

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Wednesday 22 June 2016 at 6.30 pm

PRESENT: Councillors Mrs S James (Mayor) Mrs J Allsopp, R Awty, B Bacon, Mrs N Bacon, Mrs G Boyle, J Brooks, B Cocksey, D Dundas, C Greatorex, P Hitchman, D Leytham, Miss J Marks, T Matthews, B McMullan, P Ray, D Smedley, C Spruce, M Thompson, Mrs L Warfield, M Warfield and R Yardley.

APOLOGIES: Councillors Mrs D Baker, I Eadie, Mrs J Eagland, Mrs J Greaves, A Smith, and A Thompson.

15 MAYOR'S ANNOUNCEMENTS

The Mayor reported on a number of civic and other engagements attended; including the Annual Meeting of Lichfield City Council held on 16 May 2016, the Annual Town Meeting held on 26 May 2016, and the Soroptimist's Dinner of Friday 10 June.

16 DECLARATIONS OF INTEREST

None.

17 COUNCIL MINUTES

RESOLVED: *That the Minutes of the Annual Council Meeting held on 16 May 2016 be confirmed and signed as a correct record.*

18 MATTERS ARISING ON COUNCIL MINUTES

Councillor C Spruce requested an update on the second floor offices at Donegal House that were due to be offered for let (Minute 122). The Town Clerk reported that the offices were advertised for the first time in the current issue of the Lichfield Mercury and that one viewing had taken place to date.

19 PLANNING COMMITTEE

RESOLVED: *That the Minutes of the Planning Committee meetings held on 7 April, 28 April and 19 May 2016 be received.*

20 AUDIT COMMITTEE

RESOLVED: *That the Minutes of the Audit Committee meeting held on 10 June 2016 be adopted and that:*

- 1** *The Out-Turn Statement 2015/16 be received.*
- 2** *The underspend on the capital works to the Market Square of £25,000 be carried forward to 2016/17 and added to the budget as programmed works on-going.*
- 3** *The underspend on the election expenses estimated at £25,000 be added to general reserves.*
- 4** *The Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £9,859 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 2015/16 financial year.*
- 5** *In respect of the External Auditor Annual Return for the year ending 31 March 2016:*

- 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.***

21 NEIGHBOURHOOD PLAN COMMITTEE

RESOLVED: That the Minutes and recommendations of the Neighbourhood Plan Committee meeting held on 18 May 2016 be adopted.

22 MARKET CHARTERS

The Council considered the Town Clerk's agenda report outlining the background to holding markets on the Market Square, which had been granted to the City by reigning monarchs over hundreds of years; and that these rights often included other areas, not just the Square. The first Charter was granted by King Stephen in 1153 and since then, over the centuries, many Royal Charters have granted rights to the City; each changing the rights previously granted. Members noted that any area covered by a Charter was unaffected by the provisions of the recently introduced Street Trading policy; but despite established use it would be necessary for the City Council to obtain definitive proof of the Charter rights for the Market Square on all days where a Market was held.

RESOLVED: That the Town Clerk be asked to carry out research, if necessary including the engagement of appropriate external assistance with fees to be agreed, to identify definitive proof of Charters which have a continued relevance to trading on the Market Square and surrounding areas.

23 MINSTER POOL WALK HIRE CHARGES

The Council considered the Town Clerk's agenda report explaining that a return to not levying a charge for the use of Minster Pool Walk may once again encourage its use as a financially viable proposition for anyone wishing to host craft fayres or similar events, the presence of which would add to the vibrancy of the city centre in this attractive setting.

RESOLVED: That the Minster Pool Walk hire charges be discontinued with immediate effect.

24 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED: That the representatives as detailed in Appendix 3 be appointed as representatives of the City Council on the bodies indicated.

25 ANNUAL TOWN MEETING

RESOLVED: That the Minutes of the Annual Town Meeting held on 26 May 2016 be noted.

26 OFFICERS' REPORT

Councillor C Greatorex commended officers for a thorough and informative report, noting in particular Queen's 90th birthday celebration event, St George's Court, the Annual Town Meeting and the 15th anniversary of the Lichfield Farmers' Market. Councillor R Awty emphasised the continuing high attendance levels at the Samuel Johnson Birthplace Museum, and the Council as a whole commended the Museums and Heritage Officer, Joanne Wilson on achieving Associateship of the Museums Association (AMA) following a five year study period.

RESOLVED: *That the report be noted.*

27 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed as listed for the period 1 March 2016 to 31 March 2016 in the sum of £95,015.21 General Account, and £2,598.70 Imprest Account.*

28 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: *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 press and public be excluded from the meeting.*

29 COMPUTER SERVER

The Council considered the Town Clerk's confidential report relating to the City Council's computer server.

RESOLVED: *That the Town Clerk make arrangements with the City Council's IT contractor, MT Services Ltd, to install a replacement computer Server and associated software; and carry out all necessary migration and configuration in line with the detailed written proposal received from the company.*

30 GUILDHALL RENOVATION 2016/17

The Council considered the Town Clerk's confidential report relating to the renovation of the Guildhall.

RESOLVED: *That Standing Orders be waived to allow the refurbishment of the Ladies and Gentleman's toilets at the Guildhall, together with the cleaning and stone work repair to the front elevation of the Guildhall, to be carried out by the contractors submitting the lowest quotations.*

31 GUILDHALL FACILITIES AND STORAGE

The Council considered the Town Clerk's confidential report relating to proposals to improve storage facilities at the Guildhall.

RESOLVED: *That the recommendations contained in the report be implemented.*

**THERE BEING NO FURTHER BUSINESS
THE MAYOR DECLARED THE MEETING CLOSED AT 7.08 PM**

MAYOR