

LICHFIELD CITY COUNCIL

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Pancake Races – 4 March 2014

Annual Report 2013-14

and Statement of Service Objectives

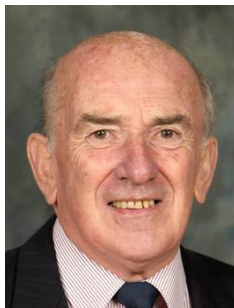
ANNUAL REPORT – OVERVIEW

The purchase of Donegal House in December 2012 has led to a reduction in the Council's ongoing revenue costs (because rent is no longer being paid for office accommodation), but it also exhausted the Council's capital reserves. This, together with central controls on council spending, has meant that the ability for the City Council to take on any major new projects is more restricted. So in the current economic climate the emphasis is very much on maintaining existing services but with fewer resources, and this has been achieved. The Council has not cut any of its current services and the Council Tax has been held steady with a total increase of just 2.2% (£1.42) over the past 7 years, despite ongoing inflationary pressures.

One new initiative is that the Council has agreed to produce a city-wide Neighbourhood Plan. This will be based on a theme of employment and economic development. The plan area has been agreed by District Council after statutory consultation, and a sub-committee has been established to progress the Plan.

With 28 councillors and just 12 full-time equivalent staff, the City Council is by far the smallest of the three local authorities serving the City area, and there are limitations in what we can achieve to meet the needs of over 32,500 residents. But our aim is to provide the high standards of service that residents expect, and promote the best interests of the City. To do this we work in close co-operation with the District and County Councils, and also support many local voluntary and charitable groups which play a key part in the life and well-being of Lichfield.

Residents are welcome to attend the Council meetings. Dates of meetings, contact details for City councillors and much more information about the Council and the City are available on our website at www.lichfield.gov.uk



Terry Finn
Council Leader



Norma Bacon
Mayor



Peter Young
Town Clerk

Annual Report 2013-14

OPEN SPACES

The Council looks after 76 acres of public open space and 4 miles of public footpaths. Most of the routine maintenance work is undertaken by Lichfield District Services under a Service Agreement. The City Council employs a part-time Open Spaces Officer, Heather Francis, to oversee the open space areas.

Projects undertaken have included the production of a 'Little City Tree Trail' which was opened on 14 December with a 'walk and talk' event. Participants were led along the route stopping at each of the 12 trees along the way. Interesting facts were discussed, and members of the group tested out all of the leaf rubbings with wax crayons. The trail was part funded from S106 money.



Lichfield Tree Trail Walk

Woodland improvement work on the site off Eastern Avenue has been completed. The Forest of Mercia team have done a great job of improving access for users of this increasingly popular site. The work has been funded by Natural England, enabling tasks such as pruning obstructive branches, removing dead trees, a new pathway, and reinstatement of steps.

A new sundial has been installed in the Garden of Remembrance and on 3 March a young Paulownia tomentosa (Foxglove) was planted alongside the mature Paulownia tree that grows in the corner of the site. The new tree will serve as a replacement for the mature tree, as this will inevitably decline over time.



New sundial in the Remembrance Gardens

The Council owns over 12 acres of allotments which are leased to the Lichfield Allotments Society. A new 7 year-lease has been granted to the Society, at the same rent as the previous lease.

GUILDHALL & COMMUNITY HALLS



Guildhall set out for a wedding reception

The Council owns the Darwin Hall, Cruck House, Curborough Community Centre, and Boley Park Community Hall, all of which are leased to local management committees. The committees manage the buildings, paying the running costs and receiving income from lettings, but with the Council responsible for maintaining the external fabric of the buildings.

The Council also runs the Guildhall which is let out for private and commercial events and for use by local organisations. It also serves as the main venue for concerts run by Lichfield Arts and is a popular venue for wedding receptions and civil wedding ceremonies.

Bookings have fallen in recent years and so measures have been taken to reduce costs by a combination of staff reductions, revised charges, and focussing on profitable bookings. Indications are that bookings (and income) are beginning to increase again, especially from wedding ceremonies and receptions, where there has been active promotion of the venue.

The newly refurbished prison cells exhibition area has been very popular. They are open free of charge on summer Saturdays, staffed by a dedicated team of volunteer 'warders'. There were over 6,550 visitors during the summer; an average of 250 on each Saturday opening.

JOHNSON BIRTHPLACE MUSEUM

The City Council is the sole trustee of the Samuel Johnson Birthplace Trust which is a registered charity. The Museum is staffed by the Museums & Heritage Officer, Jo Wilson, and 4 part-time attendants, supported by a team of volunteers.

Total visitor numbers for the 2013 calendar year were 16,250 making it the busiest year in the history of the Museum - even beating the previously-held record for Johnson's Tercentenary year in 2009.

Shop sales have been maintained and donations have also risen. Admission to the museum is free, but donations and sales now provide more income than when admission was charged for.

The Museum's upsurge in visitor numbers is helped by a vibrant programme of special events such as exhibitions, monthly art workshops, and a fortnightly reading and activity club for 7-12 year olds, "Bookworms United".

Particularly pleasing has been the increased number of primary school visits following the school education package introduced the previous year.

In addition to the running of the Museum and the Guildhall Cells, the Museums Officer plays an active role in city wide tourism initiatives including the LDTA Executive Committee, JAMWIG, Heritage Weekend, 'Christmas in Lichfield' and is Lichfield Cluster representative for the Staffordshire Museums Consortium Board.

The Museum's website is increasingly popular, and now includes a full 'virtual tour' of the Birthplace, powered by Google Street View. The tour is also available in the Museum shop, and helps with the access issues that the Grade I listed building presents. The Museum has continued its use of social media to interact with museum users and other cultural sites via Twitter and Facebook.

The interior of the bookshop and reception area are currently undergoing a refurbishment, and designs for an updated souvenir guide book and an improved children's trail are also in preparation.



Sculptor Allen Necchi demonstrated the art of carving at an event in July



Some of SJBM's Bookworms



MARKETS AND MARKET SQUARE

Stall spaces on the weekly markets (Tuesday, Friday and Saturday) continue to be almost fully let, and there has been an increase in net income from the Market Square in 2013/14 both from the markets themselves, and from lettings on non-market days. Bookings have included Staffordshire

County Council Adoption and Fostering, Colliers Motor Group, Leons Holidays, Nikki Sinclair MEP, Lichfield Fire Service, Wade Street Church (Christian Gap Year Training Programme), Mercian Regimental Support Team and St John Ambulance providing free first aid demonstrations.

The Markets Officer, Rachel Clive has worked with the District Council's 'Visit Lichfield' team, to place adjacent adverts in annual and monthly publications of coach magazines, and this has led to several extra coach visits to the City and market.

The Lichfield Food Festival took place over the weekend 31 August to 1 September, including a Food Festival Farmers' Market which was a great success. On the Saturday, stalls were located in the city streets and Precinct with the weekly General Market on the Square. On Sunday the food stalls returned with an extended Farmers' Market on Market Square. There was a delicious choice of local food and an amazing range of handmade art and craft. The market stalls were complemented on both days with activities for the children from the 'Owl Experience' to face painting and a 'beaded glitter bug' workshop on the Sunday.

The Three Spires Management have agreed for the City Council to site Farmers' Market stalls in the Shopping Centre on four Saturdays in 2014.

This year the Shrovetide Fair used a small portion of Square so the Square could also be used by the market. This seemed to work well and meant that the council did not lose out on the market income.



Wade St Church football cage



Food Festival Farmers' Market

CHRISTMAS LIGHTS

The Council provides the Christmas illuminations in Lichfield with support from the Chamber of Trade.

The Mayor, assisted by competition winners, Sophie Moore and Jack Butler-Hill, and members of the Garrick pantomime, switched on the lights on 24 November.

To maximise potential attendance and help boost local trade, the event was moved from its usual Thursday evening to a Sunday, with the switch-on supported by a day of live music on the Square and a Christmas market in the surrounding streets. The event proved immensely popular, with a huge crowd – far greater than expected.

The event will again be held on a Sunday this year with plans in progress to safely accommodate another large crowd.

The purchase of LED lights has considerably reduced the energy costs.



Market stalls lit up in Market Street for the Switch On



Christmas Lights Switch on

CIVIC EVENTS

The Mayor, Bob Awty, and Sheriff, Terry Thomas, completed a very successful year of civic engagements, including the St George's Court, Bower, Entertainment and Tea, Remembrance Day, Carol Service, Charity Quiz, Schools Speaking Competition, and the Mayor and Sheriff's Ball.

On 7 September, in accordance with the 1553 charter, the Sheriff fulfilled his duty by successfully completing the Sheriff's Ride, accompanied by the High Sheriff of Staffordshire and 56 other riders. The Johnson Birthday Celebrations, held on 21 September, were well attended as guests joined the Mayor in the annual service and wreath-laying ceremony on the Market Square.

In October, the Mayor and Sheriff hosted a highly successful Charity Fashion Show, with local businesses coming together to support what was a sell-out event, which raised £1,749 for the Mayor and Sheriff's charities. Overall during their year the Mayor and Sheriff raised just under £5,800 for their charities.

The new Mayor for 2014-15 is Norma Bacon, supported by Bob Awty who becomes Sheriff.



Sheriff's Ride enters the Close



Fashion Show

OUTSIDE BODIES

The Council provided over £46,000 of financial support to outside bodies and partner groups during 2013/14. This included some £31,500 in general grants to 46 separate organisations, £7,900 for Community Development, and £6,900 for churchyard maintenance.

The Council provides the secretariat for the Lichfield City Forum which brings together representatives from the local councils, residents' associations, businesses and voluntary groups.

The Council is also involved with the Lichfield Town Team, a group of businesses and other city stakeholders who are promoting retail and business development in the city. The Town Team is currently preparing a case to establish a Business Improvement District (BID) for the city centre, and the City Council has agreed to support the BID.

TWINNING

In June a party of ten councillors from Limburg visited Lichfield. The program included talks on Local Government, Education, Fair Trade and Planning. They also took part in various site visits including the Guildhall, Market, Birthplace Museum, Speakers' Corner, Pool Walk, Garden of Remembrance, Cathedral, Canal restoration site, and Darwin Hall.

Other Twinning events during the year have included:

- A year 5/6 English class pupils from a primary school in Sainte Foy, and Scotch Orchard's year 5 French class, have started corresponding. They are all very keen to make it a success and this will hopefully inspire more schools to follow suit.



Limburg councillors visit June 2013

- In July two market traders from Limburg sold German food specialties in Lichfield. Members of the Twinning Association helped on the stall and took the opportunity to promote twinning
- Two Limburg Council trainees came to Lichfield in October 2013 for a week's placement. They worked within the Council office, Birthplace Museum, the CVS centre, and the Tourist Office
- In June 13 members of Lichfield Ramblers met their counterparts from Germany and France in Germany, and walked in the Mosel Valley.
- The Lichfield Twinning Facebook page was launched in May. The page and profile are updated several times a week with twinning news and information about the three twin towns



Limburg market traders

Every second year each twin town takes it in turn to host a major twinning event, and preparations are underway for October 2014 when Lichfield will welcome 60 representatives from both Limburg and Sainte Foy. The Market Square will be used for performances of music, dance, and drama, and local societies will have stalls on the Square to display their organisation to the public. The market will be relocated to Market Street and Lower Bore St. Other events will include free art and creativity workshops, plus talks and Morris dancing at Speakers' Corner.



Limburg Council trainees came to Lichfield in October

We still need more host families who could welcome our twinning visitors during this event from 3 to 6 October – if you can help, please contact our Twinning Officer, Sophie Bishop on 250011.

PLANNING

The District Council is the Planning Authority, but the City Council is consulted on all planning applications submitted for the city area. The City Council's Planning Committee met on 16 occasions, and examined and commented on 248 planning applications; only 10 of which were decided differently from the comments of the City Council.

The Council has commenced production of a Neighbourhood Plan for the City. The Plan will be for the entire area of the civil parish of Lichfield, but will be a theme-based Plan, based on employment and economic development issues.

A Local Plan for the District is currently awaiting finalisation by the Planning Inspector. The Inspector's interim report accepted most of the Plan, but required the District Council to come up with sites for a further 900 houses in the period up to 2028. The District Council has therefore produced some proposed "main modifications" to accommodate this, and the City Council has objected with respect to the proposed type of development on Cricket Lane and the removal of Deanslade Farm from green belt. An Inquiry on these aspects is likely to be held later this year, before the full Local Plan is adopted. The Inspector's interim report supported the St Johns development of 450 houses, and this council therefore withdrew its objection to that planning application.

A Lichfield City Centre Development Partnership has recently been created to produce a new City Centre Strategy, that would form part of the Local Plan as a Supplementary Planning Document. The City Council is represented on that body.

FINANCE, STAFFING AND ADMINISTRATION

A new, energy-efficient boiler was installed for the Guildhall and Donegal House replacing a boiler which was 25 years old.

From 1 January 2014, Lichfield Festival have become tenants of a room in Donegal House, alongside the Lichfield Arts. This produces useful rent income to the Council as well as providing a community use of the building.

Accounts

The table below gives a summary of the Council's expenditure 2013/14 and the budget for 2014/15. In 2013/14 the net expenditure funded by Council Tax was £638,600, which is equivalent to £19.65 per resident per annum.

	<u>Actual 2013/14</u>		<u>Budget 2014/15</u>	
	£		£	
NET EXPENDITURE				
Open Spaces & Footpaths	£162,776	24%	£162,959	21%
Guildhall & Community Halls	£76,744	11%	£76,618	10%
Museum, Arts & Tourism	£190,947	28%	£209,432	28%
Grant Aid & Partnerships	£59,609	9%	£54,534	7%
Democratic Services	£75,609	11%	£80,973	11%
Capital and Major Renewals	£116,819	17%	£173,836	23%
TOTAL	£682,504	100%	£758,352	100%
Funded by:				
Council Tax	£638,600	94%	£638,600	84%
Markets Net Income	£37,395	5%	£34,417	5%
Agency/Investment Income	£17,465	3%	£17,614	2%
To / From balances	£10,956	-2%	£67,720	9%
TOTAL	£682,504	100%	£758,352	100%

The Council still has relatively healthy balances, and the 2014/15 budget takes £67,720 from balances to maintain the council tax level. However, the ability to continue take funds from balances is obviously finite.

The City Council element of the Council Tax for 2014-15 is £52.75 p.a. for a Band D property, an increase of 11 pence for the year. All of the increase is due to a fall in the Council Tax base for the city following national legislation on localisation of Council Tax.

The City Council receives no income from Central Government by way of Revenue Support Grant, or from non-domestic (Business) rates, and so its primary source of funding is from the Council Tax.

There are currently 25 employees but most of these are part-time, and the total staffing establishment is just over 12 full time equivalent (FTE) posts.

* * *

City Council Mission Statement

To improve the quality of life of residents of Lichfield City

To be achieved by:

- ***Making best use of the resources and powers available to us to provide high-quality cost-effective services to help meet the needs and wishes of the residents***
- ***assisting and encouraging other bodies to provide such services***

Key objectives:

- 1 *To help residents enjoy high-quality social, recreational, and cultural facilities, and to maintain or improve the standard of these facilities*
- 2 *To encourage and promote the economic and commercial vitality of the city*
- 3 *To protect and improve the high-quality environment of the city and promote sustainable development to meet the needs of present and future generations*
- 4 *To preserve the ancient traditions and unique identity of the city*
- 5 *To represent the views and wishes of the citizens of Lichfield and to promote the interests of the city for the betterment of the local community*
- 6 *To help to create a socially inclusive and caring community which embraces all its residents, irrespective of age, culture, income, race or religion, and which seeks to develop their well-being, knowledge, understanding, and mutual co-operation*

Our strengths

As a parish council we are the smallest unit of local government and closest to the people. We can address local concerns and speak up for the wishes of the city residents.

We don't have a large bureaucratic or departmentalised structure so we can be responsive and flexible, directing our resources where most needed.

We have a wide overview of the needs of the City because all our councillors live in the city and can concentrate their work on the city area.

. . . and our weaknesses

We are the smallest unit of local government and so we don't have large resources.

We receive almost no funding from Central Government, and no funding at all from Business Rates

The public is often unaware of the limited extent of our role.

With a total of just over 12 staff (full-time equivalent) there are limits to what we can undertake. We cannot commit ourselves to major activities beyond our expertise or financial resources

Services Provided and Service Objectives

Parks, Footpaths and Allotments

The Council owns or maintains a total of 31 hectares (76 acres) of open space and churchyards on over 70 separate sites in the city. These include the Festival Gardens, Pool Walk, Remembrance Gardens, plantations off Eastern Avenue, parts of the churchyards at St Chads, Christ Church and St Michaels, and various smaller areas around the City.

The sites include several listed buildings (Clock Tower, Borrowcop Gazebo, Remembrance Gardens and churchyard memorials) and two Scheduled Ancient Monuments (Friary Remains and Prince Rupert's Mount).

The Council is also responsible for 6,250 metres of footpaths in the city (including the verges/hedges)

The maintenance of most of these areas is undertaken under a Service Agreement by Lichfield District Council Operational Services.

The Council arranges the watering of the hanging baskets in the city, the baskets being supplied and erected by the Chamber of Trade and Commerce.

Included as an 'open space' is the historic Market Square, which contains statues of Samuel Johnson and James Boswell (both Grade II Listed monuments).

The Council owns over 120 footway lights. The maintenance of which, including supply of energy, is contracted to the County Council's contractors. The Council also owns and maintains 17 bus shelters.

The Council owns 4.8 Ha (11.8 acres) of allotments. Sites are at Cherry Orchard, Netherstowe, The Moggs, Christchurch, Beacon Street and Frenchman's Walk. The allotments are leased to the *Lichfield and District Allotments & Home Gardens Society* who then let out the individual plots.

Our objectives in providing the service

- To enable residents and visitors to enjoy and benefit from the parks, open spaces and footpaths.
- To provide and maintain open spaces, footpaths, and lighting, seats, bus shelters, litter bins to a high standard, using environmentally sound practices
- To enhance the appearance of the city by provision of floral arrangements
- To provide allotments where a demand exists and to facilitate the management of the allotments by the Allotments' Society as a means of providing best value to the end user
- To encourage use of the Market Square for community and cultural events

Guildhall

The Guildhall is an historic building (Grade II listed). Rooms are hired out to the public, to local organisations, and for commercial sales, etc. The Guildhall is also licensed for civil marriages. There are different rates of hire charge depending on the nature of the booking (charities and voluntary organisations pay the lowest rate). The Guildhall is also used for Council meetings.

Our objectives in providing the service

- To provide meeting rooms with good facilities at affordable cost to non-commercial hirers
- To receive income from commercial hirers to help offset the cost of lettings to non-commercial hirers
- To maintain usage of this historic building for the benefit of the community

Community Halls

Cruck House is a 16th century cottage in Stowe Street. It is a Grade II Listed Building owned by the Council and used as a meeting room.

Curborough Community Centre was built by the Council in 1994, with a major extension built in 2001. It comprises a main hall, two smaller halls, a meeting room and office, together with kitchen/bar, and toilets. Both Cruck House and Curborough Community Centre are leased to the Curborough Community Association.

Boley Park Community Hall was built in 1984. It comprises a main meeting room, kitchen/bar and smaller ancillary rooms.

Darwin Hall is the newest hall and opened in June 2010. It was built by the City Council, but the site and most of the funding was provided by the Darwin Park estate developers through a S106 agreement. The Hall comprises a main hall, meeting room and kitchen and incorporates several 'green' features such as a ground source heat pump.

For all of the above the Council leases the building rent free to a local management committee which undertakes the general day-to-day operation of the halls. The Council believes that these arrangements provide for the most appropriate management of the halls by users and residents, but with the City Council available to assist where needed for any large structural repairs which may arise in the future.

Our objectives in providing the service

- To provide meeting rooms with good facilities at affordable cost

- To support and encourage community management of these facilities
- To act as an enabling body to promote the development of community activities based from the halls

Markets

The Market Square and traders' toilets are owned by the Council. There are weekly General Markets on Tuesdays, Fridays and Saturdays, and a monthly Farmers' Market operated directly by the Council.

Various public events also take place on the Market Square.

Our objectives in providing the service

- To provide well-run high-quality markets
- To generate income to help fund other services

Civic Ceremonies and Traditions

The civic property of the City, (sword and maces, charters, chains of office, etc) is of considerable value and historical importance and many items are on public display in St Mary's Heritage Centre.

The Council owns many ancient records of the city, which are on deposit in the Lichfield Record Office.

The Council appoints the Mayor, and also the office of Sheriff, a post dating from Queen Mary's Charter of 1553. Lichfield is the only parish council in England to appoint a Sheriff.

The Council maintains the unique Lichfield traditions, including the Shrovetide Fair, St George's Court, Court of Arraye, Sheriff's Ride, and Johnson Birthday celebrations, and various other civic functions throughout the year.

The Mayor and Sheriff are invited to attend over 200 events a year, as well as charity fundraising events of their own.

Our objectives in providing the service

- To support local organisations through the attendance of the Mayor and/or Sheriff at their events
- To assist in fundraising for the Mayor and Sheriff's Charity Appeal
- To preserve the ancient traditions and unique identity of the City
- To preserve the ancient historic plate and muniments of the City

Grant Aid and Partnership Work

Each year the Council makes grants to about 50 local organisations. Information is requested on the purpose of the grant and the financial basis of their organisation and about £30,000 is allocated annually in 'general grants' with various other grants to specific schemes or organisations.

The Council represents the interests of the City and makes representations on matters such as the Local Plan and HS2. The Council provides secretarial and administrative support for the Lichfield City Forum. The Council supports community development work in the City with a funding agreement between the City and District Councils and Bromford Housing Association.

The City Council is the only council serving the city area exclusively, and its viewpoint can at times be different from the District and County Councils. An important part of the Council's role is to ensure that the needs of the City are given due prominence.

The Council appoints representatives to many local organisations, school governing bodies, charities, etc. and works with the District and County Councils and other bodies on various projects.

Examples of partnership workings are:

With Lichfield District Council:

Community Development, Parish Forum, Playschemes, Planning Issues, Tourism promotion, and City Forum

With Staffordshire County Council:

Highway Verge maintenance, recycling credits, other highway matters

With others:

Allotment Society – Provision of allotments

Boley Park Hall Committee – Provision of Boley Hall

Businesses – Through Lichfield 'Town Team'

Darwin Park Community Association – Darwin Hall

Greenhill Bower Committee – Bower & Court of Arraye

Canal Restoration Trust – Canal restoration

Chamber of Trade – Hanging baskets & Christmas Lights

Curborough Community Association - Community Hall

Darwin House Trust – Promotion and joint marketing

Lichfield Cathedral – Promotion and joint marketing

St Mary's Heritage Centre – Promotion and marketing

Twinning Association – Twinning activities

Johnson Society - Promotion of Johnson, Birthday celebrations, lecture and events etc.

Lichfield District Arts Association – Arts events

Lichfield District Tourism – Promotion of City

Royal British Legion – Remembrance Day

St Michael's PCC - Churchyard conservation project

Christ Church PCC - Burial provision

Round Table - Christmas lights and Santa

Our objectives in providing the service:

- To help create a socially inclusive society
- To assist local clubs, societies and organisations to maintain work beneficial to the citizens of Lichfield
- To assist regeneration of the City
- To work in partnership with other statutory and voluntary bodies, groups, agencies and individuals to ensure an improving standard of services to meet the needs of residents of the City.

Arts, Tourism, Twinning, Christmas Lights

Arts - The Council helps fund many arts-based local organisations including substantial annual grants to Lichfield District Arts, and the Lichfield Festival.

Tourism - The Council pursues an active role in promoting tourism to the City and is represented on the Lichfield District Tourism Association.

The Council owns or operates many of the tourist sites in Lichfield including the Johnson Museum, Guildhall, Market Square and statues, Clock Tower, Friary Remains (scheduled ancient monument), Borrowcop Gazebo, Pool Walk, Remembrance Gardens, Festival Gardens, and St Michael's churchyard (Larkin graves).

The Council organises many of the traditional events and ceremonies which are an attraction to tourists.

The Council has a comprehensive website on www.lichfield.gov.uk giving details of the city's attractions and history.

Christmas Lights - Each year the Council provides Christmas illuminations in the City, with financial support from the Chamber of Trade and local businesses.

Twinning - The Council has a Ring Twinning Agreement with Sainte Foy-lès-Lyon in France and Limburg an der Lahn in Germany. Every second year there is an 'Official Twinning Visit' at which representatives from each town visit one of the partners. This event provides the focus and impetus for the large number of other social, cultural, business, and educational exchanges, which take place separately throughout the year. The Council's part-time Twinning Officer works closely with the Lichfield Twinning Association.

Our objectives in providing the service

- To promote and assist in funding the Arts for the enjoyment of residents and visitors and to work in partnership with the District Council, County Council, Lichfield District Arts Association, and other arts organisations and individuals to develop arts facilities and activities in the City
- To work in partnership with the Lichfield District Tourism Association, Lichfield District Council and other bodies to promote Lichfield as a high-quality

business, tourist and conference destination and to increase the number of visitors to Lichfield

- Through twinning links to promote understanding and awareness of our respective languages and culture and encourage exchanges of groups and individuals
- To provide Christmas illuminations in order to make the city centre an attractive area for residents and shoppers during the festive season and encourage visitors to the City in order to improve the economic vitality of the City

The Samuel Johnson Birthplace Museum

This is a Grade I Listed Building of immense historic importance. It houses a Registered Museum dedicated to the life, work and personality of Samuel Johnson, his Lichfield connections and his friends and contemporaries. It includes exhibits of national importance. The building and its collections are held under the Johnson Birthplace Charitable Trust, of which the City Council is the sole trustee. The staff at the Birthplace Museum are employed by the Council.

Our objectives in providing the service

- To use and permit the Birthplace to be used as and for a public memorial to the genius of the late Dr Samuel Johnson and for such purpose to preserve the Birthplace as a place of historical interest and to maintain the same as a public museum and for public exhibitions (Charitable Trust Deed, 1974)
- To stimulate wider interest in and understanding of the life and achievements of Samuel Johnson. To safeguard the future and development of the museum and its collection to enable access by all.

Planning Consultation

The Council is consulted on all planning applications made in the city and submits its observations to Lichfield District Council, which then determines the applications and its Planning Applications Committee also comments on various other matters e.g. the Local Plan, traffic regulations, licensing matters, HS2, etc. The Council is producing a Neighbourhood Plan for the city which is focussed on Employment and Economic Development issues.

Our objectives in providing the service

- To seek high standards of planning design and build in the City with sensitive and high-quality development within the Conservation areas and effective and sustainable policies in relation to traffic management, parking and pedestrianisation
- To seek a diversity of development within the City, with a wide mix of residential properties, sufficient employment land to accommodate the needs of the local population, and a vibrant commercial centre

- To ensure sustainable development which meets the needs of the present generation without prejudicing the needs of future generations
- To improve the employment and economic status of the city through a statutory Neighbourhood Plan.

Financial Systems

The Council's usual gross expenditure averages approximately £900,000 per annum, of which approximately 70% is funded by the Council Tax. The remainder of the Council's income comes from items such as hall hire, market stall rents, investment interest, grants, and capital receipts. The accounts are audited annually by an external auditor. The Council also undertakes its own internal audit systems.

Our objectives in providing the service

- To maintain an efficient and accurate accounting system, including preparation and monitoring of annual budgets, VAT, PAYE, and payroll records, prompt supplier payment, prompt receipt of income and a minimum of bad debts
- To manage the investments, loans portfolio and cash flows of the Council to maximise interest receipts and minimise interest payments and bank charges

Central Administration and Staffing

The Council's central administration is responsible for the overall administration of the Council's activities. This includes the offices and public reception facilities, mail, telephone, and computer systems. The staff deal with many enquiries from the public regarding the work of the Council, and general enquiries regarding the City. The costs of administration are recharged to the individual services, so that the service budgets reflects the full cost of the service itself including the administrative support involved.

Our objectives in providing the service

- To ensure the effective management of the authority and effective implementation of its policies and priorities, and that its management arrangements facilitate performance and efficient use of resources.
- To provide efficient and effective office services to support the Council's activities
- To deal with telephone calls, emails, and personal callers, promptly, courteously and efficiently
- To ensure and arrange effective staff training and to develop a motivated workforce with the necessary knowledge, experience and skills to implement the Council's policies and services
- To maintain accurate personnel records, health and safety controls, and fire evacuation policies

- To manage and control land and property belonging to the Council
- To maintain an effective filing and retrieval system

Agency Services - Highway Verges

The Council cuts all the 8.24 Hectares (20.3 acres) of highway verges in the city on behalf of Staffordshire County Council (through an 'Agency Agreement') for which payment is received from the County Council.

Our objectives in providing the service

- To provide a high standard of highway verge maintenance

Committee Services, Quality Status

The service produces agendas, reports and minutes for the Council and its various working parties and advisory committees. General support is also provided for members, including training for new councillors. In November 2004 the Council was awarded 'Quality Status' - one of the first councils in Staffordshire to obtain the award, and was re-accredited in 2009.

Our objectives in providing the service

- To improve the efficiency, effectiveness and quality of Council services
- To provide a high standard of administrative support for members
- To maintain good communication with the public on Council activities

Capital Projects, Repairs and Renewals

The Council has a Capital Projects and Repairs and Renewals Fund to help spread the cost of major new capital works or major repairs and renewals. Most of the buildings owned by the Council are listed buildings, and because of their age and nature require major repair work at periodic intervals. The Council undertakes quinquennial architectural inspections of all its listed buildings to ensure that they do not deteriorate through neglect. All major works of new build or repair are undertaken through a process of competitive tender.

Our objectives in providing the service

- To undertake new capital projects for the benefit of the citizens
- To ensure that major repairs and renewals are satisfactorily undertaken to maintain Council owned buildings in good repair

How to Contact Lichfield City Council

Lichfield City Council, Donegal House, Bore Street, Lichfield, WS13 6LU

Tel: 01543 250011 Email: enquiries@lichfield.gov.uk website www.lichfield.gov.uk

Officer Contacts

Responsibility	Name	Tel:	Responsibility	Name	Tel:
Town Clerk	Peter Young	01543 250011	Open Spaces	Heather Francis	01543 309851
Deputy Town Clerk	Christopher Moulton	01543 309852	Twinning	Sophie Bishop	01543 309857
Finance	Alison James	01543 309855	Markets	Rachel Clive	01543 309853
Admin/Planning	Celia Freeman	01543 309858	Johnson Birthplace	Joanne Wilson	01543 264972
Civic Matters	Kate Durrant	01543 309854	Guildhall Room Hire	Sarah Wallace	01543 309850

City Council Members

Councillor	Party	Ward	Address	Telephone
Jeanette Allsopp *	Con	Boley Park	House A, St John's Hosp, St John St, WS13 7LF	01543 256114
Bob Awty *	Con	Leomansley	6 Maddocke Walk, WS13 6LT	07587 068000
Brian Bacon *	Con	Curborough	50 Dimbles Lane, WS13 7HL	01543 264357
Norma Bacon *	Con	Curborough	50 Dimbles Lane, WS13 7HL	01543 264357
John Bayliss	Con	Curborough	9 Gorsty Bank, WS14 9UB	01543 252024
Marion Bland *	Lib Dem	Chadsmead	48 Dimbles Lane, WS13 7HL	01543 416449
Gwyneth Boyle *	Con	St John's	Berry Hill House, 8 London Rd, WS14 9EJ	01543 251684
John Brooks	Lab	Curborough	37 Leyfields, WS13 7NJ	01543 252662
Barry Diggle	Con	Boley Park	Durley House, 3 The Friary, WS13 6QG	01543 258678
Valerie Diggle	Con	Boley Park	Durley House, 3 The Friary, WS13 6QG	01543 258678
David Dundas	Con	Curborough	45 Gaia Lane, WS13 7LW	01543 417497
Iain Eadie *	Con	Leomansley	177 Walsall Road, WS13 8AE	01543 268157
Janet Eagland **	Con	Boley Park	3 Alder Close, WS14 9UT	01543 257102
Terry Finn *	Con	Leomansley	5 Rowan Close, WS13 6ES	01543 252348
Colin Gatorex *	Con	Stowe	49 Borrowcop Lane, WS14 9DG	01543 416677
Janice Greaves	Con	St John's	9 Chapel Lane, WS14 9BA	07719 922 239
Peter Hitchman	Con	Stowe	22 Swallow Croft, WS13 7HF	01543 327222
Ian Jackson	Lib Dem	Leomansley	113 Walsall Road, WS13 8AD	01543 414732
Sheelagh James	Con	St John's	4 Gorse Lane, WS14 9HQ	01543 251450
David Smedley *	Con	Stowe	17 Tudor Close, WS14 9RX	01543 410389
Andrew Smith *	Con	Leomansley	61 Alesmore Meadow, WS13 8FD	07795 661123
Christopher Spruce *	Con	St John's	44 Wentworth Drive, WS14 9HN	01543 253733
Sarah Strachan	Con	Stowe	24 Gilbert Road, WS13 6AX	07763 677 658
Mark Taylor	Lab	Chadsmead	1 Hayes View, WS13 7BT	01543 264602
Terence Thomas *	Con	Chadsmead	"Stratton House", 4 Hillcrest Drive, WS13 7AX	01543 264262
Antony Thompson	Con	Stowe	2 Hayworth Road, WS13 6AL	01543 253822
Mark Warfield *	Con	Boley Park	30 Fecknam Way, WS13 6BY	01543 300934
John Wilks *	Con	St John's	25 Wentworth Drive, WS14 9HN	01543 262268

* = also member of Lichfield District Council

** = also member of Staffordshire County Council