



Lichfield City Council

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

Tel: (01543) 250011 Fax: (01543) 258441 e-mail: townclerk@lichfield.gov.uk

Town Clerk: Anthony D Briggs

20 July 2020

To: Members of Lichfield City Council

Public

Dear Councillor

You are hereby summoned to a virtual meeting of **Lichfield City Council** to be held via 'Zoom' on **Tuesday, 28 July 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

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

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **MAYOR'S ANNOUNCEMENTS**
3. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**
4. **COUNCIL MINUTES**
To confirm as a correct record the Minutes of the Council Meeting held on 15 June 2020 (Nos. 16-29) (**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 27 May 2020 to 18 June 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. MARKETS WORKING GROUP

To adopt the Minutes and consider the recommendations of the meeting of the Markets Working Group held on 17 July 2020 (**APPENDIX 1** – attached). Members' particular attention is drawn to the decisions taken under delegated authority and further recommendations relating to the extension of that delegated authority as contained at Minute no. 5.

RECOMMENDED: *That the Minutes and recommendations of the meeting of the Markets Working Group held on 17 July 2020 be adopted.*

9. LGA MODEL CODE OF CONDUCT - CONSULTATION

In June 2020, the Local Government Association (LGA) published an updated draft Code of Conduct for members and is seeking views of Councillors and officers alike via a consultation that runs until 17 August 2020.

The Model Member Code is designed to aid members in all tiers of local government model the behaviours and high standards that anyone would expect from a person holding public office. Equally, it articulates behaviour which falls below the standards that would be expected of council members. It is designed to help set a framework for public and councillor interaction, emphasising the importance of civility and that councillors should be protected from bullying, intimidation and abuse.

The LGA has reviewed the existing Model Member Code of Conduct and updated it to incorporate the recommendations from the Committee on Standards in Public Life's recommendations on Local Government Ethical Standards and the representation from its membership. Part of the Committee's recommendations were the introduction of sanctions for breaches of the code, alongside an appeals process. This aspect is out of scope of this consultation, as it requires legislative changes by Government, but the LGA has sought to reflect some of the possible changes by using square brackets where legal changes would be necessary. This consultation addresses key areas that the LGA would like a view on to help finalise the Code.

Consultation responses should be submitted using the online form; the questions within this form have been reproduced, together with draft answers (in red text) for Council consideration at **APPENDIX 2**. The Draft Code of Conduct is **ENCLOSED**.

Members may wish to complete the consultation individually as well as contributing to the response made in the name of the City Council; further information was circulated to all members on 17 June 2020.

RECOMMENDED: *That the Town Clerk submit the draft consultation response (Appendix 2) in the name of the City Council.*

10. OFFICERS' REPORT

To receive the Officers' Report, **APPENDIX 3** attached.

RECOMMENDED: *That the Report be noted.*

11. CALENDAR OF MEETINGS – FULL COUNCIL

At the request of the Leader of the Council, the Town Clerk has assessed whether the number of full Council meetings could be reduced without appreciable loss of efficiency or unacceptable delays to the usual business of the Council. If the prevailing view is that action be taken in this regard, the best option (based on 2020/21 dates) appears to be to

Combine Council meetings of *September and October* into one meeting to next take place on 22 September 2020. This change would provide additional time for the preparation of agenda reports, notably the three month financial summary. While not an issue for 2020, the usual date of the September meeting falls in close proximity to the usual date for the Sheriff's Ride, which is the most logistically demanding event organised by the Council; the extra time between the Ride and the Council meeting would be welcome. **There would be eight weeks between the July meeting of the Council and the rescheduled September meeting.**

The usual period between City Council meetings is currently approximately 6 weeks, though this does vary to some degree. By law, a Parish Council must hold an Annual Meeting and meet on at least three other occasions during the year; the City Council currently holds an Annual Meeting and meets on a further 8 occasions during the year.

The Direction of Council is sought as to:

Whether the Council believes the frequency of full council meetings should remain as now, or be reduced for 2020/21 and subsequent years through combining the September and October meetings in to one meeting to be held in the latter part of September (22 September for the 2020/21 meetings calendar); the Council to resolve accordingly.

12. PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in the attached schedule (**APPENDIX 4**) for the periods;

- 1 April 2020 to 30 April 2020 in the sum of £213,707.07 General Account, and £27.77 Imprest Account.
- 1 May 2020 to 31 May 2020 in the sum of £48,095.95 General Account, and £141.00 Imprest Account.

13. EXCLUSION OF THE PRESS AND PUBLIC

To Resolve: that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business next to be transacted, the public and press be excluded from the Meeting.

14. STAFFING COMMITTEE

To adopt the minutes of the meeting of the City Council's Staffing Committee held on 9 July 2020 (**APPENDIX 5**, attached for members). Members' particular attention is drawn to the recommendations to Council at Minute numbers three, four and five.

**PUBLIC PARTICIPATION SESSION
AT CITY COUNCIL MEETINGS**

Residents of Lichfield City have an opportunity to speak at each full City Council meeting. This brief Guide sets out the procedure to be followed.

1. *The public participation session will usually be held after the seventh item on the agenda – this will usually be about 5 to 10 minutes into the meeting*
2. *The public participation session will last for up to 15 minutes at which residents of the City can ask the Council a question (or make a statement)*
3. *You must give advance notice **not later than NOON** on the day of the meeting, with brief details of the statement / question to be asked – we need to know what your question is so that we can provide as full an answer as possible. Forms are available and we would ask you to call in person at the Council Offices at Donegal House, Bore Street so that your question/statement can be duly receipted.*
4. *Your statement/question must relate to a matter of special relevance to Lichfield City area, or within the responsibility of the City Council.*
5. *Matters relating to the conduct of any individual councillor or member of staff will not be allowed – in such circumstances you should write to the Council*
6. *At the Council meeting statements/questions will be taken in the order in which they have been received. You will be allowed **up to 5 minutes**, and you can raise more than one issue within the overall limit of 5 minutes allowed to you, but you must have given advance notice of each statement/question to be asked*
7. *After each speaker, the Leader of Council (or his/her representative) will respond, or give notice that he/she will provide a written response as soon as possible*

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

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held remotely via 'Zoom' on Monday 15 June 2020 at 6.30pm

PRESENT: Councillors Mrs D Baker (Mayor), J Anketell, H Ashton, C Ball, Mrs G Boyle, J Checkland, D Dundas, C Greateorex, Mrs J Greaves, I Jackson, P Jones, 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 Mrs J Eagland.

16 MAYOR'S ANNOUNCEMENTS

The Mayor reported on recent engagements including socially distanced visits to local care homes to support staff and residents. The Mayor also congratulated Councillor Mrs G Boyle on her 40 consecutive years as a Lichfield City Councillor, having been first elected in May 1980; Councillor Mrs Boyle was presented with a framed certificate to commemorate the occasion and members offered their congratulations on the milestone.

17 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

18 COUNCIL MINUTES

Cllr C Rapley highlighted a typographical error in Minute number 2 ('20201' written instead of '2021') and asked that this be amended.

RESOLVED: That the Minutes of the Council Meeting held on 11 May 2020 (Nos 1-15 as amended at Minute no.2), be confirmed and signed as a correct record.

19 MATTERS ARISING

None

20 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: 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.

21 NOTICE OF MOTION

It was proposed by Cllr D Robertson and seconded by Cllr C Ball that;

"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."

Cllr C Spruce proposed an amendment in order that the motion would state payment would be made within 30 days of *receipt of invoice*; this was seconded by Cllr A Lax. Councillor D Robertson responded that the pledge was not within the City Council's gift to change and such an amendment would prevent LCC from signing the pledge in its current form. It was agreed that Councillor Robertson would clarify this issue with the Lichfield and Tamworth Chamber of Commerce. Both Cllr Spruce and Councillor Lax confirmed they were happy to withdraw the proposed amendment on the condition that such

clarification was sought. On being put to the vote the motion was declared carried as presented and it was:

RESOLVED: 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.

22 AUDIT COMMITTEE

Councillor Warfield thanked the Internal Auditor for his thorough report. Councillor Spruce commented that the report showed that good financial controls were being operated by the Council and thanked the Officers for their excellent work.

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

- 1 The 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 2018/19 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.***

23 LICHFIELD PLACE BOARD – REQUEST FOR THE USE OF THE MARKET SQUARE

Members considered the Town Clerk's report and recommendations at Agenda Appendix 2. Several Councillors confirmed that while they had initially been in support of the proposal, the responses received from the consultation exercise had been clear that the majority of respondents were not in favour, though members were keen to emphasise that those who were in favour should also be recognised and an ongoing dialogue be in place to ensure the City Council's position remained reflective of the prevailing mood. Cllr Ray asked what reviews would be put in place to this effect; the Town Clerk responded that an open dialogue with local businesses was being encouraged, and the key was to be flexible to the ever changing social landscape as we exit lockdown. The delegated authority within the agenda recommendations would allow the Council to respond quickly to these changing demands.

The Market was seen as a draw to the City and its removal would possibly be of detriment, rather than assistance, to local businesses. Councillor D Robertson suggested that Traders may wish to have a seat on the Lichfield Place Board and that this should be pursued. Councillor C Spruce stated that he believed the proposal to be ill thought out and that the Place Board should have contacted the City Council informally in the first instance to discuss the proposal in further detail. Councillor J Checkland voiced concerns as to the policing of the Square if it was used for the requested purpose, especially during evenings. City Council officers were congratulated on their work in providing members with the necessary information in a very short timescale, allowing appropriate consideration of this complex matter.

RESOLVED:

- 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.*

24 CITY COUNCIL MARKETS – TRADER INCENTIVES

Members considered the Town Clerk's report and recommendations at Agenda Appendix 3. Councillor J Checkland stated that the meeting with Traders had proven very useful and that it was appropriate to support them as we exit lockdown.

RESOLVED:

- 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]*

25 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Councillor C Spruce stated that there would no longer be any St John's Lichfield representatives following the incorporation into a CIC and asked that this outside body be removed; the Town Clerk to confirm.

RESOLVED:

- a) ***That two representatives be appointed to serve on Dovehouse Fields Community Garden; Councillors Mrs J Greaves and J Smith.***
- b) ***Councillor Mrs J Greaves to replace Mr Terry Finn on Michael Lowe's and Associated Charities, and the best thanks of the Council be accorded to Mr Finn for his many years' service***
- c) ***Remaining appointments on outside bodies be confirmed as indicated in the agenda report [final appointments reproduced below to include the amendment as requested by Cllr C Spruce]***

Outside Body	No of Reps	Period of Office	Appt Ends	2020/2021
BID Steering Group/Board	1	1 Year	Jun-21	Cllr C Spruce
Boley Park Community Hall Management Committee	4	1 Year	Jun-21	Cllr M Warfield
			Jun-21	Cllr Mrs D Baker
			Jun-21	Cllr R Yardley
			Jun-21	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-21	Cllr Mrs J Greaves
Curborough Community Association	3	1 Year	Jun-21	Cllr D Robertson
			Jun-21	Cllr P Jones
			Jun-21	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	2	1 Year	Jun-21	Cllr Mrs J Greaves
				Cllr J Smith
Dr Milley's Hospital	1	4 Years	Mar-23	Cllr C Rapley
Erasmus Darwin Foundation	1	1 Year	Jun-21	Cllr Mrs G Boyle
Friends of Samuel Johnson Community Hosp.	1	1 Year	Jun-21	Cllr Mrs A Lax
Friends of Lichfield Historic Parks Group	1	1 Year	Jun-21	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

Outside Body	No of Reps	Period of Office	Appt Ends	2020/2021
Lichfield District Arts Executive Committee [non-voting observer]	1	1 Year	Jun-21	Cllr Mrs J Greaves
LDC – Parish Forum	2	1 Year	Jun-21	Cllr M Field
			Jun-21	Cllr Miss J Marks
Lichfield Camera Club	1	1 Year	Jun-21	Mayor in Office
South East Staffs C.A.B.	1	1 Year	Jun-21	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-21	Museums & Heritage Officer
			Jun-21	Cllr Miss J Marks
Lichfield Rail Alliance, West Coast Rail 250, and all other rail related matters	1	1 Year	Jun-21	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 24	Cllr Mrs J Greaves
			23 April 22	Mrs D Greatorex
			3 April 22	P Hitchman
			26 July 24	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-24	Cllr Mrs J Greaves
			Nov-24	Mrs D English
Speakers Corner Committee	1	1 Year	Jun-21	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
Support Staffordshire (formerly Lichfield and District CVS)	1	1 Year	Jun-21	Cllr Mrs D Baker
Twinning Association	3	1 Year	-	Mayor in Office
			Jun-21	Cllr H Ashton
			Jun-21	Cllr D Dundas

26 COMMUNITY GOVERNANCE REVIEW

Members considered the Town Clerk's update on the timescales for a Community Governance Review to be undertaken by Lichfield District Council. This followed recent communications confirming a delay in the Review until after the elections scheduled for May 2023. There was general disappointment at the delay but also a recognition of the considerable workload currently faced by the District Council, not least in light of the COVID-19 pandemic. It was generally agreed that members would like to see Garrick Road incorporated into Chadsmead, Burton Old Road incorporated into Stowe and Pentire Road incorporated into Boley Park. This would create coterminous boundaries with LDC wards and would reduce resident confusion caused by differing parish and district ward boundaries. Councillor D Robertson highlighted that there remained a great deal of variation across District wards in regard to the number of residents per elected member and believed that there was a wider point to be raised in regard to these variances.

RESOLVED: That the Town Clerk write to Lichfield District Council on behalf of the City Council to express disappointment at the revised timescale for the review, and to ask that it be prioritised if at all possible. The Town Clerk to request LDC advise whether the incorporation of Garrick Rd, Burton Old Road and Pentire Road to create coterminous boundaries could be undertaken as a relatively swift administrative exercise prior to the 2023 elections; if this was not possible, the Town Clerk to seek reasons for this from LDC and report back to the Council as appropriate.

27 OFFICERS' REPORT

The Mayor highlighted the work of the City Council's Open Spaces Officer, Nick Burton, especially in regard to the social distancing measures that had been put in place and the continuing inspection regime. Councillor C Greatorex commended officers for a 'business as usual' report under the extremely difficult circumstances caused by the lockdown. Councillor D Dundas stated that the replacement LED lanterns on the City Council's pathways and open spaces were an excellent upgrade.

RESOLVED: That the report be noted and officers be commended for a thorough and informative report under difficult circumstances.

28 PAYMENT OF REGULAR SERVICE PROVISION BY DIRECT DEBIT

Members considered the Town Clerk's report at Agenda Appendix 6.

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

29 PAYMENT OF ACCOUNTS

RESOLVED: That payment of accounts be approved and confirmed as listed in Agenda 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.

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.51 PM

MAYOR

For Council: 28 July 2020 APPENDIX 1

Lichfield City Council

**Minutes of the Meeting of the Markets Working Group (MWG) held via 'Zoom'
on Friday 17 July 2020 at 10:00am**

PRESENT: Councillors J Checkland (Chairman) P McDermott, D Robertson, J Smith, C Spruce and M Warfield.

IN ATTENDANCE: J Appleyard (LCC Markets Officer), L Clarke (Civic Officer), S Thomas (Deputy Town Clerk), A Briggs (Town Clerk)

APOLOGIES: None

1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

2. MINUTES OF PREVIOUS MEETING

RESOLVED: *The Minutes of the MWG meeting held on 17 December 2019 be confirmed as a correct record [Minutes adopted by Council on 27 January 2020]*

3. MATTERS ARISING FROM MINUTES

None

4. PRODUCER'S MARKET REVIEW

The Working Group noted that due to the COVID-19 pandemic, the Producer's Market had only taken place on one occasion prior to the scheduled review date of June 2020. It had been suggested that a review take place after the November Market, but Cllr D Robertson suggested a review following the December Market would be more appropriate and this was agreed by the Working Group.

RESOLVED: *The Markets Working Group to review the partnership with CJ Events following the December 2020 Producer's Market and to make recommendations to Council regarding future arrangements as soon as possible thereafter.*

5. REVIEW OF MARKET RENT INCENTIVES

The Working Group reviewed the incentives as resolved at Council at its meeting on 11 June (Minute 24). Particular attention was paid to the 50% reduction in prevailing pitch hire rates -based on the Tuesday market model as currently adopted - having regard to the benefits of the incentive to Traders, the impact of the incentive on the public purse and the relative strength of each market.

Members also considered the notice period required for Traders to advise the Council of their non-attendance in order to avoid incurring arrears as resolved at Council; the 24 hour period as resolved made it difficult for the Markets Officer to arrange casual cover for the vacant stall, causing a potential loss of income to the Council and to casual traders who may have been able to stand if they had received more notice of pitch availability. It was agreed that this timescale should be amended.

It was agreed that an evidence base to evaluate the proposed changes would be useful, and also that measures should be incorporated to allow the MWG to vary the terms of its resolution if a detrimental effect on the market/s was observed.

The Town Clerk confirmed an item on the July Council agenda could lead to the amalgamation of the September and October meetings of the City Council. If this were to proceed, the delegated authority of the MWG would expire prior to the matter being discussed again at full council as had originally

been planned. The MWG concluded that a request to extend the delegated authority as granted by council would therefore be appropriate. Moreover, the advantage of continued delegated authority, which would allow the council to respond to changing circumstances more quickly, was agreed by all members.

RESOLVED (under delegated authority):

a) The current 50% reduction in pitch fees as applied to the Saturday market cease and be replaced with a reduction of 25% to take effect from (and including) the market on Saturday 15 August until (and including) the Market of Saturday 12 September. This change to be reviewed by the MWG and, if deemed necessary by the MWG, varied as soon as practicable if a detrimental impact on the Saturday market is noted.

b) The current 50% reduction in pitch fees to remain in place for the Tuesday and Friday markets for the current period of delegated authority

c) With reference to the recommendation at Minute 24(d) of the Council meeting of 11 June 2020, the wording be amended with immediate effect to:

'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 does not attend on their usual or allocated trading day(s) and has not provided at least 72 hours' notice to the City Council (unless they are self-isolating or shielding). Any Trader who is self-isolating must advise the City Council at the earliest opportunity and will not be allowed to return to the Market for a period of time in line with prevailing Government guidelines for self-isolation (currently 14 days).'

RECOMMENDATION TO COUNCIL

That the delegated authority of the MWG as resolved at Council on 11 June 2020 be extended to allow decisions as to prevailing pitch fees etc to be made outside of the potentially restrictive timescales for full council meetings. Delegated authority to be in place until 31 March 2021 or upon resolution of the Council, whichever is the sooner. In the event that this recommendation is adopted, the resolutions above to be extended to 12 October 2020 [that date being nine days after the next scheduled meeting of the MWG and would allow time for communication with Traders as to any changes in incentives agreed at that meeting]

6. DATE AND TIME OF NEXT MEETING

10.00am on Friday 2 October 2020.

7. ANY OTHER BUSINESS

The Chairman highlighted a recent email from a Trader stating that some Traders are leaving the Square early. The Markets Officer confirmed that he undertakes spot checks on this longstanding matter and has not observed such behaviour recently.

Cllr C Spruce stated he had been very impressed with the Producer's Market and requested further information as to the advertising that is undertaken by LCC following his discussions with CJ Events representatives. The Deputy Town Clerk confirmed that considerable social media advertising is undertaken and that the City Council had also advertised the market in the July and August issues of the Lichfield Advertiser and its sister publications that are distributed in surrounding towns and villages. The Markets Officer confirmed that the Farmers' Market poster on the Square had also been removed.

THERE BEING NO FURTHER BUSINESS

THE CHAIRMAN DECLARED THE MEETING CLOSED AT 10.42am

For Council: 28 July 2020 APPENDIX 2

LGA MODEL CODE OF CONDUCT – DRAFT LCC RESPONSE

Q1. To what extent do you support the proposal that councillors demonstrate the behaviours set out in the Code when they are publicly acting as, identifying as, and/or giving the impression that they are acting as a councillor, including when representing their council on official business and when using social media? If you would like to elaborate on your answer please do so

To a great extent

To a moderate extent

To a small extent

Not at all

Don't know/prefer not to say

Q2. Is it sufficiently clear which parts of the Model Code are legal requirements, which are obligations, and which are guidance?

Yes

No

Don't know

Q3. Do you prefer the use of the personal tense, as used in the Code, or would you prefer the passive tense?

Personal tense ("I will")

Passive tense ("Councillors should")

It is less ambiguous to say 'I will' rather than 'should'. Using 'should' does not appear to give the same level of commitment and may not be understood as being a requirement, it may be seen as an aspiration.

Specific obligations The Code lists 12 specific obligations – these set out a minimum standard councillors are asked to adhere to. Each obligation or group of obligations is put into a wider context to explain why that particular obligation is important.

Q4. To what extent do you support the 12 specific obligations?

	To a Great Extent	To a Moderate Extent	To a Small Extent	Not at all	Don't know/Prefer Not to Say
1. Treating other Cllrs and members of the public with civility	X				
2. Treating council employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play	X				
3. Not bullying or harassing any person	X				
4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council	X				
5. Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature,	X				

unless I have received the consent of a person authorised to give it or I am required by law to do so					
6. Not preventing anyone getting information they are entitled to by law	X				
7. Not bringing my role or council into disrepute	X				
8. Not using or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else	X				
9. Not misusing council resources	X				
10. Registering and declaring my interests	X				
11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage	X				
12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt	X				

Q5. If you would like to propose additional or alternative obligations, or would like to provide more comment on a specific obligation, please do so here:

None

Q6. Would you prefer to see the obligations as a long list followed by the guidance, or as it is set out in the current draft, with the guidance after each obligation?

As a list

Each specific obligation followed by its relevant guidance

No preference

Q7. To what extent to you think the concept of 'acting with civility' is sufficiently clear?

To a great extent

To a moderate extent

To a small extent

Not at all

Don't know/prefer not to say

Q7a. If you would like to suggest an alternative phrase that captures the same meaning, or would like to provide a comment on this concept, please do so here:

N/A

Q8. To what extent do you think the concept of 'bringing the council into disrepute' is sufficiently clear?

To a great extent

To a moderate extent

To a small extent

Not at all

Don't know/prefer not to say

Q8a. If you would like to suggest an alternative phrase that captures the same meaning, or would like to provide a comment on this concept, please do so here:

N/A

Q9. To what extent do you support the definition of bullying and harassment used in the code in a local government context?

To a great extent

To a moderate extent

To a small extent

Not at all

Don't know/prefer not to say

Q9a. If there are other definitions you would like to recommend, please provide them here.

N/A

Q10. Is there sufficient reference to the use of social media?

Yes

No

Don't know/prefer not to say

Q10a. Should social media be covered in a separate code or integrated into the overall code of conduct?

Separate code

Integrated into the code

Don't know/prefer not to say

Q10b. If you would like to make any comments or suggestions in relation to how the use of social media is covered in the code please do so here:

Social media is becoming more and more integrated into our daily lives, it would therefore seem to make sense that behavioural expectations when using social media should be integrated into the code in order to reflect that process.

Registration and Declarations of Interests

The law at present requires, as a minimum, registration and declaration of 'Disclosable Pecuniary Interests' – that is matters which directly relate to the Councillor and their partner if applicable.

The LGA is proposing that all councillors are required to declare interests where these matters also relate to or affect other family members or associates. The LGA has broadened the requirement to declare interests beyond this current statutory minimum in line with a recommendation from the Committee on Standards in public Life. These specific provisions are set out in Appendix B of the Code

Q11. To what extent do you support the code going beyond the current requirement to declare interests of the councillor and their partner?

To a great extent

To a moderate extent

To a small extent

Not at all

Don't know/prefer not to say

Q11a. If you would like to elaborate on your answer please do so here:

The need to declare assumes a certain level of knowledge regarding friends/family/associates that Councillors may not have; not being aware of the interest therefore needs to be an appropriate defence, but this may be difficult to prove or even demonstrate to an appropriate extent. The potential negative consequences for a Councillor who has acted correctly to the best of their knowledge are clear. The detail of the Code will require careful drafting and defining, for example what is a 'close associate' according to the Code?

Q12. Should the requirement to declare interests be in the main body of the code or in the appendix where the draft model code currently references it?

In the main body of the code

In the appendix

Other (please specify below)

Don't know/prefer not to say

It is also suggested that more outside interests should be registered than is the current statutory minimum. These are set out in **Table 2 of the Appendix** and are designed to demonstrate to the community transparency about other bodies with which the councillor is engaged.

Q12a If you would like to make any comments or suggestions in relation to how the requirement to declare interests is covered in the code please do so here

N/A

Q13. To what extent do you support the inclusion of these additional categories for registration?

	To a Great Extent	To a Moderate Extent	To a Small Extent	Not at All	Don't Know/Prefer Not to Say
Any organisation, association, society or party of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council	x				
Any organisation, association, society or party that exercises functions of a public nature of which you are a member or in a position of general control or management	x				
Any organisation, association, society or party directed to charitable purposes		x			
Any organisation, association, society or party of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)	x				

Q13a. If you would like to propose additional or alternative categories for registration, please provide them here:

N/A

Q14. To what extent do you support the proposed requirement that councillors do not accept significant gifts as set out in Obligation 11?

To a great extent

To a moderate extent

To a small extent

Not at all

Don't know/prefer not to say

Q14a. If you would like to elaborate on your answer please do so here:

The receipt of significant gifts can suggest foul play where none exists, and indeed where it does. As Councillors should not be in office for personal gain and should be mindful of public perception, it is hard to justify why such gifts *should be* accepted, rather than why they should not.

Q15. The draft code proposes £25 as the threshold for registering gifts and hospitality. Is this an appropriate threshold?

Yes

Yes, but the amount should be reviewed annually with the code's review.

No, it should be lower (please specify amount) _____

No, it should be higher (please specify amount) _____

Don't know/prefer not to say

Q16. The LGA will be producing accompanying guidance to the code. Which of the following types of guidance would you find most useful? Please rank 1-5, with 1 being the most useful.

- 5 Regularly updated examples of case law
- 3 Explanatory guidance on the code
- 4 Case studies and examples of good practice
- 2 Supplementary guidance that focuses on specific areas, e.g., social media
- 1 Improvement support materials, such as training and e-learning packages

Q17. If you would like to make any further comments about the code please do so here:

Care should be taken over the wording "Councillors...giving the impression that they are acting in their role as councillor". A Councillor may still make comments in a private capacity and this should perhaps be acknowledged to a greater extent in the wording of the Code, though it is accepted that the onus is on the Councillor to take appropriate care at all times when discussing matters in either a private or official capacity.

RECOMMENDED: That the Town Clerk submit the draft consultation response (Appendix 2) in the name of the City Council.

OFFICERS' INFORMATION REPORT

1. Civic Matters: Lucy Clarke, Civic Officer

The Civic Officer arranged for the civic silver to be re-valued for insurance purposes following a recommendation within the 2019/20 Internal Audit report; Richard Winterton Auctioneers conducted the valuations on 8 July in the Guild Room. The silver has not been valued for nearly 20 years, the most recent valuation being undertaken by Salloways Jewellers back in 2001. The Museums and Heritage Officer assisted the Civic Officer with unpacking, photographing, cataloguing and repacking each item.

The re-gilding of the historic names on the Mayoral Board has now been completed, with over 4600 letters being carefully re-gilded off-site during lockdown. Many of the names on the board had faded badly due to the use of poor quality gold leaf substitute on various occasions in both the 1800's and 1900's; the re-gilding process restores all names to their former glory and the process will not need to be repeated. The re-installation of the Mayoral Board took place on 10 July 2020, with a team of four specialist technicians on site to install a bespoke backing frame to the wall to enable this historic item to be suitably reattached; the previous baton arrangement being removed for safety reasons following inspection.

The current Mayoral Board has also been updated, with the names of the 2020/21 Mayor, Cllr Deborah Baker and Sheriff, Dr Daryl Brown added.

The Civic Officer is currently preparing for the Samuel Johnson Birthday Celebrations and Remembrance Sunday. Both events are likely to be very different this year due to the uncertainty with COVID-19, social distancing requirements and government guidance regarding large scale public events.

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

Following the inclusion of Museums in the late June announcements from Government, the Birthplace Museum scheduled reopening is Tuesday 14 July, shortly after the deadline for compiling this report.

Measures introduced to protect the public and the Museum team include: entry by free advance booking only to control visitor numbers and to assist the UK Track and Trace scheme, social distancing markers, route markings and signage, use of one-way entrance and exit doors, contactless payment as standard and a protective screen at the cash register, limiting access to the Bookshop for Museum visitors only, hand sanitiser throughout the building and regular cleaning.



Interactive activities and handling items have been removed to avoid contact between visitors, but family activities and international guides have been added to the Museum's website for visitors to download. Large print versions of wall panels are available to pick up and take away from the Museum. All of these measures are also supported by numerous procedural changes, and the Birthplace is certified under the Visit England 'Good to Go' Scheme.

In addition to preparing for reopening, the Birthplace maintained its online profile with a digital audience of 4,807 in May and early June, representing anyone directly engaging with a social media post, reading the e-newsletter or visiting the Museum's blog or website. The total 'reach' on Facebook and Twitter (anybody who saw a Birthplace post on their newsfeed) was 62,835.



Museum Administration Assistant Penny Taylor has led on reaching virtual audiences, and has also supported re-opening by creating the Museum's booking system, writing material for the website, downloadable content for visitors and making changes to internal administration procedures to be as paperless as possible. Penny has also attended Museums Association Webinars and has also been completing a full shop stocktake before re-opening.

The Museum Attendant team continued to support collection documentation projects and future events from home before re-opening, and casual Attendant Sue Bray has been invited to deliver a talk using 'zoom' to residents of the Three Spires Care home.

Alongside reopening the Museum, other recent MHO work has included: continuing the Development Project with liaison with architects and conservation officers; preparing documentation to assist with the revaluation of the Civic silver and progressing the restoration of the City Centre plaques. The pilot plaque, Stowe Gate from Lombard Street, has now been removed and is with conservators in Derbyshire.

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

Following the development of the Inspection Program App in December, the data from the open space inspections have been entered into the new system. Each City Council open space, footpath and bus stop now has at least one photograph attached to the site. This is important to (for example) compare the rate of deterioration of a footpath surface or for monitoring ash die-back over time. Having this information in one place is efficient and allows others to know what is current at a site in the absence of the officer. Phase two in this project was started in June with additional functionality added to the app. It will again be a few months before this final stage is complete, but it is already a useful tool in scheduling and keeping up to date with inspections.

The Open Spaces and footpaths have been well used during the COVID crisis but cocktails being served on Poolside walk on Saturday 4 July, to well behaved and socially distanced users of the area, was a clear visual indication that restrictions are being lifted. Further evidence of a release from the lockdown was the removal of the closure notices from play areas, replacing the signs with a list of guidelines to reduce the risk of contracting the virus.

Eight hanging baskets were commissioned for the Guildhall, Donegal House and Dr. Johnsons which now add an element of cheer to the City Centre.



There were some unexpected visitors at Netherstowe on 3 July when 15 caravans arrived on City Council land alongside Curborough Brook. Officers were informed that arrival at such a time can be common practice as it is thought most landowners will not take action until after the weekend. However, in this instance by 7.00pm on the same evening the Open Spaces Officer and Cllr. Robertson were in attendance to witness the Police read the Code of Conduct notice to the leader of the group. By Saturday, notices of land ownership and warning of action to be taken had been distributed and displayed on the lamp posts, and black plastic bags given to caravan owners so household rubbish could be collected.

Tension between the local residents and the travellers intensified over the weekend, and on Sunday the Police, equipped with the relevant paperwork from LDC, were able to move the caravans on. The Street Scene department at LDC were then quick to clean the site on Monday. There was evidence of anti-social behaviour such as bark being mindlessly stripped from trees, the example in the photograph to the right being certain to die as a result.

The City Council is now urgently reviewing the access to this Open Space to reduce the risk of a reoccurrence.



4. Markets: Jordan Appleyard, Markets Officer



The Officers at Lichfield City Council have worked tirelessly to ensure Lichfield outdoor General Market was able to fully re-open COVID safely on Tuesday 2 June. The market layout was changed to allow the 2m social distancing requirements along with a one-way barrier system that has been created in the middle of the square.

Most permanent licenced traders are now back operating on all three market days. The Saturday market traders have been most affected due to the amount of permanent licenced traders exceeding actual space available on the Market Square; the only solution available to keep things as fair as possible was to introduce a rota system, this is currently in place to all 'non-essential' traders. All traders are adhering to the new market rules and reduced space available to them. There has been a noticeable increase in footfall over the past few weeks, especially since the re-opening of shops on Monday 15 June. With the reduction in social distancing guidelines to 1 metre plus, a revised market layout has allowed space for two extra stalls.



Hand sanitisers are provided on market days and conveniently located at each end of the Market Square alongside the one-way barrier system currently in place to control pedestrian traffic and maintain social distancing requirements. Traders are currently using their own market stalls, and this is reflected in the reduced stall fees being charged, based on the Tuesday rent model.

Traders are currently charged 50% of the prevailing pitch fees as agreed by Council resolution on 15 June and this will remain in place until 11 August. The Minutes of the meeting of the Markets Working Group, who are due to discuss the next steps in regard to this incentive from 11 August, will form a separate agenda item to the July meeting of the Council. The service charge has increased from £3 per stall to £5 per pitch and is not subject to the 50% stall fee reduction.

All traders now pay their stall fees by debit/credit card as cash payments are no longer accepted. Most traders use the contactless feature on their debit/credit cards avoiding any unnecessary contact with the handheld debit/credit card machine. There has been a noticeable increase in market traders also now offering debit/credit card payment facilities to their customers.



Lichfield General Markets along with the Sunday Producers Market (held Monthly) were both promoted this month in The Lichfield Advertiser, The Village Advertiser and The Darwin Advertiser. Areas covered include; Boley Park, Streethay, Borrowcop, Stowe, Whittington, Handsacre, The Longdons, The Ridwares, Kings Bromley, Yoxall, Fradley, Alrewas, Darwin Park, Leomansley, Friary, City, Chadsmead, Curborough and Shenstone.

Both markets have also been promoted on social media via City Councils Facebook and Twitter feeds.

The second Producers Market was held on Sunday 5 July. C J Events were pleased to be back on the Market Square for only their second time as COVID-19 has prevented them from returning until now. 21 traders attended selling a variety of local produce, arts and crafts. Social distancing measures were in place and CJ Events confirmed that the public response had been very positive. They are very much looking forward to growing this market each month.



As part of the annual maintenance of the kitchen block and toilet area on the Market Square, arrangements were made to have the building professionally deep cleaned at the end of June. The doors and frames along with the outside flooring area has also been cleaned and refreshed.

The Spiritualist Public house recently hired Minster Pool Walk on Saturday 4 July 2020 to install a 'pop up' bar. The trader was given guidance to set up on the grass area away from the footpath to allow enough space for social distancing requirements. Customers were able to sit on the grass area and enjoy a drink in the late evening sunshine.

Minster Pool Walk has also been offered as a possible trading area alternative for those traders affected by the Saturday rota system, unfortunately this was not positively received but still stands as an alternative should the traders wish to utilise it.

5. Twinning: Gabriele Lasch-Burden, Twinning Officer



The Twinning Officer is in regular contact with the councils of Limburg and Ste. Foy, receiving regular updates on the impact of the current pandemic.

Lichfield residents have been contacted regarding the cancelled trip to Limburg in September and the Twinning Officer has been assisting in the cancellation of flights and possible refunds.

The Mayor of Lichfield, Cllr Mrs Deborah Baker has sent a letter of congratulation to the Mayor of Ste. Foy for her comprehensive re-election win and the Mayor of Limburg has sent personalised face masks to Lichfield as a sign of friendship and solidarity at this difficult time.

Discussions have begun with Limburg City Council regarding the 'Pity of War' monument

project by Lichfield artist Peter Walker. The statue portrays a young child, eyes bound, and mouth silenced, and stands in recognition of unspoken stories and unseen memories of innocent civilian victims of war, who are not individually remembered on military based memorials. Following a touring exhibition of the statue, including the National Memorial Arboretum in Alrewas, there are now permanent copies at the British Embassy in Dubai, Paris and various national Cathedrals. It is hoped that a copy of the statue could be placed in a display stand outside the council's offices in Limburg's city centre, a decision by the Limburg council is expected after their summer recess.

6. Guildhall: Helen Winter, Guildhall Bookings Officer

The easing of lockdown restrictions has enabled Phase II of the Guildhall renovation works to begin ahead of schedule. The radiators have been removed for refurbishment and the French Polisher close to completing work on the wooden panels which were not previously treated. The new oak flooring is due to be delivered shortly after the deadline for this report. General maintenance work around the building is being carried out by the Premises Assistants including refurbishing the banqueting chairs used in the main hall.

All the regular hirers have been contacted regarding the reopening of the building and asked to provide revised room layouts which will be checked by the Guildhall Bookings Officer before the bookings resume. The terms & conditions on the Guildhall booking form have also been revised and reissued to reflect the new safety measures put in place to make the building COVID safe. Health and Safety posters have been displayed and hand sanitiser stations purchased for use around the building.

The building will open briefly on 2 August to facilitate a small Wedding ceremony in the Guildroom. Government guidelines and guidance from Staffordshire Registrars will be strictly adhered to.

Boley Hall still remains closed. During this time, a number of repairs have been carried out including repairing the back door and replacing a broken window. Following completion of the architect's quinquennial inspection of the Hall a few weeks ago, an asbestos survey has been carried out and a schedule of minor repairs has been prepared; discussions are underway with local tradesmen to address these relatively minor issues before they deteriorate into larger scale problems. In preparation for reopening, a deep clean has been carried out and social distancing tape will be placed outside the front and rear exits. Additional hand sanitiser units have been installed and COVID-19 compliant posters displayed around the hall.

7. Deputy Town Clerk: Sarah Thomas

The Deputy Town Clerk has been working with officers to facilitate the reopening of the general markets. As detailed in the Markets Officer's report, retractable barriers were put in place on the square, promoting a one-way system around the market. Meticulous attention was paid to social distancing in the planning of all three markets and the Deputy was on duty for all markets along with other officers to resolve any issues that traders or members of the public might have. As a result, the markets are running effectively and attracting a good footfall.

Following further updates to the Government's guidelines the Deputy has revised the City Council's risk assessments to reflect the measures put in place to make each building COVID safe, protecting both staff and the public. Donegal House reception is now open daily from 10.00am – 2.00pm and all contractors are required to make an appointment in advance to carry out maintenance work.

In addition, the City Council has obtained the 'We're Good to Go' accreditation for both Donegal House and the Guildhall. The 'We're Good To Go' industry standard has been developed by Visit England to support businesses towards reopening and welcoming customers back to their venues. The industry standard and consumer mark is designed to provide a 'ring of confidence' for businesses as well as reassurance to local residents and visitors that clear processes are in place and that as a business, we are *good to go*. The Deputy continues to monitor the ever-changing guidelines issued by the Government to ensure the Council remains compliant.



The Deputy will be providing secretariat support at the Markets Working Group and July Council.

For Council: 28 July 2020 APPENDIX 4

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 April to 30 April 2020

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/04/2020	22316	Lichfield Arts	GRANTS General	General grant (per Council min 116 of 2/3/20)	600.00	0.00	600.00
01/04/2020	22317	South East Staffs CAB	GRANTS General	General grant (per Council min 116 of 2/3/20)	4,500.00	0.00	4,500.00
01/04/2020	22318	Lichfield Greenhill Bower	GRANTS General	General grant (per Council min 116 of 2/3/20)	3,000.00	0.00	3,000.00
01/04/2020	22319	The Erasmus Darwin Foundation	GRANTS General	General grant (per Council min 116 of 2/3/20)	2,000.00	0.00	2,000.00
01/04/2020	22320	Lichfield Festival Ltd	GRANTS General	General grant (per Council min 116 of 2/3/20)	2,000.00	0.00	2,000.00
01/04/2020	22321	LDC - Proms in the Park	GRANTS General	General grant (per Council min 116 of 2/3/20)	1,500.00	0.00	1,500.00
01/04/2020	22322	Voluntary Transport for Disabled	GRANTS General	General grant (per Council min 116 of 2/3/20)	1,000.00	0.00	1,000.00
01/04/2020	22323	Support Staffordshire	GRANTS General	General grant (per Council min 116 of 2/3/20)	900.00	0.00	900.00
01/04/2020	22324	Lich Branch-Royal British Legion	GRANTS General	General grant (per Council min 116 of 2/3/20)	520.00	0.00	520.00
01/04/2020	22325	City of Lichfield Concert Band	GRANTS General	General grant (per Council min 116 of 2/3/20)	500.00	0.00	500.00
01/04/2020	22326	MHA-Lich & District Live At Home Scheme	GRANTS General	General grant (per Council min 116 of 2/3/20)	500.00	0.00	500.00
01/04/2020	22327	City of Lichfield Friends	GRANTS General	General grant (per Council min 116 of 2/3/20)	500.00	0.00	500.00
01/04/2020	22328	Open Door of Hope	GRANTS General	General grant (per Council min 116 of 2/3/20)	250.00	0.00	250.00
01/04/2020	22329	Dovehouse Community Gardens	GRANTS General	General grant (per Council min 116 of 2/3/20)	300.00	0.00	300.00
01/04/2020	22330	Friends 2 Friends	GRANTS General	General grant (per Council min 116 of 2/3/20)	400.00	0.00	400.00
01/04/2020	22331	Lichfield Festival of Music	GRANTS General	General grant (per Council min 116 of 2/3/20)	100.00	0.00	100.00
01/04/2020	22332	Cancelled					
01/04/2020	22333	Lichfield Waterworks Trust	GRANTS General	General grant (per Council min 116 of 2/3/20)	1,500.00	0.00	1,500.00
01/04/2020	22334	Guild of St Mary's Centre, Lichfield	GRANTS General	General grant (per Council min 116 of 2/3/20)	920.00	0.00	920.00
01/04/2020	22335	Curborough (Lichfield) Community Assocn	GRANTS General	General grant (per Council min 116 of 2/3/20)	1,500.00	0.00	1,500.00
01/04/2020	22336	Gartmore Riding School Riding for the Disabled	GRANTS General	General grant (per Council min 116 of 2/3/20)	1,000.00	0.00	1,000.00
01/04/2020	22337	Kendall & Wall Charitable Trust	GRANTS General	General grant (per Council min 116 of 2/3/20)	250.00	0.00	250.00
01/04/2020	22338	Monks Walk Group	GRANTS General	General grant (per Council min 116 of 2/3/20)	500.00	0.00	500.00
01/04/2020	22339	Lichfield Christian Schools Work Trust	GRANTS General	General grant (per Council min 116 of 2/3/20)	490.00	0.00	490.00
01/04/2020	22340	Lichfield Winter League	GRANTS General	General grant (per Council min 116 of 2/3/20)	300.00	0.00	300.00
01/04/2020	22341	Fusion Credit Union (ref 796 Lichfield Re-cycle)	GRANTS General	General grant (per Council min 116 of 2/3/20)	300.00	0.00	300.00
01/04/2020	22342	Lichfield Bowling Club	GRANTS General	General grant (per Council min 116 of 2/3/20)	375.00	0.00	375.00
01/04/2020	22343	Lichfield Rail Promotion Group	GRANTS General	General grant (per Council min 116 of 2/3/20)	75.00	0.00	75.00
01/04/2020	22344	Lichfield Greenhill Bower	ARTS/TOURISM Expenditure	Grant 20/21 (letter to A Lock - Match funding for prizes)	225.00	0.00	225.00
01/04/2020	22345	Lichfield & District Allotment Soc	PARKS Other Repair/Maint	Sponsorship of Allotments Show 20/21 (Min 127,15/1/96)	150.00	0.00	150.00
01/04/2020	22346	St Michael's PCC	GRANTS Open Churchyards	Churchyard grant 20/21 (per LCC budget 27/1/20, min 106)	2,380.00	0.00	2,380.00
01/04/2020	22347	St Chad's P C C	GRANTS Open Churchyards	Churchyard grant 20/21 (per LCC budget 27/1/20, min 106)	2,380.00	0.00	2,380.00
01/04/2020	22348	Christchurch P C C	GRANTS Open Churchyards	Churchyard grant 20/21 (per LCC budget 27/1/20, min 106)	2,380.00	0.00	2,380.00
01/04/2020	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 20/21 - 1st instalment	924.50	0.00	924.50
01/04/2020	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 20/21 - 1st instalment	538.20	0.00	538.20
01/04/2020	DDebit	Lichfield District Council	MARKET Rates/Water	Market Square rates 20/21 - 1st instalment	1,996.00	0.00	1,996.00
03/04/2020	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - March	5.88	0.00	5.88
03/04/2020	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - April	6.00	1.20	7.20
07/04/2020	DDebit	British Gas	BIRTHPLACE Energy	Gas 19/2 - 19/3	275.12	55.02	330.14
09/04/2020	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - February	190.22	38.04	228.26
09/04/2020	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - February	49.29	2.46	51.75
09/04/2020	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - February	61.41	3.07	64.48
09/04/2020	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - February	46.12	2.31	48.43
09/04/2020	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - February	86.80	4.34	91.14
09/04/2020	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - February	7.44	0.37	7.81

09/04/2020	DDebit	Npower Ltd	PARKS Energy	Friary electricity - February	24.90	1.25	26.15
10/04/2020	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/internet - usage Jan-Mar, rental Mar-May	85.90	17.18	103.08
10/04/2020	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/internet - usage Jan-Mar, rental Mar-May	373.29	74.66	447.95
10/04/2020	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/internet - usage Jan-Mar, rental Mar-May	361.46	72.29	433.75
14/04/2020	DDebit	Npower Ltd	G/HALL Energy	Electricity - February	547.89	109.58	657.47
15/04/2020	DDebit	Nat West	ADMIN Supplies & Services	Monthly Bankline (online banking) fee - April	32.15	0.00	32.15
15/04/2020	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries, April - LCC staff	22,480.51	0.00	22,480.51
15/04/2020	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries, April - Night Shelter staff	1,463.00	0.00	1,463.00
16/04/2020	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	IT support (antivirus,backups,Office365 etc) - March	511.76	102.35	614.11
16/04/2020	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - March	45.00	9.00	54.00
16/04/2020	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors emails - March	130.50	26.10	156.60
16/04/2020	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - March	45.00	9.00	54.00
17/04/2020	BACS 29	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - February	2,881.80	576.36	3,458.16
17/04/2020	BACS 29	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - February	308.50	0.00	308.50
17/04/2020	BACS 29	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - March	1,964.30	392.86	2,357.16
17/04/2020	BACS 29	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - March	308.50	0.00	308.50
17/04/2020	BACS 30	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions, March - LCC staff	6,011.68	0.00	6,011.68
17/04/2020	BACS 30	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions, March - Night Shelter staff	248.46	0.00	248.46
17/04/2020	BACS 31	Justice Fire and Security	R&R FUND Guildhall/Donegal Hs	Callout to fire alarm issue during Guildhall renovation work	142.50	28.50	171.00
17/04/2020	BACS 32	Messenger Construction Ltd	R&R FUND Guildhall/Donegal Hs	Guildhall renovations - 2nd instalment	45,356.80	9,071.36	54,428.16
17/04/2020	DDebit	EE Ltd	MARKET Supplies/Services	Monthly market mobile bill - April	13.24	2.65	15.89
20/04/2020	BACS 33	Adcocks Solicitors Ltd	ADMIN Professional Fees	Legal fees re new lease for Canal Trust & Open Space 26c	950.00	190.00	1,140.00
20/04/2020	BACS 34	Darwin Electrical Services	ADMIN Supplies & Services	Replace light in DH basement ladies toilet	94.74	18.95	113.69
20/04/2020	BACS 34	Darwin Electrical Services	G/HALL Repair/Maint	Electrical work for new heating controls	1,368.25	273.65	1,641.90
20/04/2020	BACS 35	Eastern Shires Purchasing Org	BIRTHPLACE Supplies & Services	Letter trays	3.98	0.80	4.78
20/04/2020	BACS 35	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Batteries and cloakroom supplies	45.18	9.04	54.22
20/04/2020	BACS 35	Eastern Shires Purchasing Org	HALLS Boley Hall	Padlock	6.50	1.30	7.80
20/04/2020	BACS 36	MT Services Computer Systems	ADMIN Supplies & Services	New laptop & set up for Accounts Officer to work remotely	1,374.95	274.99	1,649.94
20/04/2020	BACS 37	Steve Brown	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 3 weeks to 22/3/20	30.33	0.00	30.33
20/04/2020	BACS 38	C R Craven	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 4 weeks to 1/3/20	8.67	0.00	8.67
20/04/2020	BACS 38	C R Craven	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 4 weeks to 2/2/20	4.00	0.00	4.00
20/04/2020	BACS 39	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds, 3 weeks to 22/3/20	3.00	0.00	3.00
20/04/2020	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - March	45.24	9.05	54.29
20/04/2020	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - March usage/ April rental	119.62	23.93	143.55
22/04/2020	BACS 40	Acme Tree Services Ltd	PARKS Other Repair/Maint	St Michael's - Extensive work to ash & limes on south side	6,875.00	1,375.00	8,250.00
22/04/2020	BACS 41	Alan & Thomas Insurance Group	ADMIN Insurance	Museum insurance 1/5/20 - 30/4/21	6,445.12	0.00	6,445.12
22/04/2020	BACS 42	Flintshire County Council	ADMIN Subscript/Training	West Coast Rail 250 subscription 20/21	30.00	0.00	30.00
22/04/2020	BACS 43	Focus Security & Surveillance	BIRTHPLACE Repair/Maint	Annual maintenance/monitoring of security sys to 31/3/21	599.00	119.80	718.80
22/04/2020	BACS 44	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit	250.00	0.00	250.00
22/04/2020	BACS 45	Lichfield District Council	BIRTHPLACE Adverts/promotion	Museum LDTA membership 20/21	20.84	4.16	25.00
22/04/2020	BACS 46	Lichfield District Council	ADMIN Supplies & Services	Weekly collection of Eurobin 20/21	580.00	0.00	580.00
22/04/2020	BACS 46	Lichfield District Council	G/HALL Supplies/Services	Weekly collection of 2 Eurobins 20/21	1,560.00	0.00	1,560.00
22/04/2020	BACS 47	Nat Assocn of British Market Authorities	MARKET Supplies/Services	NABMA subscription 20/21	358.00	0.00	358.00
22/04/2020	BACS 48	Smart Sense	BIRTHPLACE Repair/Maint	Replacement monitor & 15 CCTV cameras for museum	2,090.00	418.00	2,508.00
22/04/2020	BACS 49	Society of Local Council Clerks	ADMIN Subscript/Training	Annual SLCC membership 20/21 - Town Clerk	398.00	0.00	398.00
22/04/2020	BACS 50	Staffs Parish Councils' Assocn	ADMIN Subscript/Training	SPCA annual subscription 20/21	1,624.00	0.00	1,624.00
22/04/2020	BACS 51	Water Plus Ltd	MARKET Rates/Water	Annual water drainage rates for Market Square 20/21	163.94	0.00	163.94
22/04/2020	BACS 52	Zurich Town and Parish	ADMIN Insurance	LCC insurance (excl. museum) to 30/4/21	17,053.13	0.00	17,053.13
22/04/2020	BACS 52	Zurich Town and Parish	ADMIN Insurance	LCC insurance inspection contract to 30/4/21	712.27	142.45	854.72
22/04/2020	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay online fee - March	26.90	0.00	26.90
25/04/2020	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/3 - 10/4	10,590.39	2,118.07	12,708.46

30/04/2020	BACS 53	Brownhill Hayward Brown Ltd	BIRTHPLACE	Repair/Maint	Architect's advice re sewage flooding in cellar after storm	200.00	40.00	240.00
30/04/2020	BACS 54	Michaels Civic Robes	CIVIC	Supplies/Services	Breeches for Town Crier and tricorn hat repair	407.45	81.49	488.94
30/04/2020	BACS 55	Taylor Maids UK Ltd	BIRTHPLACE	Supplies & Services	Museum cleaning - March (24 hrs)	312.00	62.40	374.40
30/04/2020	BACS 55	Taylor Maids UK Ltd	G/HALL	Supplies/Services	Guildhall & DH cleaning - March (58.5 hrs)	760.50	152.10	912.60
30/04/2020	BACS 56	A5 Magazines Ltd	MARKET	Supplies/Services	Producers' Market adverts in local advertiser magazines	200.00	40.00	240.00
30/04/2020	BACS 57	Brownhill Hayward Brown Ltd	R&R FUND	General	5 yearly inspection report for Curborough CC	1,250.00	250.00	1,500.00
30/04/2020	BACS 58	Darwin Electrical Services	ADMIN	Supplies & Services	5 yearly electrical inspection of Donegal House, April	1,118.50	223.70	1,342.20
30/04/2020	BACS 59	Francotyp-Postalia Ltd	ADMIN	Tel/Postage	Franking machine credit	250.00	0.00	250.00
30/04/2020	BACS 60	S Hancock	G/HALL	Lettings	Refund deposit for May booking cancelled due to Covid	83.33	16.67	100.00
30/04/2020	BACS 61	HM Revenue & Customs Only	EMPLOYEE COSTS		Tax and NI contributions, April - LCC staff	6,018.56	0.00	6,018.56
30/04/2020	BACS 61	HM Revenue & Customs Only	EMPLOYEE COSTS		Tax and NI contributions, April - Night Shelter staff	38.00	0.00	38.00
30/04/2020	BACS 62	Lichfield Society of Artists	G/HALL	Lettings	Refund of deposits for June bookings due to Coronavirus	166.67	33.33	200.00
30/04/2020	BACS 63	Lion FPG Ltd	MARKET	Supplies/Services	Producers' Market advert in Burntwood Town Trader, April	45.00	9.00	54.00
30/04/2020	BACS 64	MODES Users Association	BIRTHPLACE	Supplies & Services	MODES support & membership 20/21	219.00	43.80	262.80
30/04/2020	BACS 65	Npower Ltd	G/HALL	Energy	Metering and intelligent analytics service 20/21	215.00	43.00	258.00
30/04/2020	BACS 66	B Prosser	G/HALL	Lettings	Refund of booking fee for cancelled event in April	36.00	7.20	43.20
30/04/2020	BACS 67	Sage (UK) Ltd	ADMIN	Supplies & Services	Sage Payroll software, updates & support, year to 2/5/21	871.00	174.20	1,045.20
30/04/2020	BACS 68	Staffordshire Pension Fund	EMPLOYEE COSTS		Pension Fund contributions - April	8,002.01	0.00	8,002.01
30/04/2020	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35%+Guildhall 65%		Gas - March	687.18	137.44	824.62
30/04/2020	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges 29/2 to 3/4 - current account	63.20	0.00	63.20
30/04/2020	DDebit	Ricoh UK Ltd	ADMIN	Supplies & Services	Photocopier usage Nov-Jan, rental Feb-Apr	718.03	143.60	861.63
30/04/2020	DDebit	Wm M Briers & Son (Tamworth)	MARKET	Supplies/Services	Skip hire - March	632.00	126.40	758.40
						<u>196,543.60</u>	<u>17,163.47</u>	<u>213,707.07</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 April to 30 April 2020

Date	Chq	Payee	Budget Head		Details	Nett	VAT	Gross
28/04/2020	05385	Forward Cleaning Contractors	ADMIN	Supplies & Services	Window cleaning - February	16.00	3.20	19.20
30/04/2020	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges 29/2 to 3/4 - imprest account	8.57	0.00	8.57
						24.57	3.20	27.77

LICHFIELD CITY COUNCIL - General Account Payment Schedule**From 1 May to 31 May 2020**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/05/2020	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 20/21 - 2nd instalment	923.00	0.00	923.00
01/05/2020	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 20/21 - 2nd instalment	539.00	0.00	539.00
01/05/2020	DDebit	Lichfield District Council	MARKET Rates/Water	Market Square rates 20/21 - 2nd instalment	1,996.00	0.00	1,996.00
04/05/2020	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - March	40.78	8.16	48.94
06/05/2020	BACS 69	CBS Complete Ltd	G/HALL Repair/Maint	Alterations to heating controls for mechanical operation	1,835.66	367.13	2,202.79
06/05/2020	BACS 70	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cloakroom supplies	39.48	7.90	47.38
06/05/2020	BACS 71	Lichfield District Council	PARKS Other Repair/Maint	Greyfriars - Removal of drug paraphernalia & other waste	192.00	38.40	230.40
06/05/2020	BACS 72	Npower Ltd	ARTS/TOURISM Lights Costs	Christmas 2019 electricity	705.21	141.04	846.25
06/05/2020	BACS 73	Print & Digital of Lichfield Ltd	MARKET Supplies/Services	Printing of market receipt books	345.00	69.00	414.00
06/05/2020	BACS 74	Water Plus Ltd	BIRTHPLACE Rates/Water	Used water & drainage 10/1/20 - 1/4/20	33.78	0.00	33.78
06/05/2020	DDebit	British Gas	BIRTHPLACE Energy	Gas 20/3 - 17/4	149.93	7.49	157.42
07/05/2020	BACS 75	Speakers' Corner Lichfield	GRANTS General	General grant per Min 116 (instead of cheque)	80.00	0.00	80.00
07/05/2020	BACS 76	Vision ICT Ltd	ADMIN Supplies & Services	LCC website hosting & support 1/7/20 - 30/6/21	245.00	49.00	294.00
15/05/2020	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	Monthly IT support (antivirus,backups,Office365) - April	521.87	104.37	626.24
15/05/2020	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - April	45.00	9.00	54.00
15/05/2020	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' emails - April	130.50	26.10	156.60
15/05/2020	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - April	45.00	9.00	54.00
15/05/2020	DDebit	Nat West	ADMIN Supplies & Services	Monthly Bankline (online banking) fee - May	38.00	0.00	38.00
15/05/2020	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages & salaries, May - LCC staff	22,503.86	0.00	22,503.86
15/05/2020	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages & salaries, May - Night Shelter staff additional pay	1,629.40	0.00	1,629.40
15/05/2020	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - March	174.53	34.91	209.44
15/05/2020	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - March	53.28	2.66	55.94
15/05/2020	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - March	66.29	3.31	69.60
15/05/2020	DDebit	Npower Ltd	G/HALL Energy	Electricity - March	333.35	66.67	400.02
15/05/2020	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - March	46.69	2.33	49.02
15/05/2020	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - March	89.60	4.48	94.08
15/05/2020	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - March (new meter, estimate)	432.34	86.47	518.81
15/05/2020	DDebit	Npower Ltd	PARKS Energy	Friary electricity - March	26.83	1.34	28.17
18/05/2020	DDebit	British Telecommunications	ADMIN Tel/Postage	Broadband line rental May - July	87.60	17.52	105.12
18/05/2020	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile bill - May	13.11	2.62	15.73
18/05/2020	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water and surface drainage 1/2 - 1/5	60.73	0.00	60.73
18/05/2020	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water and surface drainage 1/2 - 1/5	248.60	0.00	248.60
18/05/2020	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & surface drainage 1/2 - 1/5	75.54	0.00	75.54
20/05/2020	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - April usage/ May rental	105.65	21.14	126.79
22/05/2020	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - April	25.50	0.00	25.50
22/05/2020	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - April	55.52	11.10	66.62
26/05/2020	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/4 - 10/5	10,876.33	2,175.26	13,051.59
29/05/2020	DDebit	Nat West	ADMIN Supplies & Services	Bank charges, 4/4 to 1/5 - current account	19.59	0.00	19.59
					44,829.55	3,266.40	48,095.95

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule**From 1 May to 31 May 2020**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
04/05/2020	05386	S Thomas	ADMIN Supplies & Services	2 acrylic screens for Covid safety	135.00	0.00	135.00
29/05/2020	DDebit	Nat West	ADMIN Supplies & Services	Bank charges, 4/4 to 1/5 - imprest account	6.00	0.00	6.00
					141.00	0.00	141.00

