



Lichfield City Council

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Town Clerk: Peter Young, B.A.

PY/CF

16 June 2015

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield, on **Wednesday, 24 June 2014** at **6.30 pm** 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

4 COUNCIL MINUTES

To confirm as a correct record the Minutes of the Annual Council Meeting held on 18 May 2015 (copy attached, **Appendix 1**).

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 April, 30 April and 28 May 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 AUDIT COMMITTEE

The Minutes of the Audit Committee meeting held on 15 June 2015 are attached as **Appendix 2**. The Annual Return for the year ended 31 March 2015, and the Out-Turn Statement 2015/16, as referred to in the Minutes, are **enclosed**.

RECOMMENDED: *That the Minutes of the Audit Committee meeting held on 15 June 2015 be adopted and that:*

- 1 *The Report and Out-Turn Statement 2014/15 be received.*
- 2 *The underspend on 2014/15 budget of £29,597 be re-allocated as follows:*

<u>Budget Head</u>	<u>underspend 2014/15</u>	<u>Action</u>
Repairs and Renewals - Guildhall/Donegal House	£9,727	Carry forward to 2015/16 budget as programmed works ongoing
Repairs and Renewals - Johnson Birthplace	£6,625	Carry forward to 2015/16 budget as programmed works ongoing
Capital - Market Square paving	£6,000	Carry forward to 2015/16 budget as programmed works ongoing
Remaining underspend	£7,244	To be added to general balances
	£29,597	

- 3 *In the 2015/16 budget, the budgeted opening balance of £784,311 be amended to £813,908 to reflect the actual balance carried forward.*
- 4 *The Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £11,754 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2014/15 financial year.*
- 5 *In respect of the Audit Commission Annual Return for the year ending 31 March 2015:*
 - a. *The Council approve the Accounting statements (Section 1 of the Annual Return) and this be signed by the Mayor on behalf of the Council*
 - b. *The Council consider each item in the Annual Governance Statement (Section 2 of the Annual Return) and approve that this be signed by the Mayor and Town Clerk on behalf of the Council*
 - c. *The Council note the Annual Internal Audit Report (Section 4 of the Annual Return).*

9 NEIGHBOURHOOD PLAN COMMITTEE

To adopt the Minutes and recommendations of the Neighbourhood Plan Committee meeting held on 15 June 2015 (**Appendix 3** attached).

10 DATE OF OCTOBER COUNCIL

RECOMMENDED: *That the date of the October Council meeting be moved from Monday 26 October to Monday 19 October.*

11 DISPENSATIONS

*[Members wishing to apply for a dispensation should complete the yellow sheet **enclosed**.]*

a. Power to grant dispensations

A member with a “disclosable pecuniary interest” can submit a written request to the Town Clerk for the Council to grant a dispensation to relieve the member of the restrictions whereby that member would otherwise be prohibited. The council may grant such a dispensation if, having had regard to all relevant circumstances, it considers that:

- i. *without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business*
- ii. *without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business*
- iii. *granting the dispensation is in the interests of persons living in the authority's area*
- iv. *it is otherwise appropriate to grant a dispensation.*

A dispensation must specify the period for which it has effect, and that period may not exceed four years. The dispensation can be granted to allow the member either to speak, or to vote, or to speak and vote, where they would otherwise be prohibited by reason of their disclosable interest.

Members do not have a disclosable pecuniary interest when deciding whether or not to grant a dispensation. So members who have an interest in a matter can speak and vote on whether or not a dispensation is granted to them on that matter.

b. Dual-hatted members

The District Council's monitoring officer has advised that, because principal council members are in receipt of allowances and expenses, this falls within the definition of ‘employment’ and is therefore one of the matters defined by the Secretary of State as a Disclosable Pecuniary Interest (Appendix A of the Council's Code of Conduct) on which members who have such an interest cannot speak or vote.

This means that any city councillor who is also a member of the district and/or county council cannot speak or vote at a City Council meeting on any matter relating to their other council. Inevitably many matters considered by the City Council relate to the district or county council, and as more than half the members of the City Council are currently “dual-hatted”, this would create significant practical problems, unless a dispensation is granted to overcome the prohibition.

It is therefore proposed that any ‘dual-hatted’ member who makes a prior written application should be granted a dispensation up to the date of the next full council elections in 2019, permitting that member to speak and to vote on any matter relating to their other council membership. This would enable such members to speak and vote on such matters if they so wished. A member could still decide that, because of the particular nature of their interest they would not wish to speak, or vote, or speak and vote. In such instances this would be recorded in the Minutes.

c. Council appointees to outside bodies

The Council's Code of Conduct lists in its “Appendix B” interests which the Council has determined that councillors must register and disclose and on which councillors are permitted to speak, but not vote. These include instances where a member is in a “position of general control or management” on an outside body and matters relating to that body

come before the Council. However, when the Council has itself appointed a member to such a body this is perhaps unduly restrictive, and it is therefore suggested that a blanket dispensation be granted, on written application, to permit a member to also vote on any matter relating to a body onto which they have been appointed by council.

RECOMMENDED: 1. That subject to a member submitting a written application, the Council grant a dispensation for the period up to the next full Council elections in 2019 permitting any 'dual-hatted' member to speak and vote on any matter relating to their other council membership.

2. That, subject to the member submitting a written application, the Council grant a dispensation for the period up to the next full Council elections in 2019 permitting any member to vote on any matters relating to the affairs of a body onto which they have been appointed or nominated by the Council.

12 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

To appoint representatives to serve on outside bodies to fill vacancies falling due during 2015/2016 as detailed in **Appendix 4** attached.

13 ANNUAL TOWN MEETING

The Minutes of the Annual Town Meeting held on 20 May 2015 are attached as **Appendix 5**. The following resolution was carried at that meeting.

"The meeting believes that Lichfield City Council should encourage the County Council to explore the wider benefits of aligning plans for the archive service with other initiatives of a local historical nature. The meeting believes the County Council can improve its HLF funding bid and encourage community support by closely aligning its proposals for the archive service with broader strategic objectives (as set out in the District's Local Plan and the emerging Neighbourhood Plan). In particular we would wish to see the Library and Records Office retained on the current site."

RECOMMENDED: 1. To note the Minutes of the Annual Town Meeting 2015

2. To determine action to be taken by the City Council in response to the above resolution of the Annual Town Meeting.

14 OFFICERS' REPORT

To receive the Officers' Report, **Appendix 6** attached.

RECOMMENDED: That the Report be noted.

15 OMBUDSMAN CONSULTATION

The Local Government Ombudsman currently has no jurisdiction regarding complaints about town and parish councils, but the Government is proposing to include larger town and parish council within the Ombudsman's remit, and has issued a Consultation Paper on this. Extracts from the Consultation Paper are contained in **Appendix 7** attached, and the suggested response is contained in **Annex A** of Appendix 7.

RECOMMENDED: To submit a response as detailed in Annex A of Appendix 7.

16 POOL WALK HIRE CHARGES

In recent years Pool Walk has been used on occasions for Craft fairs or other stalls and the frequency of such requests is increasing. It is therefore suggested that Council formally agree some charges for use of Pool Walk, as follows:

Type of use	Per day
Private/Commercial organisations selling or promoting (exclusive use)	£150
Private/Commercial organisations selling or promoting (not exceeding 30 sq. m.)	£120
Voluntary/Charitable organisations for fundraising events (exclusive use)	£50
Voluntary/Charitable organisations for fundraising events (not exceeding 30 sq. m.)	£20

RECOMMENDED: To agree the Pool Walk hire charges as indicated above, and that these be included in subsequent annual reviews of charges each January.

17 TRANSFER OF PREMISES LICENSEE

Under the Licensing Act 2003 and its subsequent revisions a premises licence is required for buildings or land used for various types of regulated entertainment and/or the sale of alcohol. Where alcohol is sold there needs to be designated 'premises supervisor' who has obtained the National Certificate for Personal Licence Holders, and who is responsible for ensuring compliance with the licence conditions.

The City Council holds premises licenses for:

Guildhall: regulated entertainment and sale of alcohol

Market Square: regulated entertainment and sale of alcohol

Dr Johnson Birthplace: regulated entertainment and sale of alcohol

The Town Clerk holds a Personal Licence and is currently the Premises Licensee for all these premises. The Deputy Town Clerk also holds a Personal Licence. The Town Clerk will be leaving in August, at which point the Deputy Town Clerk will become Town Clerk.

RECOMMENDED: That the Council apply for a transfer of the Premises Supervisor from Peter Young to Christopher Moulton in respect of the premises licences held for Guildhall, Market Square, and Dr Johnson Birthplace Museum.

18 PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in the attached schedules **Appendix 8** attached, for the following periods:

- a) 1 March 2015 to 31 March 2015 in the sum of £94,956.29 General Account, and £1,755.57 Imprest Account
- b) 1 April 2015 to 30 April 2015 in the sum of £91,752.35 General Account, and £873.55 Imprest Account

19 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.

20 STAFFING COMMITTEE

To adopt the Minutes and recommendations contained in the Minutes of the Staffing Committee meeting held on 28 May 2015, **Appendix 9** (attached for members).

21 MARKET SQUARE PAVING

To consider the Report and recommendations **Appendix 10** (attached for members).

22 TENDERS

To receive verbal report from the Tenders Committee Meeting 2pm 24 June 2015 of tenders received for Donegal House external decoration and repairs.

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**PUBLIC PARTICIPATION SESSION
AT CITY COUNCIL MEETINGS**

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

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

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

Lichfield City Council

**Minutes of the Annual Meeting of Lichfield City Council held in Guildhall, Lichfield,
on Monday, 18 May 2015 at 6.30 pm**

PRESENT: Councillors Mrs J Allsopp, R Awty, B Bacon, Mrs N Bacon, Mrs D Baker, Mrs M Bland, Mrs G Boyle, J Brooks, B Cocksey, D Dundas, Mrs J Eagland, C Greateorex, Mrs J Greaves, P Hitchman, Mrs S James, D Leytham, Miss J Marks, T Matthews, B McMullan, D Smedley, A Smith, C Spruce, A Thompson, M Thompson, Mrs L Warfield, M Warfield and R Yardley.

APOLOGIES: Councillor I Eadie.

1 ELECTION OF MAYOR

It was proposed by Councillor R Awty, seconded by Councillor C Spruce, and

RESOLVED: That Councillor Andrew Francis Smith be elected Mayor of the City to hold office until the election of a successor at the Annual Meeting of Council in May 2016.

The Mayor was invested with the Mayoral Chain, and signed the Declaration of Acceptance of Office. The Mayor then took the Oath of Allegiance and occupied the Chair.

2 COUNCIL MINUTES

RESOLVED: That the Minutes of the City Council Meeting held on 20 April 2015 (104 – 117) be confirmed and signed as a correct record.

3 APPOINTMENT OF DEPUTY MAYOR

It was proposed by Councillor Mrs J Greaves, seconded by Councillor M Warfield, and

RESOLVED: That Councillor Mrs Sheelagh Ann James be appointed Deputy Mayor to hold office until the election of Mayor at the Annual Meeting of Council in May 2016.

The Deputy Mayor was invested with the badge of office, and signed the Declaration of Acceptance of Office.

4 ELECTION OF SHERIFF

It was proposed by Councillor Mrs J Eagland, seconded by Councillor B Bacon, and

RESOLVED: That Mr Michael Alfred Sheldon be elected Sheriff of the City to hold office until the election of a successor at the Annual Meeting of Council in May 2016.

The Sheriff was invested with the Chain of Office, and took the Oath of Fealty to the Crown.

5 EXPRESSION OF THANKS

The Mayor, Deputy Mayor and Sheriff each returned thanks for their election.

6 APPOINTMENT OF MAYOR'S CHAPLAIN

The Mayor announced that Reverend Janet Waterfield would be his Chaplain.

7 APPOINTMENT OF MAYOR'S CADET

The Mayor announced that Cadet Flight Sergeant Alister Daire would be his Cadet and presented him with his Badge of Office.

8 VOTE OF THANKS TO RETIRING MAYOR

It was proposed by Councillor A Thompson, seconded by Councillor Mrs J Allsopp, and

RESOLVED: That the best thanks of the citizens be accorded to Councillor Mrs Norma Bacon for her valuable and outstanding services as Mayor during 2014/15.

Councillor Mrs Bacon responded in suitable terms and paid tribute to members of the Council and City Council staff for their support during her term of office.

9 VOTE OF THANKS TO RETIRING SHERIFF

It was proposed by Councillor C Spruce, seconded by Councillor B Bacon, and

RESOLVED: That the best thanks of the citizens be accorded to Councillor Robert Awty for his valuable and outstanding services as Sheriff during 2014/15.

Councillor Awty responded in suitable terms and paid tribute to members of the Council for their support and friendship during his term of office.

10 PRESENTATION OF BADGES OF OFFICE

The Mayor presented Badges of Office to the Mayoress, Deputy Mayor's Consort and Sheriff's Lady.

11 REPLICA BADGES OF OFFICE

The retiring Mayor and Consort, and the retiring Sheriff and Sheriff's Lady were presented with replica badges of office by the Mayor.

12 APPOINTMENT OF LEADER OF COUNCIL

It was proposed by Councillor M Warfield, seconded by Councillor Mrs N Bacon, and

RESOLVED: That Councillor D Smedley be appointed Leader of Council for the ensuing year.

13 APPOINTMENT OF DEPUTY LEADER OF COUNCIL

It was proposed by Councillor Mrs J Allsopp, seconded by Councillor R Yardley, and

RESOLVED: That Councillor Mrs N Bacon be appointed Deputy Leader of Council for the ensuing year.

14 APPOINTMENT OF COMMITTEES AND ADVISORY COMMITTEES

RESOLVED: That membership of Committees, Working Parties, and Advisory Committees be as follows:

a) ***Planning Committee***

All members of Council

Chairman: Councillor Mrs S James Vice Chairman: Councillor B Cocksey

b) ***Audit Committee (6 members)***

5 Majority Group – Councillors: Mrs N Bacon, D Leytham, B McMullan, D Smedley, C Spruce 1 Minority Groups – Councillor J Brooks

Chairman: Councillor D Smedley Vice Chairman: Councillor Mrs N Bacon

- c) **Grants Advisory Committee (9 members)**
8 Majority Group – Councillors: R Awty, B Bacon, Mrs N Bacon, Mrs D Baker, Mrs J Greaves, B McMullan, M Warfield, R Yardley
1 Minority Groups – Councillor Mrs M Bland
Chairman: Councillor Mrs N Bacon Vice Chairman: Councillor R Yardley
- d) **Johnson Birthplace Advisory Committee (6 Council members + 1 representative member)**
5 Majority Group – Councillors: R Awty, G Boyle, C Spruce, A Thompson, R Yardley
1 Minority Groups – Councillor J Brooks
1 Johnson Society (appointed by Society)
Chairman: Councillor R Awty Vice Chairman: Councillor A Thompson
- e) **Neighbourhood Plan Committee (12 members)**
10 Majority Group – Councillors: Mrs J Allsopp, Mrs D Baker, B Cocksey, D Dundas, I Eadie, D Leytham, Miss J Marks, A Thompson, M Thompson, M Warfield
2 Minority Groups – Councillors: Mrs M Bland and J Brooks
Chairman: Councillor A Thompson Vice Chairman: Councillor D Leytham
- f) **Staffing Committee (8 members)**
7 Majority Group – Councillors: B Bacon, Mrs N Bacon, B Cocksey, Mrs S James, T Matthews, D Smedley, A Thompson
1 Minority Groups – Councillor J Brooks
Chairman: Councillor D Smedley Vice Chairman: Councillor Mrs N Bacon
- g) **Tenders Committee (5 members)**
Mayor, Deputy Mayor, Council Leader, Deputy Leader,
1 Minority Group (Cllr Mrs M Bland)
Chairman: Leader of Council Vice Chairman: Deputy Leader of Council
- h) **Twinning Grants and Youth Grants Award Panel (3 members)**
Leader of Council, Deputy Leader, plus 1 Minority Group (Cllr Mrs M Bland)
- i) **Complaints Panel (4 members)**
Councillors: B Bacon, Mrs N Bacon, Mrs D Baker, Miss J Marks

15 MEMBERS' DECLARATIONS OF ACCEPTANCE OF OFFICE

The Town Clerk reported that completed Declarations had been received from all Councillors.

**THERE BEING NO FURTHER BUSINESS
THE MAYOR DECLARED THE MEETING CLOSED AT 7.09 PM**

MAYOR

Lichfield City Council

**Minutes of the Audit Committee Meeting held at 6.30 pm on Monday, 15 June 2015
in Committee Room No.1, Guildhall, Lichfield**

Present: Councillor D Smedley (Chairman) and Councillors Mrs N Bacon, and J Brooks.

Apologies Councillors D Leytham, B McMullan and C Spruce

In attendance: Mr P Young (Town Clerk and RFO), Mrs Alison James (Accounts Officer), and Mr G T Keatley (Internal Auditor)

1 MINUTES

The Minutes of the Internal Control Working Party Meeting held on 24 March 2015 were confirmed as a correct record.

2 MATTERS ARISING FROM MINUTES

None.

3 OUT-TURN REPORT AND STATEMENT OF ACCOUNTS

Members considered the Out-turn Report and draft Annual Return for the year ending 31 March 2015, together with various graphs showing key historic data on City Council income/expenditure from 2001 onwards.

RECOMMENDATION TO COUNCIL:

1 *That the Out-Turn Report 2014/15 be received.*

2 *That the underspend on 2014/15 budget of £29,597 be re-allocated as follows:*

<u>Budget Head</u>	<u>underspend £ 2014/15</u>	<u>Action</u>
<i>Repairs and Renewals - Guildhall/Donnegal House</i>	<i>£9,727</i>	<i>Carry forward to 2015/16 budget as programmed works ongoing</i>
<i>Repairs and Renewals - Johnson Birthplace</i>	<i>£6,625</i>	<i>Carry forward to 2015/16 budget as programmed works ongoing</i>
<i>Capital - Market Square paving</i>	<i>£6,000</i>	<i>Carry forward to 2015/16 budget as programmed works ongoing</i>
<i>Remaining underspend</i>	<i>£7,244</i>	<i>To be added to general balances</i>
	<i>£29,597</i>	

3 *That in the 2015/16 budget, the budgeted opening balance of £784,311 be amended to £813,908 to reflect the actual balance carried forward.*

4 *That the Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £11,754 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2014/15 financial year.*

5 *That in respect of the Audit Commission Annual Return for the year ending 31 March 2015:*

- a. The Council approve the Accounting statements (Section 1 of the Annual Return) and this be signed by the Mayor on behalf of the Council*
- b. The Council consider each item in the Annual Governance Statement (Section 2 of the Annual Return) and approve that this be signed by the Mayor and Town Clerk on behalf of the Council*
- c. The Council note the Annual Internal Audit Report (Section 4 of the Annual Return).*

4 CHANGES TO SMALLER AUTHORITIES LOCAL AUDIT AND ACCOUNTABILITY

Members were informed that the Local Audit and Accountability Act 2014 and associated new regulations made various changes which affected public accountability for councils below £6.5 million expenditure (called “smaller authorities”). The new requirements arose partly as a consequence of the closure of the Audit Commission from 31 March 2015.

A non-technical Guide to the changes had been produced setting out what smaller authorities needed to do from 1 April 2015, and what would change further from 1 April 2017. A copy of the Guide was included with the agenda report.

RECOMMENDED: That the changes arising from the Local Audit and Accountability Act 2014 be noted.

5 DATE AND TIME OF NEXT MEETING

Scheduled for Wednesday, 23 March 2016 at 6.30pm.

***There being no further business the Chairman
declared the meeting closed at 7.05pm***

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Lichfield City Council

**Minutes of the Neighbourhood Plan Committee Meeting held at 6.30 pm
on Tuesday, 16 June 2015 in Committee Room No.1, Guildhall, Lichfield**

PRESENT: Councillor A Thompson (Chairman), and Cllrs Mrs J Allsopp, Mrs M Bland, B Cocksey, D Dundas, D Leytham, Miss J Marks, and M Thompson.

APOLOGIES: Councillors Mrs D Baker, J Brooks, I Eadie and M Warfield.

1 MINUTES

Minutes of the Meeting held on 23 January 2015 were confirmed as a correct record.

2 NEIGHBOURHOOD PLAN – BACKGROUND

For the benefit of new committee members the Town Clerk gave a short summary of the Neighbourhood Plan process, and the background to the Lichfield Neighbourhood Plan.

3 NEIGHBOURHOOD PLAN – INTERIM FINDINGS AND NEXT STEPS

Members considered the agenda report on the Neighbourhood Plan Interim Findings, together with a presentation from Chris Bowden of Navigus Planning and Shilpa Rasaiah of Peter Brett Associates. This was followed by detailed discussion on the issues raised.

Members endorsed the themes identified and the approach towards preparing the Neighbourhood Plan and an associated Economic Action Plan.

RECOMMENDED: That the Report be noted and the Consultants prepare further work along the themes identified and produce draft documents containing options for consultation.

***There being no further business the Chairman
declared the meeting closed at 12:50pm***

* * * * *

For Council: 24 June 2015 APPENDIX 4

Representatives on Outside Bodies

Outside Body	No of Reps	Period of Office	Current Appt Ends	Current Representatives	Reps Req'd	2015/2016
BID Steering Group/Board	1	1 Year	Jun-15	Cllr D Smedley	1	<i>required</i>
Boley Park Community Hall Management Committee	3	1 Year	Jun-15	Cllr Mrs J Allsopp	1	<i>required</i>
			Jun-15	Cllr Mrs S James	1	<i>required</i>
			Jun-15	Cllr D Smedley	1	<i>required</i>
Boley Park Community Hall Trustees	4	Until retire or replaced	Until retire or replaced	Cllr Mrs J Allsopp	0	<i>Cllr Mrs J Allsopp</i>
				Cllr C Spruce	0	<i>Cllr C Spruce</i>
				Cllr M Warfield	0	<i>Cllr M Warfield</i>
				Cllr D Smedley	0	<i>Cllr D Smedley</i>
Bower Committee	1	1 Year	Jun-15	Cllr Mrs J Greaves	1	<i>required</i>
Curborough Community Association	3	1 Year	Jun-15	Cllr Mrs N Bacon	1	<i>required</i>
			Jun-15	Cllr D Dundas	1	<i>required</i>
			Jun-15	Cllr M Warfield	1	<i>required</i>
Darwin Hall Community Association Trustees [and Company Directors]	4	Until retire or replaced	Until retire or replaced	Cllr R Awty	0	<i>Cllr R Awty</i>
				Mr T Finn	0	<i>Mr T Finn</i>
				Mr I Jackson	1	<i>wishes to be replaced</i>
				Mr J Smith	1	<i>wishes to be replaced</i>
Dr Milley's Hospital	1	4 Years	Mar-17	Cllr Mrs M Bland	0	<i>Cllr Mrs M Bland</i>
Erasmus Darwin Foundation	1	1 Year	Jun-15	Cllr Mrs M Boyle	1	<i>required</i>
Friends of Samuel Johnson Community Hosp.	1	1 Year	Jun-15	Cllr Mrs S James	1	<i>required</i>
Friends of Lichfield Historic Parks Group	1	1 Year	Jun-15	Cllr Mrs J Greaves	1	<i>required</i>
Guild of St Mary's Centre Lichfield (Ltd)	1	1 Year	-	Mayor in Office	0	<i>Mayor in Office</i>
Hinton's Charity	3	1 Year	-	Mayor in Office	0	<i>Mayor in Office</i>
		4 Years	Jun-15	Cllr Mrs J Eagland	1	<i>required</i>
			Jun-15	Mr B Diggle	1	<i>required</i>
Johnson Council (non-voting observers)	2	1 Year	-	Mayor in Office	0	<i>Mayor in Office</i>
			-	Sheriff in Office	0	<i>Sheriff in Office</i>
Lichfield District Arts Executive Committee [non-voting observer]	1	1 Year	Jun-15	Cllr B Bacon	1	<i>required</i>
LDC - Community Transport Partnership	1	1 Year	Jun-15	Cllr B Bacon	1	<i>required</i>
LDC - Parish Forum	2	1 Year	Jun-15	Cllr R Awty	1	<i>required</i>
			Jun-15	Cllr Mrs N Bacon	1	<i>required</i>
			Jun-15	Mr J Bayliss	1	<i>required</i>

Outside Body	No of Reps	Period of Office	Current Appt Ends	Current Representatives	Reps Req'd	2015/2016
Lichfield City Forum	1	1 Year	Jun-15	Cllr D Dundas	1	<i>required</i>
			Jun-15	Mr T Finn	1	<i>required</i>
			Jun-15	Cllr Mrs N Bacon	1	<i>required</i>
Lichfield and District Council of Voluntary Service	1	1 Year	Jun-15	Cllr Mrs J Allsopp	1	<i>required</i>
South East Staffs C.A.B.	1	1 Year	Jun-15	vacant	1	<i>required</i>
Lichfield Conduit Lands Trust	4	1 Year	-	Mayor in Office	0	<i>Mayor in Office</i>
		4 Years	Jun-16	Cllr Mrs M Boyle	0	<i>Cllr Mrs M Boyle</i>
Lichfield District Tourism Association Executive	2	1 Year	Jun-15	Museums & Heritage Officer	1	<i>Museums & Heritage Officer</i>
			Jun-15	Mr I Jackson	1	<i>required</i>
Lichfield Rail Alliance, West Coast Rail 250, and all other rail related matters	1	1 Year	Jun-15	Cllr A Thompson	1	<i>required</i>
Mary Slater's Charity	2	1 Year	-	Mayor in Office	0	<i>Mayor in Office</i>
			-	Sheriff in Office	0	<i>Sheriff in Office</i>
Michael Lowe's and Associated Charities	5	4 years	15 July 16	Mr T Finn	0	<i>Mr T Finn</i>
			15 Dec 17	Mr B Diggle	0	<i>Mr B Diggle</i>
			3 April 18	Cllr P Hitchman	0	<i>Cllr P Hitchman</i>
			5 July 15	Cllr Mrs N Bacon	0	<i>required</i>
			5 July 15	Cllr Mrs J Eagland	0	<i>required</i>
Municipal Charities	4	1 Year	-	Mayor in Office	0	<i>Mayor in Office</i>
		4 Years	Oct-15	Cllr Mrs J Allsopp	0	<i>required</i>
			Nov-16	Cllr Mrs J Greaves	0	<i>Cllr Mrs J Greaves</i>
			Nov-16	Mrs D English	0	<i>Mrs D English</i>
North Lichfield Initiative - Board	1	1 Year	Jun-15	Mr T Finn	1	<i>required</i>
Speakers Corner Committee	1	1 Year	Jun-15	Cllr A Thompson	1	<i>required</i>
SPCA - Executive Cttee (nomination only – subject to election by SPCA)	1	2 Years	Nov-15	Cllr A Smith	1	<i>required</i>
St Giles Hospice Local Government Friends'	1	4 Years	Jun-15	Cllr B Bacon	1	<i>required</i>
Twinning Association	3	1 Year	-	Mayor in Office	0	<i>Mayor in Office</i>
			Jun-15	Mr T Finn	1	<i>required</i>
			Jun-15	Cllr D Dundas	1	<i>required</i>

CITY OF LICHFIELD

**Minutes of the Annual Town Meeting held in the Guildhall, Lichfield
at 7.30 pm on Wednesday, 20 May 2015**

218 PRESENT

The Mayor of Lichfield (Councillor Andrew Smith, in the Chair), and 64 attendees and electors including twelve Lichfield City Councillors and representatives from local organisations as entered in the attendance sheets.

219 OPENING REMARKS AND WELCOME BY THE MAYOR

The Mayor warmly welcomed everyone to the Annual Town Meeting and introduced the Town Clerk who outlined for the benefit of those unfamiliar with the proceedings, the order of business and conduct of the meeting.

220 MINUTES

RESOLVED: That the Minutes of the Annual Town Meeting held on 21 May 2014 be confirmed as a correct record.

221 CITY COUNCIL ANNUAL REPORT 2014 - 2015

A copy of the Annual Report of City Council activities during 2014-15 was circulated for information. Councillors C Spruce, Mrs J Eagland, A Thompson, B McMullan, Mrs N Bacon, D Leytham, D Dundas, C Greatorex, B Cocksey and D Smedley each reported on various items included in the Report.

222 QUESTIONS AND COMMENTS

The following matters were raised by electors:

- a) A question relating to the Donegal House clock which was awaiting repair.
- b) A statement concerning the poor condition of the Stowe Pool pathway; but noting that this was the responsibility of Lichfield District Council.

223 MOTION FOR DEBATE - Closure of Lichfield Records Office

A motion was proposed by Kate Gomez, co-founder of the "Lichfield Discovered" local history group. After discussion an amendment to the wording by the addition of a final line was agreed with the proposer, and on being put to the vote the following motion was declared **CARRIED**.

"The meeting believes that Lichfield City Council should encourage the County Council to explore the wider benefits of aligning plans for the archive service with other initiatives of a local historical nature. The meeting believes the County Council can improve its HLF funding bid and encourage community support by closely aligning its proposals for the archive service with broader strategic objectives (as set out in the District's Local Plan and the emerging Neighbourhood Plan). In particular we would wish to see the Library and Records Office retained on the current site."

224 PRESENTATION OF GRANTS 2015 - 2016

The Mayor presented grant cheques to those local organisations represented at the meeting.

**THERE BEING NO FURTHER BUSINESS THE MAYOR
DECLARED THE MEETING CLOSED AT 8.21 PM**

OFFICERS' REPORT

1. Guildhall

The Guildhall has played a central role in May not only hosting the traditional Civic events that the month brings but also the business of the council. The Guildroom was used as a Polling Station on 7 May from 6am – 10pm. The Annual Council & Mayor making was held on 18 May followed by the Annual Town Meeting on 20 May both of which were well attended. The traditional Bower celebrations took place over the Bank Holiday weekend at the end of May and many events, including the Toast to the Bower, Court of Arraye and the popular Model Fair Exhibition were held at the Guildhall.

The Lichfield Diocesan Board held a conference for 130 of its head teachers on the 1 June and chose to book both the main hall & Guildroom for the whole day.

The Society of Local Council Clerks Staffordshire Branch held their AGM at the Guildhall on 9 June, and their Honorary Secretary commented on what a beautiful building the Guildhall was.

Repairs to one of the microphones in the Guildhall have been carried out and a second new one has also been purchased.

2. Johnson Birthplace Museum

The Samuel Johnson Birthplace Museum welcomed 3,500 visitors in April and May, including 230 primary school children from Chadsmead and St Chad's, Woodlands in Tamworth, and Whitehouse Common in Sutton Coldfield. Spring was a busy time for events for all ages, with an 'Easter Explorers' Trail and 'Half Term Fun' activities for the school holidays, as well as a 'Delving into the Dictionary' history workshop led by the MHO and Museum Attendant Sue Bray, to commemorate the 260th anniversary of the publication of Johnson's famous work. A new series of Guided Tours on Saturday afternoons was launched in May, and the MHO has worked in partnership with Erasmus Darwin House on reciprocal advertising for the events. Outreach work included a visit to speak to Lichfield Women's Group.

The Birthplace is keen to develop links with local colleges and universities, and in May a group from Staffordshire University filmed a scene for an assessed feature film in the Museum bookshop. May also saw the completion of a project by Kendell Burgess, an American student studying at Keele University. Kendell has designed an improved type of object label in consultation with visitors, to be gradually introduced throughout the Museum. A new volunteer, Hannah Hood, has joined the team to help with the Birthplace children's reading group 'Bookworms United' on Saturdays.

Behind the scenes, MHO projects have included submitting the Birthplace re-application to the Museums Accreditation Scheme in April following months of preparation work, handling a number of research enquiries from members of the public, contributing to a joint booklet publication promoting Johnson and the house arranged by the Johnson Society, and work continues on cataloguing and making arrangements for the Friary medieval tiles discovered at the Guildhall earlier in the year in collaboration with volunteers. Bookseller Michael Morris, who has supplied the Birthplace with print and map stock for several years, has joined the small number of sellers providing book stock to the Bookshop.



Improvements and repairs continue on the Birthplace building, with new LED lighting installed in the Birth Room and London Life Room. The MHO also looks after the Guildhall Prison Cells display, which opened for the summer season in April with a full team of volunteers, including two new recruits, who have already welcomed over 1,500 visitors during Saturday opening.

3. Civic matters

St George's Court, 23 April - Keeping the historic traditions alive; the Mayor presided over a packed court to hear amusing reports from the Ale Tasters, Pinners and High Constables. Burton Bridge Brewery yet again sponsored the event with the traditional barrel of ale. Cllr Tony Thompson gave the toast to the Patron Saint.

Mayor's Banquet, 18 May - The new Mayor and Sheriff were pleased to welcome over 120 guests to the Guildhall for the Mayor's Banquet following the Annual Meeting. Speeches were given by Rev. Ian Hayter (Church and State, Weal and Worship) County Councillor Terry Finn (Mayor and Mayoress) and Cllr Mrs Janet Eagland (Sheriff and Sheriff's Lady).

Bower Sunday, 24 May - The Hussars Marching Band from Derbyshire headed the Civic Procession to St Michael's Church, for the Annual Bower Sunday Service, led by Reverend Simon Baker.

Court of Arraye and Bower Procession, 25 May

The Mayor, in his role as Lord of the Manor, received a number of highly entertaining reports delivered by the Dozeners of the City at the Court of Arraye. This year he was pleased to inspect a full contingent of able-bodied boys and girls at arms, drawn from the local cub-scout groups. Reports confirmed that all is well within Lichfield for another year. Following the toast to the Bower, given by Cllr Mrs Janice Greaves, the Mayor crowned the Bower Queen and Deputy. After watching the Bower Procession, the Civic Party adjourned to Beacon Park as guests of the Bower Committee to watch the Bower festivities.

Mayor's Sunday, 31 May - Civic guests and friends joined the Mayor and Sheriff at St Mary's Church for the Mayor's Sunday Service which was led by Reverend Janet Waterfield, Mayor's Chaplain for the coming year. The Mayor's Cadet, Cadet Flight Sergeant, Alister Daire lead the corps of Cadets who formed a military guard of honour into the Church.



4. Markets

Twelve market stalls were relocated to Market Street on the evening of Friday 13 February to make space for the setting up of the small Shrovetide Fair. The fair remained on site until the following Tuesday evening and ran alongside both the Saturday and Tuesday Market. This is the second year that this arrangement has been in place and it means that there only needs to be a partial relocation of the Saturday Market, as opposed to a full relocation, and a modification to the Tuesday Market stalls rather than the cancellation of that market as in previous years.

Market Square bookings on non-market days from January to June 2015 included the MacMillan Cancer Support Bus, the Staffordshire Police Crime Awareness vehicle and Leons Holidays. Monthly bookings included Arts & Craft Fairs and the County Council's Adoption and Fostering recruitment bus.

As a result of the increase in Market Square bookings an application form has been created which will clarify and confirm each individual booking as well as affirming booking conditions and rental fees. There are a couple of traders who are now regularly trading on either Sundays or non-market days and they have been issued with annual licences to establish terms and conditions of letting. Bookings for Minster Pool Walk have also increased and therefore a separate booking form is currently being created to cover details of hire and rental fees.

The monthly block paving repair on Market Square was completed in April and May using the paving blocks salvaged when the middle band on Market Square was repaved over two consecutive days in April. This arrangement proved successful as the work was completed on non-market days so that the weekly markets went ahead as normal. A 'Marshalls' concrete block has been used to replace the original stone blocks as they are proven to be more robust and hard wearing with a non-slippery surface.

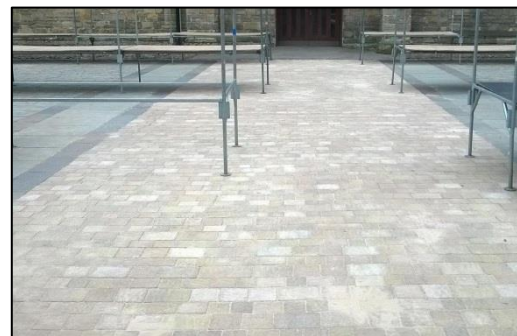
High winds have caused a few problems for the markets during 2015 and resulted in the Tuesday Market being cancelled on 31 March.

A ¼ page Farmers' Market advert was placed in the May/June Staffordshire Living Magazine. A General Market's advertisement will be included in the new presentation folders being produced for Nether Stowe High School as a fundraising project, to be distributed over the next two years to teachers, parents, students, governors, new families to the area, and local feeder schools etc.

The annual service of the electricity pop-ups was carried out on 16 April and resulted in the replacement of five RCD's and two 16 amp sockets. One of the leaded windows in the Market Square kitchen and toilet block sustained damage in March and was repaired. A further ten stall counter boards have been ordered which are made from a good quality resin and although more expensive than the previous order they are expected to be more resilient and hard-wearing.

The City Council has been a member of NABMA (National Association of British Market Authorities) since 1999. NABMA continues to be a reliable source of reference for general market matters, giving advice and support where and when required.

The application form for this year's Christmas Lights Switch On has been sent to those traders who attended last year's event and several have been completed and returned with the required payment. An extra market took place on Wednesday 27 May to replace the Tuesday Market which was cancelled due to the Bower Fair being on the Market Square.



5. Twinning

Limburg City Council

Following the sad death of Rolf Dettmann, Limburg councillors have elected Michael Köberle (CDU) as the new Council leader.

After 18 years in office, Martin Richard stood down at the Limburg Mayoral elections, 14th June. The two candidates are Michael Stanke (CDU), the Deputy Mayor for the last 4 years and Dr. Marius Hahn (SPD) who has been a councillor for 8 years.

Europa-Union Limburg

The Limburg Europa Union group visited 1-5 May, staying in Lichfield. The group consisted of 20 people, 12 of who were visiting Lichfield for the first time. On 4 May they enjoyed an interesting talk and discussion on the UK elections and Britain's position on Europe, presented by Peter young and translated by Peter Barrett. The event was also attended by the Mayor Cllr Mrs Norma Bacon, City Council leader Terry Finn, the Liberal Democrat parliamentary candidate Paul Ray, and various city councillors.



Kreismusikschule Limburg A group of 10 young musicians (13–17 years) visited Lichfield over the early May bank holiday and performed at the Methodist church with Lichfield band "Blast Off".



Limburg student A 17 year old German grammar school student (Marie-Kristin) would like to attend a UK school from January to June 2016. Placement options are being looked into.

Chasetown FC Would like to establish new twinning links with a Limburg football club youth team that they could welcome at the same time as Sainte-Foy for a tournament between the three teams.

Soroptimist Society The Lichfield Soroptimist Society would like to form a friendship link with a similar organisation in Sainte Foy.

Radio Club A new Radio club, Staffordshire Portable Amateur Radio Club (SPARCS), who are based in Lichfield, would like to explore the possibility of establishing contacts in Limburg and Sainte Foy.

Limburger Domsingknaben The new leader of "Limburger Domsingknaben" (Cathedral Boys Choir), Mr. Andreas Bollendorf is planning a concert tour to the UK this year, and would like to include a performance at the Lichfield Cathedral. They performed in Lichfield cathedral in 1994.

Twinning Walking Weekend From 12-15 June 19 members of the Lichfield & District Ramblers, plus 14 guests from Sainte Foy and 15 from Limburg will take part in a walking week-end at Great Hucklow.

Training The Twinning Officer, Sophie Bishop, will take part to a 2-day **free** World Host Customer Service training course 1-2 July. The course aims to improve customer service and help to communicate effectively with customers from different cultures and backgrounds.

Social Media Facebook 165 likes/ 225 Friends, Twitter 101 followers.

6. Open Spaces

Blooming Fun Projects The sun shone on Friday 5 June when a young group of people from Talent Match, and the Open Spaces Officer got busy removing overgrown weeds from a raised brick planter on Upper St John's Street. Also keen to help out was city councillor Norma Bacon, and Richard Lewis from the Chamber of Trade and Commerce. The aim of the event was to offer an opportunity for young people aged between 18-24 who have been out of work to increase their range of work experience. The participants are part of a Lottery-funded project helping young people into employment. Another reason for the planting project was to work towards improving neglected areas within the city as part of the ongoing Lichfield in Bloom campaign.

Forest Schools for Summer During the first week of May, the Open Spaces Officer attended a Level 3 Forest Schools practitioner training course at Archimedes training near Sheffield. A whole range of activities formed part of the week, including using hand tools to make wooden items such as mallets and simple stools, collecting tinder and starting a fire, putting up tarps and shelters, creating twig frames, interactive woodland games and nature identification.

In order to complete the training, the Open Spaces Officer is to run six forest school sessions this summer at Chadsmead primary school, where the Head is really keen to have some trial sessions as they are looking to implement Forest Schools into their regular curriculum. Following on from this it is hoped that the Open Spaces Officer can then offer sessions at schools according to requirements, or at a site owned by the City Council.

Tree Inspections Two lime trees at St Michaels Churchyard were inspected in detail using decay detection apparatus by a registered arboricultural consultant. The trees were showing low vigour and had weeping areas of black necrotic staining on the bark. The results indicate that the trees are likely to be infected with the pathogen *phytophthora citricola* or *cactorum*, which causes the black bleeding patches on the bark. Neither tree was deemed hazardous, but advice is to have them re-inspected in 12 months' time.

Lichfield in Bloom On the 16th July judges from the Royal Horticultural Society will be coming to Lichfield to view certain areas and give a score depending on particular horticultural achievements. The Lichfield in Bloom Committee have been working hard to plan activities and projects that will enhance the city. The Open Spaces Officer will be meeting the judges at St Michaels Primary school on Cherry Orchard, with a group of children who took part in the planting day at the school back in March. We will view the trees that were planted, and the children will give an account of the day.



Extracts from DCLG publication:

Strengthening parish and town council accountability

Consultation on extending the remit of the Local Government Ombudsman to larger parish and town councils

Introduction

1. The Department for Communities and Local Government is consulting on proposals to extend the redress available to the public when they are let down by their local authority by extending the jurisdiction of the Local Government Ombudsman to larger parish and town councils responsible for substantial sums of public money and whose decisions affect a large number of people.
2. The Local Government Ombudsman may investigate complaints from individual members of the public who consider they have suffered injustice arising from maladministration in local authorities. If the Local Government Ombudsman finds in favour of the complainant, the Local Government Ombudsman may recommend redress. The jurisdiction of the Local Government Ombudsman currently extends to, among other authorities, district, borough, city and county councils. It does not extend to parish or town councils.
3. The remit of the Local Government Ombudsman is something that the Government keeps under constant review. The Government recognises that when the public are let down by those that provide their services, swift and effective redress is important.
4. There are around 9,000 parish and town councils across England, representing more than 37 per cent of the population. Whilst parish and town councils do not have the same range of powers as principal local authorities – county and district councils and London borough councils - their responsibilities can be diverse and the decisions they take can affect the day to day lives of many citizens. Whilst for the majority of parish and town councils the local redress mechanisms currently available to the public are sufficient and proportional, it is right that larger parish councils with responsibilities and budgets comparable to those of district councils, should have equivalent accountability and redress mechanisms to those of principal authorities.
5. It is thus proposed to extend the Local Government Ombudsman's jurisdiction to cover these larger parish and town councils. This should not only give a better deal for the citizen but also lead to better quality and value for money in the local public services delivered by the tier of government nearest to the people.

Parish and Town Councils and Redress

6. It would be neither practical nor appropriate to extend the jurisdiction of the Local Government Ombudsman to cover all parish and town councils, some of which can have budgets of a few thousand pounds and populations of one or two hundred. In fact parish and town councils vary enormously in size, activities and circumstances. The smallest represent populations of less than 150, the largest has a population of around 71,000 people. Parish and town councils do have a range of statutory functions, which are concurrent with those of district councils and include for instance, allotments, maintenance of footpaths, certain planning matters, maintenance of recreation grounds, traffic calming measures, provision of bus shelters, community centres and the acquisition and sale of land. In addition, principal councils may devolve responsibility for the discharge of certain of their functions to parish and town councils where these have the capacity to undertake these roles.

7. There are, however, important differences between town and parish councils and principal local authorities such as district councils. Legislation regarding executive arrangements and overview and scrutiny does not apply to parish councils. Parish and town councils have limited requirements for audit where income and expenditure is below £6.5m.

8. Local authorities, including parish and town councils, are independent of central government. They are accountable to their electorate, the auditors and ultimately the courts. Legislation provides a framework in which they must operate and they must operate within the law at all times. The Government expects parish and town councils to be open and transparent in the way they conduct their business.

9. The majority of parish and town councils, with the relatively limited functions which they exercise, are well placed to settle complaints at a grass roots level. Redress mechanisms include using the council's formal complaints procedure, or pointing out concerns during the public inspection period of accounts, or by joining with a group of local electors to call for a parish poll on the issue of concern. Furthermore, every elector has the right to raise any matter affecting parish business at the annual parish meeting.

10. Redress routes can also shape and inform the future direction of a parish or town council. For example, parish polls, which allow for a ballot of local government electors in the parish to be called on any question arising from a parish meeting, can provide an indication of support for, or opposition to, specific parish matters which can help to guide the council's decision making.

11. The Government considers that for the majority of parish and town councils the existing system of redress for handling complaints is proportionate, lends itself to achieving swift and effective redress, and is consistent with the principles of localism. However, it considers that for those larger parish councils with responsibility for large amounts of taxpayers' money or which make decisions affecting the lives of many thousands of people, it would be appropriate to have an independent redress mechanism for members of the public.

The Local Government Ombudsman

12. The Local Government Ombudsman has responsibility for investigating complaints from individual members of the public who consider they have suffered personal injustice arising from maladministration in local authorities and certain other bodies within the Local Government Ombudsman's jurisdiction. The Local Government Ombudsman can make recommendations for redress and while these recommendations are not binding, there is almost total compliance. Recommendations for redress are intended to right the injustice caused and can include financial remedy, although this tends to be in the hundreds, rather than the hundreds of thousands, of pounds. The Local Government Ombudsman's recommendations are also valuable in preventing a repeat of the injustice and so promoting good practice in local authorities.

13. The Local Government Ombudsman's jurisdiction extends beyond principal local authorities such as district, borough, city and county councils to authorities such as internal drainage boards, National Park authorities and Fire and Rescue authorities. In 2013-2014 the Local Government Ombudsman considered 11,725 complaints and enquiries about, for instance, benefits and tax, planning and development, highways and transport and environmental matters. The Local Government Ombudsman's jurisdiction also covers social care provision, and extends to adult social care provided privately.

14. The Local Government Ombudsman is considered by Government to be a valued and respected part of the democratic process providing redress for individuals and driving up standards in authorities within its jurisdiction. Given the experience of the organisation in investigating complaints not just about principal local authorities but also varied single purpose authorities, the Government considers that it is the appropriate organisation to be given the role of independent redress provider for larger parish councils.

Q1. Should the Local Government Ombudsman's jurisdiction be extended to larger parish and town councils?

Defining ‘Larger’ Parish and Town Councils

The proposal

15. The Government is not proposing extending the jurisdiction of the Local Government Ombudsman to all parish and town councils. The Government understands that this would be impractical, with over 9,000 parish and town councils in England. Furthermore, the Government considers that for the majority of parish and town councils the existing redress mechanisms are proportionate.

16. The Government considers that it is right that the jurisdiction of the Local Government Ombudsman be extended to larger parish and town councils. We are now consulting on how a larger parish and town council is defined.

Defining a larger parish or town council by population

17. Some town councils have populations the same, or larger, than some of the smaller district councils which are within the jurisdiction of the Local Government Ombudsman. The smallest population for a district council is around 35,000 people. The Government considers it reasonable that any parish or town council with a population the same as or greater than a district council may be considered a large parish or town council and, because the actions, decisions and responsibilities of the parish or town council affect so many people, that parish or town council should be within the jurisdiction of the Local Government Ombudsman. Census data would be used to provide the population numbers for the parish and town councils. There are around 21 town councils with a population of 35,000 or more.

18. The Government understands that there may be an argument for extending the jurisdiction of the Local Government Ombudsman to less populous parish and town councils. Respondents are invited to indicate their preferred population threshold. The table below indicates how many parish and town councils would be in the jurisdiction of the Local Government Ombudsman if the threshold were set at various population levels.

Population threshold	Approximate number of parish and town councils within jurisdiction
1,000 and more	2,640
5,000 and more	
10,000 and more	444
20,000 and more	155
30,000 and more	26
35,000 and more	21
40,000 and more	11

Q2. Should a large parish or town council be defined by having a population the same as or greater than 35,000 people, or should the population threshold be set at a different limit?

Defining a larger parish or town council by budget

19. The Government recognises that a number of parish and town councils have significant budgets, reflecting the size of the area they serve and the services that they provide to their communities.

20. Quantifying a parish or town council's budget is problematic. As well as an annual precept, a parish or town council may raise income in a variety of ways, from allotments to charges for the use of community centres or sports facilities. Moreover there is scope for annual variation to a

parish or town council's budget which may be significant arising from, say, the disposal or acquisition of a substantial asset.

21. Where there is significant use of taxpayers' money the Government consider that the authority responsible for spending taxpayers' money should be accountable. That is why, in addition to the transparency rules and audit requirements the authority already has to fulfil, the Government is consulting on whether a parish or town council's annual precept should act as the threshold for determining its status as a large parish or town council and that the threshold for being considered a larger parish or town council should be £1m. There are 23 parish and town councils with a precept of £1m or over.

Q3. Should a large parish or town council be defined by having an annual precept of £1m or more?

Defining a larger parish council by a combination of both population and budget

22. Recognising that defining a larger parish or town council by population alone or by precept alone might include a parish or town council that is large in terms of population or precept raised, but is not a large administrative body in the sense that it should fall within the jurisdiction of the Local Government Ombudsman, a further option is to define only those parish or town councils with both a population of 25,000 or over and an annual precept of £1m as 'large'. There are around five parish and town councils that meet this criteria.

Q4. Should a larger parish or town council be defined by both population and budget?

The permanence of 'larger' parish and town council status

23. The jurisdiction of the Local Government Ombudsman is set in the Local Government Act 1974. It is this legislation that allows the Local Government Ombudsman to investigate complaints about principal local authorities and other bodies within its jurisdiction. Defining a class of local authority, in this case a larger parish or town council, by population, or annual precept, or both, raises the issue of determining whether a body is subject to the jurisdiction of the Local Government Ombudsman by a criteria that may fluctuate from year to year.

24. It is undesirable for a local authority to be subject to the jurisdiction of the Local Government Ombudsman one year and not the next. This not only causes confusion about whether or not a complaint might be investigated and the Local Government Ombudsman's power to make any recommendation, but also creates confusion rather than reassurance for any member of the public who may wish to make a complaint.

25. Accordingly, we propose that, as one of the possible criteria for defining a large parish or town council is the population of that parish or town council, and that the population data is to be furnished by the Census, any parish or town council judged to be considered 'large' by its population upon publication of Census data shall be considered to be within the jurisdiction of the Local Government Ombudsman for the next decade, or until the publication of the next Census data for that parish or town council, whichever comes first.

Q5. Once subject to the Local Government Ombudsman's jurisdiction, should the parish or town council remain so for a fixed time period?

Response Form

Response form for consultation paper issued by the Department for Communities and Local Government on behalf of the Secretary of State on the Government's proposals for extending the remit of the Local Government Ombudsman to larger parish and town councils.

Please submit your response by 30 June 2015 to: parishconsult@communities.gsi.gov.uk

Name: Peter Young, Town Clerk
 Organisation: Lichfield City Council
 Address: Donegal House, Bore Street
 Town/City: Lichfield
 County/Postcode: WS13 6LU
 Telephone: 01543 250011
 e mail: townclerk@lichfield.gov.uk

Are you requesting non-disclosure of your response: ~~YES~~/NO

Q1. Should the Local Government Ombudsman's jurisdiction be extended to larger parish and town councils?

COMMENTS

No. Such legislation is out of all proportion to the 'problem' it attempts to resolve.

Q2. Should a large parish or town council be defined by having a population the same as or greater than 35,000 people, or should the population threshold be set at a different limit?

Please indicate your preferred population threshold

COMMENTS

Population should not be used as the threshold.

Based on 2011 census data there are 26 parishes with a population of over 35,000 [not 21 as stated in para 17 of the consultation paper]. It is also spurious when the consultation paper [para 17] equates a parish of 35,000 population with a principal council of the same size, because the precept of even the highest spending town council is considerably less than that of the smallest district. It is the level of activity of a council, not its population size which will be the main determining factor in giving rise to justifiable complaints. The Government's suggested threshold of 35,000 population would also include the following 10 councils, all of which have precepts of less than £½ million, and one of which (Andover) has a precept of just £127,500.

Town/parish	Population 2011 Census	Precept 14-15
Bridgwater	35,886	£437,534
Crewe	53,577	£362,255
Elstree & Borehamwood	37,065	£291,731
Royal Leamington Spa	49,491	£290,766
Ramsgate	40,408	£281,637
Canvey Island	38,170	£226,236
Bridlington	35,369	£182,949
Bury St Edmunds	40,664	£170,744
Billingham	36,165	£160,213
Andover	38,290	£127,500

Q3. Should a large parish or town council be defined by having an annual precept of £1m or more?

COMMENTS

There is greater justification for using a high precept level than a high population level as the threshold. But even a threshold of £1 million (which excludes all but 23 town councils) is very low when any council below £6.5 million is a 'smaller authority' for audit purposes.

Q4. Should a larger parish or town council be defined by both population and budget.

COMMENTS

The statement in para 22 of the consultation paper that there are "around five" town councils with "both a population of 25,000 or over and an annual precept of £1m" is inaccurate as there are at least 16 such councils (see table below). It is therefore extremely misleading to suggest that this combination affects only about 5 councils, especially as respondents to the consultation may suggest this option based upon the false information of its impact and it appearing to be the 'compromise' solution.

Town/Parish	Population 2011 census	Precept 2014-15
Weston-s-Mare	76,143	£1,374,117
Bracknell	52,696	£1,317,195
Banbury	46,853	£1,560,449
Salisbury	40,302	£1,432,857
Leighton-Linslade	37,469	£1,970,866
Dunstable	36,253	£1,984,627
Chippenham	35,800	£1,717,463
Abingdon	33,130	£1,267,925
Trowbridge	32,304	£1,326,290
Bicester	30,854	£1,042,655
Totton and Eling	28,970	£1,008,803
Witney	27,522	£1,172,218
Hertford	26,783	£1,025,845
Great Aycliffe	26,633	£1,316,600
Frome	26,203	£1,022,787
Woodley	25,932	£1,030,349

Q5. Once subject to the Local Government Ombudsman's jurisdiction, should the parish or town council remain so for a fixed time period?

COMMENTS

Population should not be used at all for the reasons stated in the response to Q2 above. The DCLG's information on population also does not appear to reflect that in the 2011 census.

Precept should not be used at all for the reasons stated in the response to Q3 above. If a precept threshold is used then this should be based on the precept in the year to which the complaint relates. Information on precept levels is obtainable from the collection authority.

For Council: 24 June 2015 APPENDIX 8

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 March 2015 to 31 March 2015

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
13/03/2015	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - March	19,327.94	0.00	19,327.94
13/03/2015	DDebit	NatWest Autopay	CIVIC Mayor's Allowance	Mayor's Allowance	800.00	0.00	800.00
24/03/2015	19185	Npower Ltd	ADMIN Offices Energy	Donegal electric May13 to Mar14 (corrected)	1,481.69	296.32	1,778.01
24/03/2015	19185	Npower Ltd	ADMIN Offices Energy	Donegal electric Apr14 to Aug14 (corrected)	844.55	168.90	1,013.45
24/03/2015	19185	Npower Ltd	ADMIN Offices Energy	Donegal electricity - January 15	177.41	35.48	212.89
24/03/2015	19185	Npower Ltd	G/HALL Energy	Electricity - Jun13 to Mar14	4,261.35	852.27	5,113.62
24/03/2015	19185	Npower Ltd	G/HALL Energy	Electricity - Apr14 to Oct14	2,685.73	537.16	3,222.89
24/03/2015	19185	Npower Ltd	G/HALL Energy	Electricity - January15	430.33	86.08	516.41
26/03/2015	19186	Acme Tree Services Ltd	PARKS Other Repair/Maint	St Michael's and other sites - Tree work	1,200.00	240.00	1,440.00
26/03/2015	19187	Broxap Ltd	PARKS Other Repair/Maint	New goalposts for Curborough	414.88	82.98	497.86
26/03/2015	19187	Broxap Ltd	PARKS Other Repair/Maint	Half set of goal posts for Hillside	212.44	42.49	254.93
26/03/2015	19188	Darwin Electrical Services	BIRTHPLACE Repair/Maint	Replacement of fire alarm batteries	61.00	12.20	73.20
26/03/2015	19188	Darwin Electrical Services	G/HALL Repair/Maint	Quarterly test fire alarm & emergency lights	271.05	54.21	325.26
26/03/2015	19188	Darwin Electrical Services	G/HALL Supplies/Services	Repairs to water heaters and cooker	266.94	53.39	320.33
26/03/2015	19188	Darwin Electrical Services	G/HALL Supplies/Services	Disconnection of cooker	35.00	7.00	42.00
26/03/2015	19188	Darwin Electrical Services	G/HALL Supplies/Services	Cooker repair	87.50	17.50	105.00
26/03/2015	19189	Emap Publishing Ltd	ADMIN Supplies & Services	Town Clerk advert in Local Govt. Chronicle	2,000.00	400.00	2,400.00
26/03/2015	19190	Eastern Shires Purchasing	G/HALL Supplies/Services	Cloakroom supplies	210.93	42.19	253.12
26/03/2015	19190	Eastern Shires Purchasing	G/HALL Supplies/Services	New square tables; banqueting roll	167.83	33.57	201.40
26/03/2015	19190	Eastern Shires Purchasing	G/HALL Supplies/Services	Cleaning materials	57.44	11.49	68.93
26/03/2015	19190	Eastern Shires Purchasing	R&R FUND Guildhall/Donegal Hs	Noticeboards for new reception	96.00	19.20	115.20
26/03/2015	19191	Mr Edward Griffin	PARKS Other Repair/Maint	New bollards & repairs at Curborough	275.00	0.00	275.00
26/03/2015	19191	Mr Edward Griffin	PARKS Other Repair/Maint	Repairs Curborough & Stowcroft play area	250.00	0.00	250.00
26/03/2015	19192	Heritage Books	BIRTHPLACE Stock for sale	Samuel Johnson & Lichfield Book of Days	77.92	0.00	77.92
26/03/2015	19193	JME Glass Ltd	G/HALL Supplies/Services	Glass recycling - March	57.20	11.44	68.64
26/03/2015	19194	Lichfield District Council	ARTS/TOURISM Expenditure	Food Festival street cleaning	500.94	100.19	601.13
26/03/2015	19194	Lichfield District Council	ARTS/TOURISM Lights Costs	Street cleaning after Switch On	466.92	93.38	560.30
26/03/2015	19194	Lichfield District Council	CIVIC Ride General	Street cleaning and additional cutting	305.80	61.16	366.96
26/03/2015	19194	Lichfield District Council	G/HALL Supplies/Services	New bedding for planters	41.32	8.26	49.58
26/03/2015	19194	Lichfield District Council	GRANTS General	City Centre Development Strategy	2,000.00	400.00	2,400.00
26/03/2015	19194	Lichfield District Council	PARKS Other Repair/Maint	Work at various sites	1,021.12	204.22	1,225.34
26/03/2015	19194	Lichfield District Council	PARKS Other Repair/Maint	Festival Gardens	821.39	164.28	985.67
26/03/2015	19195	Lichfield Arts	CIVIC Events	Shrovetide PA	190.00	0.00	190.00
26/03/2015	19195	Lichfield Arts	G/HALL Bar Charge	Bar charges Oct - Dec 14	945.00	189.00	1,134.00
26/03/2015	19196	Mayor & Sheriff's charity account	PARKS Misc. Income	Donation of b/bank income for Q4 13/14	236.03	0.00	236.03
26/03/2015	19196	Mayor & Sheriff's charity account	PARKS Misc. Income	Donation of b/bank income Q1 & Q2 14/15	231.91	0.00	231.91
26/03/2015	19196	Mayor & Sheriff's charity account	PARKS Misc. Income	Donation of bottle bank income for Q3 14/15	92.24	0.00	92.24
26/03/2015	19197	NALC	ADMIN Supplies & Services	Town Clerk job adverts via NALC	65.00	13.00	78.00
26/03/2015	19198	SLCC Enterprises Ltd	ADMIN Supplies & Services	Town Clerk job advert on SLCC website	150.00	30.00	180.00
26/03/2015	19199	Colin Shakespeare	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 1/3	43.33	0.00	43.33
26/03/2015	19200	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 1/3	15.67	0.00	15.67
26/03/2015	19201	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 1/3	33.33	0.00	33.33
30/03/2015	19202	Acme Tree Services Ltd	PARKS Other Repair/Maint	Laburnum Ct, Hazel Grove - tree work	1,070.00	214.00	1,284.00
30/03/2015	19202	Acme Tree Services Ltd	PARKS Other Repair/Maint	Wissage Lane - tree work	125.00	25.00	150.00
30/03/2015	19202	Acme Tree Services Ltd	PARKS Other Repair/Maint	Various sites - hedge & tree cutting	1,080.00	216.00	1,296.00
30/03/2015	19203	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - January RPI increase	32.35	6.47	38.82
30/03/2015	19203	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - February	2,780.16	556.03	3,336.19
30/03/2015	19203	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - February	278.06	0.00	278.06
30/03/2015	19204	Brownhill Hayward Brown Ltd	BIRTHPLACE Repair/Maint	Architectural services for repairs	1,155.00	231.00	1,386.00
30/03/2015	19205	Burntwood Road Sweepers Ltd	ADMIN Professional Fees	CCTV surveys sewer Wordsworth Close	575.00	115.00	690.00
30/03/2015	19206	Curborough Community Assoc	HALLS Cruck House	Water rates 4/7 - 29/1	252.53	0.00	252.53

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
30/03/2015	19207	Corona Energy Retail 4 Ltd	ADMIN Offices Energy	Gas - February	946.95	189.39	1,136.34
30/03/2015	19208	Eden Paving Ltd	PARKS Other Repair/Maint	Pool Walk - patch repairs	175.00	35.00	210.00
30/03/2015	19209	Focus Security & Surveillance	BIRTHPLACE Repair/Maint	Annual alarm maintenance to 31/3/16	599.00	119.80	718.80
30/03/2015	19209	Focus Security & Surveillance	G/HALL Repair/Maint	Annual maintenance alarm/CCTV to 29/2/16	422.36	84.47	506.83
30/03/2015	19210	Forward Cleaning Contractors	ADMIN Supplies & Services	Window cleaning - February	16.00	3.20	19.20
30/03/2015	19211	Mr Edward Griffin	HALLS Curborough C Centre	Works to entrance fences	565.00	0.00	565.00
30/03/2015	19211	Mr Edward Griffin	HALLS Darwin Hall	Cupboard repairs; fit mirror & doorstep	110.00	0.00	110.00
30/03/2015	19212	Hancock Wheeldon & Ascough	R&R FUND Birthplace	Structural engineers for floor & ceiling repairs	400.00	80.00	480.00
30/03/2015	19213	Jones Waste Services Limited	MARKET Supplies/Services	Skip hire - February	1,122.80	224.56	1,347.36
30/03/2015	19214	Lichfield District Council	BIRTHPLACE Adverts/promotion	Spring/summer What's On listings	175.00	35.00	210.00
30/03/2015	19214	Lichfield District Council	CIVIC Events	Adverts in Visitor Guide 2015	300.00	60.00	360.00
30/03/2015	19214	Lichfield District Council	G/HALL Supplies/Services	Adverts in Visitor Guide 2015	200.00	40.00	240.00
30/03/2015	19214	Lichfield District Council	MARKET Supplies/Services	Adverts in Visitor Guide 2015	1,060.00	212.00	1,272.00
30/03/2015	19215	Lichfield Morris Men	G/HALL Lettings	Room hire refund due to cooker fault	69.03	13.80	82.83
30/03/2015	19216	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Bracken Close - tree pruning	850.00	0.00	850.00
30/03/2015	19217	Mainstream Print Ltd	BIRTHPLACE Supplies & Services	Printing of events leaflets	115.00	0.00	115.00
30/03/2015	19218	Museums Association	BIRTHPLACE Supplies & Services	AMA annual subs for MHO	125.00	0.00	125.00
30/03/2015	19219	Npower Ltd	ADMIN Offices Energy	Electricity - February	161.90	32.38	194.28
30/03/2015	19219	Npower Ltd	BIRTHPLACE Energy	Electricity - February	61.20	3.06	64.26
30/03/2015	19219	Npower Ltd	BIRTHPLACE Energy	Electricity - February	35.18	1.75	36.93
30/03/2015	19219	Npower Ltd	G/HALL Energy	Electricity - February	388.64	77.73	466.37
30/03/2015	19219	Npower Ltd	MARKET Energy	Toilet Block electricity - February	19.64	0.98	20.62
30/03/2015	19219	Npower Ltd	MARKET Energy	Feeder pillar electricity - February	33.54	1.67	35.21
30/03/2015	19219	Npower Ltd	PARKS Energy	Clock Tower electricity - February	16.68	0.83	17.51
30/03/2015	19219	Npower Ltd	PARKS Energy	Friary electricity - February	4.40	0.22	4.62
30/03/2015	19220	Performing Right Society Ltd	BIRTHPLACE Supplies & Services	Music licence, year to 29/2/16	157.20	31.44	188.64
30/03/2015	19221	Arthur Pollard Ltd	R&R FUND Guildhall/Donegal Hs	Boiler works - retention claim	1,874.26	374.85	2,249.11
30/03/2015	19221	Arthur Pollard Ltd	R&R FUND Guildhall/Donegal Hs	Call out for possible gas leak	232.50	46.50	279.00
30/03/2015	19222	Rheidol Rosettes	CIVIC Ride General	Rosettes	271.00	54.20	325.20
30/03/2015	19223	The Sandbanks Hotel	CIVIC Sheriff's Allowance	Hotel for Shrievally weekend, Sept	249.00	0.00	249.00
30/03/2015	19224	Sign Technology Ltd	BIRTHPLACE Supplies & Services	Labels for 'Green Museum' blinds project	80.00	16.00	96.00
30/03/2015	19225	Smith of Derby Ltd	PARKS Other Repair/Maint	Repair fault at Clock Tower	150.00	30.00	180.00
30/03/2015	19226	Society of Local Council Clerks	ADMIN Subscript/Training	SLCC membership 2015 - Deputy Clerk	235.00	0.00	235.00
30/03/2015	19227	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones - Feb/Mar	96.43	19.28	115.71
30/03/2015	19228	Vodafone	ADMIN Tel/Postage	Demon internet to 5/3/16	255.24	51.05	306.29
30/03/2015	19228	Vodafone	BIRTHPLACE Supplies & Services	Demon internet to 5/3/16	255.24	51.05	306.29
30/03/2015	19229	Colin Shakespeare	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 29/3	71.33	0.00	71.33
30/03/2015	19230	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 29/3	53.67	0.00	53.67
31/03/2015	19232	Ms S A Khan	CIVIC Mayor's Allowance	Buffet for Entertainment & Tea	60.00	0.00	60.00
31/03/2015	19232	Ms S A Khan	CIVIC Sheriff's Allowance	Buffet for Entertainment & Tea	60.00	0.00	60.00
31/03/2015	19233	HMRC	EMPLOYEE COSTS	Tax and NI contributions - March	5,085.45	0.00	5,085.45
31/03/2015	19234	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - March	5,805.85	0.00	5,805.85
31/03/2015	19235	BEE-LINE Pest Control	PARKS Other Repair/Maint	Quarterly pest control 5/1 - 5/4	250.00	0.00	250.00
31/03/2015	19236	Bertrams	BIRTHPLACE Stock for sale	Dictionary & Life of Johnson books	60.59	0.00	60.59
31/03/2015	19237	BT Payment Services Ltd	ADMIN Tel/Postage	Phone/internet use Jan-Mar, Rent Mar-May	59.97	11.99	71.96
31/03/2015	19237	BT Payment Services Ltd	BIRTHPLACE Supplies & Services	Phone/internet use Jan-Mar, Rent Mar-May	247.16	49.43	296.59
31/03/2015	19237	BT Payment Services Ltd	G/HALL Supplies/Services	Phone/internet use Jan-Mar, Rent Mar-May	284.21	56.84	341.05
31/03/2015	19238	Cartridge Shop (Jersey) Ltd	BIRTHPLACE Supplies & Services	Colour printer cartridges	20.68	0.00	20.68
31/03/2015	19239	Darwin Electrical Services	G/HALL Repair/Maint	Replace light fittings in entrance lobby	261.00	52.20	313.20
31/03/2015	19240	The F A Bartlett Tree Expert Co.	PARKS Other Repair/Maint	Analysis of diseased pine	65.00	13.00	78.00
31/03/2015	19241	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit	500.00	0.00	500.00
31/03/2015	19241	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine cartridge	130.00	26.00	156.00
31/03/2015	19242	Gilvar Lining Ltd	PARKS Other Repair/Maint	Marking of car park spaces, Curborough	410.00	82.00	492.00
31/03/2015	19243	Heritage Books	BIRTHPLACE Stock for sale	To the Hebrides books for sale	38.96	0.00	38.96

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
31/03/2015	19244	Lichfield District Council	ARTS/TOURISM Expenditure	Cells listing in Visitor Guide 2015	140.00	28.00	168.00
31/03/2015	19244	Lichfield District Council	BIRTHPLACE Adverts/promotion	Listing in Visitor Guide 2015	1,060.00	212.00	1,272.00
31/03/2015	19244	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/2 - 10/3	8,112.22	1,622.44	9,734.66
31/03/2015	19244	Lichfield District Council	PARKS Other Repair/Maint	Northern Plantation - rubbish clearance	101.04	20.20	121.24
31/03/2015	19245	Medi Supplies Ltd	PARKS Other Repair/Maint	Stethoscopes for OSO	14.45	2.89	17.34
31/03/2015	19246	St John Ambulance	CIVIC Events	First aid for Shrovetide	88.00	17.60	105.60
31/03/2015	19247	Viking	ADMIN Supplies & Services	Paper	36.83	7.37	44.20
31/03/2015	19248	Jayne Wilson	BIRTHPLACE Adverts/promotion	Artwork for spring/summer events leaflet	55.00	0.00	55.00
31/03/2015	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	75.43	0.00	75.43
					85,233.26	9,723.03	94,956.29

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 March 2015 to 31 March 2015

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
04/03/2015	04721	Cash	Various	Petty cash vouchers 6538 - 6546	176.41	16.05	192.46
04/03/2015	04722	Pioneer Roadshows	G/HALL Supplies/Services	New radio microphone and clips	255.00	0.00	255.00
09/03/2015	04723	J Butler	BIRTHPLACE Supplies & Services	Refreshments	14.72	0.00	14.72
09/03/2015	04723	J Butler	BIRTHPLACE Supplies & Services	Bookstand and various items for activities	30.42	6.08	36.50
09/03/2015	04723	J Butler	BIRTHPLACE Supplies & Services	Craft materials	4.99	0.00	4.99
11/03/2015	04724	Gary Turner	G/HALL Supplies/Services	Union Jack flag	16.99	0.00	16.99
12/03/2015	04725	Cash	Various	Petty cash vouchers 6547 - 6558	157.20	18.50	175.70
12/03/2015	04726	Lichfield District Council	CIVIC Ride General	Temporary Events Notice, Freeford	21.00	0.00	21.00
17/03/2015	04727	A4 Labels.com Ltd	CIVIC Ride General	Sticky labels for rosettes	15.94	3.19	19.13
17/03/2015	04728	Stone Town Council	CIVIC Sheriff's Allowance	Stone civic dinner	66.00	0.00	66.00
17/03/2015	04729	Child Support Agency	EMPLOYEE COSTS	Deduction from Earnings - February	236.83	0.00	236.83
26/03/2015	04730	Cash	Various	Petty cash vouchers 6559 - 6566	124.74	15.91	140.65
27/03/2015	04731	Staffordshire County Council	CIVIC Sheriff's Allowance	SCC Chairman's charity dinner	70.00	0.00	70.00
30/03/2015	04732	Lichfield & District Ramblers	GRANTS Twinning	Ramblers visit from Limburg & Ste Foy	200.00	0.00	200.00
30/03/2015	04733	Chasetown F.C. Youth Section	GRANTS Twinning	Chasetown FC Youth guests from Ste Foy	200.00	0.00	200.00
30/03/2015	04734	Jeanette Allsopp	CIVIC Mayor's Allowance	Fruit cakes for Entertainment & Tea	15.00	0.00	15.00
30/03/2015	04734	Jeanette Allsopp	CIVIC Sheriff's Allowance	Fruit cakes for Entertainment & Tea	15.00	0.00	15.00
30/03/2015	04735	Lichfield Singers	CIVIC Mayor's Allowance	Donation to singers for Entertainment & Tea	25.00	0.00	25.00
30/03/2015	04735	Lichfield Singers	CIVIC Sheriff's Allowance	Donation to singers for Entertainment & Tea	25.00	0.00	25.00
30/03/2015	04736	Mayor's Charity (Tamworth)	CIVIC Mayor's Allowance	Mayor of Tamworth's fundraiser, April	20.00	0.00	20.00
30/03/2015	04737	Stone Town Council	CIVIC Mayor's Allowance	Donation Stone Mayor's sponsored abseil	10.00	0.00	10.00
30/03/2015	04737	Stone Town Council	CIVIC Sheriff's Allowance	Donation Stone Mayor's sponsored abseil	5.00	0.00	5.00
31/03/2015	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - Imprest account	10.60	0.00	10.60
31/03/2015		Cancelled	ADMIN Supplies & Services	Cancel unrepresented chq 04532 of 12/7/13	-20.00	0.00	-20.00
					1,695.84	59.73	1,755.57

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 April 2015 to 30 April 2015

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
15/04/2015	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - April	19,237.34	0.00	19,237.34
15/04/2015	19249	Robert Clarke	R&R FUND Guildhall/Donnegal Hs	Supply & fit new carpets	2,255.40	0.00	2,255.40
15/04/2015	19250	D Parker	R&R FUND Guildhall/Donnegal Hs	Redecoration Donegal House	1,880.00	0.00	1,880.00
27/04/2015	19251	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - March	278.06	0.00	278.06
27/04/2015	19251	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - March	2,529.83	505.97	3,035.80
27/04/2015	19252	British Gas	BIRTHPLACE Energy	Gas 16/1 - 16/4	881.04	176.20	1,057.24
27/04/2015	19253	Celina Colquhoun	ADMIN Professional Fees	Barrister fees re canal pipe	1,000.00	200.00	1,200.00
27/04/2015	19254	Community Council Staffordshire	ADMIN Subscript/Training	CCS subs 15/16	65.00	0.00	65.00
27/04/2015	19255	Corona Energy Retail 4 Ltd	ADMIN Guildhall/Donnegal Hs	Gas - March	893.58	178.72	1,072.30
27/04/2015	19256	Displaysense Ltd	R&R FUND Guildhall/Donnegal Hs	Reception display panels & leaflet holders	596.92	119.38	716.30
27/04/2015	19257	Focus Security & Surveillance	ADMIN Supplies & Services	Routine alarm battery replacement	30.00	6.00	36.00
27/04/2015	19257	Focus Security & Surveillance	G/HALL Repair/Maint	Routine alarm battery replacement	30.00	6.00	36.00

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
27/04/2015	19258	Focus Security & Surveillance	ADMIN Supplies & Services	Annual interior and exterior window clean	76.00	15.20	91.20
27/04/2015	19259	Forest Schools Education	ADMIN Subscript/Training	Forest Schools course for OSO	399.00	0.00	399.00
27/04/2015	19260	Furnotel Ltd	R&R FUND Guildhall/Donegal Hs	Bespoke reception desk	2,674.00	534.80	3,208.80
27/04/2015	19261	Fairhurst Ward Abbotts Ltd	R&R FUND Birthplace	Floor and ceiling repairs	2,475.00	495.00	2,970.00
27/04/2015	19262	Heart of England in Bloom	PARKS Other Repair/Maint	Uttoxeter seminar for Mayor and OSO	20.00	0.00	20.00
27/04/2015	19263	Jones Waste Services Limited	MARKET Supplies/Services	Skip hire - March	1,123.50	224.70	1,348.20
27/04/2015	19264	Lichfield District Council	ADMIN Offices Rates/Water	Rates 15/16 - 1st instalment	4,560.50	0.00	4,560.50
27/04/2015	19264	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 15/16 - 1st instalment	431.75	0.00	431.75
27/04/2015	19264	Lichfield District Council	G/HALL Rates/Water	Rates 15/16 - 1st instalment	2,592.00	0.00	2,592.00
27/04/2015	19264	Lichfield District Council	MARKET Rates/Water	Rates 15/16 - 1st instalment	7,703.25	0.00	7,703.25
27/04/2015	19265	Lichfield Arts	CIVIC Events	PA for St George's Court	190.00	0.00	190.00
27/04/2015	19266	Local World Ltd	ADMIN Supplies & Services	Asst Market Officer advert in Mercury	514.00	102.80	616.80
27/04/2015	19267	Lyco Direct Ltd	BIRTHPLACE Supplies & Services	Fluorescent lights	16.94	3.39	20.33
27/04/2015	19268	MODES Users Association	BIRTHPLACE Supplies & Services	MODES support 15/16	192.00	38.40	230.40
27/04/2015	19269	National Assoc British Markets	ADMIN Subscript/Training	NABMA subs 15/16	318.00	63.60	381.60
27/04/2015	19270	Nisbets	G/HALL Supplies/Services	New water boilers	336.98	67.39	404.37
27/04/2015	19271	Npower Ltd	ADMIN Donegal House Energy	April 2013 Electricity (office move)	268.30	53.66	321.96
27/04/2015	19272	Pickerings Europe Ltd	G/HALL Repair/Maint	Callouts for lift faults - 26/3 and 1/4	307.01	61.40	368.41
27/04/2015	19273	PW Media and Publishing Ltd	BIRTHPLACE Adverts/promotion	Advert in BMAG Artefacts magazine	180.00	0.00	180.00
27/04/2015	19274	Staffs Parish Councils Assoc	ADMIN Subscript/Training	SPCA subs 15/16	1,602.00	0.00	1,602.00
27/04/2015	19275	South Staffs Water plc	MARKET Rates/Water	Water rates for Square 15/16	191.22	0.00	191.22
27/04/2015	19276	Travel Wood Ltd	ADMIN Supplies & Services	Minibus for Town Clerk candidates' tour	75.00	0.00	75.00
27/04/2015	19277	Viking	ADMIN Supplies & Services	Paper and printer cartridges	64.17	12.83	77.00
27/04/2015	19278	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones - March/ April	108.17	21.63	129.80
27/04/2015	19279	Walden Consultants Ltd	ADMIN Professional Fees	Recruitment advice	2,400.00	0.00	2,400.00
27/04/2015	19280	Zurich Municipal	ADMIN Insurance	Annual LCC insurance	16,230.64	0.00	16,230.64
27/04/2015	19280	Zurich Municipal	ADMIN Insurance	Annual inspection contract	615.57	123.11	738.68
27/04/2015	19281	Colin Shakespeare	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 20/4	96.67	0.00	96.67
27/04/2015	19282	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 20/4	44.00	0.00	44.00
27/04/2015	19282	A & JM Carroll	BIRTHPLACE Supplies & Services	Book for museum reference	6.00	0.00	6.00
27/04/2015	19283	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 20/4	11.33	0.00	11.33
28/04/2015	19284	1A Action Rotary Rod Ltd	R&R FUND Birthplace	Drainage repairs	2,090.00	418.00	2,508.00
30/04/2015	19285	HMRC	EMPLOYEE COSTS	Tax and NI contributions - April	4,797.60	0.00	4,797.60
30/04/2015	19286	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - April	5,852.70	0.00	5,852.70
30/04/2015	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	83.70	0.00	83.70
					88,324.17	3,428.18	91,752.35

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 April 2015 to 30 April 2015

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/04/2015	04738	Cash	Various	Petty cash vouchers 6567 - 6570	145.98	14.47	160.45
13/04/2015	04739	Child Support Agency	EMPLOYEE COSTS	Deduction from Earnings Order - March	236.83	0.00	236.83
13/04/2015	04740	ABF The Soldier's Charity	CIVIC Mayor's Allowance	ABF fund raiser, 9 May	60.00	0.00	60.00
16/04/2015	04741	Ms S A Khan	ADMIN Supplies & Services	Buffet for TC candidates reception	50.00	0.00	50.00
20/04/2015	04742	Cash	Various	Petty cash vouchers 6571 - 6581	192.45	7.29	199.74
20/04/2015	04743	Mr C Richardson	CIVIC Events	Bell ringing for Assize of Ale	42.00	0.00	42.00
20/04/2015	04744	Ms S A Khan	CIVIC Mayor's Allowance	Buffet for May council	40.00	0.00	40.00
22/04/2015	04745	Uttoxeter Town Council	CIVIC Mayor's Allowance	Uttoxeter Last Night of the Proms fundraiser	18.00	0.00	18.00
22/04/2015	04746	Stone Town Council	CIVIC Mayor's Allowance	Stone charity fundraiser, 1st May	26.00	0.00	26.00
27/04/2015	04747	Trophy Store	CIVIC Events	Assize of Ale - engraved glassware	23.31	4.67	27.98
30/04/2015	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - Imprest account	12.55	0.00	12.55
					847.12	26.43	873.55