

Lichfield City Council

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Town Clerk: Anthony D Briggs

16 October 2017

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, 23 October 2017** at **6.30 pm** at which the following business will be transacted.

Yours sincerely

Anthony Briggs
Town Clerk

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

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **MAYOR'S ANNOUNCEMENTS**
3. **DECLARATIONS OF INTEREST**
4. **COUNCIL MINUTES**
To confirm as a correct record the Minutes of the Council Meetings held on 11 September 2017 (Nos 36 - 46), (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 17 August and 14 September 2017 be received (copies 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 and recommendations of the Johnson Birthplace Advisory Committee meeting held on 3 October 2017 (**copy ATTACHED**).

9. OFFICERS' REPORT

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

RECOMMENDED: That the Report be noted.

10. 3rd BATTALION THE MERCIAN REGIMENT (STAFFORDS) - OLD COLOURS PARADE 13 JANUARY 2018

A request has been received from Captain DSH Maddock on behalf of the Mercian Regiment to parade 3 Mercian (The Staffords) old colours through the City of Lichfield on 13 January 2018 prior to laying them up in Lichfield Cathedral.

The Staffordshire Regiment was granted the Freedom of the City of Lichfield in 1960, with a City Council resolution of 16 April 2007 conferring the Freedom enjoyed by the Staffordshire Regiment on to '3rd Battalion The Mercian Regiment (Staffords)' as they became known, following their merger with the Mercian Regiment in September 2007.

The laying up of old colours is a sombre occasion where in essence, the memory and identity of a Battalion (a grouping of 600 soldiers) is laid to rest. The event is due to commence at 1pm with a civic reception at the Guildhall. The Parade will follow and the salute will be taken by the Lord Lt, senior Mercian representatives and the Mayor of Lichfield, Councillor Mrs Janice Greaves. At 2pm a service will be held in Lichfield Cathedral, with a reception to follow at a location yet to be confirmed but likely to be The George Hotel.

RECOMMENDED: That the request to parade through the City be approved; that the City Council welcomes the long association between the City and this Regiment, and confirms its strong support for and appreciation of its dedicated and distinguished service.

11. REPAIR AND RENOVATION PROGRAMME 2017/18 – PROGRESS REPORT

The 2017/18 Repair and Renovation programme was approved by Council in January 2017. A number of schemes are included in the programme for the year and this report (**APPENDIX 2**) details the progress made to date against each scheme and the preparations for the remainder of the work.

RECOMMENDED: That the Repair and Renovation Progress Report be noted.

12. AUDIT OF ACCOUNTS 2016/17

To note that the audit of accounts for the year ending 31 March 2017 was completed on 27 September 2017. 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.

RECOMMENDED: That the report be noted.

13. PROPOSED CHANGES TO LOCAL COUNCIL TAX SUPPORT GRANT (LCTSG) - 2018/19

In 2013/14 the government introduced changes to localise the support for council tax benefit, and the impact of these changes was that the council tax base used to set council tax reduced. To compensate Parish Councils a separate funding allocation was identified by the District Council for 2013/14. However, since 2013/14, no separate allocation has been identified. The District Council has therefore reduced LCTSG awarded to Parish Councils since 2014/15 in line with the reductions in their Government funding. The City Council received LCTSG totalling £27,784 for the 2017/18 financial year, reduced from £34,070 in 2016/17 and £36,676 in 2015/16.

At its meeting of 17 October 2017, shortly after the publication of this agenda, Lichfield District Council is due to consider whether payments of LCTSG to Parish Councils are to be ceased completely from 2018/19. This decision will have implications for the City Council's budgetary position in 2018/19 and subsequent years. By way of example, had LCTSG been withdrawn for 2017/18 and the City Council wished to mitigate the effects of the loss wholly through precept increase, it would have required the precept to be raised by a further 4.13%, with resulting band D Council Tax being £59.41, a £2.36 increase on the approved 2017/18 figure of £57.05.

The implications of the District Council's final decision on LCTSG will be further analysed during the budget setting process for 2018/19, with recommendations to be reported to Council at its meeting of 29 January 2018.

RECOMMENDED: That Lichfield District Council's decision as to whether the LCTSG allocation to Parish Councils will be removed from 2018/19 be noted.

14. SAMUEL JOHNSON MOSAIC – BIRD STREET

A mosaic portrait of Dr Johnson by John Myatt located on the corner of Bird St was donated to the citizens of Lichfield in June 1976 by Lichfield District Arts and Berger Paints and accepted by the then Mayor, Councillor Bob Blewitt.

In 2005, restoration work was instigated by Lichfield Civic Society with financial support from a number of bodies, including the City Council.



Earlier in 2017, the proprietor of neighbouring premises recovered some fallen pieces from the mosaic and contacted the Civic Society. On inspection it was found that some additional pieces were missing and that paint was peeling in several areas.

The Civic Society have secured a working space courtesy of a supportive farmer, and another member of the farming community, with the appropriate public liability insurance, is willing to help with taking down and re-installing the mural. A quote of £300 to undertake cleaning and maintaining has been submitted to the Civic Society by Stephen Sanders and the artist, John Myatt. The existing frame has deteriorated to such an extent that it will need renewing, with an additional cost envisaged to be around £100.

The Civic Society wishes to apply for grant funding from the City Council to enable the repairs to proceed.

RECOMMENDED: That subject to confirmation that the appropriate public liability insurance is in place for the removal and reinstallation of the mosaic, and that the City Council accepts no liability in the matter, a grant of £400 be made available from the City Council's Grant Aid/Partnerships budget to fund the repairs to the Samuel Johnson mosaic located on the corner of Bird St.

15. ANNUAL UPDATE OF CITY COUNCIL POLICIES

The City Council has a longstanding subscription agreement with a firm of local solicitors to provide advice and guidance in matters relating to employment law. This agreement allows for the annual review of the City Council's employment law related policies to be carried out by a specialist advisor. Following this year's review, amendments have been suggested to the City Council's Grievance Procedure, Disciplinary Procedure, Maternity Policy and Equal Opportunities Policy. The draft revised policies are included at **APPENDIX 3**.

RECOMMENDED: That the draft revised Grievance Procedure, Disciplinary Procedure, Maternity Policy and Equal Opportunities Policy be adopted.

16. NEIGHBOURHOOD PLAN UPDATE

The statutory Regulation 16 consultation on the Lichfield City Neighbourhood Plan closed on 18 August 2017. The City Council received notification on 13 September 2017 that Lichfield District Council have appointed Mr Christopher Collison to Independently Examine the Plan.

The District Council advise that the examination should take between two and three months and that further updates will follow in due course. The final stage of the Neighbourhood Plan is the referendum, where it must obtain majority support from electors if it is to be adopted. The Plan then becomes part of the formal Development Plan for the area, with legal force, and helps shape the direction of future employment development in the City.

RECOMMENDED: That the Neighbourhood Plan update be noted.

17. LAND SOUTH OF WORDSWORTH CLOSE, LICHFIELD

At the meeting of Council held on 11 September 2017 it was resolved that the Council advertise its proposals to dispose of land South of Wordsworth Close and consider any objections received. The Town Clerk's Report on this matter is contained at **APPENDIX 4**.

If the City Council wishes to enter in to the option agreement to dispose of the land, the next step will be to instruct legal advisors to proceed to 'heads of terms', with finalised agreements to be presented to Council prior to signing. If the City Council elects not to enter in to the agreement, the various parties involved in the negotiations will need to be informed as a matter of urgency.

RECOMMENDED:

- a) Following consideration of the correspondence received, the City Council's decision as to whether to agree to enter in to an option agreement for the disposal of the land (as detailed in the Town Clerk's confidential report to Council of 11 September 2017) be formalised***
- b) That delegated authority be given to the Town Clerk, in conjunction with the Leader of the Council, to take the appropriate next steps as detailed above.***

18. STAFFORDSHIRE PARISH COUNCILS ASSOCIATION (SPCA) AGM

Members are advised that the SPCA AGM will this year be held on the evening of **Monday, 4th December 2017** at Staffordshire Place One, Tipping Street, Stafford, commencing at 6.45pm. This will be the 78th AGM of the Association and the agenda together with copies of the Association's Annual Report, will be available shortly.

19. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 5**) for the period 1 August 2017 to 31 August 2017 in the sum of £61,899.33 General Account, and £1,418.99 Imprest Account.

20. 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.

21. APPOINTMENT OF TOWN CLERK

- a). To receive the Minutes of the meeting of the Interview Panel appointed by the Staffing Committee held on Tuesday 12 September 2017, **APPENDIX 6** (attached for members).
- b). To receive the Minutes of the meeting of the Interview Panel appointed by the Staffing Committee held on 29 September 2017, **APPENDIX 7** (attached for members).

22. STAFFING COMMITTEE

To adopt the Minutes and recommendations contained in the Minutes of the Staffing Committee meeting held on 11 October 2017, **APPENDIX 8** (attached for members).

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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 11 September 2017 at 6.30 pm

PRESENT: Councillors Mrs J Greaves (Mayor), Mrs J Allsopp, R Awty, Mrs D Baker, Mrs G Boyle, J Brooks, B Cocksey, D Dundas, I Eadie, C Greateorex, P Hitchman, Mrs S James, D Leytham, Miss J Marks, J McGrath, B McMullan, P Ray, D Smedley, A Smith, C Spruce, A Thompson, and R Yardley.

APOLOGIES: Councillors B Bacon, Mrs N Bacon, Mrs J Eagland, T Matthews, Mrs L Warfield and M Warfield.

36 MAYOR'S ANNOUNCEMENTS

The Mayor reported on a number of recent civic and other engagements attended including; accompanying the Britain in Bloom judges on their tour of Lichfield (the results of which are to be announced on Thursday, 14 September), the Mayor At Home, the Allotment Society Summer Show, the Mercian 10th Anniversary Dinner in the Cathedral, Proms In The Park and the Sheriff's Ride. The Mayor offered her congratulations to the Sheriff on completing the entire ride.

37 DECLARATIONS OF INTEREST

Councillor Mrs G Boyle declared an interest under Appendix 'A' in Item 14, land south of Wordsworth Close as she resides on London Road. Councillor Mrs Boyle left the meeting during the discussion of this item and voting thereon.

38 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council Meeting held on 25 July 2017 (Nos 26-35) be confirmed and signed as a correct record.*

39 PLANNING COMMITTEE

RESOLVED: *That the Minutes of the Planning Committee meeting held on 20 July 2017 be received.*

40 OFFICERS' REPORT

The Mayor took each item from the Officers' Report in turn. Councillor D Smedley congratulated the Civic Officer, Sarah Wallace, for her efforts in organising the Sheriff's Ride, and the City Council staff for their continued efforts following the death of the Town Clerk. Councillor R Awty noted that the visitor numbers were again increasing at the Samuel Johnson Birthplace Museum and thanked the Museum and Heritage Officer and her staff for their efforts.

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

41 FINANCIAL PROGRESS REPORT – 1 APRIL to 31 JULY 2017

Members considered the financial progress report for the first four months of the 2017/18 financial year.

RESOLVED: *That the Financial Progress Report (Agenda Appendix 2) be noted.*

42 NALC LARGER COUNCILS CONFERENCE

The Council noted the theme to be discussed at the annual NALC Larger Councils Conference to be held on Wednesday 13 December 2017 at Coram Street, Bloomsbury, London.

RESOLVED: *That Councillor C Greatorox attend the NALC Larger Councils Conference on 13 December 2017; and that the Council meet the costs of the conference fee and related subsistence and travel expenses.*

43 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed as listed in Agenda Appendix 3 for the periods:*

- a. *1 June 2017 to 30 June 2017 in the sum of £83,273.24 General Account, and £1,397.40 Imprest Account.*
- b. *1 July 2017 to 31 July 2017 in the sum of £75,480.44 General Account, and £993.69 Imprest Account.*

44 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.

45 STAFFING COMMITTEE

RESOLVED: *That the Minutes and Recommendations contained in the Minutes of the Staffing Committee meeting held on 28 July 2017 (Agenda Appendix 4) be adopted.*

46. LAND SOUTH OF WORDSWORTH CLOSE, LICHFIELD

Members considered the Deputy Town Clerk's confidential report. Councillor D Dundas proposed an amendment to the order of the recommendations contained therein. Councillor J McGrath seconded the proposal and it was duly put to the vote which was declared lost.

RESOLVED: *That the Deputy Town Clerk's report (Agenda Appendix 5) be noted and that the recommendations contained therein be adopted.*

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

MAYOR

Lichfield City Council

Minutes of the Johnson Birthplace Advisory Committee Meeting held in The Moulton Room, Guildhall at 10.30am on Tuesday 3 October 2017

PRESENT:

Representing Lichfield City Council: Councillor R Awty, and Councillors Mrs G Boyle, T Matthews, C Spruce, A Thompson and R Yardley.

Representing Johnson Society: Mr P Jones

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

Apologies: None

43 MINUTES

RESOLVED: *That the Minutes of the Meeting held on 23 March 2017 be confirmed as a correct record.* [Minutes adopted by Council on 24 April 2017.]

44 MUSEUM ADMISSIONS 2015/2016 (ANNUAL REVIEW)

Members considered the Museum and Heritage Officer's report (Agenda Appendix 1), together with a revised Monthly Visitor Numbers chart, noting in particular the increase in level of donation per visitor and the increased attendance during the summer months that was boosted further by the varied and extensive programme of family activities at the museum.

RESOLVED: *That the report be noted.*

45 MUSEUM ATTENDANTS

The Museums and Heritage Officer informed Members that both David Titley and Janet Hill-Gibbs would soon be retiring from their positions as Birthplace Attendants.

RESOLVED:

- a) *That the Town Clerk write to both David Titley and Janet Hill-Gibbs to highlight the City Council's appreciation for their contribution to the Birthplace Museum.*
- b) *That the Committee supports the view that five Attendants is the optimum number for the Birthplace currently*
- c) *That the City Council's Staffing Committee is requested to give consideration to the replacement of the two retiring Attendants at its meeting of 2 November 2017.*

46 PART-TIME MUSEUM ADMINISTRATION ASSISTANT

Members considered the Museum and Heritage Officer's report and the draft job description for the role (Agenda Appendix 2).

RESOLVED:

- a) *That the Committee approve the draft job description*
- b) *That the Committee requests that the creation of the post and related job description be considered by the City Council's Staffing Committee at its meeting of 2 November 2017.*

47 LOANS TO DOCTOR JOHNSON'S HOUSE, LONDON

Members considered the items loaned to Dr Johnson's House at Gough Square (Agenda Appendix 3) and the delegated powers utilised to facilitate arrangements due to time constraints. Members suggested it may be appropriate for a delegation from Lichfield to visit the exhibition.

RESOLVED: *That the loan of the items contained at Agenda Appendix 3 to Dr Johnson's House in Gough Square be supported; and the powers utilised to facilitate arrangements be noted.*

48 REDEVELOPMENT PROJECT UPDATE: ACCESS AUDIT REPORT

Members considered the report prepared by Ann Johnson of Wave-length Social Marketing CIC. Members were in broad agreement with the conclusions drawn and recommendations made and noted that as a Grade 1 listed building, the duty to preserve its integrity must be retained above all other considerations, but that this did not preclude making access and visitor experience for those with disabilities as pleasurable and wide ranging as possible.

The Museums and Heritage Officer informed Members that a companion report should be completed in readiness for the next meeting of the Committee.

RESOLVED: That the report be noted; and suggested actions be implemented or investigated further by the Museums and Heritage Officer as applicable.

42 DATE AND TIME OF NEXT MEETING

In Calendar of Meetings as 10.30am on Thursday, 22 March 2018.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 11.13 AM**

OFFICERS' INFORMATION REPORT

1. Civic Matters: Sarah Wallace, Civic Officer

On Saturday the 9 September the Sheriff, Cllr Andrew Smith successfully completed the Sheriff's Ride. In keeping with this historic tradition some 43 riders joined the Sheriff on the 20 mile perambulation of the City boundaries.

At Freeford Manor an additional 110 guests joined the Sheriff for a buffet lunch where they were entertained by 'Jazz Tones'.



At the end of the day the Ride was escorted back into the City by the Sword Bearer and Mace Bearer. The Sheriff was welcomed into the Close by representatives of the Chapter of Lichfield Cathedral before continuing onto the Guildhall where the Ride culminated with three cheers for the Sheriff.

The Sheriff's Ride is the largest event the City Council undertakes and would not be possible without the support of many volunteers, local businesses and farmers. This year the Council was fortunate enough to secure the support of Jaguar Land Rover and Acorn Kia, Burntwood who provided the lead vehicles; Jaguar Land Rover kindly displaying the City Council Crest on their vehicle. It is hoped that the new relationships forged will continue in future years.



The Johnson Birthday Celebrations were held on the Market Square on Saturday 23 September. In keeping with tradition, just after midday, the Mayor placed a laurel chaplet on the statue of Dr Samuel Johnson after which St Michael's choir sang Johnsons last prayer to music specially written by Peter Hawsworth, their musical director.

As part of the Heritage weekend the celebrations and activities continued throughout the day including a Mini Town Criers competition carried out under the watchful eye of the City's own Town Crier Ken Knowles. The worthy winner was the aptly named Belle Jackson aged 8.



The Swinfen Broun challenge Bowls match was held on Wednesday 27 September, this was rescheduled from earlier in the year. In spite of the wet weather and fading light the City Council team put up a valiant effort but were unfortunately beaten 108 – 59.

Preparations continue for the Mayor and Sheriff's forthcoming charity events; a concert on Tuesday 31 October by Lichfield Rock Choir and a Masquerade Ball on Saturday 25 November. Tickets for both these events are now on sale and can be purchased from the Civic Officer.

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

Market Performance

We have had several new Traders sign up to permanent status this month, meaning that Saturdays are practically full and more guaranteed income on Fridays.

Market Promotion

We are investigating new ways to promote the Farmer's Market to ensure footfall is maximised. We have signed up to Lichfield's 12 Days of Christmas promotion for both the Farmer's Market and the General Market, also in an effort to maximise footfall. Over a 12 day period in December, a business displays a wreath and customers have to visit each designated business to collect a free gift (e.g. tangerine, gift soap etc).

Johnson's Birthday and Heritage Weekend

Despite a few issues regarding licenses in the run up to the event, the relocation of the market ran smoothly on the day and was deemed a success.

Christmas Lights Switch-on Market

Planning is well under way with a number of Traders having already applied to stand on this special Market.

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

September is always the busiest month of the year at Johnson's Birthplace, when the whole City comes together to celebrate the Birthday of Lichfield's most famous son. Johnson received an unexpected Birthday present this year with the appearance of a 'Google Doodle' on September 18. The M&HO contacted Google at the suggestion of the Johnson Tercentenary Committee about commemorating Johnson in this way for his 300th Birthday, so Lichfield may well have played a part in this moment of national recognition for his 308th, and visits to the Birthplace website and users of social media pages increased on the day.



This year's Heritage Weekend on Saturday 23 and Sunday 24 September also commemorated Garrick's 300th Birthday, and activities at the Birthplace included the traditional Birthday cake given free to visitors, craft activities and 'the Great Garrick dressing-up chest', which saw the Birth Room transformed into a theatrical wardrobe complete with a stage and scripts, and costumes kindly loaned by The Lichfield Mysteries.

The M&HO also worked in partnership with the Visit Lichfield team and the Civic Officer to arrange the programme on the Market Square and at the Guildhall Cells, with other events including Intimate Theatre performing on the Square and around the City, the Young Town Crier's competition, City of Lichfield Concert Band and the Black Country Players.

The weekend's events began on the Thursday evening with a Storywalk with the Lichfield Storytellers, featuring four storytellers throughout the building, and the Museum hosted the Johnson Society for their reception on Friday. The Birthplace received 716 visitors over the Saturday and Sunday, and the Guildhall Cells volunteer team welcomed 444.

Much of the month was taken up with preparing and promoting the Birthday weekend, which included taking a Saturday stall at the invitation of the Markets Officer and engaging with over 250 shoppers. Other events in September included the start of the new term for the Museum's Latin class, writing group and Bookworms club, and De Ferrers school from Burton visited with two Sixth Form English groups for Dictionary workshop sessions. The M&HO welcomed Dr Nick Seager and a group of academics involved in the Museum's ongoing Keele University Book History project for a visit to use the Birthplace library and a planning meeting for the 2019 workshops.



The library was also visited by director Tim Ford and cast of 'Letters to Emma' at the Garrick theatre during the rehearsals for the play, seeing some of the Anna Seward letters, books and objects that had inspired the play's writer Carolyn Scott-Jeffs.

Work was also underway on the 2018 events programme for the Museum, including meeting with the Lichfield Festival team on plans for the Birthplace to be a venue and partner for the March Literature Festival; and with Fired-up theatre, a local community theatre group who are developing some Johnson-themed theatre to be performed in the Birthplace, and are looking at potential performance and sound pieces for the future development of the Guildhall Cells displays.

4. Twinning: Gabriele Lasch-Burden, Twinning Officer

Due to the timing of the Twinning Weekend in Ste Foy, a full report on the event will be included in the Officers' Report to be submitted to Council on Monday 4 December 2017.

5. Guildhall: Helen Winter, Guildhall Bookings Secretary

The Old Prison Cells close to the public on 21 October, with a volunteer on hand to offer information about their past. School parties have visited the Cells (by prior arrangement) and there have been several Tourist Information Centre tours recently in the evenings, especially during October.

Since the last report, the Guildhall has hosted three Wedding Ceremonies and a Wedding Reception. There are two more Wedding Ceremonies booked in before the end of the year.

We have had two Christening Parties, with another one due in a few weeks. There have also been two birthday parties and a Silver Wedding Anniversary party. The diary is very full, with no availability for Friday/Saturday evening bookings for the remainder of the year. There has also been an increased interest in childrens parties – enquiries are usually for a Sunday or in the downstairs Guildroom. We have had three Harry Potter themed parties so far this year.

Other bookings include an Awards Presentation for the Pauline Quirke Academy, the Lichfield Bower Cheque Presentation Evening, and a Thank You Gathering for Lichfield Festival.

The Lichfield Round Table held their Oktoberfest which was very well attended, and have booked again for next year. The evening included an oompah band, hog roast and beer. They also held a Murder Mystery Evening. The Johnson Supper was held during Heritage Weekend.

Lichfield Arts have held five concerts as well as the L2F Festival of Folk. The Beer Festival is also booked and promises to be as popular as ever.



We continue to attract commercial bookings. Lichfield Leather held a sale in the Guildroom over bank holiday weekend – it went so well they had to source more stock! They have booked for Christmas and again next August. There have been two Craft Fairs, two Corridor Gallery displays and a Bible Exhibition. Market Research have held two events.



We have managed to work around the bookings to do maintenance work. The ovens have been cleaned in both kitchens and repair work has been carried out to address the damp wall in the Guildroom.

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

It was a pleasure in September to attend the Cities in Bloom awards at Warwick Castle and witness the Mayor, Councillor Mrs Janice Greaves being presented with a Gold award for Lichfield. It was the result of a lot of hard work by all the members of the Blooming Lichfield Group, the District Council Maintenance team and others in the City. It was wonderful to see everyone's efforts being recognised with such a coveted award.



Certain Green Spaces and footpaths seem to come up regularly with concerns from the residents. If these are recurring problems then more work will be done this year to achieve a more permanent solution. This will be more cost effective in the long term.

It was for this reason that the canopy of trees in Fecknam Way and Johnson Close were lifted by 4m which may seem extreme but means the problem will not need revisiting for 5 years.

Although one resident felt the work on the trees was too brutal, other feedback was complimentary including an email thanking the City Council for "an excellent job" and appreciation that the "streets looked so much better". This feedback has been passed on to the tree surgeons who carried out the work.



7. Town Clerk: Tony Briggs

The damp-proofing work to the rear of the Guild Room has now been completed. A membrane has been installed to prevent further damp ingress, and the area has now been skimmed with new windowsills installed and the existing skirting board and other fixtures now back in situ. While relatively minor in nature, this work will enable the whole of the Guild Room to be redecorated in due course to enhance the room's appeal.

New signage has been installed adjacent to the lift access on the ground, first and third floors of the Guildhall and at the bottom of the main stairs. This signage has been commissioned due to the many comments from visitors and hirers regarding the clarity and location of the existing signage. Additional replacement signage is currently being prepared due to the renaming of the Committee Room and this will be in place shortly.

The Civic Officer's report provides details of the Sheriff's Ride which took place on Saturday 9 September. Prior to the arrival of the wonderfully turned out horses and riders and myriad chains of office, there was a rather less glamorous duty to be performed in the field in which the marquee was placed at Freeford. Cows were in the field until around 2.45pm on 8 September, so at 3.15pm the City Council's recently formed but elite team, armed with shovels and bags, removed that which cows deposit so freely and liberally from the area.

This is just one example of the work undertaken by City Council staff that falls outside of their regular role but allows events such as the Sheriff's Ride to be such a success.



The Clearance Team: L to R Keith Howes, Nigel Boden, Albert Hartley, Richard Cotterill, Nick Burton, Sarah Wallace and Richard Hunt (sans Mace).

REPAIR AND RENOVATION PROGRAMME 2017/18 – PROGRESS REPORT

The 2017/18 Repair and Renovation programme was approved by Council in January 2017. An additional Schedule that separated the overall programme into three broad phases of work was noted by Council at its meeting of 24 April 2017.

Good progress has been made on the programme of work, with the first phase now complete with the exception of the renovation of the new glazed door to Donegal House; and phase two is now 50% complete. The City Council's architect is currently working on schedules for the remaining element of phase two which is the repair to the leaning section of wall and unstable section of balustrade at the Remembrance Gardens. Enabling works for phase three, the kitchen extension into band store, have begun and the architect will shortly be instructed to prepare a schedule of works.

Samuel Johnson Birthplace Museum

The investigation and subsequent repair to the chimneys at the Birthplace Museum was carried out as a matter of urgency due to the level of water ingress and the potential for further damage to be caused. The repair work involved scaffolding being erected in the rear courtyard area of the museum and the opportunity was taken to evaluate the various timberwork, brickwork and roof tiles that are ordinarily inaccessible. Some minor repairs were carried out, including replacement of the window sill pictured, that will hopefully prevent far more expensive costs being incurred subsequently.



Investigations to the chimneys themselves revealed issues with the lead flashing and some perished brickwork. Following the repair, the drying out process was apparent almost instantly; the area has now been redecorated.

In addition, minor repairs and redecoration have been carried out to a section of render on the Breadmarket St elevation of the Birthplace.

Guildhall Beer Cellar Renovation

The floor of the beer cellar has been levelled, the shelving repaired, walls redecorated and missing bricks replaced. While relatively minor in nature, the work has made a considerable difference to the room.

Donegal House Roof

The repairs to the roof of Donegal House were preventative rather than reactive and consisted of repairs to several areas of perished brickwork, replacement of missing/broken tiles, repointing to each of the sections of ridge and hip tiles, replacement of rotted woodwork and redecoration plus clearing of gulleys and guttering.



As the photograph above illustrates, many of the ridge tiles were merely resting on the roof, the bedding mortar having been gradually washed away over the years. The second photograph shows the opposite pitch that was undergoing repairs at the time of the photograph.



The opportunity was also taken to closely evaluate the Guildhall roof, which appeared in good repair.

Donegal House Fire Alarm Replacement

Following the replacement of the Guildhall fire alarm last year, the intention is to replace the ageing wireless fire alarm at Donegal House. The new Donegal House alarm will operate on a separate loop from the Guildhall alarm but will be controlled by the same panel (a repeater panel will be installed in Donegal House). This will improve reliability of the Donegal House fire alarm provision and also reduce service costs. Quotations for the replacement fire alarm are currently awaited.

Guildhall – Kitchen Extension into Band Store

The proposed extension into the band store has been provisionally scheduled for March 2018. Due to the popularity of the Guildhall as a venue and the regular use of the kitchen by caterers, it proved difficult to schedule this work any sooner. The City Council's architects have been instructed to prepare a schedule of works with the aim of receiving tenders before Christmas, thereby allowing dates to be agreed and pre-start meetings to take place in good time before the scheduled commencement date.

Donegal House – New Glazed Reception Door

Contractors are due to begin the replacement of the door to the rear of the reception area in Donegal House on 6 November 2017, with completion due on 20 November 2017. The new door will be glazed rather than solid and will also be fob controlled to improve building security. While this work is being undertaken, an intercom system will also be installed in order that the five separate bodies operating within Donegal House can be individually contacted from reception. The nature of this work and the lack of a readily accessible alternative public entrance will mean that the City Council Offices will need to be closed to the public for certain periods, though we will endeavour to keep this to a minimum.

Donegal House Drainage/Guildroom

During the summer of 2017 water ingress became evident in the Donegal House cellar. At the same time, the longstanding damp issue in the adjoining wall of the Guildroom appeared to deteriorate considerably.

A survey of the storm drainage from Donegal House was carried out and two issues were identified, including a large open joint in close proximity to both the Donegal House cellar and adjacent Guildroom wall. The pipework has now been repaired, but the extent of damp in the Guildroom wall is such that expert advice was to introduce a damp proof membrane to the section of the wall most badly affected. This work was completed in early October and will allow for a more comprehensive redecoration of the Guildroom.

Guildhall Stairwell

For many years the stairwell has been used only for storage and has had a distinct 'back of house' feel; redundant sanitaryware from the areas previous use as toilets for the Law Courts remain, and openings that were sealed during the conversion remain unplastered. The area is slowly being cleared and reorganised, with redundant sanitaryware being removed, freeing up much needed storage space. Basic redecoration will also be carried out to ensure the area is presentable.

In addition to the above, more general work has taken place including replacement of ageing light fittings to the top floor of Donegal House with LED alternatives, replacement of the failing intumescent seals to the top floor doors of Donegal House, minor redecoration to several areas of the Birthplace museum, redecoration to the first floor corridor and ground floor lift lobby of the Guildhall, and the lobby area outside the Ashmole Room.

For Council 23 October 2017: APPENDIX 3

LICHFIELD CITY COUNCIL - GRIEVANCE POLICY

INTRODUCTION

1. This policy is based on and complies with the ACAS Code of Practice on Discipline and Grievance. It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.

3. This policy confirms:

- employees have the right to be accompanied or represented at a grievance meeting or appeal by a trade union representative or work colleague. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his/her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
- the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date.
- any changes to specified time limits must be agreed by the employee and the Council
- an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
- information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. However, on occasion, the findings of the grievance may necessitate formal disciplinary action against another employee and elements of the grievance findings may need to be revealed to that employee to the extent necessary for those proceedings. The employee's grievance records will be held by the Council in accordance with the Data Protection Act 1998
- recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the Council's and the employee's consent.

INFORMAL GRIEVANCE PROCEDURE

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does

not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the chairman of the Staffing Committee or, if appropriate, another member of the Staffing Committee.

FORMAL GRIEVANCE PROCEDURE

5. If it is not possible to resolve the grievance informally, the employee may submit a formal grievance. It should be submitted in writing to the Town Clerk.

6. The Grievance Panel comprising of three members of the Staffing Committee will investigate the grievance. The Grievance Panel will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the Grievance Panel.

7. The Grievance Panel will decide whether to investigate the matter either before or after the grievance meeting which may include interviewing others (e.g. employees, councillors or members of the public).

Notification

8. Within 10 working days of the Council receiving the employee's grievance, the employee will be asked, in writing, to attend a grievance meeting. The sub-committee's letter will include the following:

- the names of its Chairman and other members
- a summary of the employee's grievance based on his/her written submission
- the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will be within 25 working days of when the council received the grievance
- the employee's right to be accompanied by a trade union representative or work colleague
- a copy of the Council's grievance policy
- confirmation that, if necessary, witnesses may attend on the employee's behalf and that the employee should provide the names of his/her witnesses at least five working days before the meeting
- confirmation that the employee should provide the Council with any supporting evidence at least five working days before the meeting.

The grievance meeting

9. At the grievance meeting:

- the Chairman will introduce the members of the Grievance Panel to the employee
- the employee (or companion) will set out the grievance and present the evidence.
- the Chairman will ask the employee what action does he/she wants the council to take
- any member of the Grievance Panel and the employee (or the companion) may question any witness
- the employee (or companion) will have the opportunity to sum up the case
- the Chairman will provide the employee with the Grievance Panel's decision, in writing, within ten working days of the meeting unless further investigation is necessary as a result of matters raised in the meeting, in which case the outcome will be given as soon as is reasonably possible once that investigation has taken place. The letter will notify the employee of the action, if any, that the council will take and of the employee's right to appeal
- a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the Grievance Panel.

The appeal

10. If an employee decides that his/her grievance has not been satisfactorily resolved by the Grievance Panel, he/she may submit a written appeal to the Town Clerk. An appeal must be received within five working days of the employee receiving the Grievance Panel's decision and must specify the grounds of appeal.

11. Appeals may be raised on a number of grounds, including but not limited to

- a failure by the Council to follow its grievance policy
- the decision was not supported by the evidence
- the action proposed by the sub-committee was inadequate/inappropriate
- new evidence has come to light since the grievance meeting.

12. The Appeal will be heard by an Appeals Panel comprising of three members of the Staffing Committee who have not previously been involved in the case. If there are insufficient members of the Staffing Committee who have not previously been involved, the Appeals Panel will comprise of three council members who may include members of the Staffing Committee. The Appeals Panel will appoint a Chairman from one of its members.

13. The employee will be notified, in writing, within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will take place within 25 working days of the council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a trade union representative or work colleague.

14. At the appeal meeting, the Chairman will:

- introduce the Panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the Grievance Panel
- explain the action that the appeal panel may take.

15. The employee (or his/her companion) will be asked to explain the grounds of his/her appeal.

16. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.

17. The Appeals Panel may decide to uphold the decision of the Grievance Panel or substitute its own decision.

18. The decision of the Appeals Panel is final.

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LICHFIELD CITY COUNCIL - DISCIPLINARY POLICY

INTRODUCTION

1. This policy is based on and complies with the ACAS Code of Practice on Discipline and Grievance. It is designed to help council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.
2. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
3. This policy confirms:
 - the Council will fully investigate the facts of each case
 - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when informal performance management proves ineffective.
 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - employees may be accompanied or represented by a trade union representative or a work colleague at any disciplinary meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - the Council will give employees reasonable notice of any meetings in this procedure. Employees must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken.
 - If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date.
 - any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council.
 - information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the Data Protection Act 1998
 - recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition
 - employees have the right to appeal against any disciplinary action. The appeal decision is final
 - if an employee who is already subject to the Council's disciplinary procedure, raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
 - disciplinary action taken by the Council can include an oral warning, written warning, final written warning or dismissal
 - except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
 - if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it.
 - the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the Council's and the employee's consent.

- The disciplinary procedure is not contractual and the Council reserves the right not to follow it either in part or at all in appropriate cases, in particular during the first two years of employment.

Examples of misconduct

4. Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct.
- poor timekeeping
 - misuse of the Council's resources and facilities including telephone, email and internet
 - inappropriate behaviour
 - minor breach of health and safety rules.

Examples of gross misconduct

5. Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct.

- absence without leave
- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination / failure to follow a reasonable management instruction
- serious breaches of health and safety rules
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

6. Examples of unsatisfactory work performance

- inadequate application of office procedures
- inadequate IT skills
- unsatisfactory management of staff
- unsatisfactory communication skills.
- Failure to meet reasonable targets in relation to work performance

DISCIPLINARY INVESTIGATION

7. There will be an investigation of the facts. The scope and duration of the investigation will depend upon the facts of the case. If the facts are straightforward an investigation may be very brief. In more complex cases the Town Clerk will appoint an Investigator to be responsible for undertaking the disciplinary investigation. The Investigator may be the Town Clerk, a senior member of staff, or a councillor. If the Town Clerk considers that there are no members of staff or councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), he will appoint someone from outside the council. The Investigator will be appointed as soon as possible after the allegations have been made. The Investigator will be asked to submit a report within 20 working days of appointment. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an Investigator may not be necessary and the disciplinary proceedings will commence at the next stage (paragraphs 14 -17).

8. The employee will be notified of the alleged misconduct and asked to attend a meeting with the Investigator.

9. If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator will try to obtain it from them.

10. The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends whether or not disciplinary action should be taken.

11. The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:

- the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
- the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
- the employee has a case to answer and there should be action under the Council's disciplinary procedure.

12. The Investigator will submit the report to the appointed Disciplinary Panel of the Staffing Committee which will decide whether further action will be taken.

13. If the Disciplinary Panel decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

THE DISCIPLINARY PANEL MEETING

14. The Disciplinary Panel shall comprise of three members who will appoint a Chairman from among their number. The Investigator shall not sit on the sub-committee, and no councillor with direct involvement in the matter shall be appointed to the Disciplinary Panel. The employee will be invited, in writing, to attend a disciplinary meeting. The Disciplinary Panel's letter will confirm the following:

- the names of its Chairman and other two members
- details of the alleged misconduct and its possible consequences
- a copy of the investigation report, all the supporting evidence and a copy of the Council's disciplinary procedure
- the time and place for the meeting. The employee will be given reasonable notice of the hearing (at least 14 working days) so that he /she has sufficient time to prepare for it
- that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least five working days before the meeting
- that the employee and the Council will provide each other with all supporting evidence at least five working days before the meeting. If witnesses are not attending the meeting, witness statements will be submitted to the other side at least five working days before the hearing
- that the employee may be accompanied by a companion, either a trade union representative or a work colleague

15. The disciplinary meeting will be conducted as follows:

- the Chairman will introduce the members of the Panel to the employee
- the Investigator will present the findings of the investigation report
- the Chairman will set out the council's case and present supporting evidence (including any witnesses)
- the employee (or the companion) will set out his/her case and present evidence (including any witnesses)

- any member of the Panel and the employee (or their companion) may question the Investigator and any witness
- the employee (or the companion) will have the opportunity to sum up his/her case
- the Chairman will provide the employee with the Panel's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision
- the disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the Panel.

DISCIPLINARY ACTION

16. If the Disciplinary Panel decides that there should be disciplinary action, it may be any of the following:

Oral warning

An oral warning is issued for most first instances of minor misconduct. The council will notify the employee:

- of the reason for the warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- of the right to appeal
- that a note confirming the oral warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for six months.

Written warning

If there is a repetition of earlier misconduct which resulted in an oral warning, or for different and more serious misconduct, the employee will normally be given a written warning. A written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for 12 months.

Final written warning

If there is further misconduct during the period of a written warning or if a first instance of misconduct is sufficiently serious, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for 12 months.

Dismissal

The Disciplinary Panel may dismiss:

- without notice for gross misconduct
- with notice if there is no improvement within the specified time period in the conduct which has been the subject of a final written warning
- with notice if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

17. The Disciplinary Panel will consider very carefully any decision to issue a disciplinary sanction or to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal.

18. If the Disciplinary Panel decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action imposed as a result of the disciplinary meeting will remain in force unless and until it is modified as a result of an appeal.

THE APPEAL

19. An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

20. The grounds for appeal can include but are not limited to;

- a failure by the Council to follow its disciplinary policy
- the Disciplinary Panel's decision was not supported by the evidence
- the disciplinary action was too severe in the circumstances of the case
- new evidence has come to light since the disciplinary meeting.

21. The Appeal will be heard by an Appeals Panel of three members of the Staffing Committee who have not previously been involved in the case. The Investigator will not be a member of the Appeals Panel. There may be insufficient members of the Staffing Committee who have not previously been involved. If so, the Appeals Panel will be comprised of three members of the Council who may include members of the Staffing Committee. The Appeal panels will appoint a Chairman from among their number.

22. The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion, either a trade union representative or a work colleague.

23. At the appeal meeting, the Chairman will:

- introduce the Panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the Disciplinary Panel
- explain the action that the appeal panel may take.

24. The employee (or his companion) will be asked to explain the grounds for appeal.

25. The Chairman will inform the employee that he/she will receive the decision and the Appeal Panel's reasons, in writing, within five working days of the appeal hearing.

26. The Appeals Panel may decide to uphold the decision of the Disciplinary Panel, substitute a less serious sanction, or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

27. If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.

28. The appeal panel's decision is final.

LICHFIELD CITY COUNCIL - EQUAL OPPORTUNITIES POLICY OCTOBER 2017

1. Background

- 1.1 The Council is an equal opportunity employer. We are committed to ensuring within the framework of the law, that our workplace is free from unlawful discrimination on the grounds of colour, race, nationality, religion or belief, ethnic or national origin, sex, sexual orientation, gender reassignment, sexuality, age, marital status, disability, pregnancy or maternity.
- 1.2 We aim to ensure that our employees achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. We have adopted the following equal opportunity policy as a means of helping to achieve these aims.

2. Implementing equality of opportunity

- 2.1 Recruitment and employment decisions will be made on the basis of fair and objective criteria.
- 2.2 The requirements of job applicants and existing members of staff who have a disability will be reviewed, to ensure that wherever possible reasonable adjustments are made, to enable them to enter into or remain in employment with us. Promotion opportunities, benefits and facilities of employment will not be unreasonably limited and every reasonable effort will be made to ensure that disabled staff participate fully in the workplace.
- 2.3 Person and job specifications will be limited to those requirements which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary.
- 2.4 All staff have a right to equality of opportunity and a duty to implement this policy. Breach of the Equal Opportunities Policy is potentially a serious disciplinary matter. Anyone who believes that he or she may have been disadvantaged on discriminatory grounds is entitled to raise the matter through the grievance procedure.

LICHFIELD CITY COUNCIL MATERNITY POLICY – OCTOBER 2017

1. RIGHTS IN PREGNANCY

Pregnant employees have various legal rights, including:

- paid time off for antenatal care
- maternity leave
- maternity pay or maternity allowance
- protection against unfair treatment, discrimination or dismissal

'Antenatal care' is not just medical appointments - it can also include antenatal or parenting classes if recommended by a doctor or midwife. Employers must give pregnant employees time off for antenatal care and pay their normal rate for this time off. Employers cannot change a pregnant employee's contract terms and conditions without agreement.

2. EMPLOYEE RESPONSIBILITIES

A pregnant employee must tell the City Council about the pregnancy at least 15 weeks before the beginning of the week the baby is due. If this isn't possible (e.g. because she did not know she was pregnant) the City Council must be told as soon as possible.

Employees must also tell the City Council when they want to start their Statutory Maternity Leave and Statutory Maternity Pay. Employees cannot take time off for antenatal appointments until the City Council is informed of the pregnancy.

In order to meet the requirements of Statutory Maternity Pay (SMP) employees are required to notify the Town Clerk of the following at least 28 days before they want their maternity absence to begin:

- That they are pregnant.
- The expected week of childbirth
- The date they want Maternity Leave to start, which cannot be earlier than the 11th week before the week that the baby is due.

An employee has to give a minimum of 28 days' notice before she wants her absence to begin, but it is advisable to inform the Town Clerk as early as possible to ensure that Health and Safety rights are implemented and to ensure entitlement to time off for ante-natal care. It is perfectly acceptable to inform the Town Clerk of the pregnancy at an early date to take advantage of your rights, but not put official written notification in until at least 28 days before wishing to commence maternity leave.

For the Council's part, it will respond to the notification within 28 days, advising of the return to work date, along with the maternity pay entitlements. If the employee has full entitlement to maternity leave the return to work will be 52 weeks from the start of the maternity leave.

3. HEALTH AND SAFETY FOR PREGNANT EMPLOYEES

When an employee tells the City Council that she is pregnant, the Council will assess the risks to her and her baby.

Risks could be caused by:

- Heavy lifting or carrying
- Standing or sitting for long periods
- Exposure to toxic substances
- Long working hours

Where there are risks, the City Council will take reasonable steps to remove them.

4. MATERNITY LEAVE ENTITLEMENT

All pregnant employees, irrespective of length of service, are entitled to Maternity Leave of up to 52 weeks. The first 26 weeks are called 'Ordinary Maternity Leave', and the last 26 weeks are called 'Additional Maternity Leave'.

The earliest that leave can be taken is 11 weeks before the expected week of childbirth; unless the baby is born early, in which case leave starts the day after the birth. The employee must supply a copy of the birth certificate or a document signed by a doctor or midwife to confirm the actual date of birth; and the City Council will then write back to confirm the new end date for the Maternity leave.

Maternity leave can also be triggered by sickness – if the employee is absent from work due to a pregnancy-related reason after the beginning of the fourth week before the baby is due (EWC), but before the date notified as the start date, the maternity leave begins automatically on the day after the first day of absence.

Employees must take at least 2 weeks' leave after the birth.

5. STATUTORY MATERNITY PAY (SMP)

SMP for eligible employees can be paid for up to 39 weeks, usually as follows, and these arrangements will apply to any employee with less than one year's continuous service at 11 weeks before the baby is due:

- For the first six weeks: 90% of average weekly earnings before tax
- For the remaining 33 weeks: The lower rate of SMP or 90% of average weekly earnings (whichever is the lower)

Tax and National Insurance need to be deducted. If the employee has at least one year's continuous service at the 11th week before week that the baby is due her entitlement will be:

Weeks 1-6 inclusive: 9/10 of a week's pay (offset against payments made by SMP)

Weeks 7 –18 inclusive: Where the employee has declared in writing her intention to return to work she will receive half pay without deduction except to the extent that the half pay plus SMP exceeds full pay. This half pay is paid on the understanding that the employee will return to local authority employment for at least 3 months. If the employee is not intending to return she will receive SMP only. If the employee receives the half pay and then changes her mind, she must then repay the monies to the Council. The SMP element does not have to be repaid.

Weeks 19-39 inclusive: For the remaining 21 weeks the employee will receive SMP.

6. ANTE-NATAL CARE

Under the terms and conditions governing employment pregnant employees are entitled to paid time off for ante-natal care as long as they can show:

- That they are pregnant
- That the appointment was made on the advice of a GP, Registered Midwife or Consultant
- That the purpose of the appointment is to receive ante-natal care

Pregnant employees are therefore asked to produce a certificate from their GP, midwife or Consultant with evidence of appointments before being granted time off for the first time. Time off must be granted for any appointment that is made on medical grounds and, therefore, will obviously cover appointments for scans and tests.

Ante-natal care includes not only medical examinations but also relaxation classes and parent craft classes if recommended by your doctor or midwife.

7. EMPLOYMENT RIGHTS

An employee's Employment Rights are protected during maternity leave.

a. Pension

During any period of unpaid maternity leave the employee will not make any contributions. However, at the end of the maternity leave period she can, within 30 days, elect to pay contributions for this unpaid period to allow this period to count as pensionable service.

b. Right to Return

- (i) Subject to (ii. below) the employee can return to the job in which she was employed under her original contract of employment, and on terms and conditions not less favourable than those which would have been applicable to her if she had not been absent. "Job", for this purpose, means the nature of the work which she is employed to do, and the capacity and place in which she is so employed.
- (ii) Where it is not practicable by reason of redundancy for the Council to permit her to return to work in her job as defined above, she shall be entitled to be offered a suitable alternative vacancy where one exists; provided that the work to be done in that post is suitable to her and appropriate to the circumstances, and that the capacity and place in which she is to be employed and her terms and conditions of employment are not substantially less favourable to her than if she had been able to return in the job in which she was originally employed.
- (iii) Suitable alternative employment may also be offered if exceptional circumstances other than redundancy (e.g. a general reorganisation), which would have occurred if the employee had not been absent, necessitate a change in the job in which she was employed prior to her absence. The work to be done should be suitable to her and appropriate to the circumstances and the capacity and place in which she is to be employed; and her terms and conditions of employment should not be less favourable to her than if she had been able to return to the job in which she was originally employed.

c. Exercise of the Rights to Early Return to Work

An employee shall notify the Council in writing 8 weeks before the day on which she proposes to return if this is before the end of the maternity leave period.

Where an employee is unable to return on the expected day due to sickness the absence will be covered by the sickness absence policy in the normal way. For delays due to industrial action, work will be resumed as soon as reasonable.

d. Relationship with sickness and annual leave/bank holidays

- (i) Maternity leave will not be treated as sick leave and will not therefore be taken into account for the calculation of the period of entitlement of sickness leave.
- (ii) Ordinary and additional maternity leave is regarded as continuous service for the purpose of sickness and maternity schemes and annual leave. Annual leave continues to accrue during both ordinary and additional maternity leave.
- (iii) Bank holidays that fall within the 26 weeks ordinary maternity leave and 26 weeks additional maternity leave will continue to accrue, and a substitute day will be provided.

e. Right to Request Part time / changed hours

If and when the employee decides to return to work after maternity leave she has the right to request changed hours if she wishes, either on a temporary or permanent basis. The Council has an obligation to consider the request, and to look at whether this can be accommodated. In order for full consideration to be given to any request, the employee should notify the Town Clerk of her wishes at least 4 weeks before she intends to return. The right to request part time or changed hours **does not equate to a right to have this request granted**, as this depends upon the nature of the employee's work and the requirements of the job. However every attempt will be made to reach a mutually acceptable arrangement before the employee returns to work.

f. Annual Leave during Maternity Leave

During the period of maternity leave, whether paid or unpaid, an employee will accrue holiday entitlement for the period of absence. The employee may wish to consider taking any accrued holiday leave as part of their total period of absence before returning to work. The benefit of doing this will depend on when they plan to start and finish maternity leave. Employees should also be aware that if they then decide not to return to work, or return on reduced hours, their holiday entitlement will be reduced on a pro-rata basis, and may necessitate the recovery of an overpayment.

8. KEEPING IN TOUCH DAYS

It may be that whilst on maternity leave the employee wants to keep in touch with new working arrangements or any other changes during maternity leave. Maternity leave regulations provide that the employee is able to do 10 day's work during maternity leave without bringing the maternity leave to an end. Work is defined as any work done under the contract of employment and may include training or any activity undertaken for the purposes of keeping in touch with the workplace. There is no obligation for the employee to work during maternity leave, and likewise they cannot insist that they are given work to do.

The employee will continue to receive SMP for any week in which they do work, and additional payment will be subject to agreement with the Town Clerk prior to any day worked. Where an employee works on a Keeping in Touch day during the ordinary maternity leave period, both the employee and the employer will pay pension contributions based on the pay the employee receives for that day.

N.B. Maternity leave will not be extended due to the fact that work has been carried out during the maternity leave period.

9. REASONABLE CONTACT

The maternity regulations make it clear that an employer and employee are allowed to make reasonable contact during maternity leave to discuss such issues as the return to work. This would not constitute 'work' and would not therefore count towards the 10 Keeping In Touch Days.

The Regulations specifically provide that such contact will not bring the maternity leave period to an end.

In addition, the Council will also ensure that an employee is kept informed of other issues, such as job vacancies, significant workplace developments and training opportunities as per the Green Book.

Lichfield City Council
October 2017

LAND SOUTH OF SHORTBUTTS LANE, LICHFIELD

At its meeting of 11 September 2017 the City Council resolved to advertise its 'in principle' proposals to dispose of land South of Wordsworth Close (located off London Road, Lichfield between Shortbutts Lane and Marsh Lane) at an independently determined value and in accordance with the Local Government Act 1972, for the purpose of facilitating the development proposals registered at Lichfield District Council under code 12/00182/OUTMEI; and that the City Council consider any objections received following public advertisement prior to any formal and binding decision on whether to dispose of the land.

The proposal was duly advertised in the Lichfield Mercury on 21 and 28 September 2017 with a closing date for receipt of correspondence of 6 October 2017. Five Responses were received, copies of which are included within this report and numbered one to five for ease of reference.

Clarification was also requested on potential liability should the land be compulsorily acquired for less than the value negotiated with the developers via the Valuation Office. While this is an extremely complex scenario that would most likely take several years to develop, the Valuation Office confirmed that if compulsorily acquired as a 'development scheme', the value of the land would most properly be based on the existing value negotiated. However, if the land was compulsorily acquired as a 'road scheme' the value would most likely be considerably less than that currently negotiated by virtue of provisions contained within the Land Compensation Act 1961 S14 (5) as amended by the Localism Act 2011 S232. In either case, the favourable payment terms of the current negotiated agreement would be lost, though basic loss compensation may be payable.

Should the land subsequently be offered for sale to facilitate development it would need to be offered back to the City Council in the first instance at its then current market value. In the opinion of the Valuation Office, this value would also most properly be based on the current negotiated option arrangement.

To reiterate, this is a complex scenario with a multitude of potential outcomes, but the difference between the figure awarded to the City Council at CPO and the value of the land when offered for development could be construed as being a liability in conflict with S123 (2) of the Local Government Act 1972 that requires disposal of publically owned land to be at market value. If established, such a liability would not be covered by the City Council's Indemnity Insurance and could therefore potentially generate a personal liability to Members, particularly given that the City Council did not object to the original development proposals for the land.

Additional information that may prove useful to Members in response to some of the issues raised within the correspondence follows;

Application for the Area to be Designated a Village Green

The first objection letter advises that a group of residents has applied for the area concerned to be awarded 'village green' status. At the time of compiling this report, the formal application has not been received from Staffordshire County Council; the information below is therefore based upon general principles rather than the specific content of the application.

The Growth and Infrastructure Act 2013 made a number of significant changes to the law on registering new town and village greens under the Commons Act 2006. Section 16 of the 2013 Act inserted a new Section 15C and Schedule 1A into the 2006 Act, which *exclude the right* to apply for the registration of land in England as a town or village green where a 'trigger event' has occurred in relation to the land. The right to apply for registration of the land as a green *remains excluded* unless and until a 'terminating event' occurs in relation to the land. Trigger and terminating events are set out in Schedule 1A to the 2006 Act and broadly relate to whether land is identified for potential development in the planning system. As the land in question is identified as a Strategic Development Allocation in the Lichfield District Local Plan 2008 – 2029 (adopted by the District Council in February 2015), and a planning application has been submitted for the land concerned, this would appear to exclude the area from a successful village green application currently.

Further guidance may need to be circulated to Councillors as the situation unfolds, though an application to register the land as a village green does not prevent further progress towards entering into the option agreement should the Council wish to proceed. However, the situation would clearly need to be resolved prior to the signing of such an option agreement.

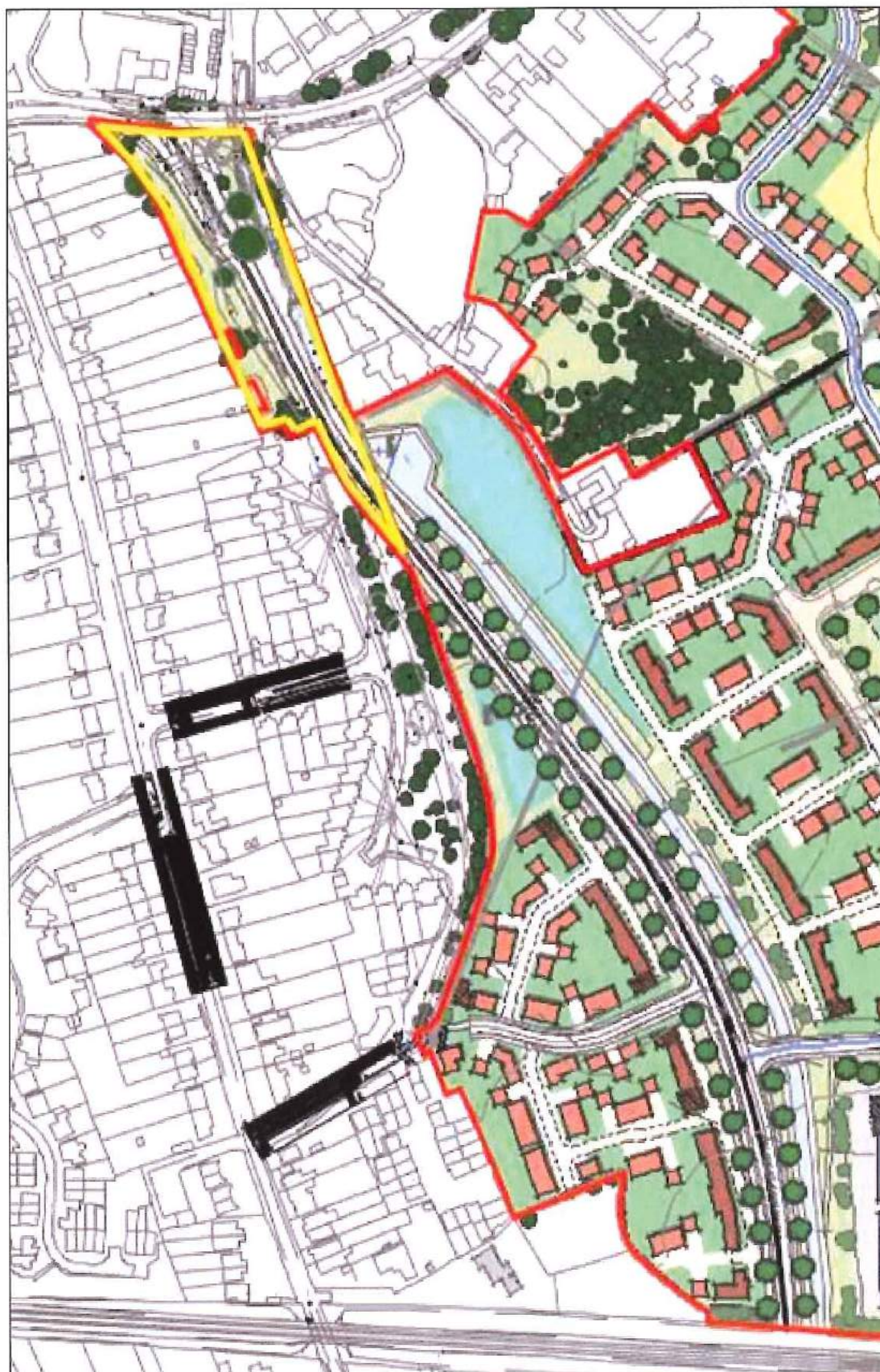
Existing Village Green

The third letter refers to the location of the existing village green designated in 2012. This lies to the West of the proposed site and is not part of the land that is under consideration.

Protection for Canal Route

The fourth submission highlights concerns regarding the proposed route for the canal. Members have also raised such concerns. A planning condition has already been imposed by the District Council requiring the route of the canal to be protected. However, Persimmon Homes have subsequently confirmed their willingness to accept a 'form of restriction' in favour of the City Council that would further protect the route of the canal following the sale of the land.

A plan showing the area of land concerned bordered in yellow. This land currently forms part of the City Council's Open Space 26a. The masterplan for the proposed development is included to provide context.



Dear Sir

3 October 2017

Re: proposal to sell off land between London Road and Marsh Lane

We, the residents of adjoining properties to the above land, including those on Shortbutts Lane, Marsh Lane and London Road oppose your proposal to sell off land as set out in the attached advert. The residents of the neighbouring roads have today made application for the land to be deemed a village green. Pursuant to legislation this land has been used for dog walking and enjoyment by the local residents for over 20 years. It should not be sold.

Under the Commons Registration Act 1965

anyone can apply under section 15(1) of the Commons Act 2006 to register land as a green if it has been used by local people for lawful sports and pastimes 'as of right' (ie without permission, force or secrecy) for at least 20 years.

Please note that you should not continue with the sale of the land given we have objected to the same. We will serve you with a copy of the village green application in due course and in any event within 14 days.

If you have any doubts as to your position please seek your own independent legal advice.

Yours sincerely

The residents

Tel: 01827 551111

RECEIVED

October 2nd, 2017

Dear Mr. Briggs,

As Chairman of the Borrowcop and District Residents' Association (BADRA), I write regarding the disposal of land between Shortbutts Lane and Marsh Lane as published in in the Lichfield Mercury of September 20th.

As you may be aware, our members have submitted objections to various aspects of the proposed developments in the South of Lichfield in order to mitigate their effects on life in the district, their impact on the City Centre and inevitable worsening of traffic congestion along London Road and St. John Street. It is also felt that the proposed line of the southern bypass is not in the best interests of local residents and BADRA has previously made this point. What we did not know was that the Council owned the land between Shortbutts Lane and Marsh Lane that is required by the developers for this proposed route to be able to be constructed. Why was this fact not publicly stated at the time of the consultation between the District and City Councils in 2012? Disclosure may well have altered the decision made then to approve the proposed line of the bypass.

The subsequent approval of proposals to create new estates at South Lichfield and Cricket Lane have also materially changed matters, as referred to above. We therefore believe that LCC should revisit these plans with the developers and rethink the line of the bypass before any sale of land is agreed. We feel the line skirting the South Lichfield development to the north and meeting the London Road much nearer to Weeford Island would be far more preferable. This would mean that the proposed junction close to the Shell Garage and the crossroads at Tamworth Road/London Road/Shortbutts Lane/Upper St. John Street, which would obviously create even more of a bottleneck than it is now, would be avoided. Similarly, some sort of junction by 20 London Road (again in close proximity to the Shell Garage junction) where the approach road to the new estate is proposed to be built would also not be required. The developers would not need to purchase either the land at Shortbutts Lane/Marsh Lane nor demolish 20 London Road. Access to the new estate would be from the north and land running alongside Shortbutts Lane, currently well used by local residents as welcome green space, would remain open. This would also enhance the aspect of the redevelopment of the Canal.

Clearly some thought would have to be given as to how this new route would cross Knowle Lane, but we feel that the money saved by the developers would help greatly to reduce any additional expense, as well as vastly improving traffic flow and environmental concerns.

We hope that the Council will give serious thought to rerouting the bypass and that at the very least Councillors will be given the opportunity again to discuss the matter in some depth.

David Bostock

(Chairman BADRA)

A friendly neighbour from Wordsworth Close has just informed me of the consideration being given to the sale of land off London Road. I understand that today is the last date for your receipt of objections to this proposal..

In the absence of any knowledge of what might be in the City Council's mind regarding this issue, I wish to object. I will be pleased to be informed in due course of what the City Council seeks to achieve by the sale of this area of land to the rear of 1 to 25, Shortbutts Lane and forward of 14 to 21, Wordsworth Close. I also need to know whether the City Council believes it has the right to sell it.

Presumably, the City Council is aware that some of the land and all of the land fronting onto Wordsworth Close and west of the site is protected from development as a village green. I say this without certain knowledge of the boundaries of the site

Please acknowledge receipt and keep me informed of your progress of the proposal..

Ronald Lewis

To Anthony D Briggs, Town Clerk

Friday, 6th October 2017

Dear Mr. Briggs,

Congratulations on your new appointment!

We only got to know yesterday about the proposal to sell off the land currently held as public open space located off London Road, Lichfield between Shortbutts Lane and Marsh Lane although you advertised it in some previous edition of the *Lichfield Mercury*.

The plans have been seen this morning at Donegal House. I should have liked to speak to you personally for clarification as I assume that there are already some agreements in place regarding parts of this land in respect of the Southern Bypass and of the Lichfield Canal that is strongly supported by Lichfield City Council.

In the absence of that clarification, we object to the proposed sale on the following grounds.

1. The land required for the Southern Bypass should surely be sold direct by the City Council.
2. The part of the land on the south side of that road should be retained by the City Council to protect any existing or intended leasing agreement with the Lichfield and Hatherton Canals Restoration Trust and as public open space.
3. The part of the land on the north side of the road should be retained by the City Council as public open space and not threatened by any future building development.

To protect the open space referred to in items 2 and 3 above, it seems sensible to apply for Village Green status on identical grounds to those that were used in the successful application for the piece of land (some owned by Lichfield City Council) in Wordsworth Close to the west of the land now under consideration. It was registered as a Village Green on 9th November 2012.

Yours sincerely,

Richard and Mara Renold

Mr Briggs,

We wish to register our objection to the proposed sale of land adjacent to London Road in Lichfield, by Lichfield City Council.

This area is to be heavily developed for the Southern Bypass from Birmingham Road to London Road and preserving this important piece of green would enable Lichfield to maintain the character it currently enjoys. The few trees on this important area of green would go a small way to counter the increased effects of air pollution Lichfield is bound to suffer as a result of the extra vehicles this bypass will bring to our area.

Although no roads have yet been built that will certainly bring significant congestion to this area we all know the threats to health and well-being that the inevitable car pollution will bring if it is allowed to come so close to our homes

The increased noise that the traffic will bring would be partially controlled if this small piece of greenery were preserved, perhaps aided by additional trees being planted rather than them being removed. The area is residential and King Edward's school is very close by and so additional planting would also go some way to abating the noise pollution this road will bring.

It is also worth you noting that the canal extension will run very close to this green. When complete the canal has the opportunity to bring tourism and income to Lichfield. Preserving these small areas of green we still have left can only make Lichfield more attractive to visitors.

We would strongly urge Lichfield City Council to be brave and support our objection and demonstrate its commitment to these points and preserve this small area of green for the future of the city and its inhabitants.

We look forward to your response.

Helen Ryan-Metcalf
Peter Booth

For Council: 23 October 2017 APPENDIX 5

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 August to 31 August 2017

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
03/08/2017	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Card fees - July	6.05	0.00	6.05
03/08/2017	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	PCI fee - August	4.00	0.80	4.80
04/08/2017	Debit	Elavon Financial Services	MARKET Supplies/Services	Card fees - July	6.47	0.00	6.47
04/08/2017	Debit	Elavon Financial Services	MARKET Supplies/Services	PCI fee - August	4.00	0.80	4.80
10/08/2017	20741	British Telecommunications	ADMIN Tel/Postage	Broadband line rental Aug-Oct incl.cheque fee	89.10	17.82	106.92
10/08/2017	20742	Brownhill Hayward Brown Ltd	R&R FUND Birthplace	Architects for render and chimney repairs	680.00	136.00	816.00
10/08/2017	20742	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donegal Hs	Architects for Donegal internal door & security system	850.00	170.00	1,020.00
10/08/2017	20742	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donegal Hs	Architects for inspection of existing Donegal fire doors	255.00	51.00	306.00
10/08/2017	20742	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donegal Hs	Architects for Donegal roof repairs	273.23	54.85	327.88
10/08/2017	20742	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donegal Hs	Architects for Guildhall beer cellar refurbishment	680.00	136.00	816.00
10/08/2017	20743	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers - August	150.00	0.00	150.00
10/08/2017	20743	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers service charge - August	8.25	1.65	9.90
10/08/2017	20744	CBS Complete Ltd	G/HALL Repair/Maint	Repair leaking radiator in Guildhall	38.00	7.60	45.60
10/08/2017	20744	CBS Complete Ltd	G/HALL Repair/Maint	Drain system/remove radiator for damp proofing Gld Rm	228.00	45.60	273.60
10/08/2017	20745	City Life in Lichfield Ltd	DEM SERVICES Publicity	City View - July	1,035.00	207.00	1,242.00
10/08/2017	20746	Corporate Asset Solutions Ltd	ADMIN Tel/Postage	Upgraded franking machine	76.50	15.30	91.80
10/08/2017	20747	Darwin Electrical Services	HALLS Darwin Hall	Moving gate controls	307.31	61.46	368.77
10/08/2017	20748	Displaysense Ltd	BIRTHPLACE Supplies & Services	Various leaflet and brochure holders	61.06	12.21	73.27
10/08/2017	20749	ebadges	BIRTHPLACE Stock for sale	Badge components	44.00	8.80	52.80
10/08/2017	20750	Emblem Print Products Ltd	BIRTHPLACE Stock for sale	Notebook erasers for sale	115.20	23.04	138.24
10/08/2017	20751	Eastern Shires Purch Org	ADMIN Supplies & Services	Coloured paper	42.50	8.50	51.00
10/08/2017	20752	Frederica Cards Ltd	BIRTHPLACE Stock for sale	Cards for sale	74.52	0.00	74.52
10/08/2017	20753	Ms S A Khan	CIVIC Mayor's Allowance - J Greaves	Catering for Mayor At Home	360.00	0.00	360.00
10/08/2017	20754	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/7 - 10/8	9,934.70	1,986.94	11,921.64
10/08/2017	20755	Mrs J A Leytham-Gain	CIVIC Mayor's Allowance - J Greaves	Mayor At Home - Flowers and cake stands	65.00	0.00	65.00
10/08/2017	20756	Lichfield Arts	CIVIC Events	PA system and technician for St George's Court	200.00	40.00	240.00
10/08/2017	20756	Lichfield Arts	G/HALL Bar Charge	Lichfield Arts bar charges Jan - June 2017	1,255.50	251.10	1,506.60
10/08/2017	20757	Lichfield BID Ltd	ARTS/TOURISM Expenditure	Contribution towards city centre marketing strategy	1,000.00	0.00	1,000.00
10/08/2017	20758	Moseleys	EMPLOYEE COSTS	Legal work re Market Sq licence for St Mary's	750.00	150.00	900.00
10/08/2017	20758	Moseleys	EMPLOYEE COSTS	Land registry fee re Market Sq licence	6.00	0.00	6.00
10/08/2017	20759	MT Services Computer Sys	ADMIN Supplies & Services	Office 365,online server & desktop backups, 3 mths	510.00	102.00	612.00
10/08/2017	20759	MT Services Computer Sys	ADMIN Tel/Postage	Fibre broadband service 2/7 - 1/10	135.00	27.00	162.00
10/08/2017	20760	Npower Ltd	ARTS/TOURISM Lights Costs	Christmas 2015 electricity charge adjustment	10.47	2.19	12.66
10/08/2017	20760	Npower Ltd	ARTS/TOURISM Lights Costs	Christmas 2016 electricity charge	476.13	95.23	571.36
10/08/2017	20761	Pitstop (Hire) Services	MARKET Repair/Maint	Repair of marquee fixing points on Market Square	80.00	16.00	96.00
10/08/2017	20762	Tall Order Too Ltd	CIVIC Sheriff's Allowance - A Smith	Wine gift sets for Sheriff's Ride	269.70	53.94	323.64
10/08/2017	20763	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones July/ August	147.37	29.48	176.85
10/08/2017	20764	Weir Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - July	59.20	11.84	71.04
10/08/2017	20765	Robert Yardley Photography	CIVIC Supplies/Services	Mayor and Sheriff's portraits	331.00	0.00	331.00
10/08/2017	20765	Robert Yardley Photography	CIVIC Supplies/Services	Sword and Macebearers' portrait in new robes	10.00	0.00	10.00
10/08/2017	20766	Colin Shakespeare	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 23/7	121.33	0.00	121.33
10/08/2017	20767	Michael Morris	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 23/7	22.00	0.00	22.00
10/08/2017	20768	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 23/7	9.00	0.00	9.00
11/08/2017	20769	South Staffs Water plc	ADMIN Offices Rates/Water	Water (Standing charge and usage) 26/1 - 26/7	94.17	0.00	94.17
11/08/2017	20769	South Staffs Water plc	BIRTHPLACE Rates/Water	Credit for water rates 7/7/16 - 25/7/17	-113.47	0.00	-113.47
11/08/2017	20769	South Staffs Water plc	G/HALL Rates/Water	Water (Standing charge and usage) 26/1 - 26/7	382.61	0.00	382.61
11/08/2017	20769	South Staffs Water plc	MARKET Rates/Water	Toilet Block water (Standing chg & usage) 26/1 - 25/7	164.30	0.00	164.30
11/08/2017	20769	South Staffs Water plc	PARKS Other Repair/Maint	Friary Fountain water (Standing chg & usage) 1/2 - 31/7	21.38	0.00	21.38
11/08/2017	20770	Water Plus Ltd	ADMIN Offices Rates/Water	Surface water drainage 25/1 - 25/7	129.09	0.00	129.09
11/08/2017	20770	Water Plus Ltd	MARKET Rates/Water	Surface water drainage 25/1 - 24/7	153.16	0.00	153.16

11/08/2017	20771	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - July	2,534.00	506.80	3,040.80
11/08/2017	20771	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - July	290.00	0.00	290.00
11/08/2017	20772	Jones Waste Services Ltd	MARKET Supplies/Services	Skip hire - July	1,263.50	252.70	1,516.20
15/08/2017	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - August	18,616.51	0.00	18,616.51
17/08/2017	20773	Adverset Media Solutions Ltd	MARKET Supplies/Services	Forecourt pavement sign	165.00	33.00	198.00
17/08/2017	20774	Darwin Hall Community Assoc	HALLS Darwin Hall	Agreed contribution to remedial works	1,275.00	0.00	1,275.00
17/08/2017	20775	Emap Publishing Ltd	ADMIN Supplies & Services	Town Clerk job advert in Local Govt Chronicle	500.00	100.00	600.00
17/08/2017	20776	Eastern Shires Purch Org	G/HALL Supplies/Services	Cleaning supplies	20.11	4.02	24.13
17/08/2017	20777	Forward Cleaning Contractors	ADMIN Supplies & Services	Window cleaning - July	16.00	3.20	19.20
17/08/2017	20777	Forward Cleaning Contractors	BIRTHPLACE Supplies & Services	Quarterly window cleaning - July	48.00	9.60	57.60
17/08/2017	20777	Forward Cleaning Contractors	G/HALL Supplies/Services	Quarterly window cleaning - July	77.70	15.54	93.24
17/08/2017	20778	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier usage May-July, rental Aug-Oct	731.21	146.24	877.45
17/08/2017	20779	SLCC Enterprises Ltd	ADMIN Supplies & Services	Town Clerk job advert on SLCC website	265.00	53.00	318.00
29/08/2017	20780	H M Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - August	4,087.56	0.00	4,087.56
29/08/2017	20781	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - August	5,447.56	0.00	5,447.56
31/08/2017	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	102.30	0.00	102.30
					57,051.28	4,848.05	61,899.33

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 August to 31 August 2017

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/08/2017	05063	The Johnson Society	CIVIC Mayor's Allowance - J Greaves	Johnson Supper tickets	80.00	0.00	80.00
07/08/2017	05064	Gabriele Lasch-Burden	ARTS/TOURISM Expenditure	Twinning Officer train bookings for Sainte Foy weekend	162.00	0.00	162.00
09/08/2017	05065	NACTSEW	CIVIC Sheriff's Allowance - A Smith	Shrievalty membership, tie and AGM weekend	88.50	0.00	88.50
09/08/2017	05066	Janice Greaves	CIVIC Mayor's Allowance - J Greaves	Soft drinks for events	6.00	0.00	6.00
09/08/2017	05066	Janice Greaves	CIVIC Mayor's Allowance - J Greaves	Mayor at Home reception drinks & raffle prize	65.56	13.11	78.67
09/08/2017	05066	Janice Greaves	CIVIC Mayor's Allowance - J Greaves	Prosecco to sell at Charity events	67.55	13.51	81.06
14/08/2017	05067	The Johnson Society	BIRTHPLACE Stock for sale	Johnson Society tie sold	15.00	0.00	15.00
15/08/2017	05068	Cash	Various	Petty cash vouchers 7067 - 7078	161.74	8.92	170.66
16/08/2017	05069	Mr I W Leech & Mrs T Leech	BIRTHPLACE Stock for sale	Balance due for prints sold	6.68	0.00	6.68
17/08/2017	05070	Airewas Poppy Appeal	CIVIC Mayor's Allowance - J Greaves	Wreaths for Battle of Britain service, Sept	50.00	0.00	50.00
17/08/2017	05071	Cash	Various	Petty cash voucher 7079	104.98	20.99	125.97
29/08/2017	05072	Chris Melloy Piano Services	CIVIC Mayor's Allowance - J Greaves	Piano tuning for Mayor at Home	55.00	0.00	55.00
29/08/2017	05073	The Mayor's Charity	CIVIC Mayor's Allowance - J Greaves	Mayor of Tamworth's ghost tour & civic evening, Oct	30.00	0.00	30.00
29/08/2017	05073	The Mayor's Charity	CIVIC Sheriff's Allowance - A Smith	Mayor of Tamworth's ghost tour & civic evening, Oct	30.00	0.00	30.00
31/08/2017	05074	Nick Dewhurst	CIVIC Ride General	Jazz quartet for lunchtime music at Sheriff's Ride	125.00	0.00	125.00
31/08/2017	05075	Ovenstate	G/HALL Supplies/Services	Professional cleaning of ovens	304.00	0.00	304.00
31/08/2017	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	10.45	0.00	10.45
					1,362.46	56.53	1,418.99