



Lichfield City Council

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Town Clerk: Anthony D Briggs

14 October 2019

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to attend a meeting of Lichfield City Council to be held in the Guildhall, Lichfield, on **Monday, 21 October 2019 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 Meetings held on 9 September 2019 (Nos 48 - 60), (**copy ATTACHED**)
5. **MATTERS ARISING ON COUNCIL MINUTES**
6. **PLANNING COMMITTEE**
The Chairman of the Planning Committee to move that the Minutes of the Planning Committee Meeting held on 29 August 2019 be received (copies previously circulated).
7. **TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) (IF ANY)**

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. NOTICE OF MOTION

To consider the following motion to be proposed by Councillor H Ashton and seconded by Councillor C Rapley:

'Lichfield City Council declares that a climate change emergency exists, and in consequence resolves to take this into account as a factor in all future deliberations of the Council.'

9. NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY (NPIWP)

To adopt the Minutes and consider recommendations of the meeting of the NPIWP held on 2 October 2019 (**ATTACHED**). Members' particular attention is drawn to the recommendation to Council at Minute number 50 as reproduced below.

RECOMMENDATION TO COUNCIL: *That £10,000 of CIL monies be allocated to the Lichfield and Hatherton Canals Trust for use on a specific project; the use of funds to be easily evidenced to allow for reporting of CIL spend to LDC.*

10. OFFICERS' REPORT

To receive the Officers' Report, **APPENDIX 1** attached

RECOMMENDED: *That the Report be noted.*

11. LEASE OF LAND TO LICHFIELD AND HATHERTON CANALS RESTORATION TRUST (LHCRT)

To consider the Town Clerk's report at **APPENDIX 2** (attached) and the recommendations therein (reproduced below).

RECOMMENDED: *Regarding requests from the Trust to vary the existing lease:*

a) *The City Council agree to remove from the lease a small section of land adjacent to Willow Court that is not required by the Trust; and subject to legally required processes (as outlined in detail at recommendations (c) and (e)), the City Council agree in principle to lease the former canal land under the London Road bridge to LHCRT.*

RECOMMENDED: *Regarding the request to lease Open Space 26c:*

b) *Subject to legal duties and additional consultation as set out in recommendations (c), (d) and (e) below, the Council agree in principle to lease LCC Open Space 26C to LHCRT.*

c) *That in accordance with the provisions of the Local Government Act 1972, and the General Disposal Consent 2003, the Council advertise its proposals to grant a 39-year lease (expiry July 2058) to the Lichfield and Hatherton Canals Restoration Trust.*

d) *At the request of Ward members, the advertisement of proposals be extended to include the distribution of information regarding the proposals to the occupiers of nearby homes and businesses.*

e) *That the Council consider any objections received following public consultation prior to any decision confirming the lease of the land. Should the lease be confirmed, it would grant permission for 'Phase 1a' only as set out in the report.*

12. BOLEY PARK COMMUNITY HALL

To consider the Town Clerk's report at **APPENDIX 3** (attached) relating to future arrangements for the day to day management of Boley Park Community Hall.

The view of the Council is sought on the following;

1. The Council's preferred option, i.e.

a) whether it wishes Boley Park Community Hall to be formally brought under City Council control (while not ruling out any approaches from the community received during this process)

or

b) discussions to continue with representatives of the Curborough Community Association with a view to the Hall being managed by them.

2. If option (a) above is preferred, confirmation that the City Council does not wish to 'opt to tax' at this time, with the proviso that this does not preclude a need to charge VAT on bookings at the Hall at some time in the future, notably if the Council's exempt activity headroom is reduced.

13. DISPENSATIONS - GUIDANCE AND PROCEDURES

To consider the Town Clerk's report at **APPENDIX 4** (attached) and the recommendations therein (reproduced below).

RECOMMENDED: That the report be noted; and the City Council adopt the draft Dispensation Request form at Appendix A of the report, and draft Dispensation Decision form at Appendix B.

14. SHERIFF'S RIDE

To consider the Town Clerk's report at **APPENDIX 5** (attached) detailing the increase in costs attributable to the Sheriff's Ride, and the budgetary pressure created if the event is to remain in its current form.

Members are asked to note that if the Ride is to continue in its current form and extent, permanent additional costs of approximately £7,000 will need to be allocated from the City Council's budgets, taking the assumed annual budget for the event from circa £7,000 to circa £14,000.

15. MARKETS WORKING GROUP

To consider the Town Clerk's report and recommendations at **APPENDIX 6** (attached). This agenda item allows for a wide-ranging discussion, to include clarifying and agreeing objectives and appointing members to the proposed Working Group, and any other element that may contribute to its smooth establishment and ongoing function.

RECOMMENDED:

a) That the draft terms of reference be adopted

b) The membership of the Working Group be formalised, to include the appointment of a Chairman and Deputy Chairman.

16. REPRESENTATIVES ON OUTSIDE BODIES

With the exception of an appointment to the Staffordshire Parish Councils Association, the City Council's appointment of representatives to Outside Bodies is now complete; Cllr Miss J Marks has expressed a willingness to accept this remaining position.

RECOMMENDED: The City Council consider the appointment of Cllr Miss J Marks as the City Council's representative on the Staffordshire Parish Councils Association.

17. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 7**) for the periods

- a) 1 July 2019 to 31 July 2019 in the sum of £96,519.71 General Account, and £939.49 Imprest Account.
- b) 1 August 2019 to 31 August 2019 in the sum of £93,676.14 General Account, and £773.46 Imprest Account.

* * * * *

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, Donegal House, Bore Street.

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Tuesday 9 September 2019 at 6.30pm

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

APOLOGIES: Councillors Mrs J Eagland, I Jackson & J Smith.

48 MAYOR'S ANNOUNCEMENTS

The Mayor reported on several recent engagements which she had attended including the Sheriff's Ride, the Allotments Society Annual show and the awards ceremony for Britain in Bloom. She also thanked all those who attended the recent charity barn dance in the Guildhall.

49 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillors J Checkland and A Smith declared an interest under Appendix B of the City Council Code of Conduct with respect to agenda item 11, Darwin Hall Lease renewal.

50 COUNCIL MINUTES

RESOLVED: That the Minutes of the Council Meeting held on 30 July 2019 (Nos 34-47) be confirmed and signed as a correct record.

51 MATTERS ARISING

None

52 PLANNING COMMITTEE

RESOLVED: That the Minutes of the Planning Committee meeting held on 25 July 2019 be received.

53 TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2)

None

54 OFFICERS REPORT

The Mayor took each item from the Officers' Report in turn. Cllr Greateorex commended the Open Spaces Officer for his hard work in helping the City attain a Gold award for Britain in Bloom.

RESOLVED: That the Report as contained in Agenda Appendix 1 be noted.

55 FINANCIAL PROGRESS REPORT – 1 APRIL TO 30 JUNE

Members discussed the Financial progress report and in particular the performance of the markets. It was suggested that Members may wish to form a small working group to discuss the markets, and it was agreed that this proposal would be taken forward and discussed further with the Town Clerk.

RESOLVED: That the Financial Progress Report as detailed in Agenda Appendix 2 for the period 1 April to 30 June 2019 be noted.

56 AUDIT OF ACCOUNTS 2018/19

Councillor Spruce commended the Town Clerk, Accounts Officer and Internal Auditor for their hard work and diligence in the preparation of the audit of accounts which was completed by the external auditor on 16 August 2019 for the year ending 31 March 2019.

RESOLVED: That the report received from the external auditors, Mazars be noted.

57 DARWIN HALL LEASE RENEWAL

Members were informed that the lease for Darwin Hall Community Centre which is owned by the City Council is due for renewal. The proposed new lease is for 7 years and will require updating to reflect changes to the land exchange in 2018 which resulted in a new outdoor play area.

RESOLVED: That delegated authority be granted to the Town Clerk, in consultation with the Leader of the Council, to renew the lease of Darwin Hall Community Centre for a further period of seven years, based on a revised lease as recommended by the City Council's solicitors.

58 PAYMENTS BY DIRECT DEBIT

Members considered the Town Clerk's agenda report relating to two new proposed Direct Debit agreements.

RESOLVED: That the City Council resolve to enter into a Direct Debit arrangement with Sage Accounts and Nat West Bank and that these new accounts be added to the list of Direct Debits that will be reconsidered at the June 2020 meeting of the Council.

59 MARKET TRADERS LIAISON MEETINGS

It was proposed by Cllr Miss Jayne Marks and seconded by Cllr Mrs Janice Greaves that Cllr J Checkland be appointed as the Chairman of the Market Traders Liaison Committee. It was then proposed by Cllr P Ray and seconded by Cllr M Trent that Cllr P McDermott be appointed as Chairman. It was put to the vote and carried that Cllr J Checkland be appointed to the position.

RESOLVED: That Councillor Checkland be appointed as Chairman of the Market Traders Liaison Committee.

60 PAYMENT OF ACCOUNTS

RESOLVED: That payment of accounts be approved and confirmed as listed in Agenda Appendix 3 For the period 1 June 2019 to 30 June 2019 in the sum of £84,435.89 General Account, and £414.60 Imprest Account.

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

MAYOR

Lichfield City Council

Minutes of the Meeting of the Neighbourhood Plan Implementation Working Party (NPIWP) held in the Ashmole Room at Guildhall, Lichfield, on Wednesday 2 October 2019 at 6.30pm

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

APOLOGIES: Councillor J Checkland

41. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

42. MINUTES

RESOLVED: *That the minutes of the NPIWP meeting held on 17 July 2019 be confirmed as a correct record (Minutes adopted by Council on 30 July 2019).*

43. MATTERS ARISING

None

44. CIL MONIES RECEIVED, COMMITTED AND FORECAST

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

RESOLVED: *That the update be noted.*

45. U3A STREET FURNITURE SURVEY

The Working Party is now in receipt of the completed survey which also includes footpaths and highways. Members considered the most effective way to analyse the information, due to the size of the survey it was decided that the information would be divided between Ward Councillors who could then collate results and devise an action plan in order of priority. Upon completion of the action plan the Committee will correspond with the relevant bodies to request that action is taken to resolve the issues identified.

RESOLVED:

a) *That the survey results be collated and analysed by the Ward Councillors to identify potentially appropriate CIL spends and an Action Plan prepared in order of priority.*

b) *That upon completion of the Action Plan the Working party corresponds with relevant bodies to advise of the issues raised, to request action is taken to resolve such issues and to collate the responses received*

46. REFURBISHMENT OF 'WELCOME TO LICHFIELD' SIGNAGE

Members were advised that all the 'Welcome to Lichfield' signage has now been replaced.

RESOLVED: *That the update on the 'Welcome to Lichfield' signage be noted.*

47. CITY CENTRE PLAQUES

Members were advised that the Museum & Heritage Officer is in discussions with members of the Civic Society, the contractor and the Conservation Officer at the District Council with regard to the best way to progress this project. A further update is anticipated at the end of October.

RESOLVED: *That the update be noted*

48. ACTION PLAN UPDATE

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

49. DATE AND TIME OF NEXT MEETING

Wednesday 8 January at 6:30pm.

50. ANY OTHER BUSINESS

CANALS TRUST TUNNEL PROJECT

The Chairman updated members on the Canals Trust tunnel project for which a total of £1,000,000 is required. To date the Canals Trust has raised almost £500,000 towards the project. The Committee is minded to allocate £10,000 of CIL monies to the Trust to be used on a specific project (to be identified by the Canals Trust) that is achievable within a short time frame and not dependant on the tunnel vision funding.

RECOMMENDATION TO COUNCIL: That £10,000 of CIL monies be allocated to the Lichfield and Hatherton Canals Trust for use on a specific project; the use of funds to be easily evidenced to allow for reporting of CIL spend to LDC.

COMMUNITY HALLS

The Chairman informed members that the building adjacent to Cruck House was in need of repair. It was suggested that the Chairman speak to Curborough Community Association (who operate Cruck House on behalf of the City Council) to identify priority improvements that may be an appropriate CIL spend.

BISHOPS WALK FOOTPATH

The Chairman proposed to members that the footpath on Bishops walk should be extended to alleviate the problems of the overgrowing hedgerow and weeds. The Deputy Town Clerk informed the committee that the City Council had re-tarmacked sections of this footpath at a cost of £4,320 as part of the 2019/20 Repair and Renewals programme.

NEW INFORMATION BOARDS

The Deputy Town Clerk updated members that of the 9 new noticeboard which the City Council have paid for through CIL monies, a total of 8 have now been installed around the City. The ninth noticeboard and an additional tenth are planned to be installed at Lichfield City and Trent Valley Train stations. However there has been some delay as West Midlands Trains insist that their contractors carry out the installation at what appears to be an inflated price, and are reluctant to install a new information board at Trent Valley until the lift has been completed.

RESOLVED:

- a) That an alternative location which is not on West Midlands Trains land be investigated for the installation of the information board at Lichfield City Train Station.***
- b) That the installation of an information board at Lichfield Trent Valley Train station be carried out upon completion of the new lift.***

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 8.05PM**

ENCLOSURE 1: NPIWP ACTION PLAN AND PRIORTIES

Updated 2.10.19

ACTION IN ORDER OF PRIORITY	COMMENTS	TIMESCALE
Street Furniture Survey	Completed survey received on 15 July.	Ward Councillors to identify potentially appropriate CIL spends collate an Action Plan prepared in order of priority. Upon completion of the action plan NPIWP to write to the relevant bodies to advise of the issues and request the relevant action is taken.
Reinstating the Clock in Chancellor Law's Mausoleum at St Michael's	The Deputy Town Clerk reported that confirmation had been received from Smiths of Derby that it would not be possible to reinstate the clock without a power supply.	The Chairman to investigate further and approach an alternative supplier for their thoughts and report back to the NPIWP at its next meeting on 8 January 2020
Repainting of Railway Bridge on Upper St John Street.	Deputy Town Clerk spoke to Network Rail again on 30 September who confirm the query has once again been passed to the local Structures Team	The Deputy Town Clerk to report back to the NPIWP at its next meeting on 8 January 2020.
Publication of new Lichfield Map to be sold by Lichfield City Council	The Deputy Town Clerk reported that the Cartographer who had produced the last map was no longer in business and a cost could therefore not be determined.	Cllr Jones to investigate alternative suppliers and report back to the NPIWP at its next meeting on 8 January 2020.
Signs in the City Centre indicating walking direction to named carparks.	The Deputy Town Clerk has consulted with Lichfield District Council regarding the feasibility of this. The District Council confirm that they are minded to refurbish the direction signs around the City and will consult with the City Council as to their requirements	The District Council have provided no timescale for this project
Possible refurbishment of Welcome to Lichfield Signs	This has now been completed	Completed
Contributions to the Canals Trust tunnel project	NPIWP is minded to allocate £10,000 to the Lichfield and Hatherton Canals Trust for a specific project	Resolution from Council required.
Improvement to Lichfield City Council Community Halls	Repairs required to Cruck House	Chairman to contact Curborough Community Association for their comments and report back to the NPIWP at its next meeting on 8 January 2020
Additional 20mph signs in North Lichfield	At the request of Cllr Ball this has been reinstated onto the action plan following representations from his constituents.	On going

OFFICERS' INFORMATION REPORT

1. Civic Matters: Lucy Clarke, Civic Officer

On Saturday 7 September the Sheriff, Dr Daryl Brown successfully completed the Sheriff's Ride.



In keeping with this historic tradition, 51 riders joined the Sheriff on the 20-mile perambulation of the City boundaries. The High Sheriff of Staffordshire, Mr Ashley Brough was also in attendance and accompanied the ride in a spectacular horse drawn carriage with the Sheriff's parents and Consort for the first and final parts of the ride. The Sheriff's father, Dr Neville Brown was himself Sheriff of Lichfield in 2011 making them the first father and son to have held this position.

At Freeford Manor an additional 103 guests joined the Sheriff for a buffet luncheon where they were entertained by 'Jazz Tones'. Mrs Barbara Lewis once again presented the prize for best dressed Horse and Rider; which this year was won by Emily Hunt and *Bentley*.



At the end of the day the Ride was escorted back into the City by the Sword and Mace Bearers. The Sheriff was welcomed into the Close by The Dean and representatives of the Chapter at Lichfield Cathedral before continuing onto the Guildhall where the Ride culminated with three cheers for the Sheriff and applause for all the riders that completed the Sheriff's Ride.

The Sheriff's Ride is the largest event the City Council undertakes and would not be possible without the support of the many volunteers and landowners. The Council was once again supported by 1206 (City of Lichfield) RAF Cadets at Darnford Park and by Lichfield Unit Police Cadets at the Freeford Manor lunch stop.

The Johnson Birthday Celebrations were held on the Market Square on Saturday 14 September. In keeping with tradition, just after midday, the Mayor placed a laurel chaplet on the statue of Dr Samuel Johnson after which St. Michael's choir sang Johnson's last prayer to music by Peter Hawksworth their Musical Director.

As part of the Heritage weekend the celebrations and activities continued throughout the day including a Mini Town Criers competition carried out under the watchful eye of the City's Town Crier, Ken Knowles and Mace Bearer, Richard Hunt. The Mayor and Sheriff both judged the competition and the worthy winner was announced, Sophia aged 7. The Entertainer toy shop kindly donated a £15 gift voucher to the winner.



Preparations continue for the Remembrance Sunday Service on 10 November and Mayor and Sheriff's Charity Dinner Dance on 23 November.

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



A total of 2,750 visitors came to the Samuel Johnson Birthplace Museum in September, with 450 attending on Saturday 14 September for Johnson's 310th Birthday celebrations. Visitors enjoyed cake and activities including original letterpress printing with the Small Print Company inside the house, as well as a programme of performance on the Market Square. Following the Civic ceremony visitors were entertained by the Intimate Theatre, Wildfire Folk, Three Spires Morris, Lichfield Mysteries, the City of Lichfield Concert Band and the mini-town crier competition.

On Monday 2 September the Museum took part in family activity afternoon '*Space Camp*' at St Mary's alongside Lichfield Library, Erasmus Darwin House and other partners. The Museum's new term of Latin classes started with excellent numbers of new students in the beginner sessions. The month ended with 'The Girl in the Picture', a new play written by David Titley and performed by Intimate Theatre with two showings to a full house and excellent reviews. This was the first event for which online booking has been available via 'Eventbrite', which encouraged new audiences to this event.



Group visits this month included the Arts Society of West Essex and English Literature students from Derby University. The Birthplace has been invited to take part in the

Equality, Diversity and Inclusion Champion programme offered and funded by West Midlands Museum Development and attended the first session this month in Birmingham.

This month the Museum also loaned a painting of 'Johnson visiting Lichfield Cathedral' by John Fulleylove to the Cathedral, to be displayed alongside the iconic portrait of Samuel Johnson by Joshua Reynolds which is on loan to Lichfield from the National Portrait Gallery until January 2020. The Birthplace has also supported the exhibition by providing text for the display and offering training on Samuel Johnson for Cathedral volunteers.

3. Open Spaces and Tree Management: Nick Burton, Open Spaces Officer

The Lichfield in Bloom results were received on the 5 September and it was rewarding for all those involved that for a third consecutive year Lichfield was awarded with a Gold. Both Lichfield District and City Councils make a large contribution to this project and this is a huge achievement for the City as a whole. The improvements made at the entrances to the City by the addition of new colourful planters were a factor in this success and represents a collaboration between the BID and the City Council.



The natural meadow in the Festival Garden was also mentioned in the judge's report with them commenting that *"it offers visitor and resident the opportunity to view less formal wild species of flowers along-side the softer grass such as bents and fescues"* Further improvements have been made since by the City Council with the replacement of all the *Welcome to Lichfield* signs around the City that have been funded through the Community Infrastructure Levy (CIL).

The RoSPA safety reports on the playing areas at Curborough and Netherstowe have been received with mainly low risk scores, though work to improve the surfaces under play equipment will be required this year.



The Sheriff's Ride this year returned to a route which was last used four years ago. The path had become very overgrown in the meantime and needed a lot of clearance.

The opening of this route would not have been possible without the help from Miller Homes for their access, ACW Arb for their tree clearance and Lichfield District Council for their heavy-duty equipment to clear the green lane.

The reintroduction of this route has contributed to the safety of the Sheriff's ride as Eastern Avenue, with its heavy traffic, no longer needs to be used.

4. Markets Report: Jordan Appleyard, Markets Officer



Stall occupancy has been maintained throughout September with Tuesday and Saturday markets running at almost full capacity. There has also been a new trader, Amalsons who can be found selling a range of natural honey and associated products on both the Friday and Saturday Markets.

The Markets Officer is working with Councillor Checkland and the Deputy Town Clerk to look at ways to increase stall occupancy and footfall to all the Markets but with particular emphasis on the Friday Market which has recently suffered a decline in occupancy.

A request for Traders to attend a Christmas themed Market, to run alongside the Christmas Lights Switch On Event has gone out via the City Council's social media accounts and has generated numerous enquiries.

The Markets Officer is also working alongside Cockerhoop in an attempt to increase trader attendance at the Farmers Market; local businesses have also been given the opportunity to attend.

5. Twinning: Gabriele Lasch-Burden, Twinning Officer

Limburg City Council's latest public office apprentices, Nathalie and Henry, arrived in Lichfield on 5 October for their annual one-week work experience. The aim was for them to learn about the differences in public service provisions in both countries. The students spent time at the City, District and County Council Offices, as well as the Library, Tourist Information Centre, Samuel Johnson Birthplace Museum and Erasmus Darwin House.

At the City Council they were introduced to the responsibilities of the Guildhall Bookings Officer, the Open Spaces Officer and the Markets Officer. At the District Council they were able to observe Human Resources, Reception and the Beacon Park team. They were extremely impressed by their day at Staffordshire County Council in Stafford, observing a full Council meeting in the morning and having a guided tour of the building in the afternoon. The Twinning Officer would like to thank Councillor Greateorex for arranging this interesting and informative day. They were also able to help out at Lichfield Library, speaking with a local author; helping with a coffee morning and observing the Tourist Information Desk located inside St. Mary's centre.

Both the students were hosted by a family from the Lichfield Twinning Association and flew back to Limburg, full of new impressions of work and social life in Lichfield.

6. Guildhall: Helen Winter, Guildhall Bookings Secretary

Following the summer holidays all bookings by regular hirers have re-commenced. The Guildhall continues to be popular for small groups to meet and there have been a total of twelve separate bookings during September.

Commercial bookings have included Craft Fairs, a Bible Exhibition in the Guildroom and a display in the Corridor Gallery. There have been several private bookings, including a pre-wedding gathering for photo's, prior to a service at Lichfield Cathedral; a Wedding Reception; a Harry Potter themed childrens birthday party; Ruby Wedding Anniversary party and a post wedding party.



The Old Prison Cells are open until the end of October on Saturdays and there have recently been four cell tours with several booked in over the Halloween period.

Lichfield Arts held two concerts as well as their Autumn Beer Festival.

During September the Johnson Society held their Annual supper and Lichfield Greenhill Bower held their cheque presentation.

Boley Park continues to attract bookings, mostly children's birthday parties. There are private bookings most weekends now until Christmas as well as Christmas Craft Fairs.

7. Deputy Town Clerk: Sarah Thomas

The Civic Officer's report provides details of the Sheriff's Ride which took place on Saturday 7 September. Prior to the arrival of the wonderfully turned out horses and riders, there was a rather less glamorous duty to be performed in the field in which the marquee was placed at Freeford Manor for the Luncheon. Cows had previously been in the field so the City Council team, armed with shovels and wheelbarrows were on hand to remove the deposits left by the cows.



This is just one example of the work undertaken by City Council staff that falls outside of their regular role but allows events such as the Sheriff's Ride to be such a success. The Deputy Town Clerk would like to thank all staff who worked so tirelessly behind the scenes before, during and after the event.

Preparations for the Christmas lights Switch On now continue at a pace and the Deputy has been meeting with various stake holders and agencies in preparation for this event. Work also continues with the Markets Officer to promote the General Markets and increase footfall.

Health & Safety matters continue to be reviewed and improved. A new Fire alarm panel has recently been installed in Donegal House as the previous one had reached the end of its life, together with wireless sensors the new system is a much higher specification.

The Deputy has also provided secretariat support at the Neighbourhood Plan Implementation Working Party Committee and Planning Committee.

LEASE OF CITY COUNCIL LAND TO LICHFIELD AND HATHERTON CANALS RESTORATION TRUST (LHCRT)

LHCRT made separate requests to the City Council that were considered at its meeting held on 17 June 2019. The two minor requests – the addition of the land under the London Road Bridge to the existing lease and the removal of a small portion of land from the lease located adjacent to Willow Court, are seen as non-contentious (**please see recommendation (a) of this report**).

However, the final request, to lease land between Tamworth Road and Long Bridge Road currently designated as 'LCC Open Space 26C' generated concern amongst members.

Open Space 26C is shown in green below:



At the Council meeting of 17 June it was resolved as follows;

- 1. That the council considered the principle of the requests to be appropriate***
- 2. That further discussion with the Canal Trust in regard to their proposals for Open Space 26c be sought, including detailed design, assurances regarding protection of trees/hedges and the availability of the footpath for public use during the works etc***
- 3. Delegated authority be given to the Town Clerk in consultation with the Leader of the Council and Councillors relevant to the Ward to arrange for such discussions to take place***
- 4. The matter to be returned to Council for further consideration together with the comments and recommendations of Ward Councillors following discussions held as a result of point 3 above.***

The meeting between Canal Trust representatives and Ward members as referred to at points (2) and (3) above was held on 29 August 2019. In compliance with recommendation (4), this matter is now returned to Council together with recommendations from Ward members.

During the meeting there were many separate issues, such as implications for neighbours – including short term and long term privacy issues, public access concerns, impact on vegetation, trees and wildlife, timing issues (both in respect of impact on wildlife and working hours/weekend working), dust and noise mitigation during proposed works and noise mitigation once works are

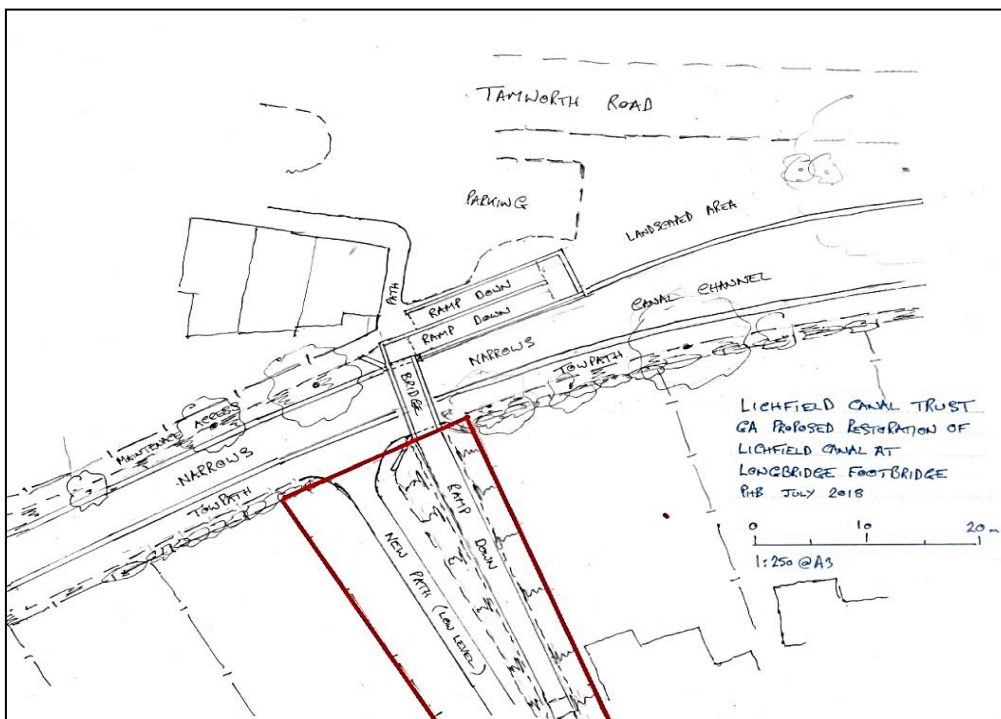
completed, height of the proposed bridge, the nature of the surface of the proposed path and any anti-slip properties, parking arrangements during construction, lighting and communication with residents.

Canal Trust representatives were able to answer many of the points raised, including a commitment to open the adjacent tow path prior to commencing work in order to provide alternate public access (to include appropriate facilities for wheelchairs/pushchairs etc), planting to be designed to screen houses that overlook the path, a positive and early commencement of replanting and an on-going dialogue with Ward members on behalf of local residents as the work progresses.

However, as the meeting progressed it became clear to all that the various concerns could not be resolved in their entirety prior to commencement on site, and that a structured approach was required in order to give Members appropriate oversight and veto as work progressed. LHCRT were therefore asked to provide a phased schedule of work to the Town Clerk. These phases are provided below:

Phase	Proposals
1a	To create a new 'low level' footpath connecting Longbridge Road, the canal towpath and temporary link with Tamworth Road. This new 'low level' path will be constructed to the west of the existing path and works will include early landscaping and planting. A temporary path(s) diversion will be laid across the line of the canal to ensure users of the existing footpath can pass through to Tamworth Road during the construction works.
1b	To create the approach ramp and footpath from Longbridge Road up to the location of the new footbridge over the canal. This approach ramp and footpath will be located approximately along the line of the existing footpath and will include footings for the new canal bridge abutments and will include landscaping and planting along the line of the new path. Pedestrians will use the 'low level' path during this phase.
2	<p>To construct the canal footbridge abutments, North side approach ramp adjacent to the car park and installation of the footbridge superstructure over the canal.</p> <p>The restoration/construction of the adjacent Nature Trail, environmental landscaping, canal towpath and towpath wall between London Road Bridge and Cricket Lane will be programmed around the above ramp and footbridge construction phases to ensure the earliest completion of the landscaping and planting to allow planting to become established at the earliest time.</p>

Illustrations are provided overleaf detailing the anticipated design and appearance of the area upon completion (viewed from the footbridge looking towards Long Bridge Rd), and a 'birds eye' view of the proposals with Open Space 26C bordered in red.



It was agreed that the discussions at the meeting, and the commitment to an on-going dialogue, had satisfied Ward members current concerns in regard to work included in **Phase 1a** above. The work identified in **Phases 1b and 2** should be reviewed on an ongoing basis as phase 1a progresses and further discussions held as necessary to include Ward Members, Canal Trust representatives and the City council's Open Spaces Officer as appropriate.

It was agreed by all parties that it would be appropriate to make a recommendation to Council that subject to the usual requirements for the granting of such a lease, the Council agree in principle to lease LCC Open Space 26c to LHCRT; **the lease to include the Council's approval for work to be carried out in line with proposed phase 1a only** as set out above; the matter to be returned to Council prior to commencing Phase 1b.

As the land is held as public open space the Council is required to carry out the same process as it did in 2006 and 2017 when previous leases to the LHCRT were agreed, namely to advertise the proposed lease for two consecutive weeks, and consider any objections received. It was recommended by Ward members that this be extended to distribution of detailed information

regarding the proposals and necessary ancillary arrangements (parking, working hours etc) to the occupiers of nearby homes and businesses; their comments to be requested and considered.

Under normal circumstances a Council requires consent from the Secretary of State to dispose of land for less than can be reasonably obtained other than by way of a short tenancy. However, there is a General Disposal Consent 2003 which allows disposal under market value where the value is under £2 million if the disposal is likely to contribute to the economic, social or environmental well-being of the area. A valuation will be obtained from the Valuation Office Agency to formally confirm that the value is under the General Disposal Consent 2003 threshold.

Should the Council agree in principle to lease of either or both pieces of additional land at this stage, due advertisement would then be made in addition to any agreed additional consultation, and any objections and comments received will be considered by the Council prior to a final decision being made.

RECOMMENDED:

In regard to requests from the Trust to vary the existing lease:

- a) The City Council agree to remove from the lease a small section of land adjacent to Willow Court that is not required by the Trust; and subject to legally required processes (as outlined in detail at recommendations (c) and (e)), the City Council agree in principle to lease the former canal land under the London Road bridge to LHCRT.***

[These elements of the request made by LHCRT being seen as non-contentious by Ward members].

In regard to the request to lease Open Space 26c:

- b) Subject to legal duties and additional consultation as set out in recommendations (c), (d) and (e) below, the Council agree in principle to lease LCC Open Space 26C to LHCRT.***
- c) That in accordance with the provisions of the Local Government Act 1972, and the General Disposal Consent 2003, the Council advertise its proposals to grant a 39-year lease (expiry July 2058) to the Lichfield and Hatherton Canals Restoration Trust.***

[The lease would therefore run concurrently with the existing 'Tamworth Rd to Cricket Lane' lease of the former canal land].

- d) At the request of Ward members, the advertisement of proposals be extended to include the distribution of information regarding the proposals to the occupiers of nearby homes and businesses. The information to include detailed proposals, working hours, parking arrangements etc.***
- e) That the Council consider any objections received following public consultation prior to any decision confirming the lease of the land. Should the lease be confirmed, it would grant permission for 'Phase 1a' only as set out above.***

Boley Park Community Hall

The City Council owns Boley Park Community Hall and for many years leased the premises to a successful Management Committee led by local residents. The City Council assumed the day to day running of the Hall in March 2016 following the resignation of the Committee's Treasurer, Chairman and Bookings Secretary after several years of exceptional service.

Considerable effort was made to fill these vacant roles and though various volunteers were found, they withdrew before a formal handover could take place. Initial discussions regarding the return of the Hall to formal City Council control began in early 2018, but later that year there was renewed optimism that suitable volunteers had been found. Unfortunately, a few days prior to the scheduled formal 'handover' meeting one member of the proposed committee withdrew from the process, quickly followed by the others; the reason given was a lack of time available to allow the proposed committee members to discharge their duties effectively. There has been no further interest from the community in assuming any of the vacant roles since that time.

Future Arrangements

It would appear unlikely that volunteers from the local area will come forward to assist in running the Hall and take on the vacant senior positions within the Management Committee in the short to medium term. As a result, there are currently two options:

1. The Town Clerk entered into tentative discussions with Curborough Community Association (CCA, who manage Curborough Community Centre and Cruck House under lease agreements with the City Council) to establish whether there would be an appetite for them to also take on Boley Park Community Hall.

CCA is currently going through the process of becoming a Charitable Incorporated Organisation (CIO) and have various priorities at Curborough, so would ideally look to take control of Boley Park Community Hall on 1 September 2020 (at the end of the Hall's 2019/20 financial year).

It appears clear from initial discussions that rather than assuming the existing vacant roles of Treasurer, Bookings Secretary and Chairman within the framework of the Boley Park Community Hall Management Committee, CCA would wish the existing management committee and charity (Boley Park Community Hall – Charity number 517327) to be dissolved, with the cash assets held by the charity transferred to CCA. These assets would then form part of the reserves held by CCA to be allocated in accordance with identified priorities across the three community halls that would then be under their management.

2. The Hall is returned officially to City Council control. This too would necessitate the closure of the current charity, but the funds would be transferred to the City Council (either ringfenced for the Hall or as general reserves, depending on the preference of Members). This would entail the loss of charitable relief on items such as business rates, leading to increased costs of around £4,200 per annum. It would also represent a permanent additional duty for officers, notably the Guildhall Bookings Officer.

VAT Implications

In the second scenario the City Council may also 'opt to tax', which would lead to VAT being chargeable on room hire, resulting in an instant increase of 20% on prevailing hire fees. This may lead to unfavourable publicity and/or have a severely detrimental impact on the existing business models of regular hirers. The decision as to whether to opt to tax is based largely on the City Council's VAT liabilities; **the Internal Auditor's report and calculations are attached at ENCLOSURE 1 and confirm that in taking over the running of the Hall, the City Council would not currently breach the 5% VAT partial exemption limit.** This means that the Council does not have to charge VAT on room hire currently, but it may do so if it wishes. However, this would need to be reviewed on an ongoing basis and the situation may change in the future.

Financial Position

The Hall usually operates at a profit, though there was an overall loss in 2017/18 due to considerable investment in the building. Approximate annual income from Hall hire is £20,000, and usual annual costs are around £16,000. At the time of compiling this report the Hall has funds of around £7,000 in its current account and £4,000 in a charity account.

At its 2019 AGM the Management Committee resolved that future price increases would mirror the City Council's decisions regarding hire rates for the Guildhall, which are considered annually at January Council.

Financial Implications to the Council

If the Hall were to be returned to formal City Council control, the main financial implication would appear to be the loss of charitable relief – estimated to be £4,200 per year. With these additional costs, and based on average income/outgoings, the Hall would operate at its approximate break-even point. However, additional savings may be identifiable in due course, notably in regard to existing contracts for cleaning, heat, light etc.

The view of the Council is sought on the following;

- 1. The Council's preferred option, i.e.**
 - a) whether it wishes Boley Park Community Hall to be formally brought under City Council control (while not ruling out any approaches from the community received during this process)**
or
 - b) discussions to continue with representatives of the Curborough Community Association with a view to the Hall being managed by them.**
- 2. If option (a) above is preferred, confirmation that the City Council does not wish to 'opt to tax' at this time, with the proviso that this does not preclude a need to charge VAT on bookings at the Hall at some time in the future, notably if the Council's exempt activity headroom is reduced.**

APPENDIX 3: ENCLOSURE 1

1. PARTIAL EXEMPTION FROM VAT

- 1.1. A local authority is generally able to reclaim from HM Customs & Excise all the VAT incurred on goods and services it procures and is obliged to pay over to HM Customs & Excise all the VAT that is required to be charged on goods and services provided to third parties. Local authorities are generally a net claimer of VAT as the VAT incurred exceeds the VAT received. This is because many local authority services are not subject to VAT, either because they are exempt, classed as non-business or are zero-rated.
- 1.2. Where a local authority provides exempt services and incurs VAT on expenditure associated with an exempt service, it is still able to fully reclaim the VAT on expenditure incurred, but such VAT ranks against a limit of 5% of total VAT expenditure reclaimed. **This is known as the partial exemption limit.** If the 5% limit is breached, then all the VAT reclaimed on exempt activity in that financial year no longer becomes eligible for reclaim and must be borne by the local authority.
- 1.3. In Lichfield City Council's case, the gross VAT expenditure reclaimed is around £480,000, and hence the 5% partial exemption limit is around £24,000. In previous years, Lichfield City Council has been comfortably inside this limit in terms of VAT reclaimed on exempt activity.

2. VAT EXEMPT ACTIVITY

- 2.1. So what types of activity are treated as exempt from VAT and therefore score against the 5% partial exemption limit?
- 2.2. Generally speaking, the types of transactions that can score heavily against the limit are:-
 - Markets and any refurbishment of the stalls/equipment
 - Letting of office Space
 - Allotments
 - Sale of Land

Vat Liability (based on 2019/20 Budget)

Activity	Revenue	Capital	Total	VAT Charge	5% Limit
	£	£	£	£	
Markets	126,679	10,000	136,679	£12,119	2.5%
Donegal House Rents	1,940	0	1,940	£219	0.1%
Allotments	0	0	0	0	
Sale of Land	0	0	0	0	
Total	£128,619	£10,000	£138,619	£12,338	2.6%
VAT Exempt Activity Head room				£11,662	2.4%
Total				£24,000	5%

3. IMPACT OF TAKING ON THE RUNNING OF COMMUNITY CENTRES

- 3.1. The letting of community centres will be treated as exempt activity.
- 3.2. The impact of taking on Boley Park Community Centre against the partial exemption limit is as follows.

3.3. The estimated running cost of Boley Park Community Centre:

Expenditure breakdown (based on 2017/18 accounts)				
Estimate	Estimated Cost	Zero Rated, Exempt, Outside Scope	Standard Rated	VAT
	£	£	£	£
Cleaning	9,000	9,000	0	0
Heat & Light	4,500	0	4,500	900
General Rates	1,000	1,000	0	0
Water and Sewage rates	500	500		0
Trade refuse	400	0	400	80
Repairs & renewals	9,100	0	9,100	1,820
Licenses	500	500		0
insurance	1,700	1,700		0
Fees	540	0	540	110
Total	£27,240	£12,700	£14,540	£2,910

3.4. **Impact on including Boley Park Community Centre on Lichfield City Councils Partial Exemption Calculation**

Activity	Revenue	Capital	Total	VAT Charge	5% Limit
Current Activities	£128,619	£10,000	£136,619	£12,338	2.5%
Community Centres	£27,240	0	£27,240	£2,910	0.5%
Total	£155,859	£10,000	£165,859	£15,248	3.0%
VAT exempt activity headroom				£9,502	2.0%
Total (Assume gross VAT expenditure of £495,000)				£24,750	5.0%

The Impact of transferring the management of Boley Park Community Centre based on the current budgeted spend will not have a significant impact on Lichfield City Council's partial exemption Calculation.

The revenue and capital plans of the Council are monitored regularly to ensure that there is no risk to the partial exemption limit.

Internal Auditor
30/09/19

DISPENSATIONS

The Localism Act 2011 changed the procedure for dealing with dispensations in that parish councils have a responsibility for determining requests for dispensations made by their own elected or co-opted councillors. This report aims to clarify certain elements of the process of applying for and being granted a dispensation and also provides draft forms that the Council is asked to adopt for their stated purpose.

This report sets out:

- The effect of disclosable pecuniary and non-pecuniary interests on participation
- The purpose and effect of dispensations
- The consideration of dispensation requests
- The procedure for requesting a dispensation
- Terms of dispensations
- Notification and disclosure of decision

The effect of disclosable pecuniary and non-pecuniary interests on participation

A councillor may not participate in any discussion of, or vote on, any matter in which they have a disclosable pecuniary interest as specified by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. These disclosable pecuniary interests are set out at within the City Council's adopted Code of Conduct

If a councillor participates in a meeting or votes on a matter in which they have a disclosable pecuniary interest and have not been granted a dispensation, they will be committing a criminal offence under Section 34 Localism Act 2011. A person found guilty of such a criminal offence can be fined up to £5,000 and disqualified from holding office as a councillor for up to five years.

Lichfield City Council has an adopted a Code of Conduct which may prevent a councillor from speaking or voting where they have a particular interest which is other than a disclosable pecuniary interest; a dispensation would therefore be required to enable a councillor with an interest to speak/vote as appropriate. Without a dispensation, a councillor would be in breach of the Code of Conduct.

In regard to members who are dual hatted by virtue of membership of Lichfield District Council, and members who are appointed to bodies by the City Council, a blanket dispensation was granted at the City Council meeting of 17 June 2019 – on receipt of written application - until the next ordinary elections in 2023.

The purpose and effect of dispensations

Section 33 of the Localism Act allows a 'relevant authority' to grant a dispensation to allow a councillor to participate even where that councillor has a disclosable pecuniary interest.

A dispensation may be granted by the authority which would allow a councillor to:

- a. participate, or participate further, in any discussion of the matter; **and/or**
- b. participate in any vote, or further vote, taken on the matter.

The dispensation may also allow the councillor to remain in the room where the meeting considering the business is being held when they would ordinarily be required to leave.

Consideration of dispensation requests

The City Council can either delegate authority to the Town Clerk to grant dispensations or reserve such decisions for the full council or a sub-committee of the council. An agenda item that allows for consideration of any requests for dispensations received is included on all agendas relating to Council or Council Committee meetings. It would therefore appear appropriate that requests are considered by the relevant committee that is conducting the business for which a dispensation has been requested.

A dispensation may be granted to a councillor who has a disclosable pecuniary (or non-pecuniary) interest to participate in any discussion of a matter at a meeting and/or to participate in any vote on the matter if it is considered that any of the following four scenarios apply:

1. without the dispensation so great a proportion of the council or authority would be prohibited from participating in that business as to impede the council's transaction of that business (i.e. the meeting would be inquorate)
2. without the dispensation the representation of different political groups on the Council (if these exist) would be so upset as to alter the likely outcome of any particular vote,
3. the granting of the dispensation is in the interests of people living in the council's boundaries
4. it is otherwise appropriate to grant a dispensation.

In addition to the statutory relevant considerations detailed above, the following factors should be considered when determining requests for dispensations:

- the nature of the councillor's interest, e.g. is it substantial or remote?
- the need to maintain public confidence in the conduct of the council's business
- the need for efficient and effective conduct of the council's business
- the councillor's particular expertise or knowledge in the matter that may be useful in its consideration (e.g. the councillor could be granted a dispensation to speak but not to vote)
- the interest is common to the councillor and a significant proportion of the inhabitants of the authority's area
- any other relevant circumstances

The procedure for requesting a dispensation

Any councillor who wishes to apply for a dispensation must do so in writing. A template Dispensation Request Form is attached at **Appendix A**.

The written request must be made to the Proper Officer of the Council (i.e. the Town Clerk) as soon as possible before the meeting at which the dispensation is required.

Dispensation applications should be discouraged from being made at the meeting at which the business itself is to be discussed unless the nature of the interest has only become apparent to the councillor at that meeting. An appropriately worded item on each agenda would allow for such an eventuality if it arises.

Where a dispensation request is being considered by a meeting of the council or committee, the councillor making the request may participate and vote on the business of whether to grant the dispensation.

Terms of dispensations

Dispensations may be granted:

- for one or more meetings of the council/committee, or
- for a period not exceeding four years

In either case, the dispensation must specify the period for which it has effect.

Notification and disclosure of decision

The council/committee will notify the councillor when a decision is taken.

A sample dispensation decision notice is attached at **Appendix B**.

Any councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

A copy of any dispensation granted will be forwarded to Lichfield District Council's Monitoring Officer and kept with the Register of Councillor's interests.

RECOMMENDED: That the report be noted; and that the City Council adopt the draft Dispensation Request form at Appendix A of this report, and draft Dispensation Decision form at Appendix B.

Appendix A

Dispensation Request Form Lichfield City Council

Please give full details of the following in support of your application for a dispensation and return to the Town Clerk

Your name	
The business for which you require a dispensation (refer to agenda item number if appropriate)	
Details of your interest in that business	
Date of meeting or time period (up to 4 years) for which dispensation is sought	
Dispensation requested to speak in any discussion of that business	Yes / No
Dispensation requested to participate in any vote taken on that business	Yes / No
Reason(s) for dispensation request:	
a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business	
b) without the dispensation the representation of different political groups would be affected so as to alter the likely outcome of any vote	
c) the dispensation is in the interests of persons living in the authority's area, or	
d) that it is otherwise appropriate to grant a dispensation (<i>please briefly outline reasons</i>)	

Signed: _____ Dated: _____

Appendix B

Dispensation Decision

Lichfield City Council

Date Dispensation Request considered Considered by full council/committee/clerk (delete as appropriate)	
Name of Councillor requesting dispensation:	
Dispensation granted: Yes / No	
Reasons for the decision (If granted, also specify on what grounds the decision was made, i.e. the dispensation is in the interests of persons living in the authority's area)	
The business of the council for which the dispensation has been given (if appropriate)	
Length of dispensation	

Signed: _____ Dated: _____

For Council 21 October 2019: APPENDIX 5

SHERIFF'S RIDE – CURRENT AND FUTURE COSTS

Dating back to Queen Mary's Charter of 1553 and having been held every year since in some form, the Sheriff's Ride is the largest, most resource intensive, logistically complex and expensive event that the City Council organises. In the months leading up to the Ride it is the Civic Officer who undertakes most of the organisational duties, but in the weeks immediately prior, and especially on the day itself, almost all LCC staff are involved to some degree, undertaking the multitude of duties required to allow upwards of 50 horses plus support vehicles to complete the 20 mile Ride both on the highway and across fields, and for around 100 guests to take lunch in the grounds of Freeford Manor. The event takes place on the Saturday closest to 8 September each year.

The costs associated with the Ride are considerable but have varied greatly over the years, for example the total costs of the Ride in 2008 were around £12,400, while in 2011 it was a little under £7,000 and in 2017 had reduced further to circa £6,000.

One of the major cost contributors to the 2008 Ride was the provision of Police support; in 2008 this was chargeable, while in 2011, and subsequently to 2018, it was provided at no cost. With the reintroduction of Police charges for 2019, the City Council instead enlisted the assistance of a private security firm who offered better value than the Police quotation (with no loss of 'on the ground' powers such as the ability to close roads), and also provided greater surety of attendance – the Police cover being somewhat dependant on those officers not being required in the event of emergencies elsewhere.

It would appear highly unlikely that there will be a return to the free of charge Police presence enjoyed over the past few years. There have also been additional financial demands as a result of further portable toilet provision and the necessity to provide a Traffic Management Plan for the event which will require regular updating due to route variation and to ensure it remains more generally compliant.

Sponsorship for the Ride is also becoming more difficult to obtain despite the best efforts of Officers; for the past few years it has been possible to obtain the course cars free of charge, most notably from Jaguar Land Rover and The Acorn Group, however this was not possible in 2019 and though a very competitive quotation was secured for vehicle hire it does nevertheless represent an additional and likely permanent cost.

City Council budgets are under considerable pressure during 2019/20 and it is likely that this will continue into future years. **The identified additional costs of the Sheriff's Ride will be reflected in the draft 2020/21 budgets and are likely to be in the region of £7,000,** representing a little under 1% of the precept and therefore generating further financial pressures.

It is the Town Clerk's view that the most competitive prices reasonably achievable have been sought from suppliers and it is considered unlikely that any significant savings could be achieved without a reduction in provision or extent of the event.

Members are asked to note that if the Ride is to continue in its current form and extent, permanent additional costs of approximately £7,000 will need to be allocated from the City Council's budgets, taking the assumed annual budget for the event from circa £7,000 to circa £14,000.

MARKETS WORKING GROUP - BACKGROUND AND DRAFT TERMS OF REFERENCE

BACKGROUND

At its meeting of 9 September 2019 during discussion of the three month financial update for the 2019/20 financial year, it became clear that there was cross party support for the establishment of a small, member-led Working Group to look in to the decline of the City's historic markets and to investigate potential options to aid in a reversal of this trend and make recommendations in this regard to Council. The Town Clerk prepared draft Terms of Reference for consideration initially by Leaders of the respective political groups within the Council. These draft terms, (together with the membership of the Working Group if possible) to be formalised at the City Council meeting of 21 October 2019.

TERMS OF REFERENCE

DESIGNATION

Markets Working Group (MWG)

MEMBERSHIP

The Working Group to consist of a maximum of six Councillors with cross-party representation, and the City Council's incumbent Market Officer. Additional members may be appointed by resolution of the Working Group, including a maximum of three Traders representatives to be drawn from the existing Market traders Liaison Committee. Chairman and Deputy Chairman to be decided upon by Council resolution and reviewed annually.

In the event of a Member or Members resigning from the Working Party, new appointments to be confirmed by resolution of the City Council.

MWG OBJECTIVES

1. To investigate the reasons for the decline in income from the City Council's historic markets, farmers markets and 'ad-hoc' Market Square hire
2. To seek the views of third parties as appropriate (to include Traders, the public etc) regarding the market 'offer'
3. To draw upon research and initiatives from other markets, both regionally and nationally, and to enlist the assistance of industry bodies (such as NABMA) as appropriate
4. To investigate options that could lead to a revival of the markets and general 'ad-hoc' hire of the Square and to make recommendations to council in this regard
5. To oversee the implementation of such measures as adopted by Council following recommendations of the MWG
6. To assess the effectiveness of such measures and make recommendations following that assessment
7. To work in co-ordination with the existing Market Traders' Liaison Committee in achieving objectives 1-6 above.

DECISION MAKING AND GOVERNANCE

All recommendations of the MWG to be subject to confirmation by resolution of the City Council. MWG meetings will be governed by the City Council's Standing Orders.

CONDUCT OF BUSINESS

Meetings of the MWG are informal and, whilst they are not open to the public, members of the public can be invited to participate.

The MWG to meet as often as is considered appropriate for the conduct of its business, but no less than once in any given financial year.

Informal notes of each meeting will be taken by the Clerk or nominated representative and circulated as soon as is practicable. Any formal recommendations or reports emerging from a meeting of the MWG to be submitted for consideration by the City Council at the earliest opportunity.

BUDGET AND FUNDING

The cost incurred in servicing this Working Group will be met by general council funding, but there is no further specific budget allocated.

TASK AND FINISH GROUPS

The MWG may appoint task and finish groups consisting of Councillor(s) and/or community members. Each task and finish group to be Chaired by a member of the MWG who is also a City Councillor, and all decisions subject to confirmation by the MWG and subsequent council resolution.

CONDUCT

All members of the MWG or any task and finish group associated with it are required to abide by the principles and practice of the City Council's code of conduct.

CHANGES TO TERMS OF REFERENCE

Recommendations for changes to these terms of reference can be made by the MWG by resolution. The recommendations will be subject to confirmation by resolution at a meeting of the City Council.

DISSOLUTION

Recommendation for the dissolution of the MWG can be made by resolution of the Working Group and is subject to confirmation by resolution of the City Council. The MWG can be dissolved by resolution of the City Council without prior recommendation for such action by the MWG.

RECOMMENDED:

- a) That the draft terms of reference be adopted*
- b) The membership of the Working Group be formalised, to include the appointment of a Chairman and Deputy Chairman.*

For Council: 21 October 2019 APPENDIX 7

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 July to 31 July 2019

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/07/2019	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - May	50.03	10.00	60.03
01/07/2019	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 19/20 - 4th instalment (July)	908.00	0.00	908.00
01/07/2019	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 19/20 - 4th instalment (July)	34.00	0.00	34.00
01/07/2019	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 19/20 - 4th instalment (July)	530.00	0.00	530.00
01/07/2019	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 19/20 - 4th instalment (July)	1,964.00	0.00	1,964.00
03/07/2019	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - June	10.54	0.00	10.54
03/07/2019	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - July	6.00	1.20	7.20
05/07/2019	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - April	207.21	41.44	248.65
05/07/2019	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - April	72.97	3.65	76.62
05/07/2019	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - April	40.88	2.04	42.92
05/07/2019	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - April	81.49	4.07	85.56
05/07/2019	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - April	38.28	1.91	40.19
05/07/2019	DDebit	Npower Ltd	PARKS Energy	Friary electricity - April	14.34	0.72	15.06
05/07/2019	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - June	23.96	0.00	23.96
05/07/2019	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - July	6.00	1.20	7.20
11/07/2019	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/internet - Usage Apr-Jun, rental Jun-Aug	80.90	16.18	97.08
11/07/2019	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/internet - Usage Apr-Jun, rental Jun-Aug	415.24	83.04	498.28
11/07/2019	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/internet - Usage Apr-Jun, rental Jun-Aug	352.30	70.46	422.76
11/07/2019	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity- Sep18-Mar19 adjusted bills (credits to follow)	507.05	25.36	532.41
15/07/2019	DDebit	Nat West	ADMIN Supplies & Services	Monthly Bankline (online banking) charge - July	20.00	0.00	20.00
15/07/2019	DDebit	NatWest Autopay	CIVIC Mayor's Allowance-D Leytham	Reimbursement of previous Mayor's clothing expenses	200.00	0.00	200.00
15/07/2019	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - July	22,761.14	0.00	22,761.14
15/07/2019	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - May	218.33	43.67	262.00
15/07/2019	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - May	56.94	2.85	59.79
15/07/2019	DDebit	Npower Ltd	G/HALL Energy	Electricity - April	461.30	92.26	553.56
15/07/2019	DDebit	Npower Ltd	G/HALL Energy	Electricity - May	529.56	105.91	635.47
15/07/2019	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - May	28.33	1.42	29.75
15/07/2019	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - May	102.88	5.14	108.02
15/07/2019	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - May	39.51	1.98	41.49
15/07/2019	DDebit	Npower Ltd	PARKS Energy	Friary electricity - May	15.90	0.80	16.70
16/07/2019	21864	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall erection - June	1,940.00	388.00	2,328.00
16/07/2019	21864	All-Fit Towbars & Trailers	MARKET Supplies/Services	Stall storage - June	304.50	0.00	304.50
16/07/2019	21865	Banner Group Ltd	ADMIN Supplies & Services	Stationery	41.27	8.26	49.53
16/07/2019	21865	Banner Group Ltd	ADMIN Supplies & Services	Stationery	16.63	3.32	19.95
16/07/2019	21866	BEE-LINE Pest Control	PARKS Other Repair/Maint	Quarterly pest control 5/4 - 5/7	250.00	0.00	250.00
16/07/2019	21867	Blythe Brewery	BIRTHPLACE Stock for sale	Beer gift packs for sale	93.00	18.60	111.60
16/07/2019	21868	N Boden	ADMIN Supplies & Services	Supply and fit door closer to Donegal House front door	75.00	0.00	75.00
16/07/2019	21868	N Boden	G/HALL Repair/Maint	Metal guards to wall corners & repaint lift area	200.00	0.00	200.00
16/07/2019	21868	N Boden	G/HALL Repair/Maint	Re-paint the Whytmore Room	100.00	0.00	100.00
16/07/2019	21868	N Boden	G/HALL Repair/Maint	Repair wall and re-paint the first floor corridor	200.00	0.00	200.00
16/07/2019	21868	N Boden	MARKET Repair/Maint	Supply and fit piece of guttering on Toilet Block	35.00	0.00	35.00
16/07/2019	21868	N Boden	PARKS Other Repair/Maint	Installation of dog bin in Festival Gardens	50.00	0.00	50.00
16/07/2019	21869	Brownhill Hayward Brown	R&R FUND Guildhall/Donegal Hs	Architect's interim fees for Guildhall restoration	2,500.00	500.00	3,000.00
16/07/2019	21870	City Life in Lichfield Ltd	BIRTHPLACE Adverts/promotion	4 events listings in City Life, July/August	20.00	4.00	24.00
16/07/2019	21870	City Life in Lichfield Ltd	DEM SERVICES Publicity	City View - June	1,035.00	207.00	1,242.00
16/07/2019	21871	Neil Coley	BIRTHPLACE Stock for sale	Copies of 'Lichfield People'	40.00	0.00	40.00
16/07/2019	21872	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Flash drives	9.15	1.83	10.98
16/07/2019	21872	Eastern Shires Purchasing Org	BIRTHPLACE Supplies & Services	Card and tissue paper	7.40	1.48	8.88
16/07/2019	21872	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cleaning, cloakroom and dishwasher supplies	326.08	65.22	391.30

16/07/2019	21873	Focus Security & Surveillance	ADMIN Supplies & Services	Replace controller battery during security system service	30.00	6.00	36.00
16/07/2019	21873	Focus Security & Surveillance	BIRTHPLACE Repair/Maint	Callout for security system activation & refix loose casing	85.00	17.00	102.00
16/07/2019	21873	Focus Security & Surveillance	C I L Expenditure	Replacement CCTV hardware for Curborough (Min 122(a))	3,000.00	600.00	3,600.00
16/07/2019	21873	Focus Security & Surveillance	G/HALL Repair/Maint	Instal powered signal boost for office CCTV monitor	120.00	24.00	144.00
16/07/2019	21873	Focus Security & Surveillance	G/HALL Repair/Maint	New eyeball camera for CCTV in 1st floor kitchen	380.00	76.00	456.00
16/07/2019	21873	Focus Security & Surveillance	HALLS Boley Hall	Annual maintenance of CCTV 1/5/19 - 30/4/20	120.00	24.00	144.00
16/07/2019	21873	Focus Security & Surveillance	HALLS Curborough C Centre	Annual maintenance of security system (excl CCTV)	576.52	115.31	691.83
16/07/2019	21874	Forward Cleaning Contractors	ADMIN Supplies & Services	Monthly window cleaning - June	16.00	3.20	19.20
16/07/2019	21875	O Heap & Son (Derby) Ltd	ADMIN Supplies & Services	Fire risk assessment	465.00	93.00	558.00
16/07/2019	21875	O Heap & Son (Derby) Ltd	BIRTHPLACE Repair/Maint	Fire risk assessment	465.00	93.00	558.00
16/07/2019	21875	O Heap & Son (Derby) Ltd	G/HALL Repair/Maint	Fire risk assessment	465.00	93.00	558.00
16/07/2019	21876	Imagin Products Ltd	ADMIN Supplies & Services	Further photo ID badges for councillors and staff	226.80	45.36	272.16
16/07/2019	21877	Justice Fire and Security	G/HALL Repair/Maint	Re-programming of fire panel	420.36	84.07	504.43
16/07/2019	21878	Keycraft	BIRTHPLACE Stock for sale	Wooden mouse toys for sale	22.50	4.50	27.00
16/07/2019	21879	Lichfield District Council	G/HALL Lettings	Refund of BACS payment received for cancelled booking	60.66	0.00	60.66
16/07/2019	21879	Lichfield District Council	MARKET Supplies/Services	Annual premises licence for Market Square to 20/7/20	180.00	0.00	180.00
16/07/2019	21880	Lyc0 Group Ltd	BIRTHPLACE Supplies & Services	Fluorescent tubes	16.44	3.29	19.73
16/07/2019	21880	Lyc0 Group Ltd	G/HALL Supplies/Services	Fluorescent tubes	26.94	5.39	32.33
16/07/2019	21881	Merlin Catering & Refrigeration	G/HALL Supplies/Services	Callout to dishwasher breakdown	125.00	25.00	150.00
16/07/2019	21881	Merlin Catering & Refrigeration	G/HALL Supplies/Services	Supply and fit new adjustable thermostat for dishwasher	238.26	47.65	285.91
16/07/2019	21882	MT Services Computer Systems	ADMIN Supplies & Services	Hard drive destruction certificate	10.00	2.00	12.00
16/07/2019	21882	MT Services Computer Systems	ADMIN Supplies & Services	Supply and installation of 6 new PCs for staff	5,050.00	1,010.00	6,060.00
16/07/2019	21882	MT Services Computer Systems	ADMIN Supplies & Services	Adjusted Office 365 essentials & premium charges May/June	126.50	25.30	151.80
16/07/2019	21883	North Staffs Fire Ltd	ADMIN Supplies & Services	Annual service of fire extinguishers	77.50	15.50	93.00
16/07/2019	21883	North Staffs Fire Ltd	BIRTHPLACE Repair/Maint	Annual service of fire extinguishers & fire stands supplied	132.75	26.55	159.30
16/07/2019	21883	North Staffs Fire Ltd	G/HALL Repair/Maint	Annual service of fire extinguishers & new ones for plant rm	191.25	38.25	229.50
16/07/2019	21884	PHS Group	ADMIN Supplies & Services	Annual sanitary disposal to 31/7/20 (Minimum charge)	32.40	6.48	38.88
16/07/2019	21884	PHS Group	ADMIN Supplies & Services	Annual sanitary disposal to 31/7/20 (Minimum charge)	32.40	6.48	38.88
16/07/2019	21884	PHS Group	G/HALL Supplies/Services	Annual sanitary disposal to 31/7/20	57.60	11.52	69.12
16/07/2019	21885	PPL PRS Ltd	G/HALL Lettings	Music licence 6/3 - 5/6	485.47	97.09	582.56
16/07/2019	21886	PRO Digital! Media & Event Managemnt	BIRTHPLACE Adverts/promotion	Advert in 'A grand day out in Staffs & the Potteries'	125.00	0.00	125.00
16/07/2019	21887	Raphael Design Limited	BIRTHPLACE Adverts/promotion	Printing of event leaflets	79.20	0.00	79.20
16/07/2019	21888	RBS Invoice Finance Ltd	MARKET Supplies/Services	Red Recruitment Markets Officer w/e 2/6 (25 hrs)	381.00	76.20	457.20
16/07/2019	21888	RBS Invoice Finance Ltd	MARKET Supplies/Services	Red Recruitment Markets Officer w/e 16/6 (22 hrs)	335.28	67.06	402.34
16/07/2019	21888	RBS Invoice Finance Ltd	MARKET Supplies/Services	Red Recruitment Markets Officer w/e 30/6 (22.5 hrs)	342.90	68.58	411.48
16/07/2019	21888	RBS Invoice Finance Ltd	MARKET Supplies/Services	Red Recruitment Markets Officer w/e 23/6 (22 hrs)	335.28	67.06	402.34
16/07/2019	21888	RBS Invoice Finance Ltd	MARKET Supplies/Services	Red Recruitment Markets Officer w/e 7/7 (30.25 hrs)	461.01	92.20	553.21
16/07/2019	21889	Reach Publishing	ARTS/TOURISM Lights Costs	Advert of Xmas lights tender 2019-2024	110.70	22.14	132.84
16/07/2019	21890	Smith of Derby Ltd	ADMIN Supplies & Services	Agreement to 30/6/22 for servicing of Donegal clock	523.00	104.60	627.60
16/07/2019	21891	Staffs Parish Councils' Assocn.	ADMIN Subscript/Training	Local Councillor training course for Deputy Clerk	25.00	0.00	25.00
16/07/2019	21891	Staffs Parish Councils' Assocn.	DEM SERVICES Cllr Expenses	Local Councillor training courses for 4 cllrs	75.00	0.00	75.00
16/07/2019	21892	Staffordshire Signs & Graphics	PARKS Other Repair/Maint	Cleaning of 8 'Welcome to Lichfield' signs	256.00	51.20	307.20
16/07/2019	21893	K Tambling	BIRTHPLACE Stock for sale	Copies of 'Hodge's History of Cats'	61.40	0.00	61.40
16/07/2019	21894	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning - June & extra days for May (27 hrs total)	351.00	70.20	421.20
16/07/2019	21894	Taylor Maids UK Ltd	G/HALL Supplies/Services	Guildhall cleaning - June (58.5 hrs)	760.50	152.10	912.60
16/07/2019	21895	Universal Hygiene Ltd	G/HALL Supplies/Services	Deep clean of Guildhall kitchens, lift and disabled toilet	900.00	180.00	1,080.00
16/07/2019	21896	Joe Waterfield	BIRTHPLACE Stock for sale	Johnson's alphabet A4 and A5 notebooks for sale	63.00	0.00	63.00
16/07/2019	21897	Woodhouse Green Nurseries	PARKS Other Repair/Maint	Plants, compost & labour for planters by city welcome signs	630.00	126.00	756.00
16/07/2019	21898	Robert Yardley Photography	CIVIC Supplies/Services	Mayor and Sheriff's portraits and prints	345.00	0.00	345.00
16/07/2019	21898	Robert Yardley Photography	CIVIC Mayor's Allowance - D Baker	Mayor's portrait for Parlour and then retention	11.50	0.00	11.50
16/07/2019	21899	Shakespeare Antiques Ltd	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 23/6/19	50.67	0.00	50.67
16/07/2019	21900	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 23/6/19	24.00	0.00	24.00
16/07/2019	21901	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 23/6/19	40.00	0.00	40.00
17/07/2019	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile bill - July	12.83	2.57	15.40
17/07/2019	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	Monthly IT support (anti-virus,backups,Office 365) - June	485.12	97.02	582.14
17/07/2019	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - Guildhall	45.00	9.00	54.00

17/07/2019	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - Guildhall	45.00	9.00	54.00
19/07/2019	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - June	43.81	8.76	52.57
22/07/2019	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - June usage /July rental	132.33	26.47	158.80
22/07/2019	Debit	American Express Merchant Services	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.87	0.00	0.87
24/07/2019	DDebit	British Gas	BIRTHPLACE Energy	Gas 11/4 - 2/7	429.99	21.49	451.48
25/07/2019	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/6 - 10/7	10,590.39	2,118.07	12,708.46
30/07/2019	21902	Acme Tree Services Ltd	PARKS Other Repair/Maint	The Windings footpath - Remove fallen tree over footpath	140.00	28.00	168.00
30/07/2019	21903	ADT Fire & Security plc	BIRTHPLACE Repair/Maint	Maintenance of fire alarm to 30/6/20	779.93	155.99	935.92
30/07/2019	21904	Mandy Billington Illustrations	BIRTHPLACE Stock for sale	Lichfield illustrated mugs for sale	44.55	0.00	44.55
30/07/2019	21905	N Boden	G/HALL Repair/Maint	Painting & repairs on ground floor corridor & back stairs	400.00	0.00	400.00
30/07/2019	21906	Mr A K Bosworth	BIRTHPLACE Stock for sale	Copies of Willow Smith's Johnson	41.91	0.00	41.91
30/07/2019	21907	Bromford Housing	G/HALL Lettings	Refund of BACS payment made to LCC in error on 14/6	1,579.20	0.00	1,579.20
30/07/2019	21908	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit	500.00	0.00	500.00
30/07/2019	21908	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine excess reset charge	12.00	2.40	14.40
30/07/2019	21909	Frederica Greetings Ltd	BIRTHPLACE Stock for sale	Various cards for sale	62.40	0.00	62.40
30/07/2019	21910	Green Almond Garden Centres	PARKS Other Repair/Maint	Plants and compost for Friary roundabout (sponsored)	192.51	38.50	231.01
30/07/2019	21911	Imagin Products Ltd	ADMIN Supplies & Services	Further photo ID badges for councillors and staff	38.70	7.74	46.44
30/07/2019	21912	Lichfield District Council	ADMIN Subscript/Training	Annual membership of LDТА for LCC, 19/20	20.84	4.16	25.00
30/07/2019	21912	Lichfield District Council	BIRTHPLACE Supplies & Services	Annual membership of LDТА for Museum, 19/20	20.84	4.16	25.00
30/07/2019	21913	Lichfield Glass & Glazing	G/HALL Repair/Maint	Replace safety glass panel in corridor door (using deposit)	95.00	19.00	114.00
30/07/2019	21914	Lichfield Lock & Key Repairs Ltd	ADMIN Supplies & Services	Additional keys for fireproof cabinet accidentally locked	36.00	7.20	43.20
30/07/2019	21915	Office Furniture Online	ADMIN Supplies & Services	New office chair for Town Clerk	78.85	15.77	94.62
30/07/2019	21916	Orca Book Services Ltd	BIRTHPLACE Stock for sale	Copies of 'A to Z of Lichfield' (2 orders)	179.88	0.00	179.88
30/07/2019	21917	RBS Invoice Finance Ltd	MARKET Supplies/Services	Red Recruitment markets officer w/e 21/7 (22 hrs)	335.28	67.06	402.34
30/07/2019	21917	RBS Invoice Finance Ltd	MARKET Supplies/Services	Red Recruitment markets officer w/e 14/7 (22 hrs)	335.28	67.06	402.34
30/07/2019	21918	HM Revenue & Customs Only	CIVIC Mayor's Allowance - D Leytham	Tax deduction from clothing expenses of previous Mayor	50.00	0.00	50.00
30/07/2019	21918	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - July	5,884.27	0.00	5,884.27
30/07/2019	21919	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - July	7,604.04	0.00	7,604.04
31/07/2019	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	79.04	0.00	79.04
31/07/2019	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier - Usage Feb-Apr, rental May-July	719.37	143.87	863.24
31/07/2019	DDebit	Wm M Briers & Son (Tamworth) Ltd	MARKET Supplies/Services	Skip hire - June	600.00	120.00	720.00
					<u>88,157.13</u>	<u>8,362.58</u>	<u>96,519.71</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 July to 31 July 2019

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/07/2019	05314	Mayor & Sheriff's charity account	CIVIC Mayor's Allowance - D Baker	Mayor's tickets for own Charity Barn Dance	20.00	0.00	20.00
01/07/2019	05314	Mayor & Sheriff's charity account	CIVIC Sheriff's Allowance - D Brown	Sheriff's ticket for own Charity Barn Dance	10.00	0.00	10.00
01/07/2019	05315	Mrs B M Railton	BIRTHPLACE Stock for sale	Cards sold on sale or return basis	5.04	0.00	5.04
01/07/2019	05316	Lichfield District Council	R&R FUND General	Johnson statue railings planning application fee	117.00	0.00	117.00
08/07/2019	05317	Cash	Various	Petty cash vouchers 7472 - 7486	262.84	30.68	293.52
09/07/2019	05318	Lichfield Museum Bowling Club	CIVIC Mayor's Allowance - D Baker	Share of catering costs for Swinfen Broun bowls match	70.00	0.00	70.00
11/07/2019	05319	Mrs C Freeman	ADMIN Tel/Postage	Franking machine cartridge	69.96	13.99	83.95
23/07/2019	05320	Alrewas Poppy Appeal	CIVIC Mayor's Allowance - D Baker	Mayor's wreaths for Battle of Britain service, Sept	50.00	0.00	50.00
23/07/2019	05320	Alrewas Poppy Appeal	CIVIC Sheriff's Allowance - D Brown	Sheriff's wreaths for Battle of Britain service, Sept	50.00	0.00	50.00
25/07/2019	05321	Cash	Various	Petty cash vouchers 7487 - 7499	201.96	29.73	231.69
31/07/2019	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	8.29	0.00	8.29
					<u>865.09</u>	<u>74.40</u>	<u>939.49</u>

LICHFIELD CITY COUNCIL - General Account Payment Schedule**From 1 August to 31 August 2019**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/08/2019	21920	Justice Fire and Security	G/HALL Repair/Maint	New module for fire panel to return lift to ground if fire	313.84	62.76	376.60
01/08/2019	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - June	177.51	35.50	213.01
01/08/2019	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 19/20 - 5th instalment (August)	908.00	0.00	908.00
01/08/2019	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 19/20 - 5th instalment (August)	34.00	0.00	34.00
01/08/2019	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 19/20 - 5th instalment (August)	530.00	0.00	530.00
01/08/2019	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 19/20 - 5th instalment (August)	1,964.00	0.00	1,964.00
05/08/2019	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - June	38.78	7.76	46.54
05/08/2019	DDebit	Npower Ltd	G/HALL Energy	Electricity - June	435.34	87.07	522.41
06/08/2019	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - July	9.74	0.00	9.74
06/08/2019	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - August	6.00	1.20	7.20
07/08/2019	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - July	17.11	0.00	17.11
07/08/2019	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - August	6.00	1.20	7.20
08/08/2019	21921	Acme Tree Services Ltd	PARKS Other Repair/Maint	Christchurch churchyard - Various tree work	1,690.00	338.00	2,028.00
08/08/2019	21921	Acme Tree Services Ltd	PARKS Other Repair/Maint	Pool Walk - Remove lime branch hanging on lighting wire	60.00	12.00	72.00
08/08/2019	21921	Acme Tree Services Ltd	PARKS Other Repair/Maint	Christchurch - Planning consent & fell sycamore by path	850.00	170.00	1,020.00
08/08/2019	21921	Acme Tree Services Ltd	PARKS Other Repair/Maint	Johnson Close - Pruning of 2 acacias	280.00	56.00	336.00
08/08/2019	21922	Banner Group Ltd	ADMIN Supplies & Services	Stationery	48.17	9.63	57.80
08/08/2019	21923	Brownhill Hayward Brown Ltd	BIRTHPLACE Supplies & Services	Architect for Birthplace works re HLF bid	330.00	66.00	396.00
08/08/2019	21923	Brownhill Hayward Brown Ltd	HALLS Cruck House	Architect for Cruck House repairs	750.00	150.00	900.00
08/08/2019	21923	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donegal Hs	Architect's interim fees for Guildhall restoration	2,525.00	505.00	3,030.00
08/08/2019	21924	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Card	4.22	0.84	5.06
08/08/2019	21924	Eastern Shires Purchasing Org	BIRTHPLACE Supplies & Services	Ink, plastic mirrors and project books	75.26	15.05	90.31
08/08/2019	21924	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cloakroom supplies	42.45	8.49	50.94
08/08/2019	21925	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine quarterly rental 15/8 - 14/11	69.00	13.80	82.80
08/08/2019	21926	Lichfield Lock & Key Repairs Ltd	BIRTHPLACE Repair/Maint	Emergency call out and repair to front door lock	102.28	20.46	122.74
08/08/2019	21927	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	St Helen's Rd - Reduce canopy of cherry tree	450.00	90.00	540.00
08/08/2019	21928	MT Services Computer Systems	DEM SERVICES Publicity	Set up of new LCC email addresses for councillors	200.00	40.00	240.00
08/08/2019	21929	National Asscn of Civic Officers	ADMIN Subscript/Training	Operation London Bridge training seminar for Civic Officer	95.00	0.00	95.00
08/08/2019	21930	RBS Invoice Finance Ltd	MARKET Supplies/Services	Red Recruitment agency markets officer w/e 28/7 (22 hrs)	335.28	67.06	402.34
08/08/2019	21931	Society of Local Council Clerks	ADMIN Subscript/Training	CiLCA training fees for Deputy Clerk	350.00	0.00	350.00
08/08/2019	21932	Terrain HR Ltd	ADMIN Professional Fees	Health and safety support services 19/20 (10 days)	4,500.00	900.00	5,400.00
08/08/2019	21933	Shakespeare Antiques Ltd	BIRTHPLACE 3rd Party Sales	Proceeds of booksales to 21/7/19	114.67	0.00	114.67
08/08/2019	21934	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of booksales to 21/7/19	154.60	0.00	154.60
08/08/2019	21935	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of booksales to 21/7/19	72.33	0.00	72.33
12/08/2019	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - June	204.74	40.95	245.69
12/08/2019	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - June	55.07	2.75	57.82
12/08/2019	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - June	26.69	1.33	28.02
12/08/2019	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - June	51.22	2.56	53.78
12/08/2019	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - June	38.27	1.91	40.18
13/08/2019	21936	Universal Hygiene Ltd	G/HALL Supplies/Services	Cancel chq 21936 of 16/7 - lost in post	-900.00	-180.00	-1,080.00
13/08/2019	21936	Universal Hygiene Ltd	G/HALL Supplies/Services	Replace chq 2195 of 16/7 - Deep clean of kitchens, lift etc.	900.00	180.00	1,080.00
15/08/2019	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	Monthly IT services (Bankups, antivirus, Office 365)-July	548.37	109.67	658.04
15/08/2019	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Birthplace internet - July	45.00	9.00	54.00
15/08/2019	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Guildhall internet - July	45.00	9.00	54.00
15/08/2019	DDebit	Nat West	ADMIN Supplies & Services	Monthly Bankline (online banking) charge - August	20.00	0.00	20.00
15/08/2019	DDebit	NatWest Autopay	ADMIN Supplies & Services	Wages and salaries - August	22,936.47	0.00	22,936.47
15/08/2019	DDebit	Pennon Water Services	ADMIN Offices Rates/Water	Water (standing charge & usage) 1/2/19 - 23/7/19	70.85	0.00	70.85
15/08/2019	DDebit	Pennon Water Services	G/HALL Rates/Water	Water (standing charge & usage) 1/2/19 - 23/7/19	254.00	0.00	254.00
15/08/2019	DDebit	Pennon Water Services	MARKET Rates/Water	Toilet Block water charges 1/2/19 - 22/7/19	78.08	0.00	78.08
15/08/2019	DDebit	Pennon Water Services	PARKS Other Repair/Maint	Friary Fountain water charges 23/1/19 - 23/7/19	28.86	0.00	28.86

19/08/2019	DDebit	British Telecommunications	ADMIN	Tel/Postage	Broadband line rental Aug - Oct	82.50	16.50	99.00
19/08/2019	DDebit	EE Ltd	MARKET	Supplies/Services	Monthly markets mobile bill - August	12.83	2.57	15.40
19/08/2019	DDebit	Water Plus Ltd	ADMIN	Offices Rates/Water	Used water & surface drainage charges 1/5/19 - 1/8/19	68.35	0.00	68.35
19/08/2019	DDebit	Water Plus Ltd	G/HALL	Rates/Water	Used water & surface drainage charges 1/5/19 - 1/8/19	150.05	0.00	150.05
20/08/2019	DDebit	Npower Ltd	PARKS	Energy	Pool Walk electricity - July	45.28	9.06	54.34
20/08/2019	DDebit	Virgin Media Payments Ltd	ADMIN	Tel/Postage	Phones/internet - July usage/ August rental	132.50	26.50	159.00
22/08/2019	21937	Adcocks Solicitors Ltd	ADMIN	Professional Fees	Legal fees for renewal of Curborough & Cruck House leases	850.00	170.00	1,020.00
22/08/2019	21937	Adcocks Solicitors Ltd	ADMIN	Professional Fees	Disbursements for renewal of Curborough & Cruck H leases	6.00	0.00	6.00
22/08/2019	21938	AKW Plumbing & Heating Services	ADMIN	Supplies & Services	Repair to men's toilet in Donegal House basement	80.00	0.00	80.00
22/08/2019	21939	All-Fit Towbars & Trailers Ltd	MARKET	Supplies/Services	Stall storage - July	304.50	0.00	304.50
22/08/2019	21939	All-Fit Towbars & Trailers Ltd	MARKET	Supplies/Services	Stall erection - July	1,940.00	388.00	2,328.00
22/08/2019	21940	N Boden	PARKS	Other Repair/Maint	Put up banner fixings at Friary & Festival & Bloom banners	45.00	0.00	45.00
22/08/2019	21940	N Boden	PARKS	Other Repair/Maint	Fit new 'Cyclists dismount' signs at Bishop's Walk	50.00	0.00	50.00
22/08/2019	21941	Cater-Kwik Ltd	G/HALL	Supplies/Services	New commercial dishwasher	2,200.00	440.00	2,640.00
22/08/2019	21942	Displaysense Ltd	BIRTHPLACE	Supplies & Services	Chalk A-board	68.29	13.66	81.95
22/08/2019	21943	Francotyp-Postalia Ltd	ADMIN	Tel/Postage	Franking machine credit	250.00	0.00	250.00
22/08/2019	21944	Mazars LLP	ADMIN	Professional Fees	External audit fee 2018/19	2,000.00	400.00	2,400.00
22/08/2019	21945	Nisbets	CIVIC	Ride Lunch Costs	Disposable wine and half pint glasses for Sheriffs Ride	70.19	14.03	84.22
22/08/2019	21946	Northern Platforms Ltd	G/HALL	Supplies/Services	6 monthly inspection and service of skywinder - August	225.00	45.00	270.00
22/08/2019	21947	North Staffs Fire Ltd	MARKET	Supplies/Services	Fire extinguisher for Toilet Block	50.00	10.00	60.00
22/08/2019	21948	Print & Digital of Lichfield Ltd	G/HALL	Supplies/Services	Explanatory sign for 'City of Lichfield' train name plate	30.00	6.00	36.00
22/08/2019	21949	RBS Invoice Finance Ltd	MARKET	Supplies/Services	2 agency markets officers, week ending 11/8 (41 hrs)	624.84	124.97	749.81
22/08/2019	21949	RBS Invoice Finance Ltd	MARKET	Supplies/Services	2 agency markets officers, week ending 18/8 (40.75 hrs)	621.03	124.21	745.24
22/08/2019	21949	RBS Invoice Finance Ltd	MARKET	Supplies/Services	2 agency markets officers, week ending 4/8 (36 hrs)	548.64	109.73	658.37
22/08/2019	21950	Taylor Maids UK Ltd	ADMIN	Supplies & Services	Cleaning of Donegal House stair & landing carpet	80.00	16.00	96.00
22/08/2019	21950	Taylor Maids UK Ltd	BIRTHPLACE	Supplies & Services	Museum cleaning - July (28.5 hrs)	370.50	74.10	444.60
22/08/2019	21950	Taylor Maids UK Ltd	G/HALL	Supplies/Services	Guildhall cleaning - July (58.5 hrs)	760.50	152.10	912.60
22/08/2019	21951	Window & Door Maintenance Servs	R&R FUND	General	50% deposit for new external doors at Curborough CC	6,585.12	1,317.02	7,902.14
22/08/2019	21952	Shakespeare Antiques Ltd	BIRTHPLACE	3rd Party Sales	Book sale proceeds to 18/8/19	69.33	0.00	69.33
22/08/2019	21953	Steve Brown	BIRTHPLACE	3rd Party Sales	Book sale proceeds to 18/8/19	12.67	0.00	12.67
22/08/2019	21954	A & JM Carroll	BIRTHPLACE	3rd Party Sales	Book sale proceeds to 18/8/19	30.13	0.00	30.13
22/08/2019	21955	HM Revenue & Customs Only	EMPLOYEE COSTS		Tax and NI contributions - August	5,672.70	0.00	5,672.70
22/08/2019	21956	Staffordshire Pension Fund	EMPLOYEE COSTS		Pension Fund contributions - August	7,593.75	0.00	7,593.75
27/08/2019	DDebit	Lichfield District Council	PARKS	Contract Repair/Maint	Period 11/7 - 10/8	10,590.39	2,118.07	12,708.46
27/08/2019	DDebit	NatWest Autopay	ADMIN	Supplies & Services	Autopay amendments fee - July	4.00	0.00	4.00
27/08/2019	DDebit	Npower Ltd	G/HALL	Energy	Electricity capacity market charge, Nov18 - Feb19	157.50	31.50	189.00
28/08/2019	Debit	American Express Merchant Services	BIRTHPLACE	Supplies & Services	American Express card transaction fee	0.11	0.00	0.11
30/08/2019	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges - current account	99.23	0.00	99.23
30/08/2019	DDebit	Wm M Briers & Son (Tamworth) Ltd	MARKET	Supplies/Services	Skip hire - July	675.00	135.00	810.00
						<u>85,097.13</u>	<u>8,579.01</u>	<u>93,676.14</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule**From 1 August to 31 August 2019**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
05/08/2019	05322	Lichfield District Council	BIRTHPLACE Supplies & Services	Update of MHO address on Museum licence	10.50	0.00	10.50
08/08/2019	05323	Mrs C Freeman	ADMIN Supplies & Services	New petty cash book	5.14	1.03	6.17
08/08/2019	05323	Mrs C Freeman	CIVIC Ride Lunch Costs	Plastic flutes and glasses	55.85	11.16	67.01
08/08/2019	05324	L Hellier	BIRTHPLACE Stock for sale	Books on sale or return basis	17.97	0.00	17.97
08/08/2019	05325	I Leech	BIRTHPLACE Stock for sale	Stocks on sale or return basis	12.50	0.00	12.50
15/08/2019	05326	The Johnson Society	CIVIC Mayor's Allowance - D Baker	Mayor's tickets to Johnson Society supper	84.00	0.00	84.00
15/08/2019	05326	The Johnson Society	CIVIC Sheriff's Allowance - D Brown	Sheriff's ticket to Johnson Society supper	42.00	0.00	42.00
15/08/2019	05327	Lich Science & Engineering Soc	CIVIC Mayor's Allowance - D Baker	Mayor's tickets to Science & Engineering Society supper	44.00	0.00	44.00
15/08/2019	05327	Lich Science & Engineering Soc	CIVIC Sheriff's Allowance - D Brown	Sheriff's ticket to Science & Engineering Society supper	22.00	0.00	22.00
19/08/2019	05328	Mrs E L Rawling	CIVIC Mayor's Allowance - D Baker	Mayor's ticket to Heart of England in Bloom awards	15.00	0.00	15.00
22/08/2019	05329	Cash	Various	Petty cash vouchers 7500 - 7514	208.00	23.92	231.92
23/08/2019	05330	The Johnson Society	BIRTHPLACE Supplies & Services	Johnson Society supper ticket for MHO	42.00	0.00	42.00
23/08/2019	05331	The Johnson Society	CIVIC Sheriff's Allowance - D Brown	Johnson Society supper ticket for Sheriff's Consort	42.00	0.00	42.00
23/08/2019	05331	The Johnson Society	CIVIC Sheriff's Allowance - D Brown	Johnson supper tickets for guests (Sheriff to reimburse LCC)	126.00	0.00	126.00
30/08/2019	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	10.39	0.00	10.39
					<u>737.35</u>	<u>36.11</u>	<u>773.46</u>