

# **CITY OF LICHFIELD**

## **ANNUAL TOWN MEETING**

**NOTICE IS HEREBY GIVEN** that the **Annual Town Meeting** for the Parish of Lichfield will be held in the Guildroom, Guildhall at **7.30 pm** on **WEDNESDAY, 21 MAY 2025**.

The meeting is empowered to discuss parish affairs and pass resolutions thereon. Any Local Government Elector for the parish of Lichfield is entitled to speak and vote at the meeting. Other members of the public may attend to hear the proceedings.

Attendees are asked to pre-register wherever possible by telephoning 01543 250011 or emailing the City Council – [enquiries@lichfield.gov.uk](mailto:enquiries@lichfield.gov.uk)

### **AGENDA**

- 1 WELCOMING REMARKS BY THE MAYOR**  
(Town Clerk to briefly outline the order of business and conduct of the meeting).
- 2 MINUTES OF THE ANNUAL TOWN MEETING HELD ON 22 MAY 2024**  
To confirm as a correct record the Minutes of the Annual Town Meeting held on 22 May 2024 *(NB: This item is for matters of accuracy of the Minutes only; any 'matters arising' should be raised under agenda item 6 below)*.
- 3 CITY COUNCIL REPORT**  
To receive the Annual Report on the activities of the City Council in 2024/25.
- 4 ANY QUESTIONS ON THE ANNUAL REPORT OF THE CITY COUNCIL**
- 5 REPORTS FROM GRANT RECIPIENTS**  
To receive reports from representatives of local groups who have received LCC grant funding to support their aims.
- 6 TO HEAR THE REQUESTS AND REPRESENTATIONS OF THE ELECTORS ON MATTERS WHICH AFFECT THE PARISH SPECIFICALLY**  
Under this item electors may discuss items affecting the parish especially and may if they wish put forward motions for debate by the Meeting.

**Dated this 7 May 2025**

*Anthony Briggs*

**Town Clerk**

**Minutes of the Annual Town Meeting held in the Guildroom, Guildhall, Lichfield  
at 7.30pm on Wednesday, 22 May 2024**

**264 PRESENT**

The Mayor of Lichfield (Cllr S Schafer, in the Chair), and attendees and electors as entered on the attendance sheets.

**265 OPENING REMARKS AND WELCOME BY THE MAYOR**

The Mayor warmly welcomed everyone to the Annual Town Meeting and introduced the Town Clerk who outlined for the benefit of those unfamiliar with the proceedings, the order of business and conduct of the meeting.

**266 MINUTES**

***RESOLVED: That the Minutes of the Annual Town Meeting held on 24 May 2023 be confirmed as a correct record.***

**267 CITY COUNCIL ANNUAL REPORT 2023/24**

A copy of the Annual Report of City Council activities during 2023/24 was circulated for information. Councillors A Hughes, J Blackman and C Ball spoke on various elements of the report, with an overview provided thereafter by the leader of the council, Councillor D Robertson.

**268 REPORTS FROM GRANT RECIPIENTS**

Representatives from various organisations (detailed below) in receipt of City council grants outlined the uses to which the received monies have been or are to be put:

1. Lichfield Twinning Association
2. Drama Teens
3. The Well
4. Lichfield Hockey Club
5. Men's Shed Lichfield
6. Lichfield Greenhill Bower
7. S.E Staffs Citizens Advice Bureau
8. Lichfield Ladies and Men's Probus Club
9. Lichfield Re:Cycle
10. Lichfield Talking News
11. Sandfields Pumping Station

**269 REQUESTS AND REPRESENTATIONS OF ELECTORS**

Cllr C Ball stated that it was a delight to see so many attendees at the meeting, and thanked the speakers and other volunteers for their work across a diverse range of groups who are all working for the benefit of the city and its residents.

**THERE BEING NO FURTHER BUSINESS  
THE MAYOR DECLARED THE MEETING CLOSED AT 8.23 PM**

**CITY OF LICHFIELD**  
**ANNUAL TOWN MEETING**

This is a meeting of the local government electors of the parish of Lichfield, who have a right to speak and vote at the meeting. This is not a meeting of the City Council, but of the electors. The law requires however, that the City Council call the meeting, and that the meeting is chaired by the Mayor, if present.

People who are not on the current register of electors for the parish of Lichfield are welcome to attend as members of the public, but do not have a right to take part in the business of the meeting. At the Mayor's discretion non-electors may be permitted to speak, but the law states that only electors are entitled to vote.

The meeting is entitled to discuss "parish affairs" which is taken to embrace matters of public concern which affect the parish specially, but not those which affect the whole country or all parishes equally. Electors can discuss matters informally and ask questions. There is no requirement that these matters be put to the vote at the meeting.

However, if an elector wishes an item to be formally debated, the elector should put forward a motion in writing, signed by the proposer, and give this to the Mayor or Town Clerk either before the meeting, or as early as possible during the meeting. A motion needs to be worded in such a way that a person can vote either 'FOR' or 'AGAINST' it. For example: "This Meeting believes that ....." A motion which is carried at the Annual Town Meeting will be put before the next meeting of the City Council for consideration, but is not binding on the Council.

The meeting and debate will be conducted as informally as possible, but where necessary to assist the debate the Standing Orders and Rules of Debate of Lichfield City Council will be used insofar as they are applicable.

**ANTHONY BRIGGS**  
**Town Clerk**