

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 D Briggs B.A. (Hons), CiLCA

16 July 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 **WEDNESDAY, 23 July 2025** at **6.30 pm** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Town Clerk.

Yours sincerely

Tony Briggs
Town Clerk

Please note that PRAYERS will be said at 6.28pm before the opening of the meeting.

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. MAYOR'S ANNOUNCEMENTS**
- 3. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**
- 4. COUNCIL MINUTES**
To confirm as a correct record the Minutes of the Council Meeting held on 9 June 2025 (Nos.15-28) (**copy attached**).
- 5. MATTERS ARISING ON COUNCIL MINUTES**
- 6. PLANNING COMMITTEE – DELEGATED AUTHORITY**
The Chair of the Planning Committee to move that comments submitted to Lichfield District Council for the period 30 May 2025 to 9 July 2025 and made in the name of LCC via delegated authority, be received (**copies previously circulated**).
- 7. TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) IF ANY**

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. CLIMATE CHANGE AND BIODIVERSITY COMMITTEE

To adopt the Minutes of the meeting of the Climate Change and Biodiversity Committee held on 26 June 2025 (**APPENDIX 1**, attached). The minutes include a recommendation that the City Council renews its resolution to support Fairtrade; this is further considered at item 11 of this agenda.

RECOMMENDED: *That the Minutes and recommendations of the meeting of the Climate Change and Biodiversity Committee held on 26 June 2025 be adopted.*

9. MARKETS WORKING GROUP

To consider the Minutes of the meeting of the Markets Working Group held on 1 July 2025 (**APPENDIX 2**, attached). Members' particular attention is drawn to the recommended change to the Terms of Reference as detailed at minute no 3 and Appendix A to the minutes, and the further recommendations to council at minute numbers 4,5 and 9.

The recommendation at Minute 4 is to prepare a specification document for the new LCC website and associated microsites (one each for Guildhall and Markets) and once approved, go to tender for their provision. By creating distinct spaces for the Guildhall and Markets, the council can enhance public engagement, maximise the reach of its services, and provide up-to-date information with greater clarity and accessibility.

However, discussions since the meeting between the Chair of the Committee, the Leader of the Council and the Town Clerk have suggested it would be more appropriate to progress the microsites based on quotations received by the council's current website provider, Vision ICT, with the Committee having oversight of the subsequent website development. This negates the need for an in-house specification to be prepared, and the costs involved fall well below any requirement for tendering; the estimated maximum cost to create the two micro websites being £4,500, a sum agreed by the Committee to represent reasonable value.

Pending further discussion and a possible verbal update at the meeting, Council is asked to consider the recommendations below:

RECOMMENDED:

1. *That the Minutes and recommendations of the meeting of the Markets Working Group held on 1 July 2025 be adopted, with the exception of the recommendation to council at Minute no.4.*
2. *That Council approves the proposal, as discussed subsequent to the meeting and being the preferred way forward of the Council Leader and Chair of the Committee, to instruct Vision ICT to prepare the two microsites as mentioned above, based on cost estimates received.*

10. MEMBERSHIP OF COMMITTEES

Cllr J Smith has expressed his intention to step down from the Markets Working Group/Commercial Services Committee. Cllr H Ashton has been suggested to replace Cllr Smith. Council is now asked to formalise this change.

RECOMMENDED: *Council to formalise the appointment of Cllr H Ashton to replace Cllr J Smith on the Markets Working Group/Commercial Services Committee.*

11. FAIRTRADE

In March 2006, the City Council passed a resolution '*That the Council supports the principles of Fairtrade and demonstrates its commitment by purchasing Fairtrade beverages and other products as appropriate for City Council functions*'. Within the minutes of the Climate Change and Biodiversity Committee meeting considered at item 8 of this agenda, there is a recommendation that the City Council renews this resolution.

The City was first awarded Fairtrade Town status by the Fairtrade Foundation in March 2008 and successfully achieved renewal in 2013, 2015 and 2018. In 2009 the Council agreed to the installation of signage, funded by Lichfield Fairtrade, below the LCC owned '*Welcome to Lichfield*' signs at the entrances to the City.

Lichfield Fairtrade disbanded as a group in November 2019 due to lack of active campaigner support. As a result, Fairtrade Lichfield effectively became dormant. Councillors are working within the community to establish a new Fairtrade Lichfield committee to oversee the now overdue renewal of Fairtrade status. In order to apply for Fairtrade status the following five goals must be achieved and evidenced.

- 1) Council passes a resolution supporting Fairtrade and agreeing to use Fairtrade products.
- 2) Fairtrade products are readily available in the area's shops & served in local cafes/catering establishments.
- 3) Fairtrade products are used by a number of local workplaces and community organisations (faith groups, schools, universities etc).
- 4) Attract media coverage & popular support for the campaign.
- 5) A local Fairtrade steering group is convened to ensure continued commitment to its Fairtrade Town status.

In compliance with point (1) above, the Council is asked to renew its previous resolution.

RECOMMENDED: The City Council to renew its resolution from March 2006: 'That the Council supports the principles of Fairtrade and demonstrates its commitment by purchasing Fairtrade beverages and other products as appropriate for City Council functions'.

12. OFFICERS' REPORT

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

RECOMMENDED: That the Report be noted.

13. PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in the attached schedule (**APPENDIX 4**) for the periods:

- 1 April 2025 to 30 April 2025 in the sum of **£202,808.55** General Account, and **£495.40** Imprest Account.
- 1 May 2025 to 31 May 2025 in the sum of **£105,444.47** General Account, and **£571.58** Imprest Account

PUBLIC ATTENDANCE AT CITY COUNCIL MEETINGS

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

PUBLIC PARTICIPATION SESSION AT CITY COUNCIL MEETINGS

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

1. The public participation session will usually be held after the seventh item on the agenda – this will usually be about 5 to 10 minutes into the meeting
2. The public participation session will last for up to 15 minutes at which residents of the City can ask the Council a question (or make a statement)
3. You must give advance notice **not later than NOON** on the day of the meeting, with brief details of the statement / question to be asked – we need to know what your question is so that we can provide as full an answer as possible. Forms are available and we would ask you to call in person at the Council Offices at Donegal House, Bore 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 Street.

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 9 June 2025 at 6.30pm

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

APOLOGIES: Councillors D Baker, R Bragger, K Farrelly and A Rushton.

15 MAYOR'S ANNOUNCEMENTS

The Mayor detailed the events and functions she had attended since coming to office including the Annual Town Meeting, a visit to Lichfield Sailing Club and the Bower. Also visits to Lichfield Soroptomists and The Well, noting that engagement with recipients of grants awards had been rewarding and it was beneficial to learn more about their work in the community. The Deputy Mayor had attended the opening of a hair salon and a care home.

16 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr A Lax declared an interest in agenda item 12 (Minute 25) and left the room during discussion and voting thereon.

17 COUNCIL MINUTES

RESOLVED: That the Minutes of the Annual Council Meeting held on 15 May 2025 (Nos 1-14) be confirmed and signed as a correct record.

18 MATTERS ARISING

None.

19 PLANNING COMMITTEE

RESOLVED: That comments submitted to Lichfield District Council for the period 20 March to 29 May 2025 and made in the name of LCC via delegated authority, be received.

20 AUDIT COMMITTEE

Members considered the minutes of the Audit Committee meeting held on 4 June 2025, including consideration of the 2024/25 out-turn, and the annual review of the City Council's Asset Register and associated policy. Cllr A Fox commended the work of officers in preparing the relevant paperwork and for an out-turn that reflected closely the anticipated spends contained in the original budget. Cllr C Greateorex queried the AGAR fixed assets figure (Box 9) being the same for 2024/25 as for 2023/24 and asked whether the Town Clerk was confident that this would be acceptable to the external auditor. The Town Clerk confirmed that acquisition values are used for this calculation, and while the sums in the adopted asset register may vary due to insurance valuation increases etc, the base figures provided for the external auditor were appropriate.

RESOLVED: 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 approves 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 approves the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council***
 - c. The Council notes 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.***

21 GRANTS ADVISORY COMMITTEE

Members considered the minutes of the Grants Advisory Committee meeting held on 2 June 2025. The minutes included recommendations for grant funding to Lichfield Society of Artists, and CIL funding for Darwin Hall and Sandfields Pumping Station via Lichfield Waterworks Trust. Further recommendations for delegated authority to award (or not) grants to Liberty Jamboree and Lichfield Community Sports CIC pending receipt of additional information from the applicants were also included. Cllr C Greatorrex asked whether the part funding of the classroom project was going ahead; the Town Clerk advised that, to the best of his knowledge, the required match funding had not yet been achieved. The Town Clerk further confirmed that the proposal was for an external classroom.

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

23 ANNUAL TOWN MEETING

Members considered the Minutes of the Annual Town Meeting held on 21 May 2025. The Mayor, Cllr J Marshall and Cllr A Hughes encouraged all councillors to attend future Annual Town Meetings as it provides an important networking event and opportunity to engage with groups working in the community. The Mayor noted that The Well is now being prescribed as talking therapy by Westgate Practice.

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

24 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Members considered the draft appointment of representatives on outside bodies.

RESOLVED: Appointments on outside bodies be confirmed as indicated below.

REPRESENTATIVES ON OUTSIDE BODIES 2025/26

| Outside Body | No of Reps | Period of Office | Current Appt Ends | 2025/2026 Appointments |
|--|------------|--------------------------|--------------------------|------------------------|
| Boley Park Community Hall Management Committee | 4 | 1 Year | Jun-25 | Cllr S Schafer |
| | | | 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 J Marshall |
| 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 | Naomi Lane |
| | | | | 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 | Kate Greening |
| Lichfield Rail Alliance, West Coast Rail 250 etc | 1 | 1 Year | Jun-25 | Cllr M Warfield |
| Mary Slater's Charity | 2 | 1 Year | - | Mayor in Office |
| | | | - | Sheriff in Office |

| Outside Body | No of Reps | Period of Office | Current Appt Ends | 2025/2026 Appointments |
|---|------------|--------------------------|--------------------------|-------------------------|
| Michael Lowe's and Associated Charities | 5 | 4 Years | 15 July 28 | <i>Cllr A Hughes</i> |
| | | | 23 April 26 | <i>Donna Greateorex</i> |
| | | | 3 April 26 | <i>Hannah Jell</i> |
| | | | April 2029 | <i>Cllr B Watkins</i> |
| | | | Nov 28 | <i>Cllr J Eagland</i> |
| Municipal Charities | 4 | 1 Year | - | <i>Mayor in Office</i> |
| | | 4 Years | Nov-28 | <i>Cllr C Ball</i> |
| | | | Nov-28 | <i>J Fox</i> |
| | | | Nov-28 | <i>H Ashton</i> |
| Purple Flag Accreditation | 1 | Until retire or replaced | Until retire or replaced | <i>B Watkins</i> |
| South East Staffs CAB | 1 | 1 Year | Jun-25 | <i>Cllr D Baker</i> |
| SPCA - Executive Cttee (nomination only – subject to election by SPCA) | 1 | 2 Years | Sep-26 | <i>Cllr J Marshall</i> |
| St Giles Hospice Local Government Friends' | 1 | 4 Years | Jun-27 | <i>Cllr J Anketell</i> |
| Support Staffordshire | 1 | 1 Year | Jun-25 | <i>Kate Greening</i> |
| Twinning Association | 3 | 1 Year | - | <i>Mayor in Office</i> |
| | | | Jun-25 | <i>Cllr H Ashton</i> |
| | | | Jun-25 | <i>Cllr S Schafer</i> |

Summary of Changes

| Outside Body | Current Representative | 2025/26 Appointment |
|---------------------------------|------------------------|---------------------|
| Bower Committee | Cllr K Farrelly | Cllr J Marshall |
| Lichfield Conduit Lands Trust | G Boyle | Kate Greening |
| SPCA Executive Committee | Cllr H Ashton | Cllr J Marshall |
| Support Staffordshire | Cllr D Baker | Kate Greening |
| Michael Lowe's | P Hitchman | Hannah Jell |
| Boley Park Management Committee | Cllr M Warfield | Cllr S Schafer |
| Dovehouse Community Gardens | Cllr P Knight | Naomi Lane |
| Twinning Association | Cllr A Fox | Cllr S Schafer |

25 REVIEW OF EXTENDED LEAVE OF ABSENCE

Members considered the request from Cllr A Lax to extend her current leave of absence. Cllr J Marshall, Cllr A Hughes, Cllr C Greateorex and Cllr P McDermott all said they were very pleased to see Cllr A Lax at the meeting and appreciate her expertise particularly on planning issues and climate change. Cllr Lax stated that she hoped to be able to attend regularly in future and thanked councillors for their support over the previous months.

RESOLVED: That the current leave of absence be extended, and be reviewed again at the December 2025 meeting of Council.

26 PAYMENT OF REGULAR SERVICE PROVISION BY DIRECT DEBIT

Members considered the list of Direct Debits as detailed in the agenda report. Cllr C Greateorex noted that there are three different suppliers of water for three buildings and queried whether this could be reduced to one or two. The Town Clerk to look in to the matter further.

[subsequent enquiries confirmed that Pennon are the company who take the direct debits for Source for Business who provide the fresh water; Water Plus provide the used water/drainage services and are separate. The South Staffs Water DD remained in the council list because the change was in-year and there needed to be consent from council to enable that (then) live DD to continue]

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

27 OFFICERS' REPORT

Cllr J Blackman highlighted the website statistics and noted that this will be useful information for committees, e.g. it could be used for marketing the hire of the Guildhall.

Cllr H Ashton said it is a wonderful report and asked if it could be more prominent on the website. The Mayor suggested that councillors could link this page to their social media accounts.

Cllr J Eagland added her compliments to the officers involved.

Cllr A Hughes congratulated all staff involved in the VE Day celebrations and was pleased to see the reviving of the museum shop.

Cllr J Smith was pleased to see a good turn out at the VE Day celebrations and commended the magnificent organisation of the event.

Cllr C Greateorex asked if the Friary Remains gate is open or locked. The Town Clerk advised that it is kept locked as it gives access to the curtilage of other property.

Cllr C Greateorex queried how the lockable bollard at Nether Stowe was now not removable through unlocking only (referring to the text stating the same in the officers' report) and what the other requirements now are for it to be removed. The Town Clerk advised the phrasing in the officers' report was perhaps ambiguous, and that the bollard had now been concreted in, so was not now readily removable.

Cllr C Greateorex also asked if the packaging on the leather keyrings sold by the museum shop states that the leather is recyclable. The Town Clerk advised he would check with the Museums and Heritage Officer. *[subsequent discussions confirmed that The keyrings aren't individually packaged but they do have a price label informing customers that they are recycled leather]*

Cllr S Schafer asked when the website was last revamped. The Town Clerk advised this was completed in 2016.

RESOLVED: That the report be noted.

28 PAYMENT OF ACCOUNTS

Councillor C Greatorex raised the following queries:

The payment to The Erasmus Darwin Foundation. The Town Clerk confirmed that payment relates to a paid ticketed talk by S James at the museum that was billed through The Erasmus Darwin Foundation.

The footpath resurfacing at Masefield Close - whether the footpath is owned by the City Council. The Town Clerk confirmed that it is.

Whether the new leadership of the council is aware of the nature of the legal work completed by Keelys. The Town Clerk confirmed that the matter was currently being progressed and that the Leadership were aware of the current status.

RESOLVED: That payment of accounts be approved and confirmed for the period 1 March 2025 to 31 March 2025 in the sum of £106,133.80 General Account and £793.43 Imprest Account

**THERE BEING NO FURTHER BUSINESS THE MAYOR
DECLARED THE MEETING CLOSED AT 7.06PM**

For Council: 23 July 2025 APPENDIX 1

Lichfield City Council

Minutes of the Meeting of the Climate Change and Biodiversity Committee on Thursday 26 2025 at 6.00pm

PRESENT: Councillors J Blackman (Chair), A Huges, A Lax, and E Strain.

APOLOGIES: Councillors R Harvey-Coggins and A Rushton.

1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

2. MINUTES AND MATTERS ARISING

RESOLVED: *That the minutes of the meeting held on 10 April 2025 be confirmed as a correct record [minutes adopted by council on 14 April 2025].*

3. UPDATES TO COMMITTEE PRIORITIES

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

1. Habitat Havens

The Deputy Town Clerk updated Members on entries that had been received for the 'Bug Hotels' competition and the sponsorship for prizes. It was agreed that all entries be circulated to committee members via email for judging after the closing date of 14 July 2025. Members suggested that the Mayor /Deputy Mayor visit the winners to present prizes.

RESOLVED: *That the competition entries be circulated to Members via email for judging on 14 July 2025 and the Mayor/Deputy Mayor visit the winning entrants at a mutually convenient date.*

2. Wind Turbine on Market Square Toilet Block

Members considered the Deputy Town Clerk's Agenda report, the costs of a feasibility study and the current usage of electricity on the market square.

RESOLVED: *That no further action regarding the installation of a wind turbine on the market square toilet block be taken at this time.*

3. Carbon Literacy Certification.

In Councillor A Rushton's absence Members requested he submit a written report on the content of the Carbon Literacy course attended.

RESOLVED: *That Councillor A Rushton submit a written report to Members on the outcomes of the Carbon Literacy Course attendee, for discussion at the next meeting.*

4. ENVIRONMENTAL SOCIAL GOVERNANCE (ESG) POLICY

Members decided that an ESG policy for LCC would be too complex and difficult to implement for a parish authority. Instead, the Committee will draft a statement outlining what LCC is currently doing to reduce its carbon footprint and plans for the future. Once approved, this statement could be published on the LCC website. The Deputy Town Clerk was requested to circulate examples from LDC's website to provide Members with a starting point so that a draft statement could be agreed upon at the next meeting.

It was also suggested that the minutes from the CCBd meetings be shared with the relevant Officers at LDC to encourage further collaboration .

The Deputy Town Clerk confirmed that as an organisation LCC was looking at the use of more environmentally friendly consumables.

RESOLVED: That Members consider the information to be circulated by the Deputy Town Clerk from LDC'S website in readiness for preparing a draft statement on LCC's Carbon footprint.

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

Councillor E Strain confirmed that he had not attended the SBEN Waste Workshop as the items on the Agenda were not relevant to a Parish authority.

RESOLVED: That in future Members only attend relevant SBEN workshops.

6. FAIRTRADE STATUS

Members considered the Deputy Town Clerk's report at **Agenda Appendix 1** and Councillor R Harvey-Coggins briefing document at **Agenda Appendix 2** outlining the status of Lichfield's Fairtrade. The Committee agreed that an application to renew Lichfield's Fair Trade status [*Fairtrade Status having lapsed in 2022*] should be supported, the first step of which being to pass a Council resolution demonstrating this. Assuming Council passed this, Committee Members to then canvas support from various businesses and organisations.

RECOMMENDATION TO COUNCIL That the Council supports the principles of Fairtrade and demonstrates its commitment by purchasing Fairtrade beverages and other products as appropriate for City Council functions.

7. ACTION PLAN AND UPDATES

Members noted the update to the action plan.

RESOLVED: That the updated action plan be noted.

8. DATE AND TIME OF NEXT MEETING.

The Deputy Town Clerk to circulate possible dates via email for the next in person meeting.

9. ANY OTHER BUSINESS

Councillor E. Strain raised concerns about information shared with members of the MWG regarding the potential removal of a Lime tree located on the market square. The Deputy Town Clerk clarified that the tree was obstructing the view of a City Centre CCTV camera, which both the Police and LDC considered a security risk. As an interim solution, it was proposed that the tree be reduced and crown-lifted to address these concerns. Councillor E. Strain requested that his objections to the tree's removal be formally recorded. However, the remainder of committee members agreed that, should security concerns persist after these measures, the removal of the tree would be deemed an unfortunate but necessary action. The Deputy Town Clerk further confirmed that a replacement tree would be planted at another LCC site as compensation.

RESOLVED: That in the view of the Committee the removal of the Lime tree be permitted if deemed necessary.

Councillor A Hughes asked why the CCBD committee chose not to support the 'Great Imaging Project.' Councillor J Blackman explained that LDC had already committed funds to the project, which LCC could not provide.

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

ACTION PLAN

Version 4 Updated 01.07.25

| ACTION | ACTIONED BY | COMMENTS | TIMESCALE |
|--|---|--|---|
| Habitat Havens | DTC Members. | <ul style="list-style-type: none"> Members to note that the Bug Hotels competition has been launched. The closing date is 14 July, one week before the end of the school term. The Deputy Town Clerk has secured sponsorship from Lichfield Co-Op, LCC's seed supplier and the two plant traders who stand on the market. After the closing date the Deputy Town Clerk will collate entries and circulate to Committee members to judge To date LCC has not been any requests for help with sourcing raw materials. | Judging to be completed by 16 July |
| Wind Turbine on Market Square Toilet Block | | | No further action be taken |
| Carbon Literacy Certification | Cllr A Rushton | <ul style="list-style-type: none"> That Councillor A Rushton update the Committee on the content of the recently attended Carbon Literacy course. | Cllr A Rushton ne asked to submit a written report at the next meeting. |
| ESG Policy | Deputy Town Clerk Committee Members. | <ul style="list-style-type: none"> The Deputy Town Clerk to circulate appropriate information from LDC'S website in readiness for preparing a draft statement on LCC's Carbon footprint. That Members consider the information circulated and prepare a draft statement on LCC's Carbon footprint. | At the next meeting. |

| ACTION | ACTIONED BY | COMMENTS | TIMESCALE |
|--|--|---|--|
| Membership Of Staffordshire Business And Environment Network. (SBEN) | Cllr E Strain | <ul style="list-style-type: none"> Cllr E Strain updated Committee Members that he did not attend the Waste Workshop on 30 April, hosted by SBEN. | <ul style="list-style-type: none"> No further action to be taken. Only relevant SBEN courses to be attended by Members in the future. |
| Fairtrade Status | Deputy Town Clerk Cllr R Harvey-Coggins | <ul style="list-style-type: none"> Members considered the Deputy Town Clerks report and Cllr R Harvey -Coggins briefing document at Agenda Appendix 1 & 2 Members concluded that they wish to pursue regaining Fairtrade status and make the appropriate recommendation to Council | <p><i>RECOMMENDATION TO COUNCIL</i></p> <p><i>That the Council supports the principles of Fairtrade and demonstrates its commitment by purchasing Fairtrade beverages and other products as appropriate for City Council functions</i></p> |

For Council: 23 July 2025 APPENDIX 2

Lichfield City Council

Minutes of the Meeting of the Markets Working Group (MWG) held on Tuesday 1 July 2025 at 6.00pm

PRESENT: Councillors J Blackman (Chair) P McDermott, and S Schafer (via Zoom)

IN ATTENDANCE: S Thomas (Deputy Town Clerk), J Williams (Markets Officer), H Winter (Guildhall Bookings Officer) and Councillor H Ashton

APOLOGIES: Councillor R Bragger and M Read (Office Administrator).

1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor J Blackman declared an interest regarding agenda item 5, as he owns a digital marketing and web design company.

Councillor H Ashton declared an interest as a District Councillor, being a member of the LDC Regulation and Licensing Committee.

2. MINUTES OF PREVIOUS MEETING

RESOLVED: *The Minutes of the MWG meeting held on 14 November 2024 be confirmed as a correct record [Minutes adopted by Council on 8 December 2024].*

3. NEW TERMS OF REFERENCE

Members considered the revised Terms of Reference at **Agenda Appendix 1** and agreed that the Markets Working Group now be designated as a Committee to be called '**Commercial Services Committee**'.

In addition, Objective 1 to be amended; '*To consider **any** commercial matters relating to the City Council, including but not limited to, the Markets and Guildhall functions such as pitch fees, advertising, room hire rates and promotions etc.*'

RECOMMENDATION TO COUNCIL: *That the amended Terms of Reference be adopted [APPENDIX A to these minutes].*

4. REDESIGN OF LCC WEBSITE TO INCLUDE TWO NEW MICRO WEBSITES FOR THE GUILDHALL AND MARKETS

Members considered the Deputy Town Clerk's report at **Agenda Appendix 2**. The Deputy Town Clerk advised Members that a quotation of £6,750 had been received from the current provider (Vision ICT) for the redesign of the entire website with an additional £4,500 for the creation of the two micro websites, noting that this included the migration of all existing content and that Vision ICT are the market leaders in providing Parish authority websites.

Councillor S Schafer felt that more commercial providers should be sought to design the LCC website in order to move away from how Parish Councils have always communicated.

Councillor J Blackman agreed that the LCC website should be on more of a commercial footing and offered his professional opinion that the redesign of the website should be put out to tender stating he was willing to provide a specification/template for Members

consideration at a future meeting. Councillor P McDermott concurred that more time should be spent getting quotations.

RECOMMENDATION TO COUNCIL:

- a) That a specification/template for the redesign of a new LCC website, to include microsites be devised by the Committee and discussed at a future meeting.***
- b) Once the specification is agreed commercial web designers be invited to Tender.***

5. MARKETS UPDATE

Members considered the Markets Officers update at **Agenda Appendix 3**.

Councillor J Blackman noted the Markets Officer's comments regarding the Victorian Market, noting that the December Food Festival had previously been for two days and that the Victorian Market was now to be held over four days. As a result, the market traders have expressed concerns regarding duplication of lines and the Market Charter. Members suggested that Thursday 4 December be designated as a Christmas Community Day which would preclude the use of the square by the Victorian Market.

Councillor S Schafer asked if during Food Festival's a bar could be operated inside the Guildhall and seating and refreshments provided outside the Samuel Johnson Birthplace Museum. The Deputy Town Clerk explained that there were several licensing issues regarding this and that the land directly outside each building belonged to SCC.

[Town Clerk's Note: The Town Clerk is the Designated Premises Supervisor (DPS) for the Guildhall. Should proposals be implemented for LCC to run the Guildhall in more of a 'pub' style than solely an events venue with named hirers, the Town Clerk believes it would be necessary to appoint a new DPS who could dedicate the necessary time and resource to appropriately overseeing such an establishment.]

Members discussed at length the recurring issues concerning the Food Festival as detailed in the Markets Officer's update report. Councillor S Schafer enquired whether there was any antipathy towards the organiser due to the stringent rules being enforced. The Deputy Town Clerk, along with Councillor J Blackman, provided context to the situation, confirming that LDC also has concerns regarding the operation of the Food Festivals. It was also stated that all hirers using LCC land are required to adhere to the same contractual guidelines and procedures.

RECOMMENDATION TO COUNCIL:

- a) That all hirers of LCC land be required to submit stall plans in line with the approved LCC Plan, at least 7 days before the event for Officer approval.***
- b) Failure to submit plans prior to 7 days of the event will result in immediate cancellation of the booking and prohibit the use of LCC land for the event.***
- c) Failure to adhere to LCC agreed stall plan and procedures on the day of the event, without prior consultation, will result in an arbitrary fine of £1,000 being imposed plus a double stall fee.***
- d) The Market Square and Minster Pool Walk terms and conditions of hire be updated as above and the change be communicated to all hirers.***

6. TRADERS REPRESENTATIONS

Members noted that there were no representations from Traders and asked if they could be invited to attend the next meeting. The Markets Officer commented that this was unlikely if meetings continued to be held in the evenings, but that the invitation would be extended.

7. GUILDHALL UPDATE

Members noted the Guildhall Bookings Officers update report at **Agenda Appendix 4** and the details of promotional activity to date and in the future. Councillor J Blackman requested that LCC social media contained more links to the Guildhall page on the LCC website and that particular attention be focused on securing more conference and wedding bookings.

8. DATE AND TIME OF NEXT MEETING

The Deputy Town Clerk to circulate possible dates for a meeting before September Council the preferred option being an in-person meeting.

9. ANY OTHER BUSINESS

Councillor J Blackman suggested that LCC become a member of Lichfield & Tamworth Chamber of Commerce at an approximate cost of £550 per annum + VAT and also a member of Lichfield Chamber of Trade at a cost of £60 per annum. By joining it is hoped both organisations would support promoting the Guildhall and share any publicity.

Councillor J Blackman also suggested inviting Lichfield & Tamworth Chamber of Commerce to hold one of their board meetings at the Guildhall free of charge to experience the facilities. The Deputy Town Clerk reminded Members that free use of the Guildhall was not permitted without Council resolution.

RECOMMENDATION TO COUNCIL:

- a) That Lichfield City Council join Lichfield and Tamworth Chamber of Trade and Commerce at an approximate cost £550 per annum + VAT.***
- b) That Lichfield City Council join Lichfield Chamber of Trade at an approximate cost of £60 per annum.***

THERE BEING NO FURTHER BUSINESS

THE CHAIR DECLARED THE MEETING CLOSED AT 7.05pm.

MWG Minutes 1 July 2025: APPENDIX A

MARKETS WORKING GROUP - BACKGROUND AND UPDATED TERMS OF REFERENCE

BACKGROUND

The MWG was established in September 2019, with its Terms of Reference adopted by council on 21 October 2019. The MWG currently considers commercial matters relating to the markets such as costs of pitch hire, advertising and promotion, feedback, and requests from traders.

It was suggested by the Controlling Group that it may be beneficial to extend the remit of the MWG to include similar and corresponding elements of the running of the Guildhall, thereby including consideration of room hire costs, advertising etc.

This proposal was put to Council in March 2025, and it was resolved to be acceptable in principle. During those discussions it was also suggested that the Working Group should become a Committee of the Council, given its likely permanence based on its expanded remit and ongoing considerations of certain matters that require regular review.

The MWG is now asked to consider changes to its Terms of Reference and to present these to Council for final approval. A draft revision has been prepared below to aid member discussions.

TERMS OF REFERENCE

DESIGNATION

Commercial Services Committee

MEMBERSHIP

The Committee to consist of a maximum of six Councillors with cross-party representation appropriate to the political balance of the City Council, plus the City Council's incumbent Markets Officer and Guildhall Bookings Officer.

Additional members may be appointed by resolution of the Committee, including a maximum of three Market Trader representatives or regular Guildhall hirers. Chair and Deputy Chair to be decided upon by Council resolution and reviewed annually.

In the event of a Member or Members resigning from the Committee, new appointments to be confirmed by resolution of the City Council.

OBJECTIVES

1. To consider any commercial matters relating to the City Council, including but not limited to, the Markets and Guildhall functions such as pitch fees, advertising, room hire rates and promotions etc.'
2. To investigate the reasons for the decline in bookings of the City Council's historic Guildhall.
3. To suggest ways to promote facilities/opportunities at the Guildhall, the Market Square and Minster Pool Walk
4. To seek the views of third parties as appropriate (to include Market Traders, the public and regular/ad hoc Guildhall hirers etc) regarding the Market and Guildhall 'offer'
5. To draw upon research and initiatives from other venues, regionally and nationally, and to enlist the assistance of industry bodies as appropriate
6. To investigate options that could lead to a revival of the Guildhall and general 'ad-hoc' hire of the Market Square and to make recommendations to Council in this regard
7. To oversee the implementation of such measures as adopted by Council following recommendations of this Committee

8. To assess the effectiveness of such measures and make recommendations following that assessment to ensure that the Markets and Guildhall do not fall into decline.
9. To review both Market pitch fees and Guildhall hire charges between October and November in any given year and make recommendations to Council in good time to assist with setting the Council's budget.
10. To work in consultation with Officers in achieving objectives 1-9 above.

DECISION MAKING AND GOVERNANCE

All recommendations of the Committee to be subject to confirmation by resolution of the City Council. Committee meetings will be governed by the City Council's Standing Orders.

CONDUCT OF BUSINESS

Meetings to be open to the press and public (who may be excluded by resolution in appropriate circumstances).

The Committee to meet as often as is considered appropriate for the conduct of its business, but no less than once in any given financial year.

Minutes of each meeting will be taken by the Deputy Town Clerk or nominated representative and circulated as soon as is practicable. All Minutes to be submitted for consideration by the City Council at the earliest opportunity.

BUDGET AND FUNDING

The cost incurred in servicing this Committee will be met by general council funding, but there is no further specific budget allocated.

TASK AND FINISH GROUPS

The Committee may appoint task and finish groups consisting of Councillor(s) and/or community members. Each task and finish group to be Chaired by a member of this Committee who is also a City Councillor, and all decisions subject to confirmation by this Committee and subsequent council resolution.

CONDUCT

All members of this Committee or any task and finish group associated with it are required to abide by the principles and practice of the City Council's code of conduct.

CHANGES TO TERMS OF REFERENCE

Recommendations for changes to these terms of reference can be made by this Committee by resolution. The recommendations will be subject to confirmation by resolution at a meeting of the City Council.

DISSOLUTION

Recommendation for the dissolution of this Committee can be made by resolution of the Committee and is subject to confirmation by resolution of the City Council. This Committee can be dissolved by resolution of the City Council without prior recommendations for such action by this Committee.

For Council: 23 July 2025 APPENDIX 3

OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer

Following the investiture of the new Mayor, Deputy Mayor and Sheriff, the civic team's first official engagement was the Court of Arraye, held at the Guildhall on Monday 26 May. The 7th Lichfield Scout Group kindly supported the event once again by providing six Men at Arms, who were ceremonially 'inspected' by the Mayor, Cllr Claire Pinder-Smith, Deputy Mayor, Cllr Rosie Harvey-Coggins and Sheriff, Revd Ian Hayter.

This year's High Constables, Mark Jones and David Mills, called upon the Dozeners to deliver their reports to the Lord of the Manor—including Lichfield City Council's very own Sheriff, who continues to serve as a long-standing Dozener of Beacon Street.

The civic party then assembled on the dais for the traditional Lichfield Bower procession, which featured music, dancers and local community groups. In particular, the Bower Queen float, where the Mayor officially crowned Katie Adams. The celebrations later moved to Beacon Park, where a variety of rides and stalls were set up, offering an afternoon of fun for all.



The Mayor led the Lichfield City Council team in the annual Swinfen Broun Challenge Trophy bowls match against the Lichfield Museum Bowling Club on Wednesday 18 June 2025.

With the sun shining and spirits high, the event proved to be an enjoyable evening for all involved. Despite a valiant effort from the City Council team, the Bowling Club once again emerged victorious, securing the trophy with a final score of 138 to 44.

Following the match, the Mayor presented the trophy to Club President Andy Hayes, who expressed his gratitude to all participants and supporters. The Mayor also shared a brief history of the long-standing tradition, noting that the challenge match has been played since 1924. The trophy itself was donated in 1926 by local benefactor Colonel Swinfen Broun and has been contested annually ever since.

After the presentation, players and guests gathered at the Hub for a light supper prepared by members of the Bowling Club. The evening concluded with the Mayor drawing the raffle, which raised over £150.00 in support of the Museum Bowling Club's upcoming charity fun day.

The City Council and Bowling Club look forward to continuing this tradition next year, with the next match scheduled for Wednesday 17 June 2026.



At the time of compiling this report, preparations are ongoing for the following quarter including the Back-to-School Uniform Bank in the Guildroom on Friday 29 August & the Sheriff's Ride starting from 9:30am, outside the Guildhall on Saturday 6 September.

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

Wildflower Areas

The past few weeks has seen the wildflower areas in the city bloom splendidly, with positive comments received notably from the flowers at Festival Gardens which were reseeded for 2025, and the adjacent rose gardens which enjoyed a delightful first flush.



Replacement Bins

The replacement of several LCC maintained bins has recently been completed. These are located at Kings Hill to Manor Rise (FP4), Kean Close to Terry Close (Site 5) and Gallows Wharf (Site 26B).



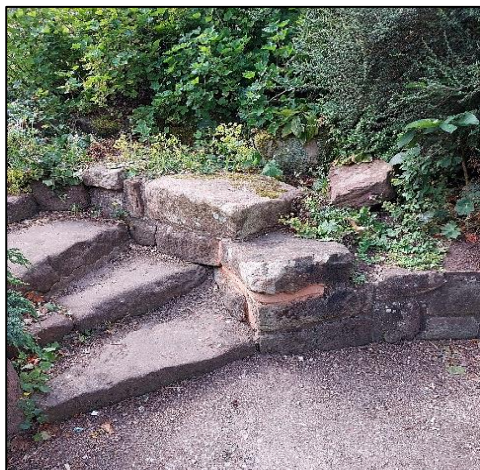
Bloomsbury Way (Site 49B)

Crown lift, cut back and deadwood various trees on this site, plus felling of two sycamore in close proximity to resident's wall.



Heather Gardens (Site 19B)

Works are currently in progress including refurbishment of benches, railings re-painted, repairs to various sections of stone walls and extensive pathway resurfacing. The site will be replanted shortly, completing the significant improvement to this much utilised and very prominent open space.



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

- **E.ON** – Lighting column works scheduled on four LCC pathways. Works to leaning columns at Manor Rise/Hillside (FP7) and Wentworth Drive/Tamworth Road (FP3) are completed to date.
- **Festival Gardens, Friary Remains, Library Corner** – Various benches cleaned and revarnished/painted.
- **Curborough Community Centre (Site 9)** – reinstallation of missing section of railing and new joining section to barrier around car park.
- **Parchments Walk – Gaia Lane to Mill Croft (FP21)** – Deadwood pine tree
- **Frenchman's Walk (FP12)** – Lighting column access cover re-secured
- **Cornfield Drive (Site 44B)** – Crown lift and cut back trees/ shrubs from car parking area

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

Continuing the successful start to the spring/summer season, the Birthplace has welcomed 1,612 visitors in June, which is 7% more than in 2024, and 11% more than in 2023.

Collections care

Work to install new blinds throughout the museum is currently underway and approximately halfway complete. This will address long-standing issues with the previous blinds (pictured to the right) which have proven ineffective at reducing lux levels and obstruct exterior views. As a result, visitors frequently raise the blinds to see outside, sometimes damaging the mechanisms in the process, which exposes sensitive objects to harmful light levels.

Light, including lux and UV radiation, causes permanent damage to objects through fading, discoloration, and weakening of materials. The damage is cumulative and cannot be reversed.

The new perforated vision blinds are designed for heritage environments and are already in use at properties managed by the National Trust and Historic Royal Palaces. They are flame-retardant, wipeable, and provide effective light reduction while still allowing views to the outside, improving both collection care and the visitor experience.

The newly installed perforated vision blinds are shown fully lowered in the photograph below. Additional blackout blinds have also been installed (shown rolled up) for enhanced lux protection if needed. All blinds were supplied and installed by Sun-X.



The contractors are utilising the existing fittings and pre-existing holes from the old blinds. This approach ensures that no additional impact is made to the structure, aligning with best practices in heritage conservation and minimising any further intervention to the building.

Birmingham Museums Trust's Conservation Manager was commissioned to undertake a comprehensive conservation assessment at the Birthplace and Guildhall Cells. A detailed report is currently being prepared and will inform the development of a targeted collection care plan.

The assessment considers a wide range of factors affecting the condition and long-term preservation of the collection. The report will provide a strategic overview of its current state, highlight key conservation priorities, and offer practical recommendations for preventative care. It will serve as a vital resource in ensuring the continued conservation and sustainability of the collection.

A horologist recently checked the clocks at the Birthplace. During the assessment, they identified several maintenance tasks needed to keep the clocks in good working order. Following this, the horologist has been commissioned to carry out the necessary conservation and repair work. This will help safeguard their mechanical integrity and keep them ticking for years to come.

Improving accessibility

The Museums and Heritage Officer (MHO) and Museum Support Officer (MSO) attended an online training session organised by Heritage Open Days. The session, Creating Accessible Events (Vision Awareness), was delivered by VocalEyes, an organisation committed to ensuring that blind and visually impaired people have the best possible opportunities to experience and enjoy art and heritage.

The session offered valuable insights and practical guidance on how to make events and interpretation more accessible for visitors with visual impairments. It has sparked several ideas for how the Birthplace team can improve accessibility across the site.

Following the session, the MSO has already begun to apply the learning by incorporating alternative (alt) text into our schools' resources and monthly newsletter. Alt text provides descriptions of images for users who cannot see them. She is also working toward expanding this provision across additional platforms, including our website and social media channels. These steps form part of our ongoing commitment to making the site more inclusive and welcoming to all audiences.

Bookshop

One of the Bookshop's most popular stationery items has been given a fresh new look. The MSO and Museum Attendant, Laura Bell, updated the ink pot design which now features a bespoke logo in place of the previous generic label. This not only improves the product's visual appeal but also makes it a more distinctive and memorable souvenir for customers.

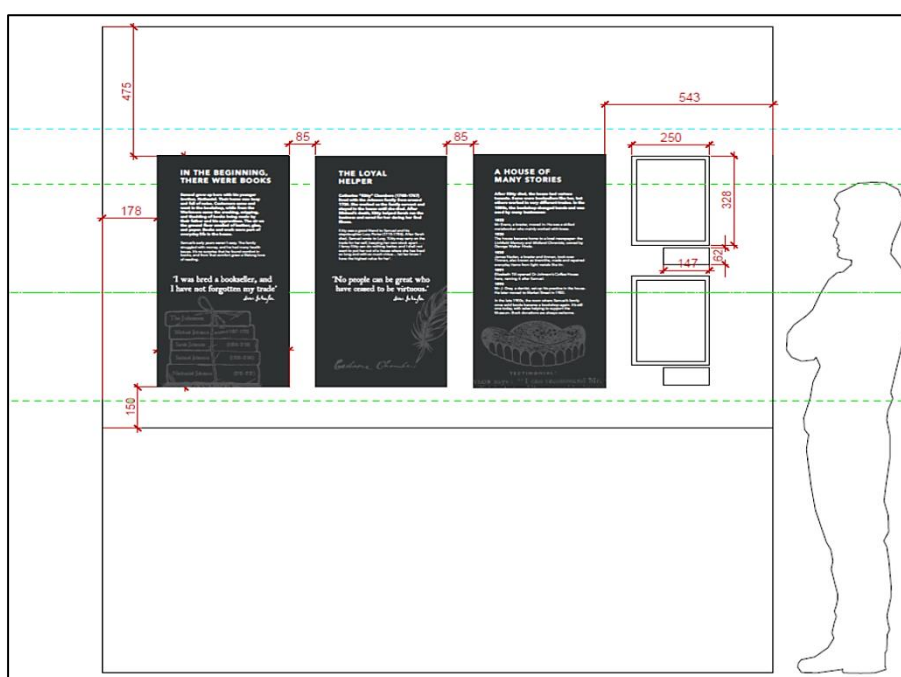


New interpretation

The MHO has been developing content for new interpretation panels for the Workroom and London Life displays. The Workroom panels explore the history of the bookshop in greater depth, as well as focusing on one of the family's servants, offering a wider perspective of life in the household.

Meanwhile, the London Life panels will address a current gap in interpretation by introducing visitors to Francis Barber, an important figure in Johnson's life who is currently only briefly mentioned on site.

This work represents an important step in improving interpretation across the site and ensuring that underrepresented figures and themes are more effectively incorporated into the visitor experience.



Events at the Birthplace

Birthplace volunteers continue to play a vital role in enriching the site's offer through a variety of regular and seasonal events. Craft volunteer, Margery, has once again taken the lead in planning this year's family crafts programme. The theme for summer 2025 is Those Clever Georgians, which promises to offer a fun and educational look at Georgian-era innovations through hands-on, family-friendly activities. These sessions are an important part of family engagement and continue to draw new and returning visitors.

As part of the Defoe Society Conference, which took place in Lichfield this year, the Birthplace was delighted to host two special events that showcased the depth of local knowledge and creative talent within our team. The first was Tea with Mrs Thrale, an original performance written and performed by Museum Attendant, Christine Genders.

The second event was a walking tour researched and delivered by Museum Attendant, Sarah Dale. The tour provided conference attendees with an informative exploration of Johnson's connections to the city, bringing historical locations and stories to life.

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

A full market is being maintained on Fridays and Saturdays. The Fruit and Vegetable stall continues to also stand on Wednesdays. A new trader, *Bowes Pizza* will be starting a trial period on Pool Walk on 19 July and on non-market days will be trading on the Market Square.

There are two more community days being planned for later in the summer, on 7 August and 4 September.

Officers continue to work closely with LDC Environmental Health and continue to check all food stalls for standards of food hygiene. During the recent hot weather, Officers carried out temperature and storage checks for all food traders; all have been asked to incorporate fly fans on their stalls. Environmental Health Officers are being kept informed of any issues and concerns as well as being kept up to date regarding new food traders who join the market.

Tuesday Market Update

There are only two pitches available on the Tuesday Market having recently lost a total of three traders (*All Kinds of Everything*, *Gift Fairy*, and *Bubbles in Bloom*). One of the pitches has been filled and it is hoped the remaining two will be occupied shortly.



On Tuesdays, *M & S Renewables Ltd*, *Yamuna Rambling Cart*, and *Bloom & Bliss* will stand biweekly opposite *Atterbury*.

The Officer-maintained waiting lists will be reviewed to offer opportunities to new traders on Tuesday. In addition *Bahia Fashions* has now signed as a permanent trader covering two pitches

Friday Market Update

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

Applications are still being invited from individuals interested in trading at Lichfield Market. These traders are being asked if they are willing to provide holiday and absence cover and are being placed on a list to replace any vacancies in the future.

Saturday Market Update

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

On 14 June Aston Villa legend, Dennis Mortimer visited the long-standing trader '*Framed*' and brought along the European Cup, kindly posing for photographs with members of the public.

Vegan Market

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

Producers Market

The Producers Market, run by CJ Events, takes place on the first Sunday of each month. It features 30 traders and is extremely popular with customers who return regularly. The market offers a variety of goods from traders each month.

Bower Fair

Lichfield Bower hired the Square for the Bower Fair from Saturday 24 - Monday 26 May, excluding the usual Tuesday. Officers notified Pat Collins Fair of this at the time of booking. Consequently, Tuesday market traders were told the market would operate as usual. However, fair operators believed they could stay until Tuesday night. When it was too late to reorganise the market, the fair was asked to vacate the square. Additionally, a fairground ride blocked the exit for St Mary's and the Hub. Organisers have been contacted to prevent these issues reoccurring next year. Lichfield Bower Committee also hired Pool Walk on Bank Holiday Monday for a small craft market and have expressed an interest in doing the same next year.

Victorian Market

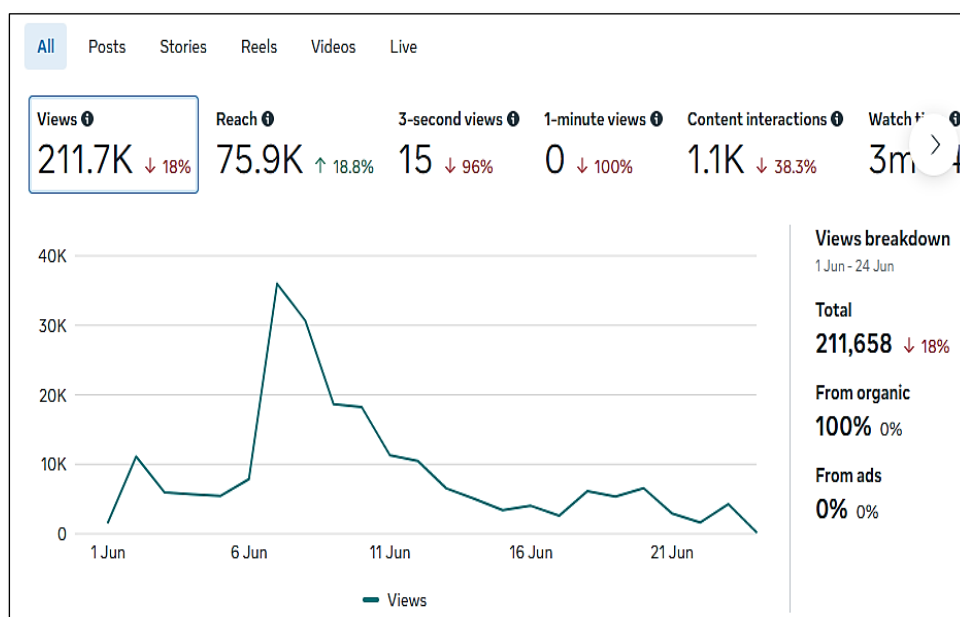
LDC will be hosting a Victorian Market around the City from Thursday 4 -Sunday 7 December). The markets team were originally included in a walk around with LDC and the event supplier, LSD Promotions in order to offer guidance and support.

LCC market traders have raised concerns that this could potentially take trade away from them and the Square, particularly as LSD Promotions will be allowing duplication of lines. Officers at LCC have made representations to LDC regarding this matter and members of the MWG have suggested a Community Day be held during this period, too.

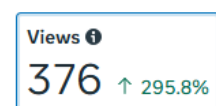
Social Media

The statistics below show the number of followers on Facebook and Instagram. Officers are focusing on existing traders by giving them a spotlight and promoting their stall on a regular basis. Any new traders that come onto the market are given an in depth highlight on social media to help promote their arrival on the Market and to help increase footfall and their sales.

Facebook



Instagram



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

Since my last report, regular hirers have used the Guildhall, including Slimming World, Bridge, Band Practice, Staffordshire Archaeological and Historical Society, U3A, Lichfield Friendship and Chess.

We continue to attract small meetings with 10 being held recently plus two open public consultations (health) and three days of university conferences. We also hosted a local charity conference.

The Old Prison Cells are open most Saturdays (except when whole building bookings are in progress).

Market Research, a commercial booking, have been busy surveying chocolate and crisps with 6 bookings, and have more bookings planned in the next few weeks.

A craft fair (pictured), held on one of the hottest days of the year, had a lower turnout than usual, but still had 750 people attending.

Lichfield society of Artists also held a 3-day Art Exhibition in the Guildroom. As usual, this was well attended.

A whole building Book Extravaganza was also held in June. This proved successful and is due to return later in the year.

Lichfield Festival held an event in June and are due to return in July for: 13 July – Steve Knightley, 14 July – Lichfield Concert Band in conjunction with Lichfield Festival, and on 19 July – Lesley Smith as Anne Boleyn.

Lichfield Arts have also been busy with their Blues and Jazz weekend in June (pictured below)



A local college returned for their annual Fashion Show of students work. We have also had a whole building booking for a Private Banquet hosting more than 110 guests.

Boley Park Community Hall

Boley Park has been busy. Apart from the regular hirers, we have held 2 x Craft De-stash events, a Stamp Fayre and 4 children's parties. There is also a playscheme returning in the school holidays.

6. Twinning: Gabriele Lasch-Burden, Twinning Officer

On the 14th June, Lichfield's German twin town Limburg held a special day introducing Lichfield to their citizens. Under the motto "Limburg meets Lichfield", a lively and varied programme consisted of music contributions from various local schools, trialling various sports and games like hockey, table tennis, horse races and darts. Organisations, like the local Scouts group, Photography Club and the Limburg Cathedral Choir were also involved in the day's entertainment. And of course, teatime in the English café was a must.

To introduce the English school day, they invited guest speaker, assistant headteacher Mr. Matthew Amison from the Lichfield Cathedral School (pictured) to hold various talks over the weekend. Mr. Amison stayed on to visit another High School in Limburg to meet with students and teachers to gain insights into the German school system and its differences as well as similarities. Over the two days, he was actively participating in various lessons and both schools want to work on possible international cooperation and finding ways to set up exchanges for staff and students.



7. Deputy Town Clerk: Sarah Thomas

Community Engagement

Following the success of the VE day celebrations further community days and events are being organised.

On **Thursday 7 August** the Market Square will host a variety of charities and organisations focusing on adult mental health and children's services. Groups such as *Talking Newspapers*, *Guide Dogs For The Blind*, *Memory Café* and *Andy's Man Club* will stand alongside 'Reggie' the adoption bus, *Liberty Jamboree*, and local playgroups. In addition the Hub will provide a 'pop up' café with free gifts and face painting for the children. *Everyone Health* will be on site to offer free health checks and City Councillors will be available to answer residents' questions and promote the *Back To School Uniform Bank*.

VJ Day on **Friday 15 August** will be commemorated with a free photographic exhibition and display in the Guildroom which will run from **Thursday 14 – Saturday 16 August**. The prison cells

will also be open to the public. The Deputy Town Clerk would like to thank Clive Read for collating the exhibition.

The second Community day will take place on **Thursday 4 September**. ‘*The Big Lunch*’ will once again encourage local residents and visitors to enjoy the surroundings of the Market Square whilst listening to free entertainment and eating their lunch.

Following the recent successful open day at the Guildhall, a Wedding Fair will be held on **Sunday 31 August**. The venue will once again feature elegantly decorated rooms and a wide array of wedding suppliers will be exhibiting to offer inspiration to attendees.

Plans are also underway for a Christmas Community day and events in 2026. A full report of the summer’s events will be provided to Council in September.

The Deputy Town Clerk continues to provide secretariat support and the relevant reports to the Markets Working Group, Climate Change and Biodiversity Committee and full Council

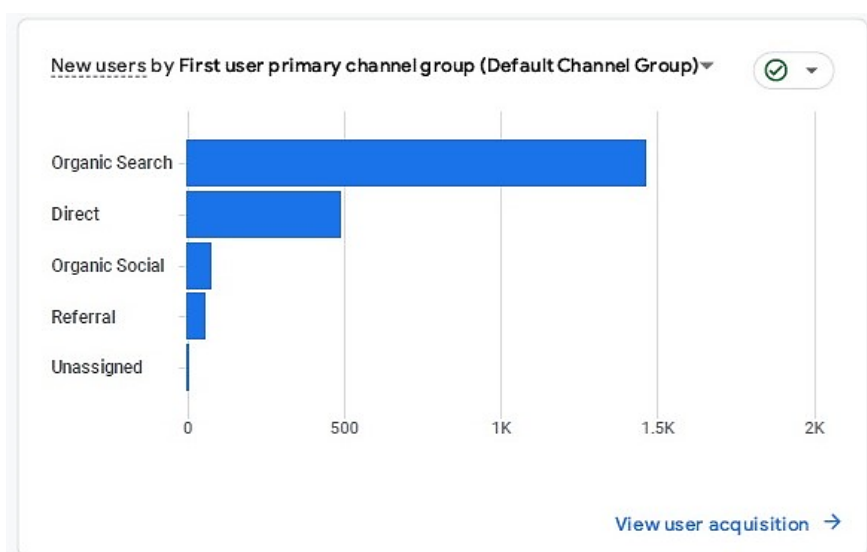
8. LCC Website Statistics

Reports snapshot



Sessions by Session primary channel group

| SESSION PRIMARY CHAN... | SESSIONS |
|-------------------------|----------|
| Organic Search | 2.1K |
| Direct | 595 |
| Organic Social | 82 |
| Referral | 77 |
| Unassigned | 12 |



Views by Page title and screen class

| PAGE TITLE AND SCREEN ... | VIEWS |
|-------------------------------------|-------|
| Home Page - Lichfield City Co... | 1.1K |
| Guildhall Hire - Lichfield City ... | 332 |
| Markets - Lichfield City Council | 228 |
| Guildhall - Lichfield City Coun... | 227 |
| - Lichfield City Council | 217 |
| Contact Us - Lichfield City Co... | 207 |
| Councillors - Lichfield City Co... | 206 |

For Council: 23 July 2025 APPENDIX 4

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 April to 30 April 2025

| Date | Ref | Payee | Budget Head | Details | Nett | VAT | Gross |
|------------|-----------|--------------------------------------|--------------------------------|--|----------|--------|----------|
| 01/04/2025 | DDebit | Lichfield District Council | ADMIN Offices Rates/Water | Rates 25/26 - 1st instalment of 10 | 973.50 | 0.00 | 973.50 |
| 01/04/2025 | DDebit | Lichfield District Council | BIRTHPLACE Rates/Water | Rates 25/26 - 1st instalment of 12 | 9.76 | 0.00 | 9.76 |
| 01/04/2025 | DDebit | Lichfield District Council | G/HALL Rates/Water | Rates 25/26 - 1st instalment of 10 | 572.50 | 0.00 | 572.50 |
| 01/04/2025 | DDebit | Lichfield District Council | MARKET Rates/Water | Rates 25/26 - 1st instalment of 10 | 1,807.75 | 0.00 | 1,807.75 |
| 01/04/2025 | Debit | Regium Consulting Ltd | BIRTHPLACE Supplies & Services | Regium fee for contactless donations received in April | 8.97 | 0.00 | 8.97 |
| 04/04/2025 | Debit | Elavon Financial Services | MARKET Supplies/Services | Elavon card and activity fees - April | 135.77 | 0.00 | 135.77 |
| 04/04/2025 | Debit | Elavon Financial Services | MARKET Supplies/Services | Elavon PCI fee - April | 6.00 | 1.20 | 7.20 |
| 07/04/2025 | BACS 2630 | SE Staffs CAB | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 3,500.00 | 0.00 | 3,500.00 |
| 07/04/2025 | BACS 2631 | Lichfield Community Sports Club | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 3,000.00 | 0.00 | 3,000.00 |
| 07/04/2025 | BACS 2632 | Lichfield Greenhill Bower | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 3,225.00 | 0.00 | 3,225.00 |
| 07/04/2025 | BACS 2633 | LDC - Proms in the Park | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 2,000.00 | 0.00 | 2,000.00 |
| 07/04/2025 | BACS 2634 | Liberty Jamboree | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 500.00 | 0.00 | 500.00 |
| 07/04/2025 | BACS 2635 | Curborough (Lich) Comm Assoc | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 1,872.00 | 0.00 | 1,872.00 |
| 07/04/2025 | BACS 2636 | Wade Street Church | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 1,000.00 | 0.00 | 1,000.00 |
| 07/04/2025 | BACS 2637 | The Erasmus Darwin Foundation | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 600.00 | 0.00 | 600.00 |
| 07/04/2025 | BACS 2638 | Voluntary Transport for Disabled | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 1,000.00 | 0.00 | 1,000.00 |
| 07/04/2025 | BACS 2639 | Lichfield Festival Ltd | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 1,250.00 | 0.00 | 1,250.00 |
| 07/04/2025 | BACS 2640 | Lichfield Hockey Club | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 200.00 | 0.00 | 200.00 |
| 07/04/2025 | BACS 2641 | Curborough (Lich) Comm Assoc | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 750.00 | 0.00 | 750.00 |
| 07/04/2025 | BACS 2642 | City of Lichfield Concert Band | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 1,000.00 | 0.00 | 1,000.00 |
| 07/04/2025 | BACS 2643 | Churches Together in Lichfield | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 300.00 | 0.00 | 300.00 |
| 07/04/2025 | BACS 2644 | Lichfield Talking News | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 500.00 | 0.00 | 500.00 |
| 07/04/2025 | BACS 2645 | Lichfield Trishaw Project | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 500.00 | 0.00 | 500.00 |
| 07/04/2025 | BACS 2646 | Game Therapy | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 600.00 | 0.00 | 600.00 |
| 07/04/2025 | BACS 2647 | Dovehouse Community Gardens | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 300.00 | 0.00 | 300.00 |
| 07/04/2025 | BACS 2648 | Churches Together in Lichfield | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 345.00 | 0.00 | 345.00 |
| 07/04/2025 | BACS 2649 | Lichfield Shrievally Association | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 634.00 | 0.00 | 634.00 |
| 07/04/2025 | BACS 2650 | Lichfield Litter Legends | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 2,500.00 | 0.00 | 2,500.00 |
| 07/04/2025 | BACS 2651 | Lichfield District City of Sanctuary | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 1,100.00 | 0.00 | 1,100.00 |
| 07/04/2025 | BACS 2652 | Lichfield Pride (Leanne Giblin) | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 757.45 | 0.00 | 757.45 |
| 07/04/2025 | BACS 2653 | Transition Lichfield | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 320.00 | 0.00 | 320.00 |
| 07/04/2025 | BACS 2654 | Lichfield Garrick Theatre | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 1,000.00 | 0.00 | 1,000.00 |
| 07/04/2025 | BACS 2655 | Lich Trent Valley 1st Responders | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 2,000.00 | 0.00 | 2,000.00 |
| 07/04/2025 | BACS 2656 | Lichfield Table Tennis Club | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 150.00 | 0.00 | 150.00 |
| 07/04/2025 | BACS 2657 | Christ Church School Assoc Ltd | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 474.00 | 0.00 | 474.00 |
| 07/04/2025 | BACS 2658 | The Staffordshire Pathway Project | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 1,000.00 | 0.00 | 1,000.00 |
| 07/04/2025 | BACS 2659 | Phoenix Counselling Service | GRANTS General | Grant per Council Min. 92 of 10/03/25 | 313.00 | 0.00 | 313.00 |
| 07/04/2025 | BACS 2660 | Christchurch PCC | GRANTS General | Churchyard grant per LCC budget, 27/01/25 Min. 81 | 3,529.00 | 0.00 | 3,529.00 |
| 07/04/2025 | BACS 2661 | St Chad's PCC | GRANTS General | Churchyard grant per LCC budget, 27/01/25 Min. 81 | 3,529.00 | 0.00 | 3,529.00 |
| 07/04/2025 | BACS 2662 | St Michael's PCC | GRANTS General | Churchyard grant per LCC budget, 27/01/25 Min. 81 | 3,529.00 | 0.00 | 3,529.00 |
| 07/04/2025 | Debit | Elavon Financial Services | BIRTHPLACE Supplies & Services | Elavon card and activity fees - April | 18.14 | 0.00 | 18.14 |
| 07/04/2025 | Debit | Elavon Financial Services | BIRTHPLACE Supplies & Services | Elavon PCI fee - April | 6.00 | 1.20 | 7.20 |
| 08/04/2025 | DDebit | Land Registry | ADMIN Supplies & Services | Land Registry search fees | 7.00 | 0.00 | 7.00 |
| 09/04/2025 | DDebit | Justice Fire and Security | HALLS Boley Hall | Maintenance of Boley fire alarm & CCTV to 2/4/26-1st qtr | 164.83 | 32.96 | 197.79 |
| 10/04/2025 | DDebit | British Telecommunications | ADMIN Tel/Postage | Phones/internet - Usage Jan-Mar, rental Mar-May | 130.91 | 26.18 | 157.09 |
| 10/04/2025 | DDebit | British Telecommunications | BIRTHPLACE Supplies & Services | Phones/internet - Usage Jan-Mar, rental Mar-May | 368.69 | 73.74 | 442.43 |
| 10/04/2025 | DDebit | British Telecommunications | G/HALL Supplies/Services | Phones/internet - Usage Jan-Mar, rental Mar-May | 549.18 | 109.83 | 659.01 |
| 10/04/2025 | DDebit | British Telecommunications | HALLS Boley Hall | Monthly broadband service at Boley Hall - March | 44.38 | 8.88 | 53.26 |

| | | | | | | | | |
|------------|-----------|-----------------------------------|----------------|-------------------------------|--|-----------|--------|-----------|
| 11/04/2025 | DDebit | Ricoh UK Ltd | BIRTHPLACE | Supplies & Services | Museum photocopier usage Oct-Dec, rental Jan-Mar | 166.83 | 33.37 | 200.20 |
| 14/04/2025 | DDebit | Npower Ltd | ADMIN | Donegal House Energy | Electricity - February | 377.64 | 75.53 | 453.17 |
| 14/04/2025 | DDebit | Npower Ltd | BIRTHPLACE | Energy | Electricity - February (2nd account) | 69.56 | 3.48 | 73.04 |
| 14/04/2025 | DDebit | Npower Ltd | BIRTHPLACE | Energy | Electricity - February | 124.95 | 6.25 | 131.20 |
| 14/04/2025 | DDebit | Npower Ltd | G/HALL | Energy | Electricity - February | 669.99 | 134.00 | 803.99 |
| 14/04/2025 | DDebit | Npower Ltd | MARKET | Energy | Toilet Block electricity - February | 100.96 | 5.05 | 106.01 |
| 14/04/2025 | DDebit | Npower Ltd | MARKET | Energy | Feeder Pillar electricity - February | 229.46 | 11.47 | 240.93 |
| 14/04/2025 | DDebit | Npower Ltd | PARKS | Energy | Friary electricity - February | 19.34 | 0.97 | 20.31 |
| 14/04/2025 | DDebit | Npower Ltd | PARKS | Energy | Clock Tower electricity - February | 46.92 | 3.21 | 50.13 |
| 15/04/2025 | D Card | The Safety Supply Company | G/HALL | Supplies/Services | Yellow A-frame warning signs | 34.45 | 6.89 | 41.34 |
| 15/04/2025 | DDebit | British Gas | BIRTHPLACE | Energy | Gas 21/2 - 21/3 | 482.31 | 96.46 | 578.77 |
| 15/04/2025 | DDebit | MT Services Computer Systems | ADMIN | Supplies & Services | IT support, antivirus, backups, Office365 etc - March | 978.26 | 195.65 | 1,173.91 |
| 15/04/2025 | DDebit | MT Services Computer Systems | BIRTHPLACE | Supplies & Services | Monthly internet service - March | 45.00 | 9.00 | 54.00 |
| 15/04/2025 | DDebit | MT Services Computer Systems | DEM SERVICES | Supplies & Services | Councillors' emails - March & Feb adjustment | 136.15 | 27.23 | 163.38 |
| 15/04/2025 | DDebit | MT Services Computer Systems | G/HALL | Supplies/Services | Monthly internet service - March | 45.00 | 9.00 | 54.00 |
| 15/04/2025 | DDebit | Nat West | ADMIN | Supplies & Services | Monthly online banking fee - April | 41.15 | 0.00 | 41.15 |
| 15/04/2025 | DDebit | NatWest Autopay | EMPLOYEE COSTS | | Wages and salaries - April | 31,969.75 | 0.00 | 31,969.75 |
| 15/04/2025 | DDebit | Water Plus Ltd | MARKET | Rates/Water | Annual used water & drainage for Market Square 25/26 | 196.41 | 0.00 | 196.41 |
| 16/04/2025 | BACS 2683 | E A Barnes & Sons | MARKET | Supplies/Services | 5 exchanges of covered skip - March | 400.00 | 80.00 | 480.00 |
| 16/04/2025 | BACS 2684 | Brownhill Hayward Brown | R&R FUND | General | Architect works re Friary Wall tender etc. | 2,571.25 | 514.25 | 3,085.50 |
| 16/04/2025 | BACS 2685 | Emblem Print Products Ltd | ARTS/TOURISM | Expenditure | Red image pens for VE Day | 93.00 | 18.60 | 111.60 |
| 16/04/2025 | BACS 2686 | Eastern Shires Purchasing Org | G/HALL | Supplies/Services | Cloakroom supplies and refuse sacks | 238.00 | 47.60 | 285.60 |
| 16/04/2025 | BACS 2687 | Lichfield Festival Association | G/HALL | Lettings | Refund overpayment of Guildhall booking fee | 31.20 | 0.00 | 31.20 |
| 16/04/2025 | BACS 2688 | Lichfield Greenhill Bower | CIVIC | Mayor's Allowance - S Schafer | Mayor's tickets to Bower celebration dinner | 44.00 | 0.00 | 44.00 |
| 16/04/2025 | BACS 2689 | Lichfield Arts | G/HALL | Bar Charge | Provision of bar for City of Lichfield Band on 29/3/25 | 59.40 | 11.88 | 71.28 |
| 16/04/2025 | BACS 2690 | Mayor & Sheriff's charity account | CIVIC | Events | Transfer LDC's Charity Sunday Lunch payment in error | 44.00 | 0.00 | 44.00 |
| 16/04/2025 | BACS 2690 | Mayor & Sheriff's charity account | CIVIC | Mayor's Allowance - S Schafer | Mayor's tickets for Sheriff's Show | 15.00 | 0.00 | 15.00 |
| 16/04/2025 | BACS 2690 | Mayor & Sheriff's charity account | CIVIC | Mayor's Allowance - S Schafer | Mayor's tickets for Charity Sunday Lunch | 44.00 | 0.00 | 44.00 |
| 16/04/2025 | BACS 2690 | Mayor & Sheriff's charity account | CIVIC | Sheriff's Allowance - C Wood | Sheriff's tickets for Charity Sunday Lunch | 44.00 | 0.00 | 44.00 |
| 16/04/2025 | BACS 2691 | D McCarthy Bros (Lichfield) Ltd | R&R FUND | General | Surfacing repairs to Darwin Hall car park | 2,400.00 | 480.00 | 2,880.00 |
| 16/04/2025 | BACS 2692 | Midlands Cabling & IT Services | R&R FUND | Guildhall/Donegal Hs | Wifi upgrades, part of digital upgrades per Council Jan 25 | 2,250.00 | 450.00 | 2,700.00 |
| 16/04/2025 | BACS 2693 | MT Services Computer Systems | ADMIN | Supplies & Services | Supply and set up of new laptop for Town Clerk | 875.00 | 175.00 | 1,050.00 |
| 16/04/2025 | BACS 2694 | Nat Assoc of British Market Auths | MARKET | Supplies/Services | NABMA annual subscription 25/26 | 484.00 | 0.00 | 484.00 |
| 16/04/2025 | BACS 2695 | The Pattern Book Press Ltd | BIRTHPLACE | Stock for sale | Various greeting cards for sale | 115.20 | 23.04 | 138.24 |
| 16/04/2025 | BACS 2696 | Pear Technology Services Ltd | PARKS | Other Repair/Maint | Web embedded hosting of mapping system to 30/11/25 | 100.00 | 20.00 | 120.00 |
| 16/04/2025 | BACS 2697 | R Fathers | PARKS | Other Repair/Maint | Oakhurst - Reduce overgrown trees | 550.00 | 0.00 | 550.00 |
| 16/04/2025 | BACS 2697 | R Fathers | PARKS | Other Repair/Maint | Maple Grove - Reduce and reshape tree | 550.00 | 0.00 | 550.00 |
| 16/04/2025 | BACS 2698 | Rhino Plumbing & Heating Servs | G/HALL | Repair/Maint | Supply and fit replacement water heater | 675.00 | 135.00 | 810.00 |
| 16/04/2025 | BACS 2699 | Sparkle18 Ltd | BIRTHPLACE | Supplies & Services | Cleaning in Museum - March | 746.21 | 149.24 | 895.45 |
| 16/04/2025 | BACS 2699 | Sparkle18 Ltd | G/HALL | Supplies/Services | Cleaning in Guildhall and Donegal House - March | 1,045.75 | 209.15 | 1,254.90 |
| 16/04/2025 | BACS 2700 | Staffs Parish Councils' Assoc | DEM SERVICES | Cllr Expenses | Councillor Fundamentals Course - Cllr D Robertson | 35.00 | 7.00 | 42.00 |
| 16/04/2025 | BACS 2701 | Vertigo Creative Studio | R&R FUND | Birthplace | Bookshop development - Donations box signage graphics | 137.74 | 27.55 | 165.29 |
| 16/04/2025 | BACS 2701 | Vertigo Creative Studio | R&R FUND | Birthplace | Bookshop development - Graphics for exterior signs | 1,577.00 | 315.40 | 1,892.40 |
| 16/04/2025 | BACS 2701 | Vertigo Creative Studio | R&R FUND | Birthplace | Bookshop Development - 'A' frame graphics & chalkboard | 1,101.00 | 220.20 | 1,321.20 |
| 16/04/2025 | BACS 2701 | Vertigo Creative Studio | R&R FUND | Birthplace | Bookshop Development - Door signs and graphics | 538.00 | 107.60 | 645.60 |
| 16/04/2025 | BACS 2702 | Maria Whatton | BIRTHPLACE | Supplies & Services | Storyteller for St Patrick's Day event | 100.00 | 0.00 | 100.00 |
| 16/04/2025 | BACS 2703 | WMCA | ADMIN | Subscript/Training | West Coast Rail 250 subscription 24/25 | 60.00 | 0.00 | 60.00 |
| 16/04/2025 | DDebit | Elavon Digital Europe Limited | ADMIN | Supplies & Services | Hire of card machine - April | 19.00 | 3.80 | 22.80 |
| 16/04/2025 | DDebit | Elavon Digital Europe Limited | MARKET | Supplies/Services | Hire of card machine - April | 19.00 | 3.80 | 22.80 |
| 16/04/2025 | DDebit | Justice Fire and Security | BIRTHPLACE | Repair/Maint | Maint. of alarms & emergency lighting to 12/1/26 - 2nd qtr | 263.41 | 52.68 | 316.09 |
| 17/04/2025 | DDebit | EE Ltd | G/HALL | Supplies/Services | PA mobile - April | 14.89 | 2.98 | 17.87 |
| 17/04/2025 | DDebit | EE Ltd | G/HALL | Supplies/Services | On-call mobile - April | 30.99 | 6.20 | 37.19 |
| 17/04/2025 | DDebit | EE Ltd | MARKET | Supplies/Services | Markets mobile - April | 21.81 | 4.36 | 26.17 |

| | | | | | | | |
|------------|-----------|---------------------------------|-----------------------------------|---|-----------|----------|-----------|
| 17/04/2025 | DDebit | EE Ltd | PARKS Other Repair/Maint | OSO mobile - April | 30.99 | 6.20 | 37.19 |
| 22/04/2025 | DDebit | Corona Energy Retail 4 Ltd | Gas - Donegal 35% + Guildhall 65% | Gas - February | 1,394.39 | 278.88 | 1,673.27 |
| 22/04/2025 | DDebit | Virgin Media Payments Ltd | ADMIN Tel/Postage | Phones/internet - March usage/ April rental | 128.14 | 25.63 | 153.77 |
| 23/04/2025 | DDebit | NatWest Autopay | ADMIN Supplies & Services | Autopay Online fee - March payroll | 27.60 | 0.00 | 27.60 |
| 23/04/2025 | DDebit | Water Plus Ltd | G/HALL Rates/Water | Used water & surface drainage 4/3 - 4/4 | 96.63 | 0.00 | 96.63 |
| 25/04/2025 | DDebit | Lichfield District Council | ADMIN Supplies & Services | Weekly collection of 1 recycling Eurobin | 737.00 | 0.00 | 737.00 |
| 25/04/2025 | DDebit | Lichfield District Council | G/HALL Supplies/Services | Weekly collection of 2 refuse Eurobins | 1,950.00 | 0.00 | 1,950.00 |
| 25/04/2025 | DDebit | Lichfield District Council | MARKET Supplies/Services | Weekly collection of 1 refuse Eurobin | 975.00 | 0.00 | 975.00 |
| 25/04/2025 | DDebit | Lichfield District Council | PARKS Contract Repair/Maint | Period 11/3 - 10/4 | 13,292.20 | 2,658.44 | 15,950.64 |
| 28/04/2025 | BACS 2704 | M W Brown | ADMIN Supplies & Services | Quarterly pest control in Donegal House - April | 37.50 | 0.00 | 37.50 |
| 28/04/2025 | BACS 2704 | M W Brown | G/HALL Supplies/Services | Quarterly pest control in Guildhall - April | 37.50 | 0.00 | 37.50 |
| 28/04/2025 | BACS 2704 | M W Brown | PARKS Other Repair/Maint | Quarterly pest control at 6 sites - April | 225.00 | 0.00 | 225.00 |
| 28/04/2025 | BACS 2705 | City Environmental Services | R&R FUND Guildhall/Donegal Hs | Localised asbestos survey to cabling routes in DH | 450.00 | 90.00 | 540.00 |
| 28/04/2025 | BACS 2706 | Clean All (Windows) Ltd | ADMIN Supplies & Services | Quarterly window cleaning - April | 78.91 | 15.78 | 94.69 |
| 28/04/2025 | BACS 2706 | Clean All (Windows) Ltd | BIRTHPLACE Supplies & Services | Quarterly window cleaning - April | 68.46 | 13.69 | 82.15 |
| 28/04/2025 | BACS 2706 | Clean All (Windows) Ltd | G/HALL Supplies/Services | Quarterly window cleaning - April | 83.34 | 16.67 | 100.01 |
| 28/04/2025 | BACS 2707 | County Signpost Ltd | BIRTHPLACE Adverts/promotion | Museum advert in Signpost guide & website 2025 | 240.00 | 48.00 | 288.00 |
| 28/04/2025 | BACS 2708 | Dr Johnson's Birthplace Trust | SJBP TRUST Blum Sales | Transfer of 24/25 Blum sales to SJBM Trust | 20.00 | 0.00 | 20.00 |
| 28/04/2025 | BACS 2709 | E.On Energy Solutions Ltd | PARKS Other Repair/Maint | Replacement of faulty lantern on Cherry Orchard footpath | 324.23 | 64.85 | 389.08 |
| 28/04/2025 | BACS 2710 | FASS Solutions | CIVIC Events | Security for Easter Sunday including procession | 179.44 | 0.00 | 179.44 |
| 28/04/2025 | BACS 2710 | FASS Solutions | G/HALL Supplies/Services | Security for Council meeting on 14/4/25 | 193.28 | 0.00 | 193.28 |
| 28/04/2025 | BACS 2711 | Friary Clock Tower Winders | PARKS Other Repair/Maint | Donation to Friary clock winders 25/26 incl. bank fees | 551.00 | 0.00 | 551.00 |
| 28/04/2025 | BACS 2712 | Group for Education in Museums | BIRTHPLACE Supplies & Services | GEM subscription 2025 | 144.00 | 0.00 | 144.00 |
| 28/04/2025 | BACS 2713 | Historic Metalwork Conservn Co | CIVIC Supplies/Services | Conservation work to ceremonial sword and box | 1,715.00 | 343.00 | 2,058.00 |
| 28/04/2025 | BACS 2714 | The Johnson Society | BIRTHPLACE 3rd Party Sales | Proceeds of sales of Johnson Soc booklets 24/25 | 13.00 | 0.00 | 13.00 |
| 28/04/2025 | BACS 2714 | The Johnson Society | BIRTHPLACE Sales Income | Proceeds of sales of Johnson Soc giftware 24/25 | 58.33 | 11.67 | 70.00 |
| 28/04/2025 | BACS 2715 | Lichfield Lock & Key Repairs | BIRTHPLACE Repair/Maint | Supply & replace dome on emergency thumb lock | 19.02 | 3.80 | 22.82 |
| 28/04/2025 | BACS 2715 | Lichfield Lock & Key Repairs | BIRTHPLACE Repair/Maint | Emergency repair to museum side door lock | 50.00 | 10.00 | 60.00 |
| 28/04/2025 | BACS 2715 | Lichfield Lock & Key Repairs | PARKS Other Repair/Maint | Call out to repair jammed Clock Tower lock on 1/4/25 | 75.00 | 15.00 | 90.00 |
| 28/04/2025 | BACS 2716 | Link Mailing Systems Ltd | ADMIN Supplies & Services | Cartridges for franking machine | 111.95 | 22.39 | 134.34 |
| 28/04/2025 | BACS 2717 | Literary Emporium Ltd | BIRTHPLACE Stock for sale | Bookmarks and pin badges for sale | 133.50 | 26.70 | 160.20 |
| 28/04/2025 | BACS 2718 | MODES Users Association | BIRTHPLACE Supplies & Services | Modes collections sys 2 user licence & support to 31/3/26 | 277.50 | 55.50 | 333.00 |
| 28/04/2025 | BACS 2719 | Allen Necchi | BIRTHPLACE Sales Income | Proceeds of sale of 2 Dr Johnson busts | 200.00 | 0.00 | 200.00 |
| 28/04/2025 | BACS 2720 | NG Training & Event Security | CIVIC Events | Security incl. road closures for Shrovetide races & fair | 1,075.70 | 215.14 | 1,290.84 |
| 28/04/2025 | BACS 2720 | NG Training & Event Security | G/HALL Supplies/Services | Security for Council meeting on 10/3/25 | 188.24 | 37.65 | 225.89 |
| 28/04/2025 | BACS 2721 | Northern Platforms Limited | G/HALL Supplies/Services | 6 monthly Skywinder inspection - April | 225.00 | 45.00 | 270.00 |
| 28/04/2025 | BACS 2722 | PPL PRS Ltd | G/HALL Lettings | Music licence for bookings 6/12/24 to 5/3/25 | 903.76 | 180.75 | 1,084.51 |
| 28/04/2025 | BACS 2723 | R Fathers | PARKS Other Repair/Maint | Heather Gdns - Remove juniper trees & bushes in beds | 850.00 | 0.00 | 850.00 |
| 28/04/2025 | BACS 2724 | Rhodawn Ltd t/a Bookspeed | BIRTHPLACE Stock for sale | Various books for sale | 104.25 | 0.00 | 104.25 |
| 28/04/2025 | BACS 2724 | Rhodawn Ltd t/a Bookspeed | BIRTHPLACE Stock for sale | Bibliophile vases for sale | 26.97 | 5.40 | 32.37 |
| 28/04/2025 | BACS 2725 | R J Lift Services Ltd | G/HALL Repair/Maint | Supply & fit replacement micro I/O board to lift | 1,913.00 | 382.60 | 2,295.60 |
| 28/04/2025 | BACS 2726 | Staffs Parish Councils' Assoc | ADMIN Subscript/Training | SPCA/NALC annual membership 25/26 | 2,513.91 | 0.00 | 2,513.91 |
| 28/04/2025 | BACS 2727 | The Art File | BIRTHPLACE Stock for sale | Various greeting cards for sale | 193.11 | 38.60 | 231.71 |
| 28/04/2025 | BACS 2728 | Midlands Partnership NHS FT | G/HALL Lettings | Refund for cancelled Guildhall booking | 26.08 | 5.22 | 31.30 |
| 28/04/2025 | BACS 2729 | Steve Brown | BIRTHPLACE 3rd Party Sales | Proceeds of booksales, 4 weeks to 30/3/25 | 50.67 | 0.00 | 50.67 |
| 28/04/2025 | BACS 2730 | A & JM Carroll | BIRTHPLACE 3rd Party Sales | Proceeds of booksales, 4 weeks to 30/3/25 | 41.00 | 0.00 | 41.00 |
| 28/04/2025 | BACS 2731 | S Bray | BIRTHPLACE 3rd Party Sales | Proceeds of booksales, 4 weeks to 30/3/25 | 6.00 | 0.00 | 6.00 |
| 28/04/2025 | BACS 2732 | HM Revenue & Customs only | EMPLOYEE COSTS | Tax and NI contributions - April | 10,459.59 | 0.00 | 10,459.59 |
| 28/04/2025 | BACS 2733 | Staffordshire Pension Fund | EMPLOYEE COSTS | Pension Fund contributions - April | 10,294.26 | 0.00 | 10,294.26 |
| 28/04/2025 | DDebit | Water Plus Ltd | ADMIN Offices Rates/Water | Used water & surface drainage 12/3 - 12/4 | 25.30 | 0.00 | 25.30 |
| 29/04/2025 | BACS 2734 | Brown & Brown Insurance Brokers | ADMIN Insurance | Museum insurance 1/5/25 - 30/4/26 | 8,614.63 | 0.00 | 8,614.63 |
| 29/04/2025 | BACS 2735 | G Thompson-Moss | BIRTHPLACE Supplies & Services | Historical lecture on 19/2/25 by Ivory Black Design | 80.00 | 0.00 | 80.00 |
| 29/04/2025 | BACS 2736 | R Murphy | G/HALL Lettings | Refund of breakages deposit for booking 18/4 | 100.00 | 0.00 | 100.00 |

| | | | | | | | |
|------------|-----------|--------------------------------|--------------------------------|--|-------------------|-----------------|-------------------|
| 29/04/2025 | BACS 2737 | Zurich Town and Parish | ADMIN Insurance | LCC annual insurance 1/5/25 - 30/4/26 | 29,384.06 | 0.00 | 29,384.06 |
| 29/04/2025 | BACS 2737 | Zurich Town and Parish | ADMIN Insurance | LCC annual insurance inspection contract 25/26 | 704.16 | 140.83 | 844.99 |
| 29/04/2025 | BACS 2738 | Rhino Plumbing & Heating Servs | G/HALL Repair/Maint | Drain system & supply & replace 10 radiator valves | 1,024.20 | 204.84 | 1,229.04 |
| 29/04/2025 | DDebit | Land Registry | ADMIN Supplies & Services | Land Registry search fees | 7.00 | 0.00 | 7.00 |
| 29/04/2025 | DDebit | Water Plus Ltd | BIRTHPLACE Rates/Water | Used water & drainage 14/1 - 14/4 & prior adjustmt | 40.81 | 0.00 | 40.81 |
| 29/04/2025 | Debit | American Express Merch Servs | BIRTHPLACE Supplies & Services | American Express card transaction fee | 0.21 | 0.00 | 0.21 |
| 30/04/2025 | DDebit | Nat West | ADMIN Supplies & Services | Bank charges 1/3 to 4/4 - Current account | 31.81 | 0.00 | 31.81 |
| | | | | | 193,909.44 | 8,899.11 | 202,808.55 |

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 April to 30 April 2025

| Date | Ref | Payee | Budget Head | Details | Nett | VAT | Gross |
|------------|----------|--------------|---------------------------|---|---------------|--------------|---------------|
| 07/04/2025 | 05527 | Cash | Various | Petty cash vouchers 8639 - 8657 | 261.94 | 25.24 | 287.18 |
| 07/04/2025 | BACS I47 | RMM Bars Ltd | G/HALL Lettings | Refund of Guildhall breakages deposits | 200.00 | 0.00 | 200.00 |
| 30/04/2025 | DDebit | Nat West | ADMIN Supplies & Services | Bank charges 1/3 to 4/4 - Imprest account | 8.22 | 0.00 | 8.22 |
| | | | | | 470.16 | 25.24 | 495.40 |

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 May to 31 May 2025

| Date | Ref | Payee | Budget Head | Details | Nett | VAT | Gross |
|------------|-----------|----------------------------|-------------------------------------|--|----------|--------|----------|
| 01/05/2025 | D Card | The Workplace Depot Ltd | G/HALL Supplies/Services | Catering trolley for Guildhall kitchen | 65.99 | 13.20 | 79.19 |
| 01/05/2025 | DDebit | Lichfield District Council | ADMIN Offices Rates/Water | Rates 25/26 - 2nd instalment of 10 | 973.00 | 0.00 | 973.00 |
| 01/05/2025 | DDebit | Lichfield District Council | BIRTHPLACE Rates/Water | Rates 25/26 - 2nd instalment of 12 | 10.00 | 0.00 | 10.00 |
| 01/05/2025 | DDebit | Lichfield District Council | G/HALL Rates/Water | Rates 25/26 - 2nd instalment of 10 | 574.00 | 0.00 | 574.00 |
| 01/05/2025 | DDebit | Lichfield District Council | MARKET Rates/Water | Rates 25/26 - 2nd instalment of 10 | 1,809.00 | 0.00 | 1,809.00 |
| 01/05/2025 | DDebit | Regium Consulting Ltd | BIRTHPLACE Supplies & Services | Monthly service fee for digital donations box - April | 12.50 | 2.50 | 15.00 |
| 01/05/2025 | Debit | Regium Consulting Ltd | BIRTHPLACE Supplies & Services | Regium fee for contactless donations paid out in May | 7.12 | 0.00 | 7.12 |
| 06/05/2025 | D Card | Amazon | ARTS/TOURISM Expenditure | Small plastic bags for poppy seeds for VE Day | 3.65 | 0.73 | 4.38 |
| 06/05/2025 | DDebit | Npower Ltd | G/HALL Energy | Annual electricity meter operator service 25/26 | 215.00 | 43.00 | 258.00 |
| 06/05/2025 | Debit | American Express Merch Svs | BIRTHPLACE Supplies & Services | American Express card transaction fee | 0.10 | 0.00 | 0.10 |
| 07/05/2025 | Debit | Elavon Financial Services | BIRTHPLACE Supplies & Services | Elavon card and activity fees - April | 21.03 | 0.00 | 21.03 |
| 07/05/2025 | Debit | Elavon Financial Services | BIRTHPLACE Supplies & Services | Elavon PCI fee - May | 6.00 | 1.20 | 7.20 |
| 08/05/2025 | Debit | Elavon Financial Services | MARKET Supplies/Services | Elavon card and activity fees - April | 146.03 | 0.00 | 146.03 |
| 08/05/2025 | Debit | Elavon Financial Services | MARKET Supplies/Services | Elavon PCI fee - May | 6.00 | 1.20 | 7.20 |
| 09/05/2025 | DDebit | Ricoh UK Ltd | ADMIN Supplies & Services | Photocopier usage Nov-Jan, rental Feb-Apr | 731.38 | 146.27 | 877.65 |
| 12/05/2025 | BACS 2739 | 1A Action Rotary Rod Ltd | BIRTHPLACE Repair/Maint | Contract clean of drainage at museum | 475.00 | 95.00 | 570.00 |
| 12/05/2025 | BACS 2740 | Brownhill Hayward Brown | R&R FUND General | Architect's fees in relation to repairs to Friary Wall | 737.50 | 147.50 | 885.00 |
| 12/05/2025 | BACS 2741 | City of Lich Probus Club | CIVIC Mayor's Allowance - S Schafer | Ticket for Mayor's guest at Probus Charity Luncheon | 38.50 | 0.00 | 38.50 |
| 12/05/2025 | BACS 2742 | Emblem Print Products | ARTS/TOURISM Expenditure | Bespoke printed bags for Twinning Weekend | 514.00 | 102.80 | 616.80 |
| 12/05/2025 | BACS 2742 | Emblem Print Products | ARTS/TOURISM Expenditure | Bespoke printed pens for Twinning Weekend | 89.28 | 17.86 | 107.14 |
| 12/05/2025 | BACS 2742 | Emblem Print Products | ARTS/TOURISM Expenditure | Bespoke mini umbrellas for Twinning Weekend | 1,410.00 | 282.00 | 1,692.00 |
| 12/05/2025 | BACS 2742 | Emblem Print Products | BIRTHPLACE Stock for sale | Leather keyrings for sale | 334.08 | 66.82 | 400.90 |
| 12/05/2025 | BACS 2743 | Eastern Shires Purch Org | ADMIN Supplies & Services | Boxes of paper | 66.80 | 13.36 | 80.16 |
| 12/05/2025 | BACS 2744 | Heritage Books | BIRTHPLACE Stock for sale | Copies of 'Journey to Western Islands' | 101.32 | 0.00 | 101.32 |
| 12/05/2025 | BACS 2744 | Heritage Books | BIRTHPLACE Stock for sale | Copies of 'Dictionary of English Language' | 116.92 | 0.00 | 116.92 |
| 12/05/2025 | BACS 2744 | Heritage Books | BIRTHPLACE Stock for sale | Copies of 'Johnson on Savage' | 93.52 | 0.00 | 93.52 |
| 12/05/2025 | BACS 2744 | Heritage Books | BIRTHPLACE Stock for sale | Copies of 'Lives of the Poets' | 109.12 | 0.00 | 109.12 |
| 12/05/2025 | BACS 2744 | Heritage Books | BIRTHPLACE Stock for sale | Copies of 'Burney: Evelina' | 46.76 | 0.00 | 46.76 |
| 12/05/2025 | BACS 2745 | Jones Carving Consultancy | C I L Expenditure | Restoration of Richard Greene plaque | 227.00 | 45.40 | 272.40 |

| | | | | | | | |
|------------|-----------|--------------------------------|----------------------------------|---|-----------|----------|-----------|
| 12/05/2025 | BACS 2746 | Mayor & Sheriff's charity acct | CIVIC Events | Card receipts for Ceilidh less petty cash spend | 560.64 | 0.00 | 560.64 |
| 12/05/2025 | BACS 2746 | Mayor & Sheriff's charity acct | CIVIC Events | Card receipts for Sheriff's Show | 15.00 | 0.00 | 15.00 |
| 12/05/2025 | BACS 2747 | MZ Photography & Drone Svs | G/HALL Supplies/Services | Addition of photos to Guildhall virtual 3D tour | 345.00 | 69.00 | 414.00 |
| 12/05/2025 | BACS 2748 | Pioneer Roadshows | CIVIC Events | PA system for St George's Court | 325.00 | 0.00 | 325.00 |
| 12/05/2025 | BACS 2749 | Print & Digital of Lichfield | MARKET Supplies/Services | Weatherproof poster for market | 20.00 | 4.00 | 24.00 |
| 12/05/2025 | BACS 2750 | R Fathers | PARKS Other Repair/Maint | Stump removals at Heather Gardens | 550.00 | 0.00 | 550.00 |
| 12/05/2025 | BACS 2751 | Rhino Plumbing & Heating Svs | G/HALL Repair/Maint | Supply and replace Guildroom kitchen tap | 135.00 | 27.00 | 162.00 |
| 12/05/2025 | BACS 2751 | Rhino Plumbing & Heating Svs | G/HALL Repair/Maint | Drain tank and replace Whytmore immersion heater | 210.00 | 42.00 | 252.00 |
| 12/05/2025 | BACS 2751 | Rhino Plumbing & Heating Svs | G/HALL Repair/Maint | Repair leak on gents toilet | 55.00 | 11.00 | 66.00 |
| 12/05/2025 | BACS 2752 | Whittakers Embroidery Ltd | G/HALL Supplies/Services | LCC logo polo shirts and sweatshirts | 259.10 | 51.82 | 310.92 |
| 12/05/2025 | BACS 2753 | Woodhouse Green Nurseries | G/HALL Supplies/Services | Plants for planters outside Guildhall & Donegal Hse | 150.60 | 30.12 | 180.72 |
| 12/05/2025 | BACS 2754 | Steve Brown | BIRTHPLACE 3rd Party Sales | Proceeds of book sales to 27/04/25 | 52.00 | 0.00 | 52.00 |
| 12/05/2025 | BACS 2755 | A & JM Carroll | BIRTHPLACE 3rd Party Sales | Proceeds of book sales to 27/04/25 | 36.00 | 0.00 | 36.00 |
| 12/05/2025 | DDebit | British Telecommunications | HALLS Boley Hall | Broadband service at Boley Hall - April | 47.23 | 9.45 | 56.68 |
| 13/05/2025 | DDebit | Justice Fire and Security | BIRTHPLACE Repair/Maint | Maintenance & support of CCTV system to 7/5/26-1st qtr | 47.25 | 9.45 | 56.70 |
| 14/05/2025 | Debit | VE Day Market stall refunds | MARKET Misc. Income | VE Day Market stall fee card refund for cancelled place | 18.20 | 0.00 | 18.20 |
| 15/05/2025 | DDebit | British Gas | BIRTHPLACE Energy | Gas 22/3 - 19/4 | 256.11 | 12.80 | 268.91 |
| 15/05/2025 | DDebit | Elavon Digital Europe Ltd | ADMIN Supplies & Services | Hire of card machine - May | 19.00 | 3.80 | 22.80 |
| 15/05/2025 | DDebit | Elavon Digital Europe Ltd | MARKET Supplies/Services | Hire of card machine - May | 19.00 | 3.80 | 22.80 |
| 15/05/2025 | DDebit | MT Services Computer Sys | ADMIN Supplies & Services | IT support, antivirus, backups, Office 365 etc. - April | 978.26 | 195.65 | 1,173.91 |
| 15/05/2025 | DDebit | MT Services Computer Sys | BIRTHPLACE Supplies & Services | Monthly internet service - April | 45.00 | 9.00 | 54.00 |
| 15/05/2025 | DDebit | MT Services Computer Sys | DEM SERVICES Supplies & Services | Councillors' emails - April | 137.20 | 27.44 | 164.64 |
| 15/05/2025 | DDebit | MT Services Computer Sys | G/HALL Supplies/Services | Monthly internet service - April | 45.00 | 9.00 | 54.00 |
| 15/05/2025 | DDebit | Nat West | ADMIN Supplies & Services | Monthly online banking fee - May | 61.40 | 0.00 | 61.40 |
| 15/05/2025 | DDebit | NatWest Autopay | EMPLOYEE COSTS | Wages and salaries - May | 31,585.08 | 0.00 | 31,585.08 |
| 15/05/2025 | DDebit | Npower Ltd | ADMIN Donegal House Energy | Electricity - March | 340.99 | 68.20 | 409.19 |
| 15/05/2025 | DDebit | Npower Ltd | BIRTHPLACE Energy | Electricity - March (2nd account) | 77.55 | 3.88 | 81.43 |
| 15/05/2025 | DDebit | Npower Ltd | BIRTHPLACE Energy | Electricity - March (1st account) | 123.78 | 6.19 | 129.97 |
| 15/05/2025 | DDebit | Npower Ltd | G/HALL Energy | Electricity - March | 719.54 | 143.91 | 863.45 |
| 15/05/2025 | DDebit | Npower Ltd | MARKET Energy | Toilet Block electricity - March | 88.07 | 4.40 | 92.47 |
| 15/05/2025 | DDebit | Npower Ltd | MARKET Energy | Feeder Pillar electricity - March | 203.02 | 10.15 | 213.17 |
| 15/05/2025 | DDebit | Npower Ltd | PARKS Energy | Friary electricity - March | 23.15 | 1.16 | 24.31 |
| 15/05/2025 | DDebit | Npower Ltd | PARKS Energy | Clock Tower electricity - March | 46.31 | 3.27 | 49.58 |
| 16/05/2025 | DDebit | Francotyp-Postalia Ltd | ADMIN Tel/Postage | Franking machine rental 15/5 - 14/8 | 75.00 | 15.00 | 90.00 |
| 19/05/2025 | DDebit | British Telecommunications | ADMIN Tel/Postage | Broadband service May-July & April price increase | 136.27 | 27.25 | 163.52 |
| 19/05/2025 | DDebit | EE Ltd | G/HALL Supplies/Services | PA mobile - May | 14.89 | 2.98 | 17.87 |
| 19/05/2025 | DDebit | EE Ltd | G/HALL Supplies/Services | On-call mobile incl. extra picture message charge | 31.65 | 6.33 | 37.98 |
| 19/05/2025 | DDebit | EE Ltd | MARKET Supplies/Services | Markets mobile - May | 21.81 | 4.36 | 26.17 |
| 19/05/2025 | DDebit | EE Ltd | PARKS Other Repair/Maint | OSO mobile - May | 30.99 | 6.20 | 37.19 |
| 20/05/2025 | DDebit | Virgin Media Payments Ltd | ADMIN Tel/Postage | Phones/internet - April usage/ May rental | 128.72 | 25.74 | 154.46 |
| 20/05/2025 | DDebit | Water Plus Ltd | G/HALL Rates/Water | Used water & surface drainage 4/4 - 4/5 | 100.48 | 0.00 | 100.48 |
| 21/05/2025 | D Card | Amazon | ARTS/TOURISM Expenditure | Small bags for poppy seeds for Bug Hotel competition | 7.30 | 1.46 | 8.76 |
| 22/05/2025 | DDebit | NatWest Autopay | ADMIN Supplies & Services | Autopay Online fees - April payroll | 27.25 | 0.00 | 27.25 |
| 27/05/2025 | DDebit | Justice Fire and Security | G/HALL Repair/Maint | Maint & support of security alarms & CCTV to 27/5/26-1st qtr | 452.61 | 90.52 | 543.13 |
| 27/05/2025 | DDebit | Lichfield District Council | PARKS Contract Repair/Maint | Period 11/4 - 10/5 | 13,292.20 | 2,658.44 | 15,950.64 |
| 27/05/2025 | Debit | American Express Merch Svs | BIRTHPLACE Supplies & Services | American Express card transaction fee | 0.05 | 0.00 | 0.05 |
| 28/05/2025 | BACS 2756 | E A Barnes & Sons | MARKET Supplies/Services | 4 exchanges of covered skip - April | 360.00 | 72.00 | 432.00 |
| 28/05/2025 | BACS 2757 | Cannock Sound Hire | ARTS/TOURISM Expenditure | Supply picnic benches and tables for VE Day celebrations | 444.00 | 88.80 | 532.80 |
| 28/05/2025 | BACS 2758 | Darwin Electrical Services | BIRTHPLACE Repair/Maint | Refitting of emergency light | 40.00 | 8.00 | 48.00 |
| 28/05/2025 | BACS 2758 | Darwin Electrical Services | G/HALL Repair/Maint | Servicing and testing of fire alarms on 7/10/24 | 320.00 | 64.00 | 384.00 |
| 28/05/2025 | BACS 2758 | Darwin Electrical Services | G/HALL Repair/Maint | Servicing and testing of fire alarms on 5/2/25 | 320.00 | 64.00 | 384.00 |
| 28/05/2025 | BACS 2758 | Darwin Electrical Services | MARKET Repair/Maint | Call out 4/2 for electrical fault with Market Square bollards | 64.00 | 12.80 | 76.80 |
| 28/05/2025 | BACS 2758 | Darwin Electrical Services | MARKET Repair/Maint | Call out for no power in Market Block | 32.00 | 6.40 | 38.40 |

| | | | | | | | |
|------------|-----------|-----------------------------|--------------------------------------|--|-----------|----------|------------|
| 28/05/2025 | BACS 2759 | EHM Exterior Home Maint | MARKET Repair/Maint | Replace broken paving stones on Market Square | 205.00 | 41.00 | 246.00 |
| 28/05/2025 | BACS 2759 | EHM Exterior Home Maint | PARKS Other Repair/Maint | Fix in position the post at Netherstowe | 150.00 | 30.00 | 180.00 |
| 28/05/2025 | BACS 2759 | EHM Exterior Home Maint | PARKS Other Repair/Maint | Repair post at Stowe Pool | 45.00 | 9.00 | 54.00 |
| 28/05/2025 | BACS 2760 | FASS Solutions | ARTS/TOURISM Expenditure | Security for VE Day celebrations | 217.44 | 0.00 | 217.44 |
| 28/05/2025 | BACS 2760 | FASS Solutions | G/HALL Supplies/Services | Security for Annual Council and Mayor's Banquet | 193.28 | 0.00 | 193.28 |
| 28/05/2025 | BACS 2760 | FASS Solutions | G/HALL Supplies/Services | Security for Guildhall booking on 10/5/25 | 334.56 | 0.00 | 334.56 |
| 28/05/2025 | BACS 2760 | FASS Solutions | G/HALL Supplies/Services | Security for Guildhall booking on 4/5/25 | 278.80 | 0.00 | 278.80 |
| 28/05/2025 | BACS 2761 | Gale and Co. Ltd | BIRTHPLACE Supplies & Services | Restore & varnish 'Prospect of Lichfield' painting | 1,525.00 | 305.00 | 1,830.00 |
| 28/05/2025 | BACS 2761 | Gale and Co. Ltd | BIRTHPLACE Supplies & Services | Hanging of 2 paintings in Museum | 300.00 | 60.00 | 360.00 |
| 28/05/2025 | BACS 2762 | Gourmet Chef To Go Ltd | CIVIC Banquet Expenditure | Catering for Mayor's Banquet | 2,467.50 | 493.50 | 2,961.00 |
| 28/05/2025 | BACS 2763 | Green's Books Ltd | BIRTHPLACE Supplies & Services | Amendments to tools lists for Bookbinding exhibition | 45.00 | 0.00 | 45.00 |
| 28/05/2025 | BACS 2764 | Justice Fire and Security | G/HALL Supplies/Services | Portable fire extinguishers for Guildhall | 588.58 | 117.71 | 706.29 |
| 28/05/2025 | BACS 2765 | Imagin Products Ltd | ADMIN Supplies & Services | Staff photo ID badge and lanyard | 11.95 | 2.39 | 14.34 |
| 28/05/2025 | BACS 2766 | Keycraft | BIRTHPLACE Stock for sale | Kitten and egg jetball toys for sale | 90.16 | 18.02 | 108.18 |
| 28/05/2025 | BACS 2767 | Lance Media Group Ltd | BIRTHPLACE Adverts/promotion | Promotional feature in WI Yearbook 2025 | 90.00 | 0.00 | 90.00 |
| 28/05/2025 | BACS 2768 | Lichfield District Council | DEM SERVICES Cllr Expenses | Member standards training 1/4/25 | 447.50 | 89.50 | 537.00 |
| 28/05/2025 | BACS 2769 | Majestic Wine Warehouses | CIVIC Banquet Expenditure | Wine for Mayor's Banquet | 240.00 | 48.00 | 288.00 |
| 28/05/2025 | BACS 2770 | Midlands Cabling & IT Svs | ADMIN Supplies & Services | Cabling installation, Donegal House and Guildhall | 1,660.00 | 332.00 | 1,992.00 |
| 28/05/2025 | BACS 2771 | MT Services Computer Sys | R&R FUND Guildhall/Donegal Hs | Supply and installation of wifi booster in Donegal House | 878.75 | 175.75 | 1,054.50 |
| 28/05/2025 | BACS 2772 | Museums Association | BIRTHPLACE Supplies & Services | Museums Assoc membership 1/7/25-30/6/26 - standard VAT | 29.20 | 5.84 | 35.04 |
| 28/05/2025 | BACS 2772 | Museums Association | BIRTHPLACE Supplies & Services | Museums Assoc membership 1/7/25-30/6/26 - exempt VAT | 45.99 | 0.00 | 45.99 |
| 28/05/2025 | BACS 2772 | Museums Association | BIRTHPLACE Supplies & Services | Museums Assoc membership 1/7/25-30/6/26 - zero VAT | 137.97 | 0.00 | 137.97 |
| 28/05/2025 | BACS 2773 | Skyguard Ltd t/a PeopleSafe | G/HALL Supplies/Services | 1 year cover for PA lone worker safety to 17/4/26 | 171.13 | 34.22 | 205.35 |
| 28/05/2025 | BACS 2774 | R Fathers | PARKS Other Repair/Maint | Curborough CC - Reduce height of row of 10 conifers | 1,200.00 | 0.00 | 1,200.00 |
| 28/05/2025 | BACS 2775 | R Reid | CIVIC Mayor's Allowance-Pinder-Smith | Mayor Elect's tickets for Sheriff's Ride Greek Charity Night | 90.00 | 0.00 | 90.00 |
| 28/05/2025 | BACS 2776 | Rhodawn Ltd t/a Bookspeed | BIRTHPLACE Stock for sale | Various books for sale | 88.08 | 0.00 | 88.08 |
| 28/05/2025 | BACS 2776 | Rhodawn Ltd t/a Bookspeed | BIRTHPLACE Stock for sale | Bibliophile vases and jigsaws for sale | 68.98 | 13.79 | 82.77 |
| 28/05/2025 | BACS 2777 | The Rev. Petit Society | BIRTHPLACE Stock for sale | Various Petit books and booklets for sale | 150.00 | 0.00 | 150.00 |
| 28/05/2025 | BACS 2778 | Sparkle18 Ltd | BIRTHPLACE Supplies & Services | Cleaning in Museum - April | 735.70 | 147.14 | 882.84 |
| 28/05/2025 | BACS 2778 | Sparkle18 Ltd | G/HALL Supplies/Services | Cleaning in Guildhall and Donegal House - April | 898.61 | 179.72 | 1,078.33 |
| 28/05/2025 | BACS 2779 | A Wressell | G/HALL Lettings | Refund of breakages deposits for booking 10 May | 200.00 | 0.00 | 200.00 |
| 28/05/2025 | BACS 2780 | S Tiffin-McGuirk | G/HALL Lettings | Refund of breakages deposits for booking 4 May | 200.00 | 0.00 | 200.00 |
| 28/05/2025 | BACS 2781 | Vision ICT Ltd | ADMIN Supplies & Services | LCC website hosting and support, June 25 to June 26 | 245.00 | 49.00 | 294.00 |
| 28/05/2025 | BACS 2782 | HM Revenue & Customs Only | EMPLOYEE COSTS | Tax and NI contributions - May | 10,227.30 | 0.00 | 10,227.30 |
| 28/05/2025 | BACS 2783 | Staffordshire Pension Fund | EMPLOYEE COSTS | Pension Fund contributions - May | 10,304.47 | 0.00 | 10,304.47 |
| 28/05/2025 | DDebit | Water Plus Ltd | ADMIN Offices Rates/Water | Used water & surface drainage 12/4 - 12/5 | 25.02 | 0.00 | 25.02 |
| 29/05/2025 | DDebit | Corona Energy Retail 4 Ltd | Gas - Donegal 35% + Guildhall 65% | Gas - March (Last invoice of contract) | 1,114.18 | 222.84 | 1,337.02 |
| 30/05/2025 | DDebit | Nat West | ADMIN Supplies & Services | Bank charges 5 Apr to 2 May - current account | 30.99 | 0.00 | 30.99 |
| 30/05/2025 | DDebit | Regium Consulting Ltd | BIRTHPLACE Supplies & Services | Monthly service fee for digital donations box - May | 12.50 | 2.50 | 15.00 |
| | | | | | 98,177.94 | 7,266.53 | 105,444.47 |

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 May to 31 May 2025

| Date | Ref | Payee | Budget Head | Details | Nett | VAT | Gross |
|------------|--------|----------|---------------------------|---|--------|-------|--------|
| 19/05/2025 | 05528 | Cash | Various | Petty cash vouchers 8658 - 8679 | 264.52 | 32.43 | 296.95 |
| 29/05/2025 | 05529 | Cash | Various | Petty cash vouchers 8680 - 8698 | 228.09 | 39.29 | 267.38 |
| 30/05/2025 | DDebit | Nat West | ADMIN Supplies & Services | Bank charges 5 Apr to 2 May - imprest account | 7.25 | 0.00 | 7.25 |
| | | | | | 499.86 | 71.72 | 571.58 |