



Lichfield City Council

Donegal House, Bore Street, Lichfield, Staffordshire, WS13 6LU

Tel: (01543) 250011 email: townclerk@lichfield.gov.uk

Town Clerk: Anthony D Briggs B.A. (Hons), CiLCA

7 May 2025

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to attend the Annual Meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield, on **WEDNESDAY, 14 May 2025** at **6.30 pm**, at which the following business will be transacted. Any member unable to attend should forward their apologies to the Town Clerk.

Yours sincerely

Tony Briggs
Town Clerk

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

AGENDA

1 ELECTION OF MAYOR FOR THE ENSUING YEAR

2 APOLOGIES FOR ABSENCE

3 COUNCIL MINUTES

To confirm as a correct record the Minutes of the City Council Meeting held on 14 April 2025 (copy attached). *[NB: This item is for the accuracy of the Minutes only; any 'Matters Arising' on the Minutes will be taken at the Council Meeting on 9 June 2025]*

4 APPOINTMENT OF DEPUTY MAYOR

5 ELECTION OF SHERIFF

6 MAYOR TO RETURN THANKS FOR ELECTION

7 DEPUTY MAYOR TO RETURN THANKS FOR APPOINTMENT

8 SHERIFF TO RETURN THANKS FOR ELECTION

- 9 **MAYOR TO ANNOUNCE THE APPOINTMENT OF CHAPLAIN**
- 10 **MAYOR TO ANNOUNCE THE APPOINTMENT OF THE MAYOR'S CADET**
- 11 **VOTE OF THANKS TO RETIRING MAYOR**
- 12 **RESPONSE FROM THE RETIRING MAYOR**
- 13 **VOTE OF THANKS TO RETIRING SHERIFF**
- 14 **RESPONSE FROM THE SHERIFF'S CONSORT ON BEHALF OF THE RETIRING SHERIFF**
- 15 **THE MAYOR TO PRESENT CHAINS OF OFFICE TO THE DEPUTY MAYOR'S CONSORT AND SHERIFF'S CONSORT**
- 16 **THE MAYOR TO PRESENT A REPLICA BADGE OF OFFICE TO THE RETIRING MAYOR**
- 17 **THE MAYOR TO PRESENT THE RETIRING SHERIFF'S REPLICA BADGE OF OFFICE TO THE RETIRING SHERIFF'S CONSORT**
- 18 **APPOINTMENT OF LEADER**
- 19 **APPOINTMENT OF DEPUTY LEADER**
- 20 **APPOINTMENT OF COMMITTEES**

To confirm the membership of Committees for 2025/2026 including the respective Chair and Vice Chair (to follow under separate cover as **APPENDIX 1**). This item may include proposals to change the number of members of any given Committee/s.
- 21 **MAYOR TO CLOSE THE MEETING**

* * *

At the end of the meeting, all guests are requested to remain in the Guildhall until the Mace-Bearer announces that the Mayor is ready to receive her guests in the Guildroom (ground floor)

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 14 April 2025 at 6.30pm

PRESENT: Councillors S Schafer (Mayor) J Anketell, H Ashton, D Baker, C Ball, J Blackman, R Bragger, J Christie, J Eagland, M Field, A Fox, C Greateorex, R Harvey-Coggins, A Hughes, P Knight, C Pinder-Smith, P Ray, Dean Robertson, J Smith, E Strain, M Warfield, B Watkins and R Yardley.

APOLOGIES: Councillors K Farrelly, A Lax, J Marshall, P McDermott, and A Rushton.

103. MAYOR'S ANNOUNCEMENTS

The Mayor detailed functions that he had attended including the School Speaking Competition noting how enjoyable it was. He also noted that this was his last Council meeting as Mayor and thanked Members for their support during his year in office.

104. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor J Smith declared an interest under Appendix B of the City Council's Code of Conduct in relation to Agenda item 14 (minute 114) as a plot holder and LCC appointed representative to Dovehouse Fields Community Gardens.

105. COUNCIL MINUTES

RESOLVED: That the Minutes of the Council meeting held on 10 March 2025 (Nos 86-102) be confirmed and signed as a correct record.

106. MATTERS ARISING

None.

107. PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: That comments submitted to Lichfield District Council for the period 19 February 2025 to 19 March 2025 and made in the name of LCC via delegated authority, be received.

108. CLIMATE CHANGE AND BIODIVERSITY COMMITTEE

Members considered the minutes of the Climate Change and Biodiversity Committee meeting held on 10 April 2025 at **AGENDA APPENDIX 1**.

RESOLVED: That the Minutes of the Climate Change and Biodiversity Committee meeting held on the 10 April 2025 be adopted.

109. RESIGNATION – COUNCILLOR DAVE ROBERTSON (CURBOROUGH WARD)

Members noted the resignation on 21 March 2025 of Dave Robertson MP (Labour) as a Councillor for Curborough Ward and that the by-election will be held on 1 May to coincide with the County Council elections. Councillors C Ball, P Ray, D Baker, and S Schafer all thanked Councillor Dave Robertson for his dedication and hard work during his time as a City Councillor, noting that he will be missed.

RESOLVED: That the report be noted.

110. DARWIN HALL – ADDITIONAL SOLAR PANELS

Members noted the Town Clerk's Agenda report regarding the request from the Darwin Hall Management Committee to install additional solar panels following a change in electricity providers.

RESOLVED: That Council approve the addition of solar panels and installation of new inverters at Darwin Hall as set out in the Agenda report on the conditions that:

- 1. The ability of the roof to safely support the panels is professionally established.***
- 2. A reputable contractor is engaged to carry out the work.***
- 3. The fixings and mountings used are suitable for the roof sheeting.***
- 4. The roof condition to be recorded before and after installation to ensure the existing roof warranty is not negated.***
- 5. Darwin Hall Community Association to be responsible for all installation and ongoing maintenance costs of the panels and ancillaries (either directly or through successful applications for funding) and for all repair and maintenance works to the fabric of the building that may arise as a result of the panels, their installation, or their ancillaries.***

111. BOLEY PARK COMMUNITY HALL – RENEWAL OF LEASE

Members considered the Agenda report regarding the renewal of the lease for Boley Park Community Hall. Councillor A Hughes asked for clarification as to what the Boley Park Community hall Management Committee actually did as the Hall is operated by council officers. The Town Clerk explained that the council officers are operating the hall as part of its management committee, an arrangement formalised by a deed of variation in 2020. Boley Park Community Hall Management Committee is therefore a separate entity to the Council but due to a lack of volunteers LCC Officers are members of that Committee (as volunteers) to facilitate the day to day running of the Hall.

RESOLVED That the Town Clerk be given delegated authority to progress renewal of the Boley Park Community Hall lease under the same terms as those previously agreed by Council in August 2018, with the exception of necessary amendments to dates/names etc for the sake of accuracy.

112. REPRESENTATIVES ON OUTSIDE BODIES

Michael Lowes And Associated Charities

A vacancy has arisen on the Michael Lowes and Associated Charities, as the nominated City Council Trustee, Councillor M Warfield had not attended the last four meetings.

It was proposed that Councillor B Watkins be nominated as LCC Trustee to the charity. On being put to the vote it was;

RESOLVED: That Councillor B Watkins be nominated to serve on Michael Lowes and associated Charities in place of Councillor M Warfield.

113. CHRISTMAS LIGHTS SWITCH ON EVENT

Members considered the Deputy Town Clerk's report at **AGENDA APPENDIX 2** which included costs of the 2024 Switch On event. It was agreed that the 2025 event should go ahead, but that costs of the event should be reviewed subject to a review of costs.

RESOLVED: That the Christmas Lights Switch On Event 2025 proceed subject to a review of costs.

114. OFFICERS REPORT

Councillors A Hughes and R Harvey-Coggins commended Officers and Lichfield Arts on the success of the event held for International Women's Day (IWD) and hoped there would be more collaboration between LCC and LDA in the future. Councillor J Eagland added that SCC had also celebrated IWD and that the County buildings now displayed pictures of noteworthy women including Daisy Shaw.

Councillor C Ball noted the success of the over 70's tea party and the School Speaking Competition chaired by Dave Robertson MP for Lichfield, Burntwood and the villages.

Councillor R Bragger commended the Markets Officer and Administrator for the continued success of the markets.

Councillor J Christie commended the officers' report, and suggested that councillors and officers explore ways to strengthen the importance of the historic Friary Remains site to the City.

RESOLVED: That the Officers report be noted.

115. PAYMENT OF ACCOUNTS

Councillor C Greateorex queried two items on the payment of accounts:

- 1) The purpose of Drone Mapping. The Town Clerk explained that this was carried out to aid in security and logistical planning of City Council events, in particular the Christmas Lights Switch On event.
- 2) The cost of Wildflower seeds. The Town Clerk explained that they were for use at various areas across the City, notably Festival Gardens and opposite St Chads, and that there remained further supplies from this order available for the future. The Town Clerk advised that the existing wildflower areas required re-sowing after approximately three years as the display depletes over time; Festival Gardens and St Chads wildflower areas being completely re-seeded for 2025.

RESOLVED: That payment of accounts as detailed at AGENDA APPENDIX 4 be approved and confirmed for the period 1 February 2025 to 28 February 2025 in the sum of £112,381.94 General Account, and £937.26 Imprest Account.

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 6.57PM

MAYOR