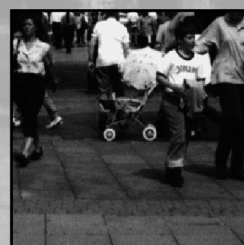
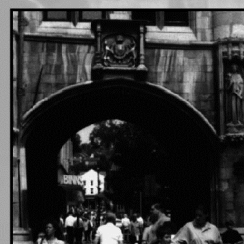


CITY OF  
*Lincoln*  
COUNCIL

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# Council Summons

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For the meeting to be held on  
**Wednesday, 30 May 2018**

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## **CITY OF LINCOLN COUNCIL**

Sir/Madam,

You are hereby summoned to attend the meeting of the COUNCIL of the City of Lincoln to be held at The Guildhall on Wednesday, 30 May 2018 at 6.30 pm.



Chief Executive and Town Clerk

Angela Andrews

### **A G E N D A**

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1. Mayoral Announcements	
2. Confirmation of Minutes - 10 April 2018 and 15 May 2018	<b>5 - 14</b>
3. Declarations of Interest	
Please note that, in accordance with the Members' Code of Conduct, when declaring interests members must disclose the existence and nature of the interest, and whether it is a disclosable pecuniary interest (DPI) or personal and/or pecuniary.	
4. Receive Any Questions under Council Procedure Rule 11 from Members of the Public and Provide Answers thereon	
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6. Receive Reports under Council Procedure Rule 2 (vi) from Members	
7. Lincoln Christmas Market Fees and Charges 2018	<b>15 - 28</b>
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**Present:** Councillor Chris Burke (*in the Chair*),  
Councillor Biff Bean, Councillor Yvonne Bodger,  
Councillor Kathleen Brothwell, Councillor Sue Burke,  
Councillor Bob Bushell, Councillor Thomas Dyer,  
Councillor Geoff Ellis, Councillor Paul Gowen, Councillor  
Jim Hanrahan, Councillor Gary Hewson, Councillor  
Ronald Hills, Councillor Jackie Kirk, Councillor  
Rosanne Kirk, Councillor Helena Mair, Councillor  
Liz Maxwell, Councillor Adrianna McNulty, Councillor  
Ric Metcalfe, Councillor Neil Murray, Councillor  
Donald Nannestad, Councillor Lucinda Preston,  
Councillor Fay Smith, Councillor Tony Speakman,  
Councillor Edmund Strengiel, Councillor Ralph Toofany,  
Councillor Naomi Twedde, Councillor Pat Vaughan,  
Councillor Keith Weaver, Councillor Peter West and  
Councillor Loraine Woolley

**Apologies for Absence:** Councillor Gill Clayton-Hewson, Councillor Andy Kerry  
and Councillor Jane Loffhagen

#### **49. Mayoral Announcements**

The Mayor sent his best wishes to Councillor Gill Clayton-Hewson on behalf of the Council.

The Mayor reflected on what he referred to as being a proud week for Lincoln following Lincoln City Football Club's success in winning the Checkatrade EFL Trophy at Wembley Stadium on 9 April 2018. He would be welcoming the Danny and Nicky Cowley on 12 April 2018 for a civic event where they would be presented with the Council's Civic Award.

All other engagements undertaken by the Mayor were available for viewing via his social media profiles.

The Mayor presented Councillor Tony Speakman with a certificate to thank him, on behalf of the Council and the residents of Lincoln, for his service between 2012 and 2018 following his decision not to stand at the City Council elections on 3 May 2018. The Mayor added that Councillor Speakman was a figure of marvellous integrity.

Councillor Pete West was presented with a certificate by the Mayor to thank him, on behalf of the Council and the residents of Lincoln, for his significant service between 1983 and 2018 following his decision not to stand at the City Council elections on 3 May 2018. The Mayor said that he, the Council and the people of Lincoln were very grateful for all he had done.

Councillor Ric Metcalfe, Leader of the Council, thanked Councillor Speakman for his six years of service representing the Carholme Ward. Councillor Metcalfe said that Councillor Speakman had brought some very good personal qualities to his role as a member of the Council, particularly in respect of his role on the Performance Scrutiny Committee and as Chair of the Audit Committee. He added that Councillor Speakman had demonstrated great attention to detail and

independence of mind which had served the authority well and thanked him on behalf of the Council and the city.

Councillor Metcalfe also thanked Councillor Pete West who had first been elected to the Council in 1983 to the Abbey Ward, the residents of whom had shown repeated confidence in him as their local councillor. He said that when you thought of Councillor West you thought of common sense, plain speaking, independent mindedness, honesty and loyalty. These qualities had seen him in good stead as Chair of the Planning Committee and more recently in his current Portfolio Holder for Housing role as a member of the Council's Executive. Councillor Metcalfe regarded Councillor West as a great friend to the Council and city who would be missed and thanked him for all the hard work, integrity and comradeship he had shown whilst in office.

Councillor Ronald Hills, Leader of the Opposition, thanked Councillor West for his advice and guidance when he first became a member of the Council, especially in relation to planning and the apolitical nature of those respective decisions made over the years. Councillor Hills added that he and Councillor West had become unlikely allies a lot of the time during their time on the Planning Committee and congratulated him on his length of service.

Councillor Hills praised Councillor Speakman as someone who really understood his topic, referring to the Performance Scrutiny Committee and Audit Committee and thanked him for his even-handedness over the years as Chair of the Audit Committee.

Councillor Ralph Toofany thanked Councillor Speakman for what he had done for the city in his time as a member of the Council and that he always considered him as a future Leader of the Council.

Councillor Toofany thanked Councillor West for his service and said that a lot of people would admire what he had done for the city, adding that he would be missed.

**50. Confirmation of Minutes - 27 February 2018**

RESOLVED that the minutes of the meeting held on 27 February 2018 be confirmed.

**51. Declarations of Interest**

No declarations of interest were received.

**52. Receive Any Questions under Council Procedure Rule 11 from Members of the Public and Provide Answers thereon**

No questions were received.

**53. Receive Any Questions under Council Procedure Rule 12 from Members and Provide Answers thereon**

No questions were received.

**54. Receive Reports under Council Procedure Rule 2 (vi) from Members**  
**(a) Portfolio Holder for Environmental Services and Public Protection**

Councillor Fay Smith, Portfolio Holder for Environmental Services and Public Protection, presented an annual report on the work of her portfolio and highlighted the activity and performance within her portfolio, particularly in relation to the following:

**Waste and recycling**

Contamination continued to be a big issue for the Council's waste collection and recycling performance but it was reported that the authority was working closely with the County Council and other District Councils in Lincolnshire to try and address this issue. A trial was taking place in South Kesteven District Council involving the recycling of food waste, following a visit to Peterborough City Council where this had been successful in view of the fact that food waste was one of the largest contaminants of recyclable waste. It was hoped that this trial would be successful and could then be implemented more widely across the county, including in the city of Lincoln. Less than 5% of waste ended up in landfill, with any waste sent to the energy from waste plant being turned into energy. 3 million collections at over 45,000 properties in the city took place every year, which involved a tremendous amount of work.

**Cleansing**

The Council cleaned 200 miles of streets as part of the Council's street cleansing programme.

Fly-tipping continued to become problematic in the city, particularly in respect of abandoned vehicles. 179 reports of abandoned vehicles had been received this year which took up a significant proportion of officer time.

New multi-use litter bins were due to be rolled out across the city, which could be used for both litter and dog waste.

**Public toilets**

The new public toilet facilities at the Central Bus Station were managed by attendants employed to ensure that they were maintained to a high standard. Attendants had already dealt with an number of issues.

Positive feedback had been received in relation to the accessible toilet at the Central Bus Station, supplemented by a full changing places facility. Unlimited access to this facility could be obtained via an electronic card which incurred a one-off charge of £5. The electronic nature of the card made it easier to manage and re-issue should it be lost or stolen.

**CCTV**

£400,000 had been invested in new state of the art CCTV system for the city, with the quality of the images supplied by the cameras being of exceptionally high quality. They were also more flexible in their use and cameras could be deployed to other areas of the city to certain hotspots that may require the assistance of surveillance.

Further updates were provided in the report on the following:

- public protection and anti-social behaviour;
- licensing;
- food safety;
- health and safety (enforcement);
- bereavement services;
- carbon reduction;
- air quality.

Councillor Ronald Hills, Leader of the Opposition, reflected on the issue of fly-tipping especially in the Sincil Bank area of the city and made the point that the more the Council collected and cleaned up fly-tipping the more people may be inclined to continue to fly-tip. He acknowledged that he did not know what the answer to addressing the problem was but the message needed to be clear that fly-tipping was not acceptable.

Councillor Smith responded by saying that this was a recognised problem. A pilot had been undertaken a couple of years ago whereby fly-tipping was not collected, except any dangerous waste, but was marked to state that the Council was aware of it. The principle behind this was that people would not continue to fly-tip if they knew that the Council was not going to collect it. Unfortunately, the fly-tipping continued and the pilot was unsuccessful. Work continued to seek to address the problem, particularly in problem areas of the city.

The report was noted.

**(b) Portfolio Holder for Recreational Services and Health**

Councillor Donald Nannestad, Portfolio Holder for Recreational Services and Health, presented an annual report on the work of his portfolio and highlighted the activity and performance within his portfolio, particularly in relation to the following:

**Birchwood Leisure Centre**

It was reported that the second phase of the re-development of Birchwood Leisure Centre would now not include works to the car park due to complications that had arisen in respect of what was underneath the car park. This would therefore remain as it was, with works to the exterior of the Leisure Centre to continue as planned.

The first phase of the re-development had been successful, with Active Nation reporting that one of the campaigners against its re-development had since apologised for their objections and complemented the new facility.

**Lincoln 10K**

The Lincoln 10K was cancelled due to the extreme weather conditions, with a new date now scheduled for 1 July 2018.

The children's races the day before the day of the 10K went ahead as planned, even given the difficult conditions and Councillor Nannestad thanked everyone for their attendance on that day.



Further updates were set out in the report on the following topics:

- sport and the performance of Yarborough Leisure Centre and Birchwood Leisure Centre;
- health;
- physical activity;
- parks;
- volunteers;
- citizen panel surveys;
- health profile for 2017.

Councillor Nannestad highlighted the recent success of Lincoln City Football Club and the knock-on effect this had on young people engaging with sport. He added that it was very pleasing to see so many young people at Wembley Stadium for the Checkatrade EFL final which he hoped would inspire them to go on to achieve things in sport.

Councillor Ronald Hills, Leader of the Opposition, asked for more detail in respect of the car park at Birchwood Leisure Centre. Councillor Nannestad reiterated that the works could not continue due to the difficult conditions underneath the car park, with a technical explanation in more detail being available from officers. He added that it would be extremely expensive to proceed as originally planned.

Councillor Keith Weaver put on record his thanks to the Portfolio Holder for this support and excellent co-operation in assisting the Lincoln District Sunday League with the rescheduling of over forty matches as a result of the bad weather.

The report was noted.

**(c) Chair of the Community Leadership Scrutiny Committee**

Councillor Bob Bushell, Chair of the Community Leadership Scrutiny Committee, presented an annual report on the work of the Committee.

Councillor Bushell highlighted that the Community Leadership Scrutiny Committee had undertaken two areas of review over the year, as follows:

**Lincoln Walk-In Centre on Monks Road – proposed closure**

The Committee assisted the Council in submitting a formal response to the West Lincolnshire Care Commissioning Group's proposal to close the Lincoln Walk-In Centre on Monks Road.

**Scrutiny review of Inclusive Growth**

The Committee undertook a comprehensive scrutiny review of Inclusive Growth, with economic growth being one of the Council's strategic priorities. It was recognised that economic growth should not be viewed in isolation but that it contributed toward and was a driver to achieving all of the Council's strategic aims.

A range of external speakers from all sectors of the city had been invited to provide the Committee with information and it was warming to know what was taking place in the Lincoln to get people into work. Councillor Bushell

acknowledged, however, that there was still lots to do and that there was a sector of society missing out on opportunities, with social deprivation still present in the city.

Transport was a key emerging issue and a trial facilitated by Access Lincoln, Lincolnshire County Council and Lincoln BIG was being put in place to reduce fares and, in some cases, offer free fares for people looking for work or those in very low paid work.

The report was noted.

**(d) Chair of Equality and Diversity Group**

Councillor Naomi Tweddle, Chair of the Equality and Diversity Group, presented an annual report on the work of the Group.

Councillor Tweddle thanked Councillor Gill Clayton-Hewson for her previous chairmanship of the Equality and Diversity Group.

It was reported that the Group had met three times since the last report to Council where the following issues had been discussed and considered:

- progress on equality action plans;
- applicants for the City of Lincoln Council job vacancies by those from black and minority ethnic groups;
- equality journal 2016-17;
- review of the Council's Equality and Diversity Policy;
- adoption of the IHRA working definition of anti-semitism;
- gender pay gap;
- equality and diversity training;
- Equality and Diversity Group terms of reference;
- Lincoln Social Responsibility Charter;
- equality monitoring form and guidance;
- celebrating 100 years of women getting the vote and national democracy.

A strong work programme had been developed which was based on each service area with key aspects picked up from across the authority.

Councillor Tweddle highlighted that equality and diversity training for staff was extremely important, as this should be at the forefront of everything the Council did.

In respect of the new accessible toilet facilities at the Central Bus Station, from an equality and diversity perspective it had been reported that the electronic radar key system was being wildly abused, with versions of the keys available online for very little cost. It was important that the facility was used only by those people who needed it. It was noted that the key system was in the process of being trialled and would be under review. The Equality and Diversity Group would seek feedback from the Disability Forum who it regularly engaged with.

The report was noted.

**(e) Design Advocate and Chair of Planning Committee**

Councillor Jim Hanrahan, Design Advocate and Chair of the Planning Committee, provided an annual report to members on his role as the Council's Design Advocate.

Councillor Hanrahan explained that the pre-application process sought to engage with planning consultants, architects, developers and others as soon as possible in the development timeframe for any site in the city in order to guide development, ensuring it was of an appropriate scale and design. He accepted that this would not always lead to an agreeable outcome, but officers prided themselves on the design knowledge and understanding that they held as a team.

Despite pre-application discussions, it would sometimes be that the Council needed to refuse development where judgements could be finely balanced and emotive issues such as design came into play. Officers and the Council's Planning Committee therefore had to understand and determine these issues. The Planning Inspectorate was still able to overrule a Council's decision, however, Councillor Hanrahan made the point that planning appeals were seldom allowed on the grounds of design.

In referring to the Design Awards, Councillor Hanrahan highlighted that only applications approved by the City Council, not won on appeal, would be able to make the shortlist.

Councillor Ronald Hills, Leader of the Opposition, asked whether it could be considered as a little conceited and negative only to include those applications approved by the authority and not those won on appeal for inclusion to the shortlist for the Design Awards. Councillor Hanrahan understood the point and in considering this issue at the early stages of the Design Awards process, felt that it would be a negative reflection on the Planning Committee and the authority should an application originally refused by the authority subsequently be shortlisted for a Design Award.

The report was noted.

**55. To Consider the Following Recommendations of the Executive and Committees of the Council**

**(a) Proposed amendments to the Constitution - Financial Procedure Rules and Delegated Powers**

It was proposed, seconded and RESOLVED that:

- (1) The revised Financial Procedure Rules and the subsequent amendments to the Constitution be approved.
- (2) Decision-making bodies be granted with authority to approve consequential constitutional amendments from decisions they take in accordance with their terms of reference.
- (3) The City Solicitor be granted with delegated authority to make minor amendments to the Constitution, including amendments to reflect staffing changes and mandatory changes in legislation.

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**Present:** Councillor Chris Burke (*in the Chair*),  
Councillor Biff Bean, Councillor Bill Bilton, Councillor Alan Briggs, Councillor Kathleen Brothwell, Councillor Sue Burke, Councillor Bob Bushell, Councillor Thomas Dyer, Councillor Geoff Ellis, Councillor Gary Hewson, Councillor Ronald Hills, Councillor Andy Kerry, Councillor Rosanne Kirk, Councillor Helena Mair, Councillor Laura McWilliams, Councillor Ric Metcalfe, Councillor Neil Murray, Councillor Donald Nannestad, Councillor Lucinda Preston, Councillor Christopher Reid, Councillor Fay Smith, Councillor Hilton Spratt, Councillor Edmund Strengiel, Councillor Ralph Toofany, Councillor Naomi Twedde, Councillor Pat Vaughan, Councillor Keith Weaver and Councillor Loraine Woolley

**Apologies for Absence:** Councillor Yvonne Bodger, Councillor Gill Clayton-Hewson, Councillor Jim Hanrahan, Councillor Jackie Kirk and Councillor Adrianna McNulty

**1. To elect the Mayor for the ensuing year**

Upon the recommendation of Councillor Tom Dyer and seconded by Councillor Ronald Hills it was

RESOLVED that Councillor Keith Weaver be hereby elected as Mayor of the City of Lincoln for the ensuing year. Councillor Weaver made and subscribed the Declaration of Acceptance of Office and took the Oath of Allegiance. The newly elected Mayor then returned thanks for his appointment.

**(The Mayor [Councillor K Weaver] in the Chair)**

**2. To appoint the Sheriff for the ensuing year**

It was moved by Councillor Hilton Spratt, seconded by Councillor Andrew Kerry and

RESOLVED that Roy South be appointed Sheriff of the City of Lincoln for the ensuing year. The newly appointed Sheriff made and subscribed the Declaration of Office, took the Oath of Allegiance and returned thanks for his appointment.

**3. To appoint the Deputy Mayor for the ensuing year**

Upon the announcement of the Mayor it was

RESOLVED that Councillor Sue Burke be appointed Deputy Mayor for the ensuing year.

**4. To receive the notification of the Mayor of the appointment of Mayor's Chaplain**

The Mayor notified the Council of his appointment of Reverend Canon David Osbourne as his Chaplain for the ensuing year.

**5. Vote of Thanks to the Retiring Mayor**

It was moved by Councillor Neil Murray, seconded by Councillor Geoff Ellis and

RESOLVED that the thanks of the Council be accorded to the retiring Mayor for the manner in which he discharged his duties during his period of office.

**6. Vote of Thanks for the Retiring Sheriff**

It was moved by Councillor Ric Metcalfe, seconded by Councillor Helena Mair and

RESOLVED that the thanks of the Council be accorded to the retiring Sheriff for the manner in which she discharged her duties during her period of office.

**7. To Appoint to Committees, Advocacy Roles and Outside Bodies**

It was moved by Councillor Ric Metcalfe, seconded by Councillor Donald Nannestad and

RESOLVED that:

- (1) The schedule of appointments to the Executive be noted.
- (2) The schedule of appointments to Committees, Sub-Committees and Chairs and Vice-Chairs be approved, subject to Councillor Rosie Kirk being appointed to the Shared Revenues and Benefits Joint Committee in place of Councillor Donald Nannestad and Councillor Nannestad being named as a substitute on the Committee in place of Councillor Kirk.
- (3) That the schedule of appointments to outside bodies be approved.

**SUBJECT: LINCOLN CHRISTMAS MARKET FEES AND CHARGES 2018**

**DIRECTORATE: COMMUNITIES AND ENVIRONMENT**

**REPORT AUTHOR: CLAIRE MCDOWALL, PRINCIPAL EVENTS & CULTURE OFFICER**

## **1. Purpose of Report**

- 1.1 For Officers to recommend to Council the proposed fees and charges for the 2018 Lincoln Christmas Market as attached, **Appendix 'A'** and Market licence charges during Lincoln Christmas Market, see **Appendix B**.
- 1.2 To make Council aware of changes to the Christmas Market that will have a bearing on the overall amount of income that can be generated and therefore the budget for the event.

## **2. Executive Summary**

- 2.1 **Appendix 'A' and 'B'** sets out the current and proposed Fees and Charges for 2018. If approved, the recommendation is an 8% fees and charges increase to new stallholders and that returning stallholders (from the 2017 event) receive a price freeze, for a like for like stall offer.

It is recommended that park and ride and coach fees also have price freeze from 2017. Creating consumer confidence in light of a 1 day cancellation due to adverse weather forecasted during the event in 2017.

It is estimated that stalls fees and charges would generate £417k based on 80% of stalls returning and 20% of stalls being new stalls. It is also recommended that the Park and Ride fees and charges remain the same as 2017, this would generate an estimated income of £103k and coaches would generate £20k.

Taking these recommendations into consideration and including other income sources; i.e. catering contract and fairground contract this would result in estimated income of £605k for the 2018 event.

<b>Income Type</b>	<b>2018/19</b>
	£
Stalls	(417,190)
Coaches	(20,000)
Park and Ride	(103,440)
Sponsorship	(4,400)
Fairground	(23,450)
Catering	(27,500)
Market Rights	(9,400)
<b>Total</b>	<b>(605,380)</b>

The income target for the 2018 Market is £641k meaning an anticipated shortfall in income of £36k.

	<b>Budget 2018/19</b>	<b>Projected 80% Stalls @ 0%</b>	<b>Variance</b>
	£	£	£
Contributions	(4,000)	(4,400)	(400)
Event Income	(16,770)	(27,500)	(10,730)
Fees and charges	(620,260)	(573,480)	46,780
	<b>(641,030)</b>	<b>(605,380)</b>	<b>35,650</b>

- 2.2 The future financial requirements of the Market will be taken into consideration following a fundamental review for the 2019 market onwards which is currently underway. The MTFS currently forecast the budgetary position until 2020.

### 3. Background

- 3.1 The income achieved from the market can be broken down across three major strands:
- stall rental
  - charges for visiting coaches
  - park and ride fees

These charges are reviewed on an annual basis in advance of each year's Market. In recent years the income generated from Park & Ride has remained fairly consistent. However the impact of the newly opened 1000 space multi storey carpark clearly had an impact on the 2017 use of the service. Coach numbers have continued to decline over the years

- 3.2 As well as looking at income generation, officers have undertaken a review of the costs of organising the event. There have now been two rounds of event contract procurement since 2012, both of which have brought some savings (whilst some costs have increased) but the demands of organising a safe event have continued to drive up the overall cost. Most significantly the increase of policing charges due to a heightened national security level (severe) and risk to crowded places has significantly increased the associated running costs. This meant that in 2017 that in addition to the agreed 8% fees and charges increase and additional 2% security



levy was added at a later date in an aim to assist for payment for these additional security related costs.

- 3.3 Officers have also considered what measures are necessary to maintain and develop the event to ensure we attract the visitor numbers that are essential to delivering the overall economic benefit. As part of this a contract is currently out to tender for a sponsorship contract.

- 3.4 Further to this officers are currently working on a fundamental review for the Market 2019 onwards, taking into account the issues the market faces. This will initially go to CMT for further discussion. This includes reviewing the increasing costs to run the event due to Police and counter terrorism costs, competition from other markets and work in the uphill area which may impact upon the use of sites including the cathedral.

Lincoln Castle plan to hold their own Christmas Emporium/Market this year from 15<sup>th</sup>-23<sup>rd</sup> December. This falls the week after the market and may mean competition from both the perspective of potential stallholders, visitors and visitor spend. This is planned to be in the region of 30-40 stalls that will be free to access between 10am-4pm and during a ticketed evening light show and corporate Christmas parties. If in the region of 30-40 stalls that traditionally attend Lincoln Christmas Market decide to attend the Castle event this may led to a significant drop in demand and therefore a significant loss of stall income.

In addition to this rival event run by Lincoln Castle Lincoln BIG plan to hold a small scale Christmas market in the high street area.

- 3.5 The impact of the final day of the 2017 event being cancelled may have an impact upon trader and visitor confidence. With this in mind the fees and charges structure has been designed to increase stallholder confidence and loyalty to the event to insure that return rates of traders continues to be in the region of 80%.
- 3.6 Taking into consideration all of the above with a 8% increase in stall fees a charges to new stallholders only to the 2018 Market could face a shortfall against its income budgets of c £36k.

## **Fees and Charges**

4. In the context outlined above, determining the Fees and Charges for 2018 has presented some challenges and as a result officers have considered a number of scenarios.

A key consideration in determining the level of overall fee increase is the risk that too great an increase will actually deter some stallholders from attending the event, thus reducing the income generated but also the overall appeal of the event resulting in yet fewer visitors in future years. As well an insuring that the cancellation does not impact upon traders returning to the event.

- 4.1 Officers have considered a variety of options to improve the economic viability of the Christmas Market. This includes;

- 1) Raising fees and charges by 0%-after the cancellation of the Sunday last year there may be some uncertainty and bad feeling towards the event so applications may be reduced.
- 2) Raising fees and charges by 4%
- 3) Raising fees and charges by 8%
- 4) A combination of increasing fees by **a) 4% or b) 8%** for new stallholders and keeping stall fees for returning stallholders at **0% or 4%**, or a variant of these combined options.
- 5) Reducing or capping the discounts, and/or increasing surcharges for food traders, storage spaces, sockets, alcohol levy etc.
- 6) A combination of increasing the fees coupled with increasing surcharges and reducing discounts.

4.2 As set out above, under option 5, the council could also implement changes to the additional costs associated with the market; the following options have been considered:

- 4.3 Further suggestions reviewed, that could be implemented include;
- 1) Introducing an early booking discount
  - 2) Introducing an early payment discount
  - 3) Introducing a late booking fee
  - 4) Introducing a late payment charge

We are however at this stage not recommending a change to the application of discounts for 2018 as due to the Sunday cancellation of last years event may led to further complications.

4.4 **In the context set out above officers are recommending that for stall fees in 2018 the increase applied is 8% for new stallholders and a price freeze for returning 2017 stallholders.**

4.5 The Events and Culture Team have consulted the Christmas Market stakeholders group on their thoughts of an increase. There has been an understanding from the group that an increase of fees and charges will be required to support the 2018 market and that a price freeze applied to returning stallholders was an appropriate gesture of goodwill.

4.6 All other markets that occur during the Christmas Market should be charged the increased City of Lincoln Council Market License Charges for Lincoln Christmas Market in accordance with **Appendix 'C'**.

## 5.0 Strategic Priorities

### 5.1 Let's drive economic growth

Lincoln Christmas Market has continued to bring in the region of £14 million spend into the local economy. However in recent years market has not met the targets set out in the MTFs. Whilst there are a number of significant external factors that have had an impact on this (2010 weather, 2011 impact of large numbers of visitors, 2012 safety changes, 2013 loss of Castle areas, 2016/17 increased Police cost, 2017 Sunday cancellation.) it is clear that a fundamental review of the event is required. Officers are exploring other ways to support the events finances including a contract for sponsorship of the event which is live at the moment.

## 5.2 Let's enhance our remarkable place

Lincoln Christmas Market continues to be Lincoln flagship annual event with 250-300,000 visitors over just 4 days. Last year it was awarded best UK Festive Market by Holiday lettings. Officers are exploring additional options to continue to attract visitors to the event and support visits to the City throughout other times of the year.

## 6.0 **Organisational Impacts**

### 6.1 Finance (including whole life costs where applicable)

As previously stated in the report the recommendation would still leave the council with an estimated shortfall of £36k against the budgeted income target. This shortfall will be reported on during quarterly financial monitoring and picked up during the 2019-24 MTFS pressures report. We seek Full Council approval for the introduction of the new Christmas Market Licence Charges see **Appendix D**.

## 7.0 **Recommendation**

**1. In the context set out above officers are recommending that for stall fees in 2018 the increase applied is 8% for new stallholders and a price freeze for retuning 2017 stallholders.**

**2. It is recommended that there is a price freeze on park and ride and coach booking fees.**

**3. It is recommended that the Market Licence Charges are applied to any markets during the Christmas Market.**

Is this a key decision?	No
Do the exempt information categories apply?	No
Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?	No
How many appendices does the report contain?	4
List of Background Papers:	None

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## **2018 Lincoln Christmas Market Fees and Charges**

### **0% increase for existing traders**

For 2018 it proposed that fees will be frozen for traders who attended the event in 2017. \* Please note in order to be considered to receive a stall offer applicants must have completed the application form, Health & Safety/Food Risk Assessment Questionnaire and provide all other associated information prior to the deadlines given.

<b>Area</b>	<b>Area Profile</b>	<b>Basic Stall Size</b>	<b>Basic Price</b>
<b>Cathedral West Front</b>	Outdoor trading area next to the West Front of Cathedral	3m x 3m	£1,664
<b>Castle Square</b>	Outdoor trading area in traditional cobbled square Unrivalled setting between the Castle and Cathedral	3m x 3m	£1,664
<b>Perfect Presents (Castle Square)</b>	Ideal for gifts, toys and craft traders. Traders may provide own stall within marquee.	3m x 3m	£1,664
<b>Castle Grounds</b>	Outdoor trading area inside a historic, secure location. Stalls mainly on grass so please bring floor covering. Temporary pedestrian flooring installed for public areas.	3m x 3m	£1,814
<b>The Lawn (Outdoor)</b>	Outdoor trading area on hard surface in the grounds of The Lawn.	3m x 3m	£1,360
<b>Christmas Bazaar Chalets in Lawn</b>	7 Open fronted avenue marquees. For gifts and crafts. Traders may provide own stalls within the marquee	3m x 3m	£1,434
<b>Christmas Pantry</b>	Open fronted avenue marquee. Flooring provided. Lincolnshire and Artisan food producers only	3m x 3m	£1,434
<b>Westgate (Outdoor)</b>	Outdoor trading area on hard surface in shadow of Castle walls	3m x 3m	£1,360
<b>Westgate Craft Marquee</b>	Craft Marquee – specialist crafts only. Covered marquee on tarmac surface. Traders may provide own stall within marquee	3m x 3m	£1,434
<b>Big Wheel Marquee</b>	Craft Marquee – specialist crafts only. Covered marquee on tarmac surface. Traders may provide own stall within marquee	3m x 3m	£1,434

Please note that at present a separate business rate may be applicable to outdoor markets which stallholders will also be charged should this come into place.

#### **What the basic stall price covers:**

- A 3m x 3m\* floor space with a single trading frontage (\* unless stated otherwise in the above information)
- One 13 amp electricity socket

#### **What is not covered:**

- **Your trading unit:** You must supply your own stall or trading unit
- **Additional floor space above the basic:** Additional floor space is available in all zones at a cost of £207 per sq m.
- **Storage Space:** Additional storage space or vehicle may be positioned alongside or close to your stall at a cost of £86 per sq m. This space must not be used for retailing.
- **Additional Electrical Sockets:**  
per additional 13amp and 16amp it will be £86  
per additional 32amp it will be £129
- **Corner plot position:** you can request a corner plot position with a second trading frontage at a premium of +25% of your total stall space rental.

### **Discounts**

Lincoln Christmas Market is popular because of the balance of quality stalls as well as our unrivalled setting. To attract high quality, original, charity and local traders to our event we offer a range of discounts.

50%	Charity Discount*	To promote good causes and instil a true 'Christmas Spirit'. Charitable and non-profitable agencies such as Rotary and Round Table may apply for charitable discounts.
£200	Non UK Stallholders	This discount is for authentic Continental traders, particularly from Germany, whose presence will enhance the stall quality. Traders applying for this discount will be assessed on an individual basis, with discount given at the organisers' discretion. You must be travelling from outside the UK to our event to be considered for this rate.
£100	Craft/ Fairtrade Discount	To support hand made goods and crafts. We use this discount as a tool for improving overall stall quality. Organisers appreciate that not all crafts people are members of guilds. In certain cases, organisers may grant the craft discount if appropriate evidence can be supplied.
£200	Local Traders – within Lincoln City Boundary	For businesses based within Lincoln City boundary.
£150	Local Traders – within Lincolnshire	For businesses based elsewhere in Lincolnshire. To support local businesses and stimulate the local economy. To qualify for these discounts you must supply evidence that your business or home is within either the City or County boundaries. For the purpose of the local discounts, local authority boundaries are being used. <i>A photocopied council tax or business rates bill/invoice should be supplied as evidence.</i>

If a trader falls into more than one of these brackets only that highest discount applicable will be applied. \*Charity discounts will be capped to 8 stalls.

### **Food and Drink Surcharges**

To enhance the Christmas Market and promote regional foods and to levy traders who produce significant levels of waste (e.g. cooking fats) we have redefined our bands for food surcharges. We hope that this will encourage a wider range of original food stalls, encourage healthy eating, and enhance the overall appearance of Lincoln Christmas Market. The surcharges cover our rising costs, with street cleaning and litter collection at the Christmas Market totalling over £30,000 each year. The surcharge also levies those traders with higher margins.

#### **Band 1: 50% of stall price**

Organic  
Home butchered/baked/made produce  
Confectionary  
Delicatessens  
Tastes of Lincolnshire  
Fair Trade  
Hot Roast Chestnuts  
(No other food may be sold)  
Specialist regional/International  
*Over 75% of your produce must fit into this band for this to apply.*

#### **Band 2: 100% of stall price**

'Traditional' fried burgers and hotdogs, candy floss, doughnuts, baked potatoes, crepes, pizza, Chocolate fountains, caramelised nuts, coffee, hot chocolate (with Baileys)  
Please note that these foods will be assessed on an individual basis.

#### **Alcohol Levy: £330.00**

Charity stalls selling alcohol. If you are selling alcohol including Baileys in coffee, you will be required to pay an alcohol levy as part of the surcharges.

#### **Alcohol Levy £661.00**

All other alcohol stalls.

## **2018 Lincoln Christmas Market Fees and Charges**

### **8% increase for new traders**

For new traders to the event who did not participate in 2017 fees and charges are proposed to increase by 8% as per the fees below.

<b>Area</b>	<b>Area Profile</b>	<b>Basic Stall Size</b>	<b>Basic Price</b>
<b>Cathedral West Front</b>	Outdoor trading area next to the West Front of Cathedral	3m x 3m	£1,797
<b>Castle Square</b>	Outdoor trading area in traditional cobbled square Unrivalled setting between the Castle and Cathedral	3m x 3m	£1,797
<b>Perfect Presents (Castle Square)</b>	Ideal for gifts, toys and craft traders. Traders may provide own stall within marquee.	3m x 3m	£1,797
<b>Castle Grounds</b>	Outdoor trading area inside a historic, secure location. Stalls mainly on grass so please bring floor covering. Temporary pedestrian flooring installed for public areas.	3m x 3m	£1,959
<b>The Lawn (Outdoor)</b>	Outdoor trading area on hard surface in the grounds of The Lawn.	3m x 3m	£1,469
<b>Christmas Bazaar Chalets in Lawn</b>	7 Open fronted avenue marquees. For gifts and crafts. Traders may provide own stalls within the marquee	3m x 3m	£1,549
<b>Christmas Pantry</b>	Open fronted avenue marquee. Flooring provided. Lincolnshire and Artisan food producers only	3m x 3m	£1,549
<b>Westgate (Outdoor)</b>	Outdoor trading area on hard surface in shadow of Castle walls	3m x 3m	£1,469
<b>Westgate Craft Marquee</b>	Craft Marquee – specialist crafts only. Covered marquee on tarmac surface. Traders may provide own stall within marquee	3m x 3m	£1,549
<b>Big Wheel Marquee</b>	Craft Marquee – specialist crafts only. Covered marquee on tarmac surface. Traders may provide own stall within marquee	3m x 3m	£1,549

Please note that at present a separate business rate may be applicable to outdoor markets which stallholders will also be charged should this come into place.

#### **What the basic stall price covers:**

- A 3m x 3m\* floor space with a single trading frontage (\* unless stated otherwise in the above information)
- One 13 amp electricity socket

#### **What is not covered:**

- **Your trading unit:** You must supply your own stall or trading unit
- **Additional floor space above the basic:** Additional floor space is available in all zones at a cost of £224 per sq m.
- **Storage Space:** Additional storage space or vehicle may be positioned alongside or close to your stall at a cost of £93 per sq m. This space must not be used for retailing.
- **Additional Electrical Sockets:**  
per additional 13amp and 16amp it will be £93  
per additional 32amp it will be £139
- **Corner plot position:** you can request a corner plot position with a second trading frontage at a premium of +25% of your total stall space rental.



### **Discounts**

Lincoln Christmas Market is popular because of the balance of quality stalls as well as our unrivalled setting. To attract high quality, original, charity and local traders to our event we offer a range of discounts.

50%	Charity Discount*	To promote good causes and instil a true 'Christmas Spirit'. Charitable and non-profitable agencies such as Rotary and Round Table may apply for charitable discounts.
£200	Non UK Stallholders	This discount is for authentic Continental traders, particularly from Germany, whose presence will enhance the stall quality. Traders applying for this discount will be assessed on an individual basis, with discount given at the organisers' discretion. You must be travelling from outside the UK to our event to be considered for this rate.
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If a trader falls into more than one of these brackets only that highest discount applicable will be applied. \*Charity discounts will be capped to 8 stalls.

### **Food and Drink Surcharges**

To enhance the Christmas Market and promote regional foods and to levy traders who produce significant levels of waste (e.g. cooking fats) we have redefined our bands for food surcharges. We hope that this will encourage a wider range of original food stalls, encourage healthy eating, and enhance the overall appearance of Lincoln Christmas Market. The surcharges cover our rising costs, with street cleaning and litter collection at the Christmas Market totalling over £30,000 each year. The surcharge also levies those traders with higher margins.

#### **Band 1: 50% of stall price**

Organic  
Home butchered/baked/made produce  
Confectionary  
Delicatessens  
Tastes of Lincolnshire  
Fair Trade  
Hot Roast Chestnuts  
(No other food may be sold)  
Specialist regional/International  
*Over 75% of your produce must fit into this band for this to apply.*

#### **Band 2: 100% of stall price**

'Traditional' fried burgers and hotdogs, candy floss, doughnuts, baked potatoes, crepes, pizza, Chocolate fountains, caramelised nuts, coffee, hot chocolate (with Baileys)  
Please note that these foods will be assessed on an individual basis.

#### **Alcohol Levy: £356**

Charity stalls selling alcohol. If you are selling alcohol including Baileys in coffee, you will be required to pay an alcohol levy as part of the surcharges.

#### **Alcohol Levy £714**

All other alcohol stalls.



### City of Lincoln Council Market License Charges April 2018

Subject to consent of the operation of the applicant market, the following charges shall apply. Interpretation of charge bands shall be at the discretion of the City of Lincoln Council.

Band	Reference	Description	Per Stall (up to 8 m <sup>2</sup> )	Per Table/Car boot (up to 2 m <sup>2</sup> )
1	Commercial Food	Hot or cold food	£15.50	£7.70
2	Commercial retail goods	New retail goods	£10.30 *£25.00	£5.20 *£12.50
3	Craft items/home made goods	Non-commercially produced goods whose production may be therapeutic	£5.20	£2.60
4	Second Hand goods	Second hand products	£5.20	£2.60
5	Charitable/Fundraising Market	Non-commercial market operated by a defined organisation**	£0.50	£0.30
6	School	Fundraising for a school or PTA group with no commercial market operator involvement.	£0.00	£0.00
7	Car boot	Car boot sales	N/A	£2.10

*\*During the Lincoln Christmas Market*

*\*\*A 'Defined Organisation' is one that organises the market type event for charitable, sporting, political or social fund raising purposes as opposed to personal financial gain.*

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Description of fee/charge
Market Licence Charges-Market Rights

Charging Policy
Please see attached

Comparative Information
Other councils charge this

Financial	
Information Required	Description
Level of charge	£25 Please see attached
VAT Status	Exempt from VAT
Degree of change	n/a
Start date	From 1 <sup>st</sup> June 2018
Total income generated	Approximately £10,000
Surplus/deficit as a percentage of cost	n/a
Surplus/deficit per usage	n/a

Impact Analysis
Increased revenue and protection of the market

Impact on Other Areas
Increase workload and enforcement

Method of Collection
Debtor invoices raised

Alternatives
Not enforce market rights at detriment of market

Consultation
As per fees and charges report potential customers aware after 2017 pilot

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**SUBJECT: NEW FEE AND CHARGE FOR MEMORIAL LEAF ON THE REMEMBRANCE TREE**

**DIRECTORATE: DIRECTORATE OF COMMUNITIES AND ENVIRONMENT**

**REPORT AUTHOR: NICK BARTON, BEREAVEMENT SERVICES OFFICER**

## **1. Purpose of Report**

- 1.1 To seek member's approval for the introduction of two new fees, the first, a £150.00 (plus VAT) fee for the lease of a memorial leaf to be placed on our memorial tree at the crematorium.
- 1.2 The second fee, a charge of £30.00 (plus VAT) for an extra message to be placed on the back of the leaf.

## **2. Executive Summary**

- 2.1 The Bereavement Services team, in response to public demand have purchased a new memorial, a tree of remembrance which has only just recently been placed in the Crematorium grounds.
- 2.2 This metal tree is designed to have a maximum of 600 detachable leaves placed on it. These leaves when purchased by the public will have details of their lost loved ones engraved on it, this will include their name, date of birth and date of death. The cost for this will be £150.00 plus VAT and the sale will come in the form of a lease lasting 10 years.
- 2.3 For an additional £30.00 (plus VAT) the purchaser could get a message placed on the reverse of the same leaf. This message will be limited to 24 characters.
- 2.4 The tree has already been purchased for a price of £20,000, each new leaf will cost the Council £50 plus VAT to purchase from the manufacturer. This price is inclusive of engraving and shipping costs. The charge for an extra message on the reverse of the leaf will be £15 per leaf.

## **3. Background**

- 3.1 A memorial scheme was launched in 2010 to offer families and friends the opportunity to lease a memorial within the grounds of the crematorium on a fixed term basis.
- 3.2 The Memorial Garden has proved to be very popular and we now have over 200 leased memorials.

- 3.3 A Tree of Remembrance has been purchased and placed in the grounds of the crematorium, this memorial has the capacity to hold 600 memorial leaves.
- 3.4 Current leased memorials range from £260.00 for a Wall Tablet to £900.00 for a Sanctum Vault. The leaf for the Remembrance Tree would be £180.00 inclusive of VAT
- 3.5 The purchase of a leaf on our memorial tree along with the purchase of any other memorial sold by the Bereavement services team is not compulsive, but gives families additional options to memorialise and remember their departed loved ones.

#### **4. Main Body of Report**

- 4.1 The Remembrance Tree has now been manufactured and installed at the crematorium. The tree can hold 600 leaves that are inscribed with a name, date of birth and date of death. There is also an option to add a small inscription for an additional fee on the rear of the leaf if required.
- 4.2 This memorial will be the lowest priced of the leased memorials at £180.00 for a one sided engraved leaf or £210.00 for a leaf with an additional engraving on the rear as well.
- 4.3 The bereavement team have already received some very positive feedback in regards to this new memorial tree. Officers believe that this could be a very positive addition to its current memorial offers.

#### **5. Strategic Priorities**

##### **5.1 Let's enhance our remarkable place**

The Tree of Remembrance is a further enhancement to the grounds of the crematorium and gives friends and families another option on ways to remember loved ones.

#### **6. Organisational Impacts**

- 6.1 Finance (including whole life costs where applicable)  
The tree has cost £20,000 plus vat to purchase. If we sell 600 leaves in the next 10 years this will bring in over £100,000. We expect this tree to last 20 years. So the max return will be £200k.

The only costs in addition to the purchase costs will be the cost of each leaf, £50.00 per leaf. A maximum cost of  $600 \times £50.00 = £30,000$

Any surpluses generated from the fee will be re-invested into the service as part of the Medium Term Financial Strategy.

## **7. Risk Implications**

### **7.1 (i) Options Explored**

Other memorial offers were considered but it was decided that the memorial tree was the best option. The tree has already been purchased for a cost of £20,000.

### **7.2 (ii) Key risks associated with the preferred approach**

There is the possibility that the demand for leaves will be lower than expected, in this situation it will take longer than expected to generate the income to cover the cost of initially purchasing the memorial tree.

## **8. Recommendation**

### **8.1 Council accept the proposal for two new charges as outlined in 1.1 and 1.2 above.**

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**Description of fee/charge**

10 year lease of a inscribed leaf on the Remembrance Tree

**Charging Policy****Comparative Information****Financial**

Information Required	Description
Level of charge	£150.00 + vat - £165.00 + vat
VAT Status	20%
Degree of change	£180.00 - £210.00
Start date	ASAP
Total income generated	Ongoing income over the life of the memorial
Surplus/deficit as a percentage of cost	This fee will cover the purchase of the memorial, development of the area for the memorial and purchase of the individual leaves on the memorial
Surplus/deficit per usage	

**Impact Analysis**

This is an additional memorial option at the crematorium. This will only be a basic memorial that will include a name, date of birth and date of death. Families will also have the option to add a small inscription (maximum of 24 characters) on the reverse for an additional £30.00

**Impact on Other Areas**

None

**Method of Collection**

Collection via the crematorium office

**Alternatives****Consultation**

We currently offer a number of memorial options at the crematorium and are always looking at new options. This memorial has been purchased to offer an affordable option for families and friends who want to remember a loved one.

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**SUBJECT: EXTENSION OF SIX MONTH ATTENDANCE RULE**

**DIRECTORATE: CHIEF EXECUTIVE AND TOWN CLERK**

**REPORT AUTHOR: CAROLYN WHEATER, CITY SOLICITOR**

**1. Purpose of Report**

- 1.1 To consider a dispensation under the six month rule under the Local Government Act 1972 and to excuse the non-attendance of Councillor Gill Clayton-Hewson.

**2. Background**

- 2.1 Section 85 (1) of the Local Government Act 1972 states that “if a member of a Local Authority fails, throughout a period of six consecutive months from the date of their last attendance, to attend any meeting of the Authority they will, unless the failure was due to some good reason approved by the Authority before the expiry of that period, cease to be a member of the Authority.”
- 2.2 Attendance can be at any committee or sub-committee, or any joint committee, joint board or other body where the functions of the Authority are discharged or who were appointed to advise the Authority on any matter relating to the discharge of their functions. This requirement can be waived and the time limit extended if any failure to attend was due to a reason approved by the Authority, in advance of the six month period expiring.
- 2.3 Councillor Gill Clayton-Hewson represents the Boutham Ward. Due to personal circumstances, Councillor Clayton-Hewson has been prevented from undertaking normal duties and has not attended a meeting since 5 December 2017.
- 2.4 The Council is requested to approve an extension to the six month rule on the grounds that Councillor Clayton-Hewson’s non-attendance throughout that period has been due to personal circumstances and, as a consequence, has not been able to attend meetings.
- 2.5 Should any member lose office through failure to attend for the six month period, the disqualification cannot be overcome by the member subsequently resuming attendance nor can retrospective approval of the Council be sought for an extension in time. If the Council decided not to approve an extension and as Councillor Clayton-Hewson would be unable to attend another meeting, a casual vacancy would arise.

### **3. Recommendation**

- 3.1 To approve a dispensation for Councillor Clayton-Hewson from attending meetings of the Council in order to avoid Councillor Clayton-Hewson ceasing to be a member of the authority under Section 85 of the Local Government Act 1972.

**Is this a key decision?** No

**Do the exempt information categories apply?** No

**Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?** No

**How many appendices does the report contain?** None

**List of Background Papers:** None

**Lead Officer:** Graham Watts, Democratic Team Leader and  
Elections Manager  
Telephone (01522) 873439