



Lichfield City Council

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Town Clerk: Anthony D Briggs

8 June 2020

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to a virtual meeting of **Lichfield City Council** to be held via 'Zoom' on Monday, **15 June 2020** 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.

A link enabling members to join the meeting will be circulated separately, and the Zoom 'waiting room' feature will be enabled. Any member of the public wishing to view the meeting or to take part should email the Town Clerk (tony.briggs@lichfield.gov.uk) to advise of their intention to attend; the link to the meeting will then be provided by return.

Yours sincerely

Anthony Briggs
Town Clerk

AGENDA

- 1 **APOLOGIES FOR ABSENCE**
- 2 **MAYOR'S ANNOUNCEMENTS**
- 3 **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**
- 4 **COUNCIL MINUTES**
To confirm as a correct record the Minutes of the Council Meeting held on 11 May 2020 (**copy attached**).
- 5 **MATTERS ARISING ON COUNCIL MINUTES**
- 6 **PLANNING COMMITTEE (DELEGATED AUTHORITY)**
The Chairman of the Planning Committee to move that comments submitted to Lichfield District Council for the period 1 March – 26 May 2020, and made in the name of LCC via delegated authority as agreed by Council on 11 May 2020, 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 D Robertson and seconded by Councillor C Ball:

"Given the difficulties facing local businesses due to Covid-19 and, in order to support the recovery of the local economy, this Council resolves to sign the "Pay in 30 Days" pledge, as supported by the Lichfield and Tamworth Chamber of Commerce, and similarly resolves to develop a local procurement policy to support, where possible, the business recovery in the City."

9. AUDIT COMMITTEE

The Minutes of the Audit Committee meeting held on 11 June 2020 will follow under separate cover as **APPENDIX 1A**. The Annual Return for the year ended 31 March 2020 is **ENCLOSED**, and the Out-Turn Statement 2019/20 is attached as **APPENDIX 1B**.

RECOMMENDED: That the Minutes of the Audit Committee meeting held on 11 June 2020 be adopted and that:

- 1 The Out-Turn Statement 2019/20 (Appendix 1B) be received.**
- 2 The Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £13,791 from the Trust funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2019/20 financial year.**
- 3 In respect of the External Auditor Annual Return for the year ending 31 March 2020:**
 - a. The Council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council.**
 - b. The Council approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council.**
 - c. The Council note the Annual Internal Audit Report section of the Annual Return.**

10 LICHFIELD PLACE BOARD - REQUEST FOR USE OF THE MARKET SQUARE

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

The recommendations below are presented for consideration following discussions with senior Members.

RECOMMENDED:

The City Council to resolve:

- a) The City Council does not wish to make the Square available for the purposes set out in this report on Market days due to the lack of support for the request from the public, market traders and local businesses alike.**
- b) In principle, the City Council will make the Square available for businesses located around the Square on non-market days, but on a small scale only, beginning with further discussions with St Marys.**
- c) Any other interested businesses are encouraged to contact the council directly to discuss their requirements, but with the proviso that the City Council will take**

- a cautious approach to activity on the Square and a particular regard to the potential for ASB and breach of social distancing guidelines. Businesses will be required to provide comprehensive proposals to mitigate such risks.*
- d) Delegated authority be given to the Town Clerk in consultation with the Leader of the Council to progress necessary discussions to facilitate and manage the use of the Square on non-market days*
 - e) The council to formally acknowledge the potential for the provision to be withdrawn by the Town Clerk in consultation with the Leader, with or without notice, in the event of negative outcomes arising.*

11 CITY COUNCIL MARKETS – TRADER INCENTIVES

To consider the Town Clerk's report and recommendations at **APPENDIX 3** (attached).

Please Note: Decisions made by the Council following consideration of the previous item on this agenda may have significant impacts on this matter and the City Council's chosen way forward.

The recommendations below are presented for consideration following discussions with senior Members.

RECOMMENDED:

- a) That the current 50% reduction in prevailing rental charges be extended until Monday 10 August 2020, that being 8 weeks from the date of this meeting [the reduction in estimated income being in the region of £9,264, comprising £6,168 as a result of the revised market layout due to social distancing, and £3,096 as a direct result of this incentive]*
- b) For reasons of VAT compliance, the prevailing service charge as applied to Friday and Saturday Markets to be £5.00 per pitch. This pricing structure to be reviewed on an ongoing basis in light of Government guidance and the provision (or not) of LCC owned Market Stalls. The 50% reduction at point (a) above does not apply to this charge.*
- c) Delegated authority be given to the Town Clerk in consultation with the Leader of the Council to vary the service charge based on the ongoing review set out at point 2 above.*
- d) No arrears to be charged to stall holders who are self-isolating, or those who confirm in good time that they will not attend. Arrears will be charged when a Trader, who has confirmed their intention to stand at a particular market, subsequently does not attend and has not provided at least 24 hours' notice (unless they are self-isolating).*
- e) The Markets Working Group convene to review the appropriateness of ending, extending or varying the rental incentive no later than Wednesday 5 August 2020, with delegated authority to implement the outcome of those discussions with effect from 11 August 2020. Any further incentive agreed to be for a period of no longer than a further 5 weeks [thereby allowing the consideration of any further incentives at the September meeting of the Council if appropriate]*

12 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

To appoint representatives to serve on outside bodies to fill vacancies falling due during 2020/2021 as detailed in **APPENDIX 4** attached; those appointments falling due are highlighted in yellow. Members' particular attention is drawn to the new appointment at Dovehouse Fields. The Council is asked to confirm whether it wishes to have one or two

representatives; Cllrs Mrs J Greaves and J Smith have both expressed an interest in this position.

RECOMMENDED:

- a) Council to confirm the number and name of representative/s on Dovehouse Fields**
- b) Council to confirm a new appointment on Michael Lowe's and Associated Charities to replace Mr Terry Finn**
- c) Remaining appointments on outside bodies to be confirmed.**

13 COMMUNITY GOVERNANCE REVIEW

At its meeting of 22 October 2018, the City Council considered an agenda report confirming a proposed timescale of 'late 2019' for a Community Governance Review to be undertaken by Lichfield District Council. The City Council resolved that the Town Clerk write to Lichfield District Council to formally request they bring forward the timing of the proposed review in order to allow it to take effect in time for May 2019 local elections, with the anticipation that the current situation of non-coterminous LDC/LCC wards would be addressed in the review. A reply was received and circulated in October 2018 confirming that it would not be possible to bring the review forward as requested but reaffirmed the intention to undertake the review during the latter part of 2019.

On 24 April 2020 the Town Clerk received an email from LDC as below:

As you may be aware, the Council recently indicated its ambition to undertake a Community Governance Review.

Consideration has been given to the time frame for the review in the context of the Council's resources and work programme. As a consequence, the review has been scheduled to take place after the next Parish Council elections in 2023.

This information was subsequently distributed to LCC members; several representations were received from individual members confirming disappointment at this delay. The matter is therefore included on this agenda for the purposes of discussion and – if considered appropriate – the formation of a formal response to this postponement by the City Council as a Body.

RECOMMENDED: Council to consider whether it wishes to submit a formal response to the postponement of the CGR, and to advise the Town Clerk of the content of any such response.

14 OFFICERS' REPORT

To receive the Officers' Report, **APPENDIX 5** attached.

RECOMMENDED: That the Report be noted.

15 PAYMENT OF REGULAR SERVICE PROVISION BY DIRECT DEBIT

At its meeting of 28 January 2018, the City Council resolved to enter into direct debit payments with certain suppliers. It is a requirement that the resolution to pay by direct debit is renewed after a maximum of two years, however it was resolved by the Council, again at its meeting of 28 January 2018, that the resolution be considered for renewal at its June 2019 meeting and annually thereafter.

At its meeting of 9 September 2019, the City Council resolved that additional direct debit payments be entered into and added to the schedule to be considered for renewal at the meeting of the City Council in June 2020.

A further additional item is also listed, the payment of the City Council's annual data protection fee to the Information Commissioner's Office; payment by Direct Debit provides a saving of £5/year on the £40.00/year fee. The combined schedule is attached at **APPENDIX 6** and is followed by a brief analysis.

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

RECOMMENDED: That the City Council renews its resolution to enter into direct debit payment arrangements with those providers listed at Appendix 6; the resolution to be considered for further renewal at the meeting of the City Council in June 2021.

16 PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in the attached schedule (**APPENDIX 7**) for the period 1 March 2020 to 31 March 2020 in the sum of £108,853.74 General Account, and £232.99 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.*
4. *Your statement/question must relate to a matter of special relevance to Lichfield City area, or within the responsibility of the City Council.*
5. *Matters relating to the conduct of any individual councillor or member of staff will not be allowed – in such circumstances you should write to the Council*
6. *At the Council meeting statements/questions will be taken in the order in which they have been received. You will be allowed **up to 5 minutes**, and you can raise more than one issue within the overall limit of 5 minutes allowed to you, but you must have given advance notice of each statement/question to be asked*
7. *After each speaker, the Leader of Council (or his/her representative) will respond, or give notice that he/she will provide a written response as soon as possible*

If a written answer is to be given, this will be sent to you at your stated address, and a copy will be made available for public inspection at the Council Offices, Donegal House, Bore Street.

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held remotely via 'Zoom' on Monday 11 May 2020 at 6.30pm

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

APOLOGIES: Councillor M Field.

1 CIVIC APPOINTMENTS 2020/21

Members considered the Town Clerk's agenda report detailing the recent legislative changes in response to the COVID-19 pandemic and the resulting impacts on the City Council's civic functions in 2020/21.

RESOLVED: *That the current civic appointments of Mayor (Cllr Mrs Deborah Baker), Deputy Mayor (Councillor Robert Yardley) and Sheriff (Dr Daryl Brown) be extended until the Annual Meeting of the Council scheduled for May 2021.*

2 MAYOR'S ANNOUNCEMENTS

The Mayor and those in attendance reflected on those who have lost loved ones as a result of COVID-19, and the tireless work of local and national organisations who are working to support those in need or who are affected by the virus. The Mayor expressed her disappointment at events that had been cancelled despite all the hard work and preparation that various local bodies had put into preparations. The Mayor also confirmed proposals to discuss with the Civic Officer the possibilities for virtual engagements to be carried out. The Mayor informed members that her Chaplain and Cadet had confirmed that they too were happy to stay in post until May 2021 and that the Mayor & Sheriff's charities would remain the same for the forthcoming civic year.

3 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

4 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council Meeting held on 2 March 2020 (Nos 112-122) be confirmed and signed as a correct record.*

5 MATTERS ARISING

None

6 PLANNING COMMITTEE

RESOLVED: *That the Minutes of the Planning Committee meetings held on 6 February and 5 March 2020 be received.*

7 NOTICE OF MOTION

It was proposed by Cllr P Ray and seconded by Cllr M Trent that;

'In the context of the current Coronavirus pandemic, this Council resolves to set up a cross-party working group to consider measures that can proactively be taken by LCC to help revitalise our local economy and ensure the well-being of our community, providing City residents and businesses with the assistance and support that they need as the UK moves out of the current 'lock down' situation. This council further recognises that the new working group will need to work closely with other local authorities, including LDC and SCC'

The motion was debated by members, Cllr M Warfield proposed an amendment to the motion which was seconded by Cllr Lax. The amendment was put to the vote and declared passed. The revised motion read:

'That in the context of the current Coronavirus pandemic, this Council resolves to work closely with other local authorities and bodies to consider measures that can proactively be taken to help revitalise the local economy and ensure the well-being of our community, providing City residents and businesses with the assistance and support that they need as the UK moves out of the current 'lock down' situation. This council can contribute both in terms of ideas and resources whilst seeking to preserve the traditions of the Council. At this time, the most effective way to do this is to take an active role in the District Council's emerging Lichfield Place Board which is dedicating itself to this task.'

Cllr D Robertson proposed an amendment to include third sector organisations so that the motion would read '...providing City Centre residents, businesses and third sector organisations with the assistance...' This was seconded by Cllr Anketell and on being put to the vote was declared passed.

Cllr P Ray proposed an amendment that the following text be added at the end of the motion 'The representatives who attend the Lichfield Place Board will inform and consult with City Councillors'. The amendment was seconded by Cllr H Ashton and on being put to the vote was declared passed.

The amended motion was put to the vote and it was:

RESOLVED: That in the context of the current Coronavirus pandemic, this Council resolves to work closely with other local authorities and bodies to consider measures that can proactively be taken to help revitalise the local economy and ensure the well-being of our community, providing City residents, businesses and third sector organisations with the assistance and support that they need as the UK moves out of the current 'lock down' situation. This council can contribute both in terms of ideas and resources whilst seeking to preserve the traditions of the Council. At this time the most effective way to do this is to take an active role in the District Council's emerging Lichfield Place Board which is dedicating itself to this task. The representatives who attend the Lichfield Place Board will inform and consult with City Councillors.

8 AUDIT COMMITTEE

Members considered the Minutes of the Audit Committee meeting held on 12 March 2020 and the report and recommendations of the Internal Auditor as circulated with the agenda. Cllr D Robertson queried why Boley Park CC did not appear on the Audit Plan as presented to Council; the Town Clerk confirmed that an Audit of Boley Park Community Hall was scheduled for this year and would appear on the next Internal Audit report [this is dependent upon the ongoing proposals for the City Council to become sole trustee of the Hall].

RESOLVED:

- a) That the Minutes and recommendations of the Audit Committee meeting held on 12 March 2020 are adopted (Members' particular attention was drawn to the recommendation for Council to adopt Appendices A, B,C and D as attached to the Minutes)***
- b) The report and recommendations of the Internal Auditor for the year ending 31 March 2020 as circulated with the agenda be adopted.***

9 APPOINTMENT OF LEADER/DEPUTY LEADER

Members considered the appointment of Leader and Deputy Leader for 2020/21 in light of the current COVID-19 pandemic and associated restrictions.

RESOLVED: That the tenure of the Leader of the Council (Councillor Mark Warfield) and the Deputy Leader of the Council (Councillor Mrs Gwyneth Boyle) be extended until the Annual Meeting of the Council scheduled for May 2021.

10 APPOINTMENT OF COMMITTEES

Members considered committee memberships for 2020/21 together with the Town Clerk's brief agenda report.

RESOLVED: The tenure of the existing committee members, Chairmen and Deputy Chairmen, with the exception of Cllr Anketell's appointment to the Grants Committee, be extended until the Council resolves to end this extension or the Annual Meeting of the Council scheduled for May 2021, whichever is the sooner.

11 MEETINGS OF THE PLANNING COMMITTEE (PAC)

Members considered the Town Clerk's report detailing the options for allowing the City Council to submit comments on planning applications during the COVID-19 restrictions. It was suggested that the decisions could be published in a similar way to the Minutes of PAC meetings in order to promote transparency. The Chairman of the PAC and Town Clerk confirmed they would be discussing a protocol for the submission and recording of planning related LCC comments at the earliest opportunity.

RESOLVED: That delegated authority be given to the Town Clerk in consultation with the Chairman of the PAC, the Leader of the Council and members of the relevant ward, to submit responses to planning applications (and any other matters that would ordinarily be considered by the PAC) to the relevant authority in the name of the City Council; this delegated authority to expire at either the first quorate meeting of the PAC held subsequent to this resolution, or the Annual Meeting of the Council scheduled for May 2021, whichever is the sooner. The council noted the difficulties in facilitating public access to this decision-making process.

12 MEMBER ABSENCE – COUNCIL AND COMMITTEE MEETINGS

Members considered the Town Clerk's report confirming that recent legislative change did not appear to account for the existing rules regarding member absence, despite the increased potential for such absence during the COVID-19 pandemic. Cllr D Robertson encouraged all members to attend regularly wherever possible and noted the democratic deficit that could result without this dispensation due to the restrictions on local elections until May 2021.

RESOLVED: A dispensation be given to all members who are absent from meetings for a period of six months or longer either directly or indirectly as a result of the current COVID-19 pandemic; this dispensation to expire by resolution of the Council to that effect or following the Annual Meeting of the Council scheduled for May 2021, whichever is the sooner.

13 CALENDAR OF MEETINGS 2020/21

Members considered the Town Clerk's agenda report regarding the potential for further disruption to the adopted calendar of meetings as a result of the COVID-19 pandemic.

RESOLVED:

- a) Delegated authority be given to the Town Clerk in consultation with the Leader of the Council and the Chairman of the relevant committee to vary meeting dates and/or to cancel scheduled meetings; the delegated authority to expire on resolution by the Council to that effect or at the Annual Meeting of the Council scheduled for May 2021, whichever is the sooner.***
- b) The Council retrospectively approves the cancellation of the 2020/21 calendar year meetings scheduled to take place between 1 April and 11 May 2020 due to the coronavirus pandemic.***

14 YEAR END RETURNS AND DEADLINES 2019/20

Members considered the Town Clerk's agenda report, confirming that despite the extension provided to the statutory return deadline, the City Council was still aiming to submit the required information to the external auditor within the original timescale.

RESOLVED: That the report be noted

15 PAYMENT OF ACCOUNTS

RESOLVED: That payment of accounts be approved and confirmed as listed in Agenda Appendix 3 for the periods

- a) 1 January 2020 to 31 January 2020 in the sum of £99,974.11 General Account, and £860.85 Imprest Account***
- b) 1 February 2020 to 29 February 2020 in the sum of £86,596.40 General Account and £972.46 Imprest Account***

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.46 PM

MAYOR

LICHFIELD CITY COUNCIL FINANCIAL OUT-TURN REPORT 2019/20

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

Note	Details
1	Guildhall Overspend due to extensive lift repairs and purchase of replacement dishwasher, combined with reduced income due to early impacts of COVID-19 and closure for commencement of phase 1 renovation works.
2	Markets Reduced rental charges and several cancelled markets due to inclement weather have impacted upon income during the year. A general decline in stall occupancy levels (as has been noted in markets nationally) continues to affect income. Miscellaneous lettings reduced considerably, plus impact of COVID-19 at the end of the financial year.
3	Grant Aid/Partnerships Surplus to be carried forward to 2021/22 grant allocations following council resolution.
4	Democratic Services Original budget included a sum of £50,000 to cover the costs of the May 2019 local elections. No invoice was received from LDC during 2019/20; this cost will therefore carry forward to 2020/21. <i>Also see Note 5 below.</i>
5	Repairs and Renewals Overspend due to completion of phase 1 Guildhall renovation works in time for 2019/20 invoicing. This cost was originally scheduled to fall into 2020/21, but early completion of the works and the knowledge that the invoice for the local elections would not be received in 2019/20 (see note 4 above) led to the decision to allocate this payment to 2019/20 budgets to offset impacts on 2020/21 budgets.
6	Capital contribution Capital contribution following the City Council's meeting of 23 April 2018.
7	Community Infrastructure Levy (CIL) CIL receipts less commitments; any balance being transferred to the earmarked CIL reserve.

Employee costs: The overall employee costs totalling £447,562 are recharged across all the budget heads in the table below. Employee cost increases include tiered national pay award which averages at around 4%.

Central administration: The overall administration costs totalling £161,205 are recharged across all the budget heads in the table below. Administration costs include a reduction in income from letting offices at Donegal House.

RECOMMENDATION TO COUNCIL:

- 1 *The Report and Out-Turn Statement 2019/20 be received.***
- 2 *The Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £13,791 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2019/20 financial year.***
- 3 *In respect of the External Auditor Annual Return for the year ending 31 March 2020:***
 - a. The council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council***
 - b. The Council approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council***
 - c. The Council note the Annual Internal Audit Report section of the Annual Return.***

ACCOUNTS SUMMARY TABLE

This table summarises the income and expenditure against budget for the service areas for the financial year 2019/20 and provides the year-end out-turn.

The table shows:

Column 1 – 2019/20 Budget as agreed by Council in January 2019

Column 2 – Actual spend during the 2019/20 financial year

Column 3 – The variance between approved budget and actual spend for 2019/20

Column 4 – The budget for 2020/21

Column 5 – Numbered explanatory notes

Budget/actual figures in red represent income.

Percentage figures in red (Variance 2019/20 column) represent variance worse than budget.

<u>Net Expenditure</u> SERVICE AREAS	BUDGET 2019/20	ACTUAL 2019/20	VARIANCE 2019/20	BUDGET 2020/21	Note
	£	£	%	£	
Parks and Footpaths	231,998	230,109	1	247,126	
Guildhall	73,505	101,972	39	99,939	1
Community Centres	15,130	13,214	13	16,573	
Markets	-30,175	784	103	-9,023	2
Civic	86,022	87,081	1	98,494	
Grant Aid/Partnerships	51,366	48,842	5	52,376	3
Arts/Tourism/Twinning	65,790	63,570	3	68,936	
Johnson Birthplace Museum	98,349	94,530	4	108,324	
Democratic Services	152,326	98,217	36	125,235	4
Investment Interest	-4,890	-10,811	121	-22,940	
Loan Charges	0	0	0	0	
Agency	-18,174	-18,197	0	-13,409	
Repairs and Renewals	90,933	154,423	70	192,940	5
TOTAL SERVICE COST	812,180	863,732	6	964,571	
Capital Contribution	0	-2,012,975	100	0	6
Community infrastructure Levy (CIL)	0	-9,006	100	-16,854	7
SUB TOTALS	812,180	-1,158,249	243	947,717	
PRECEPT	757,180	757,180	0	817,890	
TOTAL To/(From) balances	(55,000)	1,915,429	3583	(129,827)	

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

OUTTURN 2019/20 ANALYSIS

<u>Net Expenditure</u>	BUDGET 2019-20	ACTUAL 2019-20	BUDGET 2020/21
SERVICE AREAS	£	£	£
Parks and Footpaths			
Employee costs	30,047	29,166	31,364
Central administration	22,771	23,375	25,142
Contract repair/maintenance	127,820	126,826	130,880
Other repair/maintenance	43,650	44,039	51,790
Energy	9,910	9,035	9,350
Contributions	0	-1,000	0
Miscellaneous income	-550	-8	-0
Burial fees income	-750	-424	-500
Allotment rents	-900	-900	-900
Total	231,998	230,109	247,126
Guildhall			
Employee costs	74,009	71,840	77,254
Central administration	21,986	22,569	24,275
Repair/maintenance	13,140	23,206	17,680
Energy	9,570	10,254	9,860
Rates	7,470	6,926	7,540
Supplies and Services	14,260	22,317	21,330
Lettings	-66,930	-55,140	-58,000
Total	73,505	101,972	99,939
Community Centres			
Employee costs	5,674	5,507	5,922
Central administration	2,356	2,418	2,601
Boley Hall	2,210	1,096	2,210
Curborough	2,280	807	2,210
Cruck House	1,400	850	1,420
Darwin Hall	1,210	2,536	2,210
Total	15,130	13,214	16,573
Markets			
Employee costs	46,991	45,614	49,052
Central administration	14,134	14,508	15,605
Repair/maintenance	2,310	1,000	2,310
Energy	1,400	1,707	1,400
Rates and Water	21,240	20,682	21,490
Supplies & Services	62,680	57,511	54,100
Misc. lettings	-30,090	-14,277	-15,000
Friday market income	-50,250	-43,406	-48,250
Saturday market income	-59,450	-51,447	-57,450
Farmers/Producers market income	-7,860	-2,760	-2,000

Tuesday market income	-31,280	-28,349	-30,280
Total	-30,175	784	-9,023
Civic			
Employee costs	44,072	42,780	46,004
Central administration	18,060	18,539	19,940
Mayor's allowance	4,650	2,949	3,650
Sheriff's allowance	2,150	1,608	3,150
Supplies and services	4,500	4,277	4,280
Events	6,210	2,199	7,210
Mayor's Banquet	700	1,641	1,580
Sheriff's Ride	5,680	13,087	12,680
Total	86,022	87,081	98,494
Grant Aid/Partnerships			
Employee costs	4,374	4,246	4,566
Central administration	7,852	8,060	8,670
Grants to outside bodies	32,000	29,396	32,000
Grants for open Churchyards	7,140	7,140	7,140
Total	51,366	48,842	52,376
Arts/Tourism/Twinning			
Employee costs	31,562	30,637	32,945
Central administration	10,208	10,478	11,271
Arts/Culture/Tourism	2,430	2,377	3,030
Christmas Lights	21,840	20,322	22,060
income	-250	-243	-370
Total	65,790	63,570	68,936
Johnson Birthplace Museum			
Employee costs	69,755	67,710	72,913
Central administration	12,564	12,896	13,871
Repair/Maintenance	3,870	4,030	7,870
Energy	3,250	4,554	3,350
Rates and Water	840	620	670
Supplies and Services	12,400	13,298	17,790
HLF Match Funding	7,500	4,622	7,500
Promotion	2,000	2,533	2,000
Restoration	4,000	5,843	0
Stock for sale	3,000	3,857	3,000
Sales income	-9,820	-11,462	-9,710
Contribution from Birthplace Trust	-11,010	-13,791	-11,010
Total	98,349	94,530	108,324
Democratic Services			
Employee costs	56,766	55,102	56,766
Central administration	36,120	37,077	36,120
Supplies and Services	0	1,823	1,540
Election costs	55,000	0	20,000

Newsletter	4,140	4,140	4,260
Member allowances/travel etc.	300	75	300
Total	152,326	98,217	125,235
Investment Interest			
Total	-4,890	-10,811	-22,940
Agency			
Employee costs	2,256	2,191	2,357
Central administration	1,570	1,612	1,734
SCC Verge Income	-22,000	-22,000	-17,500
Total	-18,174	-18,197	-13,409
Repairs and Renewals			
Employee costs	12,010	11,659	12,536
Central administration	9,423	9,673	10,404
Guildhall/Donegal House	25,500	99,414	130,000
Samuel Johnson Birthplace	0	0	0
Parks and Footpaths	23,000	19,288	10,000
Community Centres	11,000	11,741	30,000
Markets	10,000	2,648	0
Other	0	0	0
Total	90,933	154,423	192,940
Total Service Costs	£812,180	£863,732	£964,571
Capital Projects/Contribution			
Receipts	0	-2,012,975	0
Total	0	-2,012,975	0
community Infrastructure Levy(CIL)			
Expenditure	0	13,652	0
Receipts	0	-22,658	-16,854
Total	0	-9,006	-16,854
Johnson Birthplace Charitable Trust			
Grant/Donations	-7,730	-10,456	-7,730
Admissions income	-3,280	-3,245	-3,280
Funding to LCC	11,010	13,791	11,010
Total	0	0	0
TOTAL	£812,180	-£1,158,249	£947,717
PRECEPT	-757,180	-757,180	-817,890
TOTAL To/(From) balances	(£55,000)	-£1,915,429	(£129,827)
NOTE-Internal Recharges			
Employee Cost			
Employee costs	461,075	447,562	481,291
Recharge to Services	-461,075	-447,562	-481,291
Total	0	0	0
Central Administration			
Employee costs	83,559	81,110	87,223
Central administration	0	0	0

<i>Professional Fees/Audit Fees</i>	10,250	11,806	14,250
<i>Office Rates/Water</i>	9,960	9,777	10,070
<i>Office Energy</i>	4,770	4,691	4,920
<i>Supplies & Services</i>	26,580	31,216	27,930
<i>Telephone/Postage</i>	5,710	4,848	5,760
<i>Subscriptions. Courses/Training</i>	3,690	4,092	4,590
<i>Insurance</i>	23,495	23,723	24,650
<i>Office Rent</i>	-10,940	-10,040	-5,990
<i>Miscellaneous Receipts</i>	-30	-18	-10
<i>Recharge to Services</i>	-157,044	-161,205	-173,393
Total	0	0	0
Balances & Reserves			
<i>Opening Balance</i>	706,578	712,058	2,635,273
<i>to/-from reserve</i>	-55,000	1,915,429	-129,827
Closing Balance	£651,578	£2,627,487	£2,505,446
Breakdown of Reserve			
<i>Repairs/Renewals Reserve-Building</i>	353,000	1,858,553	1,724,640
<i>Repairs/Renewals Reserve-Street Lighting</i>	0		0
<i>Repairs/Renewals Reserve-Open Spaces</i>	0		0
<i>Rent Deposit Scheme</i>	450	0	0
<i>Election Reserve</i>	0	55,000	20,000
<i>CIL Reserve</i>	14,037	24,560	37,008
<i>General Revenue Reserves</i>	284,091	689,374	723,798
Closing Balance	£651,578	£2,627,487	£2,505,446
Total Expenditure	1,124,310	1,148,161	1,253,241
Total income	-312,130	-2,306,410	-302,524
Net Expenditure	812,180	-1,158,250	947,717
Precept	-757,180	-757,180	-817,890
TOTAL (To)/From balances	£55,000	(-£1,915,430)	£129,827

LICHFIELD PLACE BOARD - REQUEST FOR USE OF THE MARKET SQUARE

Introduction

At the inaugural meeting of the Lichfield Place Board (LPB) on 5 May 2020 it was suggested that the City Council allow food businesses located around the Square to use the Square for COVID compliant seating/'pop up' food and drink as lockdown eases. Subsequent discussions between the Town Clerk, the Leader of the Council and the Chairman of the LPB confirmed that the expectation would be for the Square to be made available seven days and evenings per week, necessitating the relocation of all City Council Markets.

The Town Clerk understands that proposals are being considered by the District Council to assist cafés, restaurants etc. on Market St and Dam St through closure of those roads, enabling frontages to be used. The suggestion of closing roads around the Square to allow those businesses to use their frontages rather than the Square for COVID compliant seating was rejected due to the disruption to deliveries and lack of access to disabled parking bays that such a measure could cause.

In anticipation of the second meeting of the LPB on 19 May, and in compliance with the motion agreed at the May meeting of the City Council, the Town Clerk circulated a report to all members detailing the request for use of the Square plus some arguments in favour and against the proposition. Responses were collated and discussed with the Leader on 18 May 2020.

Lichfield Place Board – Report and Outcomes 19 May 2020

The position as reported to the LPB on 19 May 2020 was as follows:

1. In principle, and subject to further discussion and formal resolution, the City Council is prepared to offer the Market Square for use as COVID compliant seating for cafes/pubs/restaurants located around the Square at times when the Square is not required for the markets. This would allow the Square to be available, subject to licensing conditions, further discussion etc., on the following occasions:

Monday	-	All day/evening
Tuesday	-	Evening only
Wednesday	-	All day/evening
Thursday	-	All day/evening*
Friday	-	Evening only*
Saturday	-	Evening only
Sunday	-	All day/evening (once/month availability will be evening only)

**traders are required to erect their own stalls for all markets as we emerge from lockdown; this generates further availability for food providers, notably on the evenings of Thursday and Friday. This arrangement may end prior to businesses no longer utilising the Square and would reduce availability accordingly.*

2. Additional information is required as to demand from those businesses who may benefit from the use of the Square, and confirmation of LDC's proposals for the alternative arrangements for the Market.

At the LPB meeting, the BID agreed to discuss the proposal with relevant businesses and confirm anticipated demand for the Square to the City Council. It was confirmed by the LPB Chairman that Bird Street Car Park was the preferred relocation site, that the Bird St toilets would be made available to the traders and that the District Council's Street Trading fee (which would apply)

would be waived. LCC representatives confirmed it was hoped that a decision could be made by the City Council at its meeting of 15 June 2020.

Demand from Local Businesses – Evidence from the BID

On 31 May the Town Clerk received an email from Paul Maddox, BID Chairman. The email confirmed that it is still very unclear what restrictions will be in place when the industry looks to commence trading, but the general consensus is that the availability of outdoor seating would have a considerable impact on their decision on whether to reopen their business, due to the daily running costs when having to consider operating with reduced capacities.

The market was seen to be a key part of the city and many businesses were keen to see the market kept on the square. The businesses also thought that the market traders have also suffered through this unprecedented time and that it would be unfair to ask them to relocate to Bird Street car park. Businesses did however mention that this might be a good time to upgrade the market which could help businesses in return by increasing footfall to the city.

The businesses highlighted a number of concerns around using the market square to trade including social distancing resulting in many queues, concerns around any congestion the additional customers in a small area would cause, safety, toilet facilities, the disposal of litter, SIA badged security officers, the cost and overall reputation of Lichfield should things not go to plan and the time in implementing all of these measures.

In concluding, the BID Chairman summed up the responses as below:

- There is a demand for businesses to be granted permission for seating / trading outside their own business.
- There was only limited interest from businesses to use the market square.
- Businesses would be more inclined to engage in a hospitality overspill if located on another site for example Bird Street car park.
- Desire for a 're-launch' of the city once things are back to some sort of normality incorporating all businesses, markets, festivals, arts, music and entertainment.

Separately, St Mary's have approached LCC in regard to using some of the Square for seating when their café reopens.

Market Trader/Public Consultation: 20 May – 30 May 2020

On 20 May 2020 an email was circulated to Market traders to advise them of the request and to ask them to submit any comments prior to 30 May 2020. Comments were also requested from Lichfield residents via the City Council's Twitter account and Markets Facebook page. The proposal received additional social media coverage through local Facebook groups, the Lichfield Mercury and Birmingham Mail among others. A total of 118 responses were received.

It is not possible to discuss the detail of the 100+ responses within the confines of this report; all responses were circulated to City Councillors in their entirety on 1 June 2020. A basic summary, for members to read in conjunction with the submitted responses, is presented below.

RESPONDENT	IN FAVOUR	AGAINST
Market Traders	0	18
Members of the Public	37	58
Local Businesses	0	5
Total	37	81

- Only 18 of a possible 37 permanent Market Traders chose to respond
- All Market Traders who responded were against the proposal, citing (amongst other reasons) a loss of trade and questioning why they, as small businesses themselves, should be expected to relocate - to their own detriment - to assist other businesses to recover from the same crisis as they have endured.
- As far as can be determined, no responses were received from businesses surrounding the Market Square, but businesses who did respond were also against the proposal
- The responses from the general public were more divided, though more were against than in favour

Generally, even when respondents supported the principle of the request there were some concerns raised, notably around alcohol induced ASB, social distancing enforcement, toilet facilities and the impact of prevailing weather conditions. There also appears to be a good deal of sympathy with the traders' position from all quarters and it is a very small minority of respondents who felt the relocation to Bird St car park would have no effect on trade or a positive effect on the market. Several respondents raised the matter of alcohol restrictions within the City Centre.

A meeting between Traders' representatives and members of the City Council's Markets Working Group was held via 'Zoom' on 27 May 2020. Traders reinforced their opposition to the proposal and provided further detail to assist members in their deliberations. Notes from this meeting were circulated to all City Councillors by the Deputy Town Clerk on 28 May 2020.

Market Square/Bird St Car Park – Issues Arising

A return to Markets on the Square post lockdown raises several issues, including;

- To enforce social distancing on the Square requires each stall to occupy comparatively more space than was the case prior to COVID-19; additional space for customers to circulate on the Square is also required. It is not possible to host all traders who may wish to stand on each market day, necessitating the development of a rota system for traders or some other form of priority allocation, which is clearly less than ideal. Bird St car park is a much larger space than the Market Square.
- The requirements of social distancing also makes it unlikely that the Square could be shared, even in the short term, by businesses and the Markets due to the additional space each requires and the relatively limited space available.
- Discussions are ongoing with representatives from the library; it is likely they will require the use of the three available entrances/exits to and from St Mary's to allow appropriate circulation of visitors on reopening. This is likely to further reduce capacity on the Square.

The use of Bird St Car Park is also not without difficulties:

- Bolt Court is currently closed and, even if opened, is unlikely to be well used by those who wish to avoid narrow passageways due to social distancing. The same could perhaps be said for the access to the side of Iceland. Access via B&M may be difficult as customers may be queuing to enter the store, making it an unlikely 'cut through'. This leaves Bird St or Dam St/Pool Walk as the only likely access points from the City Centre and its surrounds to the proposed market location.
- Though the use of the Bird St car park toilets has been discussed, there is no corresponding kitchen facility; the traders who sell food depend on these facilities and it may be difficult to deal with infection control by using the public toilets compared to the existing (and private) provision on the Square
- Representations from traders are clear that passing trade is likely to suffer greatly, and longstanding traders cite a previous relocation of the Market to Bird St Car Park some several years ago that resulted in the market being largely abandoned after a handful of market days due to poor footfall.

- Reducing parking on Bird St Car Park could be contentious, especially as demand for parking in the City Centre could be higher than usual due a to reduced use of public transport.

Sunday Producer's Market

The City Council entered into a contract with CJ Events to provide a Producer's Market on the first Sunday of the month on a trial basis earlier in 2020. Unfortunately, the COVID-19 pandemic resulted in the market being held on one occasion only. Discussions with CJ Events have confirmed that they would be prepared to relocate to Bird Street Car Park on a trial basis, but they reserve the right to withdraw from the current agreement if they feel it appropriate following a trial at the new site. From a City Council point of view this would be a considerable loss as it is hoped that the relationship with CJ Events will be long and mutually beneficial. CJ Events wish to return the Producer's Market to the Square from 1 July 2020.

Further Matters for Consideration

There are a number of additional matters that the City Council should consider if it wishes to progress this proposal on anything other than a very small scale, but given the apparent lack of current support it is perhaps too early to discuss such matters in detail. The list below is presented as being for information only and is by no means exhaustive; if the Council is so minded it could delegate authority to to enter into further discussions on such matters if it feels the proposals should be pursued in at least some form:

- Availability (or not) of the Market Square Toilet Block
- Whether to apply prevailing Market Square Hire Fees or vary/waive such charges
- Management/enforcement of any such activities undertaken on the Square and associated costs thereof
- Restrictions on alcohol
- Impact on the Sunday Producer's Market
- Timescales for review

Conclusion

Use of the Square on Non-Market Days

There are clearly a multitude of issues that would need to be discussed, but the City Council is asked to provide an 'in principle' decision, based on the evidence at its disposal currently. The proposal to use the Square on non-market days appears relatively uncontroversial at first glance, though it does raise significant further questions that will need to be addressed and require close monitoring. This matter should not therefore be lost amidst discussions on the far more contentious proposal that the markets be relocated.

Feedback from the public regarding the proposal is more negative than positive, and feedback from business is decidedly mixed as well; such a response may ordinarily result in the idea being either abandoned or trialled on a small scale initially to gauge its success and then to obtain further feedback. As mentioned above, St Mary's has approached the Council regarding use of the Square for additional seating for their café; it could be that this provides the ideal opportunity for that small scale trial, with other businesses encouraged to contact the council directly to discuss additional non-market day allocations in the coming weeks.

Use of the Square on Market Days

Once again, the City Council finds itself in a position where the Square is potentially suitable for two different and mutually exclusive purposes. The wholeheartedly negative response to the proposal from Traders was expected and understandable, it is most unlikely that the relocation

would be of benefit to Traders and they too have endured the lockdown and wish to secure their businesses and their futures as quickly as possible; reduced income from a relocated market is not conducive to this aim. The relatively high number of negative comments from businesses and the public alike emphasises that while appreciating the opportunity, both groups are aware of the potential issues that could arise.

With a relative lack of support from those the provision is attempting to assist, or indeed those whose attendance is necessary for it to be a success, the proposal becomes progressively more difficult to justify, especially on market days. This perhaps particularly the case as the Square can now host fewer Traders than previously, and there are currently enough permanent Traders to largely reach or exceed the capacity of the Square on each market day.

The potential for using the Square to assist businesses as lockdown eases remains, and the City Council should play its part in helping the City, and the markets, to recover. Given the weight of evidence it would appear appropriate to refuse the request to relocate the markets, but it may be prudent to discuss specific proposals and issues in more detail with individual businesses on non-market days, introduce measures on a comparatively small scale and then evaluate outcomes, both positive and negative.

The provision will need to be kept under review, and the council must be prepared to withdraw the provision, in part or altogether, with or without notice, in the event of negative outcomes (such as ASB, littering etc) becoming evident.

The recommendations below are presented for consideration following discussions with senior members.

RECOMMENDED:

The City Council to resolve:

- a) The City Council does not wish to make the Square available for the purposes set out in this report on Market days due to the lack of support for the request from the public, market traders and local businesses alike.***
- b) In principle, the City Council will make the Square available for businesses located around the Square on non-market days, but on a small scale only, beginning with further discussions with St Mary's.***
- c) Any other interested businesses are encouraged to contact the council directly to discuss their requirements, but with the proviso that the City Council will take a cautious approach to activity on the Square and a particular regard to the potential for ASB and breach of social distancing guidelines. Businesses will be required to provide comprehensive proposals to mitigate such risks.***
- d) Delegated authority be given to the Town Clerk in consultation with the Leader of the Council to progress necessary discussions to facilitate and manage the use of the Square on non-market days***
- e) The council to formally acknowledge the potential for the provision to be withdrawn by the Town Clerk in consultation with the Leader, with or without notice, in the event of negative outcomes arising.***

For Council: 15 JUNE 2020 APPENDIX 3

CITY COUNCIL MARKETS – TRADER INCENTIVES

[In reaching this agenda item Members will have debated the request from Lichfield Place Board to relocate the Markets to Bird Street Car Park; the nature of any incentive to be offered may be influenced by those deliberations.]

As the restrictions associated with the COVID-19 pandemic gradually lift, representations have been made for the council to take action to promote the market and/or to provide a period of reduced rent for traders.

The Town Clerk has sought the views of members of the City Council's Markets Working Group in regard to what – if any – incentives should be provided and the period of such incentives. Current arrangements are that prevailing rental charges are reduced by 50% as agreed on an emergency basis by the Leader and Town Clerk at the outset of the COVID-19 crisis. This reduction was introduced in an effort to sustain traders through a difficult commercial period and to assist those essential traders who were able to stand and provide a service to the community during the lockdown. Traders are not currently charged arrears for not standing unless they have given prior notification of intention to attend and then do not do so.

Though there are differences in opinion as to the most appropriate incentives, it appears there is cross-party support for incentives in some form.

Following the City Council's advertising campaign in 2019 there seems little appetite to begin a similar campaign in 2020, though additional social media advertising is being investigated. The general view is that it is difficult to judge the effectiveness of an advertising campaign for markets, especially in the current climate, whereas a reduction in prevailing charges provides a definite incentive that can be quantified and also used directly by traders to offset other costs and potentially lower their product prices and further increase competitiveness.

Based on discussions with members of the City Council's Markets Working Group, suggestions include:

- 50% rent reduction for a period of two to three months, then a return to usual rent levels
- 2 months free rent followed by two months half rent, then a return to normal levels (pending a review by the Markets Working Group as to any extension or different incentives; recommendations to be made in time for consideration at the September meeting of the City Council).

The 'Tuesday Market' Model

Traders are required to provide their own stalls on their return to the market to reduce risk of COVID-19 transmission through erection/dismantling of LCC stalls by the City Council's contractor and the possibility of transmission from surface to surface when stalls are used by different traders on a Friday and Saturday. Traders must erect and dismantle their own stalls each day; all markets therefore operate on the same principle as the Tuesday market with the reduced pitch hire rates that apply on that day. The usual Friday and Saturday market models include the provision of LCC owned market stalls with a corresponding increase in costs to the council and higher pitch fees for traders.

Impact of Social Distancing on the Market Square

In order to maintain social distancing requirements, the number of traders who can stand on the Square is reduced, necessitating the introduction of a rota system on Saturdays, though the Square is able to support demand from permanent traders on a Tuesday and Friday without such a system. Casual traders are not being invited to stand currently. The figures below are therefore based on a nominal 50% occupancy rate for the purposes of this report.

Loss of Income Resulting from Incentives

The use of the 'Tuesday model' across all markets alters the costs and income for Friday and Saturday Markets, together with reduced occupancy due to social distancing, it is extremely difficult to provide members with representative figures to establish comparative reduction in income to the Council generated by incentives based on the previous year's market income data.

Forecast Based on Existing Market Models

Using the 2019/20 Market figures as a basis it is possible to show the reduction caused by a nominal 50% occupancy rate vs. 2019/20 (due to social distancing measures and resulting reduced comparative capacity) and a further 50% reduction in rent. *This assumes the Tuesday model is not adopted across all Markets (i.e. LCC supplies stalls on Fridays and Saturdays and Traders are charged the higher pitch fees on those markets)*

	Actual 2019/20 £	Projected 2020/21 £		Income Reduction per annum £	Income Reduction per week £	
	Rent	50% occupancy	50% occupancy at 50% rent			
Friday	38625	19313	9657	28968	557	
Saturday	45652	22826	11413	34239	658	
Tuesday	26763	13382	6691	20072	386	
				£83,279	£1,601	Total

Adoption of Tuesday Model Across All Markets

With the 'Tuesday Market' model applied across all days the overall income would reduce, but costs would also be reduced as stalls would not be supplied. As a somewhat crude representation of possible income and the impact of incentives if the Tuesday model is used across all markets, the table below shows the income for a Tuesday in 2019/20 applied to a Friday and Saturday, together with the impact of lower occupancy and rent reduction.

		Projected 2020/21				
	Based on 2019/20 income for Tuesdays £	50% occupancy Income £	50% occupancy at 50% rent Income £	Total Income Reduction per annum based on 2019/20 £	Total Income Reduction per week based on 2019/20 £	
Friday	26763	13382	6691	20072	386	
Saturday	26763	13382	6691	20072	386	
Tuesday	26763	13382	6691	20072	386	
	£80,289	£40,146	£20,073	£60,216	£1,158	Total

Figures above are for guidance only, but a 50% reduction in rent, with social distancing in place and utilising the 'Tuesday' model, would lead to reduced income to the Council in the region of **£1,158/week when compared to 2019/20**.

When considering any incentive, members are therefore asked to bear in mind:

- The likely income reduction due to social distancing measures for 2020/21 (i.e. 50% of 2019/20 capacity on the Square) is around **£771/week** and beyond the control of the council, this amounts to more than £40,000 (5% of precept) over a financial year
- The income reduction from a 50% rent incentive is approximately **£387/week in addition to** the £771/week detailed above
- The market/market square function did not generate a surplus in 2019/20 and is therefore highly unlikely to do so in 2020/21. The result being that the council will likely need to find this funding from its reserves.

It is clear there are considerable implications for LCC budgets, whether or not any incentive is applied, but the duration of any incentive will influence the degree of budgetary pressure. On a general note, the Town Clerk will be reviewing the budgetary implications on a regular basis in conjunction with the Internal Auditor.

Application of Incentive

It is also clear that the same income loss to the council can be applied in different ways; before taking in to account any variance in trader numbers, a 50% rent reduction for four months would result in equal income loss to the council as zero rent being charged for two months, for example. The council will be required to balance not only the loss of income but also how any incentives can have the greatest impact.

Arrears

As the capacity of the market is significantly reduced, the implications for the markets as a whole, and other traders, if one or more trader states their intention to stand at the market but does not subsequently arrive, is even more crucial than was previously the case.

Council is therefore asked to confirm that while no arrears will be charged to stall holders who are self-isolating, or those who confirm in good time that they will not attend, arrears will be charged when a trader has indicated their desire to stand at a particular market and subsequently does not attend and has not provided at least 24 hours' notice of this lack of attendance.

Service Charge

As a result of utilising the 'Tuesday Model', the 'service charge' traders pay in addition to their stall fees also requires temporary amendment.

The service charge relates to additional services provided to the traders that are subject to VAT, notably the provision of the toilet/kitchen block and skip; the latter is available only for the Friday and Saturday markets, hence the higher service charge on those days. This separate sum is £2.00 VAT inclusive per pitch for the Tuesday market and £3.00 VAT inclusive per stall on a Friday and Saturday.

For example, Traders only have one pitch each on a Tuesday and purchase 'extra area' if needed, but only pay one service charge. Traders on Friday/Saturday may have two, three or four stalls and would therefore pay the corresponding number of service charges. If the Tuesday model is transferred to all markets (i.e. 1 service charge only), the difference is such that the council would not be appropriately covering the costs that are subject to VAT through the charge. There would appear to be two options:

- The level of the service charge levied on a Friday and Saturday be equivalent to the prevailing number of stalls (and therefore number of service charges payable) that each trader was allocated as at 1 February 2020, despite the fact all Traders have roughly the same size stalls currently. This could be seen as unfair and also penalises those Traders who usually hire multiple stalls.
- Revise the Friday and Saturday Service Charge by taking the expected income from the usual application of the charge (as set out above) based on the socially distanced Market Square layout, dividing it by the number of pitches now available to Traders and charge each Trader the resulting average on a 'per pitch' basis. This would result in a charge of approximately £5.00 per pitch. This could also be seen as unfair as those who would usually have one stall (£3.00) would be paying a higher amount, though all Traders now have roughly the same area as highlighted above.

More generally, it is a fact that the Council's income from the Service Charge will be reduced considerably due to the number of Traders the Square can now host; from 54 possible stalls (and

therefore 54 possible service charges) to 16. It is therefore not possible for the service charge income to cover the costs of the services subject to VAT currently. It is however hoped that the appropriate authorities would note the differing income from the Service Charge resulting from the 'socially distanced' Market Square layout is due to Government guidelines that are beyond the control of the City Council.

It is the Town Clerk's view that such reasoning would be more likely to be accepted by the appropriate authorities if the City Council can demonstrate that it has continued to raise funds via the Service Charge to the proportionately appropriate level based on the number of Traders that the Square can now host. The alternative is to substantially increase the service charge in order that 16 payments under a new charging regime equal 54 payments under the previous charging regime; such an increase would seem extremely unfair, especially in the current climate and following discussions about incentives.

If the council does not resolve to temporarily amend these charges when such provision remains as previously provided it would therefore be procedurally irregular, notably due to possible VAT implications for the City Council.

The following recommendations are presented following discussions with senior members.

RECOMMENDED:

- a) ***That the current 50% reduction in prevailing rental charges be extended until Monday 10 August 2020, that being 8 weeks from the date of this meeting [the reduction in estimated income being in the region of £9,264, comprising £6,168 as a result of the revised market layout due to social distancing, and £3,096 as a direct result of this incentive]***
- b) ***For reasons of VAT compliance, the prevailing service charge as applied to Friday and Saturday Markets to be £5.00 per pitch. This pricing structure to be reviewed on an ongoing basis in light of Government guidance and the provision (or not) of LCC owned Market Stalls. The 50% reduction at point (a) above does not apply to this charge.***
- c) ***Delegated authority be given to the Town Clerk in consultation with the Leader of the Council to vary the service charge based on the ongoing review set out at point 2 above.***
- d) ***No arrears to be charged to stall holders who are self-isolating, or those who confirm in good time that they will not attend. Arrears will be charged when a Trader, who has confirmed their intention to stand at a particular market, subsequently does not attend and has not provided at least 24 hours' notice (unless they are self-isolating).***
- e) ***The Markets Working Group convene to review the appropriateness of ending, extending or varying the rental incentive no later than Wednesday 5 August 2020, with delegated authority to implement the outcome of those discussions with effect from 11 August 2020. Any further incentive agreed to be for a period of no longer than a further 5 weeks [thereby allowing the consideration of any further incentives at the September meeting of the Council if appropriate]***

For Council: 15 June 2020 APPENDIX 4

Representatives on Outside Bodies

Outside Body	No of Reps	Period of Office	Current Appt Ends	2020/2021 Proposal
BID Steering Group/Board	1	1 Year	Jun-20	Cllr C Spruce
Boley Park Community Hall Management Committee	4	1 Year	Jun-20	Cllr M Warfield
			Jun-20	Cllr Mrs D Baker
			Jun-20	Cllr R Yardley
			Jun-20	Cllr Mrs J Eagland
Boley Park Community Hall Trustees	4	Until retire or replaced	Until retire or replaced	Cllr Mrs J Eagland
				Cllr R Yardley
				Cllr C Spruce
				Cllr M Warfield
Bower Committee	1	1 Year	Jun-20	Cllr Mrs J Greaves
Curborough Community Association	3	1 Year	Jun-20	Cllr D Robertson
			Jun-20	Cllr P Jones
			Jun-20	Cllr D Dundas
Darwin Hall Community Association Trustees [and Company Directors]	4	Until retire or replaced	Until retire or replaced	Cllr J Checkland
				Cllr S Pritchard
				Cllr I Jackson
				Cllr A Smith
Dovehouse Fields Community Garden	1 or 2 TBC	1 Year	-	[New Appointment] Cllr J Smith and/or Cllr Mrs J Greaves
Dr Milley's Hospital	1	4 Years	Mar-23	Cllr C Rapley
Erasmus Darwin Foundation	1	1 Year	Jun-20	Cllr Mrs G Boyle
Friends of Samuel Johnson Community Hosp.	1	1 Year	Jun-20	Cllr Mrs A Lax
Friends of Lichfield Historic Parks Group	1	1 Year	Jun-20	Cllr R Rathbone
Guild of St Mary's Centre Lichfield (Ltd)	1	1 Year	-	Mayor in Office
Johnson Council (non-voting observers)	2	1 Year	-	Mayor in Office
			-	Sheriff in Office
Lichfield District Arts Executive Committee [non-voting observer]	1	1 Year	Jun-20	Cllr Mrs J Greaves
LDC – Parish Forum	2	1 Year	Jun-20	Cllr M Field
			Jun-20	Cllr Miss J Marks
Lichfield Camera Club	1	1 Year	Jun-20	Mayor in Office

Outside Body	No of Reps	Period of Office	Current Appt Ends	2020/2021 Proposal
South East Staffs C.A.B.	1	1 Year	Jun-20	Cllr Miss J Marks
Lichfield Conduit Lands Trust	2	1 Year	-	Mayor in Office
		4 Years	Jun-21	Cllr Mrs G Boyle
Lichfield District Tourism Association Executive	2	1 Year	Jun-20	Museums & Heritage Officer
			Jun-20	Cllr Miss J Marks
Lichfield Rail Alliance, West Coast Rail 250, and all other rail related matters	1	1 Year	Jun-20	Cllr M Warfield
Mary Slater's Charity	2	1 Year	-	Mayor in Office
			-	Sheriff in Office
Michael Lowe's and Associated Charities	5	4 Years	15 July 20	Mr T Finn
			23 April 22	Mrs D Greatorex
			3 April 22	P Hitchman
			26 July 20	Cllr M Warfield
			5 July 23	Cllr Mrs J Eagland
Municipal Charities	4	1 Year	-	Mayor in Office
		4 Years	Oct-23	Cllr P Jones
			Nov-20	Cllr Mrs J Greaves
			Nov-20	Mrs D English
Speakers Corner Committee	1	1 Year	Jun-20	Cllr Mrs D Baker
SPCA - Executive Cttee (nomination only – subject to election by SPCA)	1	2 Years	Nov-21	Cllr Miss J Marks
St Giles Hospice Local Government Friends'	1	4 Years	Jun-23	Cllr J Anketell
St John's Lichfield	2	2 Years	Jun-21	Cllr C Spruce Cllr J Checkland
Support Staffordshire (formerly Lichfield and District CVS)	1	1 Year	Jun-20	Cllr Mrs D Baker
Twinning Association	3	1 Year	-	Mayor in Office
			Jun-20	Cllr H Ashton
			Jun-20	Cllr D Dundas

OFFICERS' INFORMATION REPORT – June 2020

1. Civic Matters: Lucy Clarke, Civic Officer

On Monday 11 May the Council meeting was held via a Zoom online conference call. The meeting replaced the usual Annual Council and was very different to how this meeting is usually held in the grandeur of the Guildhall. Due to the ongoing COVID-19 Pandemic, the Council resolved that the current Mayor, Cllr Deborah Baker, Sheriff, Dr Daryl Brown and Deputy Mayor, Cllr Robert Yardley will remain in office for an additional year to May 2021.

The Mayor's Chaplain, Revd. Nest Bateman and Mayor's Cadet, Benjamin Dodds have both agreed to continue with their official roles for an additional year.

The Mayor and Sheriff's chosen charities will also remain unaffected: St. Giles Hospice, Lichfield Voluntary Transport for the Disabled and Lichfield Voluntary Transport for the Disabled. It is not known at this point if further fundraising events will be taking place during 2020/21.

In view of the ongoing COVID-19 Pandemic and social distancing requirements, the City Council and/or its partners have had to cancel/postpone a number of further events as detailed below.

- Mayoral Service (17 May)
- Bower Sunday Service (24 May)
- Court of Arraye (25 May)
- Bower Procession (25 May)
- Swinfen Broun Bowls Match (24 June)
- Town Criers' Competition (4 July)
- Mayoress at Home (25 July)
- Sheriff's Ride (5 September)

The Sheriff's Ride is the largest event organised by the City Council and takes many months of planning and preparation. It is with great sadness that we have made the difficult decision to cancel the 'Ride' element this year, but we will still honour the tradition. The Sheriff, Dr Daryl Brown, accompanied by the Clerk of the Course, will perambulate the boundary of Lichfield City in some way (restrictions permitting) through other, safer means. Health and safety is always our top priority and we feel this is the correct course of action at this time.

The Dr Johnson Birthday Ceremony due to be held on Saturday 19th September is scheduled to go ahead but on a much smaller scale without any entertainment and only the Civic party in attendance. Further details will be published closer to the time reflecting the Government guidelines that are in force at the time.

The Civic Officer is investigating the possibility of holding remote engagements, and Government guidelines regarding events/gatherings will be closely adhered to as we emerge from lockdown.

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

The Birthplace remains closed due to the Covid-19 pandemic, but the Museum's online presence has enabled engagement with the public while the doors are shut. Numbers of interactions with the Museum's social media platforms (Facebook, Twitter and Instagram) have increased by an average of 168% in April. In total there were 3,595 virtual visits in April and early May by people 'liking', commenting on and sharing posts, reading blog articles or the e-newsletter or visiting the Museum's website. The total 'reach' on Facebook and Twitter (the number of people who saw a Birthplace post appear on their newsfeed or timeline) was 60,808.

The creation of online content has been undertaken by Museum Administration Assistant Penny Taylor, with blog posts compiled by the MHO. Actively seeking opportunities for promotion online, on Staffordshire Day (1 May) the Birthplace joined a programme of virtual events organised by Enjoy Staffordshire with a story performed and filmed at home by Museum Attendant and Storyteller Christine Genders. Other events have included the BBC's 'Museum From Home' day on 30 April, and linking to hashtags including #InternationalMuseumDay and #MuseumWeek2020. Organisations such as City Life Magazine and Visit Lichfield have shared posts to their larger audiences.



Collaborations with partners through social media to produce content have also included the 'Fantastic for Families' website, for which the Birthplace created a downloadable activity for children to complete at home and working with London-based actor and writer David Benson. David is performing Johnson's Rambler online and has recorded a special number for the Birthplace.

Other content has included 'behind the scenes' posts about what the Museum Attendant team are doing during closure. Attendant work at home has included making and repairing interactive displays, repairing and making new costumes for visitors to handle, researching for new tours and events, and carrying out archival research with transcriptions of early museum committee minutes.

The Birthplace Book Club and Writing Groups have continued



to 'meet' through email, the MHO and MAA have regular video meetings to allocate work, and the MHO sends a weekly round-up to the Attendant team to keep everyone updated, and has been in regular contact with volunteers.

The MHO is progressing the Birthplace development project and has had conversations with officers at LDC and Historic England regarding the creation of disabled access on Market Street as opposed to the Breadmarket Street recommendation. Further advice has been sought from SCC Highways and the council's architects. Museum design company Vertigo are currently preparing initial visuals for the ground floor options. The report from an access audit undertaken in 2019 focusing on neurodiverse visitors has been received and the recommendations will be included in future project briefs where applicable. Susan Dalloe Consultancy have provided costs for ongoing support with funding applications, however, all National Lottery Heritage Fund award schemes are currently closed in order to divert to emergency recovery for the sector.

Other work completed at home by the MHO has included: compiling content for the new displays including a history of the Birthplace building; writing an article for the Johnson Society's 'Transactions' including new research on Johnson and items in the Museum collection; renewing loan agreements and progressing the city centre plaque restoration project.

The MHO and MAA attended a webinar on 'Restarting the Visitor Economy' organised by the Staffordshire Chamber of Commerce and the MAA attended a Zoom session on 'Engaging Online Audiences' organised by West Midlands Museum Development.

While closed, the Museum is secure with remote monitoring of the alarm system and access to the CCTV, and a regular visual check of the exterior by Attendants. Plans for social distancing and reopening when it is safe to do so are underway, and the MHO is keeping up to date with sector news and guidance.

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

Inspections of the LCC open spaces and footpaths continued during the Corona virus restrictions.

Apart from the footpath from Beech Gardens to Manor Rise which had to be closed while a hawthorn tree was removed (pictured), and also a footpath in St Michaels for hanging branches to be removed, all LCC parks and footpaths remained open and were well used by residents.



Play equipment at Netherstowe and Curborough remains taped off with notices of closure to explain the government guidelines.

Some tree clearance was also required in the plantations to the north of Eastern Avenue which were also well used.

E.on have now completed the replacement of all the LCC lamps with INDO Air LED lanterns. These will save energy and will cost less to run. This project has been completed nearly two years ahead of the original schedule, thanks largely to a CIL contribution.

E.on have also relocated the lamp near the Johnson Willow at Stowe prior to a replacement tree being planted. The lamp was previously sited adjacent to the tree itself; the new arrangement is far more appropriate and still provides ample light to pedestrians and cyclists (*photo: Cllr C Greateorex*).



4. Markets Report: Jordan Appleyard, Markets Officer

The City Council's market function has been at the centre of discussions over the past few weeks, despite the market hosting only essential stalls and operating well below its capacity due to lockdown restrictions. The request by the Lichfield Place Board to utilise the Market Square for socially distanced seating to aid restaurants, cafés and pubs as we emerge from lockdown was coupled with a request that the markets are relocated to Bird Street car park. This has caused a considerable amount of concern among traders but the City Council has ensured that their views have been heard, both through written consultation responses and a meeting between traders and representatives of the Markets Working Group that was held via Zoom on 27 May. The proposals form a separate agenda report to council and all responses have been circulated separately to all Lichfield City councillors.

During the initial phase of the lockdown only food stalls stood at the market, but officers were pleased to welcome back the plant stall to the Square during May following discussions with LDC's Licensing Officers and the government's amendment to its list of essential and non-essential shops. These traders abided by new rules and regulations in regard to social distancing between stalls, traders and customers, PPE, the availability of sanitising hand gel and payment of pitch fees by electronic means rather than cash.

These new rules and regulations have served as a template to be implemented across the market following the Government's announcement that markets could resume from 1 June. Together with the incorporation of NABMA'S guide to social distancing into these guidelines, the market is as safe as possible.



This 'new normal' is unknown territory for officers, traders and market advisory bodies such as NABMA alike and it is not without its difficulties. The markets officer has devised stall plans for each of the City Council's markets that are compliant with new guidelines, but the need for social distancing considerably reduces the number of stalls the Square can host, notably requiring the removal of the central row. This has necessitated the introduction of a rota system to allow all permanent traders the opportunity to stand on a Saturday Market. For example, of the 23 traders who wished to return to the Saturday market, a socially distanced Market Square layout can only support a maximum of 15. With Street Trading applicable to traders who are not physically located on the Square and no other suitable land

within eye line of the Square, the City Council's options are limited. This has caused some frustration among traders and officers alike, but the safety of the traders and the public is of paramount importance and we must all adapt to the unprecedented times we live in.

The first of these new style markets was held on Tuesday 2 June. Extra LCC staff were on hand from 7am to ensure stalls were set up in the appropriate places and social distancing requirements observed.

Traders are currently not subject to any arrears if they do not stand at the market (unless they have advised of their intention



to stand and then subsequently do not attend) and the 50% pitch fee reduction agreed as an emergency ensure by the Leader and Town Clerk at the outset of the pandemic remains in force. A separate agenda report to Council addresses possible future arrangements for any incentives.

5. Twinning: Gabriele Lasch-Burden, Twinning Officer

Limburg

The corona virus pandemic has hit the Limburg district relatively mildly. As of 21 May there were 14 infected cases in total, of which 5 were in the city of Limburg. In total, there have been 288 cases in the district, 267 of whom have already recovered and sadly 7 people have died in the district. Apart from essential food shops, everything was shut down for numerous weeks, including Limburg City Council, whose personnel worked from home. There were social distancing measures in force but with greater freedom of movement. Corona tests were carried out on a voluntary basis at a drive through multi-storey car park outside Limburg. Now, Limburg is starting to get back to a new normal, with most shops, restaurants, hotels, schools, playgrounds and the City Council open again. The social distancing rules and hygiene regulations are staying in place and it is compulsory to wear face masks in all enclosed spaces, like shops and public transport.

Due to the social distancing rules, mass gatherings are still not allowed and will not be for the foreseeable future. As a result, the Mayor of Limburg, Dr. Marius Hahn, sent out a letter to the twin towns, explaining why he had to take the difficult decision to postpone this year's planned Twinning Weekend, due to have taken place from 25th to 28th September. It will now take place next September, with the EU guaranteeing to postpone funding for a year, which means that each guest from Lichfield will still receive a small contribution towards their travel costs. All registered guests from Lichfield (approximately 80) have been informed and sent the translated explanation letter from Dr. Hahn. The Limburg online photo competition, with prizes up to 200 Euros, is still going ahead with a deadline towards the end of June. Please contact the Twinning Officer for details.

Whether the planned yearly work placement of a public office apprentice from the Limburg City Council to Lichfield can take place is still to be decided. It is scheduled for a week from 10th October 2020.

The sports fun week in Limburg in August, where youngsters from Lichfield were invited to take part in, has been cancelled.

The Lichfield ArtFest, where artwork from Limburg artists was to be included, has been postponed to 2021.

At the time of writing this report, Lichfield Cars in the Park are due to make a decision on event proceedings imminently. However, a participation of planned classic cars from Limburg is not possible, should it go ahead in some form or other.

Sainte Foy Les Lyon

There have not been any official statistics on corona virus cases in Ste. Foy, however, the outbreak has not been severe and there were no reported deaths in the local care home. The lockdown in France has been significant, with all open areas and parks in Ste Foy closed and movement highly restricted without a printed "attestation". Open air market stalls remained open. Council personnel all worked from home. Since 11th May, things have been slowly opening up again: primary schools are open for class sizes of 15 (10 for nurseries); masks in

enclosed areas and public transport are a must and Ste Foy council distributed masks to every citizen over the age of 10; Ste. Foy citizens are now allowed to travel up to 100 km from home. Restaurants and cafes remained closed until the 2nd June.

The present Mayor, Veronique Sarselli, has received 53.8% of votes in the first round of local elections in Ste. Foy, which took place on 15th March. As she has received more than 50% of the votes, it is not necessary for her to take part in the second round of voting (22nd March), which has been delayed due to the corona virus pandemic. The final round of elections was scheduled to take place on June 28, however the council have confirmed Mrs. Sarselli as Mayor of Ste. Foy for another 6 years at their last council meeting on May 26.

Lichfield

The Twinning Walking Weekend, with participants from all 3 countries, from 19th to 22nd June this year, to be held at Church Stretton, Shropshire, has been postponed to 11th to 14th June 2021.

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

Phase 1 of the renovation work has been completed. This phase has included:

- The ceiling panels and timber have been cleaned, repaired and decorated where necessary.
- The walls have been repaired and repainted.
- The damaged glass above one of the doors has been repaired.
- The flags have been cleaned and put back in position.
- The numerous broken and damaged wooden panels were repaired and French polished.
- Electrical work has included new uplighters and additional switches at the back of the room to allow greater lighting flexibility, notably during concerts, plus updated connections for stage lighting
- Single electrical sockets have been replaced with doubles and an extra socket has been added at the back of the Records Bench.

Once the work was completed, one of our casual Premises Attendants, Nigel Boden, decorated the first-floor corridor outside the Main Hall and the fireplace inside the hall.

Some work has been delayed by the lockdown. The stage lights have been purchased but still need to be installed. Contractors will also be on site to carry out a survey of the radiators prior to their removal which is scheduled shortly after the distribution of this report.

Phase 2 of the work will include French polishing the remainder of the wall panels and a new floor. Before this work begins, the new wood for the floor will be delivered and stored at the back of the hall to acclimatise. The Mayor's Chair will also be repaired during phase 2. All the furniture is still stored in the Ashmole Room.

Contracted PA's are currently cleaning the building and carrying out routine maintenance tasks. All furniture is being disinfected and repaired where necessary. Looking ahead when the Guildhall reopens, future bookings will need their layouts reviewing with regard to social distancing regulations.

We are still hoping that the Wedding Ceremony can go ahead in August. Although it was originally a whole building booking, the bride and groom are in the military and hoping for a

small ceremony to take place. I have been in contact with the Registrars and I am monitoring the current situation.

As Boley Park Community Hall has also remained closed, the opportunity was taken to arrange an architect's inspection of the building. This was originally scheduled for 2021/22 as part an extended cycle of quinquennial inspections that will now apply to all City Council owned buildings, rather than selected buildings (predominantly Guildhall, Donegal House and SJBm) in the past. A number of relatively minor issues have been identified, some being the responsibility of the management committee of the Hall and others falling to the City Council under the terms of the lease. Fortunately, there are no serious matters to report, and swift action to repair minor defects will hopefully ensure that such problems do not deteriorate and require more expensive remedial work in the future. The Town Clerk will be looking to progress these matters in due course.

7. Deputy Town Clerk: Sarah Thomas

During the current Covid-19 Pandemic, the Deputy Town Clerk has been working to ensure the City Council is complying with the most recent Government guidelines and liaising with the Council's Health & Safety consultants, Terrain, to update risk assessments so that they now reflect the change in working practices.

Officers have been working efficiently from home during the current crisis, however the need to access documents and files in the office has become more apparent. A rota system has therefore been introduced for staff to return to Donegal House which will minimise the risk of cross contamination and ensure social distancing is adhered to. The Guildhall remains closed to the public, but Premises Attendants have also returned to work, again on a rota system, to carry out a deep clean of the building concentrating on disinfecting tables and chairs in preparation for opening to hirers.

The Deputy Town Clerk has made all staff aware of best practices. A 'clean as you' go policy has been introduced to keep desks and communal areas as sterile as possible and together with hand washing/sanitising, the working environment has been made as safe as possible. A protective screen and social distancing markers have been installed in Donegal House Reception in preparation for opening to the public when guidelines permit.

The Deputy Town Clerk has also been heavily involved in the preparations to reopen the General Markets on 2 June. There have been several challenges to overcome to maintain social distancing on the Market Square and keep both traders and the public safe. A number of Officers and staff will be on duty on market days to resolve any issues that arise and ensure guidelines are adhered to. A full report will be presented to Members in July.

In addition, Members will be aware of the request from Lichfield Place Board (LPB) to use the market square for socially distanced seating and relocate the markets to Bird Street car park. Both market traders and members of the public were contacted and asked to submit their views on this proposal. A total of 118 responses have been received. The Deputy Town Clerk has been collating these responses and keeping members of the Markets Working Group informed. An informal meeting with representatives of the Market Traders Liaison Committee and MWG members was held via Zoom on 27 May so that traders could make their representations and discuss their concerns. The Deputy Town Clerk hosted this meeting and has provided secretariat support for remote meetings of the Council.

For Council: 15 June 2020 APPENDIX 6

Supplier	Nature of Goods Supplied	Estimated Average Direct Debit Payment	Frequency of Payment
Npower	Utility electricity supply to City Council buildings 8 accounts	£1,210	Monthly
British Gas	Utility gas supply to birthplace Museum	£600	Quarterly
Corona Energy	Utility gas supply Donegal House / Guildhall	£760	Monthly
Lichfield District Council	Business Rates (4 accounts)	£3,500	Monthly
Lichfield District Council	Grounds Maintenance Contract	£13,500	Monthly
Virgin Media	Office telephones	£175	Monthly
BT Group PLC	Broadband	£108	Quarterly
British Telecom	Phone/Internet lines	£1,100	Quarterly
Biffa Waste Service Ltd	Collection of glass waste from Guildhall	£80	Monthly
EE Limited	Market mobile phone	£17	Monthly
W.M Briers & Sons	Disposal of Market waste	£880	Monthly
MT Services	IT Support Contract Office 365/server backup and firewall protection, also to include possible addition of LCC Member email addresses	£900	Monthly
Vision ICT	Website Hosting	£300	Annual
Water Plus Pennon Services	Water Utility supply to City Council buildings (<i>separate accounts for each applicable building</i>)	£750	Quarterly
N Power	Utility electricity supply, Pool Walk lights	£60	Monthly
Ricoh	Photocopier lease/usage (Donegal House and Birthplace Museum)	£1,080	Quarterly

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

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

For Council: 15 June 2020 APPENDIX 7

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 March to 31 March 2020

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
02/03/2020	22242	ABC Training Services Ltd	CIVIC Events	Paramedics for Shrovetide races	100.00	20.00	120.00
02/03/2020	22243	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - January	3,053.30	610.66	3,663.96
02/03/2020	22243	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - January	308.50	0.00	308.50
02/03/2020	22244	N Boden	PARKS Other Repair/Maint	Curborough CC - Repair & repainting of bins & bench	160.00	0.00	160.00
02/03/2020	22245	City Life in Lichfield	BIRTHPLACE Adverts/promotion	Museum event listings in City Life - March	10.00	2.00	12.00
02/03/2020	22246	Lich & Hath Canal Restoratn Trust	C I L Expenditure	CIL allocation to LHCRT per Min 68, 21/10/19-2nd instalment	2,384.00	0.00	2,384.00
02/03/2020	22247	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Hillside footpath-Remove fallen elm & failing tree (storm)	350.00	70.00	420.00
02/03/2020	22248	Lyco Group Ltd	G/HALL Supplies/Services	Light bulbs	18.98	3.80	22.78
02/03/2020	22249	D McCarthy Bros (Lichfield) Ltd	PARKS Other Repair/Maint	Emergency drainage work on brook, Netherstowe (storm)	2,000.00	400.00	2,400.00
02/03/2020	22250	Northern Platforms Limited	G/HALL Supplies/Services	6th monthly inspection & service of Skywinder - February	225.00	45.00	270.00
02/03/2020	22251	Preservation Equipment Limited	BIRTHPLACE Supplies & Services	6 water barricade cushions	92.65	18.53	111.18
02/03/2020	22252	Pioneer Roadshows	CIVIC Events	PA system for Shrovetide races	250.00	0.00	250.00
02/03/2020	22253	RBS Invoice Finance Ltd	MARKET Supplies/Services	Agency markets officer w/e 16/2 (6 hrs)	91.44	18.29	109.73
02/03/2020	22253	RBS Invoice Finance Ltd	MARKET Supplies/Services	Agency markets officer w/e 23/2 (12 hrs)	182.88	36.58	219.46
02/03/2020	22254	South Staffs Water Business	BIRTHPLACE Rates/Water	Water charges, July'17 - July'19 (Mis-billed to St Mary's)	136.25	0.00	136.25
02/03/2020	22254	South Staffs Water Business	BIRTHPLACE Rates/Water	Water charges 23/7/19 - 31/1/20	34.89	0.00	34.89
02/03/2020	22255	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit	500.00	0.00	500.00
02/03/2020	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - January	40.78	8.16	48.94
02/03/2020	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - January	1,047.57	209.51	1,257.08
04/03/2020	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - February	6.05	0.00	6.05
04/03/2020	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - March	6.00	1.20	7.20
04/03/2020	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - February	5.16	0.00	5.16
04/03/2020	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - March	6.00	1.20	7.20
06/03/2020	DDebit	British Gas	BIRTHPLACE Energy	Gas 22/1 - 18/2	305.41	61.08	366.49
09/03/2020	BACS 2	Lichfield Arts	G/HALL Bar Charge	Lichfield Arts bar charges 26/1/19 - 22/6/19	905.40	181.08	1,086.48
09/03/2020	DDebit	Npower Ltd	G/HALL Energy	Electricity - January	694.26	138.85	833.11
09/03/2020	DDebit	Npower Ltd	G/HALL Energy	Electricity - Credit for capacity market charge adjustment	-157.50	-31.50	-189.00
12/03/2020	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - January	213.39	42.68	256.07
12/03/2020	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - January	53.28	2.66	55.94
12/03/2020	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - January	66.29	3.31	69.60
12/03/2020	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - January	70.95	3.55	74.50
12/03/2020	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - January	114.69	5.73	120.42
12/03/2020	DDebit	Npower Ltd	PARKS Energy	Friary electricity - January	26.83	1.34	28.17
12/03/2020	22256	Messenger Construction Ltd	R&R FUND Guildhall/Donegal Hs	Guildhall renovations - 1st instalment	20,448.17	4,089.63	24,537.80
13/03/2020	22257	1A Action Rotary Rod Ltd	BIRTHPLACE Repair/Maint	CCTV and jetting of waste water pipe after flood	240.00	48.00	288.00
13/03/2020	22258	Mrs D Baker	CIVIC Mayor's Allowance - D Baker	Coach to Johnson service, London	64.20	0.00	64.20
13/03/2020	22258	Mrs D Baker	CIVIC Mayor's Allowance - D Baker	Mayor's Parlour snacks	41.52	0.00	41.52
13/03/2020	22258	Mrs D Baker	CIVIC Mayor's Allowance - D Baker	Parking for Mayoral duties	15.83	3.17	19.00
13/03/2020	22258	Mrs D Baker	CIVIC Mayor's Allowance - D Baker	Mayor's Parlour drinks	106.45	21.29	127.74
13/03/2020	22258	Mrs D Baker	CIVIC Mayor's Allowance - D Baker	Taxis for Mayoral duties	98.00	0.00	98.00
13/03/2020	22259	C'Art - Art Transport Ltd	R&R FUND Guildhall/Donegal Hs	Removal and transport of Mayoral display board	1,458.00	291.60	1,749.60
13/03/2020	22260	Methodist Women in Britain-Lichfd	GRANTS General	Grant per Council minute 121 of 2/3/20	359.95	0.00	359.95
13/03/2020	22261	Office Furniture Online	BIRTHPLACE Supplies & Services	Bookcases	122.55	24.51	147.06
13/03/2020	22262	RBS Invoice Finance Ltd	MARKET Supplies/Services	Agency markets officer w/e 1/3 (12 hrs)	182.88	36.58	219.46
13/03/2020	22263	Smith of Derby Ltd	PARKS Other Repair/Maint	Annual service at Clock Tower 3/1/20	235.00	47.00	282.00
13/03/2020	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries, March - LCC staff	23,361.76	0.00	23,361.76
13/03/2020	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries, March - Night Shelter staff	1,804.72	0.00	1,804.72
16/03/2020	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	Monthly IT support (Antivirus,backups,Office365) - February	524.12	104.82	628.94

16/03/2020	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - February	45.00	9.00	54.00
16/03/2020	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors emails - February	130.50	26.10	156.60
16/03/2020	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - February	45.00	9.00	54.00
16/03/2020	DDebit	Nat West	ADMIN Supplies & Services	Monthly Bankline (online banking) fee - March	20.45	0.00	20.45
16/03/2020	DDebit	Pennon Water Services	ADMIN Offices Rates/Water	Water (standing charge & usage) 4/7/19-31/1/20	98.14	0.00	98.14
16/03/2020	DDebit	Pennon Water Services	G/HALL Rates/Water	Water (standing charge & usage) 24/7/19-31/1/20	288.56	0.00	288.56
16/03/2020	DDebit	Pennon Water Services	MARKET Rates/Water	Toilet Block water charges 23/7/19-31/1/20	137.47	0.00	137.47
17/03/2020	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile bill - March	12.83	2.57	15.40
18/03/2020	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - February	41.34	8.27	49.61
20/03/2020	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - February usage/ March rental	131.07	26.22	157.29
23/03/2020	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fee - February	27.60	0.00	27.60
25/03/2020	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/2 - 10/3	10,590.39	2,118.07	12,708.46
30/03/2020	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - February	40.78	8.16	48.94
30/03/2020	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - February	975.61	195.12	1,170.73
31/03/2020	BACS 3	ACW Arb	PARKS Other Repair/Maint	Christchurch - Various tree works	360.00	72.00	432.00
31/03/2020	BACS 3	ACW Arb	PARKS Other Repair/Maint	St Chad's Rd footpath - Remove ivy from hawthorn	120.00	24.00	144.00
31/03/2020	BACS 4	Aroma Prime	ARTS/TOURISM Expenditure	Guildhall Cells - portable scent machine & scent oils	192.44	38.48	230.92
31/03/2020	BACS 5	N Boden	ARTS/TOURISM Expenditure	Cells - Clean & repair walls; make fitted table	180.00	0.00	180.00
31/03/2020	BACS 5	N Boden	PARKS Other Repair/Maint	Remembrance Gdns - Repoint & secure flight of stone steps	80.00	0.00	80.00
31/03/2020	BACS 6	Brainwaves Rewards Ltd	BIRTHPLACE Supplies & Services	Bespoke children's reward stickers	92.09	18.42	110.51
31/03/2020	BACS 7	Ruth Bubb Ltd	BIRTHPLACE Supplies & Services	Conservation of painting of Elias Ashmole	4,090.00	818.00	4,908.00
31/03/2020	BACS 8	Countryside Art Ltd	BIRTHPLACE Stock for sale	Museum tea towels for sale	227.48	45.50	272.98
31/03/2020	BACS 9	Green's Books Ltd	BIRTHPLACE Collection Purchases	One day conservation on site	415.00	0.00	415.00
31/03/2020	BACS 10	Keycraft	BIRTHPLACE Stock for sale	Kitten mini buddies for sale	37.50	7.50	45.00
31/03/2020	BACS 11	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Oakhurst footpath - Pruning for clearance and light	330.00	66.00	396.00
31/03/2020	BACS 11	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Eastern Av-Remove failed branch over footpath to hockey club	350.00	70.00	420.00
31/03/2020	BACS 11	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Manor Rise, Hillside & Christchurch footpath - Tree works	1,275.00	255.00	1,530.00
31/03/2020	BACS 12	Norgrove Studios Ltd	R&R FUND Guildhall/Donegal Hs	Inspection of Guildhall Victoria window	125.00	25.00	150.00
31/03/2020	BACS 13	Lottie Sweeney	ARTS/TOURISM Expenditure	Guildhall Cells - Food interpretation items	355.74	0.00	355.74
31/03/2020	BACS 14	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning - February (22.5 hrs)	292.50	58.50	351.00
31/03/2020	BACS 14	Taylor Maids UK Ltd	G/HALL Supplies/Services	Guildhall cleaning - February (56.25 hrs)	731.25	146.25	877.50
31/03/2020	BACS 15	Tonks Brothers Tree Services	PARKS Other Repair/Maint	Wightman Close - 50% contribution to tree work with resident	250.00	50.00	300.00
31/03/2020	BACS 15	Tonks Brothers Tree Services	PARKS Other Repair/Maint	Borrowcop Gazebo footpath - Fell diseased black poplar	2,250.00	450.00	2,700.00
31/03/2020	BACS 16	Banner Group Ltd	ADMIN Supplies & Services	Stationery and batteries	47.36	9.47	56.83
31/03/2020	BACS 16	Banner Group Ltd	ADMIN Supplies & Services	Stationery	48.04	9.61	57.65
31/03/2020	BACS 17	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Coloured paper	17.39	3.48	20.87
31/03/2020	BACS 17	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Hand towels	16.15	3.23	19.38
31/03/2020	BACS 17	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cleaning materials	37.70	7.54	45.24
31/03/2020	BACS 17	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cloakroom supplies	15.98	3.20	19.18
31/03/2020	BACS 18	Focus Security & Surveillance	G/HALL Repair/Maint	Replace CCTV cameras in Whytmore and car park	494.00	98.80	592.80
31/03/2020	BACS 18	Focus Security & Surveillance	G/HALL Repair/Maint	Annual maintenance of alarm, CCTV & fire system to 28/2/21	658.64	131.73	790.37
31/03/2020	BACS 19	M A Harris	BIRTHPLACE Stock for sale	Museum design cards for sale	30.00	0.00	30.00
31/03/2020	BACS 20	Lichfield District Council	ARTS/TOURISM Expenditure	Town Criers Competition advert in What's On, Spring/Summer	125.00	25.00	150.00
31/03/2020	BACS 20	Lichfield District Council	BIRTHPLACE Adverts/promotion	Museum advert in Visit Lichfield 20/21	550.00	110.00	660.00
31/03/2020	BACS 21	PPL PRS Ltd	BIRTHPLACE Supplies & Services	PPL and PRS music licences, year to 29/2/21	325.40	65.08	390.48
31/03/2020	BACS 22	PPL PRS Ltd	G/HALL Lettings	Music licence 6/12/19 - 5/3/20	431.23	86.25	517.48
31/03/2020	BACS 23	Vision ICT Ltd	ADMIN Supplies & Services	LCC website SSL certificate Apr'20 - Mar'21	50.00	10.00	60.00
31/03/2020	BACS 24	Steve Brown	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 1/3/20	14.67	0.00	14.67
31/03/2020	BACS 25	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 1/3/20	49.40	0.00	49.40
31/03/2020	BACS 26	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - March	7,679.05	0.00	7,679.05
31/03/2020	BACS 27	N R Grundy	MARKET Repair/Maint	Replace damaged blocks on Square (Contractor to pay)	800.00	0.00	800.00
31/03/2020	BACS 28	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Fortunes of Francis Barber'	48.75	0.00	48.75
31/03/2020	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 1/2/20-28/2/20 - current account	67.07	0.00	67.07
31/03/2020	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier, usage Oct-Dec, rental Jan-Mar	138.74	27.74	166.48
31/03/2020	DDebit	Wm M Briers & Son (Tamworth)	MARKET Supplies/Services	Skip hire - February	632.00	126.40	758.40

31/03/2020	DDebit	Wm M Briers & Son (Tamworth)	MARKET Supplies/Services	Skip hire - Credit for missed December collection	-79.00	-15.80	-94.80
31/03/2020	21572	M Baker	BIRTHPLACE 3rd Party Sales	Cancel chq 21572 of 18/12/18 - unrepresented at year end	-60.08	0.00	-60.08
31/03/2020	21637	Bella Dame Wholesale	MARKET Misc. Income	Cancel chq 21637 of 26/2/19 - unrepresented at year end	-140.00	0.00	-140.00
31/03/2020	21641	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Cancel chq 21641 of 26/2/19 - resolved by direct debit	-1,236.42	0.00	-1,236.42
31/03/2020	21689	M Baker	BIRTHPLACE 3rd Party Sales	Cancel chq 21689 of 19/3/19 - unrepresented at year end	-7.87	0.00	-7.87
31/03/2020	21756	Lichfield Round Table FC	GRANTS General	Cancel chq 21756 of 25/4/19 - unrepresented at year end	-250.00	0.00	-250.00
31/03/2020	21896	Joe Waterfield	BIRTHPLACE Stock for sale	Cancel chq 21896 of 16/7/19 - unrepresented at year end	-63.00	0.00	-63.00
31/03/2020	21947	North Staffs Fire Ltd	MARKET Supplies/Services	Cancel chq 21947 of 22/8/19 - unrepresented at year end	-50.00	-10.00	-60.00
					<u>97,094.54</u>	<u>11,759.20</u>	<u>108,853.74</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 March to 31 March 2020

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
09/03/2020	05383	The Boswell Society	BIRTHPLACE Collection Purchases	Volume of Boswell Society transactions for Museum collection	10.00	0.00	10.00
10/03/2020	05384	Cash	Various	Petty cash vouchers 7616 - 7626	246.35	26.96	273.31
31/03/2020	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 1/2/20-28/2/20 - imprest account	9.68	0.00	9.68
31/03/20	05260	Ivison	CIVIC Ride General	Cancel chq 05260 of 29/11/18 – unrepresented at year end	-60.00	0.00	-60.00
					<u>206.03</u>	<u>26.96</u>	<u>232.99</u>