

# 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, 26 MAY 2021**. Please note the venue may change to the Guildhall main hall if the number of attendees exceeds the reduced capacity of the Guildroom. COVID-19 precautions will be in place including sanitiser and socially distanced seating. All attendees are required to wear a mask unless they are speaking or have an exemption.

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.

Due to current capacity restrictions within public venues, **places are limited and you are therefore asked to book in advance**. Attendees are asked to pre-register by telephoning 01543 250011 or emailing the Town Clerk – [Tony.briggs@lichfield.gov.uk](mailto:Tony.briggs@lichfield.gov.uk)

Grant cheques have been distributed at past Annual Town Meetings, but payments for 2021 have been processed electronically and do not therefore form part of this agenda.

### 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 2019**  
To confirm as a correct record the Minutes of the Annual Town Meeting held on 22 May 2019 (*NB: This item is for matters of accuracy of the Minutes only; any 'matters arising' should be raised under agenda item 5 below*). No meeting was held in 2020 due to COVID-19 restrictions.
- 3 CITY COUNCIL REPORT**  
To receive the Annual Report on the activities of the City Council in 2020/21.
- 4 ANY QUESTIONS ON THE ANNUAL REPORT OF THE CITY COUNCIL**
- 5 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 17 May 2021**

**ANTHONY BRIGGS**  
Town Clerk

## **CITY OF LICHFIELD**

### **Minutes of the Annual Town Meeting held in the Guildroom, Guildhall, Lichfield at 7.30 pm on Wednesday, 22 May 2019**

#### **243 PRESENT**

The Mayor of Lichfield (Councillor Mrs Deborah Baker, in the Chair), and 51 attendees and electors including 18 Lichfield City Councillors and representatives from local organisations as entered in the attendance sheets.

#### **244 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.

#### **245 MINUTES**

***RESOLVED: That the Minutes of the Annual Town Meeting held on 23 May 2018 be confirmed as a correct record.***

#### **246 CITY COUNCIL ANNUAL REPORT 2018 - 2019**

A copy of the Annual Report of City Council activities during 2018-19 was circulated for information. Councillors Mrs G Boyle, D Dundas, Mrs J Eagland, Mrs J Greaves, Miss J Marks, C Spruce M Warfield and R Yardley each reported on various items included in the Report.

#### **247 QUESTIONS AND COMMENTS**

No questions or comments were raised by those in attendance.

#### **248 PRESENTATION OF GRANTS 2019 - 2020**

The Mayor presented grant cheques to those local organisations represented at the meeting.

**THERE BEING NO FURTHER BUSINESS  
THE MAYOR DECLARED THE MEETING CLOSED AT 8.10 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**