



# Lichfield City Council

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**Town Clerk: Peter Young, B.A.**

PY/CF

21 June 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 **Monday, 27 June 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 Annual Council Meeting held on 18 May 2011 **(copy attached)**.

### 4 MATTERS ARISING ON COUNCIL MINUTES

a.) Minutes of the Council Meeting held on 18 May 2011 (above)

b.) Minutes of the Council Meeting held on 11 April 2011 **(copy attached)**.

*[The Minutes at b.) above were confirmed and signed as a correct record at the Annual Meeting of Council held on 18 May 2011 but are included for consideration of any "matters arising".]*

### 5 PLANNING APPLICATIONS COMMITTEE

The Chairman of the Planning Applications Committee to move that the Minutes of the Planning Applications Committee Meetings held on 31 March, 21 April, 19 May 2011 be received (copy previously circulated).

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

***THE MEETING TO ADJOURN FOR PUBLIC FORUM***

**7 JOHNSON BIRTHPLACE ADVISORY COMMITTEE**

To adopt the Minutes and Recommendations of the Johnson Birthplace Advisory Committee Meeting held on 12 April 2011 (**attached**).

N.B. These Minutes recommend adoption of the Samuel Johnson Birthplace Museum Forward Plan 2011-2014. A copy of the Forward Plan is **enclosed**.

**8 SHERIFF'S RIDE WORKING PARTY**

To adopt the Minutes and Recommendations of the Sheriff's Ride Working Party Meeting held on 23 May 2011 (**attached**).

**9 INTERNAL CONTROL WORKING PARTY**

To adopt the Minutes and Recommendations of the Internal Control Working Party Meeting held on 15 June 2011 (**attached**).

N.B. Adoption of the recommendations included in these Minutes includes:

- a. Adoption of the Out-turn Report for the Year ending 31 March 2011 (**enclosed**) and consequent budget amendments for 2011/12.
- b. Adoption of the Annual Return for the year ending 31 March 2011 (**enclosed**) and approval for these to be signed by the Mayor on behalf of the Council. In adopting these Minutes members should consider each item on the Annual Governance Statement [Section 2 of the Annual Return].

**10 REPORT OF THE TWINNING OFFICER**

To receive the report of the Twinning Officer, **Appendix 1** attached.

***RECOMMENDED: That the Twinning Officer's Report be noted.***

**11 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

To appoint representatives to serve on outside bodies to fill vacancies falling due during 2011/2012 as detailed in **Appendix 2** attached.

**12 NALC CONFERENCES**

The National Association of Local Councils will be holding the following conferences:

- a.) **Communities in Action Conference** on 19 July at St Paul's Mercure, Sheffield [then repeated on 22 September, at the Holiday Inn Camden Lock, London]. The fee is £97.50 per delegate. Further details are attached as **Appendix 3**.
- b.) **The NALC Larger Councils' Conference and Exhibition – "Neighbouring Places"** on 30 November 2011 at the Royal National Hotel, London. The fee is £180 per delegate. Further details are attached as **Appendix 4**.

***RECOMMENDED: That the Council consider appointing a representative to attend each of the above Conferences, and meet the costs of the conference fee, and related subsistence and travel expenses.***

### 13 HISTORIC TOWNS FORUM (HTF)

The Historic Towns Forum (formerly the English Historic Towns Forum EHTF) was founded in 1987 and supports those working in the historic built environment. It encourages contact between local authorities with responsibility for the management of historic towns and cities, and other public, private and voluntary sector agencies. It:

- Organises conferences and seminars
- Establishes partnership links with Government and non-government organisations, policy makers and private sector companies working in historic towns and cities
- Researches and produces good practice guidance through its various publications
- Influences key policy making bodies to keep HTF issues at the forefront of national agendas

HTF is funded from membership fees, sponsorship, and corporate partnerships. It currently has over 180 members (including Lichfield District Council) and in October 2008 held its annual conference in Lichfield.

The HTF is keen to encourage membership from town and parish councils, and in May 2011 reduced its annual membership fee for these bodies from £200 to £100.

***RECOMMENDED: That the City Council becomes a member of the Historic Towns Forum***

### 14 TREE PRESERVATION ORDER - CHRISTCHURCH

On 27 October 2010 Lichfield District Council made Tree Preservation Order No. 332 – 2010 in respect of trees at Christchurch. The Order was made as an “area order” covering all the trees within the boundary shown on the Plan, irrespective of their individual merit. The TPO area comprised:

- a.) the ‘old’ churchyard (owned and maintained by the PCC)
- b.) the northern part of the churchyard extension (owned by the PCC, but maintained by LCC)
- c.) The footpath link and its verges between Christchurch Lane and A51 (owned and maintained by LCC).

TPOs take immediate effect from the date of the Order, but the initial Order needs to be confirmed by the District Council within 6 months if it is to become permanent.

Lichfield City Council considered this Order at its meeting on 6 December 2010 and it was resolved (Minute 72):

*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 of this site 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*

Following submission of the City Council’s objection the District Council did not confirm the Order. However the District Council’s Trees Officer has indicated that he would wish to make an amended TPO covering selected trees in this area, groups of trees, and a woodland area.

A plan and a specification for the proposed new TPO is attached as **Appendix 5**.

Unlike the earlier proposal, the revised TPO specifies the trees or groups of trees that are to be covered by the TPO, and identifies the boundary of the "woodland" area. This therefore addresses the City Council's main concern with the previous proposal, that it was a "blanket" Order covering all the trees in the area irrespective of their individual merit. It is therefore:

**RECOMMENDED: That the City Council notes the proposed revised TPO for Christchurch, and raises no objections to confirmation of the revised Order.**

## 15 PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in the attached schedules **Appendix 4** for the following periods:

- a) 1 March 2011 to 31 March 2011 in the sum of £70,312.12 General Account, and £950.19 Imprest Account
- b) 1 April 2011 to 30 April 2011 in the sum of £60,428.67 General Account, and £587.70 Imprest Account
- b) 1 May 2011 to 31 May 2011 in the sum of £86,780.91 General Account, and £1,360.51 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 Annual Meeting of Lichfield City Council held in Guildhall, Lichfield,  
on Wednesday, 18 May 2011 at 6.30 pm

**PRESENT:** Councillors Mrs J A Allsopp, R J Awty, B F Bacon, Mrs N Bacon, J R Bayliss, Mrs M G Boyle, J R Brooks, B D Diggle, Mrs V A Diggle, D P A Dundas, I M Eadie, Mrs J M Eagland, T V Finn, M J Fryers (Snr), M J Fryers (Jun), C P Greatorex, Mrs J A Greaves, P L Hitchman, I A Jackson, Mrs S A James, D Smedley, A F Smith, C J Spruce, Mrs S E Strachan, A D Thompson, M A Warfield and J N Wilks.

**APOLOGIES:** Councillor T J Thomas.

**1 ELECTION OF MAYOR**

It was proposed by Councillor M A Warfield, seconded by Councillor D P A Dundas, and

**RESOLVED: That Councillor Brian Bacon be elected Mayor of the City to hold office until the election of a successor at the Annual Meeting of Council in May 2012.**

The Mayor was invested with the Mayoral Chain, and signed the Declaration of Acceptance of Office. The Mayor then took the Oath of Allegiance and occupied the Chair.

**2 COUNCIL MINUTES**

**RESOLVED: That the Minutes of the City Council Meeting held on 11 April 2011 (106 – 115) be confirmed and signed as a correct record.**

**3 APPOINTMENT OF DEPUTY MAYOR**

It was proposed by Councillor B D Diggle, seconded by Councillor T V Finn, and

**RESOLVED: That Councillor Mrs Janet May Eagland be appointed Deputy Mayor to hold office until the election of Mayor at the Annual Meeting of Council in May 2012.**

The Deputy Mayor was invested with the badge of office, and signed the Declaration of Acceptance of Office.

**4 ELECTION OF SHERIFF**

It was proposed by Councillor A D Thompson, seconded by Councillor Mrs M G Boyle, and

**RESOLVED: That Dr Neville Brown be elected Sheriff of the City until the election of a successor at the Annual Meeting of Council in May 2012.**

The Sheriff was invested with the Chain of Office, and took the Oath of Fealty to the Crown.

**5 EXPRESSION OF THANKS**

The Mayor, Deputy Mayor and Sheriff each returned thanks for their election.

**6 APPOINTMENT OF MAYOR'S CHAPLAIN**

The Mayor announced that the Reverend Linda Collins would be his Chaplain.

**7 VOTE OF THANKS TO RETIRING MAYOR**

It was proposed by Councillor A D Thompson, seconded by Councillor R J Awty, and

**RESOLVED: That the best thanks of the citizens be accorded to Councillor Christopher John Spruce for his valuable and outstanding services as Mayor during 2010/11.**

Councillor Spruce responded in suitable terms and paid tribute to members of the Council for their support and friendship during his term of office.

**8 VOTE OF THANKS TO RETIRING SHERIFF**

It was proposed by Councillor J N Wilks, seconded by Councillor Mrs J A Greaves, and

**RESOLVED: That the best thanks of the citizens be accorded to Councillor Colin Greatorex for his valuable and outstanding services as Sheriff during 2010/11.**

Councillor Greatorex responded in suitable terms and paid tribute to members of the Council for their support and friendship during his term of office.

**9 PRESENTATION OF BADGES OF OFFICE**

The Mayor presented Badges of Office to the Mayoress and Sheriff's Lady.

**10 REPLICA BADGES OF OFFICE**

The retiring Mayor and Mayoress, and the retiring Sheriff and Sheriff's Lady were presented with replica badges of office by the Mayor.

**11 APPOINTMENT OF LEADER OF COUNCIL**

It was proposed by the Deputy Mayor, seconded by Councillor R J Awty, and

**RESOLVED: That Councillor Terence Victor Finn be appointed Leader of Council until the Annual Meeting of Council in May 2012.**

In accepting the position Councillor Finn paid tribute to his predecessor, Councillor David Smedley for his work on behalf of the City Council.

**12 APPOINTMENT OF DEPUTY LEADER OF COUNCIL**

It was proposed by Councillor C J Spruce, seconded by Councillor Mrs N Bacon, and

**RESOLVED: That Councillor Mark Andrew Warfield be appointed Deputy Leader of Council until the Annual Meeting of Council in May 2012.**

**13 APPOINTMENT OF COMMITTEES, WORKING PARTIES, AND ADVISORY COMMITTEES**

**RESOLVED: That membership of Committees, Working Parties, and Advisory Committees be as follows:**

- a) **Planning Applications Committee**  
**All members of Council**  
*Chairman Cllr J N Wilks; Vice Chairman to be determined at first Committee meeting*
- b) **Grants Advisory Committee (9 members)**  
**8 Majority Group - Cllrs Mrs J A Allsopp, R J Awty, Mrs N Bacon, B D Diggle, M J Fryers (Snr), T J Thomas, M A Warfield, J N Wilks**  
**1 Labour – Cllr J R Brooks**  
*Chairman Cllr M A Warfield; Vice Chairman to be determined at first Committee meeting*
- c) **Internal Control Working Party (6 members)**  
**5 Majority Group – Cllrs R J Awty, T V Finn, A F Smith, C J Spruce, M A Warfield**  
**1 Liberal Democrat – Cllr I A Jackson**  
*Chairman Cllr T V Finn; Vice Chairman Cllr M A Warfield*
- d) **Johnson Birthplace Advisory Committee (6 members)**  
**5 Majority Group – Cllrs Mrs M G Boyle, B D Diggle, Mrs V A Diggle, C J Spruce, A D Thompson**  
**1 Liberal Democrat – Cllr I A Jackson**  
**Also:**  
*1 Johnson Friends (appointed by Friends)*  
*1 Johnson Society (appointed by Society)*  
*Chairman Cllr A D Thompson; Vice Chairman to be determined at first Committee meeting*

- e) **Staffing Establishment Working Party (6 members)**  
**6 Majority Group - Cllrs Mrs N Bacon, I M Eadie, T V Finn, D Smedley, T J Thomas, A D Thompson**  
*Chairman Cllr T V Finn; Vice Chairman to be determined at first Committee meeting*
- f) **Darwin Hall Committee (7 members)**  
**7 Majority Group - Cllrs Mrs J A Allsopp, B F Bacon, I M Eadie, D Smedley, A F Smith, C J Spruce, J N Wilks**  
**1 Liberal Democrat Group - Mrs M P Bland**  
*Chairman Cllr D Smedley; Vice Chairman to be determined at first Committee meeting*
- g) **Sheriff's Ride Working Party (7 members)**  
**7 Majority Group – Cllrs Mrs J A Allsopp, R J Awty, Mrs N Bacon, Mrs M G Boyle, M J Fryers (Snr), D Smedley, J N Wilks**  
*Chairman Cllr D Smedley; Vice Chairman to be determined at first Committee meeting*
- h) **Twinning Visits Grants Fund Working Group**  
**Leader of Council, Deputy Leader**  
**1 Labour – Cllr J R Brooks**

**THERE BEING NO FURTHER BUSINESS**  
**THE MAYOR DECLARED THE MEETING CLOSED AT 7.15 PM**



## Lichfield City Council

### Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Monday, 11 April 2011 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, Mrs M G Boyle, D P A Dundas, Mrs J M Eagland, Mrs D English, T V Finn, M J Fryers, C Greatorex, 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 G Boyle and B D Diggle.

#### 106 MAYOR'S ANNOUNCEMENTS

The Mayor paid tribute to the past service of Councillors G Boyle, Mrs D English, D R R Prentis and B S White, who were not standing for re-election to the Council. Thanks and best wishes were conveyed to these members for their service to the City Council.

The Mayor then reported on recent civic and other engagements he had attended, including the annual Shrovetide Fair and Pancake Races on 8 March; and the visit by HRH the Duke of Kent for the official opening of the Compassus Centre at St Giles Hospice on 31 March.

#### 107 DECLARATIONS OF INTEREST

Councillor C Greatorex declared a prejudicial interest in Minute 111 (Sheriff's Ride Working Party) by virtue of his Office as Sheriff and left the meeting during the discussion and voting thereon.

The Town Clerk reported that the District Council's Standards Committee had granted a Dispensation to those City councillors who were also District councillors, permitting them to speak and vote at City Council meetings on issues related to the Friary Outer development when they would otherwise be deemed to have a prejudicial interest. This dispensation therefore applied in respect of the proposed Public Footpath extinguishment and creation (Minute 114 below). The Dispensation applied to councillors Mrs J A Allsopp, B F Bacon, Mrs N Bacon, Mrs M P Bland, Mrs M G Boyle, Mrs J M Eagland, Mrs D English, T V Finn, M J Fryers, C Greatorex, I A Jackson, D Smedley, J C Walker and J N Wilks.

#### 108 COUNCIL MINUTES

**RESOLVED:** *That the Minutes of the Meeting of the City Council held on 28 February 2011 (92 – 105) be confirmed and signed as a correct record.*

#### 109 PLANNING APPLICATIONS COMMITTEE

**RESOLVED:** *That the Minutes of the Planning Applications Committee meetings held on 15 February 2011 and 10 March 2011 be received.*

#### 110 INTERNAL CONTROL WORKING PARTY

In considering the Minutes and recommendations the Council noted that the new Accounts and Audit (England) Regulations 2011 had become effective on 31 March 2011, which meant that they applied to the accounts for the year ending 31 March 2011.

**RESOLVED:**

1. *That the Minutes of the Internal Control Working Party held on 31 March 2011 be received, and the recommendations contained therein be adopted.*
2. *That the report of the Internal Auditor for the year ending 31 March 2011 be received and that the recommendations contained therein be adopted.*

**111 SHERIFF'S RIDE WORKING PARTY**

**RESOLVED:** *1. That the Minutes of the Sheriff's Ride Working Party Meeting held on 30 March 2011 be received and the recommendations contained therein be adopted.*

*2. That the Sheriff's Ride Working Party be reformed immediately after the election and a report be made to the first full Council after the Annual Council.*

**112 REPORT OF MUSEUMS & HERITAGE OFFICER**

Consideration was given to the report of the Museums & Heritage Officer.

**RESOLVED:** *That the Museums & Heritage Officer be thanked for her excellent report and the report be received.*

**113 HIGH SPEED RAIL**

The Council noted the agenda report which explained that following publication of proposals for the amended route in December 2010, the Government was now conducting formal consultations which would run until 29 July 2011. In addition to this public consultation the House of Commons Transport Select Committee would be carrying out an inquiry into HS2 and the Council noted its terms of reference. Following a full debate it was:

**RESOLVED:**

*1. That the City Council indicate its support for high-speed railways in principle, but expresses its opposition to HS2 as amended in December 2010 on the grounds that:*

- a) Although avoiding Lichfield City it will still damage nearby housing, businesses, and the environment used by its citizens*
- b) Its junction with the West Coast Main Line north of Lichfield will reduce capacity on the WCML, which was recently and expensively widened*
- c) The stations are badly sited*

*2. That this Council will review its opinion if there is new information or amendment to the scheme and then make a decision based on the new facts.*

**114 PUBLIC FOOTPATH NO 32 (b)**

The Council considered the agenda report which explained the proposals made by Lichfield District Council for the extinguishing of footpath No 32 (b), and the creation of a new footpath across the Festival Gardens arising from the Friary Outer car park redevelopment scheme.

**RESOLVED:** *1. That subject to*

- a) the extinguishment of public footpath 32 (b) being agreed, and*
- b) other parties meeting the City Council's costs to be incurred in the Dedication Agreement and the physical provision of the new path*

*the City Council agrees to enter into a Highway Dedication Agreement as indicated in this Report for the creation of a new public footpath as shown C to D on the Plan in Agenda Appendix 5, across land in its ownership at Festival Gardens, Lichfield.*

*2. That delegated authority be granted to the Town Clerk to make the necessary arrangements.*

**115 PAYMENT OF ACCOUNTS**

**RESOLVED:** *That payment of accounts be approved and confirmed as listed for the period 1 February 2011 to 28 February 2011 in the sum of £64,726.14 General Account, and £862.95 Imprest Account.*

**THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.19PM**

## Lichfield City Council

### Minutes of the Johnson Birthplace Advisory Committee Meeting held in Committee Room No.1 Guildhall at 10.30 am on Tuesday, 12 April 2011

#### PRESENT:

<b>Representing Lichfield City Council:</b>	Councillor A D Thompson (Chairman) and Councillors R J Awty, J R Bayliss, B D Diggle, and J A Smith
<b>Representing Friends of Birthplace:</b>	Mr J N Wilks
<b>Representing Johnson Society:</b>	Mr P Barrett
<b>In Attendance:</b>	Joanne Wilson (Museums & Heritage Officer) Peter Young (Town Clerk)
<b>Apologies:</b>	Councillor B S White

#### 8 MINUTES

**RESOLVED:** *That the Minutes of the Meeting held on 5 October 2010 be confirmed as a correct record.* [Minutes adopted by Council on 25 October 2010.]

#### 9 VISITOR NUMBERS

The Museums & Heritage Officer reported that the Museum had seen a considerable increase in visitor numbers throughout the Tercentenary year, with a total of 16,004 visitors for the 2009/10 period. The figures for the 2010/11 period had remained high, with a total of 14,120 visitors. This represented a small drop following the unprecedented attendance during the Tercentenary events, but a rise of 27% on 2008/09 visitors. Shop sales were also considerably higher than the 2008/09 period, with an increase of 18%. An encouraging increase in donations had also been seen during 2009/10, rising 8% from 2008/09 donations, and 17% from 2008/09. This was largely due to Attendants taking a more direct approach in asking for donations from visitors.

**RECOMMENDED:** *That the Report be noted.*

#### 10 FORWARD PLAN

Members considered the Draft Forward Plan for 2011-2014.

**RECOMMENDED:** *That the Draft Forward Plan as presented to this Committee be updated to include 'actual' figures for 2010/11 once these were known, and then be submitted to Council for adoption.*

#### 11 LOANS FROM THE BIRTHPLACE COLLECTION

Members considered the Loan Agreement form (as submitted with the agenda) which would be used for outgoing loans from the collection. It was noted that this was taken from the Birthplace Documentation Procedural Manual produced for Accreditation. The Museums Association Code of Ethics recommended that loan procedures were approved by the governing body.

**Recommended:** *That the Loan Agreement form be adopted and that delegated authority be given to the Town Clerk, Chairman of the Birthplace Advisory Committee, and Council Leader, to approve outgoing loans requests.*

**12 EDUCATION PROJECT**

The Museums and Heritage Officer reported that a large part of her recent work had been dedicated to development of the Museum's school visits provision as part of a 'Learning Links' Project funded by the Museums, Libraries and Archives Council (MLA). The MHO had worked with the Deputy Head of Chadsmead School to develop and trial a range of primary activities for a new school visit and outreach package for the Museum. The scheme combined both knowledge of Samuel Johnson and his times with creative Literacy and Dictionary based activities, in order to make the programme as widely attractive as possible. As part of the project, the MHO had delivered a printing and bookmaking activity with Year 1 & 2 pupils at the school in January, trialed an 'Alphabet Hunt' activity at the Museum with Year 6 pupils and led three full scale visits to the Museum as part of a 'Houses and Homes' module.

The SJBM project had been highlighted at a networking event at Walsall Museum in February, when the MHO had given a presentation about the work. There had been very positive feedback from teachers and students when the programme was trialed with a large school booking in February. The new 'Teachers' Pack' would be prepared and publicised for the 2011-2012 school year

***RECOMMENDED: That the Report be noted.***

**13 GUILDHALL CELLS**

The Museums and Heritage Officer updated members on progress with the improvement to the displays in the Guildhall cells, for which a budget of £5,000 had been allocated. The history of the cells usage was being investigated, which would form the basis of the new explanatory text panels. It was hoped that the project would be completed by the Birthday celebrations in September 2011.

***RECOMMENDED: That the Report be noted.***

**14 DATE AND TIME OF NEXT MEETING**

10.30am on Tuesday 4 October 2011.

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 11.35 AM**

**Minutes of the Sheriff's Ride Working Party Meeting held in Committee Room 1, Guildhall,  
Lichfield at 11.00am, Monday, 23 May 2011**

**Present:** Cllr D Smedley (Chairman) and Councillors Mrs J A Allsopp, R J Awty, M J Fryers, and J N Wilks.

**In attendance:** Mr P Young, Mrs K Durrant.

**Apologies:** None

**1 MINUTES**

*The Minutes of the meeting of the Sheriff's Ride Working Party held on 30 March 2011 were confirmed as a correct record. [Minutes adopted by Council on 11 April 2011]*

**2 SPONSORSHIP**

Councillor Wilks reported that he had secured sponsorship from Tempest Ford in the form of two 4X4 vehicles. A letter of thanks to be sent to Tempest Ford, and the Chairman expressed his thanks to Cllr Wilks for organising this.

**3 LUNCH**

It was noted that at the previous meeting on 30 March it had been agreed to reduce the lunch break stop and hold a 'picnic-style' ploughman's lunch in the open with no marquee. There would be a small tent from which the picnics lunches would be distributed and sold. Lunch tickets would be sold or provided for landowner guests as at present, but people could also bring their own food/drinks, chairs and gazebos etc. for shelter. The Council would publish this event in the next Newsletter to encourage greater public participation. There would be no bar, other than the usual free teas, coffees, squash and water.

The intention was to reduce the costs of marquee hire, and to create a more "open" event on the field which all could join in, without the separation between the guests inside the marquee and riders and public outside.

Members were informed that, subsequent to that meeting, the new Sheriff had offered to personally pay for the hire of a marquee, which members considered acceptable as an 'open' marquee in the event of inclement weather, but that the other lunch arrangements should remain as previously agreed.

***RECOMMENDED: That the Sheriff's offer to personally pay for the hire of a marquee be accepted with thanks, but that the other lunch arrangements should remain as previously agreed at the meeting.***

**4 REGISTRATION FEE**

***RECOMMENDED: To maintain the Rider Registration fee at £25, as in 2010.***

**5 DATE OF NEXT MEETING**

It was agreed that the Working Party should meet again following the 2011 Ride to consider how the revised arrangements had operated.

***There being no further business the Chairman declared the meeting closed at 11.20pm***



Lichfield City Council

Minutes of the Internal Control Working Party held at 6.30 pm on Wednesday, 15 June 2011  
in Committee Room No.1, Guildhall, Lichfield

Present: Councillor TV Finn (Chairman) and Councillors R J Awty, I A Jackson, A F Smith,  
and M A Warfield

In Attendance: Mr P Young (Town Clerk and RFO), and Mr G T Keatley (Internal Auditor)

**1 MINUTES**

**RESOLVED:** *That the Minutes of the meeting of the Internal Control Working Party held on 31 March 2011 be confirmed as a correct record.*

**2 OUT-TURN REPORT AND STATEMENT OF ACCOUNTS**

Members considered the Out-turn Report and also the Draft Statement of Accounts (Annual Return), for the year ending 31 March 2011.

**RECOMMENDED:**

- 1** *That the Out-Turn Statement and Report as enclosed be received.*
- 2** *That £139,630 of the net underspend on the 2010/2011 budget related to 'ongoing projects' as detailed in the Report be carried forward to 2011/12 budget provision, as follows:*

<i>Market Sq paving</i>	<i>£18,590</i>
<i>Arts/Tourism/Culture</i>	<i>£5,000</i>
<i>Professional fees</i>	<i>£5,000</i>
<i>Guildhall Capital (Lift)</i>	<i>£21,950</i>
<i>Darwin Hall Capital</i>	<i>£20,080</i>
<i>HLF Capital</i>	<i>£52,470</i>
<i>HLF Revenue</i>	<i>£1,540</i>
<i>Parks and Footpaths Capital</i>	<i>£15,000</i>
<b>TOTAL</b>	<b>£139,630</b>

- 3** *That the remaining underspend on the 2010/2011 budget of £49,982 as detailed in the Report be transferred to general balances.*
- 4** *That in the 2011/12 budget, the budgeted opening balance of £790,362 be amended to £979,974 to reflect the actual balance carried forward.*
- 5** *That the Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £3,442.26 from the Trust Funds to the City Council as a contribution towards the expenditure incurred by the City Council in operating the Museum during the 2010/11 financial year.*
- 6** *That in respect of the Annual Return (Statement of Accounts) for the year ended 31 March 2011 (enclosed)*
  - a.** *The Council approve the Annual Return (Section 1) and this be signed by the Mayor on behalf of the Council*
  - b.** *The Council approve each item in the Annual Governance Statement (Section 2) and this be signed by the Mayor and Town Clerk on behalf of the Council*
  - c.** *The Council note the Annual Internal Audit Report (Section 4)*

**3 BIRTHPLACE TRUST BANK ACCOUNT**

The Town Clerk outlined the historical reasons why the Birthplace (charitable) Trust funds were included within the City Council's bank accounts, and explained that internal accounting arrangements were used to separate the City Council's funds and balances from those of the Birthplace Charitable Trust. However, the ongoing need to separate the Trust Funds from the City Council's accounts created unnecessary complexities and potential errors.

***RECOMMENDED: That a separate bank account be opened for the Samuel Johnson Birthplace Trust.***

**4 DATE AND TIME OF NEXT MEETING**

It was noted that this was scheduled for 6.30 pm on 16 November 2011.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED  
THE MEETING CLOSED AT 7.20 PM**

**CHAIRMAN**

**REPORT BY LICHFIELD CITY COUNCIL TWINNING OFFICER**

With Limburg's 1100<sup>th</sup> anniversary taking place in 2010, many of the visits last year were to our German twin town. In 2011, it is the turn of Lichfield to welcome a significant number of visitors from both Limburg and Sainte Foy (in addition to visits to both twin towns).

**King Edward VI Student to Sainte Foy, February 2011**

Charlotte Abell, who is studying French A' level at King Edward VI School in Lichfield, and who is considering French for her university degree, was unable to join the French exchange organised by the school. She therefore asked whether an exchange was a possibility with Sainte Foy, and a host family (who had hosted during the October 2010 Official Twinning Weekend) welcomed Charlotte and her mother, Samantha, over the February half-term earlier this year. The visit was a great success, and the two families are planning further exchanges in the future.

**Sainte Foy Football Club to Chasetown Football Club (Youth Section), April 2011**

Over the Easter Weekend, from Friday 22 – Monday 25 April, Chasetown Football Club (Youth Section) welcomed a group of young footballers from FC Sainte Foy. There were 25 guests, 16 of whom were under 21, and they stayed at the Chasewater Outdoor Education Centre. On Easter Sunday, Chasetown FC organised their annual U14's Football Tournament, in which 9 local teams plus the French team participated – and the Sainte Foy team won! This is one of our longest established twinning links, which began in the late 1990's; and is the fifth time that the French footballers have visited (previously in 2001, 2004, 2007 and 2009). The City Council has awarded a grant of £200 to the Football Club towards the costs of hosting the French guests. An exchange visit to Sainte Foy is already planned for May 2012!

**Proposed Student Limburg / Lichfield Exchange, Easter 2011**

Lena Fachinger, a 15 year old student from Limburg, was seeking an exchange with a Lichfield girl from June onwards. She was so keen to come that she would have stayed for a whole year, although she was happy to come for a much shorter period of time too. She wanted to go to school with her exchange partner who in turn would attend the Tilemannschule in Limburg. Rachel Davis from Whittington, who is also 15, was interested (she is studying German at Lichfield's King Edward VI School) and the two girls have been in regular email contact. At Easter, Rachel and her family went to London to meet Lena and her aunt, who were staying in the south-east. Rachel was hoping that she could travel in July to Limburg on the coach with the City of Lichfield Concert Band (see below) to stay with Lena and her family, but unfortunately this will not now be possible. The two girls hope to remain in email contact.

The winning team from FC Sainte Foy-lès-Lyon  
(photo – Peter Barrett)



**Lichfield Photographer to Biennale de l'Europe, Sainte Foy, May 2011**

Sainte Foy has recently organised this biennial 10 day European Festival, from Monday 9 – Wednesday 18 May. The Festival included groups of dancers, singers and musicians who performed for the primary schools, a European film and theatre festival, and, for the first time, exhibitions of art by European artists. An invitation was extended to Lichfield artists, and the Lichfield professional photographer, (who is also a member of the Lichfield Society of Artists), David Keith Jones, FRPS, and his wife Carla, accepted. A host family was found for them in Sainte Foy, and their hostess, Bridget, is an artist too! David exhibited 16 framed photographs of European scenes; in addition he transported to the exhibition three works by Peter



*Lichfield Cathedral and Festival*  
(photo – David Keith Jones, FRPS)



*Gérard Charrié about to board the London bus at the European Festival in Sainte Foy!*

Walker, as Peter, the local sculptor based in Shrewsbury, was unable to attend himself. Sainte Foy twinning committee gave David €400 towards his travelling expenses. An artist from Limburg was due to exhibit too, but he broke his leg shortly before the Festival so was unable to attend, and there was not enough time to find a replacement. To share his experiences with twinning association members and also the general public, David plans to exhibit his photographs in the Guildhall corridor gallery in the future.

### **Limburg Community Workers to Lichfield, May 2011**

Further to their visit to Limburg last March, Jennie Crosby, Lichfield District Council's Community Development Manager, and her team of ladies associated with the North Lichfield Initiative have recently welcomed five ladies from Limburg to Lichfield, from Sunday 22 – Wednesday 25 May. The group was made up of the Women's Officers from both Limburg City and District Councils, the Chairman of the Limburg Women's Refuge, the Chairman of "Müze", a women's centre in Limburg and Frau Margret Wolf, the Twinning Officer, who organised the visit. The visitors stayed at the George Hotel, where the Mayor and Mayoress of Lichfield, Cllrs Brian and Mrs Norma Bacon, welcomed them in the beautiful ballroom, the Garrick Suite.



*The Mayor and Mayoress with the Limburg and Lichfield ladies in the George Hotel*

The NLI arranged visits to the Hope Centre (Lichfield's women's refuge), Burntwood Youth Centre, Beacon Park Retirement Village, a "Knit and Natter" group in Fazeley, a Lichfield Brownies' evening, and "Jigsaw", NLI's community venue in the refurbished shop on Dimbles Lane. The German guests were pleased to meet many of the volunteers, and see many voluntary and community organisations during their visit. The Limburg ladies have returned home with plenty of new ideas, and they look forward to welcoming the NLI group to Limburg again, perhaps next year. The City Council awarded a grant of £200 to the North Lichfield Initiative towards their expenses of hosting the visitors.

One of the positive outcomes of the visit is that the community development team, who are involved with running a ladies' football team as part of Lichfield City Football Club, hope that they can build on a link with the Limburg women's football team!

#### **Twin Town Ramblers' Weekend, France, June 2011**

The twin town ramblers' weekend has become firmly established as a biennial event, and the Sainte Foy walkers will be hosting the event for the second time at the end of June. Some 30 ramblers from Lichfield, Limburg and Sainte Foy will be staying for four days in a gîte in the French Alps.

#### **Limburg Student on Three Week Placement at St Michael's School, Lichfield, June / July 2011**

18 year old student, Julia Vasilieva, from Limburg, wished to come to Lichfield for three weeks on placement, from Saturday 25 June – Saturday 16 July, and an opportunity has been found for her at St Michael's CE Primary School. The school is used to welcoming students, so they are pleased to welcome Julia. They do not teach German, only French and Spanish, but Julia may have the opportunity to teach a few words of German to the pupils. She will start her placement with the year 5 children, whose class teacher is fluent in German. Julia will be staying with three host families whilst she is here in Lichfield, all of whom are looking forward to welcoming her into their homes. A welcome by the Mayor, possibly at the primary school, is to be organised.



Farewell Photo!

#### **Diez Media and Information Services Student on 6-week Placement at Lichfield Library, July / September 2011**

18 year old Jessica Gerwien from Diez is studying Media and Information Services in Cologne for two days a week, and for the rest of the week she trains in the library in Diez, the town adjacent to Limburg. As part of her course, Jessica needs to spend six weeks on placement in a library, and Lichfield Library staff have agreed to provide her with work experience. Jessica will be in Lichfield from Saturday 23 July – Saturday 3 September, and will be staying with five host families, (different families to Julia Vasilieva), four for 1 week and the fifth for 2 weeks. They are all looking forward to welcoming Jessica into their homes.

Jessica will be based in Lichfield Library, where she will have the opportunity to work with groups which meet there. She will also be able to get involved with the national Summer Reading Challenge events which are for 4 – 11 year olds. Jessica will spend a day in the Lichfield Joint Record Office, a day on the road with the Mobile Library bus, and will visit Burntwood and Shenstone Libraries, and the Library HQ at Stafford. She will spend two days working in the libraries at the Samuel Johnson Birthplace Museum, and she has a ticket to see the Staffordshire Hoard and exhibition in Lichfield Cathedral. A welcome by the Mayor, either at the Birthplace Museum or at the Library, is to be organised.

#### **Limburg Council Trainee to Lichfield, July 2011**

Alexander Wilfer, 22, who is a trainee with Limburg Council, will be spending a week from Sunday 24 July on placement in Lichfield with local authorities and local organisations. His programme, which has yet to be confirmed, will include working with the City Council and the Birthplace Museum, the District Council, the Tourist Information Centre and the North Lichfield Initiative, a day with County Councillor Terry Finn at Staffordshire County Council, a day with Lichfield Day Services, a day at King Edward VI School in Lichfield, and a visit to the Staffordshire Hoard and exhibition. Alexander has chosen to stay in bed and breakfast whilst he is in Lichfield. A welcome by the Mayor is to be organised.

### **City of Lichfield Concert Band to Limburg, July / August 2011**

Some 30 musicians from the City of Lichfield Concert Band are looking forward to performing in Limburg this summer. They will be arriving in Limburg mid-afternoon on Friday 29 July, and departing on the morning of Monday 1 August, staying in an hotel whilst in Limburg. Their visit co-incides with the local wine festival, the Rheingauer Weintage, and the band will perform on the open air stage in the Serenadenhof, adjacent to the Stadthalle (Town Hall) and the Pusteblume ("dandelion" fountain). They hope to be able to play one or two additional concerts whilst they are over in Germany; they will also enjoy a guided tour of Limburg, as for many of the musicians, this will be their first visit to their German twin town.

### **King Edward VI Student to Limburg, August 2011 (and Sainte Foy, February 2012)**

17 year old Thomas (Tom) Proctor, who is studying both German and French "A" level at King Edward VI School in Lichfield, and who is a friend of Charlotte Abell (see February 2011), asked if a week long exchange could be organised for him with both Limburg and Sainte Foy. A host family has been found for him in Limburg, where Tom will be staying from Saturday 20 – Saturday 27 August. Enquiries are being made in Sainte Foy, where he hopes he can stay with a host family over the 2012 February half-term.

### **Lichfield Twinning Association Visit to Limburg, September 2011**

The biennial exchange visit between the Lichfield and Limburg Twinning Associations will take place in Limburg from Friday 9 – Tuesday 13 September. Over 40 participants are making their own travel plans, as this arrangement worked well for the Official Twinning Weekend to Sainte Foy in October last year.

### **Sainte Foy Councillors to Lichfield, October 2011**

Confirmation has just been received that up to 12 representatives from the Council in Sainte Foy will be visiting Lichfield from Friday 7 - Sunday 9 October to discuss and share local council issues. It is hoped that City Councillors will be able to host their French colleagues, and participate in the sessions to be arranged.

### **Limburg's Cathedral Girls' Choir to Lichfield, October 2011**

From Saturday 8 - Thursday 13 October, 40 choristers aged 10 – 18 years, accompanied by 3 adults, from Limburg's Cathedral Girls' Choir will be in Lichfield as guests of the Lichfield Cathedral School Girls' Choir. A series of concerts and workshops are planned for the two choirs. The Mayor and Mayoress will host a reception for the visitors on the Tuesday morning in the Guildhall, followed by a guided tour of the city, as this will be the first visit for many in the group. Further details of the visit are awaited.

### **And looking ahead to 2012 ...**

#### **The Lichfield Mysteries, May 2012**

The organisers of the 2012 Lichfield Mysteries have now confirmed the dates as Sunday 6 and Monday 7 May, with set-up and rehearsals on Friday 4 and Saturday 5 May. Groups from Limburg and from Sainte Foy have been invited to participate, with suggestions for plays which they may wish to perform. An answer is now awaited from both twin towns.

#### **Official Twinning Weekend in Limburg, September – October 2012**

Limburg will be hosting the Official Twinning Weekend in 2012, from Friday 28 September – Monday 1 October, which will mark 20 years of the ring twinning, 40 years' twinning with their Belgian twin town, Oudenburg, and 45 years' twinning with Sainte Foy. 100 guests from both Lichfield and from Sainte Foy are to be invited.

Julie Dewhurst  
Twinning Officer  
10 June 2011

**For Council: 27 June 2011 APPENDIX 2**

**Representatives on Outside Bodies**

Outside Body	No of Reps	Period of Office	Current Representative	Current Appt Ends	Reps required	2011/2012 Proposals
Boley Park Community Hall Management Committee	3	1 Year	Mrs J A Allsopp	Jun-11	1	
			Cllr C J Spruce	Jun-11	1	
			Cllr M A Warfield	Jun-11	1	
Boley Park Community Hall Trustees	4	Until retire or replaced	Mrs J A Allsopp	Until retire or replaced	0	Until retire or replaced
			Cllr C J Spruce		0	Until retire or replaced
			Mrs M P Bland		0	Until retire or replaced
			Cllr J N Wilks		0	Until retire or replaced
Bower Committee	1	1 Year	Mrs E C Roe	Jun-11	1	
Curborough Community Association	3	1 Year	Cllr D P A Dundas	Jun-11	1	
			Cllr Mrs N Bacon	Jun-11	1	
			Cllr M A Warfield	Jun-11	1	
Darwin Hall Community Association Trustees [and Company Directors]	4	Until retire or replaced	Cllr R J Awty	Until retire or replaced	0	Until retire or replaced
			Cllr T V Finn		0	Until retire or replaced
			Cllr I A Jackson		0	Until retire or replaced
			Mr J A Smith		0	Until retire or replaced
Dr Milley's Hospital	1	4 Years	Cllr Mrs J M Eagland	Mar-13	0	<i>Cllr Mrs J M Eagland</i>
Erasmus Darwin Foundation	1	1 Year	Cllr Mrs M G Boyle	Jun-11	1	
Friends of Johnson Birthplace	1	Until retire or replaced	Cllr P L Hitchman	Until retire or replaced	1	Until retire or replaced
Friends of Samuel Johnson Community Hospital	1	1 Year	Cllr Mrs N Bacon	Jun-11	1	
Guild of St Mary's Centre Lichfield (Ltd)	1	1 Year	Mayor in Office	-	0	<i>Mayor in Office</i>
Hinton's Charity	1	1 Year	Mayor in Office	-	0	<i>Mayor in Office</i>
Johnson Council (non voting observers)	2	1 Year	Mayor in Office	-	0	<i>Mayor in Office</i>
			Sheriff in Office	-	0	<i>Sheriff in Office</i>
Lichfield District Arts Executive Committee [non voting observer]	1	1 Year	Mr J A Smith	Jun-11	1	
LDC – Arts Partnership	3	1 Year	Cllr Mrs N Bacon	Jun-11	1	
			Mrs D English	Jun-11	1	
			Cllr Mrs J A Allsopp	Jun-11	1	
LDC - Community Transport Partnership	1	1 Year	Mr J A Smith	Jun-11	1	
LDC - Parish Forum	2	1 Year	Mr G Boyle	Jun-11	1	
			Cllr R J Awty	Jun-11	1	
Lichfield Adventure Playground Association	2	1 Year	Cllr J R Bayliss	Jun-11	1	
			Cllr B F Bacon	Jun-11	1	
Lichfield City Forum	1	1 Year	Cllr T V Finn	Jun-11	1	
			Cllr A D Thompson	Jun-11	1	
			Cllr D P A Dundas	Jun-11	1	

Outside Body	No of Reps	Period of Office	Current Representative	Current Appt Ends	Reps required	2011/2012 Proposals
Lichfield and District Council of Voluntary Service	1	1 Year	Mrs D English	Jun-11	1	
South East Staffordshire C.A.B.	1	1 Year	Cllr Mrs N Bacon	Jun-11	1	
Lichfield Conduit Lands Trust	4	1 Year	Mayor in Office	-	0	<i>Mayor in Office</i>
		4 Years	Cllr A D Thompson	Jun-12	0	<i>Cllr A D Thompson</i>
Lichfield District Tourism Association Executive	2	1 Year	Museums & Heritage Officer	Jun-11	0	<i>Museums &amp; Heritage Officer</i>
			G Boyle	Jun-11	1	
Local Mental Health Development Group	1	1 Year	Cllr Mrs N Bacon	Jun-11	1	
Mary Slater's Charity	2	1 Year	Mayor in Office	-	0	<i>Mayor in Office</i>
			Sheriff in Office	-	0	<i>Sheriff in Office</i>
Municipal Charities	4	1 Year	Mayor in Office	-	0	<i>Mayor in Office</i>
		4 Years	Cllr Mrs J A Allsopp	Oct-11	1	
			Cllr Mrs V A Diggle	Nov-12	0	<i>Cllr Mrs V A Diggle</i>
			Mrs D English	Nov-12	0	<i>Mrs D English</i>
North Lichfield Initiative - Board	1	1 Year	Cllr D P A Dundas	Jun-11	1	
North Lichfield Initiative - Transport and Environmental Topic Group.	1	1 Year	Cllr T J Thomas	Jun-11	1	
Police Authority Consultative Committee	1	1 Year	Cllr J N Wilks	Jun-11	1	
SCC – Friary High School, Safer Routes to School	1	1 Year	Cllr M J Fryers		1	
SCC - Parish Contact Public Transport Meeting	1	4 Years	Cllr I A Jackson	Jun-11	1	
Speakers Corner Committee	1	1 Year		Jun-11	1	
SPCA - Executive Committee <b>(N.B. nomination only)</b>	1	2 Years	Cllr R J Awty	Nov-11	1	
SPCA - Lichfield District Area Committee	2	2 Years	Cllr Mrs N Bacon	Jun-11	1	
			Cllr J R Bayliss	Jun-11	1	
St Giles Hospice Local Govt Friends' Group	1	4 Years	Cllr B F Bacon	Jun-11	1	
St John's Hospital Trustees	2	4 Years	Cllr Mrs J M Eagland	Jun-11	1	
		4 Years	Cllr A D Thompson	Jun-11	1	
Twinning Association	3	1 Year	Mayor in Office	-	0	<i>Mayor in Office</i>
			Cllr T V Finn	Jun-11	1	
			Mrs E C Roe	Jun-11	1	
West Coast Rail 250	1	1 Year	Cllr A D Thompson	Jun-11	1	

**For Council: 27 June 2011 APPENDIX 3**

**Communities in Action Conference [Sheffield and London]**

09.00	<b>Registration, refreshments and exhibition open</b>
10.00	<b>Welcome and opening remarks</b>
10.15 – 10.55  <i>Sheffield</i>  <i>London</i>	<b>Plenary Session: Communities in Action – Overview</b>  Bob Neill, MP – Confirmed Parliamentary-Under-Secretary of State at Communities and Local Government  The Rt Hon Greg Clark MP ( <i>TBC</i> ) Minister of State at Communities and Local Government
10.55 – 11.25	<b>Refreshments and Exhibition</b>
11.30 – 12.10	<b>Workshops - Session 1</b>
<i>London</i> Sara Cunningham Policy Officer National Housing Federation  <i>Sheffield</i> Cameron Watt Head of Neighbourhoods National Housing Federation	<b>1A. Affordable Housing and the new community right to build</b>  <i>This highly topical session will take a look at ways local councils can play their part in providing affordable housing in their local communities. The session will include how to get started, take a look at recent guidance from the National Housing Federation, as well as a case study example of a successful scheme pioneered by a small local council. The Localism Bill contains a new community right to build which will also be explained in this session.</i>  <b>Case Studies</b> <i>Sheffield – TBC</i> <i>London – Ken Browse, Halberton Parish Council, Devon</i>
Phil Teece Programme Manager PB Unit  &  Lynda Wilcox Herefordshire Assoc of Local Councils	<b>1B. Participatory budgeting and the involvement of local people in spending decisions</b>  <i>This session will explore the subject of participation; in particular how local councils can more directly involve local people in important budget making and spending decisions. There will be a practical example of a local council who has used participatory budgeting to good effect, including how they plan to build on this in partnership with their principal authority.</i>
Chris Borg Policy & Development Manager – NALC  Ellie Stoneley	<b>1C. Continuing effective engagement and working with principal authorities</b>  <i>NALC recently published its second phase of research and good practice guidance on working with principal authorities. This session will take a look at the findings of this work which covered service delegation, double taxation, election costs and the experience of newly formed local councils.</i>
Jessie Wainwright Development Officer Locality	<b>1D. Asset transfer and saving local facilities</b>  <i>With the transfer of assets into community ownership a growing trend, this session will be looking at how local councils can approach the transfer of local assets as well as looking at the important issue of maintaining and supporting vital local facilities such as village shops, post offices and pubs.</i>

12.15 – 12.55	<b>Workshops - Session 2</b>
<p><i>Sheffield</i> Martin Fine Solicitor – NALC</p> <p><i>London</i> Meera Tharmarajah Solicitor &amp; Head of Legal Services - NALC</p>	<p><b>2E. Good Employment Practice – Equality Act 2010</b></p> <p><i>The Equality Act came into force in October 2010; this session will explore the practical implications for local councils as an employer.</i></p>
<p>Neil Evans Improvement &amp; Development Manager – NALC</p> <p><i>Sheffield</i> Elisabeth Skinner University of Gloucestershire</p>	<p><b>2F. Power of well being and the new general power of competence</b></p> <p><i>The Localism Bill contains a new general power of competence for certain local councils, which will replace the existing well being power. This session will highlight the ways local councils have been using the well being power to support economic, social and environmental improvements in the community as well as exploring the details and impact of the new general power of competence for local councils.</i></p>
<p><i>Sheffield &amp; London</i> Gareth Bradford</p> <p>Planning Division Dep for Communities &amp; Local Government</p>	<p><b>2G. Neighbourhood Planning</b></p> <p><i>This session will explore the significant and radical reforms to the planning system contained in the Localism Bill, particularly new powers for local councils in the development of neighbourhood plans and neighbourhood development orders. The session will also highlight the work undertaken by the new neighbourhood planning ‘front-runners’.</i></p> <p><b>Front-runners</b> Sheffield – TBC London – TBC</p>
<p><i>Sheffield</i> James Allen Policy Manager NCVO</p> <p><i>London</i> Daniel Fluskey Policy Officer NCVO</p>	<p><b>2H. Working with civil society organisations</b></p> <p><i>Partnership working and collaborating at the local level are becoming more important than ever, especially in these austere times as local organisations tackle new challenges in the delivery of services. This workshop will look at practical ways local councils can improve how they work with charities and voluntary and community groups to benefit local people. The session will also examine what the concept of the Big Society means to local councils.</i></p>
12.55 – 13.55	<b>Lunch and Exhibition</b>
14.00 – 14.40	<b>Workshops - Session 3</b> (Repeat of Session 1) 3A – 3D
14.45 – 15.25	<b>Workshops - Session 4</b> (Repeat of Session 2) 4E – 4H
15.30 – 16.00	Refreshments and Exhibition
16.00 – 16.30	<b>Plenary Session: Communities in Action - Summary</b> John Findlay OBE – NALC Chief Executive
16.30	<b>Conference Close</b> and Prize Draw

**NALC Larger Councils' Conference & Exhibition**  
**Royal National Hotel, London – Wednesday 30 November 2011**

***Neighbouring Places – Draft Programme***

10.00 – 10.30	Delegate Registration (Helpdesk) Exhibition Open and Refreshments (Galleon Suite C) LLCC physical voting begins (Helpdesk)
10.30 – 10.35	LLCC Chairman's Opening Remarks (Galleon Suite B)
10.35 – 11:05	Keynote Speaker: Local Councils and Neighbourhood Planning, Rt Hon Grant Shapps, MP, Minister for Housing and Local Government (Galleon Suite B)
11:05 – 11:35	Key Note Panel: Local Councils and the General Power of Competence (Galleon Suite B) (Chair) Emma Maier, Local Government Chronicle John Findlay, National Association of Local Councils Sarah McAdam, DEFRA Rural Policy Unit Chairman, Local Government Association Johnathan Bourne, Society of Local Council Clerks
11:35 – 12:05	Larger Local Councils' Committee Hustings (Galleon Suite B)
12:05 – 13.05	Lunch and Networking (Galleon Suite C)
13:05 – 13:40	Workshop Session 1  Galleon Suite A 1A – 'Local Councils and Performance Improvement', facilitated by David Ashlee, Dunstable Town Council  Galleon Suite B 1 B – 'Local Councils and Community Assets', facilitated by Anne Jenkins, Barnstaple Town Council  Alexandra Suite A 1 C – 'Local Councils and Heritage Management', facilitated by Jonathan Williams and Kerry Fletcher, Middlewich Town Council  Alexandra Suite B 1 D – 'Local Councils and the Future of Local Public Audit', facilitated by Peter Lacey, National Audit and Accounts Advisor, and David Aldous, Audit Commission
13:50 – 14:25	Workshops Session 2 Repeat of Workshops 1A – 1D (Same rooms as above)
14:25 – 14.55	Refreshments (Galleon Suite C)
14:25 – 14:55	LLCC physical voting ends and votes are counted
14:55 – 15:50	The Great Debate (Galleon Suite B) Motion: <b><i>This Conference believes that local (parish and town) councils fare better in unitary than in three tier areas.</i></b>
15:50 – 16:00	LLCC Chairman's Closing Remarks/Announcement of election results (Galleon Suite B)
16:00	Close



**CHRISTCHURCH TREE PRESERVATION ORDER**



Above is a plan of the proposed TPO, but the Plan as supplied by LDC has been coloured up for this agenda report to show

in BLUE the 'old' churchyard (owned and maintained by the PCC)

in GREEN the churchyard extension (owned by the PCC, but maintained by LCC)

in YELLOW the footpath link and its verges between Christchurch Lane and A51 (owned and maintained by LCC).

The Specification related to the Plan is as follows:

**TREES SPECIFIED INDIVIDUALLY**

Encircled in black on the map

<b>Reference on Plan</b>	<b>Description</b>	<b>Situation</b>
T1	Sycamore	Christchurch Churchyard extension
T2	Sycamore	"ditto"
T3	Yew	Christchurch Church Yard
T4	Yew	"ditto"
T5	Yew	"ditto"
T6	Sycamore	Christchurch churchyard extension
T7	Birch	Christchurch Church Yard
T8	Lawson cypress	"ditto"
T9	Lime	"ditto"
T10	Lime	"ditto"
T11	Lime	"ditto"

## TREES SPECIFIED BY REFERENCE TO AN AREA

Within a dotted line on the map

Reference on Plan	Description	Situation
	None	

## GROUPS OF TREES

Within a broken line on the map

Reference on Plan	Description	Situation
G1	1 Red Oak 2 Oak 2 Lime 1 Rowan 2 Ash 2 Damson 1 Cherry	Christchurch Churchyard Extension
G2	5 Cherry	Christchurch Church Yard
G3	2 Yew 1 Irish Yew 3 Beech 6 Lime 3 Birch 5 Scots Pine 3 Cherry 1 Field Maple 1 Rowan 1 Oak	Christchurch Church Yard
G4	10 Sycamore 1 Oak 1 Cherry 1 Rowan 1 Malus	Christchurch Church Yard
G5	3 Yew 1 Lawson Cypress 1 Western red cedar 1 Spruce 2 Lime 1 Irish Yew	Christchurch Church Yard

## WOODLANDS

Within a continuous black line on the map

Reference on Plan	Description	Situation
W1	Mix of broadleaves and yew	Land to the North West and North East of Christchurch Churchyard

## For Council: 27 June 2011 APPENDIX 6

### LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 March 2011 to 31 March 2011

Date	Chq No	Payee	Details	Nett	VAT	Gross
11/03/11	Autopay	Salaries & Wages	Salaries & Wages	18,554.45	0.00	18,554.45
17/03/11	16773	Lichfield Gazette	Advertising - March newsletter	1,350.00	270.00	1,620.00
17/03/11	16774	M T Services Computer Systems Ltd	Admin - Computer upgrade	95.00	19.00	114.00
17/03/11	16775	Forward Cleaning Contractors Ltd	Wade St Offices - Window cleaning	14.00	2.80	16.80
17/03/11	16776	Wilkinson Hardware Stores Ltd	Guildhall - Cleaning materials	50.33	10.07	60.40
17/03/11	16777	Lichfield District Arts Association	Shrovetide Fair - PA system hire	105.00	21.00	126.00
17/03/11	16778	Jones Waste Services Ltd	Markets - Skip hire February 2011	470.80	94.16	564.96
17/03/11	16779	All-Fit Towbars & Trailers Ltd	Markets - Stall erection February 2011	2,377.69	475.54	2,853.23
17/03/11	16780	Virgin Media Payments Ltd	Wade St Offices -Telephones February 2011	86.41	17.28	103.69
17/03/11	16781	British Gas Business	Birthplace - Gas 2/10/10-7/1/11	702.91	140.58	843.49
17/03/11	16781	British Gas Business	Wade St Offices - Gas 12/10/10 - 7/1/11	313.42	15.67	329.09
17/03/11	16782	Lichfield Glass & Glazing	Darwin Hall - Safety glass for door	233.33	46.67	280.00
17/03/11	16783	Bertram Trading Ltd	Birthplace - Books for sale	99.34	0.00	99.34
17/03/11	16784	Wildfire Folk	Grant Aid	200.00	0.00	200.00
17/03/11	16785	Lichfield District Council	Parks contract - 11/2/11 - 10/3/11	6,888.35	1,377.67	8,266.02
17/03/11	16786	Deryford Electrical Contractors	Market Square - electrical repair	40.00	8.00	48.00
17/03/11	16786	Deryford Electrical Contractors	Market Square - service pop-ups	135.00	27.00	162.00
17/03/11	16787	Smith of Derby Ltd	Clock Tower service	180.00	36.00	216.00
17/03/11	16788	Nisbets	Guildhall - Catering equipment	52.15	10.43	62.58
17/03/11	16789	A & J M Carroll	Birthplace - Proceeds of book sales to 27/2/11	87.00	0.00	87.00
17/03/11	16790	Colin Shakespeare	Birthplace - Proceeds of book sales to 27/2/11	197.33	0.00	197.33
25/03/11	16791	C Freeman	Darwin Hall - Bollards & gate alterations	250.00	0.00	250.00
25/03/11	16792	Viking Direct	Wade St Offices - Stationery	67.95	13.59	81.54
25/03/11	16793	Trade UK Account	Birthplace & Markets - Anti-slip tape	29.69	5.93	35.62
25/03/11	16794	Party Delights Ltd	St George's Day - Bunting	21.09	4.22	25.31
25/03/11	16795	Forward Cleaning Contractors Ltd	Guildhall - Window cleaning	77.70	15.54	93.24
25/03/11	16795	Forward Cleaning Contractors Ltd	Birthplace - Window cleaning	48.00	9.60	57.60
25/03/11	16796	Acme Tree Services Ltd	Stafford Lane - Tree surgery	170.00	34.00	204.00
31/03/11	16797	Colin Shakespeare	Birthplace - Proceeds of book sales to 27/3/11	138.67	0.00	138.67
31/03/11	16798	A & J M Carroll	Birthplace - Proceeds of book sales to 27/3/11	38.67	0.00	38.67
31/03/11	16799	Ancestors of Dover Ltd	Birthplace - Quill pens for resale (replacement chq)	62.45	10.93	73.38
31/03/11	16800	Curborough Community Association	Cruck House - Water rates 8/10/10-7/1/11	57.51	0.00	57.51
31/03/11	16801	Gresswell	Birthplace - Stationery supplies	39.04	7.81	46.85
31/03/11	16802	S T Walker & Duckham Ltd	Guildhall Lift - Architect services	2,000.00	400.00	2,400.00
31/03/11	16803	Key Industrial Equipment Ltd	Darwin Hall - Bollards	385.00	77.00	462.00
31/03/11	16804	J M E Glass	Guildhall - Glass recycling March 2011	52.80	10.56	63.36
31/03/11	16805	Abbachem Ltd	Guildhall - Cloakroom supplies	125.86	25.17	151.03
31/03/11	16806	M T Services Computer Systems Ltd	Wade St Offices - New PC monitor	114.00	22.80	136.80
31/03/11	16807	ESPO	Wade St Offices - Paper & Ghall Cleaning materials	89.48	17.89	107.37
31/03/11	16808	HM Revenue & Customs only	Tax & N.I. contributions - March 2011	6,156.71	0.00	6,156.71
31/03/11	16809	Staffordshire Pension Funds	Pension Funds contributions - March 2011	4,339.05	0.00	4,339.05
31/03/11	16810	BT Payment Services Ltd	Birthplace - Telephones Dec10 to Mar11	491.78	98.19	589.97
31/03/11	16811	PRS for Music	Guildhall - Music licence 6/12/10 - 5/3/11	643.41	128.68	772.09
31/03/11	16812	Right Outside Ltd	St Michael's Church - Driveway repairs	3,905.00	781.00	4,686.00
31/03/11	16812	Right Outside Ltd	Market Square - Paving repairs	240.00	48.00	288.00
31/03/11	16813	Chadsmead Primary School	Birthplace - MLA Learning Links Project	900.00	0.00	900.00
31/03/11	16814	All-Fit Towbars & Trailers Ltd	Markets - Stall erection March 2011	2,663.96	532.79	3,196.75
31/03/11	16814	All-Fit Towbars & Trailers Ltd	Markets - Stall end frames and bars	4,343.20	868.64	5,211.84
31/03/11	16815	Jones Waste Services Ltd	Markets - Skip hire March 2011	488.80	97.76	586.56
31/03/11	16816	Focus Security & Surveillance Ltd	Birthplace - New security system	2,450.00	490.00	2,940.00
31/03/11	16817	Postage by Phone	Wade St Offices - Franking machine	500.00	0.00	500.00
31/03/11	16818	C J Spruce	Mayor's Allowance - Third payment	1,000.00	0.00	1,000.00
31/03/11	16819	Lichfield District Council	Birthplace - Welcome Host training	23.00	4.60	27.60
31/03/11	16819	Lichfield District Council	Guildhall - Welcome Host training	23.00	4.60	27.60
31/03/11		Ancestors of Dover Ltd	Cancel cheque 16616 of 15/11/10 (lost in post)	(62.45)	(10.93)	(73.38)
31/03/11		Framed	Cancel chq 16767 of 28/2/11 (wrong payee name)	(64.00)	0.00	(64.00)
				<b>64,041.88</b>	<b>6,270.24</b>	<b>70,312.12</b>

**LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule****From 1 March 2011 to 31 March 2011**

Date	Chq No	Payee	Details	Nett	VAT	Gross
01/03/11	4238	Cash	Petty Cash 5540-5552	138.55	12.82	151.37
01/03/11	4239	Staffordshire Police Authority	Birthplace-Security	49.65	0.00	49.65
09/03/11	4240	Hindleys Bakery	Shrovetide Cakes	60.00	0.00	60.00
09/03/11	4241	St Johns Ambulance	Shrovetide Fair	50.00	0.00	50.00
14/03/11	4242	I Newey	Market - Retainer Refund	14.10	0.00	14.10
16/03/11	4243	Cash	Petty Cash 5553-5564	157.51	6.33	163.84
21/03/11	4244	M Shaw	Print mounting (replace incorrectly named cheque)	64.00	0.00	64.00
31/03/11	4245	1 employee	Salary for March	397.23	0.00	397.23
				<b>931.04</b>	<b>19.15</b>	<b>950.19</b>

**LICHFIELD CITY COUNCIL - General Account Payment Schedule****From 1 April 2011 to 30 April 2011**

Date	Chq No	Payee	Details	Nett	VAT	Gross
13/04/2011	Autopay	Salaries and wages	Salaries and wages	19,313.84	0.00	19,313.84
21/04/2011	16820	Lichfield District Council	Guildhall-Service charge April -June 2011	3,094.92	618.98	3,713.90
21/04/2011	16821	Community Council of Staffordshire	Community Council annual membership	22.00	0.00	22.00
21/04/2011	16822	Acme Tree Services Ltd	Broad Lane -Tree felled	110.00	22.00	132.00
21/04/2011	16823	ISA UK & I Chapter	Training - Tree Day for Open Spaces Officer	31.00	0.00	31.00
21/04/2011	16824	Sign Technology Ltd	Birthplace - New donations box	505.00	101.00	606.00
21/04/2011	16825	NABMA	Markets - NABMA subscription 2011/12	318.00	63.60	381.60
21/04/2011	16826	Staffordshire Parish Councils Assoc	Annual subscription 2011/12	1,578.00	0.00	1,578.00
21/04/2011	16827	Virgin Media Payments Ltd	Wade St - Telephones March/April	91.05	18.21	109.26
21/04/2011	16828	JME Glass Ltd	Guildhall - Glass recycling April 2011	66.00	13.20	79.20
21/04/2011	16829	eSterling Ltd	Website hosting & maintenance 1/5-31/7/11	350.00	70.00	420.00
21/04/2011	16830	Banner Business Services Ltd	Wade St - Stationery	43.16	8.64	51.80
21/04/2011	16831	Wilkinson Hardware Stores Ltd	Guildhall - Cleaning materials	39.68	7.94	47.62
21/04/2011	16832	Lichfield District Council	Darwin Hall-Business rates 1st monthly installment	381.40	0.00	381.40
21/04/2011	16832	Lichfield District Council	Birthplace - Business rates April-Sept 2011	378.75	0.00	378.75
21/04/2011	16832	Lichfield District Council	Guildhall - Business rates April-Sept 2011	2,338.40	0.00	2,338.40
21/04/2011	16832	Lichfield District Council	Wade St - Business rates April-Sept 2011	4,772.24	0.00	4,772.24
21/04/2011	16832	Lichfield District Council	Market - Business rates April-Sept 2011	5,442.02	0.00	5,442.02
21/04/2011	16833	npower Ltd	Wade St - Electricity 1/2-31/3/11	645.28	129.06	774.34
21/04/2011	16833	npower Ltd	Darwin Hall - Electricity 2/2-31/3/11	486.98	97.39	584.37
21/04/2011	16833	npower Ltd	Xmas Lights - Electricity 2010/11	1,230.71	61.54	1,292.25
21/04/2011	Bank Dr	J D Leavesley Grandchildren's Settltmnt	Wade St - Rent April-June 2011	7,473.75	0.00	7,473.75
30/04/2011	16834	Staffordshire Pension Funds	Pension fund contributions - April 2011	4,638.85	0.00	4,638.85
30/04/2011	16835	H M Revenue & Customs only	Tax & N.I. contributions - April 2011	5,866.08	0.00	5,866.08
				<b>59,217.11</b>	<b>1,211.56</b>	<b>60,428.67</b>

**LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule****From 1 April 2011 to 30 April 2011**

Date	Chq No	Payee	Details	Nett	VAT	Gross
07/04/2011	4246	Cash	Petty cash vouchers 5565-5577	168.94	17.61	186.55
11/04/2011	4247	Land Registry	Registration fee for land transfer from LDC	100.00	0.00	100.00
18/04/2011	4248	J M Laithwaite	Birthplace Collection-book purchase	30.00	0.00	30.00
19/04/2011	4249	Cash	Petty cash vouchers 5578-5590	152.90	9.25	162.15
21/04/2011	4250	Mr I Blake	Guildhall-refund of room hire	100.00	0.00	100.00
				<b>551.84</b>	<b>26.86</b>	<b>578.70</b>

**LICHFIELD CITY COUNCIL - General Account Payment Schedule**

**From 1 May 2011 to 31 May 2011**

Date	Chq No	Payee	Details	Nett	VAT	Gross
11/05/2011	16836	Lichfield District Council	Parks contract 11/03-10/04/11	6,888.35	1,377.67	8,266.02
11/05/2011	16837	South Staffs Water PLC	Wade St - Water rates 2011/12 (ground floor)	247.81	0.00	247.81
11/05/2011	16837	South Staffs Water PLC	Wade St - Water rates 2011/12 (first floor)	98.95	0.00	98.95
11/05/2011	16837	South Staffs Water PLC	Market Square-Water rates 2011/12	163.48	0.00	163.48
11/05/2011	16837	South Staffs Water PLC	Market -Toilet block water rates 2011/12	136.37	0.00	136.37
11/05/2011	16837	South Staffs Water PLC	Friary Fountain - Water rates 8/1-7/4	7.06	0.00	7.06
11/05/2011	16837	South Staffs Water PLC	Wade St - Water usage 8/1 to 7/4	110.34	0.00	110.34
11/05/2011	16837	South Staffs Water PLC	Birthplace - Water usage 8/1-7/4	37.02	0.00	37.02
11/05/2011	16838	npower Ltd	Friary - Electricity 1/2-31/3/11	4.79	0.96	5.75
11/05/2011	16838	npower Ltd	Clock Tower - Electricity 1/2-31/3/11	36.69	1.84	38.53
11/05/2011	16838	npower Ltd	Markets - Electricity 1/2-31/3/11	127.10	6.36	133.46
11/05/2011	16838	npower Ltd	Markets -Toilet block electricity 1/2-31/3/11	54.58	2.73	57.31
11/05/2011	16838	npower Ltd	Birthplace - Electricity 1/2-31/3/11	134.97	6.75	141.72
11/05/2011	16838	npower Ltd	Birthplace - Electricity 1/2-31/3/11	83.07	4.16	87.23
11/05/2011	16839	The Fountain Company Ltd	Friary Fountain - Maintenance	350.00	70.00	420.00
11/05/2011	16840	Jean Taylor	St George's - Buttonholes	36.00	0.00	36.00
11/05/2011	16841	Bee-Line Pest Control	Parks - Pest control 5/1-5/4/11	200.00	0.00	200.00
11/05/2011	16842	Forward Cleaning Contractors Ltd	Wade St - Window cleaning March 2011	14.00	2.80	16.80
11/05/2011	16843	Modes Users Association	Birthplace - Modes support 2011/12	167.50	33.50	201.00
11/05/2011	16844	Vaughtons	Civic regalia	719.96	143.99	863.95
11/05/2011	16845	E. C.	St George's - Casual staff	27.50	0.00	27.50
11/05/2011	16846	M. C.	St George's - Casual staff	42.06	0.00	42.06
11/05/2011	Autopay	Salaries & Wages	Salaries & Wages	19,593.77	0.00	19,593.77
12/05/2011	16847	Lichfield Churches Crim Justice Forum	Mayor's Allowance	75.00	0.00	75.00
17/05/2011	16848	Green Magic Co.	Parks - Poster holders	30.85	6.17	37.02
17/05/2011	16849	S W Tree Surgery	St Chads - Tree surgery	150.00	30.00	180.00
17/05/2011	16850	Acme Tree Services Ltd	Ryknild St - Tree surgery	60.00	12.00	72.00
17/05/2011	16851	Colin Shakespeare	Birthplace - Proceeds of booksales 2/5/11	243.33	0.00	243.33
17/05/2011	16852	A & J M Carroll	Birthplace - Proceeds of booksales 2/5/11	116.60	0.00	116.60
17/05/2011	16853	Ricoh UK Ltd	Wade St - Photocopying Jan-March	912.94	182.59	1,095.53
17/05/2011	16854	Heritage Books	Birthplace - Johnson books for sale	112.97	0.00	112.97
17/05/2011	16855	Cancelled				
17/05/2011	16856	Lichfield Lock & Key Repairs Ltd	Guildhall - Repair cloakroom door lock	108.73	21.75	130.48
17/05/2011	16857	A K W Plumbing and Heating Services	Guildhall - Cloakroom plumbing repairs	80.00	0.00	80.00
17/05/2011	16858	Sage (UK) Ltd	Annual Sage payroll support	560.00	112.00	672.00
17/05/2011	16859	Lichfield District Council	Parks - Various non-contract maintenance	667.76	133.55	801.31
17/05/2011	16860	Zurich Insurance	General insurance 1/5/11-30/4/12	18,420.37	0.00	18,420.37
17/05/2011	16861	Lichfield Chamber of Trade & Comm	Hanging baskets-Guildhall, Birthplace, Wade St	405.00	0.00	405.00
17/05/2011	16862	Virgin Media Payments Ltd	Wade St - Telephones April/May	86.68	17.34	104.02
17/05/2011	16863	British Gas Business	Birthplace - Gas 2/4 - 29/4	86.77	4.33	91.10
17/05/2011	16863	British Gas Business	Birthplace - Gas 8/1 - 1/4	667.42	133.48	800.90
17/05/2011	16863	British Gas Business	Wade St - Gas 8/1 - 19/4	395.22	19.76	414.98
17/05/2011	16864	All-Fit Towbars & Trailers Ltd	Markets - Stall erection April 2011	2,493.85	498.77	2,992.62
17/05/2011	16865	Jones Waste Services Ltd	Markets - Skip hire April 2011	706.80	141.36	848.16
17/05/2011	16866	Maximon Solutions Ltd	Birthplace - 2-way radio units	127.97	25.60	153.57
17/05/2011	16867	Demon	Wade St - Annual Internet services	594.84	118.97	713.81
17/05/2011	16868	Signature Fencing & Flooring Europe	Crowd barriers	629.98	126.00	755.98
17/05/2011	16869	Curborough (Lich) Community Assocn	Cruck House - Water rates 8/1-7/4	57.12	0.00	57.12
17/05/2011	16870	Viking Direct	Wade St - Paper	101.48	20.30	121.78
17/05/2011	16871	Mailcoms Ltd	Wade St - Stationery	123.65	24.73	148.38
17/05/2011	16872	SLCC Enterprises Ltd	SLCC Conference for Town clerk	65.00	13.00	78.00
25/05/2011	Drt Dbt	NatWest	Autopay fee	8.00	0.00	8.00
26/05/2011	16873	Sandy & Co (Contractors) Ltd	Guildhall Lift - Interim payment	13,001.70	2,600.34	15,602.04
31/05/2011	16874	H M Revenue & Customs only	Tax & N.I. contributions - May 2011	5,827.13	0.00	5,827.13
31/05/2011	16875	Staffordshire Pension Funds	Pension fund contributions - May 2011	4,689.58	0.00	4,689.58
				<b>80,888.11</b>	<b>5,892.80</b>	<b>86,780.91</b>

**LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule****From 1 May 2011 to 31 May 2011**

<b>Date</b>	<b>Chq No</b>	<b>Payee</b>	<b>Details</b>	<b>Nett</b>	<b>VAT</b>	<b>Gross</b>
03/05/2011	4251	Lichfield City Council	Birthplace - locksmith	105.00	21.00	126.00
05/05/2011	4252	North Lichfield Initiative	Twinning grant for visitors from Limburg	200.00	0.00	200.00
05/05/2011	4253	The Mayor's Charity	Mayor's Allowance - Tamworth function	20.00	0.00	20.00
06/05/2011	4254	Staffordshire County Council	Darwin Hall - Application for new signage	100.00	0.00	100.00
10/05/2011	4255	Cash	Petty cash vouchers 5591-5604	137.74	20.92	158.66
16/05/2011	4256	Kate Durrant	Mayor's allowance - Civic wine for banquet	63.86	12.77	76.63
18/05/2011	4257	Kate Durrant	Mayor's Banquet - Reception wine & staff supper	159.99	25.23	185.22
19/05/2011	4258	Cash	Petty cash vouchers 5605-5612	161.21	19.16	180.37
24/05/2011	4259	St Mary's Centre	Sheriff's allowance - Thanksgiving attendance	29.00	0.00	29.00
25/05/2011	4260	M Chambers	Casual staff for Mayor's banquet	40.44	0.00	40.44
25/05/2011	4261	Lichfield Greenhill Bower	Mayor's Allowance - Bower social evening	24.00	0.00	24.00
31/05/2011	4262	E C	Casual staff for Bower Sunday/Court of Arroye	37.20	0.00	37.20
31/05/2011	4263	Cash	Petty cash vouchers 5613-5620	158.40	24.59	182.99
				<b>1,236.84</b>	<b>123.67</b>	<b>1,360.51</b>