

# Lichfield City Council

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

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Town Clerk: **Anthony D. Briggs** BA (Hons), CiLCA

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20 January 2025

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield on **Monday, 27 January 2025** at **6.30 pm** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Town Clerk.

Yours sincerely

Tony Briggs  
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 AND REQUESTS FOR DISPENSATION**
- 4. COUNCIL MINUTES**  
To confirm as a correct record the Minutes of the Council Meeting held on 16 December 2024 (Nos. 54 - 73) (**copy ATTACHED**).
- 5. MATTERS ARISING ON COUNCIL MINUTES**
- 6. PLANNING COMMITTEE (DELEGATED AUTHORITY)**  
The Chair of the Planning Committee to move that comments submitted to Lichfield District Council for the period 6 December 2024 to 16 January 2025 and made in the name of LCC via delegated authority, be received (**copies previously circulated**).
- 7. TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2)**

***THE MEETING TO ADJOURN FOR PUBLIC FORUM***

## 8. FINANCIAL PROGRESS REPORT 1 APRIL TO 30 NOVEMBER 2024

This report (**APPENDIX 1**, attached) contains the financial progress for the period 1 April 2024 to 30 November 2024. It summarises the income and expenditure against budget for the service areas in the first eight months of the financial year. The report shows:

Column 1 – The actual income/expenditure to 30 November 2024 (66% of full year)

Column 2 – The forecast of expenditure for the remaining three months

Column 3 – The current anticipated total spend for the year (Column 1 + 2)

Column 4 – The Budget for 2024/25

Column 5 – The anticipated variance

Column 6 – Explanatory note reference number

**RECOMMENDED: That the eight-month Financial Progress Report be noted.**

## 9. FEES AND CHARGES 2025/26 - MARKETS

The Town Clerk has prepared a draft budget based on increases following the Market Working Group's recommendation of a 5% increase in pitch fees at its November meeting. The associated service charge is considered by the MWG at regular intervals, with recommendations for change being brought before council as needed.

The current fees are detailed at **APPENDIX 2** (attached) with figures reflecting the MWG's recommended increases for 2025/26 provided in bracketed red text.

**RECOMMENDED: Council to confirm market pitch fees, associated charges and Market Square/Pool Walk hire fees to apply for 2025/26 as provided in red text at APPENDIX 2.**

## 10. BUDGET ESTIMATES 2025/2026

### 2025/26 Revenue Budget – Pressures

- Inflation linked Grounds Maintenance contract with LDC
- Salary pressures - nationally agreed 2025/26 award to be confirmed, plus the Council decision (December 2023) to pay staff at least SCP5
- General inflationary pressure across all budget heads
- Changes to employer National Insurance rates and thresholds
- Separate reserve for 2027 elections; the 'Elections Reserve' is built up over the years between elections, accounting for a total of approximately 7% of precept currently.
- Stowe By-Election – February 2025, likely to be invoiced during 2025/26
- 2026 Twinning Event – falling due following the hosting of similar events by the City's twin towns. Separate reserve to cover anticipated event costs (representing 3% of precept approx. in total)
- Increase in Grants budgets as recommended by the Grants Advisory Committee and adopted by Council
- Revenue funded measures at the Birthplace Museum as recommended by JBAC and adopted by Council in December 2024.

### 2025/26 Budget Setting

In compliance with Financial Regulation 2.1, draft estimates for 2025/26 have been prepared with accompanying notes (**APPENDIX 3**, attached). This draft is based on the assumptions above and reflects a Band D precept increase of £3.32 per year - £73.76 to £77.08.

The budget also allows the continuation of the programme of repair and renewal; further information on this element of the budget is provided in the next agenda item. Capital projects are funded from the Capital Reserve.

**RECOMMENDED: That Council approve the Budget Estimates and Report for the 2025/26 financial year totalling £1,025,345; and that the precept for 2025/26 be set at £998,698.**

**11. REPAIR, RENOVATION AND SPECIFIC PROJECT PROGRAMME 2025/26**

The Council's draft budget for 2025/26 includes an amount of £34,000 to continue a programme of capital works. These items are *funded from the City Council's capital reserve* rather than core revenue budgets. The proposals are detailed in the information report (**APPENDIX 4**) attached.

**RECOMMENDED:** *That the Report be noted.*

**12. OFFICERS' REPORT**

To receive the Officers' Report, **APPENDIX 5** attached.

**RECOMMENDED:** *That the Report be noted.*

**13. SUBSIDY REVIEW – LICHFIELD ARTS AND LICHFIELD FESTIVAL**

Further to Minute 99 of the Council's meeting of 28 January 2019, the arrangements between the Council, Lichfield Arts and Lichfield Festival are to be reviewed annually by the City Council. These arrangements are currently as follows:

- a) *That the current charges levied upon the bodies separately and associated with their licences to occupy rooms in Donegal House are appropriate.*
- b) *The charge for the Ashmole Room when used as a 'green room' by Lichfield Arts is £35 per occasion, Lichfield Arts to be responsible for cleaning the room thereafter.*
- c) *Annual review.*

In regard to point (a), at its meeting of 3 December 2018 the City Council considered the charges levied to both Lichfield Arts and Lichfield Festival for their occupation of rooms in Donegal House and compared them to open market valuations for the rooms as provided by a local commercial letting agent. The report demonstrated that the level of subsidy provided by the City Council was in the region of 60% for both bodies. Given the charitable nature of both bodies and their impact on the City, this was resolved by the Council as being appropriate.

When reviewed at the January 2024 meeting of council, it was agreed that an inflationary increase of 3.9% *would be applied* to the charges associated with the licences to occupy for the 24/25 financial year.

Council is asked *whether or not* it wishes to apply an inflationary increase for 2025/26; the most recent CPI inflation figure available at the time of preparing this report being 2.5%. This translates to an increase of £52.53 per annum for Lichfield Festival and £90.13 per annum for Lichfield Arts.

**RECOMMENDED:**

1. **The City Council confirms its view that:**
  - a) *The current general arrangements associated with the separate licences to occupy Donegal House remain appropriate.*
  - b) *Arrangements in regard to the hire of the Ashmole Room also remain appropriate.*
2. **The City Council to confirm *whether or not* it wishes an inflationary increase to be applied to the prevailing licence charges for 2025/26, and the percentage of any such increase.**
3. **In compliance with point (c), the City Council reconsiders this matter at its January 2026 meeting.**

## 14. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 6**) for the periods:

- 1 October 2024 to 31 October 2024 in the sum of £121,274.80 General Account, and £560.81 Imprest Account
- 1 November 2024 to 30 November 2024 in the sum of £151,816.52 General Account, and £429.19 Imprest Account.

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### **PUBLIC ATTENDANCE** **AT CITY COUNCIL MEETINGS**

*It would be helpful if those wishing to attend could advise the Council of their intention prior to the meeting. This can be done by telephoning 01543 250011 or emailing [enquiries@lichfield.gov.uk](mailto:enquiries@lichfield.gov.uk).*

### **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, at Donegal House, Bore Street.*

## Lichfield City Council

### Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 16 December 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, M Field, A Fox, C Greatorex, R Harvey-Coggins, A Hughes, P Knight, J Marshall, P McDermott, C Pinder-Smith, A Rushton, J Smith, B Watkins and R Yardley.

**APOLOGIES:** Councillors K Farrelly, A Lax, P Ray, D Robertson, E Strain and M Warfield.

#### 54. MAYOR'S ANNOUNCEMENTS

The Mayor detailed functions that he had attended, including Remembrance Sunday, the Christmas Illuminations Switch On event and the Mayor and Chair of Lichfield District Councils' joint Carol service.

#### 55. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor J Blackman declared an interest under Appendix B of the City Council's Code of Conduct in relation to agenda item 8 (minute 59) Climate Change and Biodiversity Committee.

Councillor J Christie declared an interest under Appendix B of the City Council's Code of Conduct in relation to agenda item 15 (minute 66) Lichfield District Allotment Society.

Councillor J Smith declared an interest under Appendix B of the City Council's Code of Conduct in relation to agenda item 17 (minute 68) LGA Model Code of Conduct for Members.

#### 56. COUNCIL MINUTES

**RESOLVED:** *That the Minutes of the Council meeting held on 1 October 2024 (Nos 40-53) be confirmed and signed as a correct record.*

#### 57. MATTERS ARISING

None.

#### 58. PLANNING COMMITTEE (DELEGATED AUTHORITY)

**RESOLVED:** *That comments submitted to Lichfield District Council for the period 27 September 2024 to 5 December 2024 and made in the name of LCC via delegated authority, be received.*

#### 59. CLIMATE CHANGE AND BIODIVERSITY COMMITTEE

Councillor J Blackman drew members attention to the feasibility study regarding the installation of solar panels on the roof of the Guildhall and also the importance of having a habitat plan.

**RESOLVED:** *That the minutes of the Climate Change and Biodiversity meeting held on 23 October 2024, be adopted.*

#### 60. JOHNSON BIRTHPLACE ADVISORY COMMITTEE

Members considered the minutes and recommendations of the Johnson Birthplace Advisory Committee. Councillor A Hughes commended the work and enterprise of the Museums and Heritage Officer. Councillor C Greatorex suggested that the Birthplace Museum and the Guildhall be marketed together, highlighting the availability of rooms for hire in the Guildhall.

**RESOLVED:** *That the Minutes and recommendations of the Johnson Birthplace Advisory Committee meeting held on 5 November 2024 be adopted.*

**61. GRANTS ADVISORY COMMITTEE**

Members considered the minutes and recommendations of the Grants Advisory Committee. Councillor C Ball highlighted the request that the general revenue grant funding (currently £32,000) be increased to £50,000 for 2025/26, this sum to include the previously separate funding for the 'Summer Grants' programme of £5,000. Councillor C Ball also reminded members that the closing date for grant applications was the 20 January 2025.

***RESOLVED: That the Minutes and recommendations of the Grants Advisory Committee meeting held on 11 November 2024 be adopted.***

**62. MARKETS WORKING GROUP**

Members considered the minutes and recommendations of the Markets Working Group. Councillor R Bragger commented that a meeting is being scheduled with the organisers of the Food Festival to discuss recent issues. He also drew Members attention to minute 73 clarifying that, as previously agreed by Council, the Lichfield Chamber of Trade would continue to have free use of the Market Square for their Christmas event but not the proposed summer event in June which would be charged at the prevailing hire rate.

***RESOLVED That the minutes and recommendations of the Markets Working Group meeting held on 14 November 2024 be adopted.***

**63. AUDIT COMMITTEE**

Members considered the minutes and recommendations of the Audit Committee. Councillor C Greatorex suggested that property management of the Council's buildings be documented separately on the Strategic Risk Register. The Town Clerk confirmed that this would be discussed at the next meeting of the Audit Committee.

***RESOLVED: That the minutes and recommendations of the Audit Committee meeting held on 4 December 2024 be adopted.***

**64. RESIGNATION – COUNCILLOR S HOLLINGSWORTH (STOWE WARD)**

Councillor P McDermott commented that as Leader of the Liberal Democrats he had reluctantly accepted Councillor S Hollingsworth resignation. Councillor R Harvey-Coggins added that Councillor Hollingsworth would be missed and commended him for his service to the City Council, noting that his position on the Audit, Staffing and Johnson Birthplace Advisory Committees would be reappointed after the forthcoming By-Election.

***RESOLVED:***

- a) That the resignation of Councillor S Hollingsworth be noted.***
- b) That the Council reappoints to the vacant positions after the elections on 13 February 2025.***

**65. FINANCIAL PROGRESS REPORT- 1 APRIL TO 30 SEPTEMBER 2024**

Members noted the Financial Progress report for the period 1 April to 30 September 2024. Councillor C Greatorex queried the term 'Agency' on the report. The Town Clerk confirmed that this referred to the funds from Staffordshire County Council for grass verge cutting.

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

**66. LICHFIELD DISTRICT ALLOTMENTS SOCIETY - PETITION FOR ADDITIONAL ALLOTMENT LAND**

Members considered the Town Clerks report at Agenda **APPENDIX 7**. Councillor R Harvey-Coggins noted that whilst it is encouraging there is a demand for allotments, the City Council does not have any additional land which could be used for this purpose. Councillor C Greatorex commended the Town Clerk for such a comprehensive report detailing the four broad options.

**RESOLVED:**

- a) *That Lichfield City Council work closely with Lichfield District Council to raise the profile, through the Local Plan, of the need for further allotments in the City and across the wider district.*
- b) *That if Lichfield District Council are in agreement , Lichfield District Allotment Society be consulted at each stage of the process.*
- c) *That further work be undertaken by Lichfield City Council to determine the likely cost of acquiring land and the infrastructure required etc.*

**67. REMOTE ATTENDANCE/PROXY VOTING CONSULTATION**

Members considered the Town Clerk's report at Agenda **APPENDIX 8**. Several members spoke on this matter noting that the legislation for the provision of remote meetings, established during COVID, had now lapsed, and commented on the need to modernise and make Council meetings more accessible. However, Councillors D Baker and C Greatorex stated that whilst they welcomed hybrid meetings for sub-Committees they felt full Council should be held in person and did not approve of proxy voting.

On being put to the vote the motion was CARRIED.

Councillors D Baker and J Smith voted against the motion.

Councillors J Eagland, C Greatorex and R Yardley abstained from the vote.

**RESOLVED:** *That the Council give delegated authority to the Town Clerk to submit a response to the consultation on remote attendance/proxy voting as detailed at Agenda Appendix 8.*

**68. LGA MODEL CODE OF CONDUCT FOR MEMBERS**

Members considered the Town Clerks report at Agenda **APPENDIX 9** noting that the new model code significantly expands upon the existing code and aligns with both the District and County Councils' Code of Conduct.

**RESOLVED:** *That the LGA Model Code of Conduct be adopted and replace the current Code of Conduct in place at LCC since 2012, and to align LCC'S Code of Conduct with that of Lichfield District Council and Staffordshire Council.*

**69. LCC MARKETS – ADDITIONAL CHRISTMAS DATES/VEGAN MARKET**

Councillor R Bragger noted how successful the markets currently are and welcomed the need for additional markets.

**RESOLVED:** *That utilising its powers under the Food Act Part III, The City Council creates markets to take place on:*

- a) *Sunday 22 December and Monday 23 December 2024 - to facilitate additional Christmas Markets as requested by Traders.*
- b) *The third Sunday of any given month - to facilitate the usual dates for the Vegan Market for 2025 and beyond.*
- c) *14 September 2025 and 14 December 2025 - to facilitate the variation in Vegan Market dates for 2025.*

**70. OFFICERS' REPORT**

Councillor R Harvey-Coggins thanked all Officers for an informative report. Councillor A Hughes thanked the Mayor and Civic Officer for facilitating the joint Carol service with LDC and LCC and commended the Deputy Town Clerk and Councillor C Ball for their presentation at the recent Support Staffordshire forum. Councillor C Greatorex welcomed the changes in the Christmas Illuminations event and joint Carol service, noting that such alterations showed that the Council was forward thinking.

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

**71. PAYMENT OF ACCOUNTS**

***RESOLVED: That payment of accounts as detailed at Agenda Appendix 11 be approved and confirmed for the periods:***

- ***1 August 2024 to 31 August 2024 in the sum of £94,904.32 General Account, and £1,793.70 Imprest Account.***
- ***1 September 2024 to 30 September 2024 in the sum of £96,650.09 General Account, and £636.47 Imprest Account.***

**72. 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.***

**73. STAFFING COMMITTEE**

Members considered the minutes of the Staffing Committee meeting held on 7 November 2024, including the recommendation to council that the post of 'Responsible Financial Officer' be created together with the draft Job Description and Person Specification, plus the recommendation that the role is not recruited to at this time pending potential/known changes to staff provision.

***RESOLVED That the minutes and recommendations of the meeting of the Staffing Committee held on 7 November 2024 (Agenda Appendix 12) be adopted.***

**THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.25PM**

**MAYOR**



## For Council: 27 JANUARY 2025 APPENDIX 1

### FINANCIAL SUMMARY REPORT - 1 APRIL to 30 NOVEMBER 2024

This report contains the financial progress for the period 1 April 2024 to 30 November 2024 and summarises the income and expenditure against budget in the first eight months (66%) of the financial year and the year-end projected outturn. The report shows:

Column 1 – The actual income/expenditure to 30 November 2024

Column 2 – The forecast of expenditure for the remaining four months

Column 3 – The current anticipated total spend for the year (Column 1 + 2)

Column 4 – The budget for 2024/25

Column 5 – The anticipated variance from budget

Column 6 – Explanatory note reference (*notes overleaf*)

- Actual/Forecast/Total/Budget column figures in red represent income.
- 'Variance' column figures in red represent variance worse than budget.

<u>Net Expenditure</u>	£	£	£	£	£	
<b>SERVICE AREAS</b>	<b>ACTUAL 8 MONTHS TO 30 NOVEMBER</b>	<b>FORECAST FOR REMAINING 4 MONTHS TO 31 MARCH</b>	<b>TOTAL FOR YEAR (Col. 1 + 2)</b>	<b>BUDGET FOR YEAR</b>	<b>VARIANCE</b>	<b>NOTES</b>
Parks and Footpaths	190,395	82,869	273,264	265,053	8,211	1
Guildhall	78,951	64,564	143,515	153,425	9,910	2
Community Centres	8,495	6,706	15,201	14,335	866	
Markets	-5,465	5,612	147	2,948	2,801	3
Civic	63,118	36,324	99,442	101,307	1,865	4
Grant Aid/Partnerships	55,045	4,809	59,854	54,755	5,099	5
Arts/Tourism/Twinning	44,749	47,328	92,077	85,971	6,106	6
Johnson Birthplace Museum	109,306	58,506	167,812	159,544	8,268	7
Democratic Services	96,427	59,774	156,201	153,566	2,635	
Investment Interest	-22,593	-49,427	-72,020	-55,110	16,910	8
Loan Charges	0	0	0	0	0	
Agency	-18,653	6,391	-12,262	-3,944	8,318	9
<b>TOTAL SERVICE COST</b>	<b>£599,775</b>	<b>£323,456</b>	<b>£923,231</b>	<b>£931,850</b>	<b>£8,619</b>	<b>10</b>
Repairs and Renewals	59,505	44,480	103,985	103,749	236	
Community Infrastructure Levy (CIL)	-30,269	41,357	11,088	-5,364	16,452	11
<b>TOTALS</b>	<b>£629,011</b>	<b>£409,293</b>	<b>£1,038,304</b>	<b>£1,030,235</b>	<b>£8,069</b>	<b>12</b>

## **Explanatory Notes**

- Note 1: Includes a reduction in pathway lighting energy costs **£3,990**. Additional allotment, churchyard and other site maintenance £7,065.
- Note 2: Includes a reduction in energy cost per Kwh - Electricity 45%, Gas 68% **£18,030**. Additional lettings income, **£4,014**, repairs to Guildhall lift £5,856, additional event security, Marriage Licence renewal and other minor matters £5,715.
- Note 3: Includes a reduction in electricity costs and business rates **£3,470**.
- Note 4: Includes a reduction in Mayors Banquet costs, no LCC funded Sheriffs Ride Banquet **£719** and unspent elements of Mayor/Sheriff Allowances **£2,270**
- Note 5: Additional grants funded via summer holiday projects, funded from earmarked reserves £4,756
- Note 6: Additional costs associated with Christmas Lights £5,496
- Note 7: Additional costs in relation to asbestos removal, fire door replacement, security barriers as requested by insurers during asbestos removal, £4,482, additional restoration £2,236.
- Note 8: Forecast interest income higher than budget totalling **£16,910**. Rates on LCC accounts have not reduced as quickly as anticipated following Bank of England rate cuts, also resulting in a higher forecast income from the reinvestment of council monies at fixed rate in January 2025.
- Note 9: Additional sum received against budget **£8,399**.
- Note 10: 0.9% underspend forecast across service heads**  
This includes:
- Additional employee costs relating primarily to an increase in Premises Attendant hours (covering Guildhall maintenance, social media etc) and work relating to Martyn's Law £4,180
  - Increase in IT support/new computers and upgrades, notably resulting from Windows 10 end of life in 2025 £5,425
  - Local Government pay settlement of £1,290 FTE salary increase up to Spinal Column Point (SCP) 43 and 2.5% for SCPs 44 to 62.
- Note 11: Based on CIL received with anticipated spend that follows recommendations from the Grants Advisory Committee and subsequent adoption by Council. Initial budgets are set based upon known allocations at the time and are therefore liable to significant change throughout the year as further allocations are made by Council, CIL projects are completed, or less/more CIL is received than forecast.
- Note 12: Overall 0.8% overspend including R&R and CIL allocations. CIL is recorded separately in line with audit requirements and repairs and renewals spend funded from earmarked reserves.

**RECOMMENDED: That the eight-month Financial Summary Report be noted.**

## For Council: 27 January 2025 APPENDIX 2

### General Market Fees 2024/25 and MWG recommended increases for 2025/26

#### 1. Market Square Rents/Pitch Fees – General Markets

Market	Pitch Fee 10' x 10' (£)	Service Charge inc VAT (£)	Total Charge (£)
Tuesday	20.00 (21.00)	2.00	22.00 (23.00)
Friday	20.00 (21.00)	5.00	25.00 (26.00)
Saturday	20.00 (21.00)	5.00	25.00 (26.00)
Casual Traders - Tuesday	21.90 (23.00)	2.00	23.90 (25.00)
Casual Traders - Friday	21.90 (23.00)	5.00	26.90 (28.00)
Casual Traders - Saturday	21.90 (23.00)	5.00	26.90 (28.00)

*Additional Charges: **Electricity** (per appliance): £3.93 (inc VAT). Large events are charged based on usage. **Parking**: £2.50*

#### 2. Market Square – Commercial Hire

Type of Hire	Cost (£)
Private/commercial whole square (plus £500 per day surety)	231.00 (242.55)
Private/commercial half square (plus £250.00 per day surety)	173.25 (181.91)
Private/Commercial promoting public services	63.25 (66.41)
Voluntary/charitable organisations for fundraising events	11.55 (12.13)
Large Commercial Event (plus £500/day surety)	462.00 (497.83)
Private/Commercial daily pitch fee per Vehicle	28.88 (30.32)

*Additional charge of £20 per stall when part or all of the square is sub-let by hirer to more than two stallholders (the first two sub-lets being included in the relevant commercial hire rate set out above).*

#### 3. Pool Walk – Commercial Hire (based on approved layout)

Type of Hire	Cost (£)
Hire of the whole open space per 10'x10' (or approximate equivalent) pitch, <u>subject to a minimum of £100.00</u>	11.55 (12.13)
Hire of an individual 10'x10' (or approximate equivalent) pitch within the open space - Commercial	17.33 (18.20)
Hire of an individual 10'x10' (or approximate equivalent) pitch within the open space - Charities	11.55 (12.13)

#### 4. Gazebo Hire

Type of Hire	Cost (£)
Gazebo and Weights - Rent per occasion	5.00
Surety deposit – must be a cheque which will be held and only cashed if the gazebo is found to be damaged beyond reasonable wear and tear	250.00
Purchase price of Gazebo	As per invoice inc VAT

## **LICHFIELD CITY COUNCIL DRAFT BUDGET 2025/26**

The budget report is based on Council Tax level of £77.08 (for an average Band D property), an increase of £3.32p per year. The report shows:

- Actual net expenditure 2023/24 (last year)
- Original budget for 2024/25 (current year)
- Year-end estimate for 2024/25
- Draft budget estimates 2025/26
- Balances and reserves for 2023/24, 2024/25 and 2025/26
- The Council Tax analysis for the three years

Following the report there is a detailed draft budget analysis to provide further background to members on the headline figures supplied.

**Note 1:** *Includes increase in grant funding to general outside bodies, churchyards and 'school holiday activities' as recommended by the Grants Committee and subsequently adopted by council*

**Note 2:** *Includes anticipated additional costs of switch-on event following security review and feedback from 2024 event. The Deputy Town Clerk is preparing a report to Council with further detail.*

**Note 3:** *Includes revenue funded projects as adopted by council following JBAC recommendation.*

**Note 4:** *Includes increased employee costs following review of staff work areas.*

**Note 5:** *Slightly lower interest rate payable for 2025 fixed term Treasury Account.*

**Note 6:** *Receipts from SCC for highway verge cutting, only basic anticipated payment is included in budget, further payments may follow for additional cuts if SCC decide they wish to progress these.*

**Note 7:** *Total Cost of **£36,493** To be funded from the **CAPITAL reserve** - the draft Repairs and Renewals programme is detailed at **APPENDIX 5**. Reduced employee costs allocation to reflect reduced programme*

**Note 8:** *Based on known allocation/spend; subject to variation dependent upon CIL requests received, amounts awarded, and timescales for CIL funded projects.*

**Note 9:** *Summarised in table below:*

<b>Total to/(from) Earmarked Reserves</b>	
- Contribution <i>from</i> Repairs and Renewals Capital Earmarked Reserve	<b>£36,493</b>
- Contribution to CIL Reserve	<b>£9,846</b>
Total Contribution <i>from</i> Reserves	<b>£26,647</b>

**Note 10:** *A report to Audit Committee is being prepared to discuss the opportunities for replenishing this reserve in the coming years.*

**General Notes:**

*Draft budget includes increases for Guildhall lettings and Market pitch fees (excluding Service Charge) as detailed separately on the agenda. General inflationary increase also included where applicable.*

*Draft budget includes a 2.8% provision for 2025/26 pay award (subject to national agreement), a provision for the possible recruitment to the RFO post as created by Council in December 2024, a 1% reduction in the Local Government Pension Scheme employers contribution, plus nationally implemented increase in Employer NI contributions.*

**RECOMMENDED:** *That Council approve the Budget Estimates and Report for the 2025/26 financial year totalling **£1,025,345**; and that the precept for 2025/26 be set at **£998,698**.*

<u>Net Expenditure</u> SERVICE AREAS	ACTUAL 2023/24 £	BUDGET 2024/25 £	ESTIMATE 2024/25 YEAR END £	BUDGET 2025/26 £	Note
Parks and Footpaths	281,806	265,053	273,264	273,982	
Guildhall	135,092	153,425	143,515	141,786	
Community Centres	16,160	14,335	15,201	15,199	
Markets	1,442	2,948	147	3,615	
Civic	97,772	101,307	99,442	108,287	
Grant Aid/Partnerships	54,310	54,755	59,854	77,474	1
Arts/Tourism/Twinning	73,051	85,971	92,077	90,478	2
Johnson Birthplace Museum	136,732	159,544	167,812	176,020	3
Democratic Services	162,428	153,566	156,201	176,067	4
Investment Interest	-68,881	-55,150	-72,020	-61,110	5
Loan Charges	0	0	0	0	
Agency	-5,108	-3,944	-12,262	-3,100	6
<b>Total Service Cost</b>	<b>£884,804</b>	<b>£931,850</b>	<b>£923,231</b>	<b>£998,698</b>	
Repairs and Renewals	533,354	103,749	103,985	36,493	7
Community Infrastructure Levy (CIL)	86,634	-5,364	11,088	-9,846	8
<b>SUB TOTALS</b>	<b>£1,504,792</b>	<b>£1,030,235</b>	<b>£1,038,304</b>	<b>£1,025,345</b>	
<b>PRECEPT</b>	<b>£860,670</b>	<b>£939,900</b>	<b>£939,900</b>	<b>£998,698</b>	
<b>To/(From) Balances</b>	<b>(£644,122)</b>	<b>(£90,335)</b>	<b>(£98,404)</b>	<b>(£26,647)</b>	9

<u>Balances and Reserves</u>	ACTUAL 2023/24 £	BUDGET 2024/25 £	ESTIMATE 2024/25 YEAR END £	BUDGET 2025/26 £	
Opening Balance (1 April)	2,357,664	1,696,359	1,713,542	1,615,138	
To/(From) balances	(644,122)	(90,335)	(98,404)	(26,647)	
<b>Closing Balance</b>	<b>£1,713,542</b>	<b>£1,606,024</b>	<b>£1,615,138</b>	<b>£1,588,491</b>	
<u>Closing balance held as:</u>					
Capital Reserve - Repairs/Renewals	849,624	771,286	745,639	709,146	10
Grant Aid Reserve	8,789	8,789	4,033	4,033	
Parish Election Reserve	9,713	15,000	24,713	24,713	
Twinning Reserve	-	17,000	17,000	17,000	
CIL Reserve	115,650	121,597	104,562	114,408	
General Revenue Reserves	729,766	672,352	719,191	719,191	
<b>Closing Balance</b>	<b>£1,713,542</b>	<b>£1,606,024</b>	<b>£1,615,138</b>	<b>£1,588,491</b>	

<u>Council Tax Analysis</u>	ACTUAL	BUDGET	ACTUAL	BUDGET	
		2024/25	2024/25	2025/26	
Precept	£860,670	£939,900	£939,900	£998,698	
Apportioned Tax Base	£12,515.9	£12,742.6	£12,742.6	£12,957	
<b>RESULTANT BAND D TAX</b>	<b>£68.76</b>	<b>£73.76</b>	<b>£73.76</b>	<b>£77.08</b>	

**DRAFT BUDGET 2025/26 ANALYSIS**

<u>Net Expenditure</u>		<b>ACTUAL 2023/24</b>	<b>BUDGET 2024/25</b>	<b>ESTIMATE 2024/25</b>	<b>BUDGET 2025/26</b>
<b>SERVICE AREAS</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Parks and Footpaths</b>					
Employee costs		37,773	39,669	39,947	42,939
Central administration		26,192	28,850	29,730	31,349
Contract repair/maintenance		143,308	144,780	145,150	149,510
Other repair/maintenance		68,171	42,544	53,229	42,724
Energy		9,485	12,470	8,480	10,720
Miscellaneous income		-1,676	-1,660	-1,672	-1,660
Burial fees income		-347	-500	-500	-500
Allotment rents		-1,100	-1,100	-1,100	-1,100
<b>Total</b>		<b>281,806</b>	<b>265,053</b>	<b>273,264</b>	<b>273,982</b>
<b>Guildhall</b>					
Employee costs		95,619	100,420	101,123	108,698
Central administration		25,289	27,855	28,705	30,268
Repair/maintenance		12,091	16,720	22,576	16,800
Energy		27,874	41,600	23,570	25,930
Rates		8,099	8,740	7,750	8,650
Supplies and Services		25,469	25,580	31,295	26,510
Lettings		-59,349	-67,490	-71,504	-75,070
<b>Total</b>		<b>135,092</b>	<b>153,425</b>	<b>143,515</b>	<b>141,786</b>
<b>Community Centres</b>					
Employee costs		7,000	7,351	7,402	7,957
Central administration		2,710	2,984	3,076	3,242
Boley Hall		744	1,000	1,723	1,000
Curborough		240	1,000	1,000	1,000
Cruck House		875	1,000	1,000	1,000
Darwin Hall		4,591	1,000	1,000	1,000
<b>Total</b>		<b>16,160</b>	<b>14,335</b>	<b>15,201</b>	<b>15,199</b>
<b>Markets</b>					
Employee costs		49,400	51,880	52,243	56,156
Central administration		16,257	17,908	18,454	19,459
Repair/maintenance		1,381	2,310	2,310	2,310
Energy		4,528	4,820	3,110	5,300
Rates and Water		20,075	21,000	19,240	19,950
Supplies & Services		12,675	12,230	12,230	13,000
Misc. lettings		-15,542	-14,300	-16,000	-15,020
Friday market income		-31,725	-30,600	-32,840	-34,150
Saturday market income		-31,034	-34,210	-32,320	-33,780
Farmers/Producers market income		-3,476	-3,270	-3,460	-3,630
Tuesday market income		-21,097	-24,820	-22,820	-25,980
<b>Total</b>		<b>1,442</b>	<b>2,948</b>	<b>147</b>	<b>3,615</b>

<b>Net Expenditure</b>		<b>ACTUAL 2023/24</b>	<b>BUDGET 2024/25</b>	<b>ESTIMATE 2024/25</b>	<b>BUDGET 2025/26</b>
<b>SERVICE AREAS</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Civic</b>					
Employee costs		57,946	60,856	61,282	65,872
Central administration		20,773	22,881	23,579	24,865
Mayor's allowance		1,857	3,650	2,430	3,650
Sheriff's allowance		3,042	3,150	2,100	3,150
Supplies and services		5,855	2,600	2,600	3,100
Events		6,626	6,210	6,210	6,210
Mayor's Banquet		645	640	441	440
Sheriff's Ride		1,028	1,320	800	1,000
<b>Total</b>		<b>97,772</b>	<b>101,307</b>	<b>99,442</b>	<b>108,287</b>
<b>Grant Aid/Partnerships</b>					
Employee costs		5,396	5,667	5,706	6,134
Central administration		9,032	9,948	10,252	10,810
Grants to outside bodies		32,742	32,000	36,756	50,000
Grants for open Churchyards		7,140	7,140	7,140	10,530
<b>Total</b>		<b>54,310</b>	<b>54,755</b>	<b>59,854</b>	<b>77,474</b>
<b>Arts/Tourism/Twinning</b>					
Employee costs		29,365	30,839	31,055	33,381
Central administration		11,741	12,932	13,326	14,052
Arts/Culture/Tourism		3576	4,760	4,535	4,535
Christmas Lights		28,456	37,540	43,161	38,510
income		-87	-100	0	0
<b>Total</b>		<b>73,051</b>	<b>85,971</b>	<b>92,077</b>	<b>90,478</b>
<b>Johnson Birthplace Museum</b>					
Employee costs		110,747	116,307	117,121	125,894
Central administration		14,451	15,917	16,403	17,296
Repair/Maintenance		3,354	4,200	8,517	4,370
Energy		5,994	7,520	7,520	8,270
Rates and Water		358	400	430	440
Supplies and Services		18,786	32,070	34,676	36,620
Promotion		1,118	2,000	2,000	2,000
Restoration		2,615	750	0	750
Stock for sale		3,125	3,000	3,765	3,000
Sales income		-12,496	-10,980	-10,980	-10,980
Contribution from Birthplace Trust		-11,320	-11,640	-11,640	-11,640
<b>Total</b>		<b>136,732</b>	<b>159,544</b>	<b>167,812</b>	<b>176,020</b>

<i>Net Expenditure</i>		<b>ACTUAL 2023/24</b>	<b>BUDGET 2024/25</b>	<b>ESTIMATE 2024/25</b>	<b>BUDGET 2025/26</b>
<b>SERVICE AREAS</b>		£	£	£	£
<b>Democratic Services</b>					
Employee costs		70,030	81,326	81,895	93,013
Central administration		41,547	51,730	53,309	61,834
Supplies and Services		1,993	15,000	15,000	15,000
Election costs		45,288	1,910	1,910	2,060
Newsletter		3,300	3,300	3,787	3,860
Member allowances/travel etc.		270	300	300	300
<b>Total</b>		<b>162,428</b>	<b>153,566</b>	<b>156,201</b>	<b>176,067</b>
<b>Investment Interest</b>					
Interest		-68,881	-55,110	-72,020	-61,110
<b>Total</b>		<b>-68,881</b>	<b>-55,110</b>	<b>-72,020</b>	<b>-61,110</b>
<b>Agency</b>					
Employee costs		2,784	2,924	2,944	3,165
Central administration		1,806	1,992	2,053	2,165
Contract repair/maintenance		17,530	14,480	14,480	14,910
SCC Verge Income		-27,228	-23,340	-31,739	-23,340
<b>Total</b>		<b>-5,108</b>	<b>-3,944</b>	<b>-12,262</b>	<b>-3,100</b>
<b>Total Service Costs</b>		<b>£884,804</b>	<b>£931,850</b>	<b>£923,231</b>	<b>£998,698</b>
<b>Repairs and Renewals</b>					
Employee costs		14,816	7,780	7,834	1,627
Central administration		10,838	5,969	6,151	866
Guildhall/Donegal House		0	0	1,840	7,000
Samuel Johnson Birthplace		43,235	45,000	43,160	6,000
Parks and Footpaths		7,060	0	22,000	15,000
Community Centres		457,115	45,000	23,000	6,000
Friary Clock Tower		290	0	0	0
<b>Total</b>		<b>533,354</b>	<b>103,749</b>	<b>103,985</b>	<b>36,493</b>
<b>community Infrastructure Levy(CIL)</b>					
Expenditure		108,688	0	55,140	41,657
Receipts		-22,054	-5,364	-44,052	-51,503
<b>Total</b>		<b>86,634</b>	<b>-5,364</b>	<b>11,088</b>	<b>-9,846</b>
<b>Johnson Birthplace Charitable Trust</b>					
Grant/Donations		-8,654	-8,360	-8,360	-8,360
Admissions income		-2,666	-3,280	-3,280	-3,280
Funding to LCC		11,320	11,640	11,640	11,640
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>		<b>£1,504,792</b>	<b>£1,030,235</b>	<b>£1,038,304</b>	<b>£1,025,345</b>
<b>PRECEPT</b>		<b>£860,670</b>	<b>£939,900</b>	<b>£939,900</b>	<b>£998,698</b>
<b>TOTAL To/ (From) balances</b>		<b>(£644,122)</b>	<b>(£90,335)</b>	<b>(£98,404)</b>	<b>(£26,647)</b>



<i>Net Expenditure</i>		<b>ACTUAL 2023/24</b>	<b>BUDGET 2024/25</b>	<b>ESTIMATE 2024/25</b>	<b>BUDGET 2025/26</b>
<b>SERVICE AREAS</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>NOTE-Internal Recharges</b>					
<b>Employee Cost</b>					
Employee costs		568,811	597,370	601,550	646,610
Recharge to Services		-568,811	-597,370	-601,550	-646,610
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Central Administration</b>					
Employee costs		87,937	92,352	92,998	101,775
Central administration		0	0		0
Mileage Allowance		866	500	800	500
Professional Fees/Audit Fees		3,100	8,900	8,600	8,900
Office Rates/Water		10,121	10,410	10,210	10,370
Office Energy		15,201	21,550	11,890	13,080
Supplies & Services		31,349	29,010	39,987	37,230
Telephone/Postage		3,343	4,530	4,530	4,610
Subscriptions. Courses/Training		3,518	4,720	4,720	4,720
Insurance		30,937	32,800	37,272	40,826
Office Rent		-5,706	-5,800	-5,930	-5,800
Miscellaneous Receipts		-29	-10	-44	-10
Recharge to Services		-180,637	-198,962	-205,033	-216,201
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Balances &amp; Reserves</b>					
Opening Balance		2,357,664	1,696,359	1,713,542	1,615,138
to/-from reserve		-644,122	-90,335	-98,404	-26,647
<b>Closing Balance</b>		<b>£1,713,542</b>	<b>£1,606,024</b>	<b>£1,615,138</b>	<b>£1,588,491</b>
<b>Breakdown of Reserve</b>					
Repairs/Renewals Reserve-Building		849,624	771,286	745,639	709,146
Grant Aid Reserve		8,789	8,789	4,033	4,033
Election Reserve		9,713	15,000	24,713	24,713
Twinning Reserve		0	17,000	17,000	17,000
CIL Reserve		115,650	121,597	104,562	114,408
General Revenue Reserves		729,766	672,352	719,191	719,191
<b>Closing Balance</b>		<b>£1,713,542</b>	<b>£1,606,024</b>	<b>£1,615,138</b>	<b>£1,588,491</b>
<b>Total Expenditure</b>		<b>1,822,188</b>	<b>1,320,135</b>	<b>1,396,623</b>	<b>1,376,643</b>
<b>Total income</b>		<b>-317,396</b>	<b>-289,900</b>	<b>-358,319</b>	<b>-351,298</b>
<b>Net Expenditure</b>		<b>1,504,792</b>	<b>1,030,235</b>	<b>1,038,304</b>	<b>1,025,345</b>
Precept		-860,670	-939,900	-939,900	-998,698
<b>TOTAL (To)/From balances</b>		<b>£644,122</b>	<b>£90,335</b>	<b>£98,404</b>	<b>£26,647</b>

## For Council: 27 January 2025 APPENDIX 4

### REPAIR, RENOVATION & SPECIFIC PROJECT PROGRAMME 2025/26

Members are reminded that the Repairs and Renewals programme is funded from the Capital Reserve. While revenue funds can be utilised for capital spend, the opposite is generally not the case, though there are some exceptions and allowances.

Following significant R&R spend over several years to address known and longstanding issues, the focus has shifted largely to ongoing maintenance, new items as requested by Council (often via Committees such as JBAC) and emerging items as identified via the quinquennial inspection process.

However, experience with Darwin Hall in particular highlights that with a portfolio of listed buildings, and a number of buildings that are regularly used by the public, the possibility of expensive repairs and maintenance, together with the need to ensure facilities are appropriate, will lead to ongoing and significant financial commitment. One of these is likely to be the Guildhall roof, which was highlighted in the most recent inspection report, but some cannot be predicted.

For 2025/26, the smallest R&R programme since 2016 is proposed. Further details are provided below, with members' attention drawn to the explanatory notes that follow.

Location	Item	Costs for Budget	Note
Curborough CC	Quinquennial inspection/urgent matters arising	£6,000	1
Friary Wall	Repairs to scheduled ancient monument	£15,000	2
SJBM	Installation of Conservation Blinds	£6,000	3
Donegal House	Infrastructure provision for digital phones	£7,000	4
<b>TOTAL</b>		<b>£34,000</b>	<b>5</b>

**Note 1:** Five yearly inspection of Curborough Community Centre due in 2025/26. Sum included for both the inspection report and any urgent but relatively inexpensive work that arises. If more significant work is required it would be subject to preparing of schedules, formal quotation/tender processes etc – the costs emerging from these discussions would be used to provide council with a realistic costing in readiness for the 2026/27 budget setting meeting in January 2026.

**Note 2:** As detailed in the Officer report to council in July, significant structural issues have arisen with this wall which is a scheduled ancient monument. A schedule of work was prepared following evaluation by a structural engineer, and the schedule was passed to specialist companies via LCC's architects for quotation. The lowest quotation was accepted. It had been anticipated that the work would be carried out in 2024/25, but delays in obtaining the correct stone led to rescheduling for 25/26.

**Note 3:** JBAC recommendation to council following its meeting of 5 November 2024, adopted by council 16 December 2024.

**Note 4:** The analogue phone provision is due to be switched off within the next 12-24 months, the City Council's current infrastructure becoming redundant at that time. New cabling is required throughout the building to support the new digital phone requirements, together with a 'lease line' including fibre ethernet to allow for the new cloud-based telephone system for LCC and Lichfield Arts/Lichfield Festival who are occupiers of the building. Discussions continue with all parties, with the aim of providing this service to all occupiers of Donegal House and recharging Lichfield Arts/Festival for the service, rather than each occupier seeking their own solution.

**Note 5:** The total cost listed is for the relevant scheme only and does not include employee costs which are allocated across budget heads. Capital costs are allocated from the City Council's Capital Reserve.

**RECOMMENDED: That the Report be noted.**

## For Council: 27 January 2025 APPENDIX 5

### OFFICERS' INFORMATION REPORT

#### 1. Civic Matters: Harriet Chatwin, Civic Officer

The Mayor's Carols for Christmas Service was held in the Guildhall on Tuesday 3 December. The service was once again led by the Mayor's Chaplain, Reverend Ian Hayter and this year, as a joint service with the Chair of Lichfield district Council, Cllr Ann Hughes.

The story of the birth of Jesus Christ was told by the Chair & Sheriff, Cathy Wood with thoughtfully selected poems read by the Mayor & Deputy Leader of the City Council, Cllr Jacob Marshall including Carol Ann Duffy's 'The Christmas Truce'.

Prayers were led at the end of the Service by Warren Bardsley, representing Lichfield City of Sanctuary. The service included a mixture of traditional carols, including 'O Holy Night' and 'Joy to the World'. Once again, we were joined by Lichfield Tuneless Choir who came prepared with their Santa Hats & words to acapella 'Gaudete'. They were a pleasure to watch and greatly enjoyed by the assembled audience. Also present once again was Dudley Ray, along with the combined choir of St Michael's & St John's, Wall, choirs who truly enhanced the event and created a wonderful festive atmosphere to the start of the season.



The evening concluded with former Lichfield City Councillor, Tony Thompson, serving his top-secret recipe of mulled wine (orange juice for the drivers) to all the guests, accompanied by a warm mince pie. Generous donations were received on the night for the Mayor, Chair & Sheriff's charities, totalling just over £200. This will be split between Staffordshire Blood Bikes, Methodist Homes & Lichfield Foodbank

At the time of preparing this report, we are pleased to share that the Mayor has attended and supported 45 engagements in the City, the Deputy Mayor has attended 15 events representing the Mayor and the Sheriff has attended 23 events. Both the Mayor & Sheriff are continuing to raise money in the New Year for their chosen charities.

As mentioned in December's Officer's Report, the Mayor and Sheriff met with the winners of the Civic Christmas Card Competition in the Mayor's Parlour on Thursday 12 December. Accompanied by their parents, Emma Ballantyne (Christ Church C of E Primary School) & Cameron Woodley (The Friary High School) were presented with their framed Christmas Cards & Waterstones gift voucher.



Preparations continue for forthcoming events including a church service at St Peter & St Paul's on Sunday 19 January & the Annual Pancake races taking place on Bore Street on Tuesday 4 March.

## **2. Samuel Johnson Birthplace Museum: Kimberley Biddle, Museums and Heritage Officer**

The Samuel Johnson Birthplace Museum has welcomed 14,815 visitors thus far in the current financial year (April 2024 – end December 2025). The Birthplace remained open throughout the festive season, closing only on Christmas Day, Boxing Day, and New Year's Day. Following the holiday break, regular groups have resumed, including the Birthplace Book Club and the Writing Group.

Museum Attendants have had a busy start to the year, conducting guided tours in January and completing emergency first aid training. Birthplace volunteers have been researching and creating mini history presentations, set to be launched later in the year, as well as designing family craft activities for the upcoming school holidays.

The Birthplace team is in the final stages of preparing content for the new website, set to launch by 31 March. This content will feature new imagery designed to highlight the museum's collections, services, and activities. Robert Yardley photographed a recent school visit to showcase the museum's education offer, capturing vibrant images of pupils engaged in learning, exploration, and play (photos overleaf).



The Bookshop development project is advancing with the addition of new signage and a donations box. The updated exterior signage includes three eye-catching A-frames promoting both the museum and the bookshop. Two are positioned outside the entrance on Market Street, while the third is placed on Breadmarket Street. These vibrant blue A-frames have been designed to assist with wayfinding and encourage passersby to explore the shop.

The donations box (pictured below) has been acquired with the goal of encouraging more contributions and increasing average donation values. It is equipped with a self-service contactless card terminal, making it easy for visitors to contribute via both cash and digital payments. Positioned in the Bookshop near the entrance and exit,

the brightly coloured box is accompanied by a sign to attract attention and thank visitors for their support.

On 15 January, the Birthplace hosted historian and historical interpreter, Rik Sowden, for a sold-out lecture titled The War of the Three Kingdoms. Tickets were in high demand, with sales facilitated through our new online ticketing system. The new system offers customers the option to Gift Aid and donate during the booking process. It does not incur the Birthplace ticketing fees and is free to use.

Recent routine building maintenance included the annual servicing of the boiler, as well as inspection and testing of intruder and fire alarm systems and associated equipment. Remedial works on the boiler included repairs/replacement of the auto air-vents, flue, and fan, which has significantly improved the temperature and conditions in the building.



Quotes are being obtained to address dampness and damage to the Birthplace's exterior plinths, likely caused by capillary action in the underlying soft stonework which has been exacerbated by adverse weather conditions.

Repairs to address the water damage/staining in the Audio-Visual Room, caused by heavy rainfall in September, will be carried out in the warmer months once the room has fully dried and conditions have improved.

Upcoming events in February include a talk on 18th-century fashion, storytelling, and family craft activities during the half-term break.

### **3. Open Spaces: Nigel Boden, Open Spaces Officer and Jane Varley, Clerical Officer**

#### **Netherstowe (Site 11A)**

Various works are being undertaken to roadside trees. Crown lift over road, footpath and neighbouring property, remove major deadwood, ivy and epicormic growth, pruning etc

#### **Northern Plantation – (Site 1)**

Following storms earlier in December, some damage was reported within the Plantation (pictured). Paths have now been cleared of obstruction with fallen limbs left for biodiversity



#### **Bracken Close (Site 47B)**

Reduce deadwood Robinia tree, plus removal of low Sycamore branches growing over driveway.

#### **Friary Wall Repairs**

Discussions continue with architects, contractors and Heritage England regarding the scheduled repairs to the Friary Wall. Historic England have now approved the stone sample provided, and this stone will be used for the repairs. It is hoped that work will begin on site on 31 March, allowing the worst of the cold winter weather to have passed.

Other matters progressed/completed since the last report and in addition to routine inspections include:

- **Beaconfields (Site 15)** - Cobra brace fitted to pine tree
- **Wissage Road (Site 14C)** – Sycamore cut back to garden boundary
- **Netherbridge Avenue (Site 44A)** – Reduction of trees overhanging garden.

#### **4. Markets: Jeremy Williams, Markets Officer/Michelle Read, Office Administrator**

A full market is still being maintained on Tuesday, Fridays, and Saturdays. Any traders that have left, have been swiftly replaced from those on the waiting list.

All food stalls are still being monitored for standards of food hygiene and temperature of stock sold and stored on the market. As part of due diligence these are recorded and held for future reference. The Market Officer has updated his Food Hygiene and Safety Accreditation to Level 2 certification. The Environmental Health Officers at Lichfield District Council are being kept informed of any issues and any new food traders that join the market.

In addition to the usual market days, the Fruit and Veg stall is now standing every Wednesday. During the Christmas period a new trader, "Poppies" also stood on Mondays and Wednesdays selling Christmas wreaths and decorations.

On Friday 13 of December, BBC Radio WM breakfast reporter PJ Ellis visited the Market. The radio station was on a "Twelve Days Of Christmas" tour of local markets that runs across the West Midlands. After a walk through the market meeting the traders, P J was challenged by the Station Manager to find items from the Twelve Days of Christmas on the Market. This proved highly entertaining as he attempted to achieve his goal and provided an opportunity to speak to Traders who portrayed the Market in a positive, upbeat, and welcoming manner.

#### **Tuesday Market Update**

All available pitches on the Tuesday market have now been filled by casual traders. The turnover of traders on this market still remains quite high however, the waiting list maintained by Officers has proved effective in rapidly filling any spaces.

A new trader selling nightwear, socks and gloves had been standing as a casual in December but is hoping to become permanent in the New Year. Due to predicted high winds on 21 December the Tuesday market was restricted to trading from vehicles only.



#### **Friday Market Update**

Unfortunately, due to personal circumstances, two long standing traders on the Friday, market have decided to give up their pitches.

The pitches have been offered to some of the permanent Tuesday traders and will be filled in the New Year. The Markets Officer maintains a list of casual traders from all three markets that are invited to stand when permanent traders are absent or take holidays, this maintains a full market.

#### **Saturday Market Update**

The Saturday market also remains full. Again, the Markets Officer maintains a list of casual traders from all three markets that are invited to stand when permanent traders are absent or take holidays this maintains a full market.

Due to the predicted high winds the market on Saturday 7 December was cancelled and there was a restricted market on 21 December, again due to the inclement weather. Traders were offered the use of the Guildroom but opted to trade from vehicles on the Market Square.



### Christmas Lights Switch-On



Due to high winds on 24 November the Christmas Light Switch On event was postponed until 1 December. As a result the scheduled Festive Market had to be cancelled. Fortunately, the revised date meant that the Producers' Market, due to be on the Market Square, could be relocated to Minster Pool Walk.

The Market was officially opened by the Town Crier and comments from the public were positive with everyone enjoying the variety of stalls and entertainment. All fo the Traders who attended had an exceptional trading day, with some stall holders completely selling out of stock!





## Extra Market Days - Sunday 22 December & Monday 23 December

Due to the predicted high winds, the extra market due to take place on Sunday 22 of December had to be cancelled. On Monday December 23 a total of 12 traders stood, much to the delight of the Christmas Shoppers. All traders reported that they had a good day's trading.



## Vegan Market

The Vegan market runs on the third Sunday of the month. This is becoming increasingly popular with an average of 26 traders helping to bring something different on to the market square with a range of diverse stalls.

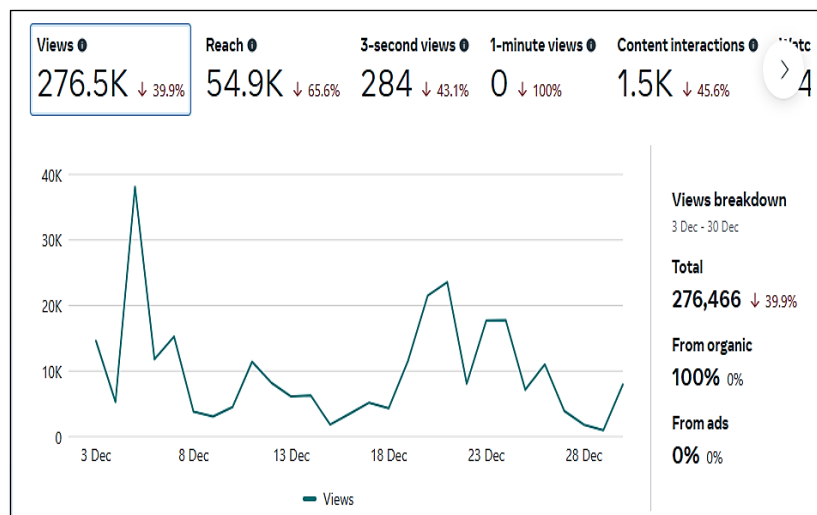


## Producers' Market

The Producers market, operated by CJ Events is held on the first Sunday of the month. This market is well supported by 30 traders standing and is immensely popular with customers, many revisiting every month.

## Social Media

All social media platforms maintain a good following with reach climbing. This is due to cross posting to LCC Facebook groups and help from other Facebook pages. The statistics show the number of followers on Facebook and Instagram. Officers are continuing to track numbers and posts that are most popular, focusing on specific traders. This has proven to be the most effective way to encourage new traders to join the market.



## Lichfield Food Festival 7 & 8 December

With the prediction of extremely high winds the organiser took the decision to cancel the festival on the 7 December, the event still went ahead on Sunday but some of the traders decided not to trade reducing the numbers that stood on the day.

## 5. Guildhall & Boley Park Community Hall: Helen Winter, Bookings Officer



Since my last report, during December the Guildhall has been busy. Regular hirers have met for their Christmas celebrations and we had bookings throughout the Christmas week. Three Christmas Concerts have taken place – Sinfonia held one at the beginning of December and then Lichfield Musical Youth theatre returned for two more Christmas Concerts.

Extra income is being generated by an educational group who are meeting in the building short term.

Twelve meetings have been held in various rooms.

A school visit organised by the Samuel Johnson Birthplace Museum took place in the Guildroom. Although the Cells were not available to view, children were able to look around other areas of the Guildhall.

Commercial hirers have included four market research bookings, two craft fayres, and Lichfield Leather were booked in the during the weekend of the Food & Drink Festival for their usual handbag sales before Christmas.

Lichfield Arts held four concerts in December, including their last one of the year in the Guildhall on 20 December – Britpop United, which was well attended.

A Celebration Dinner was held just before Christmas and the Party Bingo returned on 22 December for their last booking of the year.



### Boley Park Community Hall

The Playscheme returned for two sessions a week during the Christmas holidays and generated additional income for the hall. Other bookings during December included four children's birthday parties, a family get-together, a stamp fayre and a craft fayre. The end of year accounts are now complete and have been submitted to the external auditor. Regular enquiries are being received for events to be held in 2025.

## 6. Deputy Town Clerk: Sarah Thomas

On 10 December, Support Staffordshire hosted the Voluntary, Community & Social Enterprise (VCSE) Forum at the Guildhall. The Deputy Town Clerk was invited to give a presentation to the attendees to explain the role and responsibilities of the City Council which included a description of the Civic role.



The Sword and Mace were on display, which created a talking point as many people had not seen this precious regalia up close before. Councillor Colin Ball also informed the audience of the City Council's Grant award scheme and encouraged applications. There were several other presentations at the event from various organisations who spoke on such topics as Autism , Mental Health, and the Staffordshire Green Network. At the end of the presentations there was a chance to network over a cup of tea.

Following the Christmas Lights Switch On Event, a review meeting has taken place with the Council's Crowd Safety expert and Head of the security team. Comments were also invited from other agencies involved on the day, such as the Police. As with any large scale public event, there were areas that were identified for improvement and it was noted that an attendance of approximately 5,000 is close to the capacity of the market square. Overall it was felt that the event was well planned, operated safely and those attending enjoyed the spectacle.

The Deputy Town Clerk has also been working closely with the Guildhall Bookings Officer to review the pricing structure and hourly hire rates of the Guildhall, details of which are contained in the Town Clerk's Agenda report.

In addition the Deputy is planning for the Council's Annual Health and Safety Review in February and preparing an Agenda and associated reports for the next meeting of the Climate Change and Biodiversity Committee on 12 February.

# For Council: 27 January 2025 APPENDIX 6

## LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 October to 31 October 2024

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
01/10/2024	DDebit	Land Registry	ADMIN Supplies & Services	Land Registry search fee	6.00	0.00	6.00
01/10/2024	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 24/25 - 7th instalment of 10	973.00	0.00	969.00
01/10/2024	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 24/25 - 7th instalment of 10	973.00	0.00	4.00
01/10/2024	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 24/25 - 7th instalment of 8	6.00	0.00	5.00
01/10/2024	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 24/25 - 7th instalment of 8	6.00	0.00	1.00
01/10/2024	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 24/25 - 7th instalment of 10	574.00	0.00	566.00
01/10/2024	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 24/25 - 7th instalment of 10	574.00	0.00	8.00
01/10/2024	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 24/25 - 7th instalment of 10	1,809.00	0.00	1,809.00
04/10/2024	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - September	19.38	0.00	19.38
04/10/2024	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - October	6.00	1.20	7.20
04/10/2024	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - September	188.68	0.00	188.68
04/10/2024	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - October	6.00	1.20	7.20
09/10/2024	DDebit	Justice Fire and Security	HALLS Boley Hall	Maintenance of CCTV & fire alarm to 2/4/25-3rd qtr	156.98	31.39	188.37
11/10/2024	BACS 2381	E A Barnes & Sons	G/HALL Supplies/Services	Skip for September clear up	208.00	41.60	249.60
11/10/2024	BACS 2381	E A Barnes & Sons	MARKET Supplies/Services	5 exchanges of covered skip, September	442.00	88.40	530.40
11/10/2024	BACS 2382	CBS Complete Ltd	G/HALL Repair/Maint	Gas safety inspection of 2 boilers	152.00	30.40	182.40
11/10/2024	BACS 2383	Churches Together in Lichfield	GRANTS General	Grant per council min 46 of 1/10/24	300.00	0.00	300.00
11/10/2024	BACS 2384	City Life in Lichfield	DEM SERVICES Publicity	3 full page adverts in Lichfield magazine, October	1,250.00	250.00	1,500.00
11/10/2024	BACS 2385	Contactless Donation Boxes	BIRTHPLACE Supplies & Services	Bespoke box for donations machine - 50% deposit	516.25	103.25	619.50
11/10/2024	BACS 2386	EHM Exterior Home Maint	G/HALL Repair/Maint	Painting rear of Guildhall gutters & repair 2 tiles	2,340.00	468.00	2,808.00
11/10/2024	BACS 2386	EHM Exterior Home Maint	PARKS Other Repair/Maint	Repaint railings in Memorial Gardens	350.00	70.00	420.00
11/10/2024	BACS 2387	Eastern Shires Purch Org	ADMIN Supplies & Services	Boxes of paper	94.75	18.95	113.70
11/10/2024	BACS 2387	Eastern Shires Purch Org	G/HALL Supplies/Services	Cloakroom supplies	239.50	47.90	287.40
11/10/2024	BACS 2388	Gale and Co. Ltd	BIRTHPLACE Supplies & Services	Conservation of painting "Classical Temple"	1,035.00	207.00	1,242.00
11/10/2024	BACS 2388	Gale and Co. Ltd	G/HALL Supplies/Services	Conservation of painting "Early view of Lichfield"	2,450.00	490.00	2,940.00
11/10/2024	BACS 2389	The George Hotel	BIRTHPLACE Supplies & Services	Catering for unveiling of Johnson Bust	562.50	112.50	675.00
11/10/2024	BACS 2390	Historic Metalwork Conservn	C I L Expenditure	Screw covers and corner detail for 2 plaques	695.00	139.00	834.00
11/10/2024	BACS 2391	Justice Fire and Security	G/HALL Repair/Maint	Callout for faulty button on alarm panel	120.00	24.00	144.00
11/10/2024	BACS 2392	The Johnson Society	G/HALL Lettings	Refund of breakages deposits	200.00	0.00	200.00
11/10/2024	BACS 2393	Keelys LLP	ADMIN Professional Fees	Legal services re advice to LCC	1,750.00	350.00	2,100.00
11/10/2024	BACS 2393	Keelys LLP	ADMIN Professional Fees	Legal services re advice to LCC	210.00	42.00	252.00
11/10/2024	BACS 2394	Lichfield District Council	G/HALL Supplies/Services	Annual Premises Licence to 12/10/25	180.00	0.00	180.00
11/10/2024	BACS 2395	Mrs J A Leytham-Gain	BIRTHPLACE Supplies & Services	Flower arrangements for Johnson Birthday	130.00	0.00	130.00
11/10/2024	BACS 2395	Mrs J A Leytham-Gain	CIVIC Events	Laurel Chaplet for Johnson Birthday	35.00	0.00	35.00
11/10/2024	BACS 2396	Lichfield Lock & Key Repairs	MARKET Repair/Maint	Stainless steel combination padlock for Mkt Block	36.14	7.23	43.37
11/10/2024	BACS 2397	The Lighthouses Group	BIRTHPLACE Adverts/promotion	Annual membership of The LitHouses Group 24/25	40.00	0.00	40.00
11/10/2024	BACS 2398	Lich Science & Engineering Soc	CIVIC Mayor's Allowance - S Schafer	Mayor's tickets to Darwin Lecture & Supper, Nov	65.00	0.00	65.00
11/10/2024	BACS 2399	Messenger Construction Ltd	BIRTHPLACE Supplies & Services	Elevated platform hire for Johnson Bust	650.00	130.00	780.00
11/10/2024	BACS 2400	Northern Platforms Limited	G/HALL Supplies/Services	6 monthly inspection of Skywinder	225.00	45.00	270.00
11/10/2024	BACS 2401	R Perry	G/HALL Lettings	Refund of breakages deposit	100.00	0.00	100.00
11/10/2024	BACS 2402	Pioneer Roadshows	CIVIC Events	PA system for Johnson Birthday	275.00	0.00	275.00
11/10/2024	BACS 2403	PPL PRS Ltd	G/HALL Lettings	Music licence for bookings 6/6/24 - 5/9/24	221.14	44.23	265.37
11/10/2024	BACS 2404	R Fathers	PARKS Other Repair/Maint	Clear overgrown footpath at Friars Alleyway	850.00	0.00	850.00
11/10/2024	BACS 2404	R Fathers	PARKS Other Repair/Maint	Tree works at Balmoral Close	1,750.00	0.00	1,750.00
11/10/2024	BACS 2405	R J Lift Services Ltd	G/HALL Repair/Maint	Annual lift maintenance cover to 31/10/25	1,304.51	260.90	1,565.41
11/10/2024	BACS 2405	R J Lift Services Ltd	G/HALL Repair/Maint	Lighting upgrade to lift	1,050.00	210.00	1,260.00
11/10/2024	BACS 2406	Seventeen43 Ltd	CIVIC Events	Hire of 3 gazebos including set up & take down	300.00	0.00	300.00
11/10/2024	BACS 2407	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum - August	746.21	149.24	895.45
11/10/2024	BACS 2407	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Donegal House & Guildhall - August	1,040.49	208.10	1,248.59
11/10/2024	BACS 2408	Up An' At 'Em! History	BIRTHPLACE Supplies & Services	Loans boxes for education	1,000.00	200.00	1,200.00
11/10/2024	BACS 2409	Vaughtons t/a W H Darby	CIVIC Supplies/Services	Jewel, bars, ribbons & cases for 24/25 civics	1,255.25	251.05	1,506.30

11/10/2024	BACS 2410	A & JM Carroll	BIRTHPLACE	3rd Party Sales	Proceeds of book sales to 15/9/24	21.00	0.00	21.00
11/10/2024	BACS 2411	Steve Brown	BIRTHPLACE	3rd Party Sales	Proceeds of book sales to 15/9/24	19.33	0.00	19.33
11/10/2024	DDebit	British Telecommunications	ADMIN	Supplies & Services	Phones/internet - Usage Jul-Sep, rental Sep-Nov	125.55	25.11	150.66
11/10/2024	DDebit	British Telecommunications	BIRTHPLACE	Supplies & Services	Phones/internet - Usage Jul-Sep, rental Sep-Nov	624.00	124.80	748.80
11/10/2024	DDebit	British Telecommunications	G/HALL	Supplies/Services	Phones/internet - Usage Jul-Sep, rental Sep-Nov	523.50	104.70	628.20
11/10/2024	DDebit	British Telecommunications	HALLS	Boley Hall	Broadband service at Boley Hall - September	44.38	8.88	53.26
11/10/2024	DDebit	Ricoh UK Ltd	BIRTHPLACE	Supplies & Services	Museum photocopier-Usage Apr-Jun, rental Jul-Sep	121.29	24.26	145.55
14/10/2024	BACS 2412	TFM Farm & Country Superstore	C I L	Expenditure	Troughs and accessories for allotment sites	1,321.03	264.21	1,585.24
14/10/2024	DDebit	Npower Ltd	ADMIN	Donegal House Energy	Electricity - August	302.26	60.45	362.71
14/10/2024	DDebit	Npower Ltd	BIRTHPLACE	Energy	Electricity - August (1st account)	96.43	4.82	101.25
14/10/2024	DDebit	Npower Ltd	G/HALL	Energy	Electricity - August	598.85	119.77	718.62
14/10/2024	DDebit	Npower Ltd	MARKET	Energy	Toilet Block electricity - August	43.10	2.16	45.26
14/10/2024	DDebit	Npower Ltd	MARKET	Energy	Feeder Pillar electricity - August	165.08	8.25	173.33
14/10/2024	DDebit	Npower Ltd	PARKS	Energy	Friary electricity - August	20.34	1.02	21.36
14/10/2024	DDebit	Npower Ltd	PARKS	Energy	Clock Tower electricity - August	41.79	3.04	44.83
15/10/2024	DDebit	MT Services Computer Sys	ADMIN	Supplies & Services	IT support, antivirus, backups, Office365 etc-Sept & adjs	990.47	198.09	1,188.56
15/10/2024	DDebit	MT Services Computer Sys	BIRTHPLACE	Supplies & Services	Monthly internet service - September	45.00	9.00	54.00
15/10/2024	DDebit	MT Services Computer Sys	DEM SERVICES	Supplies & Services	Councillors' email addresses - September	137.20	27.44	164.64
15/10/2024	DDebit	MT Services Computer Sys	G/HALL	Supplies/Services	Monthly internet service - September	45.00	9.00	54.00
15/10/2024	DDebit	Nat West	ADMIN	Supplies & Services	Monthly online banking fee - October	34.85	0.00	34.85
15/10/2024	DDebit	NatWest Autopay	EMPLOYEE COSTS		Wages and salaries - October	30,469.16	0.00	30,469.16
16/10/2024	DDebit	Elavon Digital Europe Ltd	ADMIN	Supplies & Services	Hire of card machine - October	19.00	3.80	22.80
16/10/2024	DDebit	Elavon Digital Europe Ltd	MARKET	Supplies/Services	Hire of card machine - October	19.00	3.80	22.80
16/10/2024	DDebit	Justice Fire and Security	BIRTHPLACE	Repair/Maint	Maint. of alarms & emerg. lighting to 12/1/25-4th qtr	263.41	52.68	316.09
16/10/2024	DDebit	Information Commissioner	ADMIN	Supplies & Services	Data protection registration to 16/10/25	35.00	0.00	35.00
17/10/2024	DDebit	British Gas	BIRTHPLACE	Energy	Gas 22/8 - 26/9	146.57	7.32	153.89
17/10/2024	DDebit	EE Ltd	G/HALL	Supplies/Services	Monthly PA mobile & extra call charges - October	15.32	3.06	18.38
17/10/2024	DDebit	EE Ltd	G/HALL	Supplies/Services	Monthly on-call mobile - October	28.59	5.72	34.31
17/10/2024	DDebit	EE Ltd	MARKET	Supplies/Services	Monthly markets mobile - October	18.34	3.67	22.01
17/10/2024	DDebit	EE Ltd	PARKS	Other Repair/Maint	Monthly OSO mobile - October	26.97	5.39	32.36
17/10/2024	DDebit	Npower Ltd	PARKS	Energy	Pool Walk electricity - September	93.94	4.70	98.64
18/10/2024	DDebit	Water Plus Ltd	G/HALL	Rates/Water	Used water & surface drainage 4/9 - 4/10	97.53	0.00	97.53
21/10/2024	DDebit	Virgin Media Payments	ADMIN	Tel/Postage	Phones/internet - Sept usage/ October rental	153.24	30.65	183.39
21/10/2024	DDebit	Virgin Media Payments	ADMIN	Tel/Postage	Phones/internet - Sept usage/ October rental	153.24	30.65	0.50
22/10/2024	DDebit	NatWest Autopay	ADMIN	Supplies & Services	Autopay Online fee - September payroll	26.90	0.00	26.90
23/10/2024	BACS 2413	Literary Emporium Ltd	BIRTHPLACE	Stock for sale	Bookmarks, pin badges & notebooks for sale	111.60	22.32	133.92
23/10/2024	BACS 2414	SCC County Fund	C I L	Expenditure	11 Community Speedwatch signs from CIL	218.68	0.00	218.68
23/10/2024	BACS 2415	Sparkle18 Ltd	BIRTHPLACE	Supplies & Services	Cleaning in Museum - September	819.78	163.95	983.73
23/10/2024	BACS 2415	Sparkle18 Ltd	G/HALL	Supplies/Services	Cleaning in Guildhall & Donegal House - Sept	1,040.49	208.10	1,248.59
25/10/2024	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%		Gas - August (with adjustment)	167.67	8.38	176.05
25/10/2024	DDebit	Lichfield District Council	PARKS	Contract Repair/Maint	Period 11/9 - 10/10	13,292.20	2,658.44	15,950.64
28/10/2024	DDebit	Water Plus Ltd	ADMIN	Offices Rates/Water	Used water & surface drainage 12/9 - 12/10	26.23	0.00	26.23
28/10/2024	DDebit	Water Plus Ltd	BIRTHPLACE	Rates/Water	Used water & surface drainage 14/7 - 14/10	45.94	0.00	45.94
29/10/2024	D Card	Eventbrite	DEM SERVICES	Cllr Expenses	Carbon Literacy online courses for 2 councillors	89.52	0.00	89.52
29/10/2024	DDebit	Land Registry	ADMIN	Supplies & Services	Land registry search fee	3.00	0.00	3.00
31/10/2024	BACS 2416	1A Action Rotary Rod Ltd	BIRTHPLACE	Repair/Maint	Remove debris and unblock drains at museum	385.00	77.00	462.00
31/10/2024	BACS 2416	1A Action Rotary Rod Ltd	G/HALL	Repair/Maint	Annual jetting of foul & storm drainage	775.00	155.00	930.00
31/10/2024	BACS 2417	Ace Equipment	G/HALL	Supplies/Services	2 new heavy-duty trolleys	676.00	135.20	811.20
31/10/2024	BACS 2418	ACW Arb	PARKS	Other Repair/Maint	Beaconfields - Various tree work	580.00	116.00	696.00
31/10/2024	BACS 2419	M W Brown	ADMIN	Supplies & Services	Quarterly pest control - October	37.50	0.00	37.50
31/10/2024	BACS 2419	M W Brown	G/HALL	Supplies/Services	Quarterly pest control - October	37.50	0.00	37.50
31/10/2024	BACS 2419	M W Brown	PARKS	Other Repair/Maint	Quarterly pest control at 6 sites - October	225.00	0.00	225.00
31/10/2024	BACS 2420	Cattermole Group Ltd	G/HALL	Supplies/Services	Service dishwashers & replace rinse aid pump	219.97	43.99	263.96
31/10/2024	BACS 2421	CBS Complete Ltd	G/HALL	Repair/Maint	Call out 2/10 to investigate heating issues (pump failed)	100.00	20.00	120.00
31/10/2024	BACS 2422	Clean All (Windows) Ltd	ADMIN	Supplies & Services	Quarterly window cleaning - October	75.15	15.03	90.18
31/10/2024	BACS 2422	Clean All (Windows) Ltd	BIRTHPLACE	Supplies & Services	Quarterly window cleaning - October	65.20	13.04	78.24
31/10/2024	BACS 2422	Clean All (Windows) Ltd	G/HALL	Supplies/Services	Quarterly window cleaning - October	79.37	15.87	95.24
31/10/2024	BACS 2423	Countryside Art Ltd	BIRTHPLACE	Stock for sale	Museum tea towels for sale	422.00	84.40	506.40

31/10/2024	BACS 2424	Darwin Electrical Services	ADMIN Supplies & Services	Refit lantern at rear of Donegal House	35.00	7.00	42.00
31/10/2024	BACS 2424	Darwin Electrical Services	G/HALL Repair/Maint	Replace faulty socket in Guildhall	47.60	9.52	57.12
31/10/2024	BACS 2425	EHM Exterior Home Maint	ARTS/TOURISM Lights Costs	4 custom made steel plates for telegraph poles for safety	300.00	60.00	360.00
31/10/2024	BACS 2425	EHM Exterior Home Maint	PARKS Other Repair/Maint	Pool Walk - Repair fallen door and frame	140.00	28.00	168.00
31/10/2024	BACS 2425	EHM Exterior Home Maint	PARKS Other Repair/Maint	Clock Tower-Remove moss, spray weeds & lay new gravel	1,750.00	350.00	2,100.00
31/10/2024	BACS 2425	EHM Exterior Home Maint	PARKS Other Repair/Maint	Curborough - Refix bin, repair concrete pad & refix bench	150.00	30.00	180.00
31/10/2024	BACS 2426	Green's Books Ltd	BIRTHPLACE Supplies & Services	Staff training for new workroom bookbinding exhibit	541.00	0.00	541.00
31/10/2024	BACS 2427	A James	ADMIN Subscript/Training	AAT membership 24/25 for Accounts Officer	187.00	0.00	187.00
31/10/2024	BACS 2428	Justice Fire and Security	G/HALL Repair/Maint	Call out 4/10 for issue with CCTV cameras & hard drive	120.00	24.00	144.00
31/10/2024	BACS 2428	Justice Fire and Security	G/HALL Repair/Maint	Replacement batteries for alarm panel	30.00	6.00	36.00
31/10/2024	BACS 2428	Justice Fire and Security	G/HALL Repair/Maint	Supply & install replacement CCTV hard drive	224.08	44.81	268.89
31/10/2024	BACS 2428	Justice Fire and Security	G/HALL Repair/Maint	Install additional smoke detector in water tank room	383.29	76.65	459.94
31/10/2024	BACS 2428	Justice Fire and Security	G/HALL Repair/Maint	3 replacement fire extinguishers in Guildhall	284.93	56.98	341.91
31/10/2024	BACS 2429	Lichfield Lock & Key Repairs	BIRTHPLACE Repair/Maint	Repairs to 2 locks on front door and inner door	74.42	14.88	89.30
31/10/2024	BACS 2430	Lich Lighthouse Company	ARTS/TOURISM Expenditure	Sea shanty singers for Johnson Birthday celebrations	60.00	0.00	60.00
31/10/2024	BACS 2431	MZ Photography & Drone Servs	CIVIC Supplies/Services	Drone footage & mapping of Civic processional route	295.00	59.00	354.00
31/10/2024	BACS 2432	R J Lift Services Ltd	G/HALL Repair/Maint	Call out to door operation fault 17/9	191.12	38.22	229.34
31/10/2024	BACS 2432	R J Lift Services Ltd	G/HALL Repair/Maint	Call out to door operation fault 25/9	238.90	47.78	286.68
31/10/2024	BACS 2432	R J Lift Services Ltd	G/HALL Repair/Maint	Supply & fit full length infra-red safety edge to lift	2,025.18	405.04	2,430.22
31/10/2024	BACS 2433	Sign Technology Ltd	C I L Expenditure	City Plaque Restoration - Fix new castings on 2 plaques	45.00	9.00	54.00
31/10/2024	BACS 2434	Smith of Derby Ltd	PARKS Other Repair/Maint	Clock Tower - Annual service of clock	287.00	57.40	344.40
31/10/2024	BACS 2435	Support Staffordshire	ADMIN Subscript/Training	Support Staffs associate member fee to October 2025	25.00	0.00	25.00
31/10/2024	BACS 2436	Mrs D Moss t/a Trading Faces	ARTS/TOURISM Lights Costs	Face painting artists & balloon modeller for Switch On	680.00	0.00	680.00
31/10/2024	BACS 2437	Up An' At 'Em! History	BIRTHPLACE Supplies & Services	Half-term Halloween talks & demos on 18th century surgeon	135.00	27.00	162.00
31/10/2024	BACS 2438	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of booksales, 4 weeks to 13/10/24	30.00	0.00	30.00
31/10/2024	BACS 2439	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of booksales, 4 weeks to 13/10/24	18.67	0.00	18.67
31/10/2024	BACS 2440	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - October	8,330.98	0.00	8,330.98
31/10/2024	BACS 2441	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - October	9,974.18	0.00	9,974.18
31/10/2024	BACS 2442	A Buck	G/HALL Lettings	Refund of breakages deposit for 26 Oct	100.00	0.00	100.00
31/10/2024	DDebit	British Gas	BIRTHPLACE Energy	Gas 27/9 - 10/10	153.00	7.65	160.65
31/10/2024	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 31/8 to 4/10 - current account	29.47	0.00	29.47
31/10/2024	DDebit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Monthly service fee for new digital donations box - Oct	12.50	2.50	15.00
					<u>112,744.56</u>	<u>10,267.13</u>	<u>121,274.80</u>

### LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 October to 31 October 2024

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
15/10/2024	BACS I42	The Art File	BIRTHPLACE Stock for sale	Various greeting cards for sale (new supplier & designs)	71.15	14.25	85.40
28/10/2024	05512	Cash	Various	Petty cash vouchers 8487 - 8501	243.42	36.59	280.01
31/10/2024	05513	Cash	Various	Birthplace petty cash vouchers SJ180 - SJ189	162.79	24.16	186.95
31/10/2024	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 31/8 to 4/10 - imprest account	8.45	0.00	8.45
					<u>485.81</u>	<u>75.00</u>	<u>560.81</u>

### LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 November to 30 November 2024

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
01/11/2024	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 24/25 - 8th instalment of 10	973.00	0.00	973.00
01/11/2024	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 24/25 - 8th instalment of 8	6.00	0.00	6.00
01/11/2024	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 24/25 - 8th instalment of 10	574.00	0.00	574.00
01/11/2024	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 24/25 - 8th instalment of 10	1,809.00	0.00	1,809.00
05/11/2024	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - October	20.31	0.00	20.31

05/11/2024	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - November	6.00	1.20	7.20
06/11/2024	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - October	225.27	0.00	225.27
06/11/2024	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - November	6.00	1.20	7.20
08/11/2024	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier usage May-July, rental Aug-Oct	663.83	132.76	796.59
11/11/2024	DDebit	British Telecommunications	HALLS Boley Hall	Broadband service at Boley Hall - October	44.38	8.88	53.26
12/11/2024	D Card	Lichfield District Council	MARKET Misc. Income	Street trading licences for Festive Market traders	620.00	0.00	620.00
14/11/2024	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - September	338.90	67.78	406.68
14/11/2024	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - September (1st account)	100.49	5.02	105.51
14/11/2024	DDebit	Npower Ltd	G/HALL Energy	Electricity - September	696.67	139.33	836.00
14/11/2024	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - September	42.02	2.10	44.12
14/11/2024	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - September	119.32	5.97	125.29
14/11/2024	DDebit	Npower Ltd	PARKS Energy	Friary electricity - September	19.69	0.98	20.67
14/11/2024	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - September	44.09	3.13	47.22
15/11/2024	DDebit	Francoctyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine rental 15/11/24 - 14/2/25	75.00	15.00	90.00
15/11/2024	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office 365 etc. - Oct	985.76	197.15	1,182.91
15/11/2024	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - October	45.00	9.00	54.00
15/11/2024	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - October	137.20	27.44	164.64
15/11/2024	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - October	45.00	9.00	54.00
15/11/2024	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - November	48.35	0.00	48.35
15/11/2024	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - November	39,074.04	0.00	39,074.04
18/11/2024	DDebit	British Telecommunications	ADMIN Tel/Postage	Broadband line rental, Nov-Jan	125.55	25.11	150.66
18/11/2024	DDebit	EE Ltd	G/HALL Supplies/Services	PA mobile - November	14.00	2.80	16.80
18/11/2024	DDebit	EE Ltd	G/HALL Supplies/Services	On-call mobile - November	28.59	5.72	34.31
18/11/2024	DDebit	EE Ltd	MARKET Supplies/Services	Markets mobile - November	18.34	3.67	22.01
18/11/2024	DDebit	EE Ltd	PARKS Other Repair/Maint	OSO mobile - November	26.97	5.39	32.36
18/11/2024	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - November	19.00	3.80	22.80
18/11/2024	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - November	19.00	3.80	22.80
18/11/2024	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 4/10 - 4/11	102.98	0.00	102.98
19/11/2024	DDebit	Land Registry	ADMIN Supplies & Services	Land Registry search fee	3.00	0.00	3.00
19/11/2024	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - October	97.42	4.87	102.29
20/11/2024	BACS 2443	Baroco Limited	ADMIN Supplies & Services	Collection & confidential shredding of 2 paper bins 31/10	40.00	8.00	48.00
20/11/2024	BACS 2444	EHM Exterior Home Maint	R&R FUND General	Remembrance Gardens - renew gravel path surface	5,000.00	1,000.00	6,000.00
20/11/2024	BACS 2445	P Gostling	G/HALL Lettings	Refund of breakages deposit	100.00	0.00	100.00
20/11/2024	BACS 2446	Graham Harrall Garden Maint	PARKS Other Repair/Maint	Stowe Croft - root injection treatment	2,750.00	0.00	2,750.00
20/11/2024	BACS 2447	Keelys LLP	ADMIN Professional Fees	Annual employment law advice to 25/11/25	1,500.00	300.00	1,800.00
20/11/2024	BACS 2448	Lichfield Lock & Key Repairs	HALLS Curborough C Centre	Supply and change strike plate on CCC doors	72.20	14.44	86.64
20/11/2024	BACS 2449	Lighting & Illumination Tech Exp	ARTS/TOURISM Lights Costs	New light garlands and carriage	1,835.00	367.00	2,202.00
20/11/2024	BACS 2450	Literary Emporium Ltd	BIRTHPLACE Stock for sale	Bookmarks and pin badges for sale	117.50	23.50	141.00
20/11/2024	BACS 2451	Mayor & Sheriff's charity acct	CIVIC Banquet Income	Transfer of payments made in error to LCC account	147.50	29.50	177.00
20/11/2024	BACS 2451	Mayor & Sheriff's charity acct	CIVIC Events	Transfer of card payments for Charity Quiz	958.56	0.00	958.56
20/11/2024	BACS 2451	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - S Schafer	Charity Masquerade Ball - Mayor's tickets	80.00	0.00	80.00
20/11/2024	BACS 2451	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - C Wood	Charity Masquerade Ball - Sheriff's tickets	80.00	0.00	80.00
20/11/2024	BACS 2452	Messenger Construction Ltd	R&R FUND Birthplace	Repairs to roof, new chimney pot & tile replacements	3,913.25	782.65	4,695.90
20/11/2024	BACS 2453	MT Services Computer Sys	ADMIN Supplies & Services	3 yr licence on Sonic Wall protection from 1/12/24	2,088.67	417.73	2,506.40
20/11/2024	BACS 2453	MT Services Computer Sys	ADMIN Supplies & Services	Replacement PCs for Civic Officer & MHO & installation	2,789.95	557.99	3,347.94
20/11/2024	BACS 2454	NG Training & Event Security	G/HALL Supplies/Services	Security for Council meeting 1/10/24	188.24	37.65	225.89
20/11/2024	BACS 2454	NG Training & Event Security	G/HALL Supplies/Services	Security for concert 26/10/24	188.24	37.65	225.89
20/11/2024	BACS 2455	Staffs Signs & Graphics	ARTS/TOURISM Lights Costs	Banner for lights sponsor - Michael's Menswear	25.00	5.00	30.00
20/11/2024	BACS 2456	The Art File	BIRTHPLACE Stock for sale	Christmas and birthday cards for sale	73.80	14.80	88.60
20/11/2024	BACS 2456	The Art File	BIRTHPLACE Stock for sale	Christmas cards for sale	44.28	8.88	53.16
20/11/2024	BACS 2457	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 10/11/24	6.67	0.00	6.67
20/11/2024	BACS 2458	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 10/11/24	7.00	0.00	7.00
20/11/2024	D Card	Amazon	BIRTHPLACE Supplies & Services	Oil filled radiator for Museum	36.66	7.33	43.99
20/11/2024	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - October usage/November rental	133.26	26.66	159.92
21/11/2024	Debit	American Express Merch Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.18	0.00	0.18
22/11/2024	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fee - October payroll	27.60	0.00	27.60
25/11/2024	BACS 2459	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - November	12,239.08	0.00	12,239.08
25/11/2024	BACS 2460	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - November	13,138.82	0.00	13,138.82

25/11/2024	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - September	439.36	87.87	527.23
25/11/2024	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/10 - 10/11	13,292.20	2,658.44	15,950.64
26/11/2024	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 12/10 - 12/11	25.50	0.00	25.50
27/11/2024	DDebit	Justice Fire and Security	G/HALL Repair/Maint	Maint. & support of security systems to 27/5/25 - 3rd qtr	431.05	86.21	517.26
29/11/2024	BACS 2461	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip - October	320.00	64.00	384.00
29/11/2024	BACS 2462	BDM Business Solutions	BIRTHPLACE Supplies & Services	Miniscan software	50.00	10.00	60.00
29/11/2024	BACS 2463	Brownhill Hayward Brown	R&R FUND Birthplace	Architect for roof repairs & scaffolding	550.00	110.00	660.00
29/11/2024	BACS 2463	Brownhill Hayward Brown	R&R FUND General	Cruck House QI inspection	950.00	190.00	1,140.00
29/11/2024	BACS 2464	Close Invoice Finance	BIRTHPLACE Repair/Maint	Risk assessment for lightning strikes by HMM Mech	225.00	45.00	270.00
29/11/2024	BACS 2464	Close Invoice Finance	G/HALL Repair/Maint	Risk assessment for lightning strikes by HMM Mech	225.00	45.00	270.00
29/11/2024	BACS 2465	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Stress testing of light hooks	2,940.00	588.00	3,528.00
29/11/2024	BACS 2465	Darwin Electrical Services	ARTS/TOURISM Lights Costs	New snowflake features for telegraph poles	881.00	176.20	1,057.20
29/11/2024	BACS 2465	Darwin Electrical Services	ARTS/TOURISM Lights Costs	LED string lights for telegraph poles	202.99	40.60	243.59
29/11/2024	BACS 2465	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Replacement bulbs of various colours	514.59	102.92	617.51
29/11/2024	BACS 2465	Darwin Electrical Services	R&R FUND Birthplace	Bookshop development - improvements to lighting	830.00	166.00	996.00
29/11/2024	BACS 2466	Emblem Print Products Ltd	BIRTHPLACE Stock for sale	Fridge magnets for sale	342.20	68.44	410.64
29/11/2024	BACS 2467	E.On Energy Solutions Ltd	PARKS Energy	Highway lighting energy 24/25	6,321.93	1,264.39	7,586.32
29/11/2024	BACS 2467	E.On Energy Solutions Ltd	PARKS Other Repair/Maint	Highway lighting maintenance 24/25	5,136.05	1,027.21	6,163.26
29/11/2024	BACS 2468	Eastern Shires Purch Org	ADMIN Supplies & Services	Paper	56.85	11.37	68.22
29/11/2024	BACS 2468	Eastern Shires Purch Org	G/HALL Supplies/Services	Dishwasher, cleaning & cloakroom supplies	210.50	42.10	252.60
29/11/2024	BACS 2469	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Journey to Western Isles'	50.66	0.00	50.66
29/11/2024	BACS 2469	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Dictionary of English Language'	58.46	0.00	58.46
29/11/2024	BACS 2469	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Lives of the Poets'	54.56	0.00	54.56
29/11/2024	BACS 2469	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Fortunes of Francis Barber'	46.76	0.00	46.76
29/11/2024	BACS 2470	W Kendrick	CIVIC Events	Bugler for Remembrance Sunday	25.00	0.00	25.00
29/11/2024	BACS 2471	Keycraft	BIRTHPLACE Stock for sale	Kitten and egg jetball toys for sale	90.12	18.02	108.14
29/11/2024	BACS 2472	Medicsafe Ltd	ADMIN Subscript/Training	Trauma first aid training (17 places)	1,020.00	0.00	1,020.00
29/11/2024	BACS 2473	The Pattern Book Press	BIRTHPLACE Stock for sale	Various greeting cards & paper for sale	105.30	21.06	126.36
29/11/2024	BACS 2474	Pioneer Roadshows	CIVIC Events	PA system & engineer for Remembrance Sunday	325.00	0.00	325.00
29/11/2024	BACS 2475	PumpMaster	ADMIN Supplies & Services	Service of saniflow toilets & under sink appliance	342.00	68.40	410.40
29/11/2024	BACS 2475	PumpMaster	ADMIN Supplies & Services	Repair leak in ladies saniflow toilet in basement	167.20	33.44	200.64
29/11/2024	BACS 2476	R Fathers	PARKS Other Repair/Maint	Boley Lane - Fell 2 silver birches	1,400.00	0.00	1,400.00
29/11/2024	BACS 2476	R Fathers	PARKS Other Repair/Maint	Remembrance Gdns - Crown lift of all low trees	850.00	0.00	850.00
29/11/2024	BACS 2476	R Fathers	PARKS Other Repair/Maint	Boley Lane - Cut 2 stumps to ground level & treat	200.00	0.00	200.00
29/11/2024	BACS 2476	R Fathers	PARKS Other Repair/Maint	Netherbridge Ave - Cut back 4 trees to clear gardens	1,000.00	0.00	1,000.00
29/11/2024	BACS 2476	R Fathers	PARKS Other Repair/Maint	Frenchman's Walk - Clear overgrowth along footpath	1,000.00	0.00	1,000.00
29/11/2024	BACS 2477	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum - October	830.29	166.06	996.35
29/11/2024	BACS 2477	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall & Donegal House - October	993.20	198.64	1,191.84
29/11/2024	BACS 2478	Valuation Office Agency	ADMIN Professional Fees	Valuation of site 15E at Seckham Rd (LDC to refund)	2,357.00	471.40	2,828.40
29/11/2024	BACS 2479	John Wiley & Son Ltd	BIRTHPLACE Stock for sale	Phil Jones book 'Reading Samuel Johnson'	76.00	0.00	76.00
29/11/2024	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 5/10 to 1/11 - current account	29.47	0.00	29.47
29/11/2024	DDebit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Monthly service fee for digital donations box - Nov	12.50	2.50	15.00
					<b>139,733.37</b>	<b>12,083.15</b>	<b>151,816.52</b>

**LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule**

**From 1 November to 30 November 2024**

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
07/11/2024	05514	Cash	Various	Petty cash vouchers 8502 - 8512	212.40	20.74	233.14
21/11/2024	05515	Cash	Various	Birthplace petty cash vouchers SJ190 - SJ198	174.79	13.09	187.88
29/11/2024	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 5/10 to 1/11 - imprest account	8.17	0.00	8.17
					<b>395.36</b>	<b>33.83</b>	<b>429.19</b>