



Lichfield City Council

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

Tel: (01543) 250011 e-mail: townclerk@lichfield.gov.uk

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

23 September 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 **Tuesday, 30 September 2025** at **6.30 pm** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Town Clerk.

Yours sincerely

Anthony Briggs

Town Clerk

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

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **MAYOR'S ANNOUNCEMENTS**
3. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**
4. **COUNCIL MINUTES**
To confirm as a correct record the Minutes of the Council Meeting held on 23 July 2025 (Nos. 29-39) (**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 10 July 2025 to 25 September 2025, and made in the name of LCC via delegated authority, be received (**copies previously circulated**).
7. **TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2)**

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. GRANTS ADVISORY COMMITTEE

To consider the minutes and recommendations of the meeting of the Grants Advisory Committee held on 15 September 2025 (**APPENDIX 1**, attached). Members' particular attention is drawn to the recommendations to Council at minute numbers 17 and 18.

RECOMMENDED: That the minutes and recommendations of the meeting of the Grants Advisory Committee held on 15 September 2025 be adopted.

9. COMMERCIAL SERVICES COMMITTEE

To consider the minutes and recommendations of the meeting of the Commercial Services Committee (formerly Markets Working Group) held on 18 September 2025 (**APPENDIX 2**, attached). Members' particular attention is drawn to the recommendations at minutes numbers 18, 20 and 21. Minutes 20 and 21 refer to the creation of markets, utilising the council's powers under the Food Act Part III, to accommodate additional Christmas General Market trading for 2025 and future years, and for the future Vegan Market dates now these have been agreed with the contractor.

RECOMMENDED: That the minutes and recommendations of the meeting of the Commercial Services Committee held on 18 September 2025 be adopted.

10. CLIMATE CHANGE & BIODIVERSITY COMMITTEE

To consider the minutes and recommendations of the meeting of the Climate Change and Biodiversity Committee to be held on 25 September 2025 (to follow under separate cover as **APPENDIX 3**).

RECOMMENDED: That the minutes and recommendations of the meeting of the Climate Change & Biodiversity Committee held on 25 September 2025 be adopted.

11. FINANCIAL PROGRESS REPORT - 1 APRIL to 31 JULY 2025

This report (**APPENDIX 4**, attached) contains the financial progress for the period 1 April 2024 to 31 July 2025 and summarises the income and expenditure against budget for the service areas in the first four months (33%) of the financial year.

The report shows:

Column 1 – The actual income/expenditure to 31 July 2025

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

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

Column 4 – The Budget for 2025/26

Column 5 – The anticipated variance from budget

The next financial report (six months) is to be presented to the Audit Committee at its meeting of 3 December 2025 and then considered at council on 8 December 2025.

RECOMMENDED: That the Financial Progress Report be noted.

12. AUDIT OF ACCOUNTS 2024/25

To note the audit of accounts for the year ending 31 March 2025 was completed on 17 September 2025. The external auditor, Mazars, report states that:

On the basis of our review... in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Notice of Conclusion of Audit was published on 17 September 2025.

RECOMMENDED: That the report be noted.

13. OFFICERS' REPORT

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

RECOMMENDED: That the Report be noted.

14. PAYMENT OF ACCOUNTS

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

- 1 June 2025 to 30 June 2025 in the sum of £83,756.70 General Account and £899.51 Imprest Account.
- 1 July 2025 to 31 July 2025 in the sum of £130,936.04 General Account and £1,063.79 Imprest Account.

PUBLIC ATTENDANCE AT CITY COUNCIL MEETINGS

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

PUBLIC PARTICIPATION SESSION AT CITY COUNCIL MEETINGS

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

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

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

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Wednesday 23 July 2025 at 6.30pm

PRESENT: Councillors R Harvey-Coggins (Deputy Mayor, in the Chair), H Ashton, C Ball, J Blackman, R Bragger, J Christie, M Field, A Fox, C Greatorex, A Hughes, A Lax, J Madden, P McDermott, P Ray, D Robertson, E Strain, B Watkins and R Yardley.

APOLOGIES: Councillors J Anketell, D Baker, J Eagland, K Farrelly, P Knight, J Marshall, C Pinder-Smith, A Rushton, S Schafer, J Smith and M Warfield.

29 MAYOR'S ANNOUNCEMENTS

The Deputy Mayor detailed the events and functions she had attended which included a Tower Tour of St Mary's, Forest Schools event and the opening of a shop.

The Deputy Mayor also reminded Members of the School Uniform Bank event on Friday 29 August and asked for volunteers to help the Civic Officer.

30 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr J Blackman declared an interest in agenda item 9 (Minute 35) as he is a web designer, however as the creation of the two new micro sites are of no benefit to him or his company he remained in the room.

31 COUNCIL MINUTES

RESOLVED: That the Minutes of the Council Meeting held on 9 June 2025 (No.s 15-28) be confirmed and signed as a correct record.

32 MATTERS ARISING

None.

33 PLANNING COMMITTEE

Councillor C Greatorex noted how efficient the planning consultation process has been for the last five years since in person meetings were replaced by the digital circulation of plans and recommendations and commended the Administrative Officer for her diligent work.

RESOLVED: That comments submitted to Lichfield District Council for the period 30 May to 9 July 2025 and made in the name of LCC via delegated authority, be received

34 CLIMATE CHANGE AND BIODIVERSITY COMMITTEE

Members considered the minutes and recommendations of the Climate Change and Biodiversity Committee meeting held on 26 June 2025. Cllrs A Hughes and J Blackman thanked the Deputy Town Clerk for facilitating the 'Bug Hotels' competition, the winner of which will be announced shortly.

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

35 MARKETS WORKING GROUP

Members considered the minutes and recommendations of the Markets Working Group meeting held on 1 July 2025. The minutes included recommendations that the amended Terms of Reference be adopted and for the redesign of a new LCC website and creation of two micro sites for the Guildhall and Markets.

Cllr C Greateorex expressed concerns at the MWG being renamed the *Commercial Services Committee* and that this could preclude the attendance of Market Traders, commenting an additional sub committee should be set up instead.

Cllr A Hughes stated that the expansion of the committee to consider all commercial aspects of the Council was more effective and would be no additional burden on Officer time. Cllr R Bragger noted that during his year as Chair of the MWG no traders had ever attended the MWG. Cllr P McDermott added that the current Markets Officer had established a good dialogue with traders and any concerns raised were reported back to the committee.

RESOLVED:

- 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 [as per subsequent discussions to the meeting between the Council Leader and Chair of the Committee] instruct Vision ICT to prepare two microsites for the Guildhall and Markets, based on cost estimates received.***

36 MEMBERSHIP OF COMMITTEES

Following Cllr J Smith's request to step down from the MWG/Commercial Services Committee, Cllr H Ashton was suggested to replace him.

RESOLVED: *That the Council appoint Cllr H Ashton to replace Cllr J Smith on the Markets Working Group/Commercial Services Committee.*

37 FAIRTRADE

Members considered the Agenda report to renew Lichfield's Fairtrade status which lapsed in 2006, noting that the first stage is for the Council to resolve its commitment to Fairtrade. Cllr H Ashton thanked Cllr R Harvey-Coggins for her commitment to revitalise Lichfield as a Fairtrade City. Cllr R Harvey-Coggins and Cllr A Hughes stated that they would be approaching local community groups to encourage the setting up of a steering committee to organise Fairtrade events etc. as this could not be a Council led initiative.

Cllr A Fox commented that he supported Fairtrade but queried if there would be any financial liability for the Council in using Fairtrade products.

RESOLVED: *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.*

38 OFFICERS' REPORT

Cllrs C Ball and A Hughes commended the Open Spaces Officer on how attractive the Council's public Open Spaces looked, in particular the wild flowering and Heather Gardens.

Cllr A Hughes commended the Museums and Heritage Officer for the fantastic range of activities at the Samuel Johnson Birthplace and the new ways of encouraging members of the public to visit.

Cllr A Hughes also commended the Civic Officer and asked all Members to support the School Uniform Bank event on Friday 29 August.

Cllrs C Greateorex and J Blackman asked if the LCC website and Facebook statistics could be reported more clearly.

RESOLVED: That the report be noted.

39 PAYMENT OF ACCOUNTS

Cllr A Hughes noted the Samuel Johnson Birthplace advertisement costing £90.00 in the WI yearbook and asked if other advertisements for Council activities would be possible.

Councillor C Greateorex queried the cost of security at Council meetings and asked if all Councillors could be advised of further training courses being run by the SPCA.

RESOLVED: That payment of accounts be approved and confirmed for the periods:

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

**THERE BEING NO FURTHER BUSINESS
THE MAYOR DECLARED THE MEETING CLOSED AT 7.05PM**

MAYOR

For Council: 30 September 2025 APPENDIX 1

Lichfield City Council Minutes of the Meeting of the Grants Advisory Committee held via 'Zoom' at 6.00pm on Monday 15 September 2025

PRESENT: Councillors C Ball (Chair), H Ashton, D Baker, J Christie, A Hughes, P Knight and J Marshall [from minute 21].

APOLOGIES: Councillor R Yardley.

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

14. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

15. MINUTES AND MATTERS ARISING

RESOLVED: *That the minutes of the Grants Committee meeting held on 2 June 2025 be confirmed as a correct record [Minutes adopted by Council on 9 June 2025].*

16. GENERAL REVENUE GRANTS – 2025/26 BALANCES

It was noted that £13,646 remains in the 2025/26 General Grant fund.

17. GENERAL REVENUE GRANTS – REVIEW OF PRIORITIES

The Committee considered the current four priorities included within the grant application form. It was agreed to amend the current four priorities as set out below (new text in italics)

- Address issues around the cost of living crisis
- Tackle climate change and support actions towards achieving net zero
- Promote inclusivity across the city (e.g. benefit disadvantaged and marginalised groups, *or those suffering from isolation, such as older people*)
- Support and meet the needs of young people
- *Promote the cultural and creative life of the city*

RECOMMENDATION TO COUNCIL: *That the changes set out above be incorporated into the adopted Grants Policy and application form.*

18. GENERAL REVENUE GRANT REQUEST – LICHFIELD COMMUNITY SPORTS CLUB CIC (£1,800)

The Committee considered the grant application to provide places at their sports camps during the October half term. A report was also provided which set out the impacts of the grant awarded for the summer camps. Members were concerned that the availability of the places provided through this funding may not be widely publicised across the city, and asked the Town Clerk to discuss this further with the organiser.

RECOMMENDATION TO COUNCIL: *That a grant of up to £1,800 be made to Lichfield Community Sports Club CIC.*

19. GENERAL REVENUE GRANTS – 2026/27 MAIN FUNDING ROUND

The Committee noted the main funding round for 2026/27 is now open and that publicity would follow shortly. The Chair asked all members to note that the applications to this funding round will be considered by the committee at its meeting of 23 February 2026 at 6.30 pm; the meeting to be held *in person* in the Moulton Room, Guildhall.

RESOLVED: *That the report be noted.*

20. CIL MONIES RECEIVED, COMMITTED AND FORECAST

Members considered the agenda report which provided detail of completed and ongoing CIL funded projects. The current amount of CIL available for allocation being £25,270. Cllr D Baker emphasised that there are other sources of funding in the city, notably the Mary Slater Charity.

RESOLVED: *That the report be noted.*

21. CIL – GUIDELINES AND POLICY

Following discussions at the previous meetings, members considered the possibility of providing guidance to applicants as to the CIL projects the Committee would wish to consider. The existing CIL guidance from LDC was included as a discussion point, together with a brief report by the Town Clerk.

Queries arose as to the potential appropriateness of using CIL monies for a revenue spend that would enable a capital project; the Town Clerk to discuss further with LDC.

The Chair stated that the bullet point list in the report prepared by the Town Clerk broadly set out how CIL could be used, and that this should be added to the LCC website to assist those looking to apply for CIL. It was also agreed that the availability of CIL should be further publicised, perhaps as part of the upcoming press release following the planned visit to the Liberty Jamboree premises.

RESOLVED: *That the Town Clerk add the summary section of the CIL report provided for the agenda to the LCC website.*

22. CIL ALLOCATION UPDATES

Members considered the agenda report detailing progress with ongoing CIL funded projects. Cllr A Hughes enquired as to the Stowe Pool information boards, the Town Clerk confirming he had requested updates but received no response. Cllr H Ashton advised that he would raise the matter at the next meeting of the Friends of Lichfield Historic Parks.

RESOLVED: *That the report be noted.*

23. DATE AND TIME OF NEXT MEETING

Tuesday 25 November 2025 at 6pm. The meeting to be held via Zoom.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 6.45PM**

For Council: 30 September 2025 APPENDIX 2
--

Lichfield City Council

**Minutes of the Meeting of the Commercial Services Committee
held on Thursday 18 September 2025 in the Moulton room at 6.00pm**

PRESENT: Councillors J Blackman (Chair), H Ashton, D Baker, and S Schafer.

IN ATTENDANCE: S Thomas (Deputy Town Clerk), M Read (Markets Administrator) H Chatwin (Civic Officer), J Williams (Markets Officer).

APOLOGIES: Councillor R Bragger and P McDermott. H Winter (Guildhall Bookings Officer).

10. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

11. MINUTES OF PREVIOUS MEETING

RESOLVED: *The Minutes of the MWG meeting held on 1 July 2025 be confirmed as a correct record [Minutes adopted by Council on 23 July 2025].*

12. NEW GUILDHALL BROCHURE

Members noted the new Guildhall brochure. Councillor H Ashton enquired about the cost of the brochure and if permissions had been sought for the photographs and testimonials used. The Markets Administrator confirmed a cost of £2.30 per brochure. The Deputy Town Clerk commented that this was for a short print run due to the timings of the Wedding Fair and anticipated the subsequent cost of printing to be reduced in the future with larger print runs. It was confirmed that all permissions had been given and the relevant photographers credited.

RESOLVED: *That The new Guildhall brochure be noted.*

13. NEW MICRO WEBSITES FOR THE GUILDHALL AND MARKETS

Members considered the progression of the new Guildhall micro website and comments previously circulated via email. All Members agreed on the design concept and asked that the Deputy Town Clerk pass on their comments to Vison ICT. It was requested that the Micro Website be completed by early 2026.

RESOLVED: *That the amendments as discussed be communicated to Vison ICT via the Deputy Town Clerk.*

14. GUILDHALL UPDATE

Members considered the Guildhall Booking Officer's update report at **Agenda Appendix 1** noting the success of the recent Wedding Fair and requested that further Open Days be scheduled to highlight the versatility of the Guildhall. Officers were also asked to research the cost of an electronic A board to promote events at the Guildhall.

The Chair, Councillor J Blackman also confirmed that he would be spending time with the Guildhall Officer to better understand the room hire and booking process.

RESOLVED: *That the Guildhall Officers update be noted, further Guildhall Open days be arranged and the cost of an electronic A Board be reported back to the Committee.*

15. MARKETS UPDATE

Members considered the Market Officer's update report at **Agenda Appendix 2** noting the success of the recent Community Day and enquired if further dates were planned. Officers confirmed that a second Community Day was scheduled for 30 October, weather permitting.

Councillor S Schaffer was keen to explore further commercial uses of the Market Square, and it was agreed that these be discussed at subsequent meetings.

RESOLVED: That the Markets Officers update be noted.

16. VICTORIAN CHRISTMAS MARKET

Members noted the Chair and Market Officer's verbal update regarding the Victorian Christmas Market following a recent meeting with the LDC events team. It was confirmed that to date, LSD Events, (the company facilitating the Victorina Market) have not booked Minster Pool Walk and have been informed that the market square is not available for hire.

The Deputy Town Clerk and Markets Officer confirmed that they will continue to request that LDC works collaboratively with LCC to ensure LSD Events adheres to all stall plan requirements set out by LCC.

RESOLVED: That the update be noted and Committee Members be kept informed of any developments.

17. TRADER REPRESENTATIONS

Members considered the confidential representations from Traders at **Agenda Appendix 3**, and their concerns over the Victorian Christmas Market. Councillor D Baker asked that it be minuted that all LCC Traders have been reassured that the general markets will go ahead as planned on the dates of the Victorian Christmas Market and that the market square will not be available for hire. In addition, LSD Events will only be permitted to hire Minster Pool Walk on the previously agreed Terms & Conditions approved by Council.

RESOLVED: That the Traders comments be noted and the Markets Officer to report the Committees response to the Traders in writing.

18. RETROSPECTIVE FREE USE OF MARKET SQUARE AND MINSTER POOL WALK

Members agreed that due to the unusual circumstances and timings of the August Food Festival, to make a retrospective recommendation to Council granting Lichfield District Council free use of the Market Square and Minster Pool Walk for the August Food Festival, noting that the same courtesy may not necessarily be extended for future events.

RECOMMENDATION TO COUNCIL: That due to the unusual circumstances, Lichfield District Council be retrospectively granted free use of the Market Square and Minster Pook Walk for the August Food Festival only.

19. MEMEBRSHIP OF BIRMINGHAM CHAMBER OF COMMERCE AND LICHFIELD CHAMBER OF TRADE

Members noted that LCC is now a member of the Birmingham Chamber of Commerce and the Lichfield Chamber of Trade and the advertising rates for the Chamber of Commerce magazine as previously circulated via email by the Deputy Town Clerk. Members agreed that due to the costs, not to advertise in the Chamber of Commerce magazine but to use free advertising streams including those which are more local.

RECOMMENDED: That the report be noted.

20. VEGAN MARKET

Members were asked to make a recommendation to Council that a Market be established (utilising the Council's powers under the Food act Part III) on the following dates that have been agreed with the Vegan Market organiser.

2025 - 19 October, 14 December

2026 - 18 January, 15 March, 17 May, 19 July, 13 September, 18 October, 13 December.

RECOMMENDATION TO COUNCIL: That utilising its powers under the Food Act Part III, the Council creates markets on the dates listed above.

21. CHRISTMAS TRADING DAYS

Members noted a request from Traders that a market be created on the Monday of any given pre-Christmas week. This follows a similar Council resolution in 2023 when markets were created on the Wednesday and Thursday of any given pre-Christmas week.

The creation of the additional Market on the pre-Christmas Monday gives significant additional flexibility. It does not necessarily mean that a Market will take place on all the days that are available but does allow officers to consult with Traders and provide Markets on their preferred days in the festive season.

[Members are asked to note that Christmas Day will fall on a Thursday this year so the market will be closed on Friday 26 December (Boxing Day).]

RECOMMENDATION TO COUNCIL: That utilising its powers under the Food Act Part III, Council establishes an additional Christmas market to take place on the Monday of the pre-Christmas week in any given year.

22. DATE AND TIME OF NEXT MEETING

Dates to be circulated by the Deputy Town Clerk, noting that the next full Council meeting is on 8 December 2025.

23 ANY OTHER BUSINESS

Councillor H Ashton asked if Officers could research companies that may provide an Antiques Market and report their findings at the next committee meeting.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 7.19pm.**

For Council: 30 September 2025 APPENDIX 4

FINANCIAL SUMMARY REPORT - 1 APRIL to 31 JULY 2025

This report contains the financial progress for the period 1 April 2025 to 31 July 2025 and summarises the income and expenditure against budget in the first four months (33%) of the financial year and the year-end projected outturn. The report shows:

Column 1 – The actual income/expenditure to 31 July 2025

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

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

Column 4 – The budget for 2025/26

Column 5 – The anticipated variance from budget

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

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

<u>Net Expenditure</u>	£	£	£	£	£	
SERVICE AREAS	ACTUAL 4 MONTHS TO 31 JULY	FORECAST FOR REMAINING 8 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE	NOTES
Parks and Footpaths	98,370	190,358	288,728	273,982	14,746	1
Guildhall	30,093	104,832	134,925	141,786	-6,861	2
Community Centres	4,998	9,267	14,265	15,199	-934	
Markets	-1,485	1,914	429	3,615	-3,186	3
Civic	34,448	75,271	109,719	108,287	1,432	4
Grant Aid/Partnerships	58,454	20,262	78,716	77,474	1,242	
Arts/Tourism/Twinning	21,093	71,444	92,537	90,478	2,059	5
Johnson Birthplace Museum	54,634	117,967	172,601	176,020	-3,419	6
Democratic Services	52,441	122,687	175,128	176,067	-939	
Investment Interest	-9,161	-51,949	-61,110	-61,110	0	
Loan Charges	0	0	0	0	0	
Agency	-25,514	13,427	-12,087	-3,100	-8,987	7
TOTAL SERVICE COST	£318,371	£675,480	£993,851	£998,698	-4,847	8
Repairs and Renewals	23,572	12,903	36,475	36,493	-18	9
Community Infrastructure Levy (CIL)	-25,206	-20,711	-45,917	-9,846	-36,071	10
TOTALS	£316,737	£667,672	£984,409	£1,025,345	-£40,936	11

Explanatory Notes:

- Note 1: Includes a reduction in energy cost **£2,890**. Numerous pathway light column repair/replacement costs arising following E-on inspections as part of the 25-year PFI agreement. Repairs and resurfacing works, notably to Heather Gardens, where the decision was taken to resurface significant areas of pathway rather than continue a programme of isolated patching that would ultimately prove more expensive and unsightly **£18,180**
- Note 2: Includes a reduction in energy costs **£7,070** and Additional Security costs **£2,210**
- Note 3: Includes a reduction in NNDR/Energy costs **£2,800**
- Note 4: Includes additional security costs **£1,935**
- Note 5: Additional costs in relation to Twinning event funded from earmarked Reserve **£2,338**
- Note 6: Reduction in Energy costs **£1,890**
- Note 7: Additional sum received against budget **£9,264**
- Note 8: 0.5% underspend forecast across service heads**
- Note 9: 2025/26 Repairs and Renewals programme detailed in January 2025 council agenda. A brief update follows:
1. Repairs to Friary Wall – completed slightly under budget
 2. Quinquennial inspection Curborough CC, and fund for any relatively inexpensive but necessary repairs arising – report awaited from architects
 3. Donegal House cabling for digital phones etc – cabling complete, part invoiced in 2024/25 and part 2025/26. Costs arising from connection to the nearest BT inspection chamber are higher than anticipated due to blockages in the existing ducting. Work ongoing
 4. Birthplace Museum, installation of conservation blinds – completed on budget
- Forecast also includes for likely costs arising from professional support in preparing the tender for the Guildhall roof repairs.
- Note 10: Based on CIL received April 2025 and forecast for October 2025, with anticipated spend that follows recommendations from the Grants Advisory Committee and subsequent adoption by Council. Initial budgets are set based upon known allocations at the time and are therefore liable to significant change throughout the year as further allocations are made by Council, CIL projects are completed, or less/more CIL is received than forecast.
- Note 11: Overall 4% Underspend including R&R and CIL allocations. CIL is recorded separately in line with audit requirements and Repairs and Renewals spend funded from earmarked reserves

Four Month Income Summary:

	Actual 2024/25	Actual 2025-26	Budget 2025/26
Guildhall	£30,645	£32,341	£34,500
Markets	£39,185	£41,130	£40,520
Total	£69,830	£73,471	£75,020

For Council: 30 September 2025 APPENDIX 5

OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer

Lichfield City Council's 'Back to School' event returned on Friday 29 August and was once again well attended, with families braving the rain to take part. The event was created to help ease the financial burden of preparing for the new school year by providing free school uniforms, refreshments and free face painting for all children — adding a fun atmosphere to the afternoon for both children and adults! Lichfield's Town Crier, Adrian Holmes was also present to give a 'shout' about the afternoon.



The event was made possible thanks to the support of Lichfield City Council Officers, Councillors, volunteers and local businesses including Tesco Extra. Generous donations from residents included stationery and brand-new uniforms, purchased especially for the cause.

Cllr Ann Hughes, Deputy Leader of the Council, expressed her gratitude to everyone involved — from those who helped advertise in local shops, to residents who donated their pre-loved uniforms, and the officers who organised and distributed the donations on the day.

On Saturday 6 September, the Sheriff of Lichfield, Revd Ian Hayter, took part in the annual tradition that is the Sheriff's Ride. Led by the Clerk of the Course, Nick Sedgwick, the Sheriff, Revd Ian Hayter was applauded as he left the Guildhall on horseback.

The remainder of the event (organised by the Lichfield Shrievalty Association), went on to complete a full ride, starting at Freeford Manor, via Maple Hayes and back into the city accompanied by several horse riders & cyclists. They were later led by the Sword and Mace Bearers back into the city via The Close, where they were welcomed at the Cathedral, to toast the ride with a glass of sherry. The ride then continued via Dam Street and Market Street to the Guildhall.

The Sheriff's Ride is a tradition dating from 1553 when Queen Mary's Charter separated Lichfield from Staffordshire, making Lichfield 'a City and a County' with the right to appoint its own Sheriff. The Charter commanded the Sheriff to make a perambulation to inspect and enforce the city boundary each year. This year marks the 472nd Sheriff's Ride.

Pictured below, the Sheriff outside the Guildhall, preparing for the start of the Ride and, with the Dean of Lichfield, the Rt Revd Jan McFarlane and Revd Canon Andrew Stead at The Close later in the day.



The Sheriff said, “I am honoured to have taken part in the historic tradition that is the Sheriff’s Ride. It was a thoroughly enjoyable day that I will never forget. I would particularly like to thank the Clerk of the Course and Lichfield Shrievalty Association together with the landowners, along with officers of Lichfield City Council and many, many others who made this day so very special. The Sheriff’s Ride is one of the most historic events in Lichfield, long may it continue!”.

Pictured below, The Sheriff, together with the Sheriff’s Lady, Sally Hayter, and the City’s sword and mace bearers, outside Donegal House.



The Mayor & Sheriff’s first charity event of their civic year, a charity Quiz & Music evening takes place shortly after the deadline for this report. Preparations also continue for the Samuel Johnson Birthday Celebrations on Saturday 20 September. Both these events will be covered in the next officers’ report to council.

Arrangements are also continuing for the Remembrance Sunday Service on Sunday 9 November and the Mayor & Sheriff’s Charity Black & White Ball on Friday 21 November.

On Friday 12 September, the Mayor and Sheriff hosted the inaugural charity event of their civic year at the Guildhall. The Quiz & Music Evening was a great success, with over 100 attendees taking part. The quiz featured a variety of challenging rounds—including general knowledge, music, and local history—which kept everyone entertained throughout the night.

Special thanks go to Tom Burns of Pineapple Quizzes for hosting the quiz and to Farfeld, who joined us during the break for an hour of folk music, adding a wonderful atmosphere to an already fantastic evening.

The event raised over £1,600, with all proceeds going to the Mayor and Sheriff’s nominated charities. Photographs follow overleaf.



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

Spring Road (Site 8)

Reduction to large beech tree including crown lift and dead wood removal. Branches also lifted on adjacent birch.



Additional Signage – Various locations

Extra LCC 'no parking' signage has recently been added at several locations to deter parking on grass; Eastern Avenue (near Sports Club), St Chads, Beaconfields, Stafford Road and Furnival Crescent



St Michael's Churchyard (Site 60)

Various tree works to include:

- Around parking area - reduction of lime and Robinia trees found to be in decline, plus deadwooding of oaks and lime hanging over car park.
- Pollarding of oak tree to bring back into boundary line of pathway
- Cut down and eco-plug lime growing against house
- Crown lift of large lime over garden
- Ash tree in centre - all lower deadwood removed
- Mixed hawthorn and holly hedge running to rear of Southern Cross reduced in height, cut back both sides

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

- **Beaconfields (15D)** – Tree works completed at Swinfen Broun Road / Lillington Close, Yew trees - height reduction, crown lift and pruning back over pavement / road and garden. Lime and Robinia have been deadwooded
- **Heather Gardens (19B)** – Cherry Tree near roundabout reduced back from road to maintain clear view and clear lamp column. Replanting of heather beds scheduled this Autumn
- **Market Square** – Reduce and reshape lime trees, clear view for CCTV cameras
- **E.ON** – Recommended lighting column works are now complete along 4 LCC pathways. New Column placed at Masefield Close to Ivanhoe Rd (FP9) and Reeves Lane to St Chads Rd (FP22)
- **Playgrounds** – ROSPA annual playground inspections at Curborough, Lincoln Close and Stowe Croft
- **Festival Gardens (19C)** – Reduction of overgrown reeds along the watercourse and additional pest control measures introduced. Removal of saplings / foliage overgrowth around Franciscan View apartments.
- **Sheriff's Bridleway** - Clearance of Bridleway connecting Stafford Road to Cross in Hand Lane in preparation for Sherrif's Ride route.
- **Pool Walk (29)** - Epicormic growth removed from row of limes and cut back trees from property/ balcony. Two benches repainted at Speakers' Corner
- **Samuel Close (30)** – branches cut back to clear pathway

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

It has been a busy and successful summer at the Samuel Johnson Birthplace Museum, with attendants welcoming 2,056 visitors in August. This represents a 5% increase compared to the same period last year. The rise in visitor numbers reflects the continued appeal of the museum and the team's ongoing efforts to deliver engaging events, and high-quality visitor experiences.

Museum Attendants Sarah Dale and Kevin Lynch represented the Birthplace at a stall during Community Day on the Market Square (pictured), helping to raise awareness of the museum and its activities. Alongside public-facing work, the team is continuing to progress the museum's Accreditation Return.



Audience Consultation Project

The Birthplace has successfully secured funding for a new audience consultation project. The Opening Chapters project will run from September 2025 to March 2026. It will involve a series of workshops, focus groups, and in-gallery consultation designed to help staff better understand the needs, expectations, and barriers experienced by both existing and under-represented audiences. The findings will inform the development of future exhibitions, displays, and programming.

This project is supported using public funding from Museum Development Midlands (MDM) and Arts Council England.



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

Accessibility Audit

Museum Development Midlands (MDM) has confirmed that the Birthplace's expression of interest in the Open to All Accessibility Audit Programme has been successful. As part of the programme, MDM will generously provide an accessibility audit and training.

The audit will be carried out by Direct Access, recognised accessibility experts. It will include a site visit and a detailed report outlining clear, practical, and actionable recommendations. The accompanying training will equip Birthplace staff with the knowledge and skills needed to understand and implement the audit's findings effectively.

The team believes this expert-led audit will play a vital role in guiding the development of a meaningful and achievable access plan. It will help:

- Improve access to both the physical site and its interpretation
- Deepen engagement with existing audiences and local stakeholders
- Broaden our reach to underrepresented and new audiences

The team is committed to placing access at the heart of future planning and sees this audit as a crucial first step toward creating a more inclusive future for the museum.

Events at the Birthplace

Over the summer, volunteers Margery and Mandy, assisted by summer volunteer Trish, led a series of family craft sessions every Thursday, titled Summer Fun at Sam's House. These volunteer-led activities proved popular with families, attracting both new and repeat visitors. Their creativity and enthusiasm played a key role in enriching the visitor experience during the school holidays.

This September, the Birthplace will participate in Heritage Open Days, a nationwide celebration of history and culture. As part of the programme, Museum Attendants Christine Genders and Sarah Dale will lead free guided tours of the museum, and Christine will also host a special storytelling event. All events are free and bookable via the Birthplace website.

The storytelling event, Princes, Pagans, Saints and a Hidden Hoard, draws inspiration from the writings of the Anglo-Saxon scholar, the Venerable Bede. Focusing on local history, the stories explore the founding of Mercia, the tale of a hidden hoard, and the arrival of St Chad in Lichfield.

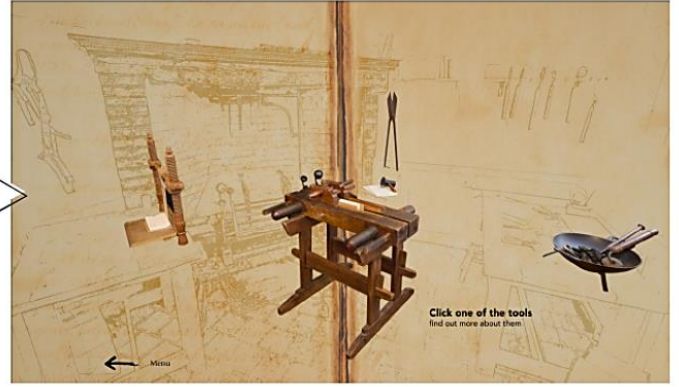
At the time of writing, the Birthplace team is preparing for the annual Samuel Johnson Birthday Celebrations. This year's programme includes an exciting new addition: living history in the Birthplace kitchen, presented by Historical Echoes. Visitors will have the opportunity to meet a historical interpreter who will share insights into 18th-century food and domestic life. As part of the experience, he will recreate and discuss recipes from *The Art of Cookery Made Plain and Easy* by Hannah Glasse (1708–1770), a best-selling cookbook first published in 1747.

Workroom Display – Tools of the trade

Designs are progressing well for a new touchscreen interactive called Tools of the trade, which will be part of the Workroom display.

The interactive focuses on the tools currently on display in the room. These are the types of tools that would have been used by Samuel Johnson's father in the early 1700s, when he worked as a bookseller.

When visitors reach this screen, an animation will play automatically. It changes the room image into an illustration and highlights the tools to show that they can be tapped. Tapping on a tool will take visitors to a new page with detailed images and information about how each one was used. The layout will follow the same structure as the rest of the touchscreen, helping to keep the experience clear and consistent. Design proofs are shown overleaf.



Improving Interpretation: Samuel Johnson and 18th-Century Lichfield

We have drafted a small set of temporary interpretation panels that place Samuel Johnson within the wider context of Lichfield in the 1700s.

There will be three panels in total. These are intended as a starting point, offering a brief introduction to life in the city during Johnson's lifetime and helping to broaden the story beyond his individual experience.

The aim is to use this content to encourage visitor feedback and spark ideas about what people would like to know more about, both in relation to Johnson and to 18th-century Lichfield more generally.

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

On Sunday 27 July the Market Square was used by Lichfield Pride who had activities and a small market.



Tuesday Market Update

There are currently three pitches available.



Of these three, M & S Renewables are covering two and Jeffs Football Memorabilia covering the other. Each trader will be asked to go permanent after a period of twelve weeks. The turnover of traders on the Tuesday market can be quite high, however the waiting list maintained by Officers is being used to fill gaps as they occur.



One of the casual traders, C&T Vinyl Records has decided to become a permanent trader on Tuesdays. In addition, Bloom & Bliss will be asked to become permanent next month to fill the bimonthly gap.

Unfortunately, on Tuesday 5 August a restricted market was held with due to the predicted high winds.

Friday Market Update



The Friday market remains full. Funky Foods has unfortunately left the Friday market but has been replaced with 3D Designs who have been waiting for a pitch to become available.

Applications are still being received from traders wanting to stand, in the meantime are being asked if they are willing to provide holiday and absence cover.

Saturday Market Update

The Saturday market also remains full.

Tipsy Treats has decided to stop trading due to other commitments but has expressed an interest in providing causal cover. The pitch has been replaced with a causal trader from the waiting list - Toiletries2U.

Vegan Market

The Vegan market usually operates on the third Sunday of the month. The dates below have now been confirmed for the remainder of 2025 and 2026

2025 - 19 January, 16 March, 18 May, 20 July, 14 September, 19 October and 14 December.

2026 - 18 January, 15 March, 17 May, 19 July, 13 September, 18 October and 13 December.

Producers' Market

The Producers Market, operated by CJ Events, held on the first Sunday of the month continues to be a popular market with customers. August saw a total of thirty traders standing with a variety of produce and gifts.



Food Festival, August 23- 25

The August Food Festival was taken under the control of LDC along with other city stakeholders, including LCC. The market team were heavily involved with the planning and preparation of the event and supported LDC Officers who had just six weeks to make the event happen. LCC officers were happy to pass on the benefit of their experience of planning large events and markets and attended all pre planning meetings. In addition, they produced a detailed stall plan for use on the day.

On Saturday, the event ran smoothly with both the Food Festival and General Market stalls reporting a good day of trading. On Sunday and Bank Holiday Monday the Market Square was used as a seating area, which proved popular with members of the public. Minster Pool Walk was also utilised for stalls on all three days without any issues.

Community Day



On Thursday 7 August the second Community Day of the year was held on the Market Square; the theme of this event was Mental Health and Well-being.

Several charities were invited to stand and talk about their work with each being interviewed by the Town Crier. A total of twenty-four charities took part including Andy's Man Club, Talking Newspapers and Dementia Care.

For the first time, members of the public were invited to 'Meet Your Local Councillor' which proved popular throughout the day.

For the younger visitors there was free face painting and colouring, plus a chance to have a go at being a Town Crier. Boswell Bear and the Bower Queen added to the fun and the Mayor, Cllr Claire Pinder Smith, met the stall holders and chatted to visitors. Morrisons and The Works kindly sponsored free gifts, whilst the LCC team gave away community day pens, Mayor Bears, and prizes for the Town Crier participants.

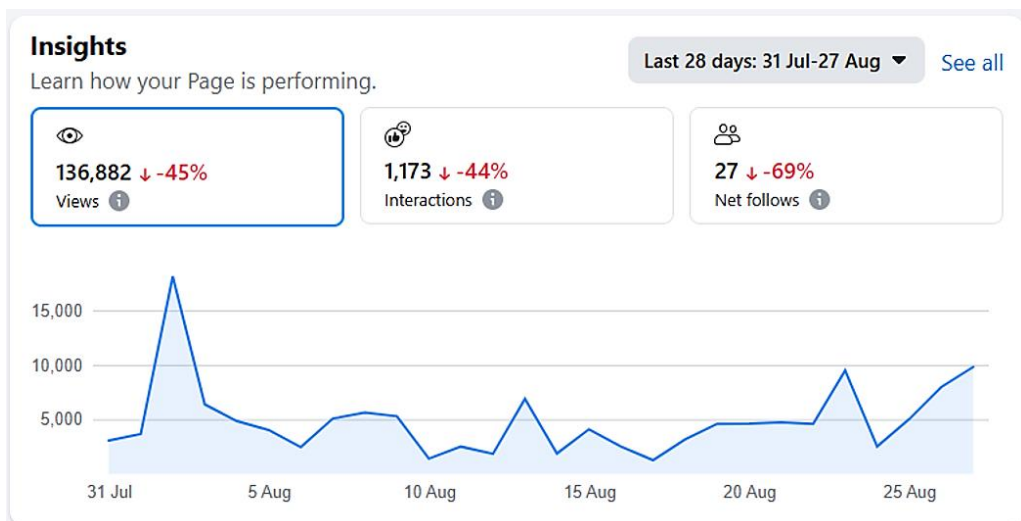
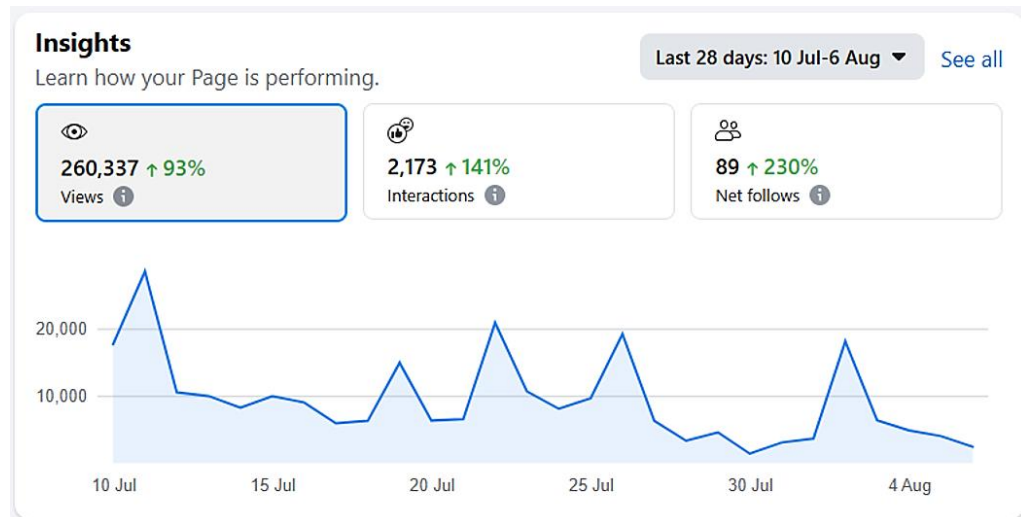
The background music, Pop Up Café by the Hub and sunny weather also ensured that the day was successful, attracting several positive comments.



Social Media

All social media platforms maintain a good following; however, Instagram requires more focus.

The statistics below show the number of followers and interaction for a 28-day comparison from July against August on Facebook.



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

During the summer months, some of our regular groups continued to meet, with Slimming World, U3A, Bridge, Lichfield Friendship Centre, Band Practice and Chess returning after their break.

Lichfield Arts started their autumn/winter session of concerts in September.

The Guildhall (Main Hall) diary is almost fully booked until the new year, with even a wedding ceremony/reception during the Christmas holidays. LDC/DWP are returning for a Jobs Fair, and a 'Wellbeing Festival' is booked; both events take place shortly after the deadline for this report.

During October, the Lichfield Society of Artists return with a 5-day exhibition in the Guildroom, U3A also have a special 'Showcase Day' and a Bible Exhibition is returning. There is also another art display in the Guildroom in November.

The Lichfield Chamber of Trade and Commerce have their Christmas Fayre booked in the Main Hall and Guildroom on 16 November – this is extremely well attended with people queuing to get in the building and a one-way system inside to manage the public.

All rooms have been used to hold various meetings, with 20 booked since my last report. In addition we have had bookings for 5 educational conferences and a public consultation.

The Old Prison Cells are due to close at the end of September and will be re-opened next spring.

Market Research have generated 5 bookings, mostly in the Guildroom. They have more bookings planned in the next few weeks.



Lichfield Festival used the Guildhall to hold some of their events during their recent Festival. This included Lesley Smith as Ann Boleyn (pictured), and the City of Lichfield Concert Band holding a concert.

Lesley's husband, Dr Gareth Williams, is booked in the Guildhall on 4 November as *The Witchfinder General*.

We have several Craft Fairs booked up to Christmas.

Recent private bookings include the Sheriff's Ride Banquet, an 80th Birthday Party, Golden Wedding Celebration, the back-to-school uniform event, and some exhibitions in the Guildroom – a VJ display over 3 days in August and another local display during Community Day, both organised by Clive Read. A Valuation Roadshow was also held in the Main Hall recently.

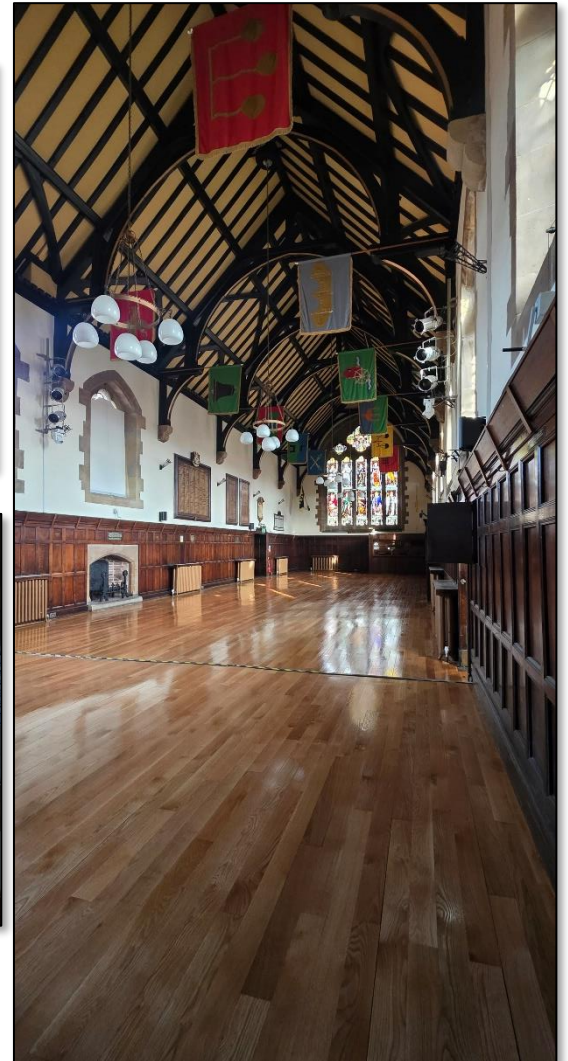
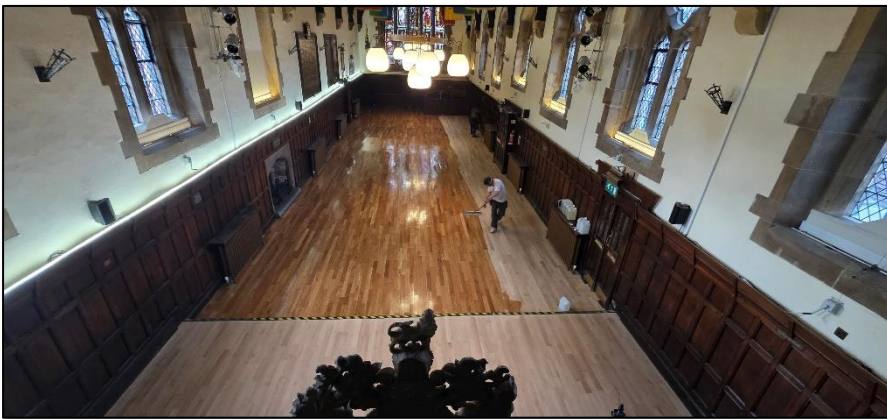
Future bookings up to Christmas include 4 Special Event Packages, another Book Extravaganza, the Johnson Supper and the Shrievalty Weekend.

On 31 August the Guildhall held its first **Wedding Fair**, which over 200 people attended. The first run of the new Guildhall brochure was provided at the event. The rooms were set up for Weddings and with stall holders displaying their items/businesses. Stephen Stack provided canapes and Lichfield Arts served drinks. Design-Elegance dressed the Guildroom and Main Hall.

Wedding music was supplied by Pioneer Roadshows, who will be returning to the Guildhall soon for a Wedding Reception. Other stall holders included a celebrant, bridal gowns, a photographer, cakes, a jeweller, skincare, flowers, hair and gifts. Atterburys (who trade on Lichfield market) decorated the Whytmore Room for us. Over 20 stalls attended or supplied services on the day



During August, the Guildhall Mian Hall floor was stripped, sanded and polished, which ensured it looked wonderful for the Wedding Fair. The photographs below show the floor during sanding, during the polishing process and when the work was completed.



Boley Park Community Hall

The bookings for Boley Park Community hall are increasing again after the summer holidays. A play scheme returned for 4 weeks during August and are booked back again in December. Lots of children's parties are being booked and other bookings include Craft Fairs and Stamp Fairs.

The accounts are now being prepared for the auditors following the end of the hall's financial year on 31 August.

6. Deputy Town Clerk: Sarah Thomas

The Deputy Town Clerk will be providing secretariat support at the meetings of the Commercial Services Committee (formerly the Markets Working Group) and the Climate Change and Bio Diversity Committee. Aside from preparing the Agenda each of these committees necessitates some stand alone project work for Members consideration. For example the Deputy Town Clerk is working with Vision ICT to create a new micro website for the Guildhall to be considered by the CS committee. Alongside this a new Guildhall brochure has been produced which it is hoped will provide some brand identity for the Council's commercial operations.

In addition the Deputy Town Clerk worked closely with the Guildhall's Booking Officer and Office Administrator to facilitate the Wedding Fair at the Guildhall on Sunday 31 August. The day was extremely successful and received several positive comments. The Deputy would like to commend all staff who worked so hard in the background to ensure the day was a success, particularly the Guildhall Premises Attendants, many of whom worked long shifts to move furniture and ensure the newly varnished floor in the main hall was dry in time.

Community Engagement

Aside from the aforementioned Wedding Fair a Community Day was held on the Market Square on Thursday 7 August, as highlighted in the Markets Officer's report.

On VJ Day, 15 August, Clive Read curated an exhibition in the Guildroom with pictures and memorabilia, much of it his own. The Town Crier promoted the exhibition around the City which attracted a good number of visitors. The Deputy Town Clerk would like to commend Clive Read for his hard work and diligence in putting together such an informative and comprehensive exhibition.



A further Community Day was scheduled for 4 September, however due to a Met Office forecast of thunderstorms, this was postponed until the October half term. However, an exhibition did take place in the Guildhroom by *Lichfield and Hatherton Canals Trust*, *Sandfields Pumping Station* and pictures of Lichfield in years gone by provided by *Your Probably From Lichfield If*, again under the watchful eye of Clive Read. Unfortunately, footfall was quite poor due to the intermittent heavy rain.



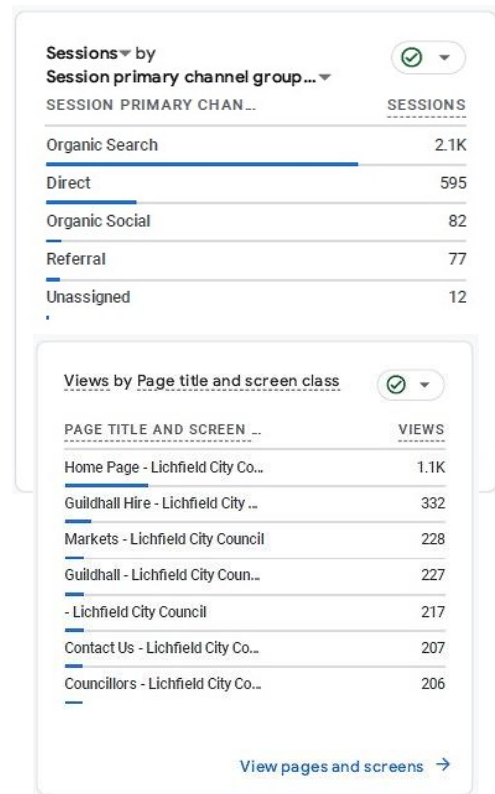
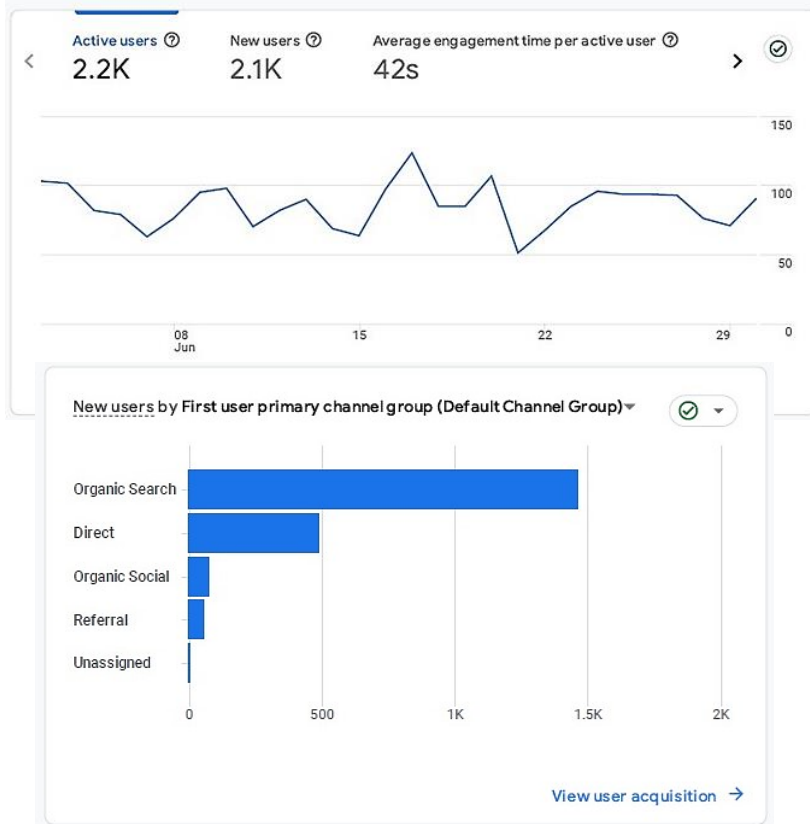
At all of the community events and the Wedding Fair, the Town Crier and Mace Bearer have been present in their regalia. Their presence provides a real spectacle and encourages members of the public to engage and discover more about the City Council. It is also an excellent opportunity to promote any forthcoming events. Many visitors ask for photographs and are thrilled when given the chance to ring the Town Crier's bell.

Preparations also continue for the Christmas Lights Switch On event on Sunday 23 November. Members will recall that the large screen and stage will once again be present and the Deputy Town Clerk has begun approaching businesses for sponsorship.

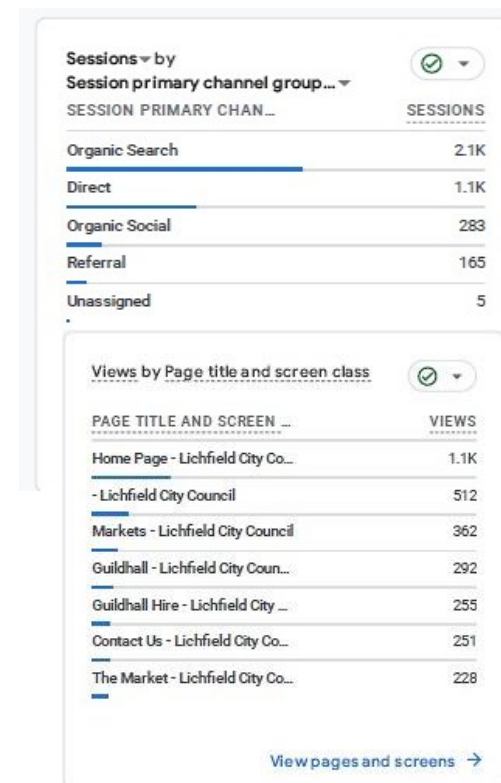
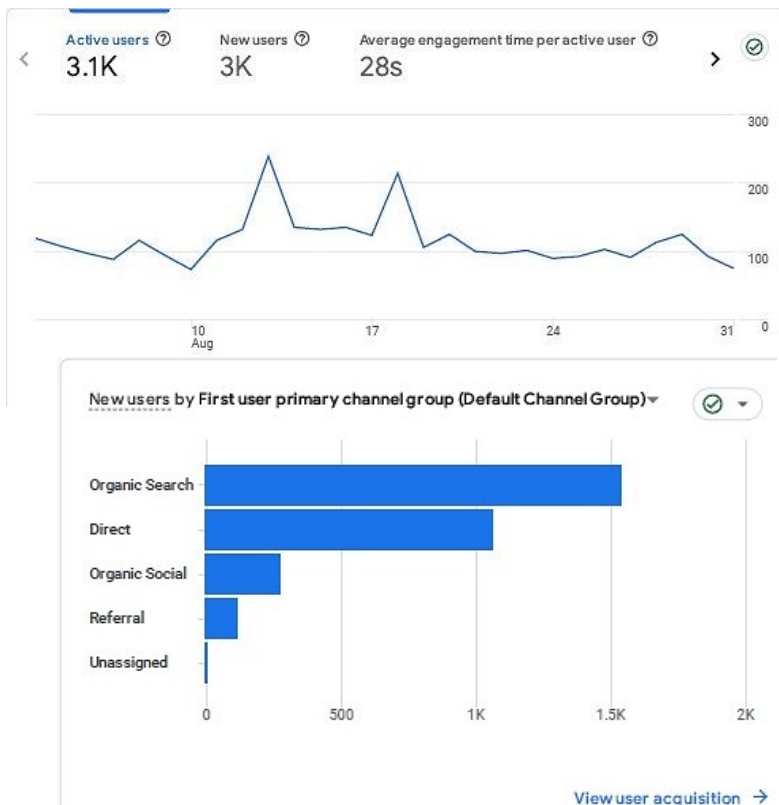
7. LCC Website Statistics

Previous reporting period (reported to members July 2025):

Reports snapshot



Current Reporting Period – to 31 August 2025:



For Council: 30 September 2025 APPENDIX 6

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 June to 30 June 2025

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
02/06/2025	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 25/26 - 3rd instalment of 10	973.00	0.00	973.00
02/06/2025	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 25/26 - 3rd instalment of 12	10.00	0.00	10.00
02/06/2025	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 25/26 - 3rd instalment of 10	574.00	0.00	574.00
02/06/2025	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 25/26 - 3rd instalment of 10	1,809.00	0.00	1,809.00
02/06/2025	Debit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Regium fee for contactless donations received in June	7.11	0.00	7.11
04/06/2025	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - May	22.77	0.00	22.77
04/06/2025	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - June	6.00	1.20	7.20
04/06/2025	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - May	132.76	0.00	132.76
04/06/2025	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - June	6.00	1.20	7.20
06/06/2025	Debit	American Express Merch Svs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.03	0.00	0.03
10/06/2025	DDebit	British Telecommunications	HALLS Boley Hall	Broadband service at Boley Hall - May	47.23	9.45	56.68
13/06/2025	DDebit	British Gas	BIRTHPLACE Energy	Gas 20/4 - 21/5	190.90	9.54	200.44
13/06/2025	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - June	31,944.37	0.00	31,944.37
16/06/2025	BACS 2784	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip - May	360.00	72.00	432.00
16/06/2025	BACS 2785	Baroco Limited	ADMIN Supplies & Services	Collection & confidential shredding of 2 bins, 28/5	50.00	10.00	60.00
16/06/2025	BACS 2786	Brownhill Hayward Brown	R&R FUND General	Architects for Friary Wall repairs and final certificate	822.50	164.50	987.00
16/06/2025	BACS 2787	Cattermole Group Ltd	G/HALL Supplies/Services	Service of 2 extractor fans in Guildhall kitchen	120.00	24.00	144.00
16/06/2025	BACS 2788	City Life in Lichfield	DEM SERVICES Publicity	City View in City Life, June issue	1,250.00	250.00	1,500.00
16/06/2025	BACS 2789	Cooper-Whyte Conservation	R&R FUND General	Repairs to Friary wall	9,409.08	1,881.82	11,290.90
16/06/2025	BACS 2790	EHM Exterior Home Maint	ADMIN Supplies & Services	New frame and fire rated glass for DH cellar window	380.00	76.00	456.00
16/06/2025	BACS 2790	EHM Exterior Home Maint	PARKS Other Repair/Maint	Netherstowe - Install additional post with concrete	100.00	20.00	120.00
16/06/2025	BACS 2790	EHM Exterior Home Maint	PARKS Other Repair/Maint	Curborough CC - Replace section & refix railings	80.00	16.00	96.00
16/06/2025	BACS 2790	EHM Exterior Home Maint	PARKS Other Repair/Maint	Various repairs and repainting of 21 benches	1,665.00	333.00	1,998.00
16/06/2025	BACS 2790	EHM Exterior Home Maint	PARKS Other Repair/Maint	Heather Gardens - Repaint railings	625.00	125.00	750.00
16/06/2025	BACS 2791	E.On Energy Solutions Ltd	C I L Expenditure	Stowe Pool - Install new light with heritage lantern	2,984.56	596.91	3,581.47
16/06/2025	BACS 2792	Eastern Shires Purch Org	ADMIN Supplies & Services	Boxes of paper and other stationery	152.05	30.41	182.46
16/06/2025	BACS 2793	FASS Solutions	CIVIC Events	Security for Court of Arraye	434.88	0.00	434.88
16/06/2025	BACS 2794	Heritage Books	BIRTHPLACE Stock for sale	Copies of 'Fortunes of Francis Barber'	93.52	0.00	93.52
16/06/2025	BACS 2795	Justice Fire and Security	BIRTHPLACE Repair/Maint	Upgrade of CCTV hard drive for longer playback	375.92	75.18	451.10
16/06/2025	BACS 2796	Liberty Jamboree	GRANTS General	Grant per council minute 21 of 9/6/25	1,714.00	0.00	1,714.00
16/06/2025	BACS 2797	Lichfield Lock & Key	G/HALL Repair/Maint	Adjust keep plate on back door	50.00	10.00	60.00
16/06/2025	BACS 2797	Lichfield Lock & Key	G/HALL Supplies/Services	Supply and fit combination lock to boiler room	167.84	33.57	201.41
16/06/2025	BACS 2798	Lichfield Society of Artists	GRANTS General	Grant per council minute 21 of 9/6/25	500.00	0.00	500.00
16/06/2025	BACS 2799	M R S Communications	ADMIN Supplies & Services	PABCIS fees for Storennet surveillance to 31/5/26	137.50	0.00	137.50
16/06/2025	BACS 2799	M R S Communications	MARKET Supplies/Services	PABCIS fees for Storennet surveillance to 31/5/26	137.50	0.00	137.50
16/06/2025	BACS 2800	MT Services Computer Sys	ADMIN Supplies & Services	Configuration of scanner on new photocopier	190.00	38.00	228.00
16/06/2025	BACS 2801	NACTSEW	CIVIC Sheriff's Allowance - I Hayter	Sheriff's membership of NACTSEW 25/26	10.00	0.00	10.00
16/06/2025	BACS 2802	Allen Necchi	CIVIC Supplies/Services	Update of Mayoral Boards for 25/26	280.00	0.00	280.00
16/06/2025	BACS 2803	Nisbets	G/HALL Supplies/Services	Glass jug and first aid supplies	24.01	4.80	28.81
16/06/2025	BACS 2804	QMin Restaurant Group Ltd	CIVIC Mayor's Allowance-Pinder-Smith	Mayor's tickets for QMin charity night	50.00	0.00	50.00
16/06/2025	BACS 2804	QMin Restaurant Group Ltd	CIVIC Sheriff's Allowance - I Hayter	Sheriff's tickets for QMin charity night	50.00	0.00	50.00
16/06/2025	BACS 2805	R Fathers	PARKS Other Repair/Maint	Cornfield Dr - Cut back trees & shrubs from car park	450.00	0.00	450.00
16/06/2025	BACS 2805	R Fathers	PARKS Other Repair/Maint	Bloomsbury Way - Fell 2 sycamores & other tree work	1,500.00	0.00	1,500.00

16/06/2025	BACS 2806	Vision ICT Ltd	BIRTHPLACE	Adverts/promotion	Final update to Museum website	75.00	15.00	90.00
16/06/2025	BACS 2807	Robert Yardley Photography	BIRTHPLACE	Supplies & Services	Photography for Workroom interpretation	189.00	0.00	189.00
16/06/2025	BACS 2808	Steve Brown	BIRTHPLACE	3rd Party Sales	Proceeds of book sales to 25/5/25	15.60	0.00	15.60
16/06/2025	BACS 2809	A & JM Carroll	BIRTHPLACE	3rd Party Sales	Proceeds of book sales to 25/5/25	21.00	0.00	21.00
16/06/2025	DDebit	MT Services Computer Sys	ADMIN	Supplies & Services	IT support, anti-virus, backups, Office365 etc.- May	978.26	195.65	1,173.91
16/06/2025	DDebit	MT Services Computer Sys	BIRTHPLACE	Supplies & Services	Monthly internet service - May	45.00	9.00	54.00
16/06/2025	DDebit	MT Services Computer Sys	DEM SERVICES	Supplies & Services	Councillors' emails - May	137.20	27.44	164.64
16/06/2025	DDebit	MT Services Computer Sys	G/HALL	Supplies/Services	Monthly internet service - May	45.00	9.00	54.00
16/06/2025	DDebit	Nat West	ADMIN	Supplies & Services	Monthly online banking fees - June	40.25	0.00	40.25
16/06/2025	DDebit	Npower Ltd	ADMIN	Donegal House Energy	Electricity - April	296.95	59.39	356.34
16/06/2025	DDebit	Npower Ltd	BIRTHPLACE	Energy	Electricity - April (2nd account)	70.39	3.52	73.91
16/06/2025	DDebit	Npower Ltd	BIRTHPLACE	Energy	Electricity - April (1st account)	99.19	4.96	104.15
16/06/2025	DDebit	Npower Ltd	G/HALL	Energy	Electricity - April	496.34	99.27	595.61
16/06/2025	DDebit	Npower Ltd	MARKET	Energy	Toilet Block electricity - April	70.19	3.51	73.70
16/06/2025	DDebit	Npower Ltd	MARKET	Energy	Feeder Pillar electricity - April	112.27	5.61	117.88
16/06/2025	DDebit	Npower Ltd	PARKS	Energy	Friary electricity - April	22.03	1.10	23.13
16/06/2025	DDebit	Npower Ltd	PARKS	Energy	Clock Tower electricity - April	46.52	3.25	49.77
17/06/2025	D Card	Amazon	CIVIC	Events	Mini packs of biscuits for events	17.99	0.00	17.99
17/06/2025	D Card	Amazon	G/HALL	Supplies/Services	Sterilising fluid and magnetic door catches	19.65	3.93	23.58
17/06/2025	D Card	Vanilla Wood Floors	G/HALL	Supplies/Services	Wood floor cleaner	68.00	13.60	81.60
17/06/2025	DDebit	EE Ltd	G/HALL	Supplies/Services	PA mobile - June	14.89	2.98	17.87
17/06/2025	DDebit	EE Ltd	G/HALL	Supplies/Services	On call mobile incl. picture message charge - June	31.65	6.33	37.98
17/06/2025	DDebit	EE Ltd	MARKET	Supplies/Services	Markets mobile - June	21.81	4.36	26.17
17/06/2025	DDebit	EE Ltd	PARKS	Other Repair/Maint	OSO mobile - June	30.99	6.20	37.19
17/06/2025	DDebit	Elavon Digital Europe Ltd	ADMIN	Supplies & Services	Hire of card machine - June	19.00	3.80	22.80
17/06/2025	DDebit	Elavon Digital Europe Ltd	MARKET	Supplies/Services	Hire of card machine - June	19.00	3.80	22.80
18/06/2025	D Card	Amazon	ADMIN	Supplies & Services	Flipchart paper and pens	17.14	3.43	20.57
19/06/2025	DDebit	Water Plus Ltd	G/HALL	Rates/Water	Used water & drainage 4/5-4/6 (& prior adjustment)	83.99	0.00	83.99
20/06/2025	D Card	Amazon	ADMIN	Supplies & Services	Anti-dust keyboard covers	29.94	6.00	35.94
20/06/2025	DDebit	Virgin Media Payments Ltd	ADMIN	Tel/Postage	Phones/ internet - May usage/ June rental	118.93	23.78	142.71
23/06/2025	D Card	Security Matters	ADMIN	Supplies & Services	Replace door guard for fire alarm door retention	95.60	19.12	114.72
24/06/2025	DDebit	NatWest Autopay	ADMIN	Supplies & Services	Autopay Online fee - May payroll	28.30	0.00	28.30
25/06/2025	DDebit	Lichfield District Council	PARKS	Contract Repair/Maint	Period 11/5 - 10/6	13,292.20	2,658.44	15,950.64
27/06/2025	DDebit	Justice Fire and Security	G/HALL	Repair/Maint	Maintenance of fire alarms to 25/9/25 - 4th qtr	144.69	28.93	173.62
27/06/2025	DDebit	Water Plus Ltd	ADMIN	Offices Rates/Water	Used water & surface drainage 12/5 - 12/6	25.56	0.00	25.56
30/06/2025	DDebit	Nat West	ADMIN	Supplies & Services	Bank charges 3 to 30 May - current account	26.64	0.00	26.64
30/06/2025	Debit	American Express Merch Svs	BIRTHPLACE	Supplies & Services	American Express card transaction fee	0.03	0.00	0.03
						<u>76,752.72</u>	<u>7,003.98</u>	<u>83,756.70</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 June to 30 June 2025

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
05/06/2025	BACS I48	Mr E J & Mrs J I Asbury	CIVIC Mayor's Allowance - S Schafer	The Commodes singers at Entertainment & Tea, March	100.00	0.00	100.00
05/06/2025	BACS I48	Mr E J & Mrs J I Asbury	CIVIC Sheriff's Allowance - C Wood	The Commodes singers at Entertainment & Tea, March	100.00	0.00	100.00
16/06/2025	BACS I49	Woodhouse Green Nurseries	ADMIN Supplies & Services	2 hanging baskets for Donegal House	87.00	17.40	104.40
16/06/2025	BACS I49	Woodhouse Green Nurseries	BIRTHPLACE Supplies & Services	4 hanging baskets for Museum	174.00	34.80	208.80
16/06/2025	BACS I49	Woodhouse Green Nurseries	G/HALL Supplies/Services	2 hanging baskets for Guildhall	87.00	17.40	104.40
23/06/2025	05530	Cash	Various	Petty cash vouchers 8699 - 8717	240.61	32.82	273.43
30/06/2025	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 3 to 30 May - imprest account	8.48	0.00	8.48
					797.09	102.42	899.51

LICHFIELD CITY COUNCIL - General Account Payment Schedule**From 1 July to 31 July 2025**

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
01/07/2025	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 25/26 - 4th instalment of 10	973.00	0.00	973.00
01/07/2025	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 25/26 - 4th instalment of 12	10.00	0.00	10.00
01/07/2025	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 25/26 - 4th instalment of 10	574.00	0.00	574.00
01/07/2025	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 25/26 - 4th instalment of 10	1,809.00	0.00	1,809.00
01/07/2025	DDebit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Monthly service fee for digital donations box - June	12.50	2.50	15.00
01/07/2025	Debit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Regium fee for contactless donations received in July	3.52	0.00	3.52
03/07/2025	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - June	22.57	0.00	22.57
03/07/2025	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - July	6.00	1.20	7.20
04/07/2025	BACS 2810	ACW Arb	PARKS Other Repair/Maint	Gaia Ln to Stowe Pool footpath-Remove deadwood from pine	450.00	90.00	540.00
04/07/2025	BACS 2811	AHGTC	CIVIC Supplies/Services	Guild of Town Criers membership 25/26 for A Holmes	30.00	0.00	30.00
04/07/2025	BACS 2812	D J Beadle	BIRTHPLACE Supplies & Services	Inspection and report on 3 museum clocks	80.00	0.00	80.00
04/07/2025	BACS 2813	City Environmental Servs	HALLS Curborough C Centre	Asbestos management survey at Curborough CC, 19 June	450.00	90.00	540.00
04/07/2025	BACS 2814	Darwin Electrical Services	ADMIN Supplies & Services	Supply & install additional sockets in Donegal House	985.26	197.05	1,182.31
04/07/2025	BACS 2814	Darwin Electrical Services	HALLS Boley Hall	Emerg. lighting test & works at Boley Hall (LCC reimbursed)	387.40	77.48	464.88
04/07/2025	BACS 2814	Darwin Electrical Services	MARKET Repair/Maint	Replacement of light fitting in Market Block kitchen	57.00	11.40	68.40
04/07/2025	BACS 2815	EHM Exterior Home Maint	G/HALL Repair/Maint	Remove debris & make new hopper cover to stop nesting	425.00	85.00	510.00
04/07/2025	BACS 2815	EHM Exterior Home Maint	PARKS Other Repair/Maint	Repairs and repainting of 2 further benches	150.00	30.00	180.00
04/07/2025	BACS 2815	EHM Exterior Home Maint	PARKS Other Repair/Maint	Heather Gardens - Repairs to stone wall	465.00	93.00	558.00
04/07/2025	BACS 2815	EHM Exterior Home Maint	PARKS Other Repair/Maint	Repairs to brickwork outside Boley Hall	475.00	95.00	570.00
04/07/2025	BACS 2816	E.On Energy Solutions Ltd	PARKS Other Repair/Maint	Wentworth Dr to Tamworth Rd footpath - Re-align lamppost	857.94	171.59	1,029.53
04/07/2025	BACS 2817	Eastern Shires Purch Org	G/HALL Supplies/Services	Cloakroom and cleaning supplies	298.90	59.78	358.68
04/07/2025	BACS 2818	FASS Solutions	G/HALL Supplies/Services	Security for Council meeting on 9 June	193.28	0.00	193.28
04/07/2025	BACS 2818	FASS Solutions	G/HALL Supplies/Services	Security for military dinner on 24 June	278.80	0.00	278.80
04/07/2025	BACS 2819	G Harrall Garden Maint	PARKS Other Repair/Maint	Stowe Croft - Root injection treatment	195.00	0.00	195.00
04/07/2025	BACS 2820	Harper Collins Publishers	BIRTHPLACE Stock for sale	Various Lichfield history books for sale	220.65	0.00	220.65
04/07/2025	BACS 2820	Harper Collins Publishers	BIRTHPLACE Stock for sale	Lichfield Pubs book for sale	9.59	0.00	9.59
04/07/2025	BACS 2821	Jaffe et fils Ltd	BIRTHPLACE Stock for sale	Turkey quill pens in various colours for sale	110.34	22.06	132.40
04/07/2025	BACS 2822	Lich Community Sports Club	GRANTS General	Grant per Council minute 21 of 9/6/25	3,000.00	0.00	3,000.00
04/07/2025	BACS 2823	Lich Museum Bowling Club	CIVIC Events	Donation to club charity fun day for annual bowls match	100.00	0.00	100.00
04/07/2025	BACS 2824	Literary Emporium Ltd	BIRTHPLACE Stock for sale	Various book-themed pin badges & brass bookmarks	177.00	35.40	212.40
04/07/2025	BACS 2825	Michael's Menswear Ltd	CIVIC Supplies/Services	Alterations to robes for Deputy Mayor and Sheriff	100.00	20.00	120.00
04/07/2025	BACS 2826	Nisbets	G/HALL Supplies/Services	Dishwasher rinse aid	15.98	3.19	19.17
04/07/2025	BACS 2826	Nisbets	MARKET Supplies/Services	Rubber matting for market	48.99	9.80	58.79
04/07/2025	BACS 2827	PHS Group	ADMIN Supplies & Services	Annual sanitary disposal to 31/7/26	41.60	8.32	49.92
04/07/2025	BACS 2827	PHS Group	BIRTHPLACE Supplies & Services	Annual sanitary disposal to 31/7/26	36.96	7.39	44.35
04/07/2025	BACS 2827	PHS Group	G/HALL Supplies/Services	Annual sanitary disposal to 31/7/26	62.40	12.48	74.88
04/07/2025	BACS 2828	Preservation Equipt Ltd	BIRTHPLACE Supplies & Services	Various conservation equipment for collections storage	114.40	22.88	137.28
04/07/2025	BACS 2829	Smith of Derby Ltd	PARKS Other Repair/Maint	Callout 17/6 to Clock Tower fault, check and reset	175.00	35.00	210.00
04/07/2025	BACS 2830	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in museum - May	803.01	160.60	963.61
04/07/2025	BACS 2830	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall & Donegal House - May	1,170.59	234.12	1,404.71
04/07/2025	BACS 2831	Staffs Parish Councils' Assoc	DEM SERVICES Cllr Expenses	'Councillor Development' training - Cllr Dean Robertson	35.00	7.00	42.00
04/07/2025	BACS 2832	The Art File	BIRTHPLACE Stock for sale	Various book-themed greeting cards for sale	66.42	13.32	79.74
04/07/2025	BACS 2833	Timeline Gifts Ltd	BIRTHPLACE Stock for sale	Quill pens and ink for sale	283.06	56.61	339.67
04/07/2025	BACS 2834	Tonks Brothers Tree Servs	PARKS Other Repair/Maint	Furnival Road - Removal of tree limb	130.00	26.00	156.00
04/07/2025	BACS 2835	Mr S E Brown	BIRTHPLACE 3rd Party Sales	Proceeds of booksales, 4 weeks to 22/6/25	9.33	0.00	9.33
04/07/2025	BACS 2836	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of booksales, 4 weeks to 22/6/25	19.00	0.00	19.00

04/07/2025	BACS 2837	HM Revenue & Customs	EMPLOYEE COSTS	Tax and NI contributions - June	10,282.29	0.00	10,282.29
04/07/2025	BACS 2838	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - June	10,338.87	0.00	10,338.87
04/07/2025	BACS 2839	HM Revenue & Customs	VAT Refunds	VAT payment due for May return	1,408.35	0.00	1,408.35
04/07/2025	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier usage Jan-Mar, rental Apr-Jun	148.22	29.64	177.86
04/07/2025	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - June	121.02	0.00	121.02
04/07/2025	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - July	6.00	1.20	7.20
08/07/2025	D Card	Eurooffice (UK) Ltd	ADMIN Supplies & Services	Self-laminating ID badges	20.62	4.13	24.75
09/07/2025	DDebit	Justice Fire and Security	HALLS Boley Hall	Maintenance of Boley alarms & CCTV to 2/4/26-2nd qtr	164.83	32.96	197.79
10/07/2025	Debit	American Express Merch Svs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.07	0.00	0.07
11/07/2025	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/internet - Usage Apr-Jun, rental Jun-Aug	133.59	26.72	160.31
11/07/2025	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/internet - Usage Apr-Jun, rental Jun-Aug	392.88	78.57	471.45
11/07/2025	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/internet - Usage Apr-Jun, rental Jun-Aug	559.22	111.84	671.06
11/07/2025	DDebit	British Telecommunications	HALLS Boley Hall	Broadband service at Boley Hall - June	47.23	9.45	56.68
14/07/2025	D Card	Amazon	ARTS/TOURISM Expenditure	Children's snap bracelets for Community Day	14.10	2.82	16.92
14/07/2025	D Card	Amazon	ARTS/TOURISM Expenditure	Mini bubble wands for Community Day	37.21	7.44	44.65
14/07/2025	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - May	296.86	59.37	356.23
14/07/2025	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - May (2nd account)	68.48	3.42	71.90
14/07/2025	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - May (1st account)	92.22	4.61	96.83
14/07/2025	DDebit	Npower Ltd	G/HALL Energy	Electricity - May	466.65	93.33	559.98
14/07/2025	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - May	50.47	2.52	52.99
14/07/2025	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - May	167.28	8.36	175.64
14/07/2025	DDebit	Npower Ltd	PARKS Energy	Friary electricity - May	22.76	1.14	23.90
14/07/2025	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - May	44.71	3.19	47.90
15/07/2025	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - July	19.00	3.80	22.80
15/07/2025	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - July	19.00	3.80	22.80
15/07/2025	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - July	33.05	0.00	33.05
15/07/2025	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - July	29,926.95	0.00	29,926.95
15/07/2025	DDebit	Total Energies	Gas - Donegal 35% + Guildhall 65%	Gas 30/4 - 31/5 (1st invoice from supplier)	463.92	92.78	556.70
15/07/2025	DDebit	Total Energies	Gas - Donegal 35% + Guildhall 65%	Gas - additional debit taken as payment on account	163.55	32.71	196.26
16/07/2025	DDebit	British Gas	BIRTHPLACE Energy	Gas 22/5 - 21/6 (estimated readings)	81.89	4.09	85.98
16/07/2025	DDebit	Justice Fire and Security	BIRTHPLACE Repair/Maint	Maint. of alarms & emerg. lighting to 12/1/26-3rd qtr	263.41	52.68	316.09
16/07/2025	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office 365 etc. - June	978.26	195.65	1,173.91
16/07/2025	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - June	45.00	9.00	54.00
16/07/2025	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - June	137.20	27.44	164.64
16/07/2025	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - June	45.00	9.00	54.00
17/07/2025	DDebit	EE Ltd	G/HALL Supplies/Services	PA mobile - July	14.89	2.98	17.87
17/07/2025	DDebit	EE Ltd	G/HALL Supplies/Services	On call mobile - July	30.99	6.20	37.19
17/07/2025	DDebit	EE Ltd	MARKET Supplies/Services	Markets mobile - July	21.81	4.36	26.17
17/07/2025	DDebit	EE Ltd	PARKS Other Repair/Maint	OSO mobile - July	30.99	6.20	37.19
18/07/2025	D Card	Ebay	ARTS/TOURISM Expenditure	Bubble fluid for Community Day	13.75	0.00	13.75
21/07/2025	DDebit	Virgin Media Payments	ADMIN Tel/Postage	Phones/internet - June usage/July rental	121.69	24.34	146.03
21/07/2025	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 4/6 - 4/7	96.00	0.00	96.00
22/07/2025	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - June payroll	27.95	0.00	27.95
23/07/2025	D Card	Events Industry Forum Ltd	ADMIN Supplies & Services	1 year subscription to Purple Flag Guide to Event Planning	25.00	5.00	30.00
24/07/2025	BACS 2840	E A Barnes & Sons	MARKET Supplies/Services	5 exchanges of covered skip - June	450.00	90.00	540.00
24/07/2025	BACS 2841	Mr S L Bevins	HALLS Darwin Hall	Roof inspection prior to solar panel installation	260.00	0.00	260.00
24/07/2025	BACS 2842	R C Brady (UK) Ltd	BIRTHPLACE Stock for sale	Leather bookmarks in various colours for sale	295.85	59.17	355.02
24/07/2025	BACS 2843	Clean All (Windows) Ltd	ADMIN Supplies & Services	Quarterly window cleaning - July	78.91	15.78	94.69
24/07/2025	BACS 2843	Clean All (Windows) Ltd	BIRTHPLACE Supplies & Services	Quarterly window cleaning - July	68.46	13.69	82.15
24/07/2025	BACS 2843	Clean All (Windows) Ltd	G/HALL Supplies/Services	Quarterly window cleaning - July	83.34	16.67	100.01
24/07/2025	BACS 2844	EHM Exterior Home Maint	MARKET Repair/Maint	Remove and relay paving slab on Market Square	50.00	10.00	60.00
24/07/2025	BACS 2844	EHM Exterior Home Maint	MARKET Repair/Maint	Repairs to Market Square anchor points	320.00	64.00	384.00
24/07/2025	BACS 2844	EHM Exterior Home Maint	PARKS Other Repair/Maint	Rememb Gdns & Speakers C - Prepare & paint 10 benches	750.00	150.00	900.00
24/07/2025	BACS 2844	EHM Exterior Home Maint	PARKS Other Repair/Maint	Netherstowe - New drop down post with metal box security	395.00	79.00	474.00
24/07/2025	BACS 2845	Emblem Print Products Ltd	ARTS/TOURISM Expenditure	Bespoke blue image pens for Community Day	86.00	17.20	103.20

24/07/2025	BACS 2845	Emblem Print Products Ltd	ARTS/TOURISM Expenditure	Bespoke orange image pens for The Big Lunch	86.00	17.20	103.20
24/07/2025	BACS 2846	E.On Energy Solutions Ltd	PARKS Other Repair/Maint	Masefield Cl to Ivanhoe Rd footpath - Replace lamppost	1,422.39	284.48	1,706.87
24/07/2025	BACS 2847	House of Logos Ltd	CIVIC Supplies/Services	250 Mayor Bear pin badges	407.50	81.50	489.00
24/07/2025	BACS 2848	Information Britain	MARKET Supplies/Services	Markets advert on Information Britain website 25/26	60.00	12.00	72.00
24/07/2025	BACS 2849	The Johnson Society	CIVIC Mayor's Allowance-Pinder-Smith	Deputy Mayor & Consort's tickets to Johnson Supper	90.00	0.00	90.00
24/07/2025	BACS 2850	Justice Fire and Security	BIRTHPLACE Repair/Maint	Supply & install basement fire door retainer	331.67	66.33	398.00
24/07/2025	BACS 2851	Lichfield Lock & Key Repairs	PARKS Other Repair/Maint	4 keyed-alike padlocks	116.08	23.22	139.30
24/07/2025	BACS 2852	Living Wage Foundation	ADMIN Supplies & Services	Renewal of accreditation as Living Wage Employer	141.00	28.20	169.20
24/07/2025	BACS 2853	Mayor & Sheriff's charity ac	PARKS Misc. Income	Donation of bottlebank recycling credit Q4 24-25	279.09	0.00	279.09
24/07/2025	BACS 2854	Mease Valley Parish News	BIRTHPLACE Adverts/promotion	Museum advert in Mease Valley Parish News	91.00	0.00	91.00
24/07/2025	BACS 2855	MODES Users Association	BIRTHPLACE Supplies & Services	Annual Wordpress hosting for collections website to 28/5/26	225.00	45.00	270.00
24/07/2025	BACS 2856	Nisbets	G/HALL Supplies/Services	First aid supplies	6.29	1.25	7.54
24/07/2025	BACS 2857	PPL PRS Ltd	G/HALL Lettings	Music licence for bookings 21/3/25 - 5/4/25	183.42	36.68	220.10
24/07/2025	BACS 2858	R Fathers	PARKS Other Repair/Maint	Pool Walk - Remove epicormic growth on 10 lime trees	350.00	0.00	350.00
24/07/2025	BACS 2858	R Fathers	PARKS Other Repair/Maint	Pool Walk - Cut back 2 limes from property	500.00	0.00	500.00
24/07/2025	BACS 2859	Rhino Plumbing & Heating	G/HALL Repair/Maint	Supply & replace side entry fill valve to ladies toilet	104.20	20.84	125.04
24/07/2025	BACS 2859	Rhino Plumbing & Heating	G/HALL Repair/Maint	Supply & replace fill valve to second ladies toilet	104.20	20.84	125.04
24/07/2025	BACS 2860	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum - June	814.32	162.86	977.18
24/07/2025	BACS 2860	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall & Donegal Hse - June	1,068.80	213.76	1,282.56
24/07/2025	BACS 2861	Staffs Parish Councils' Assoc	DEM SERVICES Cllr Expenses	Training course on chairmanship - Cllr Harvey-Coggins	35.00	7.00	42.00
24/07/2025	BACS 2861	Staffs Parish Councils' Assoc	DEM SERVICES Cllr Expenses	Training course on planning - Cllr Robertson	35.00	7.00	42.00
24/07/2025	BACS 2862	Staffs Signs & Graphics	ARTS/TOURISM Expenditure	Bespoke bunting for Community Days	215.00	43.00	258.00
24/07/2025	BACS 2863	Sun-X (United Kingdom) Ltd	R&R FUND Birthplace	Manufacture & install 24 conservation roller blinds	6,000.00	1,200.00	7,200.00
24/07/2025	BACS 2864	D Moss t/a Trading Faces	ARTS/TOURISM Expenditure	Face painting artists for Community Day, 7 Aug	520.00	0.00	520.00
24/07/2025	BACS 2864	D Moss t/a Trading Faces	CIVIC Mayor's Allowance-Pinder-Smith	Face paint artist for school uniform event, 29 Aug	130.00	0.00	130.00
24/07/2025	BACS 2865	D O'Neill	G/HALL Lettings	Refund of kitchen breakages deposit	100.00	0.00	100.00
24/07/2025	BACS 2866	HM Revenue & Customs	EMPLOYEE COSTS	Tax and NI contributions - July	9,779.18	0.00	9,779.18
24/07/2025	BACS 2867	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - July	10,048.90	0.00	10,048.90
25/07/2025	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/6 - 10/7	13,292.20	2,658.44	15,950.64
28/07/2025	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 12/6 - 12/7	23.53	0.00	23.53
28/07/2025	Debit	American Express Merch Svs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.13	0.00	0.13
29/07/2025	DDebit	Land Registry	ADMIN Supplies & Services	Land Registry search fee	7.00	0.00	7.00
29/07/2025	DDebit	Water Plus Ltd	BIRTHPLACE Rates/Water	Used water & surface drainage 14/4 - 14/7	41.23	0.00	41.23
31/07/2025	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 31 May to 4 Jul - current account	29.61	0.00	29.61
31/07/2025	DDebit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Monthly service fee for digital donations box - July	12.50	2.50	15.00
					<u>122,849.52</u>	<u>8,086.52</u>	<u>130,936.04</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 July to 31 July 2025

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
10/07/2025	05531	Cash	Various	Petty cash vouchers 8718 - 8741	235.21	30.19	265.40
10/07/2025	05532	Cash	Various	Birthplace petty cash vouchers SJ0221 - SJ0236	180.75	16.07	196.82
18/07/2025	BACS I50	Lichfield District Council	MARKET Supplies/Services	Annual premises licence for Market Square to 20/7/26	295.00	0.00	295.00
29/07/2025	05533	Cash	Various	Petty cash vouchers 8742 - 8758	254.58	44.78	299.36
31/07/2025	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 31 May to 4 Jul - imprest account	7.21	0.00	7.21
					<u>972.75</u>	<u>91.04</u>	<u>1,063.79</u>