

Lichfield City Council

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Town Clerk: Peter Young, B.A.

PY/PY

28 November 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, 5 December 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 Meeting of Council held on 17 October 2011 (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 5 October 2011 and 27 October 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 SHERIFF'S RIDE WORKING PARTY

To adopt the Minutes and Recommendations of the Sheriff's Ride Working Party meeting held on 19 October 2011 (**attached**).

8 TENDERS COMMITTEE

To receive the Minutes of the Tenders Committee meeting held on 31 October 2011 (**attached**).

9 INTERNAL CONTROL WORKING PARTY

To adopt the Minutes and Recommendations of the Internal Control Working Party meeting held on 16 November 2011 (**attached**). [The External Auditor's Certificate as referred to in Minute 4 is attached as **Appendix 1.**]

10 REPORT OF THE TWINNING OFFICER

To receive the report of the Twinning Officer, **Appendix 2** attached.

11 APPROVAL OF ABSENCE – CLLR MRS G BOYLE

Cllr Mrs G Boyle last attended a City Council meeting on 25 July 2011. This is due to current family circumstances. Should Cllr Mrs Boyle not attend this meeting, it is likely that she will not attend any City Council meeting within a six month period.

RECOMMENDED: That the Council approves absences of Cllr Mrs Boyle due to family circumstances until further notice.

12 STAFFORDSHIRE COUNTY COUNCIL LOCAL GOVERNMENT REVIEW

On 18 October 2011 the Local Government Boundary Commission published its final recommendations for future electoral arrangements in Staffordshire.

The County Council had proposed taking part of the St Johns Ward in Lichfield and placing it into the under-represented Lichfield Rural South, to boost the electorate in that Division. The City Council had put forward an alternative proposal whereby all the Lichfield City area remained with its existing County Divisions, and that the parishes of Weeford and Hints were moved into Lichfield Rural South.

The Boundary Commission accepted the City Council proposal, so retaining all of St Johns in the City. Their Final Report states (paragraphs 68 and 69):

"We concur with the view of Lichfield City Council and are not persuaded that the removal of a further part of Lichfield City into a predominantly rural division has satisfactory regard for community identity. In our view, our proposed boundary maintains community ties and provides for adequate electoral equality. Under our proposals, Lichfield Rural East would have 11% fewer electors than the average by 2016, while Lichfield Rural South would have 10% fewer and Lichfield City South would have 1% more.

We did not receive any contrary submissions in relation to any of our other proposed boundaries in Lichfield District. We therefore confirm our draft recommendations for Lichfield District as final."

The proposals will now be laid before Parliament, and if accepted will come into force at the next elections for Staffordshire County Council in 2013.

RECOMMENDED: That the Report be noted.

13 REPRESENTATIVES ON MICHAEL LOWE'S AND ASSOCIATED CHARITIES

The Michael Lowe's and Associated Charities is a 'relief in need' charity, the purpose of which is to "apply the income of the Charity in relieving either generally or individually persons resident in the City of Lichfield who are in condition of need, hardship or distress". The charity dates originally from bequests in Michael Lowe's will of 3 June 1593.

There are 15 trustees, 5 of whom are nominative trustees appointed in rotation for a four-yearly term of office. These nominative trustees were formerly appointed by the councillors of Lichfield District who represent the wards of the City; an arrangement which arose because it predated the establishment of the City Council in 1980. The charity has now obtained approval from the Charity Commission that in future these 5 nominative trustees will be appointed by the City Council, and this will apply from when vacancies in the current office holders fall due.

There are currently two vacancies for nominative trustees, the initial term of office of which is until July 2015. The other three nominative trustees, who will continue in office at present are: Cllr T V Finn (term of office expires 15 July 2012), Cllr B D Diggle (term of office expires 15 December 2013) and Cllr J N Wilks (term of office expires 3 April 2014).

RECOMMENDED: That the Council appoint two nominative trustees to the Michael Lowe's and Associated Charities to fill the current two vacancies; and appoint other nominative trustees as vacancies fall due.

14 EVENTS IN 2012

Several events are due to take place in 2012 which will involve the City Council, additional to the usual calendar of events and festivals.

Edward Wightman

Wednesday 11 April will be the 400th anniversary of Edward Wightman being burnt at the stake on Lichfield Market Square, after previously being imprisoned in the Guildhall cells. Although he was not the last person to be burnt at the stake, he was the last person to be burnt for heresy. A small service is planned on Market Square to mark this sad event, and the refurbished displays in the Guildhall cells will be opened at the same time. There will be a commemorative service in Lichfield Cathedral on the Sunday.

Sinking of the Titanic

Saturday 14 April will mark 100 years of the *Titanic* striking an iceberg on its maiden voyage. It hit the iceberg at about 11.40pm on the evening of 14 April, sinking at about 2.20am on the morning of the 15 April. The Museum Grounds part of Beacon Park is the site of a statue of Captain E J Smith of the *Titanic*, which was erected by public subscription. Despite some claims to the contrary, the statue was always planned for the Museum Grounds in Lichfield. The sculptor was Lady Kathleen Scott, widow of 'Scott of the Antarctic' who had died in 1912, and the statue was unveiled by Captain Smith's daughter on 29 July 1914, 6 days before the outbreak of the First World War. There is 35 seconds of newsreel footage of this online at http://www.itnsource.com/shotlist/BHC_RTV/1914/08/03/BGT407040468/?s. It is planned to hold a short commemoration at the statue on the evening of 14 April. Arrangements are also being made for staff from the Liverpool Maritime Museum, who perform a dramatic presentation about the sinking of the *Titanic*, to come to Lichfield.

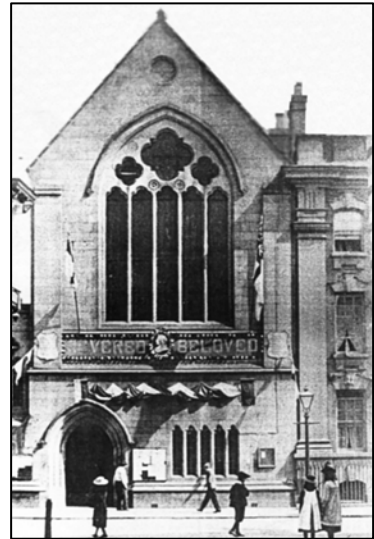
Lichfield Mysteries

The triennial Lichfield Mysteries will take place on the Market Square over the weekend of the early May bank holiday Sunday 6 to Monday 7 May.

Queen's Diamond Jubilee

The Bower (and bank holiday) will move to Monday 4 June and be dedicated to celebrating the Queen's Diamond Jubilee. There will be the Bower fair in Beacon Park and on the Market Square and the markets will therefore move to Market Street and Bore Street. The bank holiday weekend will be extended by one day to include Tuesday 5 June. The City Council organises the Court of Arraye on Bower Monday, which will be appropriately themed for the Jubilee.

The previous Diamond Jubilee celebrations were for Queen Victoria on 22 June 1897 when a banner, "Revered, Beloved" was placed on the front of the Guildhall, illuminated by gas lights provided by the Lichfield Gas Company. This was captured in an early photograph. It is hoped to recreate a similar banner for the present Queen's Jubilee. Lichfield District Council is also planning various events.



Olympic Torch

The Olympic Torch procession will pass through Lichfield on Saturday 30 June and a full day of celebratory events are planned around the City, with the District Council acting as the co-ordinating body. There will be events throughout the day on Market Square, and the City Council is arranging a National Town Criers competition to take place in the City, sponsored by local firms.

RECOMMENDED: That the Report be noted.

15 LOCALISM ACT

The Localism Bill received Royal Assent on 15 November 2011 and is now the Localism Act. A short Briefing Paper produced by the National Association of Local Councils is attached as **Appendix 3** and enclosed for members is a copy of the DCLG's "A Plain Guide to the Localism Act".

The Act increases powers of local councils and local groups. A key power is the "general power of competence" which will apply to "eligible" town and parish councils, and give them the power to do anything which is not specifically prohibited by law (whereas at present local councils can only lawfully undertake activities for which they have a specific legal power granted to them). The definition of what will constitute an "eligible council" has not yet been defined, but is expected to be introduced by a Statutory Instrument some time in 2012.

RECOMMENDED: That the Report be noted.

16 QUINQUENNIAL INSPECTION REPORTS – GUILDHALL AND JOHNSON BIRTHPLACE

Quinquennial architectural inspections of the Guildhall and Johnson Birthplace took place in August 2011. Full copies of the Reports are available at the Council Office for members, and attached as **Appendix 4** are the pages which contain the relevant recommendations arising. The recommended works are divided into 3 categories: Priority A is "immediate", Priority B is "within 2 years", and Priority C is "within 5 years". Overall both buildings are in reasonably good condition.

For Guildhall the "Priority A" works are estimated to be in the region of £12,000 and relate mainly to the condition of the asphalt roofs to the toilets and magistrates stairwell. The "Priority B" works are estimated to be upwards of £26,000 and relate to spalled brickwork, decoration and floor finishes, and the roof to the first floor corridor.

For the Johnson Birthplace the "Priority A" works are estimated to be in the region of £1,500 and arrangements are already being made to undertake these works within existing maintenance budgets. The "Priority B" works are estimated to be some £17,000 and relate mainly to decoration and floor finishes.

RECOMMENDED: That the Reports be noted and that funding for these works be further considered in the Council's budget for 2012/13 which will be submitted to the next Council Meeting on 25 January 2012.

17 NEW PLAY EQUIPMENT – CURBOROUGH FIELD

For many years a 'multi-play' item of play equipment was sited on Curborough Field. This item suffered a vandal attack in 2010 and as it was not economic to repair the item due to its age and general condition, it was removed as unsafe.

£15,000 was placed in the Council's capital budget for the current year towards purchase of replacement play equipment. An application was also submitted to Lichfield District Council for Section 106 funding and the project has been awarded a grant of £10,000 so there is currently a total of £25,000 available.

The Town Clerk and Open spaces Officer visited a trade fair earlier this year to view ranges of play equipment, and the Open Spaces Officer has also visited a new play area created by Penkridge Town Council (as well as the new play equipment at Beacon Park). Detailed quotations have been sought from three firms and information obtained from other town councils on the equipment and service provided by these firms. These firms do not offer direct "like for like" play items so it is not possible to obtain strictly competitive tenders for identical equipment and installation. However, the quotation from Sutcliffe Play is judged to provide the best overall value for money in terms of the strength and durability of the equipment, its 'play value', and the amount of equipment that can be provided within the overall budget.

Details of the proposed equipment, and a plan showing its possible location, are attached as **Appendix 5**. There would be a larger item of equipment aimed at age ranges up to 14 years (on the same site as the previous item of play equipment) and two smaller items of equipment for younger children sited a small distance away near to the front of the Community Centre where they will be visible but not immediately adjacent to residential properties. The equipment can be provided at a cost of £25,001.57, which is inclusive of delivery, installation and wetpour rubber safety surfacing.

It is proposed that the details of the scheme as contained in Appendix 4 be circulated for consultation to the properties adjoining the field, to the Curborough Community Association and to pupils and parents of the adjoining Willows School.

RECOMMENDED: That public consultation be undertaken on the proposed new play equipment for Curborough Community Centre Field, and that delegated authority be given to the Town Clerk in consultation with the Council Leader to finalise arrangements for provision of replacement play equipment at Curborough Field.

18 PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in the attached schedule **Appendix 6** for the period 1 October 2011 to 31 October 2011 in the sum of £95,097.83 General Account, and £1,179.42 Imprest Account.

19 EXCLUSION OF THE PRESS AND PUBLIC

To Resolve: 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.

20 STAFFING ESTABLISHMENT WORKING PARTY

To adopt the Minutes and Recommendations of the Staffing Establishment Working Party meeting held on 22 November 2011 (attached as **Appendix 7** for members).

21 FRIARY OUTER DEVELOPMENT AND FESTIVAL GARDENS

To consider the confidential report (attached as **Appendix 8** for members) regarding proposed easements relating to access to land at the Festival Gardens, arising from the Friary Outer development.

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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, 17 October 2011 at 6.30 pm

PRESENT: Councillor B Bacon (Mayor), and Councillors Mrs J A Allsopp, R J Awty, Mrs N Bacon, J R Brooks, B D Diggle, Mrs V A Diggle, D P A Dundas, I M Eadie, Mrs J M Eagland, Mrs J A Greaves, P L Hitchman, I A Jackson, Mrs S A James, D Smedley, C J Spruce, Mrs S E Strachan, T J Thomas, A D Thompson, M A Warfield and J N Wilks.

APOLOGIES: Councillors J R Bayliss, Mrs M G Boyle, T V Finn, M J Fryers (Snr), M J Fryers (Jnr), C Creatorex and A F Smith.

50 MAYOR'S ANNOUNCEMENTS

The Mayor reported on recent civic and other engagements he had attended including the Johnson Birthday celebrations on 17 September, St John Ambulance presentation evening on 20 September; the MacMillan Nurses Big Coffee Morning at the Guildhall on 30 September which raised £260; and the visit by a delegation from the City's French twin town of Sainte Foy on 7-9 October.

The Mayor also reminded members of the arrangements for this year's Remembrance Day Service and urged as many as possible to attend this important event in the civic calendar.

51 DECLARATIONS OF INTEREST

The Town Clerk reported that the District Council's Standards Committee had granted a Dispensation to those City Councillors who were also District Councillors, and who had made application, permitting them to speak and vote at the City Council meeting on the Allotment Provision item (Minute 60). These councillors would otherwise be deemed to have a prejudicial interest at City Council meetings by reason of their membership of Lichfield District Council. The Dispensation applied to councillors Mrs J A Allsopp, R J Awty, B Bacon, Mrs N Bacon, I M Eadie, D Smedley, C J Spruce, T J Thomas, M A Warfield and J N Wilks.

Councillor Mrs J M Eagland declared a prejudicial interest in Minute 60 (Allotment Provision) by virtue of her position as a member of Lichfield District Council, and left the meeting during the discussion and decision on this item.

52 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Meeting of the City Council held on 12 September 2011 (40 – 49) be confirmed and signed as a correct record.*

53 PLANNING APPLICATIONS COMMITTEE

RESOLVED: *That the Minutes of the Planning Applications Committee meetings held on 25 August 2011 and 15 September 2011 be received.*

54 JOHNSON BIRTHPLACE ADVISORY COMMITTEE

RESOLVED: *That the Minutes of the Johnson Birthplace Advisory Committee held on 27 September 2011 be received, and the recommendations contained therein, which included the report of the Museums and Heritage Officer, be adopted.*

55 THE CODE OF RECOMMENDED PRACTICE FOR LOCAL AUTHORITIES ON DATA TRANSPARENCY

Consideration was given to the agenda report referring to the provisions of the Code, and the minimum data which was required to be published by public bodies with income/expenditure in excess of £200,000 per annum.

RESOLVED: *That the Council adopt the Code of Recommended Practice for Local Authorities on Data Transparency.*

56 LOCALISM BILL AND THE OPEN PUBLIC SERVICES WHITE PAPER

The Council considered the agenda report which highlighted the key provisions and current progress of the Government's Localism Bill, and its impact on town and parish councils.

RESOLVED: *That the report be noted.*

57 REVIEW OF POLLING STATIONS AND POLLING DISTRICTS

The Council considered the agenda report which explained that the District Council was currently consulting on its four-yearly review of polling stations and places.

RESOLVED: *That the report be noted.*

58 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed as listed:*

- a) *1 August 2011 to 31 August 2011 in the sum of £78,862.16 General Account, and £427.31 Imprest Account.*
- b) *1 September 2011 to 30 September 2011 in the sum of £65,242.41 General Account, and £1,170.53 Imprest Account.*

59 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.*

60 ALLOTMENT PROVISION

The Council considered the confidential agenda report and the options available for pursuing the transfer of land at Christchurch from the District Council to the City Council for allotments and public open space.

RESOLVED: *That the Council seek the transfer of land at Christchurch, Lichfield, for use as allotments and public open space, at either:*

- a. *a nil consideration or*
- b. *on a long term lease of 50 or more years at a peppercorn rent*

with the City Council meeting the District Council's reasonable legal costs.

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.13PM

MAYOR

**Minutes of the Sheriff's Ride Working Party Meeting held in Committee Room 1, Guildhall,
Lichfield at 3.00pm, Wednesday, 19 October 2011**

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

Apologies: Cllr Mrs G Boyle.

10 MINUTES

The Minutes of the meeting of the Sheriff's Ride Working Party held on 5 July 2011 were confirmed as a correct record.

11 OUTSTANDING MATTERS REGARDING ARRANGEMENTS FOR SHERIFF'S RIDE

It was noted that at the Working Party meeting on 5 July various matters had been left for further consideration by the Working Party, with a report and recommendations to be submitted to the December meeting of Council. These outstanding matters were dealt with as follows:

a. Ride registration fee

RECOMMENDED: That the Ride registration fee be increased annually in line with inflation/VAT changes, and that the Town Clerk be given delegated authority to set the fee within these parameters, rounded to the nearest convenient sum.

b. Marquee for lunch

RECOMMENDED: That provision of a marquee for the Ride lunch was desirable, and that the Council seek the assistance of the Shrievalty Association to raise funding for up to half the marquee costs.

c. Bar at lunch

RECOMMENDED: That the Council does not provide a selling bar at the Ride, but inform guests that they are welcome to bring their own drinks if they so wish.

d. Complimentary Guest List

Members considered the current guest list including those who received a complimentary lunch and those who received a complimentary packed lunch; and the reasons for this.

RECOMMENDED: That the current complimentary guests list apply, with the addition of Mayor and Mayoress to those receiving a complimentary lunch.

e. Ride costs

Members considered a breakdown of Ride costs for the years 2008, 2009 and 2010, together with the estimated costs for 2011. It was noted that the total costs of the Ride had been reduced from £12,400 in 2008 to an estimated £6,900 in 2011.

RECOMMENDED: That the Council seek the assistance of the Shrievalty Association in raising sponsorship and other external funding towards the costs of maintaining the Sheriff's Ride as a traditional prestige event for the City and Shrievalty.

12 CIVIC INVITATIONS AND GENERAL RIDE ARRANGMENTS

RECOMMENDED: That decisions on all civic invitations, and other Ride arrangements and preparations be administered by the City Council.

13 FUTURE MEETINGS

RECOMMENDED: That future meetings of the Working Party be arranged if needed.

There being no further business the Chairman declared the meeting closed at 4.05pm

**Minutes of the Tenders Committee Meeting held at the Council Offices, 53 Wade Street,
Lichfield at 5.00pm on Monday 31 October 2011**

Present: Cllr Brian Bacon (Mayor) and Councillors J Brooks and M Warfield.

Apologies: Cllr TV Finn and Mrs J Eagland.

1 TENDERS FOR ERECTION, DISMANTLING AND STORAGE OF MARKET STALLS

It was noted that the tender was for a five-year contract commencing 1 January 2012 for the erection, dismantling and storage of the Lichfield Market stalls, with tenderers pricing the works for the first year of the contract, which would then be increased/decreased in line with annual RPI indices for subsequent years.

Invitations to tender had been advertised in the Public Notices of the Lichfield Mercury and that prospective tenderers had been required to complete Pre-Contract Compliance questionnaire to demonstrate their suitability to carry out the contract work, prior to being invited to tender.

The closing date for tenders had been noon on Monday 31 October 2011, and in accordance with the Council's approved policy and Standing Orders the tenders were then opened in the presence of the members at the meeting. Members had delegated authority to accept the tender that provided the Council with the best combination of price and quality of service, providing that it was within the budget set.

RESOLVED: That the tender from All-Fit Towbars and Trailers Ltd in the sum of £32,386.00 be accepted; this firm having submitted a satisfactory Pre-Contract Compliance Questionnaire and also being the lowest tender received.

There being no further business the meeting closed at 5.10 pm

Lichfield City Council

Minutes of the Internal Control Working Party held at 6.30 pm on Wednesday, 16 November 2011 in Committee Room No.1, Guildhall, Lichfield

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

Apologies: Councillor C J Spruce

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

5 MINUTES

RESOLVED: *That the Minutes of the Internal Control Working Party Meeting held on 15 June 2011 be confirmed as a correct record.*

6 EXTERNAL AUDIT REPORT

Members noted that the audit of the Council's accounts for the year ending 31 March 2011 had been completed, and that this had been duly advertised and published. The auditor had issued an unqualified report and only one comment was made, which is that the precept figure had been incorrectly stated on the Annual Return.

RECOMMENDED: *That the audit report be noted.*

7 INTERNAL AUDIT WORK PLAN

Members considered the Internal Auditor's agenda report setting out his proposed Internal Audit Plan for the current financial year.

RECOMMENDED: *That the Internal Audit Plan be approved.*

8 BANKING ARRANGEMENTS

Members considered the agenda report which outlined that the Council currently banked with NatWest, and all its investments were with various NatWest accounts. Over the past few years the Council had been experiencing an increasing number of administrative problems with NatWest, mainly around the annual amendments to the bank mandate for signatories, but with other problems also.

It was noted that exploratory discussions had therefore been held with the Co-op bank regarding the possibility of moving some, or all, of the Council's accounts to the Co-op bank. The Town Clerk outlined the level of service which could be provided, and some of the advantages and disadvantages of moving the accounts. Members also considered the merits of other banks and building societies.

It was noted that the Co-op had an investment account for town/parish councils offering interest rates between 1% and 2% higher than NatWest dependent on the sum and term invested. Other investment options were also available offering higher interest rates than those which were currently being obtained. Members considered these options against the Council's approved Investment Policy and the need to ensure that the Council held low risk investments where the possibility of loss of principal or investment income was low.

Members discussed the continuing difficulties faced by town/parish councils because of legal restrictions on them undertaking internet banking, but it was understood that the Government's long-promised changes to the law to enable this were to be implemented shortly.

Members also considered the previously agreed opening of a separate bank account for the Dr Johnson Birthplace Trust. As this was a charitable account for which the Council was sole trustee it was not subject to the same legal restrictions on electronic banking.

RECOMMENDED:

- 1** *That the Council's main accounts remain with the NatWest bank at the current time, but that this be kept under review.*
- 2** *That the Council's medium term investment funds be moved to an account offering a higher interest, subject to any such account complying with the Council's Investment Policy on security of investments, and being agreed by the Town Clerk as Responsible Financial Officer in consultation with the Council Leader and the Internal Auditor.*
- 3.** *That the Dr Johnson Birthplace Trust Account be opened with the Co-op bank.*

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED
THE MEETING CLOSED AT 7.00 PM**

CHAIRMAN

Section 3 – External auditor’s certificate and opinion

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2011 of

LICHFIELD CITY COUNCIL

Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2011; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor’s report

~~(Except for the matters reported below)*~~ on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. ~~(*delete as appropriate).~~

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

The precept in box 2 should be £628,700. Other receipts (box 3) should be £429,678.

(continue on a separate sheet if required)

External auditor’s signature

External auditor’s name Date

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission’s publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

REPORT BY LICHFIELD CITY COUNCIL TWINNING OFFICER

The second half of 2011 has been very busy with twinning events, with 8 visits / exchanges taking place – and more are planned for 2012.

Twin Town Ramblers' Weekend, France, June 2011

The fourth Twin Town Ramblers' Weekend was hosted, for the second time, by the Sainte Foy ramblers from Friday 24 – Monday 27 June. 11 walkers from Lichfield joined 8 from Limburg and 16 from Sainte Foy, and stayed in a gîte in the French Alps, where they enjoyed some spectacular walking. Ted Taylor, who co-ordinated the Lichfield group, said that they had had a lovely time, and that it was now like meeting long lost friends. Limburg will be organising the next ramblers' weekend in 2013 – planning has already started!

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

18 year old student, Julia Vasilieva, from Limburg, spent three weeks on placement at St Michael's CE Primary School, from Saturday 25 June to Saturday 16 July. She worked with the year 5 and year 6 children, including accompanying them to Drayton Manor Park, and celebrating her 19th birthday with them on 15 July! The Mayor and Mayoress, Cllrs Brian and Mrs Norma Bacon enjoyed a visit to the school to welcome Julia to Lichfield and meet the children. Julia was very grateful that her placement had been organised, and said that she had had a "wonderful, unforgettable time in Lichfield". St Michael's School is happy to consider taking twin town students in the future. Julia stayed with three local host families.



The Mayor, Mayoress and Julia with the children at St Michael's Primary School



The Mayor and Mayoress with Jessica at Lichfield Library

Diez Media and Information Services Student on Six Week Placement at Lichfield Library, July / September 2011

18 year old Jessica Gerwien from Diez, Limburg's neighbouring town, spent six weeks on placement with the local library service, from Saturday 23 July – Saturday 3 September 2011. She was based in Lichfield Library, shadowing staff, working with groups which meet there, helping the general public, and helping with the children's National Summer Reading Challenge events, which took place over the summer holidays. She also visited Library HQ in Stafford and the Burntwood and Shenstone Libraries, spent a day on the road with the Lichfield Mobile Library bus and another day in the Lichfield Joint Record Office. She

also saw the Staffordshire Hoard and exhibition in the Cathedral, and spent 3 days helping to check library inventories at the Samuel Johnson Birthplace Museum. The Mayor and Mayoress enjoyed a visit to the library, to welcome Jessica to Lichfield and to meet the staff. Jessica benefitted greatly from her stay in Lichfield, in particular to see the many differences between the English and German library systems. Lichfield Library is willing to consider taking twin town students in the future. Jessica stayed with five local host families, different families to Julia Vasilieva, four for 1 week and the fifth for 2 weeks.

Limburg Council Trainee to Lichfield, July 2011

Alexander Wilfer, 22, a trainee with Limburg Council, was to come to Lichfield for a week at the end of July on placement with local authorities and local organisations. He was due to spend a day with the City Council and the Birthplace Museum, a day with the Lichfield District Council Community Development workers and their projects, a day with County Councillor Terry Finn at Staffordshire County Council, a day with Lichfield Day Service, and a day at King Edward VI School in Lichfield. Alexander had booked bed and breakfast. He was unable to come at the last minute, as connecting flights were cancelled and altered (he was coming to Lichfield following a holiday in Croatia) and it was not possible to re-arrange these flights. All arrangements were therefore cancelled, and apologies and thanks sent to all participating organisations.

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

22 musicians from the City of Lichfield Concert Band and their Musical Director, Mark Vause, enjoyed a successful tour to Limburg, from Friday 29 July to Monday 1 August. The group was welcomed by Herr Michael Stanke, Limburg's Deputy Mayor, before going on a guided tour of the city, which many of the group were visiting for the first time. Their visit coincided with the local wine festival, the Rheingauer Weintage, and as part of this summer festival the Band performed on the open air stage in the Serenadenhof, adjacent to the Stadthalle (Town Hall). They also played a midday concert at the Diez campsite, played during the Sunday morning service in Runkel's church (and visited the castle afterwards), and played an impromptu performance in Plötze which is one of the squares in Limburg's Altstadt (Old Town).



The City of Lichfield Concert Band on the Diez Campsite!

All four concerts were well received by audiences listening enthusiastically to the band's varied repertoire. The band was very grateful for all the help provided by Lichfield City Council, including a grant of £200 towards the expenses of their visit. The musicians and their families stayed in the Hotel Arcadia in Limburg.

King Edward VI Student to Limburg, August 2011 (and to Sainte Foy, Easter 2012)

17 year old Thomas (Tom) Proctor, who is studying both German and French "A" level at King Edward VI School in Lichfield, spent a week with Eric Wernersbach and his family in Limburg from Saturday 20 – Saturday 27 August. Tom said that he had "had an amazing week! The family were lovely and the tour (of Limburg) and meeting with the Mayor were particular highlights!" He also visited two of Limburg's senior schools whilst he was there. Tom is now looking forward to going to Sainte Foy. He is a keen musician, playing flute and bassoon, and a French family, where the three children are all musicians, has expressed an interest in hosting him during the Easter holidays next year; confirmation of this visit is now awaited. Tom had originally requested a language exchange for one week in both Limburg and Sainte Foy, and it is hoped that the young people from the twin towns will be able to enjoy Tom's family's hospitality soon.



Eric Wernersbach, and Tom Proctor (centre), with the Mayor of Limburg

Lichfield Twinning Association Visit to Limburg, September 2011



A Welcome from the Deputy Mayor of Limburg for the Guests from Lichfield

38 members of the Lichfield Twinning Association visited Limburg from Friday 9 to Tuesday 13 September, as guests of the Limburg Twinning Association. In the course of the weekend, the guests enjoyed a welcome by Limburg's Deputy Mayor, a guided tour of some of the many cellars under the Altstadt, a Friendship Evening with hosts and entertainment by a local ballet school, and a day trip along the Mosel valley, visiting Eltz Castle and Cochem on the way. There was plenty of time over the weekend to get to know our host families, and we look forward to welcoming them to Lichfield soon. All visitors made their own travel plans, which worked well, especially as many participants extended their stay in Germany with holiday plans.

Sainte Foy Councillors to Lichfield, October 2011

Over the weekend of Friday 7 to Sunday 9 October, the City Council welcomed six councillors and their Twinning Officer from Sainte Foy. Three of the councillors were visiting Lichfield for the first time, and two for the second time, so they were especially keen to discuss and share local council issues. The weekend's programme included a welcome by the Mayor and Council Leader in the Mayor's Parlour, presentations on the District Council's Friarsgate Development, recycling, CCTV provision, and the English local government system. There was also a guided tour of the city (in French), a Twinning Friendship Evening in the Guildhall, the Harvest Festival Service at St Chad's Church, site visits to Pool Walk, the Gardens of Remembrance, and Lock 25 on the Tamworth Road, and a visit to Darwin Hall. City councillors participated in all the sessions throughout the weekend, which was a great success.

Henri Brenders, on behalf of the French guests, said *"Thank you for the wonderful weekend everyone had in Lichfield; all our councillors enjoyed everything you offered, above all the friendliness of the reception. We know how much work goes into such events and we are very grateful to you for your efficiency and availability. We're coming home with fresh ideas to strengthen the twinning links and relationships between our two cities."*

For future occasions, there is the proposal that spouses be invited, at their own expense, who would then have the opportunity to join in the social events over the weekend. Also, councillors (and employees) are to be encouraged to visit the twin towns to explore specific topics of interest to them, with accommodation found with host families, and placements found with the appropriate area of the appropriate council.



The Sainte Foy Group, outside Darwin Hall

Limburg Cathedral Girls' Choir to Lichfield, October 2011

In their 40th anniversary year, die Mädchenkantorei am Hohen Dom zu Limburg, the Limburg Cathedral Girls' Choir, visited Lichfield from Saturday 8 to Thursday 13 October, as guests of Lichfield Cathedral School's Girls' Choir. 23 choristers came, aged 10 – 18, accompanied by 6 adults, including their Director of Music, Judith Schnell, and the Cathedral organist, Carsten Igelbrink. The majority of the guests were visiting Lichfield for the first time. It was also the first



The Mayor, Mayoress, Sheriff and Lady with the Limburg Cathedral Girls' Choir in the Guildhall

time that an ensemble or choir from Limburg's Cathedral had come to Lichfield. Cathy Lamb, the Lichfield Musical Director, had arranged accommodation for the visitors with host families, and organised a series of concerts and workshops for the two choirs. On the Sunday evening, the Limburg choir gave a concert in Lichfield Cathedral, which the Mayor and Mayoress attended. They then had the pleasure of listening to the girls sing for a second time at a welcome reception in the Guildhall on Tuesday morning, followed by a guided tour of the city. After their visit here, the girls went to sing in Worcester, St David's and Bristol Cathedrals before returning to Limburg!

Looking ahead to 2012 (and beyond) ...

The Lichfield Mysteries, May 2012

The 2012 Lichfield Mysteries will take place on Sunday 6 and Monday 7 May (the May Day Bank Holiday weekend), with set-up and rehearsals on Friday 4 and Saturday 5 May. A group from the Evangelische Kirchengemeinde Limburg (who performed at the 2009 Mysteries) had agreed to come – and subsequently cancelled, so a theatre group from the Marienschule has been invited. The Maison des Jeunes et de la Culture in Sainte Foy is hoping to form a small group, made up of representatives from their English classes and theatre groups. The twin towns have been asked to respond by Christmas; if they are able to come, accommodation will be found with host families.

European Music Festival for the Youth (Allegromosso), May 2012

The Twin Town Big Band, which played in Limburg in May 2010, and in Sainte Foy in October 2010, was invited to play in Italy for the European Music Festival for the Youth (Allegromosso). Peter Schreiber, the Director of the Kreismusikschule Limburg, invited trumpet players from Lichfield to join the band. Unfortunately, it was necessary to cancel the trip, as not enough musicians were available at that time, but hopefully there will be another occasion!

Band from Limburg / Sainte Foy to Lichfield Bower, June 2012

Due to the Queen's Jubilee, the Lichfield Bower will take place a week later in 2012, on Monday 4 June. The Bower Committee has asked whether it would be possible for any of the bands from the twin towns to attend the festivities. Further details are awaited.

7th Naspa-City-Triathlon, June 2012

This event, organised by the Triathlon-Equipe Elz and the Nassauische Sparkasse Limburg, takes place in Limburg on Sunday 17 June. The organisers would like to invite sportsmen and women from the twin towns to participate. Details of Burntwood Triathlon Club, Meynell Valley Hunters Triathlon Club and Chase Race have been emailed to Limburg; invitations are awaited.

Limburg Students to Lichfield, July 2012

One or two trainees from the Limburg Council are expected to be here in Lichfield during the first week in July, at the beginning of the Limburg summer holidays. Further details will be known by the end of 2011.

Elena Frink to Lichfield, July 2012

16 year old Elena Frink, from Limburg, would like to stay for a week with a Lichfield host family in July next year, and if possible, go to school with the daughter (or son) of the family. As her hobbies include singing, her request has been sent to Lichfield Cathedral School, where German is taught. There is the possibility that this could be an exchange visit. The German teacher will ask whether any of her year 10 / 11 students are interested, and a reply is awaited. Elena's mother is secretary to Bürgermeister Martin Richard, Mayor of Limburg.

Wildfire Folk to Limburg, August 2012

Wildfire Folk expressed a keen interest to perform in Limburg, and were invited to do so over the August Bank Holiday weekend next year, when the Kunsthandwerkermarkt (craft market) takes place. After due consideration, Wildfire Folk decided to decline this invitation as the date clashed with an alternative, and big, UK festival. However, the group are hoping that they will be able to go to Limburg to perform on a future occasion.

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. The Twinning Officer in Limburg is putting together a booklet to mark these anniversaries, and a CD of photos from the early years has been sent. The Mayor of Limburg will be inviting 100 guests from both Lichfield and Sainte Foy in his Christmas message to the twin towns. 2012 is the European Year of Active Ageing and Solidarity between Generations, and the Limburg Twinning Association has started planning the weekend's programme around this theme, in order to apply for funding from the European Union. Publicity and application forms for the weekend will be sent out in January; the Lichfield Table Tennis Club members have already renewed their links with the clubs in Limburg and Sainte Foy in anticipation of next year's international table tennis tournament!

Proposed Unveiling of Sculpture by Lichfield Canal, Lichfield 2014

The Lichfield and Hatherton Canals Restoration Trust is planning to unveil a sculpture of a marine propeller, symbolically with 3 blades, to be sited by the canal, probably on the Tamworth Road site, at the time of the Twinning Weekend in Lichfield in 2014. The Trust hopes that David Suchet, as a Trust Vice President, will be able to officiate.

Links between Clubs, Societies and Organisations

The Hope Centre, Pathway Project, and Limburg's Frauenhaus

Guests from Limburg, including Sabine Ungeheuer, the Manager of Limburg's Women's Refuge (Frauenhaus) were welcomed by Kathy Coe and her team at the Hope Centre in May earlier this year. They found they had much in common, and on 25 November, the International Day for the Elimination of Violence against Women, the two centres are working together, and simultaneously, to raise awareness of this important issue.

Rocklands School and the Albert-Schweitzer-Schule, Limburg

Links are being explored between these two special schools for children with severe learning difficulties.

Adolf-Reichwein-Schule, Limburg and a Lichfield Senior School

The Adolf-Reichwein-Schule in Limburg would like a link with a senior school in Lichfield, so that students may write or email to one another; the school is also looking for a "Comenius" partner. Enquiries are to be made.

Sainte Foy Tennis Club and Lichfield Tennis Club

The Sainte Foy Tennis Club is interested in contacting the tennis club in Lichfield. The French tennis club and the Rotweiss tennis club in Limburg organise a tournament either in Sainte Foy or Limburg every year, and they would be delighted if Lichfield could join them. Contact details for the Lichfield Friary Tennis Club and Lichfield Tennis Club (who are in the process of amalgamating) were forwarded to Sainte Foy. We hope that they are interested in pursuing a link.

Sainte Foy Chess Club and Lichfield Chess Club

The Chess Club in Sainte Foy is interested in having a link with chess clubs in Lichfield, and ready to invite players to Sainte Foy! Enquiries are to be made.

Tanzzentrum Josat Dörr, Limburg and a Lichfield Dance Studio

The Tanzzentrum Josat Dörr in Limburg would like a link with a dance studio in Lichfield. The German dance school may be performing in Limburg for the Saturday Friendship Evening during the Official Twinning Weekend in September / October 2012. Enquiries are to be made.

Exchange of Librarians, between Lichfield and Sainte Foy

An exchange of librarians has already taken place between Sainte Foy and Kraljevo, their Serbian partner town. The Sainte Foy councillors gave two very nice books about Lyon to Lichfield Library, and the possibility of a French librarian coming to Lichfield for a week was explored, which Lichfield Library would be willing to do (especially having hosted Jessica Gerwien for 6 weeks over the summer).

Exchange of Music Teachers, between Sainte Foy and Lichfield

Further to the Sainte Foy and Lichfield councillors' weekend, the teachers at Sainte Foy's Music School are interested in an exchange of music teachers, to see how music, and music lessons, are taught elsewhere. Enquiries are to be made.

Miscellaneous

Publicity

Press coverage of twinning events has appeared on a regular basis in the local press and in the Lichfield Gazette.

The Mayor of Limburg

The Bürgermeister of Limburg, Martin Richard, celebrated his 60th birthday on 8 November. The Mayor of Lichfield was invited to these celebrations, but was unable to attend. A message of congratulations was sent from Lichfield.

Julie Dewhurst
Twinning Officer
18 November 2011



THE LOCALISM ACT

The Localism Act (the Act) received Royal Assent on 15 November 2011.

This briefing confirms the key measures contained in the Act and the new powers for local (parish and town) councils which were set out in previous Briefings on the passage of the Act. One significant change to the Act is on standards and codes of conduct which has been secured as a result of intensive lobbying and intervention by the National Association.

The Act represents a significant achievement for the local council sector and concludes the first phase of work at national and county level to increase the powers of, and give greater recognition to, the first tier of local government. These are among the key ambitions set out in our manifesto and strategic plan.

Work will obviously continue on the range of subsequent regulations, ongoing consultations and discussion with Government which will inform and support the Act going forward.

In his introduction to the *Plain English guide to the Localism Act*¹, the Minister of State for Decentralisation, Greg Clark MP, writes: "The Localism Act sets out a series of measures with the potential to achieve a substantial and lasting shift in power away from central government and towards local people."

The key measures within the Act are highlighted under four headings:

- new freedoms and flexibilities for local government;
- new rights and powers for communities and individuals;
- reform to make the planning system more democratic and more effective;
- reform to ensure that decisions about housing are taken locally.

New Freedoms

General Power of Competence: As explained in previous briefings, the National Association supports and welcomes the introduction of a general power of competence and its application to local councils. This power will give local councils the chance to deliver more for their communities based on residents' needs. We are continuing to work with Government and other stakeholders to agree suitable and appropriate eligibility criteria for the power reflecting existing training and qualifications and based on reductions in red tape.

Standards: The Act abolishes Standards for England, however local councils will still be required to draw up a code of conduct. Such a code of conduct must be consistent with a set of principles set out in the Act and based on the Nolan principles. Local councils will be able to revise their existing code of conduct or adopt a code of conduct to replace its existing code of conduct. As this is a matter of particular interest to county associations and local councils, further guidance will obviously follow in due course.

Predetermination: The National Association welcomes the measures aimed at reducing the risk of pre-determination against councillors. The proposed provisions should increase the scope for local councillors to represent the views of their residents and to vote on these issues.

New rights

Community right to challenge: The National Association is pleased that the Act provides local councils with the right to express and interest in taking over the running of a local authority service and that a principal authority is obliged to consider and respond to this challenge.

¹<http://www.communities.gov.uk/publications/localgovernment/localismpainenglishupdate>.

Community right to bid: The Act requires that principal authorities maintain a list of assets of community value. When listed assets come up for sale or change of ownership, the Act gives community groups and local councils the time to develop a bid and raise the money to bid to buy the asset when it comes on the open market.

Planning

Neighbourhood Planning: The National Association welcomes the significant reforms to the planning system and a new enabling role for local councils in the development of Neighbourhood Plans and Neighbourhood Development Orders. We support measures contained in the Act to require prospective developers to consult communities before submitting applications for some developments. ***County associations and local councils are strongly encouraged to respond to the current consultation on neighbourhood planning regulations.***

Community right to build: The Act gives groups of local people the power to deliver the development that their local community wants. Community organisations, including local councils, will be able to bring forward development proposals which, providing they meet minimum criteria and can demonstrate support, can go ahead without a separate planning application.

Community Infrastructure Levy: The National Association welcomes provisions to allow funds from a community infrastructure levy to be transferred to an agency – specifically local councils where they exist – other than the local planning authority. We are pressing for regulations which properly support this measure and also allow for a meaningful proportion of funds going to local councils. Related infrastructure could then be supported regarding developments in these corresponding areas. ***County associations and local councils are again strongly encouraged to respond to the current consultation on these regulations.***

Housing

Reform of council housing finance: Under the Act, rent raised from social housing can now be kept by principal authorities to be used locally to maintain social housing.

Other Measures

The proposed reforms to parish poll legislation have not been enacted. These were part of a wider package of measures regarding referendums and were removed from the Bill prior to Royal Assent. However the National Association will continue to press for reforms to the current rules.

Different parts of the Act will come into force at different times. As explained above, the Government still needs to determine specific rules and regulations on how the community rights will work. These rights are expected to come into effect in April 2012.

The National Association will continue to work with the Government and the Department for Communities and Local Government on the development of regulations and on implementation of the Act. Further Briefings will also be issued in due course.

A copy of the Act is available at:

http://www.legislation.gov.uk/ukpga/2011/20/pdfs/ukpga_20110020_en.pdf

This briefing was issued by Victoria Pymm, Policy and Improvement Officer

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1. **QUINQUENNIAL INSPECTION - RECOMMENDED WORKS - GUILDHALL**

8.00 Recommended Repair Works

Much work has been carried out during the last quinquennium, to the benefit of the future longevity of the Guildhall and associated ancillary accommodation. It is essential to continue this good work and programme various recommended repair works in the future in order to maintain the current momentum of restoration of this important listed building.

A number of items referred to in the preceding text are now relevant and I would recommend below repair works, and have suggested an order of priority and approximate budgets.

The priorities are categorised as follows:-

*Priority 'A' : immediately
Priority 'B' : within 2 years
Priority 'C' : within 5 years*

8.01 **Priority 'A'**

- (a) All slipped and missing tiles referred to in the preceding text should be attended to by a competent roofer as soon as possible.

Budget Cost:

£ 500

- (b) It is good to see that the stained glass window to the Guildhall addressing Bore Street has now had external protection fixed to offer security to this valuable window. I would recommend Ben Sinclair is invited to return to update his report on the condition of these windows and to recommend a suitable course of action with an appropriate time frame for the carrying out of these works.

- (c) The condition of the two flat roofs covered in asphalt above the ladies toilets and the adjacent staircase, including the glazed lanterns, have reached the end of their useful life. These should be recovered in a material appropriate to the nature of the listed building. The opportunity should be taken to improve the present rainwater discharge system.

Budget Cost:

£10,000 to £12,000

- (d) There are a number of minor items of maintenance and repair referred to in the preceding text, such as removal of vegetation to the narrow valley gutters to the side of the rooflights. These works should be carried out at the same time as the replacement tiles by a competent builder.

- (e) The valley gutter between the adjacent George IV Public House and Guildhall corridor continues to be a cause for concern. The flaking decorations to the plaster interior of the adjacent wall to this valley gutter is a testament to this fact. A more robust maintenance agreement with the adjacent property should be engaged. Each time I have inspected this gutter, whether it be on a quinquennial inspection or in connection with some other works being carried out at the Guildhall, it is always found to be full of debris, plastic bags and other miscellaneous materials, which all hamper the ability of the gutter to adequately discharge rainwater.
- (f) There is an existing rainwater leak which needs immediate attention adjacent one of the glazed lanterns on the asphalt flat roofs between the Guildhall and the adjacent converted Courts. This should receive an immediate temporary repair pending a decision on the re-roofing of these two areas.

Budget Cost: **£ 100**

8.02 **Priority 'B'**

- (a) All items recommended in the attached Electrical Test Report should be carried out to the priority as contained therein. No costs given.

- (b) There are a number of areas of spalled bricks and over-hard mortar referred to in the preceding text which should receive the attention of a competent stonemason.

Budget Cost: **£6,000**

- (c) References are made to rusting rainwater goods. A comprehensive schedule of repair and reinstatement should be prepared by the architect to enable all cast iron rainwater goods to be removed, prepared, repaired, as necessary, and redecorated prior to refixing. Whilst access is available the opportunity should be taken to tackle any adjacent areas of repointing or brick replacements.

- (d) Some of the interior rooms are looking tired, particularly the Guildroom. This would benefit from redecoration. Prior to decorating this area the opportunity should be taken to attend to the failing tanking and damp-proof measures on the outer wall adjacent the car park to Donegal House.

Budge Cost: **£5,000**

- (e) The various cracks referred to in the preceding text should be monitored.

(f) There is clearly an ongoing water leakage problem adjacent to the rear staircase, manifesting itself in the finishes to the cells. A drainage investigation has recently been carried out with various recommendations made. The drainage in this area should be reviewed and actioned to avoid any further damage to the historic fabric.

(g) The woodblock floors to both the Guildhall and Guildroom are looking tired, particularly the Guildroom. These would benefit from sanding and re-coating by an appropriate qualified flooring sub-contractor.

Budget Cost: **£6,000**

(h) The remaining lead bays to the Guildhall corridor roof are still showing signs of ponding and water retention. These remaining bays should be reformed in line with the two previous repair phases when funds allow. This will then complete the re-leading of this roof covering in total.

Budget Cost: **£9,000**

8.03 **Priority 'C'**

(a) Following receipt of the updated report concerning the Georgian stained glass window to Bore Street, the City Council should budget for these works being carried out in line with the recommendations contained therein.

2. QUINQUENNIAL INSPECTION - RECOMMENDED WORKS – JOHNSON BIRTHPLACE

7. Recommended Repairs

Much work has been carried out during the last 5 years to the credit of the City Council and Museum Curator. The fabric is clearly well maintained and is in good order. However, there are a number of significant items that should be addressed to protect this hard work and future longevity of this significant Grade I listed building.

I summarize below my recommendations with an indication of cost to be budgeted for the various items.

The priorities are categorised as follows:

*Priority 'A' : immediately
Priority 'B' : within 1 to 2 years
Priority 'C' : 5 years*

7.1 Priority 'A'

- (a) There are a number of areas mentioned in the preceding text which require a closer inspection. It is recommended that these various items are carried out as soon as possible, in order to inform the ultimate solution specification for the relevant repair.

These items are briefly as follows:

- *London Room:* Inadequately supported lath and plaster ceiling in central area.
- Spalling plasterwork in basement area.
- Subsiding quarry tiles in ground floor work room.

Budget Cost: £ 500

- (b) The pigeon protection netting in the courtyard should be replaced/repared immediately (ownership and responsibility to be confirmed).

Budget Cost: £ 250 to £ 500

- (c) The rear yard should be cleaned, with vegetation removed as appropriate, including pigeon guano and feathers, by an approved sub-contractor.

Budget Cost: £ 500

7.2 Priority 'B'

- (a) Following examination of the London Room and an appropriate repair solution the opportunity to redecorate this room in its entirety presents itself. The room is looking tired and it is recommended the lighting scheme is also renewed whilst these works are carried out.

Budget Cost: £ 5,000 to £ 7,000

- (b) Following closer investigation, repairs to the relevant floor finishes, plasterwork, ceilings and windows should be carried out for economy reasons, under one contract if possible.

Budget Cost:

£10,000

- (c) In the meantime, consideration should be given to the introduction of a number of additional dehumidifiers in the basement area.

Budget Cost:

£ 500

- (d) As previously reported, the distances between the balustrades are in excess of the current Building Regulations. An internal risk assessment should be carried out to ascertain the need to manage this risk. This will take into account the frequency of use and the level of supervision of young children. The historic fabric should not be compromised with the preferred solution. The architect will be happy to discuss appropriate details.

7.3 Likewise, a number of the floors, particularly the timber oak boards, have excessive joints. Whilst this is understandable in a building of this age, significance and quality there is potential for trip hazards and this should be considered, with an appropriate management solution put in place.

7.4 The contents of the recent Electrical Test Certificate/Inspection Report back of this report should be taken note of and actioned.

7.5 This is not a detailed specification nor schedule of works and should not be used as such. The various works described within this section and the preceding text should be carried out by a competent contractor used to working on historic buildings under the supervision and to a specification prepared by the architect.

Lichfield City Council



Proposed Play items for Curborough Field



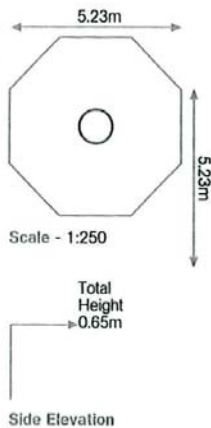
The Original Dish



SWD100

PRODUCT SPECIFICS

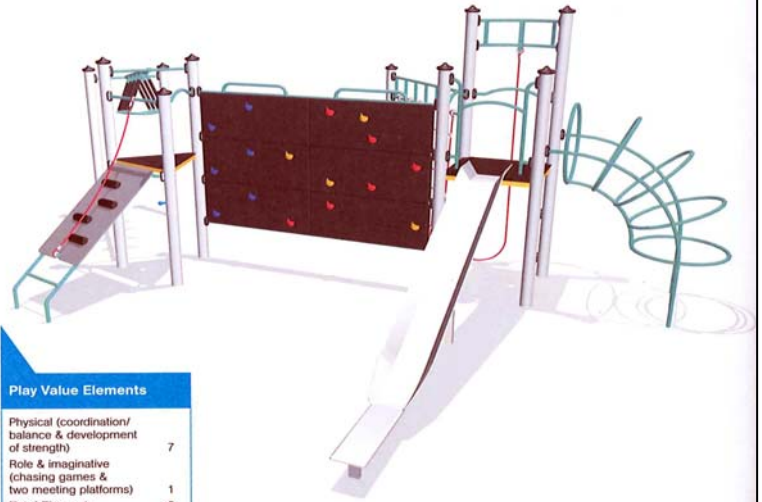
- Age Range
3 - 10 years
- Play Type
Physical, Locomotor, Social
- Installation Time
5 hours
- Heaviest Component
52kg
- Total Weight
72kg



SAFETY SURFACING Area 23m² Perimeter 17.5m HIC 1m

Assault Course

With multiple entrance points, children up to 14 yrs old can compete with their peers comparing skills and exploring individual limits. With an emphasis on strength, transferring grip and position, older children will respond to this unit's play elements.



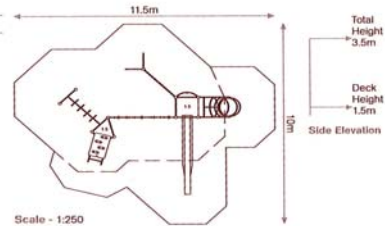
Play Value Elements

Physical (coordination/ balance & development of strength)	7
Role & imaginative (chasing games & two meeting platforms)	1
Total Elements	8

PZU345 Bark, sand fill
PZW345 Rubber surfacing

PRODUCT SPECIFICS

- Age Range
6 - 14 years
- Play Type
Physical, Locomotor
- Installation Time
11 hours
- Heaviest Component
190kg
- Total Weight
863.5kg



SAFETY SURFACING Area 76m² Perimeter 36m HIC 2.4m / 51m² HIC 1.5m / 23m²

Hide & Slide

Designed by one of our customers, this unit offers three levels of access to a 1.2m high slide, up a ramp, a ladder or a ring climb. There is hidden social seating under the main deck, where little ones can sit, chat and hide. At the highest point we have put look-out binoculars.

Play Value Elements

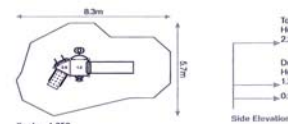
Physical / Locomotor	4
Role & imaginative	1
Social (seating under deck)	1
Total Elements	6
Inclusive (crawling & shuffling)	Yes



DZU276 Bark, sand fill
DZW276 Rubber surfacing

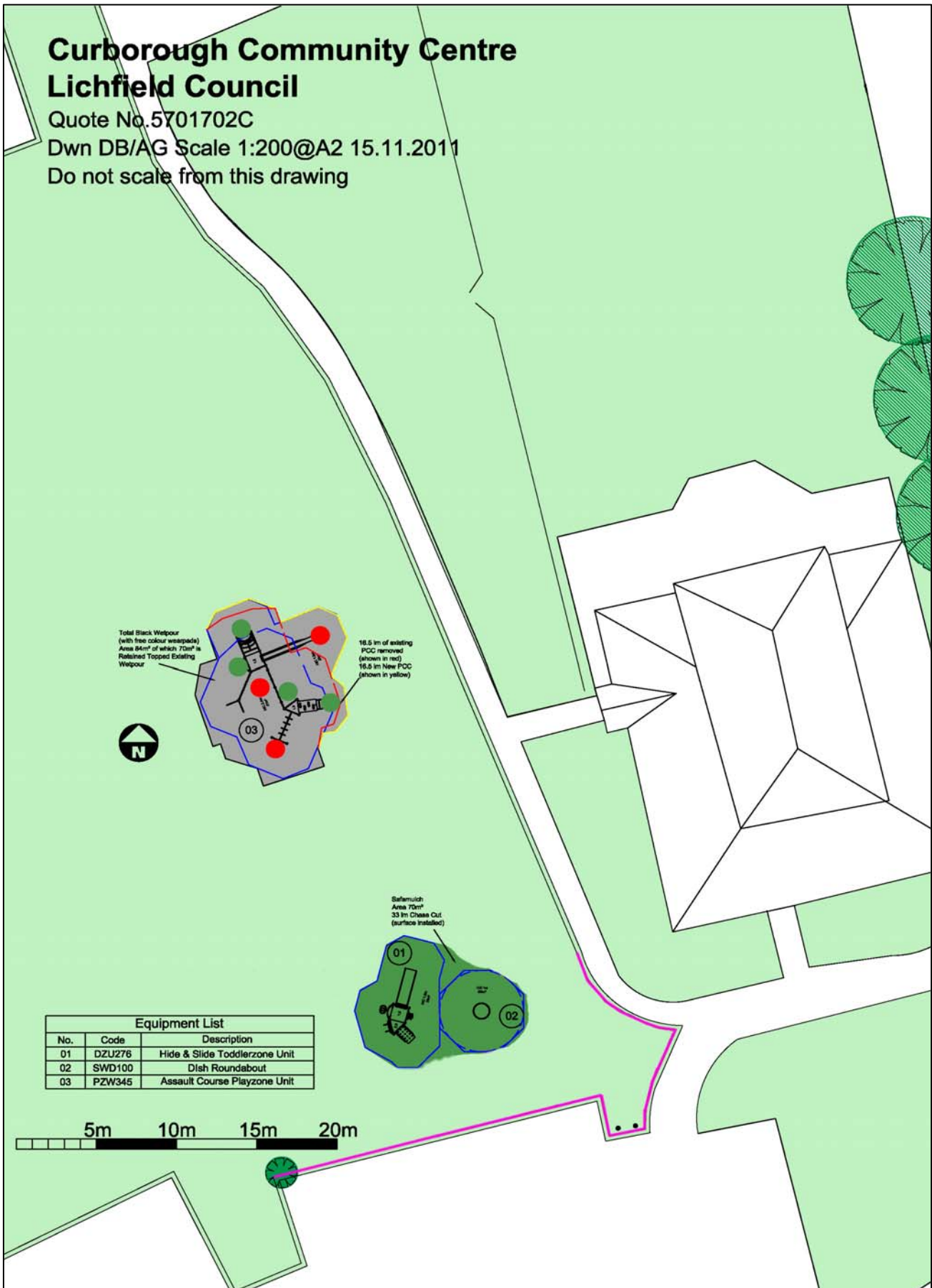
PRODUCT SPECIFICS

- Age Range
2 - 6 years
- Play Type
Physical, Social
- Installation Time
7 hours
- Heaviest Component
45kg
- Total Weight
244kg



SAFETY SURFACING Area 34m² Perimeter 23m HIC 1.2m

Approximate location – Curborough Field play equipment



For Council: 5 December 2011 APPENDIX 6

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 October 2011 to 31 October 2011

Date	Chq No	Payee	Budget Head	Details	Nett	VAT	Gross
06/10/2011	17131	Acme Tree Services Ltd	PARKS Other Maintenance	St Michael's - removal of storm damaged tree	60.00	12.00	72.00
06/10/2011	17132	BT Payment Services Ltd	ADMIN Tel/Postage	Tel - July-Sept usage, Sept-Nov rental	47.40	9.48	56.88
06/10/2011	17132	BT Payment Services Ltd	BIRTHPLACE Telephone	Tel - July-Sept usage, Sept-Nov rental	170.61	34.12	204.73
06/10/2011	17132	BT Payment Services Ltd	G/HALL Supplies	Tel - July-Sept usage, Sept-Nov rental	337.15	67.43	404.58
06/10/2011	17133	Brownhill Hayward Brown Ltd	BIRTHPLACE Repair/Maintenance	Quinquennial inspection	975.00	195.00	1,170.00
06/10/2011	17133	Brownhill Hayward Brown Ltd	G/HALL Repairs/Maintenance	Quinquennial inspection	1,550.00	310.00	1,860.00
06/10/2011	17134	BuyBrandTools.Com	ADMIN Supplies	Tree diameter tape for OSO	32.99	6.60	39.59
06/10/2011	17135	Matt Crompton Farrier	CIVIC Sheriff's Ride Course	Farrier services	100.00	0.00	100.00
06/10/2011	17136	E.ON UK Energy Services	PARKS Footway Lights	Maintenance & energy 2011/12	8,049.74	1,609.95	9,659.69
06/10/2011	17137	Focus Security & Surveillance Ltd	COMMUNITY CENTRES Curborough	Annual alarm maint 1/7/11 - 30/6/12	528.05	105.61	633.66
06/10/2011	17138	Lichfield District Council	G/HALL Supplies	Premises licence 13/10/11 - 12/10/12	180.00	0.00	180.00
06/10/2011	17139	Lichfield District Arts Association	G/HALL Bar Charge	Bar charges 11/6 - 2/9	630.00	126.00	756.00
06/10/2011	17140	PHS Group plc	ADMIN Offices Rates/Water/Services	Sanitary disposal - annual duty of care	4.85	0.97	5.82
06/10/2011	17140	PHS Group plc	G/HALL Supplies	Sanitary disposal - annual duty of care	4.85	0.97	5.82
06/10/2011	17141	Woodland Catering	CIVIC Sheriff's Ride Lunch payments	Buffet lunch	1,248.00	249.60	1,497.60
06/10/2011	17142	Robert Yardley Photography	CIVIC Insig/Uniforms/Portraits/Board	Portraits of Mayor, Sheriff & councillors	423.00	0.00	423.00
06/10/2011	17143	AKW Plumbing & Heating	BIRTHPLACE Repair/Maint	Repair leak on sink	15.00	0.00	15.00
06/10/2011	17143	AKW Plumbing & Heating	G/HALL Repairs/Maintenance	Replace pipes in stairwell + radiator vlve	130.00	0.00	130.00
13/10/2011	DDebit	NatWest Autopay	EMPLOYEES	Salaries & Wages	20,806.23	0.00	20,806.23
17/10/2011	17144	2CL Communications Ltd	CIVIC Sheriff's Ride Course	Hire of radio system	152.50	30.50	183.00
17/10/2011	17145	All-Fit Towbars & Trailers Ltd	MARKET Supplies	Stall erection - September	2,273.64	454.73	2,728.37
17/10/2011	17146	BEE-LINE Pest Control	PARKS Other Maintenance	Quarterly pest control 5/7 - 5/10	200.00	0.00	200.00
17/10/2011	17147	Boley Park Community Hall Management Committee	ARTS/TOURISM General Expenditure	Maintenance of notice board (both payments for 2011/12)	120.00	0.00	120.00
17/10/2011	17148	Pitney Bowes Ltd	ADMIN Tel/Postage	Maintenance cover for franking machine 1/11/11-31/10/12	307.22	61.44	368.66
17/10/2011	17149	R C Brady (UK) Ltd	BIRTHPLACE Stock for sale	Leather bookmarks for sale	155.00	31.00	186.00
17/10/2011	17150	Derryford Electrical Contractors	BIRTHPLACE Repair/Maint	Repair of faulty lights in basement	50.00	10.00	60.00
17/10/2011	17150	Derryford Electrical Contractors	BIRTHPLACE Repair/Maint	Rewiring works in basement	939.00	187.80	1,126.80
17/10/2011	17151	Emblem Print Products Limited	BIRTHPLACE Stock for sale	Erasers and sharpeners for sale	179.54	35.91	215.45
17/10/2011	17152	Eastern Shires Purchasing	ADMIN Supplies	Paper towels (for D Hall, to be refunded)	16.95	3.39	20.34
17/10/2011	17153	Lichfield Gazette	COMMITTEE SERV Publicity	'City View' newsletter in October edition	1,065.00	213.00	1,278.00
17/10/2011	17154	Gourmet Chef To Go Ltd	ARTS/TOURISM General Expenditure	Catering for twinning visit	992.00	198.40	1,190.40
17/10/2011	17155	Mr Edward Griffin	G/HALL Repairs/Maintenance	Installation of parking bollards	250.00	0.00	250.00
17/10/2011	17155	Mr Edward Griffin	PARKS Other Maintenance	Curborough - repairs to car park fence	65.00	0.00	65.00
17/10/2011	17156	Haywoods Contracts Limited	CIVIC Insig/Uniforms/Portraits/Board	Special hooks for hanging portraits	32.00	6.40	38.40
17/10/2011	17157	Heritage Books	BIRTHPLACE Stock for sale	Johnson books for sale	58.42	0.00	58.42
17/10/2011	17158	Jones Waste Services Limited	MARKET Supplies	Skip hire - September	706.80	141.36	848.16
17/10/2011	17159	The Lighthouses Group	BIRTHPLACE Adverts/promotion	Annual membership and conference	35.00	0.00	35.00
17/10/2011	17160	Northcliffe Media (CIN/Mercury)	MARKET Supplies	Advert for market stall tender	72.00	14.40	86.40
17/10/2011	17161	Npower Ltd	ADMIN Offices Rates/Water/Services	Electricity 1/7 - 30/9	1,085.14	217.03	1,302.17
17/10/2011	17161	Npower Ltd	BIRTHPLACE Energy	Electricity 1/7 - 30/9	215.35	10.77	226.12
17/10/2011	17161	Npower Ltd	BIRTHPLACE Energy	Electricity 1/7 - 30/9	124.23	6.22	130.45
17/10/2011	17161	Npower Ltd	MARKET Energy	Toilet block electricity 1/7 - 30/9	75.84	3.80	79.64
17/10/2011	17161	Npower Ltd	PARKS Footway Lights	Clock Tower electricity 30/6 - 30/9	48.38	2.42	50.80
17/10/2011	17161	Npower Ltd	PARKS Footway Lights	Friary electricity 1/7 - 30/9	4.96	0.99	5.95
17/10/2011	17162	The Quince Tree Press	BIRTHPLACE Stock for sale	Dr Johnson pocket books for sale	33.50	0.00	33.50
17/10/2011	17163	South Staffs Water plc	BIRTHPLACE Rates/Water	Water rates 28/7 - 10/10	33.26	0.00	33.26
17/10/2011	17163	South Staffs Water plc	MARKET Rates/Water	Toilet block water 25/7 - 10/10	157.31	0.00	157.31
17/10/2011	17163	South Staffs Water plc	PARKS Other Maintenance	Friary Fountain water rates 20/7 - 10/10	11.42	0.00	11.42
17/10/2011	17164	Virgin Media Payments Ltd	ADMIN Tel/Postage	Telephones - Sept usage/October rental	92.62	18.52	111.14

Date	Chq No	Payee	Budget Head	Details	Nett	VAT	Gross
17/10/2011	17165	Viking Direct	ADMIN Supplies	Boxes of paper, bin bags	31.35	6.27	37.62
17/10/2011	17166	Colin Shakespeare	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 16/10/11	150.67	0.00	150.67
17/10/2011	17167	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 16/10/11	24.00	0.00	24.00
17/10/2011	17168	Friends of the S Johnson Bplace	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 16/10/11	5.00	0.00	5.00
19/10/2011	DDebit	J D Leavesley Grchild's Settlmnt	ADMIN Office Rent	Wade St rent Oct - Dec	7,473.75	0.00	7,473.75
25/10/2011	17169	Acme Tree Services Ltd	PARKS Other Maintenance	Tree work - Bracken Cl+Leomansley Vw	360.00	72.00	432.00
25/10/2011	17170	All-Fit Towbars & Trailers Ltd	MARKET Supplies	Stall storage - Oct to Dec	750.00	0.00	750.00
25/10/2011	17170	All-Fit Towbars & Trailers Ltd	MARKET Supplies	New heavy duty locks for trailers	180.00	36.00	216.00
25/10/2011	17171	Forward Cleaning Contractors Ltd	ADMIN Offices Rates/Water/Services	Wade St window cleaning - September	14.00	2.80	16.80
25/10/2011	17172	Hartley Landscapes Ltd	PARKS Other Maintenance	Stowcroft - clear brook & install poles	2,850.00	570.00	3,420.00
25/10/2011	17081	Heritage Books	BIRTHPLACE Stock for sale	Cancel cheque 17081 of 8/9	(35.06)	0.00	(35.06)
25/10/2011	17173	Heritage Books	BIRTHPLACE Stock for sale	Replace chq 17081-Johnson dictionaries	35.06	0.00	35.06
25/10/2011	17174	Lichfield District Council	ARTS/TOURISM General Expenditure	Twinning - Guided tour Ste-Foy clrs	25.00	0.00	25.00
25/10/2011	17174	Lichfield District Council	ARTS/TOURISM General Expenditure	Twinning - Guided tour Girls Choir	25.00	0.00	25.00
25/10/2011	17174	Lichfield District Council	ADMIN Offices Rates/Water/Services	Rates - Second 6-monthly instalment	4,772.00	0.00	4,772.00
25/10/2011	17174	Lichfield District Council	BIRTHPLACE Rates/Water	Rates - Second 6-monthly instalment	379.00	0.00	379.00
25/10/2011	17174	Lichfield District Council	G/HALL Rates/Water	Rates - Second 6-monthly instalment	2,338.00	0.00	2,338.00
25/10/2011	17174	Lichfield District Council	MARKET Rates/Water	Rates - Second 6-monthly instalment	5,443.00	0.00	5,443.00
25/10/2011	17174	Lichfield District Council	PARKS Contract Maintenance	Period 11/9 - 10/10	6,888.35	1,377.67	8,266.02
25/10/2011	17162	The Quince Tree Press	BIRTHPLACE Stock for sale	Cancel cheque 17162 of 17/10	(33.50)	0.00	(33.50)
25/10/2011	17175	The Quince Tree Press	BIRTHPLACE Stock for sale	Replace cheque 17162 - Johnson pocket books for sale	33.50	0.00	33.50
25/10/2011	DDebit	NatWest Autopay	EMPLOYEE COSTS	Quarterly Autopay charge	4.00	0.00	4.00
31/10/2011	17176	Acme Tree Services Ltd	PARKS Other Maintenance	Tree works Garrick Cl + Longstaff Croft	120.00	24.00	144.00
31/10/2011	17177	British Gas Business	ADMIN Offices Rates/Water/Services	Wade St gas 15/7 - 19/10	63.09	3.15	66.24
31/10/2011	17178	Eastern Shires Purchasing	G/HALL Supplies	Baby changing station & other supplies	170.93	34.19	205.12
31/10/2011	17179	JME Glass Ltd	G/HALL Supplies	Glass recycling - October	52.80	10.56	63.36
31/10/2011	17180	Niken Construction Ltd	G/HALL Repairs/Maintenance	Roof works	175.00	35.00	210.00
31/10/2011	17181	David K Pearce (Signwriter)	BIRTHPLACE Stock for sale	Fridge magnets for sale	162.00	0.00	162.00
31/10/2011	17182	eSterling Ltd	ADMIN Supplies	Website maintenance 1/11/11 - 31/1/12	350.00	70.00	420.00
31/10/2011	17183	Staffordshire Wildlife Trust Ltd	ADMIN Subscript/Courses/Training	SWT Annual subscription 2011/12	39.00	0.00	39.00
31/10/2011	17184	H M Revenue & Customs	EMPLOYEE COSTS	Tax & NI contributions - October	6,036.65	0.00	6,036.65
31/10/2011	17185	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - October	4,752.84	0.00	4,752.84
					88,480.38	6,617.45	95,097.83

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 October 2011 to 31 October 2011

Date	Chq No	Payee	Budget Head	Details	Nett	VAT	Gross
06/10/2011	04300	Mrs Jean Taylor	CIVIC Sheriff's Ride Course	Cancel cheque no. 04300	(20.00)	0.00	(20.00)
06/10/2011	04301	Cash	Various	Petty cash vouchers 5699 - 5710	150.41	13.29	163.70
12/10/2011	04302	Land Registry	ADMIN Supplies	Title copy	8.00	0.00	8.00
13/10/2011	04303	P Young	ADMIN Supplies	Land Registry searches	36.00	0.00	36.00
13/10/2011	04304	Andrew Smith	CTTEE SERV Members' Trav/Subsist	NALC conference, London	147.50	0.00	147.50
13/10/2011	04305	D M	CIVIC Sheriff's Ride Registration	Refund of registration fee (paid twice)	20.83	4.17	25.00
17/10/2011	04306	Cash	Various	Petty cash vouchers 5711 - 5721	169.24	15.77	185.01
17/10/2011	04307	RBL Poppy Appeal	CIVIC Mayor's Allowance	Wreath for Remembrance Sunday	30.00	0.00	30.00
20/10/2011	04308	Land Registry	ADMIN Supplies	Title copy	8.00	0.00	8.00
20/10/2011	04309	Henry Mills Ltd	BIRTHPLACE Supplies	Binding of Museum Accession Register	45.00	0.00	45.00
28/10/2011	04310	Cash	Various	Petty cash vouchers 5722 - 5731	176.15	15.06	191.21
31/10/2011	04311	Snowboy Systems Ltd	ARTS/TOURISM Christmas Lights	Hire of snow machine for switch on	300.00	60.00	360.00
					1,071.13	108.29	1,179.42