

Lichfield City Council

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

1 December 2025

Public

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield on **Monday, 8 December 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 30 September 2025 (Nos 40 - 51) (**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 26 September 2025 to 4 December 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. JOHNSON BIRTHPLACE ADVISORY COMMITTEE

To consider the minutes and recommendations of the Johnson Birthplace Advisory Committee meeting held on 4 November 2025 (**APPENDIX 1, attached**). Members' particular attention is drawn to recommendations to Council at minute number 4.

RECOMMENDED: That the Minutes and recommendations of the meeting of the Johnson Birthplace Advisory Committee held on 4 November 2025 be adopted.

9. COMMERCIAL SERVICES COMMITTEE

To consider the minutes and recommendations of the meeting of the Commercial Services Committee held on 10 November 2025 (**APPENDIX 2, attached**). Members' particular attention is drawn to recommendations to council at minute numbers 32 and 35, and Appendix A to the minutes.

RECOMMENDED: That the minutes and recommendations of the meeting of the Commercial Services Committee held on 10 November 2025 be adopted.

10. GRANTS ADVISORY COMMITTEE

To consider the minutes and recommendations of the meeting of the Grants Committee held on 25 November 2025 (**APPENDIX 3, attached**). Members' particular attention is drawn to the recommendations to council at minute numbers 28,29, 31,32,33,34 and 35.

RECOMMENDED: That the minutes and recommendations of the meeting of the Grants Advisory Committee held on 25 November 2025 be adopted.

11. AUDIT COMMITTEE

To consider the minutes and recommendations of the meeting of the Audit Committee held on 3 December 2025 (to follow under separate cover as **APPENDIX 4**). Members' particular attention is drawn to any recommendations to council arising from these discussions.

RECOMMENDED: That the minutes and recommendations of the Audit Committee meeting held on 3 December 2025 be adopted.

12. POLITICAL AFFILIATIONS

Council is asked to note the following:

- Councillor J Anketell resigned from the Labour Party and became a Green Party Councillor in September 2025
- Councillor S Schafer resigned from the Labour Party and became an Independent Councillor in November 2025

As a result of the above, the political balance of the Council is Labour (13), Conservative (6), Liberal Democrat (6), Reform UK (2), Green Party (1), Independent (1).

The City Council is currently under no overall control.

This agenda item also allows for discussion as to any desired changes in committee membership that may arise from these developments.

RECOMMENDED: That the report be noted, and any desired changes to Committee memberships be discussed and voted upon.

13. FINANCIAL PROGRESS REPORT - 1 APRIL to 30 SEPTEMBER 2025

This report (**APPENDIX 5, attached**) contains the financial progress for the period 1 April 2025 to 30 September 2025 and summarises the income and expenditure against budget for the service areas in the first six months (50%) of the financial year.

The report shows:

Column 1 – The actual income/expenditure to 30 September 2025 (50% of full year)

Column 2 – The forecast of expenditure for the remaining six 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

RECOMMENDED: That the Financial Progress Report be noted.

14. REVIEW OF EXTENDED LEAVE OF ABSENCE

At the October 2024 meeting of Council, members granted a request for a period of extended leave of absence made by Cllr A Lax. A request for an extension was granted in June 2025, with a review date set for December. Cllr Lax has advised that on expiry of the current dispensation she does not wish to make a request for further extension.

RECOMMENDED: Council to confirm that the dispensation granted to Cllr Lax (firstly in October 2024 and extended in June 2025) be withdrawn from the date of this meeting due to no longer being required.

15. OFFICERS' REPORT

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

RECOMMENDED: That the Report be noted.

16. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 7**) for the periods:

- 1 August 2025 to 31 August 2025 in the sum of £91,049.95 General Account, and £9.45 Imprest Account.
- 1 September 2025 to 30 September 2025 in the sum of £142,194.25 General Account, and £1,553.18 Imprest Account.

17. EXCLUSION OF THE PRESS AND PUBLIC

To Resolve: That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business next to be transacted, the public and press be excluded from the Meeting.

18. STAFFING COMMITTEE

To consider the recommendations of the Staffing Committee meeting held on 6 November 2025 (**APPENDIX 8**, attached for members). Among other matters, the Committee discussed implications of the recent Real Living Wage increase. Members' particular attention is drawn to recommendations to Council at minute numbers 4, 5, 6 and 7.

RECOMMENDED: That the minutes and recommendations of the meeting of the Staffing Committee held on 6 November 2025 be adopted.

19. RECRUITMENT – RESPONSIBLE FINANCIAL OFFICER

To consider the Town Clerk's confidential report at **APPENDIX 9** (attached for members).

RECOMMENDED: Council confirm its desire to recruit to the role of Responsible Financial Officer as set out in the draft job description and person specification as informally approved by members of Staffing Committee and the Leader and Deputy Leader of LCC.

20. GUILDHALL ROOF REPAIRS

To consider the Town Clerk's confidential report at **APPENDIX 10** (attached for members).

RECOMMENDED: That the tender for the Guildhall roof repairs, submitted by Messenger Construction Ltd and recommended by the City Council's professional advisors, be accepted.

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PUBLIC ATTENDANCE AT CITY COUNCIL MEETINGS

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

PUBLIC PARTICIPATION SESSION AT CITY COUNCIL MEETINGS

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

1. The public participation session will usually be held after the seventh item on the agenda – this will usually be about 5 to 10 minutes into the meeting.
2. The public participation session will last for up to 15 minutes at which residents of the city can ask the Council a question (or make a statement)
3. You must give advance notice **not later than NOON** on the day of the meeting, with brief details of the statement / question to be asked – we need to know what your question is so that we can provide as full an answer as possible. Forms are available and we would ask you to call in person at the Council Offices at Donegal House, Bore 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 Tuesday 30 September 2025 at 6.30pm

PRESENT: Councillors C Pinder-Smith (Mayor), J Anketell, H Ashton, J Blackman, R Bragger, J Christie, J Eagland, C Greatorex, P Knight, A Lax, J Madden, J Marshall, P Ray, D Robertson, A Rushton, S Schafer, J Smith, E Strain, M Warfield, B Watkins, and R Yardley.

APOLOGIES: Councillors D Baker, C Ball, K Farrelly (pregnancy related medical appointment), A Fox, R Harvey-Coggins, A Hughes, and P McDermott.

40 MAYOR'S ANNOUNCEMENTS

The Mayor detailed the events and functions she had attended since the last meeting of the Council which included the Sheriff's Ride and the conference of National Association of City and Town Sheriffs of England and Wales (NACTSEW) which it was Lichfield's privilege to host. The Mayor took the opportunity to thank the Sheriff and the Ride committee for making both events so memorable.

The Mayor also thanked officers for their work to facilitate Community Day, the Guildhall Wedding Fair and the Mayor and Sheriff's Quiz night which raised £1,600 for their chosen charities.

In addition the Mayor attended Proms in the Park, the Battle of Britain memorial, and Rock of Ages at the Garrick theatre.

41 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

42 COUNCIL MINUTES

Councillor H Ashton requested that **minute 37, Fairtrade** be corrected to reflect that Councillor R Harvey-Coggins and Councillor H Ashton were approaching the local community to set up a steering committee for Fairtrade.

RESOLVED: *That subject to the above correction the Minutes of the Council Meeting held on 23 July 2025 (No's 29-39) be confirmed and signed as a correct record*

43 MATTERS ARISING

None.

44 PLANNING COMMITTEE

RESOLVED: *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.*

45 GRANTS ADVISORY COMMITTEE

Councillor C Greatorex welcomed the update to the priorities of the Grants Policy and application form and asked if there had been any further updates regarding the Stowe Pool Information Boards. The Town Clerk replied that a response from LDC was still awaited and

that Councillor H Ashton would raise this at the next meeting of the Friends of Lichfield Historic Parks, which had not taken place yet.

Councillor J Christie informed Members that the Grants Advisory Committee had discussed the application from Lichfield Community Sports Club and that the organisation had been made aware that the Grant awarded should not be viewed as a regular source of income.

Councillor J Christie also asked Members to raise awareness that applications for the General Grant funding are now open.

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

46 COMMERCIAL SERVICES COMMITTEE

Councillor J Blackman commended Officers for facilitating the Guildhall Wedding Fair and asked that Market Traders be reassured of the Committees support when other operators held events in the City. Councillor R Bragger commended the Markets Officer and Markets Administrator for the smooth operation of the markets.

Councillor C Greatorox enquired as to the cost of joining the Birmingham Chamber of Commerce and welcomed the additional trading days over the festive season. Councillor J Blackman confirmed the cost to join the Birmingham Chamber of Commerce was £500 per year.

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

47 CLIMATE CHANGE AND BIODIVERSITY COMMITTEE

Members considered the minutes of the Climate Change and Biodiversity Committee meeting held on 25 September 2025.

RESOLVED: That the Minutes of the Climate Change and Biodiversity Committee meeting held on 25 September 2025 be adopted.

48 FINANCIAL PROGRESS REPORT- 1 APRIL TO 31 JULY 2025.

Members considered the Financial Progress report at **Agenda Appendix 4.**

Councillor J Marshall commended Officers for their accuracy in the report and maintaining good financial controls.

Councillor C Greatorox sought clarification on Agency payments. The Town Clerk confirmed that this was the monies received from SCC for the grass cutting of the verges.

RESOLVED: That the Financial progress report, 1 April to 31 July 2025 be noted. .

49 AUDIT OF ACCOUNTS 2024/25

Members considered the external audit of accounts for the year ending 31 March 2025. Councillor J Marshall congratulated Officers on a successful audit.

RESOLVED: That the report be noted.

50 OFFICERS' REPORT

Councillor J Smith noted that the Sheriff's Ride started from Stowe Fields and not Freeford Manor. Councillor C Greatorrex commended the work of Councillors R Yardley and J Smith during the NACTSU weekend and praised the Civic Officer, Sword, and Mace Bearers for their invaluable contributions to the weekend.

Councillor J Christie thanked the Open Spaces Officer for the introduction of *No Parking* signs on Beaconsfield. Councillor J Smith also thanked the Open Spaces Officer for the maintenance of the Sheriff's bridleway ahead of the Sheriff's Ride

RESOLVED: That the report be noted.

51 PAYMENT OF ACCOUNTS

Councillor C Greatorrex queried the nature of the payment of £280.00 to update the Mayoral boards. The Town Clerk confirmed that this was done every year after Annual Council in order to add the incumbent Mayor and Sheriff's names to the board

Councillor C Greatorrex queried the monthly service fee for digital donations at the Samuel Johnson Birthplace Museum. The Town Clerk commented that digital donations were up by 60% compared to last year and that the Johnson Birthplace Advisory Committee would be reviewing the fees.

Councillor C Greatorrex also queried the need for an asbestos survey at Curborough Community Hall given the age of the building. The Town Clerk replied that this had been carried out on the advice of the Council's architects and confirmed that no asbestos had been found.

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

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

**THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED
THE MEETING CLOSED AT 7.04PM**

MAYOR

For Council: 8 December 2025 APPENDIX 1

Lichfield City Council

Minutes of the Johnson Birthplace Advisory Committee Meeting held in the Moulton Room, Guildhall at 10:30am on Tuesday 4 November 2025

PRESENT:

Representing Lichfield City Council: Councillor A Hughes (Chair), and Councillors J Anketell, J Eagland, P McDermott and R Yardley

In Attendance:

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

Apologies:

P Jones (Johnson Society Representative)
Councillors J Christie, M Field, E Strain, and J Madden

1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

2. MINUTES AND MATTERS ARISING

Cllr J Eagland asked for an update on advertising, referencing section 3.2 of the Forward Plan in the minutes of the previous Johnson Birthplace Advisory Committee meeting in February 2025. The Museums and Heritage Officer (MHO) reported that visitor numbers are up, with the team hoping to reach a record-breaking 25,000 visitors for 2025/2026. She noted that improvements to the website and the introduction of new leaflets have helped increase visitor figures. The MHO added that the team needs to work more closely with the website designer, Vision ICT, to gain further insights into website visitor statistics.

Cllr A Hughes asked whether the museum had received Accreditation status. The MHO explained that the Accreditation Return takes around six months to process and, having been submitted in October 2025, a response is not expected in the near future.

RESOLVED: *That the Minutes of the Meeting held on 25 February 2025 confirmed as a correct record.* [Minutes adopted by Council on 10 March 2025].

3. DEVELOPMENT PROJECT – 2025/26 PRIORITIES UPDATE

The Committee considered the MHO's report on the 2025/2026 priorities update.

(7.) Cllr J Eagland enquired whether the student completing the Keele University placement was the same person who had undertaken the studentship. The MHO clarified that the former student had completed her PhD and that project had ended. A new student placement, titled *Signed, Sealed, and Delivered*, has commenced, thereby continuing the relationship with Keele University. J Winterton noted that the new project aligns well with the letter acquired in 2023 and would provide greater insight into postal systems and letters in the Georgian era.

A Thompson welcomed the higher education student placement but suggested that opportunities should not be limited to Keele University. The MHO agreed, noting that other universities in the Midlands could be approached with similar projects. However, she

emphasised that student placements are not guaranteed and that staffing levels and capacity constraints at the Birthplace mean that placements are limited. Cllr A Hughes concurred, echoing concerns regarding capacity.

(5.) Cllr A Hughes asked if the Workroom panels had been recently installed. The MHO confirmed this, stating that they had been fitted in September 2025 before the Johnson Birthday Celebrations. Cllr A Hughes thanked Cllr R Yardley for taking images for the new Workroom interpretation. Cllr R Yardley asked when the touchscreen in the Workroom will be operational. The MHO explained that due to delays with the sub-contractors used by Vertigo, she did not have a clear answer. The MHO said that she is currently chasing them on the matter and is hoping to receive a response soon.

Cllr J Anketell asked if visitor numbers had increased and if admission was still free. The MHO clarified that numbers were up and that the museum was still free to enter.

RESOLVED: The report be noted.

4. DEVELOPMENT PROJECT – PROPOSALS FOR 2026/27

The Committee considered the MHO's report on proposals for 2026/2027 as set out in the table below:

Proposed 2026/27 project		Budget (£ excluding VAT)	Funding Source
A	Free use of the Guildroom for the audience consultation project on Tuesday, 18 November 2025.	£0	N/A
B	Marketing Strategy consultant	£4,500	Revenue
C	Staff and volunteer inclusion training	£3,700	Revenue
D	Replacement of broken interactive in Dictionary Room	£4,400	Capital
E	125th anniversary celebration event and mini pop-up exhibition	£2,500	Revenue
F	Secure storage solutions	£5,300	Capital
G	Quinquennial inspection	£2,500	Capital
H	Structural surveys including load bearing	£2,500	Capital
I	Strategic planning support – interpretation strategy and historic building assessment	£11,500	Revenue
J	Measured survey	£2,500	Revenue
Total		£39,400	

Cllr A Hughes congratulated the MHO for securing funding for the audience consultation project, *Opening Chapters*.

(C.) Cllr R Yardley questioned whether the staff and volunteer inclusion training was necessary as the Birthplace team seem to already provide an adequate welcome and reception for visitors. The MHO explained that staff had asked for this training at Birthplace staff meetings, wanting to be equipped with knowledge on the best ways to address certain scenarios with visitors and how to talk about difficult histories. The MHO explained that this form of training is standard within businesses and museums, adding that the Birthplace needs to reflect cotemporary practices as its audience grows, ensuring that the team are able to offer the best possible welcome and experience for visitors. Furthermore, as there are members of the team who identify as neurodivergent (for example), this type of training would enable the team to better support one another.

(D.) J Winterton asked whether an analogue version of the dictionary interactive would be more limited than a digital version, given that it would only allow a set number of possible words and combinations. The MHO explained that the designer, Vertigo, believes an analogue interactive may be preferable, as it would be less likely to break and would not rely on electricity. However, the MHO acknowledged that younger audiences may prefer a format more familiar to them, such as a tablet or other digital interactive. She added that the decision on whether to create an analogue or digital interactive would be informed by the ongoing audience consultation at the Birthplace.

Before discussing proposals F to J, the MHO explained their significance, stating the need to establish a solid foundation in order to give the Birthplace the best chances of securing major funding for future redevelopment. While the proposed budget represents a significant investment, this work would ensure the team can make more informed decisions, leading to better project planning, and the long-term preservation of the building, with or without external funding. The MHO reiterated that these plans would still be led internally, but work with consultants would ensure credibility, alignment with sector standards, and compliance with funder expectations, while allowing the Birthplace team to continue day-to-day operations of the museum.

(G.) Cllr J Eagland asked if a different architectural consultant was being used for the quinquennial report. The MHO explained that the previous quinquennial report was not comprehensive enough, so an alternative architectural firm that Lichfield City Council have recently worked with would be used. The MHO stated that this firm have vast experience working on historic buildings, and have already discovered significant work needed to the rear elevation of the building that was not identified in the previous report, confirming the need to change architects.

(H.) J Winterton pointed out that an increase in visitor numbers could become an issue when examined in the context of the building's load bearing capacities. The MHO agreed, stating the need to ensure the building is structurally safe for years to come.

Cllr J Anketell complimented the MHO on the increased visitor figure, asking if groups had access to toilets at the Birthplace. The MHO explained that there are established arrangements for certain groups or events, such as the use of the Guildhall toilets for schoolchildren and the use of the Birthplace's staff toilet during evening events at the Birthplace.

Cllr R Yardley asked if the MHO had considered the National Heritage Lottery Fund (NHLF) or other sources of funding. The MHO confirmed that she explores a range of funding opportunities, including the NHLF. She noted that the museum has recently received a small grant for the audience consultation project and support for the access audit, both of which are essential for establishing the scope and laying the groundwork for larger projects. The MHO added that securing major funding requires significant preparatory work—beyond what is currently proposed—such as a feasibility study to determine the museum's needs and priorities. She emphasised the importance of exploring multiple funding sources rather than relying on a single funder, as some may support development phases.

A Thompson said that the MHO's information on funding was helpful but questioned whether the Committee wished to pursue major redevelopment, and whether that level of ambition should be the current aim. Cllr A Hughes stated that the museum is a glory of Lichfield, and whilst the Council do not have much in the way of extra funding, the museum building requires continued care, ensuring that the museum is making the best of itself. Cllr A Hughes explained that the MHO's proposals were lucid, but that £40,000 is more than the Council usually supplies; however, she hoped that the Committee would be ambitious and support bigger opportunities.

The MHO reiterated that the proposed projects would allow the Council to take a long-term approach rather than applying a temporary fix, helping to prevent future issues, ensure the

museum's longevity, and make sure that any investment is not wasted. A Thompson said there should be a change in approach and suggested reprioritising and asking for a smaller amount before progressing to larger requests. Cllr J Eagland proposed that the MHO create a priority list, with the most important proposals addressed first; this was supported by Cllr P McDermott and Cllr R Yardley. Cllr Eagland also recommended approaching local charities in Lichfield for funding, noting that they are often very supportive. Cllr J Anketell added that Committee members with connections to local charities should share those details with the MHO.

The Town Clerk noted that proposals B to E may be more likely to attract alternative funding, and the Committee may wish to request funds from Council for those items where alternative funding is less likely.

The MHO explained that many of the items, particularly F to J, are not eligible for external funding, such as those relating to storage and building reports. She added that while alternative funding could be explored for proposals B to E, staff capacity is a significant limitation, as the MHO is the only full-time member of staff and the MSO works part-time, alongside the demands of day-to-day museum operations. The MHO noted that many museums have dedicated fundraising roles because sourcing external funding is time-consuming and often requires specialist skills. She emphasised that she will always pursue available funding opportunities but acknowledged the limitations created by current staffing levels. The MHO agreed to look for alternative funding for items B to E; however, if funding cannot be secured and no budget is allocated, these items will not proceed or would need to be returned to JBAC for further consideration. It was agreed that alternative opportunities for funding would be explored and that JBAC would be updated in due course, with the possibility of JBAC making recommendations to Council that some or all the unfunded items be funded internally.

On being put to the vote, it was agreed that proposals F-J (as set out in the table above) be put forward to council for consideration of 2026/27 funding.

RECOMMENDATION TO COUNCIL:

- 1. That free use of the Guildroom be provided for the audience consultation event on 18 November**
- 2. That the following projects be favourably considered for 2026/27 funding by council at its January 2026 budget setting meeting:**

Proposed 2026/27 project		Budget (£ excluding VAT)	Funding Source
F	Secure storage solutions	£5,300	Capital
G	Quinquennial inspection	£2,500	Capital
H	Structural surveys including load bearing	£2,500	Capital
I	Strategic planning support – interpretation strategy and historic building assessment	£11,500	Revenue
J	Measured survey	£2,500	Revenue
Total		£24,300	

5. DATE AND TIME OF NEXT MEETING

In the calendar of meetings as Wednesday 6 May 2026 at 10.30am in the Moulton Room, Guildhall.

THERE BEING NO FURTHER BUSINESS

THE CHAIRMAN DECLARED THE MEETING CLOSED AT 11:45am

For Council: 8 December 2025 APPENDIX 2

Lichfield City Council

Minutes of the Meeting of the Commercial Services Committee held on Monday 10 November 2025 at 6.00pm in the Moulton Room, Guildhall

PRESENT: Councillors J Blackman (Chair), H Ashton and P McDermott.

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

APOLOGIES: Councillors D Baker, R Bragger, and S Schafer and H Chatwin (Civic Officer).

24. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor H Ashton declared an interest in agenda item 9 (Minute 32) as he is the Lay Chair of Churches Together who have hired the Market Square for carol singing in December.

25. MINUTES OF PREVIOUS MEETING

RESOLVED: *The Minutes of the Commercial Services Committee meeting held on 18 September 2025 be confirmed as a correct record [Minutes adopted by Council on 30 September 2025].*

26. MATTERS ARISING

Councillor H Ashton asked if there was any update on further open days at the Guildhall and the cost of an electronic A Board.

The Deputy Town Clerk stated that further open days were being considered and suggested they were combined with a craft fayre to increase footfall. Officers are yet to identify specific dates but recommended the Open Day takes place in the Spring of 2026.

The Deputy Town Clerk reported that the price of an electronic A Board ranged from £900 - £3,000 noting that there was no budget for such a purchase. Councillor J Blackman suggested there may be some funding available but could not specify where this might be found.

27. NEW MICRO WEBSITES FOR THE GUILDHALL AND MARKETS

The Deputy Town Clerk updated Members on the progress of the new Guildhall micro website. Councillor J Blackman requested that when the website was ready to go live the Council issue a press release drawing particular attention to the 3D Guildhall walkthrough.

Members also discussed the content and logo supplied by Vision ICT for the new markets micro website and requested the Deputy Town Clerk liaise with Vision ICT to communicate the amendments required.

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

28. GUILDHALL UPDATE

Members considered the Guildhall Booking Officer's update report at **Agenda Appendix 1** noting that the roof repairs in 2026 would likely have an impact on bookings.

Councillor J Blackman suggested that the President and Vice President of the Sutton Coldfield, Lichfield and Tamworth Chamber of Commerce be invited to visit the Guildhall in the hope that they would secure the venue for the Chambers AGM.

The Deputy Town Clerk informed Members that Guildhall Facebook page now has 1,000 followers.

RESOLVED: That the Guildhall Officers update be noted.

29. MARKETS UPDATE

Members considered the Market Officer's update report at **Agenda Appendix 2** noting the growing success of Social media posts and the high occupancy across all three markets.

RESOLVED: That the Markets Officer's update be noted.

30. VICTORIAN CHRISTMAS MARKET

Members were informed that the Deputy Town Clerk and Market Administrator would be attending a meeting at LDC with representatives of the Victorian Market on 11 November 2025. This will provide officers with the opportunity to request that LDC works collaboratively with LCC to ensure LSD Events adheres to all stall plan requirements set out by LCC.

In addition, Officers sought guidance regarding the Community Day that Members have requested take place on Thursday 4 December [the first day of the Victorian market] noting that inclement weather would be likely. Councillor H Ashton suggested that the Emergency Services and Neighbourhood Policing etc be invited to attend.

RESOLVED: That the update be noted and the Emergency Services be invited to attend a Community day on 4 December.

31. TRADER REPRESENTATIONS

Members considered the agenda report which contained a number of questions/comments from traders. These are detailed below with responses:

- Can traders have a separate bin as on Saturday it is quite often full of waste from Fruit and veg and we all pay for it.
The Council will provide an additional 1100 Litre wheelie bin to alleviate the problem.
- Are the City Council still getting regular information from LSD about the Victorian Market
City Council Officers are working closely with LDC Officers and attending regular meetings which provide up to date information.
- Will the working group act if the Victorian market cause issues and not let the organiser get a foothold like other organisers have.
The City Council will work collaboratively with all event organisers. LCC Officers are in regular contact with LDC Officers and any issues during or after an event are reported immediately. The Market Square and Minster Pool Walk are privately owned by LCC and will not be used without the express permission of the Council, however LCC has no control over the utilisation of other sites in the city.
- Will Saturday the 27 December be a normal market day speaking to some traders they are booking holidays for this day.

As with all retail Saturday 27 December will be a normal trading day as it is not a Bank Holiday. Any trader failing to attend will be charged arrears.

- *Would it be courteous to ask general market traders if they want to stand on non-market days before it is offered to other trader selling the same products.*
All general market traders can stand on non-market days if they wish and should contact the Markets Officer to book.
- *Could the Council advertise the general market in places other than social media.*
In addition to social media the markets are advertised on bus stops, the Council's quarterly newsletter published in City Life magazine and on the Visit Lichfield website. In addition the Committee is currently working on a dedicated Markets website and plans to communicate to local hotels and Tourist Association the trading days of the General markets. The markets will also have a dedicated advert on the 46sqm screen at the Christmas Lights Switch on event on 23 November.
- *Could we have A boards at either end of the market square to welcome people and advertise events and market days.*
The Council does not wish to add to the large amount of A Boards which are already around the City and are concerned that they may become a tripping hazard or vandalised.
- *Would the Council look at putting in more anchor points that could be used by traders as weather conditions change.*
The Council will consider this at a later date.

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

32. FEES AND CHARGES 2026/27

To assist with the process of preparing the draft 2026/27 budget, Members considered the current pricing structure for the Markets, Minster Pool Walk, and Guildhall room hire.

As is customary, for illustration purposes, Officers prepared figures based on an inflationary 4% increase across all functions. However, Members felt that a percentage increase did not reflect the commercial value of these operations and therefore proposed the separate increases to each fee which appear at **Appendix A**.

The Deputy Town Clerk reminded Members that service users are more accustomed to a percentage increase to fees and charges and that the proposal would likely cause confusion and attract criticism. However, Members felt that their suggestions would make accounting easier and put the Guildhall on a more commercial footing in line with other venues in the City.

RECOMMENDATION TO COUNCIL:

That for the purposes of the draft 2026/27 budget to be put before Council for formal consideration in January 2026:

- a) The increase in Rent/Pitch Fees as per Appendix A be applied to the General Markets and all Commercial and Private Hire of the Market Square and Pool Walk.**
- b) The increase as per Appendix A be applied to the Guildhall room hire charges and Special Event package.**

33. ANTIQUES MARKET

The Markets Officer confirmed that a company providing Antiques Markets had been contacted but that the current pricing structure had proved confusing and cost prohibitive. It is hoped that the proposed changes to fees and charges will resolve this and an antiques market can be provided in the future.

RESOLVED: That the update be noted.

34. DATE AND TIME OF NEXT MEETING

Tuesday 13 January 2026 at 6.00pm in the Moulton Room, Guildhall.

35. ANY OTHER BUSINESS

Officers informed Members that they would be meeting with an events company on 18 November who provided specialist themed markets.

Members were asked if they wished to send a delegate to the NABMA Conference on 5 February 2026 concerning markets and devolution of Councils. Members felt this was unnecessary to attend.

Councillor J Blackman put forward a proposal that the Guildroom be repurposed as a Tourist Information centre, café, and temporary museum. Members and Officers raised several issues and it was agreed that this would be an Agenda item for further discussion at the next meeting.

The Markets Officer informed Members that when measuring, some traders were extending their stalls beyond the agreed pitch sizes and asked if an additional charge could be levied to discourage traders for using extra space.

Members agreed that an additional £10 *Promotional Fee* be charged for traders extending beyond their agreed pitch size.

RECOMMENDATION TO COUNCIL:

That a £10 'Promotional Fee' be charged to traders extending beyond their agreed pitch size.

Councillor H Ashton noted that the number of cigarette ends being disposed of on the cobbles of St Mary's was unacceptable. The Markets Officer stated that he would remind all market traders to use the bins provided.

THERE BEING NO FURTHER BUSINESS

THE CHAIR DECLARED THE MEETING CLOSED AT 8.10pm.

COMMERCIAL SERVICES COMMITTEE 10 November 2025 APPENDIX A

Current Fees And Charges – Market Square/Pool Walk - **Proposed for 26/27 (£ and %)**

1. Market Square Rents/Pitch Fees – General Markets

Market	Pitch Fee 10' x 10' (£)	Increase (%)	Service Charge inc VAT (£)	Total Charge (£)	Increase (%)
Tuesday	21.00 (22.00)	4	2.00	23.00 (24.00)	4
Friday	21.00 (22.00)	4	5.00	26.00 (27.00)	4
Saturday	21.00 (22.00)	4	5.00	26.00 (27.00)	4
Casual Traders –Tuesday	23.00 (24.00)	4	2.00	25.00 (26.00)	4
Casual Traders - Friday	23.00 (25.00)	9	5.00	28.00 (30.00)	7
Casual Traders - Saturday	23.00 (25.00)	9	5.00	28.00 (30.00)	7

- **Additional Charges: Electricity** (per appliance): £3.93 (inc VAT).[No increase]
- **Large events are charged based on usage.**
- **Parking:** £2.50 (£3.00) (20%)

2. Market Square – Commercial Hire

Type of Hire	Cost (£)	Increase (%)
Private/commercial whole square (plus £500 per day surety) **	242.55 (300.00)	23
Private/commercial half square (plus £250.00 per day surety)	181.90 (remove)	-
Private/Commercial promoting public services	66.41 (70.00)	5
Voluntary/charitable organisations for fundraising events	12.13 (15.00)	24
Large Commercial Event (plus £500/day surety)**	497.83 (remove)	-
Private/Commercial daily pitch fee per Vehicle	30.32 (35.00)	14

- **Additional charge of £20 per stall when part or all of the square is sub-let by hirer to more than two stallholders (the first two sub-lets being included in the relevant commercial hire rate set out above)**

3. Pool Walk – Commercial Hire (based on approved layout)

Type of Hire	Cost (£)	Increase (%)
Hire of the whole open space per 10'x10' (or approximate equivalent) pitch, <u>subject to a minimum of £100.00</u>	12.13 (15.00)	24
Hire of an individual 10'x10' (or approximate equivalent) pitch within the open space - Commercial	18.20 (20.00)	10
Hire of an individual 10'x10' (or approximate equivalent) pitch within the open space - Charities	12.13 (15.00)	24

4. Gazebo Hire

Type of Hire	Cost (£)
Gazebo and Weights - Rent per occasion	5.00 (No Increase)
Surety deposit – must be a cheque which will be held and only cashed if the gazebo is found to be damaged beyond reasonable wear and tear	250.00
Purchase price of Gazebo	As per invoice inc VAT

Current Guildhall Hire Charges - **Proposed for 26/27 (£ and %)**

All charges shown exclude VAT unless otherwise stated

<u>VOLUNTARY/CHARITABLE*</u>		<u>Mon - Thurs</u>	<u>Fri - Sun</u>
Main Hall (1st floor)	Per hour	£17.37	£28.94
Kitchen (1st floor)	Per occasion	£17.37	£28.94
Guildroom (ground floor)	Per hour	£11.11	£20.32
Kitchen (ground floor)	Per occasion	£11.11	£20.32
The Ashmole Room	Per hour	£9.21	£18.34
The Whytmore Room	Per hour	£7.76	£16.03
Whole Building	Per hour	£33.93	£62.63

***Proposal - abolish from 2026/27 and combine with 'Standard' rates as detailed below**

<u>PRIVATE Change to</u> <u>"STANDARD"</u>		<u>Mon - Thurs</u>	<u>%Inc</u>	<u>Fri - Sun</u>	<u>%Inc</u>
Main Hall (1 st floor)	Per hour	£21.59 (£25.00)	16	£33.95 (£40.00)	18
Kitchen (1 st floor)	Per occasion	£21.59 (£25.00)	16	£33.95 (£40.00)	18
Guildroom (ground floor)	Per hour	£13.69 (£20.00)	46	£23.65 (£30.00)	27
Kitchen (ground floor)	Per occasion	£13.69 (£20.00)	46	£23.65 (£30.00)	27
The Ashmole Room	Per hour	£11.27 (£15.00)	33	£21.87 (£25.00)	14
The Whytmore Room	Per hour	£9.59 (£15.00)	56	£19.47 (£25.00)	28
Whole Building	Per hour	£41.25 (£50.00)	21	£73.24 (£80.00)	9

<u>WEDDINGS/CIVIL CEREMONIES/COMMERCIAL</u>		<u>Mon - Thurs</u>	<u>%Inc</u>	<u>Fri - Sun</u>	<u>%Inc</u>
Main Hall (1st floor)	Per hour	£34.26 (£40.00)	17	£65.14 (£70.00)	7
Kitchen (1st floor)	Per occasion	£34.26 (£40.00)	17	£65.14 (£70.00)	7
Guildroom (ground floor)	Per hour	£32.84 (£35.00)	7	£62.39 (£65.00)	4
Kitchen (ground floor)	Per occasion	£32.84 (£35.00)	7	£62.39 (£65.00)	4
The Ashmole Room	Per hour	£21.64 (£25.00)	16	£29.10 (£35.00)	20
The Whytmore Room	Per hour	£18.60 (£25.00)	34	£24.96 (£35.00)	40
Whole Building	Per hour	£79.72 (£90.00)	13	£141.35 (£150.00)	6
Civil Ceremony Fee	Per occasion	£139.00 (£150.00)	8		

ADDITIONAL CHARGES WHERE ALCOHOL IS SERVED

£396 minimum charge – includes 4-hour security provision, additional hours charged at £99/hour up to a maximum of six hours. Discretion applied by officers in certain circumstances e.g. alcohol served for 'toast' only.

SPECIAL EVENT BOOKING –

A charge of **(currently) £1,750 inc VAT (£2,000 inc VAT, 14% increase)** to hire the whole building for 1 day (10.00am until 01.00am), applicable for Weddings etc and to include additional charges where alcohol is served as set out above.

VOLUNTARY/CHARITABLE RATE

Members agreed to delete this category and move these bookings to the Private rate (re-named **Standard Rate**), noting that the current voluntary/charitable rate does not cover the salary of Premises Attendants' or heating/lighting of the Guild Hall.

PRIVATE RATE

As per the above to now include charity/voluntary bookings and change the name to **Standard Rate**

For Council: 8 December 2025 APPENDIX 3

Lichfield City Council Minutes of the Meeting of the Grants Advisory Committee held via 'Zoom' at 6.00pm on Tuesday 25 November 2025

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

APOLOGIES: Councillor K Farrelly (apologies accepted following recent childbirth).

Members unanimously offered their congratulations and best wishes to Councillor K Farrelly

24. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor J Christie declared an interest in agenda item 9 (minute 31) as a former Chair of BSARA and current member.

Councillors A Hughes and R Yardley declared an interest in agenda item 10 (minute 32) as Chair and member respectively of the Johnson Birthplace Advisory Committee.

25. MINUTES AND MATTERS ARISING

RESOLVED: *That the minutes of the Grants Committee meeting held on 15 September 2025 be confirmed as a correct record [Minutes adopted by Council on 30 September 2025].*

26. GENERAL REVENUE GRANTS – 2025/26 BALANCES

It was noted that £11,846 remains in the 2025/26 General Grant fund.

27. GENERAL REVENUE GRANTS – INFLATIONARY INCREASE

The Committee considered whether it would be appropriate to recommend an inflationary increase to the general grant fund for 2026/27). As the current funds were not yet allocated, it was agreed that no request would be made for such an increase

RESOLVED: *That no request for an increase to the grants fund be submitted to Council at this time.*

28. GENERAL REVENUE GRANT REQUEST – LICHFIELD TALKING NEWS FOR THE BLIND

The Committee considered the grant application to fund the expansion of 'Talking News', and the possibility of replacing the current method of distribution with the provision of virtual assistants to service users that would allow quicker and easier distribution and dissemination of information. While supporting the aims of the group, the Committee also felt that the requested sum (£1,000 - £5,000) was somewhat speculative and agreed that £1,000 would be an appropriate grant to award. The Committee asked that Lichfield Talking News be advised of other potential sources of funding, including the Mary Slater Charity, which may be able to assist with their aims.

RECOMMENDATION TO COUNCIL: *That a grant of £1,000 be awarded to Lichfield Talking News for the Blind.*

29. GENERAL GRANT REQUEST AND IN PRINCIPLE CIL SUPPORT – DOVEHOUSE COMMUNITY GARDENS

The Committee considered the submission from representatives of Dovehouse Community Gardens which detailed the process and costs to establish the viability of a mains water supply to the former allotment site. The Committee was asked to consider:

1. Whether or not it would wish to award a grant of £183 to fund investigation into the viability of a mains water facility at Dovehouse Community Gardens.
2. Whether it would wish to support the use of CIL to facilitate mains water at Dovehouse Community Gardens based on an estimated cost of £5,000

Cllr D Baker advised that there was limited opportunity for additional rainwater capture at the site. Cllr Baker also asked whether, in addition to the benefits to the ploholders, the land itself as an LCC asset would benefit from having a mains water supply. Cllr A Hughes stated that the investigation work was supported, and future discussions should be informed by that process, rather than committing to any monetary support from CIL at this time.

RECOMMENDATION TO COUNCIL: *That a grant of £183 be awarded to Dovehouse Community Gardens to fund investigation into the viability of mains water supply to the site.*

RESOLVED: *That the Committee reconsider any application for CIL on its own merits in due course, dependent upon additional information that will become available following initial investigations, the availability of CIL at the time any formal request is made etc.*

30. 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 £86,865.

RESOLVED: *That the report be noted.*

31. CIL REQUEST – PARKING PREVENTION, BEACONFIELDS

Members considered the Town Clerk's agenda report which detailed issues experienced with parking on LCC land around Beaconfields/Swinfen Broun Road (open spaces 15a and 15c), especially when there are events in the city centre and/or Beacon Park. Beacon Street Area Residents Association (BSARA) had highlighted this issue and requested a permanent solution. The recommendations in the report – to utilise timber and duraplast bollards to prevent unwanted vehicular access but to still allow access for maintenance etc - followed a site meeting with representatives from BSARA, LCC, LDC and SCC Highways. Cllr J Marshall asked whether other solutions had been investigated, such as planters. The Town Clerk advised that signage had been placed at the sites but this had been largely ineffective, and that it would require several planters to ensure no vehicular access to the areas, plus the associated maintenance. It was agreed the proposal be supported, but that efforts be made to improve the grassed areas as a result of restricted vehicle access, for example with bulb planting/wildflower areas. The Town Clerk confirmed he would discuss options with the Open Spaces Officer.

RECOMMENDATION TO COUNCIL: *That up to £5,000 of CIL be allocated to install bollards at LCC open space 15a and 15c in accordance with discussions held with other stakeholders and detailed in the committee report.*

32. CIL REQUEST – SJBM KITCHEN & TOILETS

Members considered the Museum and Heritage Officer's agenda report which provided an update on the costs associated with the proposed refitting of the Birthplace Museum's kitchen and toilet. Following professional advice, the scope and cost of the work has increased. The Committee considered the merits of the project, and the positive stance of the City Council's Johnson Birthplace Advisory Committee, which had considered the matter in detail.

RECOMMENDATION TO COUNCIL: That an additional £7,042 of CIL be allocated to the renovation of the SJBM kitchen/toilet facilities.

33. CIL REQUEST – GUILDHALL ROOF

Members considered the Town Clerk's agenda report which detailed the costs of the proposed works to the Guildhall roof, (budgeted at £150,000 to include fees and contingencies). Members agreed that the Guildhall is a community asset and should be well maintained, and that relieving pressure on the City Council's capital reserve – thereby allowing it to be utilised for other projects – was an appropriate way forward.

RECOMMENDATION TO COUNCIL: That £50,000 of CIL be allocated to the proposed replacement of the eastern pitch of the Guildhall roof.

34. CIL REQUEST – FRIARY CLOCK

Members considered the Town Clerk's agenda report which set out the professional advice and quotation for repairs to the Friary clock. The Town Clerk provided a verbal update, confirming that due to Smith of Derby's current lead in time, it would be January 2026 before repairs could begin.

RECOMMENDATION TO COUNCIL: That £7,611 of CIL be allocated to the repair of the Friary clock mechanism as detailed in the report provided by Smith of Derby.

35. CIL REQUEST – DRIVEWAY TO ST MICHAEL'S CHURCH

Members considered the representations made by St Michael's in regard to the condition of the driveway. The Town Clerk provided a verbal update on quotations received, being approximately £3,000 for basic repairs, and between £15,000 and £17,000 to prepare the surface and re-lay tarmac to the majority of the path where heavy wear is evident. The Town Clerk confirmed that no Plan had yet been provided by St Michael's to confirm the extent of the closed churchyard and therefore LCC's responsibility in the area.

The Committee was in agreement that, in the absence of a Plan that demonstrated the driveway was part of the Closure Order for the wider closed churchyard, it would not be appropriate for the council to admit liability or invest core funds in the repairs.

Cllr C Ball asked if there had been any recent burials in the 'closed churchyard'; the Town Clerk confirmed that there had been, but these were, to the best of his knowledge, all 'family plots' which are exempt from the normal rules of closed churchyards.

The Committee agreed that, as a gesture of goodwill, a CIL grant be awarded to cover the costs of the urgent repairs, but that St Michael's representatives could use this funding as a contribution towards wider driveway repairs if it so wished. The Committee wished it to be made clear to St Michael's representatives that the CIL grant was not an admission of responsibility for the driveway on the part of the council, and that a Plan of the closed churchyard would be required to establish this.

RECOMMENDATION TO COUNCIL: That £2,700+VAT of CIL be allocated to the repair of the driveway at St Michael's Churchyard.

36. CIL – SPEED INDICATOR DEVICES (SIDs)

Members considered the information and updates within the Town Clerk's report. This item followed a request from SCC Councillor Matthew Wallens to consider installation of SIDs on the following roads:

- Curborough Road
- Weston Road
- Purcell Avenue
- Dimbles Lane
- Trent Valley Road

As SCC no longer fund these devices it would likely fall to the City Council to do so, as would maintenance/repair and any public consultation associated with their provision. The City Council would also be required to satisfy Highways requirements as to exact location, obtain a licence from SCC to install etc.

Cllr A Hughes suggested that LDC CIL may be more appropriate for this project but also questioned the proposed locations. Cllr J Marshall stated that County Councillors can allocate their own funding to speed studies and that such a study should be essential in assessing whether or not to allocate funds in this case. Cllr R Yardley noted the significant cost variations in equipment that purports to carry out the same function. Cllrs Baker and Ashton echoed Cllr Hughes' comments regarding location, Cllr Ashton stating that he did not believe the devices would be effective in the locations chosen. Cllr C Ball stated that he would be more supportive if the devices had cameras and allowed the prosecution of offenders.

The Committee agreed that the proposal be rejected at this time but further evidence be requested in the form of a speed survey to inform future discussions.

RESOLVED: That the proposal be rejected at this time, but that a request for a speed survey be submitted; the survey being seen by the committee as essential to inform the evidence base for the proposal.

37. CIL ALLOCATION UPDATES

Members considered the agenda report detailing progress with ongoing CIL funded projects.

RESOLVED: That the report be noted.

38. DATE AND TIME OF NEXT MEETING

23 February 2026, in person in the Moulton Room Guildhall, to consider the applications received to the main annual grants round.

THERE BEING NO FURTHER BUSINESS

THE CHAIR DECLARED THE MEETING CLOSED AT 6.52PM

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

For Council: 8 December 2025 APPENDIX 5

FINANCIAL SUMMARY REPORT - 1 APRIL to 30 SEPTEMBER 2025

This report contains the financial progress for the period 1 April 2025 to 30 September 2025 and summarises the income and expenditure against budget in the first six months (50%) of the financial year and the year-end projected outturn. The report shows:

Column 1 – The actual income/expenditure to 30 September 2025

Column 2 – The forecast of expenditure for the remaining six 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 6 MONTHS TO 30 SEPTEMBER	FORECAST FOR REMAINING 6 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE	NOTES
Parks and Footpaths	156,332	137,159	293,491	273,982	19,509	1
Guildhall	56,240	84,362	140,602	141,786	-1,184	2
Community Centres	6,965	7,656	14,621	15,199	-578	
Markets	-4,781	3,692	-1,089	3,615	-4,704	3
Civic	53,135	58,668	111,803	108,287	3,516	4
Grant Aid/Partnerships	63,770	13,473	77,243	77,474	-231	
Arts/Tourism/Twinning	29,663	65,038	94,701	90,478	4,223	5
Johnson Birthplace Museum	75,147	93,589	168,736	176,020	-7,284	6
Democratic Services	82,744	91,341	174,085	176,067	-1,982	
Investment Interest	-13,162	-47,948	-61,110	-61,110	0	
Loan Charges	0	0	0	0	0	
Agency	-22,154	10,031	-12,123	-3,100	-9,023	7
TOTAL SERVICE COST	£483,899	£517,061	£1,000,960	£998,698	£2,262	8
Repairs and Renewals	38,347	7,192	45,539	36,493	9,046	9
Community Infrastructure Levy (CIL)	-25,206	-39,150	-64,356	-9,846	-54,510	10
TOTALS	£497,040	£485,103	£982,143	£1,025,345	-£43,202	11

Explanatory Notes:

- Note 1: Includes reduction in energy cost **£2,890**. Numerous pathway light column repair/replacement costs following E-on inspections as part of the 25-year PFI agreement. Repairs and resurfacing works, notably to Heather Gardens, additional tree work to St Michaels and other open spaces **£18,180**
- Note 2: Includes a reduction in energy costs **£7,070**, additional Security costs **£2,210**, costs of wedding fair and brochure **£1,800**
- Note 3: Includes a reduction in NNDR/Energy costs **£2,800**
- Note 4: Includes additional security costs **£1,935**, valuations of civic collection following recommendation of the Internal Auditor as adopted by Council March 2025 **£2,500**
- Note 5: Additional costs in relation to Twinning event funded from earmarked Reserve **£2,338**, additional costs associated with Christmas Lights Switch On, plus Community Day events, **£2,000**
- Note 6: Reduction in Energy costs **£1,890**, additional painting restoration costs plus CAD design for kitchen remodelling **£3,100**, additional income from sales, admissions and donations, **£7,500**
- Note 7: Additional sum received against budget **£9,264**
- Note 8: 0.2% overspend 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 – completed with higher priority repairs also completed – on budget
 3. Donegal House cabling for digital phones etc –work ongoing
 4. Birthplace Museum, installation of conservation blinds – completed on budget
- Includes costs not originally within 2025/26 budget; preparing the tender for Guildhall roof repairs, associated ecology reports etc following the adopted recommendation of Audit Committee in June 2025, plus new front step at Donegal House
- Note 10: Based on CIL received April 2025 and 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 **4.2% 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

Six Month Income Summary:

	Actual 2024/25	Actual 2025-26	Budget 2025/26
Guildhall	£43,083	£45,534	£46,700
Markets	£57,579	£61,955	£64,380
Total	£100,662	£107,489	£111,080

RECOMMENDED: That the six-month Financial Summary Report be noted.

For Council: 8 December 2025 APPENDIX 6

OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer

Samuel Johnson's 316th birthday celebrations took place on Saturday 20 September. It was a joyous occasion marked with the annual civic procession & ceremony which included placing the laurel chaplet on the statue of Dr Johnson on Market Square and performances from Lichfield Lighthouse Company. The Birthplace Museum was open throughout the day with activities, storytelling, poetry readings, and a spectacular cake. The free slices were greatly enjoyed by visitors!



*L – Deputy Mayor, Cllr Rosie Harvey-Coggins, placing the laurel chaplet on Dr Johnson's Statue
R – Deputy Mayor & Sheriff, Revd Ian Hayter, cutting the Birthday cake*

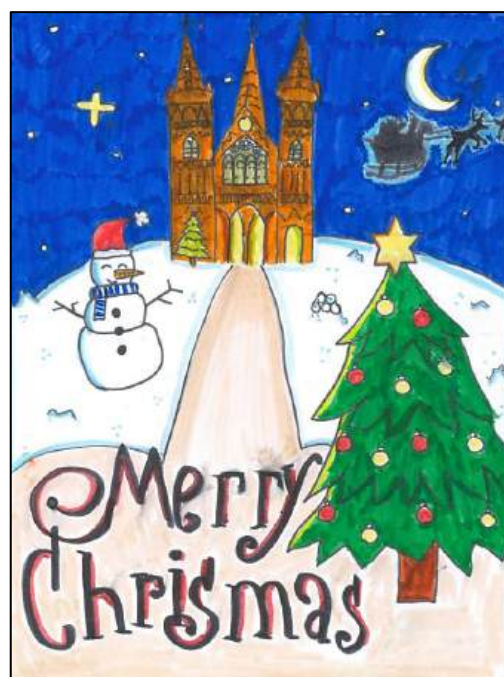
The annual Remembrance Service was held in the Cathedral on Sunday 9 November. Following the Cathedral service, the Deputy Lieutenant of Staffordshire, Mr Ian Geaves, accompanied by the Mayor, Councillor Claire Pinder-Smith, led the civic party into the Remembrance Gardens to observe the national two-minute silence and then perform the wreath laying ceremony.

Following this, The Rt Revd Jan McFarlane, Dean of Lichfield, gave the blessing. A professional public address system was used once again to ensure the large crowds could hear the ceremony and in addition, FASS Solutions were employed to enforce the road closure and maintain public safety.

After the wreath laying ceremony in the Remembrance Gardens, around 100 guests returned to the Guildhall for light refreshments. The Mayor then gave thanks on behalf of Lichfield City Council to all those involved on the day and Phil Tootill said a few words on behalf of the Royal Naval Association.



For the City Council's official Christmas card this year, the Mayor and Sheriff ran a competition inviting local primary & secondary school children to draw 'A Lichfield Christmas'. After much deliberation, two winners were selected, one each from Christ Church Primary School & King Edward VI High School. Both have been invited to meet with the Mayor & Sheriff in the Mayor's Parlour to receive their prize & see their drawings in print. The Civic Christmas Card will be sent to over 300 Civic dignitaries, councillors and friends of Lichfield City Council, including our twin towns in Limburg & Sainte-Foy-les-Lyon



At the time of preparing the report, the Civic Officer is organising the joint Mayor & Chair of Lichfield District Council's Carols for Christmas Service on Tuesday 2 December. This year, we are once again joined by local Choir, 'Tuneless', & Liberty Jamboree's Choir 'Shine & Sign' to support the service. Further details will be included in the January officers' report.

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

Friary Remains (Site 19A)

Borders cleared of overgrowth and bushes/trees cut back along back wall and side perimeter



St Michael's Churchyard (Site 60)

Crown lift, dead wood and cut back trees either side of main footpath, investigate required repairs to driveway.



Gorse Lane (Site 56)

Cut back self-setting trees and shrubs from road back to curb along Gorse Lane



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

- **Netherstowe (11B)** – Reduce and reshape large beech tree, cut back and deadwood trees along fence line, crown lift 3 x oak trees.
- **Heather Gardens (19B)** – Replanting of heather beds due for completion shortly after the deadline for this report.
- **Remembrance Gardens (28)** – Overgrowth over Memorial cut back, dead wood removed from Foxglove tree, part replacement of box hedging, benches prepared and painted, repair to entrance step, general cleaning and tidying in preparation for Remembrance Sunday.
- **E.ON Footpath Lighting** – Repairs at several locations have been identified including lantern replacements, realignment and foliage clearance. Replacement of damaged column required at Fecknam Way - Johnson Close footpath.
- **Furnival Crescent – Eastern Avenue (FP34)** – Wall rebuilt at Eastern Ave access point.
- **Eastern Avenue (4B)** – Reduction of Sorbus tree at Garrick Road.
- **Beech Gardens – Manor Rise (FP6)** – Hawthorn reduction at Manor Rise end.
- **Gazebo (22)** - New supporting legs fitted to bench and revarnished.

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

The Samuel Johnson Birthplace Museum has continued to welcome strong visitor numbers, with **3,500 visitors in September and October**. This demonstrates the ongoing appeal of the Museum and the team's dedication to providing engaging events and high-quality experiences for all audiences.

As the festive season approaches the **Bookshop is fully prepared**, offering Christmas cards, decorations, a wide selection of books on the 18th century, and a variety of stocking fillers to delight visitors of all ages.

The staff are pleased to welcome a new Collections Volunteer to the team. They will assist with tasks such as updating collection records, undertaking research into objects, and checking the Museum's environment, including light levels and pest monitoring, to help protect the collection from damage.

In addition, a **student placement from Keele University** has joined the Museum to work on a project focused on **18th-century letters**, further supporting research and interpretation initiatives. The addition of both the Collections Volunteer and student placement strengthens the Museum's capacity to care for and explore its collection, while supporting learning and engagement for visitors.

Recent Events at the Birthplace

The Museum has hosted a busy and varied programme of events in recent weeks. The 316th Samuel Johnson Birthday Celebrations featured family craft sessions, live music, and a living history experience in the Birthplace kitchen, where visitors met a historical interpreter who recreated recipes from *The Art of Cookery Made Plain and Easy* (1747), offering insights into 18th-century food and domestic life. Members of the Civic Team joined the celebrations for the ceremonial cake-cutting and signing of Johnson's birthday card. The event coincided with The Hub at St Mary's *Space Invasion Weekend*, bringing costumed "Doctors" (of the Who variety) and intergalactic characters into the Museum, attracting new audiences and creating memorable photo opportunities.





Other highlights included:

- *Meet the Barber Surgeon* (25 October, pictured) – Discovering historical medicine, herbs, leeches, and gruesome tools, including bloodletting and amputation.
- *Super Spooky Craft Activity* (29 October) – Halloween-themed crafts led by Birthplace volunteers.
- *Tales from Beyond the Grave* (30 October) – Spooky storytelling by Museum Attendant and local storyteller Christine Genders.
- ***Christmases Past: Discover the Surprising History of Christmas in Britain*** (12 November) – A festive evening with guest speaker Sheelagh James, who explored the varied ways Christmas has been celebrated, and sometimes skipped, throughout British history.



Improving Interpretation: The Introduction Room

The Introduction Room now features a refreshed, temporary interpretation scheme designed to give visitors a clearer sense of Johnson's early life and the Lichfield he grew up in. This improvement was completed on a very small budget, replacing the dated 1980s interpretation

panels, which offered limited context and no longer reflected current approaches to storytelling or display.

A key feature of the space is the redisplay of Paul Braddon's 1890s watercolours, which imagine how Lichfield might have looked during Johnson's lifetime. These evocative scenes help illustrate Johnson's formative years, while also revealing how he was remembered a century after his death and reflecting the late-19th-century rise of literary tourism.

New Interpretation in the London Life Room and the Workroom

New interpretation panels have now been installed in both the London Life Room and the Workroom, strengthening the stories presented in each space and addressing themes highlighted in a previous Officer report.



In the London Life Room, the new panels introduce Francis Barber, a key figure in Johnson's life whose story had until now been only briefly acknowledged on site. Visitors had repeatedly expressed an interest in learning more about him, and the new panels respond directly to that feedback. They have been very well received and represent an important first step towards telling Barber's story more fully. Further development will be needed to explore his life and legacy in greater depth in future interpretation.



In the Workroom, the new panels help visitors understand what the house was like for Johnson and his younger brother as they grew up in a home that also served as the family business. The interpretation highlights the practical realities of living and working in such a space and introduces the wider household, including those employed by the family.

The panels also explore the building's later tenants, reflecting its long and varied history. In 1826, the house became home to the *Lichfield Mercury and Midland Chronicle*, owned by George Walker Hinde, and in 1896 the dentist Mr J. Gray established his practice here before later moving to Market Street.

Audience Consultation Project

Work on the *Opening Chapters* audience consultation project is now underway. The project aims to help staff better understand the needs, expectations, and barriers experienced by both existing and potential audiences. A key focus is exploring what visitors would like to know more about and how they can better connect with Johnson's story and the story of Lichfield in his era. The insights gained will help shape future exhibitions, displays, and programming, ensuring that the Museum continues to provide engaging, meaningful experiences for all visitors.

A new visitor survey has been created and is now available both on site and digitally via the museum's website, providing an accessible way for audiences to share their views. In addition, two Stakeholder Sessions have been scheduled, complemented by other events and activities that will facilitate conversations with local partners, community groups, and individuals with a particular interest in the Museum's work.

To encourage ongoing, informal participation, bespoke voting stations have also been installed at the Museum. Visitors receive wooden tokens on arrival and are invited to vote on questions about what interests them most. These questions will be updated throughout the project, allowing the consultation to reflect a wide range of visitor priorities and interests.

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



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

A full market is still being maintained on Fridays and Saturdays with only three pitches available on the Tuesday Market, these are currently being covered by casual Traders until they have completed 12 weeks, when they will be asked to become permanent.

Traders have been offered extra trading days over the Christmas period. On Sunday 21 December there will be a full market of 19 traders, on Monday 22 December there will be 17 traders and 11 traders on Wednesday 24 December.

The Fruit and Vegetable stall continues to stand on Wednesdays and is proving to be popular.

All traders who use electricity on the market square have been asked to provide PAT tests for their electrical items to meet the licence agreement. The City Council has also offered to carry out PAT testing for a fee of £1.50 per item.

Following the last Commercial Services Committee meeting, Officers have contacted *Seasonal Markets* and *MS Designs*. A meeting was held on 18 November with Seasonal Markets who are putting a proposal together Antique Market events on both the Market Square and inside the Guildhall. Once received the proposal will be put to the Commercial Services Committee.

Tuesday Market Update

Three casual traders on the Tuesday market have ensured that the market remains full.

Two of these casuals are *Los Dos Gringos* (pictured below) who sell fair trade Columbia coffee & *Harington Creamery* with a range of fresh cheese. The bi-weekly gap is being filled by *Bloom & Bliss* all of whom will be asked to go permanent once they have completed 12 weeks on the market.



Friday Market Update

The Friday market remains full.

Unfortunately due to the predicted high winds on 14 November the market was cancelled.



Saturday Market Update

The Saturday market also remains full. On 20 September there was a reduced market to accommodate the Samuel Johnson Birthday celebrations. Despite the inclement weather there was a lot of interest around the market, helped by The Hub's space invader weekend.

On Saturday 4 October due to the predicted high winds (55mph) the Saturday market was cancelled and again on Saturday 25 October a reduced market operated due to high winds with only 9 traders standing.

On Saturday 11 October the Mercian Regiment exercised their Freedom of the City by marching through the town past the market square, before laying up the Old Colours in a service at the Cathedral. This was a proud moment for the City and the traders showed their support by putting bunting up around their stalls.

The Markets Officer continues to maintain a list of casual traders from all the markets that are invited to stand when permanent traders are absent or take holidays, which helps to maintain a full market and has resulted in positive feedback from existing Traders and new Traders alike.



Vegan Market

The Vegan market continues to run on the third Sunday of the month. Unfortunately, the market has started to show a decline with attendance dropping from 26 traders to only 11 over the past two months. The market team are forwarding any enquiries from suitable traders to the organiser of the Vegan market to try and reverse this trend.



Producers Market

The Producers market, operated by CJ Events on the first Sunday of the month continues to be well supported with an average of 30 traders standing. It is immensely popular with customers, many revisiting every month as there is such a variety of Traders.



Community Day

The rescheduled Community Day was held on Thursday 30 October. Further information is provided on the Deputy Town Clerk's report.

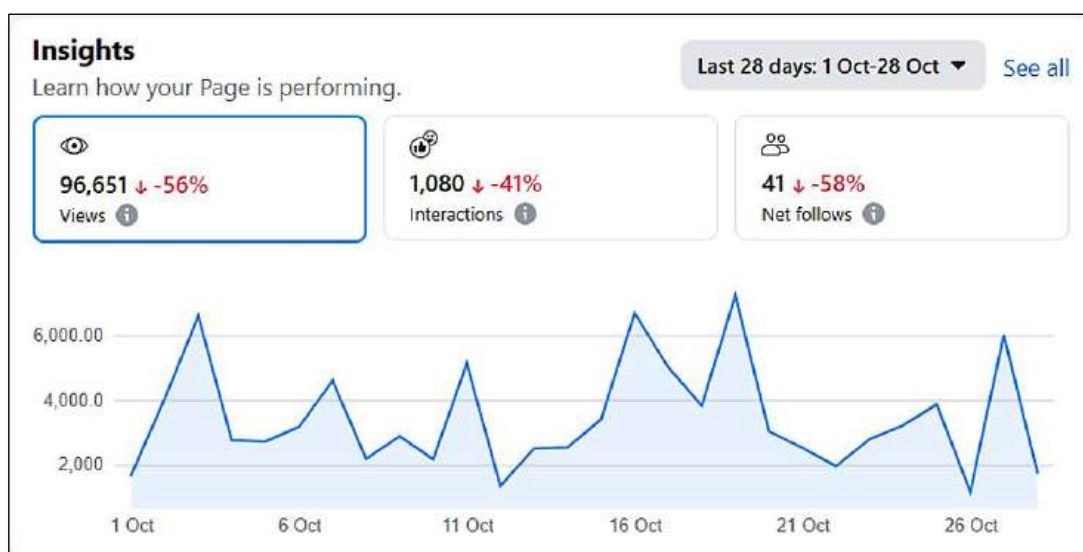
Christmas Lights Switch On - Festive Market

The Festive Market being held on Sunday 23 November on Minster Pool Walk as part of the. A total of 36 stalls were present. Further information is provided in the Deputy Town Clerk's report.

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 August against October on Facebook. 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 showcase on social media to help promote their arrival on the Market and to help increase footfall and their sales.



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

In September, the National Association of Sheriffs of England and Wales met in Lichfield and enjoyed a banquet in the Guildhall.

As part of the LCC Community Day on Market Square, Clive Read put together an interesting display in the Guildroom.



Charity/Voluntary Rate

Bookings in this category include our regular hirers – Lichfield Friendship Centre, Bridge, South-East Staffs National Trust, Chess, COLCB Band Practice, U3A, and the RSPB. In October, approximately 180 people attended the U3A Showcase Day. Refreshments were served and guests enjoyed a variety of music styles during the day.



The Johnson Society celebrated their Annual Supper in the Guildhall in September. A Book Extravaganza in aid of charity, returned for a whole building event at the beginning of November.

Lichfield Festival of Friends held a Regency Dancing and Jane Austen 250 event which was very well attended.

Lichfield Chamber of Trade and Commerce also hired the Main Hall and Guildroom as part of their annual Christmas Fair. Unfortunately, Lichfield Friendship Centre are closing and will be meeting for the last time at their December Christmas Party. They have been meeting at the Guildhall for many years, and we will miss them.

A Bible Exhibition also returned to the Guildroom. Other bookings included 4 meetings. Lichfield Arts have also held their Festival of Folk, as part of their packed winter concert series with 8 concerts so far.

Private Bookings

Private bookings included 2 meetings, a writer's group, a 40th Birthday Party, 3-day education booking and an Annual School Awards Evening. Lichfield District Council and the DWP returned with a Jobs Fair.

Lichfield Society of Artists held a popular 5-day Art Exhibition in the Guildroom.



Commercial Bookings

Slimming World use the Main Hall each Thursday. Market Research have also been very busy with 6 bookings recently.

There have been 2 craft fairs, with more booked towards Christmas. A Wellbeing Festival was held in September. There have also been 2 meetings, a Corporate Away Day, HS2 drop in and a choir rehearsal.

2 Weddings have been held – a Ceremony/Reception on 31 October and a Reception on 8 November. Up to Christmas we have another Wedding Reception on 29 November and on 29 December a Ceremony/Reception.

Lesley Smith Historians returned with a performance of The Witchfinder General to a full audience (pictured: Dr Gareth Williams)

In the run up to Christmas, Concerts are booked in by Sinfonia and Lichfield Musical Youth Theatre. There are also more Craft Fairs, Lichfield Arts concerts and another Art Exhibition.



Boley Park Community Hall

A play scheme is booked in for the Christmas holidays again. Up to the end of November, we have had a Stamp Fair, church fund raiser night, and 6 parties. We have another Stamp Fair in December and a Christmas Fair in the coming weeks. A Thursday evening slot has been allocated to a Children's Drama Group.

The 2024/25 accounts have been approved by the external auditors. The Town Clerk will arrange a Management Committee meeting and AGM for January 2026.

6. Twinning: Gabriele Lasch-Burden, Twinning Officer

A group of Lichfield residents visited Limburg at the end of September at the invitation of the Limburg Twinning Association. They spent a long weekend in Limburg and were treated to many excursions, including a trip to the nearby Rhine river. The Mayor of Limburg welcomed them all at the friendship dinner on Saturday evening (pictured below).



The next big international Twinning meeting will be held in Lichfield from 2nd to 5th October 2026. We are now starting to look for host families for the weekend and are asking as many people as possible to spread the word and ask their families and friends to host either a German or French guest.

7. Deputy Town Clerk: Sarah Thomas

Community Engagement

A further Community Day was held on the Market Square on Thursday 30 October. As the date fell in the half term school holidays a more relaxed event was planned. The '*Big Lunch*' invited passersby to stop and engage with Councillors, Lichfield Fair Trade, the Samuel Johnson Birthplace or to just sit on a bench and enjoy some lunch.

For the children there was free face painting, a colouring station, tabletop football, and penalty shoot outs, plus the chance to have a go at being a Town Crier, something which also proved popular with many adults. Once again an exhibition of photographs was kindly prepared in the Guildroom by Clive Read. In spite of the cooler temperature the event proved popular .



Bug Hotel Competition

During the summer months the Climate Change and Biodiversity Committee held a competition to build a bug hotel. Local organisations and schools were invited to get creative with prizes for the most innovative and well populated 'hotel'. Members of the Committee had the difficult task of picking first ,second and third place based on photographs of the entries. After deliberation, the following winners were decided upon.

FIRST Anna Seward Nursery School



SECOND Chadsmead Primary School



THIRD: Woodland Warriors Club, Thomas Russell Junior School



Each winner received a visit from the Mayor and Sheriff, who presented them with certificates and prizes generously donated by Central England Co-Op in Lichfield.

Committee members personally thanked all the runners-up and gave them poppy seeds to grow, courtesy of the City Council's seed supplier. One committee member even joined the children for a bug hunt!



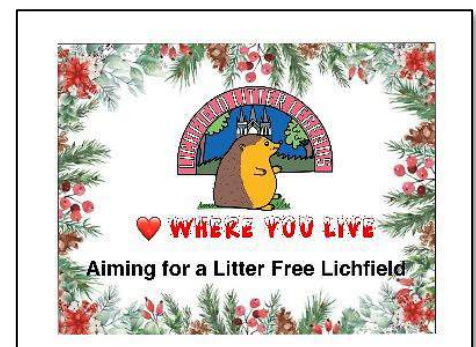
Christmas Lights Switch On

This year's Christmas Lights Switch On event took place on Sunday 23 November.

As in previous years the City Council ran a competition for two Lichfield primary school children to help the Mayor turn the Christmas Lights on. This year's lucky winners of this unique prize were Lily Davison (age 6) and Luna Evans-Parton (age 4). Prior to the event Lily and Luna met the Mayor and Sheriff in the Mayor's Parlour where they were presented with the other element of their prize – a family ticket to see the pantomime *Cinderella*, kindly donated by Lichfield Garrick theatre.



Once again a professional sound stage and 46sqm screen were hired for the event with everything taking place on the stage filmed by a professional camera crew and projected onto the screen. Several local businesses chose to advertise on the large screen and organisations within the City were also able to promote their forthcoming events and activities, including the City Council



On the day extra event stewards, medics and Police were in attendance and a number of additional crowd safety measures were put in place along with a robust communication system. The Samuel Johnson Birthplace was closed and utilised as Event Control due to its excellent elevated views of both the Market Square and Market Street. All professional stakeholders involved are confident



that the safety plan put in place was followed without placing the public at risk.

The Festive Market on Minster Pool Walk proved very popular with a total of 36 stalls selling a variety of Christmas gifts, food, and drinks. For the younger visitors there was free face painting, a tabletop football tournament with prizes and a chance to get up close to Owls and Birds of Prey.



Our very own Cinderella (Civic Officer, Harriet Chatwin) and Prince Charming (Adrian Basford, Rugeley Town Crier) helped the Mayor and Sheriff welcome the two competition winners and then engaged with children around the City throughout the day, as did the Bower Queen and Boswell Bear.



The entertainment on stage began at 1.00pm with local community band *Aspire*, followed by two of Lichfield Arts Emerging Talent bands – *Step Out* and *Robot Garden Party*. The musical entertainment continued with *GSG Vocal Trio*, *Lichfield Rock Choir* and the children of Christchurch primary school singing traditional Christmas carols. Our Master of Ceremonies for the day was our own Town Crier and Sword Bearer, Adrian Holmes who also entertained the crowd with a song or two.

The Sheriff, and Mayor's Chaplain, Revd Ian Hayter gave a brief Christmas blessing before the Mayor, along with the two competition winners, started the countdown to the official switch on at 5.00pm. Once the lights were on, and much to the delight of the children gathered, Father Christmas took time out of his busy schedule to come on stage and wish everyone a Happy Christmas. The event culminated with Amington Brass band playing more Christmas carols as the crowd dispersed followed by a full peal of the newly refurbished bells of St Mary's, leaving everyone feeling festive and ready for Christmas .

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

In addition the Deputy Town Clerk continues to research information and provide secretariat support for the Climate Change and Biodiversity Committee and Commercial Services Committee.

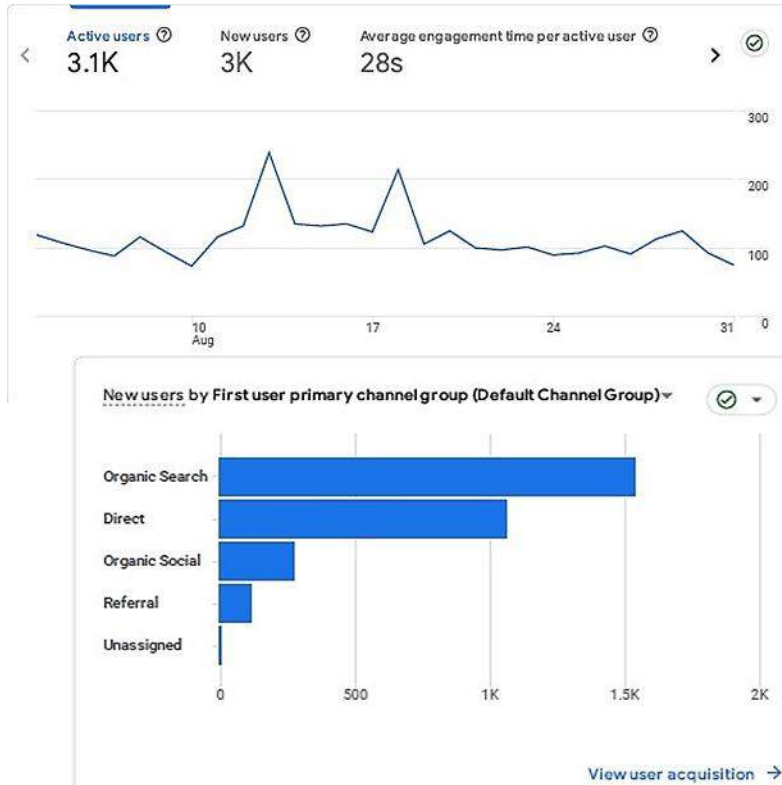






LCC Website Statistics

Previous reporting period (reported to members September 2025)



Sessions ⓘ by Session primary channel group ⓘ

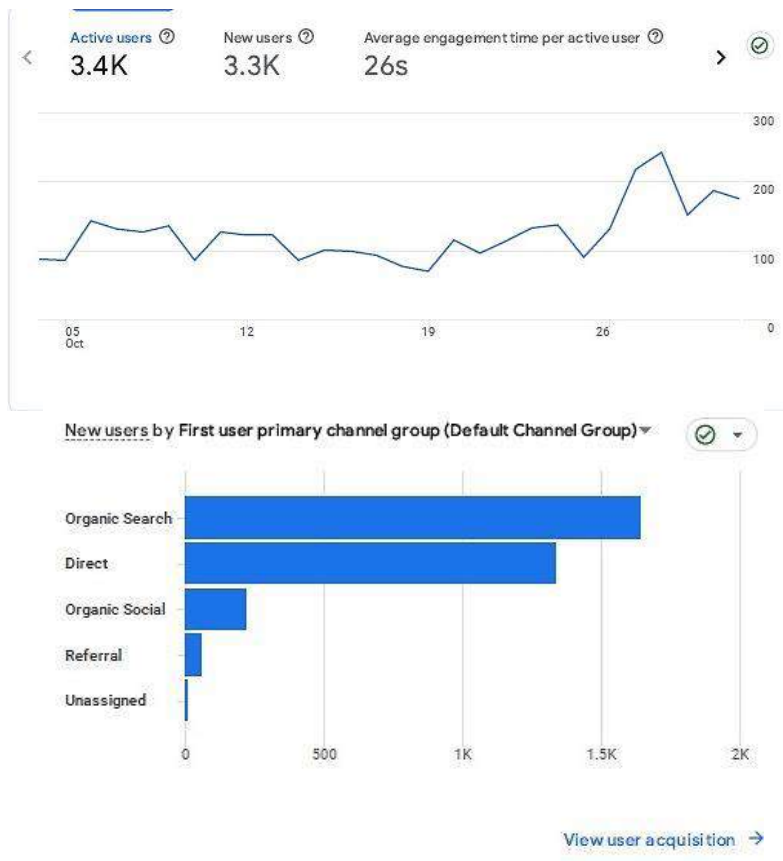
SESSION PRIMARY CHAN...	SESSIONS
Organic Search	2.1K
Direct	1.1K
Organic Social	283
Referral	165
Unassigned	5

Views by Page title and screen class ⓘ

PAGE TITLE AND SCREEN ...	VIEWS
Home Page - Lichfield City Co...	1.1K
- Lichfield City Council	512
Markets - Lichfield City Council	362
Guildhall - Lichfield City Coun...	292
Guildhall Hire - Lichfield City ...	255
Contact Us - Lichfield City Co...	251
The Market - Lichfield City Co...	228

[View pages and screens →](#)

Current reporting period



Sessions ⓘ by Session primary channel group ⓘ

SESSION PRIMARY CHAN...	SESSIONS
Organic Search	2.2K
Direct	1.4K
Organic Social	238
Referral	78
Unassigned	15

Views by Page title and screen class ⓘ

PAGE TITLE AND SCREEN ...	VIEWS
Home Page - Lichfield City Co...	1.1K
- Lichfield City Council	509
Markets - Lichfield City Council	341
Guildhall - Lichfield City Coun...	308
Guildhall Hire - Lichfield City ...	266
Civic Events Diary - Lichfield ...	223
Contact Us - Lichfield City Co...	207

For Council: 8 December 2025 APPENDIX 7

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 August to 31 August 2025

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
01/08/2025	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 25/26 - 5th instalment of 10	973.00	0.00	973.00
01/08/2025	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 25/26 - 5th instalment of 12	10.00	0.00	10.00
01/08/2025	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 25/26 - 5th instalment of 10	574.00	0.00	574.00
01/08/2025	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 25/26 - 5th instalment of 10	1,809.00	0.00	1,809.00
01/08/2025	Debit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Regium fee for contactless donations sum received 1/8	4.46	0.00	4.46
05/08/2025	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - July	34.13	0.00	34.13
05/08/2025	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - August	6.00	1.20	7.20
06/08/2025	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - July	150.25	0.00	150.25
06/08/2025	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - August	6.00	1.20	7.20
08/08/2025	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Old photocopier - Usage Feb-Apr	335.41	67.08	402.49
08/08/2025	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Old photocopier - Rental May-July (Later credited)	403.86	80.77	484.63
11/08/2025	DDebit	British Telecommunications	HALLS Boley Hall	Broadband service at Boley Hall - July	47.23	9.45	56.68
12/08/2025	D Card	Lichfield Chamber of Trade	ADMIN Subscript/Training	Annual subscription to Lichfield Chamber of Trade 25/26	75.00	0.00	75.00
13/08/2025	DDebit	Justice Fire and Security	BIRTHPLACE Repair/Maint	Maint. & support of CCTV system to 7/5/26 - 2nd qtr	47.25	9.45	56.70
14/08/2025	BACS 2868	ACW Arb	PARKS Other Repair/Maint	Tree works at Swinfen Broun Road	900.00	180.00	1,080.00
14/08/2025	BACS 2868	ACW Arb	PARKS Other Repair/Maint	Tree works at Beaconfields	1,600.00	320.00	1,920.00
14/08/2025	BACS 2869	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip - July	360.00	72.00	432.00
14/08/2025	BACS 2870	M W Brown	ADMIN Supplies & Services	Quarterly pest control in Donegal House - July	37.50	0.00	37.50
14/08/2025	BACS 2870	M W Brown	G/HALL Supplies/Services	Quarterly pest control in Guildhall - July	37.50	0.00	37.50
14/08/2025	BACS 2870	M W Brown	PARKS Other Repair/Maint	Rodent inspection at Festival Gardens	50.00	0.00	50.00
14/08/2025	BACS 2870	M W Brown	PARKS Other Repair/Maint	Quarterly pest control at 6 sites - July	225.00	0.00	225.00
14/08/2025	BACS 2871	A Briggs	PARKS Other Repair/Maint	Reimbursement for T Shirt for retiring clock winder	16.50	0.00	16.50
14/08/2025	BACS 2872	Cannock Sound Hire	ARTS/TOURISM Expenditure	Bluetooth speaker & microphone for Community Day	55.00	11.00	66.00
14/08/2025	BACS 2873	City Life in Lichfield	ARTS/TOURISM Expenditure	Advert in City Life What's On, August - Community Day	30.00	6.00	36.00
14/08/2025	BACS 2873	City Life in Lichfield	G/HALL Supplies/Services	Advert in City Life What's On, August - Wedding Fair	30.00	6.00	36.00
14/08/2025	BACS 2874	Christina Lister Comms	BIRTHPLACE Supplies & Services	Audience development & diversification plan - 1st stage	2,500.00	0.00	2,500.00
14/08/2025	BACS 2875	Drayton Manor Resort Ltd	ARTS/TOURISM Expenditure	Catering & room hire deposit for Twinning Weekend, Oct 26	1,937.50	387.50	2,325.00
14/08/2025	BACS 2876	Eastern Shires Purch Org	ADMIN Supplies & Services	Boxes of paper	83.50	16.70	100.20
14/08/2025	BACS 2877	FASS Solutions	G/HALL Supplies/Services	Security for Council Meeting on 23 July 2025	193.28	0.00	193.28
14/08/2025	BACS 2878	Haywoods Contracts Ltd	G/HALL Supplies/Services	Annual service of blinds in Guildhall	400.00	80.00	480.00
14/08/2025	BACS 2879	K and M Howcroft	G/HALL Lettings	Refund of Guildhall breakages deposits for booking 2/8	200.00	0.00	200.00
14/08/2025	BACS 2880	Justice Fire and Security	BIRTHPLACE Repair/Maint	Replacement of portable fire extinguisher	171.77	34.35	206.12
14/08/2025	BACS 2881	LAM Associates (UK) Ltd	BIRTHPLACE Supplies & Services	CAD layout and survey of toilet/kitchen	1,569.99	314.00	1,883.99
14/08/2025	BACS 2882	Lichfield Lock & Key Repairs	ADMIN Supplies & Services	Repair to door lock in Donegal House	55.00	11.00	66.00
14/08/2025	BACS 2883	Lich Science & Eng Society	CIVIC Mayor's Allowance - Pinder-Smith	Mayor's tickets for Erasmus Darwin lecture & supper, Nov	72.00	0.00	72.00
14/08/2025	BACS 2884	D McCarthy Bros (Lichfield)	PARKS Other Repair/Maint	Surfacing work to Heather Gardens	9,700.00	1,940.00	11,640.00
14/08/2025	BACS 2885	Messenger Construction Ltd	R&R FUND Guildhall/Donegal Hs	Replacement of sandstone step to Donegal House	980.00	196.00	1,176.00
14/08/2025	BACS 2886	R Fathers	PARKS Other Repair/Maint	Heather Gdns - Cut back cherry tree to clear road & lamp	450.00	0.00	450.00
14/08/2025	BACS 2887	Rhodawn Ltd t/a Bookspeed	BIRTHPLACE Stock for sale	Various books for sale	111.42	0.00	111.42
14/08/2025	BACS 2888	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum - July	882.18	176.43	1,058.61
14/08/2025	BACS 2888	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall and Donegal House - July	1,119.69	223.94	1,343.63
14/08/2025	BACS 2889	Staffordshire Brewery Ltd	CIVIC Sheriff's Allowance - I Hayter	150 bottles of personalised, labelled beer for Sheriff's Ale	353.00	70.60	423.60
14/08/2025	BACS 2890	The Art File	BIRTHPLACE Stock for sale	Various greeting cards for sale	150.00	30.00	180.00
14/08/2025	BACS 2891	Cancelled	BIRTHPLACE 3rd Party Sales	Bookseller ceased trading & donated proceeds to museum			
14/08/2025	BACS 2892	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 20/7/25	28.00	0.00	28.00
14/08/2025	D Card	Lyreco UK	ADMIN Supplies & Services	Various coloured paper, card and labels	112.15	22.43	134.58
14/08/2025	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - June	272.99	54.60	327.59
14/08/2025	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - June (2nd account)	49.50	2.48	51.98
14/08/2025	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - June (1st account)	87.37	4.37	91.74

14/08/2025	DDebit	Npower Ltd	G/HALL Energy	Electricity - June	454.69	90.94	545.63
14/08/2025	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - June	41.52	2.08	43.60
14/08/2025	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - June	90.35	4.52	94.87
14/08/2025	DDebit	Npower Ltd	PARKS Energy	Friary electricity - June	22.01	1.10	23.11
14/08/2025	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - June	41.03	2.97	44.00
15/08/2025	DDebit	British Gas	BIRTHPLACE Energy	Gas 22/6 - 21/7	75.66	3.78	79.44
15/08/2025	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - August	19.00	3.80	22.80
15/08/2025	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - August	19.00	3.80	22.80
15/08/2025	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fees - August	46.55	0.00	46.55
15/08/2025	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - August	34,506.68	0.00	34,506.68
15/08/2025	DDebit	Pennon Water Services	ADMIN Offices Rates/Water	Water 10/1/25 - 21/7/25	110.18	0.00	110.18
15/08/2025	DDebit	Pennon Water Services	G/HALL Rates/Water	Water 10/1/25 - 16/7/25	391.07	0.00	391.07
15/08/2025	DDebit	Pennon Water Services	PARKS Other Repair/Maint	Friary Fountain water fixed charges 1/2/25 - 8/7/25	42.29	0.00	42.29
18/08/2025	DDebit	British Telecommunications	ADMIN Tel/Postage	Broadband line rental Aug - Oct	133.59	26.72	160.31
18/08/2025	DDebit	EE Ltd	G/HALL Supplies/Services	PA mobile - August	14.89	2.98	17.87
18/08/2025	DDebit	EE Ltd	G/HALL Supplies/Services	On-call mobile - July	30.99	6.20	37.19
18/08/2025	DDebit	EE Ltd	MARKET Supplies/Services	Markets mobile - August	21.81	4.36	26.17
18/08/2025	DDebit	EE Ltd	PARKS Other Repair/Maint	OSO mobile - August	30.99	6.20	37.19
18/08/2025	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, backups, antivirus, Office365 etc - July	974.51	194.90	1,169.41
18/08/2025	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - July	45.00	9.00	54.00
18/08/2025	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - July	137.20	27.44	164.64
18/08/2025	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - July	45.00	9.00	54.00
18/08/2025	DDebit	Sage (UK) Ltd	ADMIN Supplies & Services	Sage Payroll software & support to 31/8/26 (part credit later)	2,071.75	414.36	2,486.11
19/08/2025	DDebit	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine rental 15/8 - 14/11	75.00	15.00	90.00
19/08/2025	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 4/7 - 4/8	100.39	0.00	100.39
20/08/2025	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - July usage/Aug rental (undercharged)	54.57	10.91	65.48
22/08/2025	D Card	Aldi	G/HALL Supplies/Services	Prosecco for Wedding Fair	44.08	8.82	52.90
22/08/2025	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - July payroll	25.50	0.00	25.50
26/08/2025	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/7 - 10/8	13,292.20	2,658.44	15,950.64
28/08/2025	DDebit	Total Energies	Gas - Donegal 35% + Guildhall 65%	Gas 31/5 - 30/6 (Part - DDebit only took part of invoice)	291.27	58.25	349.52
28/08/2025	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 12/7 - 12/8	25.56	0.00	25.56
29/08/2025	DDebit	Justice Fire and Security	G/HALL Repair/Maint	Maintenance of security alarms & CCTV to 27/5/26-2nd qtr	452.61	90.52	543.13
29/08/2025	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 5 Jul to 1 Aug - current account	26.89	0.00	26.89
29/08/2025	DDebit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Monthly service fee for digital donations box - August	12.50	2.50	15.00
29/08/2025	Debit	American Express Merch Svs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.05	0.00	0.05
					83,062.81	7,987.14	91,049.95

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 August to 31 August 2025

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
29/08/2025	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 5 Jul to 1 Aug - imprest account	9.45	0.00	9.45
					9.45	0.00	9.45

LICHFIELD CITY COUNCIL - General Account Payment Schedule**From 1 September to 30 September 2025**

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
01/09/2025	DDebit	British Gas	BIRTHPLACE Energy	Gas 22/7 - 8/8	497.84	99.56	597.40
01/09/2025	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 25/26 - 6th instalment of 10	973.00	0.00	973.00
01/09/2025	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 25/26 - 6th instalment of 12	10.00	0.00	10.00
01/09/2025	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 25/26 - 6th instalment of 10	574.00	0.00	574.00
01/09/2025	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 25/26 - 6th instalment of 10	1,809.00	0.00	1,809.00
01/09/2025	DDebit	Pennon Water Services	BIRTHPLACE Rates/Water	Water 23/1/25 - 16/7/25	62.30	0.00	62.30
01/09/2025	Debit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Regium fee for contactless donations sum received 1/9	7.72	0.00	7.72
02/09/2025	DDebit	Land Registry	ADMIN Supplies & Services	Land Registry search fee	7.00	0.00	7.00
04/09/2025	BACS 2893	M Anderson	BIRTHPLACE Supplies & Services	Samuel Johnson birthday cake for birthday event	150.00	0.00	150.00
04/09/2025	BACS 2894	EHM Exterior Home Maint	ADMIN Supplies & Services	Removal of unsightly buddleia from front of Donegal House	50.00	10.00	60.00
04/09/2025	BACS 2894	EHM Exterior Home Maint	PARKS Other Repair/Maint	Netherstowe - Refix loose post with concrete	85.00	17.00	102.00
04/09/2025	BACS 2894	EHM Exterior Home Maint	PARKS Other Repair/Maint	St Chad's - Remove & refit post damaged by vehicle	75.00	15.00	90.00
04/09/2025	BACS 2894	EHM Exterior Home Maint	PARKS Other Repair/Maint	Install extra 'No parking' signs at 4 sites	320.00	64.00	384.00
04/09/2025	BACS 2895	E.On Energy Solutions Ltd	PARKS Other Repair/Maint	St Chad's Rd footpath - Replace or realign 3 lampposts	2,920.02	584.00	3,504.02
04/09/2025	BACS 2896	Erasmus Darwin Foundation	BIRTHPLACE Supplies & Services	S James' fee for 'Murder Most Foul' talk, July	60.00	0.00	60.00
04/09/2025	BACS 2897	FASS Solutions	G/HALL Supplies/Services	Security for birthday party on 9/8	193.28	0.00	193.28
04/09/2025	BACS 2898	Birmingham Chamber of Comm	ADMIN Subscript/Training	Annual membership to B'ham Chamber to July26	550.00	110.00	660.00
04/09/2025	BACS 2899	Keycraft	BIRTHPLACE Stock for sale	Stretchy kitten and mini kitten toys for sale	135.28	27.06	162.34
04/09/2025	BACS 2900	Lichfield District Council	BIRTHPLACE Supplies & Services	Annual premises licence for museum to 4/9/26	70.00	0.00	70.00
04/09/2025	BACS 2901	Lichfield Lock & Key Repairs	PARKS Other Repair/Maint	5 keyed-alike padlocks for open spaces	145.10	29.02	174.12
04/09/2025	BACS 2902	LUKG Re Banner Group Ltd	ADMIN Supplies & Services	Various pens from Banner Group	38.64	7.73	46.37
04/09/2025	BACS 2903	Lich W Midlands Traded Servs	BIRTHPLACE Adverts/promotion	Museum advert on Visit Lichfield Map	200.00	40.00	240.00
04/09/2025	BACS 2904	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance-Pinder-Smith	Mayor's tickets to own Charity Quiz & Music Night	20.00	0.00	20.00
04/09/2025	BACS 2905	Ovenstate	G/HALL Supplies/Services	Cleaning of 2 ovens	324.00	0.00	324.00
04/09/2025	BACS 2906	Raphael Design Limited	BIRTHPLACE Adverts/promotion	Design and print new museum promotional leaflet	470.00	0.00	470.00
04/09/2025	BACS 2907	R Fathers	MARKET Repair/Maint	Crown balance lime trees on Market Sq to clear CCTV	450.00	0.00	450.00
04/09/2025	BACS 2908	Rhino Plumbing & Heating Svs	G/HALL Repair/Maint	Supply & replace fill valve & syphon on toilet	149.19	29.83	179.02
04/09/2025	BACS 2908	Rhino Plumbing & Heating Svs	MARKET Repair/Maint	Supply & replace fill valve on toilet in Market Block	104.20	20.84	125.04
04/09/2025	BACS 2909	SCC County Fund	BIRTHPLACE Adverts/promotion	Museum advert in Staffordshire Visitor Map 2025	250.00	50.00	300.00
04/09/2025	BACS 2910	Specialised Canvas Servs Ltd	ADMIN Supplies & Services	Annual service of flagpole on 11/8	368.64	73.73	442.37
04/09/2025	BACS 2911	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales, 4 weeks to 17/8/25	31.00	0.00	31.00
04/09/2025	BACS 2912	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - August	12,292.53	0.00	12,292.53
04/09/2025	BACS 2913	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - August	11,737.80	0.00	11,737.80
04/09/2025	BACS 2914	E Tyler	G/HALL Lettings	Refund of breakages deposits for booking, 9/8	200.00	0.00	200.00
04/09/2025	BACS 2915	Farrow & Ball Limited	BIRTHPLACE Supplies & Services	Heritage paints for redecoration of various rooms	812.49	162.51	975.00
04/09/2025	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - August	28.34	0.00	28.34
04/09/2025	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - September	6.00	1.20	7.20
05/09/2025	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - August	135.06	0.00	135.06
05/09/2025	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - September	6.00	1.20	7.20
08/09/2025	Debit	American Express Merch Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.13	0.00	0.13
09/09/2025	DDebit	Land Registry	ADMIN Supplies & Services	Land Registry search fee	7.00	0.00	7.00
10/09/2025	DDebit	British Telecommunications	HALLS Boley Hall	Broadband service at Boley Hall - August	47.23	9.45	56.68
12/09/2025	D Card	Canva Pty Ltd	ADMIN Supplies & Services	1 year subscription to Canva Pro for poster design	100.00	0.00	100.00
15/09/2025	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fees - September	30.80	0.00	30.80
15/09/2025	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - September	31,901.24	0.00	31,901.24
15/09/2025	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - July	292.20	58.44	350.64
15/09/2025	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - July (2nd account)	54.44	2.72	57.16
15/09/2025	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - July (1st account)	89.78	4.49	94.27
15/09/2025	DDebit	Npower Ltd	G/HALL Energy	Electricity - July	424.68	84.94	509.62
15/09/2025	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - July	43.81	2.19	46.00
15/09/2025	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - July	92.81	4.64	97.45
15/09/2025	DDebit	Npower Ltd	PARKS Energy	Friary electricity - July	22.59	1.13	23.72

15/09/2025	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - July	42.68	3.09	45.77
16/09/2025	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - September	19.00	3.80	22.80
16/09/2025	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - September	19.00	3.80	22.80
16/09/2025	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office365 etc-August	974.51	194.90	1,169.41
16/09/2025	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - August	45.00	9.00	54.00
16/09/2025	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' email addresses - August	137.20	27.44	164.64
16/09/2025	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - August	45.00	9.00	54.00
16/09/2025	DDebit	Sage (UK) Ltd	ADMIN Supplies & Services	Annual Sage Accounts software & support (part credit later)	2,922.00	584.40	3,506.40
17/09/2025	DDebit	EE Ltd	ADMIN Supplies & Services	Tablet for Deputy Clerk - September	8.59	1.72	10.31
17/09/2025	DDebit	EE Ltd	G/HALL Supplies/Services	PA mobile - September	14.89	2.98	17.87
17/09/2025	DDebit	EE Ltd	G/HALL Supplies/Services	On-call mobile - September	11.90	2.38	14.28
17/09/2025	DDebit	EE Ltd	G/HALL Supplies/Services	Tablet for CCTV monitoring - September	8.59	1.72	10.31
17/09/2025	DDebit	EE Ltd	MARKET Supplies/Services	Markets mobile - September	17.10	3.42	20.52
17/09/2025	DDebit	EE Ltd	PARKS Other Repair/Maint	OSO mobile - September	14.41	2.88	17.29
18/09/2025	D Card	Amazon	ADMIN Supplies & Services	2 wireless keyboards with mouse	33.32	6.66	39.98
19/09/2025	BACS 2916	1A Action Rotary Rod Ltd	G/HALL Repair/Maint	Annual testing of foul drainage & clearing gullies	725.00	145.00	870.00
19/09/2025	BACS 2917	ACW Arb	PARKS Other Repair/Maint	St Michael's - Cut back hedge & trees by The Sidings	660.00	132.00	792.00
19/09/2025	BACS 2917	ACW Arb	PARKS Other Repair/Maint	St Michael's - Various tree work around car park	2,250.00	450.00	2,700.00
19/09/2025	BACS 2917	ACW Arb	PARKS Other Repair/Maint	St Michael's - Various tree work	1,100.00	220.00	1,320.00
19/09/2025	BACS 2918	Christina Lister Comms	BIRTHPLACE Supplies & Services	Consultancy for audience development - 2nd stage	1,000.00	0.00	1,000.00
19/09/2025	BACS 2919	EHM Exterior Home Maint	G/HALL Supplies/Services	Supply & fit casters & brakes to screens for ease of use	360.00	72.00	432.00
19/09/2025	BACS 2919	EHM Exterior Home Maint	PARKS Other Repair/Maint	Furnival Crescent - Supply & fit 2 new 'No parking' signs	80.00	16.00	96.00
19/09/2025	BACS 2919	EHM Exterior Home Maint	PARKS Other Repair/Maint	Festival Gdns - Thin out or remove excess reeds & dispose	595.00	119.00	714.00
19/09/2025	BACS 2919	EHM Exterior Home Maint	PARKS Other Repair/Maint	Furnival Crescent footpath - Rebuild or repair wall	1,395.00	279.00	1,674.00
19/09/2025	BACS 2920	Eastern Shires Purch Org	ADMIN Supplies & Services	Paper & other stationery	43.40	8.68	52.08
19/09/2025	BACS 2920	Eastern Shires Purch Org	G/HALL Supplies/Services	Various cleaning & cloakroom supplies	211.10	42.22	253.32
19/09/2025	BACS 2921	Grayson Design & Print Ltd	G/HALL Supplies/Services	Printing & delivery of 250 new Guildhall brochures	575.00	115.00	690.00
19/09/2025	BACS 2922	HSS Hire Service Group Ltd	G/HALL Supplies/Services	Fume extractor & hose for drying Guildhall floor varnish	620.64	124.13	744.77
19/09/2025	BACS 2923	Justice Fire and Security	ADMIN Supplies & Services	Callout for alarm issues during DH fire door replacement	268.75	53.75	322.50
19/09/2025	BACS 2923	Justice Fire and Security	G/HALL Repair/Maint	Replace & re-site CCTV cabinet & replace PSU units	1,207.04	241.40	1,448.44
19/09/2025	BACS 2924	Lichfield Lock & Key Repairs	MARKET Repair/Maint	Supply & replace combination lock on Market Block	228.43	45.69	274.12
19/09/2025	BACS 2925	LUKG Re Banner Group Ltd	ADMIN Supplies & Services	Various pens and tape from Banner	109.84	21.98	131.82
19/09/2025	BACS 2926	Playsafety Ltd	PARKS Other Repair/Maint	3 annual play area inspections (Lincoln CI, Stowe & CCC)	240.00	48.00	288.00
19/09/2025	BACS 2927	Mr B S Pratt	CIVIC Events	Artificial laurel chaplets for Johnson statue	110.00	0.00	110.00
19/09/2025	BACS 2928	PumpMaster	ADMIN Supplies & Services	Call out for fault with ladies saniflow toilet in DH cellar	165.00	33.00	198.00
19/09/2025	BACS 2929	R Fathers	PARKS Other Repair/Maint	Remembrance Gdns - Cut back various trees	1,350.00	0.00	1,350.00
19/09/2025	BACS 2930	R & J Tree Services Ltd	PARKS Other Repair/Maint	Spring Rd - Crown lift & reduce beech & other tree work	1,200.00	240.00	1,440.00
19/09/2025	BACS 2930	R & J Tree Services Ltd	PARKS Other Repair/Maint	Samuel Close - Cut back branches overhanging footpath	250.00	50.00	300.00
19/09/2025	BACS 2931	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in museum - August	769.08	153.81	922.89
19/09/2025	BACS 2931	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall and Donegal House - August	1,119.69	223.94	1,343.63
19/09/2025	BACS 2932	Vaughtons t/a W H Darby Ltd	CIVIC Supplies/Services	Replica jewels, bars & cases for Mayor & Sheriff 25/26	2,098.96	419.79	2,518.75
19/09/2025	D Card	Amazon	CIVIC Supplies/Services	Battery-operated candles	22.49	4.50	26.99
22/09/2025	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet-Aug usage/Sept rental & Aug rental increase	202.42	40.48	242.90
23/09/2025	BACS 2933	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - September	10,826.68	0.00	10,826.68
23/09/2025	BACS 2934	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - September	10,429.61	0.00	10,429.61
23/09/2025	D Card	Amazon	ADMIN Supplies & Services	Trunking for phone cables in DH courtyard	32.50	6.50	39.00
23/09/2025	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - August payroll	27.60	0.00	27.60
25/09/2025	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/8 - 10/9	13,740.47	2,748.09	16,488.56
25/09/2025	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	RPI increase for 1/4 - 10/8	1,942.50	388.50	2,331.00
25/09/2025	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - January	53.96	2.70	56.66
25/09/2025	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - February	46.37	2.32	48.69
25/09/2025	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - March	51.34	2.57	53.91
25/09/2025	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - April	49.69	2.48	52.17
25/09/2025	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - May	51.34	2.57	53.91
25/09/2025	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - June	49.69	2.48	52.17

25/09/2025	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - July	51.34	2.57	53.91
25/09/2025	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - August	51.34	2.57	53.91
25/09/2025	DDebit	Spitfire Network Services Ltd	ADMIN Tel/Postage	Disputed cancellation fees re digital phones (credit due)	2,406.46	481.29	2,887.75
25/09/2025	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 4/8 - 4/9	57.13	0.00	57.13
26/09/2025	Debit	American Express Merch Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.17	0.00	0.17
30/09/2025	DDebit	Justice Fire and Security	G/HALL Repair/Maint	Maintenance of fire alarms to 25/9/26 - 1st qtr	151.92	30.38	182.30
30/09/2025	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 2 to 29 August - current account	23.85	0.00	23.85
30/09/2025	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	New photocopier rental May-July less credit for old copier	93.98	18.80	112.78
30/09/2025	Debit	American Express Merch Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.08	0.00	0.08
					<u>132,833.19</u>	<u>9,361.06</u>	<u>142,194.25</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 September to 30 September 2025

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
01/09/2025	BACS I51	Lichfield Community Media	G/HALL Supplies/Services	Wedding Fair advert in Burntwood & Lich Independent	100.00	0.00	100.00
01/09/2025	BACS I52	Lichfield Shrievally Assoc	CIVIC Mayor's Allowance-Pinder-Smith	Mayor's tickets to Sheriff's Ride Fundraiser Dinner	96.00	0.00	96.00
01/09/2025	BACS I52	Lichfield Shrievally Assoc	CIVIC Sheriff's Allowance - I Hayter	Hire of horse & ghost rider registration for Sheriff's Ride	515.00	0.00	515.00
01/09/2025	BACS I53	Print & Digital of Lichfield	CIVIC Sheriff's Allowance - I Hayter	Design of labels for Sheriff's Ale	45.00	9.00	54.00
11/09/2025	05534	Cash	Various	Petty cash vouchers 8759 - 8782	261.73	29.54	291.27
15/09/2025	05535	Cash	BIRTHPLACE Supplies & Services	Birthplace petty cash vouchers SJ0237 - SJ0254	167.62	25.95	193.57
15/09/2025	05536	Cash	Various	Petty cash vouchers 8783 - 8795	276.99	20.35	297.34
30/09/2025	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 2 to 29 August - imprest account	6.00	0.00	6.00
					<u>1,468.34</u>	<u>84.84</u>	<u>1,553.18</u>