



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 B.A. (Hons), CiLCA

19 April 2021

Public

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to a virtual meeting of **Lichfield City Council** to be held via 'Zoom' on **Monday, 26 April 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 16 March 2021 (Nos. 90 - 105) **(copy attached)**.

5. MATTERS ARISING ON COUNCIL MINUTES

6. PLANNING COMMITTEE

The Chairman of the Planning Committee to move that comments submitted to Lichfield District Council for the period 26 February 2021 to 1 April 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 and recommendation of the special meeting of the Grants Committee held on 29 March 2021 (**ATTACHED**).

RECOMMENDED: *That the Minutes and recommendations of the Grants Advisory Committee meeting be adopted.*

9. LAND AT THE FRIARY/FESTIVAL GARDENS

At its meeting of 16 March 2021, the City Council was asked to consider a request from Staffordshire County Council (SCC) to consider a transfer of land at Festival Gardens to facilitate SCC's preferred option junction improvements to the A51 Western Bypass/Friary. The Town Clerk's report at **APPENDIX 1** (attached) provides an update on developments since the last Council meeting, including SCC's decision on 7 April 2021 to formally withdraw the request to transfer the land. As a result of the request being withdrawn by SCC, there is no requirement for the Council to formally consider the matter further at this meeting.

RECOMMENDED: *That the report be noted.*

10. PLANNING COMMITTEE – REVISED TERMS OF REFERENCE

To consider the Town Clerk's report at **APPENDIX 2** (attached) and the associated Terms of Reference which are presented jointly by the Chairman and Deputy Chairman of the Planning Committee and the Town Clerk for the consideration of Council. Draft copies of these terms have been previously circulated, with the minor amendments suggested being incorporated into the draft terms now presented.

RECOMMENDED: *That the draft Planning Committee Terms of Reference be adopted.*

11. OFFICERS' REPORT

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

RECOMMENDED: *That the Report be noted.*

12. REMOTE MEETING PROVISION AND 'CALL FOR EVIDENCE'

The City Council has utilised the ability to hold remote meetings to good effect in the past 12 months or so. On 25 March 2021, Government confirmed the current remote meeting provision would not be extended past the existing 7 May 2021 expiry date. Industry bodies have expressed disappointment at the decision and legal action is underway to establish the right to hold meetings remotely exists within current laws; the High Court will consider the matter on 21 April.

The likelihood of a *need* to return to remote meetings appears to be reducing, though any delays or reversals in the implementation of the Government roadmap out of lockdown could lead to difficulties for council business, notably the Council meeting in June when year-end accounts are considered. The opportunity can therefore now be taken to put certain measures in place to allow the council to function in such circumstances, as detailed in the recommendations which follow this report. The longer-term question as to whether LCC wishes to hold some or all its meetings remotely can be addressed as and when the legislative framework is clear.

A 'call for evidence' has also been issued by the Government, seeking to understand the experience of remote meetings for all local authorities. The Town Clerk has prepared a draft response which has been circulated to Group leaders and is included for

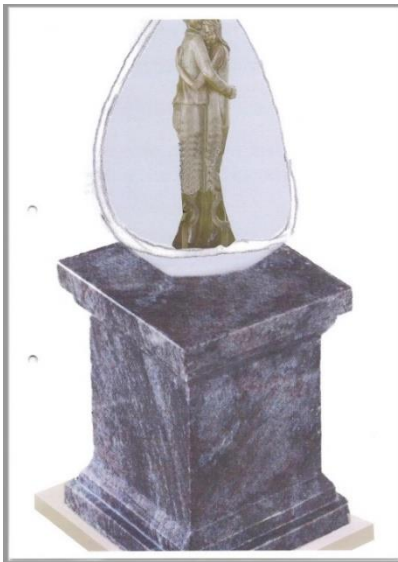
consideration by Council at **APPENDIX 4** (attached). Members are asked to note that a revised Appendix 4 may be circulated prior to the Council meeting following further input from Group Leaders. Council is asked to approve the draft response in readiness for submission in the name of LCC.

RECOMMENDED:

- a) *Delegated authority be given to the Town Clerk, in consultation with the Leader of the Council, to implement remote meetings where legislation allows, and it is considered beneficial for the smooth running of the council (e.g. introduction of Government restrictions that would prevent in-person meetings or make them impracticable). The continuation of any such provision to be subject to formal discussion and voting thereon at the first meeting of the Council so held.*
- b) *The Council to recommend that all members and officers likely to attend any formal in-person council meeting undertake a Lateral Flow Test in the 48 hours preceding the meeting.*
- c) *The existing general dispensation for any member required to self-isolate due to a positive Covid-19 test or track and trace alert be extended to 31 December 2021.*
- d) *The draft 'call for evidence' response (APPENDIX 4) to be approved, and delegated authority given to the Town Clerk to submit the response in the name of the City Council.*

13. COVID-19 MEMORIAL – REQUEST FROM FM & J WAIT FUNERAL DIRECTORS

The Town Clerk has received a request from F.M. & J Wait Funeral Directors to place a memorial to the victims of COVID-19 and their families on City Council land. At this stage the request is for an 'in principle' decision, with detail as to design, location etc to be agreed in due course. The request is reproduced below:



F.M. & J Wait Funeral Directors would like the City Council to favourably consider allowing a memorial to the victims of COVID-19 and their families to be placed on City Council land. An initial concept of the memorial is provided for the consideration of members, though further input into the design would be welcomed. It is estimated that, including pedestal, the memorial will stand in the region of 1.5m tall, comprising:

*Base: Front to back 22/24". Left to right: 22/24" square
Tear: 23" or 600m height. Design inside the tear: 14"-16" height. If this scale is not to the satisfaction of the Council, we would welcome further discussion. We envisage the memorial to be constructed from blue/grey granite.*

As the Garden of Remembrance is the centre for reflection in the City, we would like the memorial to be sited within the Gardens, with a specific site agreeable to the Council to be discussed in due course.

The funding for the memorial will be provided jointly by ourselves and G A Cannel Memorials Ltd of Curborough, with no contribution requested from the City Council. Once complete and unveiled, we ask that the City Council assume the responsibility for ongoing maintenance of the statue.

There are a number of details still to be considered, and if Council consider the principle appropriate, it may be advisable to delegate authority to allow such decisions to be made.

RECOMMENDED:

- a) *The Council to confirm **whether or not** it wishes to grant an 'in principle' permission for the placement of a memorial to COVID-19 victims and their families on City Council land.*

- b) *If it does grant an in principle permission, delegated authority be given to the Town Clerk in consultation with the Leader of the Council and minority group leaders to agree a finalised specification and location with the applicants in due course. The City Council also to confirm an 'in principle' intention to assume responsibility for the memorial once complete and unveiled.*

14. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 5**) for the periods:

- 1 January 2021 to 31 January 2021 in the sum of **£90,435.68** General Account, and **£6.00** Imprest Account.
- 1 February 2021 to 28 February 2021 in the sum of **£70,845.26** General Account, and **£6.00** Imprest Account.

15. 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.

16. MARKET STALL CONTRACT

To consider the report by the Civic Officer and Town Clerk at **APPENDIX 6** (Attached for Members). Members are asked to note that an initial draft of this report was also considered by the City Council's Markets Working Group (MWG) at its meeting of 10 March 2021 in readiness for its presentation to Council (Minutes adopted by Council on 16 March 2021). The view of the MWG is highlighted in red text within the report.

* * * * *

PUBLIC PARTICIPATION SESSION AT CITY COUNCIL MEETINGS

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

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

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held via 'Zoom' on Tuesday 16 March 2021 at 6.30 pm

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, S Pritchard, C Rapley, P Ray, D Robertson, A Smith, J Smith, C Spruce, M Trent, M Warfield and R Yardley.

APOLOGIES: None

90 MAYOR'S ANNOUNCEMENTS

The Mayor reported that she had attended a number of virtual events including a talent show for *Shinning Stars* which included a variety of performances. The Mayor also invited members to join her online via YouTube for a virtual Civic Service on Sunday 21 March at the Methodist Church.

91 DECLARATIONS OF INTEREST

Councillors Anketell, Field, Mrs Greaves A Smith and J Smith declared an interest under Appendix A of the City Council Code of Conduct with respect to Minute 94 (Grants Advisory Committee).

Councillors Mrs Baker, Ball, Checkland, Field, Mrs Greaves, Greatorex, Jones, Miss Marks, Matthews, Warfield and Yardley declared an interest under Appendix B of the City Council Code of Conduct with respect to Minute 94 (Grants Advisory Committee).

Councillor C Greatorex declared a prejudicial interest in Minute 100 (Land at the Friary/Festival Gardens) as County Councillor for the project and left the meeting during discussion and voting thereon. Councillor Mrs J Eagland also declared an interest in this item as a County Councillor.

92 COUNCIL MINUTES AND MATTERS ARISING

Cllr M Trent requested an amendment to Minute 87 which inaccurately reported that Cllr Trent had commended the Twinning Officer for her work in organising safe recycling of LCC computers via 'IT Schools Africa'. While acknowledging the value of this project, Cllr Trent wished the records to show that he was at the time actually commenting on the work undertaken by the Twinning Officer to facilitate contact between Chadsmead Primary School and 'Ecole Chatelain' in St Foye, a project that allows pupils to exchange letters detailing their experiences and feelings during the current time.

RESOLVED: *That the Minutes of the Council Meeting held on 25 January 2021 (Nos 76-89) be confirmed and signed as a correct record subject to the amendment set out above.*

93 PLANNING COMMITTEE

RESOLVED: *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.*

94 GRANTS ADVISORY COMMITTEE

Consideration was given to the minutes and recommendations of the Grants Advisory Committee held on 1 February 2021. The Mayor advised of an error in the Minutes relating to the grant award for Fusion Credit Union, the award being listed as £500.00 when the recommended grant was £0.

Councillor P Ray highlighted the applications for grants from youth groups and asked all present to continue to encourage such applications in the future.

RESOLVED: That the Minutes of the Grants Advisory Committee meeting held on 1 February 2021 be received, and that the recommendations therein be adopted, subject to amendment of the amount allocated to Fusion Credit Union.

95 AUDIT COMMITTEE

Members considered the Minutes and recommendations of the Audit Committee meeting held on 11 March 2021. Both Cllrs C Spruce and D Robertson highlighted the good financial controls in place at the Council. Cllr Robertson proposed a minor addition to the Minutes for clarification purposes in order to confirm that the water bills paid based on estimated readings would not result in financial loss to the council as any overpayment would be recouped by correct payment when based on actual meter readings.

RESOLVED: That the Minutes of the Audit Committee meeting held on 11 March 2021 be adopted, subject to the addition of the clarification as set out above.

96 MARKETS WORKING GROUP

Consideration was given to the minutes and recommendations of the Markets Working Group held on 10 March 2021. Councillor P McDermott highlighted the decision to allow the Producers' Market to take place on Easter Sunday.

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

97 NOMINATIONS FOR CIVIC OFFICE

a) Mayor Elect

It was proposed by Councillor Mark Warfield, seconded by Councillor Mrs Janet Eagland and

RESOLVED: That Councillor Robert Yardley be nominated Mayor Elect for the year 2021/22.

b) Deputy Mayor Elect

It was proposed by Councillor Mrs Janet Eagland, seconded by Councillor Christopher Spruce and

RESOLVED: That Councillor Jamie Checkland be nominated Deputy Mayor Elect for 2021/22.

c) Sheriff Elect

It was proposed by Councillor Colin Greateorex, seconded by Councillor Angela Lax and

RESOLVED: That Mr Peter Hitchman be nominated Sheriff Elect for the year 2021/22.

98 CALENDAR OF MEETINGS 2021/22

Consideration was given to the draft calendar of meetings. Cllr C Ball asked whether the Council could look again at the full council meeting scheduled for Wednesday 20 April 2022 as this is Easter week. The Town Clerk confirmed little other choice was available due to conflicting meetings, but the matter would be looked into again. Discussion then turned to the provision of remote meetings and the expiry of legislation that has facilitated them for the past 12 months or so. The Town Clerk advised that he would contact members with an update as and when there were developments, but in the absence of an extension to current provisions, the City Council would be required to meet in person from May 2021. Cllr A Lax confirmed that the City Council's Planning Committee falls outside of these regulations if appropriate delegated authority and terms of reference are in place; a matter that is due before Council at its April meeting.

RESOLVED: That the calendar of meetings for 2021/22 be as follows;

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)
Thursday, 10 June	6.30pm	Audit Committee
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)
Tuesday, 2 November	10.30am	Johnson Birthplace Advisory Committee
Thursday, 4 November	6.30pm	Staffing Committee
Wednesday 10 November	6.30pm	Planning Committee (if called)
Thursday, 2 December	6.30pm	Audit Committee
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
Tuesday, 1 February	6.30 pm	Grants Advisory Committee
Wednesday 2 February	6.30pm	Planning Committee (if called)
Thursday, 3 March	6.30pm	Planning Committee (if called)
Thursday, 10 March	6.30pm	Audit Committee
Monday 14 March	6.30pm	COUNCIL
Thursday, 7 April	6.30pm	Planning Committee (if called)
Wednesday 20 April	6.30pm	COUNCIL
Tuesday, 26 April	10.30am	Johnson Birthplace Advisory Committee
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)

99 OFFICERS' REPORT

Councillors recognised the efforts of the City Council's Open Spaces Officer as his retirement date approached and asked that the appreciation of the Council be formally recorded and conveyed to him. Cllr Greatorex emphasised the work being undertaken by officers to facilitate the continuation of the Markets during lockdown and the important service the market provides for the residents of the City. Councillor M Trent commended the progress on the Twinning Officer's project which sees Chadsmead Primary School link with Ecole Chatelain to allow pupils to exchange correspondence on the impact of the COVID-19 pandemic and their own experiences during this time.

RESOLVED: *That the Report be noted.*

100 LAND AT THE FRIARY/FESTIVAL GARDENS

Members considered the Town Clerk's report at agenda Appendix 6 and the extensive recommendations that followed the report.

Significant discussion took place as to whether Staffordshire County Council's (SCC) preferred option had merit or was necessary/proportionate, the impact on the City entrance, notably in regard to tree loss, the City Council's options before and after consultation, the provision of an evidence base that would be necessary to satisfy the City Council as to the appropriateness of the proposal, and possible outcomes if the City Council did not accept the proposal.

An amendment was proposed by Cllr Ray and seconded by Cllr Spruce to set a further condition on the requested disposal that the City Council be convinced as to the merits of the proposed works. On being put to the vote the amendment was declared carried.

Further discussion continued on the principle of disposal and the detailed conditions. It was agreed it would be beneficial for a meeting to be held between representatives of LCC and SCC/AMEY to discuss the concerns and queries raised by City Councillors; the Town Clerk offered to arrange such a meeting and to circulate arrangements to members as soon as practicable.

It was also agreed that the recommendations in the agenda report be approved in order to facilitate the necessary consultation with local residents to ensure their opinions are incorporated into a final decision, rather than rejecting the proposal at this stage and without resident input or further dialogue with SCC.

RESOLVED:

- a) ***Subject to legal duties, additional consultation as set out in recommendations below, and the Council being convinced of the merits of the proposed works, 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 SCC 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.*

101 CURBOROUGH COMMUNITY CENTRE GARDENS

Members considered the Town Clerk's report at agenda Appendix 7 and the recommendations therein. Members were very supportive of the aims of Curborough Community Centre. Cllr D Robertson and C Greateorex highlighted the opportunity presented within these plans to facilitate disabled access.

RESOLVED:

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 is subject to compliance with all prevailing planning requirements, adherence to appropriate guidelines, standards and working practices etc.*
2. *Delegated authority is 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.*

102 SANDFIELDS PUMPING STATION – CIL CONTRIBUTION

Members considered the Town Clerk's report at agenda Appendix 8. Cross party support for the work of the Lichfield Waterworks Trust was evident, and the principle of a CIL contribution was agreed. Concern was raised however at the relatively large amount of CIL reserve being potentially allocated to this project (approximately 30%) when there was no further CIL income forecast until at least October 2021. Following further discussion as to the amount of such a contribution it was proposed by Cllr M Field and seconded by Cllr Ball that the original proposal made by Cllr Warfield of a £10,000 contribution be reduced to £5,000. On being put to the vote the amendment was declared lost. Councillor D Robertson emphasised that care must be taken as CIL allocations appeared to be centring on the South of the City. Councillor C Greateorex and D Dundas both emphasised the potential benefits of the funding to an important local building and a project that features prominently in the City Council's adopted Neighbourhood Plan, and that such funding from LCC would facilitate the ability of the Lichfield Waterworks Trust to apply for greater funding from other parties in the future.

RESOLVED: *That the City Council make an 'in principle' CIL contribution of £10,000 to facilitate the transfer of Sandfields Pumping Station to Lichfield Waterworks Trust as set out in the report, subject to confirmation of administration and audit processes.*

103 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed for 1 December 2020 to 31 December 2020 in the sum of £120,145.07 General Account and £7.93 Imprest Account.*

104 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: *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.*

105 TENDERS COMMITTEE

Members considered the Minutes of the Tenders Committee meeting held on 24 February 2021 at which the tenders for the proposed renovation of the Cruck House annex accommodation were opened.

RESOLVED: That the Minutes of the Tenders Committee held on 24 February 2021 be received.

**THERE BEING NO FURTHER BUSINESS
THE MAYOR DECLARED THE MEETING CLOSED AT 8.11 PM**

MAYOR

Lichfield City Council

**Minutes of Grants Advisory Committee Meeting held via 'Zoom' at 6.30pm
on Monday, 29 March 2021**

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

APOLOGIES: None

5. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

The Chairman declared an interest as a District Councillor on an item to be discussed under Any Other Business concerning Proms in the Park.

6. MINUTES

RESOLVED: *The Minutes of the meeting held on 1 February 2021 were confirmed as a correct record subject to correction of the typographical error highlighted on adoption at Council [Minutes adopted by Council on 16 March 2021 subject to amendment of the typographical error relating to the Fusion Credit Union grant award (£500 listed, £0 recommended for award)].*

7. ROYAL BRITISH LEGION GRANT REQUEST

Members considered the resubmitted Grant application request from the City of Lichfield Branch of the Royal British Legion. The Committee commended the work of the British Legion and recognised the lack of opportunity to fund raise during Covid-19. Members felt that the resubmitted application was still lacking in detail and asked that the RBL be given feedback and support in future on the application process. The Committee recognised that the request for a larger amount of financial assistance was due to the RBL celebrating their centenary year and the associated costs of producing commemorative certificates for their members.

RECOMMENDATION TO COUNCIL:

- a) That subject to the production of invoices for printing costs, a grant be awarded to the City of Lichfield Branch of the Royal British Legion in the sum of £1,000 from 2021/22 grant budget towards the cost of producing commemorative certificates and Remembrance Sunday.**
- b) That the RBL be given feedback on the lack of detail in their application and in future the Council make it clear to all applicants that guidance on completion of applications is available from the City Council, and that this be highlighted in all promotional material and on social media when applications open again later in 2021.**

8. ANY OTHER BUSINESS

The Chairman advised members that a request had been received from Friends2Friends requesting the £400 Grant they had been awarded from the 2021/22 budget be used to purchase a new computer rather than for Trustee training as originally intended. Members recognised that the board of Trustees already had considerable experience and that further training would be unnecessary and that Friends2Friends be asked to submit a written statement confirming their change of objective.

RESOLVED:

That Friends2Friends be asked to submit a written statement confirming their change in objective in using the £400 grant awarded from the 2021/22 budget to purchase a new computer.

The Chairman advised members that a query had been received from Lichfield District Council – Proms in the Park asking if the Grant of £1,500 received in 2020/21 could be carried forward to this year's event to help with the additional costs associated with making the event Covid safe. Members commended the District Council's transparency in making the enquiry but were concerned that an award of £1,500 has also been allocated from the 2021/22 budget (subject to the event taking place) and therefore wished to see evidence of the associated costs relating to Covid security.

RECOMMENDATION TO COUNCIL:

- a) That the grant awarded in 2020/21 to Lichfield District Council – Proms in the Park be used for the 2021 event subject to evidence being provided on how this money is to be spent on the additional costs of making the event Covid safe.***
- b) The grant of £1,500 awarded from the City Council's 2021/22 budget to still be honoured under the same terms as previously resolved.***

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED
THE MEETING CLOSED AT 7.16PM**

For Council: 26 April 2021 APPENDIX 1

LAND AT THE FRIARY/FESTIVAL GARDENS

Background

At its meeting of 16 March 2021, the City Council considered a request from Staffordshire County Council (SCC) to transfer approximately 253m² of land at the Friary/Festival Gardens to facilitate the preferred option junction improvement at the A51 Western Bypass/Friary Junction. The request included an obligation on the Council to maintain a 'visibility splay' associated with this preferred option. At the meeting it was clear that members were unconvinced as to the appropriateness of the proposal based on the evidence then available, but it was agreed that consultation with residents and further discussions with SCC were required before formalising a position.

Legislation requires the City Council to advertise any '*intention to dispose*' of land held as public open space and consider objections to that intention at a subsequent Council meeting. SCC informed the Town Clerk that they required a decision as to whether LCC would transfer the land to facilitate their preferred option no later than after April Council. The planning condition associated with this proposal is included within the wider St John's Grange development off London Road, and was due to be discharged six months after start on site (i.e. April 2021). The three options open to the Council were therefore:

1. Refuse the request at the first stage – this was discussed at March Council as support for the proposal based on the information available was lacking. However, it was discounted as being an arbitrary decision as there had been no public input or detailed discussion with SCC as to the rationale for the proposal.
2. Consult informally in the first instance (outside of the Local Government Act 1972/General Disposal Consent 2003 legislation) – this would have resulted in the earliest possible declaration of an '*intention to dispose*' the land being considered at April Council, with the resulting formal consultation taking place thereafter and responses being considered at June Council. This is after the April deadline as requested by SCC and would render the consultation exercise superfluous.
3. Agree in principle to disposal of the land, subject to the legally required consultation with residents and other conditions as deemed appropriate - In this case, the Council included a condition that it had to be convinced of the merits of the proposed works. This allowed for a meeting to take place with SCC to discuss the proposal in detail, and for consultation responses to be considered at the April meeting of the Council, enabling a final decision in compliance both with the law and SCC's stated deadlines.

The Council resolved in accordance with option 3.

Consultation process - Public

Following the resolution of Council, the proposals were featured in the local press, advertised in the April edition of City View magazine, via the City Council's social media, noticeboard and website etc. In addition, a targeted mailshot was hand delivered by City Council staff to in excess of 500 houses, flats and businesses in the locality of the proposal between 17 and 19 March. The literature contained information regarding the proposals, and detail as to how to respond to the consultation or obtain further information. The deadline for responses was given as Tuesday 6 April 2021.

A total of 284 written responses were received to the consultation through the channels as set out in the consultation document, i.e. by post to the City Council offices or by email to the designated address. All but one of the responses were against the proposal. Responses cited a wide range of concerns including loss of public open space and trees and questioning the appropriateness of such a proposal in light of COVID-19 and a general desire to reduce traffic in the City Centre. Additionally, a large number of responses did not believe there to be a significant issue with traffic in that area, while others believed a change in lane layout within the existing footprint would improve traffic flow.

In addition to the formal consultation, a petition was created on change.org against the proposals. The petition was signed by more than 3,000 people prior to the deadline.

Additionally, some responses have claimed that the preferred option is a City Council project or indeed a personal project of the Town Clerk, rather than recognising this to be a County Council proposal resulting from a District Council planning condition, with the City Council undertaking the legally required consultation exercise as landowner. There has been resulting negative coverage of the City Council, which is disappointing but perhaps to be expected given the involvement of all three tiers of local government in this one issue and it being the City Council who have asked the public for their views.

Consultation Process – SCC

As was agreed at the City Council meeting in March, the Town Clerk approached SCC representatives to propose a meeting with City Councillors to discuss the proposals and concerns raised by LCC members. The meeting took place on 1 April 2021, and SCC representatives gave a detailed presentation as to the rationale for, and nature of, the proposals. The meeting was attended by 17 City Councillors, including the Group Leaders of the three political parties represented on the City Council, plus both the Town Clerk and Deputy Town Clerk. Prior to the meeting, several LCC members had emailed concerns and questions for the Town Clerk to pass on to SCC in readiness for the meeting; these issues and others were discussed in some detail.

This was not a constituted meeting of the Council and the consultation process was ongoing at the time, for these reasons a formal and binding vote on the matter at the meeting would not have been appropriate or indeed permissible. Several Councillors spoke against the proposals during the course of the meeting. As the meeting was drawing to a close, Councillor A Smith asked those present whether any City Councillor would wish to speak in favour of the proposal based on the evidence now available to them – no Councillor chose to do so. The notes from this meeting were circulated by the Town Clerk to all City Councillors on 1 April.

Outcomes Prior to the Council Meeting

On 7 April 2021, the day after the consultation closed, and following careful consideration of the consultation responses and the outcomes of the meeting with City Councillors on 1 April, Staffordshire County Council formally withdrew, with immediate effect, its request to acquire an area of the Festival Gardens. As a result, the *County Council proposals will not be progressed, and there is no requirement for the City Council to consider the matter further.*

Should they have proceeded, the junction improvements would have been funded by the developer of the St John's Grange site. Staffordshire County Council will now discuss alternative developer-funded improvements, by improving roads, cycleways and pedestrian walkways that do not involve any land transfers.

RECOMMENDED: That the report be noted.

For Council: 26 April 2021 APPENDIX 2

PLANNING COMMITTEE - BACKGROUND AND DRAFT TERMS OF REFERENCE

BACKGROUND

The City Council's Planning Committee (PAC) consists of all 28 Councillors. For many years the Committee met at regular intervals to make recommendations to Lichfield District Council regarding Planning applications that had been recently submitted. For each meeting, each Ward would be presented with folders containing the salient details of submitted plans, with ward member discussion taking place during the meeting.

If there was a recommendation to refuse a particular application, a nominated member from the relevant ward would make the case for the objection and it would then be voted upon by the Committee as a whole. The meeting also provided the opportunity for members of the public to make representations. All recommendations of the Planning Committee were submitted in the name of the Council under delegated authority, with the Minutes of the meetings formally received by Council via a standing item on the full council agenda.

COVID-19 restrictions from March 2020 meant the PAC could no longer meet in person. Electronic PAC meetings would be difficult without substantial procedural change due to the 'hard copy' information provided by officers to members at face-to-face meetings. In consultation with the Chairman and Deputy Chairman of the PAC it was agreed that authority from Council would be sought to allow ward members to discuss applications between themselves and make recommendations to the Chairman of the Committee that would then be submitted by officers under delegated authority. This authority was put in place by Council in May 2020; the provision is due to end in May 2021.

This system has worked extremely well for the past few months and has seen a streamlining in LCC's planning related processes that was perhaps unexpected. While comments are submitted on a relatively ad-hoc basis rather than being centred on one meeting, there continue to be 'agendas' circulated in line with the approved calendar of meetings, with recommendations published in place of the Minutes of the meeting. Continuing to publish an 'agenda' allows other matters to be officially reported such as Traffic Regulation Orders for example.

Currently, where a ward cannot agree on its response or where the ward agrees that an application requires consideration by the Committee as a whole, the Chairman can call a meeting under the provisions of Standing Orders. A meeting has not proven necessary to date. Current arrangements do raise concerns however, notably regarding the declaration and recording of interests and the ability of the public to make their representations to the Committee.

Current arrangements have seen swift involvement and knowledgeable agreed responses from ward members, timely submissions to LDC from LCC and a significant reduction in officer time and LCC resources required, especially in regard to the preparation of documentation. Should current arrangements continue when face to face meetings are once again allowed, there would be further potential benefits through a reduction in travel, heating/lighting and staff costs at the Guildhall, for example.

There have been many favourable comments from members regarding current arrangements, and while only intended to be temporary, the benefits are such that consideration of making at least some of these

provisions permanent has been actively discussed by the Chairman and Deputy Chairman of the Committee and the Town Clerk.

Following these discussions, the Chairman, Deputy Chairman and Town Clerk jointly present revised Planning Committee draft terms of reference for the consideration of the Council. The aim is to provide a good system of delegation with delegated comments being endorsed at a subsequent Council meeting. The ability to hold a full meeting for any major plans that affect the whole city, or where there is no agreement at Ward level, or upon request from the public, remains.

DRAFT TERMS OF REFERENCE – PLANNING COMMITTEE

DESIGNATION

Lichfield City Council Planning Committee.

MEMBERSHIP

The Committee to consist of all members of the Council. A quorum will be determined by the provisions of the City Council's Standing Orders.

APPOINTMENT OF CHAIRMAN/DEPUTY CHAIRMAN

Chairman and Deputy Chairman to be decided upon by Council resolution and reviewed annually. Chairman and Deputy Chairman not to be members of the same ward.

PLANNING COMMITTEE OBJECTIVES AND RESPONSIBILITIES

1. To consider, comment upon and make recommendations in respect of all Planning Applications submitted within the area of Lichfield City
2. To consider, comment upon and make recommendations in respect of Planning Applications outside of the City boundary that have a demonstrable impact on the City as appropriate.
3. To consider all Traffic Regulation Orders, proposed amendments to road layout, signage, classification etc as may come to the Council's attention either from a third party, as a result of direct notification, or member query
4. To carry out site visits and consider any comments from parish electors or third parties as appropriate.
5. To consider whether to canvass opinion to assist with a fair determination of applications, if the timings permit
6. To ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Council's Standing Orders
7. To ensure that any objections or recommendations are based on planning criteria.
8. To consider and comment upon all overarching documents relating to Planning for the City, including (but not limited to) the District Council's Local Plan and associated policies; To respond as appropriate to all consultations or other forms of engagement relating to planning issues that will have an impact on planning locally; the Committee being authorised to make written representation on behalf of the Council.
9. In conjunction with the City Council's Neighbourhood Plan Implementation Working Party (NPIWP), to consider and comment upon the appropriateness of the City Council's Neighbourhood Plan and to assist in the process of and consider any updates to that Plan. (This is included as the original Neighbourhood Plan Committee, from which the NPIWP emerged, was an offshoot of the Planning Committee)

10. To attend planning training sessions as offered by the planning authority or other appropriate bodies and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations.

PLANNING COMMITTEE POWERS AND PROCEDURES

1. The Committee holds delegated authority from the Council to submit comments and recommendations on matters within its remit and in the name of the Council.
2. The Committee has the power to meet as required but will conduct routine planning business by email and at ward level, rather than via formal meetings.
3. Officers of the City Council will disseminate notification of planning related matters to each member of the relevant ward and provide a timescale for response in order to comply with statutory deadlines. Officers will include the application notification letter from the District Council which will include the reference number of the application thereby allowing members to access the plans and associated information via the District Council's Planning Portal.
4. Each ward with more than one Councillor will select a member to collate comments and submit an *agreed ward-level response* (by majority vote if necessary) to matters that fall under the remit of this Committee. The nominated member to be confirmed at the annual meeting of the Council each year. The nominated member to submit any formal response to the Chairman of the Committee, including remaining ward members, the Town Clerk and LCC officer responsible for the distribution of Planning Committee matters in any such response.
5. Ward members may request a meeting of the Committee if they feel consideration of a matter by the whole Committee is appropriate for any reason; such a request to not be unreasonably refused and the meeting to be arranged as soon as practicable. Such a request should be made to the Chairman and Town Clerk in the first instance, with a brief explanation as to why a meeting of the Committee is considered appropriate.
6. If ward members cannot agree a ward level response, the Chairman to be advised as soon as is practicable. The Chairman may intervene in order to facilitate an agreed response or call a meeting of the Committee as appropriate.
7. If members wish to discuss any matter that falls within the scope of the Committee but is outside their ward, they are to raise this with the Chairman and Town Clerk in the first instance
8. Discretion rests with the Town Clerk and Chairman of the Committee as to whether meetings of the Committee take place electronically or in person. Town Clerk and the Committee Chairman to liaise regarding the exceptional need for in-person meetings, notably for large scale or otherwise significant applications.
9. Delegated authority to the Town Clerk, in consultation with the Chairman of the Committee, to submit agreed ward member comments on all matters within the remit of this Committee and in the name of the Council, provided such comments are agreed at ward level (see point 4)
10. The Chairman to have veto power on *all* comments, but in exercising such veto power to the dissatisfaction of member/s of the relevant ward, a meeting of the whole Committee must be called within three working days and take place no later than seven days thereafter to formally consider the matter at hand; the ruling of the Committee being final. The Chairman should recuse from such matters if they hold an interest, with all powers then falling to the Deputy Chairman.
11. The Committee has the power to select/approve a speaker or attendee as appropriate when an application is subject to consideration by the District Council's Planning Committee, or where an appeal is being heard in public forum.
12. The Committee may appoint Working Groups/Task and Finish groups consisting of Councillor(s) and/or community members. Each task and finish group to be chaired by a member of the Council, and all decisions subject to confirmation by the Planning Committee at a constituted meeting. Subsequent council resolution is required if the recommendation under consideration falls outside these Terms of Reference. Minutes of any Working Group/Task and Finish Group

may be presented directly to Council rather than a constituted meeting of the Planning Committee if timescales permit in order to avoid additional constituted meetings of the Planning Committee unless necessary.

DECLARATION OF INTERESTS

The declaration of interests at appropriate times is an essential part of the Council's Code of Conduct; failure to declare an interest can result in considerable sanction against a member and reputational damage to the Council and local government in general. Where there is no formal meeting to record interests that are declared it is very difficult to ensure the Code of Conduct is being followed. To maximise scrutiny of this aspect:

- Any member who believes they should declare an interest must do so at the earliest opportunity following circulation of the matter under consideration. The declaration of interest must be submitted in writing to the Town Clerk, Chairman of the Committee and remaining ward members. The Member declaring an interest must abide by the provisions of the Code of Conduct that may prevent them from speaking and/or voting on the matter.
- The declaration to be recorded in the comments as circulated to all members; these comments appear on the City Council's website for public scrutiny.
- Where no declaration of interest has been submitted, it is assumed that all ward members have taken an active role in the decision-making process.

PUBLIC PARTICIPATION

A key factor in determining comments on Planning matters is the representations received from members of the public; it is essential that the public have the opportunity to express their views to elected representatives should they wish to. With delegated ward member comments and a lack of regular formal meetings, there is a danger of 'democratic deficit'. In order to counter this, these Terms of Reference include the following:

- In consultation with the Chairman, Ward members may request a formal meeting of the Committee if they feel it appropriate. The provisions of Standing Orders remain in force, allowing members to call a meeting if the Chairman refuses to do so
- Where representations from the public are submitted in writing, the application will firstly be considered by ward members as normal; the public representations, ward member recommendation and link to the relevant application will then be circulated to the whole Committee to invite comment. In the event that the prevailing view appears different to ward member recommendation or where additional matters are evident following such discussions, the Chairman to intervene in discussions and call a meeting of the Committee if appropriate.
- Where member/s of the public wish to address the Committee in order to make their representations, they are offered the opportunity firstly to do so via Zoom or in person with ward members, the Chairman or Deputy Chairman of the Committee to also be present. Should the members of the public not wish to read their statement at the meeting, the Town Clerk to do so on their behalf.
- If the members of the public refuse this offer and insist upon addressing the whole Committee, or if following this initial meeting the member/s of the public wish to address the whole Committee, such a request is to not be unreasonably refused and the Chairman will convene a meeting as soon as is reasonably practicable. The matter will stand automatically referred to the whole Committee for decision. Should the members of the public not wish to read their statement at the meeting, the Town Clerk to do so on their behalf. Any other appropriate business may be placed on the same agenda in order to facilitate the smooth running of the Committee or the Council.

AGENDA AND MINUTES

To ensure there is a regular circulation of applications and recommendations to all members, and that such matters are accessible by the public:

- As part of its approval of the Calendar of meetings each year, the City Council to continue to approve proposed meeting dates for the Planning Committee; such meetings can be called if necessary via the provisions of Standing Orders but will not take place unless formally called.
- Officers to use these dates for the provision of an 'agenda' prior to the meeting date and confirmation of submitted comments and any other relevant information after the meeting date. The 'agenda' to set out applications that have been circulated since the previous agenda was compiled and to include any other matters that the Planning Committee would ordinarily consider. The 'agenda' to be circulated to all members no less than three days prior to the meeting date in compliance with Standing Orders. Both the 'agenda' and comments to be circulated to all members and placed on the City Council's website.
- The comments as circulated to be formally received by Council as a standing item on the City Council's agenda, proposed and seconded by the Chairman and Deputy Chairman of the Planning Committee wherever possible.

BUDGET AND FUNDING

The cost incurred in servicing this Committee will be met by general council funding, but there is no further specific budget allocated. However, requests for further funding for specific activities can be made by resolution of the Committee or submitted directly to Council.

CONDUCT

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

CHANGES TO TERMS OF REFERENCE

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

DISSOLUTION

The Planning Committee can only be dissolved by resolution of the City Council.

RECOMMENDED: That the draft terms of reference be adopted

For Council: 26 APRIL 2021 APPENDIX 3
--

OFFICERS' INFORMATION REPORT

1. Civic Matters: Lucy Clarke, Civic Officer

A virtual Civic service was held on Sunday 21st March 2021 at Lichfield Methodist Church. The Mayor, Cllr Deborah Baker and Sheriff, Dr Daryl Brown both pre-recorded a bible reading that was included in the service, this was made available via a YouTube link. Revd Roger Baker led the service which was full of important messages and hope for everyone which is very much needed during these difficult times.

Sadly, due to ongoing COVID-19 restrictions, there was no civic procession or gathering at the Guildhall for Easter Sunday. The Mayor and Sheriff along with their Consorts attended the service at the Cathedral in person. The Easter Sunday service at the Cathedral is available for viewing via YouTube, please refer to the Cathedral website for further information.

Preparations for the Sheriff's Ride due to be held on Saturday 11th September 2021 continue. It is still not known at this stage if this event will be allowed to go ahead in its usual format due to the uncertainty of COVID-19. The Sheriff's Ride is the largest civic event organised by the city council and takes many months of planning and preparation, necessitating a decision at this stage of the year to proceed on the assumption that the event will proceed as normal. The city council will follow the government guidelines in place at the time of the event.

We will continue to monitor the latest government guidance with regards to Civic Events and will provide updates accordingly. Anyone who wishes to join the civic list and sent updates of all civic and charity events can do so by emailing the city council at enquiries@lichfield.gov.uk

The Civic Officer has also been assisting with the day-to-day activities of the Markets, social media posts and training.

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

The Birthplace Museum remains closed, but preparations for re-opening are underway. At the time of writing, the Bookshop is scheduled to re-open on April 12 under Stage 2 arrangements. Unlike the regulations in 2020, the current re-opening roadmap allows permitted business within otherwise closed attractions to open where they are self-contained and can be accessed directly from the street. The re-opening of the Museum will follow in Stage 3, set as no earlier than May 17.

Work to maintain the public profile of the Museum and reach audiences continues online, with 5,420 direct engagements digitally throughout February and early March. Content included World Book Day, and a guest submission from a recent University of Birmingham graduate on Johnson's Journey to the Hebrides. On World Poetry Day, Sunday 21 March, the Museum Support Officer (MSO) worked with the Lichfield Poets and the Runaway Writers from Burton to present an online event with writers reading original work on the theme of 'Colours of Nature'. The event was held on Zoom and live streamed to YouTube. The MSO is working on arrangements for another online Storytelling event 'Ballad Tales: Stories from Samuel Johnson's Time' to take place live from the Birthplace on May 31.

The Museum made a brief appearance on BBC's 'The Great British Menu', where a local contestant created a Dictionary-themed dessert. Changing displays in the Bookshop windows also serve as a reminder for passers-by while the Museum is closed, with an Easter display.

The Museums and Heritage Officer continues to work on ground floor developments, with tender submissions received from Museum design companies, quotations for rewiring and liaison with architects over the plans, to prepare for the JBAC in April. Investigative work relating to the project revealed a minor structural issue under the floor at the foot of the staircase. This was repaired by heritage conservation contractors Messenger in March.

An annual report on the Birthplace Museum was presented at the Johnson Society's AGM via Zoom. The Museum's 3-year annual plan was updated and significantly altered to reflect the development plans, to be presented to the JBAC. Consultation to inform the revised plan was held with the Museum Attendant team. Other MHO work included a meeting to resume work on the sound installation piece for the Guildhall Prison Cells, and a further trial method for the restoration of the city-wide historical plaques was organised.

The MSO completed a shop stock audit and balanced the Museum's PayPal account ahead of financial year end. The MSO also attended a West Midlands Museum Development event 'Every Object Tells a Story', obtained an £800 grant for Museum collection care materials relating to training undertaken in February, and has carried out PAT testing at the Birthplace site.

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

There have been a number of planting projects in the last month. Six roses were selected to replace the ones lost over winter in the Heather Gardens to give a colourful welcome for people using this popular route into the City.

The Mayor, Cllr. Mrs Deb Baker officiated at the planting of a Holme Oak at Netherstowe. This completes the work in this area to stop people driving onto the open space. Nigel Boden the new Open Spaces Officer can be seen on the right of the picture.



Another planting project is the continuation of the *wilding-up* for parts of the Festival Garden. Financed by Severn Trent PLC, fifty willow whips were planted by Transition Lichfield to help reduce the standing water by the south side of the brook. Care is taken in the landscaping, so this park will not lose its open aspect. Five different coloured varieties were used which when mature can be coppiced to provide

material for weaving and community activities. A small corner by the notice board is to be planted to improve the biodiversity of the park and to provide further habitats for wildlife.



Other work has included the repair of a footpath off the Curborough Road and another path at Manor Rise where root risings were removed. The fence at Prince Rupert's Mound has also been repaired.

Nick Burton's last working day prior to retirement was 31 March 2021, and this is therefore his final report as Open Spaces Officer – his successor, Nigel Boden commenced formal employment with the City Council on 1 April.

4. Twinning: Gabriele Lasch- Burden, Twinning Officer

The project between the primary school "Ecole Chatelain" and Lichfield's Chadsmead Primary School is progressing well. 23 pupils from Ste. Foy, aged between 8 and 11 years old have introduced themselves to their Lichfield counterparts. They have sent class photos and described themselves in English to their new Lichfield pen friends. Chadsmead school are now working on their response letters to the French school.

The present Mayor of Limburg, Dr. Marius Hahn, was re-elected on 28th March by Limburg city's 26753 electorate for another 6 years in office, beating his rival candidate, Headteacher Stefan Laux, by nearly 53.93%. The 45 seats of the newly elected Limburg council have also been duly allocated, following the local elections on 14th March 2021.

A decision on whether the official Ring Twinning event in Limburg will be able to take place will be taken later in April by the Limburg Council. If possible, it will take place over the weekend of 8 -11 October 2021, travel restrictions permitting. The International Twinning Walking weekend, due to be held in Lichfield in June, has been cancelled due to Covid.

5. Markets Report: Lucy Clarke, Civic Officer

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.

Officers are preparing for all permanent traders to return to the markets effective from Tuesday 13 April 2021. All non-essential traders have been contacted and are all keen to return to the market after such a long period of absence. The one-way system will remain in place when non-essential traders return to the market in addition to the 1m gap between each stall, this will effectively control pedestrian flow and enable social distancing to be maintained at all times.

Lichfield General Market and The Producers Market continue to be promoted on social media via the City Council's Facebook and Twitter accounts. Officers have actively joined local groups on Facebook such as *What's on Lichfield*, *Events in my local area Lichfield*, *Fradley Village Community*, *Spotted Burntwood*, *Lichfield Community Support* and *Fradley Village Observer*. Since joining these local Facebook groups Lichfield Markets are now reaching larger target audiences and engagements, effectively increasing customer awareness, and ultimately encouraging new customers to the market.

The Market Working Group met on 15 March 2021. Following a recommendation from the City council's Internal Auditor that Traders licenses should be reviewed the Committee discussed the implementation of revised trading terms and conditions to replace the now outdated licences. Officers sought advice as to industry best practice when compiling the document. It was agreed this document will replace the former Trader Licence annual agreement that expire on 31 March 2021. All traders have been sent the new Trading Terms and Conditions documentation via post or email. Only those traders that sign and agree to the new terms and conditions will be allowed to return to the general markets when non-essential retail resumes from Tuesday 13 April 2021.

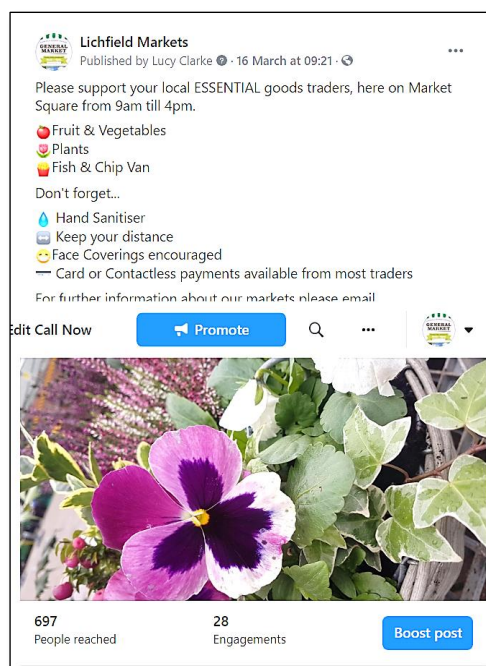
Over the last 12 months, traders have provided their own stalls on all three general market days and reduced rents have been charged on this basis. The Market Working Group discussed the draft report regarding the provision of City Council stalls on expiry of the current contract, their recommendations being incorporated into the final report which is a separate item on the agenda for the April meeting of the Council.

6. Guildhall: Helen Winter, Guildhall Bookings Officer

Unfortunately, due to COVID19 restrictions, the only bookings permitted at the moment are Mencap (an educational booking) and the Dementia Support Group.

The next private booking will be a Wedding Ceremony on Saturday 17 April. Due to restrictions, no Wedding Reception is allowed and only 15 guests can attend the Ceremony for which a comprehensive Risk Assessment has been completed and approved by SCC Registrars.

The bookings secretary is maintaining contact with all hirers and re-arranging bookings where possible. There are very few Friday and Saturday's available for the remainder of 2021. All bookings will have to adhere to any COVID19 restrictions which are in place at the time booking takes place. Enquiries are still being received for post wedding parties/receptions as well as general bookings.



Contractors have been asked to return in May to remedy snagging issues on the new floor, and the new stage lights will also be checked. A number of annual checks such as PAT Testing and tension settings on the blinds are due to take place imminently. The 5 yearly Electrical Inspection will take place during the Easter holidays.

Though the renovations to the Main Hall were completed some months ago, COVID restrictions have meant that the room has been largely unused since that time. It is hoped that Annual Council, although likely to be a significantly scaled-down event, will be able to take place in person and will therefore be the first civic event to be held since renovations were completed.

Following unauthorised use of the Guildhall bins, locks have now been fitted and local residents made aware of the issue in order to prevent any reoccurrence.

The Bookings Officer continues to assist with Planning matters.

Currently only Pre-school are using Boley Park Community Hall and they recently took part in the Winter Wonderland project by decorating the windows. It is hoped that other regular bookings will return w/c 12 April as COVID-19 restrictions ease.



7. Deputy Town Clerk: Sarah Thomas

The Deputy Town Clerk has been working closely with the Town Clerk on the public consultation regarding the proposed junction improvements at the Friary/A51. The consultation follows the original request, from Staffordshire County Council, for the disposal of the land to facilitate their preferred option improvements. At its March meeting, the City Council resolved to consult with

residents and the resulting responses have provided the City Council with a strong evidence base as to the views of the local electorate.

As lockdown restrictions begin to ease, the Deputy Town Clerk is working with Officers on plans for Annual Council in May and continues to monitor the latest Government legislation regarding Covid -19 to ensure the Council and its employees are compliant.

Tentative forward planning is now taking place towards the Christmas Lights Switch On in November.

The Deputy will be providing secretariat support at April Council and the Neighbourhood Plan Implementation Working Party and continues to support the Bookings Officer on Planning matters.

CALL FOR EVIDENCE – REMOTE MEETING PROVISION

The Government's 'call for evidence' consultation regarding remote meetings is currently open and a draft response in the name of LCC is included below. The draft response as presented herein includes:

- the 11 questions that form the consultation with suggested answers highlighted in red
- additional background text as provided within the consultation questionnaire
- draft answers to questions where there is the ability within the consultation document to add further detail to the response to the initial question - all such text is in italics. Please note that not all questions allow for any other action than to choose one or more of the given answers.

The government would like to gather evidence about the use of the arrangements that make express provision for local authorities to meet remotely or in hybrid format during the coronavirus pandemic, including the arrangements that existed for Scottish Authorities prior to the pandemic.

Q1. Generally speaking, how well do you feel the current remote meetings arrangements work?

- Very Well
- **Well**
- Neither well nor poorly
- Poorly
- Very Poorly
- Unsure

While the powers in section 78 of the Coronavirus Act were brought in specifically to help local authorities in England, Wales and Northern Ireland deal with the challenges of holding meetings during the coronavirus pandemic, the government would also like to hear from interested parties about the pros and cons of making permanent express provision, in whole or in part, for local authorities in England.

Q2. Generally speaking, do you think local authorities in England should have the express ability to hold at least some meetings remotely on a permanent basis?

- **Yes**
- No
- Unsure

Beyond having express provision to avoid face-to-face meetings during the coronavirus pandemic, we are aware of feedback from local authorities about additional benefits of being able to hold remote meetings including, but not limited to, the environmental and cost benefits of reduced travel, increased participation from local residents, and the potential to attract more diverse local authority members. We are keen to obtain representative views on the benefits of remote meetings and would particularly welcome any quantitative evidence to support these views.

Q3. What do you think are some of the benefits of the remote meetings arrangements?
Please select all that apply.

- More accessible for local authority members
- Reduction in travel time for councillors
- Meetings more easily accessed by local residents
- Greater transparency for local authority meetings
- Documents (e.g. minutes, agendas, supporting papers) are more accessible to local residents and others online
- Easier to chair meetings in an orderly fashion
- A virtual format promotes greater equality in speaking time during meetings
- I do not think there are any benefits to remote meetings
- Other (please specify)

The wording of this question misses the point to some degree and the wording of the listed benefits should be revised. The provision of remote meetings has allowed normal council business to continue during the unprecedented times we have faced over the past 12 months or so. Looking further ahead, remote meetings would certainly encourage more diverse candidates for Councillor roles given the reduction in travel time or (for example) the need to arrange for childcare. A reduction in travel is also key, particularly for principal authorities whose members may live across a wide area. Many councils have declared a climate emergency, and the reduction in travel reduces the carbon footprint of local democracy considerably.

Remote meetings are more accessible for some local authority members though not all, especially those who struggle with the associated technology.

On a broader point, this consultation should be about giving councils the freedom to choose how to meet, be it remotely, in person, or both, depending on what each council resolves best suits its own particular circumstances. The ability to hold meetings remotely is advantageous but does not remove the ability to meet in person; it is a potential option and should be treated as such, with the advantages and disadvantages left to each individual council to consider.

In their representations to us, many local authorities have referenced the cost savings they have achieved through implementing remote meetings, particularly regarding a reduction in travel expenses and accommodation costs. For example, one upper tier authority has reported that running meetings remotely has enabled them to save in the order of £6,000 per month through reduced travel expenses. We would be interested to receive more quantitative data about the cost savings that have been achieved, including any estimates of the comparative cost of running a remote meeting versus a face-to-face meeting.

Q4. (For local authorities only) Have you seen a reduction in costs since implementing remote meetings in your authority?

- Yes
- No
- Unsure

Some local authorities have also made reference to the difficulty that some members have had with the remote meeting format, particularly in relation to the difficulties in managing misconduct, the challenges of working with unfamiliar software, and technological issues caused by a poor internet connection. We are keen to obtain representative views on the disadvantages of remote meetings and would particularly welcome any quantitative evidence to support these views.

Q5. What do you think are some of the disadvantages of the remote meetings arrangements, and do you have any suggestions for how they could be mitigated/overcome? Please select all that apply.

- It is harder for members to talk to one another informally
- Meetings are less accessible for local authority members or local residents who have a poor-quality internet connection
- Meetings are less accessible for local authority members or local residents who are unfamiliar with video conferencing/technology
- There is less opportunity for local residents to speak or ask questions
- Some find it more difficult to read documents online than in a physical format
- Debate is restricted by the remote format
- It is more difficult to provide effective opposition or scrutiny in a remote format
- It is more difficult to chair meetings in an orderly fashion
- Virtual meetings can be more easily dominated by individual speakers
- It might enable democratically elected members to live and perform their duties outside their local area on a permanent basis, therefore detaching them from the communities they serve
- It may create too substantial a division between the way national democracy (e.g. in the House of Commons) and local democracy is conducted
- I do not think there are any disadvantages to remote meetings
- Other (please specify)

Remote meetings are less than perfect, in many ways they are flawed, but they are a new concept to all councils, and it is perhaps unfair to judge any disadvantages too harshly given the relative lack of experience that officers and Councillors alike have had with such a format for conducting council business, and the lack of opportunity to gradually introduce any such provision given the restrictions on gatherings associated with COVID-19. Most disadvantages will ease over time and with experience.

One key concern however is the remote format leads to a lack of cohesion between councillors and (to a lesser extent) officers, especially at parish level which is perhaps less party political than at principal council level. The opportunity afforded for basic conversation before and after a council or committee meeting is lost, and as a result new Councillors especially may feel somewhat disjointed from the council as a unit. This could discourage cross-party co-operation and the necessary familiarity that leads to members feeling as though they belong to a body that is actually manifest. In the longer term, such issues could potentially counter any remote meeting related potential gain in the diversity of those who wish to become councillors as they have less opportunity of establishing a 'connection' with the body they would be standing for, or the councillors and officers they could be working with.

Another concern is the disjoint between Clerk and Chair that the remote meeting format creates – it becomes extremely difficult to hold the brief discussions between the Clerk and Chair that have become the norm during in-person meetings and this can disrupt the smooth running of the meeting or create confusion; this is exacerbated by the need for the Clerk to either catch the attention of the Chair with a private message or to wait for an appropriate moment to speak publicly to all present while seeking only to address the Chair.

Finally, it can be difficult to ascertain the exact number of votes for or against a proposal, especially when members use a combination of 'raised hand' function and a physical raised hand, and when the members present are spread across two or more 'pages' on screen.

To return to the point made at Question 3 however, it should be for each council to decide upon such concerns and the suitability of remote meetings based on its own circumstances, rather than the provision of remote meetings being considered in detail at national level on behalf of a multitude of different councils with different memberships and communities as well as vastly differing budgets and responsibilities.

The government considers that there are also many advantages of holding meetings face-to-face. For example, physical meetings provide numerous opportunities for local authority members to speak with one another informally and build alliances, as well as to encounter local residents in the flesh and listen to their concerns in person.

Additionally, some members have referenced the vast improvement in the quality of debate when there is a lively atmosphere and they are able to make full use of their oratory skills to persuade and influence others. Some may consider remote meetings stifling and that physical meetings are essential to effective democracy and scrutiny.

Q6. What do you think are some of the main advantages of holding face-to-face meetings, as opposed to remote meetings?

- *Ease of Chairing*
- *Ability for Chair and Clerk to speak privately during the meeting*
- *Greatly reduced risk of technical issues*
- *Allows the Council to be present in a tangible form*

If express provision for remote meetings were made permanent, it might be preferable for the government to constrain the meetings or circumstances in which remote meetings can be held to ensure that effective democracy and scrutiny can still take place.

There are some occasions, for example, where a remote meeting format may be seen as more appropriate, such as for smaller sub-committees, meetings convened at short notice, or for meetings where attendees are drawn from a large geographical area i.e. for some joint committees, combined authorities and large rural authorities. On the other hand, there are occasions where a remote meeting format may be viewed as less appropriate, for example larger meetings involving Full Council or an authority's Annual Meeting.

Q7. If permanent arrangements were to be made for local authorities in England, for which meetings do you think they should have the option to hold remote meetings?

- For all meetings
- For most meetings with a few exceptions (please specify)
- Only for some meetings (please specify)
- I think local should be able to decide for themselves which meetings they should have the option to meet remotely
- I do not think local authorities should have the option to hold remote meetings for any meetings
- Unsure

Councils should be given a free hand to decide what works best for them as they are locally accountable. However, if any meeting is to be mandated as taking place in person it should be Annual Council.

Q8. If permanent arrangements were to be made for local authorities in England, in which circumstances do you think local authorities should have the option to hold remote meetings?

- In any circumstances
- Only in extenuating circumstances where a meeting cannot be held face-to-face or some members would be unable to attend (e.g. severe weather events, coronavirus restrictions)
- I think local authorities should be able to decide for themselves which circumstances they should have the option to meet remotely
- I do not think local authorities should have the option to hold remote meetings under any circumstances
- Other (please specify)
- Unsure

As has been referred to previously in this response, councils are accountable for their decisions and there should also be faith from central government that local representatives are capable of not only making an initial assessment as to the appropriate level of remote meetings, but also recognising and responding to issues that may arise through that provision.

Some councils may for example decide that committees and subgroups meet remotely as a matter of course, but council meets in person. Or it may be that an agreed delegated authority is given to the Clerk in consultation with the Chairman of the relevant committee to decide how each meeting is held; if a meeting is very general in nature or the agenda is brief and straightforward then a remote meeting could be preferred, if however there are complex matters to discuss or considerable paperwork to consider, then an in person meeting may be preferable.

The alternative is a 'one size fits all' approach from government, and that clearly cannot work given the vast array of council sizes, responsibilities and communities within the country.

While local authorities have risen magnificently to the challenge of ensuring vital council business continues by conducting meetings remotely during these unprecedented times, there may be concerns that, if the arrangements were to be made permanent, a situation could arise where remote meetings arrangements were used by a ruling party to avoid effective scrutiny or abuse the power in some other way.

Q9. Would you have any concerns if local authorities in England were given the power to decide for themselves which meetings, and in what circumstances, they have the option to hold remote meetings?

- Yes
- No
- Unsure

There are concerns, but such concerns are minor and relate to implementation that is best decided upon and evaluated at a local level. Please see answer to Q8 above.

Q10. If yes, do you have any suggestions for how your concerns could be mitigated/overcome?

In deciding whether and how remote meetings arrangements may be made permanent for local authorities in England, the government needs to ensure that it has due regard to the Public Sector Equality Duty. In particular, the government would need to avoid unlawfully discriminating (either directly or indirectly) against individuals with a protected characteristic, and also consider whether the arrangements advance equality of opportunity or help to foster good relations between those who share a protected characteristic and those who do not.

Many local authorities have spoken of the potential benefits that remote meetings could have for members or potential members with disabilities or young families. However, there are also those for whom remote meetings could pose additional difficulties, for example those with hearing or visual impairments or those more likely to struggle with the technology.

We are keen to consider views on these aspects of remote meetings and would particularly welcome any quantitative evidence to support views provided.

There is no doubt that holding remote meetings increases attendance. For the City Council, it was relatively common to have six to eight apologies for a council meeting, representing 25% or so of the Council's membership. Remote meetings have tended to either have one or two apologies or none at all. This is due in no small part to the convenience of remote meetings and can only be good for local democracy. The benefits for members and officers alike are clear, especially those with young families.

Remote meetings can however provide difficulties for those with visual or hearing impairments or those unfamiliar with the technology. The perfect solution would appear to be hybrid meetings, though the management and cost of such systems places a considerable burden on resources, especially at parish level, rendering such solutions impractical for some.

If a general provision to hold remote meetings were to be granted, there could be a repeat of this consultation exercise after a set period – say 2 years – during which time local authorities will have

been able to consider and implement a level of remote meeting that they feel works for them, review that provision, learn from it and implement changes as necessary. A repeat of this consultation would then be able to request evidence gleaned from a longer period of time and with reduced associated societal upheaval.

The quantitative evidence requested within this question would be best supplied and more appropriate after a further trial period and an assessment of the importance of remote meetings during 'normal' times. It would also be interesting to involve the public in such a consultation in order to establish whether there is any perceptible increase or decrease in the effectiveness of local government as a result of remote meeting provision.

Q11. In your view, would making express provision for English local authorities to meet remotely particularly benefit or disadvantage any individuals with protected characteristics e.g. those with disabilities or caring responsibilities?

- Yes
- No
- Unsure

As with all proposals there are advantages and disadvantages, the benefits of remote meetings for carers, parents of young families, some with disabilities etc are clear. The disadvantages for others with disabilities – notably related to vision or hearing - are also clear. Remote meetings have their place – that has been ably and repeatedly demonstrated at all levels of local government across the country during this past year – but they are not perfect. Equally, in-person meetings are not perfect, either.

While there are advantages and disadvantages to remote meetings they are potentially extremely useful, and to have the ability to meet remotely strengthens local democracy by providing councils with more choice in how they meet.

It is for locally accountable bodies to consider how best to implement such provision based on their local knowledge, and the government is urged to allow local councils to do just that through a light touch consent. The government can review the effectiveness of the provision at a future date when a good deal more evidence will be available following the consideration of local councils as to how a new provision for remote meetings could best be implemented in their area.

For Council: 26 April 2021 APPENDIX 5

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 January to 31 January 2021

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
04/01/2021	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - November	44.01	8.80	52.81
04/01/2021	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 20/21 - 10th instalment	923.00	0.00	923.00
04/01/2021	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 20/21 - 10th instalment	539.00	0.00	539.00
04/01/2021	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 20/21 - 10th instalment	1,996.00	0.00	1,996.00
05/01/2021	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - November	752.73	150.55	903.28
06/01/2021	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - December	64.57	0.00	64.57
06/01/2021	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - January	6.00	1.20	7.20
11/01/2021	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/internet - rental Dec-Feb, usage Oct-Dec	87.60	17.52	105.12
11/01/2021	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/internet - rental Dec-Feb, usage Oct-Dec	326.50	65.30	391.80
11/01/2021	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/internet - rental Dec-Feb, usage Oct-Dec	377.56	75.51	453.07
14/01/2021	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - November	174.22	34.84	209.06
14/01/2021	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - November	50.04	2.50	52.54
14/01/2021	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - November	69.05	3.45	72.50
14/01/2021	DDebit	Npower Ltd	G/HALL Energy	Electricity - November	326.83	65.37	392.20
14/01/2021	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - November	44.87	2.24	47.11
14/01/2021	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - November	85.67	4.28	89.95
14/01/2021	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - November	52.99	3.59	56.58
15/01/2021	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	Monthly IT support,backups,anti-virus,Office365 - December	528.72	105.74	634.46
15/01/2021	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - December	45.00	9.00	54.00
15/01/2021	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' emails - December	126.00	25.20	151.20
15/01/2021	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - December	45.00	9.00	54.00
15/01/2021	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - January	37.55	0.00	37.55
15/01/2021	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - January	21,947.03	0.00	21,947.03
18/01/2021	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - January	16.00	3.20	19.20
20/01/2021	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - December usage, January rental	115.27	23.06	138.33
22/01/2021	BACS 339	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage, January - March	925.50	0.00	925.50
22/01/2021	BACS 340	N Boden	MARKET Repair/Maint	Supply fittings & re-secure 2 benches on Market Square	120.00	0.00	120.00
22/01/2021	BACS 341	A Briggs	DEM SERVICES Supplies & Services	Monthly Zoom licence for council meetings 26/12 - 25/1	11.99	2.40	14.39
22/01/2021	BACS 341	A Briggs	DEM SERVICES Supplies & Services	Upgrade to annual Zoom licence to January 2022	87.80	17.56	105.36
22/01/2021	BACS 342	Brownhill Hayward Brown	R&R FUND General	Architects for Cruck House renovations	1,000.00	200.00	1,200.00
22/01/2021	BACS 342	Brownhill Hayward Brown	R&R FUND General	Architects for Boley Hall repairs	250.00	50.00	300.00
22/01/2021	22327	City of Lichfield Friends	GRANTS General	Cancel chq 22327 of 1/4 - grant cheque	-500.00	0.00	-500.00
22/01/2021	BACS 343	City of Lichfield Friends	GRANTS General	Replace grant chq 22327 with BACS payment	500.00	0.00	500.00
22/01/2021	BACS 344	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Xmas Lights installation - 2nd half payment & CPI increase	6,526.80	1,305.36	7,832.16
22/01/2021	BACS 344	Darwin Electrical Services	MARKET Repair/Maint	Service & inspection of Market Square pop-ups	250.00	50.00	300.00
22/01/2021	BACS 345	E.On Energy Solutions Ltd	C I L Expenditure	Replacement of street lighting with LED - Phases 2 & 3- CIL	8,000.00	1,600.00	9,600.00
22/01/2021	BACS 345	E.On Energy Solutions Ltd	R&R FUND General	Replacement of street lighting with LED - Phases 2 & 3	9,776.00	1,955.20	11,731.20
22/01/2021	BACS 346	Forward Cleaning Contractors	ADMIN Supplies & Services	Donegal Hse interior & exterior window cleaning - December	20.00	4.00	24.00
22/01/2021	BACS 347	M Hurl	G/HALL Lettings	Refund of deposit for cancelled wedding booking	83.33	16.67	100.00
22/01/2021	BACS 348	Lichfield District Council	PARKS Other Repair/Maint	Netherstowe - Clearing up after travellers' camp	138.00	27.60	165.60
22/01/2021	BACS 348	Lichfield District Council	PARKS Other Repair/Maint	Wissage Lane - Remove creeper from wall & garage	100.00	20.00	120.00
22/01/2021	BACS 349	Lichfield Cathedral	BIRTHPLACE Supplies & Services	Pass on donation to Cathedral library within SJB receipt	6.25	0.00	6.25
22/01/2021	BACS 350	Lichfield Sinfonia	G/HALL Lettings	Refund of deposit for cancelled May concert booking	83.33	16.67	100.00
22/01/2021	BACS 351	Taylor Maids UK Ltd	G/HALL Supplies/Services	Cleaning of Guildhall & Donegal Hse - December (6.75 hrs)	87.75	17.55	105.30
22/01/2021	BACS 352	Vision ICT Ltd	BIRTHPLACE Adverts/promotion	Museum website hosting & support to February 2022	200.00	40.00	240.00

22/01/2021	BACS 353	Water Plus Ltd	BIRTHPLACE Rates/Water	Used water & drainage 10/10/20 - 10/1/21	38.26	0.00	38.26
22/01/2021	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fee - December payroll	24.10	0.00	24.10
22/01/2021	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - December	57.36	11.47	68.83
25/01/2021	BACS 354	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - January	5,940.84	0.00	5,940.84
25/01/2021	BACS 355	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - January	8,238.42	0.00	8,238.42
25/01/2021	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/12 - 10/1	10,876.33	2,175.26	13,051.59
28/01/2021	DDebit	British Gas	BIRTHPLACE Energy	Gas 8/12 - 11/1	147.34	7.36	154.70
29/01/2021	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 5 Dec to 31 Dec - current account	11.18	0.00	11.18
29/01/2021	DDebit	Wm M Briers & Son (Tamworth)	MARKET Supplies/Services	Skip hire - December	438.70	87.74	526.44
					<u>82,220.49</u>	<u>8,215.19</u>	<u>90,435.68</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 January to 31 January 2021

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
29/01/2021	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 5 Dec to 31 Dec - imprest account	6.00	0.00	6.00
					<u>6.00</u>	<u>0.00</u>	<u>6.00</u>

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 February to 28 February 2021

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/02/2021	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - December	44.01	8.80	52.81
01/02/2021	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - December	1,050.68	210.14	1,260.82
05/02/2021	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - January	32.16	0.00	32.16
05/02/2021	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - February	6.00	1.20	7.20
12/02/2021	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier usage Aug-Oct, rental Nov-Jan	593.92	118.78	712.70
15/02/2021	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	Monthly IT support, anti-virus,backups,Office 365-January	528.72	105.74	634.46
15/02/2021	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - January	45.00	9.00	54.00
15/02/2021	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' emails - January	126.00	25.20	151.20
15/02/2021	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - January	45.00	9.00	54.00
15/02/2021	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - February	27.65	0.00	27.65
15/02/2021	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages & salaries - February	21,556.11	0.00	21,556.11
15/02/2021	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - December	176.38	35.28	211.66
15/02/2021	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - December	52.41	2.62	55.03
15/02/2021	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - December	72.37	3.62	75.99
15/02/2021	DDebit	Npower Ltd	G/HALL Energy	Electricity - December	314.90	62.98	377.88
15/02/2021	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - December	243.22	48.64	291.86
15/02/2021	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - December	122.35	6.12	128.47
15/02/2021	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - December	57.60	3.82	61.42
15/02/2021	DDebit	Pennon Water Services	ADMIN Offices Rates/Water	Water usage 11/7/20 - 20/1/21	61.74	0.00	61.74
15/02/2021	DDebit	Pennon Water Services	G/HALL Rates/Water	Water usage 11/7/20 - 20/1/21	295.44	0.00	295.44
15/02/2021	DDebit	Pennon Water Services	MARKET Rates/Water	Toilet Block water 14/7/20 - 28/1/21	102.43	0.00	102.43
15/02/2021	DDebit	Pennon Water Services	PARKS Other Repair/Maint	Friary Fountain water 15/7/20 - 21/1/21	38.00	0.00	38.00
17/02/2021	BACS 356	BZ Commercial Finance	ADMIN Supplies & Services	Printer paper and other stationery from Banner Group	37.15	7.43	44.58
17/02/2021	BACS 357	D Bebb	G/HALL Lettings	Refund of deposit for cancelled booking, July 2020	83.33	16.67	100.00
17/02/2021	BACS 358	N Boden	PARKS Other Repair/Maint	Fitting of climbing holds at Curborough CC play area	50.00	0.00	50.00
17/02/2021	BACS 359	Bradshaw & Wright	R&R FUND General	Interim invoice for scaffolding and repairs at Boley Hall	4,030.00	806.00	4,836.00
17/02/2021	BACS 360	A Briggs	PARKS Other Repair/Maint	Festival Gardens - Anti-slip strips for bridge	109.18	21.84	131.02

17/02/2021	BACS 361	Brownhill Hayward Brown	R&R FUND General	Architects for further work on Cruck House renovations	750.00	150.00	900.00
17/02/2021	BACS 362	Ruth Bubbs Ltd	BIRTHPLACE Supplies & Services	Further conservation work on Ashmole painting	540.00	108.00	648.00
17/02/2021	BACS 363	C'Art - Art Transport Ltd	BIRTHPLACE Supplies & Services	Transport Ashmole painting from conservator & re-hang	409.00	81.80	490.80
17/02/2021	BACS 364	CBS Complete Ltd	G/HALL Repair/Maint	Supply and install replacement heating pump	1,503.01	300.60	1,803.61
17/02/2021	BACS 365	CJ's Events Warwickshire Ltd	MARKET Supplies/Services	Services of markets officer for December (29 hrs)	348.00	69.60	417.60
17/02/2021	BACS 365	CJ's Events Warwickshire Ltd	MARKET Supplies/Services	Services of markets officer for January (73.5 hrs)	882.00	176.40	1,058.40
17/02/2021	BACS 366	Darwin Electrical Services	HALLS Boley Hall	Checking & adjustment of heater in ladies toilet	30.00	6.00	36.00
17/02/2021	BACS 367	H Davies	G/HALL Bar Charge	Refund for cancelled wedding bar booking, March 2021	125.00	25.00	150.00
17/02/2021	BACS 367	H Davies	G/HALL Lettings	Refund for cancelled wedding booking, March 2021	514.47	102.89	617.36
17/02/2021	BACS 368	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit	500.00	0.00	500.00
17/02/2021	BACS 368	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Mailmark rebate offer on franking machine	-3.55	0.00	-3.55
17/02/2021	BACS 369	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine rental 15/2 - 14/5	75.00	15.00	90.00
17/02/2021	BACS 370	P Gostling	G/HALL Lettings	Refund of deposit for cancelled charity concert, Oct21	83.33	16.67	100.00
17/02/2021	BACS 371	High Speed Training	ADMIN Subscript/Training	3 online training courses in portable appliance testing	90.00	18.00	108.00
17/02/2021	BACS 372	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Netherstowe - Removal of cherry tree killed by travellers	100.00	20.00	120.00
17/02/2021	BACS 372	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Netherstowe - Reduce willow for Severn Trent access	450.00	90.00	540.00
17/02/2021	BACS 372	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Stowe Pool - Tree works to clear footpath & cycle path	750.00	150.00	900.00
17/02/2021	BACS 373	MT Services Computer Systems	ADMIN Supplies & Services	Set up remote working for Guildhall bookings secretary	140.00	28.00	168.00
17/02/2021	BACS 374	Smith of Derby Ltd	ADMIN Supplies & Services	Supply & install new motor in Donegal House clock	139.00	27.80	166.80
17/02/2021	BACS 375	South Staffs Water Business	BIRTHPLACE Rates/Water	Water (standing charge & usage) 1/8/20-25/1/21	50.85	0.00	50.85
17/02/2021	BACS 376	Summerfields Nurseries (Catton)	PARKS Other Repair/Maint	3 holm oaks for Netherstowe, Seckham Rd & Festival Gdns	405.00	81.00	486.00
17/02/2021	BACS 377	P Taylor	BIRTHPLACE Supplies & Services	Book packaging for the museum	22.27	4.45	26.72
17/02/2021	BACS 378	S Thomas	ADMIN Supplies & Services	Portable appliance tester & labels	202.00	40.40	242.40
17/02/2021	BACS 379	Tonks Brothers Tree Services	PARKS Other Repair/Maint	Tree works at Netherstowe and Wissage Rd	1,120.00	224.00	1,344.00
17/02/2021	DDebit	British Telecommunications	ADMIN Tel/Postage	Broadband line rental Feb-Apr	88.25	17.65	105.90
17/02/2021	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile - February	16.00	3.20	19.20
17/02/2021	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & drainage 1/11/20 - 1/2/21	222.89	0.00	222.89
17/02/2021	DDebit	Water Plus Ltd	MARKET Rates/Water	Toilet Block used water & drainage 1/11/20 - 1/2/21	59.49	0.00	59.49
22/02/2021	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - January usage/ February rental	108.51	21.70	130.21
23/02/2021	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - January payroll	23.75	0.00	23.75
25/02/2021	DDebit	British Gas	BIRTHPLACE Energy	Gas 12/1 - 8/2	122.07	6.10	128.17
25/02/2021	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/1 - 10/2	10,876.33	2,175.26	13,051.59
26/02/2021	BACS 380	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - February	5,961.07	0.00	5,961.07
26/02/2021	BACS 381	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - February	8,281.50	0.00	8,281.50
26/02/2021	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 1 Jan to 29 Jan - current account	12.87	0.00	12.87
26/02/2021	DDebit	Wm M Briers & Son (Tamworth)	MARKET Supplies/Services	Skip hire - January	402.50	80.50	483.00
					65,302.36	5,542.90	70,845.26

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 February to 28 February 2021

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
26/02/2021	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 1 Jan to 29 Jan - imprest account	6.00	0.00	6.00
					6.00	0.00	6.00

