

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

16 April 2018

To: Members of Lichfield City Council

Public

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield, on **Monday, 23 April 2018 at 6.30pm** at which the following business will be transacted.

Yours sincerely

Anthony Briggs
Town Clerk

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

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **MAYOR'S ANNOUNCEMENTS**
3. **DECLARATIONS OF INTEREST**

4. **COUNCIL MINUTES**

To confirm as a correct record the Minutes of the Council Meeting held on 5 March 2018 (Nos. 104 - 120) **(copy attached)**

5. **MATTERS ARISING ON COUNCIL MINUTES**

6. **PLANNING COMMITTEE**

The Chairman of the Planning Committee to move that the Minutes of the Planning Committee Meetings held on 8 February 2018 and 8 March 2018 be received (copies previously circulated).

7. **TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) IF ANY**

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. AUDIT COMMITTEE

To adopt the Minutes and recommendations of the Audit Committee Meeting held on 15 March 2018 (**copy attached**).

RECOMMENDED:

- a) That the recommendations as contained in the Minutes of the Audit Committee held on 15 March 2018 are approved*
- b) The report and recommendations of the Internal Auditor for the year ending 31 March 2018 (ENCLOSURE, green paper) be adopted.*

9. JOHNSON BIRTHPLACE ADVISORY COMMITTEE

To adopt the Minutes and recommendations of the Johnson Birthplace Advisory Committee Meeting held on 22 March 2018 (**copy attached**). A copy of the updated Birthplace Forward Plan 2018-2021 referred to in these minutes is attached as **APPENDIX 1**.

10. GRANTS ADVISORY COMMITTEE

At its meeting of 5 March 2018 the City Council resolved that the Grants Advisory Committee reconvene to discuss future grant allocation processes and prepare formal proposals to Council. This meeting took place on 3 April 2018 and resulted in the creation of a draft Grant Award Policy and amended grant application form for consideration. The Minutes of this meeting together with the draft documents are attached as **APPENDIX 2**.

RECOMMENDED:

- a) That the Minutes of the meeting of the Grants Advisory Committee held on 3 April 2018 be received*
- b) That the draft Grant Award Policy and amended grant application form be adopted.*

11. NOMINATIONS FOR CIVIC OFFICE 2018/19

Following the withdrawal of the Sheriff elect, the City Council is asked to consider and elect to the Office of Sheriff for 2018/19.

12. OFFICERS' REPORT

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

RECOMMENDED: *That the Report be noted.*

13. CURBOROUGH COMMUNITY CENTRE MEMORIAL GARDEN

At a recent meeting of the Curborough Community Centre Trustees, the possibility of honouring Mrs Kim Wilkins, the former manager of the facility who died in 2017, was discussed.

Mr Terry Finn proposed that the Community garden at Curborough Community Centre be renamed the "Kim Wilkins Memorial Garden" and that a suitable plaque should be sourced. This was passed unanimously by the Committee who now seek formal approval from the City Council before proceeding with their proposals.

RECOMMENDED: *The City Council approve the proposal to rename the garden at Curborough Community Centre in honour of the late Mrs Kim Wilkins.*

14. NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY

To consider the Town Clerk's report (attached as **APPENDIX 4**) and the recommendations contained therein.

15. GENERAL DATA PROTECTION REGULATIONS (GDPR)

Further to the Town Clerk's report submitted to Council on 5 March 2018, there have been further developments in the City Council's progress towards GDPR compliance including the introduction of 'SystemCare' which greatly improves the security of the City Council's network, and the addition of SSL encryption to the City Council website.

Guidance and templates to assist with achieving compliance with GDPR were released by the National Association of Local Councils (NALC) in March, with further documents released by the Society of Local Council Clerks (SLCC) in April. The Town Clerk is currently working through the template documents and tailoring them to the City Council, with many documents already in place including specific privacy notices and consent forms for Guildhall, Markets and Civic List functions.

The Council is asked to consider two policies for adoption at this time; a revised Data Protection Policy (attached as **APPENDIX 5**) and a new Social Media Policy (attached as **APPENDIX 6**). Both documents are based upon GDPR compliant template documents provided by the SLCC that have been tailored to the City Council.

There remains some confusion over the Data Protection Officer role in regard to Parish Councils but with an interim DPO appointed by Council in March and an expression of interest submitted to the County Council regarding their proposed DPO service, the City Council is well placed whatever the outcome of these deliberations.

RECOMMENDED: That the Report be noted and the draft Data Protection Policy and Social Media Policy be adopted.

16. REPRESENTATION ON OUTSIDE BODIES

Further to agenda item 13 of the City Council's meeting of 5 March 2018, a vacancy has arisen as a Trustee of Michael Lowe's and Associated Charities; the City Council is therefore asked to make a further appointment. Interested parties are asked to note that Trustees are expected to play a part in the quarterly visits to applicants, the commitment as a Trustee is therefore not solely to attend the quarterly meetings.

17. CITY COUNCIL SICKNESS POLICY

As part of the City Council's ongoing commitment to improvement and compliance the Deputy Town Clerk has been reviewing the Council's processes and procedures. To this end a review of the City Council's arrangements in regard to staff sickness has been carried out and a revised Sickness Policy prepared (**APPENDIX 7**, attached). In general, absenteeism and sickness levels are relatively low across the organisation, however current arrangements require updating.

It is fair to expect all employees to maintain a good attendance record at work. The City Council is sympathetic to employees who are unwell however the delivery of efficient and effective services cannot be sustained if staffing levels fall below planned needs and expectations due to sickness. As a result other members of staff may also become unfairly burdened.

As part of the draft policy, the City Council is asked to adopt the 'Bradford Scale', a recognised formula used to calculate absenteeism and sickness. The Bradford Scale is already widely used throughout many Government organisations and Councils including Staffordshire County Council. The introduction of the Bradford Scale will allow the City Council to monitor and record absentee levels and address any concerns where a pattern is seen to emerge, while the policy itself clarifies procedural matters for line managers and staff alike, as well as providing a consistent and fair monitoring system.

The policy refers to the four separate disciplinary stages of verbal warning, written warning, final written warning and dismissal based on the 'Bradford Scale'. To minimise impact on Staffing Committee time, the City Council is asked to consider the appropriateness of delegated authority being given to the Town Clerk in consultation with

the Chairman of the Staffing Committee to progress verbal and written warnings (but not final written warnings or dismissal) that are incurred if the relevant Bradford Scale score is exceeded; the Staffing Committee to be convened in matters involving a final written warning or dismissal, at which time the Town Clerk will report on the circumstances surrounding the previously issued verbal and written warnings.

RECOMMENDED:

- a) That the Report be noted and the draft Sickness Policy be adopted**
- b) That delegated authority be given to the Town Clerk in consultation with the Chairman of the Staffing Committee as set out in this report**
- c) Delegated authority be given to the Town Clerk to amend the City Council's disciplinary procedure in line with the decision at (b) above.**

18. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 8**) for the period 1 February 2018 to 28 February 2018 in the sum of **£88,169.99** General Account, and **£1,386.11** Imprest Account.

19. 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.

20. LAND SOUTH OF WORDSWORTH CLOSE, LICHFIELD

To consider the Town Clerk's confidential report and the recommendation contained therein (**APPENDIX 9** attached for Members).

* * * * *

**PUBLIC PARTICIPATION SESSION
AT CITY COUNCIL MEETINGS**

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

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

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Monday 5 March 2018 at 6.30pm

PRESENT: Councillors Mrs J Greaves (Mayor), R Awty, B Bacon, Mrs D Baker, Mrs G Boyle, J Brooks, B Cocksey, D Dundas, I Eadie, Mrs J Eagland, J Grange, C Greateorex, P Hitchman, Mrs S James, Mrs A Lax, Miss J Marks, T Matthews, P Ray, C Spruce, A Thompson, M Warfield and R Yardley.

APOLOGIES: Councillors Mrs J Allsopp, Mrs N Bacon, D Leytham, B McMullan, P Ray, Mrs L Warfield and A Smith

104 MAYOR'S ANNOUNCEMENTS

The Mayor welcomed Cllr J Grange to the Council meeting and then reported on a number of recent civic and other engagements attended including a ground-breaking ceremony for a residential development at Cross Keys in Lichfield, Civic service at Wade Street Church, Charity Sunday lunch, Shrovetide pancake races, Company of Smiths Court and Feast, Showman's Guild Lunch and the Chairman of Lichfield District Council's Curry lunch.

105 DECLARATIONS OF INTEREST

Councillors Mrs D Baker, Mrs G Boyle, Mrs J Greaves, P Hitchman, Mrs S James, Miss J Marks, C Spruce, A Thompson and M Warfield declared an interest under Appendix B of the City Council code of Conduct with respect to Minute 103 (Grants Advisory Committee).

106 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council Meeting held on 29 January 2018 (Nos 81-103) be confirmed and signed as a correct record.*

107 MATTERS ARISING

The Town Clerk confirmed that repairs to the Pinfold were now complete.

108 PLANNING COMMITTEE

RESOLVED: *That the Minutes of the Planning Committee meeting held on 5 February 2018 be received.*

109 GRANTS ADVISORY COMMITTEE

RESOLVED: *That the Minutes of the Grants Advisory Committee held on 5 February 2018 be received and the recommendations therein be adopted.*

110 NEIGHBOURHOOD PLAN COMMITTEE

Cllr A Thompson reported that following the referendum the Neighbourhood Plan was carried by a majority of 600. Cllr Baker thanked Cllr Thompson for his tenacity and patience as Chairman of the Committee. Cllr Cocksey also thanked the Town Clerk for his professionalism and administration of the plan.

RESOLVED: *That the minutes of the Neighbourhood Plan Committee held on 26 February 2018 be received.*

111 NOMINATIONS FOR CIVIC OFFICE 2018/19

a) Mayor Elect

It was proposed by Councillor Mrs J Eagland, seconded by Councillor D Dundas and

RESOLVED: *That Councillor David Leytham be nominated Mayor Elect for the year 2018/19.*

b) Deputy Mayor Elect

It was proposed by Councillor C Greateorex, seconded by Councillor Mrs A Lax and

RESOLVED: That Councillor Peter Hitchman be nominated Deputy Mayor Elect for 2018/19.

c) Sheriff Elect

It was proposed by Councillor A Smith, seconded by Councillor Miss J Marks and

RESOLVED: That Councillor Mrs Sheelagh James be nominated Sheriff Elect for the year 2018/19.

112 CALENDAR OF MEETINGS

RESOLVED: That the calendar of meetings for 2018/19 be as follows;

DATE	TIME	MEETING
2018		
Monday, 14 May	6.30pm	ANNUAL COUNCIL
Wednesday, 23 May	7.30pm	ANNUAL TOWN MEETING
Thursday, 31 May	6.30pm	Planning Committee
Thursday, 7 June	6.30pm	Audit Committee
Monday, 18 June	6.30pm	COUNCIL (Year-end accounts)
Thursday, 28 June	6.30pm	Planning Committee
Thursday, 26 July	6.30pm	Planning Committee
TUESDAY, 31 July	6.30pm	COUNCIL
Thursday, 30 August	6.30 pm	Planning Committee
Monday, 10 September	6.30pm	COUNCIL
Thursday, 27 September	6.30pm	Planning Committee
Monday, 22 October	6.30pm	COUNCIL
Thursday, 25 October	6.30pm	Planning Committee
Tuesday, 6 November	10.30am	Johnson Birthplace Advisory Committee
Thursday, 8 November	6.30pm	Staffing Committee
Thursday, 22 November	6.30pm	Planning Committee
Monday, 3 December	6.30pm	COUNCIL
Wednesday, 12 December	6.30pm	Planning Committee
2019		
Thursday, 10 January	6.30pm	Planning Committee
Monday, 28 January	6.30pm	COUNCIL
Monday, 4 February	6.30pm	Grants Advisory Committee
Thursday, 7 February	6.30pm	Planning Committee
Monday, 4 March	6.30pm	COUNCIL
Thursday, 7 March	6.30pm	Planning Committee

Monday, 18 March	6.30pm	Audit Committee
Thursday, 4 April	6.30pm	Planning Committee
Thursday, 11 April	10.30am	Johnson Birthplace Advisory Committee
Tuesday, 23 April	6.30pm	COUNCIL
Thursday, 25 April	6.30pm	Planning Committee
Monday, 13 May	6.30pm	ANNUAL COUNCIL
Wednesday, 22 May	7.30pm	ANNUAL TOWN MEETING
Thursday, 30 May	6.30pm	Planning Committee

113 OFFICERS' REPORT

The Mayor took each item from the Officers' Report in turn. Councillor R Awty thanked the Museum and Heritage Officer for a thorough report and noted the progressive work that is being done at the Samuel Johnson Birthplace Museum. Councillor Mrs S James complimented the Twinning Officer on a lengthy and informative report and asked members to inform the Twinning officer of any Lichfield Students who may wish to visit the City's Twin Towns. Cllr D Dundas added that accommodation was still required for the delegation from Limburg coming to Lichfield in May. Cllr Awty thanked all those responsible for organising a visit to Sandfields Pumping Station. Cllr Cocksey also asked that the get well wishes of members be passed on to the Administration Officer.

RESOLVED: *That the Report as contained in Agenda Appendix 1 be received, and that officers be commended for their informative report.*

114 REPRESENTATION ON OUTSIDE BODIES

RESOLVED: *That Cllr P Hitchman continues to serve as the City Council's representative on the Michael Lowes and associated Charities*

115 GENERAL DATA PROTECTION REGULATIONS (GDPR)

Cllr Cocksey asked members to consider the complex issues contained in the Town Clerks report at Agenda Appendix 4 and Enclosure 1. The law will change in May and therefore there is a statutory requirement for the Council to have a GDPR policy. This will be an ongoing process and the Town Clerk will submit further reports to Council over the coming months.

RESOLVED: *That the report be noted and the recommendations therein be adopted.*

116 CITY COUNCIL FINANCIAL REGULATIONS AND STANDING ORDERS

Members considered the Deputy Town Clerk's report and recommendations at Agenda Appendix 5

RESOLVED: *That the report be noted and the recommendations therein be adopted.*

117 DISCLOSURE AND BARRING SERVICE (DBS) CHECK

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

RESOLVED: *That Council adopts the draft policies contained in Agenda Appendix 6*

118 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed as listed in Agenda Appendix 7 for the period;*

1 January 2018 to 31 January in the sum of £74,914.42 General Account and £713.84 Imprest Account.

119 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.

120 INSURANCE RENEWAL

Members considered the Town Clerks report and the recommendation contained in Agenda Appendix eight.

RESOLVED: That the recommendation contained in Agenda Appendix 8 be adopted.

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.00 PM

MAYOR

Lichfield City Council

Minutes of the Audit Committee held at 6.30pm on Thursday, 15 March 2018 in the Moulton Room, Guildhall

Present: Councillors B Cocksey (Chairman), J Brooks, D Leytham and C Spruce.

Apologies: Councillor Mrs N Bacon.

In Attendance: Mr A Briggs (Town Clerk and RFO), Mr G Keatley (Internal Auditor) and Ms A James (Accounts Officer).

5 MINUTES

RESOLVED: *That the Minutes of the meeting of the Audit Committee meeting held on 9 June 2017 [Minutes approved by the City Council on 19 June 2017] be confirmed as a correct record.*

6 APPOINTMENT OF DEPUTY CHAIRMAN

Following the resignation of Councillor D Smedley in January 2018, the then Deputy Chairman became Chairman of the Committee, creating a vacancy. At its meeting of 29 January 2018, the City Council resolved that a Deputy Chairman be appointed at the next meeting of the Audit Committee.

RESOLVED: *That Councillor C Spruce be appointed to the position of Deputy Chairman of the Committee.*

7 INTERNAL AUDIT ANNUAL REPORT 2017-2018

The Internal Auditor presented his Internal Audit Annual Report 2017-2018, (which incorporated the Management Risk Register). Members discussed the detail of the report and the recommendations therein and agreed the management response.

Members of the Committee expressed their appreciation to the Internal Auditor for producing a clear and comprehensive report.

RECOMMENDED: *That the Council note the Internal Audit Annual Report 2017-2018, and adopt the recommendations and timescales as contained in that Report.*

8 ANNUAL REVIEW OF EFFECTIVENESS OF SYSTEM OF INTERNAL CONTROL

Members undertook a review of the effectiveness of the System of Internal Control as required by Regulation 5 of the Accounts and Audit Regulations 2015 (Internal Audit).

RECOMMENDED: *That the Review findings as contained in Appendix A to these Minutes be presented to Council for adoption.*

9 TREASURY MANAGEMENT POLICY AND STRATEGY STATEMENT 2018-2019

Consideration was given to the Treasury Management Policy and Strategy Statement.

RECOMMENDED: *That the Council adopt the Treasury Management Policy and Strategy Statement 2018-2019, as contained in Appendix B to these Minutes.*

10 RESERVES POLICY

Consideration was given to the City Council's Reserves Policy.

RECOMMENDED: *That the Council adopt the Reserves Policy as contained in Appendix C to these Minutes.*

11 DATE AND TIME OF NEXT MEETING

Scheduled for 7 June 2018 at 6.30pm.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 7.30 PM

Lichfield City Council

Minutes of the Johnson Birthplace Advisory Committee Meeting held in the Moulton Room, Guildhall at 10.30 am on Thursday 22 March 2018

PRESENT:

Representing Lichfield City Council: Councillor R Awty, and Councillors Mrs G Boyle, J Brooks, C Spruce and R Yardley.

In Attendance: Joanne Wilson (Museums & Heritage Officer)
Tony Briggs (Town Clerk)

Apologies: None

50 MINUTES

RESOLVED: *That the Minutes of the Meeting held on 3 October 2017 be confirmed as a correct record.* [Minutes adopted by Council on 23 October 2017.]

51 FORWARD PLAN

Members considered the updated Forward Plan 2018-2021 (**Agenda Appendix 1**). The Museums and Heritage Officer outlined work identified for the 2017/18 financial year.

Councillor A Thompson suggested that further detail be added to the document to assist with funding applications for the proposed renovations that are currently in early planning stages. Such revisions to include the current limitations of the building but to emphasise ongoing success despite those limitations. Councillor Thompson also suggested revisions to the wording on page 3 of the document regarding attendance levels as it was felt this did not appropriately reflect the considerable achievement of surpassing the attendance level of the tercentenary year (2009) for the past five years

RESOLVED: *That the Museums and Heritage Officer revise the Forward Plan 2018-2021 in line with the suggestions above and that the document be circulated to Members electronically for approval.*

52 ENVIRONMENTAL POLICY STATEMENT

The Museums and Heritage Officer provided an overview of the Statement (**Agenda Appendix 2**) to the Committee.

RESOLVED: *That the Museum Environmental Policy Statement be adopted.*

53 MUSEUM STAFF

The Museums and Heritage officer provided an update on the three recently appointed members of staff at the Birthplace, stating that all had settled in to their roles quickly and were performing well.

RESOLVED: *That the report be noted*

54 DR JOHNSON'S BIRTHPLACE TRUST CO-OPERATIVE BANK ACCOUNT

The Committee considered the recommendations for the day to day administration of the Community Bank account held by the Museum at the Co-operative Bank. The account was originally opened in order to transfer the remaining balance of the Blum Fund (£6,190.66), a purchasing and collection care fund raised from the sale of duplicate books from the bequest of Daniel Blum in the 1990s. The Trust account money is intended solely for acquisitions to the collection and for caring for the existing collection.

RESOLVED:

- a) *Signatories on the account to be the Town Clerk, Deputy Town Clerk, Chairman of the BAC and Deputy Chairman of the BAC. Cheques require two signatures, one to be an Officer and one to be a Councillor*
- b) *The Town Clerk and Museums & Heritage Officer be granted delegated authority to make purchases or commission conservation work for items under £500, and such purchases be*

reported to the BAC meetings. The £500 maximum being in line with existing procedures for the city council's Imprest account:

- *Any purchases or commissioned work over £500 to be approved at BAC meetings.*
- *An exception to this would be any time-sensitive opportunities to purchase significant items for the collection, where an emergency meeting would be convened, decisions taken to full council, or permission would be sought by members in correspondence, depending on the time available in individual cases.*

c) Account activity to be monitored and audited as currently by the Internal Auditor

55 DE- ACCESSIONING ITEMS OF FURNITURE

Members considered the report on the proposed disposal of four items of furniture (**Agenda Appendix 3**) consisting of:

1. Tavern Chair
2. Red Leather Armchair
3. Armchair
4. Prayer Stool

RESOLVED:

- a) *That permission be granted to dispose of the identified items from the Birthplace collection, and*
- b) *That the Museums & Heritage Officer carry out professional methods of removing these items, adhering to the guidelines within the Museums Association's 'Code of Ethics'.*

56 DEVELOPMENT PROJECT

The Museums and Heritage officer provided a verbal update to the Committee, confirming that workshop sessions had now been held and the consultants were in the process of preparing their recommendations. The consultants will be delivering their findings at a presentation to which all Councillors will be invited; the date of the event is currently to be confirmed but is anticipated to be in May 2018.

57 DATE AND TIME OF NEXT MEETING

In Calendar of Meetings as 10.30am on Tuesday, 6 November 2018.

THERE BEING NO FURTHER BUSINESS

THE CHAIRMAN DECLARED THE MEETING CLOSED AT 11.10 AM

For Council: 23 April 2018 APPENDIX 1



**The Samuel Johnson
Birthplace Museum
Forward Plan 2018 – 2021**

The Samuel Johnson Birthplace Museum Forward Plan 2018 – 2021

Date of approval by LCC: **To be added**

Date of full review: **March 2023**

1. Introduction

The Samuel Johnson Birthplace Museum (SJBm) in Lichfield is a Grade I listed 18th century townhouse which has been a public museum dedicated to Samuel Johnson since 1901. The SJBm Forward Plan details the current situation of the museum, reviews the previous plan and states the aims and objectives for the museum over the coming three-year period, drawing upon consultation with users. The plan is approved by the Birthplace Advisory Committee (BAC) of Lichfield City Council (LCC), the minutes of which are then approved by full council (see 6.i). The aims and objectives are updated annually and presented to the Committee, and the full plan updated every three years, or at annual review in the case of any significant changes.

2. Museum Statement of Purpose

The covenant under which the building was purchased by LCC in 1900 remains the fundamental mission of the museum, namely:

“...to remain in perpetuity as a memorial to the life, work and personality of Samuel Johnson, his Lichfield connections and his friends and contemporaries.”

The current service objectives of LCC expand this intention to include users and development:

“...to stimulate wider interest in and understanding of the life and achievements of Samuel Johnson. To safeguard the future and development of the museum and its collection to enable access by all.”

3. Review of Forward Plan 2015-2018

A number of significant developments and goals have been achieved since the last plan was written (see section 8 for full details) including increased staffing, university partnerships, temporary exhibition projects, establishing an external collection store at Donegal House, a number of new clubs and groups, an access audit and the beginning of a major redevelopment project (see section 9). Items which have not been achieved to the timescales initially indicated largely include improvements to displays, research into access and facility improvements, all of which are being addressed within the redevelopment project.

4. Development of this Plan

The SJBm Forward Plan 2018-21 has been updated with consideration of the following sources of consultation: user comments taken from visitor books, comments boxes, exit surveys and online reviews; consultation sessions with Museum Attendant staff; volunteer comments box; report from a young people's 'museum mystery tour'; Access Audit of the Museum, and minutes of the Birthplace Advisory Committee meetings. Feedback from all sources was reasonably consistent and fell into general categories of: developments to existing displays, particularly interactive and sensory elements; improvement of access to building and collections; engaging with local community and improving the number of school and adult group visits.

5. Monitoring this Plan

Progress towards the actions identified in this plan will be monitored in monthly reports by the Museums & Heritage Officer (MHO) to LCC, and at the bi-annual Birthplace Advisory Committee meeting. Implementation of the plan is the responsibility of the MHO and milestones will be set to assist with measuring progress.

6. Situation Review

i) Governance & Organisational Structure

The SJBMM building and its collection are vested in the Dr Johnson Birthplace Trust, of which LCC is the sole trustee. The administration of the Museum, including the employment of staff, is undertaken directly by the Council through its powers under sections 144 and 145 of the Local Government Act 1972. The MHO reports to Town Clerk of LCC, and represents SJBMM at Birthplace Advisory Committee meetings.

ii) Staff & Volunteers

8 staff members (2.8 full-time equivalent) are employed and recruited directly by LCC: a full-time MHO (37 hours a week); five part-time Museum Attendants for weekday and weekend cover of the entrance and bookshop, and occasional events, tours and school visits (equivalent to 35 hours a week November - February, 45.5 hours March-October) and a cleaner (6 hours a week). In addition, in 2017 a new post of a part-time Museum Administration Assistant (22 hours a week) was created by LCC, acknowledging that there had been no increase to levels of staffing at the Museum since the early 2000s, and that the growing numbers of visitors, activities and partnerships at the Museum impacted on the time available for the MHO to spend on curatorial and development work. A team of 14 active volunteers offer a total of 18-40 hours per week depending on the season, assisting areas such as collections documentation, care and research, running clubs and groups and preparing for special events.

Attendants have completed 'Welcome to Excellence' training and a culture of customer care is maintained through regular informal refresher training and daily checklists. Induction training is offered to all staff and volunteers and any external training available is highlighted; in-house training and development sessions are held for Museum Attendants every four months with training needs identified in consultation. Volunteer role descriptions and agreements are in place and handbooks are provided. A succession plan is in development, and LCC Staff Duty notes detail the main MHO tasks.

iii) Building, Interpretation & Access

The house was built for Johnson's parents in 1707, and is Grade I listed. It remained in Samuel's possession until his death in 1784 and went into private ownership until it was donated to the city in 1900. The last full update of the museum displays was supported by EC funding in 1989/90, developing on adaptations to the building made in the 1970s. The main interpretation scheme and display cases from the 89/90 update are still in use. Since then, developments have been piecemeal: a more prominent entrance on Market Street was re-established in 1992 to improve visitor flow; a new room devoted to Johnson's *Dictionary* opened in 2005; and the Museum bookshop and entrance was updated in 2014. Under the care of LCC the Birthplace benefits from a quinquennial building inspection, and a full repaint of the exterior was last carried out in 2009.

Five floors of displays are open to the public comprising a bookshop and entrance area, two period room displays, an audio-visual room, eight rooms of Museum display and a library area available to researchers by appointment. The interior remains atmospheric with a mixture of interpretation including text panels, interactive and hands-on displays. Improvements to interpretation and developing access to the stored collection are underway as part of a large redevelopment project, in initial review and consultation stage in early 2018 (see section 9)

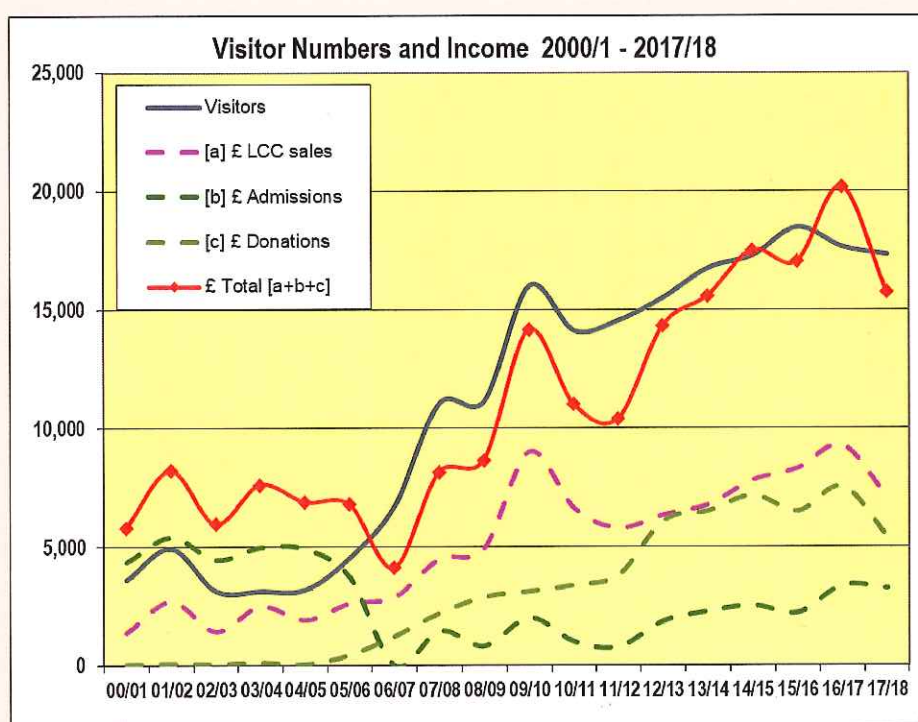
The tall and narrow building has steps to the entrance and many unavoidable stairs. A good provision of audio support and large print information has been established, and an access audit in 2017 has provided a structure for further development. Physical access issues have been addressed to date with a virtual tour available online and an outreach provision, and developments to access are included in the redevelopment project. See the SJBMM Access Policy Statement (2017) for more information.

iv) Public Opening Hours & Facilities

The Museum is open to the public seven days a week, currently 10.30am-4.30pm March to October and 11.00am – 3.30pm November to February, with closure only on Christmas Day, Boxing Day and New Year's Day. Opening hours were extended in 2017 to extend the summer season into October and February following visitor demand. The Museum lacks a designated car park, visitor toilets or a refreshment provision. This is compensated by ample car parking within a very short distance, including disabled car parking spaces within fifty metres of the entrance, and cafes public toilets nearby in the city centre. Since 2016 a casual agreement has been in place with neighbouring café Devotea to allow museum visitors access to toilets, but their opening hours are limited. A lack of such facilities in the building is a barrier for family events, evening events and income generation. The SJBM Bookshop attracts regular local users. The Wood Library provides an atmospheric study room for researchers, but the space is also used by volunteers and for storage, and available space is limited.

v) Audience

LCC introduced free entry to SJBM in October 2005, following a consistent decline in visitor numbers to 3,200 in 04/05. Free entry and a reclassification of bookshop users within visitor numbers led to visitor numbers increasing to 11,054 by 07/08. The celebration of Johnson's tercentenary in 2009 saw a large increase to 16,000 visitors. Following an initial slight decline in 09/10 from those unprecedented levels, visitor numbers in the succeeding years have consistently risen and exceeded the tercentenary year since 13/14, with **18,300 visitors** welcomed in the 2017 calendar year.



*(‘Sales’ here refers to gross souvenir and new book sales, not all second-hand sales. Please see table 1 for full net sales figures
Data for the 2017-18 financial year is incomplete)*

SJBM offers users the opportunity to provide feedback and draws data on users through a visitor book, exit surveys and comments cards. Recent visitor data analysis has identified the main user groups as coming from further than 15 miles away (54%, 8% of which were from London), followed by local visitors (27%) and international visitors (19%). Local visitors are therefore the current target for audience development, to be guided by non-user consultation, but this group has seen a 4% increase in the last three years. Over 60s represent the largest visitor group and family groups are increasing. Young people

are the smallest visitor group, but a consultation visit in 2014 has provided excellent feedback to develop new interpretation experiences for this age group which will be considered within the current redevelopment project. Visitors rated their experience very highly, with 91% of respondents rating SJBM 8 or above out of 10. Individual aspects of the Museum were all routinely rated excellent, with the exception of external signage, ease of finding the Museum and access to cafes and toilets, and comments suggesting improvements to the Museum displays.

School visits see a steady average of c.400 pupils a year visiting since the 2012 launch of the programme. It is hoped that the number of visits can be improved. SJBM also offers a range of informal learning activities including a children's book and writing club, adult book, poetry and creative writing clubs, and life-long learning with Latin classes.

vi) Environmental Sustainability

SJBM has made a commitment to reducing its environmental impact, as outlined in the Environmental Sustainability Policy Statement (2018). SJBM has been a member of the West Midlands Green Museums Project since 2012 and has decreased energy use after entering the scheme through light zoning, a replacement boiler and increasing insulation with new window blinds. An 'Environmental Action Plan' is in place and updates are ongoing, and sustainability will be considered during the redevelopment project plans. As much waste as possible is recycled and single-use plastic use is being reduced. SJBM also sources recycled goods where possible, and is a supporter of the local Fair-Trade initiative.

vii) Funding

LCC provides funding directly, or through the Dr Johnson's Birthplace Trust Account, to cover the annual operating costs of the Museum (see Table 1). The expenditure for 2017/18 and the budgeted expenditure for 2018/19 are outlined below (for simplicity, these figures combine both LCC and Trust income/expenditure elements). There is no expectation that this funding will be reduced or withdrawn in the following two-year periods.

Net Expenditure	*17/18 Actual	18/19 Budget
Employee costs	59,619	64,887
Central administration*	12,156	11,070
Repair & Maintenance	3,590	3,810
Energy	3,050	3,150
Rates & Water	1,020	1,050
Supplies & Services*	16,500	12,300
Promotion	2,000	2,000
Sales (net)	-6,820	-6,820
Admissions	-3,280	-3,280
Grants/Donations	-7,730	-7,730
Net Expenditure	80,105	80,437

Table 1: Samuel Johnson Birthplace Museum net expenditure.

[*2017/18 figures are "revised outturn"]

[*Insurance of buildings and collections is included in the Central Administration budget]

[*Collection care and conservation work is included in the Supplies & Services budget heading]

Donations have increased significantly since the abolition of admission charges. The drop in standard museum admissions income has been lessened by the introduction of a calendar of regular special

events with an entrance charge, and admissions income gained from guided tours and schools groups. These charges, in addition to the considerable increase in sales and donations, have meant that overall Museum income has increased considerably since the introduction of free entry, but it is hoped to improve school and group visit numbers.

The Blum Book Fund provides a small purchase fund for book acquisitions and collections care, and the Johnson Society of Lichfield also hold a small fund to which SJBM can apply to support care of the Birthplace collection. LCC also provides a 'Repairs and Renewals' fund in addition to standard SJBM operating budgets to be used for building care projects.

viii) Collections

The Museum collection has been gradually acquired since 1901 and includes over 8,000 items of personalia, fine art, furniture, manuscripts, books and archive material. The collection represents Johnson and nationally important figures from his circle, as well as items associated with the history of Lichfield. The collection is catalogued on a 'modes' database, with a small and decreasing documentation backlog. SJBM can soon move forward to create thorough records with detailed entries and photographs, with a view to public on-line access. For more information see the SJBM Collections Development Policy, Collections Care Policy, Documentation Policy, and the Documentation Procedural Manual and Documentation Plan (all updated 2015).

Only 2% of the collection is on loan to SJBM. 23% is presently on display, and a further 40% is readily accessible in storage on site (mainly library collections in bookcases). Presentation is of a good standard, but beginning to appear dated in some areas. A programme of replacing labels and acquiring new display stands is in place. Members of the public are encouraged to use the libraries in a page on the museum website, and volunteers and attendants are facilitated to undertake research on the collections. The limitations of the museum building have resulted in poor storage and environmental conditions for the collection in some areas, but in 2016 a dedicated store was established at Donegal House. Regular environmental and pest monitoring is in place. A Collections Health Check report formed the basis of the Museum's Collection Care Plan, updated in 2015 and due for renewal in 2019. In the 2015-18 period regular collection cleaning has been established with a new team of volunteers, some key items from the collections have been professionally conserved (including the Museum's clocks), and preparations are underway for the launch of the Museum collection online in 2018.

ix) Security

The building is well protected by a regularly maintained and externally monitored alarm system, CCTV with constant recording on site and a small number of display cases have 'break-glass' style alarms. A full review of the security of the Museum was carried out in 2015 by a crime reduction officer and recommendations were carried out, including an update to the alarm system to add additional motion sensors.

x) Location & Tourism

SJBM is situated in the heart of the historic cathedral city of Lichfield, which has a population of over 30,000 inhabitants. Benefits of the location include: being central among partner tourist attractions; featuring in the city's heritage trail; proximity to the busy Market Square; excellent connection of Lichfield to the national road and rail network and the West Midlands conurbation (approximately 17 miles north of Birmingham).

Lichfield District Council's 'Visit Lichfield' team oversees tourism initiatives for the area, estimating that 5.6 million visitors come to the district's attractions a year. SJBM works closely with 'Visit Lichfield', appearing in the local tourism guides, offering specialist group tour packages and the MHO contributes

to working groups for the city's Heritage Weekend and Christmas Festival Weekends, and is a member of the Lichfield District Tourism Association executive committee and a joint marketing group for local attractions. SJBm is also a partner venue for the Lichfield Festival. LCC is involved in local strategic development such as the City Centre partnership, Neighbourhood Plan and BID, and ensures that SJBm is considered and included where appropriate.

xi) SWOT Analysis

Strengths LCC backing Eye-catching, Grade I listed building Samuel Johnson provides rich and varied subject matter for interpretation and events Accredited Museum with full-time Museum professional input Prime location in Lichfield, close to busy market, major road and rail networks Subject of Museum mentioned on city road signs and city heritage trail Trained, enthusiastic and knowledgeable front of house staff Team of volunteers support activities and development Regular consultation with staff, volunteers and users guiding development Well-stocked second-hand bookshop raising funds Free admission (excluding organised groups) Sustained increase in visitor numbers Growing number of partnership projects, e.g. community outreach, educational development programme, special events and joint marketing projects Good relationship with media and strong local reputation Increasing number of repeat visits from local families Very strong and varied collection Expanding special events programme Interesting mix of interpretation and media within displays Increasing online presence and social media following Good provision of facilities for hearing-impaired visitors	Weaknesses Access problems: building presents physical and intellectual barriers. Size of team restricts growth and development Lack of staff member to focus on education and school visits Lack of facilities, e.g. toilets, café, flexible space for education activities, car parking Environmental conditions and storage not appropriate for the collection in some parts of building Different winter/summer opening hours can cause confusion Limited space for library users Text panels and display cases are beginning to look dated since the last full re-display in 1989/1990 Running repairs for an historic building require steady expenditure Pedestrian signage to tourist attractions
Opportunities More partnership working with local Heritage attractions Joint marketing schemes working to make Lichfield a destination for longer stays Introducing online access to collections Planned city centre developments and BID group may attract more visitors to Lichfield Partnerships with local universities could attract younger audience Major redevelopment of the museum displays could be achieved through external funding Number of Heritage attractions in the city attracting visitors	Threats Economic downturn may reduce public leisure spending Dependant on LCC Funding Proposed changes to history Curriculum affecting number of school visits

The Samuel Johnson Birthplace Museum Forward Plan 2018 – 2021

7. Aims & Objectives

The following have been identified as key strategic aims for the Museum to address in the period 2018 – 2021:

i) To operate to a high professional standard, making the best use of available resources

- a) To maintain ACE Accreditation status
- b) To maximise all possible revenue streams
- c) To maximise staff development
- d) To maximise volunteering

ii) To build our audiences and respond to user consultation

- a) To attract more local, family and young visitors
- b) To monitor users and consult non-users
- c) To increase the number of education visits and partnerships
- d) To increase the number of group visit bookings

iii) To develop access to the Museum and collection

- a) To improve awareness of, and access to, all parts of the collection
- b) To update interpretation and displays
- c) To improve facilities for researchers and publicise provision more widely
- d) To assess and seek alternative solutions to access limitations

iv) To care for the Museum building and collection

- a) To improve the storage and care of the collection
- b) To improve the documentation of the collection
- c) To ensure the ongoing protection of the collection against disaster
- d) To ensure the continued maintenance and sustainability of the Birthplace building

8. Work completed in 2015-2018

In addition to tasks identified as 'ongoing' and those reported in monthly officer reports to Council, activities specifically relevant to meeting the strategic aims included:

i)	Full Accreditation re-awarded March 2016 Attendant administration shifts trailed from 2015, Part-time Museum Administration Assistant post introduced 2017 New birthplace website introduced
ii)	Existing classroom based outreach activities developed into loans boxes for schools Dedicated area for planning group and schools visits included on new website Staff trained to deliver KS5 Dictionary Workshop, packs created and increased bookings Dedicated school visit, bookclub and family activity volunteers recruited Project with creative writer working with KS3 pupils and new 'Words Alive!' club started Increasing social media and mailing list following, integrated into new website Creation of Groups database to market tours and talks

ii) Cont..	Young people on placements contributing to social media feeds Increasing social media and mailing list following, integrated into new website Creation of Groups database to market tours and talks Young people on placements contributing to social media feeds Life-long learning programme: writing, poetry and Latin groups established Annual 6-month student placements started as partner in University of Birmingham 'History in the Workplace' module
iii)	'Object in focus' page on new website to highlight collection items and staff/volunteer work Temporary displays including History of the Birthplace archive material, Sculpture and Garrick 300 exhibition working in partnership with Dr Johnson's House, London New family trail introduced Redisplay of Boswell's bookcase Regular library displays established New object labels developed by Keele University student placement and rolled out across displays Partnership with Keele University focussing on early researchers using collections Review and consultation underway for Museum redisplay
iv)	Redisplay of Boswell's bookcase Continued improvements to Museum storage areas and collection organisation 'Restore and Reveal' project completed (conservation, new storage, online launch) Manuscript collection fully scanned and added to modes (over 1000 individual sheets) Work on backlog of old accession and documentation material nearing completion New collections storage area established at Donegal House Collection clean with volunteer teams Improvements to alarm system following security report recommendations Lighting replaced for LED in Bookshop, Birth Room and London Life Birth Room ceiling and structural works, and redecoration Collaborated with Johnson Society to raise funding for conservation of Garrick prints Structural repairs in the Birth Room, London Life, Introduction Room and exterior completed, repairs to the roof, exterior under canopy clean and Lighting replaced in Introduction Room Access Audit undertaken

9) Redevelopment Project

The last full re-display of the collections and allocation of rooms was completed in 1989/1990. In 2005, the redisplay of the 'Dictionary Room' was undertaken, representing the only significant change since the full re-display (see section 6.ii above). At this time the Birthplace received 3,200 annual visitors. Now with over 18,000 visitors, LCC is keen to ensure that the changing needs and expectations of museum visitors, new approaches to museum interpretation and access, and knowledge about caring for a collection and historic building are represented.

Earlier developments at the Museum did not allow for flexibility to items on display, temporary exhibitions, nor any visitor toilet facilities. A growing programme of events and activities at the Birthplace, including school visits, tests the available space and storage. The museum is entering into an increasing number of University Partnerships and available space for research is limited, and shared with volunteers. Lichfield City Council appreciates and respects the limits of a Grade I listed building, but would like to explore available options and new approaches to access, particularly to the ground floor.

To these ends, in 2016 the BAC committed to a redevelopment project and recommended that an additional budget of £5000 be available to SJBM in the 2017/18 financial year to recruit a consultant.

The MHO prepared a brief in consultation with the LCC Town Clerk, requesting a report reviewing the present Museum and make recommendations to guide future development of the displays, visitor experience and facilities in the historic building (see document 'Lichfield City Council: Brief for review of the Samuel Johnson Birthplace Museum' December 2017). In January 2018 Susan Dalloe Consultancy were recruited to undertake this work, and the report is pending at the time of writing this plan.

It is recognised that the outcome of this report and the resulting development work will affect the fine detail in the 'How to be Achieved' sections of the following plan. However, the redevelopment project seeks to meet many of the broader current objectives in the plan below, in particular:

- i.b) To maximise all possible revenue streams**
- ii.a) To attract more local, family and young visitors**
- ii. b) To monitor users and consult non-users**
- ii. c) To increase the number of education visits**
- ii. d) To increase the number of group visits bookings**
- iii. a) To improve awareness of, and access to, all parts of the collection**
- iii. b) To update interpretive materials and displays**
- iii. c) To improve facilities for researchers**
- iii. d) To assess and seek alternative solutions to the physical limitations of the building**
- iv a) To improve the storage and care of the collection**
- iv. g) To ensure the continual maintenance and sustainability of the Birthplace building**

10) Current Objectives, Performance Indicators and Resource Plan

The following table gives a detailed plan of actions identified to achieve the strategic aims set out above, and includes a resource plan for these objectives. The 2018-21 strategic aims are largely financed by the everyday running costs of the Museum. (See Table 1, page 4 for a breakdown of the contribution of LCC to the running costs of the Museum, which includes the budget set for 2018/2019, monies raised from sales, admissions and donations). Where additional external funding is referred to, applications could be made to local funds such as Conduit Lands and Swinfen Broun Charitable Trusts, and West Midlands Museum Development grants, or refer to a larger series of grants which are to be identified as part of the current redevelopment project.

Target dates given refer to annual reporting periods, but monthly progress reports are made to LCC and the bi-annual Birthplace Advisory Committee meeting. Where activities are described as ongoing, updates are made in these reports.

i) To operate to a high professional standard, making the best use of available resources

Objective	How to be achieved	Achieve by	Performance indicator	Resource Plan	
				Workforce: who completes*	Financial: relevant budgets
a) To maintain Accreditation status	Maintain Museum policy and procedures in preparation for return application	Ongoing (date of return to be announced)	Accreditation awarded	MHO, Volunteers	Staff; Central Administration
b) To maximise all possible revenue streams	Update stock displays and introduce new souvenir lines, with 10% target increase per year for total spend per head	Ongoing; annual figures reported at October BAC	Rise in sales income	MAA; Attendants	Sales (the cost of new and replacement stock for sale is offset within the amount given in table 1); Staff; Promotion
	Maximise donation and the use of gift aid, aiming at 50p average donation per head by March 2021	Ongoing; annual figures reported in October BAC	Rise in donated income	MHO; Attendants	(marketing of events); Central Administration (mainly in-house photocopied publicity); costs of events offset by Admissions
	Regular programme of a least six special events per year planned, well publicised and profitable or cost-neutral.	Ongoing; season ahead schedule July & December	Rise in admissions income	MHO; MAA; Volunteers; Attendants	
	Increase group and education bookings by 20% per year (see ii.c & d)	Ongoing; annual figures reported in October BAC	Rise in group bookings	MHO; MAA; Attendants	
	Establish an improved online shop area as part of new website plans, and research options for internet second hand book sales for specialist donated stock	March 2019	New website available, sales increasing	MHO; MAA	
c) To maximise staff and volunteer development	Research possible improvements into facilities for event visitors and hirers, identify possible funding streams	October 2018	Report produced on possible ways forward	MHO, Consultants	
	Continuing regular in-house training sessions, make staff & volunteers aware of relevant training possibilities.	Ongoing, 3 sessions held annually	Minutes from training sessions; training log	MHO	Staff; Central Administration; use of free training courses offered by e.g. local MDO network. An element is included in LCC's staffing budget for employee training, or could be resourced from SJBM Supplies.
	Match volunteer and attendant staff interests to appropriate tasks and projects	Ongoing	Museum Attendants taking on varied tasks	MHO; Attendants	
d) To maximise volunteer input	Creation of 'How to' guides as part of SJBM succession planning, to enable volunteers and Attendants to take on varied tasks and roles	Ongoing	Production of guides, note in LCC report	MHO; MAA	
	Liaise with universities, colleges and volunteer recruitment centres	Ongoing	Growth in volunteer database	MHO	Staff; Central administration; Promotion (though advertising would ordinarily be through free of cost channels e.g. local volunteering centre)
	Targeted recruitment for volunteers to work with specific areas and projects when places vacated (especially schools and marketing)	Ongoing	Growth in volunteering numbers, note in LCC report	MHO	

ii) To build audiences and respond to user consultation

Objective	How to be achieved	Achieve by	Performance indicator	Resource Plan	
				Workforce: who completes* Time: for 2015/16 priorities (approx. working days)	Financial: relevant budgets
a) To attract more local, family and young visitors	Develop a targeted 'locals' advertising campaign	March 2019	Analysis of user data	MHO; MAA; Volunteers	Staff; Promotion (though free newspaper editorial is to be sought); Central
	Develop special events to appeal to a wide range of audiences, including free of charge events/activities.	Ongoing; season ahead schedule July & December	Events leaflets, note in LCC reports	MHO; Attendants	Administration; costs of events offset by Admissions; LCC
	Ensure that the museum and all special events are well and widely publicised locally, maintaining strong links with local media. bi-annual leaflet, posters and press releases 1 month ahead of events.	Ongoing	Note in council reports; increased user numbers	MHO; MAA	planned additional funding for new websites
	Make wider use of social networking and social media to advertise museum and connect with younger audiences	Ongoing; 2 posts/tweets per week	Rise in social media users	MHO; MAA; Volunteers	
	Develop interpretation, displays and interactives to appeal to a wide audience, including responding to youth consultation held in 2014 (see iii.b)	Ongoing; to be considered within re-display project	Improved displays, note in LCC report	MHO; Consultants	
b) To monitor users and consult non-users	Recruit young volunteers through local schools and colleges to develop areas such as social media (see also i.d)	Ongoing	Increased volunteer numbers and social media users	MHO	
	Carry out an effective survey to be completed by visitors, and regularly compile statistics	Annually; data compiled in January and reported	Production of statistics	Attendants; Volunteers	Staff; Central Administration (photocopying surveys); Supplies for additional resources for street surveys
	Identify and conduct market research with non-user groups including focus groups, questionnaires and interviews to help shape future plans for the museum	Ongoing, street consultation by March 2019	Production of report on results, note in LCC report	MHO; Volunteers; Attendants	
c) To increase the number of education visits and partnerships	Maintain a database of school contacts and make termly contact to market current offering	Ongoing; quarterly mailout	Increase in bookings	MHO; MAA; Volunteers	Staff; Central Administration; Promotion (though free channels of advertising to be sought); Admissions (cost of additional Staff hours offset by small charge for school visits); Supplies for small items to add to outreach boxes
	Develop upon school visits partnership with Erasmus Darwin House	Ongoing	Increase in joint bookings	MHO	
	Recruit volunteer(s) to assist with development, marketing and delivery of museum education.	Ongoing	Growth in volunteering numbers, note in LCC report	MHO; Volunteers	
	Extend the museum's education provision to also cover Key Stages 3 and 4.	March 2021	Resources produced, statistics on take-up reported	MHO; Volunteers	
	Maintain and develop work experience partnerships with higher education institutions	Ongoing	Regular intake of student placements	MHO	

d) To increase the number of group visits bookings	Produce a range of group-specific literature advertising tours and talks Develop the group visits offer Targeted postal and e-campaign to relevant interest groups locally and in Midlands)	October 2018 Ongoing Annual	Increase in group bookings Increase in group bookings Increase in group bookings	MHO; MAA MHO; Attendants MHO; MAA; Volunteers	Staff; Central Administration; Promotion (for designing and printing leaflets, free channels of advertising to be sought); Admissions (cost of additional Staff hours for tours offset by admission charge).

iii) To increase access to the Museum and collections

Objective	How to be achieved	Achieve by	Performance indicator	Resource Plan	
				Workforce: who completes* Time: for 2015/16 priorities (approx. working days)	Financial: relevant budgets
a) To improve awareness of, and access to, all parts of the collection	Programme regularly changing items within permanent displays and small exhibitions or displays to provide access to reserve collections, with one display every summer.	Ongoing; display reported annually	Note in LCC report	MHO; Volunteers	Staff; Central Administration (new website contracts); Supplies (materials for in-house production of display material, or purchase of inexpensive display items);
	Full database of collections made available to public on website and on terminal in house.	October 2018	New facility available, web visitor statistics	MHO; LCC	
	Research possibilities of digital archive interactives (for e.g. manuscript collection), research potential funding available	October 2018; to be considered within re-display project	Report presented to committee	MHO; Consultants	
b) To update interpretive materials and displays	Improve tactile and sensory interpretation provision, beginning with suggestions from 2014 young people report: adjusting existing sound interactives and improving calligraphy table	Ongoing; to be considered within re-display project	Updated displays, note in LCC report	MHO; Consultants	Staff; Supplies; Central Administration; Promotion (cost of printing, family trail and labels to be produced in-house). External grant aid funding to be sought for any more ambitious interpretation materials that cannot be produced in-house.
	Develop low-tech interactive displays, and improving dressing up provision in response to feedback	Ongoing	New resources, feedback	MHO; Attendants	
	Improve interpretation of Museum libraries and bookcases, re-display significant books on open stands.	Ongoing	New resources, feedback	MHO; Volunteers;	
	Assess use of available public space and allocation of rooms in building, research potential funding for large scale redisplay of rooms.	October 2018	Report presented to committee	MHO; Consultants	

c) To improve facilities for researchers and publicise provision more widely	Continue improvements to Wood Library to create a dedicated and user-friendly space for research visitors. Evaluate user experience. Raise academic profile of Museum through forging and maintaining links with universities, research institutes and libraries Establish regular volunteer-led library sessions and publicise with local interest groups.	Ongoing Ongoing October 2019	Improved facilities, feedback Increased number of research visits Feedback, noted in council report	MHO; Volunteers; Consultants MHO MHO; Volunteers	Staff; Central Administration; Supplies. Improvements to library also depend on developing storage for collection (see iii.a) for which external funding may be sought.
d) To assess and seek alternative solutions to the physical limitations of the building	To implement actions arising from 2017 Access Audit Research possible solutions for information at pavement level. Assess how the building limits our services through active consultation with specialist non-user groups, and/or obtaining an external access audit of the building Liaise with English Heritage over new approaches to adapting listed building access, and research potential funding streams.	Ongoing plan produced by October 2018; October 2018 October 2018 October 2018	Improved facilities, noted in LCC report Report presented to committee Report from Focus Group or Access Audit Report presented to committee	MHO; LCC MHO; Consultants MHO; Consultants MHO; Consultants	Staff; Central Administration; additional funding to be identified and sought.

iv) To care for the Museum building and collection

Objective	How to be achieved	Achieve by	Performance indicator	Resource Plan	
				Workforce: who completes* Time: for 2015/16 priorities (approx. working days)	Financial: relevant budgets
a) To improve the storage and care of the collection	Carry out a full storage audit and improve and reorganise current storage use within the building. Prioritise collection care tasks within SJBM work plans, carrying out tasks and projects as specified in the SJBM Collection Care Plan (update due in 2019) Carry out a full collections review and plan rationalisation Identify key items requiring conservation and work with Johnson Society (Friends fund) to raise funding for work.	October 2019 Ongoing October 2019 Ongoing	Note in LCC report, improvements planned Improved access to collections. Note in report. Updated Plan Note in LCC report Note in LCC report	MHO; Volunteers MHO; LCC Volunteers MHO; Volunteers MHO; Volunteers	Staff; Supplies; Blum collection care fund; Johnson Society fundraising.

b) To improve the documentation of the collection	Complete actions identified in the SJBm Documentation Plan	March 2019	Plan produced, note in report	MHO	Staff, Central Administration (minor administrative costs); Promotion for voluntary positions (though free channels of advertising to be sought).
	Maintain numbers of volunteers who regularly work on both the collection database and paper records	Ongoing	Full volunteer rota, report	MHO	
	Improve records and add images to collection database.	Ongoing	Note in LCC report	Volunteers	
	To produce an overall Collection Management Plan & Framework	March 2019	Plan produced, note in report	MHO	
	Clear backlog of old accession and provenance information and enter into database.	Ongoing, completed March 2019	Note in LCC report	Volunteers	
f) To ensure the ongoing protection of the collection against disaster and damage	Ensure that all staff are fully trained in the Museum Emergency plan procedure	Ongoing; annual testing	Periodical trials, note in report	MHO; LCC	Staff (staff training to be conducted in-house);
	Fully analyse environmental monitoring data and produce report with recommendations	March 2019	New equipment, note in report	MHO; LCC	Supplies; LCC R&R budget could be used for e.g. CCTV and heating improvements
	Research further improvements into heating system controls to address specific issues raised in environmental monitoring report	October 2018	Report presented	MHO; Volunteers	
g) To ensure the continual maintenance and sustainability of the Birthplace building	Conduct regular visual checks of the building and report any issues promptly	Ongoing, fortnightly checks	Note in council report	MHO	Staff, Repair & maintenance; LCC R&R budget for larger works.
	Implement improvements outlined in the SJBm Environmental Action Plan, with replacement of lighting for LED and low energy alternatives as priority	Ongoing, lighting by 2021	Works completed, note in LCC report	MHO; Volunteers	
	Programme all works recommended in the 2016 quinquennial inspection	Ongoing	Works completed, note in LCC report	MHO; LCC	

* Key to abbreviations used in tables:

LCC Lichfield City Council (where LCC appears in the 'who completes' column, this refers to support and decision making from LCC's Town Clerk and/or Deputy Town Clerk)

MHO Museums & Heritage Officer

MAA Museum Administration Assistant

SJBm Samuel Johnson Birthplace Museum

For Council 23 April 2018: APPENDIX 2
--

Lichfield City Council

**Minutes of Grants Advisory Committee Meeting held in the Moulton Room, Guildhall,
Lichfield, at 6.00 pm on Tuesday, 3 April 2018**

PRESENT: Councillor Mrs D Baker (Chairman) and Councillors B Bacon, B Cocksey, Mrs J Greaves, Miss J Marks and M Warfield.

APOLOGIES: Councillors R Awty and P Ray.

1 MINUTES

RESOLVED: *That the Minutes of the meeting of the Grants Committee held on 5 February 2018 be confirmed as a correct record subject to the removal of Councillor B McMullan from the list of attendees, to be replaced by Councillor B Cocksey.*

2 RECOMMENDATIONS FOR FUTURE GRANT ALLOCATION AND ADMINISTRATION

Members considered the draft Grant Award Policy at agenda appendix 1 and the current grant application form, with reference to the notes of the informal discussion held by the Committee on 5 February 2018 and written representations from committee members not in attendance. Members agreed amendments to both the draft policy and application form; the amended draft policy is included at **ENCLOSURE 1** and the amended application form at **ENCLOSURE 2** of these Minutes.

RESOLVED:

- a) *That the amended draft policy and application form be submitted for formal consideration to the City Council meeting of 23 April 2018*
- b) *More publicity is required to assist in funding a broader range of community groups. The Town Clerk to distribute the wording of current publicity to the Committee for consideration by email exchange; future publicity to be distributed also via social media and to possibly include statements from previous grant recipients; Subject to (a) above, the policy changes to be publicised as soon as practicable*
- c) *Notification of availability of grant funding to those groups in receipt of a grant during the previous year to be by email rather than post in order to reduce costs.*
- d) *In principle, requests for grants from the business community for specific projects of benefit to the City will be considered, such as the Chamber of Trade bid for funding to assist their work with 'Lichfield in Bloom'. However, in line with current policy, grants are not to be awarded to organisations whose main purpose is to raise funds for distribution to other bodies.*
- e) *At meetings at which the Grants Committee consider applications, Officers to provide details to the Committee of any grant award given to the applying body during the previous two financial years.*

3 USE OF GRANT FUNDING

Disquiet was expressed by the Committee in regard to the use of grant funding for the payment of rent and its implication for transparency and audit considerations.

RESOLVED: In principle, those in receipt of grant funding from LCC can use such monies to contribute towards rental costs; however if such rent is payable to the City Council the grant must be given to the Body liable for the rent and the rental charge invoiced separately in order to promote transparency.

4 SPEAKERS CORNER GRANT

The Committee considered the grant application from Speakers Corner and the special circumstances surrounding the lateness of receipt.

RECOMMENDATION TO COUNCIL: That a grant award of £50.00 is made to Speakers Corner from the 2018/19 Grant Aid budget.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 7.30 PM

ENCLOSURE 1

LICHFIELD CITY COUNCIL GRANT AWARD POLICY

AIMS OF THIS POLICY

- contribute towards a vibrant and active community in the Parish of Lichfield City
- acknowledge the strength and diversity of the voluntary and charitable sector and the contribution it makes to the residents of the City of Lichfield
- provide a framework by which applications are considered in order to promote transparency and fairness in the grant awarding process
- provide benefits to the City commensurate with expenditure

DEFINITION OF A GRANT

A grant is as an award to an organisation or group to undertake voluntary or community activities for the benefit of the Parish. The organisation/group themselves determine their activities and procedures and the Council makes a financial contribution as a grant award. The Council is not and cannot be required to award any grant to any group, organization, and must not give any grant to an individual.

POWER TO AWARD GRANTS

The City Council must have a legal power or duty before it can incur any expenditure. Parish Councils have a number of powers which enable them to make grants to local organisations including:

- Section 19 of the Local Government (Miscellaneous Provision) Act 1976 confers wide powers on a Local Council concerning recreation facilities, whether inside or outside its area, including powers to provide grants to others who provide such facilities.
- Section 145 of the Local Government Act 1972 enables a parish council to contribute to expenses associated with dancing, the theatre, bands, knowledge and practice of arts and crafts and associated refreshments, programmes and advertising
- The Local Government Act 1972, Section 142 and the Local Government and Housing Act 1989 confers wide powers on Local Councils to make grants to advice and assistance agencies
- Section 137 of the Local Government Act 1972 allows Local Councils to make grants to voluntary bodies where no specific grant-making power exists in other legislation. Such grants are subject to additional controls including expenditure limits set by the Secretary of State and based on the number of electors in the Parish. Grants made under this power must be recorded by separate account. The Council must also be satisfied that the expenditure is proportional to the benefit to the Parish.
- Powers conferred to qualifying Parish Councils under the 'General Power of Competence'.

AVAILABILITY OF GRANT FUNDING

The level of funding for grant aid is dependent on the Council's overall financial position and the choices it makes when allocating its resources. There is no compulsion upon the Council to provide any grant funding in any given financial year.

WHO CAN APPLY?

Local voluntary organisations, community groups and sports/recreational clubs based within the City can apply. Eligible groups will usually be expected to meet the following criteria:

- A non-profit making body or one where accrued monies are recycled for the benefit of the Parish
- based in the Parish and operate for the benefit of the residents of the Parish
- have a constitution, set of rules or documented objectives
- have a bank account and appropriate financial controls in place

Eligible groups may also include voluntary organisations which employ paid staff for their expertise where the group does not have the necessary skills. Individuals are not eligible for grant support from the Council.

WHAT CAN THE GRANT BE USED FOR?

Grants can be used for capital or revenue expenditure but only for the purpose specified in the grant application.

Capital expenditure – e.g. land and buildings.

Revenue expenditure – e.g. insurance, heat and light.

AMOUNT OF GRANT AWARD

Due to the level of available funding, the majority of grants will be relatively small (below £500) due to the City Council's desire to accommodate as many worthy applications as possible. Larger grants are available but the City Council reserves the right to attach greater conditions to such an award as it deems appropriate.

If a grant exceeds £2,000 the Council will require a written report in the year after the Grant has been awarded explaining how the grant monies have been spent and the benefits it has brought to the community.

DEADLINES FOR SUBMISSION OF GRANT APPLICATIONS

Application forms should be submitted by the deadline, usually the first week of January each year. Application forms are available from the City Council's website at www.lichfield.gov.uk or from the City Council's Offices at Donegal House, Bore St, Lichfield WS13 6LU, telephone 01543 250011.

EVALUATION OF GRANT APPLICATIONS

Applications for grant funding will be considered in the first instance by the City Council's Grants Advisory Committee which consists of nine of the City Council's 28 Councillors. The Committee usually meets in February of each year to make recommendations to Council regarding the amount (if any) of grant to be provided to those who have applied. The final decision on grant award is then made by the City Council at its March meeting.

The Council will only award a grant to eligible groups which:

- have clear plans for the grant and the organisation
- achieve quality and provide an effective service and/or benefit to members of the community

- be able to demonstrate that the funding has been used for the purpose it was awarded

For larger grants and in addition to the above:

- undertake monitoring performance and evaluation

In order to maintain a consistent approach, all requests for grant funding will be reviewed in the following areas to achieve value for money:

- Level of service and quality
- Financial management and the need for a Council grant
- Cover gaps in existing provisions
- Meeting changing needs
- Attracting new funding
- Reducing duplication of delivery

In addition, the following criteria will be used to assess applications:

- the completeness and accuracy of the application form
- whether the organisation is based in Lichfield City and serves a significant proportion of parish residents
- the nature of the benefit it provides to residents and who it is benefiting
- the impact on the community as a whole and its target demographic (if any) if the organisation were unable to continue due to lack of funds
- the possibility of more appropriate sources of funding
- performance in regard to City Council requests for progress reports etc. following receipt of previous grants

Decision making will be on the basis of the information provided in the completed application form, and fulfilling the requirements of this document.

Notwithstanding these guidelines, the City Council will exercise its discretion to consider each individual application. If a prospective applicant is uncertain as to whether they may qualify for financial assistance, further advice is available from City Council officers at Donegal House, Bore St, Lichfield WS13 6LU or 01543 250011.

The City Council appreciates that the fixed deadline may result in some worthy causes not being eligible for funding due to timing. For this reason, some funds from the Grant Aid budget are held for the remainder of the year to allow the City Council to support such events or causes that may emerge prior to the next round of grant awards. In such circumstances the grant application will be considered by the City Council at its next appropriate meeting following receipt of a qualifying application. The application should be put in writing for the attention of the Town Clerk and deposited at the City Council's offices at Donegal House, Bore St, Lichfield

WS13 6LU. The amount of grant awarded in such circumstances will not normally exceed £300.

PERFORMANCE MANAGEMENT

The Council recognises that Performance Management is an important means of showing that public money is spent the right way and achieves best value. In the allocation of funds, there will be a need to ensure effective monitoring and evaluation which focuses on outcomes. To achieve this it is proposed that:

- Monitoring should be proportionate to the funding awarded
- Monitoring should also be used to demonstrate achievement
- There is a need to keep information collecting as simple as possible for groups

RISK MANAGEMENT

There are associated risks involved with providing funding support. Voluntary and Community groups are encouraged to carry out risk assessments to identify possible areas of concern, for example audit processes and systems to minimise fraud and purchasing public liability insurance. There may be other areas to consider allied to proposed activities.

ACCEPTANCE OF A GRANT AWARD

As a condition of grant award and at the discretion of the City Council, the recipient will provide a report for presentation to the Council or the following Annual Town Meeting outlining how the grant has been utilised, how it has assisted the organisation and what it has achieved. The City Council may select a percentage of organisations who have been awarded a grant each year to provide this report; selected organisations will be notified of the requirement in good time, and certainly no less than two months prior to the Council or Annual Town Meeting at which the report is to be presented.

In any event, if a grant **exceeds £2,000** the Council will require a written report in the year after the Grant has been awarded explaining how the grant monies have been spent and the benefits it has brought to the community.

Acceptance of the grant award also places the following conditions upon the Body to whom the grant has been awarded. The Body;

- agrees to the Parish Council publishing the above report and/or its own article about the grant as the Council sees fit
- will be accountable for funds and will provide a receipt
- will sign a disclaimer releasing the Council from any responsibility for the event or activity as appropriate
- will comply with all prevailing legal and statutory requirements relevant to its activities
- acknowledges that the grant does not imply or constitute any employer/employee relationship
- will acknowledge the financial support from the Council in publicity

Failure to comply with these conditions will be considered in any future grant application.

RECEIPT OF GRANT AWARD

Those bodies who successfully apply for a grant will be notified by post as soon as possible following the meeting of the City Council at which grant allocation is considered (usually the March meeting in any given year).

Grants will usually be paid by cheque and presented at the Annual Town Meeting in May of each year. Cheques will subsequently be posted to those bodies unable to send representatives to the Annual Town meeting, or can be collected by authorised individuals from the City Council offices at Donegal House, Bore St, Lichfield.

PUBLICATION OF GRANT AWARD

The names of bodies who have been awarded a grant and the amount of that grant will be a matter of public record, both in the Minutes of the Meeting of the Grants Advisory Committee and Subsequent Council meeting. The name of the Body and the amount of grant awarded for the current and previous four financial years is also published on the City Council's website in the interests of transparency.

Policy Adopted: XXXXXXXX

Date for Review: February 2019 (at the next scheduled meeting of the Grants Advisory Committee).

ENCLOSURE 2

[Please note spaces for answers to the questions asked in this form have been reduced for this draft only, the final version will include appropriate spacing]

Lichfield City Council
Grants to Organisations - Application Form



If you have any difficulty completing this form please contact the City Council for assistance on 01543 250011 or enquiries@lichfield.gov.uk
Grants Administrator: Celia Freeman

If you wish to apply for financial assistance from the Council's XXXX/XXXX budget, please complete and return the attached application form by XXXXXXXXXXXX. Full details of your financial position are required, including details of all balances held, and any grants promised/pending.

Please note that all applications are discussed by the Council in an open meeting, and information contained on the application form will be available for public inspection.

Late applications will only be considered in very exceptional circumstances.

Grants will not be awarded to organisations whose main purpose is to raise funds to be passed to other bodies (such groups include for example the Round Table)

Completed forms should be returned to:

Lichfield City Council, Donegal House, Bore Street, Lichfield, WS13 6LU

1 Name of Organisation

.....

2 Contact person (to whom all correspondence will be sent)

Name Position

Address

.....

.....

Post Code Tel:

Email Address.....

3. Briefly describe the role of your organisation, and the work it undertakes for the benefit of the inhabitants of the City of Lichfield. (N.B. Applications are only eligible from organisations whose work is of benefit to the residents of Lichfield City.)

4 How many residents of Lichfield City are members of your organisation?

.....

5 Approximately how many citizens of Lichfield City benefit directly from the services of your organisation?

.....

6 Do you pay a subscription or franchise fee to a higher body outside Lichfield?

.....

- 7 **How much grant are you seeking? £.....**
- 8 **Give specific details of the purpose for which the grant is required, with financial details of the proposed scheme and/or funding requirement.**
- 9 **Give details of any grants received from other sources in the past 2 years (date and amount of grant)**
- 10 **Where did you find out about the grants available from the City Council?**
- 11 **Please give the name (i.e. the payee) of the bank account to which any grant awarded should be made payable**
-

- 13 **Declaration: I declare that the information given on this Application Form is true to the best of my knowledge and belief**

☐ Please tick this box to confirm you have read the City Council's Grant Award policy. A copy of the policy can be obtained from the City Council offices, by email to enquiries@lichfield.gov.uk or downloaded from our website at https://www.lichfield.gov.uk/Grants_1191.aspx

Signed.....

Date

Position in Organisation.....

Notes:

- a. All questions on this form must be answered, otherwise your application will not be considered
- b. All applicants must provide a short financial statement of their organisation's accounts, which includes details of all balances held. A form is attached which you may use, but you may use your own format of financial statement if you so wish.
- c. Organisations which receive a grant may subsequently be asked to submit financial details showing how the grant has been used and/or a report to the subsequent Annual Town Meeting. For further information please see the City Council's Grant Award policy.
- d. Applications will be decided at the City Council meeting on **XXXXXX** and you will be informed of the result shortly thereafter. If the application is successful the applicant will be formally invited to receive the cheque at the Annual Town Meeting on **XXXXXXXXX** where the Mayor of the City will be delighted to present the cheque to a representative of your organisation.
- e. Copies of this form and accompanying papers will be included on the Council agenda, and discussed by Council in the presence of the Press and Public.
- f. The **CLOSING DATE FOR APPLICATIONS** is **XXXXXXXXXX**. Applications received after that date will only be considered in very exceptional circumstances, and only if sufficient funds remain in the grants budget.

Financial Summary

All applicants must complete the form below to provide a short financial statement of their organisation's accounts which includes details of all balances held.

1. Name of Organisation

2. Receipts and Payments for the year ending

RECEIPTS	Amount	PAYMENTS	Amount
Subscriptions		Employees	
Donations		Professional fees	
Grant aid		Volunteers' expenses	
Fundraising events (give details)		Energy charges	
		Rent/Rates	
		Equipment	
		Telephone/postage	
		Insurance	
Other (give details)		Other (give details)	
3. TOTAL RECEIPTS		6. TOTAL PAYMENTS	
4. Opening Balance at / /		7. Closing Balance at / /	
5. Total of box 3 + box 4		8. Total of box 6 + box 7	

NOTE:

1. The total in box 5 should be the same as the total in box 8.
2. The date given in box 7 should be the same as the date for the year ending in Item 2 above

OFFICERS' INFORMATION REPORT

1. Civic Matters: Lucy Clarke, Civic Officer

On Wednesday 14 March the Mayor and Sheriff held a Charity Fashion Show in the Guildhall. This year's event was supported by 'Young Ideas' based in Bore Street, Lichfield and 'Obsession Salon & Spa'.



The event not only included a fashion show but also entertainment by local singer Cliff Antony and dancing by Victoria Neale's 'Want2Dance'. Our very own Mace Bearer, Richard Hunt was one of the models for Young Ideas and proved to be a natural on the catwalk.



The evening was a great success raising a total of £1312.16 for the Mayor & Sheriff's chosen charities Guide Dogs for the Blind and Staffordshire Blood Bikes.

On Friday 16 March the annual Arthur Price of England School Speaking Competition was held in the Guildhall.



The event had been scheduled to take place two weeks prior but had to be postponed for the first time in its history due to extreme weather conditions. A few changes were made as a result, including the welcome return of the previous long serving Time Keeper Robin Jones, Lay Rotary Member, as a judge for this year's competition alongside the Mayor, Cllr Mrs Janice Greaves, Simon Price from Arthur Price of England and Rotary Club Lichfield St. Chad President Tim Wadsworth. The question debated was chosen by the Chairman, Michael Fabricant MP *"That this House believes the British Monarchy should be abolished"*. The debate was conducted along similar guidelines that apply in the House of Commons with no handclapping, applause being made by the waving of programmes acting as ballot papers.

The five schools which took part were; Erasmus Darwin Academy from Burntwood, The Friary School from Lichfield, John Taylor High School from Barton Under Needwood, King Edward VI School and Lichfield Cathedral School. All of the schools taking part achieved the highest standards of debate. The judging panel then retired to decide on the best overall team and individual speaker. The winning school was King Edward VI who spoke against the motion. Jessica Sohl of King Edward VI was named as the winning individual speaker. The winners received trophies donated by Arthur Price of England and all students that took part in the debate received certificates.

On Friday 23 March The Friary School in Lichfield held its annual Encore event otherwise known as The Sheriff's Show. This was another great performance from the talented youngsters including a real stage fire in the second half - thankfully this was quickly dealt with and no one was harmed. Lichfield City Council negotiated with the Friary School PTA prior to the event to be sole raffle ticket vendors on the Friday evening. As a result a total of £296 was raised for the Mayor & Sheriff's charities.

On Sunday 1 April the Civic party processed to the Cathedral for the annual Easter Service. Following the service refreshments were served in the Guildhall, including the traditional Simnel cake. This was the last civic procession for the current Mayor, Cllr Mrs Janice Greaves and Sheriff, Cllr Andrew Smith and provided them with the opportunity to thank all those who have supported them during their year in office.

The Mayor & Sheriff's Entertainment & Tea Party for the Over 70's, was held at Curborough Community Centre on 9 April. More than 60 guests sat down to high tea served by members of Lichfield City Council. The highly acclaimed Lichfield Singers provided music and song with guests joining in with the singing of all the old favourites.

A free raffle was held with prizes donated by the Mayor & Sheriff. The afternoon closed with thanks from the Sheriff to all the voluntary helpers and a special mention to Travel Wood Ltd and their driver Councillor Brian Bacon for providing transport that enabled many to attend.

Preparations remain ongoing for St. Georges Court, Annual Council and Banquet, Court of Arraye, the Town Crier's Competition and the Sheriff's Ride.

2. Markets: John Beard and Lisa Howard, Markets Officer

The severe weather conditions at the beginning of March caused a further 4 market cancellations, including the March Farmers' Market. The Arts & Craft Fair also had to cancel their Sunday/Monday booking.

April's Farmers' and Craft market was also impacted due to it falling in Easter week, with less traders attending than usual.

In a more positive development, the BID have begun to promote the Farmers' Market via Social Media (this is addition to our own Social Media activity). Jono from Jono's Tourism took some great photos in April, which we have been given permission to use on our Facebook page to promote future markets.

Cockerhoop Promotions held their first Grub Club on 28 March, which included hiring the Market Square to use as a seating and entertainment area. The evening was by all accounts a success and the Square has been hired to repeat the event on the last Wednesday

evening of every month through to October. This event generates extra revenue without impacting on the daytime activities of the Square and is therefore a welcome addition to our portfolio of events.

Market Square Hire continues to be popular and we currently have at least one Sunday booking every week through to the Middle of June. Work is underway to ensure we comply with GDPR, with a consent form and privacy notice being added to trader application packs.

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

2738 visitors came to Johnson's Birthplace in February and March. Special events and activities over the past two months have included:



Museum partnership events as part of Lichfield Literature Festival took place in March despite the snowy weather. Events included a 'Word Café' at neighbouring Devotea showcasing the Birthplace writing and literature groups, a reading by Lichfield Poets at the Museum, and a new drama created for the Birthplace by local community theatre group Fired-Up Theatre. 'Dr Johnson's Wikiwords' is the first part in a series of sitcom style comedy pieces, aimed at bringing the life and works of Johnson to new audiences.

February Half Term Fun activities were monster-themed in honour of the anniversary of the publication of Frankenstein. Johnson's Dictionary definitions for monsters and related words decorated the Birth Room, and two sold-out sessions enjoyed mask and puppet-making. Primary school visit for 60 children from Fulfen Primary School in partnership with Erasmus Darwin House in February



The Birthplace took part in the Tamworth and Lichfield District Networking event at Drayton Manor Park, and in a Visit Lichfield promotion for English Tourism Week for social media and the local papers, with a visit and photographs with the Mayor and guests.

Museum Administration Assistant Penny Taylor joined the team in February, along with new Museum Attendants Nigel Hunt and Christine Genders.



Consultants Susan Dalloe and Huw Edwards led workshops with the Birthplace Advisory Committee, staff and volunteers to assist their review and options appraisal report to inform the Birthplace Development Project.

35 works loaned to Dr Johnson's House in London returned after being exhibited there since last October. Also the 'Clean Team', a group of seasonal collection care volunteers, returned for their annual clean of the Birthplace collections and display cabinets.

The Museum's external signage has been amended to include the new March to October extended opening hours and the M&HO has assisted artist Caroline Lowe with images and research for an art installation about Johnson's willow, to be displayed in the boathouse at Stowe Pool.

4. Twinning: Gabriele Lasch-Burden, Twinning Officer



On 17 March, Isabell Pikart, Lichfield City's most recent exchange student from the Limburg College ARS returned to Germany to continue her studies in Curative Education and Care. She successfully completed a 4 week internship in various locations in Lichfield that cater for children and adults with learning difficulties and special needs.

The Twinning Officer would like to express sincere thanks to Springfields Pre-School and Day Nursery in Beacon Street, Friends2Friends at Cruck House, Curborough Community Centre and Burntwood, as well as Cherry Orchard Gardening Services, who all kindly stepped in at very short notice when Queens Croft School found itself unable to support this latest exchange programme. They enabled Isabell to have a meaningful and varied experience in her field of studies, which is helping people with special educational needs. Isabell enjoyed her work placements in Lichfield very much, helping out with cooking, crafts and even street dance exercises at Friends2Friends. She also joined in various civic events, such as the Mayor and Sherriff's fashion show and the Schools' speaking competition, chaired by Michael Fabricant MP.

A meeting has arranged for the beginning of May between a French and German teacher at Lichfield's King Edward High School and a Language Co-ordinator from Limburg's Leo-Sternberg-Schule in order to discuss future projects and exchanges. Two Limburg colleges are also meeting the Head of Campus from the South Staffordshire College in Lichfield to investigate ways of establishing a possible cooperation between the two city colleges. In addition the geography coordinator at Christ Church Primary School and the Theodor-Heuss Primary School in Limburg have started work on a mutual project and we look forward to hearing about their work and progress in the near future.

The Lichfield Twinning Association will be welcoming friends from our twin town of Limburg, Germany. A delegation of around 50 people is expected from Friday 4 May until Tuesday 8 May. There will be a varied programme with city tours and excursions further afield, afternoon tea with the Mayor in the Guildhall and a friendship evening meal for all those involved.

A Limburg student has enquired about a 3 week work placement in July in the hotel industry and talks are taking place with the George Hotel in Bird Street.

Limburg City Council have asked if Lichfield City Council would be able to offer a week's work experience again for two of their council apprentices in early October, which has become an annual event.

Three Limburg artists are looking in to the opportunity to exhibit at a selling exhibition at Lichfield Cathedral this summer, which is coordinated by the Sculpture and Art Foundation CIC. The "Composition" exhibition runs from 30 June to 15 July and will include all fine art media including painting, sculpture, ceramics and photography.

5. Guildhall: Helen Winter, Guildhall Bookings Secretary

The Old Prison Cells are open to the public again between 10.00am and 4.00pm on most Saturdays from 7 April until the end of October. In recent weeks we have had three Cell tours and two school visits.

We continue to attract our regular bookings: Band Practice, Bridge, Chess, Darby & Joan, Heyday Friendship, Italian Class, Ladies Cameo Group, Lichfield Poets, National Trust, Needwood DFAS, RSPB, Slimming World, Staffordshire Archaeological and Historical Society and U3A Thirteen meetings from outside agencies/societies have been held in the building.

Private bookings have included a Golden Wedding Anniversary Party and a Wedding Ceremony followed by a Reception.

The Donna Louise Hospice held two Gin Tasting events which proved to be very well attended and the Leicester University Chamber Choir held a Concert. The City of Lichfield Friends held an Easter Egg Hunt in the Guildroom.



The Boswell Society held a Luncheon, and the Fairtrade celebrated their 10th Anniversary here. Lichfield Bower Committee held their Prince & Princess Selection in the Main Hall, and the Johnson Society had their AGM. The Worshipful Company of Smiths held their annual Feast.



Two Craft Fairs and a National Childbirth Trust Sale were held in the Main Hall. Market Research have used the Guildroom. Lichfield Arts have held five concerts. Some bookings were cancelled or re-scheduled because of the adverse weather.

Building work was completed on schedule in the first floor kitchen. Following this work the kitchen and disabled toilets have been deep cleaned. Unfortunately the lift was broken for a few weeks but has now been repaired this resulted in some bookings being re-located to other rooms.

We are still looking for a new home for the Guildhall's upright Piano.

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

Croft Building and Conservation Ltd are due to start work repairing the crack to the north wall in the Remembrance Gardens at the end of April, along with repairs to the adjacent balustrade. They will also rebuild the car damaged red stone wall in the Heather Gardens during this programme of works.

Also in the Heather Gardens, the Friends of the Historic Parks re-planted the two rose beds either side of the path. This is a major thoroughfare for people entering and leaving the City on foot and the beds will now look more inspiring and uplifting for passers-by to enjoy. The two new beds were designed by David Austin so there would be colour and year-round interest. Most of the finance was received from a member of the FOHP group in memory of her niece, and it our hope that this will provide a fitting tribute to her memory.

Dovehouse Community Garden working parties were arranged in March to prepare half of the site for the official opening on 6 April; brambles were removed, a community bed started with plants found on site and some growing spaces marked out. A skip provided at no cost by Barnes was filled to remove some of the rubbish collected and some plants provided free by the Lichfield Garden Centre helped to make the project more presentable. During the official opening the Mayor, Cllr. Mrs. Janice Greaves planted an almond tree. Lichfield City Council were thanked for their support, and messages of good luck were passed to the DCG committee.



Two Blooming Lichfield meetings and the Regional Seminar in Worcestershire made it a busy start to the year. Lilas Rawling from Friends of the Historic Parks agreed to Chair the meetings for a year until Richard Lewis is well enough to return to the job.

The energy and ideas that Lilas has brought to Bloom, all the projects currently in progress around the City, and all the administration work by Jane Varley has meant there is some optimism in the Group for 2018, as well as a lot of work. Judging day has been agreed as 26 July.

St Michael's Churchyard remains the best wildlife habitat in the City but with some of the biggest challenges in terms of maintenance. Last year a mature lime had to be felled after a large branch had fallen near a path.



Unfortunately, many of the mature trees are beginning to show signs of age. This is particularly noticeable along the northern boundary with the health centre where the limes and an ash all have severe fungal infections. This is nothing new as evidence is that some 40 years ago these trees were coppiced for the same reason. Advice from Gareth Hare at LDC suggests we remove most of the stems but leave the healthiest trunks to re-establish.



It has been harder to reach a consensus with trees along Burton Old Rd where the fast re-growth overhangs the road and hides the road signs. A compromise will be reached which will be better for the health of the trees in the future.

On a positive note the PCC with volunteers and Queens Croft School have made major inroads into cutting back some of the undergrowth. This has meant clearing where the herb layer can recover. It is hoped that the violets that used to

thrive here will regrow. The snow drops and the bluebells will be magnificent this year. Due to the hard work of Ray Allen from the church and others including the work done by LCC a £10,000 lottery grant was awarded to the church. This will go some way in reorganising 'God's Acre' and planting new trees for future generations to enjoy.

7. Deputy Town Clerk: Sarah Thomas

A survey of the central heating system in the Guildhall and Donegal House has revealed that a total of six new radiator valves are needed. The replacement of these will require the whole system to be drained so will be arranged for a time to ensure the minimal amount of disruption to Guildhall hirers.

After several weeks of waiting the Guildhall lift has finally been repaired and is now fully operational. The Deputy Town Clerk is looking into alternative suppliers to try and ensure that should there be a reoccurrence of the problem then repairs will not take as long.

Work continues to progress with the City Councils Health & Safety Consultants, Terrain. Obsolete Fire Action signs have now been replaced in both the Guildhall and Donegal House. Risk assessments continue to be reviewed and updated and a new Health & Safety manual is due to be issued to all employees in the next few weeks.

The Deputy Town Clerk is working closely with the Town Clerk to ensure all areas of the Councils undertakings are compliant with the new GDPR legislation. It is also hoped to arrange a training session for Officers and Councillors.

The Deputy has also represented the City Council at meetings with outside agencies and has already attended a Streetscene meeting at Lichfield District Council as well as attending a meeting of the Civic Society.

The long awaited refurbishment to the first floor kitchen has now been completed. The work entailed the removal of the former 'band store' cupboard to greatly improve access, circulation space and natural light to the kitchen. The opportunity was taken to renew the aged flooring and redecorate as well as upgrading the lighting. In addition the step that was previously present at the entrance to the kitchen has now been replaced with a ramp, making the transportation of plates and food both easier and safer than previously.

The work was completed on time, on budget and to a very good standard by Box Construction Limited.



Guildhall kitchen before



Guildhall kitchen after

While on site Box were also asked to carry out some minor repair work to the remaining Guildhall cell that is closed to the public. The loose door frame has been repaired and missing brick infills replaced, plus some repointing has been completed to the rear wall. Once cleared it is hoped that this final cell will be open to the public early in the 2018 season.

Following the repairs to the Guildroom as a result of longstanding water ingress due to faulty rainwater goods at Donegal House, the opportunity has been taken to redecorate the room. A dado rail has been installed for the dual purpose of improving the décor and also serving to protect the walls from the extensive 'rubbing' of chairs that has led previous attempts at redecoration to look tired within weeks of completion.

The redecoration included repainting walls, ceiling and gloss work and was carried out by the City Council's casual Premises Attendant, Nigel Boden. This is the first phase of proposals for the Guildroom, the second phase being the upgrade to the ground floor kitchen to the rear of the Guildroom that was approved by Council in January 2018. This work is currently scheduled for July of this year.



For Council 23 April 2018: APPENDIX 4

NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY

BACKGROUND

At its meeting of 23 July 2013 the City Council resolved that a Neighbourhood Plan Committee be established as a sub-committee of the Planning Committee, comprising two Members from each of the City Wards and chaired by Councillor A Thompson. The Committee aimed to develop a Neighbourhood Plan for the City and to successfully put the document to the referendum vote.

With the successful referendum result being achieved in February 2018, the Neighbourhood Plan Committee has now carried out its remit. However, at its final meeting on 26 February 2018, the Committee recommended that a new Committee be established to oversee the implementation of the Lichfield City Neighbourhood Plan (LCNP) following its adoption.

At its meeting of 5 March 2018, the City Council resolved that;

- a) The Neighbourhood Plan Committee be disbanded having achieved its aim of developing a Neighbourhood Plan for the City of Lichfield that has successfully passed referendum stage*
- b) The City Council's Planning Committee be tasked with due consideration of the Neighbourhood Plan when employment is a factor in planning applications or as otherwise appropriate; and that the Planning Committee ensure that reference is made to this process in any responses submitted*
- c) The City Council's Planning Committee invite a speaker to explain the consequences of an approved Neighbourhood Plan and the process of applying for and receiving Community Infrastructure Levy (CIL)*
- d) That a small 'Neighbourhood Plan Implementation Working Party' be established to oversee the next stages of the Neighbourhood Plan; to consult with interested parties, to advise how CIL money is spent in line with the LCNP and to ensure the LCNP remains fit for purpose during its lifetime*
- e) That the Town Clerk compiles draft 'terms of reference' for the working party to be considered at a future meeting of the City Council.*

With particular reference to points (d) and (e) of the above, suggested basic terms of objectives are presented below for Members' consideration.

TERMS OF REFERENCE

DESIGNATION

Neighbourhood Plan Implementation Working Party (NPIWP)

MEMBERSHIP

The Working Party to consist of a maximum of eight Councillors with cross-party representation. Membership (including Chairman and Deputy Chairman) to be decided upon by Council resolution and reviewed annually.

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

NPIWP OBJECTIVES

1. Oversee the implementation of the LCNP
2. Ensure that CIL monies are appropriately applied for and received
3. To consult and engage with the community while having regard to the LCNP

4. Advise Council as and when the LCNP appears to require amendment and to oversee that process subject to Council resolution
5. To disseminate information regarding its activities to the residents of the City
6. In conjunction with the City Council's Planning Committee, to ensure that the priorities within the LCNP are conveyed as appropriate to other bodies such as the District and County Councils, developers etc
7. To be most appropriate contact point for consultees, the public and other interested parties in relation to the LCNP and the City Council's implementation of the document.

DECISION MAKING AND GOVERNANCE

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

CONDUCT OF BUSINESS

Meetings of the NPIWP to be open to the press and public (who may be excluded by resolution in appropriate circumstances).

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

Minutes of each meeting will be taken by the Clerk or nominated representative and circulated as soon as is practicable. All NPIWP Minutes to be submitted for consideration by the City Council at the earliest opportunity.

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.

TASK AND FINISH GROUPS

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

CONDUCT

All members of the NPIWP 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 NPIWP by resolution. The recommendations will be subject to confirmation by resolution at a meeting of the City Council.

DISSOLUTION

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

RECOMMENDED: That the Neighbourhood Plan Implementation Working Party be formed under the terms of reference set out above, with membership to be confirmed at Annual Council on 14 May 2018 and to be reviewed annually thereafter.



Lichfield City Council

Information & Data Protection Policy

Introduction

In order to conduct its business, services and duties, Lichfield City Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Lichfield City Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

This Policy is linked to our Quality Policy and ICT Policy which will ensure information considerations are central to the ethos of the organisation.

The City Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the City's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information

Lichfield City Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which became law on 25th May 2018 and will like the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the City Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of BTC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. City Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Lichfield City Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the City Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The City Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: enquiries@lichfield.gov.uk
- Phone: 01543 250011
- Correspondence: The Town Clerk, Donegal House, Bore St, Lichfield WS13 6LU

The City Council has also appointed an external Data Protection Officer to ensure compliance with Data Protection legislation: Graham Keatley, DPO, Donegal House, Bore St, Lichfield WS13 6LU

Diversity Monitoring

Lichfield City Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as

confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Lichfield City Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the City Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Councils Right to Process Information

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

Information Security

The City Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting our Town Clerk or Data Protection Officer:

Information Correction: If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact: Town Clerk.

Information Deletion: If the individual wishes the City Council to delete the information about them, they can do so by contacting the Town Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Town Clerk or Data Protection Officer.

The City Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Town Clerk, Data Protection Officer or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook. The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary undertake checks on both staff and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability

Open: the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.

Timely: data will be published as soon as possible following production.

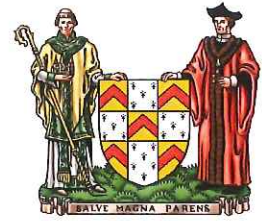
Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils are exempt from the requirement to have an external audit from April 2017. Lichfield City Council exceeds this turnover but will never the less ensure the following information is published on its Website for ease of access:

- All transactions above £500.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Adopted by Lichfield City Council *[to be inserted]*

Review Date: 12 months from adoption

Council Name: Lichfield City Council
Council Address: Donegal House, Bore St, Lichfield WS13 6LU
Email Address: enquiries@lichfield.gov.uk
Telephone number: 01543 250011



Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables the City Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Twitter account, Market related Facebook page and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

The Council Facebook pages and Twitter account intends to provide information and updates regarding activities and opportunities within our City and promote our community positively.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by either the Town Clerk or Deputy Town Clerk
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the Council's Facebook page or Twitter site for commercial purposes or to advertise market or sell products.

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via Facebook or Twitter will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the City Council by emailing enquiries@lichfield.gov.uk or contacting your Ward member directly.

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that '*A post breaching the Council's Social Media Policy has been removed*'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

City Council Website.

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectation' for the web site. The Council reserves the right to remove any or all of a local group's information from the web site if it

feels that the content does not meet the Council's 'rules and expectation' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

City Council email

City Council officers have individual email addresses, however enquiries directed to the generic enquiries@lichfield.gov.uk address are routed to the appropriate officer

Email accounts are monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate. Officers and ultimately the Clerk are responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All official communications on behalf of the Council will usually come from the Clerk or Deputy Clerk or otherwise will always be copied to the Clerk. All new Emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence.

Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Clerk. NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept. Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

SMS (texting)

Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing e.g. Skype

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Council

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act/General Data Protection Regulations in all their work on behalf of the Council

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

Adopted by Council: *[To be inserted]*

Date for Review: One year after adoption

LICHFIELD CITY COUNCIL SICKNESS POLICY

The aim of this policy is to clarify the rights and responsibilities of City Council employees in relation to sickness absence so that all employees are dealt with consistently. It applies to those on full time, part time and casual contracts. All employees are expected to maintain a good attendance record at work.

This policy provides guidance for employees in relation to;

- Reporting Procedures
- Details of how short term sickness levels will be monitored and managed by the City Council
- Long Term Sickness procedures
- Sickness Pay

Reporting Absence

Employees who are unable to attend work through sickness, accident or personal circumstances should notify their line manager as soon as possible on the day of absence , this also applies at weekends and Bank Holidays.

You should report your absence no later than 9.30am on the day of absence or one hour before your shift is due to start , whichever is sooner.

If your line manager is not available then you should leave a message with another member of staff or at weekends send a text message directly to your line manager.

On reporting absence you should give a brief outline as to the reason and where possible an indication of how long you anticipate your absence to be so arrangements can be made to cover your workload.

It is the responsibility of each employee to keep their line manager informed of the circumstances that are preventing them from attending work.

Failure to comply with this reporting obligation is likely to result in formal disciplinary action being taken against you in accordance with the City Council's disciplinary procedure. It is also essential so that the City Council can maintain accurate records and ensure that any sick pay is processed correctly

Management and Monitoring of Frequent Short Absences.

Following any period of absence (even if just one day) you will be asked to attend a return to work interview with your line manager. This will usually be a brief meeting on the first day back at work and will be an opportunity to:

- Welcome you back and check you are ready to work.
- Understand the reasons for absence.
- Review your attendance record.
- Brief you on developments during your absence and discuss priorities in relation to your work load.
- Brief notes will be maintained by your line manager and stored on your personnel file.

Short term absence levels of all staff will be monitored using the Bradford Scale, a recognised formula used by many Employers.

The Bradford Scale will be calculated as follows over a period covering 52 weeks ;

Total number of separate absences by an individual **(S)** X Total number of separate absences by an individual **(S)** X Total number of days of absence of an individual **(D)**.
Thus giving an employee a Bradford Score. **(B)**

(S² X D = B)

Absences will generally start to be of concern to the City Council at the following trigger points and warnings may be issued when an employee reaches the following thresholds;

50 – Verbal Warning

125 -Written Warning

400 -Final written warning

650 -Dismissal

The City Council reserves the right to set different targets for improvement to those above that are appropriate to a particular employee having regard to any underlying cause for continuous absence such as a disability related absence.

For absences of 7 consecutive calendar days employees will be required to complete a self-certification certificate.

The various disciplinary triggers listed above will ordinarily be processed in the following manner:

Verbal warnings/ written warnings: The Town Clerk in consultation with the Chairman of the City Council's Staffing Committee progresses verbal and written warnings that are incurred if the relevant Bradford Scale score is exceeded; employees will be informed of the decision, and the circumstances surrounding that decision, in writing.

Final written warning/Dismissal: The City Council's Staffing Committee to be convened in matters involving a final written warning or dismissal, at which time the Town Clerk will report on the circumstances surrounding the previously issued verbal and written warnings. The employee concerned has a right to attend such meetings and be represented in line with the City Council's Disciplinary Policy. The Staffing Committee will formally issue its decision which, within the Minutes of the meeting, will then be submitted to the next appropriate meeting of the City Council as a confidential agenda item. Employees will be informed of this decision in writing.

Further information can be found in the City Council's Disciplinary Policy.

Long Term Sickness.

All periods of sickness longer than 7 days must be certified by a medical practitioner.

In cases of long term sickness employees are required to maintain weekly contact with their line manager.

The City Council retains the right to request a full medical report pertaining to the employee's illness.

Wherever possible appropriate assistance will be provided by the City Council to facilitate the employees return to work. However, if the medical report indicates that the employee will

not be able to return to work imminently, the City Council may discuss with the employee the possibility of terminating their employment.

In cases of both short and long term sickness where there is reason to believe that the employee is not absent due to genuine sickness, the matter will be dealt with as a disciplinary matter under the City Council's disciplinary procedure.

Sick Pay

Employees are required to self-certify for the first 7 calendar days of their sickness for which full pay will be paid.

For longer periods of sickness a Doctors certificate will be required and pay will be made at the City Councils discretion. Statutory sick pay will be paid where applicable at the current rate.

In cases of long term sickness an employee will receive full pay for the first 6 months of absence reducing to half pay for the following 6 months. The City Council will not pay employees for periods of sickness beyond 12 months. The City Council reserves the right to terminate an employee's employment while they are in receipt of sick pay.

Becoming Unwell At Work

If you become unwell at work you should report this immediately to your line manager.

If an employee goes home **before** 12 Midday or before working half of their allotted shift this will be recorded as one whole day's sickness.

If an employee goes home **after** 12 Midday or after working half of their shift the absence will be recorded as half a day's sickness.

Personal Medical and Dental Appointments.

Where possible personal medical and dental appointments should be made outside of your normal working hours. If this is not possible then an employee should use their annual leave or TOIL for such appointments.

Where an employee is required to attend a significant or regular number of medical appointments a discussion should be held with their line manager to agree how these can appropriately be accommodated.

For Council: 23 April 2018 APPENDIX 8

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 February to 28 February 2018

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
06/02/2018	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card fees - January	2.32	0.00	2.32
06/02/2018	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - February	4.00	0.80	4.80
07/02/2018	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card fees - January	10.39	0.00	10.39
07/02/2018	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - February	4.00	0.80	4.80
07/02/2018	21037	Acme Tree Services Ltd	PARKS Other Repair/Maint	Pool Walk - Work to yews and limes	1,530.00	306.00	1,836.00
07/02/2018	21037	Acme Tree Services Ltd	PARKS Other Repair/Maint	Stowe Allotments - Removal of hanging branches	90.00	18.00	108.00
07/02/2018	21038	AKW Plumbing & Heating Servs	BIRTHPLACE Repair/Maint	Cap off radiators in Museum	300.00	0.00	300.00
07/02/2018	21038	AKW Plumbing & Heating Servs	G/HALL Repair/Maint	Repair ladies toilet not flushing	40.00	0.00	40.00
07/02/2018	21039	Focus Security & Surveillance	G/HALL Repair/Maint	Install new security camera in ground floor kitchen	563.00	112.60	675.60
07/02/2018	21039	Focus Security & Surveillance	G/HALL Repair/Maint	Callout for CCTV monitor fault	139.00	27.80	166.80
07/02/2018	21040	Lichfield District Council	ARTS/TOURISM Lights Costs	Cleaning up after Switch On event	300.00	60.00	360.00
07/02/2018	21040	Lichfield District Council	CIVIC Ride General	Street cleaning and rubbish collection after Ride	109.51	21.90	131.41
07/02/2018	21040	Lichfield District Council	CIVIC Ride General	Cutting back and preparation for Ride	480.00	96.00	576.00
07/02/2018	21040	Lichfield District Council	PARKS Other Repair/Maint	Trim hedge; treat knotweed	140.95	28.19	169.14
07/02/2018	21040	Lichfield District Council	PARKS Other Repair/Maint	Watering of hanging baskets	5,130.58	1,026.11	6,156.69
07/02/2018	21041	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Open Space on London Rd - remove unsafe branches	300.00	60.00	360.00
07/02/2018	21042	Orca Book Services Ltd	BIRTHPLACE Stock for sale	Copies of 'Lichfield in 50 buildings'	53.96	0.00	53.96
07/02/2018	21043	Performing Right Society Ltd	G/HALL Lettings	Music licence 6/9/17 - 5/12/17	775.72	155.14	930.86
07/02/2018	21044	Roofaman	HALLS Boley Hall	Roof repairs	450.00	0.00	450.00
07/02/2018	21045	Staffordshire County Council	G/HALL Supplies/Services	Renewal of marriage licence for 3 yrs	1,500.00	0.00	1,500.00
07/02/2018	21046	Tonks Brothers Tree Services	PARKS Other Repair/Maint	Pathway at Longridge Rd - Tree work	200.00	40.00	240.00
07/02/2018	21046	Tonks Brothers Tree Services	PARKS Other Repair/Maint	Beech Grove - Fell tree going into drain	420.00	84.00	504.00
07/02/2018	21046	Tonks Brothers Tree Services	PARKS Other Repair/Maint	Rear of Walkers Croft - Work to beech tree	340.00	68.00	408.00
07/02/2018	21047	Veriserv	ADMIN Supplies & Services	Portable appliance testing - December 2017	197.25	39.45	236.70
07/02/2018	21047	Veriserv	BIRTHPLACE Supplies & Services	Portable appliance testing - December 2017	66.00	13.20	79.20
07/02/2018	21047	Veriserv	G/HALL Supplies/Services	Portable appliance testing - December 2017	77.25	15.45	92.70
07/02/2018	21048	The World's Fair Limited	MARKET Supplies/Services	Listing in Market Directory 2018	110.00	22.00	132.00
08/02/2018	Debit	American Express Merch Servs	BIRTHPLACE Supplies & Services	American Express card payments fee	2.09	0.00	2.09
14/02/2018	21049	Bag Market Limited	MARKET Supplies/Services	Roof sheets	167.50	33.50	201.00
14/02/2018	21050	Wm M Briers & Son (Tamworth)	MARKET Supplies/Services	Skip hire - January	675.00	135.00	810.00
14/02/2018	21051	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Stationery	24.96	4.99	29.95
14/02/2018	21051	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cloakroom, cleaning and misc. supplies	202.22	40.45	242.67
14/02/2018	21052	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit	500.00	0.00	500.00
14/02/2018	21053	HWA (Structural Engineers) Ltd	R&R FUND General	Remembrance Gdns -Wall inspection & repair schedule	1,040.00	208.00	1,248.00
14/02/2018	21054	Midland Conservation Ltd	R&R FUND Guildhall/Donnegal Hs	Supply and fit dado rail in Guildroom	2,350.00	470.00	2,820.00
14/02/2018	21055	Nisbets	CIVIC Events	Spirit measures	7.97	1.59	9.56
14/02/2018	21055	Nisbets	G/HALL Supplies/Services	Teaspoons	3.96	0.79	4.75
14/02/2018	21056	Raphael Design Limited	BIRTHPLACE Adverts/promotion	Printing of museum events leaflets 2018	110.00	0.00	110.00
14/02/2018	21057	eSterling Ltd	ADMIN Supplies & Services	LCC website domain name renewal for 1 year	75.00	15.00	90.00
14/02/2018	21058	South Staffs Water Business	ADMIN Offices Rates/Water	Water (Stdg chg & usage) 27/7/17 - 19/1/18	74.59	0.00	74.59
14/02/2018	21058	South Staffs Water Business	G/HALL Rates/Water	Water (Stdg chg & usage) 27/7/17 - 22/1/18	366.80	0.00	366.80
14/02/2018	21058	South Staffs Water Business	MARKET Rates/Water	Toilet Block water 26/7/17 - 19/1/18	183.01	0.00	183.01
14/02/2018	21058	South Staffs Water Business	PARKS Other Repair/Maint	Friary Fountain water 1/8/17 - 30/1/18	22.56	0.00	22.56
14/02/2018	21059	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones Jan/Feb	147.90	29.58	177.48
14/02/2018	21060	Weir Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - January	74.00	14.80	88.80
14/02/2018	21061	Shakespeare Antiques Ltd	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 7/1/18	161.07	0.00	161.07
14/02/2018	21061	Shakespeare Antiques Ltd	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 4/2/18	92.33	0.00	92.33
14/02/2018	21062	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 7/1/18	36.00	0.00	36.00
14/02/2018	21062	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 4/2/18	24.00	0.00	24.00
14/02/2018	21063	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 7/1/18	9.00	0.00	9.00
15/02/2018	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - February	20,567.04	0.00	20,567.04

27/02/2018	21064	Acme Tree Services Ltd	PARKS Other Repair/Maint	Heather Gdn - Remove dead wood on lime by footpath	180.00	36.00	216.00
27/02/2018	21064	Acme Tree Services Ltd	PARKS Other Repair/Maint	St Michaels - Various tree works	1,850.00	370.00	2,220.00
27/02/2018	21065	Banner Group Ltd	ADMIN Supplies & Services	Stationery	64.68	12.94	77.62
27/02/2018	21066	British Telecommunications	ADMIN Tel/Postage	Broadband line rental Feb-Apr (incl. chq processing fee)	91.80	18.36	110.16
27/02/2018	21067	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - January, corrected for meter faulty since summer	2,901.01	580.20	3,481.21
27/02/2018	21068	Forward Cleaning Contractors	ADMIN Supplies & Services	Window cleaning - January	16.00	3.20	19.20
27/02/2018	21068	Forward Cleaning Contractors	BIRTHPLACE Supplies & Services	Quarterly window cleaning - January	48.00	9.60	57.60
27/02/2018	21068	Forward Cleaning Contractors	G/HALL Supplies/Services	Quarterly window cleaning - January	77.70	15.54	93.24
27/02/2018	21069	Lichfield District Council	ARTS/TOURISM Expenditure	Listing for Cells in Lichfield Visitor Guide 2018	140.00	28.00	168.00
27/02/2018	21069	Lichfield District Council	BIRTHPLACE Adverts/promotion	Museum listings in Lichfield Visitor Guide 2018	1,010.00	202.00	1,212.00
27/02/2018	21069	Lichfield District Council	CIVIC Events	Civic event listings in Visitor Guide 2018	360.00	72.00	432.00
27/02/2018	21069	Lichfield District Council	DEM SERVICES Election Costs	Stowe ward by-election, May 2017	5,946.26	0.00	5,946.26
27/02/2018	21069	Lichfield District Council	G/HALL Supplies/Services	Wedding and conference listings in Visitor Guide 2018	200.00	40.00	240.00
27/02/2018	21069	Lichfield District Council	MARKET Supplies/Services	Markets adverts in Visitor Guide 2018	1,060.00	212.00	1,272.00
27/02/2018	21069	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/1 - 10/2	9,934.70	1,986.94	11,921.64
27/02/2018	21070	Lichfield Frames	ADMIN Supplies & Services	Framing of Lichfield map print for Donegal office	80.00	0.00	80.00
27/02/2018	21070	Lichfield Frames	G/HALL Supplies/Services	Framing of Lichfield map print for Guildroom	80.00	0.00	80.00
27/02/2018	21071	Local World Ltd	ADMIN Supplies & Services	Balance for later Mercury adverts for various jobs	751.00	150.20	901.20
27/02/2018	21072	MT Services Computer Sys	ADMIN Tel/Postage	Donegal fibre broadband 2/1/18 - 1/4/18	135.00	27.00	162.00
27/02/2018	21072	MT Services Computer Sys	G/HALL Supplies/Services	Guildhall fibre broadband 2/1/18 - 1/4/18	135.00	27.00	162.00
27/02/2018	21073	Npower Ltd	ADMIN Donegal House Energy	Electricity - January	208.16	41.63	249.79
27/02/2018	21073	Npower Ltd	BIRTHPLACE Energy	Electricity - January	48.56	2.43	50.99
27/02/2018	21073	Npower Ltd	BIRTHPLACE Energy	Electricity - January	42.14	2.11	44.25
27/02/2018	21073	Npower Ltd	G/HALL Energy	Electricity - January	470.76	94.15	564.91
27/02/2018	21073	Npower Ltd	MARKET Energy	Toilet Block electricity - January	62.36	3.12	65.48
27/02/2018	21073	Npower Ltd	MARKET Energy	Feeder Pillar electricity - January	105.43	5.27	110.70
27/02/2018	21073	Npower Ltd	PARKS Energy	Clock Tower electricity - January	27.06	1.35	28.41
27/02/2018	21073	Npower Ltd	PARKS Energy	Friary electricity - January	11.89	0.59	12.48
27/02/2018	21074	Pioneer Roadshows	CIVIC Events	PA system for Shrovetide races	250.00	0.00	250.00
27/02/2018	21075	Stamps Direct Ltd	ADMIN Supplies & Services	Ink pads	13.02	2.60	15.62
27/02/2018	21075	Stamps Direct Ltd	BIRTHPLACE Supplies & Services	Ink pads	4.95	0.99	5.94
27/02/2018	21076	Stone Edge Ltd	R&R FUND Birthplace	Brickwork cleaning & redecoration	2,612.61	522.52	3,135.13
28/02/2018	21077	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - February	4,933.81	0.00	4,933.81
28/02/2018	21078	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - February	6,375.31	0.00	6,375.31
28/02/2018	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	74.97	0.00	74.97
					80,553.11	7,616.88	88,169.99

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule**From 1 February to 28 February 2018**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
05/02/2018	05137	Cash	Various	Petty cash vouchers 7167 - 7178	170.20	14.75	184.95
05/02/2018	05138	J Butler	BIRTHPLACE Stock for sale	Cat design scarves	27.24	0.00	27.24
05/02/2018	05138	J Butler	BIRTHPLACE Supplies & Services	Refreshments	8.42	0.00	8.42
05/02/2018	05138	J Butler	BIRTHPLACE Supplies & Services	Miscellaneous - keys cut, craft materials etc.	25.33	5.07	30.40
07/02/2018	05139	Mrs C Freeman	ADMIN Supplies & Services	Phone for Civic Officer; Law Society lease document	49.71	9.94	59.65
08/02/2018	05140	Cash	Various	Petty cash vouchers 7179 - 7182	141.22	12.19	153.41
13/02/2018	05141	N Burton	PARKS Other Repair/Maint	New oak gate made for Pinfold	208.33	41.67	250.00
13/02/2018	05142	Goplaconcepts	CIVIC Mayor's Allowance - J Greaves	LDC Chairman's curry lunch	40.00	0.00	40.00
13/02/2018	05143	City of Lichfield Probus Club	CIVIC Mayor's Allowance - J Greaves	Probus Club charity lunch	44.00	0.00	44.00
13/02/2018	05144	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - J Greaves	Mayor's tickets for charity Sunday lunch	40.00	0.00	40.00
13/02/2018	05144	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - A Smith	Sheriff's tickets for charity Sunday lunch	40.00	0.00	40.00
13/02/2018	05145	A J Deakin	CIVIC Mayor's Allowance - J Greaves	WI simnel & drizzle cakes for Shrovetide & Easter	48.20	0.00	48.20
14/02/2018	05146	Rapid Response Medical Servs	CIVIC Events	Paramedic cover for Shrovetide races	80.00	16.00	96.00
20/02/2018	05147	Soroptimist International Lichfield	CIVIC Mayor's Allowance - J Greaves	Soroptimists Spring Ball	90.00	0.00	90.00
22/02/2018	05148	Heritage Content Company Ltd	G/HALL Supplies/Services	Picture for Guildroom	59.54	11.91	71.45
27/02/2018	05149	Cash	Various	Petty cash vouchers 7183 - 7195	174.17	18.55	192.72
28/02/2018	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	9.67	0.00	9.67
					<u>1,256.03</u>	<u>130.08</u>	<u>1,386.11</u>