	935.87
15/05/2023	DDebit	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit	500.00	0.00	500.00
15/05/2023	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office365 - April	615.49	123.10	738.59
15/05/2023	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - April	45.00	9.00	54.00
15/05/2023	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - April	126.00	25.20	151.20
15/05/2023	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - April	45.00	9.00	54.00
15/05/2023	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - May	51.05	0.00	51.05
15/05/2023	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - May	27,404.43	0.00	27,404.43
16/05/2023	BACS 1624	1A Action Rotary Rod Ltd	HALLS Curborough C Centre	Curborough CC - Clear blocked manhole chamber	240.00	48.00	288.00
16/05/2023	BACS 1625	ACW Arb	PARKS Other Repair/Maint	Gazebo footpath - Clear overhanging tree limb	150.00	30.00	180.00
16/05/2023	BACS 1625	ACW Arb	PARKS Other Repair/Maint	Seckham Way - Various tree works	950.00	190.00	1,140.00
16/05/2023	BACS 1626	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip in April	320.00	64.00	384.00
16/05/2023	BACS 1627	Brownhill Hayward Brown	R&R FUND Birthplace	Architect's services to SJBM	405.00	81.00	486.00
16/05/2023	BACS 1627	Brownhill Hayward Brown	R&R FUND General	Architect for Darwin Hall roof work	1,447.50	289.50	1,737.00
16/05/2023	BACS 1628	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 25/4/23	22.00	0.00	22.00
16/05/2023	BACS 1629	J Butler	BIRTHPLACE Supplies & Services	Reimburse for refreshments for Barber plaque unveiling	23.62	0.00	23.62
16/05/2023	BACS 1629	J Butler	BIRTHPLACE Supplies & Services	Reimburse for paint, dehumidifiers & misc supplies	96.99	19.41	116.40
16/05/2023	BACS 1629	J Butler	BIRTHPLACE Supplies & Services	Reimburse for chamber pot for schools sessions & fabric	42.37	0.00	42.37
16/05/2023	BACS 1630	BZ Commercial Finance	ADMIN Supplies & Services	Printer paper and other stationery from Banner Group	156.30	31.27	187.57
16/05/2023	BACS 1631	C'Art - Art Transport Ltd	BIRTHPLACE Collection Purchases	Transport Lomax Bust from London to Lichfield	456.00	91.20	547.20
16/05/2023	BACS 1632	CBS Complete Ltd	ADMIN Supplies & Services	Call out to investigate leak from office radiator	80.00	16.00	96.00
16/05/2023	BACS 1633	City Life in Lichfield	BIRTHPLACE Adverts/promotion	Museum advert in Rugeley May/June magazine	30.00	0.00	30.00
16/05/2023	BACS 1633	City Life in Lichfield	BIRTHPLACE Adverts/promotion	Museum advert in City Life, May issue	30.00	0.00	30.00
16/05/2023	BACS 1634	C M Derry Electrical	ADMIN Supplies & Services	Install 8 new LED light battens at Donegal Hse	896.00	179.20	1,075.20
16/05/2023	BACS 1634	C M Derry Electrical	ADMIN Supplies & Services	Install 2 new LED lights and paint in office	264.00	52.80	316.80
16/05/2023	BACS 1635	Eastern Shires Purch Org	ADMIN Supplies & Services	Stationery	5.20	1.04	6.24
16/05/2023	BACS 1635	Eastern Shires Purch Org	BIRTHPLACE Supplies & Services	Craft materials	3.06	0.61	3.67
16/05/2023	BACS 1635	Eastern Shires Purch Org	G/HALL Supplies/Services	Cloakroom supplies	85.35	17.07	102.42
16/05/2023	BACS 1636	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Einstein Penguin'	51.94	0.00	51.94
16/05/2023	BACS 1637	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 25/4/23	28.20	0.00	28.20
16/05/2023	BACS 1638	Justice Fire and Security	ADMIN Supplies & Services	Replace 3 faulty smoke detectors in Donegal House	245.46	49.09	294.55
16/05/2023	BACS 1638	Justice Fire and Security	G/HALL Repair/Maint	Replace 2 faulty cameras in Guildhall	263.60	52.72	316.32
16/05/2023	BACS 1638	Justice Fire and Security	G/HALL Repair/Maint	Install additional camera in Guildroom	130.00	26.00	156.00
16/05/2023	BACS 1638	Justice Fire and Security	G/HALL Repair/Maint	Replace battery in intruder alarm	26.50	5.30	31.80

16/05/2023	BACS 1639	Lichfield Lock & Key Repairs	PARKS Other Repair/Maint	5 padlocks for Open Spaces	145.10	29.02	174.12
16/05/2023	BACS 1640	Pear Technology Services	PARKS Other Repair/Maint	2.5 hours work amending online maps	237.50	47.50	285.00
16/05/2023	BACS 1641	Pioneer Roadshows	CIVIC Events	PA system for St George's Court	325.00	0.00	325.00
16/05/2023	BACS 1642	R Fathers	PARKS Other Repair/Maint	Haymoor - Work to reduce 3 trees	750.00	0.00	750.00
16/05/2023	BACS 1643	Guild of St Mary's Centre	C I L Expenditure	Reimburse sound equipment per Council Min.104 of 13/3/23	7,485.94	0.00	7,485.94
16/05/2023	BACS 1644	Vision ICT Ltd	ADMIN Supplies & Services	LCC website hosting and support - July 23 to June 24	245.00	49.00	294.00
16/05/2023	DDebit	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine rental 15/5 - 14/8	75.00	15.00	90.00
17/05/2023	DDebit	British Telecommunications	ADMIN Tel/Postage	Broadband line rental, May-Jul & Apr adjustment	121.23	24.25	145.48
17/05/2023	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - May (incl. extra charge)	27.09	5.42	32.51
17/05/2023	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - May	17.00	3.40	20.40
17/05/2023	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - May	25.00	5.00	30.00
17/05/2023	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - May	19.00	3.80	22.80
17/05/2023	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - May	19.00	3.80	22.80
17/05/2023	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 1/4 - 1/5	22.67	0.00	22.67
17/05/2023	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/4 - 1/5	103.21	0.00	103.21
17/05/2023	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & drainage 1/4 - 1/5	45.21	0.00	45.21
18/05/2023	DDebit	British Gas	BIRTHPLACE Energy	Gas 10/3 - 21/4	265.09	53.01	318.10
22/05/2023	BACS 1645	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - May	7,331.84	0.00	7,331.84
22/05/2023	BACS 1646	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - May	9,573.77	0.00	9,573.77
22/05/2023	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/ internet - April usage/ May rental	121.69	24.34	146.03
22/05/2023	Debit	Mayor's Banquet refunds	CIVIC Banquet Income	Refund of Mayor's Banquet ticket on card	29.17	5.83	35.00
23/05/2023	DDebit	Land Registry	ADMIN Supplies & Services	Land Registry search fees	6.00	0.00	6.00
24/05/2023	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fee - April payroll	26.20	0.00	26.20
25/05/2023	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - March	2,180.60	436.12	2,616.72
25/05/2023	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/4 - 10/5	13,481.00	2,696.20	16,177.20
25/05/2023	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - April	85.55	4.28	89.83
30/05/2023	DDebit	British Gas	BIRTHPLACE Energy	Gas 22/4 - 9/5	158.86	31.77	190.63
31/05/2023	BACS 1647	ACW Arb	PARKS Other Repair/Maint	St Michael's - Work to lime trees	3,400.00	680.00	4,080.00
31/05/2023	BACS 1647	ACW Arb	PARKS Other Repair/Maint	St Michael's - Various tree works	1,572.00	314.40	1,886.40
31/05/2023	BACS 1648	Mr S L Bevins	R&R FUND General	Technical support for Darwin Hall roof works	140.00	0.00	140.00
31/05/2023	BACS 1649	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 21/5/23	36.33	0.00	36.33
31/05/2023	BACS 1650	H Chatwin	CIVIC Events	Reimbursement for refreshments after Annual Council	218.00	0.00	218.00
31/05/2023	BACS 1651	Jamie Checkland	CIVIC Mayor's Allowance-J Checkland	Reimbursement for travel to Royal Garden Party in London	71.99	0.00	71.99
31/05/2023	BACS 1652	CL Catering (Midlands) Ltd	CIVIC Banquet Expenditure	Catering for Mayor's Banquet	2,063.56	412.71	2,476.27
31/05/2023	BACS 1653	Darwin Electrical Services	G/HALL Repair/Maint	Replace hand dryer in ladies toilets and light in Ashmole	220.30	44.06	264.36
31/05/2023	BACS 1653	Darwin Electrical Services	HALLS Darwin Hall	Make safe wiring to light fitting following water ingress	70.00	14.00	84.00
31/05/2023	BACS 1654	EHM Exterior Home Maint	MARKET Repair/Maint	Relocate 3 benches, repair anchor points & relay paving	806.00	0.00	806.00
31/05/2023	BACS 1655	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 21/5/23	3.00	0.00	3.00
31/05/2023	BACS 1656	Justice Fire and Security	ADMIN Supplies & Services	Replace fire extinguisher at Donegal House	229.94	45.98	275.92
31/05/2023	BACS 1657	Marston's PLC	R&R FUND General	Professional fees re licence to occupy land at the Ink Well	750.00	150.00	900.00
31/05/2023	BACS 1658	Mayor & Sheriff's charity acct	CIVIC Events	Transfer card receipts for Valentine's Sunday Lunch	824.11	0.00	824.11
31/05/2023	BACS 1658	Mayor & Sheriff's charity acct	CIVIC Events	Transfer card receipts for Barn Dance	366.22	0.00	366.22
31/05/2023	BACS 1658	Mayor & Sheriff's charity acct	CIVIC Events	Transfer card receipts for Sheriff's Show	15.00	0.00	15.00
31/05/2023	BACS 1658	Mayor & Sheriff's charity acct	PARKS Misc. Income	Transfer bottlebank recycling credit for Q4 22/23	324.76	0.00	324.76
31/05/2023	BACS 1659	Allen Necchi	CIVIC Supplies/Services	Update to Mayoral Boards for 23/24	247.00	0.00	247.00
31/05/2023	BACS 1660	Nottinghamshire in Focus Ltd	BIRTHPLACE Adverts/promotion	Advert in Notts Aspect magazine	50.00	10.00	60.00
31/05/2023	BACS 1661	Npower Ltd	G/HALL Energy	Annual meter operator service 23/24	215.00	43.00	258.00
31/05/2023	BACS 1662	The Pattern Book Press Ltd	BIRTHPLACE Stock for sale	Johnson's Dictionary birthday cards	151.20	30.24	181.44
31/05/2023	BACS 1663	PHS Group	ADMIN Supplies & Services	Adjustment for additional sanitary disposal unit	5.30	1.06	6.36
31/05/2023	BACS 1664	R Fathers	PARKS Other Repair/Maint	Haymoor - Fell chestnut & clear tree growth from path	1,100.00	0.00	1,100.00
31/05/2023	BACS 1665	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum, April	702.07	140.41	842.48
31/05/2023	BACS 1665	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall and Donegal House, April	1,053.10	210.62	1,263.72
31/05/2023	BACS 1666	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 21/5/23	4.67	0.00	4.67

31/05/2023	BACS 1667	Guy Woodhouse	PARKS Other Repair/Maint	Repaint benches at Speakers Corner	220.00	0.00	220.00
31/05/2023	BACS 1668	BZ Commercial Finance	ADMIN Supplies & Services	Stationery from Banner Group	3.70	0.74	4.44
31/05/2023	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 1/4 to 28/4 - current account	25.93	0.00	25.93
31/05/2023	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier usage (old machine) 1/1/23 - 9/3/23	32.50	6.50	39.00
31/05/2023	Debit	American Express Merch Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.09	0.00	0.09
					<u>99,449.03</u>	<u>7,421.43</u>	<u>106,870.46</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 May to 31 May 2023

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
03/05/2023	BACS I23	A Matheson	ARTS/TOURISM Expenditure	Pottery trees as Twinning Weekend gifts to Limburg & Ste Foy	240.00	0.00	240.00
18/05/2023	05473	Cash	Various	Petty cash vouchers 8061 - 8079	238.24	31.98	270.22
23/05/2023	BACS I24	S Schafer	ARTS/TOURISM Expenditure	Reimburse Deputy Mayor's return flight for Twinning weekend	514.01	0.00	514.01
25/05/2023	05474	Cash	BIRTHPLACE Supplies & Services	Birthplace petty cash vouchers SJ32 - SJ72	172.93	15.70	188.63
31/05/2023	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 1/4 to 28/4 - imprest account	7.56	0.00	7.56
					<u>1,172.74</u>	<u>47.68</u>	<u>1,220.42</u>