



Lichfield City Council

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Town Clerk: Anthony D Briggs

25 November 2019

Public

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, 2 December 2019 at 6.30 pm** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Town Clerk.

Yours sincerely

Tony Briggs
Town Clerk

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

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **MAYOR'S ANNOUNCEMENTS**
3. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**
4. **COUNCIL MINUTES**
To confirm as a correct record the Minutes of the Council Meeting held on 21 October 2019 (Nos 61 - 76) (copy ATTACHED)
5. **MATTERS ARISING ON COUNCIL MINUTES**
6. **PLANNING COMMITTEE**
The Chairman of the Planning Committee to move that the Minutes of the Planning Committee Meeting held on 26 September and 24 October 2019 be received (copies previously circulated).
7. **TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) IF ANY**
THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. JOHNSON BIRTHPLACE ADVISORY COMMITTEE

To adopt the Minutes of the Johnson Birthplace Advisory Committee meeting held on 5 November 2019 (**APPENDIX 1, attached**). Members' particular attention is drawn to the recommendations made to Council by the Committee in Minute numbers 73 and 80 as reproduced below:

- 1. That an invitation to become honorary lifetime members of the Johnson Birthplace Advisory Committee be extended to Mr Bob Awty and Mr Tony Thompson. The honorary membership to allow both individuals to attend and participate fully in meetings of the Committee, with the exception of voting rights.***
- 2. That delegated authority be granted to the M&HO and Town Clerk to make online payments from the PayPal account into the Birthplace Trust Bank Account and Lichfield City Council Bank Account.***

9. MARKETS WORKING GROUP

To adopt the Minutes of the meetings of the Markets Working Group held on 18 November 2019 (**APPENDIX 2 (A), attached**) and 26 November 2019 **to follow under separate cover as APPENDIX 2(B)**. Members' particular attention is drawn to any recommendations to Council contained within Appendix 2(B).

10. AUDIT COMMITTEE

To adopt the Minutes of the meeting of the Audit Committee held on 26 November 2019, **to follow under separate cover as APPENDIX 3**. Members' particular attention is drawn to any recommendations to Council contained within the Minutes.

11. FINANCIAL PROGRESS REPORT - 1 APRIL to 30 SEPTEMBER 2019

This report (**APPENDIX 4**) contains the financial progress for the period 1 April 2019 to 30 September 2019 and summarises the income and expenditure against budget for the service areas in the first six months (50%) of the financial year.

The report shows:

- Column 1 – The actual income/expenditure to 30 September 2019 (50% of full year)
- Column 2 – The forecast of expenditure for the remaining six months
- Column 3 – The current anticipated total spend for the year (Column 1 + 2)
- Column 4 – The Budget for 2019/20
- Column 5 – The anticipated variance from budget

RECOMMENDED: That the Financial Progress Report be noted.

12. OFFICERS' REPORT

To receive the Officers' Report, **APPENDIX 5** attached.

RECOMMENDED: That the Report be noted.

13. SHERIFF'S RIDE WORKING PARTY

To consider the Town Clerk's report and recommendations at **APPENDIX 6** (attached). This agenda item allows for a wide-ranging discussion to include clarifying and agreeing objectives and appointing members to the proposed Working Party, and any other element that may contribute to its smooth establishment and ongoing function.

RECOMMENDED:

- a) That the draft terms of reference be adopted***
- b) The membership of the Working Party be formalised, to include the appointment of Chairman and Deputy Chairman.***

14. ALLOTMENT LEASE RENEWAL

The City Council leases five separate allotment sites to the Lichfield and District Allotments Society (LDAS). These are sites at Beacon Street, Cherry Orchard, Netherstowe, Christchurch and The Moggs. The sites are managed on behalf of the Council by LDAS with an annual rent of £900 being payable to the Council. Leases are for the maximum allowed period of seven years. Similar leases have been in place since 1999 with the most recent lease due to expire in March 2020. LDAS has approached the City Council in regard to renewing the lease for a further period of seven years under similar terms and conditions as the existing lease. Arrangements have worked well over the past seven years and a good relationship exists between LDAS and City Council representatives.

RECOMMENDED: That delegated authority be given to the Town Clerk in consultation with the Leader of the Council to enter into a lease with LDAS on behalf of the Council for a further period of seven years; the lease to be on similar terms as those contained in the existing 2013 lease.

15. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 7**) for the period 1 September 2019 to 30 September 2019 in the sum of £89,925.69 General Account, and £992.72 Imprest Account.

16. EXCLUSION OF THE PRESS AND PUBLIC

To Resolve: that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business next to be transacted, the public and press be excluded from the Meeting.

17. CITY COUNCIL FARMERS' MARKET

To consider the Town Clerk's confidential report at **APPENDIX 8** (attached for members).

18. LAND SOUTH OF WORDSWORTH CLOSE, LICHFIELD

To note the Town Clerk's confidential report at **APPENDIX 9** (Attached for members).

19. STAFFING COMMITTEE

To adopt the Minutes and consider recommendations of the meeting of the Staffing Committee held on 7 November 2019 (**APPENDIX 10** - attached for members). Members' particular attention is drawn to the recommendations to Council as contained at Minute numbers six, seven, eight and nine.

[Both the Town Clerk and Deputy Town Clerk declare a pecuniary interest in agenda item 19 and will leave the room during consideration and voting thereon.]

PUBLIC PARTICIPATION SESSION AT CITY COUNCIL MEETINGS

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

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

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

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Monday 21 October 2019 at 6.30pm

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

APOLOGIES: Councillors Mrs G Boyle, Mrs J Eagland & Miss J Marks

A MINUTES SILENCE WAS HELD IN MEMORY OF MR GODFREY HALFPENNY, MR LESLEY ASHLEY AND MR RICHARD LEWIS.

61 MAYOR'S ANNOUNCEMENTS

The Mayor thanked the Deputy Mayor and Sheriff for attending several engagements on her behalf during the previous few weeks. The Mayor then reported that she had recently attended the L2F folk Festival and the Battle of Britain Memorial Service at Fradley.

62 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillors D Dundas and I Jackson declared an interest under Appendix B of the City Council Code of Conduct with respect to the recommendation contained within agenda item 9, Neighbourhood Plan Implementation Working Party and agenda item 11, Lease of Land to Lichfield and Hatherton Canals Restoration Trust.

Councillor Mrs D Baker declared an interest under Appendix B of the City Council Code of Conduct with respect to agenda item 11, Lease of Land to Lichfield and Hatherton Canals Restoration Trust

Councillors P Jones, D Robertson, C Spruce and M Warfield declared an interest under Appendix B of the City Council Code of Conduct with respect to agenda item 12, Boley Park Community Hall.

Councillor M Field declared an interest under Appendix A of the City Council Code of Conduct with respect to agenda item 12, Boley Park Community Hall.

63 COUNCIL MINUTES

RESOLVED: That the Minutes of the Council Meeting held on 9 September 2019 (Nos 48-60) be confirmed and signed as a correct record.

64 MATTERS ARISING

None

65 PLANNING COMMITTEE

RESOLVED: That the Minutes of the Planning Committee meeting held on 29 August 2019 be received.

66 TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2)

None

67 NOTICE OF MOTION

It was proposed by Cllr H Ashton and seconded by Cllr C Rapley that;

'Lichfield City Council declares that a climate change emergency exists, and in consequence resolves to take this into account as a factor in all future deliberations of the Council.'

The motion was debated at length by members, Cllr Mrs A Lax proposed an amendment to the motion

which was seconded by Cllr Spruce. The amendment was put to the vote and declared passed. The amended motion was put to the vote and declared passed. It was therefore;

RESOLVED: That Lichfield City Council declares that a climate change emergency exists and in consequence resolve to take this into account in all future spending decisions of the Council and to carry out environmental impact assessments when appropriate.

68 NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY (NPIWP)

Members considered the Minutes and recommendations of the meeting of the NPIWP.

RESOLVED:

- a) That the minutes of the NPIWP meeting held on 2 October 2019 be adopted.***
- b) That £10,000 of CIL monies be allocated to the Lichfield and Hatherton Canals Trust for use on a specific project; the use of funds to be easily evidenced to allow for reporting of CIL spend to LDC.***

69 OFFICERS REPORT

The Mayor took each item from the Officers' Report in turn. Cllr Greateorex commended Officers for their hard work on the Sheriff's Ride and stated that he had enjoyed hosting the two Limburg Students at Staffordshire County Council.

RESOLVED: That the Report as contained in Agenda Appendix 1 be noted.

70 LEASE OF LAND TO LICHFIELD AND HATERTON CANALS RESTORATION TRUST (LHCRT)

Members considered the Town Clerks report at **Agenda Appendix 2** and the recommendations therein and it was

RESOLVED:

- a) That the City Council agree to remove from the lease a small section of land adjacent to Willow Court that is not required by the Trust; and subject to legally required processes the City Council agree in principle to lease the former canal land under the London Road bridge to LHCRT.***
- b) Subject to legal duties and additional consultation as set out at (c), (d) and (e) below, the Council agree in principle to lease LCC Open Space 26C to LHCRT.***
- c) That in accordance with the provisions of the Local Government Act 1972, and the General Disposal Consent 2003, the Council advertise its proposals to grant a 39-year lease (expiry July 2058) to the Lichfield and Hatherton Canals Restoration Trust.***
- d) At the request of Ward members, the advertisement of proposals be extended to include the distribution of information regarding the proposals to the occupiers of nearby homes and businesses.***
- e) That the Council consider any objections received following public consultation prior to any decision confirming the lease of the land. Should the lease be confirmed, the City Council would grant permission for 'Phase 1a' only as set out in the report.***

71 BOLEY PARK COMMUNITY HALL

Members considered the Town Clerk's report at **Agenda Appendix 3** relating to future arrangements for the day to day management of Boley Park Community Hall. Members discussed the matter at some length with both options being supported by numerous members. On being put to the vote both options attracted equal support; the Mayor's casting vote was in favour of the Hall being returned to City Council control and it was therefore;

RESOLVED:

- a) *That Boley Park Community Hall to be formally brought under City Council control (while not ruling out any approaches from the community received during this process)*
- b) *That the City Council does not wish to 'opt to tax' at this time, with the proviso that this does not preclude a need to charge VAT on bookings at the Hall at some time in the future, notably if the Council's exempt activity headroom is reduced.*

72 DISPENSATIONS – GUIDANCE AND PROCEDURES

Members considered the Town Clerks report at **Agenda Appendix 4** and the recommendations therein.

RESOLVED: *That the report be noted; and the City Council adopt the draft Dispensation Request form and draft Dispensation Decision form.*

73 SHERIFF'S RIDE

Members considered the Town Clerk's at **Agenda Appendix 4** detailing the increase in costs attributable to the Sheriff's Ride; and asked to note that if the Ride is to continue in its current form and extent, permanent additional costs of approximately £7,000 will need to be allocated from the City Council's budgets, taking the assumed annual budget for the event from circa £7,000 to circa £14,000.

RESOLVED: *That the report be noted; and that a cross party working group be established to investigate options for the future of the Ride; the Town Clerk to compile draft terms of reference for consideration by the Council.*

74 MARKETS WORKING GROUP

Members considered the Town Clerk's report at **Agenda Appendix 6**.

RESOLVED:

- a) *That the draft terms of reference be adopted*
- b) *The membership of the Working Group comprise Councillor J Checkland as Chairman, Councillor P McDermott as Deputy Chairman. Other members of the Working Group to be Councillors D Robertson, J Smith, C Spruce and M Warfield.*

75 REPRESENTATIVES ON OUTSIDE BODIES

It was proposed by Cllr M Warfield, seconded by Cllr C Spruce and

RESOLVED: *That Cllr Miss J Marks be appointed as the City Council's representative on the Staffordshire Parish Council's Association.*

76 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed as listed in Agenda Appendix 7 for the periods*

- a) *1 July 2019 to 31 July 2019 in the sum of £96,519.71 General Account, and £939.49 Imprest Account.*
- b) *1 August 2019 to 31 August 2019 in the sum of £93,676.14 General Account and £773.46 Imprest Account.*

**THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 8:07PM
MAYOR**

For Council: 2 December 2019 APPENDIX 1

Lichfield City Council

Minutes of the Johnson Birthplace Advisory Committee Meeting held in the Moulton Room,
Guildhall at 10.30 am on Tuesday 5 November 2019

PRESENT:

Representing Lichfield City Council: Councillor Mrs G Boyle (Chairman), and Councillors D Dundas, Mrs J Eagland, C Spruce and R Yardley.

In Attendance:

Joanne Wilson (Museums & Heritage Officer)
Tony Briggs (Town Clerk)
Mr Tony Thompson
Mr P Jones & Mr J Winterton (representatives of the Johnson Society)

Apologies:

Councillors T Matthews and C Rapley.

72 MINUTES

RESOLVED: That the Minutes of the Meeting held on 11 April 2019 be confirmed as a correct record. [Minutes adopted by Council on 23 April 2019.]

73 JBAC COMMITTEE MEMBERSHIP

The Committee considered the appropriateness of a recommendation to Council regarding non-voting honorary membership of the Committee being extended to Mr Tony Thompson and Mr Bob Awty.

RECOMMENDATION TO COUNCIL: That an invitation to become honorary lifetime members of the Johnson Birthplace Advisory Committee be extended to Mr Bob Awty and Mr Tony Thompson. The honorary membership to allow both individuals to attend and participate fully in meetings of the Committee, with the exception of voting rights.

74 MUSEUM ADMISSIONS 2018/19 (ANNUAL REVIEW)

Members considered the Museum and Heritage Officer's (MHO) report (Agenda Appendix 1). Of particular note to the Committee was the increase in visitor numbers during the years since free entry was introduced, rising from around 3,000 in 2005 to in excess of 20,000 during 2018/19. Cllr D Dundas expressed concerns as to the impact of these visitor numbers on the building; the MHO advised of the close working relationship the City Council has with architects and specialist structural engineers.

RESOLVED: That the report be noted.

75 DEVELOPMENT PROJECT UPDATE

The Committee considered the MHO's update on the redevelopment project. It was agreed that if the opportunity arose to acquire a neighbouring building it should be investigated thoroughly, but that such a long-term ambition should not divert from the immediacy and importance of the current redevelopment project.

RESOLVED: That the report be noted.

76 MUSEUM ADMINISTRATION ASSISTANT (MAA): FIXED-TERM ADDITIONAL HOURS

The Committee considered the agenda report that requested guidance in regard to additional fixed term hours for the MAA post during the ongoing process of completing redevelopment project plans.

RESOLVED: *That the Committee believes an additional 7 hours per week for an initial fixed term of 36 months from 1 January 2020 would be appropriate; this recommendation to be conveyed to the Staffing Committee by the Town Clerk at its meeting of 7 November 2019.*

77 VACANCY – MUSEUM ATTENDANT POST

The Committee considered the Town Clerk's agenda report.

RESOLVED:

- a) That the thanks and appreciation of the Committee, together with best wishes for the future, be extended to Sue Bray*
- b) That the Committee once again formally supports the view that five Attendants is the optimum number for the Birthplace currently*
- c) That the Committee request favourable consideration be given to the proposal to recruit a new Attendant to the now vacant role (the proposal to be considered by the City Council's Staffing Committee on 7 November 2019).*

78 ASHMOLE PORTRAIT RESTORATION

The Committee was advised that the portrait has now been transported to the conservator's studio and that the windows of the Ashmole Room have been covered with UV protecting filters following the conservator's recommendation.

RESOLVED: *That the report be noted*

79 BIRTHPLACE TRUST CONSERVATION FUND

The Committee considered the agenda report detailing ongoing and proposed spend from the Dr Johnson Birthplace Trust account. These included is an urgent repair to Samuel Johnson's inscribed copy of Richard Twiss's 'Travels through Portugal and Spain' (1775) at a cost of £300, and a new book cover to be made for the same object at £250.

Three further pieces of conservation work from the fund were considered by the Committee:

- Volume one of the Letters of Lord Chesterfield (1775) which has split in two halves down the spine (£250)
- A day of a conservator's work on site to refix labels and make small repairs and fully appraise runs of 'Gentleman's Magazine's and 'Monthly Review' (£360)
- A copy of Bailey's English Dictionary (1736), the pre-cursor to Johnson's own, which was gifted by Lord Charnwood in 1938 and has a detached cover (£735)

The Committee expressed strong support for investigating whether local charities would wish to fund specific projects similar to those referred to above. The Town Clerk and MHO to investigate such possibilities further.

RESOLVED:

- a) That the total spend of £550 to date be noted*
- b) That the Committee supports the proposal for spending a further £1345 on the conservation of the items listed in the agenda report.*

80 BIRTHPLACE TRUST PAYPAL ACCOUNT

In order to ensure auditing requirements are met, a formal resolution is needed to allow the MHO and/or Town Clerk to transfer monies from the Trust's PayPal account into the City Council account. The PayPal account allows individuals to make donations online, and since summer 2019 make online bookings for events together with use of the website 'Eventbrite'.

RECOMMENDATION TO COUNCIL: That delegated authority be granted to the M&HO and Town Clerk to make online payments from the PayPal account into the Birthplace Trust Bank Account and Lichfield City Council Bank Account.

81 DATE AND TIME OF NEXT MEETING

At the suggestion of Councillor C Spruce, a provisional date of Tuesday 18 February 2020 has been added to the calendar.

82 ANY OTHER BUSINESS

The MHO advised the Committee that the Birthplace had won the bronze award in the 'small visitor attraction of the year' category at the recent 'Enjoy Staffordshire' awards.

THERE BEING NO FURTHER BUSINESS

THE CHAIRMAN DECLARED THE MEETING CLOSED AT 11.20AM

For Council: 2 December 2019 APPENDIX 2 (A)
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Lichfield City Council

**Minutes of the Meeting of the Markets Working Group (MWG) held in the Moulton Room,
Guildhall, Lichfield on Monday 18 November 2019 at 3.30pm**

PRESENT: Councillors P McDermott (Deputy Chairman, in the Chair), J Smith, C Spruce and M Warfield

APOLOGIES: Councillors J Checkland (Chairman) and D Robertson

1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr C Spruce declared an interest as a member of LDC when discussing Street Trading legislation as applied to the Market Square.

2. TERMS OF REFERENCE

The Working Group considered its terms of reference as approved by Council on 21 October 2019.

RESOLVED: *That the Terms of Reference be noted*

3. MARKET INCOME, EXPENSES AND ANALYSIS

Members considered the Town Clerk's agenda report that provided detail of the market operation.

RESOLVED: *That the report be noted*

4. MARKET OPTIONS

At the suggestion of Councillor C Spruce, and with particular reference to the Farmers' Market, it was agreed that a meeting be organised with a market provider who operates locally; the Town Clerk to finalise arrangements and advise the Working Group.

RESOLVED: *That the meeting between the Working Group and the market provider be organised for 26 November if possible, with a meeting of the Working Group to follow thereafter to consider next steps and any recommendations to Council.*

5. CITY COUNCIL FARMERS' MARKET

The Working Group considered the Town Clerk's draft report for December Council regarding the future of the Farmers' Market following expiry of the initial partnership 'pilot' with Cocker Hoop Creative.

RESOLVED: *That the Working Group supports the proposal to explore other options for the future of the Farmers' Market following the expiry of the current agreement with Cocker Hoop Creative.*

6. DATE AND TIME OF NEXT MEETING

Tuesday 26 November 2019, time to be confirmed and dependent upon the meeting referred to at Minute number 4.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 3.47pm.**

For Council: 2 December 2019 APPENDIX 4

FINANCIAL SUMMARY REPORT - 1 APRIL to 30 SEPTEMBER 2019

This report contains the financial progress for the period 1 April 2019 to 30 September 2019 and summarises the income and expenditure against budget in the first six months (50%) of the financial year and the year-end projected outturn. The report shows:

Column 1 – The actual income/expenditure to 30 September 2019 (50% of full year)

Column 2 – The forecast of expenditure for the remaining six months

Column 3 – The current anticipated total spend for the year (Column 1 + 2)

Column 4 – The budget for 2019/20

Column 5 – The anticipated variance from budget

Column 6 – Explanatory note reference (notes overleaf)

- Actual/Forecast/Total/Budget column figures in red represent income.
- Variance column figures in red represent variance worse than budget.

<u>Net Expenditure</u>	£	£	£	£	£	
SERVICE AREAS	ACTUAL 6 MONTHS TO 30 SEPTEMBER	FORECAST FOR REMAINING 6 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE	NOTES
Parks and Footpaths	105,955	126,374	232,329	231,998	331	
Guildhall	40,548	47,691	88,239	73,505	14,734	1
Community Centres	7,944	7,361	15,305	15,130	175	
Markets	-6,756	-3,369	-10,125	-30,175	20,050	2
Civic	52,044	42,023	94,067	86,022	8,045	3
Grant Aid/Partnerships	43,373	5,609	48,982	51,366	2,384	
Arts/Tourism/Twinning	24,786	41,688	66,474	65,790	684	
Johnson Birthplace Museum	42,735	53,892	96,627	98,349	1,722	
Democratic Services	52,277	98,064	150,341	152,326	1,985	
Investment Interest	-2,980	-2,960	-5,940	-4,890	1,050	
Loan Charges	0	0	0	0	0	
Agency	-19,942	1,850	-18,092	-18,174	82	
Repairs and Renewals	58,412	36,983	95,395	90,933	4,462	4
TOTAL SERVICE COST	£398,396	£455,206	£853,602	£812,180	£41,422	Approx 5% 5
Capital Contribution	-18,000	0	-18,000	0	18,000	6
Community Infrastructure Levy (CIL)	-4,630	-9,970	-14,600	0	14,600	7
TOTALS	£375,766	£445,236	£821,002	£812,180	£8,822	Approx 1.0%

Explanatory Notes:

- Note 1: *Includes costs associated with repairs to the Guildhall lift and replacement of catering dishwasher.*
- Note 2: *Impact of Street Trading legislation as applied to the Square against 2019/20 budget.*
- Note 3: *Includes additional costs associated with the Sheriff's Ride, notably the withdrawal of free Policing provision.*
- Note 4: *Includes costs of urgent repairs to Cruck House carried out following architect's quinquennial inspection. Also includes further fees associated with the proposed renovation of the Guildhall in 2020/21; greater progress has been made than originally envisioned for 2019/20 – these costs would have been included as part of the 2020/21 budget proposals.*
- Note 5: *Total service cost approx. 5% above 2019/20 budget.*
- Note 6: *Capital contribution following the City Council's meeting of 28 January 2019.*
- Note 7: *CIL receipts less commitments (in year movements only); any balance being transferred to the earmarked CIL reserve.*

In the notes above, several unforeseen occurrences during 2019/20 and their impact on the City Council's financial position are highlighted. These and additional notable pressures together with approximate costs are listed below.

ITEM	COST £ (approx.)
Repairs to Guildhall Lift (new power pack, door sensors etc)	10,000
Withdrawal of free policing for Sheriff's Ride and requirement to make alternative arrangements	7,000 (permanent budgetary pressure)
Replacement of Guildhall catering dishwasher	2,000
Replacement of office PC's (Windows 7 end of life)	5,000
Urgent repairs to Cruck House following architect quinquennial inspection	5,000
'Front loading' of fees associated with Guildhall Main Hall renovations	5,000
Introduction of Street Trading on the Market Square by LDC and resulting loss of income from 'ad hoc' hire	15,000 (against 2019/20 budget - permanent budgetary pressure)
TOTAL	£49,000 (approx. 6% of precept)

Members' attention is drawn to the confidential report at Appendix 9 which details recent developments that are not reflected in this report.

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

For Council: 2 December 2019 APPENDIX 5

OFFICERS' INFORMATION REPORT

1. Civic Matters: Lucy Clarke, Civic Officer

The annual Remembrance service was held in the Cathedral on Sunday 10 November. Following the Cathedral service, the Vice Lord Lieutenant of Staffordshire, Mr James Leavesley DL, accompanied by the Mayor, led the civic party into the Remembrance Gardens to observe the national two minutes silence and then perform the wreath laying ceremony, after which the Dean of Lichfield, the very Reverend Adreian Dorber gave the blessing.



A professional public address system was used once again to ensure the large crowds could hear the ceremony. Oakwood security were employed to enforce the road closure and ensure public safety. After the wreath laying ceremony in the Remembrance Gardens, around 80 guests returned to the Guildhall for light refreshments. The Mayor, Cllr Mrs Deborah Baker gave thanks on behalf of Lichfield City Council to all those involved on the day and Mr David Haynes gave a toast on behalf of the Royal British Legion.



From left to right: DMS Whittington Wing Commander Mrs Susan Power; Mercian Regiment Major General Mr Ian Cave; Vice-Lord Lieutenant, Mr James Leavesley DL; Mayor of Lichfield, Cllr Mrs Deborah Baker; Deputy Mayor, Cllr Robert Yardley; Sheriff of Lichfield, Dr Daryl Brown; The Dean of Lichfield, The Very Revd Adrian Dorber and Mayor's Chaplain, Revd Nest Bateman.

The Mayor and Sheriff's Charity Dinner Dance is due to take place shortly after the completion of this report, and preparations continue for the Mayor's Carol Service on Tuesday 3 December, Mayoral Service on Sunday 12 January 2020 and Mayor and Sheriff's Charity Beer & Skittles on Friday 24 January 2020.

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

October was a busy month for events and activities at the Museum. 2000 people visited, including organised groups and school visits from the Hallamshire Arts Society, Erasmus Darwin Academy and Pingle Academy.

A number of events took place including a 'craft and cuppa' morning for Silver Sunday, a day aimed at combating loneliness in older audiences, and a private hire booking for the book launch of 'the Burning Zone', the first of a trilogy set in Lichfield and based on Richard Greene for which the author carried out research at the Birthplace and features an image from the Museum collection.



A highlight of the month was the partnership with Lichfield Arts during the L2F Festival of Folk. The Birth Room became the studio venue for 'The Museum Sessions' on Saturday 19 October with over 200 visitors attending throughout the day of talks and performances relating to folk music, history and language. Museum staff and volunteers took part in the Heritage and Arts procession through the streets, and for the first year also hosted the L2F Art Competition, with a small display of finalists from the 12-20 October and a prize-giving presentation during the festival.

Younger visitors enjoyed half term activities including 'creepy creatures' craft activities on October 31 based on animals from the Dictionary, and the Birthplace joined in with 'Visit Lichfield' Trick or Treat tours to be a stop for families. Lichfield Storytellers presented 'Tales from Beyond the Grave' in a popular ticketed evening event for adults on October 23.

Behind the scenes, visiting scholar from Barcelona Francesca Blanche-Seurat ended her residency at the Birthplace with a fascinating training session on Anna Seward collections for the Museum team. A new till for the bookshop arrived and training took place and wireless internet was installed, for researchers and event bookers to use. The Museum welcomed the trainees from Limburg for a day.



The month ended with the excellent news that the Birthplace Museum had won the Bronze Award in the Small Visitor Attraction of the Year category at the Staffordshire Good Food and Tourism Awards, presented at an awards ceremony at Aston Marina.

The MHO and MAA attended a training session on providing access for neurodivergent visitors, and the MHO attended the second Equality Diversity and Inclusion Champion day, both organised and funded by West Midlands Museum Development. The Guildhall Cells, also looked after by the MHO, closed for the season with an average of 150 visitors on open Saturdays since April.

3. Open Spaces and Tree Management: Nick Burton, Open Spaces Officer

Following a two-day course on inspections of play equipment in October organised by LDC it has been possible to make improvements to the reporting of all Open Space and footpath inspections, with each area being allocated a statistical value according to risk.



Many mature trees have been losing branches this autumn possibly due to the very dry summer last year and the very wet weather this year. Unfortunately, the Clock Tower Cedar has lost three large limbs this year and its proximity to the highway means for safety reasons it has to be felled. It is hoped that other trees such as a Fir in the Festival Gardens, both Blue Cedars at St. Chads and a large black Poplar near the Gazebo can be managed and made safe without felling.

The late fall of leaves this year has meant more work than usual was required in the Garden



of Remembrance to keep it clear in readiness for the wreath laying ceremony and act of Remembrance on 10 November. As part of the preparations all the paths and railings were jet washed to ensure the Gardens were at their best for this poignant day. All the leaves collected are turned into leaf compost for use next year.



4. Markets Report: Jordan Appleyard, Markets Officer

Stall occupancy has remained good on both the Tuesday and Saturday Markets and signs of improvement can also now be seen on the Friday Market.

The Market Trader's Liaison Committee met in October, the committee is made up of Traders, Council Officers and Councillors who come together every six months to discuss improvements that could be made to the market including advertising and ways to attract new Traders.

At its meeting on 21 October the Council resolved to set up a Markets Working Group to look at the decline of the Market and report back to Council. The terms of reference and membership of this group were adopted at Council and the first meeting is scheduled to take place on Monday 18 November; the Minutes of the meeting will be included as a separate agenda item.

On Wednesday 13 October the inaugural Community Day was held on the Market Square. Local charities and service providers were invited onto the Square free of charge to promote their activities and engage with the public.

Charities such as the Greyhound Trust and the Royal British Legion stood alongside representatives from the Police, Staffordshire Libraries and the NHS. Members of the public were entertained by Liberty Staffordshire who sang and signed several popular chart songs. This was their first public performance and many proud parents also came along to offer encouragement.

The event proved hugely successful attracting a good footfall and generated a lot of interest on Social media. Feedback from the exhibitors was positive with many requesting to attend again. It is hoped that turning the Market Square into a '*Community Hub*' will become a regular event in the future, with the next one scheduled for early Spring 2020.



The Markets Officer has also been working on a festive market for the Christmas lights Switch on, taking place on 24 November. A variety of traders and food stalls have confirmed their attendance. The Markets Officer has also been working closely with Licensing Officers at the District Council to ensure all those standing are compliant as well as contacting local businesses to keep them informed of the event and resolve any issues before the day.

The Markets Officer has recently conducted a survey of Traders following a request by some to trade on 21 & 22 December. As these are non-market days, Traders would be subject to Street Trading charges. However, the results of the survey confirm that there are only 4 Traders who wish to attend which eliminates the days being classed as a special event, to qualify for special event status a minimum of 10 Traders are required. Those who do wish to stand will be allowed to do so and processed in the usual way.

5. Twinning: Gabriele Lasch-Burden, Twinning Officer



The Chairwoman of the Limburg Twinning Association, Mrs. Heide Bein, visited Lichfield in October on the occasion of former Lichfield City Councillor, Doris English's 90 birthday. Doris was is a longstanding member of the Twinning Association and has maintained close links with Limburg. Whilst here, Heide also met with the Chairman of the Lichfield Society of Artists, Jason Reakes, to discuss a possible art exhibition in Limburg in the spring of 2020. Jason presented Heide with a copy of the

society's 75th anniversary history book. The book documents the society's involvement with Twinning since the 1990s, as well as the intention to play a part in maintaining the close cultural and artistic links between the two cities in the future. Initial discussions relating to Limburg's anticipated contribution to the Lichfield Festival of Artists in June 2020 were also held.

The Limburg Twinning Association organised a fundraising "Tea-Talk" to celebrate Queen Victoria's German born husband Prince Albert's 200th birthday. The event included a traditional English afternoon tea and a talk about the royal couple's two visits to Lichfield; the facts and photos of these visits were provided by a Lichfield local historian.

A second Lichfield college group exchange with the Limburg College FDS has now been agreed for the first week in June 2020, and a drama class from the ARS College in Limburg will again be taking part in the Lichfield Mysteries on 15 February 2020 at Wade Street Church.

The Twinning Officer is seeking a host family for a 16-year-old student from Limburg from 2 March - 8 May 2020 whilst on a work placement, if members are interested or know of a



possible host family please contact the City Council Offices. The Deputy Mayor, Cllr Robert Yardley, recently welcomed two such students from Limburg City Council's apprentices, Nathalie and Henry. The Mayor of Limburg has written to the City Council to thank them for their compassionate letter expressing solidarity following an incident in which nine people were injured.

6. Guildhall: Helen Winter, Guildhall Bookings Secretary

Most of the regular hirers are now back following the summer break, including U3A Gardening, U3A, Band Practice, Bridge, Slimming World, Chess, Italian Class, Ladies Cameo, RSPB, National Trust, Staffs Archaeological and Historical Society, and Arts Society Needwood Lichfield. A local group has also been holding regular rehearsals for a play which was performed recently.

The old prison Cells are now closed to the public for the winter and will reopen again in April. Commercial bookings have included a Craft Fair and Market Research booking to test washing detergent fragrances. Lichfield Arts held a total of five concerts as well as their annual L2F weekend. A local theatre group performed a horror play over two nights in October titled '*Let the Right One In*'.

The local Citizens Advice Bureau held their AGM in the Guildhall and Lichfield Camera Club also held a weekend Exhibition in the Guildroom.

The Guildhall continues to be popular with private hirers such as Mercian Labels who held a celebratory dinner in the main hall and there have also been several Wedding Receptions.



Lichfield Society of Artists hired the Guildroom over a weekend for their Autumn Exhibition which proved very popular, attracting a total of 422 visitors, including the Mayor, Sheriff and Deputy Mayor.

Lichfield and Hatherton Canals Restoration Trust (LHCRT) received the Queen's Award for Voluntary Services at a ceremony in the Guildhall in November. Her Majesty's Lord-

Lieutenant of Staffordshire, Mr Ian Dudson CBE, was in attendance to present a certificate to LHCRT president, Eric Wood. The event was attended by many of the Trust's volunteers, Civic dignitaries and representatives of the groups and businesses who have played a part in the on-going restoration of the canals.

The Queen's Award, the equivalent of the MBE for voluntary sector organisations, recognises the outstanding contribution made to local communities by individuals devoting their time for the benefit of others. The citation praises the Trust for *'restoring a derelict canal to improve the environment and for the benefit of the local community, wildlife and tourism'*



Boley Park CC continues to attract bookings, primarily children's birthday parties and most weekends up to Christmas are now booked. The diary for 2020 is now available.

7. Deputy Town Clerk: Sarah Thomas

The Deputy Town Clerk has been working closely with the Markets Officer to facilitate the first Community day on the Market Square. It is hoped that the success of the inaugural event can be built on in the future and more charities and services will attend. The day proved to be very popular with a strong presence on Social Media.

The Deputy is also working closely with the Markets Officer, District Council Officers, numerous contractors and performers to deliver the Christmas Lights Switch On event. A full post-event report will be provided to members at January Council.

The City Council's Health & Safety Consultants, Terrain, will be conducting their annual review in early December and the Deputy will be working closely with them to implement any recommendations which are made.

The Deputy provided support at the recent Remembrance Sunday service and wreath laying Ceremony, has attended the Market Traders Liaison Committee meeting and will be attending the Markets Working Group meeting and Planning Committee.

**SHERIFF'S RIDE WORKING PARTY
BACKGROUND AND DRAFT TERMS OF REFERENCE**

BACKGROUND

At its meeting of 21 October 2019 during discussion of the Town Clerk's report regarding the increase in the costs of the Sheriff's Ride (which are primarily attributable to the removal of the free Policing provision enjoyed for the past few years), it was resolved that the City Council set up a small cross party Working Party to consider all elements of the Ride, notably the opportunities for sponsorship and reduction in costs. The Town Clerk prepared draft Terms of Reference for consideration initially by Leaders of the respective political groups within the Council. These draft terms, together with the membership of the Working Party if possible, to be formalised at the City Council meeting of 2 December 2019.

TERMS OF REFERENCE

DESIGNATION

Sheriff's Ride Working Party (SRWP)

MEMBERSHIP

The Working Party to consist of a maximum of six Councillors with cross-party representation, and the City Council's incumbent Civic Officer in an advisory capacity. Additional members may be appointed by resolution of the Working Group (for example this may include the Clerk of the Course and a representative from the Cannock Chase Trekking Centre). Chairman and Deputy Chairman to be decided upon by Council resolution and reviewed annually.

In the event of a Member or Members resigning from the Working Party, new appointments to be confirmed by resolution of the City Council.

SRWP OBJECTIVES

1. Review the current costs, extent and logistics associated with the Sheriff's Ride
2. Investigate opportunities for reducing costs (to include logistics, extent of Ride etc) and to make recommendations to Council following this research
3. Investigate opportunities for increasing income related to the Sheriff's Ride (to include consideration of sponsorship and advertising) and to make recommendations to council following this research
4. Liaise with the Shrievalty Association to aid the process of discussion and forming recommendations
5. Be mindful both of cost to the public purse and the ancient tradition of the Ride during all deliberations
6. Ensure that any proposals appropriately consider safety implications for participants and the general public alike

DECISION MAKING AND GOVERNANCE

All recommendations of the SRWP to be subject to confirmation by resolution of the City Council. SRWP meetings will be governed by the City Council's Standing Orders.

CONDUCT OF BUSINESS

Meetings of the SRWP are informal and, whilst they are not open to the public, members of the public can be invited to participate.

The SRWP 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 SRWP to be submitted for consideration by the City Council at the earliest opportunity.

BUDGET AND FUNDING

The cost incurred in servicing this Working Party will be met by general council funding, but there is no further specific budget allocated.

TASK AND FINISH GROUPS

The SRWP 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 SRWG who is also a City Councillor, and all decisions subject to confirmation by the SRWG and subsequent council resolution.

CONDUCT

All members of the SRWP 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 SRWP 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 SRWP can be made by resolution of the Working Group and is subject to confirmation by resolution of the City Council. The SRWP can be dissolved by resolution of the City Council without prior recommendations for such action by the SRWP.

RECOMMENDED:

- a) That the draft terms of reference be adopted***
- b) The membership of the Working Party be formalised, to include the appointment of a Chairman and Deputy Chairman.***

For Council: 2 December 2019 APPENDIX 7

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 September to 30 September 2019

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
02/09/2019	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - July	42.79	8.56	51.35
02/09/2019	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 19/20 - 6th instalment (September)	908.00	0.00	908.00
02/09/2019	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 19/20 - 6th instalment (September)	34.00	0.00	34.00
02/09/2019	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 19/20 - 6th instalment (September)	530.00	0.00	530.00
02/09/2019	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 19/20 - 6th instalment (September)	1,964.00	0.00	1,964.00
04/09/2019	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - August	8.31	0.00	8.31
04/09/2019	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - September	6.00	1.20	7.20
04/09/2019	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - August	15.98	0.00	15.98
04/09/2019	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - September	6.00	1.20	7.20
05/09/2019	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - July	212.36	42.47	254.83
05/09/2019	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - July	57.17	2.86	60.03
05/09/2019	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - July	88.72	4.44	93.16
05/09/2019	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - June	85.58	4.28	89.86
05/09/2019	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - May	88.30	4.42	92.72
05/09/2019	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - April	86.12	4.31	90.43
05/09/2019	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - Sep18 to Mar19 - credit from adjusted bills	-293.24	-14.65	-307.89
05/09/2019	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - July	27.61	1.38	28.99
05/09/2019	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - July	63.78	3.19	66.97
05/09/2019	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - July	39.67	1.98	41.65
09/09/2019	DDebit	Npower Ltd	G/HALL Energy	Electricity - July	335.79	67.16	402.95
09/09/2019	21957	ABC Training Services Ltd	CIVIC Ride General	Paramedic services for Sheriff's Ride	585.00	117.00	702.00
09/09/2019	21958	Acme Tree Services Ltd	PARKS Other Repair/Maint	Friary Clock Tower - Clear fallen cedar branch	160.00	32.00	192.00
09/09/2019	21959	AKW Plumbing & Heating Services	G/HALL Supplies/Services	Disconnection of old machine & plumbing in new dishwasher	100.00	0.00	100.00
09/09/2019	21960	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - August	2,410.00	482.00	2,892.00
09/09/2019	21960	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - August	304.50	0.00	304.50
09/09/2019	21961	Banner Group Ltd	ADMIN Supplies & Services	Paper, laminating pouches & other stationery	40.62	8.13	48.75
09/09/2019	21962	N Boden	G/HALL Repair/Maint	Repaint Ashmole Room as needed & secure train info sign	100.00	0.00	100.00
09/09/2019	21963	Brownhill Hayward Brown Ltd	BIRTHPLACE Supplies & Services	Further architect fees re HLF bid, disabled access etc	475.00	95.00	570.00
09/09/2019	21963	Brownhill Hayward Brown Ltd	R&R FUND General	Architect for re-design of Johnson statue railings	262.50	52.50	315.00
09/09/2019	21963	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donegal Hs	Architect-further interim fees for Guildhall restorations	1,350.00	270.00	1,620.00
09/09/2019	21964	CBS Complete Ltd	G/HALL Repair/Maint	Annual gas safety inspection of 2 boilers	152.00	30.40	182.40
09/09/2019	21965	City Life in Lichfield Ltd	BIRTHPLACE Adverts/promotion	Museum event listings in City Life, September	10.00	2.00	12.00
09/09/2019	21965	City Life in Lichfield Ltd	DEM SERVICES Publicity	City View - September	1,035.00	207.00	1,242.00
09/09/2019	21966	G E Collis & Sons Ltd	CIVIC Ride General	100 pointed wooden stakes for Ride route	208.00	42.00	250.00
09/09/2019	21967	Darwin Electrical Services	ADMIN Supplies & Services	Wiring of additional spur for Donegal House alarm	125.50	25.10	150.60
09/09/2019	21967	Darwin Electrical Services	ADMIN Supplies & Services	Additional light for Donegal House steps	65.00	13.00	78.00
09/09/2019	21967	Darwin Electrical Services	G/HALL Repair/Maint	Replacement of all light fittings in Guildroom	1,994.50	398.90	2,393.40
09/09/2019	21968	Nicholas Dewhurst	CIVIC Ride General	Musical entertainment at Sheriff's Ride lunch	125.00	0.00	125.00
09/09/2019	21969	Excloosive Ltd	CIVIC Ride General	Portable toilet facilities at Ride sites	1,035.00	207.00	1,242.00
09/09/2019	21970	Forward Cleaning Contractors	ADMIN Supplies & Services	Quarterly interior and exterior window cleaning - July	30.00	6.00	36.00
09/09/2019	21970	Forward Cleaning Contractors	BIRTHPLACE Supplies & Services	Quarterly window cleaning - July	48.00	9.60	57.60
09/09/2019	21970	Forward Cleaning Contractors	G/HALL Supplies/Services	Quarterly window cleaning - July	77.70	15.54	93.24
09/09/2019	21971	Lichfield District Council	BIRTHPLACE Supplies & Services	Annual premises licence to 4/9/20	70.00	0.00	70.00
09/09/2019	21972	Merlin Catering & Refrigeration Ltd	G/HALL Supplies/Services	Further callout to old dishwasher breakdown in June	107.00	21.40	128.40
09/09/2019	21973	Playsafety Ltd	PARKS Other Repair/Maint	3 annual play area inspections, 2019	205.50	41.10	246.60
09/09/2019	21974	Print & Digital of Lichfield Ltd	CIVIC Sheriff's Allowance - D Brown	20 copies of maps for Sheriff (to reimburse LCC)	132.00	0.00	132.00
09/09/2019	21974	Print & Digital of Lichfield Ltd	CIVIC Sheriff's Allowance - D Brown	30 copies of maps for Ride gifts to landowners etc.	165.00	33.00	198.00

09/09/2019	21975	Raphael Design Limited	BIRTHPLACE	Supplies & Services	Printing of museum welcome leaflets	230.00	0.00	230.00
09/09/2019	21976	RBS Invoice Finance Ltd	MARKET	Supplies/Services	Agency markets officer w/e 25/8 (18 hrs)	274.32	54.86	329.18
09/09/2019	21977	VMS Fleet Management Ltd	CIVIC	Ride General	Hire of 2 vans including insurance	100.02	20.00	120.02
09/09/2019	21977	VMS Fleet Management Ltd	CIVIC	Ride General	Hire of three 4x4 vehicles including insurance	250.02	50.01	300.03
09/09/2019	21978	Whittakers Embroidery Ltd	CIVIC	Ride General	LCC logo polo shirts	65.70	13.14	78.84
09/09/2019	21978	Whittakers Embroidery Ltd	G/HALL	Supplies/Services	LCC logo polo shirts	65.70	13.14	78.84
09/09/2019	21979	Annalize Wright	CIVIC	Ride General	Remove fallen tree in overgrown Vulcan Lane for Ride	550.00	0.00	550.00
10/09/2019	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%		Gas - July	62.16	3.11	65.27
13/09/2019	DDebit	NatWest Autopay	EMPLOYEE COSTS		Wages and salaries - September	23,076.98	0.00	23,076.98
16/09/2019	DDebit	MT Services Computer Systems	ADMIN	Supplies & Services	Monthly IT support (Antivirus,backups,Office365) - August	542.62	108.52	651.14
16/09/2019	DDebit	MT Services Computer Systems	BIRTHPLACE	Supplies & Services	Monthly internet service - August	45.00	9.00	54.00
16/09/2019	DDebit	MT Services Computer Systems	DEM SERVICES	Supplies & Services	Councillors' emails - July & August	252.00	50.40	302.40
16/09/2019	DDebit	MT Services Computer Systems	G/HALL	Supplies/Services	Monthly internet service - August	45.00	9.00	54.00
16/09/2019	DDebit	Nat West	ADMIN	Supplies & Services	Monthly Bankline (online banking) charge - September	20.00	0.00	20.00
16/09/2019	DDebit	Sage (UK) Ltd	ADMIN	Supplies & Services	Sage 50 Cloud Accounts subscription to 31/8/20 incl. MTD	1,590.00	318.00	1,908.00
16/09/2019	DDebit	Sage (UK) Ltd	ADMIN	Supplies & Services	Sage 50 Cloud Accounts subscription prorata for 13/8-31/8	82.76	16.56	99.32
17/09/2019	DDebit	EE Ltd	MARKET	Supplies/Services	Monthly markets mobile bill - September	12.83	2.57	15.40
18/09/2019	DDebit	Npower Ltd	PARKS	Energy	Pool Walk electricity - August	45.29	9.06	54.35
19/09/2019	21980	Acme Tree Services Ltd	CIVIC	Ride General	Old London Rd - Cutting back and lifting canopies for Ride	220.00	44.00	264.00
19/09/2019	21981	AKW Plumbing & Heating Services	G/HALL	Repair/Maint	Repair damage to urinals and fit water sensor	420.00	0.00	420.00
19/09/2019	21982	Burton Bridge Brewery Ltd	CIVIC	Events	Cases and bottles of beer for sale (at charity events etc)	160.60	0.00	160.60
19/09/2019	21982	Burton Bridge Brewery Ltd	CIVIC	Sheriff's Allowance - D Brown	9 cases of Burton Porter beer for Ride lunch	157.05	31.41	188.46
19/09/2019	21983	CL Catering (Midlands) Ltd	CIVIC	Ride Lunch Costs	Buffet lunch for Sheriff's Ride (103 places)	1,648.00	329.60	1,977.60
19/09/2019	21984	DCRS Ltd	CIVIC	Ride General	Hire of radio equipment for Ride	139.00	27.80	166.80
19/09/2019	21985	Eastern Shires Purchasing Org	ADMIN	Supplies & Services	Coloured paper	18.10	3.62	21.72
19/09/2019	21985	Eastern Shires Purchasing Org	G/HALL	Supplies/Services	Banqueting roll; soap	38.39	7.68	46.07
19/09/2019	21986	Flower Design of Lichfield	BIRTHPLACE	Supplies & Services	Flower arrangements for Johnson Birthday weekend	98.00	0.00	98.00
19/09/2019	21987	Frederica Greetings Ltd	BIRTHPLACE	Stock for sale	Various wrapping paper and cards for sale	72.48	0.00	72.48
19/09/2019	21988	Louise Gale Design Ltd	BIRTHPLACE	Adverts/promotion	Design & file for autumn events leaflet & generic covers	360.00	0.00	360.00
19/09/2019	21989	Integrated Water Services Ltd	BIRTHPLACE	Repair/Maint	Water hygiene risk assessment	225.00	45.00	270.00
19/09/2019	21989	Integrated Water Services Ltd	G/HALL	Repair/Maint	Water hygiene risk assessment	225.00	45.00	270.00
19/09/2019	21990	Karl Jones	CIVIC	Ride General	Farrier services for full day of Sheriff's Ride	180.00	0.00	180.00
19/09/2019	21991	Mrs J A Leytham-Gain	CIVIC	Events	Laurel chaplet for Johnson Birthday celebrations	23.00	0.00	23.00
19/09/2019	21992	Lighting & Illumination Tech. Exp.	ARTS/TOURISM	Lights Costs	800m of green garland	1,515.00	303.00	1,818.00
19/09/2019	21993	Majestic Wine Warehouses Ltd	CIVIC	Sheriff's Allowance - D Brown	Wine for Sheriff's Ride lunch	345.72	69.14	414.86
19/09/2019	21994	Marshall Events Ltd	CIVIC	Ride General	Balance for hire of bistro chairs for Ride lunch (all VAT)	170.62	48.75	219.37
19/09/2019	21995	MT Services Computer Systems	ADMIN	Supplies & Services	Install update of Sage 50 Accounts for Making Tax Digital	100.00	20.00	120.00
19/09/2019	21996	Oakwood Security Solutions Ltd	CIVIC	Ride General	Security and road closure staff for Sheriff's Ride	6,005.28	1,201.06	7,206.34
19/09/2019	21997	Kevin Pedley	CIVIC	Ride General	Catering van for volunteers' breakfasts for Ride	156.00	0.00	156.00
19/09/2019	21998	Pioneer Roadshows	ARTS/TOURISM	Expenditure	PA system for Johnson Birthday celebrations	250.00	0.00	250.00
19/09/2019	21999	RBS Invoice Finance Ltd	MARKET	Supplies/Services	Recruitment agency markets officers w/e 1/9 (11.25 hrs)	156.21	31.24	187.45
19/09/2019	21999	RBS Invoice Finance Ltd	MARKET	Supplies/Services	Recruitment agency markets officers w/e 8/9 (11 hrs)	167.64	33.53	201.17
19/09/2019	22000	Storer Smith Events Ltd	ARTS/TOURISM	Expenditure	Marquee for Johnson Birthday celebrations on Market Sq	330.00	66.00	396.00
19/09/2019	21893	K Tambling	BIRTHPLACE	Stock for sale	Cancel chq 21893 of 16/7 - missing in post	-61.40	0.00	-61.40
19/09/2019	22001	K Tambling	BIRTHPLACE	Stock for sale	Replace chq 21893 of 16/7 - Copies of 'History of Cats'	61.40	0.00	61.40
19/09/2019	22002	Taylor Maids UK Ltd	BIRTHPLACE	Supplies & Services	Museum cleaning - August (24 hrs)	312.00	62.40	374.40
19/09/2019	22003	Shakespeare Antiques Ltd	BIRTHPLACE	3rd Party Sales	Booksale proceeds to 15/9	58.27	0.00	58.27
19/09/2019	22004	Steve Brown	BIRTHPLACE	3rd Party Sales	Booksale proceeds to 15/9	27.33	0.00	27.33
19/09/2019	22005	A & JM Carroll	BIRTHPLACE	3rd Party Sales	Booksale proceeds to 15/9	88.67	0.00	88.67
19/09/2019	22006	Roger Craven	BIRTHPLACE	3rd Party Sales	Booksale proceeds to 15/9	55.33	0.00	55.33
19/09/2019	22006	Roger Craven	BIRTHPLACE	3rd Party Sales	Booksale proceeds to 18/8	4.00	0.00	4.00

19/09/2019	22007	H M Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - September	6,099.27	0.00	6,099.27
19/09/2019	22008	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - September	7,751.36	0.00	7,751.36
20/09/2019	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - August usage/ Sept rental	133.67	26.74	160.41
25/09/2019	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/8 - 10/9	10,590.39	2,118.07	12,708.46
25/09/2019	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay amendments fee for August	4.00	0.00	4.00
30/09/2019	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - August (including credit note)	35.99	7.19	43.18
30/09/2019	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - August	75.47	3.77	79.24
30/09/2019	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	83.47	0.00	83.47
30/09/2019	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier usage, Apr-Jun,rental Jul-Sep	115.15	23.03	138.18
30/09/2019	DDebit	Wm M Briers & Son (Tamworth)	MARKET Supplies/Services	Skip hire - August	711.00	142.20	853.20
					<u>82,316.62</u>	<u>7,609.07</u>	<u>89,925.69</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 September to 30 September 2019

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
03/09/2019	05332	Cash	Various	Petty cash vouchers 7515 - 7521	225.02	26.27	251.29
03/09/2019	05333	Cash	CIVIC Ride General	Keys cut and key rings	13.38	1.27	14.65
03/09/2019	05333	Cash	CIVIC Ride General	Fuel for Ride support vehicles	53.98	10.80	64.78
03/09/2019	05333	Cash	CIVIC Ride General	Unspent cash (paid back in afterwards)	220.57	0.00	220.57
03/09/2019	05334	The Johnson Society	BIRTHPLACE Stock for sale	Share of sale of Johnson Society tie	15.00	0.00	15.00
05/09/2019	05335	The Information Commissioner	ADMIN Supplies & Services	Data protection registration to 16/10/20	40.00	0.00	40.00
05/09/2019	05336	Support Staffordshire	BIRTHPLACE Supplies & Services	Volunteer management training course for assistant	60.00	0.00	60.00
16/09/2019	05337	The Lithouses Group	BIRTHPLACE Adverts/promotion	Lithouses Group membership 19/20	35.00	0.00	35.00
16/09/2019	05338	M Newton	CIVIC Ride Registration	Refund of Ride registration fee for marshalling	29.17	5.83	35.00
30/09/2019	05339	Royal British Legion	CIVIC Events	2 Civic wreaths	43.00	0.00	43.00
30/09/2019	05340	The Mayor's Charity	CIVIC Mayor's Allowance - D Baker	Mayor's tickets to Mayor of Tamworth's charity evening	30.00	0.00	30.00
30/09/2019	05340	The Mayor's Charity	CIVIC Sheriff's Allowance - D Brown	Sheriff's tickets to Mayor of Tamworth's charity evening	15.00	0.00	15.00
30/09/2019	05341	Mayor & Sheriff's charity account	CIVIC Mayor's Allowance - D Baker	Mayor's tickets to own charity dinner dance	80.00	0.00	80.00
30/09/2019	05341	Mayor & Sheriff's charity account	CIVIC Sheriff's Allowance - D Brown	Sheriff's tickets to own charity dinner dance	80.00	0.00	80.00
30/09/2019	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	8.43	0.00	8.43
					<u>948.55</u>	<u>44.17</u>	<u>992.72</u>

