



Lichfield City Council

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Town Clerk: Peter Young, B.A.

PY/CF

18 January 2011

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield, on **TUESDAY, 25 January 2011** at **6.30 pm** at which the following business will be transacted.

Yours sincerely

Peter Young
Town Clerk

THE MEETING TO OPEN WITH PRAYERS

Apologies for absence

AGENDA

1 MAYOR'S ANNOUNCEMENTS

2 DECLARATIONS OF INTEREST

3 COUNCIL MINUTES

To confirm as a correct record the Minutes of the Council Meeting held on 6 December 2010 (copy attached).

4 MATTERS ARISING ON COUNCIL MINUTES

5 PLANNING APPLICATIONS COMMITTEE

The Chairman of the Planning Applications Committee to move that the Minutes of the Planning Applications Committee Meetings held on 18 November 2010 and 8 December 2010 be received (copy previously circulated).

6 TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) IF ANY

THE MEETING TO ADJOURN FOR PUBLIC FORUM

7 DARWIN HALL COMMITTEE

To receive the Minutes of the Darwin Hall Committee meeting held on 9 December 2010 (copy attached).

8 STAFFING ESTABLISHMENT WORKING PARTY

To receive the Minutes of the Staffing Establishment Working Party meeting held on 16 December 2010 (copy attached).

9 REPORT ON NALC LARGER COUNCILS CONFERENCE

Attached as **Appendix 1** is a report from Councillor A D Thompson on the NALC Larger Councils Conference held on 1 December 2010.

RECOMMENDED: That Cllr Thompson be thanked for the Report and the Report be noted.

10 LOCALISM BILL

The Localism Bill was published on 13 December 2010. This is the Government's flagship legislation aimed at decentralising power from Westminster to local communities. The Bill runs to over 400 pages and a copy is available at the City Council office. The Government has also produced a 12 page document "Decentralism and the Localism Bill: an essential Guide" and a 21 page "Plain English Guide to the Localism Bill", copies of which are also available at the Council Office. A report on the main details of the Bill is attached as **Appendix 2**.

RECOMMENDED: That the Report be noted.

11 ELECTORAL REVIEW OF STAFFORDSHIRE

Attached as **Appendix 3** is a Report outlining the current progress of the Review. As part of the second stage of the Review Staffordshire County Council has put forward proposals for new County divisions. The Report outlines an alternative proposal which would avoid splitting the City/District ward of St Johns between 2 County electoral divisions.

RECOMMENDED: That the City Council propose to the Boundary Commission the alternative County Divisions as indicated in the Report, for the reasons as stated.

12 FEES AND CHARGES 2011/12

a) Markets

The current charges for the Markets per 2.4 metre [8 foot] stall are as follows:

Friday market - £19.50 = £17.50 rent, plus £2.00 (VAT inclusive) service charge

Saturday market - £20.50 = £18.50 rent, plus £2.00 (VAT inclusive) service charge

Farmers' market - £20.50 = £18.50 rent, plus £2.00 (VAT inclusive) service charge

Tuesday market - £10.60 per 2.4 m. frontage stall x 2.1m. depth (minimum charge), plus £1.80 per 50cm extra frontage, and £1.10p per sq m. for additional depth of stall. (This rent formula is designed to take account of the fact that, as traders provide their own stalls, there is a far greater variety of stall shapes and sizes than on the Friday market where stalls are provided for the traders).

The charges for the Tuesday and Friday markets were not increased in 2009/10, and at the City Council meeting in January 2010 it was resolved: *“That in view of the Economic Recession, and to assist in promoting the continuing viability of the Market, for one year only (2010/11) there be no increase in Market Stall rents and service charges to Traders.”*

By April 2011 therefore the current charges will have operated without any increase for three years for the Tuesday and Friday markets; and for two years for the Saturday market and Farmers’ market.

RECOMMENDED: *That charges for the Markets per 2.4 metre [8 foot] stall with effect from 1 April 2011 be increased as follows:*

Friday market - £20.00 = £18.00 rent, plus £2.00 (VAT inclusive) service charge

Saturday market - £21.00 = £19.00 rent, plus £2.00 (VAT inclusive) service charge

Farmers’ market - £21.00 = £19.00 rent, plus £2.00 (VAT inclusive) service charge

Tuesday market - £11.00 per 2.4 m. frontage stall x 2.1m. depth (minimum charge), plus £1.80 per 50cm extra frontage, and £1.10p per sq m. for additional depth of stall. Includes a £1 (VAT inc.) service charge.

b) Guildhall Room Hire Charges

The charges recommended to apply from 1 April 2011 are shown in **Appendix 4** (current charges are shown in italics).

RECOMMENDED: *That Guildhall hire charges with effect from 1 April 2011 be as detailed in Agenda Appendix 4.*

c) Photocopying

The current charges for A4 size photocopying are:

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

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

There are no charges set for A3 sized copies.

RECOMMENDED: *That with effect from 1 April 2011 the charges for photocopies be:*

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

**13 BUDGET ESTIMATES 2011/2012
(INCLUDING FINANCIAL PROGRESS REPORT 1 APRIL TO 31 DECEMBER 2010)**

Draft budget estimates 2011/12, with accompanying notes, are **enclosed**.

RECOMMENDED:

1 *That the Financial Progress Report for the period 1 April to 31 December 2010 be noted.*

2 *That the Council approve:*

i) The Budget Estimates and Report for 2011/2012 financial year

ii) A precept for 2011/2011 financial year in the sum of £630,500.

14 PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in the attached schedule **Appendix 5** for the following periods:

- a) 1 November 2010 to 30 November 2010 in the sum of £57,808.68 General Account, and £977.91 Imprest Account
- b) 1 December 2010 to 31 December 2010 in the sum of £65,299.99 General Account, and £564.68 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 fifth item on the agenda – this will usually be about 15 minutes into the meeting.*
2. *The public participation session will last 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 53 Wade Street so that your question/statement can be duly receipted.*
4. *Your statement/question must relate to a matter of special relevance to Lichfield City area, or within the responsibility of the City Council.*
5. *Matters relating to the conduct of any individual councillor or member of staff will not be allowed – in such circumstances you should write to the Council.*
6. *At the Council meeting statements/questions will be taken in the order in which they have been received. You will be allowed up to 3 minutes, and you can raise more than one issue within the overall limit of 3 minutes allowed to you, but you must have given advance notice of each statement/question to be asked.*
7. *After each speaker, the Leader of Council (or his/her representative) will answer the question, or give notice that he/she will provide a written answer 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, 53 Wade Street.

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Monday, 6 December 2010 at 6.30 pm

PRESENT: Councillor C J Spruce (Mayor), and Councillors Mrs J A Allsopp, R J Awty, B F Bacon, Mrs N Bacon, Mrs M P Bland, G Boyle, Mrs M G Boyle, B D Diggle, D P A Dundas, Mrs D English, T V Finn, P L Hitchman, I A Jackson, D R R Prentis, Mrs E C Roe, D Smedley, J A Smith, T J Thomas, A D Thompson, J C Walker, M A Warfield and J N Wilks.

APOLOGIES: Councillors J R Bayliss, Mrs J M Eagland, M J Fryers and C Greatorex.

MEMBERS STOOD IN SILENCE TO PAY TRIBUTE TO MRS ANNE HALL (FORMER MAYOR, SHERIFF, MAYORESS, SHERIFF'S LADY, AND CITY COUNCILLOR) WHO DIED ON 22 NOVEMBER 2010, AND ALSO TO MR STAN SEAL (CITY COUNCIL TREASURER) WHO DIED ON 18 NOVEMBER 2010.

61 MAYOR'S ANNOUNCEMENTS

The Mayor reported on recent civic and other engagements he had attended, including the Remembrance Sunday Service and Saxon Hill School Christmas presentation in the Cathedral.

62 DECLARATIONS OF INTEREST

Councillors R J Awty, T V Finn, I A Jackson and J A Smith declared a personal interest in Minute 65 (Darwin Hall Committee) as they were directors of Darwin Hall Management Committee. Councillors Mrs J A Allsopp, B F Bacon, Mrs N Bacon, Mrs M P Bland, Mrs M G Boyle, D B Diggle, Mrs D English, T V Finn, I A Jackson, D Smedley, J C Walker and J N Wilks declared a personal interest in Minute No 73 (Market Square Paving) as members of Lichfield District Council.

63 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Meeting of the City Council held on 25 October 2010 (50 - 60) be confirmed and signed as a correct record.*

64 PLANNING APPLICATIONS COMMITTEE

RESOLVED: *That the Minutes of the Planning Applications Committee meetings held on 5 October 2010 and 28 October 2010 be received.*

65 DARWIN HALL COMMITTEE

RESOLVED: *That the Minutes of the Darwin Hall Committee meeting held on 17 November 2010 be adopted.*

66 REPORT OF THE TWINNING OFFICER

Consideration was given to the report of the Twinning Officer.

RESOLVED: *That the Twinning Officer be thanked for her report and the report be received.*

67 REPORT ON THE SPCA AGM

RESOLVED: *That Cllr Smith be thanked for his report and that the report be noted.*

68 SHERIFF'S RIDE WORKING PARTY

RESOLVED: *That a Working Party comprising Councillors Mrs J A Allsopp, R J Awty, Mrs M G Boyle, M J Fryers, D Smedley, J A Smith and J N Wilks be appointed (with Councillor D Smedley as Chairman) to consider arrangements for future Sheriff's Rides in order to achieve savings where possible yet still retaining the status of this ancient traditional event.*

69 COUNCIL MEETING DATES AND MAYOR'S SUNDAY 2011

Members considered the proposals to alter the Council meeting dates during May 2011.

RESOLVED: *That the Calendar of Meetings and Civic Events be amended as follows:*

	<u>Delete Date</u>	<u>Revised Date</u>
<i>Annual Meeting</i>	<i>Wed 11 May 2011</i>	<i>Wed 18 May 2011</i>
<i>Mayor's Banquet</i>	<i>Wed 11 May 2011</i>	<i>Wed 18 May 2011</i>
<i>Planning Committee</i>	<i>Thur 12 May 2011</i>	<i>CANCELLED</i>
<i>Mayor's Service</i>	<i>Sun 15 May 2011</i>	<i>Sun 22 May 2011</i>
<i>Annual Town Meeting</i>	<i>Wed 18 May 2011</i>	<i>Wed 25 May 2011</i>

70 PROPOSED CHRISTCHURCH ALLOTMENTS – CONSULTATION RESPONSES

Consideration was given to the agenda report and recommendations and it was

RESOLVED: *That the Council accept the principle of creating allotments on part of the land at Christchurch, broadly as identified on the plan in the Consultation Report. That further design work and costings be undertaken to progress the scheme, and external funding be sought.*

71 YOUTH CONSULTATIVE GROUP

Consideration was given to the agenda report and recommendations and it was

RESOLVED: *1. That the Report be noted.*

- 2. That the post of YCG Leader (currently vacant) be discontinued*
- 3. That the Council continue to arrange youth events, such as Frite Nite from within its Arts/Tourism budget*
- 4. That the P4Y Grant Application Committee comprising of the Council Leader, Deputy Leader, and Minority Group Leader continue, with delegated authority to approve/refuse P4Y grants applications; subject to no single grant exceeding £400 and the total of grants within any one year not exceeding £2,500 [such sum to be reviewed annually within the Council's budget].*

72 TREE PRESERVATION ORDER NO. 332 – 2010, CHRISTCHURCH

Consideration was given to the report and recommendations on the Tree Preservation Order No. 332 – 2010.

RESOLVED: *That the City Council respond to the TPO, objecting to the inclusion of the City Council areas alongside the old churchyard on the basis that:*

- a. The inclusion within an area order is inappropriate as Government advice is that "the area classification should only be used in emergencies, and then only as a temporary measure" and there is no emergency in this case.*
- b. The trees are in public ownership and responsibly maintained by the City Council so they are not under any threat requiring a TPO*
- c. An area TPO would result in unnecessary work for LCC and LDC officers.*

73 MARKET SQUARE PAVING

Members considered a request from Lichfield District Council for financial support towards the City Centre repaving works.

RESOLVED: *That, subject to confirmation from the District Council that the outstanding works to the Johnson statue surrounds will be completed, the City Council release the balance of its agreed funding of the paving scheme on completion.*

74 TREASURER

Members considered arrangements to fill the vacancy in the post of Treasurer.

RESOLVED: *1. That the Town Clerk be the City Council's Responsible Financial Officer until further notice.*

2. That delegated authority be given to the Council's Staffing Establishment Working Party to make all necessary arrangements for a new appointment; including such revisions to the terms and condition of the post as are deemed necessary in order to achieve efficiency savings where practical.

75 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed as listed for the period 1 October 2010 to 31 October 2010 in the sum of £195,657.91 General Account, and £650.20 Imprest Account.*

76 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: *That in accordance with Section 19(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.*

77 STAFFING ESTABLISHMENT WORKING PARTY

RESOLVED: *That the Minutes of the Staffing and Establishment Working Party held on 10 November 2010 be received, and the recommendations contained therein be adopted.*

78 ADDITIONAL ALLOTMENT LAND CHRISTCHURCH – DISTRICT VALUER'S REPORT

RESOLVED:

- 1 That the Report be noted*
- 2 That the Council seek to negotiate a substantially lower purchase price for the land on the basis that it will be used for community purposes and in such circumstance the District Council can make a disposal for less than "best value".*
- 3 That more detailed costings and designs be obtained*
- 4 That the City Council seek external funding for the project and apply for S106 funds*
- 5 That this matter be considered further when more detailed financial information of income and expenditure is known.*

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.36PM

MAYOR

Lichfield City Council

**Minutes of the Darwin Hall Committee held at 11.30 am on Thursday, 9 December 2010
in Committee Room 1, Guildhall**

Present: Councillors Mrs J A Allsopp, Mrs M P Bland, D Smedley, C J Spruce and J N Wilks
In attendance: Gavin Orton (Bryant Priest Newman) and Alun Isaac (Paul Mantle Partnership)
Peter Young (Town Clerk)
Apologies: Councillor B F Bacon

53 MINUTES

RESOLVED: That the Minutes of the Darwin Hall Committee Meeting held on 17 November 2010 be confirmed as a correct record.

54 FINAL ACCOUNT

Members pointed out that they had not received the Final Account Report on the Construction Contract from Alun Isaac prior to the meeting, as had been promised.

It was noted that the overall net estimated expenditure on the project (including construction, fees, and City Council elements) was likely to finish some £13,400 over the original budget.

Alun Isaac outlined reasons for the delays in completion of the hall construction and answered some questions from members. He then left the meeting indicating that answers to other questions on delays and costs would be submitted by letter.

Gavin Orton then gave a detailed explanation of various items which had required Variation Orders from the original contract specification and outlined actions that would be taken on outstanding "snagging" items.

Gavin Orton was thanked for his input.

It was agreed that in the light of the written responses to be received from Alun Isaac consideration would be given as to any further actions required.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 12.45PM**

Lichfield City Council

Minutes of the Staffing Establishment Working Party Meeting held in Committee Room No.1, Guildhall, at 2.30 pm on Thursday, 16 December 2011

Present: Councillor D Smedley (Chairman) and Councillors Mrs N Bacon, B D Diggle, Mrs D English, Mrs E C Roe and J N Wilks.

In attendance: Cllr C J Spruce (non-voting)

Apologies: None, all members present.

1 MINUTES

RESOLVED: *That the Minutes of the Staffing Establishment Working Party Meeting held on 10 November 2010 be confirmed as a correct record.*

2 POST OF TREASURER

It was noted that at the City Council meeting held on 6 December 2010 it had been resolved:

1. *That the Town Clerk be the City Council's Responsible Financial Officer until further notice.*
2. *That delegated authority be given to the Council's Staffing Establishment Working Party to make all necessary arrangements for a new appointment; including such revisions to the terms and condition of the post as are deemed necessary in order to achieve efficiency savings where practical.*

Members considered a detailed report containing a draft Job Description and Person Specification for a new post of "Administrative Officer – Accounts", which would replace the currently vacant post of Treasurer. The main details of the new post were:

1. The post title be "Administrative Officer – Accounts"
2. The hours of the post be 18½ hours per week (50% FTE)
3. The postholder would not be the "Responsible Financial Officer" RFO. The Town Clerk would take on the duties of RFO (with no additional payment).
4. The new post was temporary for a one year period initially

RESOLVED:

1. *That the staffing establishment post of Treasurer be replaced with a new post of "Administrative Officer – Accounts"*
2. *That terms of the new post be as contained in the agenda report and detailed above, and that the post be graded on Scale 6 (spinal column points 26-28) pro rata.*
3. *That the post be duly advertised with an interview panel as agreed.*

There being no further business the Chairman declared the meeting closed at 2.55 pm

Local Place, the NALC Larger Local Councils Conference, 1 December 2010

I attended this conference, held in London at the Royal National Hotel, on behalf of the Council. For me the first session was the most important, and for once both NALC's press release and I picked out the same quotations.

First up was Bob Neill, Parliamentary Under Secretary of State for Communities and Local Government. He said that the Government was committed to a five year programme, the legislative part of which would be the Localism and Decentralisation Bill, due to be published on 10 December [but actually published 13 December].

We want to see a fundamental shift in power being transferred from central government to communities and local government. The Coalition Government wants to see services delivered and representation rights at the most local level possible. We want to see double devolution from the central government to principal local government to local councils and communities.

In questions several people were skeptical, citing experiences of obstructive principal councils, both in devolving functions and in devolving finance with the function. (Our experience with the County Council is limited but good.) Bob Neill said that while principal councils would not be forced to devolve, they would make obstruction more difficult. Cllr David Shakespeare, Conservative Group Leader of the Local Government Association said:

Some principal authorities (district, borough, unitary and county) do not still get the message around double devolution. It should not stop at the door of the county, district, unitary or borough halls. But I will work tirelessly to put this right.

Bob Neill went on to emphasize the devolution policy saying that the nearer we can get to the grass roots, the better we will be governed; and that he wished to change the culture of (local) government from doing things to people to doing things with and for people.

I asked about the abolition of the English regions; what would happen to their powers. I was told that most of their powers and money would be devolved down to councils; their assets and liabilities would be netted off and a few logical bits would go to central government.

Snippets from the rest of the conference:

- The draft order allowing councils to pay other than by cheque will be published soon.
- The audit commission will be abolished on 31 December 2012, any replacement audit system is not determined yet.
- There was considerable opposition to town councillors being party political and a lack of sympathy for councillors where electors do not vote for independents.

Tony Thompson
December 2010

APPENDIX 2 For Council: 25 January 2011

THE LOCALISM BILL

The Government published the Localism Bill on 13 December 2010. The Bill aims to shift power from central government to individuals, communities and councils.

The Bill was presented to Parliament with the following written Ministerial Statement from the Secretary of State for Communities and Local Government, Eric Pickles MP:

I am today introducing the Localism Bill to Parliament. The legislation will set the foundations for the Big Society by radically transforming the relationships between central government, local government, communities and individuals. The provisions will devolve greater power and freedoms to councils and neighbourhoods, establish powerful new rights for communities, revolutionise the planning system, and give communities much more control over housing decisions.

The Bill will expand councils' freedom to act in the interest of their local communities through a new general power of competence. This long awaited new power will mean that rather than needing to rely on specific powers, councils will have the legal reassurance and confidence to innovate and drive down costs to deliver more efficient services.

Powers for councils will be accompanied by greater powers for local people to hold their local authorities to account and to shape their local area. There will be a new right to challenge to take over services; a new right to bid to buy assets of community value such as libraries, public houses and shops; a new right to veto excessive council tax rises through a referendum.

The Bill also contains significant reform of the planning system. It will replace the Infrastructure Planning Commission with an efficient and democratically accountable system for major infrastructure. It will enable regional planning to be swept away and, in its place, neighbourhood plans will become the new building blocks of the planning system with communities having the power to grant planning permission if a majority of electors are in favour.

The Bill will return decision-making powers on housing to local councils, giving them much greater control over allocation and tenure of social housing and the flexibility to use their social housing stock to the maximum effect and reduce waiting lists. It will enable a new National Homeswap Scheme that will make it easier for social tenants to relocate. The Housing Revenue Account Subsidy System will be replaced with a more transparent system that serves local communities. The Tenant Services Authority will be abolished but its vital economic regulation functions will be preserved.

The Bill will create powerful incentives for economic growth by allowing local authorities to grant discretionary business rate discounts. Its provisions will also make small business tax breaks easier to take advantage of; give affected businesses a greater say in rate supplements.

Finally, the Bill will take forward a New Settlement for London which will devolve significant power to the Greater London Authority and London Boroughs and streamline the plethora of agencies in London's public sector landscape.

Taken together, the measures in the Bill will give local government the freedom and powers to deliver the key frontline services people rely on and make important savings.

A "Briefing Paper" has been produced by Justin Griggs of the National Association of Local Councils, as follows:

NALC Briefing Paper by Justin Griggs

This Briefing summarises the main points of the Bill and the guide as it relates to local councils and communities. Since the formation of the Coalition Government in May, the National Association has been engaged in extensive activity to promote the interests of member local councils, particularly with regard to the localism and Big Society agendas. As a direct result of representations made to Government Ministers and officials, the Bill provides greater recognition of the role of local (community, neighbourhood, parish, village and town) councils along with a range of new powers.

Executive Summary

Key points of the Localism Bill include:

- a new power for local people to approve or veto excessive council tax rises through a local referendum, but with the intention that the majority of local councils will fall below the level set by the Secretary of State;
- a right for local councils – as well as voluntary and community groups, social enterprises and local authority employees delivering a service – to challenge a local authority, by expressing an interest in running any service for which they are responsible;
- the chance for communities to develop a bid and raise the capital to buy a local community asset when it comes on the open market;
- measures to give people, councillors and councils the power to instigate a local referendum on any local issue;
- a new general power of competence to provide local authorities – including certain local councils – to enable them to do anything apart from that which is specifically prohibited;
- freeing up councillors to be able to campaign, to express views on issues and to vote on those matters, without fear of being unjustly accused of having a closed mind on a particular issue;
- the abolition of the Standards Board regime and a new duty on local authorities to promote and maintain high standards of conduct, including provision for the adoption of a voluntary code of conduct;
- changes to the Community Infrastructure Levy including provisions requiring some of these funds to be passed to neighbourhoods where the development has taken place;
- a new right for local councils to shape their local areas through neighbourhood plans which will enable communities to permit development – in full or in outline – without the need for planning applications;
- the power for communities to take forward development in their area without the need to apply for planning permission, subject to meeting certain safeguards and securing 50 per cent support of the community through a referendum.

Key points of the Essential Guide

The Guide makes the case for a radical shift of power from the centralized state to local communities, and describes the six essential actions required to deliver decentralization down through every level of government to every citizen:

- **Lift the burden of bureaucracy** – by removing the cost and control of unnecessary red tape and regulation, whose effect is to restrict local action;
- **Empower communities to do things their way** – by creating rights for people to get involved with, and direct the development of, their communities;

- **Increase local control of public finance** – so that more of the decisions over how public money is spent and raised can be taken within communities;
- **Diversify the supply of public services** – by ending public sector monopolies, ensuring a level playing field for all suppliers, giving people more choice and a better standard of service;
- **Open up government to public scrutiny** – by releasing government information into the public domain, so that people can know how their money is spent, how it is used and to what effect;
- **Strengthen accountability to local people** – by giving every citizen the power to change services provided to them through participation, choice or the ballot box.

Key points of the Localism Bill

The Bill is split across five core themes of community empowerment, decentralisation and strengthening local democracy, reform of the planning system, social housing reform, and London.

1 Community Empowerment

Right to veto excessive council tax rises

The public will be given the power to approve or veto excessive council tax rises – any local authority (including police and fire authorities) and larger parish councils setting an increase above a ceiling set by the Secretary of State and approved by the House of Commons will trigger a referendum of all registered electors in their area. It is designed to make local authorities much more transparent and much more accountable to local people. If councils want to increase council tax beyond a specified level, the intention is they will have to prove the case to the electorate. The Coalition Government expects greater transparency and accountability to help reduce wasteful expenditure. This will be the first time local people will have the power to decide for themselves if their council tax increase is too high rather than Government deciding through capping action.

Community Right to Challenge

A right for voluntary and community groups, social enterprises, parish councils and local authority employees delivering a service, to challenge a local authority, by expressing an interest in running any service for which they are responsible. A local authority must consider and respond to this challenge. The challenge may trigger a procurement exercise for that service in line with the relevant procedure, which the challenging organisation could then bid in, alongside others. The right is part of the Government's aim to create a Big Society.

Community Right to Buy

This will require local authorities to maintain a list of public or private assets of community value put forward for consideration by communities. **When listed assets come up for disposal (either the freehold or a long leasehold), communities will be given the chance to develop a bid and raise the capital to buy the asset when it comes on the open market.** This is designed to help local communities to save sites which are important to the community, which will contribute to tackling social need and building up resources in their neighbourhood.

Local Referendums

This measure gives people, councillors and councils the power to instigate a local referendum on any local issue. Although these referendums will be non-binding, local authorities and other public authorities will be required to take the outcomes into account in decision making. The Government believes that local electors across England currently lack a general mechanism by which they can

trigger a local referendum on issues of importance to them and through which to influence local decision making and make their views known. To address this issue and provide electors with such an opportunity to influence local decisions, the Government is committed to give residents the power to instigate local referendums on any local issue.

2. Decentralisation and strengthening local democracy

General Power of Competence

The general power of competence will provide local authorities, including certain parish councils, with all the same powers that an individual generally has, which will enable them to do anything apart from that which is specifically prohibited. This measure will mean that local councils will have new freedoms to run services free from Whitehall diktat. It is designed to give local authorities confidence in their legal capacity to act on behalf of their communities and to act in their own interest to generate efficiencies and savings. It will provide more freedom for councils to innovate and work together with others to drive down costs, as well as providing increased confidence to set up banks, develop property, run new services and own assets.

Local Authority Governance

These measures will allow principal authorities, regardless of their size, to return to the committee system of governance, should they wish, and remove the existing limited choice and instead offer real choice for councils and local people to decide what is best for them.

Directly Elected Mayors

Almost every major city in the world has a strong and powerful executive mayor. The Bill will address this by giving areas the right to have a mayor. Mayors can give local citizens a powerful local leader and figure head for municipal government, better deliver local economic growth, boost local democratic engagement and enhance the prestige of a city. This Government is committed to creating directly elected mayors in 12 English cities. Following Royal Assent, the Government will make an Order, whereby the council leaders for Birmingham, Bradford, Bristol, Coventry, Leeds, Leicester, Liverpool, Manchester, Newcastle upon Tyne, Nottingham, Sheffield and Wakefield would become shadow mayors, and be given the powers available to existing council mayors. These cities and any other area that calls for a mayor will hold mayoral referendums on local Election Day in May 2012. For areas that vote in favour, mayoral elections would then be held on local Election Day in May 2013 using the Supplementary Vote system which is used for existing mayors, including London. Mayors will be elected for four year terms and have the status and power to make their city a success, the detail of which will be further explained during the course of the parliamentary process.

Predetermination

The Government believes councillors should be free to campaign, to express views on issues and to vote on those matters, without fear of being unjustly accused of having a closed mind on a particular issue because of it. Predetermination and bias have proved to be difficult and controversial issues for many local authority members in the past. The Bill will make it clear that the normal activities of a councillor – campaigning, talking with constituents, expressing views on local matters and seeking to gain support for those views – should not lead to an unjust accusation of having a closed mind on an issue that can lead to a legal challenge.

The Government believes the fear of being accused of bias and consequently having a decision challenged or overturned has prevented councillors from speaking up, denying the public their representation in council. The Bill gives councillors the assurance that they can campaign, discuss and vote on issues with confidence.

Standards Board

The abolition of the Standards Board regime will revoke the centralist model code of conduct for councillors, abolish the need for a local authority to have a statutory standards committee and abolish the Standards Board for England (which regulates local authority standards committees). The Government view is that the Standards Board regime was a vehicle for petty and vexatious complaints about councillors' conduct that consumed councillors' time and councils' resources, as well as damaging confidence in democracy. The Government is committed to the highest standards of conduct by councillors, meaning that while the Standards Board regime is being abolished, they are legislating to make it a criminal offence to deliberately withhold or misrepresent a personal interest. This means that serious misconduct that can at present lead to censure by a local authority standards committee and having to make an apology will instead possibly result in a criminal conviction. A new duty on local authorities to promote and maintain high standards of conduct will be introduced, along with provision for the adoption of a voluntary code of conduct and the powers to revise, adopt and withdraw such a code.

Pay Accountability

The Bill will improve transparency and local democratic accountability in how senior pay is set within local government. Provisions are included that will require principal authorities and fire and rescue authorities to approve and publish annually at Full Council (for FRAs, a meeting of members), a senior pay policy statement which authorities will be required to follow when setting senior pay. Where councils want to depart from the pay policy, these would need to be referred back to Full Council (or a meeting of members for FRAs) to vote on.

Scrapping Bin Taxes

So-called 'bin tax' schemes would have allowed local councils to charge residents for household rubbish collections or fine families for having a full bin. The Bill will repeal sections 71 to 75 of, and Schedule 5 to, the Climate Change Act 2008 thus stopping these schemes taking place. The Government believes bin taxes would have harmed the local environment by fuelling fly-tipping and backyard burning; they would also have allowed local councils to charge residents for rubbish collections, or fine families for having a full bin, on top of council tax bills which are at record levels. The Government believes the charge and submit system around bin taxation would have led to an increase in bureaucracy and the Government wants to remove unnecessary red tape.

3. Reform of the Planning System

Abolition of Regional Strategies

The Bill will remove primary legislation which sets the basis for Regional Strategies. The Government view is that Regional Strategies and the top down targets did not work effectively and that the target-driven approach to development was undemocratic and added unnecessary bureaucracy to the planning system.

Community Infrastructure Levy

The Community Infrastructure Levy allows local authorities to set charges which developers must pay when bringing forward new development in order to contribute to new infrastructure. **The Bill introduces three changes to the Community Infrastructure Levy. Firstly, the Bill includes provisions to make regulations requiring some of these funds to be passed to neighbourhoods where the development has taken place.** Secondly, it makes clear that funds can be spent on the ongoing costs of infrastructure, as well as the initial costs of new infrastructure. Lastly, it gives local authorities greater control over setting their charging levels – while independent examiners will still consider whether the charging schedule is unreasonable, it will be for the authority to decide how to make it reasonable.

Local Plan Reform

The Government wants to give local authorities and communities greater choice and control by removing the ability of the Planning Inspectorate to re-write local plans – and by removing procedures on timetabling and monitoring, which in their view many authorities have found bureaucratic.

Planning inspectors will continue to assess local plans at a public examination, and authorities will only be able to adopt plans judged 'sound' by the inspector, but inspectors will only be able to suggest changes at the request of the local authority. Local authorities will be able to suggest changes during the examination and withdraw development plan documents before their adoption, without seeking clearance from central Government. Local authorities will also have to publish up to date information direct to the public on what planning documents they are preparing, while central government powers to direct changes will be more limited.

Neighbourhood Planning

The Bill will introduce a new right for communities to shape their local areas. Neighbourhood plans will enable communities to permit development – in full or in outline – without the need for planning applications. The Government believes that the current planning system is too centralised and bureaucratic, with this complexity making it inaccessible to communities. Top-down enforcement of housing targets has alienated communities and stoked up local opposition to development. New Neighbourhood Plans are designed to help lift the burden of centralised controls and give neighbourhoods and local areas the flexibility to innovate, be creative, access new resources and control their own futures. Reforms in the Bill are aimed at helping streamline decision-making and remove barriers to development.

Community Right to Build

This measure will give local communities the power to take forward development in their area without the need to apply for planning permission, subject to meeting certain safeguards and securing 50 per cent support of the community through a referendum. It will be for communities to identify suitable land, sources of finance and secure support for their proposals, but Government will put in place arrangements to provide help and guidance. This right aims to tackle the lack of development coming forward in rural areas where local planning authorities are resistant to development and consequently restrict expansion despite communities themselves expressing a wish to see new housing and other facilities built. Communities will be able to safeguard the future of rural villages for future generations by providing the framework to develop without being told that it does not fit with their local council's plans and should not go ahead.

Duty to cooperate

The Bill introduces a duty to cooperate to ensure that local authorities and public bodies cooperate with each other. The duty will be a key element of proposals for strategic working once Regional Strategies are abolished. Working alongside the incentives such as the New Home Bonus and Business Rates, it is designed to act as a strong driver to change the behaviour of local authorities.

Pre-application consultation

To strengthen the role of local communities in planning, the Bill introduces a new requirement for prospective developers to consult local communities before submitting planning applications for very large developments.

This is intended to give local people a real chance to comment on proposed developments which may have an impact on them, and to collaborate on issues such as design at an early stage, when they still have a real chance to influence proposals before they are finalised. Developers will be required to

have regard to any opinions raised during this consultation when deciding whether to make any changes before submitting their planning applications.

Enforcement

In order to engage in the planning system individuals and communities need to know that – where people try to flout the system – local planning authorities have the ability to take action. Proposals in the Bill will tackle abuses like making deliberately misleading planning applications and running retrospective planning applications and enforcement appeals simultaneously.

Nationally Significant Infrastructure Projects (abolition of the Infrastructure Planning Commission)

This measure will replace the Infrastructure Planning Commission with an efficient and democratically accountable system that provides a fast-track process for major infrastructure projects and ensures Parliamentary approval of National Policy Statements before they can be designated. The Government believes the current system for consenting applications for major infrastructure projects is unaccountable and that these decisions should be taken by Ministers, who are democratically accountable, rather than by an unelected quango. The Government also wants to ensure that National Policy Statements are as robust as possible, and minimise the risk of successful judicial review. The Government will ensure that National Policy Statements are approved by Parliament to ensure the strongest possible democratic legitimacy.

4. Social Housing Reform

Social Housing Allocations reform

The Government wants to give back to local authorities the freedom to determine who should qualify to go on their housing waiting list. The rules on eligibility will continue to be set centrally but the Bill will make it easier for existing social tenants to move within the social sector, by removing transferring tenants who are not in housing need from the scope of the allocation rules – they will no longer have to compete with those on the waiting list in housing need.

Under the current system local authorities must include on their waiting lists for social housing anyone who applies, with the exception of some foreign nationals and people guilty of serious unacceptable behaviour. As social housing is in great demand and priority is given to those most in need, many applicants have no realistic prospect of ever receiving a social home. The current arrangements encourage false expectations and long waiting lists (currently almost 1.8 million households). This measure will allow local authorities to set waiting list policies that are appropriate to their local area. By taking transferring tenants who are not in housing need out of the allocations rules, the Government will make it easier for them to move and easier for landlords to manage their stock sensibly.

Reform of Homelessness legislation

People who experience a homelessness crisis need somewhere suitable to live, but do not necessarily need social housing. But under the current legislation they can insist on being provided with expensive temporary accommodation, at taxpayer's expense, until social housing becomes available.

Around 70% of homelessness duties are ended with an offer of social housing – which results in around 20% of social lets being allocated to people owed the homelessness duty, at the expense of other people in need on the housing waiting list.

The Bill will give local authorities the flexibility to bring the homelessness duty to an end with an offer of suitable accommodation in the private rented sector without requiring the household's agreement.

There will be safeguards: as now, an offer of private sector housing will only bring the duty to an end if the accommodation is suitable for the whole household. The private sector tenancy would need to be for a minimum fixed term of 12 months, and the duty would recur if, within 2 years, the applicant becomes homeless again through no fault of his or her own (and continues to be eligible for assistance).

Social Housing Tenure reform

Currently, social landlords are normally only able to grant lifetime tenancies. The provisions in the Bill will enable local authority landlords to grant tenancies for a fixed length (the minimum length being two years). These 'flexible' tenancies will give more freedom to local authority landlords, allowing them to manage their stock more effectively and ensure that the occupation of social housing better reflects actual need. Landlords will retain the power to grant lifetime tenancies. Currently, the decision to allocate someone a social tenancy is taken on the basis of the situation of that person at a particular point in their life. As the tenancy is given for life, a landlord will not be able to review the person's occupation of the property even if subsequent changes, e.g. an increase in income, mean that the person's need turned out to be only short-term.

Reform of Council Housing Finance

This reform will replace the current annual centralised system for subsidising council housing and replace it with a locally run system. Under the new system, councils will keep their rental income and use it locally to maintain their homes. To achieve this, the Bill will enable a one-off payment between Government and each council. This will put all Local Authorities in a position where they can support their stock and housing debt from their own income in future. Reform of the Housing Revenue Account is a key plank of the Government's localism agenda, giving councils full control over a key area of spending and service provision, enabling better long term asset management and more transparency and accountability of landlords to tenants and addressing the structural under-funding in the current system.

National Homeswap Scheme

This measure will take a power to set, via the social housing regulator, a standard on mutual exchange – a swap of accommodation between two or more tenants where each party moves permanently into their exchange partner's property. This would require landlords to participate in web-based mutual exchange services that enable tenants to see a wide range of properties across providers in England. Less than 5% of households move within the social housing sector each year compared to almost a quarter of private renters. Tenants who are overcrowded, or who need to move to get a job or to be nearer to family for caring have to compete with households on the waiting list; one option for them being to seek a mutual exchange. In order to create more mobility within the social stock and give greater choice to tenants over where they live the Government proposes that a national scheme should enable tenants to see a wide range of properties across providers.

Reform of Social Housing Regulation

This measure will: make reforms to the regulatory system for social housing; abolish the Tenant Services Authority and transfer its remaining functions to the Homes and Communities Agency; and make changes to the Ombudsman regime applicable to social housing complaints. This will be enacted by making amendments to the Housing and Regeneration Act 2008, the Housing Act 1996 and the Local Government Act 1974. Abolishing the Tenant Services Authority will put local people in control of driving up standards of social housing management and resolving most failings. The regulator will be focused on the economic regulation of landlords and resolving serious failings that can't be resolved between landlord and tenant at the local level. Under the plans England's 8 million social housing tenants will receive stronger tools to hold landlords to account and there will be a greater role for locally elected representatives in resolving problems in their area. State intervention

will be reduced. Housing associations will continue to be subject to robust economic regulation with a stronger focus on value for money, thereby maintaining lender confidence, protecting taxpayers and supporting the supply of social housing. The system of two separate ombudsmen handling social tenants' complaints will end. A single Ombudsman specialising in complaints about social housing will ensure consistency, and provide a common route of redress for all social housing tenants.

Facilitating moves out of the social rented sector

The Government is keen to see that support is given to help realise social tenants' ownership aspirations, which in turn can help to enable better housing outcomes for those in need through more effective use of social rented stock. The Bill will ensure that housing association tenants who are also members (e.g. share holders) of their landlord organisation are allowed to take up incentive schemes which facilitate moves out of the social rented sector into owner occupation. Current legislation does not allow this because it precludes the making of any gifts (including such an incentive payment) to tenant members or former members.

Home Information Packs

Home Information Packs were suspended on 21 May and all requirements relating to Home Information Packs have ceased to apply to responsible persons – either a seller or their estate agents and sellers, this measure will repeal Part 5 of the Housing Act 2004 thereby abolishing Home Information Packs. Energy performance certificates will still be required under separate legislation. On average, consumers have saved £78 from obtaining individual pieces of information during the process of buying and selling a home than paying for a Home Information Pack. This will result in an overall saving of some £870m over a ten year period. The abolition of Home Information Packs will formalise the position on this.

* * *

ELECTORAL REVIEW OF STAFFORDSHIRE

As reported to Council on 25 October 2010 the Local Government Boundary Commission is carrying out an electoral review of Staffordshire. This is because 42% of County electoral divisions now have electorates which vary by more than 10% from the average. The aim of the Review will be to correct this so as to ensure that each county member represents approximately the same number of electors.

The first stage of the Electoral Review process was simply to determine the total number of councillors for the whole County. The City Council did not submit any observations on that stage of the Review (only 1 parish in Staffordshire did) and the Boundary Commission has now agreed that the total number of councillors for the whole County should be 62 – the same as currently.

This figure is now used for the second stage of the Review which is to determine the number of councillors per Electoral Division; the boundaries of each Division; and the names of the Divisions. At this stage the forecast population growth of proposed Divisions is also taken into consideration when determining any revised arrangements.

In conducting the Review the Boundary Commission is required to meet 'statutory criteria' which in broad terms are:

1. the need to reflect the identities and interests of local communities
2. the need to secure effective and convenient local government
3. the need to secure equality of representation

In respect of the last of the above points the target is to achieve County divisions where the number of electors is within +/- 10% of the County average. However, this has to be balanced against the other two points which means that the +/- 10% target is not always achievable in practice. For example, when considering electoral Divisions that reflect "local communities" and provide "convenient local government" the Boundary Commission tries to use parishes (or parish wards) as building blocks, and only in very exceptional cases considers County divisions which cross District Council boundaries.

Based on a 62 member County Council the average electorate across the County is currently 10,652 and estimated to be 10,947 by 2016. The electorate of Lichfield DISTRICT is currently 79,036 and projected to be 81,713 in 2016 which mathematically that would equate to 7.42 members currently and 7.46 by 2016. There are currently 8 County members for the District area, so the District as a whole is slightly over-represented; but given the long-term housing growth forecasts for Lichfield District this is likely to reduce in the future.

Within the eight current County Divisions there are three divisions where the variance exceeds the +/- 10% target, and these differences are forecast to be even greater by 2016 if no changes are made. The following table gives the data for the current County divisions:

<u>Current County divisions</u>				
County Average	10,652	10,947		
	Electors	Electors	2010	2016
Current SCC Division	2010	2016	Variance	Variance
Lichfield Rural West	10,494	11,206	-1.48%	2.37%
Lichfield Rural North	10,469	11,576	-1.72%	5.75%
Lichfield City North	10,678	10,732	0.24%	-1.96%
Lichfield City South	10,311	11,069	-3.20%	1.11%
Lichfield Rural East	10,181	10,261	-4.42%	-6.27%
Lichfield Rural South	9,250	9,317	-13.16%	-14.89%
Burntwood South	8,593	8,590	-19.33%	-21.53%
Burntwood North	9,060	8,962	-14.95%	-18.13%
	79,036	81,713		

[minus figures mean fewer electors than average, so division is proportionally "over" represented]

To redress this imbalance the County Council has produced the following proposal to put to the Boundary Commission. The proposed new divisions are numbered only, but the map at the end of this report shows the boundaries [with current divisions in **red**, and proposed divisions in **blue**].

SCC Proposed County divisions

County Average		10,652	10,947		
Proposed Division	Relationship to Current County Division	Electors 2010	Electors 2016	2010 Variance	2016 Variance
Lichfield 1	All Lichfield Rural West + some of Lichfield Rural North	9,852	10,574	-7.51%	-3.41%
Lichfield 2	Part of Lichfield Rural North	9,092	10,191	-14.65%	-6.91%
Lichfield 3	Identical to current Lichfield City North	10,678	10,732	0.24%	-1.96%
Lichfield 4	Almost all of current Lichfield City South	9,470	10,216	-11.10%	-6.68%
Lichfield 5	Identical to current Lichfield Rural East	10,181	10,261	-4.42%	-6.27%
Lichfield 6	All of Lichfield Rural South + part of Lichfield City South	10,091	10,170	-5.27%	-7.10%
Lichfield 7	All of Burntwood South + part of Lichfield Rural West	9,585	9,570	-10.02%	-12.58%
Lichfield 8	All of Burntwood North + part of Lichfield Rural West	10,087	9,999	-5.30%	-8.66%
		79,036	81,713		

Moving electors from one division to another has a “knock-on effect, so only 2 of the 8 divisions would have the same boundaries as current divisions. Mathematically all but one of the divisions hits the target of +/- 10% by 2016.

Within the Lichfield City parish the SCC proposal takes a small part of the St Johns Ward [about 850 electors] and moves this into the new “Lichfield 6”. This area is shown coloured pink on the Map at the end of this Report. Although this hits the mathematical targets it does not represent good “community cohesion” or use of parishes as “building blocks” as a small part of one ward within the Lichfield City parish is moved into a County Division that is effectively the current “Lichfield Rural South”. Moreover the change seems to be made simply to boost the electors in the new “Lichfield 6” so that it hits the target – it is not required to meet the +/- 10% target within “Lichfield 4” [effectively current Lichfield City South] division.

An alternative option would be to make the new “Lichfield 5” identical to the current “Lichfield City South” division, and instead move all of the parishes of Weeford [217 electors in 2016] and Hints/Canwell [319 electors in 2016] from proposed “Lichfield 5” to proposed “Lichfield 6”. These parishes are shown bordered in green on the Map. Although a larger geographic area is moved, it represents fewer electors being ‘moved’ and also means that community cohesion is achieved as parish boundaries are not split within the new County divisions.

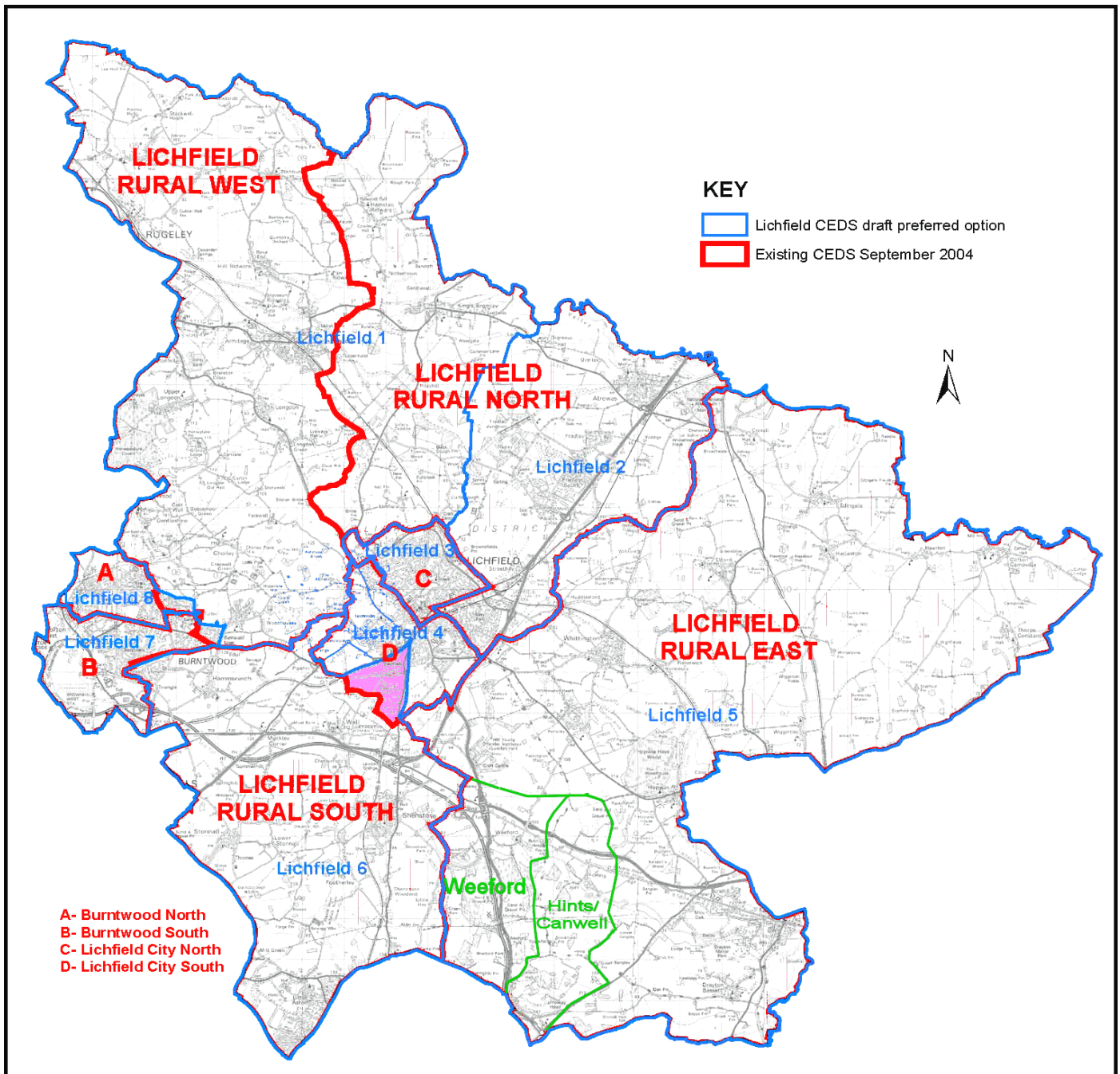
Under this proposal the new “Lichfield 5” would have 127 fewer electors than required to hit the +/- 10% target in 2016, but the “Lichfield 5” division includes Whittington Barracks, and in view of the announcement made on 11 January 2011 that the redundant Barracks is going to be developed into the new National Headquarters of Defence Medical Services it is likely that the growth in the number of electors will exceed the 2016 projection.

Alternative Proposal for new County divisions

County Average		10,652	10,947		
Proposed Division	Relates to Current County Division	Electors 2010	Electors 2016	2010 Variance	2016 Variance
Lichfield 1	All Lichfield Rural West + some of Lichfield Rural North	9,852	10,574	-7.51%	-3.41%
Lichfield 2	Part of Lichfield Rural North	9,092	10,191	-14.65%	-6.91%
Lichfield 3	Identical to current Lichfield City North	10,678	10,732	0.24%	-1.96%
Lichfield 4	Identical to current Lichfield City South	10,311	11,069	-3.20%	1.11%
Lichfield 5	Most of current Lichfield Rural East	9,690	9,725	-9.03%	-11.16%
Lichfield 6	All of Lichfield Rural South + part of Lichfield Rural East	9,741	9,853	-8.55%	-9.99%
Lichfield 7	All of Burntwood South + part of Lichfield Rural West	9,585	9,570	-10.02%	-12.58%
Lichfield 8	All of Burntwood North + part of Lichfield Rural West	10,087	9,999	-5.30%	-8.66%
		79,036	81,713		

COUNTY ELECTORAL DIVISIONS

Current Divisions in RED
 SCC Draft proposals in BLUE
 LCC possible amendments PINK and GREEN



APPENDIX 4 For Council: 25 January 2011

LICHFIELD CITY COUNCIL

GUILDHALL ROOM HIRE CHARGES WITH EFFECT FROM 1 APRIL 2011 (*current charges in red*)

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

		Monday - Thursday		Friday		Saturday/Sunday	
		2010	2011	2010	2011	2010	2011
VOLUNTARY/CHARITABLE							
Main Hall (1st floor)	Per hour or part	<i>£11.05</i>	£11.40	<i>£17.05</i>	£17.55	<i>£18.50</i>	£19.05
Kitchen (1st floor)	Per occasion	<i>£11.05</i>	£11.40	<i>£17.05</i>	£17.55	<i>£18.50</i>	£19.05
Guildroom (ground floor)	Per hour or part	<i>£7.10</i>	£7.30	<i>£11.80</i>	£12.15	<i>£13.05</i>	£13.45
Kitchen (ground floor)	Per occasion	<i>£7.10</i>	£7.30	<i>£11.80</i>	£12.15	<i>£13.05</i>	£13.45
The Ashmole Room	Per hour or part	<i>£5.85</i>	£6.05	<i>£8.80</i>	£9.05	<i>£11.80</i>	£12.15
The Whytmore Room	Per occasion	<i>£4.95</i>	£5.10	<i>£7.50</i>	£7.75	<i>£10.20</i>	£10.55
The Stonyng Room	Per hour or part	<i>£4.10</i>	£4.25	<i>£6.20</i>	£6.40	<i>£8.25</i>	£8.50
Whole Building	Per hour or part	<i>£21.50</i>	£22.15	<i>£33.35</i>	£34.35	<i>£40.20</i>	£41.40
PRIVATE							
Main Hall (1 st floor)	Per hour or part	<i>£12.85</i>	£13.25	<i>£19.80</i>	£20.40	<i>£21.30</i>	£21.95
Kitchen (1 st floor)	Per occasion	<i>£12.85</i>	£13.25	<i>£19.80</i>	£20.40	<i>£21.30</i>	£21.95
Guildroom (ground floor)	Per hour or part	<i>£8.15</i>	£8.40	<i>£13.60</i>	£14.00	<i>£14.80</i>	£15.25
Kitchen (ground floor)	Per occasion	<i>£8.15</i>	£8.40	<i>£13.60</i>	£14.00	<i>£14.80</i>	£15.25
The Ashmole Room	Per hour or part	<i>£6.80</i>	£7.00	<i>£10.30</i>	£10.60	<i>£13.70</i>	£14.10
The Whytmore Room	Per occasion	<i>£5.70</i>	£5.90	<i>£8.70</i>	£8.95	<i>£11.60</i>	£11.95
The Stonyng Room	Per hour or part	<i>£4.70</i>	£4.85	<i>£7.20</i>	£7.40	<i>£9.50</i>	£9.80
Whole Building	Per hour or part	<i>£24.60</i>	£25.35	<i>£38.75</i>	£40.00	<i>£45.90</i>	£47.30
BUSINESS AND COMMERCIAL							
Main Hall (1st floor)	Per hour or part	<i>£19.90</i>	£20.50	<i>£31.90</i>	£32.85	<i>£38.10</i>	£39.15
Kitchen (1st floor)	Per occasion	<i>£19.90</i>	£20.50	<i>£31.90</i>	£32.85	<i>£38.10</i>	£39.15
Guildroom (ground floor)	Per hour or part	<i>£19.10</i>	£19.70	<i>£24.70</i>	£25.45	<i>£36.35</i>	£37.45
Kitchen (ground floor)	Per occasion	<i>£19.10</i>	£19.70	<i>£24.70</i>	£25.45	<i>£36.35</i>	£37.45
The Ashmole Room	Per hour or part	<i>£12.60</i>	£13.00	<i>£16.20</i>	£16.70	<i>£16.95</i>	£17.45
The Whytmore Room	Per occasion	<i>£10.75</i>	£11.10	<i>£13.70</i>	£14.10	<i>£14.50</i>	£14.95
The Stonyng Room	Per hour or part	<i>£8.80</i>	£9.05	<i>£11.40</i>	£11.75	<i>£11.95</i>	£12.30
Whole Building	Per hour or part	<i>£46.40</i>	£47.80	<i>£63.65</i>	£65.55	<i>£82.25</i>	£84.70

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' music will be charged an additional fee of *£32* £33, and bookings which include live 'classical' music will be charged an additional fee of £20
- A charge of *£40* £42 per day or *£250* £250 per week will be levied for bookings of the Guildhall Corridor Gallery.
- The LDA bar should be booked with the Guildhall Bookings Secretary. The charge will be added to your roomhire invoice.
- A breakages deposit of £100 is required for functions involving dancing and/or alcohol; this is required one month prior to the booking and will be refunded after the booking, less deduction for any damage or misuse arising. 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.
- An additional charge of £100 is made when civil marriage ceremonies are held on the premises.
- Confirmed bookings, which are subsequently cancelled by the hirer, will be subject to the following cancellation charges:
 - less than 14 days notice: £15, or 25% of hire charge, whichever is greater.
 - less than 7 days notice: full hire charge of booking.
- 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

For Council: 25 January 2011 APPENDIX 5

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 November 2010 to 30 November 2010

<u>Date</u>	<u>Chq. No.</u>	<u>Payee</u>	<u>Details</u>	<u>Nett</u>	<u>VAT</u>	<u>Gross</u>
12/11/10	Autopay	Salaries & Wages	Salaries & Wages	19,499.26	0.00	19,499.26
15/11/10	16598	Sign Technology Limited	Darwin Hall - Signs	195.00	34.12	229.12
15/11/10	16599	Colin Shakespeare	Birthplace - Proceeds of Booksales	85.67	0.00	85.67
15/11/10	16600	A & J M Carroll	Birthplace - Proceeds of Booksales	22.33	0.00	22.33
15/11/10	16601	All-Fit	Market - Stall Erection - October 2010	2,411.13	421.95	2,833.08
15/11/10	16602	Virgin Media Payments Ltd	Wade Street - Telephones October 2010	95.60	16.73	112.33
15/11/10	16603	Insignia Ltd	Birthplace - Medals for Resale	716.28	125.35	841.63
15/11/10	16604	Jones Waste Services Limited	Markets - Skip Emptying - October 2010	704.80	123.34	828.14
15/11/10	16605	Dr Johnson's House Trust	Birthplace - Postcards for Resale	63.34	0.00	63.34
15/11/10	16606	Sandy & Co (Contractors) Ltd	Darwin Hall - Acoustic Panels	3,039.26	531.87	3,571.13
15/11/10	16607	British Gas Business	Birthplace Gas to 01/10/2010	391.96	19.59	411.55
15/11/10	16608	Acme Tree Services Ltd	Various - Tree Surgery	2,610.00	456.75	3,066.75
15/11/10	16609	Vellen Guarding Limited	YCG Halloween - Security	216.00	37.80	253.80
15/11/10	16610	Old House Books	Birthplace - Books for Resale	38.96	0.00	38.96
15/11/10	16611	J Hamlin	Darwin Hall - Tiling	225.00	0.00	225.00
15/11/10	16612	E Gordon	Darwin Hall - Tiling	200.00	0.00	200.00
15/11/10	16613	Curborough (Lichfield) Community Assoc.	Cruck House - Water Charges	54.17	0.00	54.17
15/11/10	16614	Eventex UK Limited	Remembrance Sunday - Amplifier Hire	85.00	14.87	99.87
15/11/10	16615	Turnock Limited	Christmas Lights - Pine Garlands	471.96	82.59	554.55
15/11/10	16616	Ancestors of Dover Ltd	Birthplace - Quill Pens for Resale	62.45	10.93	73.38
15/11/10	16617	Derryford Electrical Contractors	Guildhall - Electrical Repairs	419.18	73.36	492.54
15/11/10	16618	ESPO	No Parking Bollard	6.15	1.08	7.23
15/11/10	16618	ESPO	White Grit	79.60	13.93	93.53
15/11/10	16619	LDAA	Remembrance Sunday - P A Hire	100.00	17.50	117.50
15/11/10	16619	LDAA	YCG Halloween - P A Hire	300.00	52.50	352.50
15/11/10	16620	Lichfield District Council	Grounds Maintenance - November 2010	6,888.35	1,205.46	8,093.81
15/11/10	16620	Lichfield District Council	Other Grounds Maintenance	2,447.00	428.22	2,875.22
15/11/10	16621	Npower Ltd	Wade Street - Electricity	1,006.25	176.09	1,182.34
15/11/10	16621	Npower Ltd	Market - Electricity	85.16	4.26	89.42
15/11/10	16621	Npower Ltd	Market - Electricity	90.58	4.53	95.11
15/11/10	16621	Npower Ltd	Clock Tower - Electricity	57.23	2.87	60.10
15/11/10	16621	Npower Ltd	Birthplace - Electricity	129.59	6.48	136.07
15/11/10	16621	Npower Ltd	Birthplace - Electricity	210.55	10.53	221.08
15/11/10	16621	Npower Ltd	Friary Fountain - Electricity	7.46	1.31	8.77
25/11/10	Bank DR	Nat West	Autopay Fee	4.00	0.00	4.00
30/11/10	16622	Staffordshire Pension Fund	Superannuation - November 2010	4,618.10	0.00	4,618.10
30/11/10	16623	H M Revenue & Customs Only	PAYE & ERNI - November 2010	6,297.30	0.00	6,297.30
				53,934.67	3,874.01	57,808.68

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 November 2010 to 30 November 2010

<u>Date</u>	<u>Chq. No.</u>	<u>Payee</u>	<u>Details</u>	<u>Nett</u>	<u>VAT</u>	<u>Gross</u>
8/11/10	4207	Burntwood Town Council	From Mayor's Allowance	25.00	0.00	25.00
8/11/10	4208	The Royal British Legion, Poppy Appeal	From Mayor's Allowance	30.00	0.00	30.00
8/11/10	4209	Cash	Petty Cash 5451 - 5462	170.54	22.38	192.92
8/11/10	4210	Cancelled				
9/11/10	4211	Colin Greatorex	Travel Expenses - Limburg Students	36.45	0.00	36.45
16/11/10	4212	Cash	Petty Cash 5463 - 5469	201.99	13.95	215.94
26/11/10	4213	Mrs Maxine Stevens	Repayment of Retainer - Tuesday Market	14.10	0.00	14.10
30/11/10	4214	Cash	Petty Cash 5470-5477	217.13	11.37	228.50
30/11/10	4215	LDAA	Christmas Lights-Marshals	100.00	0.00	100.00
30/11/10	4216	St Johns Ambulance	Christmas Lights-First Aid	60.00	0.00	60.00
30/11/10	4217	Christ Church Primary School	Christmas Lights - Choir	75.00	0.00	75.00
				930.21	47.70	977.91

LICHFIELD CITY COUNCIL - General Account Payment Schedule**From 1 December 2010 to 31 December 2010**

<u>Date</u>	<u>Chq. No.</u>	<u>Payee</u>	<u>Details</u>	<u>Nett</u>	<u>VAT</u>	<u>Gross</u>
06/12/10	16624	ASJ Electrical Uk Ltd	Toilet Block - Refurbishment	557.60	97.58	655.18
06/12/10	16625	Farcraft Restorations	Birthplace - Restoration teapot	225.00	39.38	264.38
06/12/10	16626	Blachere Illumination Uk Ltd	Christmas Lights - Bulbs	616.25	107.85	724.10
06/12/10	16627	McDowall Air Conditioning (UK) Ltd	Guildhall - Servicing Air Conditioning Units	150.00	26.25	176.25
06/12/10	16628	Lichfield Glass & Glazing	Bus Shelter Repairs - Weston Road	82.00	14.35	96.35
	16629	Cancelled				
06/12/10	16630	All Fit Towbars & Trailers Ltd	Market Stall Erection - November 2010	2,361.23	413.22	2,774.45
06/12/10	16631	Turnock Ltd	Christmas Lights - Bulbs	274.40	48.02	322.42
06/12/10	16632	Wilkinson Hardware Stores Ltd	Guildhall - supplies	27.38	4.80	32.18
06/12/10	16633	Lyc0 Direct Limited	Lightbulbs - Birthplace/Offices	152.21	26.64	178.85
06/12/10	16634	JME Glass	Glass Recycling - November 2010	48.00	8.40	56.40
06/12/10	16635	Banner Business Services Ltd	Office Supplies - Stationery	211.62	37.03	248.65
06/12/10	16635	Banner Business Services Ltd	Office Supplies - Stationery	(169.80)	(29.72)	(199.52)
06/12/10	16636	Edward Griffin	Repairs/Maintenance - Footpaths/Fountain	525.00	0.00	525.00
06/12/10	16637	Abbachem Ltd	Guildhall - Supplies	194.30	34.00	228.30
06/12/10	16638	Burntwood Road Sweepers Ltd	Guildhall - Unblocking Toilets	135.00	23.63	158.63
06/12/10	16639	MT Services Computer Systems Limited	Office - Computer and Installation	623.00	109.04	732.04
06/12/10	16640	1A Action Rotary Rod Ltd	Guildhall - Drainage Survey/cleaning	240.00	42.00	282.00
06/12/10	16641	Brownhill Hayward Brown Ltd	Guildhall - Drainage Survey	135.00	23.63	158.63
06/12/10	16642	ESPO	Office Supplies - Stationery	57.03	9.98	67.01
06/12/10	16642	ESPO	Office Supplies - Stationery	17.22	3.02	20.24
06/12/10	16642	ESPO	Office Supplies - Stationery	46.60	8.16	54.76
06/12/10	16643	Derryford Electrical Contractors	Christmas Lights - Installation	6,535.37	1,143.69	7,679.06
06/12/10	16644	Raphael Design Ltd	Christmas Cards	195.00	34.13	229.13
13/12/10	Autopay	Salaries & Wages	Salaries & Wages	18,779.17	0.00	18,779.17
20/12/10	16645	Friend of The Samuel Johnson Museum	Proceeds of Book Sales	2.00	0.00	2.00
20/12/10	16646	A & J M Carroll	Proceeds of Book Sales	8.00	0.00	8.00
20/12/10	16647	C Shakespeare	Proceeds of Book Sales	80.67	0.00	80.67
20/12/10	16648	Lichfield District Council	Guildhall - Service Charge March Quarter	3,094.92	541.61	3,636.53
20/12/10	16648	Lichfield District Council	Grounds Maintenance - November 2010	6,888.35	1,205.46	8,093.81
20/12/10	16649	Jones Waste Services Ltd	Markets - Skip Emptying November 2010	723.50	126.62	850.12
20/12/10	16650	Virgin Media Business Ltd	Wade St Offices -telephones Nov 2010	98.34	17.21	115.55
20/12/10	16651	Forward Cleaning Contractors Ltd	Wade St Offices - Window Cleaning	16.00	2.45	18.45
20/12/10	16651	Forward Cleaning Contractors Ltd	Dr Johnson Birthplace - Window Cleaning	48.00	8.40	56.40
20/12/10	16651	Forward Cleaning Contractors Ltd	Guildhall - Window Cleaning	77.70	13.60	91.30
20/12/10	16652	Banner Business Services Ltd	Office Supplies - Stationery	46.58	8.16	54.74
20/12/10	16653	JME Glass	Glass Recycling - December 2010	60.00	10.50	70.50
20/12/10	16654	Nisbets	Guildhall Jugs	39.56	6.92	46.48
20/12/10	16654	Nisbets	Guildhall Jugs	(9.89)	(1.73)	(11.62)
20/12/10	16654	Nisbets	Guildhall - Stackable Tables	185.94	32.53	218.47
20/12/10	16655	M & I Domestic Appliances	Guildhall - New Freezer	328.50	57.49	385.99
20/12/10	16656	S W Tree Surgery	Various Sites - Tree Surgery	855.00	149.63	1,004.63
20/12/10	16657	Ordnance Survey	Ordnance Survey - Licence	54.75	9.58	64.33
20/12/10	16658	Raphael Design Ltd	Market - Leaflets	330.00	0.00	330.00
20/12/10	16659	Flintshire County Council	West Coast Rail 250 - Annual Subscription	25.00	0.00	25.00
20/12/10	16660	Staffordshire Parish Councils Association	SPCA AGM Lunches	30.00	0.00	30.00
20/12/10	16661	Countryside Arts Ltd	Birthplace - Towels for resale	152.00	26.61	178.61
20/12/10	16662	Memorandum Ltd	Franking Machine	99.92	17.49	117.41
20/12/10	16663	Linford-Bridgeman Ltd	Cruck House/Clock Tower- Qinq. repairs	637.16	111.47	748.63
20/12/10	16664	Hough & Co Ltd	Defect Investigations - Wall at Pool Walk	320.00	56.00	376.00
20/12/10	16665	Lichfield Gazette	LCC December Newsletter	1,012.50	177.19	1,189.69
20/12/10	16666	Kingston Commercial	Donegal House/Guildhall - Valuation	2,250.00	393.75	2,643.75
20/12/10	16667	ACME Tree Services Ltd	Broad Lane -Tree Surgery	240.00	42.00	282.00
20/12/10	16668	H M Revenue & Customs Only	PAYE & ERNI - December 2010	6,093.67	0.00	6,093.67
20/12/10	16669	Staffordshire Pension Fund	Superannuation - December 2010	4,255.22	0.00	4,255.22
				60,061.97	5,238.02	65,299.99

LICHFIELD CITY COUNCIL - General Account Payment Schedule**From 1 December 2010 to 31 December 2010**

01/12/10	4218	C Greatorex	Traveling Expenses - SPCA AGM	24.70	0.00	24.70
09/12/10	4219	Ruth Sindrey	Dr Johnson Birthplace -Musicians	100.00	0.00	100.00
13/12/10	4220	S Coalter	Salaries & Wages	57.81	0.00	57.81
14/12/10	4221	A D Thompson	Travel Expenses - NALC Conference	24.10	0.00	24.10
16/12/10	4222	A Thompson	Christmas Carols - Mulled Wine	73.32	0.00	73.32
16/12/10	4223	Lichfield District Council	Lottery Registration	20.00	0.00	20.00
23/12/10	4224	Cash	Petty Cash 5478-5500	241.36	23.39	264.75
				541.29	23.39	564.68