

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 12 June 2023 at 6.30pm

PRESENT: Councillors A Hughes (Mayor), J Anketell, D Baker, C Ball, J Blackman, R Bragger, J Christie, J Eagland, K Farrelly, M Field, A Fox, R Harvey-Coggins, S Hollingsworth, P Knight, A Lax, J Marshall , P McDermott, C Pinder- Smith, P Ray, D Robertson, A Rushton, S Schafer, J Smith, E Strain, M Warfield, B Watkins and R Yardley.

APOLOGIES: Councillor H Ashton and C Greatorex

17 MAYOR'S ANNOUNCEMENTS

The Mayor detailed the events and functions that she had attended since coming to office including the recent twinning weekend in Limburg, Germany. The Mayor took the opportunity to thank the Deputy Mayor for representing her at the Court of Arroye and Bower.

The Mayor also informed members that she would no longer robe for routine Council meetings but would continue to robe for Civic duties.

18 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

19 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Annual Council Meeting held on 15 May 2023 (Nos 1-16) be confirmed and signed as a correct record.*

20 MATTERS ARISING

None.

21 PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: *That comments submitted to Lichfield District Council for the period 31 March to 25 May 2023 and made in the name of LCC via delegated authority, be received.*

22 QUESTIONS UNDER STANDING ORDER 8 (2)

Councillor D Robertson asked the following question of the Mayor:

"Will the Mayor, on behalf of the Council, write to Lichfield City FC to congratulate them on their recent success in winning the JW Hunt Cup?"

The Mayor confirmed that she would be pleased to do so.

23 NOTICE OF MOTION

Members considered a motion proposed by Cllr P McDermott and seconded by Cllr J Christie that aimed to boost attendance at future Annual Town meetings:

“At the Annual Town Meeting organisations that have received grants from that year's allocation are to be invited to come along and say a few words to the meeting about their organisation and how the grant will be used.”

On being put to the vote the motion was confirmed as being carried.

24 AUDIT COMMITTEE

Members considered the Minutes of the Audit Committee meeting held on 8 June 2023. In addition to consideration of the 2022/23 out-turn and associated matters, the Committee also made recommendations to Council regarding the Asset register and associated policy, and the Risk Management Strategy. Councillor D Robertson commended Officers for their hard work and maintenance of such good financial controls.

RESOLVED: That the Minutes and recommendations of the Audit Committee meeting held on 8 June 2023 be adopted and that:

- 1 The Report and Out-Turn Statement 2022/23 be received.***
- 2 The Council, acting in the capacity of sole Trustee of the Johnson Birthplace Charitable Trust, make a payment of £12,333 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2022/23 financial year.***
- 3 In respect of the External Auditor Annual Return for the year ending 31 March 2023:***
 - a. The council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council.***
 - b. The Council note that for the year ending 31 March 2022, Section 2 of the Annual Return has been restated as a result of the External Auditor's minor scope for improvement regarding the Council's valuation of certain assets. Accordingly, the Council on 12 December 2022 amended the Asset values Box 9 of the AGAR to £7,302,463.***
 - c. The Council approve the Accounting Statements (Section 2 of the Annual Return), and this be signed by the Mayor on behalf of the Council***
 - d. The Council note the Annual Internal Audit Report section of the Annual Return***
 - e. The Council note the dates for the exercise of public rights - commencing on 14 June 2023 and ending on 25 July 2023.***

25 JOHNSON BIRTHPLACE ADVISORY COMMITTEE

Members considered the minutes of the JBAC meeting held on 25 April 2023.

RESOLVED: That the Minutes of the Johnson Birthplace Advisory Committee meeting held on 25 April 2023 be adopted.

26 MARKETS WORKING GROUP

Members considered the minutes of the MWG meeting held on 1 June 2023.

RESOLVED: That the Minutes of the MWG meeting held on 1 June 2023 be adopted.

27 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Members considered the draft appointment of representatives on outside bodies. Cllr D Robertson advised of one amendment to the circulated agenda document, Cllr J Christie replacing J Checkland on Darwin Hall Community Association. Cllr Robertson also advised that the Town Clerk had been aware of a the resignation of one representative earlier that day and that this would come before Council in July for reappointment.

RESOLVED: Appointments on outside bodies be confirmed as indicated in the agenda report, with the exception of J Checkland being appointed to Darwin Hall Community Association (replaced by Cllr J Christie). [final appointments reproduced below]

Representatives on Outside Bodies 2023/24

Outside Body	No of Reps	Period of Office	Appt Ends	2023/2024
Boley Park Community Hall Management Committee	4	1 Year	Jun-23	Cllr M Warfield
			Jun-23	Cllr D Baker
			Jun-23	Cllr R Yardley
			Jun-23	Cllr J Eagland
Boley Park Community Hall Trustees	4	Until retire or replaced	Until retire. or replaced	Cllr J Eagland
				Cllr R Yardley
				C Spruce
				Cllr M Warfield
Bower Committee	1	1 Year	Jun-23	Cllr A Fox
Curborough Community Association	3	1 Year	Jun-23	Cllr D Robertson
			Jun-23	Cllr C Ball
			Jun-23	R Harrison
Darwin Hall Community Association	4	Until retire or replaced	Until retire or replaced	Cllr J Christie
				Cllr A Hughes
				Cllr B Watkins
				Cllr J Marshall
Dovehouse Fields Community Garden	2	1 Year	Jun-23	J Greaves
				Cllr J Smith
Dr Milley's Hospital	1	4 Years	Mar-27	C Rapley
Erasmus Darwin Foundation	1	1 Year	Jun-23	Cllr B Watkins
Friends of Samuel Johnson Community Hosp.	1	1 Year	Jun-23	Cllr A Lax
Friends of Lichfield Historic Parks Group	1	1 Year	Jun-23	Cllr H Ashton

Outside Body	No of Reps	Period of Office	Appt Ends	2023/2024
Guild of St Mary's Centre Lichfield (Ltd)	1	1 Year	-	<i>Mayor in Office</i>
Johnson Council (non-voting observers)	2	1 Year	-	<i>Mayor in Office</i>
			-	<i>Sheriff in Office</i>
Lichfield District Arts Executive Committee [non-voting observer]	1	1 Year	Jun-23	<i>Cllr C Pinder-Smith</i>
Lichfield District City of Sanctuary	3	3 Years	Mar-25	<i>Cllr H Ashton</i>
				<i>Cllr D Baker</i>
				<i>Cllr C Ball</i>
Lichfield Camera Club	1	1 Year	-	<i>Mayor in Office</i>
Lichfield Conduit Lands Trust	2	1 Year	-	<i>Mayor in Office</i>
		4 Years	Jun-25	<i>G Boyle</i>
Lichfield Rail Alliance, West Coast Rail 250, and all other rail related matters	1	1 Year	Jun-23	<i>Cllr M Warfield</i>
Mary Slater's Charity	2	1 Year	-	<i>Mayor in Office</i>
			-	<i>Sheriff in Office</i>
Michael Lowe's and Associated Charities	5	4 Years	15 July 24	<i>J Greaves</i>
			23 April 26	<i>D Greatorex</i>
			3 April 26	<i>P Hitchman</i>
			26 July 24	<i>Cllr M Warfield</i>
			5 July 23	<i>Cllr J Eagland</i>
Municipal Charities	4	1 Year	-	<i>Mayor in Office</i>
		4 Years	Oct-23	<i>M Field</i>
			Nov-24	<i>J Greaves</i>
			Nov-24	<i>D Greatorex</i>
South East Staffs CAB	1	1 Year	Jun-23	<i>Cllr D Baker</i>
SPCA - Executive Cttee (nomination only – subject to election by SPCA)	1	2 Years	Sep-23	<i>Cllr H Ashton</i>
St Giles Hospice Local Government Friends'	1	4 Years	Jun-23	<i>Cllr J Anketell</i>
Support Staffordshire (formerly Lichfield and District CVS)	1	1 Year	Jun-23	<i>Cllr D Baker</i>
Twinning Association	3	1 Year	-	<i>Mayor in Office</i>
			Jun-23	<i>Cllr H Ashton</i>
			Jun-23	<i>J Greaves</i>

28 ANNUAL TOWN MEETING

Members considered the Minutes of the Annual Town Meeting held on 24 May 2023.

RESOLVED: That the Minutes of the Annual Town Meeting held on 24 May 2023 be noted.

29 OFFICERS' REPORT

Councillor D Robertson highlighted the variety of work undertaken by the City Council as detailed in the Officers report drawing attention to the recent civic activities and Twinning weekend, commending all officers involved for their hard work.

Councillor D Robertson also took the opportunity to remind members of the 65 acres of Open Space maintained by the City Council, in particular the recent projects to increase wilding at Netherstowe and Festival Gardens. Councillor Robertson stated that he had received a number of positive comments from residents. Councillor A Lax endorsed Councillor Robertson's comments, referring to her own role on the LDC 'Mowing Panel' that considered and encouraged such projects across the district, and commending the Town Clerk and Open Spaces Officer for their efforts.

RESOLVED: That the report be noted.

30 PAYMENT OF REGULAR SERVICE PROVISION BY DIRECT DEBIT

Members considered the current list of Direct Debits, together with new opportunities for direct debit payments as detailed in the agenda report.

RESOLVED: That the City Council renews its resolution to enter into direct debit payment arrangements with those providers listed in the agenda report and the new opportunities for direct debit payment as presented to council; the resolution to be considered for further renewal at the meeting of the City Council in June 2024.

31 DISPENSATIONS

Members considered the Town Clerk's report and recommendations at Agenda Appendix 8.

RESOLVED:

a) That subject to a member submitting a written application, the Council grant a dispensation for the period up to the next full Council elections in 2027 permitting any 'dual-hatted' member to speak and vote on any matter relating to their District council membership.

b) That, subject to the member submitting a written application, the Council grant a dispensation for the period up to the next full Council elections in 2027 permitting any member to vote on any matters relating to the affairs of a body onto which they have been appointed or nominated by the Council.

[Applications were received from the following members;

H Ashton, S Hollingsworth, P Ray, A Rushton, J Christie, R Bragger, R Harvey-Coggins, D Robertson, D Baker, J Smith, J Anketell, C Ball, A Hughes, and M Warfield.]

32 CURBOROUGH COMMUNITY ASSOCIATION

Members considered the agenda report detailing the changes to the management of Curborough Community Association which manages both Curborough Community Centre and Cruck House on behalf of LCC.

RESOLVED:

a) The Council to note the changes to the officer structure of Curborough Community Association

b) The best thanks of the Council be given to James Flintham and Joanne Grange for their dedicated service to CCA and to Curborough Community Centre in the roles of Chair and Treasurer respectively.

33 PROVISION OF REPLICA CIVIC BADGES OF OFFICE

For many years the City Council has provided replica badges of office to the retiring Mayor, Sheriff and their respective consorts (if any). The cost of such provision for 2022/23 was £2580.94+VAT. In consideration of this expense for future years, the controlling group suggested that provision of replica badges of office should be reduced and encompass the retiring Mayor and Sheriff only (i.e. excluding consorts). Based on previous costs, and dependent upon whether incumbent civics have consorts who would ordinarily receive a replica, the savings to the council could be in the region of £1,300 per year.

The opportunity for consorts to acquire a replica badge of office via the city council, and to receive it formally at Annual Council, would remain. However, the provision of such a replica would need to be funded personally, and not via (for example) the Mayor or Sheriff's allowance.

Cllr J Smith stated that the efforts of the Consorts should be recognised as it was a significant time commitment to support the civic office holder during their year in office. Cllr D Baker echoed Cllr J Smith's comments and stated that while not proposing an amendment to the motion, she would be keen for the matter to be revisited and the role of consorts to be suitably recognised.

RESOLVED: That the provision of replica badges of office for retiring civics be reduced for future years, encompassing the retiring Mayor and Sheriff only. Though consorts may still request such replicas, such provision would not be funded by the Council.

34 AMENDMENT TO CALENDAR OF MEETINGS

Members considered a proposed amendment to the calendar of meetings. That being a change of date for the Council meeting of 26 September 2023 to 4 October 2023 due to logistical difficulties with hosting the meeting in the Guildhall on the originally agreed date.

RESOLVED: That the council meeting scheduled for 26 September 2023 be moved to 6.30pm on Wednesday 4 October 2023

35 PAYMENT OF ACCOUNTS

RESOLVED: That payment of accounts be approved and confirmed for the period 1 March 2023 to 31 March 2023 in the sum of £124,005.22 General Account and £1,053.40 Imprest Account.

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.06PM

MAYOR