



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

18 January 2021

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to a virtual meeting of **Lichfield City Council** to be held via 'Zoom' on **Monday, 25 January 2021 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.

A link enabling members to join the meeting will be circulated separately. The 'Zoom' link and password is published together with the public notice of this meeting displayed at the City Council offices, Donegal House, Bore St and is also available to the public by email 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 7 December 2020 (Nos. 54 - 75) (**copy ATTACHED**).
5. **MATTERS ARISING ON COUNCIL MINUTES**
6. **PLANNING COMMITTEE (DELEGATED AUTHORITY)**
The Chairman of the Planning Committee to move that comments submitted to Lichfield District Council for the period 5 November 2020 to 23 December 2020, and made in the name of LCC via delegated authority as agreed by Council on 11 May 2020, 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 and consider the recommendations of the meeting of the Markets Working Group (MWG) held on 16 December 2020 (**APPENDIX 1**). Certain decisions of the MWG are made under delegated authority as resolved at the Council meeting of July 2020. Members' attention is drawn to the MWG recommendation to council at minute number 20 (Producer's Market Review); *members are asked to note that the further discussions referred to in this recommendation have now concluded to the satisfaction of the MWG.*

Members' attention is also drawn to the two-part recommendation at Minute 23, (2021/22 Pitch Fees – General Markets).

RECOMMENDED: That the Minutes and recommendations of the meeting of the Markets Working Group held on 16 December 2020 be adopted.

9. FEES AND CHARGES 2021/22

a) Markets

2020/21 has proven to be a difficult year for the markets, notably due to the effect of COVID-19 related restrictions.

Stall hire rates increased by 50p per stall for 2019/20, and in 2018/19 the associated service charge was increased by £1 per stall to more correctly reflect the costs of the additional services provided.

Given the current difficulties, a resolution to not increase prevailing stall rents for 2021/22 would be well received by market traders and contribute towards the Council's wider aim of maintaining a thriving market presence within the City. The City council's Markets Working Group has recommended that no increase be applied for 2021/22 at this time (minutes considered earlier in this agenda).

RECOMMENDED: That no increase in charges for Market stalls or the associated service charge be levied for the 2021/22 financial year at this time.

b) Guildhall Room Hire Charges

The charges recommended to apply from 1 April 2021 are shown in the attached schedule (**APPENDIX 2**). The overall increase in charges is approximately 5% from those levied in 2020/21.

RECOMMENDED: That with effect from 1 April 2021 Guildhall hire charges be as detailed in Agenda Appendix 2.

c) Photocopying charges

The current charges for photocopying are:

A4 Monochrome - 5 pence per copy (side), inclusive of VAT

A3 Monochrome - 8 pence per copy (side), inclusive of VAT

A4 Colour - 10 pence per copy (side), inclusive of VAT

A3 Colour - 15 pence per copy (side), inclusive of VAT

RECOMMENDED: That no increase be applied to the charges for photocopying.

10. FINANCIAL PROGRESS REPORT 1 APRIL TO 30 NOVEMBER 2020

This report (**APPENDIX 3 attached**) contains the financial progress for the period 1 April 2020 to 30 November 2020. It summarises the income and expenditure against budget for the service areas in the first eight months of the financial year.

The report shows:

Column 1 – The actual income/expenditure to 30 November 2020 (66% of full year)

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

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

Column 4 – The Budget for 2020/21

Column 5 – The anticipated variance

Column 6 – Explanatory note reference number

RECOMMENDED: *That the eight-month Financial Progress Report be noted.*

11. BUDGET ESTIMATES 2021/2022

Draft budget estimates for 2021/22, with accompanying notes, are contained in **APPENDIX 4** (attached).

Precept Proposals

This budget has been prepared on the basis of maintaining existing service provision and to reflect inflationary pressures. The budget allows the continuation of the programme of repair and renewal to the Council's public buildings and assets.

COVID-19 may lead to greater or lesser budgetary implications than forecast. While the assumptions in the draft budget are relatively pessimistic, they do not account for any continued lockdowns and assume that by the end of the 2021/22 financial year, at least some degree of normality will have returned. Three central assumptions have informed the draft budget;

- Guildhall income to reduce by 75% due to COVID-19 restrictions
- Social distancing at current levels to remain on the Market Square for the whole financial year and therefore reduce capacity on the Square accordingly. However, there is no assumption made for any further lockdowns where essential traders only would be allowed to stand and therefore reduce income further
- All Civic Events to go ahead as planned, notably the Sheriff's Ride

No increase is proposed for 2021/22, meaning the average Band D Council Tax will remain at £67.41. Members are asked to note that the precept will reduce slightly due to recalculation at District level to take account of the likely ongoing impact of the pandemic, assuming a 30% increase in working age claimants of Local Council Tax Support as a central scenario. This increase in a discount reduces the Council Tax base.

RECOMMENDED: *That the Council approve the Budget Estimates and Report for the 2021/22 financial year totalling £1,010,811; and that the amount of precept for 2021/22 be set at £816,400.*

12. REPAIR, RENOVATION AND SPECIFIC PROJECT PROGRAMME 2021/22

The Council's draft budget for 2021/22 includes an amount of £135,000 to continue a programme of maintenance and improvement work on its public buildings. If approved, these items are to be *funded from the City Council's capital reserve* rather than core revenue budgets. The proposals are detailed in the information report (**APPENDIX 5**) attached.

A report was presented to the January 2020 meeting of the City Council that outlined the potential demands on the City Council's capital reserve and set out an indicative repair and renewals programme from 2021/22 – 2031/32. The draft programme for 2021/22 is very different to that contained within the January 2020 report due to a number of factors, these include delays to 2020/21 proposals, the relative priority of identified projects and the pressures on LCC budgets as a result of COVID-19.

RECOMMENDED: That the Report be noted.

13. TENDERS COMMITTEE – DELEGATED AUTHORITY

The City Council's cross-party Tenders Committee meets to consider submitted tenders in accordance with the City Council's financial regulations. In normal circumstances the Committee would make a recommendation to Council as to any preferred tender submission/s, the resolution of Council then confirming or amending that recommendation as appropriate. The next opportunity to do so would be the Council meeting of 16 March 2021 then 19 April 2021.

The Tenders for the renovation of the toilet 'annexe' and associated work at Cruck House are due to be submitted during February, but it is possible that deadlines will slip due to contractor availability due to COVID-19 lockdown measures. This work is included within the 2021/22 R&R budget (Agenda item 13) and is carried over from 2020/21.

In order to ensure adequate opportunity is afforded to those contractors who wish to submit a Tender for this work, and to provide flexibility for the Council, surety for those submitting a tender and to facilitate an earlier start on site, the City Council is asked to delegate authority to the Tenders Committee to select preferred contractor/s as appropriate from the formal tender process.

RECOMMENDED: The Council to delegate authority to the Tenders Committee to select preferred contractor/s for the renovation of the Cruck House toilet annexe.

14. OFFICERS' REPORT

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

RECOMMENDED: That the Report be noted.

15. SUBSIDY REVIEW – LICHFIELD ARTS AND LICHFIELD FESTIVAL

Further to Minute 99 of the Council's meeting of 28 January 2019, the arrangements between the Council, Lichfield Arts and Lichfield Festival are to be reviewed annually by the City Council. These arrangements, as resolved at the above Council meeting, are as follows:

- a) That the current charges levied upon the bodies separately and associated with their licences to occupy rooms in Donegal House are appropriate in light of the market rent estimates received.

- b) The charges for glass collection from the Guildhall be split 50/50 between Lichfield Arts and Lichfield City Council.
- c) The charge for the Ashmole Room when used as a 'green room' by Lichfield Arts be £35 per occasion, Lichfield Arts to be responsible for cleaning the room thereafter.
- d) Annual review of arrangements.

In regard to point (a), at its meeting of 3 December 2018 the City Council considered the charges levied to both Lichfield Arts and Lichfield Festival for their occupation of rooms in Donegal House and compared them to open market valuations for the rooms as provided by a local commercial letting agent. The report demonstrated that the level of subsidy provided by the City Council was in the region of 60% for both bodies. Given the charitable nature of both bodies and their impact on the City, this was resolved by the Council as being appropriate. It has been confirmed that, given the difficult market conditions during 2020, there has been no substantial shift in the level of subsidy provided over the past 12 months.

In regard to point (b), the COVID-19 pandemic prevented any concerts taking place and greatly reduced the demand on glass collection; the City Council has covered the costs of a reduced service. On resumption of normal activities, the 50/50 split will be reintroduced.

When this matter was reviewed at the January 2020 meeting of the City Council it was suggested that an inflationary increase could be applied to the charges associated with the licences to occupy; given the impact of COVID-19 on both bodies during 2020/21 and remaining uncertainty for 2021/22, members may or may not wish to defer such an increase. The matter to be discussed further at Council.

RECOMMENDED:

1. ***The City Council confirms its view that:***
 - a) ***The current charges associated with the separate licences to occupy remain appropriate given the stability in market rent valuations, the charitable nature of both bodies and their positive impact on the City.***
 - b) ***arrangements in regard to glass collection and hire of the Ashmole Room be confirmed as appropriate.***
2. ***The City Council to confirm **whether or not** it wishes an inflationary increase to be applied to the prevailing charges for 2021/22***
3. ***That the City Council reconsiders this matter at its meeting scheduled for January 2022.***

16. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 7**) for the periods:

- 1 October 2020 to 31 October 2020 in the sum of £56,807.13 General Account, and £7.25 Imprest Account
- 1 November 2020 to 30 November 2020 in the sum of £133,067.71 General Account, and £377.78 Imprest Account

**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 remotely via 'Zoom' on Monday 7 December 2020 at 6.30pm

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

APOLOGIES: Councillor C Rapley.

A MINUTES SILENCE WAS HELD IN MEMORY OF MR KEN KNOWLES, TOWN CRIER AND SWORDBEARER OF THE CITY, WHO DIED ON 27 SEPTEMBER 2020

54 MAYOR'S ANNOUNCEMENTS

The Mayor reported that she had attended a number of virtual meetings and celebrations such as the Girl Guides award evening and thanked the Civic Officer for her work, especially as arrangements for civic functions have been changed at the last minute due to changing guidelines and legislation. The Mayor reminded members that the deadline for Grant Applications was 4 January.

55 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr Mrs D Baker and Cllr Mrs G Boyle declared a pecuniary interest in agenda item 23 – Project Funding Enquiry – and left the meeting during discussion and voting thereon. Cllrs D Dundas and I Jackson and C Greateorex also declared an interest in this item as members of LHCRT.

Cllr C Greateorex declared an interest in Agenda Item 18 – Lichfield Municipal Charities – due to his relationship with the candidate to be proposed, and left the meeting during discussion and voting thereon.

Councillor Mrs J Greaves declared an interest in agenda item 12 – Grants Committee – as she is a member of Lichfield Litter Legends.

56 COUNCIL MINUTES

Cllr M Trent requested an addition to the minutes, namely that during the public forum at the September meeting he had mentioned that the City Council had passed a 'climate emergency' motion; this was not included in the draft minutes.

RESOLVED: That the Minutes of the Council Meeting held on 22 September 2020 (Nos 42-53), be confirmed and signed as a correct record, subject to the addition of the above information.

57 MATTERS ARISING

Cllr Ashton stated that the further discussions regarding the authentication system he had raised (minute 49) had not taken place. The Town Clerk agreed to forward the most recent communications.

58 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: That comments submitted to Lichfield District Council for the period 10 September 2020 to 4 November 2020, and made in the name of LCC via delegated authority as agreed by Council on 11 May 2020, be received.

59 NOTICE OF MOTION

Members considered the following motion, proposed by Cllr M Trent and seconded by Cllr P Ray:

"This Council recognises the significant benefits that video conferencing technology has brought to LCC business during the Coronavirus pandemic, enabling officers and Councillors to remain connected and helping Council business to run smoothly during challenging times.

This Council resolves to explore continued use of video conferencing throughout and then beyond the pandemic once restrictions are lifted. Council recognises that, whilst physical meetings will remain essential, regular use of virtual meetings has significant potential benefits. These include:

- modernising the way that LCC connects with its residents*
- increasing LCC engagement with diverse sections of the community*
- attracting a more diverse range of candidates for Council, ensuring that LCC remains representative of the whole of the community which it serves."*

Considerable discussion followed. Cllr C Greateorex stated that the motion was political grandstanding as it referred to legislation enacted by central government as a result of COVID-19 and required extension by central government to continue beyond May 2021; the action within the motion therefore not being within LCC's gift.

A proposal for a significant amendment was made by Cllr D Robertson to include recording and publishing of meetings and lobbying of the MP to extend the existing legislation. The Mayor ruled that the proposed amendments were in conflict with standing orders due to the extent of the proposed changes. Cllr Lax commented that the amendments were extremely difficult to follow in a virtual meeting and with no prior notice of the proposal, and that the intentions of the amendment were good but they could not be appropriately considered.

Following further discussion it was proposed by Cllr M Warfield and seconded by Cllr C Spruce that the question now be put. The Mayor proceeded to the vote where the motion was declared lost.

60 MARKETS WORKING GROUP

Members considered the Minutes of the Markets Working Group meeting held on 2 October 2020.

RESOLVED: That the Minutes of the Markets Working Group meeting be received.

61 JOHNSON BIRTHPLACE ADVISORY COMMITTEE (JBAC)

Members considered the minutes and recommendations of the JBAC meeting held on 3 November 2020. Members' particular attention was drawn to the recommendations to council contained at minute numbers 8 and 11.

RESOLVED: That the Minutes and recommendations of the JBAC meeting held on 3 November be adopted.

62 AUDIT COMMITTEE

Members considered the minutes and recommendations of the Audit Committee meeting held on 3 December 2020, including the recommendation to Council at Minute number 9 regarding the appointment and scope of the Internal Auditor.

RESOLVED: That the Minutes and recommendations of the meeting of the Audit Committee be adopted.

63 GRANTS COMMITTEE

Members considered the minutes and recommendations of the Grants Committee meeting held on 12 October 2020; the recommendation from the meeting being a grant of £1,000.00 to Lichfield Litter Legends following their grant request submitted in September 2020.

RESOLVED: That the Minutes and recommendation of the Grants Committee be adopted.

64 NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY

Members considered the minutes and recommendations of the NPIWP meeting held on 25 November 2020.

RESOLVED: That the Minutes and recommendations of the meeting be adopted.

65 FINANCIAL PROGRESS REPORT – 1 APRIL to 31 SEPTEMBER 2020

Members considered the six-month financial progress report, which highlighted the impact of COVID-19 on City Council income and expenditure. Cllr D Robertson commented that a 7% overspend figure was a positive outcome given the impact of COVID-19 on the City Council's income streams. Cllr Robertson then spoke about the relatively low interest income and suggested the matter should be looked into further to see whether the City Council's reserves could generate additional income. Cllr C Spruce urged caution as higher potential dividend is usually the result of taking a higher risk. Cllr D Robertson highlighted the approach of the District Council to its financial investments as opposed to those of the City Council. Cllr Spruce and the Town Clerk agreed to look into the matter further.

RESOLVED: That the Financial progress Report be noted.

66 OFFICERS' REPORT

Councillor Mrs Eagland commended officers for an informative report. Cllr C Greatorex stated that the Open Spaces report illustrated the possibility that further benches and cycle racks may be required in future, and that it would perhaps be an opportune time to plan for these given the increased local exercise taken by people as a result of COVID-19. Cllr Greatorex also suggested additional coloured bulbs could be added to the Christmas light fixtures to replace the predominantly white colour of the existing display. Cllr Mrs Boyle praised the work of the Johnson Birthplace Museum team and their efforts to keep the public profile of the museum high during lockdown. Cllr J Anketell thanked officers for a clear and full report. The Mayor asked for her thanks to the Mace Bearer, Richard Hunt, to be recorded, notably for his efforts during the Remembrance Sunday commemorations.

RESOLVED: That the report be noted

67 AUDIT OF ACCOUNTS 2019/20

Members considered the Town Clerk's agenda report, confirming the positive outcome of the external audit, and that the Notice of Conclusion of Audit had been published. Members noted the two minor points that were raised, namely the typographical error on line 9 of the Annual Return that was returned for correction, and the provision of an appointment letter for the Internal Auditor (the latter having been addressed via the Minutes and recommendations of the Audit Committee at its meeting of 3 December 2020). Cllr C Spruce stated that a 'clean' report from the external auditor should not be taken for granted and reflected the excellent financial controls that are in place.

RESOLVED: That the report be noted.

68 VACANCY – GRANTS COMMITTEE

Following the resignation of Cllr R Rathbone, the resulting vacancy on the City Council's Grants Committee was considered.

RESOLVED: That Councillor M Trent be appointed to the City Council's Grants Committee to replace former Councillor R Rathbone.

69 VACANCY – LICHFIELD MUNICIPAL CHARITIES

Having been advised that Mrs Doris English has not sought reappointment following the expiry of her four year term as LCC representative on Lichfield Municipal Charities, the City Council was asked to appoint a replacement.

RESOLVED: That Mrs Donna Greateorex be nominated by the City Council to fill the vacant position on Municipal Charities; and the best thanks of the Council be conveyed to Mrs Doris English for her exemplary service.

70 PAYMENTS BY DIRECT DEBIT

Members considered the request for an additional Direct Debit to be added to the approved list.

RESOLVED: the City Council resolve to enter into a Direct Debit arrangement with Frankotyp-Postalia Ltd to provide services associated with the City Council's postage system; this new account to be added to the list of Direct Debits that will be reconsidered at the June 2021 meeting of the City Council.

71 PAYMENT OF ACCOUNTS

RESOLVED: That payment of accounts be approved and confirmed as listed in Agenda Appendix 3 for the periods

- 1 August 2020 to 31 August 2020 in the sum of £110.803.92 General Account, and £13.71 Imprest Account.***
- 1 September 2020 to 30 September 2020 in the sum of £76,175.14 General Account, and £293.42 Imprest Account.***

72. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: 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.

73. STAFFING COMMITTEE

Members considered the minutes and recommendations of the meeting of the Staffing Committee held on 5 November 2020. Members' particular attention was drawn to the recommendations to Council as contained at Minute numbers ten, eleven, twelve and fourteen.

RESOLVED: That the Minutes and recommendations of the meeting of the Staffing Committee be adopted.

Having declared a pecuniary interest in the following item the Mayor left the meeting.

The Deputy Mayor took the Chair.

74. PROJECT FUNDING ENQUIRY – LICHFIELD AND HATHERTON CANALS RESTORATION TRUST

Members considered the Town Clerk's confidential agenda report and the request for clarification on the City Council's position as contained therein. Several members spoke on this matter, with some feeling that the proposed funding amount should be varied or subject to match funding conditions. However, it was agreed that the amount was an 'in principle' indication that could be taken back to the Trust to allow further discussions as to what could be achievable with that sum; the matter to be returned to Council when more detail was available.

RESOLVED:

- 1. *The City Council wishes – in principle – to make a capital contribution to support the project to restore and rewater the canal along St John's Reach and Gallows Reach to the planned bridge at chainage 160***
- 2. *Any 'in principle' funding decision be shared with the Trust on the understanding that it does not constitute a contract with the Trust, nor place any obligation upon the City Council. The 'in principle' decision is for the purpose of establishing the overall viability of the project and to inform further discussions with LHCRT as appropriate.***
- 3. *An indicative funding amount be conveyed to the Trust; that amount to fall between £20,000 and £40,000, and be subject to further discussions as appropriate.***

The Mayor returned to the meeting and took the Chair.

75. CIVIC SILVER

Members considered the Town Clerk's agenda report and the associated list of items selected for display at St Mary's on the Market Square.

RESOLVED: That the valuation of the Civic Silver be noted, and the draft list of items to be displayed at St Mary's be approved, subject to the completion of the loan agreement.

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.40 PM

MAYOR

For Council: 25 January 2021 APPENDIX 1
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Lichfield City Council

**Minutes of the Meeting of the Markets Working Group (MWG) held via 'Zoom'
on Wednesday 16 December 2020 at 10:00am**

PRESENT: Councillors J Checkland (Chairman) P McDermott, D Robertson, J Smith, C Spruce and M Warfield.

IN ATTENDANCE: J Appleyard (LCC Markets Officer), S Thomas (Deputy Town Clerk), A Briggs (Town Clerk).

APOLOGIES: Lucy Clarke (Civic Officer).

16. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

17. MINUTES OF PREVIOUS MEETING

RESOLVED: *The Minutes of the MWG meeting held on 2 October 2020 be confirmed as a correct record [Minutes received by Council on 7 December 2020].*

18. MATTERS ARISING FROM MINUTES

None.

19. REVIEW OF MARKET RENT INCENTIVES

The Working Group considered the agenda report which provided an update on the current situation regarding rental incentives. It was agreed that the longstanding January/February discount should be implemented as normal.

RESOLVED: *That the report be noted.*

20. PRODUCERS MARKET REVIEW

Members considered the agenda report, and all agreed that the relationship between the Council and CJ Events had proven to be mutually beneficial, and that the resulting Producers Market had been a success and should be continued.

The Working Group considered the draft contract documentation, which is based on a five-year agreement with an annual rent review and a break clause at year three. There was some concern as to the length of the draft contract, but it was confirmed that the contract terms reflect those in place between CJ Events and other councils. It was suggested that the payment to LCC should be linked in some way to RPI/CPI and/or to the prevailing rental charged by CJ Events, rather than being a fixed sum for the contract period; officers to discuss this matter further with CJ Events.

RECOMMENDATION TO COUNCIL: *That subject to further discussion on the detail of monies payable to LCC as detailed above, the City Council enter into a further agreement with CJ Events to provide the Lichfield Producers Market under the terms as set out in the draft contract documentation considered by the Working Group.*

[the further discussions referred to in this recommendation have now concluded to the satisfaction of the MWG.]

21. FUTURE RELATIONSHIP WITH CJ EVENTS

The Working Group considered whether it would be appropriate to investigate options for CJ Events to become more involved with the running of the City Council's General Markets. All agreed that an informal discussion with CJ Events could be potentially beneficial, but the Working Group was clear that it would not wish to invite CJ Events to take a substantial role in the General Markets at this time, preferring instead for such discussions to be confined to opportunities for information sharing and collaborative working.

RESOLVED: Officers to enter into informal discussions with CJ Events and report back to the next MWG meeting.

22. CHAMBER OF TRADE CHRISTMAS MARKET

The Working Group considered the Town Clerk's agenda report which summarised discussions between the City Council, LDC and a Chamber of Trade representative in regard to the Chamber's Christmas Fayre which is usually held on the Square on the first Sunday in December each year and would therefore conflict with proposals for the Producers Market. Members of the Working Group expressed disappointment as to the nature and tone of the comments made by the Chamber representative. Informal discussions via email during October had confirmed individual members' belief that the Producers Market should take priority; the MWG considered the appropriateness of formalising that position. The MWG suggested the Chamber of Trade be offered Minster Pool Walk as an alternative on the proposed day of the Fayre, or the Market Square on an alternative date.

RESOLVED:

- 1. The MWG confirms its belief that the Producers Market should continue to be hosted on the first Sunday of each month (excluding January), despite the clash of dates with the Chamber of Trade Christmas Fayre which is normally hosted on the Square on the first Sunday in December each year.***
- 2. Minster Pool Walk be offered as an alternative on the proposed date of the Fayre, or the Market Square on an alternative date.***

23. 2021/22 PITCH FEES – GENERAL MARKETS

Members considered the Town Clerk's agenda report which asked for guidance regarding any increase in market pitch hire fees and/or the associated service charge for 2021/22. The MWG considered the appropriateness of reviewing market charges within the financial year in light of the COVID-19 pandemic and discussed the appropriateness of a request to Council for delegated authority in this matter *[the matter of any increases to be formalised by Council at its budget setting meeting in January 2021]*

RECOMMENDATION TO COUNCIL:

- 1. That Council favourably considers the MWG view that no pitch/service charge increase be implemented for 2021/22 at the City Council meeting of 25 January 2021.***
- 2. That delegated authority be given to the MWG to review the prevailing pitch/service charge rates later in 2021/22 and successive years, and to vary those rates as resolved to be appropriate by the Working Group. [delegated authority to be withdrawn at any time upon request of the working group or resolution of the Council]***

24. MARKET SIGNAGE UPDATE

Officers provided an update regarding the revised Market signage which is located predominantly on City centre car parks; the replacement signage having now been designed, manufactured and installed.

RESOLVED: *That the update be noted.*

25. BOOSTING OF SOCIAL MEDIA POSTS

Members considered the agenda report detailing the outcome of the trial to 'boost' social media posts that relate to the market. It was agreed that while effective in generating interest in the markets it was difficult to ascertain whether or not that interest translated to increased footfall. The MWG felt it worthwhile to continue to 'boost' posts but at a reduced rate from those during the trial period. It was suggested that boosts lasting for more than 24 hours could be investigated further to perhaps capture more than one market day. At the request of the Chairman, this matter to be a standing item on the agenda at future meetings.

RESOLVED: *Officers to allocate up to £30.00 per month to boost social media posts relating to the Markets; officers to vary which posts/markets are subject to boosting as they deem appropriate. The situation to be reviewed at the next meeting.*

26. PROVISION OF LCC OWNED MARKET STALLS

At its meeting of 2 October 2020 the MWG resolved:

That LCC market stalls will not be provided on Friday/Saturday markets for the remainder of 2020; the situation to be reviewed in due course.

The MWG was asked whether it wished to extend this date due to similar conditions/restrictions currently prevailing and in order to provide further surety to traders and contractors. The MWG noted that a review of the stall erection contract was due to come before Council in April 2021.

RESOLVED: *The MWG extend the resolution that stalls will not be provided on LCC Markets from the current date of 31 December 2020 to 31 March 2021 (that being the expiry date of the MWG's current delegated authority).*

27. SEVERE WEATHER POLICY

The MWG considered the draft policy. It was suggested that a 'red weather warning' could automatically lead to a cancelled market, providing clarity for Traders and officers alike. However, it was agreed there have been circumstances in the past where a wide-ranging warning was issued and Lichfield was not itself affected to a great degree. It was agreed that while a significant factor in deciding whether or not to cancel a market, the weather warning itself should not be the determining factor.

RESOLVED: *That the draft Severe Weather Policy be approved.*

28. CONTACTLESS PAYMENTS

The MWG considered the Civic Officer's agenda report concerning contactless payments and whether LCC should insist that such a service is offered by traders at the City Council's markets. The MWG agreed that while contactless payments should be encouraged, there was no appetite to make such payments compulsory at this time. It was also agreed that the reduction in the use of cash, notably by the younger generation, would lead to Traders adopting contactless technology in due course.

RESOLVED:

- 1. *LCC to actively promote and encourage customers to purchase goods from market traders using contactless technology as a preferred option***
- 2. *LCC to encourage all traders to offer contactless payments to their customers, but not to make it compulsory at this time.***

29. DATE AND TIME OF NEXT MEETING

Confirmed as Wednesday 10 March 2021 at 10.00 via 'Zoom'.

30. ANY OTHER BUSINESS

Cllr McDermott thanked the Mayor and Sheriff for their promotion of the Markets on Saturday 13 December.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 11:03am**

For Council: 25 January 2021 APPENDIX 2

PROPOSED GUILDHALL ROOM HIRE CHARGES

1 APRIL 2021 TO 31 MARCH 2022

Charges shown exclude VAT. VAT (currently 20%) will be added to all charges (except breakages deposits)

VOLUNTARY/CHARITABLE

		<u>Mon - Thurs</u>	<u>Fri - Sun</u>
Main Hall (1st floor)	Per hour	£15.75	£26.25
Kitchen (1st floor)	Per occasion	£15.75	£26.25
Guildroom (ground floor)	Per hour	£10.08	£18.43
Kitchen (ground floor)	Per occasion	£10.08	£18.43
The Ashmole Room	Per hour	£8.35	£16.64
The Whytmore Room	Per hour	£7.04	£14.54
Whole Building	Per hour	£30.77	£56.81

PRIVATE

		<u>Mon - Thurs</u>	<u>Fri - Sun</u>
Main Hall (1 st floor)	Per hour	£18.22	£30.08
Kitchen (1 st floor)	Per occasion	£18.22	£30.08
Guildroom (ground floor)	Per hour	£11.55	£20.95
Kitchen (ground floor)	Per occasion	£11.55	£20.95
The Ashmole Room	Per hour	£9.50	£19.37
The Whytmore Room	Per hour	£8.09	£16.43
Whole Building	Per hour	£34.81	£64.89

BUSINESS AND COMMERCIAL

		<u>Mon - Thurs</u>	<u>Fri - Sun</u>
Main Hall (1st floor)	Per hour	£28.25	£53.71
Kitchen (1st floor)	Per occasion	£28.25	£53.71
Guildroom (ground floor)	Per hour	£27.09	£51.45
Kitchen (ground floor)	Per occasion	£27.09	£51.45
The Ashmole Room	Per hour	£17.85	£23.99
The Whytmore Room	Per hour	£15.33	£20.58
Whole Building	Per hour	£65.73	£116.55

ADDITIONAL CHARGES

- All hire charges are increased by 20% for functions involving dancing and/or when alcohol is available, and a non-refundable deposit of £100 is required at the time of booking, which will be offset against the hire charge when full payment is made.
- To cover charges levied by the Performing Rights Society (PRS fees), bookings which include live 'popular' and 'classical' music will be charged an additional fee of £100 per performance. After an invoice has been received from PRS/PPL hirers will be refunded any excess paid.
- A charge of £50 per day for bookings of the Guildhall Corridor Gallery.
- The Lichfield Arts bar should be booked with the Guildhall Bookings Secretary. The charges are: 2 hours - £66, 3 hours - £78, 4 hours - £92, 5 hours - £105, 6 hours - £125.
- A breakages deposit of £100 is required for functions involving dancing and/or alcohol; this is required prior to the booking and will be refunded after the booking, less deduction for any damage or misuse. An additional deposit of £100 is required from any outside caterers you use, which will be refunded after the booking, less deduction for any loss, damage, misuse or exceptional cleaning incurred arising from use of the kitchen, crockery/cutlery or catering facilities.
- Additional charges apply of: £110 for civil/marriage ceremonies, £25 for use of the keyboard and £25 for use of the projector.
- Confirmed bookings, which are subsequently cancelled by the hirer, will be subject to the following cancellation charges:
 - less than 14 days notice: £20, or 25% of hire charge, whichever is greater.
 - less than 7 days notice: full hire charge of booking.
- All bookings are subject to a minimum charge of 2 hours use per room. Bookings for Guildroom or Guildhall on Fridays and Saturdays daytime is subject to a minimum booking charge of 4 hours use.
- Supply of Banquet Roll - 40 pence per metre

To make a booking or for further information please contact: Guildhall Bookings, Tel: 01543 309850

For Council: 25 January 2021 APPENDIX 3

FINANCIAL SUMMARY REPORT - 1 APRIL to 30 NOVEMBER 2020

This report contains the financial progress for the period 1 April 2020 to 30 November 2020 and summarises the income and expenditure against budget in the first eight months (66%) of the financial year and the year-end projected outturn. The report shows:

Column 1 – The actual income/expenditure to 30 November 2020 (66% of full year)

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

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

Column 4 – The budget for 2020/21

Column 5 – The anticipated variance from budget

Column 6 – Explanatory note reference (notes overleaf)

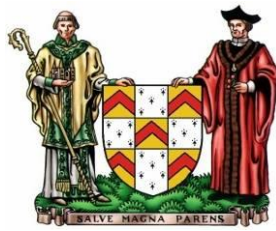
- Actual/Forecast/Total/Budget column figures in red represent income.
- Variance column figures in red represent variance worse than budget.

<u>Net Expenditure</u>	£	£	£	£	£	
SERVICE AREAS	ACTUAL 8 MONTHS TO 30 NOVEMBER	FORECAST FOR REMAINING 4 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE	NOTES
Parks and Footpaths	150,921	76,919	227,840	247,126	19,286	1
Guildhall	75,733	60,813	136,456	99,939	36,607	2
Community Centres	6,711	4,056	10,767	16,573	5,806	3
Markets	37,083	20,932	58,015	-9,023	67,038	4
Civic	41,467	24,008	65,475	98,494	33,019	5
Grant Aid/Partnerships	44,067	9,143	53,210	52,376	834	6
Arts/Tourism/Twinning	35,889	22,860	58,749	68,936	10,187	7
Johnson Birthplace Museum	79,301	44,263	123,564	108,324	15,240	8
Democratic Services	101,806	51,652	153,458	125,235	28,233	9
Investment Interest	-7,092	-1,238	-8,330	-22,940	14,610	10
Loan Charges	0	0	0	0	0	
Agency	-19,850	1,230	-18,350	-13,409	4,941	11
Repairs and Renewals	101,451	30,651	132,102	192,940	60,838	12
TOTAL SERVICE COST	£647,757	£345,290	£993,047	£964,571	£28,476	13
Capital Contribution	-	-	-	0	0	
Community Infrastructure Levy (CIL)	-20,079	1,561	-18,518	-16,854	1,664	
TOTALS	£627,678	£346,851	£974,529	£947,717	£26,812	Approx. 2.8% overspend

Explanatory Notes:

- Note 1: *Includes reduced energy costs resulting from replacement LED pathway lighting as confirmed by annual invoice, lower than anticipated costs of tree work at St Michaels, and a generally reduced level of costly tree related work compared to 2019/20.*
- Note 2: *Includes £52,000 loss of income and reduced cleaning, energy and staff costs. Forecast based on an assumed income reduction due to COVID-19 closure and associated reduced bookings for the latter part of 2020/21.*
- Note 3: *Anticipated low maintenance charges due in part to work at Cruck House and Boley Park CC being charged to capital rather than revenue budgets.*
- Note 4: *Includes forecast loss of income of £112,959 and reduction in operating costs of £37,148 due to COVID-19 lockdowns, reduced Trader capacity on the Square due to social distancing and pitch fee incentives as agreed by Council/Markets Working Group that ceased in October 2020.*
- Note 5: *Includes reduction in the cost of Civic events of £20,691.*
- Note 6: *Includes the balance brought forward of £2,600 and an assumption that this additional balance will be committed.*
- Note 7: *Reduced cost of Christmas lights due to cancelled 'switch on' event.*
- Note 8: *Includes forecast £14,540 loss of income due to COVID-19 closure, and recent changes to the allocation of employee support costs to more accurately reflect staff distribution (corresponding staff cost reduction removed from other service heads).*
- Note 9: *Includes £40,920 actual costs of 2019 local election. As reported to Council in June 2020, this originally formed part of the approved 2019/20 budget but was not invoiced, an assumed sum of £50,000 was therefore carried forward to 2020/21 forecasts.*
- Note 10: *Reduction in interest rates.*
- Note 11: *Additional income following SCC decision to maintain 2020/21 allocations at 2019/20 levels, rather than the anticipated reduction as contained in the City Council's 2020/21 budgets.*
- Note 12: *Underspend due to invoicing of phase 1 of the Guildhall Main Hall renovation from 2019/20 budgets rather than 2020/21 budgets as originally allocated.*
Also includes cost of Johnson Statue railings originally scheduled for completion during 2019/20 but delayed to 2020/21 due to COVID-19.
The £20,000 allocated to renovations at Cruck House will largely slip into 2021/22, though the transfer of some costs to cover unrelated repairs at Cruck House and also Boley Park CC reduce the overall saving to this budget head. Also see Note 3.
- Note 13: *Includes reduced overall direct staff costs of £29,260.*

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



LICHFIELD CITY COUNCIL DRAFT BUDGET 2021/22

The budget report is based on Council Tax remaining at the 2020/21 level of £67.41 (for an average Band D property). The overall precept will reduce slightly due to recalculation at District level to take account of the likely ongoing impact of the pandemic, assuming a 30% increase in working age claimants of Local Council Tax Support as a central scenario. This increase in a discount reduces the Council Tax base.

The report shows:

- Actual net expenditure 2019/20 (last year)
- Original budget for 2020/21 (current year)
- Year-end estimate for 2020/21
- Draft budget estimates 2021/22
- Balances and reserves for 2019/20, 2020/21 and 2021/22
- The Council Tax analysis for the three years

Following the report there is a detailed draft budget analysis to provide further background to members on the headline figures supplied.

Note 1: Anticipated 75% loss of income due to COVID-19 restrictions remaining in 2021/22

Note 2: Anticipated impact of COVID-19 and associated social distancing restrictions remaining in 2021/22 and therefore limiting capacity on the Square

Note 3: Assumes all 2021/22 Civic events will go ahead as normal

Note 4: Reflects reapportionment of staff costs and potential COVID-19 closure implications

Note 5: An assumed reduction in income from SCC for verge cutting based on initial discussions.

Note 6: To be funded from the capital reserve – the draft Repairs and Renewals programme is detailed at **APPENDIX 5**.

Note 7: Contributions from **REVENUE** reserves are £37,634 (4.6% of precept), the remainder (£156,777) being drawn from the capital reserve.

The draft budget includes an assumed inflationary figure of 2% were applicable for expenditure, a 5% increase in Guildhall lettings fees, no increase is included for Market pitch fees/service charge.

The government has confirmed an employee pay freeze for 2021/22 except for those whose median earnings are below £24,000.

RECOMMENDED: That the Council approve the Budget Estimates and Report for the 2020/21 financial year totalling £1,010,811; and that the precept for 2021/22 be set at £816,400.

<u>Net Expenditure</u> SERVICE AREAS	ACTUAL 2019/20 £	BUDGET 2020/21 £	YEAR END ESTIMATE 2020/21 £	BUDGET 2021/22 £	Note
Parks and Footpaths	230,109	247,126	227,840	243,614	
Guildhall	101,972	99,939	136,546	141,179	1
Community Centres	13,214	16,573	10,767	16,273	
Markets	784	-9,023	58,015	33,757	2
Civic	87,081	98,494	65,475	96,189	
Grant Aid/Partnerships	48,842	52,376	53,210	51,428	
Arts/Tourism/Twinning	63,570	68,936	58,749	67,609	
Johnson Birthplace Museum	94,530	108,324	123,564	120,148	3
Democratic Services	98,217	125,235	153,458	101,041	
Investment Interest	-10,811	-22,940	-8,330	-3,600	
Loan Charges	0	0	0	0	
Agency	-18,917	-13,409	-18,350	-13,604	4
Repairs and Renewals	154,423	192,940	132,102	156,777	5
Total Service Cost	£863,732	£964,571	£993,047	£1,010,811	
Capital Contribution	-2,012,975	0	0	0	
Community Infrastructure Levy (CIL)	-9,006	-16,854	-18,518	0	
SUB TOTALS	-1,158,249	947,717	974,529	1,010,811	
PRECEPT	757,180	817,890	817,890	816,400	
To/(From) Balances	£1,915,429	(£129,827)	(£156,639)	(£194,411)	6

<u>Balances and Reserves</u>	ACTUAL 2019/20 £	BUDGET 2020/21 £	YEAR END ESTIMATE 2020/21 £	BUDGET 2021/22 £	
Opening Balance (1 April)	712,058	2,635,273	2,627,487	£2,470,848	
To/(From) balances	1,915,429	(129,827)	(156,639)	(194,411)	
Closing Balance	£2,627,487	£2,505,446	£2,470,848	£2,276,437	
<u>Closing balance held as:</u>					
Repairs/Renewals	1,858,553	1,724,640	1,726,450	1,569,674	
Rent Deposit Deed Reserve	0	0	0	0	
Parish Election Reserve	55,000	20,000	34,080	34,080	
CIL Reserve	24,560	37,008	43,078	43,078	
General Revenue Reserves	689,374	723,798	667,240	629,605	
TOTAL BALANCES AND RESERVES	£2,627,487	£2,505,446	£2,470,848	£2,276,437	

<u>Council Tax Analysis</u>	ACTUAL 2019/20	BUDGET 2020/21	ACTUAL 2020/21	BUDGET 2021/22	
Precept	£757,180	£817,890	£817,890	£816,400	
Apportioned Tax Base	£12,017.8	£12,133.0	£12,133.0	£12,110.3	
RESULTANT BAND D TAX	£63.00	£67.41	£67.41	£67.41	

DRAFT BUDGET 2021/22 ANALYSIS

<u>Net Expenditure</u>	ACTUAL 2019/20	BUDGET 2020/21	ESTIMATE 2020/21 YEAR END	BUDGET 2021/22
SERVICE AREAS	£	£	£	£
Parks and Footpaths				
Employee costs	29,166	31,364	29,465	31,254
Central administration	23,375	25,142	20,827	22,440
Contract repair/maintenance	126,826	130,880	130,880	133,555
Other repair/maintenance	44,039	51,790	42,930	52,830
Energy	9,035	9,350	5,640	5,135
Contributions	-1,000	0	-140	0
Miscellaneous income	-8	0	-10	0
Burial fees income	-424	-500	-652	-500
Allotment rents	-900	-900	-1,100	-1,100
Total	230,109	247,126	227,840	243,614
Guildhall				
Employee costs	71,840	77,254	72,557	76,983
Central administration	22,569	24,275	20,109	21,666
Repair/maintenance	23,206	17,680	17,680	17,680
Energy	10,254	9,860	7,440	10,060
Rates	6,926	7,540	7,380	7,530
Supplies and Services	22,317	21,330	17,380	21,760
Lettings	-55,140	-58,000	-6,000	-14,500
Total	101,972	99,939	136,546	141,179
Community Centres				
Employee costs	5,507	5,922	5,562	5,902
Central administration	2,418	2,601	2,155	2,321
Boley Hall	1,096	2,210	1,710	2,210
Curborough	807	2,210	920	2,210
Cruck House	850	1,420	210	1,420
Darwin Hall	2,536	2,210	210	2,210
Total	13,214	16,573	10,767	16,273
Markets				
Employee costs	45,614	49,052	46,070	48,879
Central administration	14,508	15,605	12,927	13,928
Repair/Maintenance	1,000	2,310	2,310	2,310
Energy	1,707	1,400	1,180	1,430
Rates and Water	20,682	21,490	20,890	21,320
Supplies & Services	57,511	54,100	14,683	18,650
Misc. lettings	-14,277	-15,000	-4,920	-5,000
Friday market income	-43,406	-48,250	-9,814	-20,000
Saturday market income	-51,447	-57,450	-12,650	-23,000
Producers market income	-2,760	-2,000	-2,220	-2,760
Tuesday market income	-28,349	-30,280	-10,440	-22,000

Total	784	-9,023	58,015	33,757
<u>Net Expenditure</u>	ACTUAL 2019/20 £	BUDGET 2020/21 £	ESTIMATE 2020/21 YEAR END £	BUDGET 2021/22 £
Civic				
Employee costs	42,780	46,004	43,207	45,842
Central administration	18,539	19,940	16,518	17,797
Mayor's allowance	2,949	3,650	900	3,650
Sheriff's allowance	1,608	3,150	820	3,150
Supplies and services	4,277	4,280	2,820	4,280
Events	2,199	7,210	1,210	7,210
Mayor's Banquet	1,641	1,580	0	1,580
Sheriff's Ride	13,087	12,680	0	12,680
Total	87,081	98,494	65,475	96,189
Grant Aid/Partnerships				
Employee costs	4,246	4,566	4,288	4,550
Central administration	8,060	8,670	7,182	7,738
Grants to outside bodies	29,396	32,000	34,600	32,000
Grants for open Churchyards	7,140	7,140	7,140	7,140
Total	48,842	52,376	53,210	51,428
Arts/Tourism/Twinning				
Employee costs	30,637	32,945	30,943	32,830
Central administration	10,478	11,271	9,336	10,059
Arts/Culture/Tourism	2,377	3,030	1,430	3,030
Christmas Lights	20,322	22,060	17,040	22,060
income	-243	-370	0	-370
Total	63,570	68,936	58,749	67,609
Johnson Birthplace Museum				
Employee costs	67,710	72,813	88,010	93,378
Central administration	12,896	13,871	11,491	12,380
Repair/Maintenance	4,030	7,870	7,870	8,030
Energy	4,554	3,350	3,440	3,420
Rates and Water	620	670	320	690
Supplies and Services	13,298	17,970	10,290	17,970
HLF Match Funding	4,622	7,500	7,500	0
Promotion	2,533	2,000	1,000	2,000
Restoration	5,843	0	0	0
Stock for sale	3,857	3,000	-1,267	3,000
Sales income	-11,462	-9,710	-1,750	-9,710
Contribution from Birthplace Trust	-13,791	-11,010	-3,340	-11,010
Total	94,530	108,324	123,564	120,148

<u>Net Expenditure</u>	ACTUAL 2019/20 £	BUDGET 2020/21 £	ESTIMATE 2020/21 YEAR END £	BUDGET 2021/22 £
Democratic Services				
Employee costs	55,102	59,255	55,652	59,047
Central administration	37,077	39,880	33,036	35,594
Election costs	1,823	20,000	60,920	0
Supplies and Services	0	1,540	1,720	1,840
Newsletter	4,140	4,260	2,130	4,260
Member allowances/travel etc.	75	300	0	300
Total	98,217	125,235	153,458	101,041
Investment Interest	-10,811	-22,940	-8,330	-3,600
Agency				
Employee costs	2,191	2,357	2,213	2,348
Central administration	1,162	1,734	1,437	1,548
SCC Verge Income	-22,000	-17,500	-22,000	-17,500
Total	-18,197	-13,409	-18,350	-13,604
Repairs and Renewals				
Employee costs	11,659	12,536	11,774	12,492
Central administration	9,673	10,404	8,618	9,285
Guildhall/Donegal House	99,414	130,000	65,210	6,000
Samuel Johnson Birthplace	0	0	0	75,000
Parks and Footpaths	19,288	10,000	10,000	4,000
Community Centres	11,741	30,000	29,120	50,000
Markets	2,648	0	7,380	0
Total	154,423	192,940	132,102	156,777
Total Service Costs	£863,732	£964,571	£993,047	£1,011,411
Capital Projects/Contribution				
Receipts	-2,012,975	0	0	0
Total	-2,012,975	0	0	0
community Infrastructure Levy (CIL)				
Expenditure	13,652	0	5,472	0
Receipts	-22,658	-16,854	-23,990	0
Total	-9,006	-16,854	-18,518	0
Johnson Birthplace Charitable Trust				
Grant/Donations	-10,456	-7,730	-3,340	-7,730
Admissions income	-3,245	-3,280	0	-3,280
Funding to LCC	13,791	11,010	3,340	11,010
Total	0	0		
TOTAL	-£1,158,249	£947,717	£974,529	£1,010,811
PRECEPT	-757,180	-817,890	-817,890	-816,400
Total Precept Requirement	-£757,180	-£817,890	-£817,890	-£816,400
TOTAL (To)/From balances	(£1,915,429)	£129,827	£156,639	£194,411

<u>Net Expenditure</u>	ACTUAL 2019/20 £	BUDGET 2020/21 £	ESTIMATE 2020/21 YEAR END £	BUDGET 2021/22 £
NOTE-Internal Recharges				
Employee Cost				
Employee costs	447,562	481,291	452,031	479,600
Recharge to Services	-447,562	-481,291	-452,031	-479,600
Total	0	0	0	0
Central Administration				
Employee costs	81,110	87,223	62,290	66,096
Central administration	0	0	0	0
Mileage Allowance	0	0	1,500	1,500
Professional Fees/Audit Fees	11,806	14,250	7,790	12,300
Office Rates/Water	9,777	10,070	9,790	10,010
Office Energy	4,691	4,920	4,020	5,020
Supplies & Services	31,216	27,930	27,650	27,930
Telephone/Postage	4,848	5,760	5,760	5,760
Subscriptions, Courses/Training	4,092	4,590	4,590	4,590
Insurance	23,723	24,650	25,795	27,100
Office Rent	-10,040	-5,990	-5,540	-5,540
Miscellaneous Receipts	-18	-10	-10	-10
Recharge to Services	-161,205	-173,393	-143,635	-154,756
Total	0	0	0	0
Balances & Reserves				
Opening Balance	712,518	2,635,273	2,627,487	2,470,848
to/-from reserve	1,915,429	-129,827	-156,639	-194,411
Closing Balance	£2,627,487	£2,505,446	£2,470,848	£2,276,437
Breakdown of Reserve				
Repairs/Renewals Reserve-Building	1,858,553	1,724,640	1,726,450	1,569,674
Repairs/Renewals Reserve-Street Lighting	0	0	0	0
Repairs/Renewals Reserve-Open spaces	0	0	0	0
Rent Deposit Scheme	0	0	0	
Election Reserve	55,000	20,000	34,080	34,080
CIL Reserve	24,560	37,008	43,078	43,078
General Revenue Reserves	689,374	723,798	667,240	629,605
Closing Balance	£2,627,487	£2,505,446	£2,470,848	£2,276,437
Total Expenditure	1,148,161	1,253,241	1,090,048	1,141,861
Total income	-2,306,410	-302,524	-115,519	-131,050
Net Expenditure	-1,158,249	947,717	974,529	1,010,811
Precept	-757,180	-817,890	-817,890	-816,400
TOTAL (To)/From balances	(£1,915,429)	£129,827	£156,639	£194,411

For Council: 25 January 2021 APPENDIX 5

REPAIR, RENOVATION & SPECIFIC PROJECT PROGRAMME 2021/22

The repair and renewals programme for 2021/22 includes one item carried over from 2020/21. All items listed below would be funded from the City Council's capital reserve rather than revenue budgets.

Location	Scheme	Costs for Budget	Notes
SJBM	Phase 1 of Museum redevelopment project to include necessary rewiring of the building, provision of toilet facilities in the rear courtyard and renovation of the Michael Johnson Workroom (adopted JBAC recommendation)	£75,000	1
Curborough CC	Specialist window report and replacement of priority windows	£25,000	2
Guildhall	Main Hall refurbishment retention payment to contractors (12 month defects period)	£6,000	3
Cruck House	Enhancements as identified in the Quinquennial Inspection carried out in May 2019, to include rebuild of toilet annex	£25,000	4
Friary Clock Tower and Borrowcop Gazebo	Quinquennial Inspection and any urgent repairs identified therein	£4,000	5
	Total	£135,000	6

Note 1: Considerable preparatory work has taken place over the past two years or so in readiness for a formal bid to external funders to provide finance for the redevelopment of the museum. The impact of COVID-19 has seen these funding streams reallocated away from the historic building sector. This proposal is for an initial phase of the redevelopment and will include toilet provision and the redevelopment of the Workroom. Also included is rewiring of the building, professional opinion being that a full rewire is necessary prior to the expiry of the current periodic electrical certificate in 2022. Scheme cost includes an allocation for contingencies and anticipated professional fees. It is anticipated that this proposal would form the *first year of a three-year* phased redevelopment programme, the total cost of which is currently estimated at £285,000 and will be project managed by the Museums and Heritage Officer. Opportunities for external funding will continue to be sought.

Inclusion of this item in the 2021/22 R&R programme follows a recommendation for the same from the Johnson Birthplace Advisory Committee and subsequent adoption of that recommendation by Council.

Note 2: The City Council's architects carry out quinquennial inspections (QI's) on the City Council's property to assist in the process of prioritising repairs. A QI was carried out at Curborough CC in March 2020. A number of urgent repairs were identified, including repairs to the roof flashings and rainwater goods which were carried out during 2020/21. Another concern was the condition of windows and external doors (with the exception of those doors that were recently replaced), with the general standard being poor, especially those windows on the northern gable. The proposal is to replace the existing wooden doors and ground floor windows with insulated powder coated aluminium and improved glazing, with options for the clerestory windows to also be investigated with the assistance of a mechanical and electrical engineer. Proposals to be progressed in consultation with Curborough Community Association.

Note 3: The renovation of the main hall was completed during 2020/21. As is normal practice, a retention is placed on an element of the scheme cost in anticipation of expiry of the 12-month defects period; this will fall due in 2021/22.

Note 4: A QI was carried out at Cruck House in May 2019. Urgent repairs were identified, including roof and guttering repairs and replacement glazing; these were carried during the Autumn of 2019. The QI report identified various other matters including the lack of DDA compliant access and the poor condition and functionality of the toilet accommodation. It was proposed that these issues be addressed during 2020/21. Unfortunately, an increase in the scope of repairs and delays in obtaining consents plus the general impact of COVID-19 has resulted in this scheme being significantly behind schedule. It is therefore proposed to carry this over from 2020/21 to 2021/22 with a slightly increased budget to reflect the increase in scope of the proposals.

Note 5: Architect quinquennial inspections of the Borrowcop Gazebo and Friary Clock Tower, both being listed structures within the Council's ownership that have not been professionally inspected for some time, together with a sum for any urgent repairs identified.

Note 6: The total cost listed is for the relevant scheme only and does not include employee costs which are spread evenly across budget heads. Capital costs are allocated from the City Council's Capital Reserve.

OFFICERS' INFORMATION REPORT

1. Civic Matters: Lucy Clarke, Civic Officer



The Mayor & Sheriff's Annual Charity Dinner Dance and Mayor's Carol Service usually held over the Christmas period were both sadly cancelled this year due to the ongoing COVID-19 restrictions.

The Mayor, Cllr Deborah Baker recorded a Christmas message from the Mayor's Parlour which was made available via a YouTube link on the Lichfield City Council website and also on Twitter. This was the

most appropriate way for the Mayor to reach a wider audience during the current COVID restrictions. This year the Mayor and Sheriff's Civic Christmas card was designed by the Mayor's Consort, Dr. Steve Baker. The card focused on civic events that have taken place over their last eighteen months and wished everyone peace, hope and kindness for Christmas and 2021. Over 400 cards were sent out to Councillors, Civic heads, and members of the Civic list

The Mayor and Sheriff visited the Market Square in early December to support the market traders and spread some festive cheer by giving out free Lichfield Market shopping bags to customers visiting the market.

Unfortunately, due to Lockdown 3.0 restrictions. The Pancake Races and Shrovetide fair due to take place on 16 February has been cancelled.



The Civic Officer has also been assisting the Markets Officer in the of day-to-day market activities

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

Due to ongoing restrictions the Samuel Johnson Birthplace Museum has remained closed since 5 November, and the team have been working primarily from home. As in the Spring lockdown, the focus for the Museum's public-facing work has shifted to online engagement, led by the Museum Support Officer. In November and December, a total of 6,201 people directly engaged with the Birthplace online. This led to a 'reach' of 16,512 on Twitter and Facebook. Analytics show that although there are many national and international users, most people engaging online are from Lichfield and the Midlands, so the Birthplace continues to serve the local area while closed.

Monday December 21 saw the Birthplace Museum's first ticketed online event, held in collaboration with Lichfield Storytellers. 'A Country Christmas' was an evening of traditional folk tales on 'Zoom', in lieu of an event originally planned to take place in the house. The evening combined live performance from the tellers' homes with a pre-recorded introductory film from the Birthplace, decorated for Christmas. The short tour was delivered by Attendant Sarah Dale

and filmed by the MHO. Publicity was undertaken by the MSO and the event was a success with 41 tickets sold and very warm feedback from participants.

Following on from the news of the funded membership to the Association of Cultural Enterprise, the MSO has completed the West Midlands Museum Development 'Organisational Health-check', a self-assessment toolkit which resulted in bespoke recommendations and resources for forward planning. Time working from home has also been used to review and update Museum policy and procedure ahead of the anticipated invitation to re-apply to the Arts Council England Museum Accreditation scheme, currently scheduled for early 2021. Updates of the two largest documents, the Birthplace Emergency Recovery Plan, and the main Procedural Manual for collection documentation processes, are currently underway.



Other work in late November and December has included: continuing supervision of the Keele PhD project; convening the Birthplace Book Club online; attending LDТА Executive Committee meetings virtually; research enquiries from the public; updates to the Museum's collection database; blog content and preparing material on Francis Barber ahead of his death anniversary in January.

In addition to Birthplace work, the MHO has progressed the city plaque cleaning project, liaised with a company regarding an offer to clean the statue of Johnson on the Market Square, and pursued a project to display reproductions of the city charters. The Museum Attendants have assisted with the smooth running of the Markets, stewarding the one-way system in the run up to Christmas.

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

Repairs to the wall between Greyfriars and the Friar's Alley were completed ensuring that the bricks matched the existing and any loose bricks were repointed. On the Children's play area at Curborough Community Centre, hazardous pieces of sharp metal have been ground away from under the children's slide to make it safe.



The open Spaces Officer has been in contact with Eon following reports that a lamppost on the footpath from Cathedral Rise is leaning. A temporary repair was carried out by Eon last year which has proved insufficient, so a more permanent solution has been requested. In addition, an ivy-covered branch which came down over the path to the A51 at Christchurch was removed quickly. Extensive hedge reduction work has been completed at Manor rise which is a busy path used by the local secondary schools. Following the work, it is now wider allowing for social distancing and the removal of the undergrowth has made the path much lighter.

The decision by Staffordshire County Council to close a section of the Windings footpath (which is a Public Right of Way) for up to 6 months whilst an extension was being built on one of the properties overlooking the path work has generated a number of complaints from local

residents. However, the owner of the property concerned has reassured LCC that the work will be completed some two months before the six months allowance and any damage to the footpath will be rectified.

With the climate crisis in mind, a small solar powered system for light and recharging the lawn mower was investigated for the Dovehouse Community Garden, also support was given to Transition Lichfield who wish to do some significant tree planting in the City.

4. Twinning: Gabriele Lasch- Burden, Twinning Officer

This third coronavirus wave has hit both of Lichfield's twin towns harder than the spring outbreak. In Limburg the recorded deaths as of 6 January were over 100, compared to 7 until August 2020. The Twinning officers of all three twin towns are staying in touch regularly to support and encourage all Twinning members. Messages are communicated to the Lichfield Twinning Association and circulated via newsletter to its members, in the absence of face-to-face Open Committee meetings.

Warm, optimistic Christmas messages from the Mayors of Lichfield and Limburg have been exchanged and were featured in the December issue of City Life and the newly established Lichfield Chronicle. The messages expressed the wish on all sides of finding ways to continue the friendly cooperation during these difficult times.

Brexit will undoubtedly mean some changes to Twinning in the future with new and innovative ideas. Recognising the challenges faced by children at the moment, one such idea has come from a primary school in Ste. Foy. They would like to partner with a primary school in Lichfield so that children can write to each other, expressing their feelings during lockdown. The Twinning Officer is contacting Lichfield primary schools to establish interest in this project.



Looking ahead to March there will be local and Mayoral elections in Limburg and the present Mayor, Dr. Marius Hahn is standing for re-election. Another candidate is Stefan Laux , who visited Lichfield twice in 2019 helping to set up the first student exchange with the Lichfield College.

At the end of 2020 the Twinning Officer , with the cooperation of the Twinning Association, has organised the safe recycling of the City Councils old computers w. Together with donations from members of the Twinning Association, these computers were donated to the charity "IT Schools Africa", who have helped 5 million school children in Africa by equipping them with computers, laptops and IT skills, as well as supporting UK community projects with refurbished IT equipment and access to increased digital skills for 14,000 users in the UK since 2004. The charity was very grateful for all donations and sent a certificate of appreciation. Prior to collection all the hard drives on each computer were removed and securely destroyed at the City Council Offices. This has been a great way to recycle old, unwanted computers and monitors, giving them a helpful second life.

5. Markets Report: Jordan Appleyard, Markets Officer

Lichfield General Market has continued to operate throughout the Tier 4 restrictions and subsequent Lockdown 3.0. In line with Government legislation, the City Council has identified only



six traders who sell essential goods that are currently permitted to stand; this is a significant reduction from the twenty-one stalls that were able to stand on the market square prior to Lockdown 3.0. These significant changes to working practices were once again implemented at very short notice, and while the loss of non-essential traders is regrettable, this has resulted in additional spacing between each stall, giving customers additional room to safely queue for their essential goods.

No new stall rent incentives have been put in place for the current lockdown, however the usual 25% discount given to those traders in attendance during the months of January and February is being applied. Officers continue to ensure the General Markets remain a COVID secure environment; the one-way barriers and hand sanitisers are part of the standard set-up for each market day. The Samuel Johnson Birthplace Attendants have been re-deployed to become Market Marshals while the Birthplace Museum is currently closed to the public. Market Marshals are located at either end of the market square to monitor the pedestrian flow throughout the market day. This has proven to be very beneficial in keeping the market square as COVID secure as possible for both customers and traders. At the time of compiling this report, lockdown footfall is being monitored to establish whether the extent of the current provision of Market Marshals is appropriate.

The Markets Officer continues to check that all traders have the correct PPE equipment (masks, hand sanitiser and gloves). In addition, most traders now have the technology to offer contactless payments to customers rather than dealing solely with cash. This has been very well received by customers visiting the market and is the most COVID secure way to pay for goods. Lichfield City Council will continue to promote and encourage customers to pay using contactless technology and support traders in adapting to this preferred payment system.

At a meeting of the Market Working Group on 16 December, it was agreed that pre-erected stalls provided by Lichfield City Council would not be returning to the market square during the ongoing COVID restrictions, this will be reviewed again at the next Market Working Group meeting in March 2021. An update to the Lichfield City Council Severe Weather Policy for the general market has been approved by the Market Working Group and issued to all Traders. Amendments to this policy include a review of the maximum wind speeds before cancelling a market as traders are now providing their own stalls on all three market days.

On Tuesday 29 December, severe weather caused the market to be cancelled at 11:30am. Heavy snowfall and icy conditions meant the market square was unsafe for traders and the general public. The Markets Officer cordoned off the whole square for safety reasons and traders were asked to pack away and leave. The 'cancelled market' provision was implemented which meant traders will not be charged rent for this trading day, those that had already paid are credited accordingly.

Lichfield General Market and The Producers Market continue to be promoted on social media via the City Councils Facebook and Twitter accounts. The Markets Officer recently trialled boosting these posts which proved successful and the Market Working Group have agreed that this should continue in 2021 to help promote Lichfield Market and support the traders.

The Producers Market continued to be held on the 1st Sunday of each month during 2020. CJ Events reported that both public and trader feedback has been very positive to date and they very much look forward to continual growth of this newly established market. The Market Working Group agree that CJ Events have done an outstanding job managing this market in what has been a disruptive year for many businesses. CJ Events have been successful in growing the Producers' market whilst maintaining COVID safe practices at all times.



The revised Market signage which is predominantly on Lichfield city centre car parks has now been designed, manufactured, and installed, a project undertaken from design to completion by the Civic Officer in her enhanced market-related role.



6. Guildhall: Helen Winter, Guildhall Bookings Officer

Phase 2 of the Guildhall renovation work has now been completed with only a few items on the snagging list to be resolved when lockdown restrictions are lifted.

The only hirer using the Guildhall throughout Lockdown 3 is the Dementia Support Group on Thursday mornings. This is a pre-booked event with no more than 15 members.

Some regular hirers with vulnerable members are not returning to the Guildhall until the current restrictions are lifted. The Guildhall Bookings Officer continues to liaise with all regular hirers regarding their return to the Guildhall. Enquiries for Weddings and other bookings during the second half of 2021 and 2022 are still being received. Unfortunately, the current lockdown is likely to have implications for some of the spring wedding receptions which were booked last year.

Although most hirers returned to Boley Park Community Hall in September, bookings have been suspended again during lockdown 3. The only booking remaining is Pre-school. Maintenance work to the outside of the building is a result of a comment in the architect's quinquennial report of the hall, recommending that the timber gablets be replaced with a low maintenance material. On closer inspection it was found that much of the timber, and the frame on which it was fixed, had rotted quite extensively. Repairs are underway at the time of preparing this report. Fortunately, the issue had not resulted in any internal leaks, but it was clearly only a matter of time before it would have done so, and demonstrates the advantages of a proactive rather than reactive approach to the repair of buildings in the Council's portfolio. Renovation work is almost complete on the car park, there will inevitably be some disruption to the usual parking outside the community hall during this time, but hirers will be able to use the remainder of the Co-op car park.

The Bookings Officer also continues to assist with Planning applications, distributing them as they are submitted and collating the comments received by ward members.

7. Deputy Town Clerk: Sarah Thomas

Following the sudden announcement of a third national lockdown the Deputy Town Clerk has been working closely with all Officers to ensure the Council is fulfilling its legal requirements and adhering to the latest legislation. To reduce the risk of transmission, from Monday 11 January all Officers are predominantly working remotely from home. Premises Attendants will carry out routine building checks and office staff will take it in turns to monitor the post and answerphone each week day. Cleaning staff will also be on site to disinfect all surfaces.

The Christmas lights have now been dismantled and the Deputy is liaising with contractors regarding any replacements which may be needed for next year.

The Deputy will be providing secretariat support at the January Council meeting and continues to support the Bookings Officer on Planning matters including producing the Agenda and minutes. In the absence of the Administration Officer, the Deputy is collating the grant applications in preparation for the meeting of the Grants Committee on 1 February.

For Council: 25 January 2021 APPENDIX 7

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 October to 31 October 2020

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/10/2020	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - August	150.46	30.09	180.55
01/10/2020	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 20/21 - 7th instalment	923.00	0.00	923.00
01/10/2020	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 20/21 - 7th instalment	539.00	0.00	539.00
01/10/2020	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 20/21 - 7th instalment	1,996.00	0.00	1,996.00
05/10/2020	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - August	44.01	8.80	52.81
05/10/2020	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - September	5.42	0.00	5.42
05/10/2020	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - October	6.00	1.20	7.20
07/10/2020	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - September	45.71	0.00	45.71
07/10/2020	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - October	6.00	1.20	7.20
12/10/2020	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/internet - Usage Jul-Sep, rental Sep-Nov	87.60	17.52	105.12
12/10/2020	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/internet - Usage Jul-Sep, rental Sep-Nov	342.64	68.52	411.16
12/10/2020	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/internet - Usage Jul-Sep, rental Sep-Nov	364.80	72.96	437.76
12/10/2020	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - August	152.61	7.63	160.24
12/10/2020	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - August	40.33	2.02	42.35
12/10/2020	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - August	70.75	3.54	74.29
12/10/2020	DDebit	Npower Ltd	G/HALL Energy	Electricity - August	235.91	47.18	283.09
12/10/2020	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - August	25.92	1.30	27.22
12/10/2020	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - August	47.82	2.39	50.21
12/10/2020	DDebit	Npower Ltd	PARKS Energy	Friary electricity - August	27.72	1.39	29.11
15/10/2020	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	Monthly IT support, antivirus, backups, Office365 - Sept	528.72	105.74	634.46
15/10/2020	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - September	45.00	9.00	54.00
15/10/2020	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' emails - September	130.50	26.10	156.60
15/10/2020	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - September	45.00	9.00	54.00
15/10/2020	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - October	39.35	0.00	39.35
15/10/2020	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - October	23,201.84	0.00	23,201.84
16/10/2020	DDebit	The Information Commissioner	ADMIN Supplies & Services	Data protection registration to 16/10/21	35.00	0.00	35.00
19/10/2020	BACS 226	1206 (Mercian) Squadron ATC	G/HALL Lettings	Refund of deposit for cancelled presentation night	83.33	16.67	100.00
19/10/2020	BACS 227	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall storage - September	308.50	0.00	308.50
19/10/2020	BACS 227	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall storage - Apr to Aug and Oct to Dec	2,468.00	0.00	2,468.00
19/10/2020	BACS 228	N Boden	C I L Expenditure	Stowe Gate plaque - Removal, delivery & re-installation	192.00	0.00	192.00
19/10/2020	BACS 228	N Boden	PARKS Other Repair/Maint	Borrowcop Gazebo - Repair benches and notice boards	380.00	0.00	380.00
19/10/2020	BACS 229	Brownhill Hayward Brown	BIRTHPLACE Supplies & Services	Architect for museum development project	785.00	157.00	942.00
19/10/2020	BACS 229	Brownhill Hayward Brown	R&R FUND General	Architect for Cruck House renovations	1,000.00	200.00	1,200.00
19/10/2020	BACS 229	Brownhill Hayward Brown	R&R FUND Guildhall/Donegal Hs	Architect for Guildhall restoration works	423.47	84.69	508.16
19/10/2020	BACS 230	Capital Floors Ltd	G/HALL Supplies/Services	Hardwood floor cleaner	37.57	7.51	45.08
19/10/2020	BACS 231	CBS Complete Ltd	BIRTHPLACE Repair/Maint	Call out for museum boiler not lighting	57.00	11.40	68.40
19/10/2020	BACS 232	Focus Security & Surveillance	ADMIN Supplies & Services	Annual service/maintenance of access control to 31/7/21	140.34	28.07	168.41
19/10/2020	BACS 233	Forward Cleaning Contractors	ADMIN Supplies & Services	Monthly window cleaning - September	16.00	3.20	19.20
19/10/2020	BACS 234	Hibberd Consulting Engineers	PARKS Other Repair/Maint	Footpath 19 - Structural survey of garden wall in Jordan Cl	116.67	23.33	140.00
19/10/2020	BACS 235	Lichfield District Council	G/HALL Supplies/Services	Annual premises licence to 12/10/21	180.00	0.00	180.00
19/10/2020	BACS 236	Lichfield Arts	G/HALL Lettings	Refund of deposit for cancelled beer festival in Feb 2021	83.33	16.67	100.00
19/10/2020	BACS 237	Lichfield Greenhill Bower	G/HALL Lettings	Refund of deposit for cancelled model fair in May 2020	83.33	16.67	100.00
19/10/2020	BACS 238	Lydgate Management	G/HALL Lettings	Refund of deposit for cancelled craft fair in Nov 2020	83.33	16.67	100.00
19/10/2020	BACS 239	Allen Necchi	R&R FUND Guildhall/Donegal Hs	Re-gilding of Mayoral board - 3rd & final instalment	2,741.86	0.00	2,741.86
19/10/2020	BACS 240	Portal Plan Quest Ltd	R&R FUND General	Planning application for Cruck House renovations	234.00	0.00	234.00
19/10/2020	BACS 240	Portal Plan Quest Ltd	R&R FUND General	Service charge for planning portal for Cruck Hse works	20.83	4.17	25.00
19/10/2020	BACS 241	R J Lift Services Ltd	G/HALL Repair/Maint	Annual lift maintenance cover 1/11/20 - 31/10/21	930.56	186.11	1,116.67
19/10/2020	BACS 242	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 6/9/20	20.00	0.00	20.00
19/10/2020	BACS 242	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 1/3/20	0.67	0.00	0.67

19/10/2020	22215	PR & JM Stockham	BIRTHPLACE	3rd Party Sales	Cancel chq 22215 of 6/2/20 - Replace with BACS payment	-10.67	0.00	-10.67
19/10/2020	BACS 243	PR & JM Stockham	BIRTHPLACE	3rd Party Sales	Replace chq 22215 - Booksale proceeds to 8/12 and 2/2	10.67	0.00	10.67
19/10/2020	BACS 244	Taylor Maids UK Ltd	ADMIN	Supplies & Services	Deep clean of Donegal House on 12th September	180.00	36.00	216.00
19/10/2020	BACS 244	Taylor Maids UK Ltd	BIRTHPLACE	Supplies & Services	Museum cleaning - September (13.5 hrs)	175.50	35.10	210.60
19/10/2020	BACS 244	Taylor Maids UK Ltd	G/HALL	Supplies/Services	Guildhall & Donegal Hse cleaning - September (9 hrs)	117.00	23.40	140.40
19/10/2020	BACS 245	Tonks Brothers Tree Services	PARKS	Other Repair/Maint	Beacon St allotments - Work on mature oak	1,120.00	224.00	1,344.00
19/10/2020	BACS 246	A Briggs	DEM SERVICES	Supplies & Services	Monthly Zoom licence for council meetings 26/9 - 25/10	11.99	2.40	14.39
19/10/2020	BACS 247	J Butler	BIRTHPLACE	Supplies & Services	Museum cleaning supplies	17.08	3.42	20.50
19/10/2020	BACS 247	J Butler	CIVIC	Supplies/Services	Oil for Johnson statue railings lock	8.99	0.00	8.99
19/10/2020	BACS 248	P Taylor	BIRTHPLACE	Supplies & Services	Museum refreshments	1.00	0.00	1.00
19/10/2020	BACS 248	P Taylor	BIRTHPLACE	Supplies & Services	Cleaning supplies, coloured envelopes and gift ribbon	25.57	5.11	30.68
19/10/2020	BACS 249	J Varley	ADMIN	Supplies & Services	Milk	1.09	0.00	1.09
19/10/2020	BACS 249	J Varley	ADMIN	Supplies & Services	Handwash	3.25	0.65	3.90
19/10/2020	BACS 249	J Varley	BIRTHPLACE	Supplies & Services	Paper rolls for museum till & strip lights	18.25	3.65	21.90
19/10/2020	BACS 249	J Varley	G/HALL	Supplies/Services	Additional fan heaters due to boiler problems	54.97	10.99	65.96
19/10/2020	BACS 249	J Varley	G/HALL	Supplies/Services	Protective visors	19.98	0.00	19.98
19/10/2020	BACS 249	J Varley	PARKS	Other Repair/Maint	Keys cut for Friary fountain	7.00	0.00	7.00
19/10/2020	DDebit	EE Ltd	MARKET	Supplies/Services	Monthly markets mobile bill - October	13.11	2.62	15.73
20/10/2020	DDebit	British Gas	BIRTHPLACE	Energy	Gas 18/8 - 29/9	24.39	1.21	25.60
20/10/2020	DDebit	Virgin Media Payments Ltd	ADMIN	Tel/Postage	Phones/internet - Sept usage/ Oct rental	122.90	24.58	147.48
21/10/2020	DDebit	Npower Ltd	PARKS	Energy	Pool Walk electricity - September	55.52	11.10	66.62
22/10/2020	DDebit	NatWest Autopay	ADMIN	Supplies & Services	Autopay online fees - September payroll	24.10	0.00	24.10
26/10/2020	DDebit	Lichfield District Council	PARKS	Contract Repair/Maint	Period 11/9 - 10/10	10,876.33	2,175.26	13,051.59
29/10/2020	DDebit	British Gas	BIRTHPLACE	Energy	Gas 30/9 - 12/10	46.94	2.34	49.28
30/10/2020	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges, 29 Aug to 2 Oct - current account	21.70	0.00	21.70
30/10/2020	DDebit	Wm Briers & Son (Tamworth)	MARKET	Supplies/Services	Skip hire - September	490.00	98.00	588.00
						<u>52,959.56</u>	<u>3,847.57</u>	<u>56,807.13</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 October to 31 October 2020

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross	
30/10/2020	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges, 29 Aug to 2 Oct - imprest account	7.25	0.00	7.25
						7.25	0.00	7.25

LICHFIELD CITY COUNCIL - General Account Payment Schedule**From 1 November to 30 November 2020**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
02/11/2020	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - September	44.01	8.80	52.81
02/11/2020	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - September	74.88	3.74	78.62
02/11/2020	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 20/21 - 8th instalment	923.00	0.00	923.00
02/11/2020	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 20/21 - 8th instalment	539.00	0.00	539.00
02/11/2020	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 20/21 - 8th instalment	1,996.00	0.00	1,996.00
03/11/2020	Debit	American Express Merchant Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.03	0.00	0.03
04/11/2020	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - October	6.10	0.00	6.10
04/11/2020	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - November	6.00	1.20	7.20
04/11/2020	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - October	55.37	0.00	55.37
04/11/2020	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - November	6.00	1.20	7.20
06/11/2020	BACS 250	ACW Arb	PARKS Other Repair/Maint	St Catherine's Rd - Fell 2 chestnuts & prune 2 maples	650.00	130.00	780.00
06/11/2020	BACS 250	ACW Arb	PARKS Other Repair/Maint	Remembrance Gdns - Remove dead wood on paulinus tree	250.00	50.00	300.00
06/11/2020	BACS 251	BDM Business Solutions Ltd	BIRTHPLACE Supplies & Services	Software update for overhead scanner	49.00	9.80	58.80
06/11/2020	BACS 252	Margaret Beardsmore	BIRTHPLACE Stock for sale	Lichfield photo calendars & cards for sale	70.00	0.00	70.00
06/11/2020	BACS 253	N Boden	PARKS Other Repair/Maint	Hillside - Fit bench on to plinth	80.00	0.00	80.00
06/11/2020	BACS 253	N Boden	PARKS Other Repair/Maint	Beech Gdns - Repairs to flight of steps	180.00	0.00	180.00
06/11/2020	BACS 253	N Boden	PARKS Other Repair/Maint	Heather Gdns - Fit commemorative bench on plinth	140.00	0.00	140.00
06/11/2020	BACS 253	N Boden	PARKS Other Repair/Maint	Pool Walk - Fit new inspection cover	140.00	0.00	140.00
06/11/2020	BACS 253	N Boden	PARKS Other Repair/Maint	Remembrance Gdns - Refit & re-point loose capping stone	60.00	0.00	60.00
06/11/2020	BACS 254	Cats Protection Lich & Tamworth	G/HALL Lettings	Refund of deposit for cancelled Xmas Fair	41.67	8.33	50.00
06/11/2020	BACS 255	Darwin Electrical Services	MARKET Repair/Maint	Repairs to bollards circuit & power supply on Square	60.00	12.00	72.00
06/11/2020	BACS 256	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Stationery and keyboard wrist support	10.40	2.08	12.48
06/11/2020	BACS 256	Eastern Shires Purchasing Org	ADMIN Supplies & Services	First aid kit and stationery	15.75	3.15	18.90
06/11/2020	BACS 256	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Hand soap	25.82	5.17	30.99
06/11/2020	BACS 257	Lichfield Operatic Society	G/HALL Lettings	Refund of deposit for concert booking, December	83.33	16.67	100.00
06/11/2020	BACS 258	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Friary - Remove dead hawthorn	300.00	60.00	360.00
06/11/2020	BACS 258	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	OS53 - Remove ivy on 2 silver birches	150.00	30.00	180.00
06/11/2020	BACS 259	MT Services Computer Systems	ADMIN Supplies & Services	Remote access set up for Deputy Clerk	80.00	16.00	96.00
06/11/2020	BACS 260	Plantfacts	BIRTHPLACE Supplies & Services	Additional staff badges	18.58	3.71	22.29
06/11/2020	BACS 261	R J Lift Services Ltd	G/HALL Repair/Maint	Touchguards for lift buttons & landing stations	150.00	30.00	180.00
06/11/2020	BACS 261	R J Lift Services Ltd	G/HALL Repair/Maint	Repair lift car light & shaft light	258.00	51.60	309.60
06/11/2020	BACS 262	Cancelled		Replaced with imprest cheque			
06/11/2020	BACS 263	Turnock Ltd	ARTS/TOURISM Lights Costs	Extra light strings for canopy	368.00	73.60	441.60
06/11/2020	BACS 264	Wave-Length Social Marketing	BIRTHPLACE Supplies & Services	Feedback on revised museum access plans	28.00	0.00	28.00
06/11/2020	BACS 265	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 7/10/20	20.67	0.00	20.67
06/11/2020	BACS 266	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 7/10/20	4.00	0.00	4.00
06/11/2020	BACS 267	A Briggs	DEM SERVICES Supplies & Services	Monthly Zoom licence for Council meetings 26/10 - 25/11	11.99	2.40	14.39
06/11/2020	BACS 268	J Butler	BIRTHPLACE Supplies & Services	Tracing paper	1.67	0.33	2.00
06/11/2020	BACS 268	J Butler	BIRTHPLACE Supplies & Services	Annual Wordpress subscription	36.00	0.00	36.00
06/11/2020	BACS 269	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - October	6,362.88	0.00	6,362.88
06/11/2020	BACS 270	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - October	8,454.95	0.00	8,454.95
06/11/2020	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier - Usage May-July, rental Aug-Oct	613.80	122.76	736.56
09/11/2020	BACS 271	CBS Complete Ltd	BIRTHPLACE Repair/Maint	Supply & fit 2 pumps to improve museum heating	1,130.15	226.03	1,356.18
09/11/2020	BACS 271	CBS Complete Ltd	G/HALL Repair/Maint	Supply & fit new pressurisation unit for heating	1,744.00	348.80	2,092.80
09/11/2020	BACS 271	CBS Complete Ltd	G/HALL Repair/Maint	Supply & fit new condensate pump	228.54	45.71	274.25
09/11/2020	BACS 271	CBS Complete Ltd	G/HALL Repair/Maint	Supply & fit new flue damper motor/actuator	505.33	101.07	606.40
09/11/2020	BACS 271	CBS Complete Ltd	G/HALL Repair/Maint	Strip & clean boilers re emissions issue	304.00	60.80	364.80
09/11/2020	BACS 271	CBS Complete Ltd	G/HALL Repair/Maint	Supply & fit 2 steel TRVs on pipework	188.00	37.60	225.60
09/11/2020	BACS 271	CBS Complete Ltd	G/HALL Repair/Maint	Investigate boiler emissions issue & swap parts on boilers	114.00	22.80	136.80
09/11/2020	BACS 272	Richard Winterton Auctioneers	CIVIC Supplies/Services	Valuation of civic silver for insurance purposes	1,200.00	240.00	1,440.00
09/11/2020	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - September	182.61	36.52	219.13
09/11/2020	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - September	52.75	2.64	55.39
09/11/2020	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - September	201.23	40.25	241.48
09/11/2020	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - September	28.29	1.41	29.70

09/11/2020	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - September	68.56	3.43	71.99
09/11/2020	DDebit	Npower Ltd	PARKS Energy	Friary electricity - September	26.87	1.34	28.21
09/11/2020	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - credit for new meter overestimate	-432.34	-86.47	-518.81
09/11/2020	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - revised March	250.81	50.16	300.97
09/11/2020	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - revised April	30.06	1.50	31.56
09/11/2020	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - revised May	31.06	1.55	32.61
09/11/2020	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - June	36.75	2.78	39.53
09/11/2020	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - July	33.94	2.63	36.57
09/11/2020	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - August	39.22	2.90	42.12
09/11/2020	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - September	42.33	3.05	45.38
13/11/2020	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - November	22,849.49	0.00	22,849.49
16/11/2020	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	Monthly IT support, backups, antivirus, Office365 - October	528.72	105.74	634.46
16/11/2020	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - October	45.00	9.00	54.00
16/11/2020	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' emails - October with Sept adjustment	125.55	25.11	150.66
16/11/2020	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - October	45.00	9.00	54.00
16/11/2020	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - November	30.80	0.00	30.80
16/11/2020	DDebit	Npower Ltd	G/HALL Energy	Electricity - September	261.92	52.38	314.30
17/11/2020	DDebit	British Telecommunications	ADMIN Tel/Postage	Broadband line rental, Nov-Jan	87.60	17.52	105.12
17/11/2020	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile, Nov, incl. new phone delivery	24.22	4.84	29.06
17/11/2020	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/8 - 1/11	241.46	0.00	241.46
17/11/2020	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block water/drainage - 1/2-1/5 adjusted, 1/5-1/11	33.87	0.00	33.87
18/11/2020	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - October	57.37	11.47	68.84
20/11/2020	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - Oct usage/Nov rental	115.73	23.15	138.88
24/11/2020	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - October payroll	24.10	0.00	24.10
25/11/2020	BACS 273	ADT Fire & Security plc	BIRTHPLACE Repair/Maint	Maintenance of emergency lighting to 5/11/21	288.67	57.73	346.40
25/11/2020	BACS 274	Alan & Thomas Insurance Grp	ADMIN Insurance	Additional premium for increased museum stock value	64.42	0.00	64.42
25/11/2020	BACS 275	Banner Group Ltd	ADMIN Supplies & Services	Paper, envelopes and laminating pouches	38.66	7.73	46.39
25/11/2020	BACS 276	N Boden	PARKS Other Repair/Maint	Curborough - Sign repaired and re-instated	90.00	0.00	90.00
25/11/2020	BACS 277	City Life in Lichfield	DEM SERVICES Publicity	City Life - November issue	1,035.00	207.00	1,242.00
25/11/2020	BACS 278	Darwin Electrical Services	G/HALL Repair/Maint	Work on sockets in ground floor kitchen & Moulton room	93.00	18.60	111.60
25/11/2020	BACS 279	E.On Energy Solutions Ltd	PARKS Energy	Highways lighting 20/21 - energy	3,802.02	760.40	4,562.42
25/11/2020	BACS 279	E.On Energy Solutions Ltd	PARKS Other Repair/Maint	Highways lighting 20/21 - maintenance	3,790.79	758.16	4,548.95
25/11/2020	BACS 280	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Hand towels	50.85	10.17	61.02
25/11/2020	BACS 281	Focus Security & Surveillance	G/HALL Repair/Maint	Callout to CCTV system not recording	85.00	17.00	102.00
25/11/2020	BACS 282	Forward Cleaning Contractors	ADMIN Supplies & Services	Monthly window cleaning - October	16.00	3.20	19.20
25/11/2020	BACS 282	Forward Cleaning Contractors	BIRTHPLACE Supplies & Services	Quarterly window cleaning resumed in October	48.00	9.60	57.60
25/11/2020	BACS 282	Forward Cleaning Contractors	G/HALL Supplies/Services	Quarterly window cleaning resumed in October	77.70	15.54	93.24
25/11/2020	BACS 283	Justice Fire and Security	MARKET Supplies/Services	Foam fire extinguisher for Market Square	29.37	5.87	35.24
25/11/2020	BACS 284	Wesley Kendrick	CIVIC Events	Bugler for Remembrance Sunday	25.00	0.00	25.00
25/11/2020	BACS 285	Leander Architectural	C I L Expenditure	Stowe Gate plaque - Restoration & hardwood back board	291.00	58.20	349.20
25/11/2020	BACS 286	Lichfield Glass & Glazing	G/HALL Repair/Maint	Replace safety glass panel in ground floor corridor door	95.00	19.00	114.00
25/11/2020	BACS 287	Oakwood Security Solutions Ltd	CIVIC Events	Security staff for Remembrance Sunday	263.84	52.76	316.60
25/11/2020	BACS 288	Staffordshire Signs & Graphics	MARKET Supplies/Services	Replacement aluminium parking & wall signs for Market Sq	413.00	82.60	495.60
25/11/2020	BACS 289	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning - October (13.5 hrs)	175.50	35.10	210.60
25/11/2020	BACS 289	Taylor Maids UK Ltd	G/HALL Supplies/Services	Guildhall and Donegal Hse cleaning - October (11.25 hrs)	146.25	29.25	175.50
25/11/2020	BACS 289	Taylor Maids UK Ltd	G/HALL Supplies/Services	Extra cleaning to cover employed cleaner's leave (6.75 hrs)	87.75	17.55	105.30
25/11/2020	BACS 290	Vertigo Creative Studio	BIRTHPLACE Supplies & Services	Design & visualisation of 3 ground floor rooms for museum	2,850.00	570.00	3,420.00
25/11/2020	BACS 291	Water Plus Ltd	BIRTHPLACE Rates/Water	Used water & drainage 10/7/20 - 10/10/20	38.26	0.00	38.26
25/11/2020	BACS 292	Steve Brown	BIRTHPLACE 3rd Party Sales	Book sale proceeds to 1/11/20	4.67	0.00	4.67
25/11/2020	BACS 293	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Book sale proceeds to 1/11/20	36.33	0.00	36.33
25/11/2020	BACS 294	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - November	6,325.59	0.00	6,325.59
25/11/2020	BACS 295	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - November	8,366.71	0.00	8,366.71
25/11/2020	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/10 - 10/11	10,876.33	2,175.26	13,051.59
26/11/2020	BACS 296	C'Art - Art Transport Ltd	BIRTHPLACE Supplies & Services	Transport of collection Ashmole portrait to conservator	316.00	63.20	379.20
27/11/2020	BACS 297	CBS Complete Ltd	G/HALL Repair/Maint	Supply & installation of new gas valve on Guildhall boiler	1,397.95	279.59	1,677.54
27/11/2020	BACS 298	Messenger Construction Ltd	R&R FUND Guildhall/Donegal Hs	Guildhall restoration works - further instalment	23,854.93	4,770.99	28,625.92
27/11/2020	BACS 299	W Burns-Mace Ltd	ADMIN Supplies & Services	Tudor Row fire escape licence to 16/12/21	1,911.34	0.00	1,911.34
27/11/2020	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 1/8 - 1/11	61.58	0.00	61.58

30/11/2020 DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - October	44.01	8.80	52.81
30/11/2020 DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - October	461.15	92.23	553.38
30/11/2020 DDebit	Nat West	ADMIN Supplies & Services	Bank charges, 3 Oct to 30 Oct - current account	18.37	0.00	18.37
30/11/2020 DDebit	Wm M Briers & Son (Tamworth)	MARKET Supplies/Services	Skip hire - October	402.50	80.50	483.00
				<u>120,814.43</u>	<u>12,253.28</u>	<u>133,067.71</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 November to 30 November 2020

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
02/11/2020	05393	Cash	Various	Petty cash vouchers 7663 - 7676	268.04	18.40	286.44
02/11/2020	05394	Staffordshire Wildlife Trust Ltd	ADMIN Subscript/Training	Wildlife Trust subscription 20/21	42.00	0.00	42.00
09/11/2020	05395	Royal British Legion	CIVIC Mayor's Allowance - D Baker	Mayor's 2 wreaths for Remembrance Sunday etc.	43.00	0.00	43.00
30/11/2020	DDebit	Nat West	ADMIN Supplies & Services	Bank charges, 3 Oct to 30 Oct - imprest account	6.34	0.00	6.34
					<u>359.38</u>	<u>18.40</u>	<u>377.78</u>