



Lichfield City Council

Donegal House, Bore Street, Lichfield, Staffordshire, WS13 6LU

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

28 September 2023

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 **Wednesday, 4 October 2023** 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 24 July 2023 (Nos. 36-48) (**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 13 July 2023 to 6 September 2023, and made in the name of LCC via delegated authority, be received (**copies previously circulated**).

7. **TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2)**

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. CLIMATE CHANGE AND BIODIVERSITY COMMITTEE

To consider the Minutes and recommendations of the inaugural meeting of the Climate Change and Biodiversity Committee held on 27 September 2023 (**APPENDIX 1**, attached). Members' particular attention is drawn to the recommendations to Council as contained in minute numbers 4(1) and 4(6).

RECOMMENDED: *That the minutes and recommendations of the inaugural meeting of the Climate Change and Biodiversity Committee held on 27 September 2023 be adopted.*

9. MARKETS WORKING GROUP

To consider the Minutes and recommendations of the meeting of the Markets Working Group held on 28 September 2023. (**APPENDIX 2**, attached).

RECOMMENDED: *That the minutes of the meeting of the Markets working Group held on 28 September 2023 be adopted.*

10. FINANCIAL PROGRESS REPORT - 1 APRIL to 31 JULY 2023

This report (**APPENDIX 3**) contains the financial progress for the period 1 April 2023 to 31 July 2023 and summarises the income and expenditure against budget for the service areas in the first four months (33%) of the financial year.

The report shows:

Column 1 – The actual income/expenditure to 31 July 2023

Column 2 – The forecast of expenditure for the remaining eight months

Column 3 – The current anticipated total spend for the year (Column 1 + 2)

Column 4 – The Budget for 2023/24

Column 5 – The anticipated variance from budget

The next financial report (six months) is to be presented to the Audit Committee at its meeting of 7 December 2023 and then considered at council on 11 December 2023.

RECOMMENDED: *That the Financial Progress Report be noted.*

11. AUDIT OF ACCOUNTS 2022/23

To note the audit of accounts for the year ending 31 March 2023 was completed on 6 September 2023. The external auditor, Mazars, report states that:

On the basis of our review... in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

There were no minor matters that the Auditor requested be brought to the attention of the council. The Notice of Conclusion of Audit was published on 7 September 2023.

RECOMMENDED: *That the report be noted.*

12. STAFFORDSHIRE PENSIONS SCHEME – DISCRETIONS POLICY

Under the Local Government Pension Scheme Regulations (LGPS) each Employing Authority is required to formulate, publish, and keep under review a policy statement in relation to the exercise of a number of discretions which employers can use under the LGPS. The Local Government Association revised their guidance on discretionary policies and the Staffordshire Pension Fund subsequently produced a template policy which sets out the discretions that need to be considered. The City Council adopted its current Policy on 22 October 2018, and the document should be reviewed at least every five years.

Attached at **APPENDIX 4** is a draft of an Employer Discretions Policy to be considered by

the Council. This revised document does not contain any significant changes from the document adopted in October 2018; the policy is designed to restrict the costs which could fall on the Council by applying discretions, but to permit individual cases to be dealt with on their merits. The draft policy utilises the template provided by the Staffordshire Pension Fund and will be submitted to them following adoption by Council.

RECOMMENDED: That the City Council adopt the Employer Discretions Policy as contained at Appendix 4, replacing the policy adopted on 22 October 2018.

13. GRANT APPLICATION – LICHFIELD DISTRICT CITY OF SANCTUARY (LCoS)

On 24 August, the Deputy Town Clerk circulated a grant request from LCoS in the sum of £3,150. The grant was to enable the provision of 5 places at certified English for Speakers of Other Languages (ESOL) courses and employability training for non-English speaking students of limited means who are resident in Lichfield. Weekly evening classes commence in October, necessitating a speedy decision and retrospective consideration by Council. The grant requested would cover associated costs such as books, exam entry, educational visits etc.

LCoS stated that the ESOL provision for Ukrainian and other students has reinforced their belief that English language acquisition is the key to independence and integration.

As LCC appointed representatives to LCoS (and members of the Grants Committee), Councillors H Ashton, C Ball and D Baker elected to not make comments and declared a corresponding interest. Other responses from Grants Committee members were positive but given the relatively low number of informal approvals available due to interests declared, the endorsement of the Leader of the Council was sought and received. The full grant of £3,150 was paid to LCoS in September 2023, allowing the monies to be utilised for the October courses. This payment, together with other recent grant payments, reduces the City Council's Grants Reserve to approximately £9,000.

The full grant application is available to all members of the Council on request to the Town Clerk or Deputy Town Clerk.

RECOMMENDED: Council to confirm the view of Grants Committee representatives and the Leader of the Council and formalise its approval of the grant to LCoS in the sum of £3,150 for the purposes stated in this report.

14. PROPOSED CHANGES TO SCC DIVISION BOUNDARIES – LICHFIELD DISTRICT

The Local Government Boundary Commission for England (LGBCE) has published its recommendations for changes to County division boundaries in Staffordshire. The review aims to ensure councillors represent approximately the same number of electors, and that division arrangements help councils work effectively. LGBCE has launched a consultation to run until 16 October 2023. More information can be found at <https://www.lgbce.org.uk/news/press-release/have-your-say-new-political-map-staffordshire-county-council-0>

The Leader of the Council believes an alternative solution provides a more streamlined combination of City wards and divisions that will meet the LGBCE's criteria more closely than what is currently proposed. The Leader, having taken informal soundings from other Group leaders and parish councils regarding the proposals, now presents them to Council for formal consideration (**APPENDIX 5**, attached).

Though some of the proposals are within LCC's parish boundaries, others necessarily relate to different parishes in order to make the whole solution workable. It is unusual for LCC to comment on matters not within – or at least in close proximity to – its borders, however such comment is necessary for the overall scenario in this instance. The consultation response would formally acknowledge that if local stakeholders in such areas

were opposed to the LCC proposals, the Council would wish LGBCE to defer to their preference.

RECOMMENDED: The Council to consider the appropriateness of the proposed consultation response provided at APPENDIX 5, amend as it feels necessary and instruct the Town Clerk to submit the document (as amended) as a formal LCC response to the consultation.

15. PROPOSED CHANGES TO RETAINED FIREFIGHTER PROVISION

The Leader of the Council has been advised of changes to how retained firefighters are used in the County, which appears to indicate that there will not be an appliance capable of rescues from a burning building in the city overnight. The text of a draft letter to Ben Adams, Staffordshire Police, Fire and Crime Commissioner objecting to this proposal is provided at **APPENDIX 6** (attached).

RECOMMENDED: Council to consider the appropriateness of the draft letter at APPENDIX 6, and to instruct the Town Clerk to submit the letter (as amended) as a formal LCC response to the proposals.

16. OFFICERS' REPORT

To receive the Officers' Report, **APPENDIX 7** attached.

RECOMMENDED: That the Report be noted.

17. CURBOROUGH COMMUNITY ASSOCIATION

For some time, Curborough Community Association (CCA) has been going through the legal process of becoming a Charitable Incorporated Organisation (CIO), which is a legal structure introduced for non-profit organisations and charities. CCA's application to form a CIO looks likely to be complete in early November with the final meeting of the current charity holding its final meeting in October. For Council there are two broad implications:

1. As CCA will effectively cease to exist, the current leases in place for CCA's management of both Curborough Community Centre and Cruck House will need to be updated.
2. The new CIO has only one available seat for an LCC representative. Currently, the Council appoints Councillors Robertson, Ball and former Councillor Bob Harrison as representatives.

In relation to point 1, the Town Clerk, together with legal advisors, prepared a Deed of Assignment (to be completed by CCA) and a Licence to Assign (to be completed by LCC as landowner) for both properties in 2021. These documents will require some minor updates due to changes in personnel but are by otherwise ready for signing.

In relation to point 2, Council is now asked to appoint a representative to the new CIO. It would seem logical to draw the one representative from the current three.

RECOMMENDED:

1. ***The Council to enter into the necessary 'Licence to Assign', allowing Curborough Community Association to assign the existing lease of both Curborough Community Centre and Cruck House to the new CIO.***
2. ***Council to appoint a representative to the new CIO, the appointment to take effect as and when the new CIO comes into existence; the exiting arrangements (3 representatives) to remain in place until that time.***

18. PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in attached schedule (**APPENDIX 8**) for the periods:

- 1 June 2023 to 30 June 2023 in the sum of £89,184.44 General Account and £292.35 Imprest Account.
- 1 July 2023 to 31 July 2023 in the sum of £196, 893.56 General Account and £587.12 Imprest Account

19. 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.

20. MARTYN'S LAW AND ASSOCIATED MEASURES

To consider the Deputy Town Clerk's report and recommendations at **APPENDIX 9** (attached for members).

21. DARWIN HALL

To consider the Town Clerk's report and recommendations at **APPENDIX 10** (attached for members).

* * * * *

PUBLIC ATTENDANCE
AT CITY COUNCIL MEETINGS

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 St 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.*
- 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, at Donegal House, Bore Street.

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 24 July 2023 at 6.30pm

PRESENT: Councillors A Hughes (Mayor), J Anketell, D Baker, C Ball, J Blackman, R Bragger, J Christie, J Eagland, K Farrelly, M Field, A Fox, C Greatorex, R Harvey-Coggins, S Hollingsworth, P Knight, A Lax, J Marshall, P McDermott, C Pinder- Smith, D Robertson, A Rushton, S Schafer, J Smith, E Strain, B Watkins and R Yardley.

APOLOGIES: Councillors P Ray and M Warfield.

36 MAYOR'S ANNOUNCEMENTS

The Mayor detailed the events and functions that she had attended, covering a wide variety of educational, cultural, and sporting activities including Lichfield's first Pride march and the Mayor's Bowls match. The Mayor also informed members that the Mayor at Home event had been substituted for a back to school uniform exchange on 25 August and thanked all those Councillors who had agreed to help on the day.

37 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor P Knight declared an interest under Appendix B of the City Council's code of conduct in relation to agenda item 14, Curborough Community Centre.

38 COUNCIL MINUTES

RESOLVED: That the Minutes of the Council meeting held on 12 June 2023 (Nos 17-35) be confirmed and signed as a correct record.

39 MATTERS ARISING

None.

40 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: That comments submitted to Lichfield District Council for the period 26 May to 12 July 2023 and made in the name of LCC via delegated authority, be received.

The meeting was adjourned for Public Forum

A member of the public offered the following statement:

A “Fresher” day for the City!

I would like to invite Lichfield City Council to consider allowing at least one day each year for all, and any, local organisations to come into the Guildhall space to publicise their activities, and thus invite new members to join. It would not be for commercial organisations.

The loss of the *Lichfield Mercury* has marginalised a great many people who do not have access to an efficient means of knowing what is available for recreation in the city. Staying physically and socially active is acknowledged as being crucial for mental and physical well-being. It helps knit society together. *And it is FUN.*

There are so many fringe groups that could overlap: choirs, allotment holders, local bands, charities, U3A, art groups, walking and cycling groups, Transition Lichfield, Re-cycle, the Repair Cafe, Friends of Lichfield City Station, yoga practitioners, W.I., Housewives Register, play-groups, Morris dancers, contemporary dancers, the Litter Legends, Cat Protection League, Shakespeare in the Park, theatre groups, The Lichfield Players, The Pathway Project, The Operatic Society, the Civic Society, the Johnson Society, Darwin House, Volunteers in the Parks, and supporters of so many and varied charities and fitness groups. People with hobbies and interests who want to take part and be included in new and interesting things.

All kinds of organisations and groups if invited to put up a stall to advertise and show what they do, could encourage membership and opportunities to make new contacts and friends.

It would be opportunity for Lichfield to get to know itself, for people to develop skills and interests and to form mutually supportive groups.

The day could invite choirs and bands to do 10 minute slots, and groups have a slot to talk about their particular activity. Everyone can find something of interest or entertainment.

And it would be FUN and at no cost.

Councillor D Roberston responded to confirm that the Council was already doing this by holding Community days on the Market square where there is a high footfall. These days allow local charitable and voluntary groups to highlight their activities. He continued that Lichfield Cathedral also holds volunteer fairs and the City Council works closely with many community groups throughout the City.

The meeting was reconvened.

41 MARKETS WORKING GROUP

Members considered the Minutes of the meeting of the Markets Working Group held on 13 July 2023. Members particular attention was drawn to the recommendation to Council at Minute 15c, which detailed the imposition of a 'double hire fee' on any hirer of Pool Walk who did not comply with an agreed layout for Pool Walk.

RESOLVED: That the Minutes and recommendations of the Markets Working Group meeting held on 13 July 2023 be adopted.

42 GRANTS ADVISORY COMMITTEE

Members considered the minutes of the Grants Advisory Committee held on 13 July 2023. The Minutes included recommendations to council regarding terms of reference, delegated authority to agree free or reduced cost use of Council facilities within certain parameters, and the allocation of up to £10,000 of the Grants Reserve to support summer holiday activities for families and children, plus an allocation of up to £12,000 of CIL to provide an extension to the existing pathway along Eastern Avenue towards the Sports Club.

RESOLVED: That the Minutes and recommendations of the Grants Committee meeting held on 13 July 2023 be adopted.

43 CLIMATE CHANGE AND BIODIVERSITY COMMITTEE

Members considered the draft Terms of Reference for this Committee, together with proposed membership.

RESOLVED: That the draft Terms of Reference be adopted, and that membership be Cllr R Harvey Coggins (Chair), and Cllrs E Strain (Vice Chair), J Blackman, A Hughes, a Lax and A Rushton.

44 OFFICERS' REPORT

Councillor C Greatorex noted the increase in followers on the Markets Facebook page and congratulated officers in facilitating a successful Twinning Weekend in Limburg.

Councillor J Smith commented that the pictures of the wildflowers at St Chads did not do them justice. Councillor A Lax added that the retention of hanging baskets in the city would increase biodiversity.

Councillor D Robertson thanked the Council for providing funding to Lichfield Pride enabling the first ever march to take place, noting that the event was attended by approximately 200-300 people.

RESOLVED: That the Report be noted

45 POOL WALK – REQUEST FOR FREE USE

Members considered the agenda report following a request from Lichfield District Council for free use of Pool Walk for the Velodrome event held on 24 June 2023.

RESOLVED: That Council approve the free use of Minster Pool Walk to support the Velodrome event held on 24 June 2023

46 REPRESENTATIVES ON OUTSIDE BODIES

Members considered the agenda report detailing the vacancy that had arisen for an LCC representative to Dr Milley's Hospital.

RESOLVED: That Cllr R Harvey Coggins be nominated as LCC's representative to Dr Milley's Hospital until the expiry of the current period of office in March 2027.

47 SOLAR PANELS AND BATTERIES – CURBOROUGH COMMUNITY CENTRE

Members considered the request to install solar panels and batteries at Curborough Community Centre, the request being made by Curborough Community Association who manage the centre on behalf of the Council.

RESOLVED: Lichfield City Council grant permission for the installation of solar panels and associated batteries at Curborough Community Centre, on the conditions that such installation is based upon the recommendations of a survey of the roof to ensure structural stability, the location of the batteries is also appropriate and does not adversely affect the accessibility or functionality of the hall or its grounds, and that the liability for repair and maintenance of the installation and its ancillaries remain with Curborough Community Association.

48 PAYMENT OF ACCOUNTS

Councillor C Greatorex queried the payment for an inspection programme. The Town Clerk confirmed this was the inspection programme for the Guildhall lift which is required by law and for insurance purposes.

RESOLVED: That payment of accounts be approved and confirmed for the periods:

- 1 April 2023 to 30 April 2023 in the sum of £146,969.59 General Account, and £584.59 Imprest Account.***
- 1 May 2023 to 31 May 2023 in the sum of £106,870.46 General Account, and £1,220.42 Imprest Account***

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.10PM

MAYOR

For Council: 4 October 2023 APPENDIX 1

Lichfield City Council

Minutes of the Meeting of the Climate Change and Biodiversity Committee held in the Moulton Room, Guildhall on Wednesday 27 September 2023 at 6.00pm

PRESENT: Councillors R Harvey-Coggins (Chair), and Councillors A Lax, A Rushton and E Strain.

APOLOGIES: Councillors J Blackman and A Hughes.

1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr E Strain declared an interest in agenda item 5 (minute 4 (5)) as a Trustee of Lichfield Re:Cycle, who are working with Support Staffordshire on the proposed 'Green Conversation' meeting in the Guildhall as referred to in these minutes.

2. TERMS OF REFERENCE

Members considered the terms of reference for the Committee as adopted by Council on 24 July 2023.

RESOLVED: *That the Terms of Reference be noted.*

3. ACTIVITY UNDERTAKEN TO DATE

Members considered the Town Clerk's report at Agenda Appendix 1, which provided information on action taken to date that directly or indirectly impacts upon climate change and biodiversity within the council's buildings and open spaces.

RESOLVED: *That the report be noted.*

4. COMMITTEE PRIORITIES AND NEXT STEPS

Several items for discussion had been submitted prior to the meeting, each were introduced by the Chair in turn with actions agreed following discussion:

Suggestions from Cllr A Lax:

1. Funding School 'Clean Air Zone' posters for local schools

Cllr A Lax advised that posters designed to reduce engine idling at school pick up/drop off times are available via the RAC. The Committee supported this initiative and believed that it should be made available to schools within the City boundary. The Committee agreed to make a recommendation to Council that this be funded from LCC's grants reserve. If the recommendation to Council is adopted, the Town Clerk to write to local schools offering funding for one poster per school initially, with a deadline for an expression of interest and an order to the suppliers to follow. The Chair expressed hope that this initiative would lead to further initiatives relating to school traffic, such as walking buses.

RECOMMENDATION TO COUNCIL: *That up to £1,000 of LCC Grant Reserve be allocated to the funding of School 'Clean Air Zone' posters, with one poster per School to be offered initially.*

2. Signage providing advice on appropriate food for ducks

It was agreed that Pool Walk would be the obvious LCC owned location for such signage, but that other parks in the City may also benefit.

RESOLVED:

1. The Town Clerk to contact SCC for permission to use the signage design as circulated by Cllr Lax.

2. The Town Clerk to contact LDC representatives to ascertain whether such signage is desired in other city parks with a view to a combined order of such signage.

3. Herb Garden areas within LCC Open Spaces to be available to the community

It was agreed that this would be discussed further at the next meeting, with officers and members to select possible sites for consideration.

4. Bug Hotels – competition or incentive for schools to design and build bug hotels

It was agreed that the Town Clerk would add this possibility to the aforementioned letter to Schools re 'Clean Air Zone' posters to establish interest in such a scheme.

Suggestions from Cllr E Strain:

5. Green networking Event – November 2023

To tie in with existing 'Green Conversation' work by Support Staffordshire, the event to take place in the Guildhall during November, with Support Staffordshire organising attendees and the Committee using the opportunity to network and brainstorm ideas. It was agreed that no free use or preferential treatment would be requested.

Some concern was expressed as to timescales and number of attendees based on suggested dates, but there were assurances that the event could be organised within the timeframe.

A link to information on the previous meeting was circulated:
<https://www.thetrentvalley.org.uk/take-part/community-action>

It was provisionally agreed that Wednesday 29 November be allocated for the event in the Guildhall *[Town Clerk's note – the Guildhall is free all day on that day, but the Guild Room is in use during the evening]*.

Members were keen for LDC to be consulted as they may wish to be a part of such of an event. Cllr A Lax also highlighted previous similar events organised by Transition Lichfield and urged contact with them from the organisers when considering this event.

RESOLVED:

1. The Town Clerk to contact LDC's Ecology and Climate Change Manager to ascertain whether LDC wish to be involved in this event and to what extent.

2. The Committee supports the principle of this event, further information and discussions to follow regarding timings, attendees and organisation through informal means pending the next formal Committee meeting.

6. Membership of Support Staffordshire

Associate membership at a cost of £25/year to provide access to support and resources for future Committee projects. The Committee agreed that this may be beneficial and that it should be trialled and reviewed.

RECOMMENDATION TO COUNCIL: *That the City Council becomes an associate member of Support Staffordshire at a cost of £25 per year. The appropriateness of continuing the membership following the first 12 months to be considered in due course by the Climate Change and Biodiversity Committee.*

Other Suggestions

Water Fountain Provision

Cllr E Strain advised of companies who supply and maintain public drinking fountains at relatively low cost. Cllr R Harvey-Coggins advised of local supermarkets that offer refills of tap water at no charge, and the possibility of window stickers for shops willing to allow the same from their premises. Cllr A Lax stated she was concerned about the cost of fountain provision and maintenance if a similar provision was readily available elsewhere.

RESOLVED: *Further discussion to be held at a subsequent meeting following circulation of further information to Committee members and further information on the existing provision.*

Bicycle Repair Stations

Cllr E Strain advised of 'Bicycle Repair Stations' that can be installed and are vandal resistant. Such stations provide basic repair tools such as a tyre pump and levers, screwdrivers etc.

RESOLVED: *Further discussion to be held at a subsequent meeting following circulation of further information to Committee members.*

5. DATE AND TIME OF NEXT MEETING

It was agreed by all present that the matters raised were enough for the Committee to consider at this stage, and that a further meeting would be advisable in relatively short order due to the number of matters now ongoing. The next meeting therefore scheduled for **Wednesday 1 November 2023 at 6.00pm** in the Moulton Room, Guildhall.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 7.10pm**

For Council: 4 October 2023 APPENDIX 2

Lichfield City Council

**Minutes of the Meeting of the Markets Working Group (MWG)
held via 'Zoom' on Thursday 28 September 2023 at 10:00am**

PRESENT: Councillors J Blackman (Chair) and Councillors, D Baker, M Field, C Pinder-Smith, P McDermott, and J Smith.

IN ATTENDANCE: S Thomas (Deputy Town Clerk), Jeremy Williams (Markets Officer), Michelle Read (Office Administrator)

APOLOGIES: None

20. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

21. MINUTES OF PREVIOUS MEETING

RESOLVED: *The Minutes of the MWG meeting held on 13 July 2023 be confirmed as a correct record [Minutes adopted by Council on 24 July 2023].*

22. MATTERS ARISING FROM MINUTES

None.

23. MARKETS UPDATE

Members considered the agenda report. Councillor D Baker commented on the issues that occurred over the weekend of the Food Festival as detailed in the report and suggested representatives of both Lichfield District Council and Staffordshire County Council be invited to attend the next Market Working Group meeting in order to resolve these issues before the next Festival occurs.

RESOLVED: *That the report be noted*

24. TRADER REPRESENTATION

Members noted the resignation of the Trader's representative from the Committee and the so far unsuccessful canvassing of Traders for a replacement. The Markets Officer reported that one trader had offered to collate trader's comments and submit them to the Deputy Town Clerk for consideration by the Market Working Group, but that there would be no overall representative to attend meetings.

RECOMMENDED: *That the report be noted.*

25. ELECTRICITY CHARGES – INTERNAL AUDITOR REVIEW

Members considered the Town Clerk's report at agenda **appendix 2** which provided detail on the income from electricity charges and the cost of the electricity used. Members noted that for functions such as the Bower Fair where one party is using all of the electricity, readings are taken at the start and end of the event with an invoice then issued for the corresponding cost of electricity used. The Internal Auditor's report concluded that an increase from the present £2.50 charge to £5.35 would be required.

Members agreed that the Council should not bear all the costs of the increase in electricity charges but not wishing to impose a 114% rise on traders decided on an increase of 57% (equating in a rise of £1.42 [inc. VAT] per appliance)

Members also considered the issue of lighting and the role of the council in ensuring the Market is safe and whether charging for provision of lighting that is designed to enhance visibility (rather than simply illuminating items offered for sale) was appropriate.

RESOLVED:

- a) That the charge per appliance for electricity to Traders be increased by 57%**
- b) That for all private and commercial hirers of the market square meter readings be taken before and after the event and the electricity usage charged accordingly.**
- c) The revised costs for electricity be implemented on 1 January 2024.**
- d) That the cost of lighting designed to enhance visibility (rather than lighting designed solely to illuminate stock) be exempt from electricity charges.**

26. WINTER DISCOUNT

For many years the City Council has offered a 'Winter Discount' to Traders during the difficult trading months of January and February. The discount provides for a 25% reduction in pitch fees (but not the associated service charge) for permanent Traders who attend the Market. Those traders who do not attend for any reason other than duly booked "free holiday" or a reason that subsequently results in the cancellation of arrears will be liable for the full rent. Members considered the appropriateness of this provision for the winter of 23/24.

RESOLVED: That the 25% Winter Discount to Traders remain in place without any variation for the winter of 2023/24.

27. MARKET CHARGES 2024/25

To assist with the process of preparing the draft 2024/25 budget, Members considered the current pricing structure for the markets and Pool Walk hire. Members agreed in order to protect the viability of the general markets, as in previous years, only a small increase in fees should be applied to traders. However, members felt that commercial and private hire of the market square should be in line with inflation and that any surety deposit taken should reflect the cost of repairing any damage or additional cleaning that might be required after an event.

RESOLVED: The Committee wishes draft budgets to be prepared for formal consideration by council based on the following market rate changes for 24/25

- a) That a 5% increase in Rent/Pitch Fees be applied to the General Markets**
- b) That all Commercial and Private Hire of the Market Square and Pool Walk be increased by 10%**
- c) That a surety deposit of £500 per day (whole market square) and £250 per day (half market square) be applied to all Private and Commercial hirers.**

[Implications for pricing structure are shown at APPENDIX A of these Minutes and are subject to formal consideration by Council on 22 January 2024]

28. DATE AND TIME OF NEXT MEETING

Agreed as Thursday 23 November at 6.00pm in the Moulton Room, Guildhall.

29. ANY OTHER BUSINESS

The chair requested that the condolences of the Working Group be sent to the family members of the Fruit and Vegetable trader who passed away recently.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 11.15am**

MWG Minutes 28 September 2023: APPENDIX A

GENERAL MARKET RENTS 2023-2024 and suggested increase for 2024 - 2025

1. Market Square Rents/Pitch Fees – General Markets (plus 5%)

	Pitch Fee 10' x 10' (£)	Service Charge inc VAT (£)	Total Charge (£)
Tuesday Market	19.05 (20.00)	2.00	21.05 (22.00)
Friday Market	19.05 (20.00)	5.00	24.05 (25.00)
Saturday Market	19.05 (20.00)	5.00	24.05 (25.00)
Casual Traders - Tuesday Market	20.86 (21.90)	2.00	22.86 (23.90)
Casual Traders - Friday Market	20.86 (21.90)	5.00	25.86 (26.90)
Casual Traders - Saturday Market	20.86 (21.90)	5.00	25.86 (26.90)

Additional Charges: Electricity (per appliance): £2.50 (inc VAT) (plus 57% = £3.93)

Parking: £2.50

2. Market Square – Commercial Hire (plus 10%)

Type of Hire	Cost (£)
Private/commercial whole square (plus £500 per day surety)	210.00 (231.00)
Private/commercial half square (plus £250.00 per day surety)	157.50 (173.25)
Private/Commercial promoting public services	57.50 (63.25)
Voluntary/charitable organisations for fundraising events	10.50 (11.55)
Large Commercial Event (plus £500/day surety)	420.00 (462.00)
Private/Commercial daily pitch fee per Vehicle	26.25 (28.88)

Additional charge of £20 per stall when part or all of the square is to be sub-let by hirer to more than two stallholders (the first two sub-lets being included in the relevant commercial hire rate set out above).

3. Pool Walk – Commercial Hire (based on approved stall layout) (Plus 10%)

Type of Hire	Cost (£)
Hire of the whole open space per 10'x10' (or approximate equivalent) pitch, <u>subject to a minimum of £100.00</u>	10.50 (11.55)
Hire of an individual 10'x10' (or approximate equivalent) pitch within the open space - Commercial	15.75 (17.33)
Hire of an individual 10'x10' (or approximate equivalent) pitch within the open space - Charities	10.50 (11.55)

4. Gazebo Hire (no changes to hire fees)

Type of Hire	Cost (£)
Gazebo and Weights - Rent per occasion	5.00
Surety deposit – must be a cheque which will be held and only cashed if the gazebo is found to be damaged beyond reasonable wear and tear	250.00
Purchase price of Gazebo	As per invoice inc VAT

For Council: 4 October 2023 APPENDIX 3

FINANCIAL SUMMARY REPORT - 1 APRIL to 31 JULY 2023

This report contains the financial progress for the period 1 April 2023 to 31 July 2023 and summarises the income and expenditure against budget in the first four months (33%) of the financial year and the year-end projected outturn. The report shows:

Column 1 – The actual income/expenditure to 31 July 2023

Column 2 – The forecast of expenditure for the remaining eight months

Column 3 – The current anticipated total spend for the year (Column 1 + 2)

Column 4 – The budget for 2023/24

Column 5 – The anticipated variance from budget

Column 6 – Explanatory note reference (*notes overleaf*)

- *Actual/Forecast/Total/Budget column figures in red represent income.*
- *'Variance' column figures in red represent variance worse than budget.*

<u>Net Expenditure</u>	£	£	£	£	£	
SERVICE AREAS	ACTUAL 4 MONTHS TO 31 JULY	FORECAST FOR REMAINING 8 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE	NOTES
Parks and Footpaths	90,889	190,519	281,408	272,029	9,379	1
Guildhall	33,849	115,731	149,580	142,609	6,971	2
Community Centres	7,864	10,776	18,640	14,105	4,535	3
Markets	-4,675	7,977	3,302	10,167	6,865	4
Civic	28,518	70,102	98,620	94,353	4,267	5
Grant Aid/Partnerships	39,166	19,680	58,846	53,042	5,804	6
Arts/Tourism/Twinning	16,399	62,356	78,755	82,937	4,182	7
Johnson Birthplace Museum	41,110	103,729	144,839	136,848	7,991	8
Democratic Services	40,473	132,089	172,562	166,066	6,496	9
Investment Interest	-5,981	-43,279	-49,260	-38,440	10,820	10
Loan Charges	0	0	0	0	0	
Agency	-21,779	3,101	-18,678	-18,045	633	11
TOTAL SERVICE COST	£265,833	£672,781	£938,614	£915,671	£22,943	12
Repairs and Renewals	82,318	311,763	394,081	362,579	31,502	13
Community Infrastructure Levy (CIL)	36,798	6,637	43,435	17,305	26,130	14
TOTALS	£384,949	£991,181	£1,376,130	£1,295,555	£80,575	15

Explanatory Notes:

All 'Variance' figures influenced by change in staffing and general cost allocations across budget heads following discussions at Audit Committee. This has created a pressure on all budget heads except 'Markets' and 'Arts/Tourism/Twinning'.

- Note 1: Includes inflation linked Grounds Maintenance contract with LDC increased 13.4% against an 8% budget, resulting in a pressure of **£5,755**.
- Note 2: Includes a relatively low increase in energy costs against budget **£7,230** offset by increase in Agency Cleaners costs **£3,550**.
- Note 3: Includes payment to Darwin Hall Community Hall Management Committee for loss of hire income during hall closure (£4,000), the amount being based on previous financial returns for the summer period.
- Note 4: Includes a reduction in energy cost **£600** and NNDR of **£1,720**. This budget head is the main beneficiary of the reprofiling of staffing and general cost allocations. It now more correctly reflects the staff resource given to the function following the various streamlining exercises and deletion of the Assistant Markets Officer post.
- Note 5: Includes reduction in the cost of replica Civic regalia as agreed by Council.
- Note 6: Includes a net increase in grants awarded (£4,890); funded from earmarked reserves.
- Note 7: Reduced employee cost allocation following new arrangements for Twinning Officer employment.
- Note 8: Includes a reduction in energy costs against budget **£800**, an increase in agency cleaner costs **£3,980** and increase in income sales/donation of **£2,550**.
- Note 9: Overspend driven primarily by assumed increased staff costs following unconfirmed 23/24 pay award, and aforementioned reprofiling of those costs following discussions at Audit Committee.
- Note 10: Increase in interest rates totalling **£10,820**.
- Note 11: Additional sum received against budget.
- Note 12: 2.5% overspend forecast across service heads. This includes the estimated cost of the Local Government Pay Offer based on the (unaccepted) offer made by the employers of £1,925 FTE salary increase on all pay scales. This averages 7% for LCC staff (against a budget of 5%) and is allocated across all service areas and totalling £27,900.**
- Note 13: More precise additional costs at Darwin Hall will feed into the six-month budget forecast to be presented in December, but a provisional sum for the additional roof work is included in this snapshot. Possible savings and additional costs remain in this and other areas of the programme. Figure also includes the new cabling and lamping for Pool Walk lights following failure of the previous installation, and the retention payment for annex rebuild at Cruck House.
- Note 14: Based on CIL received April 2023 and forecast for October 2023, with anticipated spend that follows recommendations from the Grants Advisory Committee and subsequent adoption by Council. Initial budgets are set based upon known allocations at the time and are therefore liable to significant change throughout the year as further allocations are made by Council, CIL projects are completed, or less/more CIL is received than forecast.
- Note 15: Overall 6.2% overspend including R&R and CIL allocations. CIL is recorded separately in line with audit requirements and Repairs and Renewals spend funded from earmarked reserves.

RECOMMENDED: That the four-month Financial Summary Report be noted.



Local Government Pension Scheme 2014

(Administered by the Staffordshire Pension Fund)

Employer Pension Discretions Policy Statements for Employees

I confirm that should any of the decisions change in the future the Pensions Fund will be notified immediately.

I have read the attached statements and certify that they are correct on behalf of:

Employer name: Lichfield City Council

Effective date of discretions: 5 October 2023

Completed by: A. Briggs

***Signed:** Anthony Briggs

Date: 8 September 2023

***We cannot accept your discretions if you have not signed this document. If you are completing an electronic copy please type your name in full.**

Local Government Pension Scheme, (LGPS), Regulations Policy statement on all eligible employees

Under Regulation 60 of the LGPS Regulations 2013, (as amended), each scheme employer must publish and keep under review a Statement of Policy to explain how it will apply certain discretions allowed under the Pensions Regulations.

This statement is applicable to all employees of **Lichfield City Council** who are eligible to be members of the LGPS.

There is a requirement to publish the following five policies

LGPS Regulations - Regulation 31: Power of employer to award additional pension to an active member or ceasing within 6months to be an active member by reason of redundancy or business efficiency

Explanation	Employers Policy
<p>EXPLANATION An employer may decide to award a member additional pension up to a limit of £7,579 per year* (2023/24 rates) payable from the same date as their pension is payable.</p> <p>You must resolve to award additional pension while the member is active. If the member has been made redundant or retired on efficiency grounds you must make this resolution within 6 months of them leaving.</p> <p>*IMPORTANT NOTE: The amount of additional pension that can be awarded will increase each April.</p> <p>In your policy you must decide:</p> <ul style="list-style-type: none">• if you will consider awarding additional pension to a member, and• the circumstances in which you will consider awarding additional pension <p>NB Some employers use this regulation if at a members request the Employer will as an alternative to a compensation (redundancy) payment allow the member to receive an additional pension under this regulation.</p>	<p>Lichfield City Council has not adopted this discretion</p>

LGPS Regulations 2013 - Regulation 16(2)(e) and 16(4)(d) : Funding of additional pension contributions (APC) shared cost

Explanation	Employer's Policy
<p>EXPLANATION Where a member has elected to pay Additional Pension Contributions (APCs) an employer can elect to fund part or the entire employee's share of the contributions.</p> <p>In your policy you must decide:</p> <ul style="list-style-type: none"> • if you would consider contributing to a shared cost APC, • in what circumstances you would enforce this discretion, and, • how much you would contribute. <p>This does not relate to cases where a member has a period of authorised unpaid leave of absence and elects within 30 days of return to work to pay a shared cost APC to cover the amount of pension "lost" during that period of absence. In these cases the employer <u>MUST</u> contribute 2/3rds of the cost (Regulation 15(5) of the LGPS Regulations 2013.</p>	<p>Lichfield City Council has not adopted this discretion</p>

LGPS Regulations 2013 - Regulation 30 (6): Flexible Retirement

Explanation	Employer's Policy
<p>A member who is aged 55 or over and with their employer's consent reduces their hours and/or grade, can then, but only with the agreement of the employer, make an election to the administering authority to receive all or part payment of their accrued benefits without having retired from that employment. In your policy you must decide:</p> <ul style="list-style-type: none"> • if you will consider granting flexible retirement, • the circumstances in which flexible retirement will be awarded, and • whether to waive any reduction that will be applied to the members benefits. There will be a direct cost to the employer 	<p>Lichfield City Council will consider each such case individually on its merits, but subject to the following criteria;</p> <p>Any employee wishing to work reduced hours or at a lower grade, must first put their request in writing to the Town Clerk who will consider the business case for the request.</p> <p>Requests will only be considered if an employee is reducing the hours of their current job by at least 40% (or are transferring to another job which has either 40% fewer hours or is at a lower grade).</p> <p>Employees who have flexibly retired may not subsequently apply for positions that would result in either an increase in hours or being paid at a higher grade.</p>

LGPS Regulations 2013 - Regulation (paragraph 1(1)(c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014): Switching on rule of 85

Explanation	Employer's Policy
<p>A member who meets the 85 year rule and elects to draw their pension benefits from age 55 will no longer require their employer's consent if they retire after 31st March 2014. However certain members will lose some 85 year rule protections if they wish to draw their pension between age 55 and 59.</p> <p>An employer may decide to 'switch on' protection to the 85 year rule for a member who voluntarily retires from age 55 but before age 60, and meet any additional cost of the retirement.</p> <ul style="list-style-type: none"> • If the employer does agree to switch back on the rule of 85, the cost of any strain on the fund resulting from the payment of benefits before age 60 would have to be met by the employer 	<p>Lichfield City Council has not adopted this discretion</p>

LGPS Regulations 2013 – Regulation 30 (8): Waiving of actuarial reduction.

Explanation	Employer's Policy
<p>An employer has the discretion, under a number of retirement scenarios, to waive actuarial reductions on compassionate grounds.</p> <p>The cost of which would fall upon the employer.</p> <p>n.b. "Compassionate grounds" is not defined in the regulations</p>	<p>Lichfield City Council will consider each such case individually on its merits, but subject to the following criteria.</p> <p>Any employee wishing to work reduced hours or at a lower grade, must first put their request in writing to the Town Clerk who will consider the business case for the request.</p> <p>Requests will only be considered if an employee is reducing the hours of their current job by at least 40% (or are transferring to another job which has either 40% fewer hours or is at a lower grade).</p> <p>Employees who have flexibly retired may not subsequently apply for positions that would result in either an increase in hours or being paid at a higher grade.</p>

There are a number of other discretions which Scheme employers may exercise under the LGPS Regulations 2013.

Whilst there is no requirement to have a written policy in respect of the following it would perhaps be appropriate for Scheme employers to have a written policy in order that members can be clear on these matters

LGPS Regulations 2013 – Regulation 17 - Shared Cost Additional Voluntary Contribution Facility

Explanation	Employer's Policy
This discretion allows the Employer to maintain and contribute to an employee's Additional Voluntary Contribution Scheme.	<p>Lichfield City Council has not adopted this discretion.</p> <p>This will not have any effect on the existing AVC facility available where the employee only is able to make such contributions.</p>

LGPS Regulations 2013 - Regulation 100 (6) – election to transfer within 12 months

Explanation	Employer's Policy
This discretion allows the Employer to extend the 12 month limit a member has in which to elect to transfer other pension rights into the LGPS. This has to be with the agreement of the Administering Authority	<p>Lichfield City Council will not normally allow an extension of the 12 month limit, but will consult the Administering Authority in making a decision.</p> <p>Extenuating circumstances may apply and this would include</p> <ul style="list-style-type: none"> • Where evidence exists that an election was made within 12 months but his was not received by the administering authority • Where evidence exists that the member was not aware of the 12 month limit due to maladministration

LGPS Regulations 2013 - Regulation 22 (7) and (8) – election to aggregate within 12 months of commencement

Explanation	Employer's Policy
This discretion allows the Employer to extend the 12 month time limit a member has within which they must elect not to have deferred benefits aggregated with their new LGPS employment	<p>Lichfield City Council will not normally extend this 12 month time limit</p> <p>Extenuating circumstances may apply and this would include</p> <ul style="list-style-type: none"> • Where evidence exists that an election was made within 12 months but his was not received by the administering authority • Where evidence exists that the member was not aware of the 12 month limit due to maladministration

LGPS Regulations 2013 - Regulation 9 – allocation of contribution band

Explanation	Employer's Policy
This discretion allows the Employer to determine which contribution band is allocated on joining the scheme and at each April. It also determines the circumstances when an employee's band may be reviewed.	Re-band on all <u>contractual</u> changes, but not ad hoc hours changes and re-band upon a pay award.

LGPS Regulations 2013 - Regulation 21 – assumed pensionable pay

Explanation	Employer's Policy
<p>This discretion allows the Employer to determine whether to include in the calculation of assumed pensionable pay the amount of any "regular lump sum payment".</p> <p>This is in cases where an employee's pay needs to be calculated where their pay has been reduced due to certain absences in order that they are not unduly advantaged or disadvantaged.</p>	To determine in individual cases where necessary to establish in a fair, equitable and justifiable way what the members likely pay would have been but for the absence, and in cases where this pay is to be used for future enhancements whether that level of pay would have been received every year to normal retirement age.

For Council: 4 October 2023 APPENDIX 5

Division	Proposed changes	Justification		
		Parity of Electoral Representation	Community Identity	Electoral arrangements
Burntwood South	Transfer the Triangle ward of Hammerwich Parish Council from Lichfield Rural South to Burntwood South	The changes in Burntwood South will result in a division with more electors, but still within 10% of the mean number of electors per division	This change will ensure that the urban area around Hospital Road in Burntwood will form part of a Burntwood division, better reflecting the community identity of the area	These changes will not affect the arrangements of the parishes of either Burntwood or Hammerwich beyond what is already required by the draft proposals. Whilst this would result in the District Council ward of Hammerwich with Wall and parish of Hammerwich being split between divisions, this electoral area is already a separate polling district and it's unique community identity within the parish is already reflected by it's status as a separate ward within the warded parish.
Lichfield City North	We accept the proposals in respect of Lichfield City North, whilst recognising that there is a strong case for the inclusion of the southernmost area of Stowe ward being included within Lichfield Rural North division due to the disproportionate importance of Trent Valley island on vehicular access to Streethay.	No changes	No changes	No changes
Lichfield City South	Do not transfer the Claypit Lane area of St Johns to Lichfield Rural South. Transfer the remaining part of Boley Park ward to Lichfield Rural North	The changes in Lichfield City South will result in a division with more electors, but still within 10% of the mean number of electors per division. Removing of the requirement to create additional wards in Lichfield City Council will prevent any inconsistencies in the ratio of electors to members of Lichfield City Council being introduced.	This change will ensure the community identity of Lichfield City is maintained and that only one ward of the City is included in a Rural Division. The ward in questions is already overwhelmingly within the Lichfield Rural North Division. It will also ensure that the communities reflected by District Council wards are not split between different County Council divisions.	This change will remove the requirement to create additional polling districts in Lichfield City and will remove any need to alter the electoral arrangements for this parish. The changes will also ensure that no District Council ward in the City is split between different divisions.
Lichfield Rural East	Transfer the Fazeley ward of Lichfield District Council and the entire area of the County to South of this ward to Lichfield Rural South. Transfer the Alrewas and Orgreave area (polling district AA) to Lichfield Rural East	The changes in Lichfield Rural East will result in a division with more electors, but still within 10% of the mean number of electors per division	No settlement or community will be split between divisions under the changes. We also expect that communities along the A513 corridor, for instance Elford, will feel much greater affinity with Alrewas due to the good transport connections, than with areas such as Bourne Vale and Fazeley which are on the other side of Tamworth if taking the most direct route	These changes will not affect the arrangements of any of the parishes in the affected areas beyond what is already required by the draft proposals. The changes will result in an additional District Council ward being split between County Council Divisions
Lichfield Rural North	Transfer the remaining part of Boley Park ward from Lichfield City South to Lichfield Rural North. Transfer the Alrewas and Orgreave area (polling district AA) to Lichfield Rural East	The changes in Lichfield Rural North will result in a division with more/fewer electors, but still within 10% of the mean number of electors per division	These changes will not result in any additional recognisable community within the area being split between different divisions, although it will allow further changes in other divisions that will better reflect the community identity of those areas, notably that entirety of the community of Boley Park will be included within one division of Lichfield Rural North and the community identity of Lichfield City will be preserved.	This change will improve the efficiency of local government in the area by preventing the need to create new polling districts and a new ward within Lichfield City as well as ensuring that the District and City Council ward of St Johns is entirely contained within one division, and that the District and City Council ward of Boley Park will be entirely contained within one division. (Note the changes to City Council warding made by LDC in 2022)
Lichfield Rural South	Transfer the Triangle Ward of Hammerwich Parish Council from Lichfield Rural South to Burntwood South. Do not transfer any area of St Johns to Lichfield Rural South. Transfer the Lichfield District ward of Fazeley and the area of Bourne Vale South of Fazeley, to Lichfield Rural South	The changes in Lichfield Rural South will result in a division with more electors, but still within 10% of the mean number of electors per division	This change will maintain the community identity of Lichfield City and will ensure that the community in St Johns is no longer split between divisions. The changes will further ensure that the division maintains its rural identity - under the draft proposals, almost a quarter of the division's electors will live in the urban areas of Lichfield or Burntwood - these changes will remove this anomaly	This change, in comparison to the draft proposals will not result in the creation of any additional electoral geographies that do not already exist, but reorganises the existing boundaries to better reflect community identities
Lichfield Rural West	Do not transfer the Woodhouses area to Burntwood North	Lichfield Rural West is proposed to have the largest variance to the Staffordshire average allowable, this change will reduce that variance	We do not believe that the community in Woodhouses is concerned about being represented by a "rural" division, and allowing this change will support the strong arguments above which will better reflect the community identity of the town of Burntwood.	This change, in comparison to the draft proposals will not result in the creation of any additional electoral geographies that do not already exist, but reorganises the existing boundaries to better reflect community identities
Overall	See above	None of these proposed changes will result in any division with a variance of electoral representation of greater than 10% of the mean value of electors per division	The overall result of these changes will be to preserve the community identity of the City of Lichfield, better reflect the community identity of the town of Burntwood and will not separate any recognisable community within any other parish or village.	These changes will reduce the need for additional polling districts and parish wards to be created, reducing the need for additional complexity in the electoral arrangements of the District and it's Parishes. The proposals will result in no change to number of District wards being split between divisions as are split in the draft proposals. The City of Lichfield will be split between three divisions, rather than four as in the draft proposals, further reducing electoral complexity

For Council: 4 October 2023 APPENDIX 6

DRAFT LETTER TO STAFFORDSHIRE POLICE, FIRE AND CRIME COMMISSIONER

Dear Mr Adams

Lichfield City Council is alarmed at the ongoing “three-rider” trial being undertaken by Staffordshire Fire and Rescue Service that will see a reduced initial attendance to incidents of just *three* retained firefighters. The Council also notes that the Government report into attendance standards for the Fire and Rescue Service (The Fire and Emergency Cover (Pathfinder) Review) is clear that the recommended crewing response is *five* fire fighters on a fire engine, with the minimum safe standard for interventions at incidents being *four* firefighters.

We further note the loss of more than 250 firefighters across the service area since 2010 and a significant County wide reduction in the number of fire appliances across the same period. Furthermore, Lichfield Fire Station is a day-crewed station, meaning that overnight it is staffed by retained firefighters. Under the terms of the trial there can now be **no guarantee that an appliance dispatched from this station during the night will be manned by sufficient crew to enact a rescue**, with the nearest manned stations being in Tamworth, Burton and Cannock.

The Council has grave concerns that while the three-rider trial may result in reduced attendance times of on-call appliances, it will do little to reduce the time between a call being made and sufficient crew attending to enact a rescue in the most serious of incidents.

The Council is further alarmed that the introduction of this trial has been undertaken without any consultation with elected representatives serving local communities or with the wider public.

The Council believes the following three fundamental principles should apply and seeks your full endorsement of these and their urgent implementation:

1. No final decision on the future of the three-rider trial be made until a full consultation has been undertaken to include the public, councils and other stakeholders.
2. As part of this consultation, data on the number of attendances by appliances manned by three and four retained firefighters during the trial is published, and that this data be desegregated by fire station.
3. That any permanent move to a three-rider trial should only be considered alongside an increase in the number of wholetime firefighters employed by the service.

RECOMMENDED: Council to consider the appropriateness of the draft letter, and to instruct the Town Clerk to submit the letter (as amended) as a formal LCC response to the proposals.

OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer

The Mayor's 'Back to School' event took place on Friday 25 August and was well attended, helping approximately 120 families in Lichfield with the cost of providing school uniforms.

The afternoon was well supported with help from City Councillors, volunteers, with further support from businesses such as Tesco & Morrisons.

Generous donations were brought to the City Council offices by residents that included stationery and water bottles, plus some brand-new uniforms, purchased especially for this cause.



The Mayor, Cllr Ann Hughes, thanked everyone involved, from advertising in local shops, residents taking the time and effort to donate their pre-loved uniform and officers who helped organise the donations on the day.

On Saturday 9 September, the Sheriff of Lichfield, Adam Burns-Mace, took part in the annual tradition that is the Sheriff's Ride. Sadly, last year's ride had to be cancelled due to the death of Her Majesty Queen Elizabeth II.

Led by the Clerk of the Course, Nick Sedgwick, the Sheriff and Sheriff's Consort, Anthea Maou, were applauded as they left the Guildhall at 10:30am in a spectacular horse drawn carriage.

After alighting from the carriage at the Pinfold, the Sheriff and Sheriff's Consort continued their journey with the Clerk of the Course by car. The



remainder of the event was organised by an independent sub-committee of the Shrievalty Association and went on to complete a reduced ride starting at Freeford Manor, via Maple Hayes and back into the city, accompanied by several horse riders & cyclists.



The Ride was led by the Sword and Mace Bearers back into the city via The Close, where they were welcomed at the Cathedral by the Interim Dean, the Rt Revd Jan McFarlane, to toast the ride with a glass of sherry. The ride then continued via Dam Street to the Guildhall, where the Sheriff welcomed over 90 guests for the Sheriff's Banquet.



The Sheriff's Ride is a tradition dating from 1553 when Queen Mary's Charter separated Lichfield from Staffordshire, making Lichfield 'a City and a County' with the right to appoint its own Sheriff. The Charter commanded the Sheriff to make a perambulation to inspect and enforce the city boundary each year. This year marks the 470th Sheriff's Ride.

The Sheriff said "I am honoured to have taken part in the historic tradition that is the Sheriff's Ride. It was a thoroughly enjoyable day that I will never forget. I would like to thank the Clerk of the Course & Lichfield Shrievalty Association, together with the landowners who made this day so special. The Sheriff's Ride is one of the most historic events in Lichfield. Long may it continue!"

Preparations remain ongoing for the Samuel Johnson Birthday Celebrations on Saturday 23 September, the Mayor & Sheriff's Charity Céilidh Dance on Saturday 7 October, and Remembrance Sunday on 12 November.

2. Samuel Johnson Birthplace Museum: Kimberley Biddle, Museums and Heritage Officer

The Samuel Johnson Birthplace Museum has welcomed 8,446 people so far in this financial year (April-August), a 44% increase on 2022/23 visitor numbers.

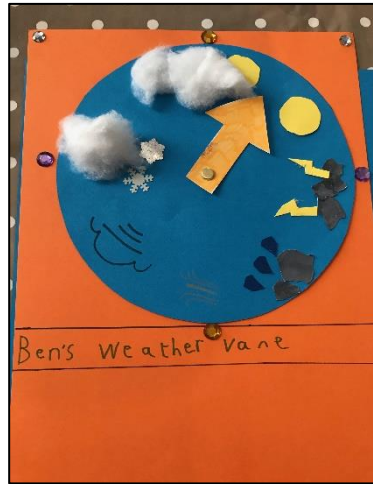
After 15 years as the Museums and Heritage Officer, Jo Wilson left Lichfield City Council in August to undertake a PhD on women in the 18th century provincial print trade at Keele University. As of the 29th of August, Kimberley Biddle has taken over the role. Kim has over 20 years' experience in the museums and heritage sector, having worked for Birmingham Museums Trust (BMT) since 2002. She has previously been the general manager of all BMT's historic properties including Aston Hall, Blakesley Hall, Museum of the Jewellery Quarter, Sarehole Mill, Soho House, and Weoley Castle. Kim was the curator manager at Aston Hall since 2015, and was the project manager for Aston Retold, a major reinterpretation project.

To commemorate the 250th anniversary of Johnson's tour of Scotland, the Birthplace has been displaying caricature etchings by celebrated satirist Thomas Rowlandson, after drawings by Samuel Collings, published in 1784. The display is entitled The Picturesque Beauties of Rowlandson, and the full set of twenty prints will be on display in the Birth Room in four parts, with the display changing in September, October, and November.

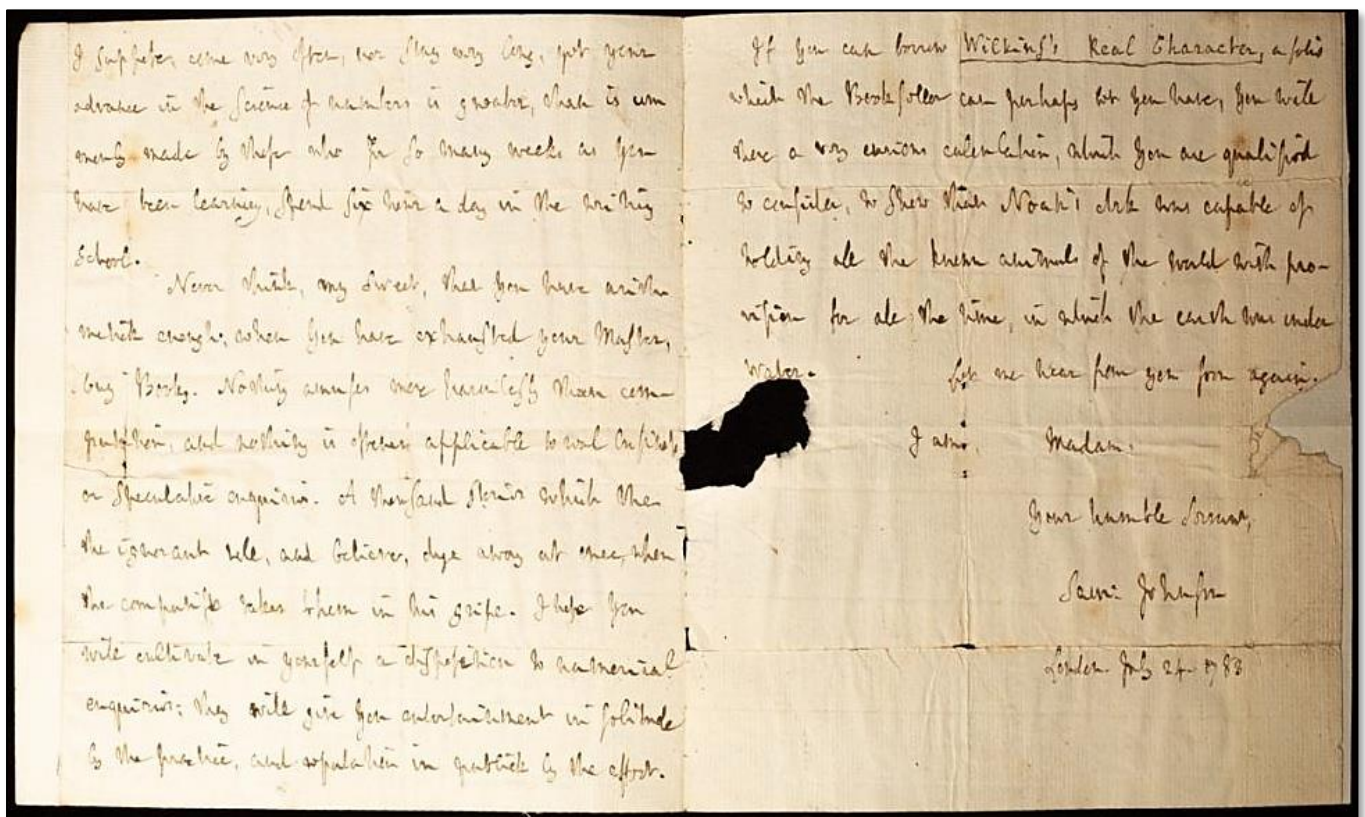


Throughout the summer holidays the Museum ran a popular weekly activity called 'Summer Fun at Sam's House' to engage local families and encourage repeat visits.

These activities were inspired by Johnson's travels to Scotland and accompanied The Picturesque Beauties of Rowlandson display. Examples of the children's work are shown to the right.



A private letter of historical importance written by Dr Samuel Johnson was acquired by the Samuel Johnson Birthplace Museum on the 19th of September, the week of the Johnson birthday celebrations. The Museum initially found out about the letter in a BBC article published on the 31st of August, and after acting quickly the acquisition was made possible by funding and support from the Friends of the National Libraries, The Johnson Society, Lichfield City Council, and Phil Jones, a private donor.



The letter, penned by Johnson in 1783, had been documented but its location was unknown, and it was thought to be lost. After 240 years it was discovered in a cupboard amongst other historical letters in a Gloucestershire country home and was sold at auction. It is addressed to a twelve-year-old Sophia Thrale, daughter of Hester Lynch Thrale, a British author and patron of the arts. Samuel Johnson regularly corresponded with Hester Lynch Thrale and her children, yet this is thought to be the only surviving letter between him and Sophia.

In the letter we read Johnson encouraging Sophia to continue her studies, especially her mathematical pursuits. It demonstrates his views on the importance of young women's education in the eighteenth century. This charming correspondence is a rare and documented example of a different side to Johnson, its affectionate and paternal tone shows a softness not often associated with him.

Plans are already underway for the letter to go on public display at The Samuel Johnson Birthplace Museum.

Samuel Johnson's 314th birthday celebrations took place on the 23rd of September, it was a joyous occasion marked with the annual civic procession and ceremony, and performances from St Michael's Church Choir, Lichfield Lighthouse Company, and the City of Lichfield Concert Band. The Museum was open throughout the day with craft activities, storytelling, poetry readings, and celebratory free cake for visitors.



Photo credit – R Yardley

Work on the ground floor developments at SJBm are moving forward, an on-site meeting with contractors took place and planning is underway for the safe placement of the toilet pod by crane, costs for this are currently being worked up.

The City Plaques Project continues, with the restoration of signs progressing, and an agreement has been made with Lichfield District Council's Conservation and Design Officer for the Anna Seward plaque to be located on Pool Walk.

The Guildhall Cells are due to close for the winter shortly after the publication of this agenda. The cells have been open on Saturdays throughout summer, the new volunteers have settled in, and the attraction has continued to be a popular destination since reopening in April. They will reopen in April 2024.

3. Open Spaces: Nigel Boden, Open Spaces Officer and Jane Varley, Clerical Officer

Christchurch Allotments

Fallen tree within Allotments required pest control treatment for two wasps' nests before final removal could take place.



Lichfield and District Allotments Society – Track Project

Allotment holders in Lichfield have benefitted from a CIL funded grant of £27,500 from Lichfield City Council to replace and significantly improve the main tracks at the City's allotment sites. The new access roads replace the previous provision which was severely broken down in various areas and of increasing concern to LDAS members. The works have been completed by D McCarthy Brothers (Lichfield) Ltd.



Relocated Bus Shelters

Five existing shelters in the Darwin Park area have been transferred to Lichfield City Council for maintenance. In conjunction with Leomansley Area Residents Association and SCC, two of these shelters have been relocated from redundant stops on Limburg Avenue.



One has been re-sited on Falkland Road (Agincourt Road), the second on Sainte Foye Avenue (The Whytmore). Both are on the X3 and 36 routes.

Footpath Tamworth Road to Wentworth Drive (FP3)

Following intense rain further repairs were necessary to this path as it had become undermined with ground water resulting in ballast being washed down onto Tamworth Road.

Surface repairs completed and edges along the fence line created. Holes within these have been drilled to help relieve the water pressure from below.

Woodland Trust – Tree of the Year nomination

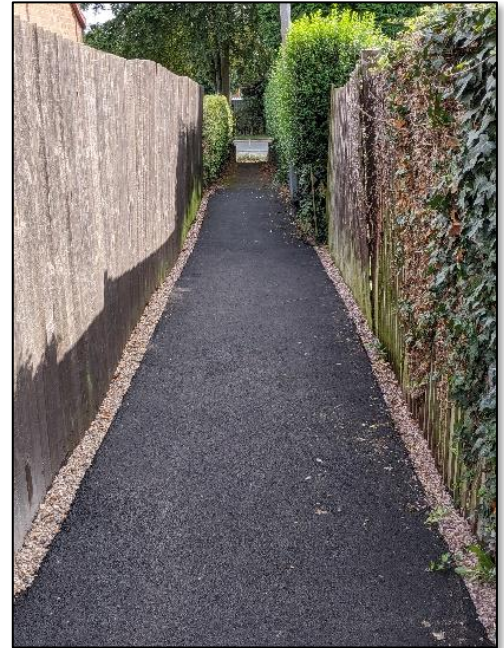
The Foxglove tree in Remembrance Gardens is nominated as one of the finalists in the 'Tree of the Year' competition run by the Woodland Trust. The Paulownia tree is native to China and shows off colourful foxglove-shaped blooms in springtime.

The winner will be decided via a public vote which is open until 15th October.

More details and to vote visit:

www.woodlandtrust.org.uk

<https://www.woodlandtrust.org.uk/trees-woods-and-wildlife/british-trees/tree-of-the-year/>





Other matters progressed/completed since the last report and in addition to routine inspections include:

- Planning for the CIL funded extension of the path from on Eastern Avenue to Lichfield Sports Club entrance
- ROSPA annual playground inspections
- Wordsworth Close (Site 26A) all trees crown lifted, deadwood removed and reduced back from carriageway. Planting of hawthorn hedging along noise barrier planned for late autumn.
- Boley Close (Site 23) tree works to reduce from road and clear phone wires
- Several footpaths have required cutting back where overgrowth has been unusually high, where possible this has been completed in time for new school year.
- Culvert clearance at Nether Stowe
- Curborough Community Centre – obtaining quotes to replace dilapidated fencing around car park and play areas.
- Cherry Orchard Allotments – new gate posts installed.

4. Markets: Jeremy Williams, Markets Officer/Michelle Read – Office Administrator

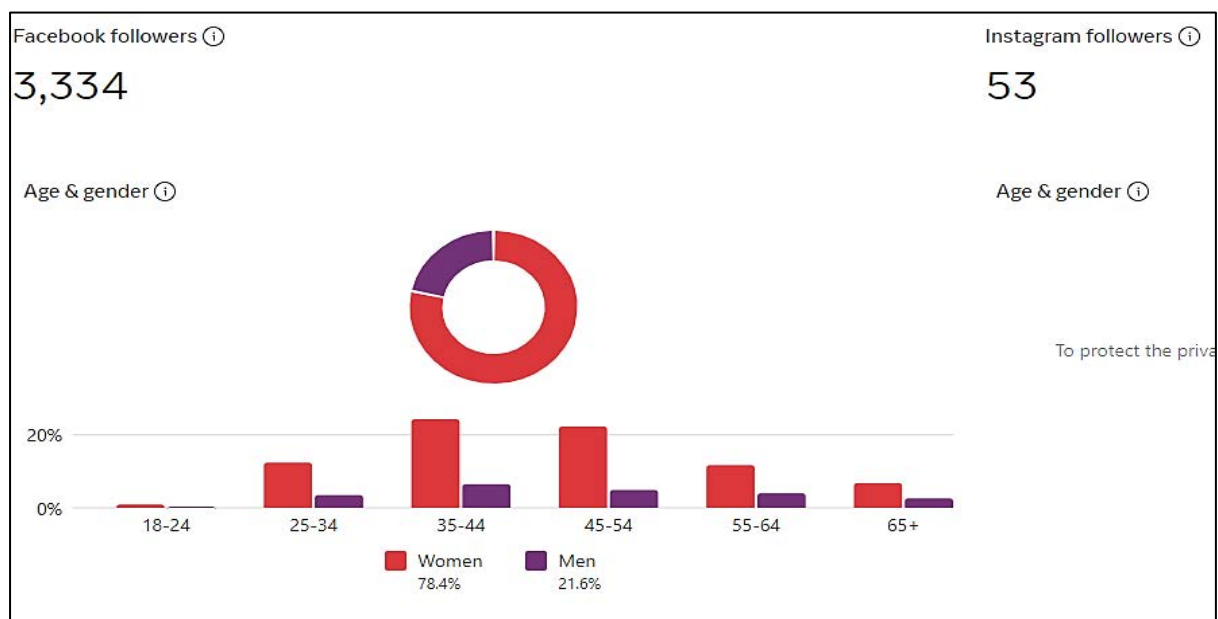
We have welcomed three new Traders to the Tuesday market, 'Ryan James Butchers', 'Mad Bags', who sell humorously designed jute bags, and 'Fab Cakes'. All have gained a strong customer following, particularly Ryan James Butchers. All new Traders have been promoted on social media. Atterbury's, who sell bespoke household items, has also been welcomed as permanent trader.



Social Media

There is a strong following on the Markets' social media platforms, with regular posts and promotion of traders, helping to showcase Lichfield and increase footfall. Promotion of the Christmas Market is also increasing.

Below are statistics illustrating the number of followers on Facebook and Instagram.



Pitch Availability

We currently have pitches available on the Tuesday and Friday markets, but a number of enquiries have been received regarding these. The one available pitch on the Friday Market has been utilised as a pop-up stall and for Saturday traders who wished to evaluate the possibility of standing on the Friday Market, too. The Saturday Market remains full.

Officers continue to develop the list of Traders who can cover stalls at short notice; this is working well and helps to reduce the number of empty pitches caused by holiday or general trader absence.

Vegan Market

The Vegan Market operates on the third Sunday of the month and has expanded to more than 20 stalls. Dates for 2024 have been agreed.

Producer's Market

The Producer's Market, which is run by CJ Events, operates on the first Sunday of the month. This market is well supported by traders and remains very popular.

Food Festival

The Food Festival held on 26 August often results in many regular Traders deciding not to stand. Traders cite reduced interest in the Market and issues arising from festival security, notably gaining vehicle entry and exit through the road closures. Those who did attend reported that some members of the public were buying food from the Festival traders and using the Market stalls as shelter from the weather, causing particular concern for those traders offering goods liable to be damaged or become less saleable due to grease or the smell of food.

Due to the difficulties, it has long been the case that Traders are given a choice to not attend the Market during the Festival, with no arrears incurred. 10 permanent traders chose not to trade, but six of the pitches were covered by casual Traders. The difference in pitch income on that day when compared to a normal full Saturday market was £205.83.

Minster Pool Walk was hired by the event organiser for the Food Festival, but one LCC trader had to be relocated from Speakers Corner to Market Square as his usual pitch had been taken by a Food Festival Trader.



The space made available on the Square by permanent Traders not attending due to the Food did allow for Lichfield District City of Sanctuary to provide a stall in honour of Ukraine Independence Day. The stall raised nearly £600 for humanitarian aid in Ukraine and, importantly, also raised awareness of the existence of refugees among us now. An email thanking LCC members and Officers has been received from the LCoS Secretary.



5. Twinning: Gabriele Lasch-Burden – Twinning Officer

Lichfield's Nick Dewhurst Band performed at the summer festival in the twin town of Limburg, where his 6-piece jazz band received a very warm welcome. The Limburg organisers were very pleased with how the Lichfield musicians were received by a sell-out audience. The City Council awarded a £300 grant to assist with arrangements.



The date for the next triennial Ring Twinning Celebration weekend to be held in Lichfield has been provisionally set for 2nd to 5th October 2026. Early preparations are underway.

6. Guildhall & Boley Park Community Hall: Helen Winter, Bookings Officer

Although bookings were quiet in the summer, regular hirers have now returned after the summer holidays and the diary is almost full until the end of the year.

There has been an increase in the number of meetings booked by external organisations, with 16 such meetings held since the last report.

Lichfield Festival hired the Guildhall as part as their summer festival and held events in the building on two dates. Lichfield Arts also held a concert and have begun their autumn/winter concert series which includes a Beer Festival.

Following another successful summer, the Old Prison Cells are scheduled to close for the Winter shortly after the deadline for this report, and a Ukrainian Group also had a cell tour last month.

Private bookings have included a wedding reception and three birthday parties.

Commercial bookings include five market research bookings with further sessions imminent. A craft fair has also taken place, with more craft fairs booked towards Christmas.

LDC held a Leisure Centre drop-in session, which was well attended and displayed information about what the new leisure centre may look like.

The Greenhill Bower recently held their cheque presentation (pictured below).



Photo credit – R Yardley.

An advertisement for the Guildhall has been placed in 'West Midlands Weddings', which was advertised at a Wedding Show at the NEC in August. The edition also featured a couple who had their wedding ceremony and reception at the Guildhall last year. Your West Midlands Wedding - August/September 2023 (Issue 87) (County Wedding) (P37-41).

As mentioned, the diary is quite full up to Christmas – the only Friday/Saturdays free currently are 29 Sept & 28 October. We also have a wedding ceremony/reception confirmed.

Boley Park Community Hall

The hall remains very popular for children's parties. Work has begun on the end of year accounts in readiness for submission to the Auditor. As well as regular hirers, since the beginning of July, there have been bookings for 6 meetings, a Stamp fair, 11 children's parties and a Back to School (uniform) event. The boilers are also due to be serviced imminently. The NHS Breast Screening Trailer is outside the building, utilising electricity from the Hall's external Lucy Box. Monthly readings are taken with invoices raised to the NHS for the cost of electricity used.

7. Deputy Town Clerk: Sarah Thomas

In the absence of the Civic officer the Deputy Town Clerk, along with other members of staff facilitated the Mayor's school uniform exchange event.

In addition, much progress has been made regarding the city Council's Critical incident procedures as detailed at Appendix 9.

The Deputy Town Clerk recently facilitated a meeting with all major contributors of Remembrance Sunday. Until recently each organisation involved (Cathedral RBL, DMS Whittington) had been working in silo on arrangements for the day. Thanks to the City Council all organisations are now working together to deliver the event and have a greater understanding of each other's requirements.

The Deputy Town Clerk will be providing secretariat support at the Markets Working Group, the newly combined Neighbourhood Plan Implementation Working Party and Grants Committee, full Council and the Climate Change and Biodiversity Committee.

Preparations are continuing for the Christmas Lights Switch On Event with particular emphasis on implementing Counter Terrorism Policies.

For Council: 4 October 2023 APPENDIX 8

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 June to 30 June 2023

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/06/2023	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 23/24 - 3rd instalment of 10 (June)	969.00	0.00	969.00
01/06/2023	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 23/24 - 3rd instalment of 10 (June)	5.00	0.00	5.00
01/06/2023	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 23/24 - 3rd instalment of 10 (June)	566.00	0.00	566.00
01/06/2023	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 23/24 - 3rd instalment of 10 (June)	1,809.00	0.00	1,809.00
06/06/2023	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card & activity fees - May	14.38	0.00	14.38
06/06/2023	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - June	6.00	1.20	7.20
07/06/2023	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card & activity fees - May	120.42	0.00	120.42
07/06/2023	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - June	6.00	1.20	7.20
12/06/2023	DDebit	British Telecommunications	HALLS Boley Hall	Broadband line at Boley Hall (new direct debit)	41.13	8.23	49.36
14/06/2023	BACS 1669	E A Barnes & Sons	MARKET Supplies/Services	5 exchanges of covered skip - May	400.00	80.00	480.00
14/06/2023	BACS 1670	Mr Kristen Boyce	PARKS Other Repair/Maint	Installation of 4 signs on Cappers Lane traffic island	220.00	0.00	220.00
14/06/2023	BACS 1671	Brownhill Hayward Brown	R&R FUND Birthplace	Architectural services for Museum	490.00	98.00	588.00
14/06/2023	BACS 1671	Brownhill Hayward Brown	R&R FUND General	Architectural services for Darwin Hall	1,039.00	207.80	1,246.80
14/06/2023	BACS 1672	City Life in Lichfield	DEM SERVICES Publicity	City View, June issue	1,100.00	220.00	1,320.00
14/06/2023	BACS 1673	EHM Exterior Home Maint	MARKET Repair/Maint	Replace cobble stone near Market Square	40.00	0.00	40.00
14/06/2023	BACS 1673	EHM Exterior Home Maint	PARKS Other Repair/Maint	Pool Walk - Repair to drain cover	55.00	0.00	55.00
14/06/2023	BACS 1673	EHM Exterior Home Maint	R&R FUND General	Relocate 2 bus shelters	2,500.00	0.00	2,500.00
14/06/2023	BACS 1674	Eastern Shires Purch Org	G/HALL Supplies/Services	Cloakroom supplies and refuse sacks	192.45	38.49	230.94
14/06/2023	BACS 1674	Eastern Shires Purch Org	HALLS Boley Hall	Cloakroom supplies for Boley Park Hall	59.60	11.92	71.52
14/06/2023	BACS 1675	Lichfield Greenhill Bower	ARTS/TOURISM Expenditure	Grant funding per letter to A.Lock, 03/04/97 item 1	225.00	0.00	225.00
14/06/2023	BACS 1675	Lichfield Greenhill Bower	GRANTS General	Grant per Council Min.103 of 13/03/23	3,000.00	0.00	3,000.00
14/06/2023	BACS 1676	Lichfield Shrievalty Assocn	CIVIC Sheriff's Allowance - A Burns-Mace	Lichfield Shrievalty Association luncheon, June	44.00	0.00	44.00
14/06/2023	BACS 1677	Majestic Wine Warehouses	CIVIC Banquet Expenditure	Wine for Mayor's Banquet (incl. in ticket price)	183.00	36.60	219.60
14/06/2023	BACS 1677	Majestic Wine Warehouses	CIVIC Events	Wine for drinks following Annual Council	91.50	18.30	109.80
14/06/2023	BACS 1678	Messenger Construction	R&R FUND Birthplace	Repair to Birth Room sash window	240.00	48.00	288.00
14/06/2023	BACS 1679	Michael's Menswear Ltd	CIVIC Supplies/Services	Alteration to Sheriff's Robe	40.00	8.00	48.00
14/06/2023	BACS 1680	M R S Communications Ltd	ADMIN Supplies & Services	Townsafe radios annual membership fee from 01/06/23	115.00	0.00	115.00
14/06/2023	BACS 1680	M R S Communications Ltd	MARKET Supplies/Services	Townsafe radios annual membership fee from 01/06/23	115.00	0.00	115.00
14/06/2023	BACS 1681	PPL PRS Ltd	G/HALL Lettings	Music licence for bookings 06/03/23 to 05/06/23	143.69	28.74	172.43
14/06/2023	BACS 1682	R Fathers	PARKS Other Repair/Maint	Havefield Avenue - Various tree works	750.00	0.00	750.00
14/06/2023	BACS 1682	R Fathers	PARKS Other Repair/Maint	Curborough Road - Reduce ash tree	160.00	0.00	160.00
14/06/2023	BACS 1683	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum - May	649.52	129.90	779.42
14/06/2023	BACS 1683	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall and Donegal House - May	974.28	194.86	1,169.14
14/06/2023	BACS 1684	Vision ICT Ltd	ADMIN Supplies & Services	Website design fees to 31/05/23	52.50	10.50	63.00
14/06/2023	BACS 1685	Zurich Town and Parish	R&R FUND General	Works in progress insurance at Darwin Hall	3,249.88	0.00	3,249.88
15/06/2023	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office365 - May	615.49	123.10	738.59
15/06/2023	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - May	45.00	9.00	54.00
15/06/2023	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - May	126.00	25.20	151.20
15/06/2023	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - May	45.00	9.00	54.00
15/06/2023	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fees - June	41.15	0.00	41.15
15/06/2023	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - June	28,038.55	0.00	28,038.55
16/06/2023	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - June	19.00	3.80	22.80
16/06/2023	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - June	19.00	3.80	22.80
16/06/2023	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - April	526.69	105.34	632.03
16/06/2023	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - April (2nd account)	148.82	7.44	156.26
16/06/2023	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - April (1st account)	155.96	7.80	163.76
16/06/2023	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - April	71.83	3.59	75.42
16/06/2023	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - April	247.20	12.36	259.56

16/06/2023	DDebit	Npower Ltd	PARKS Energy	Friary electricity - April	16.19	0.81	17.00
16/06/2023	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - April	61.45	3.99	65.44
19/06/2023	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - June	26.50	5.30	31.80
19/06/2023	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - June (incl. extra charge)	17.59	3.52	21.11
19/06/2023	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - June	25.00	5.00	30.00
19/06/2023	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - May	86.40	4.32	90.72
19/06/2023	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 1/5 - 1/6	23.22	0.00	23.22
19/06/2023	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/5 - 1/6	107.19	0.00	107.19
19/06/2023	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & drainage 1/5 - 1/6	46.71	0.00	46.71
20/06/2023	DDebit	Virgin Media Payments	ADMIN Tel/Postage	Phones/internet - May usage/June rental	126.32	25.26	151.58
22/06/2023	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fee - May payroll	27.25	0.00	27.25
26/06/2023	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/5 - 10/6	13,481.00	2,696.20	16,177.20
29/06/2023	DDebit	British Gas	BIRTHPLACE Energy	Gas 10/5 - 9/6	95.33	4.76	100.09
29/06/2023	DDebit	Justice Fire and Security	G/HALL Repair/Maint	Maintenance of alarms & CCTV to 27/5/24 - 1st quarter	410.52	82.10	492.62
30/06/2023	BACS 1686	AKW Plumbing & Heating	G/HALL Repair/Maint	Replace ball valve in ladies toilet	50.00	0.00	50.00
30/06/2023	BACS 1687	R C Brady (UK) Ltd	BIRTHPLACE Stock for sale	Leather bookmarks for sale	212.50	42.50	255.00
30/06/2023	BACS 1688	CBS Complete Ltd	G/HALL Repair/Maint	Trace and clear blockage in heating condensate pipe	280.00	56.00	336.00
30/06/2023	BACS 1689	Conservation Resources (UK)	BIRTHPLACE Supplies & Services	Products for collection care	43.45	8.69	52.14
30/06/2023	BACS 1690	EHM Exterior Home Maint	PARKS Other Repair/Maint	Curborough CC - Replace damaged manhole cover	250.00	0.00	250.00
30/06/2023	BACS 1691	Eastern Shires Purch Org	ADMIN Supplies & Services	Boxes of paper	92.00	18.40	110.40
30/06/2023	BACS 1691	Eastern Shires Purch Org	BIRTHPLACE Supplies & Services	Various bottles of drawing ink	34.50	6.90	41.40
30/06/2023	BACS 1691	Eastern Shires Purch Org	G/HALL Supplies/Services	Refuse sacks	51.45	10.29	61.74
30/06/2023	BACS 1692	Frederica Greetings Ltd	BIRTHPLACE Stock for sale	Cards and wrapping paper for sale	96.32	0.00	96.32
30/06/2023	BACS 1693	Friary Clock Tower Winders	PARKS Other Repair/Maint	Annual donation to Friary clock winders 23/24	500.00	0.00	500.00
30/06/2023	BACS 1694	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Damrosch - The Club'	50.66	0.00	50.66
30/06/2023	BACS 1694	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'A Dictionary of the English Language'	58.46	0.00	58.46
30/06/2023	BACS 1695	G Lasch-Burden	ARTS/TOURISM Expenditure	Twinning Officer expenses for Limburg - tunnel fares	398.00	0.00	398.00
30/06/2023	BACS 1695	G Lasch-Burden	ARTS/TOURISM Expenditure	Twinning Officer expenses for Limburg - hotel	234.00	0.00	234.00
30/06/2023	BACS 1696	S Quinn	SJBP TRUST Admissions Income	Share of ticket sales for Word Cafe events, Mar to May	54.00	0.00	54.00
30/06/2023	BACS 1697	Tatlow Carpets	BIRTHPLACE Supplies & Services	Sisal rug for Introduction room	510.83	102.17	613.00
30/06/2023	BACS 1698	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - June	7,636.57	0.00	7,636.57
30/06/2023	BACS 1699	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - June	9,752.90	0.00	9,752.90
30/06/2023	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 29 Apr to 2 Jun - current account	33.71	0.00	33.71
					<u>84,656.06</u>	<u>4,528.38</u>	<u>89,184.44</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 June to 30 June 2023

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
22/06/2023	05475	Cash	Various	Petty cash vouchers 8080 - 8101	249.14	35.07	284.21
30/06/2023	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 29 Apr to 2 Jun - imprest account	<u>8.14</u>	<u>0.00</u>	<u>8.14</u>
					<u>257.28</u>	<u>35.07</u>	<u>292.35</u>

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 July to 31 July 2023

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
03/07/2023	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 23/24 - 4th instalment of 10	969.00	0.00	969.00
03/07/2023	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 23/24 - 4th instalment of 10	5.00	0.00	5.00
03/07/2023	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 23/24 - 4th instalment of 10	566.00	0.00	566.00
03/07/2023	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 23/24 - 4th instalment of 10	1,809.00	0.00	1,809.00
03/07/2023	DDebit	Npower Ltd	G/HALL Energy	Electricity - April	1,045.20	209.04	1,254.24
05/07/2023	BACS 1700	Rocaba Packaging	BIRTHPLACE Supplies & Services	Paper carrier bags for Museum shop	63.00	12.60	75.60

05/07/2023	BACS 1701	City Life in Lichfield	BIRTHPLACE Adverts/promotion	Museum adverts in City Life, July issue	30.00	0.00	30.00
05/07/2023	BACS 1702	Darwin Hall Comm Assoc	HALLS Darwin Hall	Loss of income payment - summer 2023 closure	4,240.98	0.00	4,240.98
05/07/2023	BACS 1703	Ann Hughes	ARTS/TOURISM Expenditure	Reimburse cost of flights for Twinning weekend	511.01	0.00	511.01
05/07/2023	BACS 1704	The Johnson Society	BIRTHPLACE Stock for sale	Proceeds of sales - Johnson Society booklets	80.16	0.00	80.16
05/07/2023	BACS 1704	The Johnson Society	BIRTHPLACE Stock for sale	Proceeds of sales - Various Johnson Soc giftware	104.33	0.00	104.33
05/07/2023	BACS 1705	Justice Fire and Security	BIRTHPLACE Repair/Maint	Replacement batteries for intruder alarm	24.00	4.80	28.80
05/07/2023	BACS 1706	PHS Group	ADMIN Supplies & Services	Annual sanitary disposal to 31/7/24	41.60	8.32	49.92
05/07/2023	BACS 1706	PHS Group	BIRTHPLACE Supplies & Services	Annual sanitary disposal to 31/7/24	32.40	6.48	38.88
05/07/2023	BACS 1706	PHS Group	G/HALL Supplies/Services	Annual sanitary disposal to 31/7/24	62.40	12.48	74.88
05/07/2023	BACS 1707	Vertigo Creative Studio	C I L Expenditure	Design, produce & fit new Museum displays - 1st half	4,812.50	962.50	5,775.00
05/07/2023	BACS 1707	Vertigo Creative Studio	R&R FUND Birthplace	Design, produce & fit new Museum displays - 1st half	663.50	132.70	796.20
05/07/2023	BACS 1708	Woodhouse Green Nurseries	ADMIN Supplies & Services	2 hanging baskets	78.00	15.60	93.60
05/07/2023	BACS 1708	Woodhouse Green Nurseries	BIRTHPLACE Supplies & Services	4 hanging baskets	156.00	31.20	187.20
05/07/2023	BACS 1708	Woodhouse Green Nurseries	G/HALL Supplies/Services	2 hanging baskets	78.00	15.60	93.60
05/07/2023	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - June	17.30	0.00	17.30
05/07/2023	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - July	6.00	1.20	7.20
05/07/2023	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - June	127.46	0.00	127.46
05/07/2023	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - July	6.00	1.20	7.20
11/07/2023	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/internet - Usage Apr-Jun, rental Jun-Aug	116.34	23.27	139.61
11/07/2023	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/internet - Usage Apr-Jun, rental Jun-Aug	489.16	97.83	586.99
11/07/2023	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/internet - Usage Apr-Jun, rental Jun-Aug	491.94	98.38	590.32
11/07/2023	DDebit	British Telecommunications	HALLS Boley Hall	Broadband service at Boley Hall - June	41.13	8.23	49.36
14/07/2023	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - July	26,684.38	0.00	26,684.38
14/07/2023	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier rental Apr-Jun	68.00	13.60	81.60
17/07/2023	DDebit	EE Ltd	G/HALL Supplies/Services	Monthly on-call mobile - July	26.50	5.30	31.80
17/07/2023	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - July	17.00	3.40	20.40
17/07/2023	DDebit	EE Ltd	PARKS Other Repair/Maint	Monthly OSO mobile - July	25.00	5.00	30.00
17/07/2023	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office 365 - June	685.13	137.02	822.15
17/07/2023	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - June	45.00	9.00	54.00
17/07/2023	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - May adjustment & June	133.40	26.68	160.08
17/07/2023	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - June	45.00	9.00	54.00
17/07/2023	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fees - July	33.95	0.00	33.95
17/07/2023	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - May	519.30	103.86	623.16
17/07/2023	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - May (1st account)	134.71	6.74	141.45
17/07/2023	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - May (2nd account)	136.03	6.80	142.83
17/07/2023	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - May	53.71	2.69	56.40
17/07/2023	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - May	374.66	18.73	393.39
17/07/2023	DDebit	Npower Ltd	PARKS Energy	Friary electricity - May	16.63	0.83	17.46
17/07/2023	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - May	60.18	4.89	65.07
18/07/2023	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - July	19.00	3.80	22.80
18/07/2023	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - July	19.00	3.80	22.80
18/07/2023	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 1/6 - 1/7	25.14	0.00	25.14
18/07/2023	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 1/6 - 1/7	369.25	0.00	369.25
18/07/2023	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & drainage 1/6 - 1/7	454.11	0.00	454.11
19/07/2023	BACS 1709	A & H Guild of Town Criers	CIVIC Supplies/Services	Membership of Guild of Town Criers 23/24	30.00	0.00	30.00
19/07/2023	BACS 1710	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip - June	320.00	64.00	384.00
19/07/2023	BACS 1711	M Billington Illustrations	BIRTHPLACE Stock for sale	Lichfield mugs in assorted colours	87.20	0.00	87.20
19/07/2023	BACS 1712	M W Brown	PARKS Other Repair/Maint	Treatment of rodents at two sites	50.00	0.00	50.00
19/07/2023	BACS 1713	A Burns-Mace	ARTS/TOURISM Expenditure	Reimburse Sheriff's flights for Twinning weekend	570.01	0.00	570.01
19/07/2023	BACS 1713	A Burns-Mace	ARTS/TOURISM Expenditure	Reimburse Sheriff's airport car parking	110.45	22.09	132.54
19/07/2023	BACS 1713	A Burns-Mace	ARTS/TOURISM Expenditure	Reimburse Sheriff's airport car parking levy	0.20	0.00	0.20
19/07/2023	BACS 1713	A Burns-Mace	ARTS/TOURISM Expenditure	Reimburse Sheriff's mileage to and from airport	23.40	0.00	23.40
19/07/2023	BACS 1714	J Butler	BIRTHPLACE Supplies & Services	Reimburse for dehumidifier following water ingress	119.99	24.00	143.99
19/07/2023	BACS 1715	City Life in Lichfield	BIRTHPLACE Adverts/promotion	Museum advert in Rugeley July magazine	10.00	0.00	10.00
19/07/2023	BACS 1716	Cooper-Whyte Conservation	R&R FUND General	Cruck House works - final retention payment	1,355.61	271.12	1,626.73

19/07/2023	BACS 1717	Darwin Electrical Services	R&R FUND General	Replace festoon cable and lamps at Pool Walk	2,487.00	497.40	2,984.40
19/07/2023	BACS 1718	Haywoods Contracts Ltd	G/HALL Supplies/Services	Annual inspection of blinds in Main Hall	300.00	60.00	360.00
19/07/2023	BACS 1719	I L Solutions Limited	R&R FUND General	Cruck House - Supply & fit external rail & balustrade	1,542.00	308.40	1,850.40
19/07/2023	BACS 1720	Imagin Products Ltd	DEM SERVICES Supplies & Services	Photo ID badges for Councillors	137.50	27.50	165.00
19/07/2023	BACS 1721	Lich Museum Bowling Club	CIVIC Events	Donation to club charity for Swinfen Broun Bowls match	100.00	0.00	100.00
19/07/2023	BACS 1722	D McCarthy Bros (Lichfield)	C I L Expenditure	Resurfacing of 3 allotment site access routes	27,300.00	5,460.00	32,760.00
19/07/2023	BACS 1723	Museums Association	BIRTHPLACE Supplies & Services	Membership of Museums Association 1/6/23 - 30/6/24	42.91	8.58	51.49
19/07/2023	BACS 1723	Museums Association	BIRTHPLACE Supplies & Services	Membership of Museums Assoc (VAT exempt part)	15.00	0.00	15.00
19/07/2023	BACS 1723	Museums Association	BIRTHPLACE Supplies & Services	Membership of Museums Assoc (Zero rated part)	138.51	0.00	138.51
19/07/2023	BACS 1724	The Quince Tree Press	BIRTHPLACE Stock for sale	Copies of Johnson Sayings pocket book	62.50	0.00	62.50
19/07/2023	BACS 1725	Sign Technology Ltd	C I L Expenditure	Repair & restoration of 3 City Plaques	300.00	60.00	360.00
19/07/2023	BACS 1726	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum, June	710.48	142.10	852.58
19/07/2023	BACS 1726	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall and Donegal House, June	1,065.71	213.14	1,278.85
19/07/2023	BACS 1727	W Burns-Mace Ltd	ADMIN Supplies & Services	Reimburse for cost of new licence for DH fire escape	500.00	100.00	600.00
19/07/2023	BACS 1728	Woodland Solutions (Northn)	PARKS Other Repair/Maint	St Michael's churchyard - Tree safety survey	725.00	145.00	870.00
19/07/2023	BACS 1729	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 18/6/23	15.33	0.00	15.33
19/07/2023	BACS 1730	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 18/6/23	16.00	0.00	16.00
19/07/2023	BACS 1731	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 18/6/23	4.00	0.00	4.00
19/07/2023	BACS 1732	C R Craven	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 18/6/23	4.00	0.00	4.00
19/07/2023	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - June	84.90	4.24	89.14
20/07/2023	DDebit	Npower Ltd	G/HALL Energy	Electricity - May	930.06	186.01	1,116.07
20/07/2023	DDebit	Virgin Media Payments	ADMIN Tel/Postage	Phones/internet - June usage/ July rental	116.33	23.27	139.60
24/07/2023	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - June payroll	26.90	0.00	26.90
25/07/2023	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/6 - 10/7	13,481.00	2,696.20	16,177.20
31/07/2023	BACS 1733	ACW Arb	PARKS Other Repair/Maint	Christchurch allotments - Cut back trees for access	240.00	48.00	288.00
31/07/2023	BACS 1734	Baroco Limited	ADMIN Supplies & Services	Collection & confidential shredding of 2 paper bins 23/5	40.00	8.00	48.00
31/07/2023	BACS 1735	Clean All (Windows) Ltd	ADMIN Supplies & Services	Quarterly window cleaning	75.15	15.03	90.18
31/07/2023	BACS 1735	Clean All (Windows) Ltd	BIRTHPLACE Supplies & Services	Quarterly window cleaning	65.20	13.04	78.24
31/07/2023	BACS 1735	Clean All (Windows) Ltd	G/HALL Supplies/Services	Quarterly window cleaning	79.37	15.87	95.24
31/07/2023	BACS 1736	N Dewhurst	GRANTS General	Twinning grant for Band per Council Min. 9 of 24/7/23	300.00	0.00	300.00
31/07/2023	BACS 1737	Neil Farr French Polishing	G/HALL Repair/Maint	Repair and re-polishing of Recorder's Bench	330.00	0.00	330.00
31/07/2023	BACS 1738	Justice Fire and Security	BIRTHPLACE Supplies & Services	Replacement of personal attack alarm	173.24	34.64	207.88
31/07/2023	BACS 1739	Lichfield Litter Legends	GRANTS General	Grant per Council Min. 9 of 24/7/23 (North Lich. project)	2,500.00	0.00	2,500.00
31/07/2023	BACS 1740	Lich Science & Eng Soc	CIVIC Mayor's Allowance - A Hughes	Erasmus Darwin Lecture tickets for Deputy Mayor	60.00	0.00	60.00
31/07/2023	BACS 1741	Love2dream	BIRTHPLACE Stock for sale	Greetings cards, tea towels and tote bags	77.20	0.00	77.20
31/07/2023	BACS 1742	NACTSEW	CIVIC Sheriff's Allowance-A Burns-Mace	Shrievalty membership, badges & tie	181.00	0.00	181.00
31/07/2023	BACS 1743	H Phillips	BIRTHPLACE Supplies & Services	Travel expenses for work experience student	117.92	0.00	117.92
31/07/2023	BACS 1744	Plantfacts	BIRTHPLACE Supplies & Services	Name badge for Museum Attendant	12.51	2.50	15.01
31/07/2023	BACS 1745	Raphael Design Limited	BIRTHPLACE Stock for sale	Fridge magnets	245.00	49.00	294.00
31/07/2023	BACS 1746	R Fathers	PARKS Other Repair/Maint	Cornfield Drive - Works to cherry and hedge	350.00	0.00	350.00
31/07/2023	BACS 1747	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - July	7,325.91	0.00	7,325.91
31/07/2023	BACS 1748	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - July	9,565.48	0.00	9,565.48
31/07/2023	BACS 1749	Messenger Construction Ltd	R&R FUND General	Darwin Hall roof works - first instalment	52,697.52	10,539.50	63,237.02
31/07/2023	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 3 to 30 June - current account	22.38	0.00	22.38
					<u>173,852.36</u>	<u>23,041.20</u>	<u>196,893.56</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 July to 31 July 2023

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
20/07/2023	BACS I25	Lichfield District Council	MARKET Supplies/Services	Annual premises licence for Market Square	295.00	0.00	295.00
27/07/2023	05476	Cash	Various	Petty cash vouchers 8102 - 8116	248.57	36.31	284.88
31/07/2023	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 3 to 30 June - imprest account	<u>7.24</u>	<u>0.00</u>	<u>7.24</u>
					<u>550.81</u>	<u>36.31</u>	<u>587.12</u>