



# Lichfield City Council

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**Town Clerk: Anthony D Briggs**

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TB/CF

To: Members of Lichfield City Council

7 May 2019

Dear Councillor

You are hereby summoned to attend the Annual Meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield, on **Monday, 13 May 2019** at **6.30 pm**, at which the following business will be transacted.

Yours sincerely

Anthony 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 23 April 2019 (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 17 June 2019]*

**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 HIS 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 RETIRING SHERIFF**
- 15       **THE MAYOR TO PRESENT BADGES OF OFFICE TO THE MAYORESS AND DEPUTY  
MAYOR'S CONSORT**
- 16       **THE MAYOR TO PRESENT REPLICAS OF BADGES OF OFFICE TO THE RETIRING  
MAYOR AND MAYORESS**
- 17       **THE MAYOR TO PRESENT REPLICAS OF BADGES OF OFFICE TO THE RETIRING  
SHERIFF AND SHERIFF'S LADY**
- 18       **APPOINTMENT OF LEADER**
- 19       **APPOINTMENT OF DEPUTY LEADER**
- 20       **APPOINTMENT OF COMMITTEES**  
To confirm the membership of Committees for 2019/2020 including respective Chairmen  
and Vice Chairmen, to follow under separate cover as **Appendix 1**.
- 21       **MEMBERS' DECLARATIONS OF ACCEPTANCE OF OFFICE**  
To consider an extension of time for completion of members' declarations of acceptance of  
office (if required).
- 22       **MAYOR TO CLOSE THE MEETING**

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***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 his guests in the Guildroom***

## Lichfield City Council

### Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, On Tuesday 23 April 2019 at 6.30pm

**PRESENT:** Councillors D Leytham (Mayor), R Awty, Mrs D Baker, C Ball, Mrs G Boyle, J Brooks, B Cocksey, D Dundas, Mrs J Eagland, C Greatorex, Mrs J Greaves, P Hitchman, Mrs S James, G Johnson, Mrs A Lax, Miss J Marks, T Matthews, C Spruce, A Thompson, Mrs L Warfield, M Warfield and R Yardley.

**APOLOGIES:** Councillors Mrs N Bacon, B Bacon, I Eadie, P Ray and A Smith.

#### 116 MAYOR'S ANNOUNCEMENTS

The Mayor reported he had attended over 150 engagements during his year in office and thanked the Deputy Mayor and Sheriff for all their support.

#### 117 DECLARATIONS OF INTEREST

Councillor Miss J Marks declared an interest under Appendix B of the City Council Code of Conduct with respect to agenda item 10 (NPIWP, minute 24 Allocation of CIL monies) and agenda item 14 (Curborough Community Centre and Cruck House Leases).

Councillor D Dundas declared an interest with respect to agenda item 14 (Curborough Community Centre and Cruck House Leases).

#### 118 COUNCIL MINUTES

**RESOLVED:** *That the Minutes of the Council Meeting held on 4 March 2019 (Nos 101-115) be confirmed and signed as a correct record.*

#### 119 PLANNING COMMITTEE

**RESOLVED:** *That the Minutes of the Planning Committee meetings held on 7 February and 7 March 2019 be received.*

#### 120 AUDIT COMMITTEE

Members considered the Minutes of the meeting of the Audit Committee held on 18 March 2019, and the report and recommendations of the Internal Auditor as circulated with the agenda.

**RESOLVED:**

*a) That the recommendations as contained in the Minutes of the Audit Committee meeting held on 18 March 2019 be adopted. Members' attention was drawn to the recommendation for Council to adopt Appendices, A, B, C and D as attached to the Minutes of the meeting*

*b) The report and recommendations of the Internal Auditor for the year ending 31 March 2019 as circulated with the agenda be adopted.*

#### 121 JOHNSON BIRTHPLACE ADVISORY COMMITTEE

Members considered the Minutes and recommendations of the meeting of the Johnson Birthplace Advisory Committee held on 11 April 2019. Members particular attention was drawn to the recommendations as contained in Minute 66 of the meeting and the recommendation to adopt The Collections Care and Conservation Policy and the Volunteer Agreement as circulated with the Minutes.

**RESOLVED:** *That the Minutes and recommendations of the meeting held on 11 April 2019, together with the Collections Care and Conservation Policy and Volunteer Agreement, be adopted.*

**122 NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY (NPIWP)**

Members considered the Minutes and recommendations of the meeting of the NPIWP held on 15 April 2019.

**RESOLVED:** *That the Minutes of the meeting be adopted and that;*

- a) CIL monies to the value of approximately £3,000 be allocated towards the cost of replacing the CCTV system at Curborough Community Centre.*
- b) The City Council considers whether it wishes to progress a project to promote Lichfield to developers, and if it does, how best to do so.*
- c) The City Council write to request the charging authority consider revising the 0% CIL charge for apartments in the City as part of the current Local Plan revision process.*

**123 OFFICERS' REPORT**

Councillor Awty commended the Museums and Heritage Officer and all staff at the Birthplace Museum for their excellent work and Councillor Ball thanked the staff for making his son so welcome during his recent student placement at the Museum. Councillor Greatorex commented that he was delighted with the promotional activity currently being undertaken on the Markets and thanked the Officers involved. Councillor Dundas commended the Open Spaces Officer for the repair works carried out to City Council footpaths, especially Bishops Walk.

**RESOLVED:** *That the Report be noted.*

**124 GRANT APPLICATION – LICHFIELD PROMS IN THE PARK**

Members considered the late application to the 2019/20 grants fund from Lichfield District Council for the Proms in Beacon Park event as detailed at Agenda Appendix 5.

**RESOLVED:** *That a grant of £1,500 be awarded to the Proms in Beacon Park event for 2019/20*

**125 STREET TRADING AS APPLIED TO THE MARKET SQUARE**

Members considered the report the Town Clerk's report at Agenda Appendix 6.

**RESOLVED:**

- a) That the report be noted*
- b) That the City Council does not wish to revise its rates of hire for the Market Square on non-market days at this time; the matter of Street Trading as applied to the Market Square to be reconsidered by Council following the local elections of May 2 2019.*

**126 CURBOROUGH COMMUNITY CENTRE AND CRUCK HOUSE LEASES**

Members considered the Town Clerk's agenda report.

**RESOLVED:** *That delegated authority be granted to the Town Clerk, in consultation with the Leader of the Council, to renew the leases of Curborough Community Centre and Cruck House to the Curborough Community Association for a further period of seven years, based on similar terms to the existing leases.*

**127 PAYMENT OF ACCOUNTS**

**RESOLVED:** *That payment of accounts be approved and confirmed as listed in Appendix 7 for the period 1 February 2019 to 28 February 2019 in the sum of £91,210.87 General Account, and £538.55 Imprest Account.*

**128 EXCLUSION OF THE PRESS AND PUBLIC**

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

**129 LICHFIELD CITY COUNCIL FARMERS MARKET**

Members considered the confidential proposal from Cockerhoop Creative (CHC) at agenda Appendix 8 and the Town Clerk's recommendations therein.

***RESOLVED: That authority be delegated to the Town Clerk, in consultation with the Leader of the Council, to compile and enter into a formal agreement with CHC for the operation of the City Council's Farmers' Market for an initial trial period to December 2019, subject to appropriate checks and terms. A report to be presented to the December 2019 meeting of the Council in order that any extension of the agreement can be duly considered at this time.***

**THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.50PM**

**MAYOR**