

Lichfield City Council

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

9 March 2021

To: Members of Lichfield City Council

Councillors

Dear Councillor

You are hereby summoned to a virtual meeting of **Lichfield City Council** to be held via 'Zoom' on **Tuesday, 16 March 2021 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. The 'Zoom' link and password is published together with the public notice of this meeting displayed at the City Council offices, Donegal House, Bore St and is also available to the public by email to the Town Clerk.

Yours sincerely

Tony 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 25 January 2021, Nos. 76 - 89 (**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 24 December 2020 to 25 February 2021 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. GRANTS ADVISORY COMMITTEE

To consider the Minutes of the Grants Advisory Committee meeting held on 1 February 2021, **APPENDIX 1** attached.

Members are asked to note those recommended allocations marked ‘*’ are subject to the event going ahead during the 2021/22 financial year.

[A copy of all grant application forms considered by the Grants Advisory Committee is available to members at the City Council Offices].

RECOMMENDED: That the Minutes of the Grants Advisory Committee meeting held on 1 February 2021 be adopted.

9. AUDIT COMMITTEE

To consider the Minutes and any recommendations of the Audit Committee meeting held on 11 March 2021, to follow under separate cover as **APPENDIX 2**.

RECOMMENDED: That the Minutes of the meeting of the Audit Committee held on 11 March 2021 be adopted.

10. MARKETS WORKING GROUP

To consider the Minutes and any recommendations of the Market Working Group meeting held on 10 March 2021, to follow under separate cover as **APPENDIX 3**.

RECOMMENDED: That the Minutes of the meeting of Markets Working Group held on 10 March 2021 be adopted.

11. NOMINATIONS FOR CIVIC OFFICE 2021/22

To consider and elect individuals to the following Offices:

- a) Mayor Elect
- b) Deputy Mayor Elect
- c) Sheriff Elect

12. CALENDAR OF MEETINGS 2021/22

To confirm the Calendar of Meetings for 2021/22, **APPENDIX 4** attached.

The meeting dates have been selected so that, **as far as possible**, they avoid conflict with the District Council’s calendar of meetings as adopted on 16 February 2021.

The Annual Town Meeting is listed as 26 May 2021 ‘*if called*’ as it may be that restrictions or Government advice at the time prevent the meeting from taking place. Also listed ‘*if called*’ are the meetings of the City Council’s Planning Committee; the Town Clerk, Chairman and Deputy Chairman of the Planning Committee are currently developing updated Terms of Reference for the Planning Committee that would impact upon physical meetings if adopted.

It is anticipated these revised Terms of Reference will be presented to Council at its April meeting for consideration.

RECOMMENDED:

The draft calendar of meetings be approved.

13. OFFICERS’ REPORT

To receive the Officers’ Report on recent activity, **APPENDIX 5** attached.

RECOMMENDED: That the Report be noted.

14. LAND AT THE FRIARY/FESTIVAL GARDENS

To consider the Town Clerk's report, attached at **APPENDIX 6**. Extensive recommendations follow at the end of the report.

[a PDF version of the illustrations provided at Appendix A & B of the report that allow for closer inspection of the proposals is available on request to the Town Clerk]

15. CURBOROUGH COMMUNITY CENTRE GARDENS

To consider the Town Clerk's report at **APPENDIX 7** (attached) relating to the proposals for the outdoor space at Curborough Community Centre. The proposals include extension of pathways within LCC owned land to the west of the Centre to facilitate wheelchair access, and extensive proposals for the outdoor space associated with the Centre.

[a PDF version of the illustration provided at Appendix A of the report that allows for closer inspection of the proposals is available on request to the Town Clerk]

RECOMMENDED:

- 1. The City Council confirm its 'in principle' approval of the proposals for the Curborough Community Centre outdoor space, and support for the proposals to extend pathways outside of the Community Centre boundary to facilitate wheelchair access. Approval to be subject to compliance with all prevailing planning requirements, adherence to appropriate guidelines, standards and working practices etc.**
- 2. Delegated authority be given to the Town Clerk in consultation with the Leader of the Council, Curborough ward members and LCC representatives on Curborough Community Association, to decide upon the appropriateness of any minor variations to the project as may emerge over time.**

16. SANDFIELDS PUMPING STATION – CIL CONTRIBUTION

To consider the Town Clerk's report at **APPENDIX 8** (attached).

RECOMMENDED: The City Council to resolve whether it wishes to make an 'in principle' CIL contribution (subject to confirmation of administration and audit processes) to facilitate the transfer of Sandfields Pumping Station to the Lichfield Waterworks Trust as set out in the report, and the amount of any such contribution.

17. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 9**) for the period 1 December 2020 to 31 December 2020 in the sum of £120,145.07 General Account, and £7.93 Imprest Account.

18. 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.

19. TENDERS COMMITTEE

To consider the minutes of the meeting of the Tenders Committee held on Wednesday 24 February 2021 (**APPENDIX 10**, attached for members), The City Council gave delegated authority to the Tenders Committee in this matter at its meeting of 25 January 2021.

RECOMMENDED: That the Minutes of the Tenders Committee meeting be received.

**PUBLIC PARTICIPATION SESSION
AT CITY COUNCIL MEETINGS**

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

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

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held remotely via 'Zoom' on Monday 25 January 2021 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, M Field, C Greatorex, Mrs J Greaves, P Jones, A Lax, Miss J Marks, T Matthews, P McDermott, C Rapley, P Ray, D Robertson, A Smith, J Smith, C Spruce, M Trent, M Warfield and R Yardley.

APOLOGIES: None

76 MAYOR'S ANNOUNCEMENTS

Following events at the December meeting of the City Council during which Cllr Miles Trent did not receive the right of reply as the proposer of a motion, the Mayor clarified Standing Orders to confirm the 'right of reply' should have been given; apologies from the Mayor and Town Clerk were given to Cllr Trent shortly after the December meeting and the Mayor confirmed that the Town Clerk would further clarify the position in an email to all members. Cllr Trent responded and thanked both the Mayor and the Town Clerk for their clarification and efforts to protect the due processes and reputation of the Council.

The Mayor also reported on the successful Civic Service held at St Peter and St Pauls Church, her tour of the City Council's market and an upcoming meeting with the Scouts.

77 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

78 COUNCIL MINUTES

RESOLVED: That the Minutes of the Council Meeting held 7 December 2020 (Nos 54-75), be confirmed, and signed as a correct record.

79 MATTERS ARISING

None

80 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: That comments submitted to Lichfield District Council for the period 5 November 2020 to 23 December 2020, and made in the name of LCC via delegated authority as agreed by Council on 11 May 2020, be received.

81 MARKETS WORKING GROUP

Members considered the Minutes and recommendations of the Markets Working Group meeting held on 16 December 2020.

RESOLVED: That the Minutes and recommendations of the Market Working Group meeting of 16 December 2020 be adopted.

82 FEES AND CHARGES 2021/22

Members considered fees and charges for 2021/22.

RESOLVED:

a) That no increase in charges for Market stalls or the associated service charge be levied at this time.

b) That with effect from 1 April 2021, Guildhall hire charges be as detailed in Agenda Appendix 2

c) That no increase be applied to the charges for photocopying.

83 FINANCIAL PROGRESS REPORT 1 APRIL TO 30 NOVEMBER 2020

Members considered the eight-month financial summary report. Cllr Ray noted the savings resulting from the switch to LED footpath lighting, citing this as an example where positive action had been taken by the Council in light of the climate emergency.

RESOLVED: That the report be noted

84 BUDGET ESTIMATES 2021/22

Members considered the draft budget for the financial year 2021/22. Several members spoke on this matter. Cllr P Ray asked whether the large sums for repairs and renewals seen over the past few years would soon begin to reduce; the Town Clerk confirmed that the City Council's portfolio includes several listed buildings and structures, most of which have required considerable attention over the past few years, notably since the acquisition of the Guildhall and Donegal House. Many of the necessary projects had been completed and it was hoped the focus would be turning from relatively expensive essential repair to relatively low-cost maintenance in the near future.

Cllr C Rapley expressed concern that the Sheriff's Ride was included in the budget; while stating she was not against civic tradition, she did feel that given the current situation the budgeted funds could perhaps be put to better use. Cllr Robertson commended the decision to freeze the precept but noted that with the remaining unknowns of the COVID pandemic, there could be significant change as the year unfolds.

RESOLVED: That the Council approve the Budget Estimates and Report for the 2021/22 financial year totalling £1,010,811; and that the amount of precept for 2021/22 be set at £816,400.

85 REPAIR, RENOVATION AND SPECIFIC PROJECT PROGRAMME 2021/22

Members considered the proposals contained within agenda appendix 5.

RESOLVED: That the report be noted.

86 TENDERS COMMITTEE – DELEGATED AUTHORITY

Members considered the Town Clerk's agenda report, seeking authorisation for the Tenders Committee to select preferred contractor/s for the proposed renovation of the Cruck House annexe in order to facilitate a potentially earlier commencement of pre contract discussions and resulting start on site.

RESOLVED: That delegated authority be given to the City Council's Tenders Committee to select preferred Contractor/s for the renovation of the Cruck House toilet annexe.

87 OFFICERS' REPORT

Councillor Mrs Boyle commended the Birthplace Museum staff for maintaining an active online presence despite the current closure of the Museum due to the pandemic. Cllr Ray thanked the Open Spaces Officer for his prompt action in placing new signage on 'The Windings' footpath following the SCC decision to close the right of way for a period of up to six months. Cllr Ray also thanked the Open Spaces Officer for arranging the swift clearance of leaves etc from the alternative route to allow easier and safer passage for residents. Cllr M Trent commended the actions of the Twinning Officer in organising the safe recycling of unused LCC computers via 'IT Schools Africa'. Cllr Miss Marks commended the Mayor's Christmas message and the Mayor's consort for designing the Christmas card. Cllr D Robertson thanked the Civic Officer and Deputy Town Clerk for their prompt work in arranging for the replacement of the market related signage across the City.

RESOLVED: That the report be noted.

88 SUBSIDY REVIEW – LICHFIELD ARTS AND LICHFIELD FESTIVAL

Further to Minute 99 of the City Council's meeting on 28 January 2019, the arrangements between the Council, Lichfield Arts and Lichfield Festival are to be reviewed annually by the City Council. Members considered the current position and proposals for 2021/22.

RESOLVED

- 1. a) The current charges associated with the separate licences to occupy remain appropriate given the stability in market rent valuations and the charitable nature, and positive impact on the City of both bodies.***

b) That existing arrangements in regard to glass collection and hire of the Ashmole Room be confirmed as appropriate
- 2. No inflationary increase be applied to prevailing rents for 2021/22***
- 3. That the City Council reconsiders this matter at its meeting scheduled for January 2022.***

89 PAYMENT OF ACCOUNTS

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

- 1 October 2020 to 31 October 2020 in the sum of £56,807.13 General Account, and £7.25 Imprest Account.***
- 1 November 2020 to 30 November 2020 in the sum of £133,067.71 General Account, and £377.78 Imprest Account.***

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.25 PM

MAYOR

For Council: 16 March 2021 APPENDIX 1

Lichfield City Council

Minutes of Grants Advisory Committee Meeting held via Zoom at 6.30 pm on Monday 1 February 2021

PRESENT: Councillor Mrs D Baker (Chairman), M Field, Mrs J Greaves, P Jones, Miss J Marks, P McDermott, M Trent, M Warfield and R Yardley.

APOLOGIES: None

1. MINUTES

RESOLVED: *That the Minutes of the Grants Advisory Committee Meeting held on 4 February 2020 [Minutes adopted by Council on 2 March 2020] be confirmed and as a correct record.*

2. GRANTS TO OUTSIDE BODIES 2021/2022

Consideration was given to applications for financial assistance from the 2021/22 budget.

RECOMMENDED:

- a) *That the Council makes grants totalling £26,655 to the following organisations as indicated, with grants to organisations marked * being made under the General Power of Competence as adopted by Council at its meeting of 17 June 2019, this being expenditure which in the opinion of the Council is in the interests of the whole area or some or all of the inhabitants and which will bring benefit in a manner commensurate with the expenditure:*

	No	Organisation	Amount
	1	Lichfield District Arts Association	£4,100
*	2	South East Staffordshire Citizens Advice Bureau	£4,500
	3	Lichfield Greenhill Bower	*£3,000
	4	Erasmus Darwin Foundation	£1,500
	5	Lichfield Festival	£1,500
	6	Lichfield District Council – Proms in the Park	*£1,500
*	7	Voluntary Transport for the Disabled	£1,000
*	8	City of Lichfield Branch Royal British Legion	0
	9	City of Lichfield Concert Band	£500
	10	Open Door of Hope	*£450
	11	Dovehouse Community Gardens	£300
	12	Friends 2 Friends	£400
	13	Speakers' Corner Lichfield	£80
	14	Lichfield Waterworks Trust	£1,250
	15	The Hub at St Mary's	£1,000
	16	Curborough Community Centre	£1,600
	17	Gartmore Riding for the Disabled Group	0

	No	Organisation	Amount
	18	Kendall & Wall Charitable Trust	0
	19	Monks Walk Group	£500
	20	Fusion Credit Union Ltd	£500
	21	Lichfield Bowling Club	£500
	22	Lichfield Rail Promotion Group	£75
	23	Lichfield District Scout Council	£1,000
	24	Lichfield Sports FC	£900
	25	Lichfield District Tourism Association	0
	26	Lichfield Litter Legends	£1,000
		TOTAL	£26,655

[* Subject to event going ahead]

b) The unallocated element of the grants budget be retained for any urgent applications later in the year/carried forward to 2022/23 as appropriate.

3. DECLARATIONS OF INTEREST

The following Councillors declared an interest under Appendix A of the City Council's Code of Conduct and took no part in the discussion and voting thereon:

Curborough Community Centre & Fusion Credit Union – M Field
Lichfield Greenhill Bower – Mrs J Greaves

The following Councillors declared an interest under Appendix B of the City Council's Code of Conduct in the applications from the undermentioned organisations:

City of Lichfield Branch Royal British Legion – M Warfield
Citizens Advice South East Staffs – Mrs D Baker, Miss J Marks
Curborough Community Association – M Field, P Jones
Dovehouse Community Gardens – Mrs J Greaves
Fusion Credit Union – M Field
Lichfield District Arts – Mrs J Greaves
Lichfield Greenhill Bower – Mrs J Greaves, Miss J Marks, M Warfield
Lichfield District Council, Proms in the Park - Mrs D Baker & M Warfield
Lichfield Litter Legends – Mrs J Greaves
Lichfield Rail Promotion Group – M Warfield
Lichfield Sports FC - M Warfield
Speakers' Corner Lichfield – Mrs D Baker
The Hub at St Marys – R Yardley
Voluntary Transport for the Disabled – Mrs D Baker

4. GRANT AWARD POLICY REVIEW

Members reviewed the Grant Award Policy and there was no recommendation for change. Members agreed that the current application form needed strengthening particularly in regard to the financial summary. It was agreed the amendments would be made to the current application form and circulated to members of the committee informally for their comments.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 8.07 PM

For Council: 16 March 2021 APPENDIX 4

Calendar of Meetings 2021/2022

DATE	TIME	MEETING
2021		
Monday, 17 May	6.30pm	ANNUAL COUNCIL
Wednesday, 26 May	7.30pm	ANNUAL TOWN MEETING (if called)
Thursday, 27 May	6.30pm	Planning Committee (if called)
<i>Thursday, 10 June</i>	<i>6.30pm</i>	<i>Audit Committee</i>
Monday, 14 June	6.30pm	COUNCIL (Year-end accounts)
Thursday, 24 June	6.30pm	Planning Committee (if called)
WEDNESDAY, 21 JULY	6.30pm	Planning Committee (if called)
Monday, 26 July	6.30pm	COUNCIL
Thursday, 19 August	6.30 pm	Planning Committee (if called)
WEDNESDAY, 15 SEPTEMBER	6.30pm	Planning Committee (if called)
Monday, 20 September	6.30pm	COUNCIL
Thursday, 14 October	6.30pm	Planning Committee (if called)
<i>Tuesday, 2 November</i>	<i>10.30am</i>	<i>Johnson Birthplace Advisory Committee</i>
<i>Thursday, 4 November</i>	<i>6.30pm</i>	<i>Staffing Committee</i>
WEDNESDAY, 10 NOVEMBER	6.30pm	Planning Committee (if called)
<i>Thursday, 2 December</i>	<i>6.30pm</i>	<i>Audit Committee</i>
Monday, 6 December	6.30pm	COUNCIL
Thursday, 9 December	6.30pm	Planning Committee (if called)
2022		
Thursday, 6 January	6.30pm	Planning Committee (if called)
Monday, 24 January	6.30pm	COUNCIL
<i>Tuesday, 1 February</i>	<i>6.30 pm</i>	<i>Grants Advisory Committee</i>
WEDNESDAY, 2 FEBRUARY	6.30pm	Planning Committee (if called)
Thursday, 3 March	6.30pm	Planning Committee (if called)
<i>Thursday, 10 March</i>	<i>6.30pm</i>	<i>Audit Committee</i>
MONDAY 14 MARCH	6.30pm	COUNCIL
Thursday, 7 April	6.30pm	Planning Committee (if called)
WEDNESDAY 20 APRIL	6.30pm	COUNCIL
<i>Tuesday, 26 April</i>	<i>10.30am</i>	<i>Johnson Birthplace Advisory Committee</i>
WEDNESDAY, 4 MAY	6.30pm	Planning Committee (if called)
Monday, 16 May	6.30pm	ANNUAL COUNCIL
Wednesday, 25 May	7.30pm	ANNUAL TOWN MEETING
Thursday, 2 June	6.30pm	Planning Committee (if called)

OFFICERS' INFORMATION REPORT

1. Civic Matters: Lucy Clarke, Civic Officer

On Sunday 17 January, the Mayor and Sheriff attended a Civic church service held at St. Peter & Pauls Roman Catholic Church. Strict social distancing guidelines were followed, and masks were worn during the whole service. A friendly welcome awaited the Mayor and Sheriff who were both pleased to be able to attend in person. Fr John Hancock led the service with Fr Anthony Dykes giving the sermon.



A virtual Civic Church service was held on Sunday 7 February 2021 at Wade Street Church. The Mayor, Cllr Mrs Deborah Baker pre-recorded a reading that was included in the service, this was made available via a YouTube link. Revd Ian Hayter led the service which radiated joy and hope which is very much needed during these difficult times.

Sadly, the traditional Pancake Races and Shrovetide Fair were unable to take place on Tuesday 16 February due to Lockdown 3.0 restrictions.

The Mayor has attended various virtual engagements during Lockdown 3.0, which has included Church services and meetings along with a virtual presentation to a local scout group on the role of Mayor. Ongoing virtual support by the Mayor and Sheriff has been well received by local community groups, churches, and charities.

Preparations for the Sheriff's Ride due to be held on Saturday 11 September 2021 have begun. It is not known at this stage if this event will be allowed to go ahead but there is a good possibility that restrictions may well have eased by September. The City Council will follow the government guidelines in place at the time of the event.

The latest government guidance will continue to be monitored and the impact on Civic Events assessed.

The Civic Officer has also been assisting on the Markets both in terms of day-to-day market activities and training.

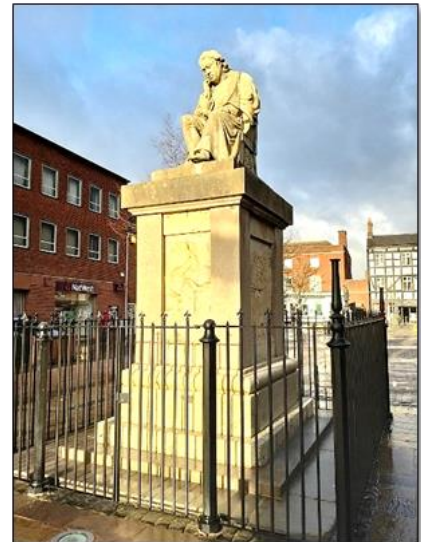
2. Samuel Johnson Birthplace Museum: Jo Wilson, Museums and Heritage Officer

While the Museum remains closed to the public the team continue to reach online audiences. Social media engagement in January and early February totalled 1,858 and a reach of over 38,000. Popular content marked the 220th anniversary of the death of Francis Barber in January including a video talk by former Attendant Sue Bray. 2,851 visits were also made to the Museum's website and blog.



Before Cleaning

On February 8th, the statue of Johnson on the Market Square was cleaned, its first clean since 2016. Arrangements were made by the MHO with approval from the District Conservation Officer. The work was kindly offered by Exterius Ltd using a low pressure 'Doff' cleaning system, and Darwin Electricals provided a cherry picker.



After Cleaning

The portrait of Elias Ashmole, part of the Birthplace collection, was re-installed in the Guildhall Ashmole Room following further conservation work.

The primary focus for the MHO over the last month was initiating the first phase of the Birthplace Development project, including meeting with architects; writing and circulating brief for quotations from Museum display designers; liaising with neighbouring property owner and tenants; contacting insurers, and other related project management and planning. Other continuing projects included the city plaques and charters, Keele University partnership, attending a SCC webinar about the new branding for Staffordshire, and collection enquiries from members of the public.

The MHO was also invited by West Midlands Museum Development to an online meeting with the regional leads of Arts Council England, as one of three Museums representing the area.

Museum Support Officer Penny Taylor is leading on the arrangements for forthcoming online events with the Lichfield Poets and Lichfield Storytellers. The MSO attended online training courses including Identifying Hazards in Museum Collections, and on volunteer management in the pandemic. Other work included creating social media content, such as activities to do at home for families in the Half Term holidays, and

continuing updates to Museum policy documents. The MSO has also been trained to undertake PAT testing for the Birthplace site.

The Birthplace has appeared in a new illustrated literary map of Great Britain, which will be available for sale at Museum gift shops across the country when restrictions allow.

Museum Attendant work has included the creation of a display by Sarah Dale for the city-wide 'Window Wanderland' initiative. Analysis of historic visitor book data by Nigel Hunt has revealed the fascinating statistic that visitors have attended from 224 different countries since the Museum's opening.

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

A mature willow beside the Curborough brook had to be cut back to allow access for a Severn Trent Water lorry at Netherstowe. The lorry will carry equipment to clear the pipe which crosses the brook from the school so wastewater can flow more easily away from the area and not contaminate any of the water at the allotments.



A replacement oak purchased by Lichfield City Council has been planted by the Lichfield Transition Group on Seckham Road. It replaces the one felled in 2020 due to Meripulas fungi. Another Holm Oak is to be planted at the top of the open space at Netherstowe to accompany the bund which is slowly greening up with the meadow seed sown last year.



The ivy has been cleared from the North Wall of the Remembrance Garden by the LDC grounds maintenance team. The eco plugs will finally kill the ivy, and time will rot them down. Compliments were received during the work about the improvements to the appearance of the garden but the reason for the clearance was primarily to extend the life of the wall.

Members may be interested to know that the Friary Clock Tower was the subject of an article in the December 2020 issue of the magazine 'Ringing World' which highlighted how well the clock was maintained. The volunteers who keep the clock in such good condition are to be commended, thanks to them we are all able to hear the chiming of the bells at the correct time.

4. Twinning: Gabriele Lasch- Burden, Twinning Officer

First contact has been made between the primary school “Ecole Chatelain” and Lichfield’s Chadsmead Primary School. Both Chadsmead’s headteacher and the French lead at the school were very excited by the opportunity to partner up with a primary school in Sainte Foy. They are now working on an outline project timetable which will start imminently. It will see each set of children writing letters to their international counterparts, describing and comparing their lives and feelings in the present times.



In contribution to Lichfield’s “Winter Wonderland” window display project, the Twinning Officer has dressed Donegal House windows with images from our twin town towns of Limburg and Sainte Foy



5. Markets Report: Lucy Clarke, Civic Officer

Lichfield General Market has continued to operate during Lockdown 3.0. In line with Government legislation, the City Council identified only six traders who sell essential goods that are currently permitted to stand; this is a significant reduction from the twenty-one stalls that were able to stand on the market square prior to Lockdown 3.0.

All essential traders have received a 25% discount on their standard stall rent, given to those traders in attendance during the months of January and February. This winter incentive is well received by traders who appreciate the extra help during these cold winter months. Normal rent charges resumed from March 1 2021.

Officers continue to ensure the General Markets remain a COVID secure environment; the one-way barriers and hand sanitisers are part of the standard set-up for each market day. Officers continue to check that all traders have the correct PPE equipment (masks, hand sanitiser and gloves). Officers have informed traders that face masks are advised to be worn at all times following information received from the National Association of British Market Authorities (NABMA).

Lichfield General Market and The Producers Market continue to be promoted on social media via the City Council’s Facebook and Twitter accounts.

Following a recommendation from the Market Working Group, CJ Events Warwickshire were recently awarded a 5 Year contract to run the Producers' Market on the first Sunday of each month (except for January).

CJ's Events were successful in growing the Producers' Market in 2020 whilst maintaining COVID safe practice at all times.



The Markets Working Group is due to consider revised terms and conditions for Traders to replace the previous annual licence. This follows a recommendation from the City council's Internal Auditor and discussions with CJ Events as to best practice for such a document. The MWG meeting will take place on 10 March 2021.

6. Guildhall: Helen Winter, Guildhall Bookings Officer

The Guildhall continues to have bookings from Mencap and the Dementia Support Group during Lockdown 3. Unfortunately, due to the current restrictions no other bookings have been able to go ahead.

As a result of the third lockdown some weddings have been cancelled and re-booked for 2022. The Guildhall Bookings Officer is liaising with several couples regarding their wedding bookings, for some this will be their third attempt to get married. Enquiries are still being received for the remainder of this year, 2022 and beyond. The Bookings Officer remains in contact with all regular hirers regarding their return to the Guildhall.

At Boley Park Community Hall currently the only booking is Pre-school. During this time, the opportunity has been taken to carry out some routine maintenance work on the outside of the building. Renovation work is almost complete on the car park at the Boley Park Co-op, there has been some disruption to the usual parking outside the community hall, but hirers have been able to make use of spaces elsewhere in the Co-op car park.

The Bookings Officer continues to lead on Planning matters.

7. Deputy Town Clerk: Sarah Thomas

The Deputy Town Clerk continues to monitor the latest Government legislation regarding Covid-19 and keep staff informed. In addition, following the recent publication of the road map to exit lockdown some tentative forward planning is now being discussed with Officers.

The City Council's Health & Safety consultants, Terrain also conducted the annual review with the Deputy via Zoom. This included reviewing all the Council's Risk

Assessments which include operating procedures regarding Covid-19. They were also able to provide some useful information about working from home which has been circulated to all relevant employees.

Three members of City Council staff have now successfully completed a training course on Portable Appliance Testing (PAT) and the relevant testing equipment has been purchased. Previously, PAT testing has been carried out by external companies which proven costly and intrusive, it is hoped that by bringing this 'in house' the testing can be carried out at a more conducive time which fits around the Council's operations and will be more cost effective. Appliances in Donegal House, Guildhall, Samuel Johnson Birthplace Museum, and the Market square toilet block will all be tested annually.

The Deputy will be providing secretariat support at March Council and the MWG meeting and continues to support the Bookings secretary on Planning matters and Guildhall bookings as well as supporting the Market Officers.

DISPOSAL OF LAND AT FESTIVAL GARDENS TO FACILITATE JUNCTION IMPROVEMENTS

1. Background

Following a request from SCC to discuss the transport assessment supporting the St John's residential development, the Town Clerk met with representatives from Amey and SCC in January 2021. SCC/Amey highlighted that approved planning documents identified a requirement for an increase in traffic capacity at the A51 Western Bypass/Friary junction. SCC's initial investigations indicated a small amount of land within the ownership of LCC, located on the edge of Festival Gardens, would be required to facilitate these improvements.

However, a number of issues have been identified with the consented plan for these improvements, including:

- The entry taper (road widening on junction approach) is sub-standard and if revised to comply with the prevailing standards would require alterations to the adjacent subway (likely an extension)
- The segregation between the left turn lane and ahead lanes is insufficient and this needs to be widened with hatching. The width of the left turn lane is also insufficient.

The effect of these issues is to push the carriageway edge further onto LCC land than anticipated. Unfortunately, the level of detail provided at planning stage was insufficient for these issues to be identified; they have become apparent only during the detailed design of the junction.

2. Preferred Option

SCC/AMEY representatives have a preferred option of a segregated left turn lane, allowing maximum capacity at the junction. The approximate area of LCC land required to be transferred from LCC is shaded at **Appendix A**. The remaining hatched area at Appendix A is the necessary 'visibility splay' associated with the proposed junction upgrade and can remain in LCC ownership if SCC issue a notice under s79 of the Highways Act; this would obligate LCC to keep the area free from obstructive vegetation.

There are currently trees within the proposed civil elements boundary and 'visibility splay' that would need to be removed. A plan indicating tree loss associated with the proposals is provided at **Appendix B**. *[A PDF version of both Appendix A and Appendix B that allows for clearer viewing is available on request to the Town Clerk.]*

Photographs taken of the site are provided overleaf in order that members can assess the loss of visual amenity. The first photograph shows trees/planting adjacent to the subway. Members are asked to note the pathway leading under the subway forms the boundary of the requested land, the plan at Appendix B indicates no planting or trees to *the far side* of the pathway (as viewed in the photograph) are at risk.

The second photograph broadly shows the anticipated scope of the visibility splay. All trees within the photograph that are sited *within* Festival Gardens (i.e. to the left of the main road as seen in the photograph) appear to require removal to establish the visibility splay when cross referenced with Appendix B.



SCC have confirmed that replacement trees elsewhere would be funded. The loss of these trees and the impact on the entrance to the City should be carefully considered, however.

If the City Council chooses not to enter into voluntary disposal of this land, then the preferred option for the junction cannot be progressed and a less satisfactory solution – or indeed compulsory purchase proceedings if they were so minded – would need to be considered by SCC.

The preferred option also includes the proposal to remove the uncontrolled pedestrian crossing facilities on the Western Bypass and the Friary, and to re-site the existing bus stop on the Friary. Part of the crossing is visible to the centre right in the second photograph above, and clearly shows the proximity to the island and uncontrolled nature which SCC cites as the justification for removal. The existing crossing at Queen St is to remain.

3. Disposal of Land – General

If, following due consideration of the proposal, the City Council is minded to transfer this land to facilitate the preferred option as set out above, it will be required to follow the provisions of s127 of the Local Government Act 1972; the same legislation that was utilised for recent disposals of land by way of sale or long lease, notably the several areas leased to LHCRT and the land off Wordsworth Close that was sold in 2018.

There are two basic issues to consider regarding the disposal process itself – establishing the value of the land and complying with the requirement to consult with residents on the disposal. The detail of any specific agreement in this case is considered at point 4 below.

a. Value of Land to be Sold

The Secretary of State has given a general consent for the disposal of land (i.e. sale or the granting of a lease exceeding seven years) where:

The Local Authority considers that the purpose for which the land is to be disposed is likely to contribute to the achievement of any one or more of the following objects in respect of the whole or any part of its area, or of all or any persons resident or present in its area:

- *The promotion or improvement of economic wellbeing*
 - *The promotion or improvement of social wellbeing*
 - *The promotion or improvement of environmental wellbeing*
- and*

The difference between the unrestricted value of the land to be disposed of and the consideration for the disposal does not exceed £2 million.

This general dispensation has been utilised by the City Council for the leases of former canal land to LHCRT and would appear appropriate in this instance given the potential benefits of the proposal and that it is identified as being necessary in the transport assessment supporting the St John's development.

For recent disposals by way of sale/long lease, a valuation has been obtained from the District Valuer to either set the sale price, to determine that the value of the land to be disposed is less than £2million, or both.

b. Requirement to Consult

Festival Gardens is an area of public open space, the Local Government Act states that *a council cannot reappropriate or, save by way of short tenancy, dispose of an open space or part of one without first advertising its intention in two consecutive weeks in a local newspaper, and considering any objections.*

The City Council has complied with this requirement in the past by advertising in the Lichfield Mercury amongst other activities to publicise proposals. The current lack of a weekly local newspaper with strong circulation makes strict compliance with this element difficult, though it is for the Council to be able to demonstrate that it has acted reasonably in light of this issue. Members are reminded of the additional publicity surrounding the lease of Open Space 26c to LHCRT early in 2020; at that time it was agreed that direct mail to houses in the locality of the proposal would greatly enhance the 'reach' of the City Council's consultation process and provide greater opportunity for residents to comment. This process was undertaken partly due to concerns as to the circulation of the local paper in the area and proved successful.

Whether or not such additional measures are undertaken it is a requirement that council formally consider the comments received prior to finalising its decision. The earliest opportunity for the consideration of any objections would be the April meeting of the Council. If disposal was approved, the legal process would begin thereafter.

4. Disposal of Land – Specific Recommendations

If the Council is minded to dispose of the subject land to facilitate the preferred option for the junction, there are specific variations to the usual process that are recommended in this instance:

Value of Land

The area of land requested by SCC is approximately 253m². The land is of very limited value as it cannot be developed in isolation; while the Council could request a formal valuation from the District Valuer, the City Council currently holds several recent land valuations completed for the purposes of sale/long lease that provide ample professional comparables. These comparables support a 'common sense' view that the value of the land to be transferred is far below the £2million ceiling for the general dispensation clause as set out at point 3a above.

However, it is a fact that *progressing a disposal*, associated agreements and public consultation would entail officer time and additional costs. It is also a fact that the land does have value and while the Council can dispose of the land if it feels the economic benefits warrant it and should assist in the facilitation of such improvements if they are agreed as being appropriate for the City, there should also be regard for the City Council's financial position. If the Council does wish to proceed to consultation it is recommended that the asking price for the land be discussed in more detail following consideration of any consultation responses received and confirmation of costs incurred at that stage.

Consultation

Given the lack of a local newspaper in which the City Council could advertise its proposals, it is recommended that consultation includes a targeted mail shot to local residents in addition to publication via City View Magazine, the City Council's social media, noticeboards, website etc. Should there be opportunities to publish in a local newspaper, these will be explored. Any responses to be considered at a subsequent meeting of the council as is legally required.

Costs

Initial discussions at officer level confirmed SCC's intention that the City Council's reasonable legal costs associated with the disposal be covered; this should be a condition of any final agreement.

The proposals will likely involve intrusion onto adjacent LCC owned land at Festival Gardens by plant and personnel during surveying and construction. The costs associated with any landscaping changes and making good to remaining LCC land following such incursion should be met by the purchaser. The purchaser must also indemnify the City Council against any claims arising from such work or its effects on LCC land.

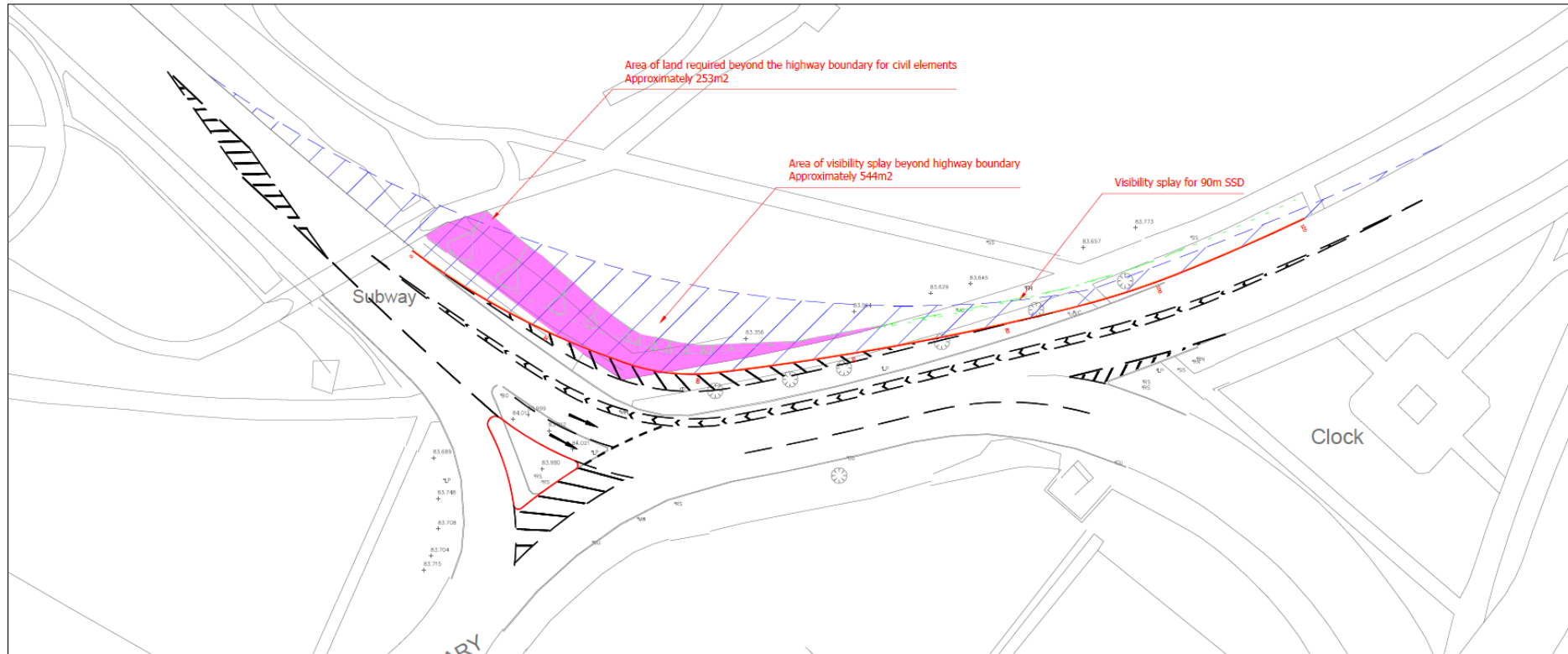
SCC also confirmed an initial commitment to fund saplings to replace any trees that are required to be removed. Again, any final agreement should include this provision, together with an indication of the expected size and type of saplings to be provided.

Timescales

SCC have requested the City Council give early consideration to this matter in order to provide surety of intent to SCC, AMEY and the developer to allow all parties to comply with deadlines set out in approved planning documents. It is therefore recommended that should the Council be minded to dispose, the consultation process begin as soon as is reasonably practicable, with a deadline for responses to be set as 6 April 2021 to allow appropriate time for the collation of comments and consideration at the April meeting of the City Council.

Extensive recommendations follow the appendices to this report.

APPENDIX A – Land requested by LCC is shaded, ‘hatched’ area forms the ‘visibility splay’



Option 4 - non-physical segregated left turn lane

- Approximate required land take for visibility splay based on 90m SSD = 544m²

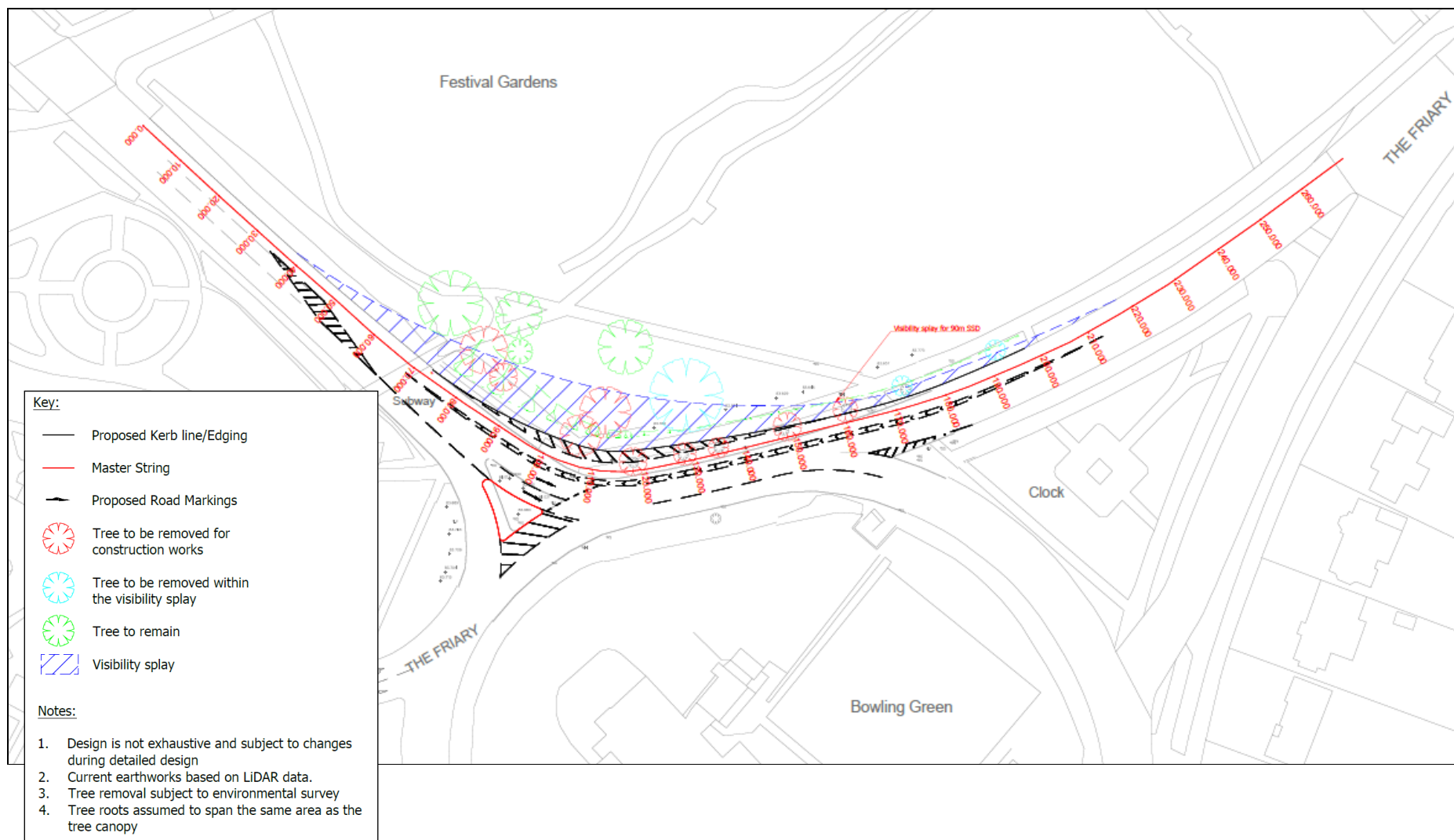
Departures from Standard

- Length of entry taper to the segregated left turn lane
Minimum length required: 44m
Proposed length: 34

Additional Notes

- A reduced entry taper length has been proposed so that the works do not impact upon the existing subway located on Western Bypass.
- The existing uncontrolled pedestrian crossing facilities on Western Bypass and The Friary will be removed and the existing bus stop on The Friary will be relocated.

APPENDIX B – Likely tree loss/retention associated with the proposals



RECOMMENDED:

1. Council to establish whether it is minded to agree in principle to SCC's request for disposal of land as set out in this report.
2. **If the City Council is minded to agree to SCC's request**, the City Council to resolve:
 - a) Subject to legal duties and additional consultation as set out in recommendations below, the Council agree in principle to dispose of the area of Festival Gardens marked approximately by the shaded area at Appendix A of this report, to Staffordshire County Council to facilitate the preferred option improvements to the A51 Western Bypass/Friary junction.
 - b) That in accordance with the provisions of the Local Government Act 1972, and the General Disposal Consent 2003, the Council advertise its proposals to dispose of the land; the advertisement of proposals be extended to include the distribution of information to occupiers of nearby homes and businesses and to include details of how occupiers can respond and the timescales thereof.
 - c) That the Council consider any objections received following public consultation prior to any decision confirming the disposal (or not) of the land, and that such consideration takes place at the meeting of the Council scheduled for 19 April 2021.
 - d) That the matter of any sale price be deferred until the City Council meeting of April 2021 where consultation responses will be considered.
 - e) Any disposal agreement that is entered into following the above must include provision that:
 - a detailed specification is provided to set out the works which will be undertaken and the corresponding timeframes.
 - a plan of the precise area to be disposed is provided
 - approval of the contractor's Risk Assessment Method Statement (RAMS) prior to any start on site
 - any landscaping, felling of trees etc be undertaken at no expense to the City Council, and in full knowledge/approval of the LDC Arboricultural Officer as appropriate.
 - any damage caused to remaining LCC land (or land which the City Council is to be required to maintain) or items thereon such as footway lights, pathways etc be made good to the satisfaction of the City Council at the earliest opportunity
 - LCC to approve the satisfactory completion of the works before maintenance responsibility is handed over and/or S79 Notice is served
 - any trees required to be felled are to be replaced by saplings of a size and species as agreed by LCC and at the cost of the purchaser within 12 months of the date of sale.
 - LCC be indemnified by the purchaser in regard to any claims arising from the proposed work on LCC land
 - the reasonable legal costs incurred by the Council to be covered in full by the purchaser in addition to the purchase price
 - SCC/LCC enter into a covenant to maintain the land to be disposed following completion of the works as appropriate
 - f) Should disposal take place, LCC confirms its intention to abide by the provisions of a Notice under s79 of the Highways Act that would compel the City Council to ensure the visibility splay (hatched area on the plan) is kept clear of obstructive vegetation.

For Council: 16 March 2021 APPENDIX 7

CURBOROUGH COMMUNITY CENTRE – PROPOSALS FOR OUTDOOR SPACE

Curborough Community Centre is managed on behalf of the Council by Curborough Community Association (CCA). This arrangement has been in place for some time and has worked very well. CCA are seeking approval from the City Council for their latest proposals to the outdoor space at Curborough Community Centre. The key aim of the proposals is to make the space more accessible to users, particularly wheelchair users, both in terms of accessing the space without needing to go through the Hall itself, and also making the space more usable for all.

CCA have been working with G-Scapes, who have provided a vision for the redevelopment of the outdoor space, to include a performance area, raised planters and additional pathways, building on the new community workshop that is nearing completion and the wheelchair accessible pathways funded via Tesco grant in 2017. This 'vision' can be separated into several standalone projects as priorities and funding dictate. An illustration of the G-Scapes vision is provided at **APPENDIX A** of this report. *[a PDF version of this illustration that allows for closer inspection of the proposals is available on request to the Town Clerk]*

In addition to the G-Scapes design, CCA have provided an image of the proposed pathways, and this is provided below for members. Orange lines, labelled 1,2,4, and 5 are potential new pathways to link to those that are already in place; the Community Centre boundary is marked in blue. Item '3' represents the proposed slatted work area.

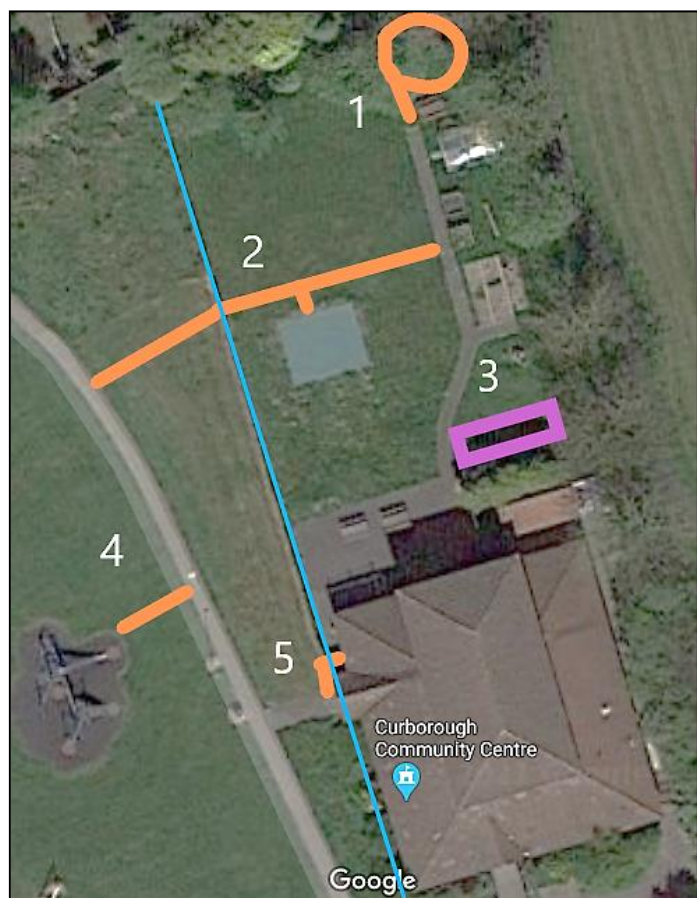
The proposal is to extend pathways outside of the boundary of the centre and into the adjacent open space (owned by LCC but not managed by CCA). The longer of these pathways would provide wheelchair access to the garden without going through the hall. The aim is to have the gates open while the garden is in use.

A second proposal is to turn a small area of fence towards the building on the boundary line to create a separate entrance. This is relatively easy to achieve but would require a path just outside the boundary line for a few metres, again on to LCC land (marked towards the bottom of the image as pathway '5').

All footpaths are to be of the same quality as pathways to the rear of the hall currently that are fully wheelchair accessible.

The proposals may take some time to come to fruition, but CCA are requesting permission from the Council for the scheme as a whole to give them some surety as they continue the process of seeking funding and prioritising the various elements of this vision.

Informal consultation has taken place with ward members, responses received to date have been wholly positive and supportive of the scheme.



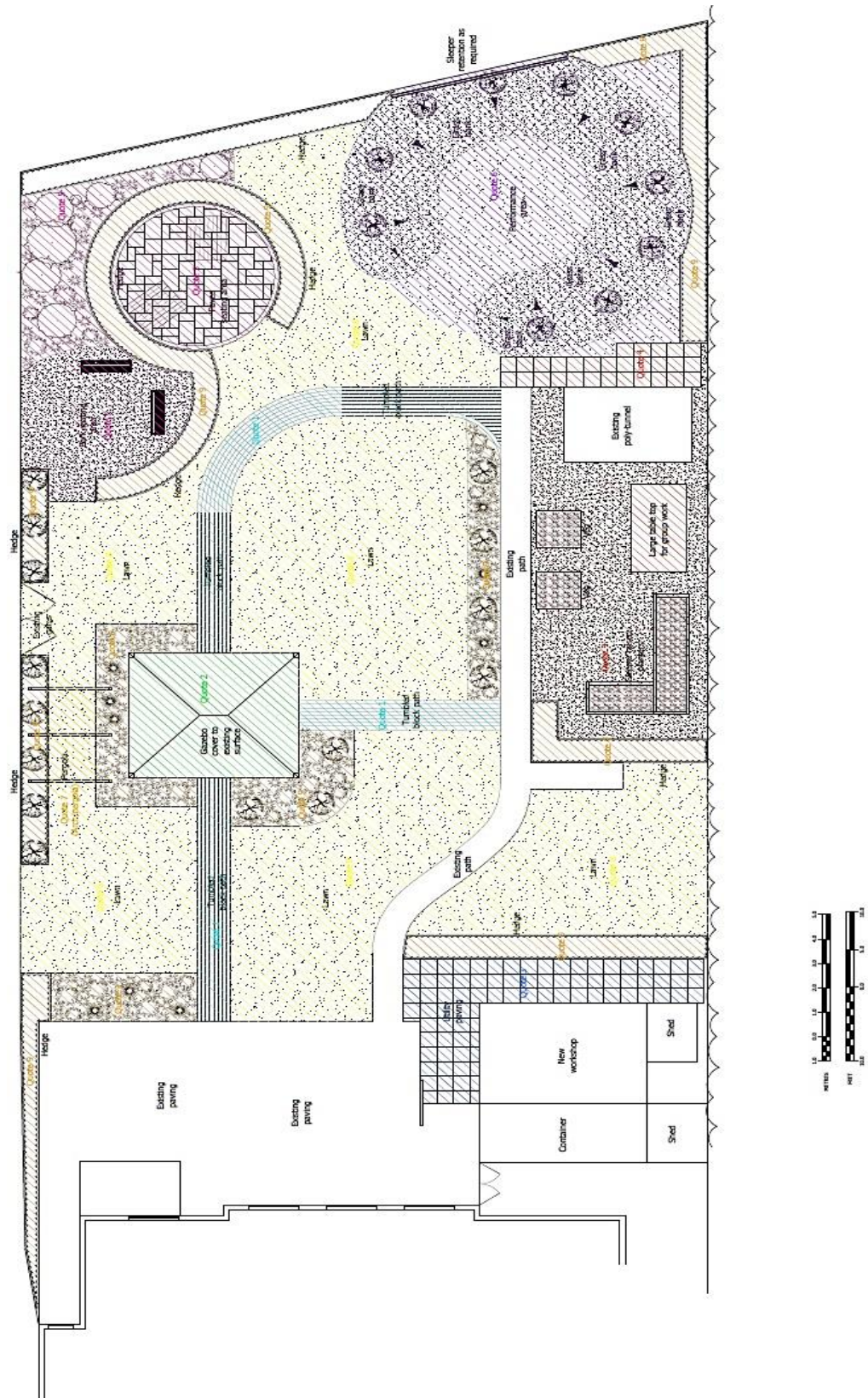
Members are asked to note that if the Council is minded to approve the proposals in principle, they will be added to the agenda for the next meeting of the City Council's Neighbourhood Plan Implementation Working Party for consideration of a possible CIL contribution. CCA are currently preparing costings for the various elements of the proposals and these will be used to inform discussions in due course.

The timescales of any decision as to CIL funding have been communicated to CCA; CCA have confirmed such timescales are in line with their own schedules.

RECOMMENDED:

- 1. The City Council confirm its 'in principle' approval of the proposals for the Curborough Community Centre outdoor space, and support for the proposals to extend pathways outside of the community centre boundary to facilitate wheelchair access. Approval to be subject to compliance with all prevailing planning requirements, adherence to appropriate guidelines, standards and working practices etc***
- 2. Delegated authority be given to the Town Clerk in consultation with the Leader of the Council, Curborough ward members and LCC representatives on Curborough Community Association, to decide upon the appropriateness of any minor variations to the project as may emerge over time.***

APPENDIX A - VISION FOR OUTDOOR SPACE, CURBOROUGH COMMUNITY CENTRE



SANDFIELDS PUMPING STATION – CIL CONTRIBUTION

Sandfields Pumping Station is a listed building of considerable note locally, and members will be familiar with the work of the Lichfield Waterworks Trust to preserve the building. This Council has been very supportive of such efforts in the past, and the building features prominently in the City Council's adopted Neighbourhood Plan.

The property is owned by a developer and there have been various conversations between the developer, Lichfield District Council (LDC) and Historic England about safeguarding the building's fabric and hence its future. The developer, as part of a wider planning permission for development including the Pumping Station site, has committed to meet its obligations and satisfy LDC and Historic England that the building will indeed be preserved.

It is intended that the pumping station will be transferred to Lichfield Waterworks Trust which will take on operational responsibility to manage the building and its future use(s). However, the Trust is seeking a sum of £15,000 to help it take on the building and cover the initial costs of its running, these costs include structural surveys, immediate safety works to facilitate public access, development of a business plan, legal and accountancy fees etc.

LDC has been asked to investigate whether it or other stakeholders can assist in meeting the costs of the request from the Trust and is currently looking at all possible avenues, including a contribution from LCC via Community Infrastructure Levy (CIL).

The allocation of CIL is strictly governed, LDC can claw back misspent CIL funds from bodies such as LCC if it is awarded outside its stated uses. Confirmation from a senior LDC Officer of the appropriateness of CIL monies to support the Pumping Station's use, including facilitating access to residents of the city, has been received by the Town Clerk. As it is LDC that would launch proceedings to recover any CIL it felt had been improperly allocated, the City Council can therefore proceed with relative surety.

Such discussions would normally be held at a formal meeting of the City Council's Neighbourhood Plan Implementation Working Party (NPIWP), with a recommendation being made to Council. However, LDC have requested confirmation as to any contribution from LCC as soon as is practicable, hence this matter appearing on the agenda without being formally discussed at a meeting of the NPIWP.

However, upon receipt of the original request, the Town Clerk circulated the information to the NPIWP membership. There was unanimously positive response to the principle of a CIL contribution, with suggested amounts of such a contribution varying between £5,000 and £10,000.

CIL payments are transferred to the City Council by LDC twice yearly in April and October. The City Council currently holds £32,000 of unallocated CIL, but members are asked to note there is no CIL forecast to be received in April 2021 and a forecast for October 2021 is awaited. Members are also reminded of agenda item 15 (Curborough Community Centre Gardens) and the possibility of a CIL contribution also being recommended for that project during the early part of the 21/22 financial year.

If the Council does wish to provide a CIL contribution to the Lichfield Waterworks Trust, it could be on a similar basis to that provided to the Lichfield and Hatherton Canal Restoration Trust in 2019; copies of invoices would be necessary to facilitate the transfer of any funds in order that the process can be suitably audited.

Alternatively, it may be that LCC can transfer the money to LDC (as the Local Planning Authority) and for their internal procedures to govern the allocation of the CIL monies to the Trust with LDC

being accountable to LCC for any such contribution; this may be less administratively cumbersome for all involved. Upon confirmation of any CIL contribution, the Town Clerk will pursue this matter with LDC directly.

As a result of the uncertainties as to how any CIL contribution by LCC would be administered, the Council is asked to discuss the appropriateness of an 'in principle' contribution that is subject to confirmation of such matters and of the appropriate audit of any such contribution.

RECOMMENDED: The City Council to resolve whether it wishes to make an 'in principle' CIL contribution (subject to confirmation of administration and audit processes) to facilitate the transfer of Sandfields Pumping Station to the Lichfield Waterworks Trust as set out above, and the amount of any such contribution.

For Council: 16 March 2021 APPENDIX 9

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 December to 31 December 2020

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/12/2020	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 20/21 - 9th instalment	923.00	0.00	923.00
01/12/2020	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 20/21 - 9th instalment	539.00	0.00	539.00
01/12/2020	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 20/21 - 9th instalment	1,996.00	0.00	1,996.00
03/12/2020	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - November	31.38	0.00	31.38
03/12/2020	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - December	6.00	1.20	7.20
14/12/2020	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - October	211.12	42.22	253.34
14/12/2020	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - October	52.41	2.62	55.03
14/12/2020	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - October	72.37	3.62	75.99
14/12/2020	DDebit	Npower Ltd	G/HALL Energy	Electricity - October	406.23	81.25	487.48
14/12/2020	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - October	30.48	1.52	32.00
14/12/2020	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - October	75.31	3.77	79.08
14/12/2020	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - October	49.96	3.44	53.40
15/12/2020	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	Monthly IT support, antivirus, backups, Office365 - November	528.72	105.74	634.46
15/12/2020	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - November	45.00	9.00	54.00
15/12/2020	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' emails - November	126.00	25.20	151.20
15/12/2020	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - November	45.00	9.00	54.00
15/12/2020	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - December	42.05	0.00	42.05
15/12/2020	DDebit	NatWest Autopay	CIVIC Mayor's Allowance - D Baker	Taxable clothing expenses	25.00	0.00	25.00
15/12/2020	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - December	22,164.12	0.00	22,164.12
16/12/2020	DDebit	British Gas	BIRTHPLACE Energy	Gas 13/10 - 21/11	176.13	8.80	184.93
17/12/2020	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - December (new rate)	16.00	3.20	19.20
18/12/2020	BACS 300	Artemis & Bear Ltd	BIRTHPLACE Adverts/promotion	Inclusion in map of Literary & Musical Houses - 1st payment	100.00	0.00	100.00
18/12/2020	BACS 301	Mrs D Baker	CIVIC Mayor's Allowance - D Baker	Car mileage expenses for Mayoral duties, May'19-July'20	71.55	0.00	71.55
18/12/2020	BACS 301	Mrs D Baker	CIVIC Mayor's Allowance - D Baker	Car parking for Mayoral duties, Nov 2019-Mar 2020	4.17	0.83	5.00
18/12/2020	BACS 301	Mrs D Baker	CIVIC Mayor's Allowance - D Baker	Taxis for Mayoral duties, Feb 2020	15.00	0.00	15.00
18/12/2020	BACS 301	Mrs D Baker	CIVIC Mayor's Allowance - D Baker	Catering at Mayoral event, Feb 2020	15.00	0.00	15.00
18/12/2020	BACS 301	Mrs D Baker	CIVIC Mayor's Allowance - D Baker	Mayor's Parlour refreshments	5.85	0.00	5.85
18/12/2020	BACS 301	Mrs D Baker	CIVIC Mayor's Allowance - D Baker	Mayor's Parlour refreshments (VATable)	2.17	0.43	2.60
18/12/2020	BACS 302	Bishops Offley Trees	ARTS/TOURISM Lights Costs	23 ft Christmas tree and delivery	380.00	0.00	380.00
18/12/2020	BACS 303	N Boden	MARKET Supplies/Services	Replacement of 11 market signs around city car parks	330.00	0.00	330.00
18/12/2020	BACS 303	N Boden	PARKS Other Repair/Maint	Greyfriars Alley - Brick wall repaired & corner repointed	120.00	0.00	120.00
18/12/2020	BACS 303	N Boden	PARKS Other Repair/Maint	Curborough - Smooth finish on play area welds	60.00	0.00	60.00
18/12/2020	BACS 303	N Boden	PARKS Other Repair/Maint	Roman Way bus shelter - Replace broken bolt	50.00	0.00	50.00
18/12/2020	BACS 304	Nicholas Bradshaw	BIRTHPLACE Stock for sale	Johnson and Hodge cards for sale	25.00	0.00	25.00
18/12/2020	BACS 305	A Briggs	DEM SERVICES Supplies & Services	Monthly Zoom licence for Council meetings, 26/11 - 25/12	11.99	2.40	14.39
18/12/2020	BACS 306	Brownhill Hayward Brown	R&R FUND General	Architects for Cruck House renovations	1,000.00	200.00	1,200.00
18/12/2020	BACS 306	Brownhill Hayward Brown	R&R FUND Guildhall/Donagall Hs	Architects for Guildhall restoration works	875.01	175.00	1,050.01
18/12/2020	BACS 307	CBS Complete Ltd	BIRTHPLACE Repair/Maint	Annual gas safety inspection of museum boiler	114.00	22.80	136.80
18/12/2020	BACS 308	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Christmas lights installation (1st half payment) & new hook	6,554.80	1,310.96	7,865.76
18/12/2020	BACS 308	Darwin Electrical Services	ARTS/TOURISM Lights Costs	New LED lamps for Pool Walk	744.00	148.80	892.80
18/12/2020	BACS 309	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Mouse mats with wrist support	9.15	1.83	10.98
18/12/2020	BACS 309	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cleaning & sanitiser supplies; hazard tape	76.08	15.22	91.30
18/12/2020	BACS 310	Forward Cleaning Contractors	ADMIN Supplies & Services	Monthly window cleaning - November	16.00	3.20	19.20
18/12/2020	BACS 311	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine rental 15/11 - 14/2 (new contract)	75.00	15.00	90.00
18/12/2020	BACS 311	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Delivery of new franking machine	7.50	1.50	9.00
18/12/2020	BACS 312	T M Grace	G/HALL Lettings	Refund of deposit for cancelled booking, May 2021	83.33	16.67	100.00

18/12/2020	BACS 313	S Jones	G/HALL Lettings	Refund for cancelled Whytmore Room bookings, April 2020	156.80	0.00	156.80
18/12/2020	BACS 314	G Keatley	ADMIN Subscript/Training	AAT membership for Internal Auditor 2021	171.00	0.00	171.00
18/12/2020	BACS 315	Keelys LLP	ADMIN Professional Fees	Employment law advice plan 26/11/20 - 25/11/21	1,000.00	200.00	1,200.00
18/12/2020	BACS 316	Lichfield District Council	DEM SERVICES Election Costs	Parish Council elections - May 2019	40,918.95	0.00	40,918.95
18/12/2020	BACS 317	Lich Christadelphian Ecclesia	G/HALL Lettings	Refund for cancelled bible exhibition, Dec 2020	41.67	8.33	50.00
18/12/2020	BACS 318	Lich & Hath Canal Restortn Trust	C I L Expenditure	CIL for canal work per Min 68, 21/10/19 - 4th payment	1,265.26	0.00	1,265.26
18/12/2020	BACS 319	Lichfield Litter Legends	GRANTS General	General grant per Min 62, 7/12/20	1,000.00	0.00	1,000.00
18/12/2020	BACS 320	Mazars LLP	ADMIN Professional Fees	External audit fee 2019/20	2,840.00	568.00	3,408.00
18/12/2020	BACS 321	Print & Digital of Lichfield Ltd	CIVIC Supplies/Services	Printing of Mayor & Sheriff's official Christmas cards	220.00	44.00	264.00
18/12/2020	BACS 321	Print & Digital of Lichfield Ltd	CIVIC Mayor's Allowance - D Baker	Printing of Mayor's personalised Christmas cards	118.00	23.60	141.60
18/12/2020	BACS 322	Quality Garden Supplies Ltd	MARKET Supplies/Services	Rock salt	121.66	24.33	145.99
18/12/2020	BACS 323	L Robinson	G/HALL Lettings	Refund of 5 deposits for cancelled craft fairs	208.33	41.67	250.00
18/12/2020	BACS 323	L Robinson	G/HALL Lettings	Refund of booking overpayment	30.70	0.00	30.70
18/12/2020	BACS 324	SCC County Fund	CIVIC Mayor's Allowance - D Baker	Mayor's ticket for SCC Chairman's virtual charity event	25.00	0.00	25.00
18/12/2020	BACS 324	SCC County Fund	CIVIC Sheriff's Allowance - D Brown	Sheriff's ticket for SCC Chairman's virtual charity event	25.00	0.00	25.00
18/12/2020	BACS 325	Sutcliffe Play Ltd	PARKS Other Repair/Maint	Replacement hand/fothold covers for Curborough play area	93.34	18.67	112.01
18/12/2020	BACS 326	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning - November (1.5 hrs)	19.50	3.90	23.40
18/12/2020	BACS 326	Taylor Maids UK Ltd	G/HALL Supplies/Services	Guildhall and Donegal Hse cleaning - November (9 hrs)	117.00	23.40	140.40
18/12/2020	BACS 327	Zurich Town and Parish	ADMIN Insurance	Extra premium for increased civic silver valuation	1,057.98	0.00	1,057.98
21/12/2020	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - Nov usage/ Dec rental	123.33	24.66	147.99
23/12/2020	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - November payroll	23.40	0.00	23.40
29/12/2020	DDebit	British Gas	BIRTHPLACE Energy	Gas 22/11 - 7/12	221.37	44.27	265.64
29/12/2020	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/11 - 10/12	10,876.33	2,175.26	13,051.59
31/12/2020	BACS 328	Banner Group Ltd	ADMIN Supplies & Services	Stationery	18.11	3.62	21.73
31/12/2020	BACS 329	N Burton	PARKS Other Repair/Maint	Festival Gdns - Non-slip tape for bridge	16.65	3.33	19.98
31/12/2020	BACS 330	J Butler	BIRTHPLACE Supplies & Services	Batteries for electric candles	4.99	1.00	5.99
31/12/2020	BACS 331	Frederica Greetings Ltd	BIRTHPLACE Stock for sale	Greeting cards for sale	62.40	0.00	62.40
31/12/2020	BACS 332	Group for Education in Museums	BIRTHPLACE Supplies & Services	GEM subscription 2021	118.00	0.00	118.00
31/12/2020	BACS 333	Lichfield District Council	CIVIC Events	Small Society Lottery registration 2021	20.00	0.00	20.00
31/12/2020	BACS 334	Lich & Hath Canal Restortn Trust	C I L Expenditure	Additional CIL for canal works per Min 68, 21/10/19	295.20	0.00	295.20
31/12/2020	BACS 335	J Varley	ADMIN Supplies & Services	Milk	1.09	0.00	1.09
31/12/2020	BACS 335	J Varley	BIRTHPLACE Supplies & Services	Replacement light bulbs	10.25	2.04	12.29
31/12/2020	BACS 335	J Varley	G/HALL Supplies/Services	Anti-bacterial sprays	4.39	0.88	5.27
31/12/2020	BACS 335	J Varley	HALLS Boley Hall	New kettle for Boley Hall kitchen	19.99	0.00	19.99
31/12/2020	BACS 336	H Winter	ADMIN Supplies & Services	Eyesight test	25.00	0.00	25.00
31/12/2020	BACS 337	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - December	6,065.40	0.00	6,065.40
31/12/2020	BACS 338	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - December	8,365.00	0.00	8,365.00
31/12/2020	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 31 Oct to 4 Dec - current account	15.94	0.00	15.94
31/12/2020	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier - usage Jul-Sep, rental Oct-Dec	89.15	17.83	106.98
31/12/2020	DDebit	Wm M Briers & Son (Tamworth)	MARKET Supplies/Services	Skip hire - November	490.00	98.00	588.00
					114,603.06	5,542.01	120,145.07

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 December to 31 December 2020

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
31/12/2020	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 31 Oct to 4 Dec - imprest account	7.93	0.00	7.93
					7.93	0.00	7.93