



# Lichfield City Council

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

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**Town Clerk: Anthony D Briggs** B.A. (Hons), CILCA

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7 April 2025

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield on **Monday, 14 April 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 10 March 2025 (Nos. 86-102) (**copy attached**).
5. **MATTERS ARISING ON COUNCIL MINUTES**
6. **PLANNING COMMITTEE**  
The Chair of the Planning Committee to move that comments submitted to Lichfield District Council for the period 19 February 2025 to 19 March 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 meeting of the Climate Change and Biodiversity Committee held on Thursday 10 April 2025, to follow under separate cover as **APPENDIX 1**.

***RECOMMENDED: That the minutes of the Climate Change and Biodiversity Committee meeting held on 10 April 2025 be adopted.***

**9. RESIGNATION – COUNCILLOR DAVE ROBERTSON (CURBOROUGH WARD)**

Council is asked to note the resignation on 21 March 2025 of Dave Robertson MP (Labour) as a Councillor for Curborough Ward. The Notice of Vacancy was published the same day, and the necessary signatures from electors have been received by the Returning Officer, resulting in a by-election being called. The by-election will be held on May 1 to coincide with the County Council elections.

No vacancies on LCC committees or outside bodies arise as a result of the resignation.

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

**10. DARWIN HALL – ADDITIONAL SOLAR PANELS**

Darwin Hall Community Association (DHCA) manage Darwin Hall on behalf of LCC. DHCA are currently in the process of transferring their electricity and solar tariffs to a new provider, and have been advised that solar generation could be increased from the current 9.8kw to 15kw without any penalty to the generation rates received currently.

As part of the extensive roof work carried out by the City Council in 2023, the original solar panels were replaced; the original installation consisting of 42 panels operating at a wattage that was normal for the time of installation, but being approximately half of the wattage used in installations today. The panels, once removed from the roof to facilitate the roof repairs, could not be tested until they were back in situ, therefore presenting 42 opportunities for failure in equipment that likely had approximately 10 years of serviceable life remaining, plus the cost of reinstatement. For a relatively small additional cost, those 42 panels were replaced with 25 new panels producing the same output and with a 25-year guarantee. At the time, and as a result of the terms and conditions of the (then) current provider, the Feed In Tariff payments would have been compromised if the capacity had increased.

DHCA representatives have obtained a quotation, from the same company who installed the new panels in 2023, to add a further 12 panels to match the existing, plus the necessary upgraded inverters to generate/process the 15kw limit. DHCA is now seeking permission from the council, as owners of the building, to proceed with the installation.

***RECOMMENDED: Council to approve the addition of solar panels and installation of new inverters at Darwin Hall as set out above provided that:***

- 1. The ability of the roof to safely support the panels is professionally established.***
- 2. A reputable contractor is engaged to carry out the work.***
- 3. The fixings and mountings used are suitable for the roof sheeting.***
- 4. The roof condition to be recorded before and after installation to ensure the existing roof warranty is not negated.***
- 5. Darwin Hall Community Association to be responsible for all installation and ongoing maintenance costs of the panels and ancillaries (either directly or through successful applications for funding) and for all repair and maintenance works to the fabric of the building that may arise as a result of the panels, their installation or their ancillaries.***

## 11. **BOLEY PARK COMMUNITY HALL – RENEWAL OF LEASE**

The Boley Park Community Hall was constructed in the 1980's as part of the Boley Park development and is owned by the City Council. Since 1985 the Hall has been leased by this Council to Trustees of a local Management Committee, which is a separate entity to the Council and a registered charity. As with leases to other community halls in LCC ownership, the lease is for a seven-year term and is rent free. Under the terms of the lease, the Management Committee is responsible for the day-to-day operation of the Hall, including internal repairs and maintenance, and the City Council as landlord is responsible for the upkeep of the main structure of the building.

The lease was most recently renewed in August 2018, following council resolution at its meeting of 31 July 2018, meaning it falls due in August 2025. When renewed in 2018, there were no changes made to the lease, except for revised names/dates. For the new lease, no revisions appear necessary beyond similar amendments for the sake of accuracy.

The lease is to named Trustees who sign on behalf of the charity; the Trustees who are lessees are those appointed by the City Council. The current lease Trustees as appointed by the City Council are Cllrs Eagland, Warfield and Yardley, and former Councillor, Christopher Spruce. It is these four individuals who would therefore be asked to be signatories to any new lease, with the Town Clerk and Mayor signing on behalf of LCC.

***RECOMMENDED: That the Town Clerk be given delegated authority to progress renewal of the Boley Park Community Hall lease under the same terms as those previously agreed by Council in August 2018, with the exception of necessary amendments to dates/names etc for the sake of accuracy.***

## 12. **REPRESENTATIVES ON OUTSIDE BODIES**

### **Michael Lowes And Associated Charities**

The Clerk to the Charity advises that Councillor M Warfield, nominated as a Trustee by the City Council, has not attended the last four meetings of the Trust and hence his trusteeship has automatically lapsed pursuant to the Trust's scheme. The Council is asked to make another nomination for a full four-year term. The other representatives on this outside body appointed by LCC are currently D Greatorex, P Hitchman, and Councillor J Eagland.

The Clerk to the Committee advises that the Trustees next meet at the Old School House, Weeford for their quarterly meeting and Annual Dinner on June 26 at 6pm. There are three other Trustee meetings each year held at 4pm at Well Cottage, St Chad's Road – they usually last for 60-90 minutes. Trustees are also expected to help with home visits to applicants – these take place monthly, though not every Trustee is called upon each month.

***RECOMMENDED: Council to nominate a representative to serve on Michael Lowes and Associated Charities to replace Councillor M Warfield.***

## 13. **CHRISTMAS LIGHTS SWITCH ON EVENT**

To consider the Deputy Town Clerk's report at **APPENDIX 2** (attached). One of the Deputy Town Clerk's key responsibilities is the organisation of the Christmas Lights Switch On event and associated matters; following changes implemented in 2024, and questions from Members as to costings, this report provides further detail.

***RECOMMENDED: The direction of the Council is sought as to **whether or not** it wishes to continue to hold a Christmas Lights Switch on event and incur the associated costs.***

#### 14. OFFICERS' REPORT

To receive the Officers' Report on recent activity, **APPENDIX 3** attached.

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

#### 15. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 4**) for the period 1 February 2025 to 28 February 2025 in the sum of **£112,381.94** General Account, and **£937.26** Imprest Account.

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

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

#### **PUBLIC PARTICIPATION SESSION AT CITY COUNCIL MEETINGS**

**Residents of Lichfield City have an opportunity to speak at each full City Council meeting. This brief Guide sets out the procedure to be followed.**

1. *The public participation session will usually be held after the seventh item on the agenda – this will usually be about 5 to 10 minutes into the meeting.*
2. *The public participation session will last for up to 15 minutes at which residents of the city can ask the Council a question (or make a statement)*
3. *You must give advance notice **not later than NOON** on the day of the meeting, with brief details of the statement / question to be asked – we need to know what your question is so that we can provide as full an answer as possible. Forms are available and we would ask you to call in person at the Council Offices at Donegal House, Bore St so that your question/statement can be duly receipted.*
4. *Your statement/question must relate to a matter of special relevance to Lichfield City area, or within the responsibility of the City Council.*
5. *Matters relating to the conduct of any individual councillor or member of staff will not be allowed – in such circumstances you should write to the Council.*
6. *At the Council meeting statements/questions will be taken in the order in which they have been received. You will be allowed up to 5 minutes, and you can raise more than one issue within the overall limit of 5 minutes allowed to you, but you must have given advance notice of each statement/question.*
7. *After each speaker, the Leader of Council (or his/her representative) will respond, or give notice that he/she will provide a written response as soon as possible.*

*If a written answer is to be given, this will be sent to you at your stated address, and a copy will be made available for public inspection at the Council Offices, at Donegal House, Bore Street.*

## **Lichfield City Council**

### **Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 10 March 2025 at 6.30pm**

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

**APOLOGIES:** Councillors J Eagland, R Harvey-Coggins, A Lax, P McDermott and Dave Robertson.

#### **86. MAYOR'S ANNOUNCEMENTS**

The Mayor thanked the Deputy Mayor for attending International Women's Day and the unveiling of the Daisy Shaw plaque. The Mayor then detailed functions that he had attended including the Shrovetide Pancake races and charity Ceilidh which raised £1,200 for the Mayor and Sheriff's charities.

#### **87. 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 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). 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
- Shrievally Association – friend of the applicant

Cllr J Smith declared an interest under Appendix B in the following applications:

- Dovehouse Community Garden – LCC representative and plot holder.
- Shrievally Association – Treasurer of the association.

Cllr M Warfield declared an interest under Appendix A in the following applications:

- Lichfield Greenhill Bower – Spouse is secretary
- Soroptimists of Lichfield – Spouse is a former President.

Cllr R Bragger declared an interest under Appendix B in the following applications:

- Lichfield City of Sanctuary – Member
- Lichfield Festival – Member
- Lichfield District Arts Association - Member

## **88. COUNCIL MINUTES**

Councillor J Smith highlighted an error at minute no. 83 Officers report regarding the Christmas Lights Switch On. He clarified that he had not queried the final cost of the event but asked if there would be any increase in costs from the findings of the post event review meeting.

***RESOLVED: That subject to the amendment set out above, the Minutes of the Council meeting held on 27 January 2025 (Nos 74-85) be confirmed and signed as a correct record.***

## **89. MATTERS ARISING**

None.

## **90. PLANNING COMMITTEE (DELEGATED AUTHORITY)**

***RESOLVED: 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.***

**91. CLIMATE CHANGE AND BIODIVERSITY COMMITTEE**

Members considered the minutes of the Climate Change and Biodiversity Committee meeting held on 17 February 2025 and the recommendations therein at **AGENDA APPENDIX 1.**

Councillor A Rushton commented that it had been an honour to represent the City Council at the recent Carbon Literacy course he had attended, and that Lichfield City would be readopting Fair Trade status.

Councillor D Baker noted that the Committee would not be pursuing the installation of Solar Panels on the Guildhall commenting that this was a pragmatic decision.

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

**92. GRANTS ADVISORY COMMITTEE**

Members considered the Minutes of the Grants Advisory Committee meeting held on 24 February 2025 and the recommended allocations of general grants and CIL monies therein at **AGENDA APPENDIX 2.**

Councillor C Ball noted that over 40 applications had been received and commended the Town Clerk and Administrative Officer on collating the applications for the Agenda.

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

**93. JOHNSON BIRTHPLACE ADVISORY COMMITTEE**

Members considered the Minutes of the Johnson Birthplace Advisory Committee meeting held on 24 February 2025 and the recommendations therein at **AGENDA APPENDIX 3.**

Councillor A Hughes commended the Museums and Heritage Officer for her work updating all the museums policies and ensuring the Committee was well prepared.

***RESOLVED:***

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

**94. AUDIT COMMITTEE**

Members considered the Minutes of the Audit Committee meeting held on 5 March 2025 and the recommendations therein at **AGENDA APPENDIX 4.**

***RESOLVED That the minutes and recommendations of the meeting of the Audit Committee held on 5 March 2025 be adopted.***

**95. STOWE WARD BY ELECTION**

Members welcomed Councillor Dean Robertson (Reform UK) who was duly elected to Stowe Ward following the by-election held on 13 February 2025.

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

**96. APPOINTMENTS TO LCC COMMITTEES**

Following the resignation of Councillor S Hollingsworth vacancies arose on three LCC Committees.

**RESOLVED: That the City Council appoints to each of the Committees as below.**

- a) Councillor J Smith to the Audit Committee.**
- b) Councillor J Christie to the Staffing Committee.**
- c) Councillor P McDermott to the Johnson Birthplace Advisory Committee.**

**97. FEES AND CHARGES - GUILDHALL**

Members considered the Town Clerks report and proposed Guildhall hire rates at **AGENDA APPENDIX 5.**

**RESOLVED: That the Council confirms the Guildhall hire rates to apply for 2025/26 as detailed at Agenda Appendix 5.**

**98. MARKETS WORKING GROUP- PROPOSAL FOR ADDITIONAL SCOPE**

Members agreed to convene the MWG to expand its remit to include the Guildhall and update the terms of reference appropriately.

**RESOLVED: That the MWG Terms of Reference 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.**

**99. NOMINATIONS FOR CIVIC OFFICE 2025/26**

**a) Mayor Elect**

It was proposed by Councillor K Farrelly, seconded by Councillor A Fox and

**RESOLVED: That Councillor Claire Pinder-Smith be nominated Mayor Elect for the year 2025/26.**

**b) Deputy Mayor Elect**

It was proposed by Councillor J Marshall, seconded by Councillor B Watkins and

**RESOLVED: That Councillor Rosie Harvey-Coggins be nominated Deputy Mayor Elect for the year 2025/26.**

**c) Sheriff Elect**

It was proposed by Councillor A Hughes, seconded by Councillor and B Watkins and

**RESOLVED: That Revd Ian Hayter be nominated Sheriff Elect for the year 2025/26.**

**100. CALENDAR OF MEETINGS 2025/26**

**RESOLVED: That the calendar of meetings for 2025/26 be as follows:**

### Calendar of Meetings 2025/2026

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

## **101. OFFICERS REPORT**

Councillor C Greatorex noted the updated website for the Samuel Johnson Birthplace Museum and congratulated Officers on the success of the Markets.

Councillor A Hughes commended the Museums and Heritage Officer for her work on the Daisy Shaw plaque and the Civic Officer for her work on the Pancake races, Ceilidh dance and International Women's Day.

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

## **102. PAYMENT OF ACCOUNTS**

Councillor C Greatorex queried three items on the payment of accounts:

- 1) The cost of the Big TV for the Christmas Lights Switch On event and if it would be cheaper to purchase the same outright. The Town Clerk confirmed that the Big TV came as part of the staging on an articulated lorry and would be cost prohibitive to purchase outright. The Deputy Town Clerk also confirmed that half of the hire charge in 2024 had been covered by the selling of advertising space, it is hoped that the full costs will be met in 2025 by advertising.
- 2) The payment to Justice Fire and Security for works to the CCTV. The Town Clerk explained that this was for an upgrade to many of the cameras in Donegal House and the Guildhall which were nearing end of life and the installation of a larger server enabling longer recording times.
- 3) The purchase of oil filled radiators. The Town Clerk confirmed that this was at the request of the Council's insurers and in replacement of portable fan heaters for use in both the Guildhall and Donegal House when the heating was not working.

Councillor S Schafer queried the cost of the Security provision for the Christmas Lights Switch On event and asked if other quotations had been sought. The Town Clerk confirmed that they had, and that the current security provider was a long-standing trusted supplier. The Deputy Town Clerk stated that the company also provided a wealth of experience, local knowledge and expertise such as strategic planning and crowd management.

***RESOLVED: That payment of accounts as detailed at AGENDA APPENDIX 8 be approved and confirmed for the periods:***

- ***1 December 2024 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.***

**THERE BEING NO FURTHER BUSINESS THE DEPUTY MAYOR DECLARED THE MEETING CLOSED AT 7.27PM**

**MAYOR**

## For Council: 14 April 2025 APPENDIX 2

Report to Council on Christmas Lights Switch On Event. Sarah Thomas, Deputy Town Clerk.

### **BACKGROUND**

For many years, the City Council has been the responsible body for the erection of the Christmas Lights in Lichfield City Centre (excluding the Three Spires Shopping Centre). Historically the switch on of the lights was a low key event held on a Thursday evening at 7.00pm. The Civic dignitaries and school children occupied a few small stage blocks on the corner of the square and a public address system was provided by Lichfield Arts. The evening culminated with the round table driving Santa on a trailer around the perimeter of the market square, marshalled by staff and volunteers from LCC and Lichfield Arts. Whilst this event was popular and attracted large crowds, members of the public found the timing awkward and complained that they were unable to see or hear what was happening on the stage.



In 2008 the Switch On was moved to a Sunday at 5.00pm, and for the first time included a professional stage and sound system. The opportunity was taken to extend the event with local bands playing on stage throughout the afternoon, festive stalls on Market Street and children's fairground rides on Bore Street.

Over the years the popularity of the event has grown, attracting visitors from outside Lichfield with over 4,000 in attendance at peak times on the day.

In 2023 the Switch On event attracted one of the largest crowds recorded with a capacity of over 5,000. This proved to be uncomfortable for those attending and a Health and Safety risk, prompting concerns from the Police about crowd safety. As a result in 2024, in consultation with the Police and the Councils' Crowd Safety Management professionals, the orientation of the event was changed to accommodate a larger capacity crowd.

In addition a 46sqm TV screen and stage was hired to enhance the experience for people attending. The introduction of the large screen increased the viewing space available and produced a higher quality sound.



### **2024 EVENT**

The location of the Big TV Screen and stage at the end of the market square (as opposed to in front of St Mary's) provided more usable space than in previous years. In this new position the event site has approximately 2828 square metres of space and when occupied at 2 people per square metre allows for a maximum of 5656 people, which is an increase in capacity of 1558 people than in

previous years<sup>1</sup>. If 3 people were to occupy a square meter then a maximum capacity crowd of 8,484 could be achieved at the event. It should be noted that this would be the absolute maximum which would require further security, crowd management and an increase in the Councils' insurance premiums.

## **2024 CHRISTMAS LIGHTS BUDGET AND ACTUAL COST.**

The table below illustrates the overall cost of the 2024 Christmas Lights.

Details	Original Budget £	Actual £	Original v Actual £
<b>SWITCH ON</b>			
Costs	11900	7851	-4049
Additional Costs		12842	12842
One Off Costs		870	870
Xmas Tree Clock Tower	600	640	40
Income		-3700	-3700
Sub Total	12500	18503	6003
<b>LIGHTS COSTS</b>			
Energy	850	850	0
Erection & Dismantling			
Contract	16980	16170	-810
New /Maintenance	4710	923	-3788
One Off Costs		5165	5165
Stress Testing	2500	2940	440
Sub Total	25040	26048	1008
Total	37540	44551	7011

**Estimate 2025-26**

**£38,510**

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<sup>1</sup> Calculation provided by NG Training and Event Security and Medicsafe Ltd, Safety Solutions Training

## **SWITCH ON EVENT COSTS**

The figures below provide a breakdown of the additional costs incurred for holding the event in 2024 in the new format and location. For completeness one off charges (that will not be incurred again) and income received are also included.

### **NEW, ADDITIONAL COSTS FOR 2024 SWITCH ON EVENT**

46sqm Mobile Led Screen & Stage.	£6,415.00
	<i>[£3,700 received in Sponsorship]</i>
Security. (Cost of 18 additional SIA staff and professional Crowd Management)	£3,219 <i>[Total Cost of Security £6,182]</i>
25 Additional Heras Fencing Panels (As suggested by Police for crowd safety)	£1,332 .00
Additional Ambulance & Paramedics. (As suggested by Security & Police)	£1,875.85
<b>INCOME</b>	<b>£3,700.00</b>
<b>TOTAL EXPENDITURE 2024 SWITCH ON EVENT</b>	<b>£9,141.85</b>

### **ONE OFF COSTS FOR 2024**

*Not Required In Future Years*

## **LIGHTS**

New Lights for Telegraph Poles.	£1,100.00
Refurbishment of Features.	£1,665.00
New Hooks X 5.	£140.00
New Telegraph Poles X 4 <i>(for suspension of light curtain)</i>	£1,700.00
Associated hardware for new telegraph poles. <i>(bespoke metal plates etc)</i>	£560.00
<b>TOTAL -One Off Expenditure - Lights</b>	<b>£5,165.00</b>

## **SWITCH ON EVENT**

Drone Mapping.	£495.00
Time Lapse Footage ( <i>last two hours of event</i> ).	£375.00
<b>TOTAL- One Off Expenditure – Switch On</b>	<b>£870.00</b>
<b>TOTAL 2024 ONE OFF EXPENDITURE</b>	<b>£6,035.00</b>

The complete cost of the 2024 Switch On event was **£18,503.00**. This includes all the usual provisions associated with the occasion, such as additional street cleansing, hire of radios, Christmas tree at the clock tower and barriers etc.

Following the successful selling of advertising space on the Big TV in 2024 , it is hoped that the 2025 hire cost (which includes a £300.00 discount) can be entirely met in this way.

Members are asked to note that the above costings are for the Switch On event only. The erection of the Christmas lights, electricity costs and stress testing of hooks are budgeted for each year by the Council with the usual CPI increases.

## **SECURITY**

The scale of the Christmas Lights Switch On event and the responsibility for public safety generated requires close co-operation between the event organiser (LCC), contractors and the emergency services. Previously the security of an event was entrusted to the Police, however following a change in policy the Police no longer routinely attend community events. If they do, they cannot guarantee the number of officers that will be present. As a result to ensure crowd safety at such large scale events, the City Council has turned to private security companies to fill this void.

For some time the City Council has chosen to work with the same security provider building a strong working relationship and knowledge of the event as it has expanded. The professionalism of said company has been apparent in the delivery of security, providing Security Industry Authority (SIA) personnel and event Stewards trained in accordance with BS.8406.

Members have queried the increased cost of security at the 2024 Christmas Lights event. This is largely due to the logistical changes that were made and together with the predicted capacity crowds, required an additional 18 members of security staff to be on duty. Also of note is that SIA personnel were on duty from 7.00am until 7.00pm to man the road closure barriers and ensure crowd safety. In addition, at no extra cost, the company's Director and Crowd Safety Manager attended several pre planning meetings with the Police and LCC officers, helping to formulate detailed plans for the day. Officers have sought comparable quotations and for transparency will do so again in 2025.

The logistical planning and security of the event was greatly enhanced this year by the commissioning of drone footage of the area and time lapse images of the market square, which helped to understand movements of the crowds at key times of the day. Having access to this information helped in the execution of the event and was highly commended by Inspector Paul Finlayson. These images remain the property of the City Council and will now be used routinely in the planning of all future events.

It is of note that the 2024 Christmas Lights Switch On event was executed safely, with no casualties and at no time were there any crowd safety issues. As is to be expected when changing an event so significantly there are a few minor adjustments to make for the 2025 event, however these largely relate to managing the general public's expectations.

## **CONCLUSION**

The Christmas Lights Switch On event is the largest free community event that the City Council provides. The popularity of the event has grown in recent years, and it is now a firm fixture of the Christmas Festivities in Lichfield. The event attracts visitors from outside the City and is beneficial to local shops and businesses alike, with many people choosing to spend the day in Lichfield. The recent introduction of a Christmas Market along Minster Pool Walk and the entertainment on stage from early afternoon has added to this experience. The engagement with local primary schools for the event and the close liaison with the Hub at St Mary's puts the City Council at the heart of this community event.

The costs associated with the event element of the Christmas Lights are considerable. However, it is the Deputy Town Clerk's view that the most competitive prices have been sought from contractors and suppliers. It is unlikely that any significant savings could be achieved if a safe and enjoyable event is to be delivered.

***RECOMMENDED: The direction of the Council is sought as to **whether or not** it wishes to continue to hold a Christmas Lights Switch On event and incur the associated costs.***

## For Council: 14 April 2025 APPENDIX 3

### OFFICERS' INFORMATION REPORT

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

Lichfield celebrated Shrove Tuesday on March 4 with the hotly contested pancake races in the city centre. Keen entrants gathered in Bore Street for the time-honoured event at noon, determined to put in a “pan-tastic” performance. The sunshine drew in the crowds, led by our exuberant town crier, Adrian Holmes. The Mayor of Lichfield, Cllr Sam Schafer, Deputy Mayor, Cllr Claire Pinder-Smith, Sheriff of Lichfield, Cathy Wood and Sheriff’s Consort Nigel Gann, oversaw the competition to ensure everyone followed the rules!



There were plenty of willing entrants with over 30 contestants. Each race saw entrants run along Bore Street towards the Guildhall, flipping their pancake once at the start and again shortly before the finish line, with crowds gathered along the racetrack. Sadly, the Under-10s races were missed this year, with Shrovetide Tuesday falling during term time.

The winner of the Ladies’ final was Britney Lewis from John German Estate Agents. Britney now has her name etched upon the special Golden Pancake Day trophy. She also won a mini bottle of champagne donated by Tesco Express and a £20 gift card.

The winner of the Gents’ race was Will Preece from EPO Solicitors, again receiving a mini bottle of champagne and a £20 gift card.

Last of all, victorious in the Mascots Race was Jack Devlin from John German Estate Agents, who ran dressed as a house! Jack took home a £50 cash prize which was generously donated by Wynniatt-Husey Chartered Accountants, located on Bore St.



Following the races, the Civic party made its way to the Market Square where the Mayor opened the Shrovetide fair, courtesy of Anthony Harris of Pat Collins Funfair, where the children present were able to enjoy a free ride.

The pancake races were organised by Lichfield City Council who would like to thank the following businesses for sponsoring this year's races; Wynniatt-Husey Ltd and Tesco Express, who also kindly donated the pancakes for us to flip!

The City Council would also like to thank the following businesses for taking part: Keelys Solicitors, Chattings Lettings agent, Davisons Law, Sheriff's Ride Committee, Espace Europe, Ansons Solicitors, John German, Garrick Theatre, EPO Solicitors, Lichfield Golf & Country Club, Moseleys Solicitors, Paddy and Scott, Lichfield Greenhill Bower, St Giles Hospice.

The Guildhall became a hub of celebration and empowerment for International Women's Day on Saturday 8 March, beginning at 3pm. The event, a collaboration with Lichfield Arts, was orchestrated by Lichfield City Council officers and led by the Deputy Mayor of Lichfield, Councillor Claire Pinder-Smith, and Lichfield City Council leader, Councillor Rosie Harvey-Coggins.

The festivities included an array of activities throughout the afternoon. Live performances by Ellie Gavin & The Tuneless Choir set an uplifting tone with stunning artwork displays by local artist Ilkay King. Visitors had the chance to experience the symbolic empowerment of Henriella Ellis' Helmet of Empowerment, a unique feature of the event. Poetic expressions by local storytellers enriched the gathering, and the open mic session emerged as a real highlight, providing a welcome platform for voices to be heard. This section of the afternoon encouraged networking, new connections and promoted community engagement.



*Deputy Mayor, Cllr Claire Pinder-Smith wearing the Helmet of Empowerment*

Adding to the spirit of the day, local women-led businesses and charitable organisations also took part, including the Listening Centre, Pathway Project and Period Power setting up stalls in the Hall promoting their work. With art, music, poetry and a sense of community, the gathering created a lasting impression.

On Friday 14 March, the Arthur Price School Speaking Competition was held in the Guildhall, marking the 31<sup>st</sup> year since its foundation and the first year led by Dave Robertson MP. The team competition between pupils aged 15-19 years from senior schools in the MP's constituency aims to give young people the experience of speaking on a public platform, in an environment like the House of Commons Chamber with an incentive to formulate ideas on a significant subject. The motion this year was "Should the voting age be lowered to 16?" and saw an equal split with four schools supporting the motion and four against.

Under the watchful eye of the timekeeper David Cooke, the pupils stood up to rigorous questioning from the Chair Dave Robertson with a panel of judging consisting of the Mayor, Cllr Sam Schafer, Simon Price of Arthur Price of England, Sir Michael Fabricant, Vice Chair of Burntwood Town Council Laura Ennis and Andrew Sims – President of Lichfield Rotary Club of St Chad.

The judges based their decision on the strength of the argument, clarity, timekeeping, and overall presentation, amongst other factors. The judges agreed that all pupils who took part were a credit to their schools with the scoring being very close. However, after much deliberating, it was decided that Matthew, Joshua & Madeleine from the Friary High School should take home the winning trophy and Charlie from King Edward VI School won the best overall speaker award. Thank you to all the schools that took part; Chase Terrace Academy, Erasmus Darwin Academy, The Friary, John Taylor Free School, John Taylor High School, King Edwards VI, Lichfield Cathedral School & Nether Stowe School.



*From L-R: Simon Price, Winning Team from The Friary & Dave Robertson MP*

The Mayor & Sheriff once again held their Entertainment & Tea event for the over 70's on Friday 21 March in the Guildroom at the Guildhall, where guests sat down to high tea served by members of Lichfield City Council & Councillors. The event was thoroughly enjoyed by all. Jake Lane from Lichfield General Market kindly provided bunches of daffodils for the table decorations which were later handed out to all attendees to take home. This year, we were entertained by band 'The Commodores' who sang a variety of songs from all genres and decades resulting in lots of audience participation. A free raffle was held with prizes kindly donated by various Lichfield businesses & the afternoon closed with thanks from the Mayor to the helpers and a special mention to Travelwood Ltd for providing the transport, enabling residents to attend.

At the time of compiling this report, preparations are ongoing for April events including the Mayor & Sheriff's Charity Sunday Lunch & Quiz on Sunday 6 April, the Sheriff's Friary Show on Thursday 10 April, Easter Sunday on 20 April & St George's Court on Wednesday 23 April.



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

### **Masefield Close to Ivanhoe Road (FP9)**

Following reports of erosion at several points along this footway, resurfacing and vegetation removal has recently been completed. Before and after shots below.



### **Heather Gardens (Site 19B)**

Works ongoing to clear ivy from wall bordering Friary Road, tidying of rose beds and replanting central beds with variety of heathers.

### **Friary Remains (Site 19A)**

Preparatory vegetation clearance ahead of restoration of archway and surrounding stonework.



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

- **Pool Walk (Site 29)** – Replacement pump installed at cycle repair station and disused gateway resecured following damage to boarding.
- **Wildflower areas** – Summer 2025 planting at established sites
- **Northern Plantation (Site 1)** – Woodland pathway restored where pits had been dug out
- **Dovehouse Fields Community Gardens** – Removal of bulky garden waste
- **Pathway near Stowe Pool** – CIL funded lantern light now installed (pictured)



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

At the time of writing this report, visitor figures are 9% higher than those recorded in 2023/24. Both combined sales and admissions have also seen a 9% increase, while donations have experienced a remarkable 22% growth. This increase in donations can be attributed to the introduction of a new donations box, enhanced signage promoting donations, and the proactive efforts of our Museum Attendants. These positive outcomes have been achieved despite a brief closure at the beginning of the financial year for asbestos removal.

Out-of-hours events continue to be popular; the Birthplace marked St. Patrick's Day with A Celebration of Irish Tales, an evening featuring multi-award-winning storyteller Maria Buckley Whatton. Attendees of the sold-out event enjoyed a taste of Irish whiskey and the unique opportunity to experience the Birth Room by night.

Upcoming events at the Birthplace include family craft activities and Spy School, set to take place during the April and May school holidays.

Birthplace Volunteer Terry began a project to review minutes of committee meetings dating back to 1900 to compile a comprehensive database of building work. The goal is to create a detailed record that tracks all alterations and redecorations carried out at the Birthplace over the years.

The new website was launched at the end of March. The site significantly enhances both user experience and functionality. Its intuitive design and responsive layout ensure accessibility across all devices. This update makes it easier for users to engage with and explore what the museum offers.

The Museums and Heritage Officer (MHO) and Museum Support Officer (MSO) have approached a print and design company to update the Birthplace's leaflet. The redesigned leaflet will strengthen the museum's identity by aligning with its new branding, ensuring a cohesive look across all promotional materials.

Museum Attendant Sarah Dale conducted a trial of her new walking tour, Samuel Johnson's Lichfield. The meticulously researched tour begins at the Birthplace and concludes at St. Michael's Church. It will soon be available for groups to book as part of our tours and talks packages.

As part of Lichfield City Council's celebrations for International Women's Day and Women's History Month, the MHO organised the installation and unveiling of a new plaque honouring Daisy Stuart Shaw (1861-1955). The plaque, installed at 8 Bore Street – the former residence of Shaw – was revealed during a special ceremony on Friday 7 March by the Deputy Mayor of Lichfield, Councillor Claire Pinder-Smith, and Town Crier and Sword Bearer, Adrian Holmes.



The event was attended by distinguished guests, including the Sheriff of the City, Cathy Wood, and the Chair of Lichfield District Council, Councillor Ann Hughes. It was photographed by Cllr Robert Yardley. Shaw's commemoration was spearheaded by Councillor Ann Hughes in recognition of Shaw's remarkable contributions to Lichfield.



A pioneer in local governance, Shaw became Lichfield's first woman City Councillor in 1919, served as Mayor in 1927, and was named Alderman in 1938. Her advocacy for women's suffrage and encouragement of women to take active roles in politics were integral in paving the way for future generations of women in leadership.

Beyond her political achievements, Shaw served as the superintendent of nursing at the Red Cross auxiliary at Freeford Manor during the outbreak of World War I. Shaw was a true trailblazer and advocate for change, dedicated to improving education and healthcare in Lichfield. Her enduring legacy continues to have a profound impact on the city.



The MHO also manages the Guildhall Prison Cells which reopened on 5 April. The Cells are open on Saturdays throughout summer until October. As one of Lichfield's most popular attractions, we eagerly anticipate another bustling open season.

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

A full market is being maintained on Tuesday, Friday, and Saturday. The 25% winter discount for January & February has now ended and all traders have been informed of the new pitch fees effective from 1 April 2025.

All food stalls are still being monitored for standards of food hygiene and temperature of stock sold and stored on the market; these are recorded and held for future reference. LDC Environmental Health Officers are kept informed of any issues and any new food traders joining the market.

In readiness for Traders licences being updated and issued, all traders have been asked to provide a detailed list of items they will be selling. Previous licences have used generic terms such as '*baked goods*'. In making the distinction the Markets Officer will be able to identify opportunities for new traders without creating duplication.

The market team is currently updating the documentation and processes for the markets in readiness for discussion at the next Market Working Group.

The Fruit and Vegetable stall continues to stand on Wednesdays and there have been additional enquiries from other traders to stand on weekdays, including a donut seller who is interested in trading on a Wednesday and Thursday.

The market team is also working with the Deputy Town Clerk on VE Day celebrations on Thursday 8 May, which will be on the Market Square and include a craft fayre along Minster Pool Walk.

#### **Tuesday Market Update**

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



There are now only three casual pitches available on Tuesdays, one of which has been filled by '*BS Bahia Fashions*' who will be asked to become a permanent trader at the end of March.

As part of the Shrovetide celebrations on Tuesday 4 March a children's fairground ride was on the Square. A few of the permanent Tuesday traders were relocated to accommodate the ride.

In addition on Tuesdays, a home improvement company will now stand biweekly on the opposite weeks to Atterbury's.

### Friday Market Update

The two pitches which have recently been vacated are currently being covered by casual traders. These traders will be asked to become permanent in the coming month. New trader applications received are being incorporated onto the market's standby list and used to replace anyone that leaves, as well as covering absences or holidays.

Due to high winds on 21 February the market was restricted, with only three traders choosing to stand and trade from vehicles.



### Saturday Market Update

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

### Vegan Market

The Vegan market was held on Sunday 16 March and usually occurs on the third Sunday of the month; however the next market will take place on Sunday 18 May. The market is becoming increasingly popular with an average of 26 traders helping to bring something different to the market square with a range of diverse stalls.



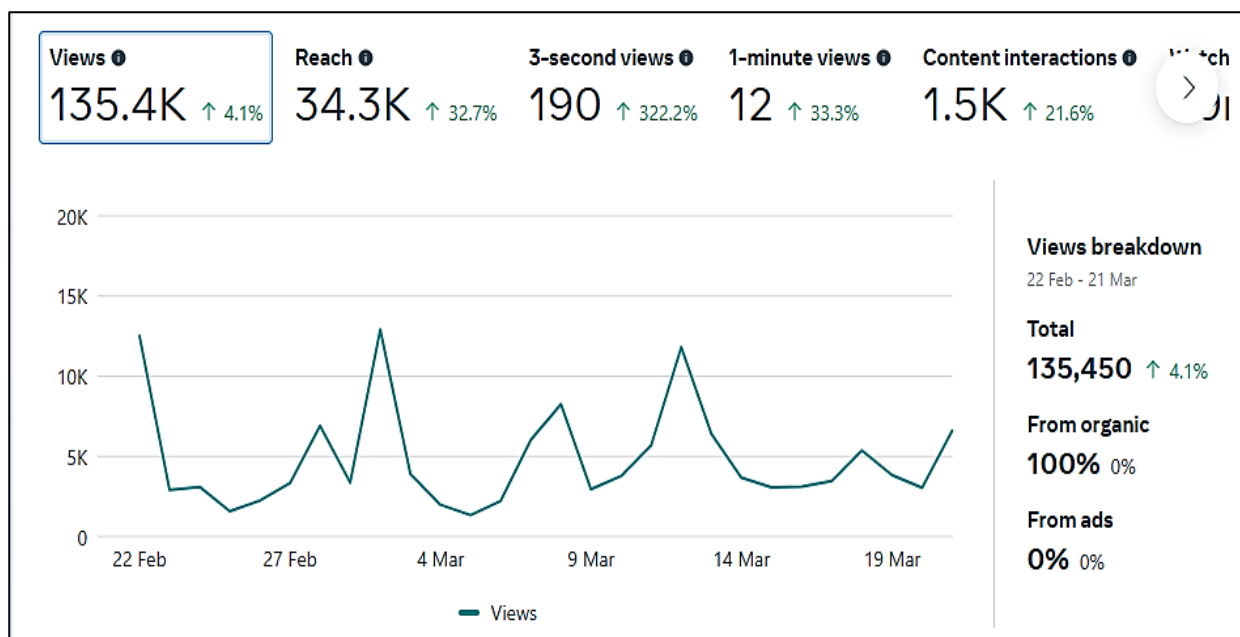
## Producers' Market

The Producers' Market, operated by CJ Events, was held on Sunday 2 March and continues to operate on the first Sunday of the month. This market is well supported by 30 traders standing and is immensely popular with customers, many revisiting every month with different traders each month selling a variety of goods.



## Social Media

All social media platforms maintain a good following, the statistics below show the number of followers on Facebook. Officers are returning to posts focusing on specific traders and the new traders that are coming onto the market, giving customers a deeper insight into these traders that should help to increase following and reach.



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

Since the last report, there have been 33 meetings in various rooms in the Guildhall. A charity quiz was held at the end of February, which was very successful and sold to capacity. U3A also held a quiz at the end of March.

Lichfield District Council and the Department for Work and Pensions held a joint Jobs Fair in the Main Hall and Guildroom. This was well attended, and we look forward to the next one.

A local school held their annual Careers Day in the whole building. This had a variety of stalls offering advice to students.

During February, the Worshipful Company of Smiths held their Annual Feast and have booked again for next year.

Lichfield Arts have held a Volunteers Night and 4 concerts, which were very popular and part of their Spring Programme.



The spring craft fair (pictured) was held in March and included new stalls.

Party Bingo returned on 28 March for their last booking at the Guildhall, and we wish them every success in the future and are grateful for their previous bookings over the last couple of years. 130 people are estimated to attend their event.

The City of Lichfield Concert Band also had their Spring Concert at the end of March with an audience of 130.

Other Civic events held in the Guildhall included the International Women's Day and the School Speaking Competition. The Mayor and Sheriffs Over 70's Entertainment and Tea was held in the Guildroom this year and went very well.

The next few bookings include the Mayor and Sheriff's Sunday Lunch/Quiz, St Georges Court and the Court of Arroye.



The Old Prison Cells re-open to the public on 5 April from 10.00am - 4.00pm. A volunteer will be on hand to meet visitors and monitor the Cells.

On 1 March, the Guildhall held its first Open Day which was attended by over 350 visitors. Further information is provided in the Deputy town Clerk's report which follows.

Future bookings include 2 birthday parties, and a Wedding Ceremony/Reception.

Routine maintenance tasks include polishing the ground floor corridor floor (and Moulton Room floor). Unfortunately, we had a lift breakdown at the end of March which took the lift out of action for a week. Extra Premises Attendants were scheduled on duty to assist hirers. A window frame in the Moulton room was scheduled for repair, but closer inspection revealed the rotted area was more widespread than first thought, and a large section of the frame was replaced. The uplighter in the main hall has been replaced as the previous lighting had reached the end of its service life.

## **6. Deputy Town Clerk: Sarah Thomas**

The first Open Day at the Guildhall was held on Saturday 1 March and proved to be a great success, attracting over 300 people. All rooms were open to the public and set up to highlight the facilities on offer and as always the old prison cells proved to be a great attraction. The Main Hall was elegantly dressed for a Wedding ceremony and reception.





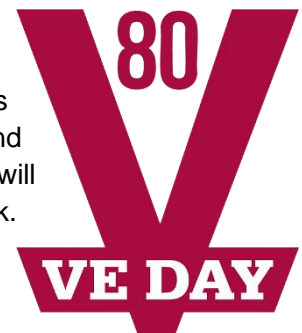
Special thanks to two local companies who provided their services free of charge; *Design Elegance* dressed the main hall with chair covers and place settings and local chef, *Steve Stack* from *Gourmet Chef to Go* who donated delicious canapés for visitors to enjoy. Historian Johnatan Oates gave an interesting talk to around 40 people on the history of the Guildhall.



The Sword and Mace Bearer were on hand to answer questions about the City's Civic traditions and promote the event. The Town Crier gave several cries throughout the day which unusually included a special 'shout' for two newlyweds. This was at the request of the Bridegroom following a chance meeting on the morning of the wedding when he was buying a new shirt from a local retailer.

The feedback from all those who attended was overwhelmingly positive, with many commenting how versatile the facilities at the Guildhall are. It is hoped that further Open Days can take place later in the year.

Further community engagement is planned on **Thursday 8 May** from 1.00pm – 4.00pm to mark the 80 Anniversary of V.E Day. The market square will be festooned with bunting and flags whilst music from the era is played. Members of the public are welcome to join this free celebration and bring along their own food to eat at picnic tables. The Hub at St Mary's will provide a pop up café and there will be a craft fayre on Minster Pool Walk. The afternoon will end on a reflective note with the sounding of the last post as Standard Bearers from the Royal British Legion lower the Standard.





In addition the Deputy Town Clerk will be providing secretariat support at full Council and the Climate Change and Biodiversity Committee. A meeting is also due to be scheduled with the Markets Working Group to discuss terms of reference for their new remit regarding the Guildhall. In the meantime, promotion of the Guildhall continues including content for a new brochure and additions to the 3D walkthrough tour on the City Council's website.

## For Council: 14 April 2025   APPENDIX 4

### LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 February to 28 February 2025

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
03/02/2025	Debit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Regium fee for contactless card donations, February	4.63	0.00	4.63
04/02/2025	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water and surface drainage 12/12 - 12/1	24.21	0.00	24.21
05/02/2025	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card & activity fees - January	9.83	0.00	9.83
05/02/2025	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - February	6.00	1.20	7.20
05/02/2025	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card & activity fees - January	130.32	0.00	130.32
05/02/2025	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - February	6.00	1.20	7.20
07/02/2025	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier - Usage Aug-Oct, rental Nov-Jan	689.38	137.87	827.25
10/02/2025	BACS 2570	E A Barnes & Sons	MARKET Supplies/Services	5 exchanges of covered skip - January	400.00	80.00	480.00
10/02/2025	BACS 2571	Brownhill Hayward Brown	R&R FUND General	Architects for Darwin Hall roof works - December	755.00	151.00	906.00
10/02/2025	BACS 2571	Brownhill Hayward Brown	R&R FUND General	Architects for Darwin Hall roof works final certification	250.00	50.00	300.00
10/02/2025	BACS 2572	Contemporary Glass Structures	C I L Expenditure	Replacement rear doors at Darwin Hall - 50% balance	3,316.50	663.30	3,979.80
10/02/2025	BACS 2573	A Fox	G/HALL Lettings	Refund of breakages deposit for booking on 1/2/25	100.00	0.00	100.00
10/02/2025	BACS 2574	HWA (Structural Engineers) Ltd	G/HALL Supplies/Services	Structural survey of roof re potential solar panels	450.00	90.00	540.00
10/02/2025	BACS 2575	Mayor & Sheriff's charity acct	PARKS Misc. Income	Q4 23-24 bottlebank recycling credit for charity	248.96	0.00	248.96
10/02/2025	BACS 2576	Midlands Cabling & IT Servs	ADMIN Supplies & Services	Testing & route finding for Donegal Hse recabling project	750.00	150.00	900.00
10/02/2025	BACS 2577	MT Services Computer Systems	ADMIN Supplies & Services	Update data service and all PCs to Sage Accounts v.31	201.25	40.25	241.50
10/02/2025	BACS 2577	MT Services Computer Systems	ADMIN Supplies & Services	Upgrade of 14 devices to Windows 11	840.00	168.00	1,008.00
10/02/2025	BACS 2578	Raphael Design Limited	G/HALL Supplies/Services	Design work & interactive PDF for new wedding brochure	975.00	0.00	975.00
10/02/2025	BACS 2579	MZ Photography & Drone Servs	ARTS/TOURISM Lights Costs	Drone mapping & 3D images of Market Square	495.00	99.00	594.00
10/02/2025	DDebit	British Telecommunications	HALLS Boley Hall	Broadband service at Boley Hall - January	44.38	8.88	53.26
12/02/2025	Debit	Festive Market stall fee refunds	MARKET Misc. Income	Card refund to trader for cancelled Festive Market	37.33	0.00	37.33
14/02/2025	DDebit	British Gas	BIRTHPLACE Energy	Gas 21/12 - 21/1 (Estimated reading)	519.50	103.90	623.40
14/02/2025	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - February	29,807.27	0.00	29,807.27
17/02/2025	DDebit	British Gas	BIRTHPLACE Energy	Gas 21/1 (actual after estimate) - 28/1	334.24	66.84	401.08
17/02/2025	DDebit	British Telecommunications	ADMIN Tel/Postage	Broadband line rental Feb - Apr	125.55	25.11	150.66
17/02/2025	DDebit	EE Ltd	G/HALL Supplies/Services	PA mobile - February	14.00	2.80	16.80
17/02/2025	DDebit	EE Ltd	G/HALL Supplies/Services	On-call mobile - February	28.59	5.72	34.31
17/02/2025	DDebit	EE Ltd	MARKET Supplies/Services	Markets mobile - February	18.34	3.67	22.01
17/02/2025	DDebit	EE Ltd	PARKS Other Repair/Maint	OSO mobile - February	26.97	5.39	32.36
17/02/2025	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - February	19.00	3.80	22.80
17/02/2025	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - February	19.00	3.80	22.80
17/02/2025	DDebit	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine rental 15/2 - 14/5	75.00	15.00	90.00
17/02/2025	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - February	39.35	0.00	39.35
17/02/2025	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - December	369.02	73.80	442.82
17/02/2025	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - December (2nd account)	90.34	4.52	94.86
17/02/2025	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - December (1st account)	126.34	6.32	132.66
17/02/2025	DDebit	Npower Ltd	G/HALL Energy	Electricity - December	841.60	168.32	1,009.92
17/02/2025	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - December	243.01	12.15	255.16
17/02/2025	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - December	327.41	65.48	392.89
17/02/2025	DDebit	Npower Ltd	PARKS Energy	Friary electricity - December	20.34	1.02	21.36
17/02/2025	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - December	62.03	4.05	66.08
17/02/2025	DDebit	Pennon Water Services	ADMIN Offices Rates/Water	Water charges 25/7/24 - 9/1/25	80.58	0.00	80.58
17/02/2025	DDebit	Pennon Water Services	G/HALL Rates/Water	Water charges 24/7/24 - 9/1/25	342.39	0.00	342.39
18/02/2025	DDebit	MT Services Computer Systems	ADMIN Supplies & Services	IT support, antivirus, backups, Office 365 etc - January	978.26	195.65	1,173.91
18/02/2025	DDebit	MT Services Computer Systems	BIRTHPLACE Supplies & Services	Monthly internet service - January	45.00	9.00	54.00
18/02/2025	DDebit	MT Services Computer Systems	DEM SERVICES Supplies & Services	Councillors' emails - January	137.20	27.44	164.64
18/02/2025	DDebit	MT Services Computer Systems	G/HALL Supplies/Services	Monthly internet service - January	45.00	9.00	54.00

18/02/2025	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water and surface drainage 4/1 - 4/2	95.23	0.00	95.23
18/02/2025	Debit	American Express Merch Svs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.02	0.00	0.02
20/02/2025	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - January usage & February rental	125.66	25.14	150.80
24/02/2025	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - December	1,765.74	353.15	2,118.89
24/02/2025	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - January payroll	26.90	0.00	26.90
25/02/2025	BACS 2603	Keelys LLP	ADMIN Professional Fees	Ongoing legal advice	3,000.00	600.00	3,600.00
25/02/2025	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/1 - 10/2	13,292.20	2,658.44	15,950.64
26/02/2025	BACS 2580	EHM Exterior Home Maint	R&R FUND General	Further roof repairs, scaffold & tiles at Cruck House	2,895.00	579.00	3,474.00
26/02/2025	BACS 2581	Eastern Shires Purch Org	ADMIN Supplies & Services	Paper	56.85	11.37	68.22
26/02/2025	BACS 2581	Eastern Shires Purch Org	ADMIN Supplies & Services	Cleaning & cloakroom supplies for Donegal House	139.05	27.81	166.86
26/02/2025	BACS 2582	Geosphere Ltd	ADMIN Supplies & Services	Parish Online digital mapping software to 12/2/26	1,500.00	300.00	1,800.00
26/02/2025	BACS 2583	Close Invoice Finance (for HMM)	R&R FUND General	Lightning strike protection at GH (& covers SJBm)	7,750.00	1,550.00	9,300.00
26/02/2025	BACS 2584	Justice Fire and Security	G/HALL Repair/Maint	Call out 3/2 to rectify CCTV camera failure	173.75	34.75	208.50
26/02/2025	BACS 2585	Keelys LLP	ADMIN Professional Fees	Legal services re advice to LCC	875.00	175.00	1,050.00
26/02/2025	BACS 2586	Mayor & Sheriff's charity acct	PARKS Misc. Income	Transfer of bottlebank recycling credit Q1 24-25	203.05	0.00	203.05
26/02/2025	BACS 2586	Mayor & Sheriff's charity acct	PARKS Misc. Income	Transfer of bottlebank recycling credit Q2 24-25	328.21	0.00	328.21
26/02/2025	BACS 2586	Mayor & Sheriff's charity acct	PARKS Misc. Income	Transfer of bottlebank recycling credit Q3 24-25	259.86	0.00	259.86
26/02/2025	BACS 2587	Medicsafe Ltd	ADMIN Supplies & Services	Haemostatic granules for bleed kits	49.00	0.00	49.00
26/02/2025	BACS 2588	MZ Photography & Drone Servs	G/HALL Supplies/Services	Virtual tour of building for website	895.00	179.00	1,074.00
26/02/2025	BACS 2589	Origin Amenity Solutions	PARKS Other Repair/Maint	Wildflower seed mix & carriage from Rigby Taylor	1,263.00	252.60	1,515.60
26/02/2025	BACS 2590	Mr B S Pratt	ADMIN Supplies & Services	Pedestal floral arrangement for Donegal House	100.00	0.00	100.00
26/02/2025	BACS 2591	R Fathers	PARKS Other Repair/Maint	Johnson CI - Reduce & pollard tree overhanging garden	850.00	0.00	850.00
26/02/2025	BACS 2591	R Fathers	PARKS Other Repair/Maint	Fecknam Way - Cut back various trees & shrubs	850.00	0.00	850.00
26/02/2025	BACS 2592	R J Lift Services Ltd	G/HALL Repair/Maint	Empty lift hydraulic oil overflow & clean pit floor	286.68	57.34	344.02
26/02/2025	BACS 2593	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum - January	746.21	149.24	895.45
26/02/2025	BACS 2593	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall & Donegal House - January	1,056.26	211.25	1,267.51
26/02/2025	BACS 2594	Tamworth Borough Council	CIVIC Mayor's Allowance - S Schafer	Mayor's tickets to Tamworth Mayor's Civic Dinner	90.00	0.00	90.00
26/02/2025	BACS 2595	Trophy Store	CIVIC Events	50 customised medals for Pancake Races	129.17	25.83	155.00
26/02/2025	BACS 2596	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 2/2/25	14.00	0.00	14.00
26/02/2025	BACS 2597	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 2/2/25	19.00	0.00	19.00
26/02/2025	BACS 2598	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - February	8,309.42	0.00	8,309.42
26/02/2025	BACS 2599	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - February	10,325.96	0.00	10,325.96
26/02/2025	BACS 2600	Lich W Midlands Traded Service	G/HALL Lettings	Refund of breakages deposit for booking on 31/1/25	100.00	0.00	100.00
26/02/2025	BACS 2601	Imagin Products Ltd	ADMIN Supplies & Services	Staff photo i.d. badges & lanyards	44.00	8.80	52.80
26/02/2025	BACS 2602	Nisbets	G/HALL Supplies/Services	Various tea, coffee & milk sachets for visits & bookings	77.75	0.00	77.75
26/02/2025	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water and surface drainage 12/1 - 12/2	25.50	0.00	25.50
27/02/2025	DDebit	Justice Fire and Security	G/HALL Repair/Maint	Maint. & support of security systems to 27/5/25 - 4th qtr	431.05	86.21	517.26
28/02/2025	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 4 to 31 January - Current account	25.89	0.00	25.89
					102,643.53	9,738.41	112,381.94

### LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 February to 28 February 2025

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
11/02/2025	05522	Cash	Various	Petty cash vouchers 8587 - 8600	232.40	21.22	253.62
17/02/2025	05523	Cash	BIRTHPLACE Supplies & Services	Birthplace petty cash vouchers SJ0199 - SJ0206	170.69	27.84	198.53
20/02/2025	BACS I43	Martindale Electric Co Ltd	ADMIN Supplies & Services	Recalibration of appliance testing equipment & carriage	60.00	12.00	72.00
21/02/2025	BACS I44	Loyal Company of Town Criers	CIVIC Supplies/Services	LCTC membership for 24/25 for A Holmes	35.00	0.00	35.00
25/02/2025	05524	Cash	Various	Petty cash vouchers 8601 - 8620	237.21	31.37	268.58
28/02/2025	BACS I45	3D Displays Ltd	R&R FUND Birthplace	Bookshop improvements - Deep card racks for displays	83.24	16.65	99.89
28/02/2025	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 4 to 31 January - Imprest account	9.64	0.00	9.64
					828.18	109.08	937.26