

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 10 June 2024 at 6.30pm

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

APOLOGIES: Councillors A Hughes and A Lax.

A MINUTES SILENCE WAS HELD IN MEMORY OF DORIS ENGLISH, CITY COUCNILLOR 1991-1995 AND 1999-2011, SHERIFF IN THE YEAR 2000, MAYOR 2002, WHO DIED ON 8 JUNE 2024

15 MAYOR'S ANNOUNCEMENTS

The Mayor detailed the events and functions he had attended since coming to office including the Court of Arraye and Bower Parade, Municipal Charities meeting, and a gathering to mark 200 years of the RNLI.

With the Mayor's consent, Councillors C Greatorex, J Eagland, D Robertson and J Smith then spoke in tribute to Doris English, former City Councillor, Mayor and Sheriff, who died on 8 June

16 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

17 COUNCIL MINUTES

RESOLVED: That the Minutes of the Annual Council Meeting held on 15 May 2024 (Nos 1-14) be confirmed and signed as a correct record.

18 MATTERS ARISING

Cllr C Ball highlighted the success of the 'Summer Grants' campaign and urged members to continue to assist in publicising the availability of the funding.

19 PLANNING COMMITTEE

RESOLVED: That comments submitted to Lichfield District Council for the period 30 March to 6 June 2024 and made in the name of LCC via delegated authority, be received.

20 AUDIT COMMITTEE

Members considered the minutes of the Audit Committee meeting held on 6 June 2024. In addition to consideration of the 2023/24 out-turn and associated matters, the Committee also made recommendations to Council regarding the Asset Register and associated policy, and the Risk Management Strategy.

RESOLVED: That the Minutes and recommendations of the Audit Committee meeting held on 6 June 2024 be adopted and that:

- 1 ***The Report and Out-Turn Statement 2023/24 be received.***
- 2 ***The Council, acting in the capacity of sole Trustee of the Johnson Birthplace Charitable Trust, make a payment of £11,320 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 2023/24 financial year.***
- 3 ***In respect of the External Auditor Annual Return for the year ending 31 March 2024:***
 - 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 approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council***
 - c. ***The Council note the Annual Internal Audit Report section of the Annual Return***
 - d. ***The Council note the dates for the exercise of public rights - commencing on 12 June 2024 and ending on 23 July 2024.***

21 JOHNSON BIRTHPLACE ADVISORY COMMITTEE

Members considered the minutes of the JBAC meeting held on 25 April 2024.

Cllr C Greateorex highlighted the increased charges for school visits (from £94.00 to £140.00) and expressed concern that the price increase could make it more difficult for schools to visit the museum, and that the council should be mindful of this.

The Town Clerk confirmed that the new arrangements were based on an external provision that would be cost neutral and would ensure the information delivered during the visits would be continually reviewed to tie in closely to the national curriculum. The Town Clerk also stated that the changes had been put in place in consultation with schools and that the charges levied were relatively low when compared to other similar destinations, plus there was the option for 'non guided' visits at no cost if that was preferred.

Cllr Robertson stated that of the attractions utilised for comparative purposes, the charges levied by the Birthplace are lower than all but two.

RESOLVED: That the Minutes of the Johnson Birthplace Advisory Committee meeting held on 25 April 2024 be adopted.

22 MARKETS WORKING GROUP

Members considered the minutes of the MWG meeting held on 2 May 2024.

RESOLVED: That the Minutes of the MWG meeting held on 2 May 2024 be adopted.

23 ANNUAL TOWN MEETING

Members considered the Minutes of the Annual Town Meeting held on 22 May 2024. Cllr P McDermott highlighted the attendance of a number of representatives from bodies who had been awarded an LCC grant, and the interesting and informative information they provided; this followed Cllr McDermott's previous motion to council which had suggested such an invitation.

RESOLVED: That the Minutes of the Annual Town Meeting held on 22 May 2024 be noted.

24 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Members considered the draft appointment of representatives on outside bodies.

RESOLVED: *Appointments on outside bodies be confirmed as indicated below (new appointments in bold):*

REPRESENTATIVES ON OUTSIDE BODIES 2024/25

Outside Body	No of Reps	Period of Office	2023/2024 Appt Ends	Appointments for 2024/2025
Boley Park Community Hall Management Committee	4	1 Year	Jun-24	<i>Cllr M Warfield</i>
			Jun-24	<i>Cllr D Baker</i>
			Jun-24	<i>Cllr R Yardley</i>
			Jun-24	<i>Cllr J Eagland</i>
Boley Park Community Hall Trustees	4	Until retire or replaced	Until retire or replaced	<i>Cllr J Eagland</i>
				<i>Cllr R Yardley</i>
				<i>C Spruce</i>
				<i>Cllr M Warfield</i>
Bower Committee	1	1 Year	Jun-24	Cllr K Farrelly
Curborough Community Association	1	1 Year	Jun-24	<i>Cllr D Robertson</i>
Darwin Hall Community Association	4	Until retire or replaced	Until retire or replaced	<i>Cllr J Christie</i>
				<i>Cllr A Hughes</i>
				<i>Cllr B Watkins</i>
				<i>Cllr J Marshall</i>
Dovehouse Fields Community Garden	2	1 Year	Jun-24	<i>Cllr P Knight</i>
				<i>Cllr J Smith</i>
Dr Milley's Hospital	1	4 Years	Mar-27	<i>Cllr R Harvey-Coggins</i>
Erasmus Darwin Foundation	1	1 Year	Jun-24	<i>Cllr B Watkins</i>
Friends of Samuel Johnson Community Hosp.	1	1 Year	Jun-24	<i>Cllr A Lax</i>
Friends of Lichfield Historic Parks Group	1	1 Year	Jun-24	<i>Cllr H Ashton</i>
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 Arts [non-voting observer]	1	1 Year	Jun-24	<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>

Outside Body	No of Reps	Period of Office	2023/2024 Appt Ends	Appointments for 2024/2025
Lichfield Camera Club	1	1 Year	-	Mayor in Office
Lichfield Conduit Lands Trust	2	1 Year	-	Mayor in Office
		4 Years	Jun-25	G Boyle
Lichfield Rail Alliance, West Coast Rail 250, and all other rail related matters	1	1 Year	Jun-24	Cllr M Warfield
Mary Slater's Charity	2	1 Year	-	Mayor in Office
			-	Sheriff in Office
Michael Lowe's and Associated Charities	5	4 Years	15 July 24	Cllr A Hughes
			23 April 26	D Greatorex
			3 April 26	P Hitchman
			26 July 24	Cllr M Warfield
			Nov 24	Cllr J Eagland
Municipal Charities	4	1 Year	-	Mayor in Office
		4 Years	Oct-27	M Field
			Nov-24	J Fox
			Nov-24	Cllr C Ball
Purple Flag Accreditation	1	Until retire or replaced	Until retire or replaced	B Watkins
South East Staffs CAB	1	1 Year	Jun-24	Cllr D Baker
SPCA - Executive Cttee (nomination only – subject to election by SPCA)	1	2 Years	Sep-24	Cllr H Ashton
St Giles Hospice Local Government Friends'	1	4 Years	Jun-27	Cllr J Anketell
Support Staffordshire (formerly Lichfield and District CVS)	1	1 Year	Jun-24	Cllr D Baker
Twinning Association	3	1 Year	-	Mayor in Office
			Jun-24	Cllr H Ashton
			Jun-24	Cllr A Fox

25 PAYMENT OF REGULAR SERVICE PROVISION BY DIRECT DEBIT

Members considered the list of Direct Debits 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; the resolution to be considered for further renewal at the meeting of the City Council in June 2025.

26 OFFICERS' REPORT

Councillor C Ball commended the signage and line painting on the cycle path adjacent to Stowe Pool, stating he had been approached by a number of members of the public who were appreciative of the improvements made. Councillor C Greateorex highlighted the work of the Museums and Heritage Officer and the considerable impact she has had since commencing her duties at LCC, and the significant knowledge and enthusiasm she has shown during that time. Cllr Greateorex also highlighted the markets report and asked whether additional measures could be put in place to allow the market to operate more fully in poor weather conditions.

The Town Clerk stated that anchor points could be installed on the Square, but Trader insurance often does not cover them in winds above 35mph, and while the gazebos themselves could be anchored, the stock for sale could not. However, where possible, wind breaks such as vehicles are utilised on markets that are reduced due to poor weather.

Cllr J Smith requested that reference to the Sheriff's Ride 'sub-committee' within the Civic officers report be clarified to ensure the reader is aware that this committee is not a committee of the Council. Cllr Smith also expressed hope that the new wildflower areas along Eastern Avenue would produce as impressive a display as that seen at the LCC wildflower area opposite St Chad's Church.

RESOLVED: That the report be noted.

27 REAL LIVING WAGE ACCREDITATION

Members considered the Town Clerk's report that provided detail on LCC's eligibility to become a 'Real Living Wage' accredited employer through the Living Wage Foundation (LWF), following the Council's decision in December 2023 to ensure LCC staff are remunerated to at least that level.

Cllr C Greateorex spoke in support of the proposal, stating that the annual fee was money well spent as the LWF provides good publicity which raises the profile of the council and serves to encourage other employers to adopt a similar approach. Cllr C Ball stated he was pleased to see progress on this matter at LCC following similar successes at Lichfield District Council.

RESOLVED: Delegated authority be given to the Town Clerk to progress an application to the Living Wage Foundation to enable LCC to become an accredited Living Wage employer.

28 PAYMENT OF ACCOUNTS

Councillor C Greateorex raised the following queries:

1. The frequency of the high pressure clean of the Market Square paving – Cllr D Robertson stated that this was not a regular occurrence and did not have a particular schedule, but would be repeated when required to ensure the Square was appropriately presented.
2. The several different tree surgeons receiving payment from LCC for work across LCC's open spaces – Cllr D Robertson stated this was due to the demand for such services in the City and the need for the council to react quickly to issues identified.
3. The location of the bottle bank from which the Mayor and Sheriff's charities receive credits – The Town Clerk confirmed that this was located at the Lichfield Tesco store.

RESOLVED: That payment of accounts be approved and confirmed for the period 1 March 2024 to 31 March 2024 in the sum of £99,504.29 General Account and £555.43 Imprest Account

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.05PM

MAYOR