

Lichfield City Council

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Town Clerk: Christopher M Moulton

28 November 2016

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, 5 December 2016 at 6.30 pm** at which the following business will be transacted.

Yours sincerely

Christopher Moulton
Town Clerk

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

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **MAYOR'S ANNOUNCEMENTS**
3. **DECLARATIONS OF INTEREST**
4. **COUNCIL MINUTES**
To confirm as a correct record the Minutes of the Council Meeting held on 24 October 2016 (Nos 58 - 71) (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 13 October and 3 November 2016 be received (copies previously circulated).
7. **TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) IF ANY**

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. OFFICERS' REPORT

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

RECOMMENDED: That the Report be noted.

9. BIRTHPLACE MUSEUM – REQUEST FOR LOANS FROM THE COLLECTION FOR 2017 CATHEDRAL EXHIBITIONS

Lichfield Cathedral has approached the Birthplace Museum regarding a request for a number of loans to contribute to two exhibitions in 2017. The first, an exhibition on JMW Turner and Cathedral views, will be held at the Cathedral from 24 April – 23 June 2017, and the Cathedral exhibitions team have liaised with the Museums and Heritage Officer to identify nine paintings and prints that they would wish to include in the display.

This will be followed by an exhibition on Elias Ashmole in honour of his 400th Birthday from October: to include a print, the painting from the Ashmole Room of the Guildhall (part of the SJBM collection), and the Ashmole Cup from the Civic silver collection.

[the full list of items is included as Enclosure 1 to the Agenda]

It is considered that the proposed loans to these exhibitions could provide an opportunity to show items from the Birthplace collection in a new context and to a wider audience. As sole trustee of Dr Johnson's Birthplace Trust, the Museum's loan procedures indicate that the Council should approve any such loans out from the Museum collection. As part of the loan agreement documentation, it would be ensured that all items are covered by appropriate insurance.

If the loans are approved, it is proposed that the silver item would be administered using the same Accredited procedures and conditions as the Birthplace collection items. The Museums and Heritage Officer has met with a representative from the Cathedral exhibitions team and is satisfied that the security and environmental conditions for all items would be exemplary.

RECOMMENDED: That approval be granted for the loan of items from the Birthplace collection to the Cathedral for its JMW Turner and Cathedral views, and its Elias Ashmole exhibitions in 2017 (nine items as detailed in the list contained in Enclosure 1); and that the Museums and Heritage Officer be asked to oversee the loans process.

10. GROUNDS MAINTENANCE SERVICE AGREEMENT FROM 1 APRIL 2017

Attached as **APPENDIX 2** is a Report and recommendations on proposals for a revised Service Agreement with Lichfield District Council Operational Services for the continuing grounds maintenance of the Council's open spaces, with effect from 1 April 2017.

RECOMMENDED: That the Report and recommendations contained therein be adopted.

11. LEASE OF FORMER CANAL LAND AT TAMWORTH ROAD TO THE LICHFIELD AND HATHERTON CANALS RESTORATION TRUST LIMITED

At the meeting of Council held on 14 September 2016 it was resolved that the Council advertise its proposals to grant a 40 year lease to the Lichfield and Hatherton Canals Restoration Trust for the purposes of restoring the next section of the former canal, on land south of Tamworth Road (*between Cricket Lane and London Road*); and that the

Council consider any objections received following public advertisement prior to any decision confirming the lease of the land.

A plan showing the area of land concerned is attached as **APPENDIX 3**.

The proposed disposal by way of a 40 year lease was duly advertised in the Lichfield Mercury on 13 and 20 October 2016 with a closing date for receipt of objections of 28 October 2016. No objections were received.

A valuation has been obtained from the Valuation Office Agency to formally confirm that the value is well within the General Disposal Consent 2003 threshold. In the same way as the lease on the first section of the former canal site in 2006, the disposal will contribute to the economic, social and environmental well-being of the area as the site is gradually restored; and the terms of the lease for this section would be in line with those already in existence in the current lease. Both sides responsible for their own legal fees.

The annual rental will be nil or £1 per year if demanded, and the tenant will be required to maintain and keep the land in good repair; and be responsible for insuring the land and property, including public liability cover (as with the 2006 lease the intention is that any residual liability to the Council is as minimal as is possible).

RECOMMENDED: *That the grant of a 40 year lease to the Lichfield & Hatherton Canals Restoration Trust for the land as shown in Appendix 3 be confirmed on terms as outlined in the agenda report; and that the Town Clerk be given delegated authority in consultation with the Leader to engage solicitors to draw up the lease.*

12. NALC LARGER LOCAL COUNCILS' CONFERENCE - REPORT

To receive a Report from Councillor A Thompson on his attendance at the NALC annual Larger Local Councils' Conference held on 30 November 2016. (**APPENDIX 4 – TO FOLLOW**).

13. FINANCIAL PROGRESS REPORT - 1 APRIL to 30 SEPTEMBER 2016

This report (**APPENDIX 5**) contains the financial progress for the period 1 April 2016 to 30 September 2016 and summarises the income and expenditure against budget for the service areas in the first six months (50%) of the financial year.

The report shows:

Column 1 – The actual income/expenditure to 30 September 2016 (50% of full year)

Column 2 – The forecast of expenditure for the remaining six months

Column 3 – The current anticipated total spend for the year (Column 1 + 2)

Column 4 – The Budget for 2016/17, (updated to include the 'carry forward' sums as agreed by Council in June 2016)

Column 5 – The anticipated variance

RECOMMENDED: *That the Financial Progress Report be noted.*

14. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 6**) for the period 1 September 2016 to 30 September 2016 in the sum of £47,442.28 General Account, and £1,068.51 Imprest Account.

15. 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.

16. REPAIR AND RENOVATION WORKS – GUILDHALL AND DONEGAL HOUSE 2016/17

To consider the Town Clerk's confidential report concerning the repair and renovation programme, **APPENDIX 7** (attached for Members).

17. STAFFING COMMITTEE

To adopt the Minutes of the Staffing Committee meeting held on 9 November 2016, **APPENDIX 8** (attached for members).

18. TENDERS COMMITTEE

To adopt the Minutes and recommendations of the Tenders Committee meeting held on 5 December 2016 in respect of the tenders received for the Erection, Dismantling, Storage and Transportation of the Market Stalls, **APPENDIX 9** (to be circulated 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 24 October 2016 at 6.30 pm

PRESENT: Councillors Mrs S James (Mayor) Mrs J Allsopp, R Awty, Mrs G Boyle, J Brooks, B Cocksey, D Dundas, Mrs J Eagland, C Greatorex, Mrs J Greaves, Miss J Marks, T Matthews, B McMillan, D Smedley, C Spruce, A Thompson, Mrs L Warfield, M Warfield and R Yardley.

APOLOGIES: Councillors B Bacon, Mrs N Bacon, Mrs D Baker, I Eadie, P Hitchman, D Leytham (CD), P Ray, A Smith and M Thompson.

MEMBERS STOOD IN SILENCE TO PAY TRIBUTE TO JAMES GORDON BAZELEY, MAYOR OF THE CITY IN 1977, WHO DIED ON 6 OCTOBER 2016, AGED 85

58 MAYOR'S ANNOUNCEMENTS

The Mayor reported on a number of recent civic and other engagements attended; including the 20th Anniversary AGM of the Lichfield Embroiderers Guild on 19 September; the Springfield Cake Bake Competition in aid of Macmillan Cancer Support on 29 September; the Scouts District Presentation on 2 October; the Erasmus Darwin Dinner on 14 October; L2F Folk Festival on 15 October and the Tamworth Castle Ghost Tour on 20 October.

59 DECLARATIONS OF INTEREST

None.

60 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council Meetings held on 26 July 2016 (Nos. 45-56) and 28 September 2016 (No.57) be confirmed and signed as a correct record.*

61 PLANNING COMMITTEE

RESOLVED: *That the Minutes of the Planning Committee meetings held on 1 September and 21 September 2016 be received.*

62 NEIGHBOURHOOD PLAN COMMITTEE

Councillor A Thompson provided Members with an overview of the Minutes from the most recent meeting of the Neighbourhood Plan Committee

RESOLVED: *That the Minutes of the Neighbourhood Plan Committee meeting held on 19 September 2016 be noted and adopted.*

63 JOHNSON BIRTHPLACE ADVISORY COMMITTEE

Councillor R Awty provided Members with an overview of the Minutes and recommendations of the most recent meeting of the Johnson Birthplace advisory Committee.

RESOLVED: *That the Minutes and recommendations of the Johnson Birthplace Advisory Committee Meeting held on 4 October 2016 be adopted.*

64 OFFICERS' REPORT

Councillor C Greatorex commended officers for an excellent report encapsulating several notable events including; the Freedom of the City conferred upon DMS Whittington and associated parade through the City; the Sheriff's Ride; and Johnson Birthday celebrations. Councillor Greatorex emphasised that these events showed Lichfield, and particularly the City, at its very best. The reduction in the level of Market voids was welcomed and congratulations were offered to Lichfield's twin City of Limburg on the appointment of a new Bishop.

Councillor C Spruce commended City Council staff for their efforts, Councillor D Smedley offered his thanks to Councillor B Cocksey in relation to the Freedom Scroll, and formally placed on record the Council's appreciation of the Town Clerk and staff for their work in organising the Freedom event. The Sheriff, Councillor R Yardley offered his thanks to the City Council staff and to City Councillors who assisted with the organisation of the Sheriff's Ride.

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

65 STAFFORDSHIRE PARISH COUNCILS ASSOCIATION (SPCA) AGM

Members were advised that the SPCA AGM will be held on 5 December 2016 at Staffordshire Place One, Tipping Street, Stafford, commencing at 6.45pm, and that the agenda will be available shortly.

RESOLVED: *That Councillor R Awty attend the SPCA AGM on 5 December 2016, and that the Council meet the costs of related subsistence and travel expenses.*

66 NEIGHBOURHOOD PLAN LEGISLATION UPDATE

Members were apprised of legislation updates relating to Neighbourhood Planning contained within the Neighbourhood Planning Bill 2016-17 and the Housing and Planning Act 2016.

RESOLVED: *That the report be noted.*

67 AUDIT OF ACCOUNTS 2015/16

Members were advised that Grant Thornton, the external auditor, had issued an unqualified report confirming there were no matters which it wished to draw to the attention of the Council, and that the Notice of Conclusion of Audit had consequently been published.

RESOLVED: *That the report be noted.*

68 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed for the period 1 August 2016 to 31 August 2016 in the sum of £116,234.76 General Account, and £1,592.95 Imprest Account.*

69 EXCLUSION OF THE PRESS AND PUBLIC

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

70 STAFFING COMMITTEE

RESOLVED: *That the Minutes and recommendations of the Staffing Committee meeting held on 3 October 2016 (Agenda APPENDIX 3) be adopted.*

71 TENDERS COMMITTEE

RESOLVED: *That the Minutes and recommendations of the Tenders Committee meeting held on 17 October 2016 in respect of the tenders received for the repair to the stairwell area of the Guildhall roof, and the conversion of part of the basement of Donegal House into WC's and a kitchenette (Agenda APPENDIX 4) be adopted.*

**THERE BEING NO FURTHER BUSINESS
THE MAYOR DECLARED THE MEETING CLOSED AT 7.06 PM**

MAYOR

OFFICERS' INFORMATION REPORT

1. Civic Matters: Sarah Wallace, Civic Officer

On Sunday 13 November the Mayor and Sheriff joined other civic dignitaries including the Deputy Lord Lieutenant for the Remembrance Sunday Service. The civic party joined the Royal British Legion to parade to the Cathedral for the 10.00am Service.



The parade then joined members of the public in the Remembrance Gardens to observe the 2minute silence at 11.00am after which the Mayor and Deputy Lieutenant lead the wreath laying ceremony.

The Mayor and Sheriff welcomed 90 Guests to the Guildhall on Friday 25 November for a charity dinner dance. The event, with entertainment from the 'Bluebird Belles' was a great success, with initial estimates suggesting around £1600.00 has been raised from ticket sales and the raffle held on the night.

Preparations continue for the Christmas season. The Mayor's Carol Service will be held in the Guildhall on Tuesday 6 December at 7.00pm and once again singing will be led by the choirs of St Chads Church and St Michaels primary school.

It is also a busy time for engagements; the Mayor and Sheriff have already accepted invitations to attend seven Carol Services in the first two weeks of December alone.

2. Markets: John Beard, Markets Officer

The markets over the last month have seen attendances drop slightly on Tuesdays and Fridays mainly due to the inclement weather and illness. Saturdays however are still extremely busy with us having to share the stalls between our 'regular casuals' so they can all have a stall.

The farmers market has increased with the addition last month of two new traders and another two are due to start when the next one takes place in December.

The main focus this month has been on preparing for the Christmas Lights Switch-on market, which following a few initial planning difficulties was a great success. Some photographs from the event are provided at the end of this report

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

The Birthplace moved to winter hours in October, welcoming 1500 visitors. Special events included a 'Somme en masse' painting event, with visitors contributing soldiers for the art installation at the National Memorial Arboretum. The finished artwork represents the 19,240 men who lost their lives on the first day of the Somme, including Rob Gilson, Tolkien's friend who visited the Birthplace in 1915, hence our involvement in the project.



Over the half-term week, young visitors and families enjoyed making some 'brilliant balloons', in honour of a visit from Mark Davies, author of 'the King of all Balloons' who gave a talk at the Museum on James Sadler, the 18th century pioneer of flight, and his Lichfield connections. The Regency Assembly dance group also began a regular Sunday afternoon meeting at the house this month.

Over 100 Year 7 students from Erasmus Darwin Academy visited the Museum, and Year 12 from the Pingle School in Derbyshire for a Dictionary Workshop session. A number of bookings have been taken for the rest of the winter, which will be the busiest schools season in recent years. Members of the Great Wyrley local history group enjoyed an outreach talk and have booked a further talk in the New Year, and the Birthplace welcomed twinning trainees Dennis and Lena for an afternoon.



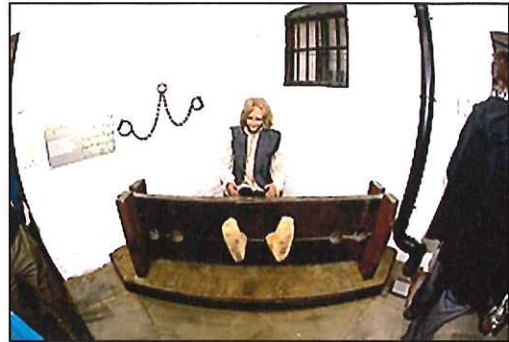
Behind the scenes, plans for the year of celebrations are developing well and a special training session on Garrick for the Birthplace team was held. The Museum is working with the Festival on the Literature Weekend in March, providing partnership and venues at the Museum and Guildhall Cells. The oil painting of Johnson awaiting an audience with Lord Chesterfield returned to Lichfield, and is awaiting framing before being re-hung, and with some surrounding publicity, in the New Year.

4. Guildhall: Helen Winter, Guildhall Bookings Secretary

Although the old Prison Cells are now closed for the winter season, there have still been 14 tours during the darker evenings. Burton TV also filmed in the cells recently, with the film currently being edited in readiness for publication in mid-December.

All of our regular bookings have been in: Archaeological Society, Ballroom Dancing, Band Practice, Bridge, Chess, Darby & Joan, Heyday Friendship, Italian Class, Ladies Cameo Group, Lichfield Poets, Meditation, Needwood DFAS, RSPB, Slimming World, U3A and U3A Gardening.

Market Research companies have hired rooms on six occasions. We have had four Craft Fayres/Table Top Sales, including one from Staffordshire W.I. (their first at the Guildhall) and the Cats Protection Society. We have also had a fabric sale.



The Guildroom hosted a Bible Exhibition and Bramshall Art Exhibition. A photographic display was also held in the Corridor Gallery.

On 12 November a Film Night was held in the Guildhall featuring a 1928 black and white movie with a live piano score by Meg Morley. It was the last silent movie starring Lillian Gish, one of the leading stars of the era.

Private bookings have included a 50th Birthday Party and a Wedding Ceremony plus Reception. Engaging Communities held a public event on 22 November, and Lichfield District Arts have been very active in the Guildhall - as well as their L2F weekend festival, they have held seven Concerts.

5. Twinning: Gabriele Lasch-Burden, Twinning Officer

Limburg Council Apprentices

Lena and Dennis, two public office apprentices from Limburg City Council, visited Lichfield in October for one week, to experience the duties of public organisations and their work in the Lichfield Community. They spent time in the City Council, District Council, Staffordshire County Council, Erasmus Darwin House, Library, Records Office, Tourist Information Centre and the Samuel Johnson Birthplace.





They very much enjoyed their stay in Lichfield and would like to thank everyone involved for their time in explaining their workplaces and duties. They compiled a report on their Lichfield work experience for the Limburg Mayor and City Council, which is published on Limburg's council website. A press release on their time in Lichfield was also published in Limburg's local newspaper.

Ring Twinning Anniversary

The Mayor's office in Ste. Foy has confirmed that preparations for the 25th anniversary of the ring twinning between Ste. Foy, Limburg and Lichfield are now underway. The celebrations will be held during the weekend of **6 October to 9 October 2017** and 80 guests from each Twin City have been invited. The Twinning Officer is now taking initial reservations from interested parties.

Moonlight Dinner

The Limburg Twinning Association's Moonlight Dinner, which was held in an exclusive roof top restaurant on 16 October to celebrate 250 years of the Lunar Society, was a great success. Amongst the guest speakers was Rebecca Klarner from the Wedgewood Museum in Stoke-on-Trent, talking about Josiah Wedgewood and his involvement in the Lunar Society. The highlight of the evening was Lichfield Cathedral artist-in-residence, Peter Walker, and his light show outside on the roof top terrace, high above the Limburg skyline. The mayor of Limburg was extremely pleased with the evening and as a thank you, invited all contributors to the Oktoberfest the next day.



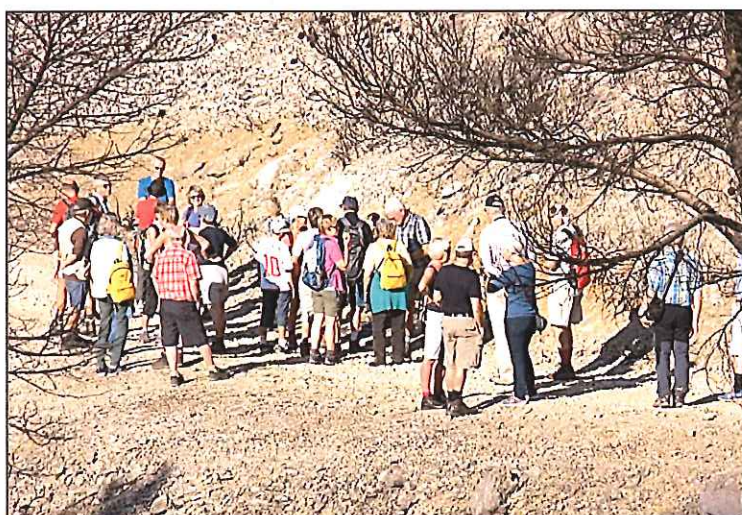
Twinning Feature – Lichfield Mercury

News editor Andy Kerr published an extensive report on Twinning and its benefits in the Mercury newspaper on Thursday 27 October 2016. It was a very positive promotional feature as we approach the 25th anniversary of the ring twinning agreement. Digital copies of the report are available from the Twinning Officer.



Walking Trip to South of France

With lots of good memories and plans for the future, a group of Lichfield Twinning Association members returned from a 6-day walking trip to the South of France, where they met up with twinning members from Limburg and Ste. Foy. These walking trips have been running since 2005 and are being organised roughly every 2 years in alternate countries.



French Visitors

On Thursday 27 October we had a large group of French visitors to the Guildhall and prison cells, arranged through the Market Drayton Twinning Association. Their main reason for the visit was to gather information about the French airman, who is commemorated on a plaque of the George Hotel, and who was from Pezenas, their French twin town.

Arts and Heritage Procession

The Lichfield Twinning Association took part in this year's Arts and Heritage Procession on Saturday 15 October, promoting the work of the organisation.

Exchange Enquiries

The Ste. Foy Twinning Officer, Christine Jaudoin, is looking for a Lichfield exchange family for her 16 year old son to improve his English and in return to host the Lichfield student in France. Interested families are invited to contact the Twinning Officer.

An application has been received by a 17 year old Limburg girl, for a 3 week placement in June of next year, in either the public sector or the travel industry. Negotiations are progressing with Thomson Travel Agency in Bore Street.

Two Limburg technical colleges are interested in a cooperation with a school in Lichfield to work on a project together, possibly through the Erasmus+ eTwinning scheme.

A Scout leader with Lichfield 7th Scouts, as well as being a fire fighter, has contacted Twinning to investigate a possible exchange with Limburg Scouts, and indeed with the Limburg fire service, sometime in 2017.

A 21 year old Limburg banking student with the German Bundesbank in Frankfurt would like a 3 week work experience placement, ideally with a Lichfield bank or public offices early next year. The Twinning Officer is currently in negotiations with the Bank Manager of Lloyds Bank in Lichfield.

An invitation from the Limburg Table Tennis Club has been received, for the Lichfield Table Tennis Club to take part in an international twinning tournament in June of next year, as part of the Limburg-Offheim 800th anniversary celebrations.

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

Quotes have been received for the autumn tree work which is scheduled for completion January 2017. Residents have been notified if for any reason work is not to be done in this year's schedule. To offset the work, 105 trees from the Woodlands trust were planted in the Curborough Open Space by the Community Payback Team in November.



ROSPA completed the annual play equipment inspections for areas belonging to the City Council. All items were low risk except some feature uprights on Stowe field which were medium risk. A rotted post has been removed.

It was also suggested benches should be painted with a preservative which has been ordered.



Japanese knotweed has been found growing on the banks of the brook in Stowe Croft open space No.10. The District Council are to brush weed kill. If this is not successful the stems need to be injected which is a more expensive process. The Japanese knotweed previously found beside the Open Space by London Road has not reappeared after the treatment a few years ago.

In October the volunteers from the Countryside & Parks Conservation Group cleared some of the weeds & reeds from beside the brook in the Festival Garden. Nettles are often left to dissuade people from getting too close to the water.

The leak in the mains pipe at Library Corner has been repaired with no apparent damage to shrubs in the vicinity.



7. Deputy Town Clerk: Tony Briggs

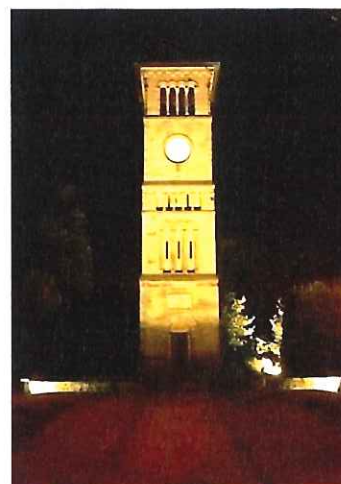
At its meeting of 22 June 2016 the Council resolved to convert the Guildhall's Stonynge Room into a storage area in order to increase available storage space. This dovetailed with the process of clearing the area of the Donegal House basement that has been set aside for conversion into toilets and a kitchenette (the tenders for which are the subject of a separate report to Council). While there has been a desire to progress this work, concerns over the potential need to use the Stonynge Room as a meeting room on a temporary basis before and during proposed repairs to the Whytmore Room/Stairwell roof led to a delay. However, with those issues resolved, the City Council's casual PA Nigel Boden completed this work in early November, and the result is excellent. While the Stonynge was a very small meeting room it makes a very large store room, allowing items from across the Guildhall to be consolidated in one area, including bulky items such as the staging and Skywinder.

A large crack has been identified in a storm water pipe inside the Guildhall beer cellar, leading to rainwater running into the cellar, under the door and along the main corridor during spells of bad weather. The pipe, which is substantially hidden by brickwork, has been inspected by a specialist company who identified blockages at ground level and also discovered that the crack extends to the top of the pipe. Remedial work will take place on 5 and 6 December, with the installation of a new rodding eye agreed as part of this work to help prevent a recurrence of the blockage, and a sleeve to be fitted to the downpipe to make it watertight once again.

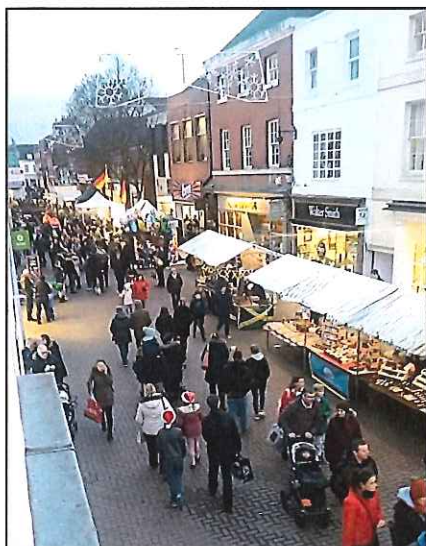
The quinquennial inspections have been carried out at Donegal House, the Guildhall and the Samuel Johnson Birthplace Museum. While the detailed reports are yet to be received and

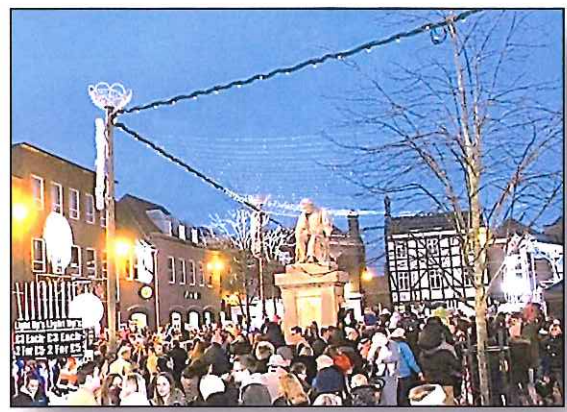
will contain several recommendations, including further investigation of water ingress noted at the Birthplace, the City Council's architects have confirmed that no urgent structural remedial work has been identified.

The history of the Friary Clock Tower was the subject of a talk organised by U3A at the Guildhall a few weeks ago. One aspect that may not have been covered during the talk was the lighting of the Tower. Four lights were installed around its base many years ago, one of which was vandalised and then stolen soon after being installed, and a second unit failed around 10 years ago and had not been repaired. A third fitting had become overgrown and was casting very little light, leaving the impression to passers-by that only one light was working. In late October the remaining three fittings – including the fitting that had not been in working order for 10 years – were overhauled, repaired and foliage cleared.



The switch-on of the Christmas lights took place on Sunday 27 November. Thankfully the weather was much better than last year and the event went ahead as planned, much to the delight of the gathered crowds and the relief of the Deputy Town Clerk. A selection of photographs is presented below, with some pictures courtesy of Cannock Sound Hire;





GROUNDS MAINTENANCE SERVICE AGREEMENT FROM 1 APRIL 2017

The City Council has an on-going Service Agreement with Lichfield District Council's Operational Services as the contractor for grounds maintenance work, agreed by resolution in March 2010: ***"The Council enter into an ongoing Service Agreement with Lichfield District Council Operational Services for grounds maintenance services"***.

The Service Agreement provides a means of securing a reliable, high-quality and flexible method of meeting the Council's grounds maintenance requirements, and has been in place since 1 April 2010.

Over the years LDCOS have performed to a high standard and a good and constructive working relationship between the two authorities has prevailed throughout. LDCOS have carried out the regular maintenance and any additional work requested through Variation Orders in a timely and professional manner.

LDCOS originally won the grounds maintenance contract back in 2003 by submitting the lowest tender against competition from four other tenderers. Having been won by competitive tender the cost of the service had already met 'value for money' requirements.

It is now approaching seven years since the Service Agreement was established with only minor occasional amendments made during that period; and now is an appropriate time to review the entire Service Agreement to ensure that it remains relevant and accurately reflects the work required by the City Council.

As such, detailed discussions and negotiations have taken place over recent weeks between the City Council's Open Spaces Officer, and the District Council's Streetscene and Fleet Manager and every element of the contract is being assessed and reviewed in terms of specification and frequency to tailor it to our requirements.

I propose that a revised Service Agreement be prepared, with costings, for presentation to the Council at its next meeting, to be introduced from 1 April 2017.

The Service Agreement to be based on the following criteria:

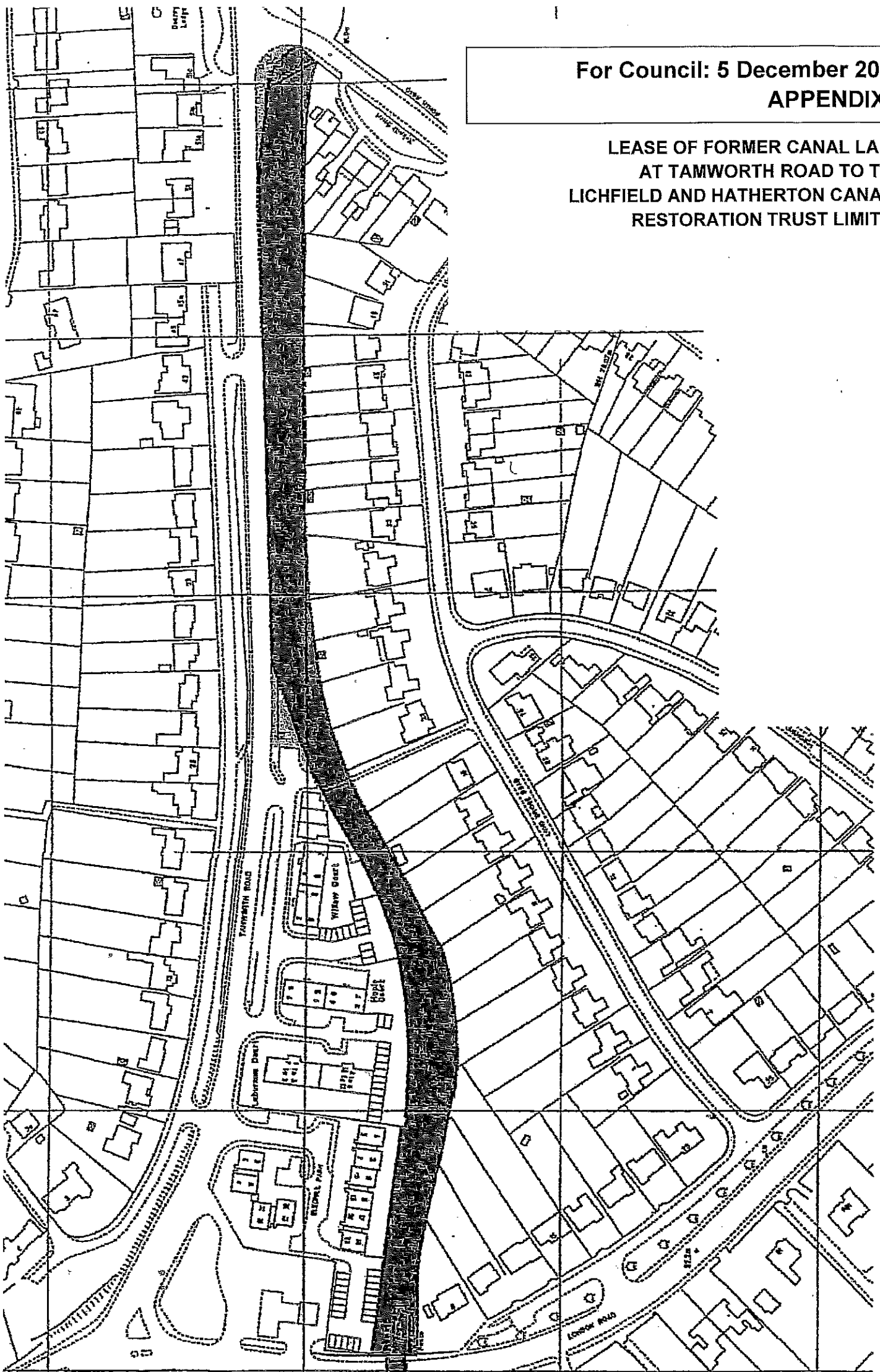
- The specification and frequency of works to be undertaken to be suitably updated to reflect the work currently required by the Council
- The Service Agreement would be on an ongoing basis but with either party having the right to terminate the agreement on 31 March annually, provided that a minimum of 6 months' notice had been given

- The terms of the Service Agreement would continue to promote a 'partnership-based' approach between the council and the service provider to provide a more flexible and adaptable level of service within the overall budget cost

RECOMMENDED: That the Town Clerk prepare documentation for a revised Service Agreement between the City Council and Lichfield District Council Operational Services, with updated specification and frequencies; for adoption at the January 2017 Council meeting.

For Council: 5 December 2016
APPENDIX 3

LEASE OF FORMER CANAL LAND
AT TAMWORTH ROAD TO THE
LICHFIELD AND HATHERTON CANALS
RESTORATION TRUST LIMITED



For Council: 5 December 2016 APPENDIX 5

FINANCIAL SUMMARY REPORT - 1 APRIL to 30 SEPTEMBER 2016

This report contains the financial progress for the period 1 April 2016 to 30 September 2016 and summarises the income and expenditure against budget for the service areas in the first six months (50%) of the financial year; and the year-end projected outturn.

The report shows:

Column 1 – The actual income/expenditure to 30 September 2016 (50% of full year)

Column 2 – The forecast of expenditure for the remaining six months

Column 3 – The current anticipated total spend for the year (Column 1 + 2)

Column 4 – The Budget for 2016/17, (updated to include the 'carry forward' sums as agreed by Council in June 2016)

Column 5 – The anticipated variance from budget

<u>Net Expenditure</u>	£	£	£	£	£	
SERVICE AREAS	ACTUAL 6 MONTHS TO 30 SEPTEMBER	FORECAST 6 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE	NOTES
Parks and Footpaths	77,600	97,800	175,400	175,000	+400	
Guildhall	30,400	28,900	59,300	50,000	+9,300	
Community Centres	8,300	6,800	15,100	15,000	+100	
Markets	-24,400	-10,400	-34,800	-50,000	+15,200	1
Civic	38,800	41,700	80,500	70,000	+10,500	2
Grant Aid/Partnerships	38,100	4,900	43,000	50,000	-7,000	
Arts/Tourism/Twinning	22,000	35,000	57,000	65,000	-8,000	
Johnson Birthplace Museum	36,200	37,100	73,300	75,000	-1,700	
Democratic Services	49,400	39,500	88,900	85,000	+3,900	
Investment Interest	-900	-800	-1,700	-1,400	-300	
Loan Charges	0	0	0	0	0	
Agency	-20,100	1,500	-18,600	-12,000	-6,600	
Repairs and Renewals	53,600	75,900	129,500	130,000	-500	
Capital Projects	14,100	14,100	28,200	25,000	+3,200	
TOTALS	323,100	372,000	695,100	676,600	18,500 (approx 2.7%)	

Notes:

Note 1: Additional salary costs through the year to date, and numbers of vacancies in market stall occupancy will impact upon total earnings for the year.

Note 2: Additional costs are those associated with special one-off events

All other variations represent the impact of changes in the allocation of apportionment of employee and administration costs, due to significant staff changes during the year.

RECOMMENDED: That the six month Financial Summary Report be noted.

For Council: 5 December 2016 APPENDIX 6

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 September to 30 September 2016

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
05/09/2016	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Card fees - August	5.74	0.00	5.74
05/09/2016	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	PCI fees - September	4.00	0.80	4.80
07/09/2016	20139	Brainwaves Rewards Ltd	BIRTHPLACE Supplies & Services	Children's reward stickers	92.09	18.42	110.51
07/09/2016	20140	Colour Heroes Ltd	BIRTHPLACE Stock for sale	'A Heroes History of The Georgians' booklets	33.50	0.00	33.50
07/09/2016	20141	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - July	151.77	7.59	159.36
07/09/2016	20142	County Signpost Ltd	BIRTHPLACE Adverts/promotion	Feature in County Signpost magazine & web listing	95.00	19.00	114.00
07/09/2016	20143	Croft Building and Conservation	R&R FUND Guildhall/Donagall Hs	Guildhall toilet refurbishment works - 1st instalment	5,244.77	1,048.95	6,293.72
07/09/2016	20144	Elite EMS	CIVIC Ride General	Paramedic support	465.00	0.00	465.00
07/09/2016	20145	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Office drawer unit	166.00	33.20	199.20
07/09/2016	20145	Eastern Shires Purchasing Org	BIRTHPLACE Supplies & Services	Pencil sharpener	4.68	0.93	5.61
07/09/2016	20145	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cleaning materials	56.49	11.29	67.78
07/09/2016	20146	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit	500.00	0.00	500.00
07/09/2016	20147	Frederica Cards Ltd	BIRTHPLACE Stock for sale	Cards for sale	46.00	0.00	46.00
07/09/2016	20148	Hilton Cabinet Co Ltd	CIVIC Events	Deposit for DMS Freedom scroll & roll book	200.00	40.00	240.00
07/09/2016	20149	House of Flags Ltd	CIVIC Supplies/Services	New Union Jack flags	278.00	55.60	333.60
07/09/2016	20150	Lichfield Garden Centre	PARKS Other Repair/Maint	Replacement climbers for Minster Walk trellises	45.79	9.16	54.95
07/09/2016	20151	Chris Melloy Piano Services Ltd	CIVIC Mayor's Allowance - S James	Piano tuning for Mayor at Home	55.00	0.00	55.00
07/09/2016	20152	Michael's Menswear Ltd	CIVIC Supplies/Services	Wing dress shirts for Town Clerk	66.58	13.32	79.90
07/09/2016	20153	Nisbets	CIVIC Ride General	Disposable wine glasses	20.02	4.00	24.02
07/09/2016	20154	Pioneer Roadshows	G/HALL Supplies/Services	Supply and set up 2nd user mixer amplifier	150.00	0.00	150.00
07/09/2016	20155	Raphael Design Limited	BIRTHPLACE Adverts/promotion	Printing of events leaflet	65.00	0.00	65.00
07/09/2016	20156	Staffs Media Company Ltd	MARKET Supplies/Services	Markets advert in 'Staffs Living' magazine	200.00	40.00	240.00
07/09/2016	20157	Viking	ADMIN Supplies & Services	Arms for new office chairs, coloured card	83.67	16.74	100.41
07/09/2016	20158	Weir Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - July	66.00	13.20	79.20
07/09/2016	20159	Jayne Wilson	BIRTHPLACE Adverts/promotion	Artwork for Autumn/Winter events leaflet	65.00	0.00	65.00
07/09/2016	20160	Colin Shakespeare	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 14/8/16	172.00	0.00	172.00
07/09/2016	20161	Michael Morris	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 14/8/16	19.33	0.00	19.33
07/09/2016	20162	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 14/8/16	54.33	0.00	54.33
08/09/2016	20163	North Staffs Fire Ltd	G/HALL Supplies/Services	New fire extinguisher	61.00	12.20	73.20
08/09/2016	20164	Protec Fire Detection plc	ADMIN Supplies & Services	Call out and repair of fire alarm 11/8	105.31	21.06	126.37
08/09/2016	20165	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers - September	150.00	0.00	150.00
08/09/2016	20165	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers - service charge for September	8.25	1.65	9.90
08/09/2016	20166	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 14/8/16	34.67	0.00	34.67
14/09/2016	Debit	Elavon Financial Services	G/HALL Supplies/Services	Card fees - June	1.49	0.00	1.49
14/09/2016	Debit	Elavon Financial Services	G/HALL Supplies/Services	PCI fees - July and August	8.00	1.60	9.60
14/09/2016	Debit	Elavon Financial Services	MARKET Supplies/Services	Card fees - August	3.62	0.00	3.62
14/09/2016	Debit	Elavon Financial Services	MARKET Supplies/Services	PCI fees - September	4.00	0.80	4.80
15/09/2016	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - September	20,931.65	0.00	20,931.65
22/09/2016	20167	City Life in Lichfield Ltd	DEM SERVICES Publicity	City View - September	1,035.00	207.00	1,242.00
22/09/2016	20168	Focus Security & Surveillance	G/HALL Repair/Maint	Replacement CCTV camera in Ashmole Room	380.00	76.00	456.00
22/09/2016	20169	Forward Cleaning Contractors	ADMIN Supplies & Services	Window cleaning - July	16.00	3.20	19.20
22/09/2016	20169	Forward Cleaning Contractors	ADMIN Supplies & Services	Window cleaning - August	16.00	3.20	19.20
22/09/2016	20169	Forward Cleaning Contractors	BIRTHPLACE Supplies & Services	Quarterly window cleaning - August	48.00	9.60	57.60
22/09/2016	20170	Heritage Books	BIRTHPLACE Stock for sale	Fortunes of Francis Barber	52.00	0.00	52.00
22/09/2016	20170	Heritage Books	BIRTHPLACE Stock for sale	Nokes' Johnson copies	38.96	0.00	38.96
22/09/2016	20171	Lichfield District Council	BIRTHPLACE Supplies & Services	Annual premises licence	180.00	0.00	180.00
22/09/2016	20172	MT Services Computer Systems	ADMIN Supplies & Services	Office 365 business essentials	100.00	20.00	120.00
22/09/2016	20172	MT Services Computer Systems	ADMIN Supplies & Services	Server backup charge, 2/8 - 1/9	50.00	10.00	60.00
22/09/2016	20173	Pickerings Europe Ltd	G/HALL Repair/Maint	Call out and repair to lift (3/8)	135.00	27.00	162.00
22/09/2016	20174	Preseli Ltd	BIRTHPLACE Stock for sale	Fridge magnets for sale	89.50	17.90	107.40
22/09/2016	20175	Swan Landscapes	HALLS Darwin Hall	Works to drains & slabs; clearing & laying gravel	1,681.06	0.00	1,681.06

22/09/2016	20176	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones Aug/Sept	115.70	23.14	138.84
22/09/2016	Debit	American Express Merchant Serv	BIRTHPLACE Supplies & Services	American Express card payment fee - September	0.19	0.00	0.19
23/09/2016	Debit	Elavon Financial Services	G/HALL Supplies/Services	PCI fees - September (No transactions in August)	4.00	0.80	4.80
30/09/2016	20177	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - September	5,316.30	0.00	5,316.30
30/09/2016	20178	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - September	6,583.51	0.00	6,583.51
30/09/2016	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	119.96	0.00	119.96
					<u>45,674.93</u>	<u>1,767.35</u>	<u>47,442.28</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 September to 30 September 2016

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
06/09/2016	04941	Cash	Various	Petty cash vouchers 6849 - 6856	157.78	14.67	172.45
07/09/2016	04942	Next Day Coffee	BIRTHPLACE Supplies & Services	Plastic coffee cups	32.98	6.60	39.58
07/09/2016	04943	The Lithouses Group	BIRTHPLACE Supplies & Services	Lithouses annual membership and conference	35.00	0.00	35.00
07/09/2016	04944	The Johnson Society	BIRTHPLACE Stock for sale	Johnson Society tie and booklets sold	48.40	0.00	48.40
07/09/2016	04945	Andrew Rawe	BIRTHPLACE Stock for sale	Quote cards for sale	30.00	0.00	30.00
13/09/2016	04946	Mr Bell	G/HALL Lettings	Partial room hire refund for revised arrangements	15.28	3.05	18.33
14/09/2016	04947	Cash	Various	Petty cash vouchers 6857 - 6863	164.84	25.74	190.58
20/09/2016	04948	Mrs C Freeman	ADMIN Supplies & Services	Reimbursement for new office ansaphones	150.47	30.09	180.56
20/09/2016	04949	Steve Mackay	CIVIC Ride Lunch Income	Refund as meal unsuitable for dietary requirements	16.67	3.33	20.00
20/09/2016	04950	The Johnson Society	CIVIC Mayor's Allowance - S James	Johnson Supper tickets (Original cheque mislaid)	70.00	0.00	70.00
20/09/2016	04950	The Johnson Society	CIVIC Sheriff's Allowance - R Yardley	Johnson Supper tickets (Original cheque mislaid)	70.00	0.00	70.00
20/09/2016	04951	Ms S A Khan	BIRTHPLACE Supplies & Services	Johnson Birthday - sandwiches for Regency dancers	15.00	0.00	15.00
22/09/2016	04952	The Johnson Society	BIRTHPLACE Stock for sale	Johnson Society tie sold	15.00	0.00	15.00
30/09/2016	04953	Lichfield Frames	CIVIC Events	Framing of DMS Freedom scroll	150.00	0.00	150.00
30/09/2016	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	13.61	0.00	13.61
					<u>985.03</u>	<u>83.48</u>	<u>1,068.51</u>