

Lichfield City Council

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

18 July 2022

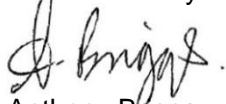
To: Members of Lichfield City Council

Public

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield on **Monday, 25 July 2022** 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 Council Meeting held on 13 June 2022 (Nos. 15-32) (**copy attached**).
5. **MATTERS ARISING ON COUNCIL MINUTES**
6. **PLANNING COMMITTEE – DELEGATED AUTHORITY**
The Chair of the Planning Committee to move that comments submitted to Lichfield District Council for the period 27 May 2022 to 13 July 2022 and made in the name of LCC via delegated authority, be received (**copies previously circulated**).
7. **TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) IF ANY**

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY

To adopt the Minutes of the meeting of the Neighbourhood Plan Implementation Working Party (NPIWP) held on 11 July 2022 (**APPENDIX 1, attached**). Members' particular attention is drawn to the recommendation to Council at Minute number 6.

RECOMMENDED: *That the Minutes and recommendation of the meeting of the NPIWP held on 11 July 2022 be adopted.*

9. MARKETS WORKING GROUP

To adopt the Minutes of the meeting of the Markets Working Group (MWG) held on 20 July 2022 (to follow under separate cover as **APPENDIX 2**). The MWG is scheduled to discuss the provision of a 'Vegan Market' on three occasions during 2022, and the possibility of LCC establishing markets to support this aim. The MWG is also scheduled to discuss prevailing charges for electricity, notably the costs levied to traders for individual appliances. Members' particular attention is drawn to any recommendations to Council emerging from these discussions as detailed in the Minutes.

RECOMMENDED: *That the Minutes and any recommendations of the meeting of the Markets Working Group held on 20 July 2022 be adopted.*

10. COMMUNITY GOVERNANCE REVIEW

To Consider the Town Clerk's report at **APPENDIX 3** (attached). This report refers to the Community Governance Review that is being undertaken at District level by Lichfield District Council. The separate Boundary Commission Review of Parliamentary Constituencies in England (to which the City Council has also responded) is currently scheduled to report in June 2023.

RECOMMENDED:

a) The City Council to outline its response to the forthcoming second-round consultation, notably:

- **To support the proposal to incorporate single member wards as set out in the report (reflecting the view previously expressed by Council)**
- **To establish a City Council preference on the ratio of electors to Councillors as set out in the report table as 'Option A' or 'option B' or a third alternative**
- **If Option B is preferred, Council to express its view as to whether there should be five or six Councillors for St John's Ward**
- **Any other matters**

b) Delegated authority be given to the Town Clerk to submit the consultation response in the name of the City Council.

11. LICHFIELD DISTRICT COUNCIL - NATURE RECOVERY DECLARATION

On 7 June 2022 the Cabinet of Lichfield District Council (LDC) made a Nature Recovery Declaration, which is included as an **ENCLOSURE** to this agenda. The declaration sets out 11 separate commitments to support the recovery of nature across Lichfield District.

The declaration and resulting actions are being led by Councillor Angela Lax, LDC Cabinet Member for Housing, Ecology and Climate Change, who has been in contact with the Town Clerk regarding this declaration since its early stages. As a significant landowner within its boundaries - more than 60 acres of open space and being responsible for some highway verge cutting in the City on behalf of Staffordshire County Council - LCC is viewed as a potential key stakeholder in this process. The declaration states in part:

The nature crisis and the climate emergency are intrinsically linked. The impacts of the climate crisis are driving nature's decline, while restoring nature provides a wide variety of cost-effective benefits to mitigate and adapt to the impacts of climate change.

LCC passed a 'Climate Change Emergency' motion at its meeting of 21 October 2019.

In addition to projects that LCC can continue to undertake of its own volition, the LDC declaration offers the opportunity for land in LCC's ownership to benefit from LDC's wider efforts, with the expertise and resources that will be brought forward being of benefit to LCC's own ecological credentials and improving outcomes across the City.

RECOMMENDED: To resolve to support Lichfield District Council's Nature Recovery Declaration and to support its aims where the City Council considers it within its powers and proportionate resources to do so.

12. OFFICERS' REPORT

To receive the Officers' Report, **APPENDIX 4** attached.

RECOMMENDED: That the Report be noted.

13. PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in the attached schedule (**APPENDIX 5**) for the period 1 April 2022 to 30 April 2022 in the sum of £128,279.71 General Account, and £260.91 Imprest Account.

14. 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.

15. DARWIN HALL

To consider the Town Clerk's confidential report at **APPENDIX 6** (attached for Members)

16. MAYOR AND SHERIFF'S CHARITY EVENTS

To consider the Town Clerk's confidential report at **APPENDIX 7** (attached for Members)

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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 that COVID-19 precautions such as sanitiser, one-way systems and socially distanced seating may be in place.

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 Street.

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 13 June 2022 at 6.30pm

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

APOLOGIES: Councillors P Ray and C Spruce.

15 MAYOR'S ANNOUNCEMENTS

The Mayor detailed the events and functions that he had attended since coming to office, including civic events such as the Mayoral Service, Annual Town Meeting, Court of Arraye and crowning of the Bower Queen, plus the opening of Bluebell Court, and the new Tesco Express store. The Mayor also highlighted his attendance at several events to mark the Queens's Platinum Jubilee, including the Beacon lighting at Lichfield Cathedral.

16 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

17 COUNCIL MINUTES

RESOLVED: That the Minutes of the Annual Council Meeting held on 16 May 2022 (Nos 1-14) be confirmed and signed as a correct record.

18 MATTERS ARISING

None.

19 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: That comments submitted to Lichfield District Council for the period 31 March to 26 May 2022 and made in the name of LCC via delegated authority, be received.

THE MEETING ADJOURNED FOR PUBLIC FORUM

A member of the public addressed the Council regarding disputed car parking charges received from residents and visitors who had parked vehicles at facilities managed on behalf of Three Spires Shopping Centre. There were three main matters that the Council was asked to respond to:

1. Whether the Council supported the efforts of the community to raise awareness of this issue and to support those affected
2. Whether the Council would share information relating to this campaign through its publicity channels
3. Whether Councillors would support the Facebook Group by joining it, advertising it and supporting the volunteer effort.

Councillor D Baker replied on behalf of the Council, firstly stating that the City Council has no authority or responsibility regarding designated car parks in the City, but that the Council would support the actions of the group where residents have indeed been wrongly charged.

In answer to the second question, Cllr Baker confirmed that the City council would need to be careful as to what material it did share as it has no jurisdiction in the matter, but that general publicity may be appropriate subject to sight of such publicity and discussions with City Council officers as to its appropriateness.

Finally, Cllr Baker confirmed that, in regard to question 3, the question as put is to the Council as a 'body' and that 'body' cannot compel its individual members to support a particular cause. However, if individual members wished to support the cause they were at liberty to do so in ways that they felt appropriate.

THE MEETING WAS RECONVENED

20 AUDIT COMMITTEE

Members considered the Minutes of the Audit Committee meeting held on 9 June 2022. In addition to consideration of the 2021/22 out-turn and associated matters, the Committee also made recommendations to Council regarding:

- the adoption of updated City Council Financial Regulations and Standing Orders following amendment to make them gender neutral, update legislative references and replace RPI with CPI as the preferred inflationary measure
- an updated Cyber Security Policy.

Councillor D Robertson highlighted the difficulties associated with 2021/22 budget setting due to the COVID pandemic but was pleased to see the Market function return to profitability. Cllr Robertson also highlighted that Guildhall costs were approximately £10,000 less than forecast in the 8-month summary, representing 1.2% of the precept. Cllr Robertson drew a parallel to the 1.5% precept rise agreed by Council for 2022/23.

Cllr J Anketell stated that he felt it surprising that the Leader of the Council was the Chair of Audit Committee.

RESOLVED: That the Minutes and recommendations of the Audit Committee meeting held on 9 June 2022 be adopted and that:

- 1 The Report and Out-Turn Statement 2021/22 be received.**
- 2 The Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £12,936 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 2021/22 financial year.**
- 3 In respect of the External Auditor Annual Return for the year ending 31 March 2022:**
 - 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 approve the Accounting Statements (Section 2 of the Annual Return), and this be signed by the Mayor on behalf of the Council**
 - c. The Council note the Annual Internal Audit Report section of the Annual Return**
 - d. The Council note the dates for the exercise of public rights - commencing on 15 June 2022 and ending on 26 July 2022.**

21 JOHNSON BIRTHPLACE ADVISORY COMMITTEE

Members considered the minutes of the JBAC meeting held on 26 April 2022.

RESOLVED: *That the Minutes of the Johnson Birthplace Advisory Committee meeting held on 26 April 2022 be adopted.*

22 SHERIFF'S RIDE WORKING PARTY

Members considered the minutes of the SRWP meeting held on 24 May 2022, which included suggested outcomes following the presentation on the future of the Ride by Townhouse Communications Ltd. In proposing the Minutes, Cllr A Smith gave an overview of the Working Party's progress to date and confirmed the four options that were under consideration; to abandon the Ride, continue with the reduced Ride held during COVID and also agreed for 2022, continue with the 'full' Ride with LCC funding, or to investigate options for reimagining the Ride for the 21st century with a view to attracting grant funding/sponsorship as a result. The minutes of the meeting confirmed the Working Party's preferred route was to seek external funding to repurpose the Ride, but in the event that external funding is not available, the reduced Ride as held during COVID was the preferred alternative - further significant direct funding from LCC was not considered appropriate.

Councillor C Ball proposed an amendment, citing recent communications with HS2 which indicate funding would be unlikely, and potential legal obstacles to the Council bidding directly into potential funding pots. The amendment proposed was to continue with the reduced Ride held during COVID for all future years in order to save costs and officer/member time in pursuing funding that may not be available. Cllr Robertson seconded the proposal.

Councillor C Greatorex spoke against the amendment, stating that as 'the City of festivals' the City Council should do all it could to maintain the spectacle of the Ride, to encourage local business involvement and to attract sponsorship, with 2023 being the 'rebirth' of the Ride.

Councillor A Lax asked Cllr Ball to consider withdrawing the amendment, with Cllr Ball offering to amend the proposal to allow it to be referred back to the Working Party.

Councillor A Smith stated that it was too early to admit defeat, the initial response from HS2 seemingly being a somewhat standard reply with further discussion necessary to establish the exact position and for the Working Party to reconvene once definitive answers and timescales were available.

Councillor J Smith stated that the minutes of the meeting were correct and that the proposed amendment had no basis.

Councillor D Robertson stated that the reduced Ride would save a considerable sum and should be the preferred way forward.

On being put to the vote, the amendment was declared lost (five members voting in favour of the amendment). The original motion was then voted upon and it was:

RESOLVED: *That the Minutes of the SRWP meeting held on 24 May 2022 be adopted.*

23 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Members considered the draft appointment of representatives on outside bodies at agenda Appendix 4.

RESOLVED: Appointments on outside bodies be confirmed as indicated in the agenda report. [final appointments reproduced below]

Outside Body	No of Reps	Period of Office	Current Appt Ends	2022/2023
Boley Park Community Hall Management Committee	4	1 Year	Jun-23	Cllr M Warfield
			Jun-23	Cllr D Baker
			Jun-23	Cllr R Yardley
			Jun-23	Cllr J Eagland
Boley Park Community Hall Trustees	4	Until retire or replaced	Until retire or replaced	Cllr J Eagland
				Cllr R Yardley
				Cllr C Spruce
				Cllr M Warfield
Bower Committee	1	1 Year	Jun-23	Cllr J Greaves
Curborough Community Association	3	1 Year	Jun-23	Cllr D Robertson
			Jun-23	Cllr P Jones
			Jun-23	Cllr R Harrison
Darwin Hall Community Association Trustees [and Company Directors]	4	Until retire or replaced	Until retire or replaced	Cllr J Checkland
				Cllr S Pritchard
				Cllr I Jackson
				Cllr P Jones
Dovehouse Fields Community Garden	2	1 Year	Jun-23	Cllr J Greaves
				Cllr J Smith
Dr Milley's Hospital	1	4 Years	Mar-27	Cllr C Rapley
Erasmus Darwin Foundation	1	1 Year	Jun-23	Cllr G Boyle
Friends of Samuel Johnson Community Hosp.	1	1 Year	Jun-23	Cllr A Lax
Friends of Lichfield Historic Parks Group	1	1 Year	Jun-23	Cllr H Ashton
Guild of St Mary's Centre Lichfield (Ltd)	1	1 Year	-	Mayor in Office
Johnson Council (non-voting observers)	2	1 Year	-	Mayor in Office
			-	Sheriff in Office
Lichfield District Arts Executive Committee [non-voting observer]	1	1 Year	Jun-23	Cllr R Harrison
Lichfield District City of Sanctuary	3	3 Years	Mar-25	Cllr H Ashton
				Cllr D Baker
				Cllr C Ball
LDC – Parish Forum	2	1 Year	Jun-23	Cllr M Field

Outside Body	No of Reps	Period of Office	Current Appt Ends	2022/2023
			Jun-23	<i>Cllr J Marks</i>
Lichfield Camera Club	1	1 Year	-	<i>Mayor in Office</i>
Lichfield Conduit Lands Trust	2	1 Year	-	<i>Mayor in Office</i>
		4 Years	Jun-25	<i>Cllr G Boyle</i>
Lichfield District Tourism Association	2	1 Year	Jun-23	<i>Museums & Heritage Officer</i>
			Jun-23	<i>Cllr J Marks</i>
Lichfield Rail Alliance, West Coast Rail 250, and all other rail related matters	1	1 Year	Jun-23	<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 J Greaves</i>
			23 April 26	<i>D Greatorex</i>
			3 April 26	<i>P Hitchman</i>
			26 July 24	<i>Cllr M Warfield</i>
			5 July 23	<i>Cllr 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 J Greaves</i>
			Nov-24	<i>D Greatorex</i>
South East Staffs CAB	1	1 Year	Jun-23	<i>Cllr D Baker</i>
SPCA - Executive Cttee (nomination only – subject to election by SPCA)	1	2 Years	Sep-23	<i>Cllr H Ashton</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-23	<i>Cllr D Baker</i>
Twinning Association	3	1 Year	-	<i>Mayor in Office</i>
			Jun-23	<i>Cllr H Ashton</i>
			Jun-23	<i>Cllr J Greaves</i>

24 ANNUAL TOWN MEETING

Members considered the Minutes of the Annual Town Meeting held on 25 May 2022.

RESOLVED: That the Minutes of the Annual Town Meeting held on 25 May 2022 be noted.

25 GENDER NEUTRAL TITLES

Members considered the agenda report regarding the use of gender-neutral titles for Council business, but the retention of traditional forms of civic address.

Councillor M Trent welcomed the proposal, stating that on being elected a Councillor in 2019, one of his first discussions with the Town Clerk related to the manner in which Councillors were addressed. While appreciating the argument for individual choice that has been in place at LCC since 2018, Cllr Trent stated that, in a wider sense, terminology matters and that opinions formed by residents as to the manner in which Councillors are addressed would assist in showing LCC to be a forward-thinking Council and may also play a small role in encouraging residents to become Councillors themselves.

Councillor G Boyle stated she felt it was a retrograde step, notably replacing Chairman with 'Chair'.

Councillor D Robertson stated this was an unobjectionable change and a positive step for LCC.

RESOLVED: That gender neutral titles be utilised for City Council business, with the exception of traditional civic address.

26 OFFICERS' REPORT

Councillor C Greatorex spoke about the proposed plaque for Francis Barber, and the high number of visitors to the Guildhall prison cells. Councillor Greatorex also welcomed the repainting of the lines/signage on the cycle path/footway at Nether Stowe, and the chainsaw carving of an owl from the remaining trunk of a felled tree at the Borrowcop Gazebo, asking whether the carving could be stained and protected from possible vandalism. Finally, Cllr Greatorex welcomed the report into the condition of trees on the 'closed' Churchyard at St Michaels which is maintained by the City Council.

Councillor J Eagland highlighted the work carried out at Boley Park Community Hall, with new front and rear doors/screens and internal blinds. Cllr Eagland stated that an excellent standard of work was evident and that users were enjoying the improved facilities.

Councillor D Robertson also referred to the chainsaw carving of an owl at Borrowcop, asking whether the carved books on which the owl sits could be named, perhaps in honour of famous local literary figures.

The Mayor added that the Jubilee Market along Pool Walk was well attended and the event a success. The Mayor stated that both he and the Markets Officer were keen to increase the use of this area for Markets in the future.

RESOLVED: That the report be noted.

27 PAYMENT OF REGULAR SERVICE PROVISION BY DIRECT DEBIT

Members considered the current list of Direct Debits, together with a new proposed Direct Debit to Opayo for the rental of LCC card machines and the fees associated with those machines.

RESOLVED: That the City Council renews its resolution to enter into direct debit payment arrangements with those providers listed in the agenda report; the resolution to be considered for further renewal at the meeting of the City Council in June 2023.

28 GRANT REQUEST - USE OF CORRIDOR GALLERY, FRIENDS2FRIENDS

Members considered a request from 2021/22 Sheriff Mr Peter Hitchman that a grant be given to the value of £30 to Friends2Friends for the use of the Guildhall Corridor Gallery as part of

their 10th anniversary celebrations, thereby allowing those monies to be reinvested in the charitable aims of Friends2Friends.

[At its meeting of 5 February 2009, the City Council resolved that no further 'free use' of the Guildhall be granted and that all applicants apply for a monetary grant to cover the prevailing hire costs instead]

RESOLVED: *That a grant in the sum of £30 be awarded to Friends2Friends.*

29 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed for the period 1 March 2022 to 31 March 2022 in the sum of £127,348.44 General Account and £672.20 Imprest Account.*

30 EXCUSION 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.*

31 STAFFING COMMITTEE

Members considered the Minutes and recommendations of the Staffing Committee meeting held on 31 May 2022. Members' particular attention was drawn to recommendations at Minute numbers 3,4,5 and 6, together with the additional information provided at Appendix A and B of the minutes.

RESOLVED: *That the minutes and recommendations of the of the meeting of the staffing Committee held on 31 May 2022 be adopted.*

32 DARWIN HALL

Members considered the Town Clerk's update regarding remedial work being undertaken at Darwin Hall.

RESOLVED: *That the report be noted.*

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.37 PM

MAYOR

For Council: 25 July 2022 APPENDIX 1

Lichfield City Council

**Minutes of the Meeting of the Neighbourhood Plan Implementation Working Party (NPIWP)
held via 'Zoom' on Monday 11 July 2022 at 6.00pm**

PRESENT: Councillors M Warfield (Chair), C Ball, G Boyle, P Jones, S Pritchard, and M Trent

APOLOGIES: Cllr J Checkland

1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor M Warfield declared an interest at Agenda item 7 as he is a Trustee and the Management Committee Chair of Boley Park Community Hall [both positions appointed by Council]

2. MINUTES

RESOLVED: That the minutes of the NPIWP meeting held on 11 April 2022 be confirmed as a correct record (Minutes adopted by Council on 20 April 2022).

3. MATTERS ARISING

Stowe Pool lighting.

The Deputy Town clerk updated members on the provision of two lighting columns to illuminate the foot bridge from the cross keys car park to Stowe Pool.

Quotations have been received for the cost of both solar powered lights and LED Lights. Members noted that although solar lights would be a greener alternative the light would be insufficient in winter months (as has been proven on Open Space 26c) and the battery would need replacing after 5 years. LED lighting however has proved a successful replacement on all other City Council lighting columns and has a lifespan of 25 years.

Councillor Trent welcomed the initiative and asked that it be added to the action plan at Enclosure 1. The Deputy Town Clerk is asked to progress the matter on the basis of LED lighting being installed, determine any costs regarding supply and liaise with District Council officers, with further reports to NPIWP in due course.

Crossing/Footpath to Sports Club on Eastern Avenue

The Deputy Town Clerk confirmed that SCC Highways had been contacted to determine if there were any plans to install a further crossing to the Sports Club on Eastern Avenue. SCC could not confirm if this was one of their ongoing projects on Eastern Avenue but would report back with a definitive answer in due course.

Dr Milley's – Window Improvements.

Councillor Boyle reported that District Council Officers had confirmed that improvements to Dr Milley's windows was not an appropriate CIL spend.

Shaw Lane/Beacon St Junction - mirror to improve visibility

The Deputy Town Clerk informed members that a request has been made to SCC Highways and an answer is awaited.

New Cycle signage around Stowe Pool

Members noted that this was being progressed by LDC and that the Town Clerk had attended the LDC Sounding Board meetings however no time frame has been given.

4. CIL MONIES RECEIVED, COMMITTED AND FORECAST

Members considered CIL commitments, balances and forecast as detailed at Agenda Appendix 1. Councillor Ball commented that given the considerable amount of CIL monies yet to be allocated members may wish to put forward suggestions for larger projects which would have more strategic impact. Members are asked to submit Agenda items before the next meeting in November.

RESOLVED: *That the update be noted.*

5. CITY CENTRE PLAQUES

Members considered the agenda report which provided an update on this project, including the progress made on the latest batch of plaques.

RESOLVED: *That the update be noted.*

6. FRANCIS BARBER/ANNA SEWARD PLAQUES

Members considered the Museum & Heritage Officer's agenda report which provided an update on the Barber/Seward plaques, and costings from two companies plus example plaque styles and asked that thanks be passed on to the MHO for progressing this project.

RESOLVED:

1. *That the report be noted*
2. *That the NPIWP's preference is for a style of plaque as shown in the 'Nell Gwynne' example provided in the agenda report [available to all members on request to the Deputy Town Clerk]*

RECOMMENDATION TO COUNCIL: *That £1,300 of CIL be allocated to cover the supply of both the Anna Seward and Francis Barber Plaques.*

7. CIL ALLOCATION UPDATES

Members considered the agenda report, giving updates on the installation of new doors and surrounding screens at Boley Park Community Hall, additional 20MPH signs in Curborough, the allocation to the Lichfield Waterworks Trust and also to LHCRT. Councillor Ball commended officers for progressing these projects and commented that the new doors at Boley Hall were a huge improvement.

RESOLVED: *That the report be noted.*

8. ACTION PLAN UPDATE

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

RESOLVED: *That the update be noted.*

9. DATE AND TIME OF NEXT MEETING

To be confirmed after the meeting [currently scheduled to be Monday 14 November 2022]
Members confirmed that the meeting is to be held via Zoom.

10. ANY OTHER BUSINESS

Members were asked to note that all City Council bus shelters are due to be refurbished. Councillor Ball welcomed the news and asked if this could be added to the action plan so that progress could be monitored.

THERE BEING NO FURTHER BUSINESS

THE CHAIR DECLARED THE MEETING CLOSED AT 6.39PM

ENCLOSURE 1: NPIWP ACTION PLAN AND PRIORTIES

ACTION IN ORDER OF PRIORITY	COMMENTS	TIMESCALE
Additional 20mph signs in North Lichfield	£2,500 CIL has been allocated to the provision of additional 20mph repeater signs on Anson Avenue, Dimbles Lane and Friday Acre.	SCC design team are to provide artwork for LCC'S approval. Upon which SCC advise a lead time of approximately 4 – 6 weeks before installation .
City Centre Plaques	Members noted the updated report at Agenda item 5	Members noted that this is an ongoing project which is being progressed in phases.
Samuel Johnson Birthplace Redevelopment	Recommendation adopted by Council	Work is in progress ; no completion date has been given.
Signs in the City Centre indicating walking direction to named car parks.	The Town Clerk recently met with District Council Officers who confirm that the City Council will be consultees on the City centre masterplan and public realm project which will, amongst other things look at signage around the City.	Work is ongoing, with the Town Clerk also attending LDC Masterplan Sounding Board meetings where this provision is being actively discussed
Stowe Pool Lighting	The Deputy Town clerk updated members on the provision of two lighting columns to illuminate the foot bridge from the Cross Keys car park to Stowe Pool. Quotations have been received for the cost of both solar powered lights and LED Lights. Members noted that although Solar powered lights would be a greener alternative the light would be insufficient in winter months (as has been proven on Open Space 26c) and the battery would need replacing after 5 years. LED lighting however has proved a successful replacement on all other City Council lighting columns and has a life of 25 years.	The Deputy Town Clerk is asked to progress the installation of LED lighting, determine any costs regarding supply and consult with District Council officers
Crossing/Footpath to Sports Club on Eastern Avenue	The Deputy Town Clerk confirmed SCC Highways had been contacted to determine if there were any plans to install a further crossing to the Sports Club on Eastern avenue.	A response is awaited from SCC Highways
Mirror at Shaw Lane/Beacon St	A request has been made to SCC	A response is awaited from SCC Highways

ACTION IN ORDER OF PRIORITY	COMMENTS	TIMESCALE
junction		
City Council Bus Shelters	Members were asked to note that all City Council bus shelters are due to be repainted and in some cases reglazed. Members were advised that this would require the removal of the Community artwork which was installed in 2010. All the artworks will be retained should the originators wish to claim it. Unfortunately, due to the deterioration of the boards it will not be reinstated once the bus shelters have been refurbished.	On going

Updated 11.07.22

For Council: 25 July 2022 APPENDIX 3

COMMUNITY GOVERNANCE REVIEW

Members will be aware of the ongoing Community Governance Review (CGR) being carried out by Lichfield District Council. When the initial CGR consultation exercise took place the matter was brought before the City Council, and at its meeting of 14 March 2022 Council resolved as follows:

RESOLVED: Delegated authority be given to the Town Clerk to respond to the CGR consultation in the name of the City Council. The response to reflect:

- a) The view expressed by Council over the past several years - that Garrick Road ward should be incorporated into Chadsmead, Burton Old Road ward into Stowe and Pentire Road ward into Boley Park, thereby creating coterminous parish and district boundaries.***
- b) The City Council would support Streethay Ward becoming part of the Lichfield City Parish, but any decision to drive this proposal should be initially subject to the view of Streethay residents.***
- c) When assessing future options, LDC is asked to have regard to the current unequal allocation of councillors which results in a significant variation in the ratio of electors to councillors across LCC wards.***
- d) To confirm the Council's desire for the recommendations of the review to be implemented in time for the 2023 local elections.***

On 20 June 2022, Lichfield District Council's Regulatory and Licensing Committee considered a report that set out the key issues identified in the review and provided draft recommendations. This report was circulated to all LCC members on 28 June 2022. In brief, the recommendations were:

- Garrick Road Ward to be incorporated into Chadsmead Ward.
Chadsmead Ward to comprise 4 Councillors (825 electors per Councillor)
- Burton Old Road Ward be incorporated into Stowe Ward.
Stowe Ward to comprise 5 Councillors (985 electors per Councillor)
- Pentire Road Ward be incorporated into Boley Park Ward.
Boley Park Ward to comprise 4 Councillors (849 electors per Councillor)
- To address the uneven distribution of Councillors, ranging from 302 electors per Councillor to 1,124 electors per Councillor currently, it is proposed that following the merger of Garrick Road with Chadsmead the representation of the new Chadsmead Ward should remain at 4 Councillors. This will mean electors per Councillor in Lichfield City will reduce in range from the current 302:1 – 1124:1, to the proposed 782:1 – 1124:1. This results in the loss of one City Councillor taking the total from 28 to 27.

The proposals address one of the City Council's key requests, namely the creation of coterminous District and City Wards, and address to some degree the City Council's concern as to uneven distribution of Councillors. The matter of Streethay is discussed separately in this report. The proposals are subject to a second consultation to which the City Council is now asked to respond.

Councillor to Elector Ratio

Though the report was passed at Regulatory and Licensing Committee, criticism emerged – led by Cllr D Robertson - prior to discussion at LDC full council in regard to the proposed arrangements for Lichfield City and the remaining variation in the ratio of electors per Councillor across wards. Though the report recommendations bettered the current position, some concerns were highlighted including Curborough

having more electors but less Councillors than Chadsmead, and the 'Democratic deficit' of the allocations of Councillors in Leomansley. Members are asked to note at this point that the Association of Electoral Administrators guidance states:

"There is no requirement in legislation that the number of councillors should be proportional to electorate size; indeed, the ratio of electors to councillors is likely to vary considerably within a principal council's area. A number of issues will impact on this: urban-rural differentials, traditional scales of representation, the administrative workload of a parish as reflected in its precept, and imbalances to support grouping or warding arrangements."

Possible amendments to the original LDC report recommendation as listed below were discussed at LDC full Council on 12 July (proposed by Cllr D Robertson); these proposals accept the combining of the single member wards to create coterminous boundaries but focus on the aforementioned elector to councillor ratio. The numbers in brackets represent movement in the number of Councillors, with no overall change from the current 28:

- Boley Park incorporating Pentire Road: 4 Councillors (0)
- Chadsmead incorporating Garrick Road: 4 Councillors (-1)
- Curborough: 4 Councillors (+1)
- Leomansley: 6 councillors (+1)
- St John's: 5 Councillors (-1)
- Stowe incorporating Burton Old Road: 5 Councillors (0)

This is presented as 'Option B' in the table below, together with a summary of the current situation and that as originally proposed in LDC's CGR report (Option A). The highest and lowest elector to Councillor ratio is highlighted in each case.

Ward	Electors per Councillor: Current	Electors per Councillor Option A: Original LDC Report Recommendation	Electors per Councillor Option B: Amendments as set out above to reduce Elector/Cllr ratio spread
Boley Park	967	850	850
Burton Old Road	860	Incorporated into Stowe	Incorporated into Stowe
Chadsmead	750	825	825
Curborough	1,114	1,114	835
Garrick Road	302	Incorporated into Chadsmead	Incorporated into Chadsmead
Leomansley	1,124	1,124	937
Pentire Road	497	Incorporated into Boley Park	Incorporated into Boley Park
St Johns	782	782	939 (5 Cllrs) / 782 (6 Cllrs)*
Stowe	1,017	985	985

**A Community Governance Review should have regard to short to medium term outcomes, the retention of six Councillors in St John's is therefore included in this table for consideration but was not part of the recommendation discussed at LDC full Council. This would generate the lowest current elector to Councillor ratio but would be expected to increase in the short term due to ongoing development. This arrangement would however increase the overall number of Councillors by one, from 28 to 29. NALC recommends that a Parish Council should have no more than 25 Councillors.*

When discussed at LDC full council, the proposal to amend the original report (effectively to remove Option A in the table above and replace it with Option B) was lost, but an amendment proposed by Cllr Pullen that this arrangement be included in the consultation document *alongside* the original report

recommendation was carried. At the time of compiling this report the consultation document from LDC is awaited.

Streethay

The City Council supported the inclusion of Streethay as an additional LCC ward but was very clear that such a proposal – and LCC's support for it - was dependent on the views of residents.

The CGR report previously circulated refers to and includes at Appendix D '*a number of submissions*' received in favour of splitting Fradley and Streethay Parish to create two distinct parishes, with one centred on Fradley and the other on Streethay. There is little support evident for Streethay becoming an LCC ward.

The report states the proposal to split the Parishes in this manner is consistent with the objective of promoting community cohesion and has local support, not least from the current Parish Council.

The report also notes the consideration of Streethay becoming a City Council ward but given local support for the alternative outlined above and the fact that the current size of the City Council exceeds the stated NALC guidance of 25 Councillors, this was not considered appropriate.

Next Stages and Timeline

The recommendations will be circulated for further consultation until the end of September 2022. Final recommendations are due to be submitted to the District Council in October 2022 with the outcomes published by December 2022.

RECOMMENDED:

- a) *The City Council to outline its response to the forthcoming second-round consultation, notably:***
 - To support the proposal to incorporate single member wards as set out in the report (reflecting the view previously expressed by Council)*
 - To establish a City Council preference on the ratio of electors to Councillors as set out in the report table as 'Option A' or 'option B' or a third alternative*
 - **If Option B is preferred**, Council to express its view as to whether there should be five or six Councillors for St John's Ward*
 - Any other matters*
- b) *Delegated authority be given to the Town Clerk to submit the consultation response in the name of the City Council.***

For Council: 25 July 2022 APPENDIX 4

OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer

The Mayor & Sheriff had the pleasure of attending the Staffordshire Lieutenancy Platinum Jubilee Garden Party at the Stafford County Showground on Wednesday 1 June – the day before the 4-day Jubilee weekend celebrations to celebrate Her Majesty's 70-year reign. The 500 nominees enjoyed a parade from the marquee to the main arena before being presented with a certificate, photographs and afternoon tea following on shortly afterwards.

The annual Court of Arraye took place at the Guildhall on Saturday 4 June to coincide with the Platinum Jubilee Bank Holiday weekend following a three-year hiatus due to the pandemic.

Those present included The Lord of the Manor - Mayor of Lichfield Cllr Jamie Checkland, Deputy Mayor Cllr Paul Jones, The Sheriff Cllr Janice Greaves, High Constables Jane Dayus-Hinch and Denise Gwilt, plus the Dozeners and Men at Arms.



The seven Dozeners entertained the audience with their comical and topical comments in their annual report of their area of responsibility within the City.

With help from the 7th Lichfield Scout Group, the Men at Arms undertook the duty of delivering the Dozeners reports with help from the High Constables.

Once the Court was adjourned, Councillor David Salter gave a Toast to the Success of the Bower before those present assembled outside the Guildhall in readiness for the Bower procession to arrive.

This year's Bower Queen, Judy Hammersley, and her ambassadors were then crowned by the Mayor before the procession continued along the traditional route around the City.

The Mayor led the Lichfield City Council team in the annual Swinfen Broun Challenge Trophy bowls match against the Lichfield Museum Bowling Club on Wednesday 22 June. Despite the best efforts of the City Council team, the Bowling Club took the trophy once again with a score of 98 to 48.

After Covid restrictions last year, everyone was very pleased to return to the usual format of this much loved, traditional event.



After the match the Mayor handed the trophy to the Club President Mr Fred Perry and thanked everyone for taking part and supporting the event.

Players then retired to the Hub for a light supper prepared by members of the Bowling Club. The Mayor concluded the evening by drawing the raffle which raised a total of £135.00 for the Museum's Bowling Club's charity fun day. We look forward to Wednesday June 21 2023 for a re-match.

Preparations remain ongoing for various civic and charity events including Mayoress at Home on Saturday 23 July and the first civic charity event of the year - Beer & Skittles – on Friday 12 August, plus the Sheriff's Banquet on 10 September and Johnson's Birthday celebrations on 17 September.

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

A scaffold was installed at the Samuel Johnson Birthplace Museum in June and exterior repair and redecoration works are underway. On Friday 10 June, a protective barrier was put into position, ahead of the scaffold build from Sunday 12 June.

The Museum was closed to the public until Friday 17 June to safely construct the Market Street section of the structure, which is self-supporting to ensure that nothing is attached to the Grade I listed building. The work is scheduled to be completed within 8 weeks and the Museum will be accessible to the public as normal throughout. At the time of writing, the results of a structural investigation into areas of concern were awaited, these outcomes may lead to an extension of the timescales stated above.

Events at the Museum originally planned for June were rescheduled to enable work to go ahead,



however the regular groups such as Latin Learners, Writing Group and Birthplace Bookworms have been unaffected, with some sessions moving to Lichfield Guildhall during closure.

Prior to the exterior work commencing, events included an author event with Tom Nancollas on Sunday 29 May, promoting his recent book 'The Ship Asunder' in a special event with a talk on seafaring in Johnson's *Dictionary* and a performance of sea shanties by Lichfield Lighthouse Company, as part of the author's walk from the Welsh coast to raise funds for the RNLI. The Jubilee was marked with a special bookshop window display and self-guided creative family activities available in the house over the half term holiday.



Charnwood School attended a guided educational visit at the Museum on Wednesday 8 June and an evening Outreach talk was delivered to Burntwood Chase Heritage Group on Tuesday 7 June.

Visitor numbers at the Birthplace in June totalled 1091, with a busy half term week of 428 visitors. Direct online engagement with the Museum in June numbered 1477, with a further social media reach of 5605. The Old Guildhall Prison Cells, which the Birthplace Officer team oversee, welcomed 327 visitors in June.

The Birthplace has received excellent publicity, with a dedicated article titled 'Wit, wisdom and better than Wordle: why you should visit Dr Johnson's Birthplace Museum' appearing on Saturday 25 June. In addition, journalists were welcomed to the Museum from National Geographic, as part of a visit organised by 'Enjoy Staffordshire', and Travel Life Magazine. Herefordshire based Buddhist centre 'Urgyen House' filmed at the Museum for a video blog post.

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Hidden Histories Travel
Wit, wisdom and better than Wordle: why you should visit Dr Johnson's birthplace museum
You don't need to have tired of London to enjoy this attraction celebrating the great lexicographer in his home town of Lichfield


Recent Officer work has focussed on managing the day-to-day operation of the Museum around the exterior works, including liaison with owners of neighbouring properties. Other work has included the historic city plaque project, including liaison with LDC's Principal Conservation and Design Officer to identify a location for a forthcoming plaque for Francis Barber, and meeting with the Chair of Dr Johnson's House in London to discuss development projects. Work towards establishing disabled access continues, including further correspondence with SCC Officers.

Museum Support Officer projects have included: preparation for forthcoming 'Summer Fun' events including setting up online booking in addition to in-person and telephone bookings; arrangements for Johnson's Birthday celebrations in September; supporting Guildhall Cells volunteers, and coordinating Bookworms, including arranging sponsorship for the rest of the year's book purchases.

Several research enquiries were handled including an opportunity to participate in a University of Birmingham-led project titled 'Material Identities, Social Bodies: Embodiment in British Letters c.1680-1820' which will feature a Francis Barber letter from the Birthplace Collection in a forthcoming article.

Museum Attendant staff completed online first aid training, and the replacement Museum Attendant post was advertised, for which interviews were scheduled for 19 July.

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

Lichfield Cathedral looked beautiful lit in red, white and blue to celebrate the Queen's Platinum Jubilee on 2 June 2022 in unison with 1,500 other locations across the UK and Commonwealth. The City Council provided assistance in the commemorations, notably the provision of the beacon and organisational support.

Bells were rung to start the proceedings followed by an official announcement from the Town Crier and a performance of The Song of the Commonwealth by the Lichfield Cathedral Jubilee Choir. A Piper played 'Diu Regnare' a unique tune written for the occasion by Major Stuart Liddle and a Bugler announced the lighting of the beacon with a special bugle call entitled 'Majesty'. At 8.45



pm the Bishop of Lichfield, The Right Reverend Dr Michael Ipgrave OBE lit the beacon to the delight of the crowd.

Festival Gardens is now starting to bloom which will give a splendid display of colour around the perimeter and increase biodiversity. This is the first sowing year in this area, and we look forward to a stronger showing of flowers as each year goes by, as is evidenced by the bund at Nether Stowe.



Several other projects have been progressed since the last report including:

- Several wooden slatted benches across Lichfield City have been rubbed down, re-stained and varnished as part of a regular maintenance programme. Locations include Library Corner, Friary Remains, Heather Gardens and the Remembrance Gardens. A further two benches are still to be refurbished at the time of preparing this report
- Following the site-wide tree report at the 'closed' Churchyard at St Michaels, the recommended tree work has been agreed, split into four phases, and progressed. Phase three is being undertaken at the time of preparing this report, with the fourth and final phase due to be completed later in the Summer. The work has been received very positively by St Michael's representatives, and the thanks of the Open Spaces Officer for their assistance and advice is duly recorded here
- Tree/hedge reduction work to open space 17c (Ash Grove), notably the trees along the perimeter of the site at Mulberry Drive. This work is due to be undertaken shortly after the deadline for this report



- A professional inspection of an Ash tree on Open Space 26b (adjacent to Gallows Wharf) has revealed that the canopy is suffering from Ash Sawfly. Recommend action includes removal of large deadwood, pruning back overbearing branches also the branches in the upper canopy to reduce the likelihood of branch failure. The tree will need to be monitored annually following this work, which is scheduled for later in the summer.
- Following reports of damage to the matting at the play area at Curborough Community Centre, this has now been professionally repaired
- Open Space 11d (Johnson Close/Fecknam Way – removal of dead wood and overhanging branches, to be progressed in late summer following application to LDC's Arboricultural Officer.
- A failing Cherry tree in Festival Gardens is scheduled to be removed following discussions with the Arboricultural Officer. At the same time, some other minor tree work will be undertaken in line with professional recommendation.

4. Markets: Hayley Howen, Markets Officer

Jubilee Market 2022

The Jubilee event was very successful and enjoyed by Traders and the general public over the holiday period.

The event was at full capacity across its four days, beginning with the specially created Market on Thursday and concluding with the Producers' Market coinciding on Sunday. The Friday and Saturday Markets were relocated from the Square as a result of the traditional Bower Fair on the Square.

The event was supported by CJ's Events Warwickshire who allowed the City Council to use their stalls for the Markets. The stalls were delivered on Wednesday evening in readiness for the early start on Thursday.

The Thursday Market began on a Sunny day, with the arrival of the Traders bright and early but to ensure residents of Dam Street were not woken, access via Reeve Lane was arranged with LDC beforehand. The car park behind B & M was occupied by the Funfair, greatly restricting the ability of traders to unload their vehicles. This was mitigated by staggered arrival times, with all traders set up and stalls dressed by 9am. Stall holders all made great effort to dress their stalls in the spirit of the event.



We then welcomed Holly Rolfe, a delightful singer to open the Jubilee. She filled the air with 50s songs that were perfect for the event. We are very grateful for Holly giving up her time to attend.

The Mayor, Councillor Jamie Checkland attended to judge the best dressed stall. The Mayor spoke to all stallholders and after careful consideration the prize was awarded to Tonia with her wax union jack melts and dressed stall.

This event proved to be popular with the Traders, and though they were all aware this was a special event across a special weekend with footfall higher as a result, the location beside Pool Walk and the ambience created has led to further interest from Traders wishing to stand in this location in the future.



Social Media

Social Media is used to good effect for all markets, but notably the Jubilee event. The traders also interacted on their pages and promoted the market throughout. Tweets were retweeted on several occasions and the go live function on Facebook reached over 2000 people.

Tuesday Market

The Tuesday market is now left with 1 small pitch and a double pitch to rent. We have many enquires and a portfolio of traders following the Jubilee event that we may fill weekly with casual traders over the summer period. We have had several applications from traders selling duplicate goods to those already available, those traders have been placed on a waiting list. 'Justin in Time Coffee' joined us in July for a trial period which is a most welcome addition to the market.

Friday Market

After 'Cheshire Pies' joined us last month, the Friday market now only has two pitches available, with casual traders often filling the space. As trader and consumer confidence grows, we seem to be attracting different stalls that will bring vibrance to the Square.

Saturday Market

'The Little Baker' is now back from an enforced absence and has had a lovely two weeks settling back in with her fellow traders. The market on a Saturday is almost always at capacity and is still the most attended market.

The Producers' Market

The Producers' Market is very popular in Lichfield and is well attended. The last market saw a full capacity of 30 traders with stalls varying from natural dog treats to silver jewellery. There were also various food stalls, upon speaking to the Traders the day was excellent and they enjoy the monthly event.

Market Square Bookings - Non-Market Days

Non-Market days sees Ian Newey with his eco-friendly ice cream van and John Madden with his chip van regularly trading on the Square. The ice cream van was also present at the Jubilee Market. There are also plans for the Ice Cream Van and The Spiritualist to trade along Pool Walk over the Summer months.

Replacement litter bins were installed on the Square on 6 July.

5. Guildhall/Boley Park Community Hall: Helen Winter, Guildhall Bookings Officer

We have had our regular hirers during the past month, and 8 other meetings in various rooms in the Guildhall. We currently have availability for bookings in different sized rooms during the week. Please contact the Booking Officer for further details.

The Dementia Café moved to the George Hotel during Jubilee week due to their success/increasing numbers (and no longer fitting in the Guildroom). Unfortunately, the main hall was not available for them due to a regular hirer already occupying that timeslot.

The Bower Committee held their Regular Model Fair exhibition in the Guildroom prior to Bower Day. A Corridor Gallery display/sale was also held on Bower Day. The ancient Court of Araye in the Guildhall preceded the Bower procession around Lichfield.

A leather (handbag) sale is being held in the Guildroom on Saturday 27 August and Sunday 28 August. This is their first booking since lockdown and will hopefully prove as successful as in previous years; these events are always extremely popular with excellent items for sale at good prices.

We have had 2 market research bookings in the Guildroom. Private bookings include a 50th/60th Birthday Party, two Wedding ceremonies and two Receptions. There are several enquiries coming in for weddings next year.

South Staffs College in association with Lichfield Arts held a Fashion Show of students work in June. The college's Media Department also held their annual Film Show, showcasing students work.

Commercial bookings include a company away day attended by approximately 140 people across two sessions and proved very successful. HS2 have also held a public information session in the Guildhall.

The Old Prison Cells are open from April - October on Saturdays between 10.00am - 4.00pm (unless there are whole building bookings). We have also had 8 Tourist Information Cell Tours in recent weeks.

We are currently recruiting Casual Premises Attendants. Anyone who is interested, please contact the City Council.

Boley Park Community Hall

The Hall continues to be popular for children's birthday parties (as well as regular bookings). An order has been placed for a new notice board at the front of the building. The curtain rails – which are no longer required due to blinds and translucent window film - have been removed from above the windows inside the hall. HS2 are hosting two information sessions for local residents - Monday 11 July 2.30pm – 5.30pm and Tuesday 19 July 4pm – 6pm.

6. Twinning: Gabriele Lasch-Burden, Twinning Officer

A new date has been set by the Limburg City Council for the thrice cancelled international Twinning celebrations. The festivities are now scheduled to take place in Limburg from 9 to 12 June 2023. Up to 100 people from each of Limburg's twin cities (Lichfield, UK – St. Foy, France – Oudenburg, Belgium) are invited to take part in the weekend celebrations. It is open to all Lichfield residents. Accommodation will be free with host families or participants can choose their own hotel accommodation. Each participant pays for their own transport costs.

This year we are celebrating 30 years of the official signing of the ring twinning agreement between Lichfield, Limburg, and Ste. Foy, by the then Mayor Ann Johnson on 26th September 1992.

The yearly one-week internship of a Limburg Council public office apprentice will restart this autumn, after a 2-year break due to the pandemic. The German apprentice will spend a week in various public offices in Lichfield from 24th to 28th October of this year. The aim is to learn about the differences in administration between Limburg and Lichfield. A programme is being put together for the German visitor and if anybody would like to offer some insight into their work, please contact the Twinning Officer. The more varied the programme is, the more meaningful an experience will be had by the apprentice. The apprentice will be accommodated by a family from the Lichfield Twinning Association.

The PPC High School in Limburg would like to start a yearly work placement scheme for their economics A-level students in Lichfield. They managed to secure funding from the European Erasmus+ student foreign experience grants scheme to one non-EU country, like the UK. They are looking to place one student each September/October in a Lichfield business (office based) for 2 weeks, to gain industry experience and improve their command of the English language. Companies in Lichfield are now being contacted to see whether anyone could offer to host a Limburg student. Anybody with suggestions of possible businesses who might be interested, please contact the Twinning Officer. There are no restrictions on which sector of business. The ideal location would be within or close to Lichfield city centre, due to accessibility by foot or public transport.

A family from Lichfield contacted Lichfield City Council as they wished to holiday in our twin town of Limburg this summer and were put in touch with the Limburg Twinning Association. The Chair of the Limburg Twinning Association has offered to put on a tour around their city and help to organise various other trips to sights of interest.

The Mayor of Limburg/Germany, Dr. Marius Hahn, has helped to install the first of many new Twinning signs around their city (pictured).



7. Deputy Town Clerk: Sarah Thomas

The Deputy Town Clerk continues to train the Civic Officer and recently attended the Court of Arroyo in June however will be taking more of a behind the scenes supportive role from July. Officers from other departments have also been supported during the busy summer/annual leave period.

Applications are being processed for the post of Office Administrator and the Deputy will be assisting the Town Clerk in the selection and interview process.

Currently the Deputy is pursuing several lines of enquiry raised by members of the Neighbourhood Plan Implementation Working Party and Sheriff's Ride Working Party and will be providing secretariat support at the forthcoming NPIWP, MWG as well as deputising for the Town Clerk at the July Council meeting.

For Council: 25 July 2022 APPENDIX 5

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 April to 30 April 2022

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/04/2022	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 22/23 - 1st instalment of 10 (April)	924.50	0.00	924.50
01/04/2022	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 22/23 - 1st instalment of 10 (April)	13.64	0.00	13.64
01/04/2022	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 22/23 - 1st instalment of 10 (April)	538.20	0.00	538.20
01/04/2022	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 22/23 - 1st instalment of 10 (April)	1,996.00	0.00	1,996.00
04/04/2022	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - February	53.01	10.60	63.61
05/04/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - March	11.01	0.00	11.01
05/04/2022	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - April	6.00	1.20	7.20
06/04/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - March	89.23	0.00	89.23
06/04/2022	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - April	6.00	1.20	7.20
11/04/2022	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/ internet - Usage Jan-Mar, rental Mar-May	98.78	19.75	118.53
11/04/2022	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/ internet - Usage Jan-Mar, rental Mar-May	436.52	87.30	523.82
11/04/2022	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/ internet - Usage Jan-Mar, rental Mar-May	413.34	82.67	496.01
12/04/2022	Debit	American Express Merch Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.06	0.00	0.06
13/04/2022	BACS 984	Northern Platforms Limited	G/HALL Supplies/Services	6 monthly inspection of Skywinder - March	225.00	45.00	270.00
13/04/2022	BACS 985	M W Brown	ADMIN Supplies & Services	Quarterly pest control at Donegal House	37.50	0.00	37.50
13/04/2022	BACS 985	M W Brown	G/HALL Supplies/Services	Quarterly pest control at Guildhall	37.50	0.00	37.50
13/04/2022	BACS 985	M W Brown	PARKS Other Repair/Maint	Quarterly pest control at 6 open spaces	225.00	0.00	225.00
13/04/2022	BACS 986	Brownhill Hayward Brown	R&R FUND Birthplace	Architect for museum developments	890.00	178.00	1,068.00
13/04/2022	BACS 986	Brownhill Hayward Brown	R&R FUND General	Architect for QI works at Darwin Hall	335.00	67.00	402.00
13/04/2022	BACS 986	Brownhill Hayward Brown	R&R FUND General	Architect for works at Boley Hall	212.50	42.50	255.00
13/04/2022	BACS 987	MT Services Computer Systems	ADMIN Supplies & Services	Set up remote access for Open Spaces Officer	170.00	34.00	204.00
13/04/2022	BACS 988	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip - March	320.00	64.00	384.00
13/04/2022	BACS 989	Mayor & Sheriff's charity acct	CIVIC Events	Transfer of card payments for Charity Race Night	289.00	0.00	289.00
13/04/2022	BACS 990	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning - March (28.5 hrs)	370.50	74.10	444.60
13/04/2022	BACS 990	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning in Guildhall and DH - March (47.25 hrs)	614.25	122.85	737.10
13/04/2022	BACS 991	Lichfield District Council	DEM SERVICES Election Costs	Parish election in Stowe Ward, May 2021	7,220.89	0.00	7,220.89
13/04/2022	BACS 992	Prof G H Burkhardt	PARKS Other Repair/Maint	Settlement of claim arising from fallen branch	740.91	0.00	740.91
14/04/2022	BACS 993	Zurich Town and Parish	ADMIN Insurance	LCC insurance (excl. Museum) to 30/04/23	19,884.40	0.00	19,884.40
14/04/2022	BACS 993	Zurich Town and Parish	ADMIN Insurance	LCC insurance inspection contract to 30/04/23	585.63	117.13	702.76
14/04/2022	BACS 994	Staffs Parish Councils' Assocn	ADMIN Subscript/Training	SPCA annual membership 22/23	1,972.80	0.00	1,972.80
14/04/2022	BACS 995	Society of Local Council Clerks	ADMIN Subscript/Training	SLCC membership for Town Clerk 22/23	414.00	0.00	414.00
14/04/2022	BACS 996	Nisbets	HALLS Boley Hall	Cleaning and cloakroom supplies for Boley Hall	62.35	12.47	74.82
14/04/2022	BACS 997	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - April	19.00	3.80	22.80
14/04/2022	BACS 997	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - April	19.00	3.80	22.80
14/04/2022	BACS 998	Staffordshire County Council	ADMIN Professional Fees	Legal advice re gas main at Tamworth Road	287.50	57.50	345.00
14/04/2022	BACS 999	Nat Ass of British Market Auths	MARKET Supplies/Services	NABMA subscription 22/23	384.00	0.00	384.00
14/04/2022	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - April	23,721.46	0.00	23,721.46
14/04/2022	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - February	214.36	42.87	257.23
14/04/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - February (2nd account)	12.86	0.64	13.50
14/04/2022	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - February (1st account)	65.07	3.25	68.32
14/04/2022	DDebit	Npower Ltd	G/HALL Energy	Electricity - February	329.70	65.94	395.64
14/04/2022	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - February	42.91	2.15	45.06
14/04/2022	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - February	103.57	5.18	108.75
14/04/2022	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - February	35.86	2.66	38.52
19/04/2022	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - April	29.51	5.90	35.41
19/04/2022	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - April	18.27	3.66	21.93

19/04/2022	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - April	29.51	5.90	35.41
19/04/2022	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	IT support, anti-virus, backups, Office 365 - March	534.70	106.93	641.63
19/04/2022	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - March	45.00	9.00	54.00
19/04/2022	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' emails - March	126.00	25.20	151.20
19/04/2022	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - March	45.00	9.00	54.00
19/04/2022	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - April	44.75	0.00	44.75
19/04/2022	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - March	56.11	2.81	58.92
20/04/2022	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/ internet - March usage/ April rental	127.42	25.48	152.90
20/04/2022	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/3 - 1/4	77.19	0.00	77.19
20/04/2022	Debit	American Express Merch Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.35	0.00	0.35
22/04/2022	BACS 1000	Cube Commercial Ltd	C I L Expenditure	Supply & fit front and rear doors at Boley Hall	6,249.32	1,249.86	7,499.18
22/04/2022	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - March payroll	27.60	0.00	27.60
25/04/2022	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/3 - 10/4 (incl. price rise from 1/4)	11,305.81	2,261.16	13,566.97
25/04/2022	DDebit	Npower Ltd	G/HALL Energy	Electricity - January	369.39	73.87	443.26
29/04/2022	BACS 1032	ACW Arb	PARKS Other Repair/Maint	Borrowcop Gazebo - Fell sycamore	1,600.00	320.00	1,920.00
29/04/2022	BACS 1032	ACW Arb	PARKS Other Repair/Maint	Borrowcop Gazebo - Owl carving on sycamore stump	450.00	90.00	540.00
29/04/2022	BACS 1032	ACW Arb	PARKS Other Repair/Maint	St Michael's - Remove dead limb	60.00	12.00	72.00
29/04/2022	BACS 1032	ACW Arb	PARKS Other Repair/Maint	St Michael's - Fell lime	950.00	190.00	1,140.00
29/04/2022	BACS 1032	ACW Arb	PARKS Other Repair/Maint	Festival Gdns - Fell 2 grafted chestnuts	900.00	180.00	1,080.00
29/04/2022	BACS 1033	Alan & Thomas Insurance Grp	ADMIN Insurance	Museum insurance 1/5/22 - 30/4/23	7,522.89	0.00	7,522.89
29/04/2022	BACS 1034	BZ Commercial Finance	ADMIN Supplies & Services	Stationery from Banner	39.70	7.93	47.63
29/04/2022	BACS 1034	BZ Commercial Finance	ADMIN Supplies & Services	Printer paper from Banner	74.95	14.99	89.94
29/04/2022	BACS 1035	A Carruthers	G/HALL Lettings	Refund of wedding breakage deposits paid by BACS	200.00	0.00	200.00
29/04/2022	BACS 1036	Darwin Electrical Services	G/HALL Repair/Maint	Supply and replace hand dryer in men's toilets	200.00	40.00	240.00
29/04/2022	BACS 1036	Darwin Electrical Services	R&R FUND Guildhall/Donnegal Hs	Part rewiring of ground floor rooms after inspection	1,314.17	262.83	1,577.00
29/04/2022	BACS 1037	Frederica Greetings Ltd	BIRTHPLACE Stock for sale	Greeting cards for sale	94.64	0.00	94.64
29/04/2022	BACS 1038	N R Grundy	HALLS Curborough C Centre	Remove old cycle racks and fix new ones	255.00	0.00	255.00
29/04/2022	BACS 1038	N R Grundy	HALLS Darwin Hall	Remove old cycle racks and fix new ones	255.00	0.00	255.00
29/04/2022	BACS 1038	N R Grundy	PARKS Other Repair/Maint	Gazebo footpath - Repair fences after wind damage	1,960.00	0.00	1,960.00
29/04/2022	BACS 1039	Haywoods Contracts Ltd	G/HALL Supplies/Services	Replace damaged blind and repair another	750.00	150.00	900.00
29/04/2022	BACS 1040	Lichfield Lock & Key Repairs	ADMIN Supplies & Services	Repair door knob on Milner Room	50.00	10.00	60.00
29/04/2022	BACS 1041	Lich District Tourism Assocn	ADMIN Supplies & Services	LCC membership of LDTA 22/23	25.00	0.00	25.00
29/04/2022	BACS 1042	Midland Electrical Contractors	HALLS Darwin Hall	Replace faulty light fittings (Phase 2 works)	1,300.00	260.00	1,560.00
29/04/2022	BACS 1043	MODES Users Association	BIRTHPLACE Supplies & Services	MODES 2 user licence & support 22/23	222.50	44.50	267.00
29/04/2022	BACS 1044	Npower Ltd	G/HALL Energy	Annual meter operator service 22/23	215.00	43.00	258.00
29/04/2022	BACS 1045	Pioneer Roadshows	CIVIC Events	PA system for St George's Court	325.00	0.00	325.00
29/04/2022	BACS 1046	Raphael Design Limited	BIRTHPLACE Stock for sale	Printed mugs for sale	455.00	91.00	546.00
29/04/2022	BACS 1047	R Fathers	PARKS Other Repair/Maint	Eastern Ave - Remove dead wood near sports club	350.00	0.00	350.00
29/04/2022	BACS 1047	R Fathers	PARKS Other Repair/Maint	Stafford Rd - Various tree work	850.00	0.00	850.00
29/04/2022	BACS 1048	Sage (UK) Ltd	ADMIN Supplies & Services	Sage Payroll software, updates & support to 2/5/23	987.00	197.40	1,184.40
29/04/2022	BACS 1049	Vision ICT Ltd	ADMIN Supplies & Services	Biennial renewal of gov.uk domain to November 2023	65.00	13.00	78.00
29/04/2022	BACS 1050	Water Plus Ltd	BIRTHPLACE Rates/Water	Used water & surface drainage 10/1/22 - 10/4/22	39.98	0.00	39.98
29/04/2022	BACS 1051	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Reimbursement for snacks for Mayor's Parlour	16.25	0.00	16.25
29/04/2022	BACS 1051	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Reimbursement for drinks for Mayor's Parlour	17.66	3.53	21.19
29/04/2022	BACS 1051	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Parking for various Mayoral events	13.33	2.67	16.00
29/04/2022	BACS 1051	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Mileage for various Mayoral events, March & April	70.74	0.00	70.74
29/04/2022	BACS 1051	Robert Yardley	CIVIC Mayor's Allowance - R Yardley	Gift for chef at event	15.95	0.00	15.95
29/04/2022	BACS 1052	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 24/4/22	46.00	0.00	46.00
29/04/2022	BACS 1053	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - April	7,009.94	0.00	7,009.94
29/04/2022	BACS 1054	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - April	8,490.48	0.00	8,490.48
29/04/2022	BACS 1055	The Print Box Ltd	HALLS Boley Hall	Supply & fit window graphics	85.00	17.00	102.00

29/04/2022	BACS 1056	Skyguard Ltd t/a PeopleSafe	G/HALL Supplies/Services	Panic alarm, fall detector & 3 yr cover for PA safety	486.92	97.38	584.30
29/04/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 5 Mar to 1 Apr - Current account	28.31	0.00	28.31
					<u>121,306.15</u>	<u>6,973.56</u>	<u>128,279.71</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 April to 30 April 2022

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
11/04/2022	05436	Cash	Various	Petty cash vouchers 7820 - 7831	235.44	18.13	253.57
29/04/2022	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 5 Mar to 1 Apr - Imprest account	7.34	0.00	7.34
					<u>242.78</u>	<u>18.13</u>	<u>260.91</u>