

# LICHFIELD CITY COUNCIL



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*Firework finale to the Johnson tercentenary son et lumière*

## Annual Report 2009-10

## Service Objectives and Forward Plan 2010-13

# ANNUAL REPORT - OVERVIEW

This has been a highly active and successful year for the City Council. As well as our 'routine' services such as maintaining open spaces, running the markets and dealing with hiring of the Guildhall, there have been several major capital projects – most notably the new Darwin Hall - which have combined to double our usual level of expenditure.

In addition, 2009 marked the tercentenary of the birth of Lichfield's most famous son – Samuel Johnson, and as the Council runs the Johnson Birthplace Museum this has involved us in organising a large number of special events to celebrate this important anniversary.

The Council has also undertaken the traditional annual events such as St George's Court, the Shrovetide pancake races, and the Sheriff's Ride, which help to create the vibrancy and uniqueness of our City which is of such benefit to our residents and visitors.

We are by far the smallest of the three local authorities serving the City area, but we have a very important role to play in protecting the best interests of the City. As well as the services we provide ourselves, we continue to work in close co-operation with the larger District and County Councils to make sure that the needs of the City area are well represented. We also support and work closely with many organisations in the 'third sector' of local voluntary and charitable groups which play a key part in the life and well-being of Lichfield.

We are proud to be the 'parish' council at the grass roots of public service provision, but we are also aware that we represent one of the largest parishes and one of the most historic cities in England. We have 28 councillors and the equivalent of just 14 full-time staff, so there are limitations in what we can achieve, but we are committed to getting a 'quart out of a pint pot' to meet the justifiably high standards of service that our citizens deserve and expect.

Despite the high demands placed on our resources, and this exceptionally busy year of major events and capital projects, the Council has been able to hold its element of the council tax at £51.61 for the coming year – the fourth successive year without any increase.

You can contact the Council, or your local councillor, through the contact numbers listed at the end of this report. Residents are also welcome to attend the Council meetings. You can find out the dates of meetings, and much more about the Council and the City on our website at [www.lichfield.gov.uk](http://www.lichfield.gov.uk)



*David Smedley  
Council Leader*



*Christopher Spruce  
Mayor*



*Peter Young  
Town Clerk*

# Annual Report 2009-10

## OPEN SPACES

The Council looks after 76 acres of public open space and 4 miles of public footpaths. Most of the routine maintenance work is undertaken by Lichfield District Services, with whom a new Service Agreement began in April 2010 replacing the former maintenance contract. The City Council employs a part-time Open Spaces Officer to oversee the open space areas.

The Open Spaces Officer was also involved in running several community-based workshop projects during the year including willow sculptures, artwork to liven up bus shelters, and a children's tepee making workshop at the Environment Day on Stowe Fields.



*Tepee making at the Environment Day*

The Council, in partnership with the District Council, has been awarded £3.9 million from the Heritage Lottery Fund for restoration of the City centre parks. Works have now commenced and are due to be completed by May 2011. The City Council elements within the scheme relate to Pool Walk and the Remembrance Gardens and comprise about 20% of the total works. The total cost of works to these areas will be £1.1 million, of which the HLF grant provides 75% of the funding. The works will help not only to restore the parks to their former glory, but will also include various improvement works, such as a new DDA compliant ramped access to the Remembrance Gardens.



*Existing access to Remembrance Gardens*

## ALLOTMENTS

The Council owns over 12 acres of allotments which are leased to the Lichfield Allotments Society. There has been a large upsurge in demand for allotments and the Council is looking to acquire additional allotment land either by purchase or lease. Several enquiries have been made, and a number of options are being pursued, but finding suitable land at an affordable price will not be easy. In the longer term the Council is seeking to have land allocated for allotments in the forthcoming Local Development Framework.

## GUILDHALL

The Guildhall continues to be very well used by individuals, businesses and local organisations, and serves as the main venue for concerts run by Lichfield Arts. The Guildhall is a popular venue for wedding receptions and licensed for civil wedding ceremonies.

Total income from bookings 2009/10 was £59,180 which was 7% lower than the previous year, but many rooms were effectively out of use for three months because of the works to install the new lift.

This lift installation is now nearing completion and will provide a larger DDA compliant lift, with the added advantage that the Ashmole Room will now be accessible by the lift.



*Wedding Reception in Guildhall*

## COMMUNITY HALLS

Curborough Community Centre and Cruck House are leased to the Curborough Community Association, and the Boley Park Community Hall is leased to the Boley Park Community Hall Management Committee.

The committees manage the buildings, paying the running costs and receiving income from lettings, but with the Council responsible for maintaining the external fabric of the buildings. As part of this maintenance the Council undertook major repair works to Cruck House in spring 2009.



*Cruck House, Stowe Street*

**DARWIN HALL**

The construction of the Darwin Hall will be completed on 21 May. It will be open for bookings from June 2010 and will provide a modern and well-equipped meeting place for the estate and city. The Hall has cost £780,000 most of which has been funded by S106 money provided by the estate developer. The Hall contains several “green features” to reduce its carbon footprint, including an under-floor heating system operated from a ground source heat pump. A new Darwin Hall Community Association has been created to run the Hall. This will be a charitable limited company, involving many local residents and hall users.



*The new Darwin Park Community Hall nearing completion*

**MARKETS**

The Lichfield Markets have maintained their viability despite the economic recession and the very harsh winter weather. Gross income from stall rental 2009/10 was £138,800 which was the same as for the previous. However, the costs of running the markets increased, and so the net income from the Markets was £38,500 - a 10% fall on the previous year.



*Lichfield St George's Day Market*

Refurbishment works also took place to the traders' toilet block at a cost of £26,000. The toilet block was built in the early 1980's and required a complete refit and new electrics.

In November the Lichfield markets were given a 'Health Check', undertaken by an officer from the National Association of British Market Authorities (NABMA). The conclusion of the report stated, *'Lichfield market is an excellent market, populated by well established and professional traders, and managed by a similarly proficient markets team. The market operation is efficient and effective to the point that little if any change is required at this time'.*

**SAMUEL JOHNSON BIRTHPLACE MUSEUM**

The City Council is the sole trustee of the Johnson Birthplace Trust which is a registered charity.



*Three birthday cakes!*



*Visit of HRH Duke of Gloucester*

2009 was a hectic year for the Museum as it marked the tercentenary of Samuel Johnson's

birth, with a large number of special events organised both locally and nationally. As part of the celebrations BBC Radio 4 broadcast *'Any Questions?'* from the Guildhall on 4 September and HRH the Duke of Gloucester visited the Birthplace on 15 September. A series of special events on the Market Square over the birthday weekend culminated in a spectacular son et lumière on 18 September.

There were over 16,000 visitors to the Museum during the year – a 44% increase on the previous year. Although the tercentenary year is now over,

visitor numbers continue to remain high, assisted by various special 'child friendly' half-term events, and also by David Dimbleby's 'Seven Ages of Britain' broadcast in March 2010 which included a section filmed at the Birthplace Museum.

Work has also progressed on obtaining Museums and Libraries Association "Accreditation" for the Museum, which is only obtained if the Museum meets the highest standards. The application has been submitted and a decision is currently awaited. Much of the organisation of these events has been undertaken by the Council's new Museum's and Heritage Officer, Joanne Wilson, who took up her post just two months before the start of the tercentenary year.



*Ken Knowles as Samuel Johnson*



*Lights Switch On*

**CHRISTMAS LIGHTS**

The Council provides the Christmas illuminations in Lichfield with financial support from the Chamber of Trade. In front of a huge crowd on the Market Square the 2009 lights were switched on by Shaun Smith, finalist of Britain's Got Talent - and local resident! He was assisted by the Mayor and competition winners Abbie Hammant and Benjamin Cusack.

The Council is undertaking a rolling programme of changing to LED bulbs in order to reduce the energy costs and the 'carbon footprint' of the Christmas lights.

**YOUTH CONSULTATIVE GROUP (YCG)**

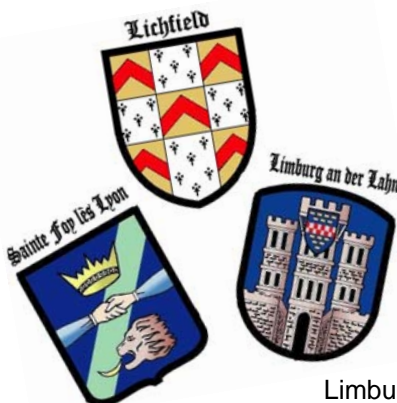
The Council's YCG continues to thrive. Activities have included hosting a "Making Music" workshop, producing "Starlight" a non-competitive talent show of local young performers at the Friary School, and organising the Halloween 'Frite Nite' event and rock concert at the Guildhall.

Plans for the coming year include a pedal powered "smoothie-maker" machine for the Fuse festival.



*Halloween at Guildhall*

**TWINNING**



Lichfield has a ring-twinning arrangement with Limburg an der Lahn in Germany and Sainte Foy-lès-Lyon in France and links between organisations, schools and individuals continue to flourish.

Two Council trainees from Limburg undertook work experience with the City Council in Lichfield, and a student teacher from Limburg spent 4 weeks at the Willows School in Lichfield.

Limburg has also been celebrating 1100 years since its founding in 910 and the Mayor and Mayoress of Lichfield were delighted to accept the invitation from the Limburg Mayor to attend the celebrations.

In October 2010 a large party from Lichfield will be visiting Sainte Foy for the biennial twinning weekend.



*Tim and Jacqueline from Limburg are put to work*

## CIVIC EVENTS



*The Mayor and "Sheriff" at Lichfield Bower*

The traditional civic events of the year were well supported, including the Shrovetide 'Old Fair', St George's Court, the Bower, the Court of Arroye, and the Sheriff's Ride.

Simon Price, the Managing Director of Arthur Price of England, was appointed Sheriff, and he and the

Mayor, Councillor Terry Thomas, completed a very successful year of civic engagements. Through various fundraising events and concerts, the Mayor and Sheriff have together raised over £10,000 for their nominated charities, which are: the British Heart Foundation, the Lichfield and Hatherton Canals Restoration Trust, and Help for Heroes.

The Mayor for 2010/11 is councillor Christopher Spruce, and the Sheriff is councillor Colin Greatorex.



*Sheriff's Ride*



*Shrovetide Pancake Races*

## OUTSIDE BODIES

In total, the Council provided some £53,600 of financial support to various outside bodies and partner groups during 2009/10.

The Council provides the secretariat for the Lichfield City Forum, as part of the Lichfield District Strategic Partnership. The City Forum brings together representatives from the local councils, residents' associations, businesses and voluntary groups. The Council also supported the new "Speakers' Corner" group which celebrated its first birthday on 2 May 2010.

## PLANNING

The District Council is the Planning Authority, but the City Council is consulted on all planning applications submitted for the City area. The City Council's Planning Committee met on 17 occasions, and examined and commented on 203 planning applications; only 13 of which were decided differently from the comments of the City Council.

The District Council is currently preparing its Local Development Framework which will set the 'blueprint' for development of the city to 2026. The "Core Strategy", which is the main document in the LDF, is expected to go to Public Inquiry later this year. The City Council has submitted a detailed response, including a strong objection to the proposal for development of some 1,650 houses on Green Belt land to the south of Lichfield.

The Council has also expressed concern about plans for the HS2 High Speed Rail link which will skirt the north of the City. The published proposals show the line passing on a high-level embankment above the A38 at Cappers Lane, and the adjoining Enterprise Park.

## FINANCE

The Council's usual level of expenditure is about £850,000 per annum, but in the year ending 31 March 2010 this rose to £1,629,500 and is forecast to be £1,253,600 for the year beginning 1 April 2010. The reason for this is that several capital projects have been taking place, including the Darwin Hall, Guildhall Lift, Heritage Parks project, and the repairs to the Market Square toilets, Clock Tower and Cruck House.

However, the capital projects have been funded mainly from capital reserves and external grants, so the City Council element of the Council Tax for 2010-11 will continue to be £51.61 per annum for a Band D property – the fourth year in a row that there has been no increase. This is equivalent to an annual cost of £20.55 for each resident of the City, and will provide £628,700 of funding to the Council. This represents about 3.6% of the total Council Tax charged on the City area. The City Council provides services and charges council tax on the city only; areas outside the City (such as Burntwood) have their own town/parish council services and charges. The City Council receives no income from Central Government by way of Revenue Support Grant, or from non-domestic (Business) rates, and so its main source of funding is from the Council Tax.

## Lichfield City Council Accounts Summary

ACCOUNT SUMMARY	Out-turn 2009/10			Budget 2010/11		
	Expenditure	Income	Net Expenditure	Expenditure	Income	Net Expenditure
Parks and Footpaths	163,305	7,475	155,830	187,544	4,821	182,723
Guildhall & Community Centres	135,730	59,183	76,547	163,560	67,023	96,537
Market and Market Square	100,253	138,773	(38,520)	104,123	137,772	(33,649)
Arts/Tourism/Events/Grant Aid	210,197	5,581	204,616	240,943	4,713	236,230
Johnson Birthplace Museum	82,492	17,310	65,182	83,364	11,512	71,852
Committee Services & Planning	60,344	33	60,311	90,112	35	90,077
Agency Work & Investments	8,151	25,392	(17,241)	8,750	23,002	(14,251)
Capital / Repairs & Renewals	848,387	638,303	210,084	374,894	110,014	264,880
<b>TOTAL</b>	<b>1,629,459</b>	<b>892,049</b>	<b>737,410</b>	<b>1,253,590</b>	<b>358,890</b>	<b>894,700</b>

### Funded by:

Precept (Council Tax)

326,900

628,700

From balances

110,510

266,000

**TOTAL**

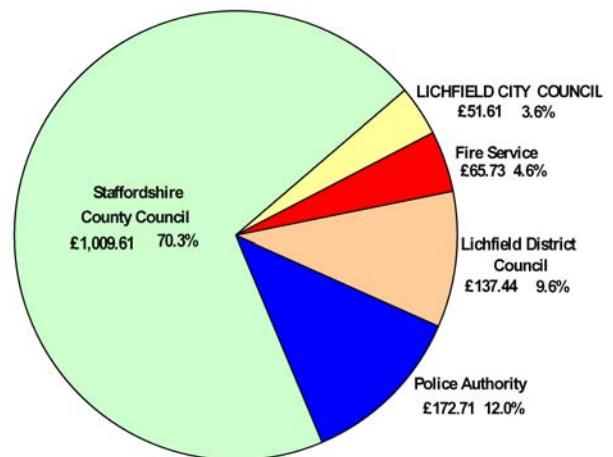
**737,410**

**894,700**

*N.B. 2009/10 figures are provisional, pending approval by Council.*

## Lichfield City Band D Council Tax 2010/11

LICHFIELD CITY COUNCIL	£51.61	3.6%
Fire Service	£65.73	4.6%
Lichfield District Council	£137.44	9.6%
Police Authority	£172.71	12.0%
Staffordshire County Council	£1,009.61	70.3%
<b>TOTAL</b>	<b>£1,437.10</b>	<b>100.0%</b>



# Service Objectives and Forward Plan 2010 – 2013

## Mission Statement

### ***To improve the quality of life of the residents of Lichfield City***

#### ***To be achieved by:***

- ***consulting with residents to understand their needs, and in turn explaining how we will address these needs within the resources and powers available to us***
- ***providing high standard cost-effective services to help meet the needs and wishes of the residents***
- ***assisting and encouraging other bodies to provide such services***
- ***promoting the interests of the city for the betterment of the local community***

#### ***Key objectives:***

- 1 ***To enable residents to enjoy high-quality social, recreational, and cultural facilities, and to seek the continuing improvement of these facilities***
- 2 ***To encourage and promote the economic and commercial vitality of the city***
- 3 ***To protect and improve the high-quality environment of the city and promote sustainable development to meet the needs of present residents without jeopardising the needs of future generations***
- 4 ***To preserve the ancient traditions and unique identity of the city***
- 5 ***To work in partnership with other statutory and voluntary bodies, agencies and individuals towards improving the standard of services***
- 6 ***To represent the views and wishes of the citizens of Lichfield***
- 7 ***To help to create a socially inclusive and caring community which embraces all its residents, irrespective of age, culture, income, race or religion, and which seeks to develop their well-being, knowledge, understanding, and mutual co-operation***

#### **Our strengths**

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

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

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

#### **. . . and our weaknesses**

***We are the smallest unit of local government and so we don't have large resources.*** Unlike the larger District and County Councils we receive no funding from Central Government or Business Rates

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

***With a total of 14 staff (full-time equivalent) there are limits to what we can undertake.*** We cannot commit ourselves to major activities beyond our expertise or financial resources

## Services Provided and Service Objectives

### Parks, Footpaths and Allotments



*Pool Walk*

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

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

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

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

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

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

The Council owns over 120 footway lights. The maintenance of these lights, including the supply of energy, is contracted to Staffordshire County Council's PFI contractors, ABB. The Council also owns and maintains 17 bus shelters in the city (excluding those at the bus station).

The Council owns 4.8 Ha (11.8 acres) of allotments and has a duty to provide allotments where a demand exists. Sites are at Cherry Orchard, Netherstowe, The Moggs, Christchurch, Dovehouse Fields, Beacon Street and Frenchman's Walk. With the exception of the latter, all the allotments are leased to the *Lichfield and District Allotments & Home Gardens Society* who then let out the individual plots.

### Our objectives in providing the service

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

### Guildhall



*The Guildhall is available for public hire and is an ideal venue for meetings, concerts, and weddings*

The Guildhall is an historic building (Grade II listed). Rooms are hired out to the public, to local organisations, and for commercial sales, etc. The Guildhall is also licensed for civil marriages. There are different rates of hire charge depending on the nature of the booking (charities and voluntary organisations pay the lowest rate). Commercial bookings account for about a third of the hours let, but two-thirds of the hire income. The Guildhall is also used for Council meetings.

### Our objectives in providing the service

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

## Community Halls

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

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



*Curborough Community Centre*

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

**Darwin Hall** As part of the new Darwin Park estate a new community hall has been provided, opening in June 2010. The Hall comprises a main hall, meeting room and kitchen and incorporates several 'green' features such as a ground source heat pump.

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

### Our objectives in providing the service

- To provide meeting rooms with good facilities at affordable cost
- To support and encourage community management of these facilities
- To act as an enabling body to promote the development of community activities based from the halls

## Markets

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

The traditional Shrovetide Fair and the Bower Fair (May) also use the Market Square.

### Our objectives in providing the service

- To provide well-run high-quality markets
- To maintain the ancient traditions of markets and fairs
- To generate income to help fund other services

## Civic Ceremonies and Traditions

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



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

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

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

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

### Our objectives in providing the service

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

### Grant Aid, Partnership Projects and Representational Role

Each year the Council makes grants to over 60 local organisations. Detailed information is requested from applicants on the purpose of the grant and the financial basis of their organisation and over £30,000 is allocated annually in 'general grants' with various other grants to specific schemes or organisations.

The Council represents the interests of the City and makes representations on matters such as the Local Development Framework. The Council provides secretarial and administrative support for the Lichfield City Forum.

The Council plays an active role in the North Lichfield Initiative, which aims to regenerate the three northern wards of the City. As part of the initiative a Community Development Worker has been appointed, jointly funded by the City Council, District Council, and HomeZone Housing Association.

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

The Council appoints representatives to many local organisations, school governing bodies, charities, etc. and works with the District Council, County Council and other bodies on various projects and ongoing issues to ensure a broader and co-ordinated approach.

Examples of partnership workings are:

#### With Lichfield District Council:

North Lichfield Initiative, Parish Forum, Playschemes, Planning Issues, Tourism promotion, Local Strategic Partnership and City Forum

#### With Staffordshire County Council:

Highway Verge maintenance, recycling credits, Highway Matters

#### With others:

Allotment Society – Provision of allotments  
Boley Park Hall Committee – Provision of Community Hall  
Darwin Park Community Association – Darwin Hall  
Greenhill Bower Committee – Bower and Court of Arroye  
Canal Restoration Trust – Canal restoration  
Chamber of Trade – Hanging baskets and Christmas Lights  
Curborough Community Association - Community Halls  
Darwin House Trust – Promotion and joint marketing  
Lichfield Cathedral – Promotion and joint marketing  
St Mary's Heritage Centre – Promotion and marketing  
Twinning Association – Twinning activities  
Johnson Society - Promotion of Johnson and Birthday celebrations  
Friends of Johnson Birthplace – Promotion of Johnson and Museum  
Lichfield District Arts Association – Arts events  
Lichfield District Tourism – Promotion of City  
Royal British Legion – Remembrance Day and Poppy Appeal  
St Michael's PCC - Churchyard wildlife conservation project  
Christ Church PCC - Burial provision  
Round Table - Christmas lights and Santa

### Our objectives in providing the service

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

### Youth Provision

The Council has identified the 13-20 year age range as a priority. The Council has formed a Youth Consultative Group which organises various projects, including rock concerts (LiveWire), and talent competitions. The Group is led by a Youth Worker employed by the Council and has an annual budget provided by the Council.

#### Our objectives in providing the service

- To improve leisure facilities for the 13-20 age group in the City.
- To encourage the direct involvement of young people in the improvement of these facilities

### Arts, Tourism, Twinning, Christmas Lights

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

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

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

The Council organises many of the traditional events and ceremonies which are an attraction to tourists. The Council has a comprehensive website on [www.lichfield.gov.uk](http://www.lichfield.gov.uk) giving details of the city's attractions, history, and the City Council. This site has links to, and complements, the sites operated by the District Council, Tourist Information Centre, St Mary's Heritage Centre, and Cathedral.

#### **Christmas Lights -**

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



**Twinning** - In 1992 the Council signed a Ring Twinning Agreement with Sainte Foy lès Lyon in France and Limburg an der Lahn in Germany. Every second year there is an 'Official Twinning Visit' at which up to 100 representatives from each town visit one of the partners. This event provides the focus and impetus for the large number of other social, cultural, business, and educational exchanges, which take place separately throughout the year. The Council's part-time Twinning Officer works closely with the Lichfield Twinning Association, and the Council has successfully obtained substantial grants from the EC towards twinning activities.

#### **Our objectives in providing the service**

- To promote and assist in funding the Arts for the enjoyment of residents and visitors and to work in partnership with the District Council, County Council, Lichfield District Arts Association, and other arts organisations and individuals to develop arts facilities and activities in the City
- To work in partnership with the Lichfield District Tourism Association, Lichfield District Council and other bodies to promote Lichfield as a high-quality business, tourist and conference destination and to increase the number of visitors to Lichfield
- Through twinning links to promote understanding and awareness of our respective languages and culture and encourage exchanges of groups and individuals
- To provide Christmas illuminations in order to make the city centre an attractive area for residents and shoppers during the festive season and encourage visitors to the City in order to improve the economic vitality of the City

### **The Samuel Johnson Birthplace Museum**

This is a Grade 1 Listed Building of immense historic importance. It houses an Accredited Museum dedicated to the life, work and personality of Samuel Johnson, his Lichfield connections and his friends and contemporaries. It includes exhibits of national importance. The building and its collections are held under the Johnson Birthplace Charitable Trust, of which the City Council is the sole trustee.

A separate charity, the Friends of the Birthplace Museum, supports the Museum and is engaged in fundraising activities.

The staff at the Birthplace Museum are employed by the Council.

#### **Our objectives in providing the service**

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

### **Planning Consultation**

The Council is consulted on all planning applications made in the city and submits its observations to Lichfield District Council, which then determines the applications and its Planning Applications Committee also comments on various other matters e.g. the Local Development Framework, Structure Plan, traffic regulations, licensing matters, High Speed Rail link, etc.

#### **Our objectives in providing the service**

- To seek high standards of planning design and build in the City with sensitive and high-quality development within the Conservation areas and effective and sustainable policies in relation to traffic management, parking and pedestrianisation
- To seek a diversity of development within the City, with a wide mix of residential properties, sufficient employment land to accommodate the needs of the local population, and a vibrant commercial centre
- To resist large-scale new housing development in the city which might destroy the City's historic character as a market town
- To ensure sustainable development which meets the needs of the present generation without prejudicing the needs of future generations

## Financial Systems

The Council's usual gross expenditure averages approximately £850,000 per annum, of which approximately 70% is funded by the Council Tax. The remainder of the Council's income comes from items such as hall hire, admission charges, market stall rents, investment interest, grants, and capital receipts.

The accounts are audited annually by an external Auditor. The public's right to inspect the accounts and question the auditor on them is published in the local press. The Council also undertakes its own internal audit systems.

### Our objectives in providing the service

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

## Central Administration and Staffing

The Council's central administration is responsible for the overall administration of the Council's activities. This includes the offices and public reception facilities, mail, telephone, and computer systems. It is responsible for maintenance of staff records and training, as well as the Council's financial administration, audit and insurance, and the Council's terrier of property. The costs of administration are fully recharged to the individual services, so that the service budgets reflects the full cost of the service itself including the administrative support involved.

### Our objectives in providing the service

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

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

## Agency Services - Highway Verges

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

### Our objectives in providing the service

- To provide an improved standard of highway verge maintenance, especially in high profile areas of the city

## Committee Services, Quality Status

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



### Our objectives in providing the service

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

## Capital Projects, Repairs and Renewals

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

### Our objectives in providing the service

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

## Key Targets

Targets	10/11	11/12	12/13	Comment
<b>Parks, open spaces, and footpaths</b>				
To maintain and improve the standard of routine maintenance of all areas included in the service	◆	◆	◆	
To improve the Historic Parks (City Council areas of Pool Walk and Remembrance Gardens) through the Heritage Lottery fund restoration project	◆			
To secure additional allotment land	◆	◆		
Obtain Village Green status for strip of land south of Wordsworth Close	◆			
<b>Guildhall</b>				
To maintain and improve the standard of facilities and service provided to hirers	◆	◆	◆	
To reduce the percentage cost of providing the service in relation to income received	◆	◆	◆	
To replace the Guildhall Lift with a DDA compliant lift	◆			
To undertake capital project to utilise the "stairwell" space acquired from former Magistrates Courts			◆	No capital funding for this scheme at present
<b>Community Halls</b>				
To support and encourage community management of Community Halls	◆	◆	◆	
To open the Darwin Hall and assist the initial set up of the Darwin Park Community Association	◆			
<b>Markets</b>				
To maintain and improve the standard of markets	◆	◆	◆	
<b>Civic Traditions</b>				
To maintain and improve the standard of civic events organised	◆	◆	◆	
<b>Grant Aid, Partnership and Representational Role</b>				
To maintain the level of support for outside bodies through grant aid	◆	◆	◆	
To maintain an active role in the management and funding of the North Lichfield Initiative	◆	◆	◆	
To support and develop the work of the Lichfield City Forum as part of the Local Strategic Partnership	◆	◆	◆	City Council provides Secretariat.
<b>Youth Provision</b>				
To support and develop the work of the Youth Consultative Group in developing activities and facilities for young people in the City	◆	◆	◆	

<b>Arts, Tourism, Twinning, Christmas Lights</b>				
To support and develop arts and cultural activities in the City	◆	◆	◆	
To develop twinning links and exchanges	◆	◆	◆	
To maintain the standard of Christmas illuminations and "switch on" ceremony	◆	◆	◆	
<b>The Samuel Johnson Birthplace Museum</b>				
To maintain and improve the standard of the Museum	◆	◆	◆	
To achieve Museum Accreditation	◆			
To maintain visitor numbers	◆	◆	◆	
<b>Planning</b>				
To provide constructive comments to Lichfield District Council on all planning applications in the City, within the time limits for responses	◆	◆	◆	
<b>Financial Systems</b>				
To maintain and improve the standards of Financial Systems and Risk Management	◆	◆	◆	
To achieve an unqualified audit opinion	◆	◆	◆	i.e. no adverse report
<b>Committee Services, Quality Status</b>				
To maintain and improve the standard of service to members	◆	◆	◆	
To maintain the standards required for Quality Status	◆	◆	◆	
<b>Central Administration and Staffing</b>				
To maintain and improve the management of the Council, efficient use of resources, and effective implementation of policies	◆	◆	◆	
To maintain and improve the standard of "customer care" given to the public	◆	◆	◆	
To implement effective staff training to develop a motivated workforce with the necessary knowledge, experience and skills to implement the Council's policies and services	◆	◆	◆	
To maintain adequate staffing levels and skill levels to meet the workloads, responsibilities and level of activity of the Council	◆	◆	◆	
To monitor and manage staff sickness levels with the aim of achieving less than 2% absence of paid staff through sickness	◆	◆	◆	
Complete registration of title to all land owned by the Council, and deal ownership issues arising	◆	◆		Registration 95% complete
<b>Agency Services</b>				
To undertake the Highway verge cutting in the City to an improved standard over that which would otherwise be provided by SCC, and to make an operational profit on the service.	◆	◆	◆	
<b>Representational Role</b>				
To encourage other councils, statutory agencies and other organisations to provide improved services for the betterment of the City	◆	◆	◆	

# How to Contact Lichfield City Council

Address: Lichfield City Council, 53 Wade Street, Lichfield, Staffordshire, WS13 6HL

Tel: 01543 250011 Fax: 01543 258441

Email: [enquiries@lichfield.gov.uk](mailto:enquiries@lichfield.gov.uk)

Website: [www.lichfield.gov.uk](http://www.lichfield.gov.uk)

## Officer Contacts

Responsibility	Name	Telephone	Responsibility	Name	Telephone
Town Clerk	Peter Young	01543 250011	Town Twinning	Julie Dewhurst	01543 309851
Deputy Town Clerk	Christopher Moulton	01543 309852	Open Spaces	Heather Francis	01543 309851
Finance	Stan Seal	01543 309855	Markets	Rachel Clive	01543 309853
Civic Matters	Kate Durrant	01543 309854	Johnson Birthplace	Joanne Wilson	01543 264972
Administration	Celia Freeman	01543 309858	Guildhall Room Hire	Sarah Wallace	01543 309850
			Guildhall Caretaker	Ian Reeves	01543 257503

## City Councillors

Councillor	Party	Ward	Address	Telephone
Jeanette Allsopp *	Con	Boley Park	5 Newton's College, The Close, WS13 7LF	01543 256114
Bob Awty	Con	Leomansley	6 Maddocke Walk, WS13 6LT	07858 752223
Brian Bacon *	Con	Curborough	50 Dimbles Lane, WS13 7HL	01543 264357
Norma Bacon *	Con	Curborough	50 Dimbles Lane, WS13 7HL	01543 264357
John Bayliss	Con	Curborough	9 Gorsty Bank, WS14 9UB	01543 252024
Marion Bland *	Lib Dem	Chadsmead	48 Dimbles Lane, WS13 7HL	01543 416449
Gerald Boyle	Con	St John's	Berry Hill House, 8 London Rd, WS14 9EJ	01543 251684
Gwyneth Boyle *	Con	St John's	Berry Hill House, 8 London Rd, WS14 9EJ	01543 251684
Barry Diggle *	Con	Boley Park	Durley House, 3 The Friary, WS13 6QG	01543 258678
David Dundas	Con	Curborough	45 Gaia Lane, WS13 7LW	01543 417497
Janet Eagland **	Con	Boley Park	3 Alder Close, WS14 9UT	01543 257102
Doris English *	Con	St John's	Wychwood, 218 Upper St John St, WS14 9EF	01543 256415
Terry Finn **	Con	Leomansley	5 Rowan Close, WS13 6ES	01543 252348
Michael Fryers *	Con	Chadsmead	28 Partridge Croft, WS13 6SJ	01543 300646
Colin Greatorex *	Con	Stowe	49 Borrowcop Lane, WS14 9DG	01543 416677
Peter Hitchman	Con	Stowe	Steeple Hay, 20 Netherstowe, WS13 6TN	01543 253477
Ian Jackson *	Lib Dem	Leomansley	113 Walsall Road, WS13 8AD	01543 414732
Dominic Prentis	Con	Boley Park	11 Beacon Street, WS13 7AA	01543 419869
Christel Roe	Lib Dem	Leomansley	4 Cathedral Rise, WS13 7LP	01543 250181
David Smedley *	Con	Stowe	17 Tudor Close, WS14 9RX	01543 410389
John Smith	Lib Dem	Leomansley	48 Stafford Road, WS13 7BZ	01543 508241
Christopher Spruce	Con	St John's	44 Wentworth Drive, WS14 9HN	01543 253733
Terry Thomas	Con	Chadsmead	Stratton House, 4 Hillcrest Drive, WS13 7AX	01543 264262
Antony Thompson	Con	Stowe	2 Hayworth Road, WS13 6AL	01543 253822
John Walker *	Ind	Curborough	8 Samuel Close, Netherstowe, WS13 7RZ	01543 257461
Mark Warfield	Con	Boley Park	30 Fecknam Way, WS13 6BY	01543 300934
Barry White	Con	Stowe	5 The Mill Pond, WS13 6BL	01543 256101
John Wilks *	Con	St John's	25 Wentworth Drive, WS14 9HN	01543 262268
<p>Note: * = also member of Lichfield District Council  ** = also member of Staffordshire County Council</p>				