

Lichfield City Council

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Town Clerk: Christopher M Moulton

12 October 2015

Public

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 **Monday, 19 October 2015 at 6.30 pm** at which the following business will be transacted.

Yours sincerely

Christopher Moulton
Town Clerk

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

AGENDA

1. APOLOGIES FOR ABSENCE

2. MAYOR'S ANNOUNCEMENTS

3. DECLARATIONS OF INTEREST

4. COUNCIL MINUTES

To confirm as a correct record the Minutes of the Council Meeting held on 14 September 2015 (Nos 47 - 58) **(copy attached)**

5. MATTERS ARISING ON COUNCIL MINUTES

6. PLANNING COMMITTEE

The Chairman of the Planning Committee to move that the Minutes of the Planning Committee Meetings held on 20 August and 22 September 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. JOHNSON BIRTHPLACE ADVISORY COMMITTEE

To note and adopt the Minutes of the Johnson Birthplace Advisory Committee meeting held on 6 October 2015 (copy attached).

9. OFFICERS' REPORT

To receive the Officers' Report, **APPENDIX 1** attached

RECOMMENDED: That the Report be noted.

10. STAFFORDSHIRE PARISH COUNCILS ASSOCIATION (SPCA) AGM

Member Councils of the SPCA are now invited to submit motions for debate at the Association's AGM, which this year is being held on the evening of **Monday, 7th December 2015** at Staffordshire Place One, Tipping Street, Stafford, commencing at 6.45pm. This will be the 76th AGM of the Association and the agenda together with copies of the Association's Annual Report, will be available shortly.

At the City Council meeting held on 24 June 2015 Councillor Mrs D Baker was put forward as the Council's nominee to the SPCA Executive Committee, and the Association will carry out the formal election process as part of its AGM.

RECOMMENDED: That the Report be noted and that any motions for debate at the SPCA AGM be raised for submission.

11. NEIGHBOURHOOD PLAN - PROGRESS REPORT

The City Council is undertaking a theme-based Neighbourhood Plan focussing on employment and economic issues.

In September 2014 following a formal tender and assessment process Navigus Planning (in association with Peter Brett Associates) were appointed as Consultants for the Neighbourhood Plan.

Since then work has progressed in a structured approach leading to the preparation of the draft Plan and evidence base to justify the eventual policies and proposals. A number of issues have been investigated and developed by our consultants and they will be shortly be in a position to commence a consultation exercise involving other organisations (such as the City Forum, Civic Society, Residents' Associations, and Chamber of Trade amongst others) to inform the draft Plan and assist them in further developing the proposals.

The consultation sessions which will be in the form of workshops delivered by Navigus are currently scheduled to take place in the Guildhall during the day on Friday 27 November 2015. Prior to that date the sessions will be advertised and formal invitations issued to a wide number of organisations based in the City to encourage good attendance.

Once the final draft Plan is prepared along with the required supporting documents it will then be submitted to the District Council who will check it for legal compliance and then formally publicise the proposals for six weeks. An independent examiner would be appointed to assess whether the Plan was in general conformity with national and Local Plan policies and contributed to the achievement of sustainable development and would then issue a report with recommendations.

The examiner will decide whether the Plan should proceed to referendum.

It is understood that Lichfield's Neighbourhood Plan is only the second employment/economic theme-based Plan so far prepared, the first being by Central Milton Keynes Town Council.

The final stage of the preparation of a Neighbourhood Plan is a referendum, where the Plan needs to obtain majority support from the electorate, and in our case a local businesses referendum too, in order to be adopted.

It is anticipated that this stage could be reached by September 2016.

RECOMMENDED: That the report be noted.

12. REPRESENTATIVES ON OUTSIDE BODIES - DARWIN HALL

Councillor R Awty has resigned as the Chairman and as a Trustee and Director of the Darwin Hall Community Association. The Council appoints four representatives as Trustees and Company Directors. The other City Council Directors are Councillors A Smith and I Eadie; and T Finn.

RECOMMENDED: That the Council appoint a Darwin Hall Community Association Director (for a period lasting until the appointee retires or is replaced) to the vacant seat.

13. AUDIT OF ACCOUNTS 2014/15

To note that the audit of accounts for the year ending 31 March 2015 was completed on 24 September 2015. The external auditor, Grant Thornton, has issued an unqualified report confirming that there are **no** matters which it wishes to draw to the attention of the Council.

The report states that:

"on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

The Notice of Conclusion of Audit has consequently been published.

The auditor has indicated that in accordance with the Accounts and Audit Regulations 2015, which apply for the first time to the 2015/16 accounting period, there is a change of approach to the provision for electors' rights. In future the public inspection period is between prescribed dates which are not set by the external auditor.

RECOMMENDED: That the report be noted.

14. FINANCIAL PROGRESS REPORT - 1 APRIL to 30 SEPTEMBER 2015

This report (**APPENDIX 2**) contains the financial progress for the period 1 April 2015 to 30 September 2015 and summarises the income and expenditure against budget for the service areas in the first six months (50%) of the financial year.

The report shows:

Column 1 – The original Budget for 2015/16, (updated to include the 'carry forward' sums as agreed by Council in June 2015).

Column 2 – The actual income/expenditure to 30 September 2015, (50% of full year).

Column 3 – The percentage of the original Budget that has so far been allocated.

RECOMMENDED: That the Financial Progress Report be noted.

15. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 3**) for the period 1 August 2015 to 31 August 2015 in the sum of £61,308.13 General Account, and £944.60 Imprest Account.

16. EXCLUSION OF THE PRESS AND PUBLIC

To Resolve: that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business next to be transacted, the public and press be excluded from the Meeting.

17. DONEGAL HOUSE CLOCK

To consider the Town Clerk's confidential report (**APPENDIX 4 attached for Members**) on the Donegal House clock and arrangements for its repair and refurbishment.

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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 St so that your question/statement can be duly receipted.*
4. *Your statement/question must relate to a matter of special relevance to Lichfield City area, or within the responsibility of the City Council.*
5. *Matters relating to the conduct of any individual councillor or member of staff will not be allowed – in such circumstances you should write to the Council.*
6. *At the Council meeting statements/questions will be taken in the order in which they have been received. You will be allowed up to 5 minutes, and you can raise more than one issue within the overall limit of 5 minutes allowed to you, but you must have given advance notice of each statement/question.*
7. *After each speaker, the Leader of Council (or his/her representative) will respond, or give notice that he/she will provide a written response as soon as possible.*

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

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Monday 14 September 2015 at 6.30 pm

PRESENT: Councillors A Smith (Mayor), Mrs J Allsopp, R Awty, B Bacon, Mrs N Bacon, Mrs D Baker, Mrs G Boyle, J Brooks, B Cocksey, D Dundas, I Eadie, Mrs J Greaves, P Hitchman, Miss J Marks, T Matthews, B McMullan, D Smedley, C Spruce, A Thompson, M Thompson, Mrs L Warfield, M Warfield and R Yardley.

APOLOGIES: Councillors Mrs M Bland, Mrs J Eagland, C Greatorex, Mrs S James and D Leytham.

47 MAYOR'S ANNOUNCEMENTS

The Mayor thanked the Deputy Mayor, Councillor Mrs S James for officiating the previous Council meeting. The Mayor then reported on recent civic and other engagements attended, including the 'Splash of Inspiration' at the Johnson Birthplace Museum on 11 August, the Macmillan Charity dinner at Whittington Heath Golf Club on 21 August and the Sheriff's Ride on 5 September.

The Mayor then introduced the recently appointed Deputy Town Clerk, Tony Briggs, and Councillors welcomed him to his first meeting.

The Mayor encouraged support for the Macmillan coffee morning at the Guildhall on 23 September from 10am-12noon, and the Mayor then offered his appreciation, and that of the Council, to Councillor Mrs J Eagland who had donated a Cabinet to the Mayors Parlour.

48 DECLARATIONS OF INTEREST

Councillors Mrs J Allsopp, Mrs N Bacon, Mrs M Boyle, D Smedley, C Spruce and A Thompson declared an interest in Agenda Item 14, the Mayor's Fund Bank Accounts.

49 COUNCIL MINUTES

RESOLVED: *That the Minutes of the meeting of the City Council held on 27 July 2015 (34-46) be confirmed, subject to the addition of Councillor J Brooks in the list of Councillors from whom apologies had been received, and signed as a correct record.*

50 PLANNING COMMITTEE

RESOLVED: *That the Minutes of the Planning Committee meetings held on 8 July and 30 July 2015 be received.*

51 OFFICERS' REPORT

Councillor A Thompson commended staff for an excellent report, noting in particular that the Johnson Birthplace Museum had achieved the status of being one of the top 20 free attractions in the West Midlands. Councillor R Awty brought Councillors attention to the improvement at the Gazebo since the foliage was cut back. Councillor Mrs G Boyle raised a question regarding the need for maintenance on the raised bed on St John St, Councillor Mrs N Bacon advised that this was due to be addressed imminently. The Mayor added that the cleaning of the Guildhall floor had yielded most impressive results.

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

52 NALC LARGER COUNCILS CONFERENCE

The Council noted the theme to be discussed at the annual NALC Large Councils Conference to be held on Wednesday 2 December 2015 at the Royal National Hotel, London.

RESOLVED: That Councillor A Thompson attend the NALC Larger Councils Conference on 2 December 2015; and that the Council meet the costs of the conference fee and related subsistence and travel expenses.

53 FREEDOM OF THE CITY – PETER YOUNG

Further to minute 46 of the City Council meeting held on 27 July 2015, the Council discussed the conferring of the Freedom of the City upon Peter Young. Appreciation was extended to Councillor B Cocksey for his efforts in progressing this matter.

RESOLVED: 1. That the City Council acting in accordance with section 249 of the Local Government Act 1972 as amended by Section 29 of the Local Democracy, Economic Development and Construction Act 2009, confirm its intention to grant the Freedom of the City to the retired Town Clerk, Peter Young.

2. That all necessary arrangements be made for the formal grant of the Freedom and presentation of the Freedom scroll at a Special Meeting of the Council to be held on 15 January 2016.

3. That three quotations be obtained for the production of the scroll.

54 LICHFIELD CAMERA CLUB

The Council considered an approach from Lichfield Camera Club, inviting the Mayor to accept the Honorary Presidency of the Club for this and future years.

RESOLVED: That the Council accept Lichfield Camera Club's invitation to appoint the Mayor, and each subsequent incumbent Mayor, as Honorary President.

55 PAYMENT OF ACCOUNTS

RESOLVED: That payment of accounts be approved and confirmed as listed: 1 July 2015 to 31 July 2015 in the sum of £98,035.67 General Account, and £1,737.34 Imprest Account.

56 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business next to be transacted, the public and press be excluded from the Meeting.

57 MAYORS FUND BANK ACCOUNTS

The Council considered the Town Clerk's confidential report relating to two dormant accounts; the funds of which had historically been earmarked for charitable purposes within the City

RESOLVED: That in order to ensure that the funds, which totalled £1,356, were used to the direct benefit of local charities, they be divided equally and donated to the Swinfen Broun Charitable Trust and Lichfield Conduit Lands Trust.

58 TENDERS COMMITTEE – CHRISTMAS ILLUMINATIONS

RESOLVED: That the minutes of the Tenders Committee held on 4 September 2015 be received.

**THERE BEING NO FURTHER BUSINESS
THE MAYOR DECLARED THE MEETING CLOSED AT 6.51 PM**

MAYOR

Lichfield City Council

Minutes of the Johnson Birthplace Advisory Committee Meeting held in Committee Room No.1 Guildhall at 10.30am on Tuesday 6 October 2015

PRESENT:

Representing Lichfield City Council: Councillor R Awty (Chairman) and Councillors R Yardley, A Thompson and C Spruce.

Representing Johnson Society Mr A Wilson and Mr D Arthur

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

Apologies: Councillor Mrs G Boyle and Councillor J Brooks

19 MINUTES

RESOLVED: *That the Minutes of the Meeting held on 26 March 2015 be confirmed as a correct record.* [Minutes adopted by Council on 20 April 2015.]

20 MUSEUM ADMISSIONS 2014/2015

Members considered the report of the Museums and Heritage Officer. Councillor C Spruce asked for an explanation regarding the differences in quarterly visitor numbers. The Museums and Heritage Officer advised that she would look in to the figures and report back at a future meeting.

RESOLVED: *That the report be noted.*

21 REPORT OF THE MUSEUMS AND HERITAGE OFFICER

Members considered the report of the Museums and Heritage Officer. Councillor A Thompson offered his congratulations to the Museum team for the excellent results achieved. Councillor R Awty asked whether the Museum would be open during the Christmas Lights switch on ceremony on 29 November. The Museums and Heritage Officer confirmed that the Museum would be open and that special events were planned to coincide with the ceremony.

RESOLVED: *That the report be noted.*

22 BUILDING FABRIC REPAIR WORKS

Members considered the report of the Museums and Heritage Officer. Councillor R Awty asked whether it may be appropriate to leave some of the fabric of the building exposed to show visitors how the building was constructed. The Museums and Heritage Officer replied that this had been considered, but that as an alternative, a collection of photographs illustrating the various stages of the recent remedial work was to be displayed in the Museum.

RESOLVED: *That the report be noted.*

23 DATE AND TIME OF NEXT MEETING

In Calendar of Meetings as 10.30am on Thursday 17 March 2016.

24 ANY OTHER BUSINESS

Mr A Wilson thanked the Chairman for the opportunity to attend the meeting and stated his appreciation for the City Council's work as owners and Trustees of the Museum.

Mr D Arthur advised the Chairman that David Titley and Ken Knowles had been made honorary life members of the Johnson Society in recognition of their work to promote both the Society and the Samuel Johnson Birthplace Museum.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 10:55AM**

OFFICERS' REPORT

1. Guildhall

There have been a number of interesting bookings at the Guildhall since the last report.

On 24 September Bromford, in conjunction with Lichfield District Council, held a job fair and booked both the Guildhall and Guildroom. This was a drop-in event with various local businesses and the military on hand to discuss career opportunities.

The first booking of the Staffordshire Archaeological & Historical Society took place on 25 September in the Guildhall. Their members were so impressed with the facilities that the society has now booked further dates for the autumn and the whole of 2016.

The City Council was pleased to be able to help a company called Tots Play when their current venue was suddenly unavailable. The Baby massage group met in the Ashmole room and it is hoped they will return in the future.

St Michaels Church held their Michaelmas Fayre in the Guildroom on 26 September. There was also a Craft Fayre in the main hall so both events attracted a good footfall.

Lichfield Arts opened their autumn programme of concerts with Fred Zeppelin on 4 September. Concerts will now be held throughout the autumn and winter with a variety of groups and solo artists set to perform.

Market Research returned with a two day booking of the Guildroom. As rooms are charged to them at the commercial rate they are of great value to the Council, particularly as the company often prefers midweek dates when the rooms would otherwise not be in use.

On 2 October the Patrons of Lichfield Cathedral chose the Guildhall to hold a fundraising Dinner, this was preceded by a drinks reception in the Guildroom. Local chef Simon Smith (Formerly of Thrables) provided the catering.



A repeat advertisement for the Guildhall has been placed in the 2016 edition of 'Getting married in Staffordshire'. This is a County Council publication which lists all the approved venues for Weddings and is distributed throughout all registry offices in Staffordshire.

2. Samuel Johnson Birthplace Museum

September is always an exciting month for the Birthplace Museum, and 2015 was one of the busiest years so far with 2173 visitors in the month. Johnson's Birthday celebrations were particularly popular with 948 visitors over Saturday 19 and Sunday 20 September. The M&HO worked with city-wide partners on the Heritage weekend events, arranging entertainment and helping to organise a social media advertising campaign.

For the 'Making History' theme of this year's event, the Birthplace hosted Rosemary Booth and Roy Fell from the Society of Bookbinders, who led fascinating demonstrations throughout the Saturday, and 'Intimate Theatre' performed on the Market Square. The Guildhall prison cells were also busy with 833 visitors over the weekend, and 'the Black Country Players', in the character of Edwardian Staffordshire policemen, entertained and encouraged visitors.

The Autumn and Winter Birthplace events leaflet arrived and was sent to local museums, libraries and tourist information centres, and the Bookworm children's reading club had a number of new members. The M&HO continues to develop partnerships across the region, and met with the marketing representative from Three Spires Shopping Centre to discuss exciting plans for a Johnson-themed series of events next year. In the collections, three new pictures were collected from former curator of the Birthplace, Kai Kin Yung and his wife Judie, and work began on cataloguing their generous donation of books. A small display opened with a lot of interest from J.R.R. Tolkien fans and scholars, as the Birthplace discovered an entry in the Museum visitor book from 1915 which sheds new light on the author. After several months of work the repairs to the Birthplace building were completed, and redecoration began in the Birth Room, to be reopened in mid-October.



3. Markets

In September the paving blocks salvaged from the repaving of the first section of Market Square in April 2015 were used for the monthly repair to the damaged and broken block paving in the remaining original sections.

The second section of the Market Square repaving was completed on Wednesday 7 October and Thursday 8 October. The first section of repaving, completed in April 2015, has been a huge improvement on the original paving, which was undertaken in 2007, proving to be more robust and serviceable.



Diabetes UK made a last minute booking to hire the Market Square on Monday 5 October. It proved to be a good location to site their promotional vehicle although the wet weather was a little disappointing.



On Saturday 19 September half of the General Market stalls were relocated to Market Street in order for the annual Samuel Johnson Birthday celebrations to take place on the area of Market Square around the Samuel Johnson statue.

At the beginning of September the Markets' Officer met with a representative from BGN Boards, a long established company based in the West Midlands, to discuss the market stall counter boards and the options available. The representative advised that a Birch core phenolic faced and textured rhino plywood would be longer lasting, sturdier and more suitable for the purpose. The last purchase of 10 stall counter boards in May 2015, from a different supplier via the stall contractor on behalf of the City Council, were for a similar type of board but were more expensive than the quotation subsequently received from BGN Boards. The quotation also included free delivery and therefore the next purchase of stall boards will be placed with this company.

During September it was reported to the Markets' Officer that a number of youths had been seen swinging on, and skateboarding around, the pre-erected market stalls on Market Square on a couple of Friday evenings. Although, on these occasions damage to the stalls did not occur, the behaviour of the youths was questionable and therefore the Markets'

Officer contacted the PCSO's based in Lichfield to ask if they could monitor the Market Square on Friday evenings to hopefully dissuade youths from loitering in this area.

Applications to trade on the Market at the Switch On of the Christmas Lights on Sunday 29 November have been received on a regular basis and all of the previously available market stalls and pitches have now been booked.

A Traders' Liaison Meeting is in the process of being arranged for either October or November this year. This meeting will be attended by the Chairman (presently Cllr Brian Bacon), the City Council Leader, Town Clerk, Markets' Officer and the Assistant Markets' Officer, as well as representatives from all three weekly markets. Due to trader changes over the last few years one new representative is required on the Tuesday Market, one on the Friday Market and two on the Saturday Market. The market traders on each of the three weekly General Markets (totalling approximately 70 since quite a number trade on more than one of the market days) have been asked if they would like to be nominated and these nominations have now been received. The traders will be asked to vote on the relevant nominees for each of the three markets and those with the highest number of votes will become the new representatives and will be invited to attend future Traders' Liaison Meetings. The meetings are normally held at the end of a Market day as and when required (usually just once or twice a year). Representatives are appointed to discuss general market issues raised by traders as traders' personal issues are discussed between the relevant trader and the Markets' Officer.

The General and Farmers' Markets are advertised in various ways throughout the year and an example of this was the Markets' advert placed in the new A4 presentation folders produced for Nether Stowe High School, as a fund raising project. These have been distributed (and will continue to be over the next two years) to teachers, parents, students and governors as well as to new families in the area and local feeder schools.

The traders on all three weekly General Markets have been issued with a copy of their signed licence and a reminder from the Markets' Officer that only those lines approved on their licence are allowed to be sold on the markets as, on a number of occasions recently, a few traders have included the sale of lines that have not been agreed.

The Markets' Officer and Assistant Markets' Officer are in the process of updating the Environmental Health details currently held on file for all traders who sell any form of consumable goods on the three weekly General Markets and the monthly Farmers' Market. This information will include their last Environmental Health Report and Food Hygiene Rating.

4. Open Spaces and Tree Safety Management

Facilities & Site Maintenance

There is a problem with the drainage at Cruck House, it appears that the external drainage is soaking away slowly, the open spaces officer has arranged for dial-a-rod to visit and rectify the problem.

Rats have been spotted around Stowe Pool and Bishops Walk, Beeline Pest control have been instructed to set some traps and check these traps throughout the winter.

A rare incident of vandalism has occurred at the Minster Pool site, some shopping trolleys were pushed through the boundary fence, breaking the panels and leaving a gap in the fence. The open spaces officer has instructed a handyman to repair the fence.

Repairs to damaged slats on City centre benches have taken place, together with work to make a loose man hole cover safe.

Two new litter bins have arrived and are due to replace old damaged units.

Festival Gardens

The open spaces officer recently met with a representative from Bromford Housing on site to discuss the issues arising from the trees growing in close proximity to the Fransiscan view building. As a result of this meeting, a number of the shrubs will be cut back to below the level of the windows, and some small self-set sycamore and ash saplings will be cut down to ground level. This work will hopefully improve the view for those residents who live in the lower floor apartments.

The mature weeping willow located adjacent to the brook is scheduled to have some tree work carried out. A reduction of the outer branches will alleviate the end weight, in an aim to prevent future branch failure, and create a more compact crown. Willow rejuvenates very well and this work should not have any detrimental effect upon the tree's future health.

The open spaces officer will request that a bat roost scoping survey is carried out prior to any tree work being carried out.



An enthusiastic group of countryside volunteers who work on many projects in Lichfield, and who are coordinated by Lichfield District Council staff based in Beacon Park, are planning to clear parts of the brook in the Festival Gardens. They are starting work during October and plan to work in sections to remove the dense reedmace and other vegetation that prevents the water from flowing properly. This is a great collaborative project between three separate organisations, and will hopefully make a big difference to the condition of the brook.



Heart of England in Bloom Result

Another super Silver-Gilt award was presented to the 'Blooming Lichfield' Committee, where Councillor Mrs N Bacon and the Open Spaces Officer attended the award presentations in Rugby on 10 September to receive the certificate.

Trees and Hedges

A number of hedges adjacent to City Council owned footpaths are due to be reduced in height and have some growth taken off the sides. This will allow more light onto the path below, and hopefully the path will dry out quicker during the winter months. Many of the hedges have become leggy, so reducing them will encourage new growth lower down.

Forest School

The Open Spaces Officer is very pleased to have completed the forest school assessment week. During this week trainees were required to demonstrate safe usage of tools, their ability to create natural items from wood, putting up woodland shelters using a range of knots, starting a fire using natural materials, cooking on an open fire, and delivering a presentation to peers regarding the benefits and ethos behind forest school.



Community Craft Workshops

The open spaces officer is really looking forward to organising and running a family Halloween witch puppet workshop in the half term week in the Guildhall.

5. Civic Matters

Sheriff's Ride – 5 September

In accordance with the Charter, The Sheriff of Lichfield, Michael Sheldon and the Sheriff's Lady Mrs Stevie Sheldon fulfilled the main duty of their year in office by riding the rural boundary of Lichfield, accompanied by members of their family and 60 riders. The Mayor and other guests joined the Sheriff for lunch at Freeford Manor.



306th Johnson Birthday Celebrations – 19 September

The Johnson Birthday Celebrations were well attended as guests joined the Mayor in the annual service and wreath laying ceremony on the Market Square accompanied by members of the Johnson Society, prefects from King Edward VI School and members of the combined choirs from St Michael's Church.



Macmillan Big Coffee Morning – 23 September

Mayoress, Sallyanne Smith, Deputy Mayor, Cllr Sheelagh James and the Sheriff's Lady, Mrs Stevie Sheldon hosted a coffee morning in the Guildroom for Macmillan Cancer Support.

The Mayor would like to thank all those councillors who supported the event either with donations of cakes or coming along on the day. The event raised over £289 for the Trust.



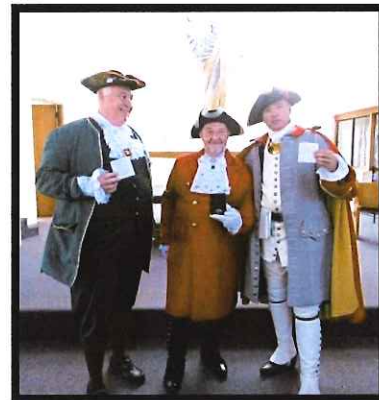
The Sheriff Visits Poole – 25 September

The Sheriff attended the annual gathering of the National Association of City and Town Sheriffs of England and Wales, which this year celebrated the thirty first anniversary of the founding of the association. Members gathered in Poole, Dorset for a weekend of events and networking.

Ken Knowles – World Champion

Ken Knowles, Lichfield City Council's Town Crier recently scooped first prize in the Invitational World Championships in Otago, New Zealand. Winning 3 out of 3 rounds, Ken shouted his way to success against stiff competition.

During his visit, Ken presented the Mayor of Otago District, Cllr Tony Lepper with a personal letter from the Mayor and a City Council crest.



6. Deputy Town Clerk

Since joining the City Council on 14 September, the Deputy Town Clerk has, among other duties, spent time with other Council officers in order to understand their duties more clearly, completed a review and update of the City Council's Health and Safety Policy, including specific variations for the Samuel Johnson Birthplace Museum. He has also established requirements and desirable features for an updated LCC website and researched and entered into initial discussions with two appropriate website developers.

The Deputy Clerk is currently working on the review and update of all LCC risk assessment documents, the preparation of new photo ID badges for staff and Councillors, the next stage of the development of the new website, the feasibility and costs of introducing mobile card payment machines to the Council and Birthplace Museum, and assisting with preparation for the Christmas Lights switch on ceremony.

For Council: 19 October 2015 APPENDIX 2

FINANCIAL SUMMARY REPORT - 1 APRIL to 30 SEPTEMBER 2015

This report contains the financial progress for the period 1 April 2015 to 30 September 2015 and summarises the income and expenditure against budget for the service areas in the first six months (50%) of the financial year.

The report shows:

Column 1 – The original Budget for 2015/16, (updated to include the 'carry forward' sums as agreed by Council in June 2015).

Column 2 – The actual income/expenditure to 30 September 2015, (50% of full year).

Column 3 – The percentage of the original Budget that has so far been allocated.

<u>Net Expenditure</u>	£	£	£	
SERVICE AREAS	BUDGET 2015/16	ACTUAL TO 30 SEPTEMBER	% BUDGET ALLOCATED	
<i>Parks and Footpaths</i>	170,785	29,259	17%	
<i>Guildhall</i>	49,110	23,840	49%	
<i>Community Centres</i>	30,064	4,322	14%	
<i>Markets</i>	-45,545	-30,134	66%	
<i>Civic</i>	67,862	32,660	48%	
<i>Grant Aid/Partnerships</i>	51,058	41,253	81%	
<i>Arts/Tourism/Twinning</i>	64,338	21,038	33%	
<i>Johnson Birthplace Museum</i>	75,415	32,804	43%	
<i>Democratic Services</i>	120,616	46,375	38%	
<i>Investment Interest</i>	-2,600	-691	27%	
<i>Loan Charges</i>	0	0	0	
<i>Agency</i>	-12,410	-20,286	0	1
<i>Repairs and Renewals</i>	190,109	43,808	23%	2
<i>Capital Projects</i>	91,000	5,760	6%	2
TOTALS	849,802	230,007	27%	

It is not unusual for the percentages of budget allocated to be of the order outlined above at this stage in the financial year.

Note 1: Agency monies for verge maintenance works have been received for work carried out on behalf of the County Council but not yet invoiced by our contractor.

Note 2: Significant capital works are currently underway as repaving works to the Market Square progress; and major repair and renewal works to the Birthplace Museum and Donegal House are currently in progress. Only a small proportion of the full cost of these schemes is so far included in the above figures.

RECOMMENDED: That the Financial Summary Report be noted.

For Council: 19 October 2015 APPENDIX 3

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 August 2015 to 31 August 2015

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
11/08/2015	19476	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Counter boards for stalls	830.00	166.00	996.00
11/08/2015	19477	Bob Awty	CIVIC Sheriff's Allowance - R Awty	Balance for Canterbury conference mileage	154.16	0.00	154.16
11/08/2015	19478	BT Payment Services Ltd	ADMIN Tel/Postage	Broadband Aug - Oct	75.97	15.19	91.16
11/08/2015	19479	Broxap Ltd	PARKS Other Repair/Maint	2 steel litter bins	539.00	107.80	646.80
11/08/2015	19480	The Johnson Society	CIVIC Mayor's Allowance - A Smith	Johnson Society supper, Sept	70.00	0.00	70.00
11/08/2015	19480	The Johnson Society	CIVIC Sheriff's Allowance - Sheldon	Johnson Society supper, Sept	70.00	0.00	70.00
11/08/2015	19481	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/6 - 10/7	8,201.45	1,640.29	9,841.74
11/08/2015	19482	Lichfield Glass & Glazing	MARKET Repair/Maint	Replace window in Toilet Block	60.00	12.00	72.00
11/08/2015	19483	LVR Equine	CIVIC Ride General	Replacement embroidered saddlepad	75.00	0.00	75.00
14/08/2015	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - August	20,420.28	0.00	20,420.28
14/08/2015	DDebit	NatWest Autopay	CIVIC Mayor's Allowance - N Bacon	Final instalment for previous Mayor	193.74	0.00	193.74
20/08/2015	19484	Acme Tree Services Ltd	PARKS Other Repair/Maint	Francis Rd - cut back foliage	100.00	20.00	120.00
20/08/2015	19485	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - July	278.06	0.00	278.06
20/08/2015	19485	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - July	2,528.15	505.63	3,033.78
20/08/2015	19486	Atkins Hazardous Scene	PARKS Other Repair/Maint	Waste removal after illegal campers	410.00	0.00	410.00
20/08/2015	19487	Corona Energy Retail 4 Ltd	G/HALL Energy	Gas - July	169.81	8.49	178.30
20/08/2015	19488	Focus Security & Surveillance	BIRTHPLACE Repair/Maint	Additional items for alarm system	356.50	71.30	427.80
20/08/2015	19489	Forward Cleaning Contractors	ADMIN Supplies & Services	Qtrly window cleaning - July	30.00	6.00	36.00
20/08/2015	19489	Forward Cleaning Contractors	BIRTHPLACE Supplies & Services	Qtrly window cleaning - July	48.00	9.60	57.60
20/08/2015	19489	Forward Cleaning Contractors	G/HALL Supplies/Services	Qtrly window cleaning - July	77.70	15.54	93.24
20/08/2015	19490	Frederica Cards Ltd	BIRTHPLACE Stock for sale	Cards for sale	41.00	8.20	49.20
20/08/2015	19491	Hancock Wheeldon & Ascough	R&R FUND Birthplace	Inspections for wall repairs	700.00	140.00	840.00
20/08/2015	19492	Heritage Building & Conservation	G/HALL Repair/Maint	Urgent pigeon removal & high level cleaning	1,300.00	260.00	1,560.00
20/08/2015	19493	JME Glass Ltd	G/HALL Supplies/Services	Glass recycling - July	57.20	11.44	68.64
20/08/2015	19494	Jones Waste Services Limited	MARKET Supplies/Services	Skip hire - July	1,262.80	252.56	1,515.36
20/08/2015	19495	Lichfield Glass & Glazing	HALLS Boley Hall	Friction hinges fitted to window	60.00	12.00	72.00
20/08/2015	19496	Lichfield Hospitals History Group	BIRTHPLACE Stock for sale	'This won't hurt' books for sale	38.92	0.00	38.92
20/08/2015	19497	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Trimming to retain Borrowcop Gazebo view	400.00	0.00	400.00
20/08/2015	19498	MT Services Computer Systems	ADMIN Supplies & Services	2 PCs & system amendments for new staff	1,515.00	303.00	1,818.00
20/08/2015	19499	Npower Ltd	ADMIN Donegal House Energy	Electricity - July	160.05	32.02	192.07
20/08/2015	19499	Npower Ltd	BIRTHPLACE Energy	Electricity - July	61.99	3.09	65.08
20/08/2015	19499	Npower Ltd	BIRTHPLACE Energy	Electricity - July	38.51	1.92	40.43
20/08/2015	19499	Npower Ltd	G/HALL Energy	Electricity - July	431.40	86.28	517.68
20/08/2015	19499	Npower Ltd	MARKET Energy	Toilet Block electricity - July	104.41	5.22	109.63
20/08/2015	19499	Npower Ltd	MARKET Energy	Feeder pillar electricity - July	37.34	1.86	39.20
20/08/2015	19499	Npower Ltd	PARKS Energy	Clock Tower electricity - July	19.12	0.95	20.07
20/08/2015	19499	Npower Ltd	PARKS Energy	Friary electricity - July	6.18	0.31	6.49
20/08/2015	19500	Performing Right Society Ltd	G/HALL Lettings	Music licence 6/6-5/9/14	36.00	7.20	43.20
20/08/2015	19500	Performing Right Society Ltd	G/HALL Lettings	Music licence 6/9-5/12/14	693.00	138.60	831.60
20/08/2015	19500	Performing Right Society Ltd	G/HALL Lettings	Music licence 6/12-5/3/15	406.42	81.28	487.70
20/08/2015	19501	Protec Fire Detection plc	ADMIN Supplies & Services	Annual maintnce for fire detection systems	791.88	158.38	950.26
20/08/2015	19502	Sage (UK) Ltd	ADMIN Supplies & Services	Sage accounts support to 26/8/16	1,185.00	237.00	1,422.00
20/08/2015	19503	Sinclair & Rush Ltd	G/HALL Supplies/Services	Trolley wheel	37.50	7.50	45.00
20/08/2015	19504	eSterling Ltd	ADMIN Supplies & Services	Website maintenance 1/8-31/10	350.00	70.00	420.00
20/08/2015	19504	eSterling Ltd	BIRTHPLACE Supplies & Services	Domain name renewal to 21/9/16	75.00	15.00	90.00
20/08/2015	19505	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones July/August	91.06	18.21	109.27
20/08/2015	19506	Watson City Pages Ltd	BIRTHPLACE Adverts/promotion	What's On advertisement	300.00	0.00	300.00
20/08/2015	19507	Wilko Retail Ltd	G/HALL Supplies/Services	Cleaning materials	27.68	5.54	33.22
20/08/2015	19508	Colin Shakespeare	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 9/8	102.33	0.00	102.33
20/08/2015	19509	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 9/8	27.67	0.00	27.67
20/08/2015	19510	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 9/8	13.33	0.00	13.33

20/08/2015	19510	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 14/6	3.33	0.00	3.33
27/08/2015	19511	H M Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - August	5,392.37	0.00	5,392.37
27/08/2015	19512	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - August	6,339.01	0.00	6,339.01
28/08/2015	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	79.31	0.00	79.31
					56,872.63	4,435.40	61,308.03

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 August 2015 to 31 August 2015

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
04/08/2015	04782	Lakeside Retail Ltd	BIRTHPLACE Supplies & Services	Delivery of book collection from London	264.17	52.83	317.00
12/08/2015	04783	Cash	Various	Petty cash vouchers 6648 - 6657	167.79	18.48	186.27
20/08/2015	04784	A D Thompson	CIVIC Ride Lunch Income	Refund of 2 Sheriffs Ride lunch tickets	31.67	6.33	38.00
24/08/2015	04785	3D Displays Ltd	BIRTHPLACE Supplies & Services	Collection display stands	81.12	16.22	97.34
26/08/2015	04786	The Johnson Society	BIRTHPLACE Supplies & Services	Johnson supper ticket for MHO	35.00	0.00	35.00
26/08/2015	04787	J Butler	BIRTHPLACE Stock for sale	Cat print scarves	17.94	0.00	17.94
26/08/2015	04787	J Butler	BIRTHPLACE Supplies & Services	MHO train ticket, refreshments etc	34.77	0.00	34.77
26/08/2015	04787	J Butler	BIRTHPLACE Supplies & Services	Various cleaning and craft materials	9.16	1.83	10.99
27/08/2015	04788	Child Support Agency	EMPLOYEE COSTS	Deduction from Earnings Order - Aug salary	196.36	0.00	196.36
28/08/2015	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	10.93	0.00	10.93
					848.91	95.69	944.60