

Lichfield City Council

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Town Clerk: Christopher M Moulton

27 February 2017

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, 6 March 2017 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 31 January 2017 (Nos. 87 - 97) (**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 12 January 2017 and 2 February 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. NEIGHBOURHOOD PLAN COMMITTEE

To adopt the Minutes of the Neighbourhood Plan Committee meeting held on 2 February 2017 (**Appendix 2** attached).

9. GRANTS ADVISORY COMMITTEE

To adopt the Minutes and recommendations of the Grants Advisory Committee Meeting held on 13 February 2017 (**copy attached**). [A copy of all the grant application forms considered by the Grants Advisory Committee is available at the City Council Offices]

10. NOMINATIONS FOR CIVIC OFFICE 2017/18

To consider and elect individuals to the following Offices:

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

11. CALENDAR OF MEETINGS 2017/18

To confirm the Calendar of Meetings for 2017/18, **APPENDIX 1** attached.

The meeting dates have been selected so that, **as far as possible**, they avoid conflict with any meetings in the District Council's calendar of meetings for 2017/18 as adopted on 21 February 2017.

12. OFFICERS' REPORT

To receive the Officers' Report on recent activity, **APPENDIX 2** attached

RECOMMENDED: That the Report be noted.

13. MARKET SQUARE COMMERCIAL HIRE

On days where the regular Lichfield Markets are not held the Market Square is available for hire during the day by businesses, private individuals and voluntary/charitable organisations.

These are mainly occasional bookings from a range of hirers such as Coach travel companies, small craft fayres, sole traders with marquees, and the Chamber of Trade for its Christmas Market. These are usually straightforward bookings with no issues arising.

The option of a half-Square hire, or the whole area, is offered, and different rates apply for differing uses. The daily rates are:

<i>Private/commercial whole Square:</i>	£150
<i>Private/commercial half Square:</i>	£120
<i>Private/commercial promoting public service activities:</i>	£50
<i>Voluntary/charitable organisations for fundraising events:</i>	£10

In recent months there have been a number of occasions where the whole Square has been hired on non-market days for use as part of a wider festival. These have been to hirers involved in managing large scale city-wide events which then sub-let stall space to individual traders.

The Market Square is at the centre of the City and is a natural focus for such events, but experience has shown that despite a booking clause requiring the Square to be left free of all

litter and rubbish before leaving, the City Council has had to make arrangements for this to be carried out and then reclaim the costs. This litter removal and tidying is required to take place immediately in order to return the Square to a useable condition for the following day, and these costs have been in excess of the fee received for hiring the Square in the first place.

The City Council is supportive of events that attract visitors to the City thereby boosting the local economy, but is mindful that without some controls in place to encourage adherence to the booking terms the cleansing costs for the Square fall to local council tax payers.

A new hire category of 'Large Commercial Event' is proposed where the Square is being hired with the intention of being used by a number of different traders under the banner of a festival. A daily hire charge of £300 is suggested with a required cleansing deposit of £500 per day both payable in advance on application. In this way any costs of returning the Square to a clean, tidy and useable state will be deducted from the deposit, which is sufficiently high as to deter any wanton disregard for this important and highly visible public facility in the centre of our historic city.

RECOMMENDED:

- a) *That a new charging category of hire for the Market Square be introduced for large commercial use such as festivals.*
- b) *That the daily hire charge for this category be set at £300 with a £500 cleansing deposit per day, payable in advance.*

14. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 3**) for the period 1 January 2017 to 31 January 2017 in the sum of **£100,953.49** General Account, and **£853.98** Imprest Account.

* * * * *

**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 Tuesday 31 January 2017 at 6.30 pm

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

APOLOGIES: Councillors I Eadie, Mrs J Eagland (CD), D Leytham, P Ray, A Smith and M Thompson.

87 MAYOR'S ANNOUNCEMENTS

The Mayor reported on a number of recent civic and other engagements attended; including the Service at St Peter & Paul's Roman Catholic Church on Sunday 22 January, a performance of Charlie and the Chocolate Factory by My Inter Theatre Company at the Garrick Theatre on Wednesday 25 January, and the celebrations of the 75th anniversary of Lichfield Cathedral School on Friday 27 January.

88 DECLARATIONS OF INTEREST

None.

89 COUNCIL MINUTES

Cllr A Thompson proposed the addition of the following text to the end of the final paragraph of minute number 79 to read '...but it is essential that the footpath between Longbridge and Tamworth Roads be maintained'. The proposal was seconded by Councillor D Smedley and duly put to the vote, which was carried unanimously.

RESOLVED: *That the Minutes of the Council Meeting held on 5 December 2016 (Nos 72-86) as amended be confirmed and signed as a correct record.*

90 PLANNING COMMITTEE

RESOLVED: *That the Minutes of the Planning Committee meetings held on 23 November and 15 December 2016 be received.*

91 OFFICERS' REPORT

Councillor M Warfield commended officers for an excellent report, noting in particular the very successful Mayor and Sheriff's Charity Dinner Dance; the high number of Schools visiting the Birthplace Museum, and the continued strong letting performance of the Guildhall. Councillor C Greatorex highlighted twinning activities and praised the excellent contribution made by the City Council's Twinning Officer.

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

92 FEES AND CHARGES 2017/18

Councillor D Smedley outlined the fees and charges proposals for Members. Namely, no increase to be levied on market stalls charges for the 2017/18 financial year in order to maintain the stability and appeal of the Markets; a 3% increase to be applied to Guildhall hire charges from 1 April 2017 as set out in agenda appendix B; the protected rates in respect of Friday bookings for existing hirers prior to the simplification of hire charges in 2014 be retained for a further year; and that no increase be applied to photocopying charges.

RESOLVED:

- a) *That no increase in charges for Market stalls be levied for the 2017/18 financial year.*

- b) *That with effect from 1 April 2017 Guildhall hire charges be as detailed in Agenda Appendix 2, but that the protected rates for the two Friday hirers continue for a further year with a 3% increase on their current Friday charges.*
- c) *That no increase be applied to the charges for photocopying.*

93 GROUNDS MAINTENANCE SERVICE AGREEMENT FROM 1 APRIL 2017

Councillor D Smedley outlined the report and recommendations for Members, stating that the existing Service Agreement had been extremely effective and that the revised Agreement had been the subject of considerable work by Officers and Councillors to ensure it was appropriate for the City. Councillor J Brooks commended officers and Councillors for a thorough and carefully considered agreement.

RESOLVED: *That the revised ongoing Service Agreement with Lichfield District Council Operational Service for grounds maintenance services, as contained in the draft Service Agreement circulated with the agenda, be adopted with effect from 1 April 2017.*

94 FINANCIAL PROGRESS REPORT 1 APRIL 2016 TO 31 DECEMBER 2016

Councillor D Smedley introduced the report at Agenda Appendix 4, summarising income and expenditure against budget for the period 1 April to 31 December 2016.

RESOLVED: *That the nine month Financial Progress Report be noted.*

95 BUDGET ESTIMATES 2017/18

Councillor D Smedley outlined the budget estimates as contained at Agenda Appendix 5 that recommended a 4% increase in the precept for 2017/18 (to £57.05 for an average Band D property) to reduce the impact of the forthcoming reduction in the local council tax support grant passed from Lichfield District Council to Lichfield City Council in 2017/18 (reducing by 18.5% against the 2016/17 figure); whilst allowing some improved grounds maintenance provision, and the continuation of repair and improvement works to the City Councils public buildings and property assets.

RESOLVED: *That the Council approve the Budget Estimate and Report for the 2017/18 financial year totalling £724,910 (including a contribution from reserves of (£24,209; and that the amount of precept plus council tax support grant for 2017/18 be set at £700,701 [based upon a precept of £672,917 plus £27,784 local council tax support grant].*

96 REPAIR AND RENOVATION PROGRAMME 2017/18

Councillor D Smedley introduced the draft Repair and Renovation programme for 2017/18, emphasising that the items contained therein were either essential repairs or would have a positive impact upon the general public when utilising City Council owned buildings.

RESOLVED: *That the report be noted and that the programme of works as set out in agenda appendix 6 be addressed.*

97 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed for the periods;*

- a) *1 October 2016 – 31 October 2016 in the sum of £149,023.63 General Account, and £842.99 Imprest Account.*
- b) *1 November 2016 – 30 November 2016 in the sum of £85,348.84 General Account, and £1,270.07 Imprest Account.*
- c) *1 December 2016 – 31 December 2016 in the sum of £66,197.29 General Account, and £853.10 Imprest Account.*

**THERE BEING NO FURTHER BUSINESS
THE MAYOR DECLARED THE MEETING CLOSED AT 7.04 PM**

MAYOR

Lichfield City Council

Minutes of the Meeting of the Neighbourhood Plan Committee held in the Ashmole Room at Guildhall, Lichfield, on Thursday 2 February 2017 at 5.30pm

PRESENT: Councillors A Thompson (Chairman), Mrs J Allsopp, Mrs D Baker, J Brooks, B Cocksey, D Dundas, D Leytham, Miss J Marks, P Ray and M Warfield.

APOLOGIES: Councillor I Eadie

1. MINUTES

The Chairman proposed an amendment to the resolution following minute no.4 of the meeting of the Committee held on 19 September 2016; that amendment being the substitution of the word 'Chair' for 'Chairman' in both instances that the word appears in the resolution.

RESOLVED: *That the minutes of the meeting held on 19 September 2016 (adopted by Council on 17 October 2016) as amended be confirmed as a correct record.*

2. CONSIDERATION OF DRAFT NEIGHBOURHOOD PLAN DOCUMENTS PRIOR TO SUBMISSION TO LICHFIELD DISTRICT COUNCIL

The Chairman informed the Committee that the two documents available for consideration, the 'Draft Neighbourhood Plan' and the 'Consultation Statement', were to be supplemented by two further documents, the 'Basic Conditions Statement' and 'Evidence List'. The latter two documents being compiled by the City Council's consultants at the time of the meeting. The Chairman advised the Committee that the Draft Neighbourhood Plan as presented included amendments made under the authority delegated to the Town Clerk in conjunction with the Chairman and Vice Chairman of the Committee at its meeting of 19 September 2016, and that the Consultation Statement had been compiled under the direction of City Council's NP Consultants.

Councillor D Dundas suggested that greater emphasis should be made within the draft Neighbourhood Plan to the sites around Eastern Avenue, including the former GKN site. After discussion it was agreed that the text in paragraph 4.10 of the draft Neighbourhood Plan '...notably those in the Eastern Avenue and Trent Valley area including the former GKN site' be amended to bold text.

Following discussion of the draft Consultation Statement the document was approved subject to the removal of typographical errors.

RESOLVED:

- a) That the Draft Neighbourhood Plan be approved subject to the amendments to paragraph 4.10*
- b) That the Draft Consultation Statement be approved subject to the removal of typographical errors.*

3. NEIGHBOURHOOD PLAN – NEXT STEPS

The Chairman advised the Committee that the remaining two documents were due to be completed imminently.

RESOLVED: *That delegated authority be given to the Town Clerk, in conjunction with the Chairman of the Committee, to make minor amendments to the Evidence List and Basic Conditions Statement.*

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 6.12PM**

Lichfield City Council

Minutes of Grants Advisory Committee Meeting held in Committee Room No.1 Guildhall, Lichfield, at 6.30 pm on Monday, 13 February 2017

PRESENT: Councillor Mrs N Bacon (Chairman), R Awty, B Bacon, Mrs D Baker, Mrs J Greaves, B McMullan, P Ray, M Warfield and R Yardley.

1 GRANTS TO OUTSIDE BODIES 2017/2018

Consideration was given to applications for financial assistance from the 2017/18 budget.

RECOMMENDED: 1. *That the Council makes grants totalling £28,555 to the following organisations as indicated, with grants to organisations marked * being made under Section 137 of the Local Government Act 1972, this being expenditure which in the opinion of the Council is in the interests of the whole area or some or all of the inhabitants and which will bring benefit in a manner commensurate with the expenditure:*

No	Organisation	£
1	Lichfield Arts	4,100
* 2	Citizens Advice South East Staffs	3,500
3	Lichfield Greenhill Bower	3,000
4	Erasmus Darwin Foundation	2,500
5	Lichfield Festival	2,000
* 6	Alzheimer's Society	2,000
7	Lichfield Mysteries Community Arts	300
8	Voluntary Transport for the Disabled	1,000
* 9	Lichfield Trent Valley First Responders	1,000
* 10	City of Lichfield Royal British Legion	520
11	Fusion Credit Union	400
* 12	Lichfield & District Live At Home Scheme	500
13	Lichfield District Council Proms In The Park	500
14	Lichfield Chamber of Trade & Commerce	250
15	Lichfield Festival of Music	250
16	Open Door of Hope	250
17	5 th Lichfield (St Chads) Brownies	250
* 18	Lichfield Darby & Joan Club	75
19	St Michael's Church Choir & Camas Group	150
20	Embroiderers' Guild Lichfield Branch	0
21	Lichfield Sinfonia	100
22	Worshipful Company of Smiths	100
23	Lichfield Twinning Association	100
24	Speakers' Corner Lichfield	0
25	Lichfield City Gardening Guild	0
26	Darwin Walk Trust	50
27	Lichfield Rail Promotion Group	50
* 28	Parkinson's Disease Society	1560

29	<i>Soroptimist International Lichfield & District</i>	0
30	<i>St Mary's in the Market Square</i>	1,000
31	<i>Re-Cycle</i>	500
32	<i>City of Lichfield Friends</i>	500
33	<i>Friends2Friends</i>	500
34	<i>Lichfield Computer & Social Group</i>	0
35	<i>Lichfield Cricket Club Junior Section</i>	500
36	<i>The Palace Singers</i>	0
37	<i>Abacus Pre-School Playgroup</i>	300
38	<i>Lichfield Bowling Club</i>	0
39	<i>Lichfield & Burntwood Social Club for the Blind</i>	250
40	<i>St Mary's in the Market Square</i>	0
41	<i>Dr Milley's Hospital</i>	500
42	<i>Lichfield Ladies Club</i>	0
		28,555

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

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

Darwin Walk Trust – Mrs J Greaves
Lichfield Greenhill Bower – Mrs J Greaves, M Warfield
Lichfield Sinfonia – Mrs N Bacon
St Mary's In the Market Square – R Yardley
Soroptimist Internal Lichfield & District – M Warfield
Voluntary Transport for the Disabled – Mrs N Bacon
Worshipful Company of Smiths – R Yardley

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

Citizens Advice South East Staffs – Mrs D Baker
Royal British Legion – B Bacon, M Warfield

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 7.38 PM

For Council: 6 March 2017 APPENDIX 1

Calendar of Meetings 2017/2018

DATE	TIME	MEETING
2017		
Monday, 15 May	6.30pm	ANNUAL COUNCIL
WEDNESDAY, 24 May	7.30pm	ANNUAL TOWN MEETING
Thursday, 25 May	6.30pm	Planning Committee
<i>Friday, 9 June</i>	<i>6.30pm</i>	<i>Audit Committee</i>
Monday, 19 June	6.30pm	COUNCIL (Year end accounts)
Thursday, 22 June	6.30pm	Planning Committee
Thursday, 20 July	6.30pm	Planning Committee
TUESDAY, 25 July	6.30pm	COUNCIL
Thursday, 17 August	6.30 pm	Planning Committee
Monday, 11 September	6.30pm	COUNCIL
Thursday, 14 September	6.30pm	Planning Committee
<i>Tuesday, 3 October</i>	<i>10.30am</i>	<i>Johnson Birthplace Advisory Committee</i>
Wednesday, 11 October	6.30pm	Planning Committee
Monday, 23 October	6.30pm	COUNCIL
<i>Thursday, 2 November</i>	<i>6.30pm</i>	<i>Staffing Committee</i>
Thursday, 9 November	6.30pm	Planning Committee
Monday, 4 December	6.30pm	COUNCIL
Thursday, 7 December	6.30pm	Planning Committee
2018		
Thursday, 11 January	6.30pm	Planning Committee
Monday, 29 January	6.30pm	COUNCIL
<i>Monday, 5 February</i>	<i>6.30pm</i>	<i>Grants Advisory Committee</i>
Thursday, 8 February	6.30pm	Planning Committee
Monday, 5 March	6.30pm	COUNCIL
Thursday, 8 March	6.30pm	Planning Committee
<i>Thursday, 15 March</i>	<i>6.30pm</i>	<i>Audit Committee</i>
<i>Thursday, 22 March</i>	<i>10.30am</i>	<i>Johnson Birthplace Advisory Committee</i>
Thursday, 5 April	6.30pm	Planning Committee
Monday, 23 April	6.30pm	COUNCIL
Thursday, 3 May	6.30pm	Planning Committee
Monday, 14 May	6.30pm	ANNUAL COUNCIL
Wednesday, 23 May	7.30pm	ANNUAL TOWN MEETING
Thursday, 31 May	6.30pm	Planning Committee

For Council: 6 March 2017 APPENDIX 2

OFFICERS' INFORMATION REPORT

1. Civic Matters: Sarah Wallace, Civic Officer

On 5 February the Mayor and Sheriff welcomed 87 Guests to the Guildhall for a traditional Sunday Lunch. This was the first time an event of this kind had been held and many guests chose to accompany the Mayor to her Sunday service at Wade Street Church beforehand.

A three course lunch was served at 1.00pm after which members of the Walsall Operatic Society performed songs from Les Miserables and other West End musicals.



The afternoon was rounded off by drawing the raffle and there was also an opportunity to buy daffodils which had kindly been donated by Paul Smith, a Lichfield market trader. The event raised a total of **£800** for the Mayor and Sheriff's charities.



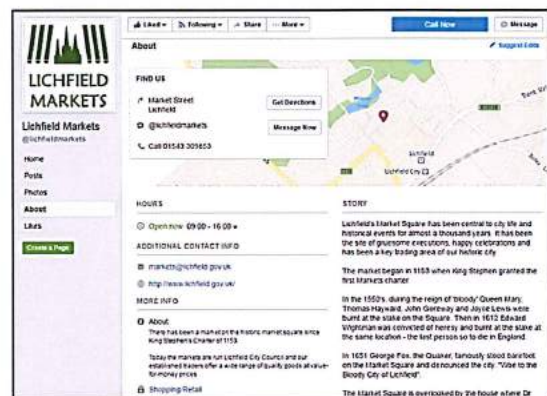
The Mayor and Sheriff invited two children from St Michael's school to the parlour on 14 February for afternoon tea.

Layna Suzuki, age 11 and Isabelle Coleman, age 5 were the lucky winners of a poetry competition which was held in December. Their winning entries were printed in the Mayor and Sheriff's Christmas card. After signing the visitor's book the Mayor presented both girls with a set of audio books after which everyone enjoyed tea and cake.

Preparations are ongoing for the Mayor and Sheriff's remaining charity events which include the Fashion Show on 28 March and a Variety Show on 8 April. Civic events continue with the Schools Speaking Competition on 3 March, and Entertainment and Tea for the Over 70's on 11 April.

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

The dedicated Lichfield Markets Facebook page www.facebook.com/lichfieldmarkets has in the last week alone had almost 400 new visitors, so word is obviously spreading quickly.



The Saturday market is once again at full capacity as one of the Tuesday traders has taken 3 stalls on a permanent basis as well as continuing with his Tuesday stall.

There is one new trader on a Tuesday with the prospect of another one starting in 2 weeks so Tuesday's look likely to be full again very soon.

Fridays are still not as busy as we would like but there are new applications pending.

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



The New Year has started with a new look for the Birthplace website. Following the re-launch of the LCC website in 2016, VisionICT have also updated the Museum site to be more eye-catching and image-led, with a colourful scheme inspired by old book bindings. The website is due to be launched imminently.

Decoration is now completed in the London Life and Introduction Rooms following last year's structural works. The exterior is awaiting a final repair to a small area of the timber frame on the first floor level, which is due to be completed by early March.



2017 marks the 300th Birthday of Johnson's close friend David Garrick, and events began in February with the launch of a new Garrick ale, in collaboration with Blythe Brewery, Lichfield Arts and Lichfield District Tourism Association, who held a well-attended event at the Birthplace with local partners and businesses represented, including an appearance from David Garrick himself.

The additional publicity around 'Garrick300' has led to a busy start to the year, with 1400 visitors to the house in the first 6 weeks of 2017. An article in 'City Life' magazine also led to increased interest in the Birthplace Writer's Group, launched in 2016 for adult creative writers, with attendance more than doubling at the February meeting.

In partnership with the Garrick Theatre and Visit Lichfield, a full programme of the year's Garrick events will be appearing in March, and preparations for the Birthplace Garrick exhibition opening in June are underway. This has included arrangements for the conservation of two prints of Garrick, one by William Hogarth, which has been kindly funded by the Johnson Society following a fundraising campaign with their membership.

Outreach work in January included talks to over 100 people at Nuneaton and Great Wyrley History Societies by Sue Bray, with both groups intending to make follow-up group visits to Lichfield. The Birthplace Museum continues to engage with education projects across a range of ages, including: two groups from St Michael's School visiting in January, now a regular visit; a new GCSE-aged Duke of Edinburgh volunteer Gabrielle joining the 'Bookworms United' Saturday reading club team; and Megan Farrell, a University of Birmingham 'History in the Workplace' placement student creating a display of Johnson Halfpennies as part of her six month project.



The Birthplace also received the excellent news that a project in partnership with Keele University has received Arts and Humanities Research Council funding, meaning that Keele will be holding four fully-funded research seminars in Lichfield about 18th century printing, paper and book culture and based on the Birthplace collections, as well as programming a range of free school and public sessions at the end of their 2-year project in 2018-19. Other recent M&HO work has included research on collection items due to be loaned to Lichfield Cathedral in the Spring, and preparations for opening an additional cell in the Guildhall prison display area for the summer open season.

4. Guildhall: Helen Winter, Guildhall Bookings Secretary

The Burton TV news report following their visit to the Cells last year is still on their website – www.burtontvnews.co.uk. The Cells are due to open in a few weeks and we have recently had two Cell tours.

Our regular bookings have been in: Archaeological and Historical Society, Ballroom Dancing, Concert Band Practice, Bridge, Chess, Darby and Joan, Heyday Friendship, Italian Class, Ladies Cameo Group, Lichfield Poets, Meditation, The National Trust, Needwood, RSPB, Slimming World, and the U3A. There have been four Market Research bookings and two Craft Fayres. The Guildhall has also been used for one Birthday Party, the Manor Park Sailing Club Lunch, a Naming Ceremony, Funeral Wake, Masquerade Ball and a Wedding Reception.

Lichfield Ladies Circle held an international meeting which included a Fish and Chip Supper. The Worshipful Company of Smiths held their annual Feast. A few weeks ago, Staffordshire County Council held a Careers Fair and the Mayor held her Mayoral Court and Sunday Lunch.

The Lichfield Arts have held two concerts, and last month they held their popular beer festival.



22 February was the Lichfield Arts Community Night which showcases the work they do in the community, with free admission.

During the last weekend of February we hosted another Craft Fayre, a Market Research booking and a Lichfield Arts Concert.

As part of a tour of some of Lichfield's historic buildings, a group of students from the University of York will be visiting the Guildhall to study the stained glass window in the main hall.



5. Twinning: Gabriele Lasch-Burden, Twinning Officer

Lloyds Bank Work Experience

Klara Schreiber, the daughter of Limburg District Music School director Peter Schreiber, completed a 3 week work placement at Lloyds bank from 23 January to 10 February. She was welcomed by the Mayor, Cllr Sheelagh James and the Bank Manager of Lloyds Bank, Mr. Ben Rowell.

Klara had a very interesting and varied experience at the bank and went back to Germany to start her higher education programme with the German Bundesbank (Central Bank) in Frankfurt.

She very much enjoyed her time in Lichfield and was overwhelmed by the warm and inclusive welcome she received from everybody involved, the members of the Twinning Association and especially all the staff and management at Lloyds Bank.



Ring Twinning Anniversary

The 25th anniversary celebrations of the ring twinning between Ste. Foy, Limburg and Lichfield will be held in Ste. Foy during the weekend of 6th October to 9th October 2017.

Erasmus+ Programme

Two male students in their early twenties, Florian and Yannick, from Limburg's Adolf-Reichwein-Schule arrived in Lichfield on 26 February to start their month-long work experience, volunteering in organisations across Lichfield which help people with learning difficulties. They are studying social care at Limburg College and their volunteering work in Lichfield is being funded by the European Erasmus+ programme. The Erasmus+ scheme enables students to spend part of their required vocational work experience in another EU member state.

The students set up their main base at the Queen's Croft School and Head Teacher Peter Hawsworth was very happy to offer them placements at his school and is looking forward to a very positive Erasmus+ experience. The students will also take up placements at Cherry Orchard Gardening Services and Friends2Friends during their stay in Lichfield. At the end of March, during the last week of the programme, two Assessors from Limburg College have organised an Erasmus staff visit to Lichfield in order to establish personal contact with all contributing organisations.

Exchange Enquiries

16 Lichfield Cathedral Girl Choristers (11 – 15 years) are planning to travel to Sainte Foy on 10 July until 14 July 2017. Plans are in place for a civic reception, followed by a concert in the church and joint musical activities with the girls' choir from Lyon Cathedral, which might lead to a concert in the Cathedral, if the venue is available. Both countries have expressed their commitment to make this the start of more regular contacts in order to make music together and a return visit to Lichfield has already been discussed.

Limburg City Council have enquired if, like in previous years, Lichfield City Council is able to offer a one week work experience for their apprentice Elena Stolz in October of this year.

A German and French teacher at Lichfield's King Edward VI School is enquiring about partner schools in Limburg and Sainte Foy for possible exchanges and penfriends. Enquiries have been sent to both Councils in Germany and France. Contact has been established with a French private college so far.

A 20 year old student from Sainte Foy is looking for a 6 week work experience placement, possibly in HR, in Lichfield during May or June of this year. The Twinning Officer is looking for interested companies and would appreciate any suggestions.

Laura Peluso, an 18 year old Limburg student, will be completing a 3 week internship at Thomson Travel Agency in Bore Street from 12 to 30 June, as part of her course at the Peter Paul Cahensly College. She will be staying with a Lichfield family from the Twinning Association.

On 16 to 18 June, six Lichfield Table Tennis players will travel to Limburg to take part in an international Twinning Table Tennis Tournament, which includes players from all 4 countries twinned with Limburg, namely France, England, Belgium and Germany. This tournament will form part of the celebrations for the 800th anniversary of Limburg-Offheim.

A 21 year Lichfield student, studying French at Leeds University, is looking for a summer placement in France. A request has been sent to the Sainte Foy City Council.

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



The hedge work has started in earnest in particular on paths that caused concern last year. There are also a number of maintenance issues that need attention.

A car ran into the Heather Garden wall from the Walsall Road. The Police have spoken to the owner of the car and we are awaiting a conclusion from their enquiries. Surveyors Hancock, Wheeldon and Ascough are conducting a survey on the damage to the wall so a quotation can be provided for repair work.

Hancock, Wheeldon and Ascough will also surveying the wall in the Remembrance Garden next to Langton House which has started to crack, and the balustrade next to Bird Street which now has some movement.



The Pinfold Gate will also need to be replaced in the near future with something in keeping.



There are an excess of moles in turf areas at the moment which is a challenge during grass cutting, the City Council will be doing some mole control but this will be kept to a minimum.

7. Deputy Town Clerk: Tony Briggs

Repairs to the 'stairwell' area of the Guildhall roof began in late January. At an early stage it was revealed, as feared, that some of the supporting timbers to the lantern light were in very poor repair and that much of their structural integrity had been lost. Further inspection also revealed water ingress and rotted timbers to other areas of the lantern light supporting structure that had not shown any external signs of disrepair. Replacement of the rotted timber is underway at the time of compiling this report.



The conversion of an area of the Donegal House basement into toilet and kitchenette facilities continues to progress well. The Saniflo system has been installed and tested and the sanitary fittings and kitchen cupboards are in place.

Initial discussions have taken place with the City Council's architects following the approval of the 2017/18 R&R budget by Council at its meeting of 31 January. Some elements of the 2017/18 programme have been carried over from 2016/17, allowing a positive early start to be made on several items, including the replacement door to the reception area of Donegal House and the minor roof repairs, also to Donegal House.

In addition to progress on major renovation items there has also been progress on relatively minor, but necessary improvements. The cloakroom, which has for many years been used for storage as well as for its designated purpose, has been cleared and cleaned in readiness for redecorating. Debris and accumulations have also been cleared from the stairwell to generate extra storage space, now utilised by the Museums and Heritage Officer to enable a further prison cell to be opened for the 2017 season.

A comprehensive service of the Guildhall and Donegal House central heating system has been completed. Several radiator valves in both the Guildhall and Donegal House have been found to be faulty and scheduled for replacement as necessary. As this requires the system to be drained down, the repairs have been scheduled for early April.

The draft Lichfield City Neighbourhood Plan together with its supporting documents (the Consultation Statement, Evidence List and Basic Conditions Statement) have been

submitted to Lichfield District Council for informal comment prior to formal submission. Informal comments are expected to be returned by LDC in mid-March.

Youths gained access to Boley Park Community Hall on Monday 20 February during the Zumba class. While it was a very intimidating experience for the hirers, thankfully nobody was hurt and no damage was done to the Hall. The Police attended but were unable to catch the perpetrators. Of great concern however is that access was gained through the front door, despite it being locked from the inside. The key safe on the side of the building was found to be undamaged but empty, suggesting the combination had been acquired and the key used by the youths to gain entry.

On receiving the report of the incident on Tuesday morning the locks and code to the key safe were changed on the same day. Regular hirers have been informed of the changes and new keys have been issued to them. Additional security measures are being actively pursued, including the installation of a remote access CCTV system.

For Council: 6 March 2017 APPENDIX 3

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 January to 31 January 2017

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
05/01/2017	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card fees - December	4.02	0.00	4.02
05/01/2017	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fees - January	4.00	0.80	4.80
05/01/2017	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card fees - December	6.28	0.00	6.28
05/01/2017	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fees - January	4.00	0.80	4.80
11/01/2017	20348	British Telecommunications PLC	ADMIN Tel/Postage	Phones/internet usage Oct-Dec, rental Dec-Feb	66.90	13.38	80.28
11/01/2017	20348	British Telecommunications PLC	BIRTHPLACE Supplies & Services	Phones/internet usage Oct-Dec, rental Dec-Feb	433.93	86.78	520.71
11/01/2017	20348	British Telecommunications PLC	G/HALL Supplies/Services	Phones/internet usage Oct-Dec, rental Dec-Feb	316.60	63.32	379.92
11/01/2017	20349	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers - January	150.00	0.00	150.00
11/01/2017	20349	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers service charge - January	8.25	1.65	9.90
11/01/2017	20350	Print & Digital of Lichfield Ltd	CIVIC Mayor's Allowance - S James	Christmas cards	45.00	9.00	54.00
11/01/2017	20350	Print & Digital of Lichfield Ltd	CIVIC Sheriff's Allowance - R Yardley	Christmas cards	37.50	7.50	45.00
13/01/2017	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - January	20,991.66	0.00	20,991.66
16/01/2017	20351	1A Action Rotary Rod Ltd	G/HALL Repair/Maint	Repair to leaking drain pipe in beer cellar	1,745.00	349.00	2,094.00
16/01/2017	20352	AES Energy Services Ltd	G/HALL Repair/Maint	Maintenance agreement for heating control panel	470.00	94.00	564.00
16/01/2017	20353	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - November	281.40	0.00	281.40
16/01/2017	20353	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - November	2,971.17	594.23	3,565.40
16/01/2017	20354	BEE-LINE Pest Control	PARKS Other Repair/Maint	Quarterly pest control 5/10/16 - 5/11/17	250.00	0.00	250.00
16/01/2017	20355	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donegal Hs	Architect to compile 17/18 R & R budget costs	622.50	124.50	747.00
16/01/2017	20356	Eastern Shires Purchasing Org	BIRTHPLACE Supplies & Services	New tables	130.00	26.00	156.00
16/01/2017	20356	Eastern Shires Purchasing Org	G/HALL Supplies/Services	New tables ; cloakroom towels	384.40	76.88	461.28
16/01/2017	20357	The Fountain Company Ltd	PARKS Other Repair/Maint	Service & repairs to Friary fountain	384.50	76.90	461.40
16/01/2017	20358	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit	500.00	0.00	500.00
16/01/2017	20359	Group for Education in Museums	BIRTHPLACE Supplies & Services	GEM subscription 2017	106.00	0.00	106.00
16/01/2017	20360	Imagin Products Ltd	ADMIN Supplies & Services	ID cards for new staff	44.40	8.88	53.28
16/01/2017	20361	Jones Waste Services Limited	MARKET Supplies/Services	Credit due to historic invoicing error found on audit	-346.50	-69.30	-415.80
16/01/2017	20361	Jones Waste Services Limited	MARKET Supplies/Services	Skip hire - December	1,122.80	224.56	1,347.36
16/01/2017	20362	Lichfield District Council	ARTS/TOURISM Lights Costs	Clear up after Switch On event	172.50	34.50	207.00
16/01/2017	20362	Lichfield District Council	CIVIC Ride General	Street cleaning and rubbish collection after Ride	155.24	31.05	186.29
16/01/2017	20362	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/11 - 10/12	8,308.07	1,661.61	9,969.68
16/01/2017	20362	Lichfield District Council	PARKS Other Repair/Maint	Trimming and removal at various sites	871.35	174.27	1,045.62
16/01/2017	20362	Lichfield District Council	PARKS Other Repair/Maint	Reduce hedge height & width at Forge Ln allotmts	2,339.77	467.95	2,807.72
16/01/2017	20362	Lichfield District Council	PARKS Other Repair/Maint	Cleaning of various signs	130.75	26.15	156.90
16/01/2017	20363	MT Services Computer Systems	ADMIN Supplies & Services	Server backup and Office 365, 1/12 - 11/1	155.00	31.00	186.00
16/01/2017	20363	MT Services Computer Systems	ADMIN Supplies & Services	IT support contract 1/12 - 28/2	408.34	81.66	490.00
16/01/2017	20363	MT Services Computer Systems	BIRTHPLACE Supplies & Services	IT support contract 1/12 - 28/2	153.13	30.63	183.76
16/01/2017	20363	MT Services Computer Systems	G/HALL Supplies/Services	IT support contract 1/12 - 28/2	51.03	10.21	61.24
16/01/2017	20364	Performing Right Society Ltd	BIRTHPLACE Supplies & Services	Music licence, year to 28/2/18	163.70	32.74	196.44
16/01/2017	20365	RBS Invoice Finance Ltd	MARKET Supplies/Services	2 adverts in Coach Touring Directory 2017	400.00	80.00	480.00
16/01/2017	20366	Stage Depot Ltd	G/HALL Supplies/Services	Theatre lamps for stage	28.16	5.63	33.79
16/01/2017	20367	Staffordshire Wildlife Trust Ltd	ADMIN Subscript/Training	SWT annual subscription 16/17	42.00	0.00	42.00
16/01/2017	20368	St John Ambulance	ARTS/TOURISM Lights Costs	First aid cover for Switch On event	220.80	44.16	264.96
16/01/2017	20369	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones Dec/Jan	100.62	20.13	120.75
16/01/2017	20370	Weir Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - December	52.80	10.56	63.36
25/01/2017	DDebit	NatWest Autopay	EMPLOYEE COSTS	Autopay amendment fee	4.00	0.00	4.00
26/01/2017	20371	1A Action Rotary Rod Ltd	G/HALL Repair/Maint	Clearing blocked manhole from ladies toilets	240.00	48.00	288.00
26/01/2017	20372	Acme Tree Services Ltd	PARKS Other Repair/Maint	St Michael's-Reduce canopy/fell various trees	1,650.00	330.00	1,980.00
26/01/2017	20372	Acme Tree Services Ltd	PARKS Other Repair/Maint	Tree work at various sites	450.00	90.00	540.00
26/01/2017	20373	Nigel Boden	ADMIN Supplies & Services	Redecoration of Donegal top floor toilets, kitchenette	400.00	0.00	400.00
26/01/2017	20374	British Gas	BIRTHPLACE Energy	Gas 14/10 - 12/1	756.13	151.22	907.35
26/01/2017	20375	CBS Complete Ltd	G/HALL Repair/Maint	Callout to repair heating fault 23/1	76.00	15.20	91.20
26/01/2017	20376	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - December	673.29	134.66	807.95

26/01/2017	20377	Countryside Art Ltd	BIRTHPLACE	Stock for sale	Tea towels with Johnson print	178.00	35.60	213.60
26/01/2017	20378	Croft Building and Conservation	R&R FUND	Guildhall/Donegal Hs	Guildhall toilets refurbishment - 2nd instalment	5,720.08	1,144.02	6,864.10
26/01/2017	20379	Darwin Electrical Services	ARTS/TOURISM	Lights Costs	Installation of lights - 2nd half payment	6,394.13	1,278.83	7,672.96
26/01/2017	20379	Darwin Electrical Services	G/HALL	Repair/Maint	Replacement of lights at top of main stairs	237.99	47.60	285.59
26/01/2017	20380	Eastern Shires Purchasing Org	G/HALL	Supplies/Services	Cleaning and cloakroom supplies	74.99	15.01	90.00
26/01/2017	20380	Eastern Shires Purchasing Org	MARKET	Supplies/Services	Rock salt	61.80	12.36	74.16
26/01/2017	20381	Forward Cleaning Contractors	ADMIN	Supplies & Services	Window cleaning - December	16.00	3.20	19.20
26/01/2017	20382	N R Grundy	MARKET	Supplies/Services	Special fittings to benches and bins in Market Sq	480.00	96.00	576.00
26/01/2017	20383	The Johnson Society	BIRTHPLACE	Stock for sale	Proportion due for sales of booklets	36.70	0.00	36.70
26/01/2017	20384	Lichfield District Council	ARTS/TOURISM	Expenditure	Visitor Guide 2017 listing for Cells	140.00	28.00	168.00
26/01/2017	20384	Lichfield District Council	BIRTHPLACE	Adverts/promotion	Visitor Guide 2017 listings	1,010.00	202.00	1,212.00
26/01/2017	20384	Lichfield District Council	CIVIC	Events	Visitor Guide 2017 listings	360.00	72.00	432.00
26/01/2017	20384	Lichfield District Council	G/HALL	Supplies/Services	Visitor Guide 2017 listings	200.00	40.00	240.00
26/01/2017	20384	Lichfield District Council	MARKET	Supplies/Services	Visitor Guide 2017 listings	1,060.00	212.00	1,272.00
26/01/2017	20384	Lichfield District Council	PARKS	Contract Repair/Maint	Period 11/12 - 10/1	8,308.07	1,661.61	9,969.68
26/01/2017	20385	Lichfield Tree Works Ltd	PARKS	Other Repair/Maint	Eastern Ave-fell and remove ash tree	175.00	0.00	175.00
26/01/2017	20386	MT Services Computer Systems	ADMIN	Supplies & Services	Installation of Sage Accounts for Markets Officers	120.00	24.00	144.00
26/01/2017	20387	Npower Ltd	ADMIN	Donegal House Energy	Electricity - December	168.92	33.78	202.70
26/01/2017	20387	Npower Ltd	BIRTHPLACE	Energy	Electricity - December	47.33	2.37	49.70
26/01/2017	20387	Npower Ltd	BIRTHPLACE	Energy	Electricity - December	39.96	2.00	41.96
26/01/2017	20387	Npower Ltd	G/HALL	Energy	Electricity - December	553.80	110.76	664.56
26/01/2017	20387	Npower Ltd	MARKET	Energy	Toilet Block electricity - December	22.05	1.10	23.15
26/01/2017	20387	Npower Ltd	MARKET	Energy	Feeder Pillar electricity - December	94.58	4.73	99.31
26/01/2017	20387	Npower Ltd	PARKS	Energy	Clock Tower electricity - December	17.75	0.89	18.64
26/01/2017	20387	Npower Ltd	PARKS	Energy	Friary electricity - December	17.74	0.89	18.63
26/01/2017	20388	Performing Right Society Ltd	G/HALL	Lettings	Music licence 6/9 - 5/12	790.10	158.02	948.12
26/01/2017	20389	Sage (UK) Ltd	ADMIN	Supplies & Services	Pensions auto enrolment module for Sage Payroll	299.88	59.98	359.86
26/01/2017	20390	M Shaw	BIRTHPLACE	Supplies & Services	Mounting & framing of Barber print	40.00	0.00	40.00
26/01/2017	20391	Smith of Derby Ltd	PARKS	Other Repair/Maint	Annual service of Friary Clock Tower	215.00	43.00	258.00
26/01/2017	20391	Smith of Derby Ltd	PARKS	Other Repair/Maint	Repair of chimes at Friary Clock Tower	679.00	135.80	814.80
26/01/2017	20392	Staffordshire Signs & Graphics	PARKS	Other Repair/Maint	Supply & fit revamped Welcome & Fairtrade signs	510.00	102.00	612.00
26/01/2017	20393	Tonks Brothers Tree Services	PARKS	Other Repair/Maint	Roman Way - felling of alder	250.00	50.00	300.00
26/01/2017	20393	Tonks Brothers Tree Services	PARKS	Other Repair/Maint	Abbotsford Rd - felling of 3 limes	750.00	150.00	900.00
26/01/2017	20394	Veriserv	ADMIN	Supplies & Services	Portable appliance testing - December 2016	185.25	37.05	222.30
26/01/2017	20394	Veriserv	BIRTHPLACE	Supplies & Services	Portable appliance testing - December 2016	45.75	9.15	54.90
26/01/2017	20394	Veriserv	G/HALL	Supplies/Services	Portable appliance testing - December 2016	49.50	9.90	59.40
26/01/2017	20395	Zurich Municipal	ADMIN	Insurance	Work in progress cover - Guildhall roof repairs	110.00	0.00	110.00
26/01/2017	20396	Colin Shakespeare	BIRTHPLACE	3rd Party Sales	Booksale proceeds to 2/1/17	142.67	0.00	142.67
26/01/2017	20397	Michael Morris	BIRTHPLACE	3rd Party Sales	Booksale proceeds to 2/1/17	49.00	0.00	49.00
26/01/2017	20398	A & JM Carroll	BIRTHPLACE	3rd Party Sales	Booksale proceeds to 2/1/17	5.00	0.00	5.00
27/01/2017	Debit	American Express Merch Servs	BIRTHPLACE	Supplies & Services	American Express card payment fee	0.48	0.00	0.48
31/01/2017	20399	Virgin Media Payments Ltd	ADMIN	Tel/Postage	Extra reception line set up, rental & calls 4/4/16-3/1	196.65	39.33	235.98
31/01/2017	20399	Virgin Media Payments Ltd	ADMIN	Tel/Postage	Extra reception line 4/1 - 3/2	26.34	5.27	31.61
31/01/2017	20400	HM Revenue & Customs Only	EMPLOYEE COSTS		Tax and NI contributions - January	4,999.13	0.00	4,999.13
31/01/2017	20401	Staffordshire Pension Fund	EMPLOYEE COSTS		Pension fund contributions - January	6,245.98	0.00	6,245.98
31/01/2017	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges - Current account	63.92	0.00	63.92
						89,925.03	11,028.46	100,953.49

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule**From 1 January to 31 January 2017**

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
04/01/2017	04983	Local World Ltd	MARKET Supplies/Services	Mercury advert for stall erection tender	90.90	18.18	109.08
19/01/2017	04984	Cash	Various	Petty cash vouchers 6936 - 6950	155.01	18.21	173.22
23/01/2017	04985	The British-German Association	ARTS/TOURISM Expenditure	Twinning Officer's place at Partnership Conference	35.00	0.00	35.00
25/01/2017	04986	Lichfield District Council	PARKS Other Repair/Maint	Cappers Ln-planning applicn for advertising hoardings	192.50	0.00	192.50
26/01/2017	04987	eSterling Ltd	ADMIN Supplies & Services	Voluntary contribn to Darwin Walk website hosting cost	150.00	0.00	150.00
30/01/2017	04988	Cash	Various	Petty cash vouchers 6951 - 6958	162.59	21.72	184.31
31/01/2017	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	9.87	0.00	9.87
					795.87	58.11	853.98