



Lichfield City Council

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Town Clerk: Peter Young, B.A.

PY

2 March 2015

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, 9 March 2015** at **6.30pm** at which the following business will be transacted.

Yours sincerely

Peter Young
Town Clerk

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

AGENDA

1 APOLOGIES FOR ABSENCE

2 MAYOR'S ANNOUNCEMENTS

3 DECLARATIONS OF INTEREST AND GRANT OF DISPENSATIONS

4 COUNCIL MINUTES

To confirm as a correct record the Minutes of the Council Meeting held on 28 January 2015 (**copy attached**).

5 MATTERS ARISING ON COUNCIL MINUTES

6 PLANNING APPLICATIONS COMMITTEE

The Chairman of the Planning Applications Committee to move that the Minutes of the Planning Applications Committee Meetings held on 8 January and 29 January 2015 be received (copy previously circulated).

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

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8 GRANTS ADVISORY COMMITTEE

To adopt the Minutes and recommendations of the Grants Advisory Committee Meeting held on 9 February 2015 (**copy attached**). [A copy of all the grant application forms considered by the Grants Advisory Committee is available at the City Council Office.]

9 NOMINATIONS FOR CIVIC OFFICE 2015/16

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

(Nomination form **enclosed**)

10 CALENDAR OF MEETINGS 2015/2016

To confirm the Calendar of Meetings for 2015/2016, **APPENDIX 1** attached.

The meeting dates have been selected so that none of them conflict with any meetings in the District Council's calendar of meetings for 2015/16 as adopted on 17 February 2015.

11 OFFICERS' REPORT

To receive the Officers' Report, **APPENDIX 2**, attached.

12 THE LOCAL COUNCIL AWARD SCHEME

The 'Quality Council' scheme was launched in 2003. It set various tests which a council had to meet to achieve 'Quality' status. The intention of the scheme was to raise the standard of competence and professionalism in town and parish councils, and the press release issued at the time stated:

Once parish and town councils achieve Quality status, by meeting robust tests of the councils' competence, then they can enter into negotiations with principal authorities over the devolution of functions and services down to the grassroots level.

The City Council at that time already met most of the criteria, but undertook the following additional measures to meet the full criteria: the town clerk took the new Cilca qualification to become a qualified clerk, public noticeboards were provided at Boley Community Hall and Curborough Community Centre, the council produced the required four newsletters per year, and public forum sessions were introduced at full Council meetings. The City Council was awarded Quality status on 25 November 2004, and was one of the first councils in Staffordshire to achieve this.

Quality status lasted for four years before re-accreditation was required. The City Council was re-accredited in December 2008, which required meeting some additional tests, such as providing training for councillors. The Council was due for re-accreditation in 2012, but at that stage a new Scheme was being proposed so re-accreditation was not possible. However, those councils which had already been awarded Quality status continued to hold this.

After some delay, details of the new scheme were announced in January this year. The scheme is now called the 'Local Council Award Scheme', and the former Quality scheme ended on 31 January 2015. The new Scheme has three levels, as follows:

1. The Foundation Award – this is a basic level and designed to encourage councils to begin the process of achieving higher standards.
2. The Quality Award – this is broadly similar to the Quality status scheme although there are different tests.
3. The Quality Gold Award - which sets a higher level of tests.

There are no financial incentives or additional legal powers granted to councils which obtain the new Award; it is in essence a simple mark of achievement. The publicity brief for the new award states:

There are a range of reasons why a council could benefit from taking part in the award scheme. For those councils who are already confident that they perform to a high standard the scheme provides assurance to the council that it is up-to-date and progressive by the standards set by the sector. For those who wish to improve, it provides a framework to plan and make the first steps; helping the council improve performance and confidence, with policies in place for continuous development. And for all councils winning the award should be celebration for councillors and officers, as their commitment and hard work is recognised and respected.

The award is a tool that councils can use when working with the local community or other local partners; giving them confidence that the council is delivering to a national professional standard.

And finally, the scheme will contribute to the national reputation of local councils demonstrating achievements and a commitment to improvement.

For those councils which had Quality status when the new scheme began the brief states that: *"In recognition of the calibre of all existing Quality Councils and your patience and support over the transition period between the schemes, we want to make it as quick and easy as possible for you to be accredited by the new scheme".* Such Councils can therefore apply for an automatic one-year transition to the Foundation level of the new Local Council Award Scheme - at no cost and without taking part in any accreditation process. For there to be no break, the Council needed to complete the application form by 31 January 2015.

The Clerk has done this, and so the City Council has 'Foundation Award' accreditation which will continue for 2015. At any time during 2015 the Council can then apply for one of the higher level awards, with special rates applying of: half the normal fee of £150 for the Quality Award; and 75% of the normal fee of £250 for the Quality Gold Award.

One of the criteria for both the Quality Award and the Quality Gold Award is that there is a qualified clerk. As the current clerk will be leaving this summer, it would be appropriate therefore to consider this matter further once the new clerk has been appointed.

RECOMMENDED: *1. That the Council notes that under the transitional arrangements the Council's Quality status no longer operates, but that it has Foundation Award status within the new Local Council Award Scheme for 2015.*

2. That following the appointment of the new town clerk, the Council further consider whether it wishes to apply for either the Quality Award or the Quality Gold Award under the new Local Council Award Scheme.

13 PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in the attached schedule **APPENDIX 3** for the period 1 January 2015 to 31 January 2015 in the sum of £98,997.81 General Account, and £1,175.03 Imprest Account

14 EXCLUSION OF THE PRESS AND PUBLIC

To Resolve: that in accordance with Section 19(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.

15 LAND AT FRENCHMAN'S WALK

To consider the Town Clerk's report on the proposed sale of 457 sq. metres of land at Frenchman's Walk to Staffordshire County Council, **APPENDIX 4** (attached for members).

16 BAD DEBT WRITE OFF

To consider the Town Clerk's report on the proposed write off of a debt for £67.14, **APPENDIX 5** (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. The procedure is as follows:

1. The public participation session will usually be held after the fifth item on the agenda – this will usually be about 15 minutes into the meeting
2. The public participation session will last 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 53 Wade Street so that your question/statement can be duly receipted.
4. Your statement/question must relate to a matter of special relevance to Lichfield City area, or within the responsibility of the City Council.
5. Matters relating to the conduct of any individual councillor or member of staff will not be allowed – in such circumstances you should write to the Council
6. At the Council meeting statements/questions will be taken in the order in which they have been received. You will be allowed **up to 5 minutes**, and you can raise more than one issue within the overall limit of 5 minutes allowed to you, but you must have given advance notice of each statement/question to be asked
7. After each speaker, the Leader of Council (or his/her representative) will answer the question, or give notice that he/she will provide a written answer 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 St.

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Wednesday 28 January 2015 at 6.30 pm

PRESENT: Councillor Mrs N Bacon (Mayor), and Councillors Mrs J Allsopp, R Awty, B Bacon, Mrs M Bland, Mrs G Boyle, J Brooks, D Dundas, Mrs J Eagland, T Finn, Mrs J Greaves, P Hitchman, D Smedley, C Spruce, A Thompson and M Warfield.

APOLOGIES: Councillor B Cocksey, B Diggle, Mrs V Diggle, I Eadie, C Greatorex, I Jackson, Mrs S James, A Smith, and M Taylor.

77 MAYOR'S ANNOUNCEMENTS

The Mayor reported on a number of recent civic and other engagements she had attended, including several very enjoyable carol services during December.

78 DECLARATIONS OF INTEREST

None.

79 COUNCIL MINUTES

RESOLVED: *That the Minutes of the City Council meeting held on 1 December 2014 (63 - 76) be confirmed and signed as a correct record.*

80 PLANNING APPLICATIONS COMMITTEE

RESOLVED: *That the Minutes of the Planning Applications Committee meetings held on 19 November 2014 and 11 December 2014 be received.*

81 OFFICERS' REPORT

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

82 ELECTRONIC DELIVERY OF AGENDA

The Council noted the agenda report explaining that the Local Government (Electronic Communications) (England) Order 2015 would come into effect on 30 January 2015. This allowed councillors to receive their agenda by electronic means should they so wish.

RESOLVED: *That the report be noted.*

83 LICHFIELD RAIL PROMOTION GROUP

The Council considered the invitation from the Lichfield Rail Promotion Group to become a member of the "Lichfield Rail Alliance" whose aim was to campaign for improved rail services and facilities for Lichfield District including through the re-franchising process.

RESOLVED: *a. That the Council become a member of the "Lichfield Rail Alliance".*

b. That Councillor A Thompson be appointed as the Council's representative on the Group until June 2015.

84 PARISH POLLS – GOVERNMENT CONSULTATION ON PROPOSED CHANGES

The Council considered the agenda report explaining the Government's consultation on the modernisation of parish polls, and noted the detailed proposals.

RESOLVED: *That the Council submit a response as per Agenda Appendix 3.*

85 FEES AND CHARGES 2015/16

The Council considered the level of fees and charges to be levied for Markets, the Guildhall and photocopying for 2015/2016.

RESOLVED:

- 1. That charges for the Markets per 2.4 metre [8 foot] stall with effect from 1 April 2015 be increased as follows:**

Friday market - £22.00 = £20.00 pitch, plus £2.00 (VAT inclusive) service charge

Saturday market - £23.00 = £21.00 pitch, plus £2.00 (VAT inclusive) service charge

Farmers' market - £23.00 = £21.00 pitch, plus £2.00 (VAT inclusive) service charge

Tuesday market - £12.50 per 2.4 m. frontage stall x 2.1m. depth (minimum charge), plus £1.95 per 50cm extra frontage, and £1.10p per sq m. for additional depth of stall. Includes a £1.00 (VAT inclusive) service charge.

- 3. That the Guildhall hire charges with effect from 1 April 2015 be as detailed in Agenda Appendix 4, but that the protected rates for the three Friday hirers continue with a 3% increase on their current Friday charges.**

- 4. That no change be applied to the current charges for photocopying.**

86 BUDGET ESTIMATES 2015/2016 (INCLUDING FINANCIAL PROGRESS REPORT 1 APRIL TO 31 DECEMBER 2014)

Consideration was given to the agenda report which explained the effect of the Government's "Localising of Council Tax Support" in reducing the council tax base, and the arrangements for grants to offset this reduction. It was noted that for 2015/16 the grant to be passed on to Lichfield City Council from Lichfield District Council would be £36,678 which was a reduction of £6,406 (15%) on the grant paid in 2014/15. However, this reduction was partly mitigated by an increase in the overall tax base by 2.7% resulting from additional housebuilding in the City. The Council budget was therefore able to maintain the Band D council tax for 2015/16 at its current level of £52.75.

Consideration was then given to:

- a) Financial Progress Report for the period 1 April to 31 December 2014.
- b) Detailed Budget Estimates for 2015/2016 financial year.

RESOLVED:

- 1. That the Financial Progress Report 1 April to 31 December 2014 be noted.**
- 2. That the Council approve the Budget Estimates and Report for the 2015/2016 financial year, and that the amount of precept plus council tax support grant for 2015/16 be £648,350 (based upon a precept of £611,674 plus £36,676 local council tax support grant).**

87 PAYMENT OF ACCOUNTS

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

- a) 1 November 2014 to 30 November 2014 in the sum of £64,576.50 General Account, and £1,218.97 Imprest Account**
- b) 1 December 2014 to 31 December 2014 in the sum of £57,712.92 General Account, and £681.16 Imprest Account**

88 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That in accordance with Section 19(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business next to be transacted, the press and public be excluded from the meeting.

89 STAFFING COMMITTEE

RESOLVED: That subject to the addition of Councillor A Thompson to the members present at the meeting on 19 January 2015, the Minutes of the Staffing Committee meetings held on 8 December 2014 and 19 January 2015 be received and adopted.

90 LIVING WAGE

It was proposed by Councillor T Finn, and seconded by Councillor A Thompson:

"That with effect from 1 April 2015 the hourly rate of pay for the eight part-time staff currently paid at scale point 6 be increased to scale point 8; and for the six part-time staff currently paid at scale point 9 the hourly rate be increased to scale point 10."

An amendment was proposed by Councillor J Brooks, seconded by Councillor Mrs M Bland: *"that the Council pay all staff at least the "Living Wage" as defined by the Centre for Social Policy at Loughborough University."*

On being put to the vote the amendment was declared **lost**. It was then:

RESOLVED: That with effect from 1 April 2015 the hourly rate of pay for the eight part-time staff currently paid at scale point 6 be increased to scale point 8; and for the six part-time staff currently paid at scale point 9 the hourly rate be increased to scale point 10.

THERE BEING NO FURTHER BUSINESS

THE MAYOR DECLARED THE MEETING CLOSED AT 7.13 PM

MAYOR

Lichfield City Council

Minutes of Grants Advisory Committee Meeting held in Committee Room No.1 Guildhall, Lichfield, at 6.30 pm on Monday, 9 February 2015

PRESENT: Councillor M A Warfield (in the Chair) and Councillors Mrs J Allsopp, Mrs N Bacon, Mrs M Bland, B Diggle, P Hitchman and Mrs S James.

APOLOGIES: Councillor B Bacon.

1 GRANTS TO OUTSIDE BODIES 2015/2016

Consideration was given to applications for financial assistance from the 2015/16 budget.

RECOMMENDED: 1. That the Council makes grants totalling £27,280 to the following organisations as indicated, with grants to organisations marked * being made under Section 137 of the Local Government Act 1972, this being expenditure which in the opinion of the Council is in the interests of the area or some or all of the inhabitants and which will bring benefit in a manner commensurate with the expenditure:

	Organisation	£
	1 Lichfield District Arts Association	4,100
*	2 South East Staffordshire Citizens Advice Bureau	3,500
	3 Lichfield Greenhill Bower	3,000
	4 Erasmus Darwin Foundation	2,500
	5 Lichfield Festival	2,000
*	6 Alzheimer's Society Lichfield Branch	1,000
	7 Voluntary Transport for the Disabled	1,000
*	8 City of Lichfield Royal British Legion	520
	9 City of Lichfield Concert Band	500
	10 Lichfield & District Live At Home Scheme	500
*	11 Lichfield Trent Valley Community First Responders	750
	12 Lichfield Mysteries	0
	13 1206 (Mercian) Squadron Air Training Corps	500
*	14 Pathway Project	500
	15 Christmas Day Together	250
*	16 Cruse South Staffordshire	250
*	17 Lichfield Branch of Arthritis Care	250
	18 Lichfield District Council – Proms In The Park	500
	19 Lichfield U3A	250
	20 Wildfire Folk	200
*	21 Lichfield Darby & Joan	150
	22 St Michael's Church Choir & Youth Club	150
*	23 Lichfield & Tamworth Gateway Club	150
	24 Speakers' Corner Lichfield	150
	25 Johnson Society	0
	26 Fairtrade Lichfield	100
	27 Lichfield & Burntwood Social Club for the Blind	100

28	<i>Lichfield City Gardening Guild</i>	100
29	<i>Lichfield Embroiderers Guild</i>	100
30	<i>Lichfield Round Table FC</i>	100
31	<i>Lichfield Sinfonia</i>	100
32	<i>Lichfield Young Embroiderers</i>	100
33	<i>Worshipful Company of Smiths</i>	100
34	<i>Lichfield Twinning Association</i>	85
35	<i>Darwin Walk Trust</i>	50
36	<i>Lichfield & District Anglo German Club</i>	50
37	<i>Lichfield Rail Promotion Group</i>	50
38	<i>Lichfield Sport Karate Club</i>	0
39	<i>Hammerwich Bowling Club</i>	0
40	<i>Lichfield District Community Transport Scheme</i>	0
41	<i>Lichfield Swimming Club</i>	300
42	<i>Kendall & Wall Community Interest Company</i>	0
43	<i>North Lichfield Initiative</i>	1,000
44	<i>Staffordshire Archaeological & Historical Society</i>	0
45	<i>Saxon Hill Community School</i>	975
46	<i>1st Trent (St Michael's) Rainbows</i>	200
47	<i>Friends 2 Friends</i>	200
48	<i>Lichfield Chamber of Trade & Commerce</i>	250
49	<i>St Mary's In The Market Square</i>	200
50	<i>Whittington Community Computer Group</i>	0
51	<i>5th Lichfield (St Chads) Brownies</i>	200
52	<i>Open Door of Hope</i>	250

2. That the unallocated element of the grants budget be retained for 'Projects for Youth' grants, Twinning grants, and any urgent applications later in the year.

The following councillors declared an interest under Appendix A of the City Council's Code of Conduct and left the meeting during the discussion and voting thereon:

Lichfield Greenhill Bower – M A Warfield
Open Door of Hope - P L Hitchman
Voluntary Transport for the Disabled – Mrs N Bacon

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

Erasmus Darwin House – Mrs S James
Friends 2 Friends – R Awty, P Hitchman
Johnson Society – B Diggle
Lichfield Festival – Mrs N Bacon
St Mary's in the Market Square – B Diggle
5th Lichfield (St Chads) Brownies – M Warfield

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED
THE MEETING CLOSED AT 7.20 PM**

For Council 9 March 2015 APPENDIX 1

Draft Calendar of Meetings 2015/2016

DATE	TIME	MEETING
Monday, 18 May	6.30pm	ANNUAL COUNCIL
Wednesday, 20 May	7.30pm	ANNUAL TOWN MEETING
Thursday, 28 May	6.30pm	Planning Applications Committee
Monday, 15 June	6.30pm	Internal Control Working Party
Thursday, 18 June	6.30pm	Planning Applications Committee
<u>Wednesday</u>, 24 June	6.30pm	COUNCIL (year-end accounts)
Thursday, 9 July	6.30pm	Planning Applications Committee
Monday, 27 July	6.30pm	COUNCIL
Thursday, 30 July	6.30pm	Planning Applications Committee
Thursday, 20 August	6.30pm	Planning Applications Committee
Monday, 14 September	6.30pm	COUNCIL
Thursday, 17 September	6.30pm	Planning Applications Committee
Tuesday, 6 October	10.30am	Johnson Birthplace Advisory Committee
Thursday, 8 October	6.30pm	Planning Applications Committee
Monday, 26 October	6.30pm	COUNCIL
Thursday, 29 October	6.30pm	Planning Applications Committee
Thursday, 12 November	6.30pm	Staffing Committee
Thursday, 19 November	6.30pm	Planning Applications Committee
Monday, 30 November	6.30pm	COUNCIL
Thursday, 10 December	6.30pm	Planning Applications Committee

2016

Thursday, 7 January	6.30pm	Planning Applications Committee
Monday, 25 January	6.30pm	COUNCIL (Budget)
Thursday, 28 January	6.30pm	Planning Applications Committee
Monday, 8 February	6.30pm	Grants Advisory Committee
<u>Wednesday</u> , 17 February	6.30pm	Planning Applications Committee
Monday, 7 March	6.30pm	COUNCIL
Thursday, 9 March	6.30pm	Planning Applications Committee
Thursday, 17 March	10.30am	Johnson Birthplace Advisory Committee
Wednesday, 23 March	6.30pm	Internal Control Working Party
Thursday, 7 April	6.30pm	Planning Applications Committee
Monday, 18 April	6.30pm	COUNCIL
Thursday, 28 April	6.30pm	Planning Applications Committee
Monday, 16 May	6.30pm	ANNUAL COUNCIL
Thursday, 19 May	6.30pm	Planning Applications Committee
Wednesday, 25 May	7.30pm	ANNUAL TOWN MEETING

REPORT BY LICHFIELD CITY COUNCIL OFFICERS

1. Civic

Charity Quiz Night

On Saturday, 30 January, the Mayor and Sheriff hosted a Charity Quiz evening in the Guildhall. This was an enjoyable evening all around, with over £300 taken on the night.

Sunday Services

On Sunday, 1 February, the Civic Officers joined the congregation of St Peter and Paul's Church for morning mass.

Shrovetide Pancake Races



Shrove Tuesday, 17 February, was a fine day for Lichfield's Annual Pancake Races, with record number of entrants including approximately 40 children taking part. The day went well, thankfully with no casualties. The Mayor awarded medals to the overall winners. Additional prizes were sponsored by Michael's Menswear, Comfortin' Food, 15 On the Corner, and Salloways. Following the races the Mayor's party processed to the Market Square for the opening of the Old Fair. The Mayor and guests then returned to the Guildhall for the traditional Simnel cake, with the Mayor giving the toast to the Old Fair and the Pancake Races.

Worshipful Company of Smiths

On Sunday, 22 February the Mayor and Sheriff attended the annual service for the Worshipful Company of Smiths, held at St Mary's Church. After the service the Mayor proposed a vote of thanks to the outgoing Master. In the Guildhall on the subsequent Tuesday, the Mayor presided over the Court to witness the enrolment of seven new Freemen, following which the Mayor and Sheriff and partners were guests of honour at the Annual Feast.

2. Guildhall

On 31 January the whole building was booked for a Humanist Wedding Ceremony & reception. There has been an increase in Market Research bookings over the last month with a total of six, all being charged at commercial rate. In preparation for the General election UKIP held a public meeting in the Guildhall on 16 February. Both the Green Party & Liberal Democrats also booked rooms for meetings.

The Worshipful Company of Smiths held their annual Feast on 24 February, attended by the Mayor and Sheriff.



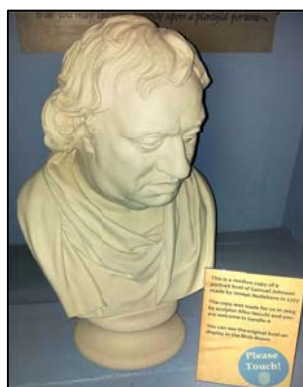
On 20 February local girl, Shona Lyndsey, returned to Lichfield as part of a duo called 'It Takes Two' to perform at the Guildhall. The couple hired the main hall & kitchen at the commercial rate to stage a concert which included a number of songs from musical theatre. The aim was to promote their act but the 'Bid for a Song' section of the programme raised £160 for the Mayor's Charities. The Mayor also attended the concert.

The daytime premises attendant has completed redecoration of Committee Room 1 and plans to continue in the Whytmore Room.

A new cooker has been ordered for the Guildhall kitchen. This will replace the older one of the two which are currently in place. The cooker was bought second-hand over fifteen years ago. It has various faults and spare parts can no longer be sourced, making it beyond economic repair.

3. Johnson Birthplace

The Samuel Johnson Birthplace Museum (SJBm) welcomed over 900 visitors in January. Regularly held events including Art Workshops and 'Bookworms' children's club continued to be well supported, and the SJBm Book Group is particularly thriving with wide publicity and new members. The highlight of the month was a visit from St Michael's Primary School Year 1 classes, in a day jointly organised with Erasmus Darwin House and now an annual addition to the calendar. The Museums & Heritage Officer (MHO) also visited Sutton Coldfield Antiques Circle to give an Outreach talk and encourage visitors to the city.



New additions to the displays included a favourite 'word of the week' chosen by members of the SJBm staff and volunteer team, and a striking new handling copy of the Nollekens bust of Samuel Johnson which has been provided by sculptor Allen Necchi, allowing the original 1777 bust to be protected behind glass and improving the available sensory interpretation.

SJBm has been working in partnership with the Johnson Society to support their new publicity plans, and welcomed members in January for the first of a series of monthly promotion days in the Museum.

Two new volunteers joined SJBm in January: Morwenna Rae, former curator of Dr Johnson's House at Gough Square, who is developing interpretation of the library displays, and Kendell Burgess, a student from Keele University on a placement to update the Museum's object labels in consultation with visitors. Behind the scenes, MHO projects have included working on the evidence required for Arts Council England's Accreditation application which is due for renewal in spring, supporting public research visits and enquiries, including some new developments on the attribution of a painting in the SJBm collection, and developing events and publicity for the year ahead.

4. Twinning

Limburg Carnival (15–18th Feb)

Two Lichfield dance groups took part Limburg's Carnival celebrations. The 42 Lichfield dancers were also joined by a dance group from Sainte-Foy. There is a big thank you to the Limburg twinning association who prepared a busy programme and financed the trip. The Limburg hosts gave a warm welcome and great hospitality.



Three Spires Morris and Team Catalyst International (TCI) did Lichfield proud, delivering great performances. They danced on Monday morning at a reception given by the Limburg Council and for the Carnival Prince at the Dietkirchen Bürgerhaus. On Monday afternoon they performed at the "Erstuerung of the Kreissparkasse" (Outside event) and in the evening at a Fancy dress party hosted by the Limburg twinning association at Kolpinghaus. Tuesday morning they all had a guided city tour in English and in the afternoon they danced as part of the 3½ hour carnival parade through Limburg, before finally joining in the party arranged by the carnival organisers for all the participants. Both dance groups were given a medal by the Carnival Prince to thank them for their participation.

Team Catalyst International (TCI)

Whilst in Limburg, TCI met with the Limburg dance school Josat-Doerr and formalised the twinning of the two schools. They will first work together by doing training exchanges between dance teachers and students. The first exchange should take place in October 2015. They will also look into working on dance projects/performing together, and enter Freestyle dance competitions in both countries. We are now also looking into the possibility for TCI to take part in the SF & Lyon "biennale de la danse" in 2016. The Sainte-Foy council and their twinning association will meet on 2 March to discuss budget and future projects, including this one.

Twinning Grants

Chasetown F.C. have applied for a £200 twinning grant to cover some of the costs of welcoming young players from FC Sainte Foy Les Lyon over Easter 3 - 6 April. Both teams will compete in a football tournament due to take place on Easter Sunday. The Twinning Association has been invited to meet the players.

Lichfield District Ramblers have applied for a £200 twinning grant to cover some of the costs of welcoming young ramblers from Sainte Foy Les Lyon and Limburg-an-der-Lahn for a walking week-end at Great Hucklow from the 12th to 15th June 2015.

Europa-Union Limburg

The Limburg group will visit the Midlands 1 – 5 May 2015. A Lichfield city and cathedral tour in German have been booked on the 4 May for 20 people.

Limburg trainees

Two 21 years old Limburg city council trainees, Lukas and Nadine, have requested a week working placement 26 - 30 October. We need host families to welcome them. Local businesses and organisations will be contacted to see if they have vacancies. Nadine would prefer a sales or marketing placement. Lukas' family has a farm near Limburg and he is very interested in agriculture, particularly pig-breeding.

Youth exchange

Pierre Charrier, a 17 year-old student from Sainte-Foy would like an exchange with a Lichfield youth and visit 12 -26 April. His request has been passed to Lichfield secondary schools.

Social Media

Facebook 163 likes / 215 Friends. Twitter 84 followers

5. Markets

The traders' winter attendance incentive of a 25% reduction on stall rental for every market day they attend is due to finish at the end of February but has been gratefully received by the traders.

Every January the market traders are issued with the relocated market dates, bank holiday dates, cancelled markets etc. taking place throughout the year. This year the Markets Officer included this information on the reverse of a recently completed Newsletter, that the Assistant Markets Officer had started putting together in 2014, to provide the traders with various market information. This will be repeated again in January 2016 and the Newsletter information will be updated accordingly.

High winds have been a problem, and required revised arrangements to be made for the operation of the markets and the stall erection on those days. On occasions the forecast strength of wind gusts has not been borne out by the subsequent actual weather, but we need to act on the forecast conditions to maintain the safety of the markets.

On 16 January the Markets Officer received the first payment for a pitch at the Switch On of this year's Christmas Lights on Sunday 29 November 2015.

Both the Markets Officer and for the first time, the Assistant Markets Officer, attended the annual National Association of British Market Authorities (NABMA) Conference in Birmingham on Thursday 29 January. The day's programme included several interesting presentations from different market operators around the country, both council and privately controlled, and also allowed some time for networking opportunities.

A quarter page Market advertisement and 180 word editorial was placed in the February edition of the Staffordshire Guardian for a substantially discounted price.

Due to the numerous bookings being received for the Market Square on non-market days the Markets Officer has introduced a Market Square booking form setting out the Terms and Conditions for hiring which has to be completed by the hirer before a booking can be confirmed.

The fifth monthly paving repairs were undertaken during February leaving just a very small number of blocks remaining for any future repairs. Due to the constant maintenance and poor condition of the paving blocks the Council will replace the Market Square paving blocks in sections over a period of time. The contractor will complete the repaving on non-market days and will liaise with the Markets Officer to minimize any disruption to the weekly markets.

The Shrovetide Fair arrived on the Market Square on the evening of Friday 13 February. The Fair set up with two large children's rides on the area around the Samuel Johnson statue, the same arrangement as last year, and twelve market stalls were relocated to Market Street for the Saturday Market. The Market went ahead on Shrove Tuesday as those stalls normally sited in the area being used by the Fair were either repositioned or the traders did not attend. This was not possible before 2014 as the Fair used all of the Market Square and so the Tuesday Market had to be cancelled.

6. Open Spaces

Maintenance of open spaces

The well-used goal posts on the open space off Hillside, and also on the Curborough Community Centre field are to be removed and replaced with new ones. It is anticipated that the ones at Curborough will be moved further towards the bottom of the playing field away from the play equipment. The areas of worn grass beneath the current posts will be filled in and sown with grass seed.

Some of the Yorkstone paving along Pool Walk centred around the mature lime trees has been re-set due to the slabs becoming uneven. This was required before the cracked resin bound surfacing that joins up to the tree stems can be filled in. The costs for this work will be met by the HLF maintenance uplift fund.



The shrub beds along Pool Walk at opposite ends of the site are coming into bloom nicely. The delicate snowdrops are flowering, offering some much welcome colour at this time of year, and the daffodils are not far behind them.

The footpath to the right of the entrance to St Michael's church had started to deteriorate, particularly at the edges. The gaps have been filled by the Lichfield District Services grounds maintenance team. Additionally the footpath that leads from Trent Valley Road to Valley Lane had a number of surface holes, and again these have been attended to.

In the Festival Gardens there has been some clearing and cutting back taking place in the shrub islands to ensure that the more dominant species do not take over. A number of small self-set tree saplings have been cut out, ensuring less work in the future when they have become more established.

The Open Spaces Officer will be arranging for formative pruning of the young lime trees in the Market Square and along Pool Walk later in the year. This involves removing any damaged, twisted or crossing branches, and retention of a strong leading branch.

Community Involvement

The Open Spaces Officer is thrilled to be leading a tree talk and planting day at St Michael's C.E Primary School in March, making good use of the free tree saplings donated by the Woodland Trust. There will be 60 year-five pupils getting involved, with the chance to plant a tree in the school grounds. There will also be an extra activity for them to take part in involving making bird and insect feeders out of natural willow stems. As part of the heart of England in bloom competition this year, the tree planting project may be used as a location for the judges to visit as part of their tour of Lichfield.

Memorial Plaques

There are many well-used benches located on our open spaces, but as much as they are popular for sitting and relaxing on, they are becoming increasingly popular for placing plaques on in memory of loved ones. The process is quite simple; the family member or friend making the initial enquiry states where they would like a plaque and arranges for the plaque to be manufactured, then the open spaces officer fixes the plaque to the bench. It is very interesting to hear some family stories that make Lichfield a special place for so many people such as this from a lady who grew up in Lichfield, and who has requested a plaque to be placed on a bench, *“for generations the ducks have been a highlight to growing up and where parents / grandparents find harmony.”*

7. Deputy Town Clerk

Some of the projects being undertaken by the Deputy Town Clerk include various building maintenance issues, and arrangements are currently being made for the following works to be carried out:

- The wooden floors are in a poor condition in the Guildhall (Main Hall, Guildroom and first floor landing) and arrangements are being made for them to be sanded and resealed. This was last carried out to the Guildhall and Guildroom around ten years ago.
- The radiator valves in the Guildhall have been attended to; and we are currently awaiting the installation of a new circulation pump to boiler room.
- Redecoration to the Birth Room and London Life Room at the Birthplace Museum will take place in May following some ceiling repair works currently in progress.
- Some repairs are in the process of being arranged for Donegal House. The next phase of what will be an on-going programme of improvement and maintenance works will see the redecoration to the hallway, staircase and first floor landing; and restoration of the oak panelling and banister followed by the replacement of the floorcovering which is threadbare in places; together with improvements to Reception and ground floor areas.

The Deputy Town Clerk is providing assistance and support to the Town Clerk in respect of the production of the Neighbourhood Plan.

Work will shortly begin on the annual review of the Health and Safety Policy, and the annual reviews of other policies such as the CCTV policy and Procedures.

Tenders for the installation, maintenance and dismantling of the City's Christmas Lights will be invited during the summer for 2015 onwards. It is anticipated that the contract will be for a period of three years, subject to an option for either party to cancel each year with appropriate notice, and an option to extend for a further two years on satisfactory completion which will preserve continuity of service.

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For Council 9 March 2015 APPENDIX 3

LICHFIELD CITY COUNCIL – General Account Payment Schedule from 1 January 2015 to 31 January 2015

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
06/01/2015	19100	BT Payment Services Ltd	ADMIN Tel/Postage	Phone/internet - use Oct-Dec, rent Dec-Feb	59.97	11.99	71.96
06/01/2015	19100	BT Payment Services Ltd	BIRTHPLACE Supplies & Services	Phone/internet - use Oct-Dec, rent Dec-Feb	247.72	49.54	297.26
06/01/2015	19100	BT Payment Services Ltd	G/HALL Supplies/Services	Phone/internet - use Oct-Dec, rent Dec-Feb	299.35	59.87	359.22
06/01/2015	19101	Curborough Community Assoc	HALLS Curborough C Centre	Paint and varnish for external painting	116.97	0.00	116.97
06/01/2015	19101	Curborough Community Assoc	HALLS Curborough C Centre	Replacement of faulty outside lights	125.00	25.00	150.00
06/01/2015	19102	Corona Energy Retail 4 Ltd	ADMIN Offices Energy	Gas - November	716.48	143.30	859.78
06/01/2015	19103	Electrotest Services Limited	ADMIN Supplies & Services	Portable appliance testing	184.50	36.90	221.40
06/01/2015	19103	Electrotest Services Limited	BIRTHPLACE Supplies & Services	Portable appliance testing	74.25	14.85	89.10
06/01/2015	19103	Electrotest Services Limited	G/HALL Supplies/Services	Portable appliance testing	57.75	11.55	69.30
06/01/2015	19104	Eastern Shires Purchasing	ADMIN Supplies & Services	Printer paper, paper towels	39.94	7.99	47.93
06/01/2015	19104	Eastern Shires Purchasing	G/HALL Supplies/Services	New table	31.20	6.24	37.44
06/01/2015	19104	Eastern Shires Purchasing	MARKET Supplies/Services	Rock salt	61.50	12.30	73.80
06/01/2015	19105	Forward Cleaning Contractors	ADMIN Supplies & Services	Window cleaning - November	16.00	3.20	19.20
06/01/2015	19106	Education in Museums	BIRTHPLACE Supplies & Services	GEM subscription 2015	104.00	0.00	104.00
06/01/2015	19107	N R Grundy	MARKET Repair/Maint	Paving maintenance - Nov, Dec	320.00	64.00	384.00
06/01/2015	19107	N R Grundy	MARKET Repair/Maint	Tree guard repair	80.00	16.00	96.00
06/01/2015	19108	G-Scapes of Lichfield Ltd	PARKS Other Repair/Maint	Shaw Lane wall - completion payment	22,816.63	4,563.33	27,379.96
06/01/2015	19108	G-Scapes of Lichfield Ltd	PARKS Other Repair/Maint	Shaw Lane wall - additional costs	1,695.68	339.14	2,034.82
06/01/2015	19109	MT Services Computer System	ADMIN Supplies & Services	Computer parts	27.00	5.40	32.40
06/01/2015	19110	Npower Ltd	ADMIN Offices Energy	Electricity - September	174.12	34.84	208.96
06/01/2015	19110	Npower Ltd	ADMIN Offices Energy	Electricity - October	184.09	36.82	220.91
06/01/2015	19110	Npower Ltd	ADMIN Offices Energy	Electricity - November	175.61	35.12	210.73
06/01/2015	19110	Npower Ltd	BIRTHPLACE Energy	Electricity - November	65.57	3.28	68.85
06/01/2015	19110	Npower Ltd	BIRTHPLACE Energy	Electricity - November	37.74	1.89	39.63
06/01/2015	19110	Npower Ltd	G/HALL Energy	Electricity - November	416.52	83.31	499.83
06/01/2015	19110	Npower Ltd	MARKET Energy	Toilet Block electricity - November	20.99	1.06	22.05
06/01/2015	19110	Npower Ltd	MARKET Energy	Feeder pillar electricity - November	35.99	1.81	37.80
06/01/2015	19110	Npower Ltd	PARKS Energy	Clock Tower electricity - November	17.93	0.90	18.83
06/01/2015	19110	Npower Ltd	PARKS Energy	Friary electricity - November	4.84	0.24	5.08
06/01/2015	19111	Oakwood Security Solutions	ARTS/TOURISM Lights Costs	Marshals for Switch On	918.30	183.66	1,101.96
06/01/2015	19112	Royal Mail Group Ltd	ADMIN Tel/Postage	Postal response services licence	98.32	19.67	117.99
06/01/2015	19113	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones - November/ December	98.26	19.65	117.91
06/01/2015	19114	Colin Shakespeare	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 4/1/15	211.32	0.00	211.32
06/01/2015	19115	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 4/1/15	25.40	0.00	25.40
06/01/2015	19116	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 4/1/15	43.33	0.00	43.33
15/01/2015	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - January	18,967.21	0.00	18,967.21
21/01/2015	19117	AKW Plumbing & Heating	G/HALL Repair/Maint	New taps in Guildroom kitchen	160.00	0.00	160.00
21/01/2015		The Blinds & Shutter Co	BIRTHPLACE Supplies & Services	Cancel chq 19030 of 26/11 - lost in post	-593.34	-118.66	-712.00
21/01/2015	19118	The Blinds & Shutter Co	BIRTHPLACE Supplies & Services	Replace chq 19030 - 50% for roller blinds	593.34	118.66	712.00
21/01/2015	19119	Corona Energy Retail 4 Ltd	ADMIN Offices Energy	Gas - December	1,059.34	211.87	1,271.21
21/01/2015	19120	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Installation of lights - final balance	6,897.32	1,379.46	8,276.78
21/01/2015	19121	Eastern Shires Purchasing	G/HALL Supplies/Services	Paper towels; cleaning materials	268.32	53.66	321.98
21/01/2015	19122	Flintshire County Council	ADMIN Subscript/Training	West Coast Rail 250 subs 15/16	25.00	0.00	25.00
21/01/2015	19123	Forward Cleaning Contractors	ADMIN Supplies & Services	Window cleaning - December	16.00	3.20	19.20
21/01/2015	19124	Hancock Wheeldon & Ascough	PARKS Other Repair/Maint	Inspect wall construction at Shaw Lane	300.00	60.00	360.00

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
21/01/2015	19125	Integrated Water Services Ltd	PARKS Other Repair/Maint	Remedial work on Friary fountain	148.11	29.62	177.73
21/01/2015	19126	JME Glass Ltd	G/HALL Supplies/Services	Glass recycling - December	57.20	11.44	68.64
21/01/2015	19126	JME Glass Ltd	G/HALL Supplies/Services	Glass recycling - January	57.20	11.44	68.64
21/01/2015	19127	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/10 - 10/11	8,112.22	1,622.44	9,734.66
21/01/2015	19127	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/11 - 10/12	8,112.22	1,622.44	9,734.66
21/01/2015	19128	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Wordsworth CI - Tree pruning and removal	800.00	0.00	800.00
21/01/2015	19129	MT Services Computer Systems	ADMIN Supplies & Services	Sage Accounts server installation	350.00	70.00	420.00
21/01/2015	19129	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Anti-virus software	17.46	3.49	20.95
21/01/2015	19130	Nisbets	G/HALL Supplies/Services	Cutlery sets	50.50	10.10	60.60
21/01/2015	19131	Npower Ltd	ADMIN Offices Energy	Electricity - December	157.21	31.44	188.65
21/01/2015	19131	Npower Ltd	BIRTHPLACE Energy	Electricity - December	67.77	3.38	71.15
21/01/2015	19131	Npower Ltd	BIRTHPLACE Energy	Electricity - December	38.93	1.94	40.87
21/01/2015	19131	Npower Ltd	G/HALL Energy	Electricity - December	430.32	86.07	516.39
21/01/2015	19131	Npower Ltd	MARKET Energy	Toilet Block electricity - December	21.74	1.09	22.83
21/01/2015	19131	Npower Ltd	MARKET Energy	Feeder Pillar electricity - December	37.17	1.86	39.03
21/01/2015	19131	Npower Ltd	PARKS Energy	Clock Tower electricity - December	18.56	0.92	19.48
21/01/2015	19131	Npower Ltd	PARKS Energy	Friary electricity - December	5.00	0.24	5.24
21/01/2015	19132	RBS Invoice Finance Ltd	MARKET Supplies/Services	Advert in Coach Tour Directory 2015	195.00	39.00	234.00
21/01/2015	19133	Strysen Heating and Electrical	G/HALL Repair/Maint	New thermostatic radiator valves	95.00	19.00	114.00
21/01/2015	19134	Viking	ADMIN Supplies & Services	Paper	79.07	15.82	94.89
21/01/2015	19135	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones Dec/Jan	96.34	19.26	115.60
22/01/2015	19136	Jones Waste Services Limited	MARKET Supplies/Services	Skip hire - December	663.50	132.70	796.20
26/01/2015	DDebit	NatWest Autopay	EMPLOYEE COSTS	Administration charges	20.00	0.00	20.00
29/01/2015	19137	HMRC	EMPLOYEE COSTS	Tax and NI contributions - January	5,079.41	0.00	5,079.41
29/01/2015	19138	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - January	5,666.26	0.00	5,666.26
30/01/2015	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	91.43	0.00	91.43
					87,763.08	11,234.73	98,997.81

LICHFIELD CITY COUNCIL – Imprest Account Payment Schedule from 1 January 2015 to 31 January 2015

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
13/01/2015	04704	Staffordshire Moorlands DC	CIVIC Mayor's Allowance	Staffs Moorlands charity concert	10.00	0.00	10.00
13/01/2015	04704	Staffordshire Moorlands DC	CIVIC Sheriff's Allowance	Staffs Moorlands charity concert	10.00	0.00	10.00
13/01/2015	04705	Burntwood Town Council	CIVIC Mayor's Allowance	Burntwood charity evening, February	17.00	0.00	17.00
13/01/2015	04705	Burntwood Town Council	CIVIC Sheriff's Allowance	Burntwood charity evening, February	17.00	0.00	17.00
14/01/2015	04706	Cash	Various	Petty cash vouchers 6507 - 6516	158.95	22.75	181.70
20/01/2015	04707	Midlands Federation Museums	BIRTHPLACE Supplies & Services	AGM and workshop for MHO	12.00	0.00	12.00
20/01/2015	04708	Tamworth Borough Council	CIVIC Sheriff's Allowance	Tamworth Mayor's Ball, February	68.00	0.00	68.00
21/01/2015	04709	Miss A Hopkinson	MARKET Farmers Mkt income	Return of retainer fee	19.50	0.00	19.50
26/01/2015	04710	Lichfield District Council	CIVIC Sheriff's Allowance	LDC Chairman's dinner dance	70.00	0.00	70.00
26/01/2015	04711	Cash	Various	Petty cash vouchers 6517 - 6526	173.87	10.00	183.87
27/01/2015	04712	Society of Local Council Clerks	ADMIN Subscript/Training	SLCC membership - Town Clerk	339.00	0.00	339.00
29/01/2015	04713	Child Support Agency	EMPLOYEE COSTS	Deduction from Earnings Order - January salary	236.83	0.00	236.83
30/01/2015	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - Imprest account	10.13	0.00	10.13
					1,142.28	32.75	1,175.03