

Lichfield City Council

Donegal House, Bore Street, Lichfield, Staffordshire, WS13 6LU
Tel: (01543) 250011 Fax: (01543) 258441 e-mail: townclerk@lichfield.gov.uk

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

3 June 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, 9 June 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

Anthony 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 Annual Council Meeting held on 14 May 2025 (**copy attached**).

5 MATTERS ARISING ON COUNCIL MINUTES

a) Minutes of the Annual Council Meeting held on 14 May 2025.

b) Minutes of the Council Meeting held on 14 April 2025 (**copy attached**).

*[NB: **The Minutes at b)** above were confirmed as a correct record at the Annual Meeting of Council, but are included for consideration of any "matters arising".]*

6 PLANNING COMMITTEE

The Chair of the Planning Committee to move that comments submitted to Lichfield District Council for the period 20 March 2025 to 29 May 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 AUDIT COMMITTEE

The Minutes of the Audit Committee meeting held on 4 June 2025 will follow under separate cover as **APPENDIX 1A**.

- The Out-Turn Statement 2024/25 is attached as **APPENDIX 1B**.
- The Annual Return for the year ended 31 March 2025 is **ENCLOSED**.

RECOMMENDED: That the Minutes and recommendations of the Audit Committee meeting held on 4 June 2025 be adopted and that:

- 1 ***The Report and Out-Turn Statement 2024/25 be received.***
- 2 ***The Council, acting in the capacity of sole Trustee of the Johnson Birthplace Charitable Trust, make a payment of £12,606 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2024/25 financial year.***
- 3 ***In respect of the External Auditor Annual Return for the year ending 31 March 2025:***
 - a. ***The council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council.***
 - b. ***The Council approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council***
 - c. ***The Council note the Annual Internal Audit Report section of the Annual Return***
 - d. ***The Council note the dates for the exercise of public rights - commencing on 11 June 2025 and ending on 22 July 2025.***

9 GRANTS ADVISORY COMMITTEE

To consider the minutes and recommendations of the meeting of the Grants Advisory Committee held on 2 June 2025 (**APPENDIX 2**, attached). Members' particular attention is drawn to the recommendations for general grant/CIL allocations therein.

RECOMMENDED: That the Minutes and recommendations of the Grants Advisory Committee meeting held on 2 June 2025 be adopted.

10 ANNUAL TOWN MEETING

The Minutes of the Annual Town Meeting held in the Guild Room, Guildhall on 21 May 2025 are attached at **APPENDIX 3**.

RECOMMENDED: That the Minutes of the Annual Town Meeting held on 21 May 2025 be noted.

11 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

The appointment of representatives to serve on outside bodies, filling vacancies falling due during 2025/2026. **APPENDIX 4** (attached) contains details of such vacancies (highlighted yellow) with names of those representatives known to be stepping down further highlighted with red text. Members are asked to note that Appendix 4 is presented as 'draft' only, and that an updated version may be circulated prior to the meeting.

RECOMMENDED: That appointments be made to the vacancies falling due in 2025/26.

12. REVIEW OF EXTENDED LEAVE OF ABSENCE

At the October 2024 meeting of Council, members considered a request for an extended leave of absence made by Cllr A Lax. The corresponding minute is provided below.

47. REQUEST FOR EXTENDED LEAVE OF ABSENCE

Members considered a request from Councillor A Lax for an extended leave of absence from Council meetings due to ill health. Councillor R Harvey-Coggins extended the good wishes of the Council to Councillor Lax stating that she would be missed in the Chamber; a sentiment that was echoed by Councillor H Ashton on behalf of the Liberal Democrats, wishing Councillor Lax a speedy recovery.

RESOLVED:

- a) *That the Council approve the request from Councillor A Lax for an extension beyond the six-month period of non-attendance on the grounds of ill health. Any extension to this request to be reviewed, if necessary, at the meeting of the Council scheduled for June 2025.*
- b) *That the best wishes of the Council be passed to Councillor Lax and her family*

Cllr Lax has attended meetings during her period of absence, notably the Climate Change and Biodiversity Committee, and continued to be involved in other elements of the council, too.

However, treatment has directly clashed with council meetings on occasion, and the nature of such treatment is that her health and immune response is variable, and somewhat unpredictable. It is likely that this will continue for some time to come.

As a result, an extension to the leave of absence has been requested, asking Council to reconsider the matter again at its December 2025 meeting. In the meantime, Cllr Lax is in discussions with the Town Clerk in regard to facilitating attendance at Council meetings with social distancing measures in place.

Cllr Lax has asked the Town Clerk to thank all members of council for agreeing to her extended leave of absence in October of last year, and for their good wishes and support.

RECOMMENDED: *That the existing leave of absence in place for Cllr Lax be extended, and reviewed again at the December 2025 meeting of Council.*

13. PAYMENT OF REGULAR SERVICE PROVISION BY DIRECT DEBIT

At its meeting of 28 January 2018, the City Council resolved to enter into direct debit payments with certain suppliers. It is a requirement that the resolution is renewed after a maximum of two years, however it was resolved by the Council, again at its meeting of 28 January 2018, that the resolution be considered annually.

The current Direct Debit schedule is attached at **APPENDIX 5**. Additional payments for consideration are:

1. **Spitfire** – provision of digital telephony and network services. This will in due course replace the current telephone provision with Virgin Media and British Telecom and is approximately cost neutral, but allows the City Council to utilise digital services in preparation for the analogue system shut down.

2. **Total Energies** – LCC is part of the wider County Council led utility procurement service. SCC have changed providers, resulting in a small saving to customers; this direct debit allows payment of the provision of gas to the Guildhall and Donegal House, and replaces the previous provision.
3. **Regium** – Provision of contactless donation machine at SJBM.

The Town Clerk has confirmed with the Internal Auditor that the list of Direct Debits should be presented to Council individually rather than being categorised under various headings such as (for example) 'energy'. Certain regular payments do not appear in this list, such as payments to SCC Pensions and HMRC, as these are paid via BACS rather than Direct Debit.

RECOMMENDED: That the City Council renews its resolution to enter into direct debit payment arrangements with those providers listed at APPENDIX 5; the resolution to be considered for further renewal at the meeting of the City Council in June 2026.

14 OFFICERS' REPORT

To receive the Officers' Report, **APPENDIX 6** attached.

RECOMMENDED: That the Report be noted.

15 PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in **APPENDIX 7** for the period 1 March 2025 to 31 March 2025 in the sum of £106,133.80 General Account, and £793.43 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.

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 Street 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 to be asked*
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, Donegal House, Bore St.

Lichfield City Council

Minutes of the Annual Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Wednesday 14 May 2025 at 6.30 pm

PRESENT: Councillors H Ashton, C Ball, J Blackman, R Bragger, J Christie, J England, M Field, A Fox, C Greatorex, R Harvey-Coggins, A Hughes, P Knight, J Madden, J Marshall, P McDermott, C Pinder-Smith, D Robertson, A Rushton, S Schafer, J Smith, M Warfield, B Watkins and R Yardley.

APOLOGIES: Councillors D Baker, K Farrelly, A Lax, P Ray and E Strain.

1 ELECTION OF MAYOR

It was proposed by Councillor A Fox seconded by Councillor A Huges, and

RESOLVED: That Councillor Claire Pinder-Smith be elected Mayor of the City to hold office until the election of a successor at the Annual Meeting of Council in May 2026.

The Mayor was invested with the Mayoral Chain and signed the Declaration of Acceptance of Office. The Mayor then took the Oath of Allegiance and occupied the Chair.

2 COUNCIL MINUTES

RESOLVED: That the Minutes of the City Council Meeting held on 14 April 2025 (nos. 103 – 115) be confirmed and signed as a correct record.

3 APPOINTMENT OF DEPUTY MAYOR

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

RESOLVED: That Councillor Rosemary Harvey-Coggins be appointed Deputy Mayor to hold office until the election of Mayor at the Annual Meeting of Council in May 2026.

The Deputy Mayor was invested with the chain of office and signed the Declaration of Acceptance of Office.

4 ELECTION OF SHERIFF

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

RESOLVED: That Revd Ian Hayter be elected Sheriff of the City to hold office until the election of a successor at the Annual Meeting of Council in May 2026.

The Sheriff was invested with the Chain of Office and took the Oath of Fealty to the Crown.

5 EXPRESSION OF THANKS

The Mayor, Deputy Mayor and Sheriff each returned thanks for their election.

6 APPOINTMENT OF MAYOR'S CHAPLAIN

The Mayor announced that Reverend Ian Hayter would be Mayor's Chaplain.

7 APPOINTMENT OF MAYOR'S CADET

The Mayor announced that Police Cadet Ella Hughes would be her Cadet and presented her with the Badge of Office.

8 VOTE OF THANKS TO RETIRING MAYOR

It was proposed by Councillor C Ball, seconded by Councillor P Knight, and

RESOLVED: That the best thanks of the citizens be accorded to Councillor Sam Schafer for his valuable and outstanding services as Mayor during 2024/25.

Councillor Schafer responded in suitable terms, thanking those who had assisted and supported him during his time in office.

9 VOTE OF THANKS TO RETIRING SHERIFF

It was proposed by Councillor P Knight, seconded by Councillor R Bragger, and

RESOLVED: That the best thanks of the citizens be accorded to Cathy Wood for her valuable and outstanding services as Sheriff during 2024/25.

The Sheriff's Consort, Nigel Gann responded in suitable terms on behalf of the Sheriff, thanking those who had assisted and supported her during her time in office.

10 PRESENTATION OF BADGES OF OFFICE

The Mayor presented the Chain of Office to the Deputy Mayor's Consort and Sheriff's Consort.

11 REPLICA BADGES OF OFFICE

The retiring Mayor was presented with a replica badge of office. In the absence of the retiring Sheriff, the Sheriff's consort Nigel Gann accepted the replica badge of office on her behalf.

12 APPOINTMENT OF LEADER OF COUNCIL

It was proposed by Councillor S Schafer, seconded by Councillor J Blackman, and

RESOLVED: That Councillor J Marshall be appointed Leader of Council for the ensuing year.

13 APPOINTMENT OF DEPUTY LEADER OF COUNCIL

It was proposed by Councillor R Bragger, seconded by Councillor S Schafer, and

RESOLVED: That Councillor A Hughes be appointed Deputy Leader of Council for the ensuing year.

14 APPOINTMENT OF COMMITTEES, PANELS, AND ADVISORY COMMITTEES

RESOLVED: That membership of Committees, Panels, and Advisory Committees be as detailed at APPENDIX 1 to these minutes.

**THERE BEING NO FURTHER BUSINESS
THE MAYOR DECLARED THE MEETING CLOSED AT 7.20 PM**

MAYOR

Council Minutes: 14 May 2025 APPENDIX 1
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COMMITTEE, PANEL, AND ADVISORY COMMITTEE MEMBERSHIP 2025/26

PLANNING COMMITTEE (All members of Council)			
Chair	E Strain	Vice Chair	P Knight
Ward Representative	Boley Park	R Yardley	
	Chadsmead	P Ray	
	Curborough	C Ball	
	Leomansley	J Christie	
	St Johns	D Baker	
	Stowe	P McDermott	

AUDIT COMMITTEE 8 members			
Conservative	Labour	Liberal Democrat	Reform UK
A Lax	A Fox (Chair)	P McDermott	D Robertson
M Warfield	B Watkins (Vice Chair)	J Smith	
	E Strain		

JOHNSON BIRTHPLACE ADVISORY COMMITTEE 9 members + 3 non-voting			
<u>Johnson Society Appointments (non-voting)</u> P Jones & J Winterton		<u>Honorary Member (non-voting)</u> A Thompson	
Conservative	Labour	Liberal Democrat	Reform UK
J Eagland	A Hughes (Chair)	J Christie	J Madden
R Yardley	J Anketell (Vice Chair)	P McDermott	
	M Field		
	E Strain		

GRANTS ADVISORY COMMITTEE 9 members		
Conservative	Labour	Liberal Democrat
D Baker	C Ball (Chair)	H Ashton
R Yardley	A Hughes (Vice Chair)	J Christie
	K Farrelly	
	P Knight	
	J Marshall	

STAFFING COMMITTEE		
8 members		
Conservative	Labour	Liberal Democrat
J Eagland	M Field (Vice Chair)	P McDermott (Chair)
A Lax	R Bragger	J Christie
	P Knight	
	S Schafer	

TENDERS COMMITTEE		
[Comprising Leader, Deputy Leader, Mayor, Deputy Mayor]		
6 members		
Conservative	Labour	Liberal Democrat
D Baker	J Marshall (Chair)	P McDermott
	A Hughes (Vice Chair)	
	C Pinder-Smith	
	R Harvey-Coggins	

COMPLAINTS PANEL		
4 members		
Conservative	Labour	Liberal Democrat
A Lax	A Fox (Chair)	P McDermott
	E Strain	

MARKETS WORKING GROUP		
6 members		
Conservative	Labour	Liberal Democrat
D Baker	J Blackman (Chair)	P McDermott
	R Bragger	J Smith
	S Schafer	

CLIMATE CHANGE AND BIODIVERSITY COMMITTEE		
6 members		
Conservative	Labour	Liberal Democrat
A Lax	J Blackman (Chair)	A Rushton (Vice Chair)
	R Harvey-Coggins	
	A Hughes	
	E Strain	

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 14 April 2025 at 6.30pm

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

APOLOGIES: Councillors K Farrelly, A Lax, J Marshall, P McDermott, and A Rushton.

103. MAYOR'S ANNOUNCEMENTS

The Mayor detailed functions that he had attended including the School Speaking Competition noting how enjoyable it was. He also noted that this was his last Council meeting as Mayor and thanked Members for their support during his year in office.

104. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor J Smith declared an interest under Appendix B of the City Council's Code of Conduct in relation to Agenda item 14 (minute 113) as a plot holder and LCC appointed representative to Dovehouse Fields Community Gardens.

105. COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council meeting held on 10 March 2025 (Nos 86-102) be confirmed and signed as a correct record.*

106. MATTERS ARISING

None.

107. PLANNING COMMITTEE (DELEGATED AUTHORITY)

RESOLVED: *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.*

108. CLIMATE CHANGE AND BIODIVERSITY COMMITTEE

Members considered the minutes of the Climate Change and Biodiversity Committee meeting held on 10 April 2025 at **AGENDA APPENDIX 1**.

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

109. RESIGNATION – COUNCILLOR DAVE ROBERTSON (CURBOROUGH WARD)

Members noted the resignation on 21 March 2025 of Dave Robertson MP (Labour) as a Councillor for Curborough Ward and that the by-election will be held on 1 May to coincide with the County Council elections. Councillors C Ball, P Ray, D Baker, and S Schafer all thanked Councillor Dave Robertson for his dedication and hard work during his time as a City Councillor, noting that he will be missed.

RESOLVED: *That the report be noted.*

110. DARWIN HALL – ADDITIONAL SOLAR PANELS

Members noted the Town Clerk's Agenda report regarding the request from the Darwin Hall Management Committee to install additional solar panels following a change in electricity providers.

RESOLVED: That Council approve the addition of solar panels and installation of new inverters at Darwin Hall as set out in the Agenda report on the conditions 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.***

111. BOLEY PARK COMMUNITY HALL – RENEWAL OF LEASE

Members considered the Agenda report regarding the renewal of the lease for Boley Park Community Hall. Councillor A Hughes asked for clarification as to what the Boley Park Community Hall Management Committee actually did as the Hall is operated by council officers. The Town Clerk explained that the council officers are operating the hall as part of its management committee, an arrangement formalised by a deed of variation in 2020. Boley Park Community Hall Management Committee is therefore a separate entity to the Council but due to a lack of volunteers LCC Officers are members of that Committee (as volunteers) to facilitate the day to day running of the Hall.

RESOLVED 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.

112. REPRESENTATIVES ON OUTSIDE BODIES

Michael Lowes And Associated Charities

A vacancy has arisen on the Michael Lowes and Associated Charities, as the nominated City Council Trustee, Councillor M Warfield had not attended the last four meetings.

It was proposed that Councillor B Watkins be nominated as LCC Trustee to the charity. On being put to the vote it was

RESOLVED: That Councillor B Watkins be nominated to serve on Michael Lowes and associated Charities in place of Councillor M Warfield.

113. CHRISTMAS LIGHTS SWITCH ON EVENT

Members considered the Deputy Town Clerk's report at **AGENDA APPENDIX 2** which included costs of the 2024 Switch On event. It was agreed that the 2025 event should go ahead, but that costs of the event should be reviewed subject to a review of costs.

RESOLVED: That the Christmas Lights Switch On Event 2025 proceed subject to a review of costs.

114. OFFICERS REPORT

Councillors A Hughes and R Harvey-Coggins commended Officers and Lichfield Arts on the success of the event held for International Women's Day (IWD) and hoped there would be more collaboration between LCC and LDA in the future. Councillor J Eagland added that SCC had also celebrated IWD and that the County buildings now displayed pictures of noteworthy women including Daisy Shaw.

Councillor C Ball noted the success of the over 70's tea party and the School Speaking Competition chaired by Dave Robertson MP for Lichfield, Burntwood and the villages.

Councillor R Bragger commended the Markets Officer and Administrator for the continued success of the markets.

RESOLVED: That the Officers report be noted.

115. PAYMENT OF ACCOUNTS

Councillor C Greatorix queried two items on the payment of accounts:

- 1) The purpose of Drone Mapping. The Town Clerk explained that this was carried out to aid in security and logistical planning of City Council events, in particular the Christmas Lights Switch On event.
- 2) The cost of Wildflower seeds. The Town Clerk explained that they were for use at various areas across the City, notably Festival Gardens and opposite St Chads, and that there remained further supplies from this order available for the future. The Town Clerk advised that the existing wildflower areas required re-sowing after approximately three years as the display depletes over time; Festival Gardens and St Chads wildflower areas being completely re-seeded for 2025.

RESOLVED: That payment of accounts as detailed at AGENDA APPENDIX 4 be approved and confirmed for the period 1 February 2025 to 28 February 2025 in the sum of £112,381.94 General Account, and £937.26 Imprest Account.

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 6.57PM

MAYOR

For Council: 9 June 2025 APPENDIX 1b

**LICHFIELD CITY COUNCIL
FINANCIAL OUT-TURN REPORT 2024/25**

The following notes explain the variations between the original budget and the actual year-end out-turn as detailed in the Accounts Summary table which follows

Note	Details
1	Parks and Footpaths Includes inflation linked Grounds Maintenance contract with LDC and reduced energy costs. Additional allotment, churchyard and other site maintenance included as evidenced in the various officer reports to council across the year.
2	Guildhall Includes significant reduction in energy costs against budget, additional lettings income, repairs to Guildhall lift, additional security costs and marriage licence renewal.
3	Community Centres Reduced costs against this budget head, helped in part by CIL awards for LCC owned Community Centres.
4	Markets Includes reduction in energy cost and NNDR, increase in miscellaneous lettings income.
5	Civic Includes underspend on Mayor and Sheriff allowances.
6	Grant Aid/Partnerships Includes increase in grants awarded – funded from reserves.
7	Arts/Tourism/Twinning Additional costs associated with changes to the Christmas Lights Switch On event following review with stakeholders and detailed to Council in April 2025. Contribution to Twinning Reserve detailed at point 14.
8	Johnson Birthplace Museum Includes above budget maintenance costs balanced by increased stock sales.
9	Democratic Services Contribution to election reserve detailed at point 14 – no spend on election costs during 24/25, invoices for the two by-elections held are awaited from LDC.
10	Investment Interest Interest rates on LCC accounts did not reduce as quickly as anticipated during 2024/25, and a higher than budget interest rate was secured on the reinvestment of council monies in January 2025.
11	Agency Additional sum received against budget from SCC for grass cutting.
12	Repairs and Renewals Below budget costs at Darwin Hall balanced by the need for lightning protection to be installed at Guildhall/Donegal House following insurer recommendation. Cabling upgrades in readiness for digital telephony, as included in the 2025/26 R&R budget, were largely completed and invoiced during 2024/25 due to contractor availability and are reflected in this out-turn

Note	Details														
13	Community Infrastructure Levy (CIL) In-year movement based on CIL receipts and spend.														
14	Total To/ (from) Balances <table> <tr> <td>- Contribution from Repairs and Renewals Capital Earmarked Reserve</td><td>£ (102,071)</td></tr> <tr> <td>- Contribution to CIL Earmarked Reserve</td><td>£ 10,377</td></tr> <tr> <td>- Contribution from Grant Aid Earmarked Reserve</td><td>£ (4,756)</td></tr> <tr> <td>- Contribution to Election Reserve</td><td>£15,000</td></tr> <tr> <td>- Contribution to Twinning Reserve</td><td>£17,000</td></tr> <tr> <td>- Contribution to General Reserve</td><td>£20,640</td></tr> <tr> <td>Total Transfer from Balances</td><td>£ (43,810)</td></tr> </table>	- Contribution from Repairs and Renewals Capital Earmarked Reserve	£ (102,071)	- Contribution to CIL Earmarked Reserve	£ 10,377	- Contribution from Grant Aid Earmarked Reserve	£ (4,756)	- Contribution to Election Reserve	£15,000	- Contribution to Twinning Reserve	£17,000	- Contribution to General Reserve	£20,640	Total Transfer from Balances	£ (43,810)
- Contribution from Repairs and Renewals Capital Earmarked Reserve	£ (102,071)														
- Contribution to CIL Earmarked Reserve	£ 10,377														
- Contribution from Grant Aid Earmarked Reserve	£ (4,756)														
- Contribution to Election Reserve	£15,000														
- Contribution to Twinning Reserve	£17,000														
- Contribution to General Reserve	£20,640														
Total Transfer from Balances	£ (43,810)														
	Transfer From General Reserve to Repairs and Renewals Capital Earmarked Reserve As per Reserve Policy adopted by council 10/03/2025: <table> <tr> <td>- Contribution to Repairs and Renewals Capital Earmarked Reserve</td><td>£207,127</td></tr> <tr> <td>- Contribution from General Reserve</td><td>£(207,127)</td></tr> </table>	- Contribution to Repairs and Renewals Capital Earmarked Reserve	£207,127	- Contribution from General Reserve	£(207,127)										
- Contribution to Repairs and Renewals Capital Earmarked Reserve	£207,127														
- Contribution from General Reserve	£(207,127)														

Employee costs: The overall employee costs totalling £599,049 are recharged across all the budget heads in the table below reflecting an overall increase in direct employee costs of £2,039.

Central administration: The overall administration costs totalling £209,752 are recharged across all budget heads in the table below, reflecting an increase in service costs of £10,790. This is largely attributable to spend on IT provision, including new computers where the existing provision was not compatible with the now completed upgrade to Windows 11.

RECOMMENDED:

- 1 ***The Report and Out-Turn Statement 2024/25 be received.***
- 2 ***The Council, acting in the capacity of sole Trustee of the Johnson Birthplace Charitable Trust, make a payment of £12,606 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2024/25 financial year.***
- 3 ***In respect of the External Auditor Annual Return for the year ending 31 March 2025:***
 - a. ***The council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council.***
 - b. ***The Council approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council***
 - c. ***The Council note the Annual Internal Audit Report section of the Annual Return***
 - d. ***The Council note the dates for the exercise of public rights - commencing on 11 June 2025 and ending on 22 July 2025.***

ACCOUNTS SUMMARY TABLE

This table summarises service area income and expenditure against budget for the financial year 2024/25 and provides the year-end out-turn.

The table shows:

Column 1 – 2024/25 Budget as agreed by Council on 22 January 2024

Column 2 – Actual spend during the 2024/25 financial year.

Column 3 – The variance between approved budget and actual spend for 2024/25.

Column 4 – The budget for 2025/26

Column 5 – Numbered explanatory notes.

Budget/Actual figures in red represent income.

Percentage figures in red (Variance 2024/25 column) represent variance worse than budget.

<u>Net Expenditure</u> SERVICE AREAS	BUDGET 2024/25	ACTUAL 2024/25	VARIANCE 2024/25	BUDGET 2025/26	Note
	£	£	%	£	
Parks and Footpaths	265,053	277,100	5%	273,982	1
Guildhall	153,425	146,525	-4%	141,786	2
Community Centres	14,335	11,311	-21%	15,199	3
Markets	2,948	-4,651	-258%	3,615	4
Civic	101,307	100,625	-1%	108,287	5
Grant Aid/Partnerships	54,755	60,070	10%	77,474	6
Arts/Tourism/Twinning	85,971	91,167	6%	90,478	7
Johnson Birthplace Museum	159,544	157,562	-1%	176,020	8
Democratic Services	153,566	141,796	-8%	176,067	9
Investment Interest	-55,110	-77,262	40%	-61,110	10
Loan Charges	0	0	0%	0	
Agency	-3,944	-12,228	210%	-3,100	11
TOTAL SERVICE COST	£931,850	£892,015	-4%	£998,698	
Repairs and Renewals	103,749	102,071	-2%	36,493	12
Community infrastructure Levy (CIL)	-5,364	-10,377	93%	-9,846	13
SUB TOTALS	£1,030,235	£983,710	-5%	£1,025,345	
PRECEPT	£939,900	£939,900	0	£998,698	
TOTAL To/(From) balances	(£90,335)	(£43,810)	-52%	(£26,647)	14

Further detail relating to these headline figures is provided in the Out-Turn analysis overleaf

OUTTURN 2024/25 ANALYSIS

<i>Net Expenditure</i>		BUDGET 2024/25 £	ACTUAL 2024/25 £	BUDGET 2025/26 £
SERVICE AREAS				
Parks and Footpaths				
Employee costs		39,669	39,805	42,939
Central administration		28,850	30,414	31,349
Contract repair/maintenance		144,780	145,154	149,510
Other repair/maintenance		42,544	56,759	42,724
Energy		12,470	8,171	10,720
Miscellaneous income		-1,660	-1,676	-1,660
Burial fees income		-500	-427	-500
Allotment rents		-1,100	-1,100	-1,100
Total		265,053	277,100	273,982
Guildhall				
Employee costs		100,420	100,763	108,698
Central administration		27,855	29,365	30,268
Repair/maintenance		16,720	25,590	16,800
Energy		41,600	17,759	25,930
Rates		8,740	7,627	8,650
Supplies and Services		25,580	32,476	26,510
Lettings		-67,490	-67,055	-75,070
Total		153,425	146,525	141,786
Community Centres				
Employee costs		7,351	7,376	7,957
Central administration		2,984	3,146	3,242
Boley Hall		1,000	-565	1,000
Curborough		1,000	564	1,000
Cruck House		1,000	0	1,000
Darwin Hall		1,000	790	1,000
Total		14,335	11,311	15,199
Markets				
Employee costs		51,880	52,057	56,156
Central administration		17,908	18,878	19,459
Repair/maintenance		2,310	1,846	2,310
Energy		4,820	3,229	5,300
Rates and Water		21,000	18,070	19,950
Supplies & Services		12,230	9,588	13,000
Misc. lettings		-14,300	-17,522	-15,020
Friday market income		-30,600	-31,971	-34,150
Saturday market income		-34,210	-30,260	-33,780
Farmers/Producers market income		-3,270	-3,425	-3,630
Tuesday market income		-24,820	-25,140	-25,980
Total		2,948	-4,651	3,615

<u>Net Expenditure</u>		BUDGET 2024/25	ACTUAL 2024/25	BUDGET 2025/26
SERVICE AREAS		£	£	£
Civic				
Employee costs		60,856	61,064	65,872
Central administration		22,881	24,121	24,865
Mayor's allowance		3,650	1,295	3,650
Sheriff's allowance		3,150	821	3,150
Supplies and services		2,600	4,222	3,100
Events		6,210	7,965	6,210
Mayor's Banquet		640	441	440
Sheriff's Ride		1,320	696	1,000
Total		101,307	100,625	108,287
Grant Aid/Partnerships				
Employee costs		5,667	5,686	6,134
Central administration		9,948	10,488	10,810
Grants to outside bodies		32,000	36,756	50,000
Grants for open Churchyards		7,140	7,140	10,530
Total		54,755	60,070	77,474
Arts/Tourism/Twinning				
Employee costs		30,839	30,944	33,381
Central administration		12,932	13,634	14,052
Arts/Culture/Tourism		4,760	1,983	4,535
Christmas Lights		37,540	48,306	38,510
Income		-100	-3700	0
Total		85,971	91,167	90,478
Johnson Birthplace Museum				
Employee costs		116,307	116,704	125,894
Central administration		15,917	16,780	17,296
Repair/Maintenance		4,200	7,745	4,370
Energy		7,520	5,813	8,270
Rates and Water		400	357	440
Supplies and Services		32,070	30,834	36,620
Promotion		2,000	640	2,000
Restoration		750	0	750
Stock for sale		3,000	3,990	3,000
Sales income		-10,980	-12,696	-10,980
Contribution from Birthplace Trust		-11,640	-12,606	-11,640
Total		159,544	157,562	176,020

Net Expenditure		BUDGET 2024/25 £	ACTUAL 2024/25 £	BUDGET 2025/26 £
SERVICE AREAS				
Democratic Services				
Employee costs		81,326	81,589	93,013
Central administration		51,730	54,536	61,834
Supplies and Services		1,910	1,802	2,060
Election costs		15,000	0	15,000
Newsletter		3,300	3,787	3,860
Member allowances/travel etc.		300	82	300
Total		153,566	141,796	176,067
Investment Interest				
Interest		-55,110	-77,262	-61,110
Total		-55,110	-77,262	-61,110
Agency				
Employee costs		2,924	2,934	3,165
Central administration		1,992	2,097	2,165
Contract repairs/maintenance		14,480	14,480	14,910
SCC Verge Income		-23,340	-31,739	-23,340
Total		-3,944	-12,228	-3,100
Total Service Costs		£931,850	£892,015	£998,698
Repairs and Renewals				
Employee costs		7,780	7,820	1,627
Central administration		5,969	6,292	866
Guildhall/Donnegal House		0	16,599	7,000
Samuel Johnson Birthplace		45,000	34,180	6,000
Parks and Footpaths		0	8,506	15,000
Community Centres		45,000	28,675	6,000
Total		103,749	102,071	36,493
community Infrastructure Levy(CIL)				
Expenditure		0	33,675	41657
Receipts		-5,364	-44,052	-51,503
Total		-5,364	-10,377	-9,846
Johnson Birthplace Charitable Trust				
Grant/Donations		-8,360	-9,371	-8,360
Admissions income		-3,280	-3,234	-3,280
Funding to LCC		11,640	12,606	11,640
Total		0	0	0
TOTAL		£1,030,235	£983,710	£1,025,345
PRECEPT		£939,900	£939,900	£998,698
TOTAL To/(From) balances		(£90,335)	(£43,810)	(£26,647)

<u>Net Expenditure</u>		BUDGET 2024/25	ACTUAL 2024/25	BUDGET 2025/26
SERVICE AREAS		£	£	£
NOTE-Internal Recharges				
Employee Cost				
Employee costs		597,370	599,409	646,610
Recharge to Services		-597,370	-599,409	-646,610
Total		0	0	0
Central Administration				
Employee costs		92,352	92,668	101,775
Central administration		0	0	0
Mileage Allowance		500	684	500
Professional Fees/Audit Fees		8,900	15,170	8,900
Office Rates/Water		10,410	10,197	10,370
Office Energy		21,550	9,058	13,080
Supplies & Services		29,010	41,879	37,230
Telephone/Postage		4,530	3,881	4,610
Subscriptions. Courses/Training		4,720	4,914	4,720
Insurance		32,800	37,272	40,826
Office Rent		-5,800	-5,929	-5,800
Miscellaneous Receipts		-10	-43	-10
Recharge to Services		-198,962	-209,752	-216,201
Total		0	0	0
Balances & Reserves				
Opening Balance		1,696,359	1,713,542	1,615,138
to/-from reserve		-90,335	-43,810	-26,647
Closing Balance		£1,606,024	£1,669,732	£1,588,491
Breakdown of Reserve				
Repairs/Renewals Reserve-Building		771,286	1,017,680	709,146
Grant Aid Reserve		8,789	4,033	4,033
Election Reserve		15,000	24,713	24,713
Twinning Reserve		17,000	17,000	17,000
CIL Reserve		121,597	126,027	114,408
General Revenue Reserves		672,352	480,279	719,191
Closing Balance		£1,606,024	£1,669,732	£1,588,491
Total Expenditure		1,320,135	1,353,713	1,376,643
Total income		-289,900	-370,002	-351,298
Net Expenditure		1,030,235	983,710	1,025,345
Precept		-939,900	-939,900	-998,698
TOTAL (To)/From balances		£90,335	£43,810	£26,647

For Council: 9 June 2025 APPENDIX 2

Lichfield City Council Minutes of the Meeting of the Grants Advisory Committee held via 'Zoom' at 6.00pm on Monday 2 June 2025

PRESENT: Councillors C Ball (Chair), J Christie, K Farrelly, P Knight, J Marshall and R Yardley.

APOLOGIES: Councillors H Ashton, D Baker and A Hughes.

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

1. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

Cllr A Hughes declared an interest in absentia, having made comments regarding the CIL application for Lichfield Waterworks Trust (LWT) to the Chair prior to the meeting that were discussed at the meeting; Cllr Hughes is a member of LWT.

2. **MINUTES AND MATTERS ARISING**

RESOLVED: *That the minutes Grants Committee meeting held on 24 February 2025 be confirmed as a correct record [Minutes adopted by Council on 10 March 2025]*

3. **GENERAL REVENUE GRANTS – 2025/26 BALANCES**

It was noted that £18,860 remains in the 2025/26 General Grant fund.

4. **GENERAL REVENUE GRANT – FORM AND POLICY REVIEW**

The Committee considered the Policy and amended Grant Application Form. The Form had been updated to include a question as to which (if any) of the stated priorities of the Committee any given application met, and for this to be briefly explained. There had also been some minor changes to layout and wording, but the material content of the form remained as previously approved. In considering the Grant Award Policy the Committee decided that:

- The priorities of the Committee as shown in the Grants Form be included in the Policy
- Amendments to the 'Amount of Grant Award' section to more accurately reflect the amount of grant the Committee wished to prioritise and to more accurately reflect the average amount of grant given (increase from £500 to £750)
- Correction of typographical error in final paragraph
- Amend the policy to reflect the current number of City Councillors (increasing from the stated 28 to 29).

It was further agreed that an agenda item be added to the next meeting of the Committee to consider the stated priorities of the Committee.

RESOLVED: *That the amended Grants Application form be approved.*

RECOMMENDATION TO COUNCIL: *That the amended Grant Policy (Appendix A to these minutes) be adopted.*

5. **GENERAL REVENUE GRANT REQUEST – LICHFIELD SOCIETY OF ARTISTS (£500)**

The Committee considered the grant application to assist with funding insurance costs, exhibition equipment and learning sessions.

RECOMMENDATION TO COUNCIL: *That a grant of £500 be made to Lichfield Society of Artists.*

6. GENERAL REVENUE GRANT REQUEST – LICHFIELD COMMUNITY SPORTS CLUB CIC (£3,000)

The Committee considered the grant application to provide places at their summer sports camps. Concerns were raised about the potential use of funds, notably:

- The Impact Report provided that set out the use of the previous grant referred to participants from outside the City boundary
- The relationship between the CIC who are bidding for the funding and the commercial arm of the company that runs the facility, notably whether the CIC is charged full price by the commercial arm for the places that are being funded by the grant.

It was agreed that the application would be supported subject to satisfactory information on the above points being provided.

RECOMMENDATION TO COUNCIL:

1. *That a grant of up to £3,000 be made to Lichfield Community Sports Club CIC, **subject to** satisfactory responses to the queries set out above.*
2. *Delegated authority be given to the Town Clerk in consultation with the Chair of the Grants Advisory Committee to progress the request for information as set out above, to determine whether the response received is satisfactory, and to finalise the final grant award (up to the requested £3,000).*

7. GENERAL REVENUE GRANT REQUEST – LIBERTY JAMBOREE (£1,714)

The Committee considered the grant application to fund 10 places on Liberty Jamboree's multi sports, Football, arts and youth club activities for neurodiverse and SEND members of the community during school holidays. The Committee, while strongly supporting the application and its aims, felt that a breakdown of the grant request was required to fully understand how the monies are to be allocated.

RECOMMENDATION TO COUNCIL:

1. *That a grant of £1,714 be made to Liberty Jamboree, **subject to** a satisfactory breakdown of the grant request being provided.*
2. *Delegated authority be given to the Town Clerk in consultation with the Chair of the Grants Advisory Committee to progress the request for information as set out above and to determine whether the response received is satisfactory.*

8. 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 £30,419. A discussion regarding the allocation of CIL led to a request that an item be added to the agenda for the next meeting of the Committee to discuss the possibilities of providing some guidance to applicants as to the kind of CIL projects that the Committee would wish to consider, possibly through some form of guidance note or policy

RESOLVED:

1. *That the report be noted.*
2. *That an item be added to the agenda for the next meeting to consider a possible CIL guidance note/policy to inform applicants as to submissions that may be more favourably considered.*

9. CIL REQUEST – LICHFIELD WATERWORKS TRUST (£11,000)

The Committee considered this application which had originally been submitted as part of the general grants round considered in February 2025. At the time, the Committee felt this would be more appropriate for a CIL allocation. The CIL request is for replacement of the aged lighting in the Victorian building. The amount requested corresponds to a quotation received for this work by the Trust.

Following discussion, it was agreed that a recommendation to part-fund the project would be made.

RECOMMENDATION TO COUNCIL: That a CIL allocation of £5,500 (50% of the submitted bid) be made to part-fund new lighting at Sandfields Pumping Station.

10. CIL REQUEST – DARWIN HALL (£6,960)

Members considered the Town Clerk's agenda report regarding the provision additional solar panels to Darwin Hall Community Centre. Members noted that Council and approved the provision in principle at its April meeting, subject to conditions being met.

RECOMMENDATION TO COUNCIL: That a CIL allocation of £6,960 be made to provide additional solar panels and associated ancillaries to Darwin Hall.

11. CIL REQUEST – LICHFIELD POLICE

Cllr J Marshall outlined discussions held to date in regard to a possible funding bid to support the work of the Police, particularly in North Lichfield. The proposal is at a very early stage and an application may be submitted in due course.

RESOLVED: That the report be noted.

12. CIL ALLOCATION UPDATES

Members considered the agenda report detailing progress with ongoing CIL funded projects. The Chair asked that Five Spires Academy be contacted prior to the next meeting to establish whether they had managed to secure the remainder of the funding for the classroom project

RESOLVED: That the report be noted.

13. DATE AND TIME OF NEXT MEETING

The Town Clerk to circulate suggested dates during September, with a date to be finalised based on responses to that email; the meeting to be held via 'Zoom'.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 7.13PM**

Grants Advisory Committee Minutes 2 June 2025: APPENDIX A

LICHFIELD CITY COUNCIL GRANT AWARD POLICY

AIMS OF THIS POLICY

- Contribute towards a vibrant and active community in the Parish of Lichfield City
- Acknowledge the strength and diversity of the voluntary and charitable sector and the contribution it makes to the residents of the City of Lichfield
- Provide a framework by which applications are considered in order to promote transparency and fairness in the grant awarding process
- Provide benefits to the City commensurate with expenditure

DEFINITION OF A GRANT

A grant is as an award to an organisation or group to undertake voluntary or community activities for the benefit of the Parish. The organisation/group themselves determine their activities and procedures and the Council makes a financial contribution as a grant award. The Council is not and cannot be required to award any grant to any group, organisation, and must not give any grant to an individual.

POWER TO AWARD GRANTS

The City Council must have a legal power or duty before it can incur any expenditure. Parish Councils have a number of powers which enable them to make grants to local organisations including:

- Section 19 of the Local Government (Miscellaneous Provision) Act 1976 confers wide powers on a Local Council concerning recreation facilities, whether inside or outside its area, including powers to provide grants to others who provide such facilities.
- Section 145 of the Local Government Act 1972 enables a parish council to contribute to expenses associated with dancing, the theatre, bands, knowledge and practice of arts and crafts and associated refreshments, programmes and advertising
- The Local Government Act 1972, Section 142 and the Local Government and Housing Act 1989 confers wide powers on Local Councils to make grants to advice and assistance agencies
- Section 137 of the Local Government Act 1972 allows Local Councils to make grants to voluntary bodies where no specific grant-making power exists in other legislation. Such grants are subject to additional controls including expenditure limits set by the Secretary of State and based on the number of electors in the Parish. Grants made under this power must be recorded by separate account. The Council must also be satisfied that the expenditure is proportional to the benefit to the Parish.
- Powers conferred to qualifying Parish Councils under the 'General Power of Competence'.

AVAILABILITY OF GRANT FUNDING

The level of funding for grant aid is dependent on the Council's overall financial position and the choices it makes when allocating its resources. There is no compulsion upon the Council to provide any grant funding in any given financial year.

WHO CAN APPLY?

Local voluntary organisations, community groups and sports/recreational clubs based within the City can apply. Eligible groups will usually be expected to meet the following criteria:

- A non-profit making body or one where accrued monies are recycled for the benefit of the Parish
- Based in the Parish and operate for the benefit of the residents of the Parish
- Have a constitution, set of rules or documented objectives
- Have a bank account and appropriate financial controls in place

Eligible groups may also include voluntary organisations which employ paid staff for their expertise where the group does not have the necessary skills. Individuals are not eligible for grant support from the Council.

WHAT CAN THE GRANT BE USED FOR?

Grants can be used for capital or revenue expenditure but only for the purpose specified in the grant application.

Capital expenditure – eg. land and buildings

Revenue expenditure – eg. insurance, heat and light

CITY COUNCIL PRIORITIES

Particular weight will be given to applications that demonstrate one or more of the council's priorities:

- Address issues around the cost of living crisis
- Tackle climate change and support actions towards achieving net zero
- Promote inclusivity across the city (e.g. benefit disadvantaged and marginalised groups)
- Support and meet the needs of young people

AMOUNT OF GRANT AWARD

Due to the level of available funding, the council is minded to support applications for smaller grants, and priority will therefore be given to grants of approximately £750 or below. Larger grants are available but the City Council reserves the right to attach greater conditions to such an award as it deems appropriate.

DEADLINES FOR SUBMISSION OF GRANT APPLICATIONS

Application forms should be submitted by the deadline, usually mid-January each year. Application forms are available from the City Council's website or from the City Council's Offices at Donegal House, Bore St, Lichfield, WS13 6LU, telephone 01543 250011

EVALUATION OF GRANT APPLICATIONS

Applications for grant funding will be considered in the first instance by the City Council's Grants Advisory Committee which consists of nine of the City Council's 29 Councillors. The Committee usually meets in February of each year to make recommendations to Council regarding the amount (if any) of grant to be provided to those who have applied. The final decision on grant award is then made by the City Council at its March meeting.

The Council will only award a grant to eligible groups which:

- Have clear plans for the grant and the organisation
- Achieve quality and provide an effective service and/or benefit to members of the community
- Be able to demonstrate that the funding has been used for the purpose it was awarded

For larger grants and in addition to the above:

- Undertake monitoring performance and evaluation

In order to maintain a consistent approach, all requests for grant funding will be reviewed in the following areas to achieve value for money:

- Level of service and quality
- Financial management and the need for a Council grant
- Cover gaps in existing provisions
- Meeting changing needs
- Attracting new funding
- Reducing duplication of delivery

In addition, the following criteria will be used to assess applications:

- The completeness and accuracy of the application form
- Whether the organisation is based in Lichfield City and serves a significant proportion of parish residents
- The nature of the benefit it provides to residents and who it is benefitting
- The impact on the community as a whole and its target demographic (if any) if the organisation were unable to continue due to lack of funds
- The possibility of more appropriate sources of funding
- Performance in regard to City Council requests for progress reports etc. following receipt of previous grants

Decision making will be on the basis of the information provided in the completed application form, and fulfilling the requirements of this document.

Notwithstanding these guidelines, the City Council will exercise its discretion to consider each individual application. If a prospective applicant is uncertain as to whether they may qualify for financial assistance, further advice is available from City Council officers at Donegal House, Bore St, Lichfield WS13 6LU or 01543 250011.

The City Council appreciates that the fixed deadline may result in some worthy causes not being eligible for funding due to timing. For this reason, some funds from the Grant Aid budget are held for the remainder of the year to allow the City Council to support such events or causes that may emerge prior to the next round of grant awards. In such circumstances the grant application will be considered by the City Council at its next appropriate meeting following receipt of a qualifying application. The application should be put in writing for the

attention of the Town Clerk and deposited at the City Council's offices at Donegal House, Bore St, Lichfield WS13 6LU. The amount of grant awarded in such circumstances will not normally exceed £300.

PERFORMANCE MANAGEMENT

The Council recognises that Performance management is an important means of showing that public money is spent the right way and achieves best value. In the allocation of funds, there will be a need to ensure effective monitoring and evaluation which focuses on outcomes. To achieve this it is proposed that:

- Monitoring should be proportionate to the funding awarded
- Monitoring should also be used to demonstrate achievement
- There is a need to keep information collecting as simple as possible for groups

RISK MANAGEMENT

There are associated risks involved with providing funding support. Voluntary and Community groups are encouraged to carry out risk assessments to identify possible areas of concern, for example audit processes and systems to minimise fraud and purchasing public liability insurance. There may be other areas to consider allied to proposed activities.

ACCEPTANCE OF A GRANT AWARD

As a condition of grant award and at the discretion of the City Council, the recipient will provide a report for presentation to the Council or the following Annual Town Meeting outlining how the grant has been utilised, how it has assisted the organisation and what it has achieved. The City Council may select a percentage of organisations who have been awarded a grant each year to provide this report; selected organisations will be notified of the requirement in good time, and certainly no less than two months prior to the Council or Annual Town Meeting at which the report is to be presented.

In any event, if a grant **exceeds £2,000** the Council will require a written report in the year after the Grant has been awarded explaining how the grant monies have been spent and the benefits it has brought to the community.

Acceptance of the grant award also places the following conditions upon the Body to whom the grant has been awarded. The Body;

- Agrees to the Parish Council publishing the above report and/or its own article about the grant as the Council sees fit
- Will be accountable for funds and will provide a receipt
- Will sign a disclaimer releasing the Council from any responsibility for the event or activity as appropriate
- Will comply with all prevailing legal and statutory requirements relevant to its activities
- Acknowledges that the grant does not imply or constitute any employer/employee relationship
- Will acknowledge the financial support from the Council in publicity

Failure to comply with these conditions will be considered in any future grant application.

RECEIPT OF GRANT AWARD

Those bodies who successfully apply for a grant will be notified by post as soon as possible following the meeting of the City Council at which grant allocation is considered (usually the March meeting in any given year)

Grants will usually be paid by Bank Transfer.

PUBLICATION OF GRANT AWARD

The names of bodies who have been awarded a grant and the amount of that grant will be a matter of public record, both in the Minutes of the Meeting of the Grants Advisory Committee and subsequent Council meeting. The name of the Body and the amount of grant awarded for the current and previous four financial years is also published on the City Council's website in the interests of transparency.

Policy Adopted: 23 April 2018

Dates for Review:

February 2019 – July 2024: No material amendments

June 2025:

- The priorities of the Committee as shown in the Grants Form added to the Policy (p2)
- Amendments to the 'Amount of Grant Award' section to more accurately reflect the amount of grant the Committee wished to prioritise (increase from £500 to £750)
- Correction of typographical errors
- Amendment to reflect the current number of City Councillors

For Council: 9 June 2025 APPENDIX 3

CITY OF LICHFIELD

**Minutes of the Annual Town Meeting held in the Guildroom, Guildhall, Lichfield
at 7.30pm on Wednesday, 21 May 2025**

270 PRESENT

The Mayor of Lichfield (Cllr C Pinder-Smith, in the Chair), and attendees and electors as entered on the attendance sheets.

271 OPENING REMARKS AND WELCOME BY THE MAYOR

The Mayor warmly welcomed everyone to the Annual Town Meeting and introduced the Town Clerk who outlined for the benefit of those unfamiliar with the proceedings, the order of business and conduct of the meeting.

272 MINUTES

RESOLVED: That the Minutes of the Annual Town Meeting held on 22 May 2024 be confirmed as a correct record.

273 CITY COUNCIL ANNUAL REPORT 2024/25

A copy of the Annual Report of City Council activities during 2024/25 was circulated for information. The Leader of the Council, Councillor J. Marshall, presented an overview of the report, highlighting the positive impact of the Council's initiatives on the community and commending Officers for their proficiency. Councillor A. Hughes also expressed gratitude to the Officers, specifically acknowledging the contributions of the Museums and Heritage Officer for the work at the Samuel Johnson Birthplace Museum and various heritage projects throughout the City.

274 REPORTS FROM GRANT RECIPIENTS

Representatives from various organisations (detailed below) in receipt of City council grants outlined the uses to which the received monies have been or are to be put:

1. Lichfield & District Talking News
2. Soroptimist International Lichfield and District
3. Late Night Listeners
4. The Well (at Wade Street Church)
5. Christchurch School Association
6. Lichfield Garrick Theatre
7. Lichfield Arts
8. Lichfield Trent Valley First Responders
9. City of Lichfield Concert Band
10. Lichfield Community Football and Sports
11. Liberty Jamboree

275 REQUESTS AND REPRESENTATIONS OF ELECTORS

Following the report from the City of Lichfield Concert Band, Beverley Haywood asked if there were plans to construct a bandstand in Beacon Park. Councillor J Marshall clarified that Beacon Park is not managed by the City Council and suggested making representations to Lichfield District Council. Councillor A Hughes noted that many City Councillors also serve on the District Council and electors could request them to bring this to the attention of LDC.

**THERE BEING NO FURTHER BUSINESS
THE MAYOR DECLARED THE MEETING CLOSED AT 8.31PM**

For Council: 9 June 2025 APPENDIX 4

REPRESENTATIVES ON OUTSIDE BODIES 2025/26

Appointments falling due are highlighted in yellow, with an assumption that representatives are willing to be reappointed unless their names are further highlighted with red text.

Outside Body	No of Reps	Period of Office	2024/2025 Appt Ends	Appointments for 2025/2026
Boley Park Community Hall Management Committee	4	1 Year	Jun-25	Cllr M Warfield
			Jun-25	Cllr D Baker
			Jun-25	Cllr R Yardley
			Jun-25	Cllr J Eagland
Boley Park Community Hall Trustees	4	Until retire or replaced	Until retire or replaced	Cllr J Eagland
				Cllr R Yardley
				C Spruce
				Cllr M Warfield
Bower Committee	1	1 Year	Jun-25	Cllr K Farrelly
Curborough Community Association	1	1 Year	Jun-25	Cllr C Ball
Darwin Hall Community Association	4	Until retire or replaced	Until retire or replaced	Cllr J Christie
				Cllr A Hughes
				Cllr B Watkins
				Cllr J Marshall
Dovehouse Fields Community Garden	2	1 Year	Jun-25	Cllr P Knight
				Cllr J Smith
Dr Milley's Hospital	1	4 Years	Mar-27	Cllr R Harvey-Coggins
Erasmus Darwin Foundation	1	1 Year	Jun-25	Cllr B Watkins
Friends of Samuel Johnson Community Hosp.	1	1 Year	Jun-25	Cllr A Lax
Friends of Lichfield Historic Parks Group	1	1 Year	Jun-25	Cllr H Ashton
Guild of St Mary's Centre Lichfield (Ltd)	1	1 Year	-	Mayor in Office
Johnson Council (non-voting observers)	2	1 Year	-	Mayor in Office
			-	Sheriff in Office
Lichfield Arts [non-voting observer]	1	1 Year	Jun-25	Cllr C Pinder-Smith
Lichfield District City of Sanctuary	3	3 Years	Mar-28	Cllr H Ashton
				Cllr D Baker
				Cllr C Ball
Lichfield Camera Club	1	1 Year	-	Mayor in Office
Lichfield Conduit Lands Trust	2	1 Year	-	Mayor in Office
		4 Years	Jun-25	G Boyle

Outside Body	No of Reps	Period of Office	2024/2025 Appt Ends	Appointments for 2025/2026
Lichfield Rail Alliance, West Coast Rail 250, and all other rail related matters	1	1 Year	Jun-25	Cllr M Warfield
Mary Slater's Charity	2	1 Year	-	Mayor in Office
			-	Sheriff in Office
Michael Lowe's and Associated Charities	5	4 Years	15 July 28	Cllr A Hughes
			23 April 26	D Greatorex
			3 April 26	P Hitchman
			April 2029	Cllr B Watkins
			Nov 28	Cllr J Eagland
Municipal Charities	4	1 Year	-	Mayor in Office
		4 Years	Nov-28	Cllr C Ball
			Nov-28	J Fox
			Nov-28	H Ashton
Purple Flag Accreditation	1	Until retire or replaced	Until retire or replaced	B Watkins
South East Staffs CAB	1	1 Year	Jun-25	Cllr D Baker
SPCA - Executive Cttee (nomination only – subject to election by SPCA)	1	2 Years	Sep-26	Cllr H Ashton
St Giles Hospice Local Government Friends'	1	4 Years	Jun-27	Cllr J Anketell
Support Staffordshire	1	1 Year	Jun-25	Cllr D Baker
Twinning Association	3	1 Year	-	Mayor in Office
			Jun-25	Cllr H Ashton
			Jun-25	Cllr A Fox

For Council: 9 June 2025 APPENDIX 5

PAYMENTS BY DIRECT DEBIT

Supplier	Nature of Goods Supplied	Estimated Average Direct Debit Payment (including VAT)	Frequency of Payment
Npower	Utility electricity supply to City Council buildings 9 accounts	£2,800	Monthly
Npower Commercial Gas	Meter operator service – Guildhall	£260	Annual
British Gas	Utility gas supply to Birthplace Museum	£650	Monthly
Lichfield District Council	Business Rates (4 accounts)	£3,370	Monthly
Lichfield District Council	Grounds Maintenance Contract	£16,500	Monthly
Lichfield District Council	Refuse bin collections – Donegal House, Guildhall & Market	£3,660	Annual
Elevon(OPAYO)	Card Machine hire/transaction fees, PCI fees	£250	Monthly
Virgin Media	Office telephones	£160	Monthly
BT Group PLC	Broadband	£60	Monthly
British Telecom	Phone/Internet lines	£1,400	Quarterly
EE Limited	Mobile phones – Market, Guildhall, Open Spaces	£120	Monthly
MT Services	IT Support Contract Office 365/server backup and firewall protection, LCC officer/member email account provision/administration/security etc	£1,800	Monthly
Water Plus Pennon Water Services South Staffs Water	Water Utility supply to City Council buildings (<i>separate accounts for each applicable building</i>)	£250 £700 £200	Monthly Half Yearly Annually
Ricoh	Photocopier lease/usage (Donegal House and Birthplace Museum)	£1,180	Quarterly

Supplier	Nature of Goods Supplied	Estimated Average Direct Debit Payment (including VAT)	Frequency of Payment
HM Land Registry	Land ownership/boundary confirmation	less than £10	Dependant on service use
Information Commissioner's Office	Annual Data Protection fee	£35	Annual
Sage Accounts	Accounting software	£4,600	Annual
Nat West - Autopay - Bank Line	Banking charges for salary/ BACS payments	£70	Monthly
Franco-Postalia Ltd	Franking Machine rental Postage	£75 £500	Quarterly Half Yearly
Justice Security	Fire/Intruder alarm maintenance and monitoring across LCC owned sites	£1,200	Quarterly
Spitfire	Office telephones/internet Guildhall internet/WiFi	£450	Monthly
Total Energies	Utility gas supply – Donegal House/Guildhall	£1,500	Monthly
Regium	SJBM donations/Fees	£25	Monthly

Analysis					
Year	2020/21	2021/22	2022/23	2023/24	2024/25
Direct Debits Gross	£243,767	£249,100	£282,217	£330,746	£322,909
Direct Debits (net of VAT)	£209,343	£215,112	£242,947	£283,715	£276,619
Number of Transactions	299	305	345	368	379

For Council: 9 June 2025 APPENDIX 6

OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer

The Mayor and Sheriff concluded their 2025 charity events with a traditional Sunday Lunch & Quiz on 6 April at the Guildhall, bringing together over 50 guests for an afternoon of superb food provided by Gourmet Chef to Go. Following the meal, guests enjoyed an engaging quiz session led by Tom Burns, who returned to host another entertaining Pineapple Quiz. Towards the end of the afternoon, the Mayor and Sheriff expressed their gratitude to everyone who participated and contributed throughout their fundraising efforts for the year.

On Thursday 10 April, The Friary School in Lichfield held its annual Encore event otherwise known as 'The Sheriff's Show'. This was another great performance from the talented youngsters & Friary School PTA kindly allowed the City Council to be sole raffle ticket vendors on the evening. As a result, a fantastic amount of £360 was raised for the charity account.



Winning Team

This year, Easter Sunday fell on Sunday, 20 April, when the Civic party made its way from the Guildhall to the Cathedral. Following the Eucharist service at Lichfield Cathedral, guests gathered at the Guildhall for refreshments, including the traditional Simnel cake. This event provided the final opportunity for the 2024/25 Mayor and Sheriff to express their gratitude to all who had supported them throughout their tenure. Councillors Ed Strain and Colin Ball offered toasts, commending them for a successful year in office.



The Mayor & Catherine Brown

The annual St. George's Court was held at the Guildhall on Wednesday, 23 April. This traditional manorial court was well received, with over 100 people in attendance. Ale Tasters Nick Sedgwick and Colin Ablitt once again delivered their witty reports and officially announced their retirement from their posts, which they have held for over 30 years. District Councillors Andy Smith and Doug Pullen have accepted the

role on probation, and we look forward to their induction at St. George's Court in 2026. Following the passing of Geoff Mumford from Burton Bridge Brewery, Titanic Brewery kindly donated a cask of ale from their latest pub, The Beacon on Tamworth St. The ale tasters also took the opportunity to present Geoff's daughter, Catherine Brown, with a silver salver dedicated to Geoff in recognition of his valuable service for over 25 years, on behalf of Lichfield City Council. The Court was then closed, and proceedings ended with the Toast to 'The Immortal Memory of St. George,' led by former Sheriff, Peter Hitchman.



L to R: Andy Smith, Ale Taster Nick Sedgwick, Mayor, Cllr Sam Schafer, Ale Taster Colin Ablitt & Doug Pullen

The annual Sheriff's Darwin Walk took place on Sunday, 27 April, with the Mayor & Sheriff cheering on participants as they set off from Bunkers Hill, Beacon Park. Following a well-established route along the city boundary, walkers enjoyed stunning views of the city. Encouraged by the good weather, over 50 people took part, many bringing their dogs along to join the approximately 5-mile walk!



Final accounts are still awaited but indications are that Cllr Sam Schafer & Cathy Wood will have raised just over £5,000 during their year 2024-25 for their chosen charities. It is hoped that cheques will be presented to representatives from the charities, Staffordshire Blood Bikers & Lichfield Foodbank in late June.

The investiture of the new Mayor, Deputy Mayor and Sheriff for Lichfield City Council took place in the Guildhall at the Annual Council meeting on Wednesday 14 May 2025. The new Mayor of the City is Councillor Claire Pinder-Smith, proposed by Councillor A Fox and seconded by Councillor A Hughes. In accepting the office of Mayor for the forthcoming year, Councillor Pinder-Smith thanked her fellow councillors for their support and stated that it was a great honour and privilege to be elected. She also paid tribute to the work of the outgoing Mayor, Cllr Sam Schafer and Sheriff, Cathy Wood, who had together raised just over £5,000 for their chosen charities; Staffordshire Blood Bikes & Lichfield Foodbank, by holding several events during their year in office.

The new Deputy Mayor is Councillor Rosie Harvey-Coggins whose appointment was proposed by Councillor J Marshall and seconded by Councillor B Watkins. The Deputy Mayor's consort for the ensuing year is Andy Harvey-Coggins.

Completing the new Civic Team is Revd Ian Hayter who was elected Sheriff of the City, following a proposal by Councillor A Hughes and seconded by Councillor B Watkins. The Sheriff's consort for the ensuing year is Sally Hayter

The Mayor proudly announced her appointment of her Cadet, Police Cadet Ella Hughes, and Mayor's Chaplain, Revd Ian Hayter for her forthcoming year in office.



L to R: Sheriff, Revd Ian Hayter, Mayor, Cllr Claire Pinder-Smith & Deputy Mayor, Cllr Rosie Harvey-Coggins

Following the investiture of the new Civic Team, the retiring Mayor & Sheriff were presented with replica badges of office.

During their year in office, the Mayor and Sheriff will jointly host four events to raise money for their nominated charities: Lichfield Arts & Pathway Project.

Further information regarding these events will be published over the course of the year on the City Council website www.lichfield.gov.uk

Following Council, the Mayor's Banquet was held in the Guildhall. Reports on this, the traditional Court of Arraye on Spring Bank Holiday Monday, and the Swinfen Broun Bowls Match will follow in the next officers' report.

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

Friary Remains (Site 19A)

Restoration of gateway and surrounding brickwork in rear boundary wall is completed and handover from architect / contractor has recently been made.

The restoration has been carried out in consultation with Heritage England, the City Council's architects are preparing the necessary documentation to ensure compliance with the requirements and conditions attached to the Historic England consent currently.

Additional clearance and shrub planting to the bordering length of wall is planned to complete the renovation of this area.



Hanging Baskets

Hanging baskets are due to be provided at the time of preparing this report. As in previous years, the City Council will fund the cost of watering.

Heather Gardens (Site 19B)

Work is progressing towards redevelopment of beds. Juniper bushes and stumps have now been removed to reveal the existing rockery features. It is planned to expand the year-round heather display and add a seasonal planting display to the larger central bed. Maintenance to benches and railings is also scheduled.



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

- **Nether Stowe / Stowe Croft (Site 10)** – Following recent unauthorised access of this site by travellers, a review of site security is being undertaken. In the interim measures have been taken to ensure the previously lockable bollard – that was removed to allow access - is no longer removable solely through unlocking.
- **Maple Grove (Site 46A)** – Reduction of silver birch alongside property.
- **North & South Oakhurst to Hillside (FP7)** – Cut back trees overhanging light and garden near Bramble Close.
- **Curborough Community Centre (Site 9)** – Reduction of boundary conifers by 3 metres.
- **Frenchman's Walk (FP12)** – New lantern installed on one lighting column.
- **Woods Croft to Swallow Croft (FP27)** – General cut back of foliage, specifically around lighting.
- **Borrowcop Lane to Tamworth Road (FP2)** – Cut back foliage around light column.

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

The new financial year has begun on an extremely positive note, with the highest number of visitors recorded for this period compared to any previous year. To date, Museum Attendants have welcomed 2,900 visitors, including a group from *Australians Studying Abroad Cultural Tours*. The Easter holiday period also saw a notable increase in family attendance, contributing to a strong and promising start to the financial year.

Recent events and activities have included volunteer-led craft sessions, the popular Spy School Family Workshop delivered by Museum Attendant Kevin Lynch, as well as the ongoing Latin classes, Birthplace Book Club, and Writer's Group.

The Museums and Heritage Officer (MHO) has been working with Raphael Design/Nettl to design a new leaflet to promote the Birthplace (pictured opposite). The content provides a broader picture of what the museum offers, highlighting not only the displays and collections but also events, school and group visits, and the Bookshop. This comprehensive approach will help engage a wider audience and ensures that both first-time visitors and returning guests are aware of the full range of experiences available at the site. Designed with a contemporary look and feel, the leaflet aligns with the Birthplace's updated branding and new logo.



As part of the Birthplace's commitment to offering more environmentally sustainable giftware, the Bookshop now stocks a new range of recycled leather keyrings. These items are an eco-conscious choice that supports waste reduction and promotes the reuse of materials. Also, because the leather is recycled, it doesn't contribute to the demand for new animal products. However, the team recognise the importance of catering to a variety of customer preferences and are currently exploring alternative options for those who prefer not to purchase leather goods. The keyring features a contemporary illustration of the Birthplace designed by local artist Lisa Hand.



In addition to the keyrings, a new selection of books has been added to the Bookshop, highlighting more diverse historical narratives, works by authors associated with Samuel Johnson's circle, as well as titles exploring etymology and traditional sayings. The giftware range has also been expanded, with a particular focus on items appealing to booklovers.

Birthplace volunteer Georgie has started a project to update the museum's large-print guides to ensure they remain accurate and accessible. This work is an important part of the Birthplace's ongoing commitment to inclusivity, helping to provide a welcoming and informative experience for visitors with visual impairments or reading difficulties.

Two paintings have been rehung using a secure and discreet locking system. The portrait of Elizabeth Hunter (pictured) has been relocated to a more prominent position within the Birth Room, following its removal from the Hay Hunter Library due to plaster movement and cracks on the wall.

The portrait of Johnson has been rehung in the Parlour, having been temporarily removed from display last year to protect it during building works. Both paintings now feature invisible hanging systems, offering a more visually appealing and unobtrusive presentation that enhances the overall display. The issues with the plasterwork in the Hay Hunter Library will be investigated to assess the extent of the damage and determine any necessary repairs.

Annual building maintenance is currently underway, including Portable Appliance Testing (PAT), CCTV system maintenance, and the annual flushing, cleaning, inspection, and servicing of the non-return valve to prevent flooding.

The MHO has been reviewing and renewing existing loans, including the annual renewal of the Reverend Dr John Taylor portrait, as well as continuing work on the Accreditation Return, developing interpretation for the Workroom tools, and collating information for the Francis Barber interpretation panels.



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

A full market is still being maintained on Fridays, and Saturdays. Unfortunately three traders have left the Tuesday market due to lack of sales.

A new trader, "*Cams Doughnuts*" now stands on Wednesdays & Thursday and has also taken a regular pitch on the Tuesday General Market. The fruit and veg stall continue to stand on Wednesdays and the additional day has proved popular with shoppers.

The Markets Officer continues to deal with enquiries from potential new traders, one of which being *Bowes Pizza* who are looking for a regular pitch.

All food stalls are currently being monitored to ensure compliance with food hygiene standards and proper temperature maintenance for both sold and stored stock. These observations will be documented in a due diligence record for future reference. The Curry Man has been requested to provide additional guards or clear covers for certain items on display. Additionally, an inspection at his premises has been scheduled to update his food hygiene standards, facilitating the transfer of the business to his son's name.

LDC Environmental Health Officers are being kept apprised of any issues and informed about any new food traders joining the market.

Tuesday Market Update

As previously mentioned three traders have left the Tuesday market. One of the vacated pitches has been filled with *Cams Donuts*, leaving only two available pitches.

The turnover of traders on the Tuesday market can be quite high however, the waiting list maintained by Officers is a valuable database and will be used to try and fill the vacant pitches.

One of the traders "*BS Bahia Fashions*" has now become permanent, covering two pitches and "*HomeFixology*" stand biweekly opposite "*Atterbury's*."



On Tuesday 15 April thirteen young performers from the Garrick theatre entertained shoppers on the market square with extracts from their latest show, an in house production of *A Pocket full of Dreams*.



Friday Market Update



The two pitches that had been vacated on the Friday market have now been filled by *Della Marie Board Game Art* and *All Kinds of Everything*, both of whom have become permanent traders.

New traders are still making enquiries. The Markets Officer is asking if they can provide holiday and absence cover for permanent traders. They are also added to the LCC database for future permanent pitch availability.

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 maintains a full market.

On Saturday 19 April the market supported *The Little Baker* in fundraising on behalf of Parkinson's UK. Each stall had a collection box for customers to donate any change. An amazing £125.18p was collected.



Charity Event

On Wednesday 7 May, the fundraiser team for Children with Cancer UK returned. This event is now held annually, and this year they experienced favourable weather to support their fundraising efforts. Participants rode bikes and received medals for their involvement.



VE DAY Celebration – Craft Market

In conjunction with the celebrations that took place on the Market Square, a Craft Market was organised and held on Minster Pool Walk with We traders offering a wide variety of handcrafted gifts, home baked goods and Italian food.

There was a good footfall throughout the day, and officers have received many positive comments and compliments. It was definitely a day for reflection, celebration, and retail therapy too!



Social Media

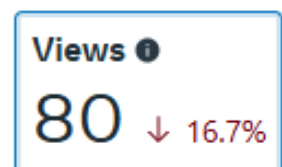
All social media platforms have maintained a steady following, with an increase in reach due to new posts. However, Instagram requires more attention as there has been a decline in its performance.

The statistics below indicate the number of followers on Facebook and Instagram. Officers are now posting content that focuses on specific traders and the new traders entering the market, providing customers with deeper insights into these traders. This approach is expected to help increase both following and reach.

Facebook



Instagram



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

Since my last report, the following regular hirers have met at the Guildhall – Band Practice, Bridge, Chess, Lichfield Friendship Centre, RSPB, Slimming World, Staffordshire Archaeological and Historical Society and U3A.

Lichfield Arts have held 2 events – an Emerging Talent evening and Foo Fighters Concert:



The City of Lichfield Concert Band also held their Spring Concert at the end of March.

Our regular Craft Fair (pictured) returned during the Easter weekend and May Bank Holiday weekend. The Bower Model Fair was also in the Guildroom on 24 May.

Commercial bookings included a housing drop-in session, market research and several meetings.

A primary school used the Guildroom as a base whilst they toured around various locations in the City Centre.

Charity bookings include the annual Scouts St Georges Day Parade outside the Guildhall, with refreshments served after inside the Guildroom, and a charity conference also returned.



21 meetings have been held in various rooms in the building, usually the Ashmole Room or Whytmore Room. LDC also hired the Guildroom for the Election on 1 May.

The Old Prison Cells are now open every Saturday between March and September (except whole building bookings)

Private bookings include 2 birthday parties (40th + 50th) which both held mock Casino Nights as part of their entertainment.

We have also had a whole building booking for a Wedding Reception who opted for the 'Harry Potter Style' layout.



BOLEY PARK COMMUNITY HALL

The hall was closed for a week during the Easter holidays for maintenance to be carried out on the floor:



The Fire alarm, CCTV and Fire Extinguishers have also been serviced.

Since my last report, Lichfield Friendship Centre held their Birthday Party in the hall. We have also had the regular Stamp Fair, Craft Fair, Pre-School Spring Fair, an 80th Birthday Party, 6 children's birthday parties and a training session for assistance dogs.

6. Deputy Town Clerk: Sarah Thomas

On Thursday 8 May, Lichfield City Council invited residents and visitors to join them in VE Day celebrations held on the historic Market Square. Music from the era was played as attendees sang along, danced, and waved their flags. A pop-up café and traditional fish and chips provided refreshments. A craft fair on Minster Pool Walk showcased a range of handcrafted items and unique gifts for shoppers to peruse.



Earlier in the day, Lichfield's Town Crier, Adrian Holmes, promoted the event on Radio WM. Town Criers nationwide performed a special cry, including here in Lichfield. We were pleased to welcome Rugby's Town Crier, Adrian Basford, who joined the day's events.

The local business, Vintique of Lichfield, contributed to the event's atmosphere by inviting students from Lichfield College to wear period costumes, as did several LCC Officers. For the younger generation, the Works on Bore Street provided crayons and colouring sheets at no cost, and LCC Officers gave away flags, commemorative pens, and poppy seeds.



In the Guildroom there was a fascinating exhibition of photographs from the period, including the history of the Lichfield Spitfire, pictures of service men and women, and letters sent home to loved ones. The Deputy Town Clerk would like to commend Clive Read for collating all the information, photographs and memorabilia included in the exhibition.

In addition, Lichfield Kindness Rocks, who meet every Monday at Curborough Community Centre, were asked to decorate rocks specifically for the day. The brightly coloured rocks were placed on tables for visitors to enjoy, keep, or take away and hide for others to find. The remaining rocks were incorporated into the display in the Remembrance Gardens.



The afternoon concluded with a poignant reading of poems and letters. Representatives from the Royal British Legion, along with a Standard Bearer and the City's Sword and Mace Bearers, then led a moment of reflection while the Last Post was played in an act of Remembrance.

The market square was bustling throughout the day with visitors (some from as far afield as Canada), veterans and current serving military personnel.



The event was a great success, blending remembrance with community celebration as attendees honoured the past and enjoyed the present.

A further selection of pictures appears on the following pages providing a flavour of the day.

The Deputy Town Clerk will be providing secretariat support at the Annual Council meeting and Annual Town meeting and is currently preparing Agendas for the Climate Change and Biodiversity Committee meeting on 26 June.

Members will be interested to note that the CCBBD Committee has initiated a competition for local schools and community organisations to design a *Bug Hotel*. The competition will run throughout the summer term, with judging scheduled for the end of July. Sponsorship has been secured from the Lichfield Co-Op store, which has provided several prizes, and from LCC's seed suppliers, who have donated a kilogram of poppy seeds.

Reports are being prepared in readiness for the next Markets Working Group, a date for which has yet to be scheduled but will include terms of reference for their new remit regarding the Guildhall.

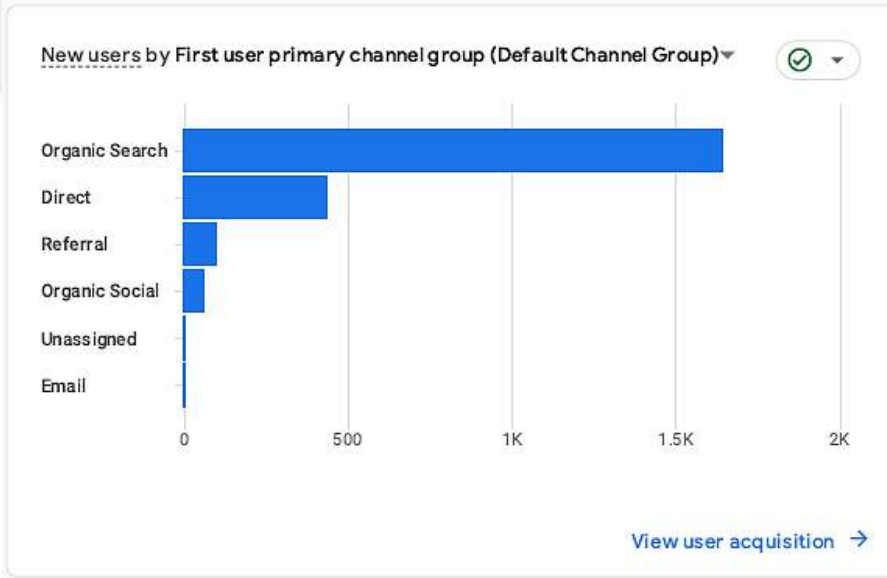






7. LCC Website Statistics

Reports snapshot



Views by Page title and screen class

PAGE TITLE AND SCREEN ...	VIEWS
Home Page - Lichfield City Co...	1.1K
Councillors - Lichfield City Co...	276
Guildhall Hire - Lichfield City ...	254
- Lichfield City Council	231
Contact Us - Lichfield City Co...	206
Markets - Lichfield City Council	185
The Mayor - Lichfield City Co...	185

Sessions by Session primary channel group

SESSION PRIMARY CHAN...	SESSIONS
Organic Search	2.2K
Direct	550
Referral	137
Organic Social	62
Unassigned	6
Email	1

[View traffic acquisition →](#)

For Council: 9 June 2025 APPENDIX 7

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 March to 31 March 2025

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
03/03/2025	DDebit	Pennon Water Services	BIRTHPLACE Rates/Water	Water (standing charge & usage) 24/7/24 - 22/1/25	59.86	0.00	59.86
03/03/2025	DDebit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Monthly service fee for digital donations box - February	12.50	2.50	15.00
03/03/2025	Debit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Regium fee for contactless card donations paid out in March	7.56	0.00	7.56
05/03/2025	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card & activity fees - February	14.39	0.00	14.39
05/03/2025	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - March	6.00	1.20	7.20
05/03/2025	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card & activity fees - February	111.59	0.00	111.59
05/03/2025	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - March	6.00	1.20	7.20
12/03/2025	DDebit	British Gas	BIRTHPLACE Energy	Gas 29/1 - 20/2	499.07	99.81	598.88
13/03/2025	DDebit	British Telecommunications	HALLS Boley Hall	Broadband service at Boley Hall - February	44.38	8.88	53.26
14/03/2025	BACS 2604	ABC Training Services Ltd	CIVIC Events	Medical team & ambulance for Shrovetide Races	625.00	125.00	750.00
14/03/2025	BACS 2605	ACW Arb	PARKS Other Repair/Maint	Netherstowe - Crown lift oak & remove deadwood	220.00	44.00	264.00
14/03/2025	BACS 2606	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip - February	320.00	64.00	384.00
14/03/2025	BACS 2607	Baroco Limited	ADMIN Supplies & Services	Collection & confidential shredding of 2 paper bins, 20/2	50.00	10.00	60.00
14/03/2025	BACS 2608	Broxap Ltd	PARKS Other Repair/Maint	New pump for cycle station and carriage	320.00	64.00	384.00
14/03/2025	BACS 2609	City Life in Lichfield	DEM SERVICES Publicity	City View in March issue of City Life	1,250.00	250.00	1,500.00
14/03/2025	BACS 2610	J Deakin	CIVIC Events	2 Simnel cakes for Shrovetide & Easter Sunday	56.00	0.00	56.00
14/03/2025	BACS 2611	Emblem Print Products Ltd	G/HALL Supplies/Services	Bespoke pens for Guildhall Open Day	93.00	18.60	111.60
14/03/2025	BACS 2612	E Galvin	CIVIC Mayor's Allowance - S Schafer	Singer for International Women's Day event	100.00	0.00	100.00
14/03/2025	BACS 2613	Justice Fire and Security	ADMIN Supplies & Services	Replace faulty wireless smoke detector in Oak Room	281.92	56.38	338.30
14/03/2025	BACS 2614	Keelys LLP	ADMIN Professional Fees	Ongoing legal advice, 11 - 21 Feb	2,000.00	400.00	2,400.00
14/03/2025	BACS 2615	Lichfield Lock & Key Repairs	MARKET Supplies/Services	10 keyed alike padlocks for Market Square bollards	185.00	37.00	222.00
14/03/2025	BACS 2616	D McCarthy Bros (Lichfd) Ltd	PARKS Other Repair/Maint	Masefield Close - Resurfacing of footpath	4,800.00	960.00	5,760.00
14/03/2025	BACS 2617	Musicmann Ltd	CIVIC Events	Barriers and staff for Shrovetide Races	1,950.00	390.00	2,340.00
14/03/2025	BACS 2618	MZ Photography & Drone Svs	G/HALL Supplies/Services	Photography of all Guildhall rooms in various layouts	790.00	158.00	948.00
14/03/2025	BACS 2619	Nisbets	G/HALL Supplies/Services	Sugar sachets for Guildhall visits & bookings	7.19	0.00	7.19
14/03/2025	BACS 2620	Pioneer Roadshows	CIVIC Events	PA system for Shrovetide Races	275.00	0.00	275.00
14/03/2025	BACS 2621	Mr B S Pratt	CIVIC Events	Floral table arrangement for general events	80.00	0.00	80.00
14/03/2025	BACS 2622	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum - February	714.68	142.94	857.62
14/03/2025	BACS 2622	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall & Donegal House - February	898.61	179.72	1,078.33
14/03/2025	BACS 2623	The Art File	BIRTHPLACE Stock for sale	Various greeting cards for sale	77.04	15.44	92.48
14/03/2025	BACS 2624	Vision ICT Ltd	ADMIN Supplies & Services	SSL certificate renewal for LCC website to March 2026	50.00	10.00	60.00
14/03/2025	BACS 2624	Vision ICT Ltd	BIRTHPLACE Adverts/promotion	SSL certificate renewal for Museum website to March 2026	50.00	10.00	60.00
14/03/2025	BACS 2625	Steve Brown	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 2/3/25	10.00	0.00	10.00
14/03/2025	BACS 2626	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 2/3/25	34.00	0.00	34.00
14/03/2025	BACS 2627	Ms Mary Baker	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 2/3/25	16.67	0.00	16.67
14/03/2025	D Card	Society of Local Council Clerks	ADMIN Subscript/Training	SLCC membership 25/26 for Town Clerk	480.00	0.00	480.00
14/03/2025	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - March	30,769.40	0.00	30,769.40
17/03/2025	DDebit	EE Ltd	G/HALL Supplies/Services	PA mobile - March	14.00	2.80	16.80
17/03/2025	DDebit	EE Ltd	G/HALL Supplies/Services	On-call mobile - March	29.13	5.83	34.96
17/03/2025	DDebit	EE Ltd	MARKET Supplies/Services	Market mobile - March	20.50	4.10	24.60
17/03/2025	DDebit	EE Ltd	PARKS Other Repair/Maint	OSO mobile - March	29.13	5.82	34.95
17/03/2025	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - March	19.00	3.80	22.80
17/03/2025	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - March	19.00	3.80	22.80
17/03/2025	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, backups, antivirus, Office365 etc. - February	978.26	195.65	1,173.91
17/03/2025	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - February	45.00	9.00	54.00
17/03/2025	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - February	137.20	27.44	164.64

17/03/2025	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - February	45.00	9.00	54.00
17/03/2025	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - January	380.23	76.05	456.28
17/03/2025	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - January (2nd account)	89.33	4.47	93.80
17/03/2025	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - January (1st account)	142.38	7.12	149.50
17/03/2025	DDebit	Npower Ltd	G/HALL Energy	Electricity - January	794.41	158.88	953.29
17/03/2025	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - January	150.49	7.52	158.01
17/03/2025	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - January	248.30	12.42	260.72
17/03/2025	DDebit	Npower Ltd	PARKS Energy	Friary electricity - January	20.34	1.02	21.36
17/03/2025	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - January	55.65	3.73	59.38
17/03/2025	DDebit	Pennon Water Services	PARKS Other Repair/Maint	Friary Fountain water fixed charge 20/8/24 - 31/1/25	41.82	0.00	41.82
19/03/2025	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - March	37.55	0.00	37.55
19/03/2025	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 4/2 - 4/3	86.64	0.00	86.64
20/03/2025	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - February usage/ March rental	123.62	24.73	148.35
24/03/2025	BACS 2628	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - March	8,283.96	0.00	8,283.96
24/03/2025	BACS 2629	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - March	10,505.26	0.00	10,505.26
24/03/2025	D Card	Morrisons	CIVIC Mayor's Allowance - S Schafer	Sandwich platters, cakes & milk for Entertainment & Tea	130.54	0.00	130.54
24/03/2025	D Card	Morrisons	CIVIC Mayor's Allowance - S Schafer	Crisps for Entertainment & Tea	1.42	0.29	1.71
24/03/2025	D Card	Morrisons	CIVIC Sheriff's Allowance - C Wood	Sandwich platters, cakes & milk for Entertainment & Tea	130.55	0.00	130.55
24/03/2025	D Card	Morrisons	CIVIC Sheriff's Allowance - C Wood	Crisps for Entertainment & Tea	1.41	0.28	1.69
24/03/2025	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - February payroll	25.50	0.00	25.50
25/03/2025	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/2 - 10/3	13,292.20	2,658.44	15,950.64
26/03/2025	D Card	Amazon	PARKS Other Repair/Maint	3 in 1 electric pruning shears & pole saws for tree trims	149.17	29.83	179.00
26/03/2025	DDebit	Justice Fire and Security	G/HALL Repair/Maint	Maintenance of fire alarms to 25/9/25 - 3rd qtr	144.69	28.93	173.62
27/03/2025	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - January	1,992.19	398.44	2,390.63
27/03/2025	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 12/2 - 12/3	21.21	0.00	21.21
				BACS 2630 - 2662 used for grants to be paid in April			
31/03/2025	BACS 2663	Mandy Billington Illustrations	BIRTHPLACE Stock for sale	Lichfield illustrated mugs for sale	48.40	0.00	48.40
31/03/2025	BACS 2664	City of Lichfield Probus Club	CIVIC Mayor's Allowance - S Schafer	Mayor's ticket for Probus Club charity luncheon	38.50	0.00	38.50
31/03/2025	BACS 2665	Darwin Electrical Services	ADMIN Supplies & Services	Wiring of additional sockets in Festival office	330.83	66.17	397.00
31/03/2025	BACS 2665	Darwin Electrical Services	G/HALL Repair/Maint	Upgrade of 1st floor corridor lights & fire escape sensor	139.39	27.88	167.27
31/03/2025	BACS 2665	Darwin Electrical Services	G/HALL Repair/Maint	Replace LED rope light in main hall	2,900.00	580.00	3,480.00
31/03/2025	BACS 2666	EHM Exterior Home Maint	G/HALL Repair/Maint	Repair of window in Moulton Room	416.00	83.20	499.20
31/03/2025	BACS 2667	Erasmus Darwin Foundation	BIRTHPLACE Supplies & Services	Talk by S James, Summer 2024	60.00	0.00	60.00
31/03/2025	BACS 2667	Erasmus Darwin Foundation	BIRTHPLACE Supplies & Services	Talk by S James, November 2024	60.00	0.00	60.00
31/03/2025	BACS 2668	High Speed Training	ADMIN Subscript/Training	Legionella & portable appliance testing online courses	93.00	18.60	111.60
31/03/2025	BACS 2669	Jono's Tourism	G/HALL Supplies/Services	Illustrated Guildhall history talk for open day	60.00	0.00	60.00
31/03/2025	BACS 2670	JPSL Technical Services Ltd	CIVIC Events	Delivery, hire & collection of radios for Shrovetide races	134.00	26.80	160.80
31/03/2025	BACS 2671	Justice Fire and Security	ADMIN Subscript/Training	Fire extinguisher training sessions	120.00	24.00	144.00
31/03/2025	BACS 2671	Justice Fire and Security	G/HALL Repair/Maint	Call out 24/3 for blown fuse in alarm panel	150.00	30.00	180.00
31/03/2025	BACS 2672	Keellys LLP	ADMIN Professional Fees	Ongoing legal advice, 7 - 19 March	735.00	147.00	882.00
31/03/2025	BACS 2673	Lichfield District Council	CIVIC Ride General	Hedge cutting & clearing for Sheriff's Ride 2024	300.00	60.00	360.00
31/03/2025	BACS 2674	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance - C Wood	Sheriff's tickets for Sheriff's Show	15.00	0.00	15.00
31/03/2025	BACS 2675	Midlands Cabling & IT Servs	R&R FUND Guildhall/Donegal Hs	Cabling & cabinet upgrades for digital phones	4,760.00	952.00	5,712.00
31/03/2025	BACS 2676	MZ Photography & Drone Svs	BIRTHPLACE Supplies & Services	Drone footage of museum for new website	295.00	59.00	354.00
31/03/2025	BACS 2677	The Rev. Petit Society	BIRTHPLACE Stock for sale	Copies of Petit's Tours & Lost Pre-Impressionist	100.00	0.00	100.00
31/03/2025	BACS 2678	Yester Home Ltd t/a Signcast	C I L Expenditure	Daisy Shaw blue plaque	535.00	107.00	642.00
31/03/2025	BACS 2679	Travel Wood Ltd	CIVIC Mayor's Allowance - S Schafer	Minibus & driver for Entertainment & Tea Party	75.00	0.00	75.00
31/03/2025	BACS 2679	Travel Wood Ltd	CIVIC Sheriff's Allowance - C Wood	Minibus & driver for Entertainment & Tea Party	75.00	0.00	75.00
31/03/2025	BACS 2680	Robert Yardley Photography	BIRTHPLACE Supplies & Services	Photography at museum for new website	189.00	0.00	189.00
31/03/2025	BACS 2681	Maghull & Lydiate U3A	SJBP TRUST Admissions Income	Refund for 2 cancelled tour places	6.67	1.33	8.00
31/03/2025	BACS 2682	Worshipful Co. of Smiths	G/HALL Lettings	Refund of breakages deposit for Smiths Court	100.00	0.00	100.00

31/03/2025	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges 1 to 28 February - Current account	22.03	0.00	22.03
31/03/2025	DDebit	Regium Consulting Ltd	BIRTHPLACE	Supplies & Services	Monthly service fee for digital donations box - March	12.50	2.50	15.00
						<u>97,220.26</u>	<u>8,913.54</u>	<u>106,133.80</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 March to 31 March 2025

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
13/03/2025	05525	Cash	Various	Petty cash vouchers 8621 - 8638	267.37	27.73	295.10
19/03/2025	BACS I46	RMM Bars Ltd	G/HALL Lettings	Refund of booking deposits for cancelled bookings	250.00	50.00	300.00
27/03/2025	05526	Cash	BIRTHPLACE	Supplies & Services Birthplace petty cash vouchers SJ0207 - SJ0220	159.46	29.55	189.01
31/03/2025	DDebit	Nat West	ADMIN	Supplies & Services Bank charges 1 to 28 February - Imprest account	9.32	0.00	9.32
					<u>686.15</u>	<u>107.28</u>	<u>793.43</u>