



Lichfield City Council

Donegal House, Bore Street, Lichfield, Staffordshire, WS13 6LU

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Town Clerk: Christopher M Moulton

23 November 2015

Public

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield, on **Monday, 30 November 2015** at **6.30 pm** at which the following business will be transacted.

Yours sincerely

Christopher Moulton
Town Clerk

Please note that PRAYERS will be said at 6.28pm before the opening of the meeting.

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **MAYOR'S ANNOUNCEMENTS**
3. **DECLARATIONS OF INTEREST**
4. **COUNCIL MINUTES**
To confirm as a correct record the Minutes of the Council Meeting held on 19 October 2015 (Nos 59 - 72) **(copy attached)**
5. **MATTERS ARISING ON COUNCIL MINUTES**
6. **PLANNING COMMITTEE**
The Chairman of the Planning Committee to move that the Minutes of the Planning Committee Meeting held on 8 October 2015 be received (copy previously circulated).
7. **TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) IF ANY**

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. OFFICERS' REPORT

To receive the Officers' Report, **APPENDIX 1** attached

RECOMMENDED: *That the Report be noted.*

9. TWINNING WEEKEND 2017

Lichfield entered into a formal ring twinning agreement with Limburg an der Lahn in Germany, and Sainte Foy-lès-Lyon, France in 1992; and since then the three communities have held official twinning weekends every two years in rotation. The first was held in Sainte Foy-lès-Lyon in 1993 and the last was over the weekend of 3 – 5 October 2014, hosted by ourselves.

At the Business Meeting held during last year's twinning weekend, the three parties discussed holding the events every three years in future. The Mayor of Sainte Foy-lès-Lyon, Veronique Sarselli explained that since her election there had been a campaign to review twinning arrangements to encourage new people to get involved and confirmed that they were looking at how the event could be changed and made simpler for all parties since they were the destination for the next scheduled twinning weekend.

The Mayor of Sainte Foy-lès-Lyon has now written to us to confirm that the next twinning weekend will be held over the weekend of **7 – 8 October 2017**, and that they would be very pleased to welcome a delegation of up to 80 guests from Lichfield.

2017 will mark the 25th anniversary of the twinning arrangement between Lichfield and both its twin towns; and the 50th between Limburg an der Lahn and Sainte Foy-lès-Lyon and these auspicious anniversaries will be celebrated over the weekend. With this in mind the Mayor of Sainte Foy-lès-Lyon has suggested that it would be useful for all sides to prepare for the weekend well in advance.

RECOMMENDED: *That the report be noted.*

10. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 2**) for the periods:

- a. 1 September 2015 to 30 September 2015 in the sum of £76,221.27 General Account, and £1,670.83 Imprest Account.
- b. 1 October 2015 to 31 October 2015 in the sum of £141,877.96 General Account, and £660.15 Imprest Account.

11. EXCLUSION OF THE PRESS AND PUBLIC

To Resolve: 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.

12. STAFFING COMMITTEE

To adopt the Minutes and recommendations contained in the Minutes of the Staffing Committee meeting held on 12 November 2015, **APPENDIX 3** (attached for members).

13. ELECTRONIC PAYMENTS

To consider the Town Clerk's confidential report and recommendations on the introduction of new systems to allow face to face or telephone card payments to the Council, **APPENDIX 4** (attached for members).

14. BOLEY PARK COMMUNITY HALL

To consider the Town Clerk's confidential information report on the Hall, **APPENDIX 5** (attached for members).

15. DARWIN HALL SOLAR PANELS

To consider the Town Clerk's confidential report concerning a proposal by the Darwin Hall Community Association for the installation of solar panel across the south-east facing roof aspect, **APPENDIX 6** (attached for members).

16. LIVING WAGE

To consider the Town Clerk's confidential information report, **APPENDIX 7** (attached for members).

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**PUBLIC PARTICIPATION SESSION
AT CITY COUNCIL MEETINGS**

Residents of Lichfield City have an opportunity to speak at each full City Council meeting. This brief Guide sets out the procedure to be followed.

1. *The public participation session will usually be held after the seventh item on the agenda – this will usually be about 5 to 10 minutes into the meeting.*
2. *The public participation session will last for up to 15 minutes at which residents of the City can ask the Council a question (or make a statement).*
3. *You must give advance notice **not later than NOON** on the day of the meeting, with brief details of the statement / question to be asked – we need to know what your question is so that we can provide as full an answer as possible. Forms are available and we would ask you to call in person at the Council Offices at Donegal House, Bore St so that your question/statement can be duly receipted.*
4. *Your statement/question must relate to a matter of special relevance to Lichfield City area, or within the responsibility of the City Council.*
5. *Matters relating to the conduct of any individual councillor or member of staff will not be allowed – in such circumstances you should write to the Council.*
6. *At the Council meeting statements/questions will be taken in the order in which they have been received. You will be allowed up to 5 minutes, and you can raise more than one issue within the overall limit of 5 minutes allowed to you, but you must have given advance notice of each statement/question.*
7. *After each speaker, the Leader of Council (or his/her representative) will respond, or give notice that he/she will provide a written response as soon as possible.*

If a written answer is to be given, this will be sent to you at your stated address, and a copy will be made available for public inspection at the Council Offices, Donegal House, Bore Street.