



Lichfield City Council

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

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Town Clerk: Peter Young, B.A.

PY/PY

11 May 2015

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to attend the Annual Meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield, on **Monday, 18 May 2015** at **6.30 pm** at which the following business will be transacted.

Yours sincerely

Peter Young
Town Clerk

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

AGENDA

- 1 ELECTION OF MAYOR FOR THE ENSUING YEAR
- 2 APOLOGIES FOR ABSENCE
- 3 COUNCIL MINUTES
To confirm as a correct record the Minutes of the City Council Meeting held on 20 April 2015 (copy attached).
- 4 MATTERS ARISING ON COUNCIL MINUTES
- 5 APPOINTMENT OF DEPUTY MAYOR
- 6 ELECTION OF SHERIFF
- 7 MAYOR TO RETURN THANKS FOR ELECTION
- 8 DEPUTY MAYOR TO RETURN THANKS FOR APPOINTMENT
- 9 SHERIFF TO RETURN THANKS FOR ELECTION

- 10 MAYOR TO ANNOUNCE THE APPOINTMENT OF A CHAPLAIN
- 11 MAYOR TO ANNOUNCE THE APPOINTMENT OF THE MAYOR'S CADET
- 12 VOTE OF THANKS TO RETIRING MAYOR
- 13 RESPONSE FROM THE RETIRING MAYOR
- 14 VOTE OF THANKS TO RETIRING SHERIFF
- 15 RESPONSE FROM THE RETIRING SHERIFF
- 16 THE MAYOR TO PRESENT BADGES OF OFFICE TO THE MAYORESS, DEPUTY MAYOR'S CONSORT, AND SHERIFF'S LADY
- 17 THE MAYOR TO PRESENT REPLICAS OF BADGES OF OFFICE TO THE RETIRING MAYOR AND MAYOR'S CONSORT
- 18 THE MAYOR TO PRESENT REPLICAS OF BADGES OF OFFICE TO THE RETIRING SHERIFF AND SHERIFF'S LADY
- 19 APPOINTMENT OF LEADER
- 20 APPOINTMENT OF DEPUTY LEADER
- 21 APPOINTMENT OF COMMITTEES
To confirm the Constitution of Committees for 2015/2016 including respective Chairmen and Vice Chairmen, as per **Appendix 1**, attached.
- 22 MEMBERS' DECLARATIONS OF ACCEPTANCE OF OFFICE
To grant extension of time for completion of members' declarations of acceptance of office (if required).
- 23 MAYOR TO CLOSE THE MEETING

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At the end of the meeting, all guests are requested to remain in the Guildhall until the Mace-Bearer announces that the Mayor is ready to receive guests in the Guildroom

Lichfield City Council
Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield,
on Monday 20 April 2015 at 6.30 pm

PRESENT: Councillor Mrs N Bacon (Mayor), and Councillors Mrs J Allsopp, R Awty, B Bacon, Mrs M Bland, Mrs G Boyle, J Brooks, B Cocksey, B Diggle, Mrs V Diggle, D Dundas, Mrs J Eagland, T Finn, C Greatorex, Mrs J Greaves, P Hitchman, I Jackson, Mrs S James, D Smedley, A Smith, M Taylor, A Thompson and M Warfield.

APOLOGIES: Councillor I Eadie, Mrs S Strachan and T Thomas.

104 MAYOR'S ANNOUNCEMENTS

The Mayor thanked all members for their support in her year of office. She thanked those councillors who were not standing for re-election (Councillors Bayliss, Diggle, Mrs Diggle, Finn, Mrs Strachan and Thomas) for their past service to the Council, and gave special thanks to Councillor Finn, current council Leader, and former Mayor and Sheriff, for his exemplary service over the past 27 years. She offered her best wishes to all candidates standing in the elections, and invited all present to join her for refreshments in the Parlour after the meeting.

105 DECLARATIONS OF INTEREST

None.

106 COUNCIL MINUTES

RESOLVED: *That the Minutes of the City Council meeting held on 9 March 2015 (91-103) be confirmed and signed as a correct record.*

107 PLANNING APPLICATIONS COMMITTEE

RESOLVED: *That the Minutes of the Planning Applications Committee meetings held on 18 February and 12 March 2015 be received.*

108 INTERNAL CONTROL WORKING PARTY

RESOLVED: *1. That the Minutes and recommendations of the Internal Control Working Party meeting held on 24 March 2015, be approved.*

2. That the Report and recommendations of the Internal Auditor for the year ending 31 March 2015, as circulated with the agenda, be adopted.

109 JOHNSON BIRTHPLACE ADVISORY COMMITTEE

RESOLVED: *That the Minutes and recommendations of the Johnson Birthplace Advisory Committee Meeting held on 26 March 2015 be adopted, including:*

a.) the Museum Forward Plan 2015-18, and

b.) the Museum Policy documents as contained in Appendices 1-5 of the Minutes, namely:

1. the Environmental Policy Statement;

2. the Access Policy Statement;

3. the Collections Documentation Policy;

4. the Collections Care and Conservation Policy; and

5. the Collections Development Policy.

110 NAMING AND CONSTITUTION OF COMMITTEES

RESOLVED: *To adopt the renaming and modifications as outlined in the agenda, to take effect from the Annual Meeting of Council on 18 May 2015.*

111 OFFICERS' REPORT

RESOLVED: *That the Report as contained in Agenda Appendix 3, be received and that officers be commended for their thorough and informative report.*

112 LICHFIELD ARTS – LICENCE TO OCCUPY ROOMS AT DONEGAL HOUSE

RESOLVED: *That the Council grants a Licence to Lichfield Arts for use of rooms in Donegal House as outlined in this report at a charge of £3,500 p.a. and on similar terms to those applying to Lichfield Festival.*

113 MARKET SQUARE MISCELLANEOUS CHARGES

It was noted that these charges had last been reviewed in January 2004.

RESOLVED: *That there be no change to the 2004 charges as listed in items ii), iii), iv) and v) of the agenda report, but that item i) be amended to "a charge of £120 per day for use of up to half the Market Square for private/commercial stalls selling or promoting, with proportionate increases if more than half the Square is used."*

114 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed as listed for the period 1 February 2015 to 28 February 2015 in the sum of £76,630.88 General Account, and £679.72 Imprest Account.*

115 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: *That in accordance with Section 19(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business next to be transacted, the press and public be excluded from the meeting.*

116 INSURANCE RENEWAL

The Clerk reported that following obtaining competitive quotations the Council's Insurance with Zurich would be renewed on a 3-year tie-in from May 2015, the price being both the lowest of those obtained and a reduction on the current premium paid.

RESOLVED: *That the report be noted.*

117 STAFFING COMMITTEE

The Minutes of the Staffing Committee meeting held on 27 March 2015, were received and it was

RESOLVED:

- 1. That Mr Christopher Moulton be appointed to the position of Town Clerk in accordance with the agreed Terms and Conditions commencing initially on 27 July 2015 as Town Clerk designate and assuming full responsibilities following Mr Young's last working day on 13 August 2015.*
- 2. That the services of Walden Consultants Ltd (or other appropriate consultant) be retained to support the Council in preparing and undertaking the Employee Development Scheme set out in the agreed Terms and Conditions.*

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

MAYOR

For Council: 18 May 2015 APPENDIX 1

- a) **Planning Committee**
All members of Council
Chairman: Councillor Mrs S James Vice Chairman: Councillor B Cocksey
- b) **Audit Committee (6 members)**
5 Majority Group – Councillors: Mrs N Bacon, D Leytham, B McMullan, D Smedley, C Spruce
1 Minority Groups – Councillor J Brooks
Chairman: Councillor D Smedley Vice Chairman: Councillor Mrs N Bacon
- b) **Grants Advisory Committee (9 members)**
8 Majority Group – Councillors: R Awty, B Bacon, Mrs N Bacon, Mrs D Baker, Mrs J Greaves, B McMullan, M Warfield, R Yardley
1 Minority Groups – Councillor Mrs M Bland
Chairman: Councillor Mrs N Bacon Vice Chairman: Councillor R Yardley
- d) **Johnson Birthplace Advisory Committee (6 Council members + 1 representative member)**
5 Majority Group – Councillors: R Awty, G Boyle, C Spruce, A Thompson, R Yardley
1 Minority Groups – Councillor J Brooks
1 Johnson Society (appointed by Society)
Chairman: Councillor R Awty Vice Chairman: Councillor A Thompson
- e) **Neighbourhood Plan Committee (12 members)**
10 Majority Group – Councillors: Mrs J Allsopp, Mrs D Baker, B Cocksey, D Dundas, I Eadie, D Leytham, J Marks, A Thomsson, M Thompson, M Warfield
2 Minority Groups – Councillors: Mrs M Bland and J Brooks
Chairman: Councillor A Thompson Vice Chairman: Councillor D Leytham
- f) **Staffing Committee (8 members)**
7 Majority Group – Councillors: B Bacon, Mrs N Bacon, B Cocksey, Mrs S James, T Matthews, D Smedley, A Thompson
1 Minority Groups – Councillor J Brooks
Chairman: Councillor D Smedley Vice Chairman: Councillor Mrs N Bacon
- g) **Tenders Committee (5 members)**
Mayor, Deputy Mayor, Council Leader, Deputy Leader, plus 1 Minority Group (Cllr Mrs M Bland)
Chairman: Leader of Council Vice Chairman: Deputy Leader of Council
- h) **Twinning Grants and Youth Grants Award Panel (3 members)**
Leader of Council, Deputy Leader, plus 1 Minority Group (Cllr Mrs M Bland)
- i) **Complaints Panel (4 members)**
Councillors: B Bacon, Mrs N Bacon, Mrs D Baker, J Marks

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