

## **Lichfield City Council**

### **Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 10 March 2025 at 6.30pm**

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

**APOLOGIES:** Councillors J Eagland, R Harvey-Coggins, A Lax, P McDermott and Dave Robertson.

#### **86. MAYOR'S ANNOUNCEMENTS**

The Mayor thanked the Deputy Mayor for attending International Women's Day and the unveiling of the Daisy Shaw plaque. The Mayor then detailed functions that he had attended including the Shrovetide Pancake races and charity Ceilidh which raised £1,200 for the Mayor and Sheriff's charities.

#### **87. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

Cllr H Ashton declared an interest in the following applications under Appendix B of the LCC Code of Conduct:

- Games/Coffee Morning – friend of the applicant
- Churches Together in Lichfield – member of the enabling group and responsible for suggesting the application
- Lichfield Twinning Association – LCC representative
- Lichfield City of Sanctuary – LCC representative
- Lichfield & District over 60's Club – Responded to an appeal from the organiser and suggested the grant application

Cllr J Christie declared an interest under Appendix B regarding the application from 'The Well' as a family member utilises this service.

Cllr R Yardley declared an interest under Appendix A in relation to the application from Lichfield Shrievally Association (being Chair of the Association).

Cllr C Ball declared an interest under Appendix B in relation to:

- Curborough Community Association – LCC representative
- Proms in the Park – Member of Lichfield District Council
- Coffee Morning/Dereck Jones – acquainted with the applicant
- Lichfield City of Sanctuary – LCC representative and member
- Lichfield Litter Legends & The Well – acquainted with applicants

Cllr A Hughes declared an interest in the following:

- The Well – acquainted with organisers
- Lichfield City of Sanctuary and Waterways Trust – member of both organisations
- Lichfield Festival – Volunteer
- Trishaw/Big Red Bike - friend of the applicant

Cllr P Knight declared an interest under Appendix A in relation to the application from Curborough Community Centre (being Chair of Curborough Community Association who operate the Centre). Cllr Knight also declared an interest under Appendix B in the following:

- Dovehouse Community Gardens – LCC appointed representative
- Lichfield Litter Legends – member
- City of Sanctuary – member
- Phoenix Counselling Service – family member is a Trustee

Cllr D Baker declared an interest under Appendix B in the following applications:

- S.E. Staffs CAB – LCC representative
- Lichfield City of Sanctuary – LCC representative
- Lichfield Garrick – former Trustee
- Shrievalty Association – friend of the applicant

Cllr J Smith declared an interest under Appendix B in the following applications:

- Dovehouse Community Garden – LCC representative and plot holder.
- Shrievalty Association – Treasurer of the association.

Cllr M Warfield declared an interest under Appendix A in the following applications:

- Lichfield Greenhill Bower – Spouse is secretary
- Soroptimists of Lichfield – Spouse is a former President.

Cllr R Bragger declared an interest under Appendix B in the following applications:

- Lichfield City of Sanctuary – Member
- Lichfield Festival – Member
- Lichfield District Arts Association - Member

## 88. COUNCIL MINUTES

Councillor J Smith highlighted an error at minute no. 83 Officers report regarding the Christmas Lights Switch On. He clarified that he had not queried the final cost of the event but asked if there would be any increase in costs from the findings of the post event review meeting.

***RESOLVED: That subject to the amendment set out above, the Minutes of the Council meeting held on 27 January 2025 (Nos 74-85) be confirmed and signed as a correct record.***

## 89. MATTERS ARISING

None.

## 90. PLANNING COMMITTEE (DELEGATED AUTHORITY)

***RESOLVED: That comments submitted to Lichfield District Council for the period 17 January to 19 February 2025 and made in the name of LCC via delegated authority, be received.***

## 91. CLIMATE CHANGE AND BIODIVERSITY COMMITTEE

Members considered the minutes of the Climate Change and Biodiversity Committee meeting held on 17 February 2025 and the recommendations therein at **AGENDA APPENDIX 1.**

Councillor A Rushton commented that it had been an honour to represent the City Council at the recent Carbon Literacy course he had attended, and that Lichfield City would be readopting Fair Trade status.

Councillor D Baker noted that the Committee would not be pursuing the installation of Solar Panels on the Guildhall commenting that this was a pragmatic decision.

**RESOLVED: That the Minutes and recommendations of the Climate Change and Biodiversity Committee meeting held on the 17 February 2025 be adopted.**

**92. GRANTS ADVISORY COMMITTEE**

Members considered the Minutes of the Grants Advisory Committee meeting held on 24 February 2025 and the recommended allocations of general grants and CIL monies therein at **AGENDA APPENDIX 2.**

Councillor C Ball noted that over 40 applications had been received and commended the Town Clerk and Administrative Officer on collating the applications for the Agenda.

**RESOLVED: That the Minutes and recommendations of the Grants Advisory Committee meeting held on 24 February 2025 be adopted.**

**93. JOHNSON BIRTHPLACE ADVISORY COMMITTEE**

Members considered the Minutes of the Johnson Birthplace Advisory Committee meeting held on 24 February 2025 and the recommendations therein at **AGENDA APPENDIX 3.**

Councillor A Hughes commended the Museums and Heritage Officer for her work updating all the museums policies and ensuring the Committee was well prepared.

**RESOLVED:**

- a) *That the minutes and recommendations of the Johnson Birthplace Advisory Committee meeting held on 25 February 2025 be adopted.*
- b) *That the Council acting in its capacity as sole Trustee of Dr Johnson's Birthplace Trust, delegate authority to the Town Clerk to arrange for the necessary signing and submission of the accreditation documents.*

**94. AUDIT COMMITTEE**

Members considered the Minutes of the Audit Committee meeting held on 5 March 2025 and the recommendations therein at **AGENDA APPENDIX 4.**

**RESOLVED That the minutes and recommendations of the meeting of the Audit Committee held on 5 March 2025 be adopted.**

**95. STOWE WARD BY ELECTION**

Members welcomed Councillor Dean Robertson (Reform UK) who was duly elected to Stowe Ward following the by-election held on 13 February 2025.

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

**96. APPOINTMENTS TO LCC COMMITTEES**

Following the resignation of Councillor S Hollingsworth vacancies arose on three LCC Committees.

**RESOLVED: That the City Council appoints to each of the Committees as below.**

- a) *Councillor J Smith to the Audit Committee.*
- b) *Councillor J Christie to the Staffing Committee.*
- c) *Councillor P McDermott to the Johnson Birthplace Advisory Committee.*

**97. FEES AND CHARGES - GUILDHALL**

Members considered the Town Clerks report and proposed Guildhall hire rates at **AGENDA APPENDIX 5**.

***RESOLVED: That the Council confirms the Guildhall hire rates to apply for 2025/26 as detailed at Agenda Appendix 5.***

**98. MARKETS WORKING GROUP- PROPOSAL FOR ADDITIONAL SCOPE**

Members agreed to convene the MWG to expand its remit to include the Guildhall and update the terms of reference appropriately.

***RESOLVED: That the MWG Terms of Reference be reviewed by the MWG at their next meeting, with a view to expanding the remit of the Working Group to cover the commercial elements of the Guildhall. The recommended changes emerging from that meeting to be put before council for consideration along with the minutes of the next meeting of the MWG.***

**99. NOMINATIONS FOR CIVIC OFFICE 2025/26**

**a) Mayor Elect**

It was proposed by Councillor K Farrelly, seconded by Councillor A Fox and

***RESOLVED: That Councillor Claire Pinder-Smith be nominated Mayor Elect for the year 2025/26.***

**b) Deputy Mayor Elect**

It was proposed by Councillor J Marshall, seconded by Councillor B Watkins and

***RESOLVED: That Councillor Rosie Harvey-Coggins be nominated Deputy Mayor Elect for the year 2025/26.***

**c) Sheriff Elect**

It was proposed by Councillor A Hughes, seconded by Councillor and B Watkins and

***RESOLVED: That Revd Ian Hayter be nominated Sheriff Elect for the year 2025/26.***

**100. CALENDAR OF MEETINGS 2025/26**

***RESOLVED: That the calendar of meetings for 2025/26 be as follows:***

### Calendar of Meetings 2025/2026

DATE	TIME	MEETING
<b>2025</b>		
<b>Wednesday, 14 May</b>	<b>6.30pm</b>	<b>ANNUAL COUNCIL</b>
<b>Wednesday, 21 May</b>	<b>7.30pm</b>	<b>ANNUAL TOWN MEETING</b>
Wednesday 4 June	6.30pm	Audit Committee
Thursday 5 June	6.30pm	Planning Committee (if called)
<b>Monday 9 June</b>	<b>6.30pm</b>	<b>COUNCIL (year-end accounts)</b>
Wednesday, 16 July	6.30pm	Planning Committee (if called)
<b>Wednesday, 23 July</b>	<b>6.30pm</b>	<b>COUNCIL</b>
Thursday, 28 August	6.30pm	Planning Committee (if called)
<b>Tuesday, 30 September</b>	<b>6.30pm</b>	<b>COUNCIL</b>
Thursday, 2 October	6.30pm	Planning Committee (if called)
Tuesday, 4 November	10.30am	Johnson Birthplace Advisory Committee
Wednesday, 5 November	6.30pm	Planning Committee (if called)
Thursday, 6 November	6.30pm	Staffing Committee
Wednesday, 3 December	6.30pm	Audit Committee
<b>Monday, 8 December</b>	<b>6.30pm</b>	<b>COUNCIL</b>
Thursday, 11 December	6.30pm	Planning Committee (if called)
<b>2026</b>		
Thursday, 22 January	6.30pm	Planning Committee (if called)
<b>Monday, 26 January</b>	<b>6.30pm</b>	<b>COUNCIL</b>
Monday, 23 February	6.30pm	Grants Advisory Committee
Wednesday, 25 February	6.30pm	Planning Committee (if called)
Wednesday, 4 March	6.30pm	Audit Committee
<b>Monday, 9 March</b>	<b>6.30pm</b>	<b>COUNCIL</b>
Wednesday, 25 March	6.30pm	Planning Committee (if called)
<b>Monday, 20 April</b>	<b>6.30pm</b>	<b>COUNCIL</b>
Thursday, 30 April	6.30pm	Planning Committee (if called)
Wednesday, 6 May	10.30am	Johnson Birthplace Advisory Committee
<b>Wednesday, 13 May</b>	<b>6.30pm</b>	<b>ANNUAL COUNCIL</b>
<b>Wednesday, 20 May</b>	<b>7.30pm</b>	<b>ANNUAL TOWN MEETING</b>
Thursday, 4 June	6.30pm	Planning Committee (if called)

## **101. OFFICERS REPORT**

Councillor C Greatorex noted the updated website for the Samuel Johnson Birthplace Museum and congratulated Officers on the success of the Markets.

Councillor A Hughes commended the Museums and Heritage Officer for her work on the Daisy Shaw plaque and the Civic Officer for her work on the Pancake races, Ceilidh dance and International Women's Day.

***RESOLVED: That the Officers report be noted.***

## **102. PAYMENT OF ACCOUNTS**

Councillor C Greatorex queried three items on the payment of accounts:

- 1) The cost of the Big TV for the Christmas Lights Switch On event and if it would be cheaper to purchase the same outright. The Town Clerk confirmed that the Big TV came as part of the staging on an articulated lorry and would be cost prohibitive to purchase outright. The Deputy Town Clerk also confirmed that half of the hire charge in 2024 had been covered by the selling of advertising space, it is hoped that the full costs will be met in 2025 by advertising.
- 2) The payment to Justice Fire and Security for works to the CCTV. The Town Clerk explained that this was for an upgrade to many of the cameras in Donegal House and the Guildhall which were nearing end of life and the installation of a larger server enabling longer recording times.
- 3) The purchase of oil filled radiators. The Town Clerk confirmed that this was at the request of the Council's insurers and in replacement of portable fan heaters for use in both the Guildhall and Donegal House when the heating was not working.

Councillor S Schafer queried the cost of the Security provision for the Christmas Lights Switch On event and asked if other quotations had been sought. The Town Clerk confirmed that they had, and that the current security provider was a long standing trusted supplier. The Deputy Town Clerk stated that the company also provided a wealth of experience , local knowledge and expertise such as strategic planning and crowd management .

***RESOLVED: That payment of accounts as detailed at AGENDA APPENDIX 8 be approved and confirmed for the periods:***

- ***1 December 2024 to 31 December 2024 in the sum of £157,573.42 General Account, and £630.92 Imprest Account.***
- ***1 January to 31 January 2025 in the sum of £121,141.15 General Account, and £831.48 Imprest Account.***

**THERE BEING NO FURTHER BUSINESS THE DEPUTY MAYOR DECLARED THE MEETING CLOSED AT 7.27PM**

**MAYOR**