

Lichfield City Council

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Town Clerk: Anthony Briggs B.A. (Hons) CiLCA

7 June 2021

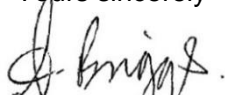
To: Members of Lichfield City Council

Public

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield, on **Monday, 14 June 2021 at 6.30 pm** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Town Clerk.

Yours sincerely


Anthony Briggs
Town Clerk

Please note that **PRAYERS** will be said at 6.28pm before the opening of the meeting.

AGENDA

1 APOLOGIES FOR ABSENCE

2 MAYOR'S ANNOUNCEMENTS

3 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

4 COUNCIL MINUTES

To confirm as a correct record the Minutes of the Annual Council Meeting held on 17 May 2021 (**copy attached**).

5 MATTERS ARISING ON COUNCIL MINUTES

a) Minutes of the Annual Council Meeting held on 17 May 2021.

b) Minutes of the Council Meeting held on 26 April 2021 (**copy attached**).

[NB: Subject to amendment of Minute no.114, the detail of which is recorded at Minute no.2 of the meeting of 17 May 2021, the Minutes at b) above were confirmed as a correct record at the Annual Meeting of Council, but are included for consideration of any "matters arising".]

6 PLANNING COMMITTEE

The Chairman of the Planning Committee to move that comments submitted to Lichfield District Council for the period 1 April 2021 to 20 May 2021 and submitted via delegated authority as agreed by Council on 11 May 2020 and 26 April 2021, be received.

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

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. NOTICE OF MOTION

To consider the following motion, to be proposed by Councillor D Robertson and seconded by Councillor C Ball; the motion is accompanied by the document '*Plan for Cycle Parking in Lichfield City*', which is provided separately to this agenda by email only (hard copies available on request to the Town Clerk).

This Council understands there is a need to increase the amount of cycle parking in the City, and for ensuring that it is as close to the venues people use as it can be. Adding additional cycle parking will encourage more people to make the switch to active transport, improving their physical and mental wellbeing, as well as reducing carbon emissions in Lichfield. The City council supports the introduction of additional and appropriate cycle parking in the City and agrees in principle to provide CIL funding to facilitate this. Moreover, the council resolves to progress this issue by referring the report accompanying this motion to the City Council's NPIWP for further consideration and discussion, to include investigation of possible locations, including those referred to in the document. The NPIWP is asked to report back to Council on how it feels these proposals could best be delivered following initial discussions with stakeholders (to include SCC, LDC, Community Centre management committees and landowners as appropriate) and the likely timescales, implications and CIL costs thereof.

[Town Clerk's Note:

In consideration of this motion, and noting the role of the Neighbourhood Plan Implementation Working Party (Minutes of the most recent meeting being at item 11 of this agenda), members are reminded of Standing Order 6.4 as reproduced below:

'If the subject matter of any motion of which notice has been duly given is within the province of any committee or committees it shall, upon being moved and seconded, stand referred without discussion to such committee or committees, or to such other committee or committees as the Council may determine, for consideration and report. Provided that the Chairman may, if he considers it convenient and conducive to the despatch of business, allow the motion to be dealt with at the meeting at which it is brought forward.]

9 AUDIT COMMITTEE

The Minutes of the Audit Committee meeting held on 10 June 2021 will follow under separate cover as **APPENDIX 1A**. The Annual Return for the year ended 31 March 2021 is **ENCLOSED**, and the Out-Turn Statement 2020/21 is attached as **APPENDIX 1B**.

RECOMMENDED: That the Minutes of the Audit Committee meeting held on 10 June 2021 be adopted and that:

- 1 **The Out-Turn Statement 2020/21 be received.**
- 2 **The Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £14,305 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2020/21 financial year.**
- 3 **In respect of the External Auditor Annual Return for the year ending 31 March 2021:**
 - a. **The Council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council.**
 - b. **The Council note that for the year ending 31 March 2020, Section 2 of the Annual Return has been restated as a result of the Joint Panel on Accountability and Governance (JPAG) narrowing the classification of staff cost, removing the recording of mileage, and other travelling and**

subsistence allowance, from AGAR Box 4 to AGAR Box 6. The total sum being £1,537.

- c. The Council approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council.*
- d. The Council note the Annual Internal Audit Report section of the Annual Return.*
- e. The Council note the dates for the exercise of public rights – commencing on 16 June 2021 and ending on 27 July 2021.*

10 JOHNSON BIRTHPLACE ADVISORY COMMITTEE

To adopt the minutes and recommendations of the meeting of the Johnson Birthplace Advisory Committee held on 27 April 2021 (**APPENDIX 2**, attached). Members' particular attention is drawn to the recommendation to Council at Minute 23.

RECOMMENDED: That the Minutes and recommendation of the Johnson Birthplace Advisory Committee meeting held on 27 April 2021 be adopted.

11 NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY (NPIWP)

To adopt the Minutes and recommendations of the NPIWP meeting held on 28 April 2021 (**APPENDIX 3**, attached). Members' particular attention is drawn to recommendations to council for the allocation of CIL at minute numbers 15 and 16. *Further information relating to the Bishop's Walk footpath (as highlighted at minute no.12) is provided at agenda item 18 of this meeting.*

RECOMMENDED: That the Minutes and recommendations of the NPIWP meeting held on 28 April 2021 be adopted.

12 SHERIFF'S RIDE WORKING PARTY

To adopt the Minutes of the Sheriff's Ride Working Party meeting held on 19 May 2021, (**APPENDIX 4**, attached). Members' particular attention is drawn to the recommendation to Council at minute number 5.

RECOMMENDED: That the Minutes and recommendation of the Sheriff's Ride Working Party meeting held on 19 May 2021 be adopted.

13 MARKETS WORKING GROUP

To adopt the Minutes of the Markets Working Group meeting held on 9 June 2021, to follow under separate cover as **APPENDIX 5**.

RECOMMENDED: That the Minutes of the Markets Working Group meeting held on 9 June 2021 be adopted.

14 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

The appointment of representatives to serve on outside bodies, filling vacancies falling due during 2021/2022 as detailed in **APPENDIX 6** attached.

RECOMMENDED: That appointments be made in accordance with Appendix 6.

15 ANNUAL TOWN MEETING

The Minutes of the Annual Town Meeting held in the Guild Room, Guildhall on 26 May 2021 are attached at **APPENDIX 7**. There are no matters in the Minutes requiring action by the Council.

RECOMMENDED: *That the Minutes be noted.*

16 GRANT REQUEST – BREAST SCREENING UNIT, BOLEY PARK COMMUNITY HALL

The NHS regularly base a breast screening mobile unit on the Co-op car park adjacent to Boley Park Community Hall. The unit usually operates from that location for 7-8 months at a time and serves Lichfield residents. The unit has been on site since earlier this year and is due to remain until Christmas. It is powered by the feeder pillar located on the Co-op car park a few yards away from the community centre itself; the feeder pillar is separately metered but is linked to the electricity account for Boley Park Community Hall.

The Community Hall is run as a separate entity to the City Council with its own separate finances. Currently, the cost of the electricity used by the breast screening unit is invoiced to the NHS by the community hall. The cost is such that the community hall accounts could not in normal circumstances afford to subsidise the electricity costs in total, but some subsidy is possible. As a guide, the unit consumes around £300 of electricity per month, the usual monthly bill for Boley Park Community Hall is around £80 - £100. The total electricity cost for the 8 months on site is around £2,500, but this year as the unit is on site for longer, the cost will be around £3,000.

Informal discussions with members of the Grants Advisory Committee have shown considerable support for a grant to support this very important local provision. The City Council currently has a grants reserve of £4,150, though this is likely to increase as certain grants have been awarded in principle and on the condition that an event goes ahead, with such events in jeopardy due to COVID-19.

Informal discussions with the Grants Committee have led to general agreement that a grant of £3,000 would be appropriate; the grant being made to the Boley Park Community Hall to cover the electricity costs incurred, rather than to the NHS to cover the cost of invoices raised by the Hall. Discussions highlighted two conditions to possibly be applied to such a grant:

- That the amount of electricity used be suitably audited and reported to confirm the grant has been allocated as intended, such audit to include confirmation of payment to the utility supplier
- Any electricity consumed by the breast screening unit over and above the grant amount to be funded by the Community Hall in order to ensure no cost to the NHS, and to reduce bureaucracy demands upon the NHS for siting the unit in that location.

The Council is asked to consider the appropriateness of a grant as set out above, and to formalise the amount of any such grant.

RECOMMENDED: *That subject to the conditions set out above, a grant of £3,000 be given to Boley Park Community Hall to offset the electricity costs incurred by the breast screening unit currently sited at the Community Centre.*

17 OFFICERS' REPORT

To receive the Officers' Report, **APPENDIX 8** attached.

RECOMMENDED: *That the Report be noted.*

18 BISHOPS WALK – TARMAC EXTENSION AND POSSIBLE CIL FUNDING



Further to Minute 12 of the meeting of the NPIWP held on 28 April 2021 (Minutes considered at agenda item 10 of this meeting), the requested quotation to extend the tarmac along Bishop's Walk to prevent regrowth to the side of the path has been received and communicated to NPIWP members. As the recent photo on the left illustrates, the area in question is between the wall to the left of the photograph and the existing footpath tarmac and runs towards Gaia Lane and The Windings; the photograph was taken shortly before the area was strimmed and also prior to the period of rapid regrowth over the summer months. The quotation for the additional tarmac is £5,500.

The request for this matter to be pursued arose due to the annual growth, particularly of nettles, along the pathway. Over the past couple of years or so, more frequent cutting has been requested via the City

Council's grounds maintenance contract with LDC, and such work can be completed with relatively little notice. Members of the NPIWP have however sought a more permanent solution, and during informal discussions a general agreement to the proposal to tarmac the area has been reached, together with a willingness to fund the cost of the work from CIL.

If members wish to progress the matter in time for the peak summer growing season, then the matter should be progressed at this stage, rather than waiting until the next formal meeting of the NPIWP and subsequent recommendation to council. The City Council is therefore asked to formalise a decision as to whether or not it wishes to allocate approximately £5,500 of CIL to this project. Assuming adoption of recommendations for CIL allocation as discussed at agenda item 11, the City Council currently holds approximately £47,000 of unallocated CIL.

Members may wish to note that the most recent strim of the area generated a complaint from a resident who was concerned as to the loss of flora and fauna and insect habitat; the more permanent solution under discussion may therefore attract further complaint. However, overgrowth on the path has also attracted complaint previously.

RECOMMENDED: The City Council to confirm whether or not it wishes to allocate approximately £5,500 of CIL funding to extend the tarmac pathway at Bishop's Walk to prevent plant regrowth.

19 CANAL LAND AT CRICKET LANE

To consider the Town Clerk's report at **APPENDIX 9** (attached).

RECOMMENDED:

1. The City Council to confirm an in principle agreement to enter into a licence with SCC to facilitate the construction of the road bridge at Cricket Lane, with LCC land being utilised as work space. This in principle agreement is subject to the terms of the licence being satisfactory to the City Council, its legal advisors and LHCRT. The matter to be returned to Council for further consideration when the extent of land to be licenced is clear, and the draft terms of the licence are developed to a point whereby they are recommended for acceptance by the Council's legal advisors.

2. The City Council to confirm it has no objections in principle to entering into the legal process to consider the disposal of land to SCC that would become HMPE land

following construction of the proposed bridge. The matter to be returned to Council once the extent of any such requirement is clear in order that the legal process can begin in line with the Local Government Act 1972 and General Disposal Consent 2003.

20 PAYMENT OF REGULAR SERVICE PROVISION BY DIRECT DEBIT

At its meeting of 28 January 2018, the City Council resolved to enter into direct debit payments with certain suppliers. It is a requirement that the resolution to pay by direct debit is renewed after a maximum of two years, however it was resolved by the Council, again at its meeting of 28 January 2018, that the resolution be considered for renewal at the June 2019 meeting of the Council and annually thereafter. Following the initial resolution, a number of further direct debit payments were added, all by resolution of the Council. The current Direct Debit schedule is attached at **APPENDIX 10**.

Payments by Direct Debit have proven successful, saving the City Council a small sum of money due to supplier discounts and streamlining the Council's payment processes.

RECOMMENDED: That the City Council renews its resolution to enter into direct debit payment arrangements with those providers listed at Appendix 10; the resolution to be considered for further renewal at the meeting of the City Council in June 2022.

21 PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in **APPENDIX 11** for the period 1 March 2021 to 31 March 2021 in the sum of £74,605.19 General Account, and £278.64 Imprest Account.

22 EXCLUSION OF THE PRESS AND PUBLIC

To Resolve: that in accordance with Section 1(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.

23 TENDERS COMMITTEE

To receive the Minutes of the Tenders Committee meeting held on 6 May 2021, (**APPENDIX 12, attached**). Members are reminded that the Tenders Committee was granted delegated authority in this matter at the City council meeting of 26 January 2021.

RECOMMENDED: That the Minutes of the Tenders Committee meeting held on 6 May 2021 be received.

* * * * *

PUBLIC ATTENDANCE
AT CITY COUNCIL MEETINGS

COVID-19 PRECAUTIONS

At its meeting of 26 April 2021, the Council recommend that all members and officers, and any members of the public or press, likely to attend any formal in-person council meeting undertake a Lateral Flow Test in the 24 hours preceding the meeting. Such a recommendation is not intended as a compulsory order; members, officers and public and press attending are free to choose not to undertake such a test for a medical or any other reason.

Attendees at Council meetings are asked to note they may be required to provide their details for test and trace purposes, and that COVID-19 precautions such as sanitiser, one-way systems and socially distanced seating will be in place in accordance with prevailing Government guidance at the time.

It would be helpful if those wishing to attend could advise the Council of their intention prior to the meeting. This can be done by telephoning 01543 250011 or emailing enquiries@lichfield.gov.uk.

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 seventh item on the agenda – this will usually be about 5 to 10 minutes into the meeting*
- 2. The public participation session will last for 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 Donegal House, Bore 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 5 minutes**, and you can raise more than one issue within the overall limit of 5 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 respond, or give notice that he/she will provide a written response 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, Donegal House, Bore St.

Lichfield City Council

Minutes of the Annual Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Monday 17 May 2021 at 6.30pm

PRESENT: Councillors J Anketell, H Ashton, Mrs D Baker, C Ball, Mrs G Boyle, J Checkland, Mrs J Eagland, M Field, C Greatorex, Mrs J Greaves, R Harrison, P Jones, A Lax, Miss J Marks, T Matthews, P McDermott, D Robertson, J Smith, C Spruce, M Warfield and R Yardley.

APOLOGIES: Councillors I Jackson, C Rapley, P Ray, A Smith and M Trent.

1 ELECTION OF MAYOR

It was proposed by Councillor M Warfield, seconded by Councillor Mrs J Eagland, and

RESOLVED: *That Councillor Robert Paul Yardley be elected Mayor of the City to hold office until the election of a successor at the Annual Meeting of Council in May 2022.*

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

2 COUNCIL MINUTES

An amendment to Minute number 114 was requested by Cllr P McDermott on behalf of Cllr C Rapley; the revised Minute to read:

'Cllr C Rapley spoke about Lateral Flow Test process, advising members of her research in the British Medical Journal and other publications indicating that these tests were designed to be administered by professionals and not as self-tests and that such tests can give false security when they are returned as negative, citing recent publicity regarding the Medications and Healthcare products Regulatory Agency's (MHRA) statements that the use of Lateral Flow Tests is a 'stretch' of the use of rapid tests.'

There being no objections to the amendment, it was;

RESOLVED: *That subject to the amendment set out above, the Minutes of the City Council Meeting held on 26 April 2021 (nos. 106 – 118) be confirmed and signed as a correct record.*

3 APPOINTMENT OF DEPUTY MAYOR

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

RESOLVED: *That Councillor Ian Jamie Checkland be appointed Deputy Mayor to hold office until the election of Mayor at the Annual Meeting of Council in May 2022.*

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

4 ELECTION OF SHERIFF

It was proposed by Councillor C Greatorex, seconded by Councillor A Lax, and

RESOLVED: *That Mr Peter Leonard Hitchman be elected Sheriff of the City to hold office until the election of a successor at the Annual Meeting of Council in May 2022.*

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

5 EXPRESSION OF THANKS

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

6 APPOINTMENT OF MAYOR'S CHAPLAIN

The Mayor announced that Reverend Ian Hayter would be his Chaplain.

7 APPOINTMENT OF MAYOR'S CADET

The Mayor announced that Army Cadet LCPL James Carter would be his Cadet.

8 VOTE OF THANKS TO RETIRING MAYOR

It was proposed by Councillor G Boyle, seconded by Councillor T Matthews, and

RESOLVED: That the best thanks of the citizens be accorded to Councillor Mrs Deborah Baker for her valuable and outstanding services as Mayor during 2019/20 and 2020/21.

Councillor Mrs Baker responded in suitable terms and paid tribute to members of the Council and City Council staff for their support during her term of office.

9 VOTE OF THANKS TO RETIRING SHERIFF

It was proposed by Councillor C Spruce, seconded by Councillor M Warfield, and

RESOLVED: That the best thanks of the citizens be accorded to Dr Daryl Brown for his valuable and outstanding services as Sheriff during 2019/20 and 2020/21.

Dr Brown responded in suitable terms and paid tribute to members of the Council and City Council staff for their support during his term of office.

10 PRESENTATION OF BADGES OF OFFICE

The Mayor presented the Chain of Office to the Mayoress, the Deputy Mayor presented the Chain of Office to the Deputy Mayoress, and the Sheriff presented the Chain of Office to the Sheriff's Lady.

11 REPLICA BADGES OF OFFICE

The retiring Mayor and Consort, and the retiring Sheriff, were presented with replica badges of office by the Mayor.

12 APPOINTMENT OF LEADER OF COUNCIL

It was proposed by Councillor Mrs D Baker, seconded by Councillor Mrs J Eagland, and

RESOLVED: That Councillor M Warfield be appointed Leader of Council for the ensuing year.

13 APPOINTMENT OF DEPUTY LEADER OF COUNCIL

It was proposed by Councillor T Matthews, seconded by Councillor C Greateorex, and

RESOLVED: That Councillor Mrs D Baker be appointed Deputy Leader of Council for the ensuing year.

14 APPOINTMENT OF COMMITTEES, PANELS, AND ADVISORY COMMITTEES

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

a) Planning Committee (All members of Council)

Chairman: C Spruce

Vice Chairman: A Lax

Ward Representatives (submission of ward comments)

Boley Park/Pentire Road: Cllr R Yardley

Chadsmead/Garrick Road: Cllr P Ray

Curborough: Cllr C Ball

Leomansley: Cllr A Smith

St Johns: Cllr Mrs J Greaves

Stowe/Burton Old Road: Cllr P McDermott

b) Audit Committee (7 members)

5 Majority Group – Councillors: Mrs J Greaves, A Lax, A Smith, C Spruce, M Warfield

2 Minority Group – Councillor I Jackson (LD), D Robertson (Lab)

Chairman: M Warfield

Vice Chairman: C Spruce

c) Grants Advisory Committee (9 members)

6 Majority Group – Councillors: Mrs D Baker, B Harrison, P Jones, Miss J Marks, M Warfield, R Yardley

3 Minority Groups – Councillors: M Field (Lab), H Ashton (LD), M Trent (LD)

Chairman: Mrs D Baker

Vice Chairman: M Warfield

d) Johnson Birthplace Advisory Committee

(8 members + 2 representative members and 2 honorary members)

6 Majority Group – Councillors: Mrs G Boyle, D Dundas, Mrs J Eagland, T Matthews, C Spruce, R Yardley

2 Minority Groups – Councillors: J Anketell (Lab), C Rapley (LD)

Johnson Society (non-voting) appointed by Society – currently Mr P Jones & Mr J Winterton

Honorary Members (non-voting) – Mr Robert Awty and Mr Antony Thompson

Chairman: Mrs G Boyle

Vice Chairman: C Spruce

e) Neighbourhood Plan Implementation Working Party (7 members)

5 Majority Group – Councillors: J Checkland, P Jones, Mrs G Boyle, S Pritchard, M Warfield

2 Minority Groups – Councillors: C Ball (Lab), M Trent (LD)

Chairman: M Warfield

Vice Chairman: Mrs G Boyle

f) Staffing Committee (8 members)

6 Majority Group – Councillors: Mrs J Eagland, Mrs J Greaves, A Lax, T Matthews, Miss J Marks, M Warfield

2 Minority Groups – Councillors: P McDermott (LD), D Robertson (Lab)

Chairman: M Warfield

Vice Chairman: A Lax

- g) **Tenders Committee (6 members)**
Mayor, Deputy Mayor, Council Leader, Deputy Leader, Councillors J Smith (LD),
C Ball (Lab)
Chairman: Leader of Council Vice Chairman: Deputy Leader of Council
- h) **Complaints Panel (4 members)**
Councillors: Mrs D Baker, A Lax, C Spruce, M Warfield
- i) **Markets Working Group (6 members)**
3 Majority Group – Councillors: J Checkland, C Spruce and M Warfield
3 Minority Groups – Councillors: P McDermott (LD), D Robertson (Lab) and J Smith (LD)
Chairman: J Checkland Vice Chairman: P McDermott
- j) **Sheriff's Ride Working Party (6 members)**
4 Majority Group – Councillors: Mrs G Boyle, Miss J Marks, A Smith and M Warfield
2 Minority Groups – Councillors: C Ball (Lab) and J Smith (LD)
Chairman: A Smith Vice Chairman: J Smith

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

MAYOR

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held via 'Zoom' on Monday 26 April 2021 at 6.30pm

PRESENT: Councillors Mrs D Baker (Mayor), J Anketell, H Ashton, C Ball, Mrs G Boyle, J Checkland, D Dundas, Mrs J Eagland, M Field, Mrs J Greaves, P Jones, A Lax, Miss J Marks, T Matthews, P McDermott, C Rapley, P Ray, D Robertson, A Smith, J Smith, C Spruce, M Trent, M Warfield and R Yardley.

APOLOGIES: Councillor C. Greatorex

A MINUTE'S SILENCE WAS HELD IN MEMORY OF HRH THE DUKE OF EDINBURGH WHO DIED ON 9 APRIL 2021

106 MAYOR'S ANNOUNCEMENTS

The Mayor reported that she had attended the Easter Sunday service at the Cathedral and a memorial service to HRH Prince Philip the Duke of Edinburgh. In addition, the Mayor attended a number of virtual events including a 'Zumbathon' organised by Lichfield Shinning Stars. In closing her announcements, the Mayor thanked members and officers for their support during her two years in office.

107 DECLARATIONS OF INTEREST

None

108 COUNCIL MINUTES AND MATTERS ARISING

RESOLVED: *That the Minutes of the Council Meeting held on 16 March 2021 (Nos 90-105) be confirmed and signed as a correct record subject to the amendment set out above.*

109 PLANNING COMMITTEE

RESOLVED: *That comments submitted to Lichfield District Council for the period 26 February 2021 to 1 April 2021 and made in the name of LCC via delegated authority as agreed by Council on 11 May 2020, be received.*

110 GRANTS ADVISORY COMMITTEE

Consideration was given to the minutes and recommendations of the Grants Advisory Committee held on 29 March 2021.

RESOLVED: *That the Minutes and recommendations of the Grants Advisory Committee meeting held on 29 March 2021 be adopted.*

111 LAND AT THE FRIARY/FESTIVAL GARDENS

Members considered the Town Clerk's report at agenda appendix 1. Councillor Spruce expressed satisfaction that the proposal had been withdrawn, a sentiment that was echoed by other City Councillors present.

RESOLVED: *That the report be noted*

112 PLANNING COMMITTEE – REVISED TERMS OF REFERENCE

Consideration was given to the Town Clerk's report and the draft terms of reference for the City Council's Planning Committee as submitted to council jointly by the Chairman and Deputy Chairman of the Planning Committee, and the Town Clerk. The proposals attracted cross party support.

RESOLVED: *That the draft Planning Committee terms of reference be adopted for a period of at least six months or until further review.*

113 OFFICERS' REPORT

The Mayor thanked the Civic Officer and all of the City Council staff associated with Civic events for all their support during her two years in office, with particular reference to Macebearer Richard Hunt. Councillor Mrs J Eagland complimented now retired Open Spaces officer Nick Burton for his efforts within her own ward and across the City, notably the work at Cappers Lane roundabout. Cllr Eagland's comments were echoed by other members present, with a desire for the Council's appreciation to be formally recorded in these minutes.

RESOLVED: *That the Report be noted.*

114 REMOTE MEETING PROVISION AND CALL FOR EVIDENCE

Members considered the Town Clerk's report and draft consultation response at agenda appendix 4. Informal discussions between the Town Clerk and group leaders in the week prior to the meeting led to two amendments from the Liberal Democrat group being incorporated into the Leader's proposal at point (b), namely the inclusion of members of the press and public within the recommendation, and clarification that the recommendation was not an instruction.

Cllr C Rapley spoke about Lateral Flow Test process, stating that such tests can give false security when they are returned as negative and cited recent publicity regarding the Medications and Healthcare products Regulatory Agency's (MHRA) statements that the use of Lateral Flow Tests is a 'stretch' of the use of rapid tests. Cllr Miss J Marks asked what alternative the Liberal Democrats would propose. As Liberal Democrat Group Leader, Cllr P McDermott stated that while not necessarily disagreeing with Cllr Rapley's comments, she was giving her personal view and not representing the view of the Liberal Democrat group. Cllr Rapley's vote against resolution (b) below is duly recorded in these minutes.

In regard to recommendation (d), Cllr D Robertson suggested that savings in staff travelling time and the resulting benefits to work life balance should be incorporated to a greater degree in the draft submission; it was agreed that this would be included.

RESOLVED:

- a) *Delegated authority be given to the Town Clerk, in consultation with the Leader of the Council, to implement remote meetings where legislation allows, and it is considered beneficial for the smooth running of the council (e.g. introduction of Government restrictions that would prevent in-person meetings or make them impracticable). The continuation of any such provision to be subject to formal discussion and voting thereon at the first meeting of the Council so held.*
- b) *The Council recommend that all members and officers, as well any members of the public or press, likely to attend any formal in-person council meeting undertake a Lateral Flow Test in the 24 hours preceding the meeting. Such a recommendation is not intended as a compulsory order; members, officers and public and press attending are free to choose not to undertake such a test for a medical or any other reason.*
- c) *The existing general dispensation for any member required to self-isolate due to a positive Covid-19 test or track and trace alert be extended to 31 December 2021.*
- d) *The draft 'call for evidence' response (APPENDIX 4) be approved, subject to additional information being inserted regarding savings in staff travelling time and work life balance benefits, and delegated authority be given to the Town Clerk to submit the response in the name of the City Council.*

115 COVID-19 MEMORIAL – REQUEST FROM FM & J WAIT FUNERAL DIRECTORS

Members considered the request submitted by Waits Funeral directors to allow the siting of a memorial to the victims of COVID-19 and their families on City Council land. Some concern was expressed as to the funding of the proposal as it only from one source. Some concern was also expressed as to the suitability of the Garden of Remembrance as a location for the memorial, given

the Garden's focus on deaths in theatres of war. Cllr D Robertson emphasised that the number of deaths attributable to COVID-19 in Lichfield currently stands at 90, that being 7 more than the number of Lichfield residents commemorated who died in World War Two. Cllr Robertson suggested an area of open space could be developed into a separate COVID memorial. Cllr P Ray echoed the sentiment of Cllr Robertson but emphasised that such a memorial needs to be an exception rather than the rule. Cllr M Trent urged consultation with the families of those whose death was attributable to COVID-19 as plans for the memorial develop.

During informal discussion prior to the meeting, the Liberal Democrat Group had suggested the Friends of Lichfield Historic Parks Group should be consulted as the memorial project develops. This was incorporated into the Leader's proposal.

RESOLVED:

- a) *The Council grants an 'in principle' permission for the placement of a memorial to COVID-19 victims and their families on City Council land.***
- b) *Delegated authority be given to the Town Clerk in consultation with the Leader of the Council and minority group leaders, taking into account representations from the Friends of Lichfield Historic Parks group, either in person or by written submission, to agree a finalised specification and location with the applicants in due course. The City Council also to confirm an 'in principle' intention to assume responsibility for the memorial once complete and unveiled.***

116 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed for the periods 1 January 2021 to 31 January 2021 in the sum of £90,435.68 General Account and £6.00 Imprest Account and 1 February 2021 to 28 February 2021 in the sum of £70,845.26 General Account, and £6.00 Imprest Account.*

117 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: *That in accordance with Section 1(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.*

118 MARKET STALL CONTRACT

Members considered the Civic Officer and Town Clerk's report detailing the contract for the supply, erection, dismantling and storage of the City Council's market stalls. Members noted that a draft of this report had previously been considered by the City Council's Markets Working Group in readiness for its presentation to Council.

RESOLVED:

- a) *The City Council does not wish to enter into a three-year extension of the current five-year contract for the erection/dismantling, storage and transport of LCC owned market stalls as set out in the report.***
- b) *Delegated authority be given to the Town Clerk in consultation with the City Council's Market Working Group to advise All-Fit Towbars and Trailers of the Council's decision and to take the appropriate steps to facilitate the ending of the contract and disposal of the City Council's stalls, trailers and associated items for the best sum reasonably achievable.***

**THERE BEING NO FURTHER BUSINESS
THE MAYOR DECLARED THE MEETING CLOSED AT 7.23 PM**

MAYOR

For Council: 14 June 2021 APPENDIX 1b

**LICHFIELD CITY COUNCIL
FINANCIAL OUT-TURN REPORT 2020/21**

The following notes explain the variations between the original budget and the actual year-end out-turn.

Note	Details
1	Parks and Footpaths Includes reduced energy costs resulting from replacement LED footway lighting, lower than anticipated cost of tree works at St Michael's and a generally lower level of costly tree-related work required when compared to 2019/20
2	Guildhall Includes £52,227 loss of income and savings of £22,660 in supplies and services costs due to COVID-19 and associated restrictions/regulations
3	Community Centres Low maintenance charges due in part to work at Cruck House, Boley Park Community Hall and Curborough Community Centre being charged to capital rather than revenue budgets (see note 12).
4	Markets Includes loss of income of £111,630 and reduction in operating costs of £39,867 due to COVID-19 and associated restrictions/regulations
5	Civic Includes reduction in civic event costs of £30,045 due to COVID-19 related restrictions
6	Grant Aid/Partnerships Unallocated grant aid will be carried forward
7	Arts/Tourism/Twinning Reduced cost of Christmas Lights due to cancelled 'Switch-on' event as a result of COVID-19 regulations.
8	Johnson Birthplace Museum Includes £7,599 loss of income due to COVID-19 and associated restrictions/regulations, local restrictions support grant totalling £11,003 and changes to the allocation of employee support costs to more accurately reflect staff distribution (corresponding staff cost reduction removed from other service heads)
9	Democratic Services Includes £40,920 actual costs of 2019 elections
10	Investment Interest Reflects reduction in interest rates
11	Agency Additional income following SCC decision to maintain 2020/21 allocations at 2019/20 levels and additional funding for further cuts received late in the financial year.
12	Repairs and Renewals Underspend due to invoicing of phase 1 of the Guildhall Main Hall renovation from 2019/20 budgets rather than 2020/21 as originally allocated, and Cruck House renovations carried over to 2021/22.

Note	Details
	Also includes cost of Johnson Statue railings originally scheduled for completion during 2019/20 but delayed due to COVID-19, and costs associated with repairs at Boley Park Community Hall, Cruck House and Curborough CC being charged to capital rather than revenue budgets (see note 3)
13	Community Infrastructure Levy (CIL) CIL receipts less commitments – any balance being transferred to the earmarked CIL reserve
14	Total To/ (from) Balances - Contribution from Repairs and Renewals Capital Earmarked Reserve £ (127,855) - Contribution from Election Earmarked Reserve £ (7,500) - Contribution to CIL Earmarked Reserve £ 10,518 - Contribution to Grant Aid Earmarked Reserve £ 4,240 - Contribution to General Reserve £ 53,705 Total Transfer to Balances £ 66,892

Employee costs: The overall employee costs totalling £445,336 are recharged across all the budget heads in the table below reflecting reduced overall direct employee costs of £35,955

Central administration: The overall administration costs totalling £128,145 are recharged across all budget heads in the table below, reflecting a reduction in service costs of £45,246

RECOMMENDATION TO COUNCIL:

1. ***The Report and Out-Turn Statement 2020/21 be received.***
2. ***The Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £14,305 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2020/21 financial year.***
3. ***In respect of the External Auditor Annual Return for the year ending 31 March 2021:***
 - a. The council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council***
 - b. The Council note that for the year ending 31 March 2020, Section 2 of the Annual Return has been restated as a result of the Joint Panel on Accountability and Governance (JPAG) narrowing the classification of staff cost, removing the recording of mileage, and other travelling and subsistence allowance, from AGAR Box 4 to AGAR Box 6. The total sum being £1,537.***
 - c. The Council approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council***
 - d. The Council note the Annual Internal Audit Report section of the Annual Return.***
 - e. The Council note the dates for the exercise of public rights - commencing on 16 June 2021 and ending on 27 July 2021.***

ACCOUNTS SUMMARY TABLE

This table summarises the income and expenditure against budget for the service areas for the financial year 2020/21 and provides the year-end out-turn.

The table shows:

Column 1 – 2020/21 Budget as agreed by Council in January 2020

Column 2 – Actual spend during the 2020/21 financial year

Column 3 – The variance between approved budget and actual spend for 2020/21

Column 4 – The budget for 2021/22

Column 5 – Numbered explanatory notes

Budget/actual figures in red represent income.

Percentage figures in red (Variance 2020/21 column) represent variance worse than budget.

<u>Net Expenditure</u> SERVICE AREAS	BUDGET 2020/21	ACTUAL 2020/21	VARIANCE 2020/21	BUDGET 2021/22	Note
	£	£	%	£	
Parks and Footpaths	247,126	219,972	11	263,614	1
Guildhall	99,939	117,400	17	141,179	2
Community Centres	16,573	12,379	25	16,273	3
Markets	-9,023	55,003	710	33,757	4
Civic	98,494	59,810	39	96,189	5
Grant Aid/Partnerships	52,376	48,132	8	51,428	6
Arts/Tourism/Twinning	68,936	54,424	21	67,609	7
Johnson Birthplace Museum	108,324	106,040	2	120,148	8
Democratic Services	125,235	128,423	3	101,041	9
Investment Interest	-22,940	-8,267	64	-3,600	10
Loan Charges	0	0	0	0	
Agency	-13,409	-25,871	93	-13,604	11
Repairs and Renewals	192,940	127,855	34	156,777	12
TOTAL SERVICE COST	£964,571	£895,300	7	£1,010,811	
Capital Contribution	0	0	0	0	
Community infrastructure Levy (CIL)	-16,854	-10,518	38	0	13
SUB TOTALS	£947,717	£884,782	7	£1,010,811	
PRECEPT	£817,890	£817,890	0	£816,400	
TOTAL To/(From) balances	(£129,827)	(£66,892)	48	(£194,411)	14

Further detail relating to these headline figures is provided in the Out Turn Analysis overleaf

OUTTURN 2020/21 ANALYSIS

<u>Net Expenditure</u>	BUDGET 2020/21 £	ACTUAL 2020/21 £	BUDGET 2021-22 £
SERVICE AREAS			
Parks and Footpaths			
Employee costs	31,364	29,027	31,254
Central administration	25,142	18,581	22,440
Contract repair/maintenance	130,880	130,457	133,555
Other repair/maintenance	51,790	38,648	52,830
Energy	9,350	5,204	5,135
Contributions	0	0	0
Miscellaneous income	0	-8	0
Burial fees income	-500	-837	-500
Allotment rents	-900	-1,100	-1,100
Total	247,126	219,972	243,614
Guildhall			
Employee costs	77,254	71,483	76,983
Central administration	24,275	17,940	21,666
Repair/maintenance	17,680	9,859	17,680
Energy	9,860	7,659	10,060
Rates	7,540	6,954	7,530
Supplies and Services	21,330	9,278	21,760
Lettings	-58,000	-5,773	-14,500
Total	99,939	117,400	141,179
Community Centres			
Employee costs	5,922	5,480	5,902
Central administration	2,601	1,922	2,321
Boley Hall	2,210	1,055	2,210
Curborough	2,210	2,127	2,210
Cruck House	1,420	0	1,420
Darwin Hall	2,210	1,795	2,210
Total	16,573	12,379	16,273
Markets			
Employee costs	49,052	45,387	48,879
Central administration	15,605	11,533	13,928
Repair/maintenance	2,310	900	2,310
Energy	1,400	1,509	1,430
Rates and Water	21,490	20,614	21,320
Supplies & Services	54,100	16,410	18,650
Misc. lettings	-15,000	-6,484	-5,000
Friday market income	-48,250	-10,048	-20,000
Saturday market income	-57,450	-12,640	-23,000
Farmers/Producers market income	-2,000	-2,030	-2,760
Tuesday market income	-30,280	-10,148	-22,000
Total	-9,023	55,003	33,757

<u>Net Expenditure</u>	BUDGET 2020/21	ACTUAL 2020/21	BUDGET 2021-22
SERVICE AREAS	£	£	£
Civic			
Employee costs	46,004	42,567	45,842
Central administration	19,940	14,737	17,797
Mayor's allowance	3,650	289	3,650
Sheriff's allowance	3,150	10	3,150
Supplies and services	4,280	1,746	4,280
Events	7,210	454	7,210
Mayor's Banquet	1,580	0	1,580
Sheriff's Ride	12,680	7	12,680
Total	98,494	59,810	96,189
Grant Aid/Partnerships			
Employee costs	4,566	4,225	4,550
Central administration	8,670	6,407	7,738
Grants to outside bodies	32,000	30,360	32,000
Grants for open Churchyards	7,140	7,140	7,140
Total	52,376	48,132	51,428
Arts/Tourism/Twinning			
Employee costs	32,945	30,484	32,830
Central administration	11,271	8,329	10,059
Arts/Culture/Tourism	3,030	332	3,030
Christmas Lights	22,060	15,279	22,060
income	-370	0	-370
Total	68,936	54,424	67,609
Johnson Birthplace Museum			
Employee costs	72,813	86,707	93,378
Central administration	13,871	10,252	12,380
Repair/Maintenance	7,870	6,064	8,030
Energy	3,350	2,746	3,420
Rates and Water	670	246	690
Supplies and Services	17,970	5,862	17,970
HLF Match Funding	7,500	11,173	0
Promotion	2,000	661	2,000
Restoration	0	-1,615	0
Stock for sale	3,000	361	3,000
Sales income	-9,710	-2,112	-9,710
Contribution from Birthplace Trust	-11,010	-14,305	-11,010
Total	108,324	106,040	120,148

<u>Net Expenditure</u>	BUDGET 2020/21	ACTUAL 2020/21	BUDGET 2021-22
SERVICE AREAS	£	£	£
Democratic Services			
Employee costs	59,255	54,828	59,047
Central administration	39,880	29,473	35,594
Supplies and Services	1,540	1,743	0
Election costs	20,000	40,919	1,840
Newsletter	4,260	1,460	4,260
Member allowances/travel etc.	300	0	300
Total	125,235	128,423	101,041
Investment Interest			
Interest	-22,940	-8,267	-3,600
Total	-22,940	-8,267	-3,600
Agency			
Employee costs	2,357	2,181	2,348
Central administration	1,734	1,281	1,548
SCC Verge Income	-17,500	-29,333	-17,500
Total	-13,409	-25,871	-13,604
Repairs and Renewals			
Employee costs	12,536	11,600	12,492
Central administration	10,404	7,689	9,285
Guildhall/Donegal House	130,000	65,207	6,000
Samuel Johnson Birthplace	0	0	75,000
Parks and Footpaths	10,000	9,776	4,000
Community Centres	30,000	26,203	50,000
Dr Johnson Statue Railings	0	7,380	0
Total	192,940	127,855	156,777
Total Service Costs	£964,571	£895,300	£1,010,811
Capital Projects/Contribution			
Receipts	0		0
Total	0	0	0
community Infrastructure Levy(CIL)			
Expenditure	0	13473	0
Receipts	-16,854	-23,991	0
Total	-16,854	-10,518	0
Johnson Birthplace Charitable Trust			
Grant/Donations	-7,730	-14208	-7,730
Admissions income	-3,280	-97	-3,280
Funding to LCC	11,010	14305	11,010
Total	0	0	0
TOTAL	£947,717	£884,782	£1,010,811
PRECEPT	£817,890	£817,890	£816,400
TOTAL To/(From) balances	(£129,827)	(£66,892)	(£194,411)

<u>Net Expenditure</u>	BUDGET 2020/21	ACTUAL 2020/21	BUDGET 2021-22
SERVICE AREAS	£	£	£
NOTE-Internal Recharges			
Employee Cost			
Employee costs	481,291	445,336	479,600
Recharge to Services	-481,291	-445,336	-479,600
Total	0	0	0
Central Administration			
Employee costs	87,223	61,367	66,096
Central administration	0	0	0
Mileage Allowance	0	363	1,500
Professional Fees/Audit Fees	14,250	5,819	12,300
Office Rates/Water	10,070	9,568	10,010
Office Energy	4,920	4,123	5,020
Supplies & Services	27,930	20,858	27,930
Telephone/Postage	5,760	3,493	5,760
Subscriptions. Courses/Training	4,590	2,768	4,590
Insurance	24,650	25,334	27,100
Office Rent	-5,990	-5,540	-5,540
Miscellaneous Receipts	-10	-8	-10
Recharge to Services	-173,393	-128,145	-154,756
Total	0	0	0
Balances & Reserves			
Opening Balance	2,635,273	2,627,488	2470848
to/-from reserve	-129,827	-66,892	-194,411
Closing Balance	£2,505,446	£2,560,596	£2,276,437
Breakdown of Reserve			
Repairs/Renewals Reserve-Building	1,724,640	1,730,698	1,569,674
Repairs/Renewals Reserve-Street Lighting	0	0	0
Repairs/Renewals Reserve-Open Spaces	0	0	0
Grant Aid Reserve	0	4,240	0
Election Reserve	20,000	47,500	34,080
CIL Reserve	37,008	35,078	43,078
General Revenue Reserves	723,798	743,080	629,605
Closing Balance	£2,505,446	£2,560,596	£2,276,437
Total Expenditure	1,253,241	1,019,037	1,141,861
Total income	-302,524	-134,255	-131,050
Net Expenditure	947,717	884,782	1,010,811
Precept	-817,890	-817,890	-816,400
TOTAL (To)/From balances	£129,827	£66,892	£194,411

For Council: 14 June 2021 APPENDIX 2

Lichfield City Council

Minutes of the Johnson Birthplace Advisory Committee Meeting held via 'Zoom' at 10.30 am on Tuesday 27 April 2021

PRESENT:

Representing Lichfield City Council:

Councillor Mrs G Boyle (Chairman), and Councillors J Anketell, D Dundas, J Eagland, C Rapley, C Spruce and R Yardley

In Attendance:

Joanne Wilson (Museums & Heritage Officer)
Penny Taylor (Museum Support Officer)
Tony Briggs (Town Clerk)
Mr Tony Thompson and Mr Robert Awty (Honorary Members)
Mr P Jones & Mr J Winterton (Johnson Society representatives)

Apologies:

Cllr T Matthews

14 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Penny Taylor (MSO) left the meeting prior to the discussion of agenda item 11 (Museum Support Officer – Continuation of Additional Hours).

15 MINUTES

Cllr C Rapley requested the addition of 'and volunteers' in the sentence at Minute 9 (Ground Floor Access) '*...attention also be paid to the possibility of disabled employees and volunteers at the Museum...*'.

RESOLVED: That the Minutes of the Meeting held on 3 November 2020 be confirmed as a correct record subject to the amendment set out above. [Minutes adopted by Council on 7 December 2020.]

16 MATTERS ARISING FROM JBAC MINUTES

Mr T Thompson requested clarification on the recommendations to Council from the previous meeting, it was confirmed that the new text for the heritage trail board had been installed, and that the timescales for the board to move to the Market Square were unknown. On the second recommendation, it was confirmed that the estimated costs of phase 1 of the development project had been included in the City Council's 2021/22 budgets.

17 SAMUEL JOHNSON BIRTHPLACE MUSEUM FORWARD PLAN 2021-2024

Members considered the draft Forward Plan document. Surprise was expressed at the relatively low percentage of visitors to the Museum who were actually from Lichfield, and it was agreed that local publicity and events that would draw in local people should be encouraged. It was also acknowledged that a high percentage of visitors who live outside the City was very positive for the Museum as a tourist attraction and for the wider benefits such an attraction generates for the City.

Councillor D Dundas stated there should be a longer term ambition within the Forward Plan, notably to acquire a neighbouring building on Market Street if possible; the opportunity may be present for raising funds through international Johnson connections. Cllr C Rapley suggested the former Feria building on Bore St as an example of a local building much in need of renovation that could potentially be suited to the provision of extra storage space –

and potentially other uses associated with the Museum, though acknowledged the building does not have the convenience of being adjacent to the Museum.

Mr R Awty informed the Committee that the potential purchase of an adjacent building had been discussed at length previously and concerns regarding expense and timescale had led to the current proposals for the redevelopment of the Museum. It was agreed however that the long-term aim of acquiring the adjacent building be added to the Forward Plan to ensure that if the opportunity arose, it could be pursued.

RESOLVED: That subject to the addition of the aim to acquire the adjacent premises as set out above, the Forward Plan 2021-24 be adopted.

18 ACCESS STATEMENT POLICY UPDATE

Members considered the draft SJBM Access Policy statement in accordance with the Equality Act 2010. Members noted that it is the requirement of the Accreditation standard for museums that the policy is reviewed and formally adopted on a regular cycle. Mr T Thompson requested clarification of the term 'community languages' and suggested this may be better expressed as 'other languages'. This was agreed by the Committee.

RESOLVED: That subject to the amendment as set out above, the SJBM Access Policy 2021 be adopted.

19 DEVELOPMENT PROJECT – PROGRESS REPORT

Members considered the Museum and Heritage Officer's report. The MHO explained that the recent work completed on the ground floor inner step has been successful, allowing for wheelchair access with minimal impact on the historic fabric of the building. Members also considered the proposal to use the Blum family gift to improve the Museum's library study area, and a suggestion that publicity for the redevelopment could begin in May. The MHO also confirmed the appointment of electrical contractors to carry out the necessary rewiring.

RESOLVED: That the report be noted and the proposals therein be supported.

20 DEVELOPMENT PROJECT – REVISED ARCHITECTS DRAWINGS

Updated architect drawings were considered by members; the drawings incorporate feedback from members as to the front step design, as well as proposed drawings for the external toilet block proposed for the rear yard. The drawings for the external toilet block were confirmed as being appropriate, but health and safety concerns were raised regarding the proposed spiral bannister for the external steps, and the railings which were considered too fussy and out of keeping with the remainder of the building. There was a divided opinion on the use of Johnson quotations within the railing design, and concerns as to the control mechanism for the disabled access platform.

RESOLVED: The Committee request clarification as to how the control mechanism would be protected from vandalism and how it would be operated (in order to balance the need for an autonomous experience for the user but to guard against misuse). Further drawings are requested of the proposed steps and railings, with a simpler design more in keeping with the building to be presented. The MHO and Town Clerk to discuss further and circulate the revised drawings for comment – a meeting of the Committee to be called if required.

21 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That in accordance with Section 1(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.

22 DEVELOPMENT PROJECT – RESPONSES TO WORKROOM TENDER

Members considered the MHO's report and the associated responses from companies who had submitted tenders. *[Council is asked to note that the Tender sums fall below the requirement for a formal meeting of the Tenders Committee as set out in the City Council's Financial Regulations].*

RESOLVED: That 'Vertigo' be confirmed as the successful bidder for the Workroom tender.

23 MUSEUM SUPPORT OFFICER – CONTINUATION OF ADDITIONAL HOURS

Members considered the MHO's agenda report.

RECOMMENDATION TO COUNCIL: That the existing 7-hour extension to the MSO's working hours be approved for a further period of 24 months from January 2022.

24 DATE AND TIME OF NEXT MEETING

10.30am on Tuesday 2 November 2021. Following adoption of the Minutes of the JBAC meeting of 6 November 2018, additional meetings may be called in the meantime if appropriate.

THERE BEING NO FURTHER BUSINESS

THE CHAIRMAN DECLARED THE MEETING CLOSED AT 11.25am

For Council: 14 June 2021 APPENDIX 3

Lichfield City Council

Minutes of the Meeting of the Neighbourhood Plan Implementation Working Party (NPIWP) held via 'Zoom' on Wednesday, 28 April 2021 at 6.30pm

PRESENT: Councillors D Dundas (Chairman), C Ball, Mrs G Boyle, J Checkland and M Trent.

APOLOGIES: None received.

10 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr Dundas declared an interest in Agenda item 6 as the City Council representative for Curborough Community Centre.

11. MINUTES

RESOLVED: That the minutes of the NPIWP meeting held on Wednesday 25 November 2020 be confirmed as a correct record (Minutes adopted by Council on 7 December 2020).

12. MATTERS ARISING

Cllr Dundas commented on the extensive growth of nettles again on Bishops Walk footpath and if the possibility of extending the tarmac to stop re growth could be looked into again. The Deputy Town Clerk reported that the Open Spaces Officer had arranged for the nettles to be cut back on a more frequent basis and a contractor had been asked to submit a quotation for the additional paving. It was agreed that the Deputy Town Clerk would circulate the quotation to committee members via email.

13 CIL MONIES RECEIVED, COMMITTED AND FORECAST

Members considered CIL commitments, balances and forecast as detailed at Agenda. Appendix 1.

RESOLVED: That the update be noted.

14 CITY CENTRE PLAQUES

Members considered the brief agenda report which provided an update on further tests which had been carried out and the associated costs.

RESOLVED: That the update be noted.

15. CURBOROUGH COMMUNITY CENTRE

Members considered the Town Clerk's report at Agenda Appendix 2 regarding the appropriateness of CIL allocation for the pathways associated with the vision for the Curborough Community centre outdoor space.

RESOLVED: That the report be note

RECOMMENDATION TO COUNCIL: That £6,000 (exc VAT) of CIL be allocated to Curborough Community Centre towards the cost of new pathways.

16. BIRTHPLACE MUSEUM REDEVELOPMENT - MICHAEL JOHNSON WORKROOM

Members considered the budget associated with the redevelopment of the Michael Johnson Workroom which is part of the wider ongoing Birthplace Museum redevelopment project.

RECOMMENDATION TO COUNCIL: That £14,625 of CIL be allocated towards the redevelopment of the Michael Johnson Workroom.

17. ACTION PLAN UPDATE

The Working Party considered the action plan; the updated document is included at **ENCLOSURE 1** to these Minutes.

18. DATE AND TIME OF NEXT MEETING

To be agreed by the Working Party

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 7.21PM**

ENCLOSURE 1: NPIWP ACTION PLAN AND PRIORTIES

ACTION IN ORDER OF PRIORITY	COMMENTS	TIMESCALE
Additional 20mph signs in North Lichfield	<p>The Deputy Town Clerk has been informed by Staffordshire County Council Highways of the following costs.</p> <ul style="list-style-type: none"> •To install signs on existing lamp posts £200 per sign •To install new post, sign plate and make good the footway £500 per sign. <p>SCC ask members to note that Highways are highly regulated and that there are guidelines on location and frequency of speed signs as well as the legality as they are used by police to enforce the speed limit. In all instances the installation would have to be carried out by a contractor who is registered to work on the public highway.</p>	<ul style="list-style-type: none"> • Members of the Committee agreed to walk the various routes in North Lichfield in order to identify the where additional signage is required. • Members to report back via email. • The Deputy Town Clerk to then request the necessary permissions from SCC Highways. • The Deputy Town Clerk to request a list of licensed contractors from SCC Highways
City Centre Plaques	Members noted the agenda report and agreed to progress with the refurbishment of the 5 plaques surrounding the market square	Members are asked to note the updated report on City Centre plaques at Agenda item 5
Publication of new Lichfield Map to be sold by Lichfield City Council	The Deputy Town Clerk informed members of two maps that were already produced by Lichfield District Council and the associated costs.	Members agreed to hold this in abeyance until all the new housing developments in the City had been completed.
Samuel Johnson Birthplace Redevelopment	Members noted the associated costs of the redevelopment and agreed to make a recommendation to Council	As per minute number 16. Recommendation to Council that £14,625. of CIL be allocated to the redevelopment of the Michael Johnson Workroom
Addition to the Skateboard Park on St Foye Avenue	Cllr Dundas commented that a further Skateboard park was planned on the new Deanslade Drive development which is in close proximity	Members agreed to await the completion of the new skatepark on the Deanslade drive development and then take a view if any further improvements were needed to the existing skateparks
Signs in the City Centre indicating walking direction to named carparks.	The Deputy Town Clerk contacted District Council Officers to request the removal of redundant signage around the City Centre. LDC Officers report that as part of the City centre masterplan a public realm specialist has been commissioned to look at all signage. Work is ongoing but there is no timescale	<p>Members agreed to hold this in abeyance mindful that all signage will be updated with the implementation of the District Councils City Centre Master Plan.</p> <p>Officers will request once again that all redundant signage is removed in the meantime.</p>

Updated 28 April 2021

For Council: 14 June 2021 APPENDIX 4

Lichfield City Council

Minutes of the Meeting of the Sheriff's Ride Working Party (SRWP) held via 'Zoom' on Wednesday 19 May 2021 at 1.00pm.

PRESENT:

Representing Lichfield City Council: Councillor A Smith (Chairman) and Councillors Mrs G Boyle, C Ball, Miss J Marks, J Smith and M Warfield.

In Attendance: Lucy Clarke (Civic Officer)
Tony Briggs (Town Clerk)
Sarah Thomas (Deputy Town Clerk)

Apologies: None

1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr Miss J Marks declared an interest as Secretary of the Lichfield Shrievally Association.

2. MINUTES AND MATTERS ARISING

Members noted the matters arising, confirming sponsorship for the Ride had been unsuccessfully sought, and that DMS Whittington had stated they would be unable to assist with logistical support. The Working Party wished their disappointment that DMS Whittington would be unable to assist be noted.

RESOLVED: *The minutes of the Meeting held on 13 January 2020 be confirmed as a correct record. [Minutes adopted by Council on 27 January 2020]*

3. SHERIFF'S RIDE INCOME, EXPENSES AND OPTIONS

Members noted the Town Clerk's agenda report, originally provided at the inaugural meeting of the Working Party and supplied once again for background information.

RESOLVED: *That the report be noted.*

4. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: *That in accordance with Section 1(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.*

5. SHERIFF'S RIDE – CURRENT SITUATION AND FUTURE OPTIONS

Members considered the Town Clerk's agenda report. The Working Party agreed there were two broad issues; proposals for 2021 and proposals for future years. For 2021 it was agreed that a shortened Ride that led to a rescheduled Mayor's Banquet would be inappropriate, any event after a shortened Ride to be based around the Sheriff rather than the Mayor. It was also agreed that any post Ride event should ideally cover its own costs. Following further discussion as to appropriate options for 2021, the Chairman called a vote on a proposal to exclude horses from the 2021 Ride and largely mirror the reduced scale 2020 event. On being put to the vote it was carried 4 to 2, with Cllr J Smith and Cllr Miss J Marks voting against the proposal. The Working Party asked that the Sheriff and Trekking Centre be informed of this recommendation.

Further discussion on detail of the event led to a preference for it to commence in the afternoon, incorporating the traditional evensong entrance to The Close, and then on to the Guildhall for an evening function. It was agreed that complimentary tickets should be provided to landowners who

ordinarily allow the Ride to cross their land, and to other individuals who have involvement with the Ride (the full list to be agreed).

For future years, Cllr C Ball stated that the future of the Ride should be more inclusive, perhaps as a community event, a view that was supported by other members of the Working Party.

The Chairman confirmed his view that the tradition of the Ride was very important and it was agreed that further investigation could be made into possible sponsorship, perhaps through engaging an external consultant, to increase revenue for the Ride with an eventual aim of the event being cost neutral for the Council. This to be discussed further at another meeting of the Working Party.

Cllr Mrs Boyle suggested the Sheriff should be more 'visible', perhaps including school visits, competitions and the like. It was confirmed that current civic guidelines would tend to prevent this, and that the matter may therefore need to be referred to Council in due course.

The Working Party also agreed the importance of continued dialogue with the Trekking Centre, with an invitation to be extended to Trekking Centre representatives to discuss current and future plans with the Working Party when practical.

RECOMMENDATION TO COUNCIL:

For 2021, the Sheriff's Ride to not include horses/riders. The event to commence in the afternoon and the Sheriff to return to the City via The Close as is traditional. The event to also include a dinner at the Guildhall on that evening.

[Council is asked to note that the Sheriff may elect to utilise a horse drawn carriage for entry into the City, the costs of which would be borne by the Sheriff's allowance.]

6. DATE AND TIME OF NEXT MEETING

It was agreed to leave the matter in abeyance in anticipation of further developments.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 1.49pm.**

<p>For Council: 14 June 2021 APPENDIX 6</p>

Representatives on Outside Bodies

Outside Body	No of Reps	Period of Office	Appt Ends	2021/2022 Proposal
Boley Park Community Hall Management Committee	4	1 Year	Jun-21	<i>Cllr M Warfield</i>
			Jun-21	<i>Cllr Mrs D Baker</i>
			Jun-21	<i>Cllr R Yardley</i>
			Jun-21	<i>Cllr Mrs J Eagland</i>
Boley Park Community Hall Trustees	4	Until retire or replaced	Until retire or replaced	<i>Cllr Mrs J Eagland</i>
				<i>Cllr R Yardley</i>
				<i>Cllr C Spruce</i>
				<i>Cllr M Warfield</i>
Bower Committee	1	1 Year	Jun-21	<i>Cllr Mrs J Greaves</i>
Curborough Community Association	3	1 Year	Jun-21	<i>Cllr D Robertson</i>
			Jun-21	<i>Cllr P Jones</i>
			Jun-21	<i>Cllr R Harrison</i>
Darwin Hall Community Association Trustees [and Company Directors]	4	Until retire or replaced	Until retire or replaced	<i>Cllr J Checkland</i>
				<i>Cllr S Pritchard</i>
				<i>Cllr I Jackson</i>
				<i>Cllr A Smith</i>
Dovehouse Fields Community Garden	2	1 Year	Jun-21	<i>Cllr Mrs J Greaves</i>
				<i>Cllr J Smith</i>
Dr Milley's Hospital	1	4 Years	Mar-23	<i>Cllr C Rapley</i>
Erasmus Darwin Foundation	1	1 Year	Jun-21	<i>Cllr Mrs G Boyle</i>
Friends of Samuel Johnson Community Hosp.	1	1 Year	Jun-21	<i>Cllr A Lax</i>
Friends of Lichfield Historic Parks Group	1	1 Year	Jun-21	<i>Cllr H Ashton</i>
Guild of St Mary's Centre Lichfield (Ltd)	1	1 Year	-	<i>Mayor in Office</i>
Johnson Council (non-voting observers)	2	1 Year	-	<i>Mayor in Office</i>
			-	<i>Sheriff in Office</i>
Lichfield District Arts Executive Committee [non-voting observer]	1	1 Year	Jun-21	<i>Cllr Mrs J Greaves</i>
LDC – Parish Forum	2	1 Year	Jun-21	<i>Cllr M Field</i>
			Jun-21	<i>Cllr Miss J Marks</i>
Lichfield Camera Club	1	1 Year	Jun-21	<i>Mayor in Office</i>
Lichfield Conduit Lands Trust	2	1 Year	-	<i>Mayor in Office</i>

Outside Body	No of Reps	Period of Office	Appt Ends	2021/2022 Proposal
		4 Years	Jun-21	<i>Cllr Mrs G Boyle</i>
Lichfield District Tourism Association Executive	2	1 Year	Jun-21	<i>Museums & Heritage Officer</i>
			Jun-21	<i>Cllr Miss J Marks</i>
Lichfield Rail Alliance, West Coast Rail 250, and all other rail related matters	1	1 Year	Jun-21	<i>Cllr M Warfield</i>
Mary Slater's Charity	2	1 Year	-	<i>Mayor in Office</i>
			-	<i>Sheriff in Office</i>
Michael Lowe's and Associated Charities	5	4 Years	15 July 24	<i>Cllr Mrs J Greaves</i>
			23 April 22	<i>Mrs D Greateorex</i>
			3 April 22	<i>P Hitchman</i>
			26 July 24	<i>Cllr M Warfield</i>
			5 July 23	<i>Cllr Mrs J Eagland</i>
Municipal Charities	4	1 Year	-	<i>Mayor in Office</i>
		4 Years	Oct-23	<i>Cllr P Jones</i>
			Nov-24	<i>Cllr Mrs J Greaves</i>
			Nov-24	<i>Mrs D Greateorex</i>
South East Staffs CAB	1	1 Year	Jun-21	<i>Cllr Mrs D Baker</i>
Speakers Corner Committee	1	1 Year	Jun-21	<i>Cllr Mrs D Baker</i>
SPCA - Executive Cttee (nomination only – subject to election by SPCA)	1	2 Years	Nov-21	<i>TBC</i>
St Giles Hospice Local Government Friends'	1	4 Years	Jun-23	<i>Cllr J Anketell</i>
Support Staffordshire (formerly Lichfield and District CVS)	1	1 Year	Jun-21	<i>Cllr Mrs D Baker</i>
Twinning Association	3	1 Year	-	<i>Mayor in Office</i>
			Jun-21	<i>Cllr H Ashton</i>
			Jun-21	<i>Cllr Mrs G Boyle</i>

For Council: 14 June 2021 APPENDIX 7

CITY OF LICHFIELD

**Minutes of the Annual Town Meeting held in the Guildroom, Guildhall, Lichfield
at 7.30 pm on Wednesday, 26 May 2021**

249 PRESENT

The Mayor of Lichfield (Councillor Robert Yardley, in the Chair), and attendees and electors as entered in the attendance sheets.

250 OPENING REMARKS AND WELCOME BY THE MAYOR

The Mayor warmly welcomed everyone to the Annual Town Meeting and introduced the Town Clerk who outlined for the benefit of those unfamiliar with the proceedings, the order of business and conduct of the meeting.

251 MINUTES

RESOLVED: That the Minutes of the Annual Town Meeting held on 22 May 2019 be confirmed as a correct record.

252 CITY COUNCIL ANNUAL REPORT 2020/21

A copy of the Annual Report of City Council activities during 2020/21 was circulated for information. Cllr Eagland referred to Travellers at Netherstowe and other areas of open space locally during the past year. The Town Clerk confirmed an active dialogue with LDC when Travellers occupy LCC land, and that improvements to open spaces were ongoing in order to reduce the likelihood of such access. Cllr J Smith asked for clarification of grass cutting frequency, noting that grass at the Stafford Road open space was being cut more often than may be necessary. The Town Clerk to discuss further with LDC Operational Services.

253 REQUESTS AND REPRESENTATIONS OF ELECTORS

No questions or comments were raised by those in attendance.

**THERE BEING NO FURTHER BUSINESS
THE MAYOR DECLARED THE MEETING CLOSED AT 7.43 PM**

For Council: 14 June 2021 APPENDIX 8

OFFICERS' INFORMATION REPORT

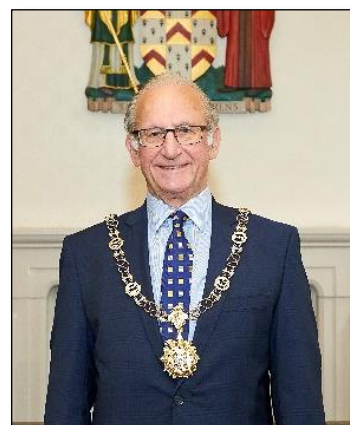
1. Civic Matters: Lucy Clarke, Civic Officer

At the Annual Council meeting on Monday 17 May the new Mayor, Councillor Robert Yardley was invested for the forthcoming year. The new Deputy Mayor is Councillor Jamie Checkland, and the Sheriff is Mr Peter Hitchman. The meeting was conducted with strict adherence to social distancing. Sadly, due to ongoing COVID-19 restrictions there was no banquet after the meeting.

In accepting the office of Mayor, Councillor Yardley thanked his fellow councillors for their support and stated that it was a great honour and privilege to be elected. He also paid tribute to the work of the outgoing Mayor, Councillor Mrs Deborah Baker, and Sheriff, Dr Daryl Brown, who had together raised just under £10,000 for their chosen charities; Lichfield and Hatherton Canal Restoration Trust, St. Giles Hospice and Lichfield Voluntary Transport for the Disabled during their year in office.

The Mayor proudly announced his appointment of Army Cadet LCPL James Carter and Mayor's Chaplain, Revd Ian Hayter for his forthcoming year in office.

Following the investiture of the new Civic Team, the retiring Mayor, Mayor's Consort and Sheriff were presented with replica badges of office.



During their year in office, the Mayor and Sheriff will jointly host five events to raise money for their nominated charities; We Love Lichfield and Friends to Friends.

At a meeting of the Sheriff's Ride Working Party on 19 May it was decided that subject to Council approval, the Sheriff's Ride on Saturday 11th September 2021 will continue but on a much smaller scale. It is anticipated this will be similar to the 2020 Ride with the addition of an evening meal at the Guildhall in place of the lunch at Freeford Manor. Discussions for 2022 and beyond will begin in earnest shortly.

The latest government guidance is constantly being monitored with regards to Civic Events and updates will be provided accordingly. The Civic Officer has also been assisting with the day-to-day activities of the Markets, social media posts and training.

2. Samuel Johnson Birthplace Museum: Jo Wilson, Museums and Heritage Officer

The Museum bookshop was able to reopen on Monday 12 April. Joining a city-wide initiative on opening day, the Birthplace appeared on social media and gave away 'Visit Lichfield' canvas bags to customers. 250 customers attended in the first month. Full reopening took place on Monday 17 May when Museum visitors returned with timed-entry booking, all the covid-secure measures established last year in place, and with updated guidance on Test and Trace Check-in.



In the run-up to opening, eye-catching window displays attracted attention to the building including a display for the Easter holidays. Work engaging online audiences continued and led to a total of 5,230 digital visitors in April and early May and additional social media reach of over 30,000.

Online content included blog posts about Johnson's Easter resolutions and commemorations for the 200th anniversary of the death of Hester Thrale Piozzi, and posts marking Staffordshire Day. Throughout May, the Birthplace has taken over the Twitter feed of the Literary Houses Group, with posts written and shared by the Museum Support Officer.

In addition to preparations for reopening and a corresponding increase in enquiries from members of the public and partners, many projects continue behind the scenes. MHO work has included: Forward Plan and agenda reports for the Johnson Birthplace Advisory Committee, Keele University project supervision including plans for a study day in Spring 2022, and the selection of students applying for placements at the Museum as part of the University of Birmingham's Professional Skills module. Work on the Museum Development Project has included revised proposals following discussions at the JBAC, a site visit with the appointed designers (Vertigo) and meeting with the electrician to establish the timetable for rewiring.

MSO work included the online booking system and publicity for reopening, completing Portable Appliance Tests for the Museum site and preparation and publicity for the Lichfield Storyteller's event 'Ballad Tales: Stories from Samuel Johnson's time' which took place in a live broadcast from the Birthplace on Monday 31st May. The MSO is completing the 'Benchmarks in Collections Care' checklist, a review of collection security, storage and procedural measures which is linked to training and funding from West Midlands Museum Development and was last undertaken in 2010.

Work is also underway on planning events for the rest of the year, with provisional plans (restrictions permitting) including covid-secure family activities for the summer holidays, a history event themed on Hester Thrale, events for Johnson's birthday in September, and as a partner venue for the L2F folk festival in the Autumn.

Alongside settling into daily life back at the Museum, the Attendant team have



been processing numerous donations of books to the shop, and a special new addition to the Museum was unveiled; a new donation box with interchangeable moving models, created by Attendant Kevin Lynch during lockdown.

3. Open Spaces and Tree Management: Nigel Boden, Open Spaces Officer

Following a handover period in March there has been a smooth transition between Officers. The new Open Spaces Officer, Nigel Boden has been familiarising himself with the City Council's sites and meeting key personnel.

Following a request from a resident regarding one of the Council's open spaces joined to Lincoln Close, overgrown and unsightly brambles were removed which were encroaching the property, leaving the open space in a much cleaner and tidier state.



A report was received of a dangerous manhole cover on the cycle path at St Chads Road . The concrete surround had been lifted out of position leaving an exposed storm drain. This was obviously a health & safety risk particularly as it was so close to a childrens play area. Swift action was taken by the Open Sapces Officer to rectify the problem with the surround and cover being replaced and made safe.



At the rear of the Windings off Gaia Lane an attempt was made to remove two ornamental boulders which had been dug out of the border of the footpath and left for collection later.

Thankfully, this was reported to the Open Spaces Officer who reinstated the boulders before they could be removed.



A further Holm Oak has been planted by the Darwin Walk Group in the Festival Gardens, captured in the photograph to the left taken by Councillor Janice Greaves.

Routine inspections continue on all of the City Council's Public Open spaces and footpaths, dealing with such issues as raised slabs and trees which require attention. All LCC owned bus shelters were also inspected during April and May.

4. Twinning: Gabriele Lasch- Burden, Twinning Officer

A new date for the postponed official International Ring Twinning event in Limburg has been set by the Limburg Council for Friday 29 April – Monday 2 May 2022. It is hoped that by then the each of the three countries taking part will have a successful vaccination programme in place and the Covid restrictions will have eased.

For many years, Limburg City Council has sent a daily national and local newspaper to Lichfield, which were used by some language teachers and displayed in Lichfield library. However due to the covid situation and the reluctance in sharing of newspapers by many different people, it has been decided to receive the Limburg newspapers digitally instead. All secondary schools who teach German as a foreign language have been contacted to see if this would make it easier for them to include articles from the Limburg papers in their curriculum, thus drawing more attention to Lichfield's twin town to a larger group of young people. So far, the Cathedral School has expressed an interest in using this material as well as a possible general collaboration with a Limburg school.

5. Markets Report: Lucy Clarke, Civic Officer

Non-essential traders were able to return to Lichfield General Market from Tuesday 13th April 2021. Traders from all three market days were keen to return and there has been a noticeable increase in footfall. The one-way barrier system and 1 metre social distancing gap between each stall remains. All traders stall areas were re-measured on their first day of trading to update our records and to ensure appropriate charges were being implemented.

The market has sadly lost a few traders due to poor health and retirement. We have not received any feedback either positive or negative since the announcement that pre-erected market stalls will no longer be provided, traders have embraced providing their own stalls over the last 12 months and seem very happy with the current arrangements. The Markets Officer has seen a noticeable increase in market applications and casual traders wanting to attend.

Lichfield General Market continues to be promoted on Facebook and Twitter. The Markets Officer has joined many local groups on Facebook and is actively sharing posts on these group pages. These local groups have many thousands of followers thus increasing our

target audience whilst gaining more followers to the Lichfield Markets page each week. Engagements, likes and shares has also increased, and customer feedback is positive.



The Producers' Market has seen a noticeable increase in traders since non-essential traders were able to attend from 2 May 2021. There were 17 stalls in attendance in April compared to 30 stalls in May.

Trader feedback is excellent with CJ's confirming that June is already fully booked with 30 stalls.

On 29 April, Staffordshire County Council used the Market Square to host a free rapid COVID testing site in the City. Lateral flow tests were offered to the public along with demonstrations on how to complete the tests at home. Free lateral flow test kits were also handed out. Feedback received from Staffordshire County Council proved the booking was successful, with 51 tests completed and 418 kits given out on their first day. A further 8 dates have now been booked during the months of May, June, and July 2021.



On 18 May 2021, Dennis Wasserman who had been the City Council's Markets Officer via arrangement with CJ Events, died unexpectedly at the age of 53.

Although only with the City Council for a short time, Dennis was an integral part of our market operation, respected by Traders and Officers alike. He was an extremely capable and likeable man, and he will be greatly missed.

Our thoughts are with his family at this difficult time.

6. Guildhall: Helen Winter, Guildhall Bookings Officer

Following the latest update to Government guidelines, three regular hirers have returned to the Guildhall; Slimming World are back on Thursday, Mencap on Monday and the Dementia Support Group are now using the Guildroom on Thursday mornings until the end of August.



In line with all Covid19 regulations, a socially distanced Wedding Ceremony took place on 17 April (which was re-booked from last year). A first Anniversary Party is booked for next year. The Guildhall Wedding Licence has been renewed until July 2024.

Many regular hirers are in contact with a view to returning when regulations allow, several enquiries have also been received for first wedding anniversary parties during 2022.

Ongoing maintenance continues in the Guildhall including the 5 yearly electrical inspection, routine servicing of the lift and the tension wires on the blinds in the main hall. Remedial work is still being carried out on the new floor in the main hall.

As an additional safety precaution, anti-viral “*Fogging*” has been carried out twice in recent months to sanitise the building.

Most of the regular hirers have now returned to Boley Park Community Hall. The 5 yearly electrical inspection has been completed and new LED lights installed in some areas. Work was carried out during May half term to put a translucent film on the windows to replace the net curtains. Bookings are now being taken for children’s parties and other social events from 21 June when regulations are due to be lifted.

7. Deputy Town Clerk: Sarah Thomas

The Deputy Town Clerk has been working on the Council’s newsletter for the June issue of City Life magazine

As lockdown restrictions begin to ease, work is ongoing to ensure all Risk assessments are up to date in line with the latest Government guidelines. Anti-viral “*fogging*” has been carried out in the Guildhall, Donegal House and Samuel Johnson Birthplace Museum and all City council staff have been reminded to remain vigilant and adhere to social distancing and hand sanitising guidance.

The Deputy will be providing secretariat support at the June Council meeting.

The Deputy Town Clerk has now successfully completed the Certificate in Local Council Administration (CiLCA).

CANAL LAND AT CRICKET LANE

BACKGROUND

The City Council leases former canal land along Tamworth Road to Lichfield and Hatherton Canals Restoration Trust (LHCRT), and the City Council's support for the aims of LHCRT is well established. As part of the wider proposals for the Cricket Lane SDA, extensive discussions have been held between the Trust, the developer and Staffordshire County Council (SCC) regarding the provision of a bridge over the canal at the northern junction of Cricket Lane where it meets the Tamworth Road, with associated wing walls and junction remodelling. The illustration overleaf provides further detail.

ISSUES ARISING

Discussions are ongoing, with two issues emerging that have a potential impact on LCC land:

1. A small area of land bordering the existing footprint of the highway element of Cricket Lane to the east and the west will be required for working space during bridge construction; this land is currently within LCC ownership and is leased to LHCRT. All parties involved are therefore seeking some surety from the City Council that it would be prepared to allow access to that land for the purposes of construction, as a refusal on the part of the Council would significantly disrupt current discussions.

2. It *may* also be that a small area of land in City Council ownership is required to be dedicated as highway, notably the proposed bridge 'wing walls'. Legal advice is that if the land will form part of the HMPE (Highway Maintainable at Public Expense), then there should be a transfer of the land to SCC; this would include any parts of the bridge structure that SCC will become responsible for. It is also understood that such a transfer would be a requirement of the S278 agreement upon which the construction of this bridge is based. The extent of any transfer is not yet known, but would be a small number of square metres rather than any extensive transfer, and would also release LCC from any responsibility for the highway element. It may also be the case that no transfer is required at all once designs are finalised.

LICENCE TO OCCUPY

In regard to point (1) above, a relatively simple licence arrangement could be entered into with SCC to allow a set area of surrounding land to be used as work space during construction. The matter is slightly complicated by the land being leased to LHCRT and it would therefore be prudent to ensure the existing tenant was in agreement with the licence terms and would be a co-signatory to such a licence. The Town Clerk can progress a draft, based on previous similar documents between LCC and SCC, and with legal advice and LHCRT input. LCC has entered into similar agreements with SCC previously with no negative issues arising.

TRANSFER OF FUTURE H.M.P.E. LAND

Point (2) is a little more complex. Disposal of any amount of City Council owned land held as open space, no matter how small the area, is subject to the provisions of the Local Government Act 1972 and General Disposal Consent 2003. In order to progress such a disposal, the City Council would need to be clear as to the extent of the land to be disposed and the rationale thereof, advertise its intentions and then consider any objections received before making a final decision. With the current uncertainty as to the exact extent of land to be transferred, such a process is difficult, and the necessary consultation would be flawed as a result. It may also

emerge in due course that the process is entirely unnecessary if the finalised bridge design does not actually enter onto LCC land.

NEXT STEPS

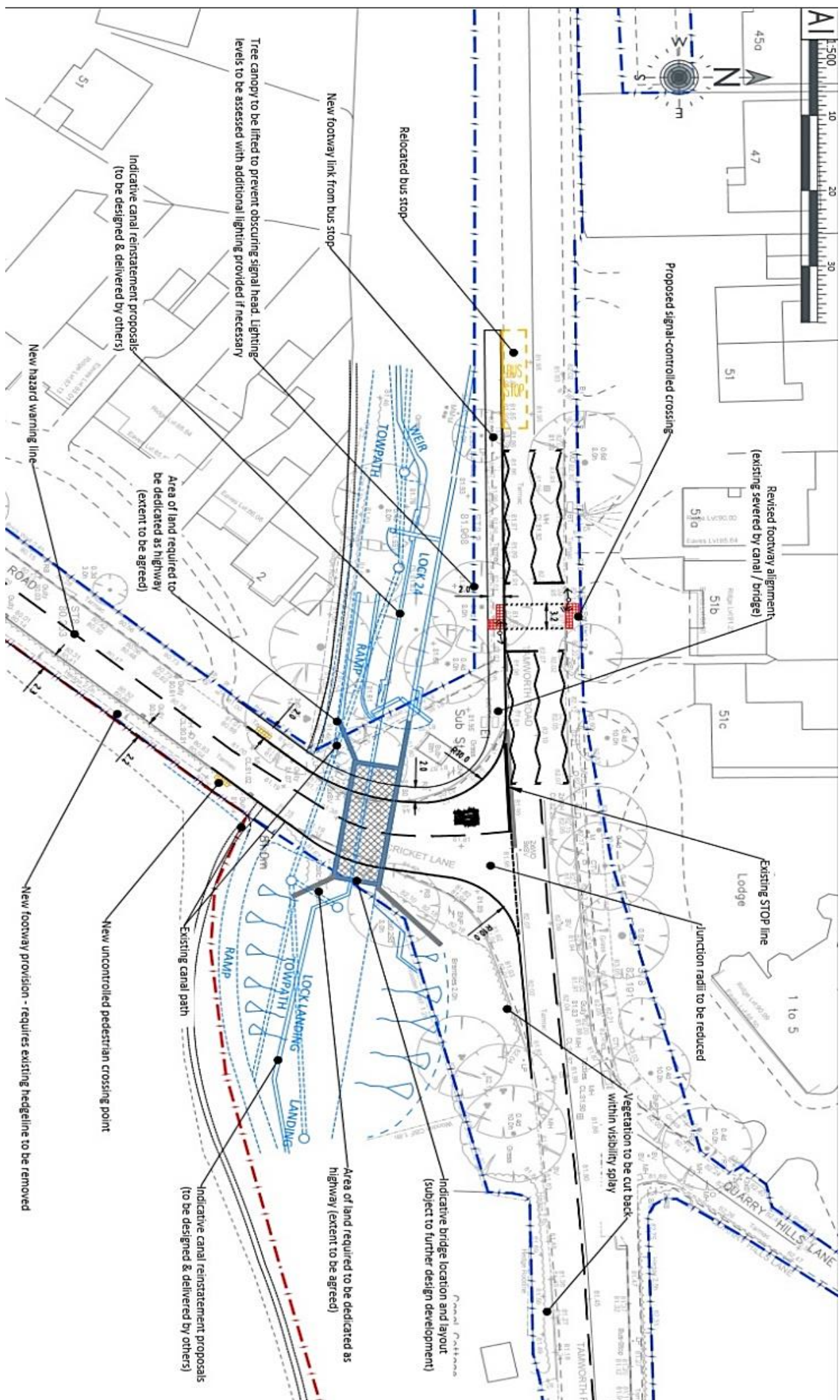
The City Council is asked to give some surety of intent to those currently engaged in detailed discussion. In the absence of finalised detail, such surety must carry caveats, and in the case of land disposal, the City Council must be mindful of the requirements of the law and the inability of the Council to confirm any disposal without the surrounding consultation process.

The City Council is therefore asked to consider the following recommendations:

RECOMMENDED:

1. The City Council to confirm an in principle agreement to enter into a licence with SCC to facilitate the construction of the road bridge at Cricket Lane, with LCC land being utilised as work space. This in principle agreement is subject to the terms of the licence being satisfactory to the City Council, its legal advisors and LHCRT. The matter to be returned to Council for further consideration when the extent of land to be licenced is clear, and the draft terms of the licence are developed to a point whereby they are recommended for acceptance by the Council's legal advisors.

2. The City Council to confirm it has no objections in principle to entering into the legal process to consider the disposal of land to SCC that would become HMPE land following construction of the proposed bridge. The matter to be returned to Council once the extent of any such requirement is clear in order that the legal process can begin in line with the Local Government Act 1972 and General Disposal Consent 2003.



For Council: 14 June 2021 APPENDIX 10

PAYMENTS BY DIRECT DEBIT

Supplier	Nature of Goods Supplied	Estimated Average Direct Debit Payment	Frequency of Payment
Npower	Utility electricity supply to City Council buildings 8 accounts	£1,210	Monthly
British Gas	Utility gas supply to birthplace Museum	£600	Quarterly
Corona Energy	Utility gas supply Donegal House / Guildhall	£760	Monthly
Lichfield District Council	Business Rates (4 accounts)	£3,500	Monthly
Lichfield District Council	Grounds Maintenance Contract	£13,500	Monthly
Virgin Media	Office telephones	£175	Monthly
BT Group PLC	Broadband	£108	Quarterly
British Telecom	Phone/Internet lines	£1,100	Quarterly
Biffa Waste Service Ltd	Collection of glass waste from Guildhall	£80	Monthly
EE Limited	Mobile phones – Market, Guildhall, Open Spaces	£60	Monthly
W.M Briers & Sons	Disposal of Market waste	£880	Monthly
MT Services	IT Support Contract Office 365/server backup and firewall protection, also to include possible addition of LCC Member email addresses	£900	Monthly
Vision ICT	Website Hosting	£300	Annual
Water Plus Pennon Services	Water Utility supply to City Council buildings (<i>separate accounts for each applicable building</i>)	£750	Quarterly
N Power	Utility electricity supply, Pool Walk lights	£60	Monthly
Ricoh	Photocopier lease/usage (Donegal House and Birthplace Museum)	£1,080	Quarterly

Supplier	Nature of Goods Supplied	Estimated Average Direct Debit Payment	Frequency of Payment
HM Land Registry	Land ownership/boundary confirmation	less than £10	Dependant on service use, forecast annual spend not more than £50
Information Commissioner's Office	Annual Data Protection fee	£35	Annual
Sage Accounts	Accounting software	£2,000	Annual
Nat West - Autopay - Bank Line	Banking charges for salary/ BACS payments	£50	Monthly
Franco-Postalia Ltd	Franking Machine/Post	£75	Monthly

ANALYSIS			
Year	2018/19	2019/20	2020/21
Direct Debits Gross	£221,228	£249,911	£243,767
Direct Debits (net of VAT)	£189,149	£215,243	£209,343
Number of Transactions	258	315	286
Identified Savings			
Direct Debit Payment Discounts	£53	£190	£60
Estimated Postage/charges	£49	£52	£87

For Council: 14 June 2021 APPENDIX 11

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 March to 31 March 2021

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/03/2021	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - January	1,329.59	265.92	1,595.51
01/03/2021	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - January	57.45	11.49	68.94
03/03/2021	BACS 382	ACW Arb	PARKS Other Repair/Maint	Garrick Close - Work to mature trees	900.00	180.00	1,080.00
03/03/2021	BACS 383	AKW Plumbing & Heating	ADMIN Supplies & Services	Repairs to leaking ladies toilet on top floor of Donegal Hse	70.00	0.00	70.00
03/03/2021	BACS 384	N Boden	PARKS Other Repair/Maint	Festival Gdns bridge - Gritting & fitting anti-slip strips	120.00	0.00	120.00
03/03/2021	BACS 385	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Paper towels	50.85	10.17	61.02
03/03/2021	BACS 386	Geosphere Ltd	ADMIN Supplies & Services	Parish Online digital mapping software to 12/2/22	1,500.00	300.00	1,800.00
03/03/2021	BACS 387	Lich & District Allotment Society	PARKS Other Repair/Maint	Reimburse annual Zoom licence for allotment management	143.88	0.00	143.88
03/03/2021	BACS 388	Lichfield Glass & Glazing	PARKS Other Repair/Maint	Supply & fit glazing to bus shelter in Weston Rd	675.00	135.00	810.00
03/03/2021	BACS 389	City of Lichfield Shrievally Assoc	G/HALL Lettings	Refund for cancelled Whytmore Room booking, March 2021	13.00	2.60	15.60
03/03/2021	BACS 390	L Robinson	G/HALL Lettings	Refund of deposits for 5 cancelled craft fairs, Feb-Apr 2021	208.33	41.67	250.00
03/03/2021	BACS 391	Smith of Derby Ltd	PARKS Other Repair/Maint	Annual service at Clock Tower on 18/1/21	242.00	48.40	290.40
03/03/2021	BACS 392	Stan Bowley Trust	G/HALL Lettings	Refund of Guildhall booking, May 2021	153.45	30.69	184.14
03/03/2021	BACS 393	Water Plus Ltd	MARKET Rates/Water	Annual water drainage rates for Market Square 21/22	151.89	0.00	151.89
05/03/2021	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - February	28.09	0.00	28.09
05/03/2021	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fees - March	6.00	1.20	7.20
08/03/2021	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - January	43.89	8.78	52.67
15/03/2021	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	Monthly IT support, antivirus, backups, Office365 - February	528.72	105.74	634.46
15/03/2021	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Internet service - February	45.00	9.00	54.00
15/03/2021	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' emails - February	126.00	25.20	151.20
15/03/2021	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Internet service - February	45.00	9.00	54.00
15/03/2021	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - March	31.70	0.00	31.70
15/03/2021	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - March	21,069.87	0.00	21,069.87
15/03/2021	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - January	143.36	7.17	150.53
15/03/2021	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - January (1st account)	52.41	2.62	55.03
15/03/2021	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - January (2nd account)	72.37	3.62	75.99
15/03/2021	DDebit	Npower Ltd	G/HALL Energy	Electricity - January	286.07	57.21	343.28
15/03/2021	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - January	83.40	4.17	87.57
15/03/2021	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - January	80.60	4.03	84.63
15/03/2021	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - January	54.22	3.65	57.87
17/03/2021	BACS 394	ADT Fire & Security plc	BIRTHPLACE Repair/Maint	Replace backup fire alarm battery after routine service	122.00	24.40	146.40
17/03/2021	BACS 395	BZ Commercial Finance	ADMIN Supplies & Services	Printer paper and other stationery from Banner Group	114.54	22.91	137.45
17/03/2021	BACS 396	Brownhill Hayward Brown	BIRTHPLACE Supplies & Services	Architect for designs for DDA access to museum	725.00	145.00	870.00
17/03/2021	BACS 397	Calford Seaden LLP	R&R FUND General	Other party's legal fees for Cruck Hse party wall agreement	1,218.28	243.66	1,461.94
17/03/2021	BACS 398	CBS Complete Ltd	HALLS Darwin Hall	Service & clean of Darwin Hall heating units	152.00	30.40	182.40
17/03/2021	BACS 399	O Cave	G/HALL Lettings	Refund of deposit for postponed 2020 wedding booking	83.33	16.67	100.00
17/03/2021	BACS 400	CJ's Events Warwickshire Ltd	MARKET Supplies/Services	Services of markets officer for February (76.5 hrs)	918.00	183.60	1,101.60
17/03/2021	BACS 401	D J Martin	HALLS Curborough C Centre	Various roof repairs at Curborough CC	800.00	0.00	800.00
17/03/2021	BACS 401	D J Martin	HALLS Curborough C Centre	Replacement of broken roof & ridge tiles at Curborough CC	750.00	0.00	750.00
17/03/2021	BACS 402	Mayor & Sheriffs charity account	PARKS Misc. Income	Bottlebank donation Q1-Q3 20-21 to DB/DB for 2nd year	598.31	0.00	598.31
17/03/2021	BACS 403	Northern Platforms Limited	G/HALL Supplies/Services	6 monthly inspection & service of Skywinder - March	225.00	45.00	270.00
17/03/2021	BACS 404	S P Robinson & Son	PARKS Other Repair/Maint	Two loads of manure for Rose Garden	60.00	0.00	60.00
17/03/2021	BACS 405	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning services for Guildhall & DH - February (4.5 hrs)	58.50	11.70	70.20
17/03/2021	BACS 406	Tonks Brothers Tree Services	PARKS Other Repair/Maint	Wissage Lane - Removal of hanging branch & dead wood	200.00	40.00	240.00
17/03/2021	BACS 407	Vision ICT Ltd	ADMIN Supplies & Services	LCC website SSL certificate renewal, year to March 2022	50.00	10.00	60.00
17/03/2021	BACS 408	J Appleyard	MARKET Supplies/Services	Reimbursement for market keys cut	7.50	1.50	9.00

17/03/2021	BACS 409	A James	ADMIN	Supplies & Services	Printer cartridge for home working	16.33	3.27	19.60
17/03/2021	BACS 410	J Varley	ADMIN	Supplies & Services	Office refreshments	5.15	0.00	5.15
17/03/2021	BACS 410	J Varley	ADMIN	Supplies & Services	Wall planners	6.46	1.30	7.76
17/03/2021	BACS 410	J Varley	G/HALL	Supplies/Services	Cleaning equipment	31.89	6.37	38.26
17/03/2021	DDebit	EE Ltd	MARKET	Supplies/Services	Monthly markets mobile bill - March	16.00	3.20	19.20
22/03/2021	DDebit	Virgin Media Payments Ltd	ADMIN	Tel/Postage	Phones/internet - Feb usage/ March rental	109.44	21.89	131.33
22/03/2021	DDebit	Water Plus Ltd	ADMIN	Offices Rates/Water	Donegal Hse used water & surface drainage 1/8/20-22/2/21	57.97	0.00	57.97
23/03/2021	DDebit	NatWest Autopay	ADMIN	Supplies & Services	Autopay Online fees - February payroll	23.40	0.00	23.40
25/03/2021	DDebit	Lichfield District Council	PARKS	Contract Repair/Maint	Period 11/2 - 10/3	10,876.33	2,175.26	13,051.59
29/03/2021	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - February	Gas - February	913.89	182.78	1,096.67
30/03/2021	DDebit	British Gas	BIRTHPLACE	Energy	Gas 9/2 - 11/3	103.76	5.18	108.94
31/03/2021	BACS 411	N Boden	PARKS	Other Repair/Maint	Prince Rupert's Mound- 40 ft of fencing & posts concreted in	750.00	0.00	750.00
31/03/2021	BACS 412	Bradshaw & Wright	R&R FUND	General	Boley Hall - Further work to gutters & pipes after QI	1,430.00	286.00	1,716.00
31/03/2021	BACS 413	Brownhill Hayward Brown	HALLS	Darwin Hall	Architect's quinquennial inspection & report	1,250.00	250.00	1,500.00
31/03/2021	BACS 414	City Life in Lichfield	DEM SERVICES	Publicity	Festival Gardens consultation in April issue of City Life	425.00	85.00	510.00
31/03/2021	BACS 415	The Intelligent Heating Company	HALLS	Darwin Hall	Service and glycol for Darwin Hall heating	343.95	17.20	361.15
31/03/2021	BACS 415	The Intelligent Heating Company	HALLS	Darwin Hall	Repairs to Darwin Hall heating	50.00	10.00	60.00
31/03/2021	BACS 416	A Iliffe	G/HALL	Bar Charge	Refund of bar charge for delayed wedding booking	125.00	25.00	150.00
31/03/2021	BACS 416	A Iliffe	G/HALL	Lettings	Refund of room hire for delayed wedding booking	1,129.10	225.82	1,354.92
31/03/2021	BACS 417	L Liston-Brown	G/HALL	Lettings	Refund of deposit for cancelled Guildhall party	83.33	16.67	100.00
31/03/2021	BACS 418	Staffordshire County Council	G/HALL	Supplies/Services	Renewal of Guildhall wedding licence for 3 yrs	1,500.00	0.00	1,500.00
31/03/2021	BACS 419	Taylor Maids UK Ltd	G/HALL	Supplies/Services	Cleaning services for Guildhall & DH - March (9 hrs)	117.00	23.40	140.40
31/03/2021	BACS 420	HM Revenue & Customs Only	EMPLOYEE COSTS		Tax and NI contributions - March	5,519.92	0.00	5,519.92
31/03/2021	BACS 421	Staffordshire Pension Fund	EMPLOYEE COSTS		Pension Fund contributions - March	7,974.12	0.00	7,974.12
31/03/2021	BACS 422	Messenger Construction Ltd	BIRTHPLACE	Supplies & Services	Floor beam & alterations to make staircase step removable	1,186.00	237.20	1,423.20
31/03/2021	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges 30 Jan to 26 Feb - current account	15.45	0.00	15.45
31/03/2021	DDebit	Npower Ltd	PARKS	Energy	Pool Walk electricity - February	51.87	10.37	62.24
31/03/2021	DDebit	Ricoh UK Ltd	BIRTHPLACE	Supplies & Services	Museum photocopier - usage Oct-Dec, rental Jan-Mar	77.07	15.41	92.48
31/03/2021	DDebit	Wm M Briers & Son (Tamworth)	MARKET	Supplies/Services	Skip hire - February	398.00	79.60	477.60
31/03/2021	22106	Alison Swabey	BIRTHPLACE	3rd Party Sales	Cancel chq 22106 of 10/12/19 - unrepresented	-10.00	0.00	-10.00
31/03/2021	22177	Shakespeare Antiques Ltd	BIRTHPLACE	3rd Party Sales	Cancel chq 22177 of 20/1/20 - unrepresented & donated	-36.93	0.00	-36.93
31/03/2021	22212	Shakespeare Antiques Ltd	BIRTHPLACE	3rd Party Sales	Cancel chq 22212 of 6/2/20 - unrepresented & donated	-52.00	0.00	-52.00
						<u>68,882.10</u>	<u>5,723.09</u>	<u>74,605.19</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 March to 31 March 2021

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross	
25/03/2021	05396	Cash	Various	Petty cash vouchers 7677 - 7704	242.81	36.76	279.57	
31/03/2021	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges 30 Jan to 26 Feb - imprest account	6.00	0.00	6.00
31/03/2021	05391	Mrs B Railton	BIRTHPLACE	Stock for sale	Cancel chq 05391 of 25/8/20 - unrepresented at year end	-6.93	0.00	-6.93
					241.88	36.76	278.64	