

LICHFIELD CITY COUNCIL

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Annual Report 2010-11

With

Service Objectives and Forward Plan 2011-14

ANNUAL REPORT – OVERVIEW

This has been an 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, the year has seen the completion of two major capital projects, these being the new Darwin Hall community hall, and the new Guildhall lift. In addition the Council has been involved, together with the District Council, in the major parks refurbishment of the City parks with £3.9 million of funding from the Heritage Lottery Fund.

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.

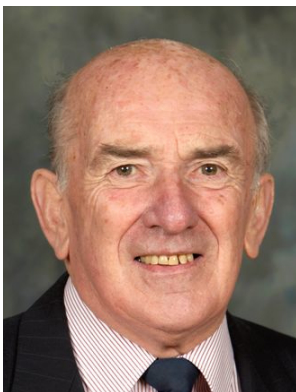
The year ended with full Council elections, and the Council now comprises 26 Conservatives, 1 Labour and 1 Liberal Democrat. 20 councillors continue, 6 are serving for their first time, and 2 are returning having served in years past. We are delighted to welcome the new members, and would also wish to express our sincere thanks for their past service to those councillors who have left the Council.

The City Council is 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 work in close co-operation with the larger District and County Councils and also support and work closely with the many 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 are one of the largest parishes, and one of the most historic cities, in England. We have 28 councillors and the equivalent of just 13½ full-time staff, so there are limitations in what we can achieve, but we are committed to providing the high standards of service that our citizens deserve and expect.

Despite the high demands placed on our resources, the Council has been able to hold its element of the council tax at £51.61 for the coming year – the fifth 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



Terry Finn
Council Leader



Brian Bacon
Mayor



Peter Young
Town Clerk

Annual Report 2010-11

OPEN SPACES

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

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. The City Council elements within the scheme are the Remembrance Gardens and Pool Walk. Works have been completed at the Remembrance Gardens involving new pathways, a complete rebuild of the gate piers and balustrade wall to Bird Street, restoration of the war memorial, and a fine new disabled access ramp. Works to Pool Walk which include new pathways and the Speakers' Corner improvements will be completed very shortly.

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 at Christchurch. In the longer term the Council is seeking to have land allocated for allotments in the forthcoming Local Development Framework.



New entrance ramp at Remembrance Gardens under construction



Winter scene at the Remembrance Gardens

GUILDHALL & COMMUNITY HALLS



Darwin Hall Opening

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.

The new Darwin Hall was officially opened in June 2010 at a cost of £805,000 of which £750,000 was funded by S106 money from the estate developer. A further £13,500 was received as a grant towards the cost of the ground source heat pump, which is one of several "green features" incorporated into the building.

The Hall is proving extremely popular and is virtually fully booked. A new Darwin Hall Community Association has been created as a charitable company, which is doing an excellent job in managing the day to day running of the Hall.

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.

The new DDA compliant lift is proving a great improvement with the added advantage that the Ashmole Room is now accessible to wheelchair users.



Guildhall Lift under construction

SAMUEL JOHNSON BIRTHPLACE MUSEUM



Johnson Society President Frank Skinner at the Birthday celebrations

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

2009 saw the tercentenary of Samuel Johnson's birth, with much national publicity and many special events organised locally, resulting in a record admissions of 16,000 visitors. The momentum of this event has continued to be felt in 2010 with continuing high visitor numbers, assisted by various special 'child friendly' half-term events.

During the year the Museum was awarded Museums and Libraries Association "Accreditation" which is only obtained if the Museum meets the highest standards.

MARKETS

The Lichfield Markets have maintained their viability despite the difficult economic climate. With great dedication from the traders and council staff not a single market was cancelled, despite some of the harshest winter weather for many years.

The popular St George's Day Market was repeated, and proved a great success. The monthly Farmers' Market also goes from strength to strength and in June 2011 celebrated its 10th birthday.



St George's Day Market

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 2010 lights were switched on by children's TV presenter Barney Harwood, together with the cast of the Garrick's pantomime "Peter Pan". They were ably assisted by the Mayor and the children's competition winners Olivia and Max.

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, and this resulted in significant savings in energy costs.



Christmas Lights Switch on

CIVIC EVENTS

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



Pancake Races



St George's Court

Bower

The Mayor, Christopher Spruce, and Sheriff, Colin Greatorex, completed a very successful year of civic engagements, and through various fundraising events and concerts, raised £5,000 for their nominated charities, which are: St Giles Hospice (Compassus Centre), Lichfield Cathedral (Candelabra replacement fund), St John Ambulance, and Relate Counselling Service (South Staffs).

The Mayor for 2011/12 is Councillor Brian Bacon, and the Sheriff is local citizen Dr Neville Brown.

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. Every two years each town in turn hosts the "official twinning weekend", and 2010 saw the visit to Sainte Foy from 9-10 October. A very full programme was enjoyed by all the representatives from Lichfield.



Lichfield Mayor, Christopher Spruce, with Sainte Foy Mayor, Michel Chapas, at the Twinning celebrations



Limburg students Elena and Clemens on work placement in Lichfield



Twin town representatives meet in Sainte Foy



Twin town reception at Sainte Foy

OUTSIDE BODIES

In total, the Council provided some £52,500 of financial support to various outside bodies and partner groups during 2010/11.

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.

PLANNING

The District Council is the Planning Authority, but the City Council is consulted on all planning applications submitted for the city area. The City Council's Planning Committee met on 16 occasions, and examined and commented on 266 planning applications; only 16 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 land to the south of Lichfield.

The Council has also expressed concern about plans for the HS2 Rail link which will skirt the City boundary. Following a meeting at the Guildhall with the Secretary of State for Transport, Philip Hammond, a revised route has been proposed which is further from the City. An exhibition on HS2 was held at the Guildhall in June 2011 which Philip Hammond also attended.



Transport Secretary Philip Hammond meets with HS2 protestors outside the Guildhall

FINANCE AND STAFFING

Expenditure on the Darwin Hall, Guildhall Lift and Heritage Parks Project has meant that the Council's expenditure in 2010/11 was far higher than normal. However, these capital projects have been mainly funded from capital reserves and external grants, so the City Council element of the Council Tax for 2011-12 will continue to be £51.61 per annum for a Band D property – the fifth 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 £630,500 of funding to the Council.

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.

The staff establishment was reduced from 14 to 13½ (full time equivalent) during the year, and for the second year running there were no 'cost of living' increases in staff pay. Sadly the year saw the death of two members of staff. Dennis White, who served as Assistant Markets Officer, Assistant Caretaker and Macebearer died in August 2010; and the Treasurer, Stan Seal, died in November. New members of staff appointed during the year have been: Lucy Clarke as Assistant Markets Officer, Alison James as Accounts Officer, and Alison Read as Macebearer.

Income and Expenditure Summary

	2010/11 Actual			2011/12 Budget		
	Expenditure	Income	Net Expenditure	Expenditure	Income	Net Expenditure
Parks and Footpaths	152,844	5,597	147,247	173,470	4,589	168,881
Guildhall	126,010	60,772	65,238	135,527	65,028	70,499
Community Centres	19,133	2	19,131	15,374	3	15,371
Markets	106,054	143,998	(37,944)	110,303	142,368	(32,065)
Civic	70,215	3,787	66,428	74,768	3,573	71,195
Grant Aid & Partnership Projects	76,751	394	76,357	92,338	10	92,328
Arts / Tourism / Twinning	49,087	86	49,001	66,702	363	66,339
Johnson Birthplace Museum	83,581	13,063	70,519	83,877	12,536	71,341
Committee Services & Planning	81,656	57	81,599	110,352	46	110,306
Investments	0	4,962	(4,962)	0	2,000	(2,000)
Loan Charges	0	0	0	0	0	0
Agency	8,449	21,338	(12,890)	8,786	21,902	(13,116)
Capital + Repairs & Renewals	367,302	174,659	192,644	191,063	40,012	151,051
Sub Total	1,141,084	428,715	712,368	1,062,560	292,430	770,130
Precept (Council Tax)		628,700	(628,700)		630,500	(630,500)
TOTAL	1,141,084	1,057,415	83,668	1,062,560	922,930	139,630

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Summary of Services, Service Objectives and Key Targets 2011 – 2014

Mission Statement

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

To be achieved by:

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

Key objectives:

- 1 *To help residents enjoy high-quality social, recreational, and cultural facilities, and to 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 and 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 and to promote the interests of the city for the betterment of the local community*
- 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 13½ 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



Remembrance Gardens entrance before HLF Scheme



Remembrance Gardens entrance after HLF Scheme



Restored Gardens of Remembrance

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.

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.

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

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

The Council owns 4.8 Ha (11.8 acres) of allotments 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. The allotments are leased to the *Lichfield and District Allotments & Home Gardens Society* who then let out the individual plots.

Our objectives in providing the service

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

Guildhall



The Guildhall is 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). 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.



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

For all of the above halls the Council leases the building 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, (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. We are the only parish council in England to appoint a Sheriff.

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

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

Our objectives in providing the service

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

Grant Aid, Partnership Projects and Representational Role

Each year the Council makes grants to over 60 local organisations. 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 and HS2. The Council provides secretarial and administrative support for the Lichfield City Forum.



Stowe Croft Birthday Event

The Council plays an active role in the North Lichfield Initiative (NLI), which undertakes regeneration work in 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 Bromford Housing Association.

The City Council is the only council serving the city area exclusively, and its viewpoint can at times be different from the District and County Councils. An important part of the Council's role is 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 and County Councils and other bodies on various projects 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, 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 Boley Hall

Darwin Park Community Association – Darwin Hall

Greenhill Bower Committee – Bower & Court of Arraye

Canal Restoration Trust – Canal restoration

Chamber of Trade – Hanging baskets & Christmas Lights

Curborough Community Association - Community 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, Birthday celebrations, lecture and events etc.

Friends of Johnson Birthplace – Promotion of Johnson and the Birthplace Museum

Lichfield District Arts Association – Arts events

Lichfield District Tourism – Promotion of City

Royal British Legion – Remembrance Day

St Michael's PCC - Churchyard conservation project

Christ Church PCC - Burial provision

Round Table - Christmas lights and Santa

Our objectives in providing the service

- To help create a socially inclusive society
- To assist local clubs, societies and organisations to maintain work beneficial to the citizens of Lichfield
- To assist regeneration 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

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 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 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 - The Council has a Ring Twinning Agreement with Sainte Foy-lès-Lyon in France and Limburg an der Lahn in Germany. Every second year there is an 'Official Twinning Visit' at which 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.

Our objectives in providing the service

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

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

The Samuel Johnson Birthplace Museum

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

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, 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 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. The staff deal with many enquiries from the public regarding the work of the Council, and general enquiries regarding the City. The costs of administration are recharged to the individual services, so that the service budgets reflects the full cost of the service itself including the administrative support involved.

Our objectives in providing the service

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

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

Agency Services - Highway Verges

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

Our objectives in providing the service

- To provide 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	11/12	12/13	13/14	Comment
Parks, open spaces, and footpaths				
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 provide new play equipment on Curborough Field	◆	◆		
To secure additional allotment land	◆	◆		
Obtain Village Green status for strip of land south of Wordsworth Close	◆			
Guildhall				
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 undertake capital project to utilise the "stairwell" space acquired from former Magistrates Courts			◆	No capital funding for this scheme at present
Community Halls				
To support and encourage community management of Community Halls	◆	◆	◆	
To assist in the initial set up of the Darwin Park Community Association	◆			
Markets				
To maintain and improve the standard of markets	◆	◆	◆	
Civic Traditions				
To maintain the standard of civic events organised, but reduce costs where possible	◆	◆	◆	
Grant Aid, Partnership and Representational Role				
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	◆	◆	◆	City Council provides Secretariat.
Arts, Tourism, Twinning, Christmas Lights				
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	◆	◆	◆	

Targets	11/12	12/13	13/14	Comment
The Samuel Johnson Birthplace Museum				
To maintain and improve the standard of the Museum	◆	◆	◆	
To maintain visitor numbers	◆	◆	◆	
Planning				
To provide constructive comments to Lichfield District Council on all planning applications in the City, within the time limits for responses	◆	◆	◆	
Financial Systems				
To maintain the standards of Financial Systems and Risk Management	◆	◆	◆	
To achieve an unqualified audit opinion	◆	◆	◆	
Committee Services, Quality Status				
To maintain and improve the standard of service to members	◆	◆	◆	
To maintain the standards required for Quality Status	◆	◆	◆	
Central Administration and Staffing				
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 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 manage staff sickness levels with the aim of achieving less than 2% absence through sickness	◆	◆	◆	
Acquire title to open space land maintained by the Council where it is currently owned by estate developers	◆	◆		
Relinquish lease on Wade St offices, and acquire Donegal House for offices to reduce ongoing rent commitments		◆		
Agency Services				
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.	◆	◆	◆	
Representational Role				
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

Website: www.lichfield.gov.uk

Officer Contacts

Responsibility	Name	Tel:
Town Clerk	Peter Young	01543 250011
Deputy Town Clerk	Christopher Moulton	01543 309852
Finance	Alison James	01543 309855
Admin/Planning	Celia Freeman	01543 309858
Civic Matters	Kate Durrant	01543 309854
Open Spaces	Heather Francis	01543 309851

Responsibility	Name	Tel:
Twinning	Julie Dewhurst	01543 309851
Markets	Rachel Clive	01543 309853
Johnson Birthplace	Joanne Wilson	01543 264972
Guildhall Room Hire	Sarah Wallace	01543 309850
Guildhall Caretaker	Ian Reeves	01543 257503

City Council Members

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
Gwyneth Boyle *	Con	St John's	Berry Hill House, 8 London Rd, WS14 9EJ	01543 251684
John Brooks	Lab	Curborough	37 Leyfields, WS13 7NJ	01543 252662
Barry Diggle	Con	Boley Park	Durley House, 3 The Friary, WS13 6QG	01543 258678
Valerie Diggle	Con	Boley Park	Durley House, 3 The Friary, WS13 6QG	01543 258678
David Dundas	Con	Curborough	45 Gaia Lane, WS13 7LW	01543 417497
Iain Eadie *	Con	Leomansley	177 Walsall Road, WS13 8AE	01543 268157
Janet England * *	Con	Boley Park	3 Alder Close, WS14 9UT	01543 257102
Terry Finn *	Con	Leomansley	5 Rowan Close, WS13 6ES	01543 252348
Mike Fryers *	Con	Chadsmead	28 Partridge Croft, WS13 6SJ	07740 871 483
Mick Fryers	Con	Chadsmead	98 Cornfield Drive, WS14 9UG	07921 089 697
Colin Greatorex *	Con	Stowe	49 Borrowcop Lane, WS14 9DG	01543 416677
Janice Greaves	Con	St John's	9 Chapel Lane, WS14 9BA	07719 922 239
Peter Hitchman	Con	Stowe	Cedars, 98 Valley Lane, WS13 6ST	01543 253477
Ian Jackson	Lib Dem	Leomansley	113 Walsall Road, WS13 8AD	01543 414732
Sheelagh James	Con	St John's	4 Gorse Lane, WS14 9HQ	01543 251450
David Smedley *	Con	Stowe	17 Tudor Close, WS14 9RX	01543 410389
Andrew Smith *	Con	Leomansley	61 Alesmore Meadow, WS13 8FD	07795 661123
Christopher Spruce *	Con	St John's	44 Wentworth Drive, WS14 9HN	01543 253733
Sarah Strachan	Con	Stowe	24 Gilbert Road, WS13 6AX	07763 677 658
Terence Thomas *	Con	Chadsmead	"Stratton House", 4 Hillcrest Drive, WS13 7AX	01543 264262
Antony Thompson	Con	Stowe	2 Hayworth Road, WS13 6AL	01543 253822
Mark Warfield *	Con	Boley Park	30 Fecknam Way, WS13 6BY	01543 300934
John Wilks *	Con	St John's	25 Wentworth Drive, WS14 9HN	01543 262268
<p>Note: * = also member of Lichfield District Council * = also member of Staffordshire County Council</p>				