

Lichfield City Council

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

Tel: (01543) 250011 email: townclerk@lichfield.gov.uk

Town Clerk: Anthony Briggs B.A. (Hons), CiLCA

3 March 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, 10 March 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 27 January 2025, Nos.74-85 (**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 17 January to 19 February 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) IF ANY**

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. CLIMATE CHANGE AND BIODIVERSITY COMMITTEE

To consider the Minutes of the Climate Change and Biodiversity Committee meeting held on 17 February 2025, and the recommendations therein (**APPENDIX 1**, attached).

RECOMMENDED: That the Minutes and recommendations of the Climate Change and Biodiversity Committee meeting held on 17 February 2025 be adopted.

9. GRANTS ADVISORY COMMITTEE

To consider the Minutes of the Grants Advisory Committee meeting held on 24 February 2025, and the recommended allocations of general grants and CIL monies therein (**APPENDIX 2**, attached).

[A copy of all applications considered by the Grants Advisory Committee is available to members on request to the Town Clerk].

RECOMMENDED: That the Minutes and recommendations of the Grants Advisory Committee meeting held on 24 February 2025 be adopted.

10. JOHNSON BIRTHPLACE ADVISORY COMMITTEE

To consider the Minutes of the Johnson Birthplace Advisory Committee meeting held on 25 February 2025, and the recommendations therein (**APPENDIX 3**, attached).

The Museum Accreditation documentation considered by JBAC, plus associated documents, will need to be signed and submitted to the accrediting body in due course. The 'signing rules' for the submission are to be confirmed, but are likely to include some or all of, the Mayor, Town Clerk, Museums and Heritage Officer, Chair of JBAC etc. As the sole Trustee of the Johnson Birthplace Trust, delegated authority is sought from the Council to allow the Town Clerk to arrange and submit the signed documentation in accordance with the signing rules that are awaited from the accrediting body.

[A copy of all documents considered by the Committee is available to members on request to the Town Clerk or Museums and Heritage Officer].

RECOMMENDED:

- 1. That the Minutes and recommendations of the Johnson Birthplace Advisory Committee meeting held on 25 February 2025 be adopted.***
- 2. The Council, acting in its capacity as sole Trustee of Dr Johnson's Birthplace Trust, to delegate authority to the Town Clerk to arrange for the necessary signing and submission of the accreditation documents.***

11. AUDIT COMMITTEE

To consider the Minutes and any recommendations of the Audit Committee meeting held on 5 March 2025, to follow under separate cover as **APPENDIX 4**. The Internal Audit report is provided as **ENCLOSURE 1**.

RECOMMENDED: That the Minutes and any recommendations of the Audit Committee meeting held on 5 March 2025 be adopted.

12. STOWE WARD BY ELECTION

To note that a by-election was held on 13 February 2025 following the resignation of Cllr S Hollingsworth. Dean Robertson (Reform UK) was elected. The political balance of the Council is now Labour 16, Liberal Democrats 6, Conservatives 6, Reform UK 1.

RECOMMENDED: That the report be noted.

13. APPOINTMENTS TO LCC COMMITTEES

Following the resignation of Councillor S Hollingsworth, vacancies arose on the following LCC Committees:

- Audit Committee
- Staffing Committee
- Johnson Birthplace Advisory Committee

At its meeting of 16 December 2024, the Council resolved to leave in abeyance the matter of appointing replacements to those Committees. The Council is now asked to consider this matter once again.

There are currently four places for minority party members on each Committee, with two each being previously taken by Conservatives and Liberal Democrats. With the resignation of Councillor Hollingsworth, Liberal Democrat representation on each of these committees is now reduced to one member.

RECOMMENDED: The City Council to appoint to each of the Committees above, filling the vacancies arising from the resignation of Councillor S Hollingsworth.

14 FEES AND CHARGES - GUILDHALL

Guildhall hire fees were increased by 0% for 2022/23 and 5% for 2023/24. Charges for 2024/25 (as agreed by Council in January 2024) reflected a tiered approach; 5% increase for voluntary and charitable rates, 7.5% for private hire and 10% for commercial hire. A new 'event package' was introduced at a cost of £1,500.

Issues Arising – 2025/26

Subsidy Levels

Following nationally agreed salary increases and the council's resolution to pay at least the National Living Wage, the current basic 'Voluntary' rate to hire any individual room on Monday-Thursday does not cover the total hourly salary (including on-costs) of the Premises Attendant on duty. This has been highlighted in the Internal Auditor's 2024/25 report.

Martyn's Law/Security Provision

There is currently an uplift in hourly rates of 20% where alcohol is to be served or sold on the premises. Introduced originally to cover additional clearing/cleaning, this is in fact rarely required. More recently, due to differing third party suppliers providing bar services on behalf of LCC, a desire to ensure safety, and the implications of Martyn's Law, Security Industry Association (SIA) licensed security personnel have been provided for some bookings where alcohol is served, notably wedding receptions/parties.

This has been trialled for a year or so and has been well received by hirers, particularly considering the close proximity of the Guildhall to other night time economy venues.

The existing 20% alcohol uplift does not cover the costs of SIA security, and in the

interests of value and good practice, these costs should be passed to the hirer more directly and with greater transparency than a general 20% uplift allows.

Pending formal council consideration, some exemptions to the security provision have been agreed based on risk and officer discretion; such examples include where alcohol is served as a 'toast' only, or a brief celebration drink at the end of a meeting. It is the view of officers that *this discretion is key to the successful implementation* of this proposed change in security provision; a blanket imposition is very difficult to justify and would capture events unnecessarily.

The other main exemption is events/concerts organised by Lichfield Arts. Lichfield Arts provide their own Stewards and have a good track record in preventing issues and dealing with them effectively if they do arise. To add a requirement for security would increase their hire costs significantly, likely to the point whereby most of their events would not be viable. Such a provision would also largely duplicate what they already – successfully – provide through their own staff and volunteers.

It is therefore proposed that Lichfield Arts be *formally exempted* from the security requirement due to:

- Provision of event Stewards
- Excellent record of dealing with and minimising disruption
- Ongoing commitment to this area of work, which includes working closely with LCC officers on the provisions of Martyn's Law.

Currently, Lichfield Arts is charged the prevailing rate plus 20% alcohol uplift as per council resolution. However, if (as proposed) the 20% uplift is removed in favour of separate security costs, and Lichfield Arts are exempted from these costs, their hire rates would fall for 2025/26. While this would reduce revenue to LCC slightly, it is difficult to justify a retention of the 20% uplift solely for Lichfield Arts if it is abolished for others; indeed, it could be seen as a rebuke towards Lichfield Arts in the face of the positive work they have done, their track record, and the responsibility they have taken.

Proposals for 2025/26:

- **10% increase to voluntary/charitable rate** – to reduce the subsidy level of this tier of booking
- **5% increase in the Private & Commercial/Wedding rate**
- **Remove the 20% uplift for alcohol sales, and replace with a minimum additional charge of £330.00+VAT.** This sum is to cover the costs of SIA security provision for up to four hours (the minimum length of booking time that would be invoiced by the security provider to LCC), plus administrative costs of arranging the security and any bar provision directly sourced through LCC. Additional hours to be charged at £82.50/hour+VAT up to the maximum bar length of six hours, to include security provision. *A retention of officer discretion as outlined above, allowing such cases to be assessed on an individual basis. Exemption for Lichfield Arts (subject to review as appropriate).*
- **Increase the cost of the 'Special Event' package,** which includes alcohol/security provision for up to six hours and provides exclusive use at a 'headline' rate to attract functions such as Weddings, from £1,500 (inc VAT) to £1,750 (inc VAT). The 'best value' crossover point compared to a Friday-Sunday whole building hourly rate would be (for example) approximately an 8-hour hire with 4-hour alcohol uplift.

These changes are incorporated in red text to the table at **APPENDIX 5** (attached).

RECOMMENDED: Council to confirm Guildhall hire rates to apply for 2025/26 as provided at APPENDIX 3.

15. MARKETS WORKING GROUP – PROPOSAL FOR ADDITIONAL SCOPE

It has been suggested by the Controlling Group that it may be beneficial to extend the remit of the current Markets Working Group (MWG). The MWG currently considers commercial matters relating to the markets such as costs of pitch hire, advertising and promotion, feedback and requests from traders. The proposal is to extend a similar remit to the Guildhall, thereby including consideration of room hire costs, advertising etc.

The MWG was established in September 2019, with its Terms of Reference adopted by council on 21 October 2019; inclusion of the Guildhall in the remit of the MWG will require an update to the Terms and likely a change in name to properly reflect any new functions.

Rather than discussing the detail of such changes at council, it is recommended that a meeting of the MWG be convened to discuss and agree possible changes to Terms of Reference, designation etc, and present these outcomes as recommendations to council for formal adoption. Further discussions on the detail of this meeting to take place with the Chair of the Working Group following consideration of this agenda item by Council.

RECOMMENDED: MWG Terms of Reference to be reviewed by the MWG at their next meeting, with a view to expanding the remit of the Working Group to cover the commercial elements of the Guildhall. The recommended changes emerging from that meeting to be put before council for consideration along with the minutes of the next meeting of the MWG.

16. NOMINATIONS FOR CIVIC OFFICE 2025/26

To consider and elect individuals to the following Offices:

- a) Mayor Elect
- b) Deputy Mayor Elect
- c) Sheriff Elect

17. CALENDAR OF MEETINGS 2025/26

To confirm the Calendar of Meetings for 2025/26, **APPENDIX 6** (attached). The meeting dates have been selected so that, **as far as possible**, they avoid conflict with the District Council’s draft calendar of meetings. The meetings of the Planning Committee are listed ‘if called’ following the adoption of revised Terms of Reference in April 2021.

RECOMMENDED: The draft calendar of meetings be approved.

18. OFFICERS’ REPORT

To receive the Officers’ Report on recent activity, **APPENDIX 7** attached.

RECOMMENDED: That the Report be noted.

19. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 8**) for the periods:

- 1 December to 31 December 2024 in the sum of £157,573.42 General Account, and £630.92 Imprest Account.
- 1 January to 31 January 2025 in the sum of £121,141.15 General Account, and £831.48 Imprest Account.

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.

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 received.*
- 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 27 January 2025 at 6.30pm

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

APOLOGIES: Councillors A Lax, J Marshall, E Strain and S Schafer, D Robertson (Member of Parliament for Lichfield, absent due to Parliamentary debate).

74. MAYOR'S ANNOUNCEMENTS

The Deputy Mayor commented that she and the Mayor had a restful Christmas and highlighted forthcoming events including the charity Ceilidh dance and International Women's day.

75. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

76. COUNCIL MINUTES

Councillor C Greatorex highlighted an error at minute no. 67, Remote Attendance/Proxy Voting Consultation and asked that it be corrected to reflect that Councillors J Eagland, C Greatorex and R Yardley voted against the motion and Councillors D Baker and J Smith abstained from the vote.

RESOLVED: *That subject to the amendment set out above, the Minutes of the Council meeting held on 16 December 2024 (Nos 54-73) be confirmed and signed as a correct record.*

77. MATTERS ARISING

None.

78. PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: *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.*

79. FINANCIAL PROGRESS REPORT 1 APRIL TO 30 NOVEMBER 2024

Members noted the eight-month financial progress report and associated explanatory notes.

RESOLVED: *That the eight-month financial progress report from 1 April to 30 November 2024 be noted.*

80. FEES AND CHARGES 2025/26 – MARKETS

Members considered the proposed fees and charges for 2025/26 as recommended by the City Council's cross party Markets Working Group. Councillor R Bragger commented that he had spoken to several market traders concerning market pitch fees and received positive feedback. He also commended Officers for their hard work.

RESOLVED: That as per the MWG recommendations, Council confirms the market pitch fees, associated charges and Market Square/Pool Walk hire fees for 2025/26 as provided at Agenda Appendix 2.

81. BUDGET ESTIMATES 2025/26

Members considered the draft budget for the financial year 2025/26. Councillor A Hughes commented that the budget estimates were both prudent and sensible with a modest increase in the precept. Councillor C Ball welcomed the increase in Grant Aid.

Following some discussion, the Town Clerk clarified that the draft budget reflected two increases:

1. A £3.32 (4.5%) precept increase on a typical individual 'Band D' property, as can be requested by Lichfield City Council through its budget setting process.
2. The 'Council Tax Base' increase (calculated by Lichfield District Council). This reflects the overall growth (or contraction) of housing in the City and is beyond the City Council's reasonable control. The increase for 2025/26 equates to approximately 1.5% of precept

The total increase requested in the draft budget was therefore 4.5% + 1.5% = 6%.

On being put to the vote the motion was CARRIED. Councillors D Baker, J Eagland, J Smith, M Warfield and R Yardley abstained from the vote.

RESOLVED: 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

82. REPAIR, RENOVATION AND SPECIFIC PROJECT PROGRAMME 2025/26

Members noted the amount of £34,000 included in the draft budget for the continuation of capital works, funded from the City Council's capital reserves.

RESOLVED That the report be noted.

83. OFFICERS REPORT

Councillor R Harvey-Coggins commended Officers for their hard work over the busy festive period. Councillor C Greatorex noted the engagement of local school children in the Mayor and Sheriff's Christmas card competition and was pleased to see how successful the markets are. Councillor J Smith queried the final cost of the Christmas Lights Switch On event; the Deputy Town Clerk confirmed a full report would be submitted to Council once all the relevant information had been gathered.

Councillor A Hughes reminded Members of the unveiling of the Daisy Shaw plaque on 7 March and Councillor J Christie commended the MHO for rejuvenating school visits at the Samuel Johnson Birthplace Museum.

RESOLVED: That the report be noted.

84. SUBSIDY REVIEW – LICHFIELD ARTS AND LICHFIELD FESTIVAL

Further to Minute 99 of the City Council's meeting on 28 January 2019, the arrangements between the Council, Lichfield Arts and Lichfield Festival are to be reviewed annually by the City Council. Members considered the current position and proposals for 2025/26.

RESOLVED:

1. That the City Council confirms 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. That the City Council confirms it wishes an inflationary increase of 2.5% to be applied to the prevailing licence charges for 2025/26.

3. That the City Council reconsiders this matter at its January 2026 meeting.

85. PAYMENT OF ACCOUNTS

Councillor C Greatorex queried the conservation cost of two paintings. The Town Clerk confirmed that this was for a painting in the Ashmole Room at the Guildhall and one located at the Samuel Johnson Birthplace Museum, the cost for the Ashmole Room painting in particular being much lower than earlier quotations received.

Councillor C Greatorex also queried the Valuation Office Agency fees and the cost of IT support.

The Town Clerk clarified that the Valuation Office Agency fee related to a potential project in partnership with LDC that was no longer proceeding, and that LDC had refunded these costs in full to LCC. The Town Clerk advised that the current IT support contractor had provided a good service for many years and is a trusted supplier, but there is no formal contract so alternative providers could be investigated [*Town Clerk's note - part of the reason for the increased fees from the IT support provider is the additional security and other measures added to LCC email accounts and its systems following discussions at Audit Committee, where it was suggested that additional precautions in this regard should be investigated and put in place as necessary. In addition, the forthcoming Windows 10 end of life had necessitated the replacement of some machines that could not cope appropriately with Windows 11*].

RESOLVED: That payment of accounts as detailed at AGENDA APPENDIX 6 be approved and confirmed 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.**

THERE BEING NO FURTHER BUSINESS THE DEPUTY MAYOR DECLARED THE MEETING CLOSED AT 7.03PM

MAYOR

For Council: 10 March 2025 APPENDIX 1

Lichfield City Council

Minutes of the Meeting of the Climate Change and Biodiversity Committee on Monday 17 February 2025 at 6.00pm

PRESENT: Councillors A Rushton (Deputy Chair), K. Farrelly, R Harvey-Coggins, A Lax, and E Strain.

Lichfield City Council Open Spaces Officer, Nigel Boden.

APOLOGIES: Councillor J Blackman.

10. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION.

None.

11. MINUTES AND MATTERS ARISING.

RESOLVED: *That the minutes of the meeting held on 21 October 2024 be confirmed as a correct record [minutes adopted by council on 16 December 2024].*

12. UPDATES TO COMMITTEE PRIORITIES.

Members considered the Deputy Town Clerk's agenda report detailing progress on identified priorities since the previous meeting:

1. Bicycle Repair Stations.

Members were informed that following vandalism, a replacement bicycle pump has been ordered at a cost of £384 inc VAT and is expected to be delivered within 6 - 8 weeks. The Open Spaces Officer also informed Members that the damaged pump had been removed and a sign placed on the door of the cycle station to indicate it was not locked.

2. Habitat Havens.

Members discussed engaging with local schools and community groups encouraging them to create 'Bug Hotels.' It was agreed that the Deputy Town Clerk would contact primary schools and scout groups etc to gauge their interest.

The Open Spaces Officer also confirmed that further suitable sites for wild flowering were actively being sought.

RESOLVED: *That the Deputy Town Clerk write to local primary schools and community groups to gauge their interest in creating 'Bug Hotels' and that the Open Spaces Officer identify further LCC sites for wild flowering.*

3. Carbon Sequestering and Collaboration with Woodlands Trust.

Members considered the range of resources and possible actions suggested by the Woodlands Trust as detailed at **AGENDA ENCLOSURE 1** and agreed that the suggestions made were not viable for a Parish Authority. The Open Spaces Officer confirmed the number of trees already in existence on LCC land to be 689 in addition to a further 300 - 400 saplings. [*Deputy Town Clerks note - Cllr A Lax subsequently extended the Committees thanks to the Open Spaces Officer for attending the meeting and his valuable contributions*]

RESOLVED: *That no further action be taken at this time , and the Committee to revisit the Woodland Trust suggestions at a later date if deemed necessary.*

4. Solar Panels on LCC Buildings.

Members considered the Deputy Town Clerks' report at **AGENDA APPENDIX 1** and the structural engineers' report at **AGENDA ENCLOSURE 2**, together with the associated costs for further investigations to be carried out on the integrity of the Guildhall roof.

Councillor A Lax asked that the minutes record her opposition to incurring further costs.

Councillor R Harvey-Coggins agreed to investigate the possibility of Grant funding for installing solar panels on community halls.

All Committee Members agreed not to pursue any further action at this time regarding the installation of solar panels on the Guildhall roof.

RESOLVED: That no further action be taken regarding the installation of solar panels on the Guildhall roof.

5. Carbon Literacy Certification.

Councillor A Rushton updated Members on the content of the recently attended Carbon Literacy course attended, confirming certification had been achieved.

Councillor A Rushton agreed to circulate to Committee Members via email the assessment form completed and a list of ideas to take forward.

In the interim it was agreed that the link to Lichfield Repair and Share Café be included on LCC website and social media.

RESOLVED: That Councillor A Rushton circulate the outcomes and ideas to take forward from the Carbon Literacy Course to all Committee Members for discussion at the next meeting.

13. ENVIRONMENTAL SOCIAL GOVERNANCE (ESG) POLICY.

Members considered LDC policies circulated at **AGENDA ENCLOSURE 3** as a baseline to establish an ESG policy for LCC. The Committee agreed that LDC policies were too overarching and complex to apply to a Parish authority. It was noted that, wherever possible, LCC already engages local contractors thus reducing its carbon footprint. However, due to the nature of their business it is unlikely that these contractors will have a specific ESG policy.

It was agreed that a more effective approach would be to look at some of LCC's consumables and the amount of plastic used and see if any improvements or reductions could be made. It was decided that Members would consider consumable items they wished Officers to investigate for more environmentally friendly alternatives.

RESOLVED: That Members consider consumable items they wish Officers to investigate for more environmentally friendly alternatives.

14. MEMBERSHIP OF STAFFORDSHIRE BUSINESS AND ENVIRONMENT NETWORK (SBEN).

Members considered the SBEN newsletter circulated at **AGENDA ENCLOSURE 4** and agreed that membership would be a useful resource.

RESOLVED: That delegated authority be given to the Deputy Town Clerk to join Staffordshire Business and Environment Network on behalf of LCC.

15. INTRODUCTION OF ACTION PLAN AND UPDATES.

Members agreed to the creation of an action plan and update table as per the example at **AGENDA APPENDIX 2** in order to keep track of complex and ongoing projects.

RESOLVED: That the Deputy Town Clerk create, maintain, and update an Action Plan, and that updates be a standing Agenda item at all future meetings.

16. DATE AND TIME OF NEXT MEETING.

Tuesday 1 April at 6.00pm via Zoom (subject to the availability of the Chair).

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 7.10pm**

ACTION PLAN

Version 2 Updated 18.02.25

ACTION	ACTIONED BY	COMMENTS	TIMESCALE
Habitat Havens	DTC & LCC Open Spaces Officer	<ul style="list-style-type: none"> • DTC to contact primary schools and local scout groups etc to gauge interest in creating 'Bug Hotels' • OS officer to identify further LCC sites suitable for wild flowering 	<p>DTC to report back at next meeting on 1.4.25</p> <p>Members to consider next actions.</p>
Collaboration with Woodlands Trust And Carbon Sequestering	DTC & Members	<ul style="list-style-type: none"> • Agreed that no further action be taken at this time. 	No further action
Solar Panels on LCC Guildhall	DTC	<ul style="list-style-type: none"> • After consideration of DTC report at AGENDA APPENDIX 1 and Structural Engineers report at AGENDA ENCLOSURE 2 , Members agreed that no further action be taken at this time. 	No further action
Carbon Literacy Certification	Cllr A Rushton	<ul style="list-style-type: none"> • Councillor A Rushton to circulate to Committee Members the assessment form and ideas to take forward generated from the recently attended Carbon Literacy course. • The Committee to consider the next steps. 	1.4.25
ESG Policy	DTC & Committee Members.	<ul style="list-style-type: none"> • No further action to be taken on creation of ESG Policy for LCC. • Members to consider consumable items they wish Officers to investigate for more environmentally friendly alternatives. 	1.4.25
Membership Of Staffordshire Business And Environment Network. (SBEN)	DTC	<ul style="list-style-type: none"> • Delegated authority be given to the DTC to join SBEN on behalf of LCC and report back to Members. 	1.4.25

For Council: 10 March 2025 APPENDIX 2

Lichfield City Council Minutes of the Meeting of the Grants Advisory Committee held in the Moulton Room, Guildhall at 6.30pm on Monday 24 February 2025

PRESENT: Councillors C Ball (Chair), H Ashton, D Baker, J Christie, A Hughes, P Knight, J Marshall and R Yardley.

APOLOGIES: Councillor K Farrelly.

Copies of applications for general revenue grant funding as detailed in these minutes are available to all members on request to the Town Clerk

39. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr H Ashton declared an interest in the following applications under Appendix B of the LCC Code of Conduct:

- Games/Coffee Morning – friend of the applicant
- Churches Together in Lichfield – member of the enabling group and responsible for suggesting the application
- Lichfield Twinning Association – LCC representative
- Lichfield City of Sanctuary – LCC representative
- Lichfield & District over 60's Club – Responded to an appeal from the organiser and suggested the grant application

Cllr J Christie declared an interest under Appendix B regarding the application from 'The Well' as a family member utilises this service.

Cllr R Yardley declared an interest under Appendix A in relation to the application from Lichfield Shrievally Association (being Chair of the Association); Cllr Yardley left the room during discussion and voting thereon.

Cllr C Ball declared an interest under Appendix B in relation to:

- Curborough Community Association – LCC representative
- Proms in the Park – Member of Lichfield District Council
- Coffee Morning/Dereck Jones – acquainted with the applicant
- Lichfield City of Sanctuary – LCC representative and member
- Lichfield Litter Legends & The Well – acquainted with applicants

Cllr A Hughes declared an interest in the following:

- The Well – acquainted with organisers
- Lichfield City of Sanctuary and Waterways Trust – member of both organisations
- Lichfield Festival – Volunteer
- Trishaw/Big Red Bike - friend of the applicant

Cllr P Knight declared an interest under Appendix A in relation to the application from Curborough Community Centre (being Chair of Curborough Community Association who operate the Centre) and left the room during discussion and voting thereon. Cllr Knight also declared an interest under Appendix B in the following:

- Dovehouse Community Gardens – LCC appointed representative
- Lichfield Litter Legends – member
- City of Sanctuary – member
- Phoenix Counselling Service – family member is a Trustee

Cllr D Baker declared an interest under Appendix B in the following applications:

- S.E. Staffs CAB – LCC representative
- Lichfield City of Sanctuary – LCC representative
- Lichfield Garrick – former Trustee
- Shrievalty Association – friend of the applicant

40. MINUTES

RESOLVED: That the minutes Grants Committee meeting held on 11 November 2024 be confirmed as a correct record [Minutes adopted by Council on 16 December 2024]

41. GENERAL REVENUE GRANT – 2025/26 GRANTS

Members considered the 2025/26 grant applications and reports which had been previously circulated. Members noted the total sum of grants requested as £72,492. The total sum of grant budget and earmarked grant reserve is £54,033, generating a shortfall of £18,459. The Committee's recommend grant awards are detailed in the table below.

No.	Applicant	Amount Awarded (£)
1	South East Staffordshire Citizens Advice Bureau	3,500
2	Lichfield Community Sports Club CIC	3,000
3	Lichfield District Arts Association	2,120
4	Lichfield Greenhill Bower	3,225
5	Lichfield District Council, Proms In The Park	2,000
6	Liberty Jamboree	500
7	Dereck Jones (Games/Coffee Morning)	1,872
8	The Well	1,000
9	Erasmus Darwin Foundation	600
10	Voluntary Transport For The Disabled	1,000
11	Lichfield Waterworks Trust	0 (recommend CIL)
12	Lichfield Festival	1,250
13	Lichfield Hockey Club	200
14	Curborough Community Association	750
15	The City Of Lichfield Concert Band	1,000
16	Churches Together	300
17	Lichfield Talking News	500
18	The Lichfield Trishaw Project (Big Red Bike)	500
19	Gamers' Wellbeing	600
20	Lichfield Twinning Association	0
21	Dovehouse Community Gardens	300
22	Late Night Listeners (Two Applications)	345
23	Lichfield Ladies' and Men's Probus Club	0
24	The City of Lichfield Shrievalty Association	634
25	Soroptimist international Lichfield And District	120
26	Lichfield Litter Legends	2,500
27	Lichfield District City of Sanctuary	1,100
28	Lichfield Pride	1,000
29	Transition Lichfield (Repair and Share Café)	320
30	Lichfield Garrick Theatre	1,000
31	Lichfield Bowling Club	0

32	Lichfield Festival of Music	0
33	Lichfield Trent Valley Community First Responders	2,000
34	Dementia Caring	0
35	Lichfield Table Tennis Club	150
36	Christchurch School Association	474
37	The Staffordshire Pathway Project	1,000
38	Lichfield Friendship Centre	0
39	Lichfield & District Over 60's Club	0
40	Pheonix Counselling Service	313
41	Read Easy, Birmingham North, Tamworth & Lichfield	0
Total		£35,173

The Committee agreed that the Town Clerk and Chair should prepare a Press Release, to go out immediately after the March Council meeting, publicising the grants awarded and that applications would be welcomed for the further grant funding available, particularly for events for school holiday activities. The Committee also agreed to review the Grant Application Form and the City Council priorities for grant funding at their next meeting in June.

RECOMMENDATION TO COUNCIL:

1. *That grants for the 2025/26 financial year be awarded as set out in the table above.*
2. *The unallocated portion of the grants fund (£18,860) be retained for possible allocation across 2025/26 or carried forward to 2026/27 as appropriate.*

42. CIL MONIES RECEIVED, COMMITTED AND FORECAST

Members considered the agenda report which provided detail of completed and ongoing CIL funded projects. The current amount of CIL available for allocation being £1,787 (including the Darwin Hall allocation formalised below).

RESOLVED: *That the report be noted.*

43. CIL REQUEST – DARWIN HALL

Members considered the Town Clerk's agenda report regarding the provision of new rear doors to Darwin Hall; the current provision being near the end of its service life and causing significant issues for the Hall's Management Committee, notably regarding false alarm activations in high winds caused by the movement of the doors against alarm sensors. The matter had been discussed informally by email prior to Christmas with Committee members giving their informal approval.

RECOMMENDATION TO COUNCIL: *That a CIL allocation of £6,633 be made to provide new doors to the rear of Darwin hall, and to an improved standard.*

44. CIL UPDATE – DIGITAL SIGNAGE

Cllr H Ashton provided a verbal report, stating that he would asking a question on this matter at LDC full council on 25 February.

RESOLVED: *That the report be noted.*

45. CIL ALLOCATION UPDATES

Members considered the agenda report detailing progress with several CIL allocations including the new lighting at Festival Gardens, troughs and associated pipework at The Moggs allotment site, bell restoration at St Mary's and the installation of Community Speed Watch signage. Members also noted the typographical error that had led to the allocation for CCTV improvements at the Guildhall being incorrectly quoted as £5,585.26 in previous agenda papers, the correct sum being £5,586.26. This had been identified by the Internal Auditor and a request made to the Committee to amend the allocation by £1 to ensure all sums correlate for audit/reporting purposes.

RESOLVED: That the report be noted.

RECOMMENDATION TO COUNCIL: The allocation for CCTV improvements to the Guildhall be increased by £1 to £5,586.26 to resolve the typographical error in the previous requested allocation.

46. ACTION PLAN UPDATES

Members considered the action plan. Members agreed that the action plan was no longer needed as the items were covered in other parts of the agenda.

RESOLVED: That the update be noted, and the action plan be removed from future agenda.

47. DATE AND TIME OF NEXT MEETING

Monday 2 June 2025 at 6.00pm; the meeting to be held via 'Zoom'.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 8.02PM**

For Council: 10 March 2025 APPENDIX 3

Lichfield City Council

Minutes of the Johnson Birthplace Advisory Committee Meeting held in the Moulton Room, Guildhall at 10:30am on Tuesday 25 February 2025

PRESENT:

Representing Lichfield City Council: Councillor A Hughes, (Chair), and Councillors J Anketell, J Christie, J Eagland, R Yardley, and E Strain.

In Attendance:

T Briggs (Town Clerk)
K Biddle (Museums & Heritage Officer)
F Benson (Museum Support Officer)
J Winterton (Johnson Society Representative)
P Jones (Johnson Society Representative)
A Thompson (Honorary Member)

Apologies:

Councillor M Field

Copies of all the documents referred to in these minutes are available to members on request to the Town Clerk or Museums and Heritage Officer.

1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

2. MINUTES AND MATTERS ARISING

RESOLVED: *That the Minutes of the Meeting held on 5th November 2024 confirmed as a correct record.* [Minutes adopted by Council on 16th December 2024].

3. MUSEUM ACCREDITATION – FORWRAD PLAN

The Committee considered the Museums and Heritage Officer's (MHO) SJBM Forward Plan 2025-28.

(4.4) Cllr R Yardley asked whether the age group data presented in the visiting audience overview included school visit numbers. The MHO explained that these numbers exclude school groups and instead reflect general visitor data. The age group data is a good indication of who SJBM's audience are and what they need.

(3.2 aim 4) P Jones and J Winterton asked about the relocation of the Blum Library. The MHO stated that this concept dates back a few years, asserting that this was one of the priorities laid out by the former MHO. She explained that the Blum Library was a donated collection of books with a pot of money assigned to it. The MHO believes that the Parlour is a poor location for it, so the aim would be to reorganise and combine the libraries, and therefore to reinterpret rooms.

(3.2) Cllr J Eagland asked how the Birthplace was advertising activities and events. The MHO explained that the Birthplace advertises its upcoming events via the website, social media, and through leaflets. Cllr J Eagland then asked about advertising for private events and building hires. The MHO stated that the Birthplace would not be able to accommodate that sort of hiring because of limited space and access to facilities (i.e. no public toilet or catering facilities on site). The Birthplace is, however, available for smaller bookings, such as the Johnson Society Chair Ceremony. It was reiterated that the Guildhall would be the most suitable site for venue hires. The MHO, referencing her

previous experience, explained that overall costs and loss in revenue to put on a larger hire would outweigh the benefits. P Jones added that there should be limitations on certain activities due to the building's listed status.

(3.2 aim 3) P Jones asked if the Wood Library, being an incredible resource, is likely to be more visible to visitors in plans to develop the Birthplace. The MHO stated that the Wood Library is already open to researchers, but that she would like to expand this to visitors at some point. However, with collections items being stored there and the room being the only dedicated space for volunteers to use, this would have to be considered as part of the larger reinterpretation plan.

(4.4) P Jones also highlighted visitor figures. The figures indicate an increasing number of visitors from outside of Lichfield; P Jones asked if there would be anything done to increase the number of visitors from within Lichfield. The MHO explained that these figures are very positive, and that ultimately the goal at the Birthplace is to appeal to a variety of audiences. The Birthplace aims to expand its local audience by holding events and collaborating with external community groups.

(5. aim 1) Cllr J Christie praised the document for generally being strong and comprehensive. Cllr Christie wondered if some parts could be made more specific - for example, how the document states that SJBM will maximise volunteer input but does not mention how it will do that. The MHO explained that volunteer input will be increased through new roles which will be advertised on the new website. The MHO explained that while volunteers are a valuable and incredible resource, there are limitations as to how many new volunteers the Birthplace can recruit due to staffing capacity and the level of support volunteers require. The MHO suggested that the aim could be made more measurable and specific through a focus on volunteer skills development.

(4.9) J Winterton asked about the wording around opening hours, and whether it would be better to state that the museum can sometimes be closed outside of Christmas Day, Boxing Day, and New Year's Day, due to events such as the Lichfield Food Festival. A Thompson agreed with J Winterton, also suggesting that the Birthplace should state that it has additional closures. The MHO stated that closures can be unpredictable (like the closure of the Birthplace in March and April of 2024). Cllr A Hughes agreed with the MHO, reaffirming that the Birthplace aims to be open as much as possible and that the current wording allows leeway.

(4.3) A Thompson questioned whether the 11 volunteers should be included within the 2.7 FTE staff. The MHO stated that volunteers are different from paid staff and that should be clearly defined in those numbers. The MHO said that Lichfield City Council employ 2.7FTE staff to run and operate the Birthplace, and that volunteers are recruited in a voluntary capacity, meaning that they are unpaid. A Thompson asked about the wording around volunteers, and suggested the document should be amended to say 'unpaid volunteers', but this was challenged by Cllr A Hughes who believed that the Accreditation assessors would understand the distinction between paid staff and volunteers.

(4.13) In reference to the Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis section of the Forward Plan, Cllr A Hughes stated that the Birthplace had been modest, and that some of the points had been partially achieved. The MHO explained that the Johnson Society and Johnson's worldwide fame would be added as points to the strengths section of the SWOT analysis.

RESOLVED: That the Forward Plan, as amended following discussions above, be adopted by JBAC.

RECOMMENDATION TO COUNCIL: That the amended SJBM Forward Plan 2025-28 be adopted.

4. MUSEUM ACCREDITATION – ACCESS POLICY

The Committee considered the SJBM Access Policy.

(3) J Winterton asked about how the Birthplace was going to make the collections and information stored on the upper floors of the building accessible. The MHO explained that this has partly been done with virtual tours (available on SJBM's website and on the tablet in the Bookshop), however these could be improved upon and that she would like to expand the Birthplace's accessibility in the future.

(5) J Winterton revisited the wording around the opening hours, again suggesting that it may need to be amended to reflect closures outside of the expected ones in December and January.

Cllr A Hughes stated that the document was good, honest, and imaginative in terms of mitigation.

RESOLVED: That the Access Policy be adopted by JBAC.

RECOMMENDATION TO COUNCIL: That the SJBM Access Policy be adopted.

5. MUSEUM ACCREDITATION – COLLECTIONS DEVELOPMENT POLICY

The Committee considered the SJBM Collections Development Policy.

(10) Cllr J Christie questioned whether the Birthplace should mention something about obtaining items of good provenance to strengthen the section on acquisitions. The MHO said that this could be added.

(4.1) J Winterton pointed out that the section that describes Johnson's circle of friends erroneously includes Josiah Wedgwood. The MHO said she will remove Wedgwood from this section.

(12) J Winterton asked the MHO to define what biological and geological material was in the context of museum practice, and whether this impacted the museum's collection. The MHO explained that biological materials relate to things like specimens and geological materials include things like minerals and rocks. The MHO confirmed that this section is not applicable to the Birthplace, and that the inclusion of the biological and geological section is standard and required for the Accreditation Return.

RESOLVED: That the Collections Development Policy, as amended following discussions above, be adopted by JBAC.

RECOMMENDATION TO COUNCIL: That the Collections Development Policy be adopted.

6. MUSEUM ACCREDITATION – CARE AND CONSERVATION POLICY

The Committee considered the SJBM Care and Conservation Policy.

(8) J Winterton asked what a working collection item was. The MHO explained that these are usually objects that are used for demonstrative purposes, such as waterwheels and drop stamps. The MHO advised that the museum does not have any working items.

RESOLVED: That the Care and Conservation Policy be adopted by JBAC.

RECOMMENDATION TO COUNCIL: That the Care and Conservation Policy be adopted.

The MHO to circulate the finalised versions of this suite of documents to JBAC members as soon as is practicable.

7. DATE AND TIME OF NEXT MEETING

In the calendar of meetings as Thursday 1 May 2025 at 10.30am in the Moulton Room, Guildhall. However, the Committee has previously stated that the documentation to be considered at this meeting be circulated via email in due course, with a meeting taking place if needed. The Town Clerk had provisionally set the next JBAC meeting as 4th November 2025, but this was subject to confirmation by Council at its March meeting as part of wider consideration of the 2025/26 meetings calendar.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 11:15am**

For Council: 10 March 2025 APPENDIX 5
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GUILDHALL ROOM HIRE CHARGES – CURRENT (PROPOSED FOR 25/26)

All charges shown exclude VAT unless otherwise stated

<u>VOLUNTARY/CHARITABLE</u>		<u>Mon - Thurs</u>	<u>10%</u>	<u>Fri - Sun</u>	<u>10%</u>
Main Hall (1st floor)	Per hour	£17.37	(£19.11)	£28.94	(£31.83)
Kitchen (1st floor)	Per occasion	£17.37	(£19.11)	£28.94	(£31.83)
Guildroom (ground floor)	Per hour	£11.11	(£12.22)	£20.32	(£22.35)
Kitchen (ground floor)	Per occasion	£11.11	(£12.22)	£20.32	(£22.35)
The Ashmole Room	Per hour	£9.21	(£10.13)	£18.34	(£20.17)
The Whytmore Room	Per hour	£7.76	(£8.54)	£16.03	(£17.63)
Whole Building	Per hour	£33.93	(£37.32)	£62.63	(£68.89)
<u>PRIVATE</u>		<u>Mon - Thurs</u>	<u>5%</u>	<u>Fri - Sun</u>	<u>5%</u>
Main Hall (1 st floor)	Per hour	£20.56	(£21.59)	£33.95	(£35.65)
Kitchen (1 st floor)	Per occasion	£20.56	(£21.59)	£33.95	(£35.65)
Guildroom (ground floor)	Per hour	£13.04	(£13.69)	£23.65	(£24.83)
Kitchen (ground floor)	Per occasion	£13.04	(£13.69)	£23.65	(£24.83)
The Ashmole Room	Per hour	£10.73	(£11.27)	£21.87	(£22.96)
The Whytmore Room	Per hour	£9.13	(£9.59)	£18.54	(£19.47)
Whole Building	Per hour	£39.29	(£41.25)	£73.24	(£76.90)
<u>WEDDINGS/CIVIL CEREMONIES/COMMERCIAL</u>		<u>Mon - Thurs</u>	<u>5%</u>	<u>Fri - Sun</u>	<u>5%</u>
Main Hall (1st floor)	Per hour	£32.63	(£34.26)	£62.04	(£65.14)
Kitchen (1st floor)	Per occasion	£32.63	(£34.26)	£62.04	(£65.14)
Guildroom (ground floor)	Per hour	£31.28	(£32.84)	£59.42	(£62.39)
Kitchen (ground floor)	Per occasion	£31.28	(£32.84)	£59.42	(£62.39)
The Ashmole Room	Per hour	£20.61	(£21.64)	£27.71	(£29.10)
The Whytmore Room	Per hour	£17.71	(£18.60)	£23.77	(£24.96)
Whole Building	Per hour	£75.92	(£79.72)	£134.62	(£141.35)

N.B: An additional charge of £132 Inc. VAT (£138.60 inc. VAT) is made when ceremonies are held on the premises.

ADDITIONAL CHARGES WHERE ALCOHOL IS SERVED OR SOLD

- A £330.00 minimum charge in addition to room hire fees detailed above, to include 4-hour security provision.
- Additional hours charged at £82.50/hour up to a maximum of six hours (maximum 'additional hours' charge therefore being £165.00).
- Discretion to not apply this charge to be available to officers in certain circumstances e.g. alcohol served for 'toast' only
- Exemption for Lichfield Arts due to longstanding association with LCC, provision of own event stewards, history of good procedures in place for minimising and dealing with disruption, and working closely with LCC on the implications of Martyn's Law.

Existing 20% hourly rate uplift for bookings with alcohol/dancing to be removed.

SPECIAL EVENT BOOKING

'Headline Rate' charge of £1,500 inc VAT (£1,750 inc VAT) to hire all commercially available rooms in the building for 1 day (10am until 1am), applicable for Weddings, Civil Ceremonies etc and to include additional charges where alcohol is served or sold as set out above up to a maximum of 6 hours.

For Council: 10 March 2025 APPENDIX 6

Calendar of Meetings 2025/2026

DATE	TIME	MEETING
2025		
Wednesday, 14 May	6.30pm	ANNUAL COUNCIL
Wednesday, 21 May	7.30pm	ANNUAL TOWN MEETING
Wednesday 4 June	6.30pm	Audit Committee
Thursday 5 June	6.30pm	Planning Committee (if called)
Monday 9 June	6.30pm	COUNCIL (year-end accounts)
Wednesday, 16 July	6.30pm	Planning Committee (if called)
Wednesday, 23 July	6.30pm	COUNCIL
Thursday, 28 August	6.30pm	Planning Committee (if called)
Tuesday, 30 September	6.30pm	COUNCIL
Thursday, 2 October	6.30pm	Planning Committee (if called)
Tuesday, 4 November	10.30am	Johnson Birthplace Advisory Committee
Wednesday, 5 November	6.30pm	Planning Committee (if called)
Thursday, 6 November	6.30pm	Staffing Committee
Wednesday, 3 December	6.30pm	Audit Committee
Monday, 8 December	6.30pm	COUNCIL
Thursday, 11 December	6.30pm	Planning Committee (if called)
2026		
Thursday, 22 January	6.30pm	Planning Committee (if called)
Monday, 26 January	6.30pm	COUNCIL
Monday, 23 February	6.30pm	Grants Advisory Committee
Wednesday, 25 February	6.30pm	Planning Committee (if called)
Wednesday, 4 March	6.30pm	Audit Committee
Monday, 9 March	6.30pm	COUNCIL
Wednesday, 25 March	6.30pm	Planning Committee (if called)
Monday, 20 April	6.30pm	COUNCIL
Thursday, 30 April	6.30pm	Planning Committee (if called)
Wednesday, 6 May	10.30am	Johnson Birthplace Advisory Committee
Wednesday, 13 May	6.30pm	ANNUAL COUNCIL
Wednesday, 20 May	7.30pm	ANNUAL TOWN MEETING
Thursday, 4 June	6.30pm	Planning Committee (if called)

For Council: 10 March 2025 APPENDIX 7

OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer

On Sunday 19 January, the Deputy Mayor and Sheriff attended their first civic church service, held at St. Peter & Paul's Roman Catholic Church. A friendly welcome awaited as Fr. Anthony Dykes led the service and both the Deputy Mayor and Sheriff were pleased to attend. The Mayor & Sheriff now look forward to the Civic Church visit to Wade Street Church on Sunday 9 March.



On Saturday 8 February, the Mayor and Sheriff held their third fundraiser - a Charity Ceilidh Dance in the Guildhall with 70 guests attending. The band 'Mucky Duck' & caller Mike Gentles were very well received and encouraged everyone to participate. All guests tucked into half time fish & chips from Sefton's chip shop before enjoying more dancing. The night finished with the raffle raising an impressive £290.00 for their chosen charities, Staffordshire Blood Bikes & Lichfield Foodbank. The Mayor gave a final vote of thanks to all guests before the evening drew to a close.

At the time of compiling this report, preparations are ongoing for Lichfield's Pancake Races on Tuesday 4 March. The event will feature a variety of races, including Men's, Women's, Mascots, and the under 10's. The festivities will begin at 12 noon, with participants eagerly lining up on Bore Street, vying for the top spot in their respective categories.



Following the races, the celebrations will continue with the traditional opening of the Shrovetide Fair on the Market Square. The Civic party will be present & the Town Crier will officially inaugurate the event. The event has been well publicised, and it is hoped that the community will turn out in force to support this tradition.

Planning also continues for International Women's Day at the Guildhall on Saturday 8 March, and the School Speaking Competition on Friday 14 March; eight schools wish to take part this year. In addition, planning continues for the Mayor and Sheriff's 'Swinging 60's' Entertainment & Tea event for Lichfield residents over the age of 70, to be held in the Guildroom on Friday 21 March.

2. Open Spaces: Nigel Boden, Open Spaces Officer and Jane Varley, Clerical Officer

Festival Gardens & Heather Gardens (Site 19)

Works to install four additional column lights to pathways on approach to the subway under Western Bypass which separates these two gardens was undertaken in January. The columns are due to be painted in the City's 'conservation green' by E-on in March/April. Leaf clearance has also been undertaken.



Fecknam Way (Site 11D)

Overgrown vegetation and shrubs have been cut back to improve visibility, together with crown lifts for trees and reduction/pollarding of an Ash tree overhanging a neighbouring garden.

North & South Oakhurst to Hillside (FP7)

Fallen elm tree (pictured) cleared from over pathway following recent winter storms.

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

- **Wildflower areas:** Preparations for Summer 2025 planting underway
- **Ash Grove (Site 17C):** Sycamore reduction completed to rear of Mulberry Drive
- **Kings Hill to Hillside via Gazebo (FP5):** Clearance of fallen tree across path.
- **Jordan Close to Shaw Lane (FP19):** Removal of fallen sycamore.
- **Pool Walk (Site 29):** Repair to cycle station located at Speakers' Corner; new pump required following vandalism.
- **Mill Croft, Reeve Lane to St Chads Rd (FP 22):** Cycle path swept to clear slippery leaf debris.



3. Samuel Johnson Birthplace Museum: Kimberley Biddle, Museums & Heritage Officer

February and March have been bustling with events at the Birthplace. Recent events have included *The Darker Side of Love*, a Valentine's themed evening with Museum Attendant and local storyteller, Christine Genders. Visitors were treated to out-of-hours access to the museum, a glass of wine, and a set of traditional anti-valentine's stories that didn't end in a 'happily ever after'. The evening was extremely popular with tickets selling out well in advance.

The Birthplace's programme of talks included *18th-Century Fashion and Revolution*, a fascinating one-hour talk led by British fashion designer, Gemma Thompson. Gemma delved into the history of women's clothing in the 1700's and demonstrated how to wear a robe à l'anglaise, an iconic dress style from the period.

Half-term fun included *Craft a Daffodil* family activity, spring themed puzzles, and a trail, all of which were organised and run by Birthplace volunteers.

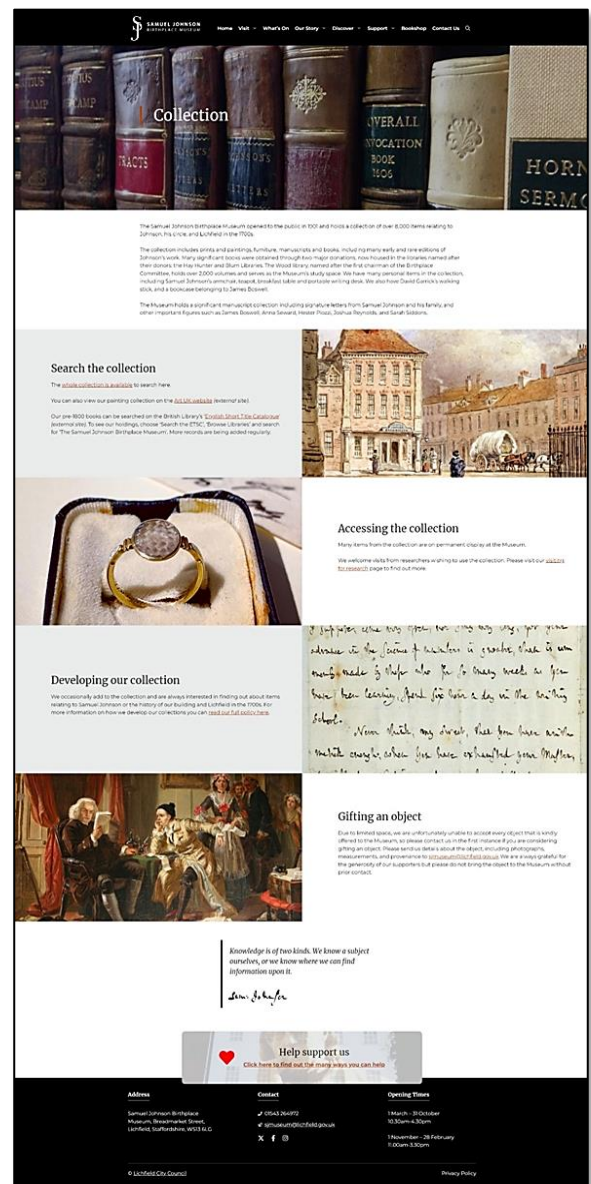
February was busy with group bookings including a visit from Spice West Midlands who booked a Birthplace tour led by Sarah Dale, and Maghull and Lydiate U3A who had two guided tours led by Christine Genders.

The Johnson Society were welcomed on 2 March for the annual Chair Ceremony tradition preceding their Annual Lecture. The oak chair which inspired the event is on display in the Birth Room. The chair is believed to have been used by Samuel Johnson at his school at Edial.

A brand-new website for the Birthplace has been trialled and is set to launch on 1 April. The modern, user-friendly design ensures visitors can easily navigate the site, find information, and plan their visit. The fresh look aligns with the museum's branding and identity, strengthening its image and appeal to new and returning visitors. A screen capture from the new website is shown opposite.

The updated content and optimised design will improve search engine rankings, making the Birthplace more discoverable to potential visitors and tourists to the city. The integrated donation options, along with descriptions of how individuals can support the Birthplace, simplifies the process for visitors to contribute.

The Birthplace can more effectively showcase its collections and educational resources online, enabling users to explore the collections and information remotely. Overall, the website will significantly enhance the Birthplace's digital presence and improve visitor engagement and accessibility.



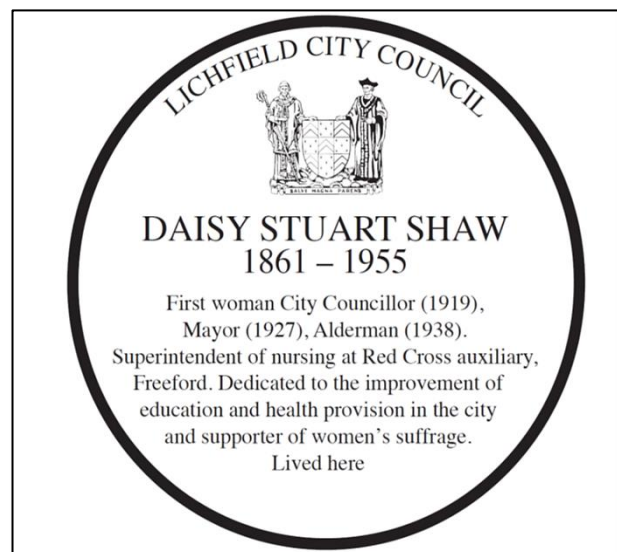
The Museums and Heritage Officer (MHO) has been busy preparing for the museum's Accreditation Return which is due on 1 October. As part of this process, several key policies have been reviewed and updated, including Access, Care and Conservation, Collections Development, and Collections Documentation policies. Additionally, the Forward Plan, detailing the site's strategic objectives for the upcoming three-year period has also been updated. This suite of documents has been presented to the Johnson Birthplace Advisory Committee (JBAC); the minutes of that meeting feature elsewhere on the Council agenda.

Exciting news from the Birthplace's partnership with Keele University! A heartfelt congratulations to Emma Stanbridge for successfully passing her viva and completing her PhD studentship. This remarkable achievement highlights her dedication and hard work, and the team is incredibly proud of her success.

As part of the ongoing improvements to the Bookshop, new door signage has been installed. This signage addresses the issue with the front door, which, when shut in cold weather, previously gave the misleading impression that the site was closed. Much work has been done this year to improve exterior signage, which is essential for enhancing visibility and attracting a wider audience. By providing clear, informative, and visually appealing signage, the team hope to increase brand awareness, draw in more visitors, and ultimately drive higher footfall to the Birthplace.



Alongside the MHO's efforts at the Birthplace, work is underway for the unveiling of a new blue plaque in honour of Daisy Stuart Shaw (1861-1955). The plaque will be unveiled in Lichfield during Women's History Month and forms part of Lichfield City Council's International Women's Day celebrations. Shaw was nominated for commemoration by Councillor Ann Hughes. Shaw was Lichfield's first woman City Councillor, Mayor and Alderman. She was also superintendent of nursing at Red Cross auxiliary, Freeford. Shaw was a fascinating woman who was dedicated to improving education and health provision in the city and was a supporter of women's suffrage.



Museum Attendant, Sarah Dale, will lead a *Women's History Walk* to celebrate International Women's Day. The walking tour will explore the lives of women with links to Lichfield across the centuries, showing how they demonstrated agency and achievement.

Upcoming events at the Birthplace include *St. Patrick's Day – A Celebration of Irish Tales*, an evening with multi-award-winning storyteller, Maria Buckley Whatton. On 17 March, Maria will be telling tales of bold warrior women and riotous ribaldry.

The Museum Support Officer (MSO) is overseeing preparations for the reopening of the Old Guildhall Cells for the upcoming summer season. This includes coordinating a thorough deep clean and organising the volunteer rota. The Cells are set to reopen on 5 April and will remain open on Saturdays throughout summer until October. Additionally, the MSO is actively preparing and promoting events for the forthcoming Easter holiday period at the Birthplace.

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

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

The 25% discount for January & February, implemented to help traders through the difficult winter trading period, has now come to an end.

There are new casual traders on Tuesdays & Fridays including '*Joyful Concept*' who sell Asian food. All food stalls continue to be monitored for standards of food hygiene and temperature control. LDC Environmental Health Officers are kept informed of any issues and any new food traders joining the market.

On 9 February, Chinese New Year was celebrated on the Market Square with local community groups performing Tai Chi and other Martial Arts. There was also the opportunity to discover Chinese Calligraphy and enjoy dance, opera, a new year story, and a traditional lion dance. This year is the year of the Wood Snake, the sixth animal of the Chinese zodiac associated with wisdom, intuition, and strategic growth.



The Markets Officer and Administration Officer are currently updating market operations documentation in readiness for the next meeting of the Markets Working Group. The Town Clerk has updated the hire forms for the Market Square and Pool Walk, both for Market days and for 'ad hoc' non-market day hire, together with the Terms and Conditions document and the 'Markets' page of the LCC website, which now provides more information and in a more straightforward manner.

The Fruit and Veg stall continues to stand on Wednesdays and there have been a number of other enquiries regarding Wednesday trading, further updates will be provided in due course.

Tuesday Market Update

All pitches on the Tuesday market have been filled by casual traders. The turnover of traders on Tuesday market can be quite high, but the waiting list maintained by Officers has proven to be effective in rapidly filling any spaces.

Currently, two of the three available casual pitches on Tuesdays have been filled by '*BS Bahia Fashions*' and '*Shaun the fish monger*'. It is hoped both traders will soon become permanent.



Friday Market Update

The two pitches which have recently been vacated have been occupied by new casual traders including '*Ellesmere Honey*.'



The start of 2025 has seen several new applications from those wishing to trade on Lichfield market. These applications are being placed on the list to replace traders that have left and to cover absence or holidays.

Unfortunately, the market on Friday 24 January was cancelled due to high winds.

Saturday Market Update

The Saturday market also remains full. The Markets Officer maintains a list of casual traders, and they are invited to stand when permanent traders are absent or take holidays.

Vegan Market

The first Vegan Market of 2025 was held on Sunday 19 January with an array of diverse stalls. The Vegan Market will continue to be held on the third Sunday of the month, with an average of 26 traders attending each time.

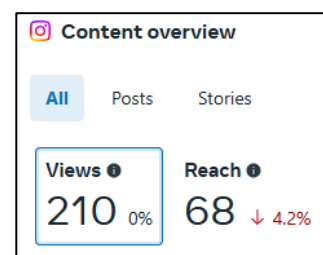
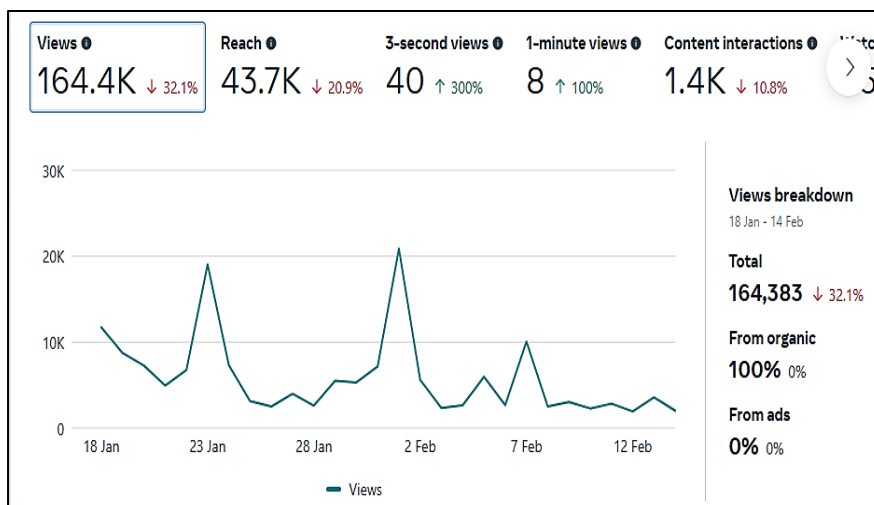
Producers' Market

The Producers' Market, operated by CJ's Events, was held on Sunday 19 January and will continue to operate on the first Sunday of the month. This market is well supported by 30 traders and is immensely popular with customers, many revisiting every month.



Social Media

All social media platforms maintain a good following. The statistics below 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 promote new traders joining the market and helps the new traders get established.



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

Although it is only a month since the last report, there has been a lot going on at the Guildhall. Regular hirers have returned after the Christmas holidays – including RSPB, Lichfield Friendship Centre, Bridge, National Trust, Slimming World, Chess, Band Practice and U3A.

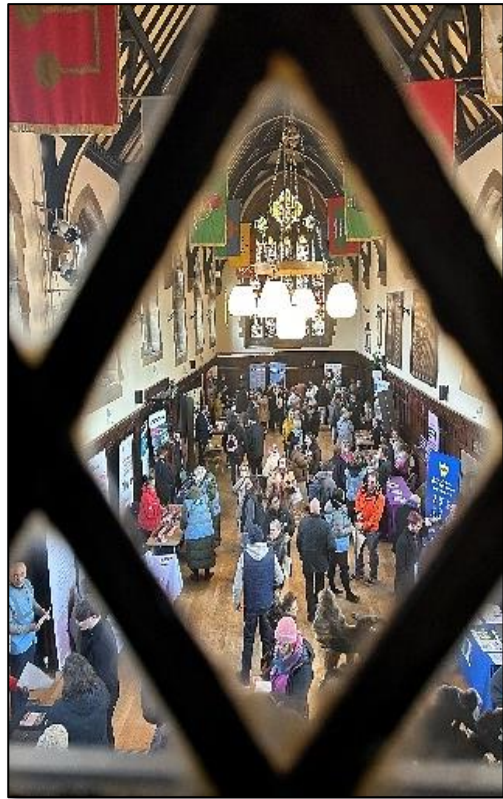
We have been busy with 36 meetings in various rooms and 12 training sessions/days.

Other bookings have included a choir rehearsal, auditions, a strategy/conference day, and the Guildroom being used for the LCC by-election. Market Research have had 2 commercial bookings so far this year. Other bookings included a local Awards Night, Lunar New Year Event and a local Charity Anniversary Quiz (which had almost 130 attending).

The Mayor and Sheriff held a charity Celidh Dance 8 February (included in the Civic Officers report).

A Jobs Fair (pictured), organised by LDC & DWP, was held on 18 February and very well attended. Stalls were located in both the Guildroom and Main Hall.

Other events include The Worshipful Company of Smith's Annual Feast on 25 February, the Guildhall Open Day on Saturday 1 March, and six Lichfield Arts concerts.



When time allows, our Premises Attendants have been carrying out general building maintenance and repainting where required.

The Town Clerk has updated the Guildhall booking forms, terms and conditions and several associated documents, as well as the 'Guildhall' page of the LCC website, to provide additional information in a clearer and more accessible manner to hirers. The Deputy Town Clerk has arranged a 3D tour of the Guildhall which is also now available to view on the LCC website and is further mentioned in the Deputy Town Clerk's section of this report.

Boley Park Community Hall

The Playscheme is booked in for a week in April, 4 weeks (3 days per week) in August, and 4 days in the Christmas holidays. We continue to attract lots of children's parties and have a long waiting list for regular hire slots.

Maintenance work on the hall floor is due to be carried out during the Easter holidays. Arrangements will also be made for the annual service of the fire alarm and CCTV soon.

The Town Clerk is currently scheduling the AGM and a Management Committee/Trustee meeting following receipt of the audited accounts.

6. Deputy Town Clerk: Sarah Thomas

The Deputy Town Clerk is currently working on promotion of the Guildhall in an effort to raise the building's profile as an events venue. As part of this an *Open Day* has been planned for **Saturday 1 March** between 10.00am and 2.00pm.

During the event, rooms will be thoughtfully arranged to highlight the venue's versatility and charm. Guests will also be able to experience civic traditions firsthand, including viewing the city's sword and mace. Visitors will be able to explore the old prison cells to learn about the history of law and order in the city.

At 12 noon, local historian Jonathan Oates, will become '*Edwardian Jono*', and give a captivating talk on the Guildhall's rich heritage.

Guests will then be able to conclude their visit with a delicious canapé and a glass of complimentary non-alcoholic fizz.

This free event has been widely publicised in City Life magazine and on the Council's Social media platforms **#visitourvenue**.

In addition, a new virtual *Walk Through Tour* has been created and included on the City Council's [website](#), providing potential hirers with a useful insight into the building. Work continues on the publication of a new Guildhall brochure.

Further clarification is being sought on particulars regarding the Christmas Lights Switch On event before a full report can be presented to Council.

The Deputy Town Clerk is also working on agenda items for the next Climate Change and Biodiversity Committee meeting on the 1 April.

Meetings have been scheduled with District Council Officers to discuss the May Food Festival and the implementation of vehicle mitigation bollards in relation to the impact on the Markets and accessibility to the Market Square.

Training continues with all City Council employees regarding Health and Safety matters such as manual handling and the use of fire extinguishers. Members of staff have also been reminded of the City Council's protocols for Martyn's Law and critical incidents to ensure a heightened level of awareness is maintained as Civic events begin for 2025.



For Council: 10 March 2025 APPENDIX 8

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 December to 31 December 2024

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
02/12/2024	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 24/25 - 9th instalment of 10	973.00	0.00	973.00
02/12/2024	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 24/25 - 9th instalment of 10	574.00	0.00	574.00
02/12/2024	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 24/25 - 9th instalment of 10	1,809.00	0.00	1,809.00
03/12/2024	DDebit	Land Registry	ADMIN Supplies & Services	Land Registry search fee	3.00	0.00	3.00
04/12/2024	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - November	19.31	0.00	19.31
04/12/2024	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - December	6.00	1.20	7.20
04/12/2024	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - November	204.89	0.00	204.89
04/12/2024	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - December	6.00	1.20	7.20
06/12/2024	Debit	Central Fieldwork Mkt Research	G/HALL Lettings	Refund on card for cancelled booking 5/11/24	187.68	37.54	225.22
11/12/2024	DDebit	British Telecommunications	HALLS Boley Hall	Broadband service at Boley Hall - November	44.38	8.88	53.26
12/12/2024	BACS 2480	3D Displays Ltd	R&R FUND Birthplace	Fittings for bookshop display	45.41	9.08	54.49
12/12/2024	BACS 2481	Cliff Antony	ARTS/TOURISM Lights Costs	Entertainment at Switch On event	125.00	0.00	125.00
12/12/2024	BACS 2482	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip - November	320.00	64.00	384.00
12/12/2024	BACS 2483	Big TV (UK) Ltd	ARTS/TOURISM Lights Costs	Big TV screen for Switch On event	6,415.00	1,283.00	7,698.00
12/12/2024	BACS 2484	CBS Complete Ltd	G/HALL Repair/Maint	Call out 20/11 for issues with hot water supply	100.00	20.00	120.00
12/12/2024	BACS 2485	City of Lichfield Probus Club	CIVIC Sheriff's Allowance - C Wood	Sheriff's tickets for Probus Club Luncheon	77.00	0.00	77.00
12/12/2024	BACS 2486	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Christmas Lights contract - 50% for installation	8,598.18	1,719.63	10,317.81
12/12/2024	BACS 2486	Darwin Electrical Services	BIRTHPLACE Supplies & Services	Installation of electrical sockets in bookshop	165.00	33.00	198.00
12/12/2024	BACS 2486	Darwin Electrical Services	GRANTS General	Lighting of Clock Tower per Council Min 125 of 15/4/24	120.00	24.00	144.00
12/12/2024	BACS 2487	EHM Exterior Home Maint	C I L Expenditure	Installation of community speed watch signs	165.00	33.00	198.00
12/12/2024	BACS 2487	EHM Exterior Home Maint	G/HALL Repair/Maint	Replace loose plaster on stairs and repaint	525.00	105.00	630.00
12/12/2024	BACS 2487	EHM Exterior Home Maint	HALLS Boley Hall	Repair section of flooring at Boley Hall	85.00	17.00	102.00
12/12/2024	BACS 2487	EHM Exterior Home Maint	PARKS Other Repair/Maint	Reposition Remembrance Gdns benches & Curborough bin	145.00	29.00	174.00
12/12/2024	BACS 2487	EHM Exterior Home Maint	PARKS Other Repair/Maint	Pool Walk - Unblock two drains	100.00	20.00	120.00
12/12/2024	BACS 2487	EHM Exterior Home Maint	PARKS Other Repair/Maint	Ash Grove - Dig out and refix old post	185.00	37.00	222.00
12/12/2024	BACS 2488	Lisa Hand Illustration	BIRTHPLACE Stock for sale	Christmas cards for sale	110.00	0.00	110.00
12/12/2024	BACS 2489	JPSL Technical Services	ARTS/TOURISM Lights Costs	Radio hire for Christmas Lights Switch On event	148.00	29.60	177.60
12/12/2024	BACS 2489	JPSL Technical Services	CIVIC Events	Radio hire for Remembrance Sunday	109.00	21.80	130.80
12/12/2024	BACS 2490	Lichfield Community Media	DEM SERVICES Publicity	Public Notice in local paper for Stowe Ward vacancy	37.00	0.00	37.00
12/12/2024	BACS 2491	Lichfield Cathedral School	G/HALL Lettings	Refund of breakages deposits for 19/11 & 4/12	300.00	0.00	300.00
12/12/2024	BACS 2492	Lichfield District Council	ARTS/TOURISM Lights Costs	Street cleansing & toilet attendants for Switch On event	712.50	142.50	855.00
12/12/2024	BACS 2493	Lichfield District Council	PARKS Other Repair/Maint	Supply and re-turf area at Darwin Hall	350.00	70.00	420.00
12/12/2024	BACS 2494	Mazars LLP	ADMIN Professional Fees	External audit fee 2023/24	2,100.00	420.00	2,520.00
12/12/2024	BACS 2495	D McCarthy Bros (Lichfield)	C I L Expenditure	Installation of troughs & pipework at Moggs Allotments	5,600.00	1,120.00	6,720.00
12/12/2024	BACS 2496	Musicmann Ltd	ARTS/TOURISM Lights Costs	Mojo barriers for Switch On event	600.00	120.00	720.00
12/12/2024	BACS 2497	MZ Photography & Drone Svcs	ARTS/TOURISM Lights Costs	Time lapse images for Switch On event	375.00	75.00	450.00
12/12/2024	BACS 2498	Nisbets	G/HALL Supplies/Services	Packs of water glasses	43.19	8.63	51.82
12/12/2024	BACS 2498	Nisbets	G/HALL Supplies/Services	Packs of cutlery	20.94	4.18	25.12
12/12/2024	BACS 2499	Print & Digital of Lichfield	CIVIC Supplies/Services	Printing of Civic Christmas cards	170.00	34.00	204.00
12/12/2024	BACS 2500	R Fathers	PARKS Other Repair/Maint	Bracken Close - Tree work	850.00	0.00	850.00
12/12/2024	BACS 2500	R Fathers	PARKS Other Repair/Maint	Wissage Road - Tree work	850.00	0.00	850.00
12/12/2024	BACS 2501	SCC County Fund	CIVIC Mayor's Allowance - S Schafer	Deputy Mayor's tickets for SCC Christmas Evening	60.00	0.00	60.00
12/12/2024	BACS 2502	Staffs Signs & Graphics	MARKET Supplies/Services	2 'Market This Way' signs	14.33	2.87	17.20
12/12/2024	BACS 2503	W Burns-Mace Ltd	ADMIN Supplies & Services	Tudor Row fire escape licence to 16/12/25	2,300.00	0.00	2,300.00
12/12/2024	BACS 2504	Up An' At 'Em! History	BIRTHPLACE Supplies & Services	Museum education development session and training	540.00	108.00	648.00
12/12/2024	BACS 2505	Hirelink Uk Midlands Ltd	ARTS/TOURISM Lights Costs	Hire of Heras fencing for Switch On event	1,110.00	222.00	1,332.00
12/12/2024	BACS 2506	Lichfield Players	G/HALL Lettings	Refund of breakages deposits for booking 30/11	200.00	0.00	200.00
12/12/2024	BACS 2507	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum - November	725.19	145.04	870.23

12/12/2024	BACS 2507	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall and Donegal House - November	1,040.49	208.10	1,248.59
12/12/2024	BACS 2508	Guild of St Mary's Centre	C I L Expenditure	Reimburse restoration of bells, Council Min 125 of 15/4/24	6,973.00	0.00	6,973.00
12/12/2024	BACS 2509	Table Football Plus	ARTS/TOURISM Lights Costs	Football tables, marquees and staff for Switch On event	1,040.00	0.00	1,040.00
12/12/2024	D Card	Birds of Derby Ltd	CIVIC Events	Cakes & biscuits for Xmas Card winners' Parlour visit	14.80	0.00	14.80
12/12/2024	D Card	Waterstones	CIVIC Events	Book vouchers for Christmas Card Competition winners	30.00	0.00	30.00
13/12/2024	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - December	31,389.03	0.00	31,389.03
16/12/2024	DDebit	British Gas	BIRTHPLACE Energy	Gas 11/10 - 21/11	480.12	24.00	504.12
16/12/2024	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, backups, anti-virus, Office365 etc - November	982.01	196.40	1,178.41
16/12/2024	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - November	45.00	9.00	54.00
16/12/2024	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - November	137.20	27.44	164.64
16/12/2024	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - November	45.00	9.00	54.00
16/12/2024	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - December	37.55	0.00	37.55
16/12/2024	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - October	368.46	73.69	442.15
16/12/2024	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - Apr-Jun (adjusted), July - Oct (2nd account)	25.96	1.30	27.26
16/12/2024	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - October (1st account)	124.60	6.23	130.83
16/12/2024	DDebit	Npower Ltd	G/HALL Energy	Electricity - October	863.90	172.78	1,036.68
16/12/2024	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - October	50.02	2.50	52.52
16/12/2024	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - October	139.97	7.00	146.97
16/12/2024	DDebit	Npower Ltd	PARKS Energy	Friary electricity - October	20.34	1.02	21.36
16/12/2024	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - October	50.14	3.46	53.60
17/12/2024	DDebit	EE Ltd	G/HALL Supplies/Services	PA mobile - December	14.00	2.80	16.80
17/12/2024	DDebit	EE Ltd	G/HALL Supplies/Services	On-call mobile - December	28.59	5.72	34.31
17/12/2024	DDebit	EE Ltd	MARKET Supplies/Services	Markets mobile - December	18.34	3.67	22.01
17/12/2024	DDebit	EE Ltd	PARKS Other Repair/Maint	OSO mobile - December	26.97	5.39	32.36
18/12/2024	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - December	19.00	3.80	22.80
18/12/2024	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - December	19.00	3.80	22.80
18/12/2024	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - November	97.89	4.89	102.78
18/12/2024	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 4/11 - 4/12	101.41	0.00	101.41
20/12/2024	DDebit	Virgin Media Payments	ADMIN Tel/Postage	Phones/ internet - November usage/ December rental	142.83	28.56	171.39
24/12/2024	BACS 2510	ACW Arb	PARKS Other Repair/Maint	Hazel Grove - Remove snapped hanging ash branch.	80.00	16.00	96.00
24/12/2024	BACS 2510	ACW Arb	PARKS Other Repair/Maint	Swinfen Broun Rd - Install cobra bracing to pine	517.00	103.40	620.40
24/12/2024	BACS 2511	B.A.R. (Leicester) Mechanical Svs	BIRTHPLACE Repair/Maint	Boiler service & inspection	320.00	64.00	384.00
24/12/2024	BACS 2511	B.A.R. (Leicester) Mechanical Svs	BIRTHPLACE Repair/Maint	Repairs and supply of boiler parts after inspection	1,430.00	286.00	1,716.00
24/12/2024	BACS 2512	R C Brady (UK) Ltd	BIRTHPLACE Stock for sale	Leather bookmarks for sale	101.50	20.30	121.80
24/12/2024	BACS 2513	Cannock Sound Hire	ARTS/TOURISM Lights Costs	Sound system & engineers for Switch On	1,300.00	260.00	1,560.00
24/12/2024	BACS 2514	CBS Complete Ltd	G/HALL Repair/Maint	Supply and install 2 new heating pump sensors	398.60	79.72	478.32
24/12/2024	BACS 2514	CBS Complete Ltd	G/HALL Repair/Maint	Replace failed heating element in hot water system	282.89	56.58	339.47
24/12/2024	BACS 2515	Contemporary Glass Structures	C I L Expenditure	Replacement rear doors at Darwin Hall - 50% deposit	3,316.50	663.30	3,979.80
24/12/2024	BACS 2516	Chicago Glass (UK) Ltd	HALLS Darwin Hall	Repairs to damaged glazing at Darwin Hall	790.00	158.00	948.00
24/12/2024	BACS 2517	EHM Exterior Home Maint	R&R FUND General	Roof & guttering repairs at Cruck House after QI inspection	1,230.00	246.00	1,476.00
24/12/2024	BACS 2518	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Printer paper & Donegal House cloakroom supplies	147.50	29.50	177.00
24/12/2024	BACS 2519	Justice Fire and Security	C I L Expenditure	Upgrade to Guildhall CCTV cameras & recorder	5,586.26	1,117.25	6,703.51
24/12/2024	BACS 2520	G Keatley	ADMIN Subscript/Training	AAT membership 2025 for Internal Auditor	200.00	0.00	200.00
24/12/2024	BACS 2521	Lichfield Lighthouse Company	BIRTHPLACE Supplies & Services	Sea shanty singers at Family Day, 1st December	60.00	0.00	60.00
24/12/2024	BACS 2522	NG Training & Event Security	ARTS/TOURISM Lights Costs	Security & radios for Lights Switch On	6,653.54	1,330.71	7,984.25
24/12/2024	BACS 2522	NG Training & Event Security	CIVIC Events	Security & radios for Remembrance Sunday	1,098.12	219.62	1,317.74
24/12/2024	BACS 2522	NG Training & Event Security	G/HALL Supplies/Services	Security for U3A band night	188.24	37.65	225.89
24/12/2024	BACS 2523	SCC County Fund	ARTS/TOURISM Lights Costs	Donation for Christchurch Primary School Switch On choir	100.00	0.00	100.00
24/12/2024	BACS 2524	Vision ICT Ltd	BIRTHPLACE Supplies & Services	Balance for design & development of new website	1,260.00	252.00	1,512.00
24/12/2024	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fee - November payroll	28.30	0.00	28.30
24/12/2024	Debit	American Express Merch Svs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.02	0.00	0.02
27/12/2024	BACS 2525	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - December	8,958.75	0.00	8,958.75
27/12/2024	BACS 2526	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - December	10,465.68	0.00	10,465.68
27/12/2024	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - October	1,361.98	272.40	1,634.38
27/12/2024	DDebit	Justice Fire and Security	G/HALL Repair/Maint	Maintenance of fire alarms to 25/9/25 - 2nd qtr	144.69	28.93	173.62

27/12/2024	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/11 - 10/12	13,292.20	2,658.44	15,950.64
27/12/2024	Debit	Festive Market stall card refunds	MARKET Misc. Income	Card refunds to traders for cancelled Festive Market	628.49	0.00	628.49
27/12/2024	Debit	Festive Market stall card refunds	MARKET Misc. Income	Card refunds to traders for cancelled Festive Market	160.87	0.00	160.87
27/12/2024	Debit	Festive Market stall card refunds	MARKET Misc. Income	Card refunds to traders for cancelled Festive Market	37.33	0.00	37.33
30/12/2024	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 12/11 - 12/12	22.36	0.00	22.36
30/12/2024	Debit	Festive Market stall card refunds	MARKET Misc. Income	Card refunds to traders for cancelled Festive Market	74.66	0.00	74.66
31/12/2024	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 2 to 29 November - current account	22.82	0.00	22.82
					142,906.92	14,666.50	157,573.42

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 December to 31 December 2024

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
03/12/2024	05516	Cash	Various	Petty cash vouchers 8513 - 8529	246.38	13.16	259.54
03/12/2024	05517	A D Thompson	CIVIC Mayor's Allowance - S Schafer	Carol service - Mulled wine ingredients (sugar, spices)	7.19	0.00	7.19
03/12/2024	05517	A D Thompson	CIVIC Mayor's Allowance - S Schafer	Carol service - Bottles of wine for mulled wine	60.00	12.00	72.00
16/12/2024	05518	Cash	Various	Petty cash vouchers 8530 - 8546	242.20	41.97	284.17
31/12/2024	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 2 to 29 November - imprest account	8.02	0.00	8.02
					563.79	67.13	630.92

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 January to 31 January 2025

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
02/01/2025	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 24/25 - Last instalment of 10	973.00	0.00	973.00
02/01/2025	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 24/25 - Last instalment of 10	574.00	0.00	574.00
02/01/2025	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 24/25 - Last instalment of 10	1,809.00	0.00	1,809.00
02/01/2025	DDebit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Monthly service fee for digital donations box - December	12.50	2.50	15.00
02/01/2025	Debit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Regium fee for contactless card donations - January	1.36	0.00	1.36
06/01/2025	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - December	24.50	0.00	24.50
06/01/2025	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - January	6.00	1.20	7.20
07/01/2025	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - December	145.49	0.00	145.49
07/01/2025	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - January	6.00	1.20	7.20
08/01/2025	DDebit	Justice Fire and Security	HALLS Boley Hall	Maintenance of Boley CCTV & fire alarm to 2/4/25-4th qtr	156.98	31.39	188.37
10/01/2025	D Card	Lotan Group UK Ltd	ADMIN Supplies & Services	4 oil filled radiators (on insurer's advice)	133.28	26.68	159.96
10/01/2025	D Card	Lotan Group UK Ltd	G/HALL Supplies/Services	4 oil filled radiators (on insurer's advice)	133.28	26.68	159.96
10/01/2025	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/ internet - Usage Oct-Dec, rental Dec-Feb	125.55	25.11	150.66
10/01/2025	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/ internet - Usage Oct-Dec, rental Dec-Feb	488.61	97.72	586.33
10/01/2025	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/ internet - Usage Oct-Dec, rental Dec-Feb	552.90	110.58	663.48
10/01/2025	DDebit	British Telecommunications	HALLS Boley Hall	Broadband service at Boley Hall - December	44.38	8.88	53.26
13/01/2025	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - November	395.91	79.18	475.09
13/01/2025	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - November (2nd account)	90.18	4.51	94.69
13/01/2025	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - November (1st account)	126.71	6.34	133.05
13/01/2025	DDebit	Npower Ltd	G/HALL Energy	Electricity - November	792.84	158.57	951.41
13/01/2025	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - November	87.64	4.38	92.02
13/01/2025	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - November	181.33	9.07	190.40
13/01/2025	DDebit	Npower Ltd	PARKS Energy	Friary electricity - November	19.69	0.98	20.67

13/01/2025	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - November	52.95	3.57	56.52
14/01/2025	DDebit	British Gas	BIRTHPLACE Energy	Gas 22/11 - 20/12	205.36	10.26	215.62
15/01/2025	DDebit	Justice Fire and Security	BIRTHPLACE Repair/Maint	Maint. of alarms & emergency lighting to 12/1/26-1st qtr	263.41	52.68	316.09
15/01/2025	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, back ups, antivirus, Office 365 etc-December	974.51	194.90	1,169.41
15/01/2025	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - December	45.00	9.00	54.00
15/01/2025	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - December	137.20	27.44	164.64
15/01/2025	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - December	45.00	9.00	54.00
15/01/2025	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - January	41.60	0.00	41.60
15/01/2025	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - January	31,970.84	0.00	31,970.84
15/01/2025	Debit	Festive Market stall refunds	MARKET Misc. Income	Card refund to trader for cancelled Festive Market	37.33	0.00	37.33
17/01/2025	D Card	Harts of Stur	G/HALL Supplies/Services	Wedding cake knives	43.75	8.75	52.50
17/01/2025	DDebit	EE Ltd	G/HALL Supplies/Services	PA mobile - January	14.00	2.80	16.80
17/01/2025	DDebit	EE Ltd	G/HALL Supplies/Services	On-call mobile - January	28.59	5.72	34.31
17/01/2025	DDebit	EE Ltd	MARKET Supplies/Services	Markets mobile - January	18.34	3.67	22.01
17/01/2025	DDebit	EE Ltd	PARKS Other Repair/Maint	OSO mobile - January	26.97	5.39	32.36
20/01/2025	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - December	51.94	2.60	54.54
20/01/2025	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - December usage/January rental	119.75	23.95	143.70
20/01/2025	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 4/12 - 4/1	109.44	0.00	109.44
21/01/2025	D Card	St John Ambulance	ADMIN Supplies & Services	8 workplace first aid grab bags & delivery	148.95	29.79	178.74
21/01/2025	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - January	19.00	3.80	22.80
21/01/2025	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - January	19.00	3.80	22.80
22/01/2025	BACS 2527	ACW Arb	PARKS Other Repair/Maint	Netherstowe - Works to oaks & other trees	1,200.00	240.00	1,440.00
22/01/2025	BACS 2528	E A Barnes & Sons	MARKET Supplies/Services	3 exchanges of covered skip - December	240.00	48.00	288.00
22/01/2025	BACS 2529	Bishops Offley Xmas Trees	ARTS/TOURISM Lights Costs	Supply & delivery of 25ft Christmas tree for Clock Tower	640.00	0.00	640.00
22/01/2025	BACS 2530	A Briggs	DEM SERVICES Supplies & Services	Reimbursement for annual Zoom licence to 4/1/26	129.90	25.98	155.88
22/01/2025	BACS 2531	M W Brown	ADMIN Supplies & Services	Quarterly pest control at Donegal Hse - January	37.50	0.00	37.50
22/01/2025	BACS 2531	M W Brown	G/HALL Supplies/Services	Quarterly pest control at Guildhall - January	37.50	0.00	37.50
22/01/2025	BACS 2531	M W Brown	PARKS Other Repair/Maint	Quarterly pest control at 6 sites - January	225.00	0.00	225.00
22/01/2025	BACS 2532	Contactless Donation Boxes	BIRTHPLACE Supplies & Services	Bespoke box for donations machine - 50% balance	516.25	103.25	619.50
22/01/2025	BACS 2533	Darwin Electrical Services	ADMIN Supplies & Services	Check & adjust clock for top floor water heater	32.00	6.40	38.40
22/01/2025	BACS 2533	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Christmas Lights contract - balance	8,085.18	1,617.04	9,702.22
22/01/2025	BACS 2533	Darwin Electrical Services	G/HALL Repair/Maint	Replace downlight in Ashmole Room	65.16	13.03	78.19
22/01/2025	BACS 2534	Guild of Macebearers	CIVIC Supplies/Services	Annual membership of Guild 2025 for Senior Macebearer	10.00	0.00	10.00
22/01/2025	BACS 2535	Justice Fire and Security	ADMIN Supplies & Services	Call out 3/1 for alarm & smoke detector fault	150.00	30.00	180.00
22/01/2025	BACS 2536	Lichfield Arts	G/HALL Bar Charge	Provision of bar for Sinfonia concert on 1/12/24	59.40	11.88	71.28
22/01/2025	BACS 2537	Lichfield District Council	CIVIC Events	Renewal of Small Society Lottery registration from 11/2/25	20.00	0.00	20.00
22/01/2025	BACS 2538	LUKG	ADMIN Supplies & Services	Pencils from Banner Group	0.25	0.05	0.30
22/01/2025	BACS 2538	LUKG	ADMIN Supplies & Services	Stationery from Banner Group	329.27	65.84	395.11
22/01/2025	BACS 2539	M R S Communications	ADMIN Supplies & Services	Storonet radio to 31/12/25	260.00	52.00	312.00
22/01/2025	BACS 2539	M R S Communications	MARKET Supplies/Services	Storonet radio to 31/12/25	260.00	52.00	312.00
22/01/2025	BACS 2540	MT Services Computer Sys	ADMIN Supplies & Services	3 yr integrated lights-out licence for remote server monitrg	380.00	76.00	456.00
22/01/2025	BACS 2540	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Download of MiniScan software for education & website	90.00	18.00	108.00
22/01/2025	BACS 2541	Nationwide Ambulance Service	ARTS/TOURISM Lights Costs	Paramedic & ambulance for rearranged Switch On	1,180.75	0.00	1,180.75
22/01/2025	BACS 2541	Nationwide Ambulance Service	ARTS/TOURISM Lights Costs	First responders for rearranged Switch On	579.25	115.85	695.10
22/01/2025	BACS 2542	NG Training & Event Security	G/HALL Supplies/Services	Security for Council meeting on 16/12/24	188.24	37.65	225.89
22/01/2025	BACS 2543	PPL PRS Ltd	BIRTHPLACE Supplies & Services	PPL and PRS annual music licences to 16/1/26	428.20	85.64	513.84
22/01/2025	BACS 2544	R Fathers	PARKS Other Repair/Maint	Eastern Ave - Remove fallen trees & limbs after storm	650.00	0.00	650.00
22/01/2025	BACS 2545	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum - December	683.15	136.63	819.78
22/01/2025	BACS 2545	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall & Donegal House - December	804.02	160.80	964.82
22/01/2025	BACS 2546	Terrain HR Ltd	ADMIN Professional Fees	Health & safety support services, 5 days in 2025	3,000.00	600.00	3,600.00
22/01/2025	BACS 2547	Vision ICT Ltd	BIRTHPLACE Adverts/promotion	Museum website hosting & support to Feb 2026	215.00	43.00	258.00
22/01/2025	BACS 2548	Robert Yardley Photography	BIRTHPLACE Supplies & Services	Photography of school visit to promote education offer	155.00	0.00	155.00
22/01/2025	BACS 2549	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of booksales, 4 weeks to 5/1/25	37.67	0.00	37.67
22/01/2025	BACS 2550	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of booksales, 4 weeks to 5/1/25	68.00	0.00	68.00
22/01/2025	BACS 2551	M Eggleston	G/HALL Lettings	Refund of Guildhall & kitchen breakages deposits	200.00	0.00	200.00

22/01/2025	BACS 2552	Lich Musical Youth Theatre	G/HALL Lettings	Refund of breakages deposit	100.00	0.00	100.00
22/01/2025	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - November	1,346.55	269.31	1,615.86
22/01/2025	DDebit	NatWest Autopay	EMPLOYEE COSTS	Autopay Online fee - December payroll	27.95	0.00	27.95
24/01/2025	BACS 2553	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - January	6,946.33	0.00	6,946.33
24/01/2025	BACS 2554	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - January	10,523.49	0.00	10,523.49
24/01/2025	DDebit	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine credit downloaded 20/1	500.00	0.00	500.00
24/01/2025	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier - Usage Jul-Sep, rental Oct-Dec	252.71	50.54	303.25
27/01/2025	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/12 - 10/1	13,292.20	2,658.44	15,950.64
27/01/2025	Debit	Festive Market stall refunds	MARKET Misc. Income	Card refunds 22/1 for cancelled Festive Market	74.66	0.00	74.66
28/01/2025	DDebit	Water Plus Ltd	BIRTHPLACE Rates/Water	Used water & surface drainage 14/10/24 - 14/1/25	45.94	0.00	45.94
30/01/2025	DDebit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Monthly service fee for digital donations box - January	12.50	2.50	15.00
31/01/2025	BACS 2555	Clean All (Windows) Ltd	ADMIN Supplies & Services	Quarterly window cleaning - January	78.91	15.78	94.69
31/01/2025	BACS 2555	Clean All (Windows) Ltd	BIRTHPLACE Supplies & Services	Quarterly window cleaning - January	68.46	13.69	82.15
31/01/2025	BACS 2555	Clean All (Windows) Ltd	G/HALL Supplies/Services	Quarterly window cleaning - January	83.34	16.67	100.01
31/01/2025	BACS 2556	Historic Echoes	BIRTHPLACE Supplies & Services	Evening talk on Civil War, 15th January	75.00	0.00	75.00
31/01/2025	BACS 2557	Justice Fire and Security	BIRTHPLACE Repair/Maint	Replacement battery after half yearly intruder alarm check	26.50	5.30	31.80
31/01/2025	BACS 2558	Lichfield Lock & Key Repairs	PARKS Other Repair/Maint	6 replacement keyed-alike locks for Open Spaces	174.12	34.82	208.94
31/01/2025	BACS 2559	Mason Training & Consultancy	ADMIN Subscript/Training	Emergency First Aid at Work training and qualification	500.00	0.00	500.00
31/01/2025	BACS 2560	Mayor & Sheriff's charity acct	CIVIC Events	Transfer of card payments less cash spent for Charity Ball	675.04	0.00	675.04
31/01/2025	BACS 2560	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - S Schafer	Mayor's tickets for own ceilidh	30.00	0.00	30.00
31/01/2025	BACS 2560	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - C Wood	Sheriff's tickets for own ceilidh	30.00	0.00	30.00
31/01/2025	BACS 2561	Messenger Construction	R&R FUND General	Darwin Hall roof and drainage works - final invoice	9,751.81	1,950.36	11,702.17
31/01/2025	BACS 2562	MZ Photography & Drone Svs	CIVIC Events	3D model of Remembrance Gardens using drone	295.00	59.00	354.00
31/01/2025	BACS 2563	NG Training & Event Security	G/HALL Supplies/Services	Security for Council meeting on 27/1/25	188.24	37.65	225.89
31/01/2025	BACS 2564	PPL PRS Ltd	G/HALL Lettings	Music licence for bookings 6/9/24 - 16/11/24	462.45	92.49	554.94
31/01/2025	BACS 2564	PPL PRS Ltd	G/HALL Lettings	Music licence for Sinfonia concert on 1/12/24	40.95	8.19	49.14
31/01/2025	BACS 2565	R Fathers	PARKS Other Repair/Maint	Ash Grove - Reduce sycamore tree	850.00	0.00	850.00
31/01/2025	BACS 2565	R Fathers	PARKS Other Repair/Maint	Shaw Lane footpath - Cut up & clear fallen sycamore	350.00	0.00	350.00
31/01/2025	BACS 2566	Rhino Plumbing & Heating Svs	G/HALL Repair/Maint	Supply and replace 1 pair of basin lever taps	113.00	22.60	135.60
31/01/2025	BACS 2567	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of booksales, 4 weeks to 8/12/24	8.00	0.00	8.00
31/01/2025	BACS 2568	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of booksales, 4 weeks to 8/12/24	46.00	0.00	46.00
31/01/2025	BACS 2569	CBS Complete Ltd	G/HALL Repair/Maint	Supply & fit replacement head on heating pump	1,676.00	335.20	2,011.20
31/01/2025	BACS 2569	CBS Complete Ltd	G/HALL Repair/Maint	Call out 24/12 for leak & repair heating pump seal	100.00	20.00	120.00
31/01/2025	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 30 Nov to 3 Jan - current account	24.25	0.00	24.25
31/01/2025	Debit	Festive Market stall refunds	MARKET Misc. Income	Card refund 27/1 for cancelled Festive Market	37.33	0.00	37.33
					<u>111,017.48</u>	<u>10,123.67</u>	<u>121,141.15</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 January to 31 January 2025

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
07/01/2025	05519	Cash	Various	Petty cash vouchers 8547 - 8555	222.55	43.30	265.85
20/01/2025	05520	Cash	Various	Petty cash vouchers 8556 - 8565	249.22	17.71	266.93
30/01/2025	05521	Cash	Various	Petty cash vouchers 8566 - 8586	248.84	41.11	289.95
31/01/2025	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 30 Nov to 3 Jan - imprest account	8.75	0.00	8.75
					<u>729.36</u>	<u>102.12</u>	<u>831.48</u>