

Lichfield City Council

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Town Clerk: Anthony D. Briggs BA (Hons), CiLCA

19 January 2026

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield on **Monday, 26 January 2026 at 6.30 pm** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Town Clerk.

Yours sincerely

Tony Briggs
Town Clerk

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

AGENDA

1. APOLOGIES FOR ABSENCE

2. MAYOR'S ANNOUNCEMENTS

3. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

4. COUNCIL MINUTES

To confirm as a correct record the Minutes of the Council Meeting held on 8 December 2025 (Nos. 52 - 70) (**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 4 December 2025 to 15 January 2026 and made in the name of LCC via delegated authority, be received (**copies previously circulated**).

7. TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2)

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. COMMERCIAL SERVICES COMMITTEE (CSC)

To consider the minutes and recommendations of the CSC meeting held on 13 January 2026 (**APPENDIX 1, attached**). Members' particular attention is drawn to the consideration of Guildhall/Markets charges for 2026/27; further information is provided at items 11 and 12 of this agenda and the corresponding appendices.

Members' attention is also drawn to the recommendation to council to establish Markets on each Sunday, the council utilising its powers under the Food Act Part III to do so. While such a resolution would not guarantee a market on any given Sunday, it would facilitate additional markets, combine separate resolutions already in place in regard to existing Sunday markets, and assist significantly in discussions with potential partners and stakeholders.

RECOMMENDED: That the minutes and recommendations of the CSC meeting held on 13 January 2026 be adopted, and that in so doing, the council creates a market on each Sunday of the year by utilising its powers under the Food Act Part III.

9. CLIMATE CHANGE AND BIODIVERSITY COMMITTEE (CCBC)

To consider the minutes and recommendations of the CCBC meeting held on 14 January 2026; to follow under separate cover as APPENDIX 2.

RECOMMENDED: That the minutes and recommendations of the CCBC meeting held on 14 January 2026 be adopted.

10. FINANCIAL PROGRESS REPORT 1 APRIL TO 30 NOVEMBER 2025

This report (**APPENDIX 3**, attached) contains the financial progress for the period 1 April 2025 to 30 November 2025. It summarises the income and expenditure against budget for the service areas in the first eight months of the financial year. The report shows:

Column 1 – The actual income/expenditure to 30 November 2025 (67% of full year)
Column 2 – The forecast of expenditure for the remaining three 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
Column 6 – Explanatory note reference number

RECOMMENDED: That the eight-month Financial Progress Report be noted.

11. FEES AND CHARGES 2026/27 - MARKETS

The Commercial Services Committee's (CSC) recommendations for 2026/27 fees and charges are provided in red text, with current rates in black text, in the table at **APPENDIX 4** (attached). Council may choose to formalise the 2026/27 pricing structure as set out at appendix 4, or members may propose, discuss and resolve upon an alternative.

RECOMMENDED: Council to confirm whether or not it wishes Market pitch fees, associated charges and Market Square/Pool Walk hire fees to apply for 2026/27 as provided in red text at APPENDIX 4. In the event that it wishes to vary the proposals, council to resolve upon any such variation.

12. FEES AND CHARGES 2026/27 - GUILDHALL

The Commercial Services Committee (CSC) recommendations for 2026/27 charges are in red text, together with current rates in black text, in the table at **APPENDIX 5** (attached). The proposals, and an update for members, follows. Inflation based increases are based on November RPI (3.8%), the latest available figure at the time of preparing this report. The main proposals are:

- **Abolish the previous voluntary/charitable rate:** All hirers previously charged at this rate will transition to the *standard* rate detailed below from 1 April 2026.
- **Rename the private rate:** This would be redesignated as the *standard* rate and **increased by RPI+1%** (4.8% based on November RPI) for 2026/27.
- **Commercial rate:** To be increased as shown at Appendix 5, between 7% and 40% depending on day/room.

Voluntary/Standard Rate Proposals

The removal of the *voluntary* rate was originally recommended at the November CSC meeting (minutes adopted by Council in December 2025) and then endorsed at the January CSC meeting. Charges associated with the voluntary rate are the most heavily subsidised when the costs of Guildhall staff/overheads etc are considered. For example:

- LCC Staff are paid at least the National Living Wage of £13.45/hour, plus approximately 30% in on-costs.
- For most Monday–Thursday bookings, a single voluntary rate booking does not cover the cost of the on-duty Premises Attendant, without taking into consideration overheads such as heating, lighting, insurance, and administration.

The Council may choose to acknowledge and continue to provide this subsidy based on the social and community benefits the council believes arise from these groups and their activities, or it can seek to reduce or eliminate the subsidy with the aim of relieving pressure on the overall budget and precept. Such aims may however come to nought if revenue reduces and corresponding savings are not greater than such losses.

Together with the proposal to remove the *Voluntary* rate, the CSC recommended increases to the new *standard* rate at its November meeting, ranging from 9% to 28% depending on day/room.

The combined proposals attracted a significant response from regular hirers who would be affected, and their representations were provided to the most recent CSC meeting. Following consideration of those representations, the CSC produced the revised recommendations as set out at Appendix 5.

The newly revised proposals have been distributed to regular hirers, though they still wish their representations to be formally considered by Council. These are provided as **ENCLOSURE 1**.

Commercial Rate

Recommendation for the *Commercial* rate remain as agreed at the November CSC meeting (detailed at Appendix 5). These proposals attracted representations from regular commercial hirers – Slimming World and Market Research; these are provided within **ENCLOSURE 1**.

Slimming World membership fees are set nationally, even if they should wish to do so therefore, it does not appear to be within the gift of an individual franchise to increase fees to offset an increase in room hire costs.

Members are asked to note that alternative proposals for 2026/27 Guildhall hire fees are currently being discussed and will be circulated prior to or at the meeting.

RECOMMENDED: Council to confirm Guildhall hire rates to apply for 2026/27.

13. BUDGET ESTIMATES 2026/2027

2025/26 Revenue Budget – Pressures

- Inflation linked Grounds Maintenance contract with LDC
- Salary pressures - nationally agreed 2026/27 award to be confirmed, Council decision (December 2023) to pay at least the level of the Real Living Wage to all salaried staff
- General inflationary pressure across budget heads
- Separate reserve for 2027 elections; the 'Elections Reserve' is built up over the years between elections, accounting for a total of approximately 7% of precept currently.
- 2026 Twinning Event – falling due following the hosting of similar events by the City's twin towns. Separate reserve to cover anticipated event costs (representing 3% of precept approx. in total)
- Freedom of the City Event (see agenda item 17)
- Revenue funded measures at the Birthplace Museum as recommended by JBAC and adopted by Council in December 2025.

2026/27 Budget Setting

In compliance with Financial Regulation 2.1, draft estimates for 2026/27 have been prepared with accompanying notes (**APPENDIX 6**, attached). This draft is based on the assumptions above and reflects a Band D precept increase of £4.62 per year - £77.08 to £81.70.

The budget also allows the continuation of the programme of repair and renewal; further information on this element of the budget is provided at the next agenda item.

RECOMMENDED: That Council approve the Budget Estimates and Report for the 2026/27 financial year totalling £1,239,500; and that the precept for 2026/27 be set at £1,075,013.

14. REPAIR, RENOVATION AND SPECIFIC PROJECT PROGRAMME 2026/27

The Council's draft budget for 2026/27 includes a programme of capital works. These items are *funded from the City Council's capital reserve* rather than core revenue budgets. The proposals are detailed in the information report (**APPENDIX 7**) attached and summarised below:

Location	Item	Costs for Budget	Note
Boley Park Community Hall	Quinquennial Inspection and sum for urgent work arising	£5,000	1
Friary Clock Tower	Quinquennial Inspection and sum for urgent work arising	£2,500	2
SJBM	Quinquennial Inspection and sum for urgent work arising	£5,000	3
SJBM	Secure Storage Solutions Structural Surveys	£4,400 £5,300	4
Guildhall Roof	Roof Repairs – east pitch and flat roof	£100,000	5
TOTAL		£122,200	6

RECOMMENDED: That the Report be noted.

15. SUBSIDY REVIEW – LICHFIELD ARTS AND LICHFIELD FESTIVAL

Further to Minute 99 of the Council's meeting of 28 January 2019, the arrangements between the Council, Lichfield Arts and Lichfield Festival are to be reviewed annually by the City Council. These arrangements are currently as follows:

- a) *That the current charges levied upon the bodies separately and associated with their licences to occupy rooms in Donegal House are appropriate.*
- b) *The charge for the Ashmole Room when used as a 'green room' by Lichfield Arts is £35 per occasion, Lichfield Arts to be responsible for cleaning the room thereafter.*
- c) *Annual review.*

In regard to point (a), at its meeting of 3 December 2018 the City Council considered the charges levied to both Lichfield Arts and Lichfield Festival for their occupation of rooms in Donegal House. The report demonstrated that the level of subsidy provided by the City Council was in the region of 60% for both bodies. Given the charitable nature of both bodies and their impact on the City, this was resolved by the Council as being appropriate.

When reviewed at the January 2025 meeting of council, it was agreed that an inflationary increase of 2.5% *would be applied* to the charges associated with the licences to occupy for the 25/26 financial year. Consideration of such increases has been based on CPI rather than RPI inflation since 2023.

Council is asked *whether or not* it wishes to apply an inflationary increase for 2026/27; the most recent CPI inflation figure available at the time of preparing this report being 3.2%. This translates to an increase of approximately £71.60 per annum for Lichfield Festival and £122.86 per annum for Lichfield Arts.

RECOMMENDED:

1. *The City Council confirms its view that:*
 - a) *The current general arrangements associated with the separate licences to occupy Donegal House remain appropriate.*
 - b) *Arrangements in regard to the hire of the Ashmole Room remain appropriate.*
2. *The City Council to confirm whether or not it wishes an inflationary increase to be applied to the prevailing licence charges for 2026/27, and the percentage of any such increase.*
3. *In compliance with point (c), the City Council reconsiders this matter at its January 2027 meeting.*

16. GRANT REQUEST – LICHFIELD COMMUNITY SPORTS CLUB CIC

Lichfield Community Sports Club CIC has for some time provided places at its various school holiday sport camps that are funded through grants from LCC. The funded places are reserved for local children aged 4-12 in receipt of free school meals or who are suffering other hardship, and feedback from previous attendees has been positive.

The Club has requested a grant in the sum of £2,000 to provide 30 places for children across the February half term holidays (five hours/day, Monday-Friday).

Applications would normally be considered formally by the City Council's Grants Committee and a recommendation submitted to council, but the timescales do not allow for that process to take place on this occasion. Instead, the full grant application has been circulated to members of the Grants Committee for informal consideration and comment, with all who responded supporting the application. There remains a significant underspend – approximately £10,000 - in the 2025/26 grant fund; the requested sum is therefore well within the available budget.

The full application is available to all members on request to the Town Clerk.

RECOMMENDED: *Council to confirm whether or not it wishes to award £2,000 to Lichfield Community Sports Club CIC to fund 30 places at its February 2026 half term holiday camp.*

17. FREEDOM OF THE CITY – SOPHIE CAPEWELL

The City Council has the power to grant the Freedom of the City of Lichfield on "persons of distinction". The Freedom of the City was last granted in 2016 and has been awarded only 23 times since 1900.

The Labour Group has signalled an intention to acknowledge the exemplary contribution of Lichfield's own professional racing cyclist, Sophie Capewell. Sophie has won national and world championships, but her achievements were crowned in 2024 when she won an Olympic gold medal in the Team Sprint event. Sophie has also supported local events and charities and was awarded an MBE for services to cycling in the 2025 Honours List.

In order for the Freedom of the City to be conferred, a meeting of the full Council must be specially convened for the purpose, and the resolution to grant the Freedom must be approved by "not less than two-thirds of the members of the Council who vote on it."

The Council may also "spend such reasonable sum as it thinks fit" to present an illuminated scroll conferring the grant of the Freedom.

Council is now asked to consider the proposal to grant the Freedom in principle. If agreed, this would allow arrangements to be made for the special meeting of council mentioned above where the Freedom would actually be conferred.

RECOMMENDED:

- 1. That the City Council acting in accordance with section 249 of the Local Government Act 1972 as amended by Section 29 of the Local Democracy, Economic Development and Construction Act 2009, confirm its intention to grant the Freedom of the City to Sophie Capewell.*
- 2. That all necessary arrangements be made for the formal grant of the Freedom and presentation of the Freedom scroll at a Special Meeting of the Council to be held on a date to be confirmed.*

18. OFFICERS' REPORT

To receive the Officers' Report, **APPENDIX 8** attached.

RECOMMENDED: That the Report be noted.

19. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 9**) for the periods:

- 1 October 2025 to 31 October 2025 in the sum of £170,362.34 General Account, and £483.31 Imprest Account
- 1 November 2025 to 30 November 2025 in the sum of £119,623.43 General Account, and £1,353.54 Imprest Account.

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Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 8 December 2025 at 6.30pm

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

APOLOGIES: Councillors J Eagland, K Farrelly (parental leave), R Harvey-Coggins and M Warfield (medical advice).

52. MAYOR'S ANNOUNCEMENTS

The Mayor asked that the best wishes of the Council be passed to Councillor M Warfield for a speedy recovery and congratulations be extended to Councillor K Farrelly on the birth of her first child.

The Mayor then detailed some of the events and functions she had attended since the last meeting of the Council which included Remembrance Sunday, the laying up of the Old Colours of the Mercian Regiment, the Christmas Lights Switch On and the Mayor and Sheriff's Black and White Charity Ball.

In addition the Mayor noted how much she had enjoyed meeting the winners of both the Christmas Lights Switch On Competition and Christmas Card competition.

53. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor C Greatorex declared an interest in agenda item 7 (minute 57), regarding a question under Standing Order 8(2) as he is a County Councillor and left the room during that agenda item.

Councillor J Smith declared an interest in agenda item 10 (minute 59), as the City Council representative and plot holder on Dovehouse Fields and took no part in discussion or voting thereon.

54. COUNCIL MINUTES

Councillor C Greatorex pointed out a typographical error at minute 50 of the Officers Report regarding the spelling of NACTSEW.

RESOLVED: That the Minutes of the Council Meeting held on 30 September 2025 (No's 40-51) as amended be confirmed and signed as a correct record.

55. MATTERS ARISING

None.

56. PLANNING COMMITTEE

RESOLVED: 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.

57. **QUESTIONS UNDER STANDING ORDER 8 (2)**

Councillor P Mc Dermott asked the Mayor:

'Madame Mayor will you, on behalf of Lichfield City Council, unequivocally condemn the divisive and racist language and opinions reportedly expressed on social media by the leader of Staffordshire County Council, Cllr Ian Cooper, and call for his resignation from his position as leader should the allegations against him be proved correct?'

The Mayor Responded:

'Lichfield City Council unequivocally condemns racist language and divisive rhetoric in all its forms, particularly within public life. Such language has no place in our communities. We believe that those who engage in this behaviour should face appropriate consequences through the proper processes. Our commitment is to uphold respect, equality, and inclusion for all'

THE MAYOR ADJOURNED THE MEETING FOR PUBLIC FORUM

A member of the public addressed the Council and asked

'It concerns Lichfield City Amenity Land.

How many of these areas exist in the City, please, and what are the responsibilities of the City Council to maintain these areas?

We have one adjacent to Hazel Grove which has received scant attention for many years so that it can no longer be classified as an amenity.

Children can no longer play there as it is unsafe, being littered with fallen branches and debris. What used to be a pleasant, mowed clearing is sadly neglected.

As in previous years, we, residents, should like once again to plant some hedgerow plants to revitalise this area but it is pointless, sadly, when the area is not maintained and so uncared for.'

The Mayor Responded

'The City Council owns more than 60 separate open spaces around the city, as well as approximately 40 pathways. These sites are inspected regularly. The Hazel Grove site has received significant attention in the recent past, but it seems clear that there are issues remaining. I will ask the Town Clerk to contact you directly to move this matter forward, and I also ask the Town Clerk to keep ward members updated with progress'. I hope that this will see the matter resolved quickly, but please do bring it back to the attention of the council if that does not occur'.

THE MEETING WAS RECONVENED

58. **JOHNSON BIRTHPLACE ADVISORY COMMITTEE**

Councillor A Hughes noted that the Samuel Johnson Birthplace Museum was a great asset and how important it was to ensure it was maintained. Councillor C Greatorex asked if further funding could be obtained to achieve this, possibly from charitable organisations. Councillor A Hughes responded that a series of Grant Applications were planned and that JBAC was also looking into the possibility of commercial sponsorship.

RESOLVED: That the minutes and recommendations of the Johnson Birthplace Advisory Committee held on 4 November 2025 be adopted.

59. COMMERCIAL SERVICES COMMITTEE

Councillor J Blackman informed Members that the Guildhall micro website was almost complete and work had begun on the Markets micro website.

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

60. GRANTS ADVISORY COMMITTEE

Councillor C Ball noted a typographical error at minute 35 and informed Members that any underspend of the Grant allocation would be carried forward, asking Members to reach out to community groups who this may be of benefit to.

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

61. AUDIT COMMITTEE

Councillor A Fox commended the Town Clerk, Internal Auditor and Accounts Officer for their hard work in delivering a half yearly report which was close to the predicted targets.

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

62. POLITICAL AFFILIATIONS

Members noted the following changes in political affiliations:

- 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, Members' attention was drawn to the political balance of the Council now being Labour (13), Conservative (6), Liberal Democrat (6), Reform UK (2), Green Party (1), Independent (1), and that the City Council is currently under no overall control.

Members confirmed that there was no desire to make changes in committee membership as a result of these developments.

RESOLVED: That the report be noted and that no changes be made to current Committee memberships.

63. FINANCIAL PROGRESS REPORT- 1 APRIL TO 30 SEPTEMBER 2025.

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

RESOLVED: That the Financial progress report 1 April to 30 September 2025 be noted.

64. 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 had advised that on expiry of the current dispensation she did not wish to make a request for further extension and took the opportunity to thank Councillors for their support. Councillor J Marshall responded on behalf of the whole Council to wish Councillor Lax the best recovery possible stating that he had found her conduct in recent months inspirational.

RESOLVED: That Council confirm that the dispensation granted to Cllr Lax (firstly in October 2024 and extended in June 2025) be withdrawn from 8 December 2025 as no longer required.

65. OFFICERS' REPORT

Councillor C Greatorex commented on the upgrade to the presentation boards at the Samuel Johnson Birthplace Museum and urged Councillors to visit the museum to see the improvements. He also asked if an LED A Board could be provided on the market square to inform the public when, and which, markets were taking place. Councillor J Blackman confirmed that the Commercial Services Committee had already researched this possibility but that it had proved cost prohibitive and would likely be subject to vandalism.

Councillor C Ball commended the Open Spaces Officer for the work carried out across the City, in particular at Christian Fields. Councillor E Strain also noted the excellent work at Festival and Heather Gardens.

Councillors R Bragger and J Blackman both commended the work of the Markets Officer and Office Administrator on maintaining a full market across all three days and their work on the Community Days and Festive Market.

Councillor A Hughes thanked the Deputy Town Clerk for facilitating the visits to the winners and entrants of the Bug Hotels competition set by the Climate Change and Biodiversity Committee.

The Mayor and Councillor A Lax commended the Deputy Town Clerk and Officers on the organisation of the Christmas Lights Illuminations Switch On event.

RESOLVED: That the Report be noted.

66. PAYMENT OF ACCOUNTS

Councillor C Greatorex queried the purpose of a credit from SAGE accounts. The Town Clerk confirmed that this was for an element of an update that was not required.

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

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

67. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: 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.

68. STAFFING COMMITTEE

Members considered the recommendations of the Staffing Committee meeting held on 6 November 2025 (at **AGENDA APPENDIX 8**).

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

69. RECRUITMENT – RESPONSIBLE FINANCIAL OFFICER

Members considered the Town Clerk's confidential report at **AGENDA APPENDIX 9**

RESOLVED That the 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.

70. GUILDHALL ROOF REPAIRS

Members considered the Town Clerk's confidential report at **AGENDA APPENDIX 10**

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

**THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED
THE MEETING CLOSED AT 7.10PM**

MAYOR

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.

For Council: 26 January 2026 APPENDIX 1

Lichfield City Council

Minutes of the Meeting of the Commercial Services Committee held on Tuesday 13 January 2026 at 6.00pm in the Moulton Room, Guildhall

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

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

APOLOGIES: Councillor P McDermott

36. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillors R Bragger & H Ashton declared an interest in agenda item 7 (minute 42), regarding the Victorian Christmas Market as they are also District Councillors.

Councillor H Ashton declared an interest in agenda item 9 (minute 44), regarding Fees and Charges as he is the LCC representative for the Twinning Association and Municipal Charities who both hire rooms at the Guildhall; his wife is a member of the Lichfield Society of Artists who also hire rooms at the Guildhall.

37. MINUTES OF PREVIOUS MEETING

RESOLVED: *The Minutes of the Commercial Services Committee meeting held on 10 November 2025 be confirmed as a correct record [Minutes adopted by Council on 8 December 2025].*

38. MATTERS ARISING

None.

39. NEW MICRO WEBSITES FOR THE GUILDHALL AND MARKETS

The Deputy Town Clerk informed Members that the Guildhall micro website is nearing completion and a launch date of 3 February was suggested. Work continues on the content and amendments to the logo for the Markets micro website.

RESOLVED: *That the update be noted*

40. GUILDHALL UPDATE

Members considered the Guildhall Booking Officer's update report at **Agenda Appendix 1**.

Councillor R Bragger expressed concerns as to whether the repairs to the Guildhall roof would be completed before the Wedding on 25 July. Officers confirmed that the contractors have been made aware of the time frame and scheduled the work accordingly.

Councillor J Blackman asked if a table of bookings for 2025 could be included in the next agenda in order that a comparison could be made year on year. Councillor J Blackman requested that this be included as a standard agenda item.

Councillor R Bragger asked how far in advance Lichfield Arts concerts were booked. The Guildhall Bookings Officer informed Members that these were booked a year in advance and where possible on the same dates as Craft fayres in order to utilise the room as much as possible.

RESOLVED: *That the Guildhall Officers update be noted.*

41. MARKETS UPDATE

Members considered the Market Officer's update report at **Agenda Appendix 2**.

In a revision to the report the Markets Officer informed Members that there were now four pitches available on the Tuesday market which were proving difficult to fill with casual traders due to the inclement weather.

Members were concerned to learn that the Vegan Market has reduced the number of bookings in 2026, however Officers suggested that the available dates could be filled with other themed markets to be discussed at Agenda item 13.

The Deputy Town Clerk drew Members attention to Radio WM's 'Twelve Days of Christmas' campaign and the live broadcast from the market, suggesting that the popularity of this event be capitalised on in future years.

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

42. VICTORIAN CHRISTMAS MARKET

Members considered the issues raised during the Victorian Christmas Market as detailed at **APPENDIX 3** noting the verbal update from Officers.

Councillor R Bragger noted the success of the August Food Festival which LCC and LDC worked on collaboratively and suggested that this would be beneficial for future events. Officers confirmed that they have offered their expertise to LDC but have been met with some reluctance. Members asked that the LDC events team and Councillor R Holland be invited to attend the next Commercial Services Committee meeting to discuss further.

RESOLVED: That the update be noted and that the LDC Events team and Councillor R Holland be invited to attend the next Commercial Services Committee meeting.

43. TRADER REPRESENTATIONS

There were no representations from Traders.

44. FEES AND CHARGES 2026/27

Members considered the Agenda report, proposed fees and charges at **APPENDIX 4** and representations received from Guildhall hirers at **Enclosures 2,2a and 2b**

Following much discussion Members agreed to abolish the 'charitable/voluntary' room hire charges and combine with the 'private' hire charges into a new 'Standard' tier. It was agreed that these charges be increased by RPI plus an additional 1% to cover overheads.

In addition Members felt that the current commercial room hire rates were under current market value and agreed to increase the rates per room by varying percentages.

[The proposed changes to the Guildhall hire charges and Market fees are not included in these minutes but are as provided as part of the main Council Agenda]

The Deputy Town Clerk reminded Members of the representations received from current hirers objecting to the proposed increases and advised that all Members will require a clear understanding of the proposals at Council.

[Deputy Town Clerks note. The current RPI is 3.8% however Council is asked to note that the next published RPI will be on 21 January and should this figure change then the proposed hire charges will need to be recalculated]

In addition Councillor S Schafer noted that the Guildhall bar is underutilised and suggested LCC should take the opportunity to offer this facility for hirers. Councillor S Schafer also suggested that a temporary café be created in the Guildroom. After considerable debate the Chair asked Councillor Schafer to prepare a report on these matters for consideration by the Committee at its next meeting.

RESOLVED: That for the purposes of Council's formal consideration 2026/27 fees and charges, the Market rent/pitch fees and Guildhall hire rates be presented to council as agreed by this Committee [agenda appendix 4 and 5 respectively of the City Council meeting scheduled for 16 January 2026]

[At this point Councillor S Schafer left the meeting]

45. ANTIQUES MARKET

The Markets Officer confirmed that a meeting had been held with a company providing Antiques and other themed Markets, however there was some confusion regarding charges which will be resolved after the Commercial Services meeting.

RESOLVED: That the update be noted.

46. MARKETING

Members considered the Chair's suggestions regarding the way in which the Guildhall was marketed, suggesting that Weddings and community events be given a high, standalone profile. Councillor J Blackman also suggested that the same information also be shared with both the Birmingham Chamber of Commerce and the Lichfield Chamber of Trade to highlight the Guildhall.

RESOLVED: That the Guildhall Facebook page to also feature standalone events at the Guildhall and that this information be shared with both the Birmingham Chamber of Commerce and the Lichfield Chamber of Trade.

47. VIDEO CONFERENCING

Members considered the Chairs suggestions regarding video conferencing. The Deputy Town Clerk confirmed that there was no budget available to invest in digital equipment. After discussion it was agreed that LCC's existing digital projector, screen and web cam be used to offer this service to hirers. The only purchase required would be a multidirectional speaker. It was suggested that a local company be approached to see if they wished to sponsor a conferencing 'starter kit'.

RESOLVED: That existing LCC equipment be offered to hirers who required the use video conferencing facilities.

48. ADDITIONAL SUNDAY MARKETS AND PROMOTIONAL FEES

Members considered Officers' suggestion of establishing a market on each Sunday of the year under the provisions of the Food Act Part III and the terms of hire if this was agreed.

RECOMMENDATION TO COUNCIL:

- a) That the Council establish a market on each Sunday of the year under the provisions of the Food Act part III*
- b) That the Market Square be offered to new/existing regular market providers under similar terms to the existing Producers/Vegan Market*
- c) That delegated authority be given to Officers to offer an introductory hire charge to new market providers.*

49. DATE AND TIME OF NEXT MEETING

Wednesday 25 February 2026 at 6.00pm in the Moulton Room, Guildhall.

THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 7.49pm.

For Council: 26 January 2026 APPENDIX 3

FINANCIAL SUMMARY REPORT - 1 APRIL to 30 NOVEMBER 2025

This report contains the financial progress for the period 1 April 2025 to 30 November 2025 and summarises the income and expenditure against budget in the first eight months (67%) of the financial year and the year-end projected outturn. The report shows:

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

Column 2 – The forecast of expenditure for the remaining four 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 8 MONTHS TO 30 NOVEMBER	FORECAST FOR REMAINING 4 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE	NOTES	
Parks and Footpaths	208,876	93,376	302,252	273,982	28,270	1	
Guildhall	82,020	59,881	141,901	141,786	115	2	
Community Centres	9,005	6,220	15,225	15,199	26		
Markets	-6,456	5,762	-694	3,615	-4,309	3	
Civic	73,770	36,702	110,472	108,287	2,185	4	
Grant Aid/Partnerships	66,339	12,910	79,249	77,474	1,775	5	
Arts/Tourism/Twinning	59,643	33,545	93,188	90,478	2,710	6	
Johnson Birthplace Museum	101,239	67,339	168,578	176,020	-7,442	7	
Democratic Services	106,935	65,630	172,565	176,067	-3,502	8	
Investment Interest	-16,501	-45,609	-62,110	-61,110	-1,000	9	
Loan Charges	0	0	0	0	0		
Agency	-18,832	6,656	-12,176	-3,100	-9,076	10	
TOTAL SERVICE COST	£666,038	£342,412	£1,008,450	£998,698	£9,752	11	
Repairs and Renewals	43,601	2,132	45,733	36,493	9,240	12	
Community Infrastructure Levy (CIL)	-49,780	-14,576	-64,356	-9,846	-54,510	13	
TOTALS	£659,859	£329,968	£989,827	£1,025,345	£35,518	14	

Explanatory Notes Incorporating Main Variances:

Note 1: Reduction in energy cost £2,590. Numerous pathway light column repair/replacement costs following E-on inspections as part of the 25-year PFI agreement £10,988. Repair and maintenance of benches £4,315, repairs resurfacing and replanting, notably Heather Gardens, where the decision was taken to resurface significant areas of pathway rather than continue a programme of isolated patching, and clearing/replanting at Friary Remains £18,180.

Note 2: Includes a reduction in energy costs £6,900 and Additional Security costs £2,825. Floor repairs £4,000.

Note 3: Includes a reduction in NNDR/Energy costs £2,800 and supplies and services £500.

Note 4: Includes additional security costs £2,085.

Note 5: Includes grants in kind £2,298 (e.g. free use of the Guildhall for Sheriff's Ride Banquet) and assumes remaining grant allocation for 25/26 will be committed.

Note 6: Additional costs in relation to Twinning event £2,338.

Note 7: Reduction in Energy costs £1,890. Additional income £7,645 and restoration costs £1,525.

Note 8: Reduction in support costs £3,792.

Note 9: Additional interest £1,000.

Note 10: Additional sum received against budget £9,264.

Note 11: 1% overspend forecast across service heads.

Note 12: 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 – priority A,B and C works completed (on budget)
3. Donegal House cabling for digital phones etc – Project nearing completion
4. Birthplace Museum, installation of conservation blinds – completed on budget

 ‘Actual’ figure also includes costs arising from professional support in preparing the tender for the Guildhall roof repairs, which were not part of the original budget.

Note 13: 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 14: Overall 3.5% 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.

Eight Month Income Summary:

	Actual 2024/25	Actual 2025-26	Budget 2025/26
Guildhall	£61,930	£60,405	£58,800
Markets	£79,313	£80,318	£80,850
Total	£141,243	£140,723	£139,650

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

For Council: 26 January 2026 APPENDIX 4

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, subject to a minimum of £100.00	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

For Council: 26 January 2026 APPENDIX 5

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

All charges shown exclude VAT unless otherwise stated

VOLUNTARY/CHARITABLE*

		<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**

PRIVATE Change to

"STANDARD"

		<u>Mon - Thurs</u>	<u>%Inc</u>	<u>Fri - Sun</u>	<u>%Inc</u>
Main Hall (1 st floor)	Per hour	£21.59 (£22.63)	4.8	£33.95 (£35.58)	4.8
Kitchen (1 st floor)	Per occasion	£21.59 (£22.63)	4.8	£33.95 (£35.58)	4.8
Guildroom (ground floor)	Per hour	£13.69 (£14.35)	4.8	£23.65 (£24.79)	4.8
Kitchen (ground floor)	Per occasion	£13.69 (£14.35)	4.8	£23.65 (£24.79)	4.8
The Ashmole Room	Per hour	£11.27 (£11.81)	4.8	£21.87 (£22.92)	4.8
The Whytmore Room	Per hour	£9.59 (£10.05)	4.8	£19.47 (£20.40)	4.8
Whole Building	Per hour	£41.25 (£43.23)	4.8	£73.24 (£76.76)	4.8

WEDDINGS/CIVIL CEREMONIES/COMMERCIAL

		<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**



LICHFIELD CITY COUNCIL

DRAFT BUDGET 2026/27

The budget report is based on Council Tax level of £81.70 (for an average Band D property), an increase of £4.62p per year.

The report shows:

- Actual net expenditure 2024/25 (last year)
- Original budget for 2025/26 (current year)
- Year-end estimate for 2025/26
- Draft budget estimates 2026/27
- Balances and reserves for 2024/25, 2025/26 and 2026/27
- The Council Tax analysis for the three years

Following the report there is a detailed draft budget analysis to provide further background to members on the headline figures supplied.

Note 1: Increase in base budget following several years of overspend arising from necessary maintenance and desired improvement of open spaces, footpaths, lighting maintenance etc

Note 2: Reflects potential loss of income during disruption caused by roof repairs

Note 3: Includes sum for Freedom of the City and associated event/provisions

Note 4: Includes funding for Lichfield hosting the 2026 Twinning Weekend

Note 5: Includes revenue funded Strategic Planning Support and Measured Survey as adopted by council in December 2025 following JBAC recommendation

Note 6: Forecast lower investment income due to reduced interest from fixed term Treasury Account, reflecting general trend of reducing interest rates

Note 7: Total Cost of £124,857 To be funded from the **CAPITAL reserve** - the draft Repairs and Renewals programme is detailed at **APPENDIX 7**.

Note 8: Based on known allocation/spend; subject to variation dependent upon CIL requests received, amounts awarded, and timescales for CIL funded projects.

Note 9: Breakdown of 'Total' figure:

Total to/(from) Earmarked Reserves	
Contribution from Repairs and Renewals Capital Earmarked Reserve	£124,857
Contribution from CIL Reserve	£22,635
Contribution from Twinning Reserve	£17,000
Total Contribution from Reserves	£164,492

Increases for Guildhall lettings and Market pitch fees (excluding Service Charge) included as detailed separately on the agenda. General inflationary increase included where applicable.

Budget includes a 3.5% provision for 2026/27 pay award (subject to national agreement) and reflects a 1% reduction in employer pension contributions.

RECOMMENDED: That Council approve the Budget Estimates and Report for the 2026/27 financial year totalling £1,239,505; and that the precept for 2026/27 be set at £1,075,013.

<u>Net Expenditure</u> SERVICE AREAS	ACTUAL 2024/25 £	BUDGET 2025/26 £	ESTIMATE 2025/26 YEAR END £	BUDGET 2026/27 £	Note
Parks and Footpaths	277,100	273,892	302,252	299,698	1
<i>Guildhall</i>	<i>146,525</i>	<i>141,786</i>	<i>141,901</i>	<i>157,215</i>	<i>2</i>
<i>Community Centres</i>	<i>11,311</i>	<i>15,199</i>	<i>15,225</i>	<i>14,878</i>	
<i>Markets</i>	<i>-4,651</i>	<i>3,615</i>	<i>-694</i>	<i>-3,141</i>	
<i>Civic</i>	<i>100,625</i>	<i>108,287</i>	<i>110,472</i>	<i>121,775</i>	<i>3</i>
<i>Grant Aid/Partnerships</i>	<i>60,070</i>	<i>77,474</i>	<i>79,249</i>	<i>79,238</i>	
<i>Arts/Tourism/Twinning</i>	<i>91,167</i>	<i>90,478</i>	<i>93,188</i>	<i>116,723</i>	<i>4</i>
<i>Johnson Birthplace Museum</i>	<i>157,563</i>	<i>176,020</i>	<i>168,578</i>	<i>178,965</i>	<i>5</i>
<i>Democratic Services</i>	<i>141,796</i>	<i>176,067</i>	<i>172,055</i>	<i>187,100</i>	
<i>Investment Interest</i>	<i>-77,262</i>	<i>-61,110</i>	<i>-62,110</i>	<i>-49,350</i>	<i>6</i>
<i>Loan Charges</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
<i>Agency</i>	<i>-12,228</i>	<i>-3,100</i>	<i>-12,176</i>	<i>-11,088</i>	
Total Service Cost	£892,016	£998,698	£1,008,450	£1,092,013	
<i>Repairs and Renewals</i>	<i>102,071</i>	<i>36,493</i>	<i>45,733</i>	<i>124,857</i>	<i>7</i>
<i>Community Infrastructure Levy (CIL)</i>	<i>-10,377</i>	<i>-9,846</i>	<i>-64,356</i>	<i>22,635</i>	<i>8</i>
SUB TOTALS	£983,710	£1,025,345	£989,827	£1,239,505	
PRECEPT	£939,900	£998,698	£998,698	£1,075,013	
To/(From) Balances	(£43,810)	(£26,647)	£8,871	(£164,492)	9

<u>Balances and Reserves</u>	ACTUAL 2024/25 £	BUDGET 2025/26 £	ESTIMATE 2025/26 YEAR END £	BUDGET 2026/27 £	
<i>Opening Balance (1 April)</i>	<i>1,713,542</i>	<i>1,615,138</i>	<i>1,669,732</i>	<i>1,678,603</i>	
<i>To/(From) balances</i>	<i>(43,810)</i>	<i>(26,647)</i>	<i>8,871</i>	<i>(164,492)</i>	<i>9</i>
Closing Balance	£1,669,732	£1,588,491	£1,678,603	£1,514,111	
<u>Closing balance held as:</u>					
<i>Capital Reserve - Repairs/Renewals</i>	<i>1,017,680</i>	<i>709,146</i>	<i>971,947</i>	<i>847,090</i>	<i>7</i>
<i>Grant Aid Reserve</i>	<i>4,033</i>	<i>4,033</i>	<i>4,033</i>	<i>4,033</i>	
<i>Parish Election Reserve</i>	<i>24,713</i>	<i>24,713</i>	<i>24,713</i>	<i>24,713</i>	
<i>Twinning Reserve</i>	<i>17,000</i>	<i>17,000</i>	<i>17,000</i>	<i>0</i>	<i>4</i>
<i>CIL Reserve</i>	<i>126,027</i>	<i>114,408</i>	<i>190,383</i>	<i>167,748</i>	<i>8</i>
<i>General Revenue Reserves</i>	<i>480,279</i>	<i>719,191</i>	<i>470,527</i>	<i>470,527</i>	
Closing Balance	£1,669,732	£1,588,491	£1,678,603	£1,514,111	

<u>Council Tax Analysis</u>	ACTUAL 2024/25	BUDGET 2025/26	ACTUAL 2025/26	BUDGET 2026/27	
<i>Precept</i>	<i>£939,900</i>	<i>£998,698</i>	<i>£998,698</i>	<i>£1,075,013</i>	
<i>Apportioned Tax Base</i>	<i>£12,742.6</i>	<i>£12,957</i>	<i>£12,957</i>	<i>£13,157.4</i>	
RESULTANT BAND D TAX	£73.76	£77.08	£77.08	£81.70	

DRAFT BUDGET 2026/27 ANALYSIS

<u>Net Expenditure</u>	<i>ACTUAL 2024/25</i>	<i>BUDGET 2025/26</i>	<i>ESTIMATE 2025/26</i>	<i>BUDGET 2026/27</i>
<i>SERVICE AREAS</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
Parks and Footpaths				
<i>Employee costs</i>	39,805	42,939	42,589	45,283
<i>Central administration</i>	30,414	31,349	29,812	34,100
<i>Contract repair/maintenance</i>	145,154	149,510	149,589	155,865
<i>Other repair/maintenance</i>	56,759	42,724	76,177	60,270
<i>Energy</i>	8,171	10,720	7,130	7,440
<i>Miscellaneous income</i>	-1,676	-1,660	-1,660	-1,660
<i>Burial fees income</i>	-427	-500	-285	-500
<i>Allotment rents</i>	-1,100	-1,100	-1,100	-1,100
Total	277,100	273,982	302,252	299,698
Guildhall				
<i>Employee costs</i>	100,763	108,698	107,812	114,631
<i>Central administration</i>	29,365	30,268	28,784	32,924
<i>Repair/maintenance</i>	25,590	16,800	20,800	17,900
<i>Energy</i>	17,759	25,930	19,030	19,790
<i>Rates</i>	7,627	8,650	8,480	10,450
<i>Supplies and Services</i>	32,476	26,510	33,465	32,940
<i>Lettings</i>	-67,055	-75,070	-76,470	-71,420
Total	146,525	141,786	141,901	157,215
Community Centres				
<i>Employee costs</i>	7,376	7,957	7,892	8,391
<i>Central administration</i>	3,146	3,242	3,083	3,527
<i>Boley Hall</i>	-565	1,000	-186	-40
<i>Curborough</i>	564	1,000	1,400	1,000
<i>Cruck House</i>	0	1,000	1,000	1,000
<i>Darwin Hall</i>	790	1,000	2,036	1,000
Total	11,311	15,199	15,225	14,878
Markets				
<i>Employee costs</i>	52,057	56,156	55,699	59,222
<i>Central administration</i>	18,878	19,459	18,505	21,167
<i>Repair/maintenance</i>	1,846	2,310	2,310	2,310
<i>Energy</i>	3,229	5,300	3,100	3,230
<i>Rates and Water</i>	18,070	19,950	19,350	13,260
<i>Supplies & Services</i>	9,588	13,000	12,500	14,300
<i>Misc. lettings</i>	-17,523	-15,020	-15,020	-15,600
<i>Friday market income</i>	-31,971	-34,150	-33,150	-35,340
<i>Saturday market income</i>	-30,260	-33,780	-32,080	-34,960
<i>Farmers/Producers market income</i>	-3,425	-3,630	-3,630	-3,780
<i>Tuesday market income</i>	-25,140	-25,980	-27,380	-26,950
<i>Grants In Kind</i>	0	0	-898	0
Total	-4,651	3,615	-694	-3,141

<u>Net Expenditure</u>	<u>ACTUAL</u> 2024/25	<u>BUDGET</u> 2025/26	<u>ESTIMATE</u> 2025/26	<u>BUDGET</u> 2026/27
<u>SERVICE AREAS</u>	£	£	£	£
Civic				
<i>Employee costs</i>	61,064	65,872	65,335	69,468
<i>Central administration</i>	24,122	24,865	23,646	27,047
<i>Mayor's allowance</i>	1,295	3,650	2,150	3,650
<i>Sheriff's allowance</i>	821	3,150	1,650	3,150
<i>Supplies and services</i>	4,222	3,100	6,907	4,070
<i>Events</i>	7,965	6,210	10,348	12,960
<i>Mayor's Banquet</i>	440	440	432	430
<i>Sheriff's Ride</i>	696	1,000	4	1,000
Total	100,625	108,287	110,472	121,775
Grant Aid/Partnerships				
<i>Employee costs</i>	5,686	6,134	6,084	6,469
<i>Central administration</i>	10,488	10,810	10,280	11,759
<i>Grants to outside bodies</i>	36,756	50,000	50,000	50,000
<i>Grants for open Churchyards</i>	7,140	10,530	10,587	11,010
<i>Grants in Kind</i>	0	0	2,298	0
Total	60,070	77,474	79,249	79,238
Arts/Tourism/Twinning				
<i>Employee costs</i>	30,944	33,381	33,109	35,203
<i>Central administration</i>	13,634	14,052	13,363	15,285
<i>Arts/Culture/Tourism</i>	1983	4,535	7,076	23,535
<i>Christmas Lights</i>	48,306	38,510	39,640	42,700
<i>Income</i>	-3700	0	0	0
Total	91,167	90,478	93,188	116,723
Johnson Birthplace Museum				
<i>Employee costs</i>	116,704	125,894	124,868	132,766
<i>Central administration</i>	16,782	17,296	16,448	18,814
<i>Repair/Maintenance</i>	7,745	4,370	4,370	4,410
<i>Energy</i>	5,813	8,270	6,380	6,630
<i>Rates and Water</i>	357	440	500	440
<i>Supplies and Services</i>	30,834	36,620	40,527	40,260
<i>Promotion</i>	640	2,000	2,000	2,000
<i>Restoration</i>	0	750	750	750
<i>Stock for sale</i>	3,990	3,000	6,425	6,425
<i>Sales income</i>	-12,696	-10,980	-19,320	-19,160
<i>Contribution from Birthplace Trust</i>	-12,606	-11,640	-14,370	-14,370
Total	157,563	176,020	168,578	178,965

<u>Net Expenditure</u>	ACTUAL 2024/25	BUDGET 2025/26	ESTIMATE 2025/26	BUDGET 2026/27
SERVICE AREAS	£	£	£	£
Democratic Services				
Employee costs	81,589	93,013	92,255	98,090
Central administration	54,536	61,834	58,800	67,260
Supplies and Services	0	15,000	15,000	15,000
Election costs	1,802	2,060	2,060	2,140
Newsletter	3,787	3,860	3,860	4,010
Member allowances/travel etc.	82	300	590	600
Total	141,796	176,067	172,565	187,100
Investment Interest				
Interest	-77,262	-61,110	-62,110	-49,350
Total	-77,262	-61,110	-62,110	-49,350
Agency				
Employee costs	2,934	3,165	3,139	3,337
Central administration	2,097	2,165	2,058	2,355
Contract repair/maintenance	14,480	14,910	15,001	15,600
SCC Verge Income	-31,739	-23,340	-32,374	-32,380
Total	-12,228	-3,100	-12,176	-11,088
Total Service Costs	£892,016	£998,698	£1,008,450	£1,092,013
Repairs and Renewals				
Employee costs	7,820	1,627	1,614	1,716
Central administration	6,291	866	823	941
Guildhall/Donegal House	16,599	7,000	20,294	100,000
Samuel Johnson Birthplace	34,180	6,000	6,033	14,700
Parks and Footpaths	8,506	15,000	10,969	0
Community Centres	28,675	6,000	6,000	7,500
Total	102,071	36,493	45,733	124,857
community Infrastructure Levy(CIL)				
Expenditure	33,675	41,657	41,657	80,000
Receipts	-44,052	-51,503	-106,013	-57,365
Total	-10,377	-9,846	-64,356	22,635
Johnson Birthplace Charitable Trust				
Grant/Donations	-9,372	-8,360	-11,090	-11,090
Admissions income	-3,234	-3,280	-3,280	-3,280
Funding to LCC	12,606	11,640	14,370	14,370
Total	0	0	0	0
TOTAL	£983,710	£1,025,345	£989,827	£1,239,505
PRECEPT	£939,900	£998,698	£998,698	£1,075,013
TOTAL To/ (From) balances	(£43,810)	(£26,647)	£8,871	(£164,492)

<u>Net Expenditure</u>	ACTUAL 2024/25	BUDGET 2025/26	ESTIMATE 2025/26	BUDGET 2026/27
SERVICE AREAS	£	£	£	£
NOTE-Internal Recharges				
Employee Cost				
Employee costs	599,409	646,610	641,340	681,905
Recharge to Services	-599,409	-646,610	-641,340	-681,905
Total	0	0	0	0
Central Administration				
Employee costs	92,669	101,775	100,946	107,332
Central administration	0	0		0
Mileage Allowance	684	500	1,000	1,000
Professional Fees/Audit Fees	15,170	8,900	5,600	9,000
Office Rates/Water	10,197	10,370	10,370	11,860
Office Energy	9,058	13,080	8,510	8,850
Supplies & Services	41,879	37,230	37,230	45,550
Telephone/Postage	3,881	4,610	4,610	5,500
Subscriptions. Courses/Training	4,914	4,720	4,720	9,720
Insurance	37,272	40,826	38,703	42,456
Office Rent	-5,929	-5,800	-6,077	-6,077
Miscellaneous Receipts	-43	-10	-15	-15
Recharge to Services	-209,752	-216,201	-205,597	-235,176
Total	0	0	0	0
Balances & Reserves				
Opening Balance	1,713,542	1,615,138	1,669,732	1,678,603
to/-from reserve	-43,810	-26,647	8,871	-164,492
Closing Balance	£1,669,732	£1,588,491	£1,678,603	£1,514,111
Breakdown of Reserve				
Repairs/Renewals Reserve-Building	1,017,680	709,146	971,947	847,090
Grant Aid Reserve	4,033	4,033	4,033	4,033
Election Reserve	24,713	24,713	24,713	24,713
Twinning Reserve	17,000	17,000	17,000	0
CIL Reserve	126,027	114,408	190,383	167,748
General Revenue Reserves	480,279	719,191	470,527	470,527
Closing Balance	£1,669,732	£1,588,491	£1,678,603	£1,514,111
Total Expenditure	1,353,712	1,376,643	1,425,521	1,607,607
Total Income	-370,002	-351,298	-435,694	-368,102
Net Expenditure	983,710	1,025,345	989,827	1,239,505
Precept	-939,900	-998,698	-998,698	-1,075,013
TOTAL (To) /From balances	£43,810	£26,647	-(£8,871)	£164,492

For Council: 26 January 2026 APPENDIX 7

REPAIR, RENOVATION & SPECIFIC PROJECT PROGRAMME 2026/27

The Repairs and Renewals programme is funded from the Capital Reserve. While revenue funds can be utilised for capital spend, the opposite is generally not the case, though there are some exceptions and allowances.

Following significant R&R spend over several years to address known and longstanding issues, the focus has shifted largely to ongoing maintenance, new items as requested by Council (often via Committees such as JBAC) and emerging items as identified via the quinquennial inspection process.

However, with a portfolio of listed buildings, and a number of buildings that are regularly used by the public, the possibility of expensive repairs and maintenance, together with the need to ensure facilities are appropriate, will lead to ongoing and significant financial commitment. One of these is the Guildhall roof, which was highlighted to council in the equivalent report to this in January of 2025, and in detail to council at the December 2025 meeting.

For 2026/27, the repairs and renewals programme focuses on these repairs to the Guildhall roof, with the routine inspections of Boley Park Community Hall, the Friary Clock Tower and the Birthplace Museum also being scheduled. Further details are provided below, with members' attention drawn to the explanatory notes that follow.

Location	Item	Costs for Budget	Note
Boley Park Community Hall	Quinquennial Inspection and sum for urgent work arising	£5,000	1
Friary Clock Tower	Quinquennial Inspection and sum for urgent work arising	£2,500	2
SJBM	Quinquennial Inspection and sum for urgent work arising	£5,000	3
SJBM	Secure Storage Solutions Structural Surveys	£4,400 £5,300	4
Guildhall Roof	Roof Repairs – east pitch and flat roof	£100,000	5
TOTAL		£122,200	6

Note 1: Five yearly condition report of Boley Park Community Hall. Sum included for both the inspection report and any urgent but relatively inexpensive work that arises.

Note 2: Five yearly condition report of the Friary Clock Tower. Sum included for both the inspection report and any urgent but relatively inexpensive work that arises.

Note 3: Five yearly condition report of the Birthplace Museum, brought forward by one year following advice received by the Museums and Heritage Officer. Sum included for both the inspection report and any urgent but relatively inexpensive work that arises.

Note 4: Recommendations from JBAC meeting 4 November 2025, adopted by council 8 December 2025.

Note 5: Significant repairs to Guildhall roof as set out in the report to Council December 2025. Tender accepted by Council 8 December 2025. Excludes CIL contribution which is recorded separately.

Note 6: The total cost listed is for the relevant scheme only and does not include employee costs which are allocated across budget heads. Capital costs are allocated from the City Council's Capital Reserve.

RECOMMENDED: *That the Report be noted.*

For Council: 26 January 2026 APPENDIX 8

OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer

The Mayor's Carols for Christmas Service took place in the Guildhall on Tuesday 2 December. The service was once again led by the Mayor's Chaplain and dual-hatted Sheriff, Reverend Ian Hayter, and this year, held as a joint service with Lichfield District Council. The story of the birth of Jesus Christ was recited by the Mayor and Chair's Consort, Gill Stockdale, alongside a poem written and read by the Mayor's daughter, Penny.

The service featured a selection of traditional carols, including *O Come All Ye Faithful*, *Joy to the World* & *Silent Night*. We were delighted to welcome back the Tuneless Choir, who arrived in festive Santa hats and performed the French song *Vois Sur Ton Chemin (See Upon Your Path)*. They were a joy to watch and greatly appreciated by the audience. Also taking part were Liberty Jamboree's Shine & Sign Choir, Music Share's Ukrainian Choir, Wade Street Church musicians, and the Three Spires Morris Dancers, all of whom contributed to a festive atmosphere to mark the start of the season.



Prayers were led at the close of the service by Reverend Hayter, and guests enjoyed mulled wine (or orange juice for drivers) and warm mince pies. Generous donations on the night raised just under £200 for the Mayor, Chair, and Sheriff's charities, which will be shared between Lichfield Arts, Pathway Project, and Liberty Jamboree.

At the time of preparing this report, we are pleased to share that the Mayor has attended and supported 32 engagements in the city, the Deputy Mayor has represented the Mayor at 21 events, and the Sheriff has attended over 40 events. Both the Mayor and Sheriff will continue fundraising for their chosen charities in the New Year.

As mentioned in December's report, the Mayor and Sheriff met with the winners of the Civic Christmas Card Competition in the Mayor's Parlour early December. Accompanied by their parents, Thea Hussain (Christ Church C of E Primary School) and Rosie Lloyd (King Edward VI High School) were presented with their framed Christmas cards and Waterstones gift vouchers.

Preparations are ongoing for upcoming events, including a charity Ceilidh Dance on Saturday 31 January, and the ever-popular annual Pancake Races on Bore Street on Tuesday 17 February.



2. Open Spaces: Nigel Boden, Open Spaces Officer and Jane Varley, Clerical Officer Heather Gardens (Site 19B)

Redevelopment of the central beds has been completed with recent planting of heathers and seasonal plants designed to incorporate the existing rockery features. This concludes a series of works this year to improve the gardens which, along with various tree works, has included wall repairs, resurfacing of pathways, refurbishment of benches and railings and lighting improvements.





Beaconfields (Site 15)

Following consultation with LDC and the local residents' association, CIL funding was agreed via a Grants Committee recommendation to install wooden bollards on LCC land around Beaconfields/Swinfen Broun Road (Sites 15a and 15c). This follows issues experienced with parking on LCC land, particularly when there are events in the city centre and/or Beacon Park.



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

- **Woodfields Drive (25A)** – Snapped limb cut down following storm damage and surrounding trees deadwooded.
- **E.ON Footpath Lighting** – Replacement of damaged column required at Fecknam Way-Johnson Close footpath ongoing

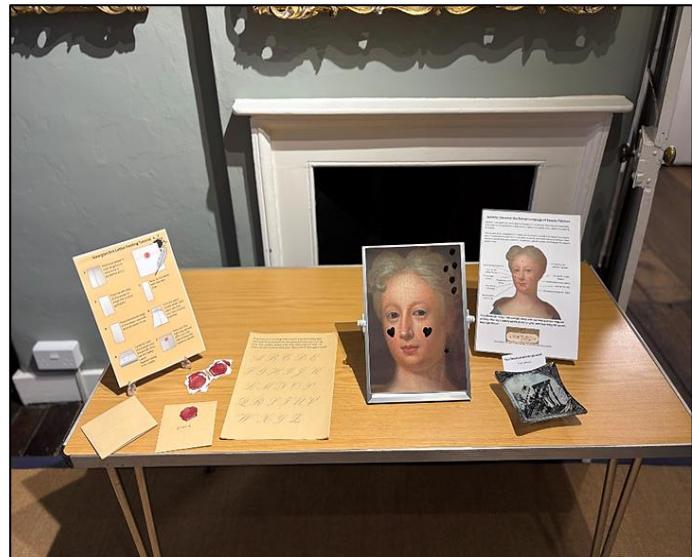
3. Samuel Johnson Birthplace Museum: Kimberley Biddle, Museums & Heritage Officer

December 2025 was a vibrant month at the Samuel Johnson Birthplace Museum, welcoming 1,391 visitors through its doors. Seasonal activities engaged audiences of all ages, while the Bookshop offered a delightful selection of gifts for the Christmas season. Behind the scenes, the team continued to develop their skills through specialist training for staff and volunteers, supporting the ongoing care and preservation of the Museum's collection.

Christmas at the Birthplace

The Museum welcomed 150 visitors on Sunday 7 December for the Christmas at the Birthplace event. The house was decorated for the festive season, with object handling and Georgian-themed activities taking place throughout the day. Families enjoyed lantern-making and a yuletide trail, while costumed characters helped bring a 1700s Christmas to life.

The Birthplace remained open throughout the festive period, closing only on Christmas Day, Boxing Day and New Year's Day, as well as on 18 December, when it closed to allow conservation care training to be delivered to all Museum staff and volunteers.



Conservation Care Training

On 18 December, the Museum hosted the first of three conservation care training sessions, led by a conservator from Birmingham Museums Trust. The session focused on object handling and packing, covering how to safely move and pack items from the collection, including challenging and complex objects, for relocation, storage and transportation.

The training also included guidance on the specialist cleaning of museum objects, with practical demonstrations involving materials such as silver, brass, and paper. This helped staff and volunteers understand how different materials require different approaches, and why careful, informed cleaning plays an important role in preserving the collection for the future.

The session provided a valuable professional development opportunity for Museum Attendants and Collections Volunteers. Feedback was extremely positive, with attendees commenting on how much they had learned, how engaging the session was, and how it had increased their confidence in handling and caring for the Museum's collections. Having the training led by a professional conservator was particularly beneficial, offering expert insight and reassurance, and helping to embed best practice across the team.



What's Coming Up

Over the next month, the Museum team will be focused on volunteer recruitment, audience engagement, and exploring opportunities to enhance the visitor experience.

On 10 January, the Museums and Heritage Officer (MHO) and Museum Support Officer (MSO) will attend a volunteer recruitment fair to support the growth of the volunteer team at the Old Guildhall Prison Cells. The site is supported by a dedicated and knowledgeable group of existing volunteers and recruiting a small number of additional team members will help ensure there are sufficient volunteers to welcome visitors and provide a high-quality experience when the Cells reopen to the public from April to October.

At the Birthplace, a number of public events are planned in the coming weeks. On 28 January, the Museum will host A to Z of Words You Will Never Hear Again, a talk by guest speaker Anthony Poulton-Smith, offering visitors an engaging insight into forgotten language and social history. This

will be followed by a collage workshop with artist Hazel Pitt on 19 February, providing a hands-on creative activity inspired by the Birthplace and its collections.

The Birthplace will also host an invitation-only evening event in January as part of the Opening Chapters audience consultation project. This event will bring together local community groups and organisations, giving them the opportunity to visit the Museum, share feedback on what they would like to see and experience in the future, and explore ways we can work together. It will also provide valuable networking opportunities and help strengthen local partnerships.

In addition, the MHO and MSO will attend the Spring Fair at the NEC in Birmingham. Spring Fair is the UK's leading trade show for retail, connecting buyers with brands and suppliers. Attending the fair will allow the team to explore new stock options and suppliers for the Bookshop, helping to keep the retail offer fresh, relevant, and appealing to visitors.

From February, a programme of improvement works is planned for the Museum's staff kitchen and toilet facilities. While the detailed schedule is still being finalised, the project is focused on creating clean, modern and practical spaces that better support everyone who works or volunteers on site, including staff, researchers, contractors and student placements. The work has been carefully designed to respect the historic Grade I listed building, with specialist conservation advice informing each stage. Listed Building Consent was approved on 15 September 2025. Improvements will include upgraded kitchen facilities, a refurbished toilet, and enhanced heating and ventilation to improve comfort and help protect the building in the long term. Every effort will be made to minimise disruption, although short periods of closure to the Museum and Bookshop will be unavoidable while the refurbishment is carried out.

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

The Friday and Saturday markets are still fully occupied with four pitches available on the Tuesday Market. These will be covered by casual Traders where possible.

All electrical items used by Traders on the Market Square have now been PAT tested to ensure compliance with current legislation. All food stalls are still being monitored for standards of food hygiene and temperature of stock sold and stored on the market is recorded and held for future reference.

Tuesday Market Update

As reported, there are currently four available pitches on the Tuesday market, partly as a result of both Hartington Creamery & Los Dos Gringos leaving after Christmas Eve.

On Tuesday 12 December BBC Radio WM once again visited the market as part of its annual campaign focusing on local markets. This year the featured markets included Bilton, Blackheath, Brierley Hill, Cannock, Chelmsley Wood, Dudley, Lichfield, Penkridge, and Walsall.

On day two of the promotion the radio stations roving reporter, Josh Tranter interviewed several stall holders and even got some to accompany him in the '*Twelve Days of Christmas*' carol with a modern twist.

The Market on Tuesday 9 December was unfortunately cancelled due to high winds.



Friday and Saturday Market Update

The Friday and Saturday markets both remain fully occupied.

The Markets Officer continues to maintain a list of casual traders from all the markets who are invited to stand when permanent traders are absent or take holidays. As a result, a full market is maintained which has provided positive feedback from both existing Traders and new Traders.

Vegan Market

The Vegan Market scheduled for December was unfortunately cancelled due to lack of traders. The Market is planned to return on Sunday 17 May, with only a further three dates booked for the remainder of 2026. The Markets Officer is investigating the possibility of combining the Vegan Market with other appropriate markets.

Producers' Market

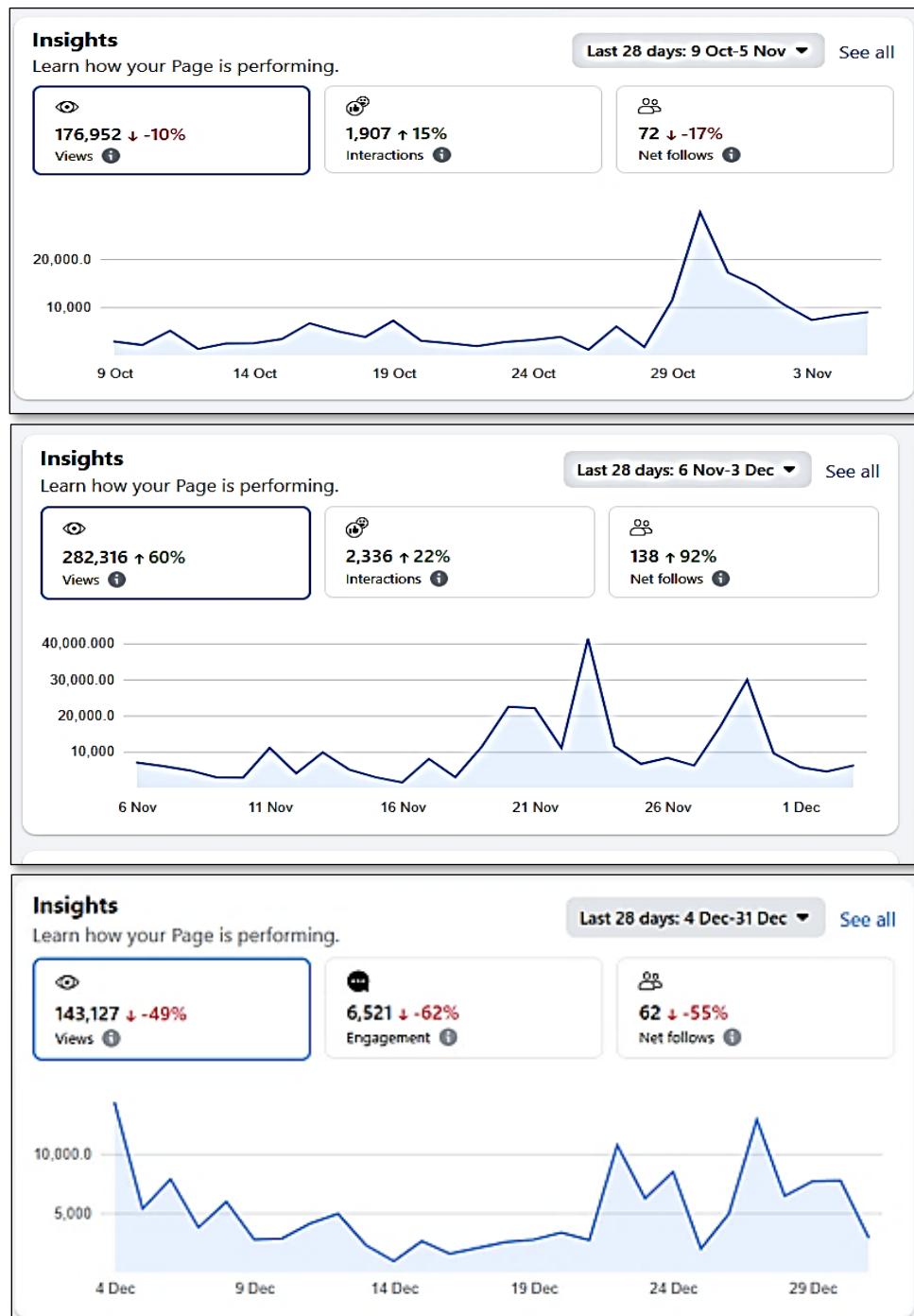
The Producers' market, operated by CJ Events is held on the first Sunday of the month. This market continues to be well supported with around thirty traders standing each time. Dates for 2026 have been confirmed as the market is immensely popular with customers, many revisiting every month – even in inclement weather.

Additional Christmas Trading Days

At the request of Traders, additional trading days were arranged on the run up to Christmas. These were all well attended by traders who reported a good footfall. The additional three days trading resulted in an additional income of a £1,257.00.

Social Media

All social media platforms maintain a good following. The statistics below show the number of followers and interaction for a 28-day comparison from October to November 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 & Boleyn Park Community Hall: Helen Winter, Bookings Officer

The Guildhall has been busy in the run up to Christmas. As well as bookings, two civic events were held – The Mayor & Sheriffs Charity Dinner Dance and the Civic Carol Service.

Charity/Voluntary Rate

Bookings in this category include our regular hirers – Lichfield Friendship Centre, Bridge, Chess, U3A, and RSPB.

Other charity bookings included 4 meetings, a Charity Disco, Lichfield Sinfonia's Christmas Concert, a voluntary conference, 2 Christmas Concerts performed by Lichfield Musical Youth Theatre and 3 Concerts organised by Lichfield Arts.

Unfortunately, Lichfield Friendship Centre held their last meeting (a Christmas Party - pictured) in December before they closed the group. They have been meeting at the Guildhall for many years.

Private Bookings

Private bookings included an art display in the Guildroom by Bramshall Art, an AGM, a meeting and a Pre-wedding get together (before heading off to the Registry Office to get married).



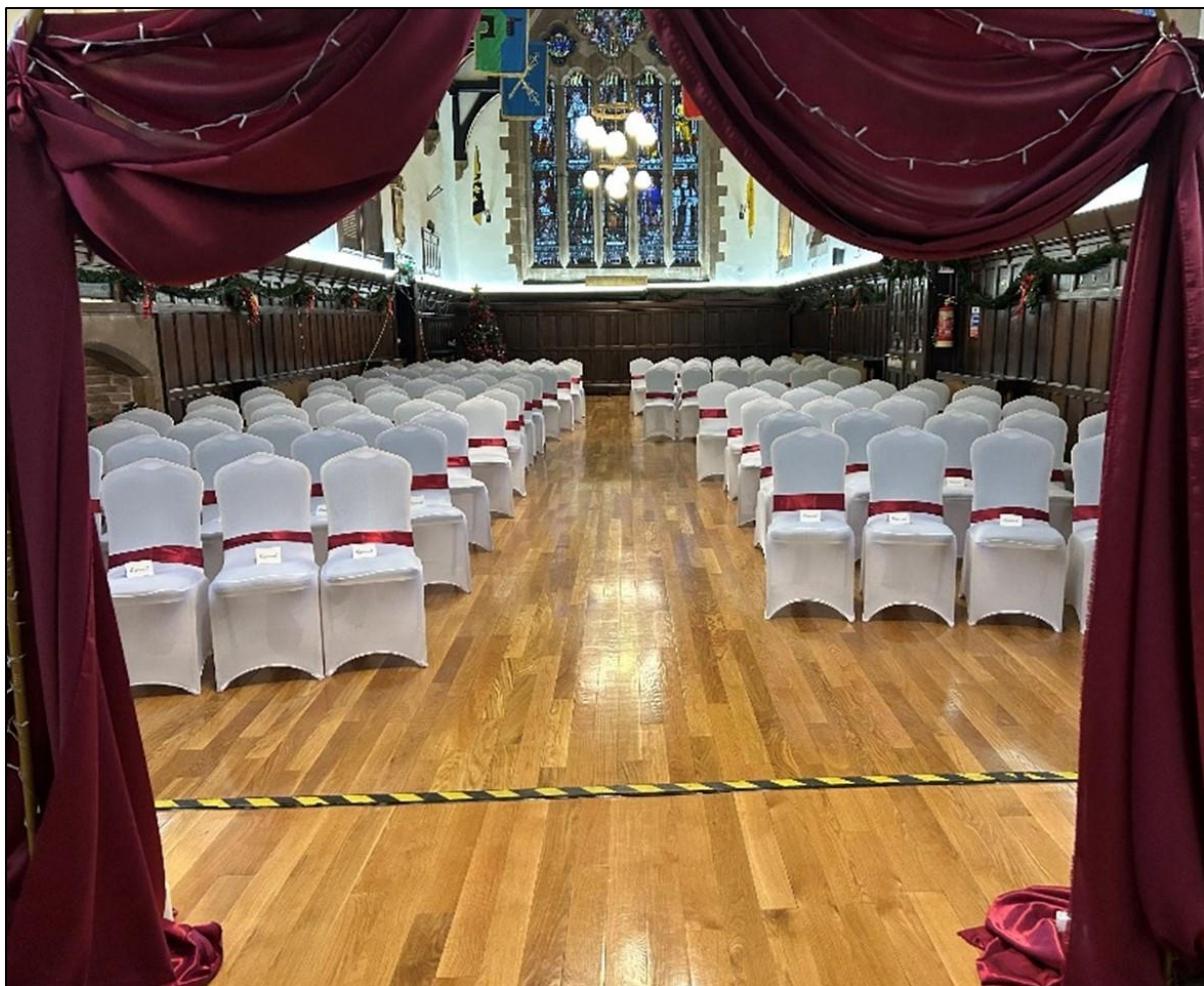
Commercial Bookings

Slimming World use the Main Hall each Thursday. They also met for 2 hours in the Ashmole Room for 2 weeks in the Christmas period. Market Research have also been very busy with 4 bookings.

Our regular Craft Fair organiser ended the year with 3 bookings in the Main Hall up to Christmas, including a booking on the weekend of the Victorian Market, which was their busiest on record with an attendance of over 2,000 people. There were also 2 meetings held in the building.

Whole Building Bookings

There have been 2 bookings; a Wedding Reception in November and a Wedding ceremony/reception over the Christmas period (pictured overleaf).



Boley Park Community Hall

Since the end of November, there has been an Animal Volunteers Craft Fair and Stamp Fair. Other occasional bookings include 2 children's parties and a family get-together before Christmas.

The holiday play scheme held 4 sessions over the Christmas holidays.

The accounts have been received from the auditors and a Management Committee meeting will take place in February.

6. Deputy Town Clerk: Sarah Thomas

Following the successful Christmas Lights Switch-On, the Deputy Town Clerk conducted a post-event debrief with the Event Management Team and the contracted Security Company. This was the City Council's first engagement with this provider and proved to be very effective. The review confirmed no serious issues, with only minor improvements identified for 2026.

This was reiterated by the Lichfield Local Neighbourhood Police Sergeant who was on duty at the event, commenting:

"It was a good event for us and nice to do something where people are pleased to see us for a change. Having the Event Management Team there, who are well versed in crowd dynamics to support the security team was good. Had we [the police] not been able to commit as many resources as we did, I am happy to say that they were pro-active in dealing with any issues."

Feedback from participants indicated that this was the most successful switch-on event to date. Preparations for the 2026 event are already underway, with all key contractors confirmed for Sunday, 22 November 2026.

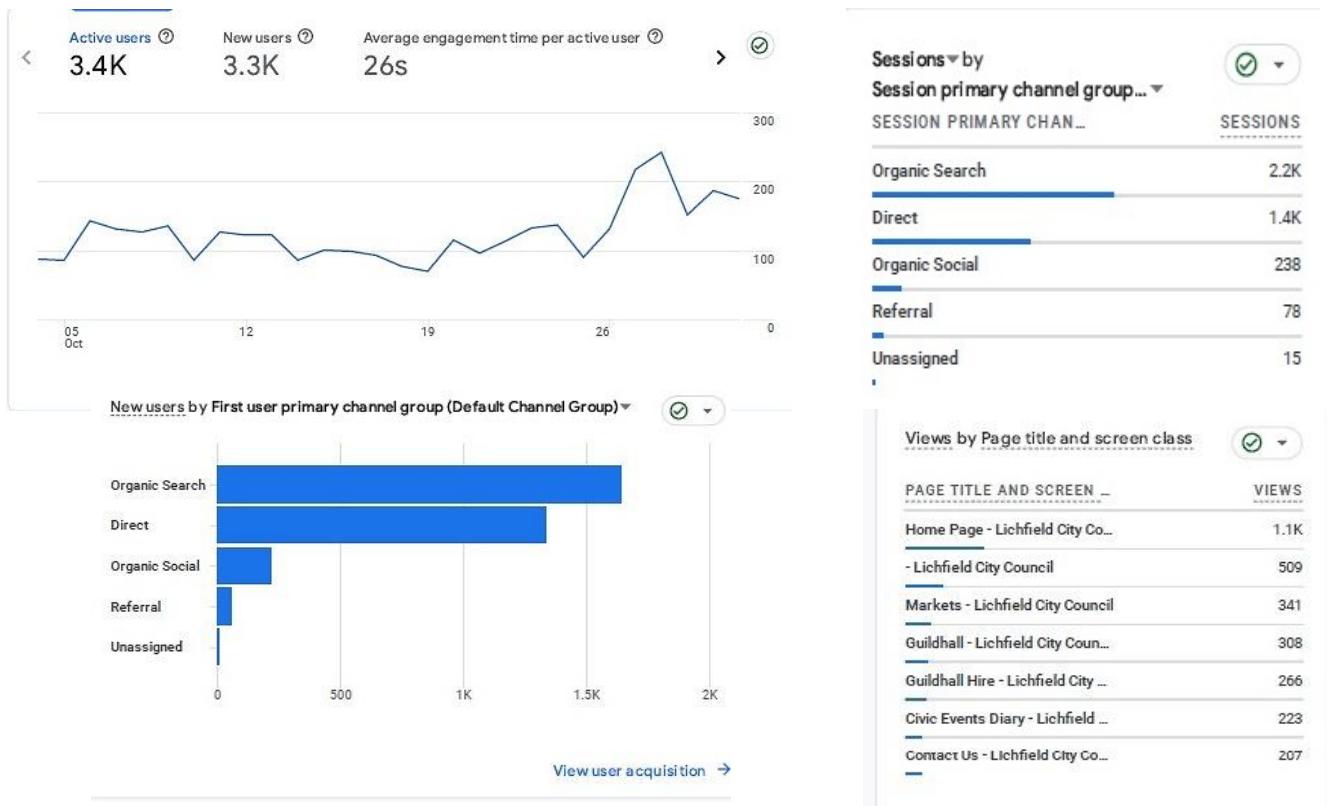
In addition, the Deputy Town Clerk Clerked the Commercial Services Committee meeting on 13 January and the Climate Change and Biodiversity Committee meeting on 14 January 2026 as well as providing secretariat support at full Council on 26 January 2026.

Preparations continue for further Community Days in 2026, along with the Council's Health and Safety annual review and updating staff training.

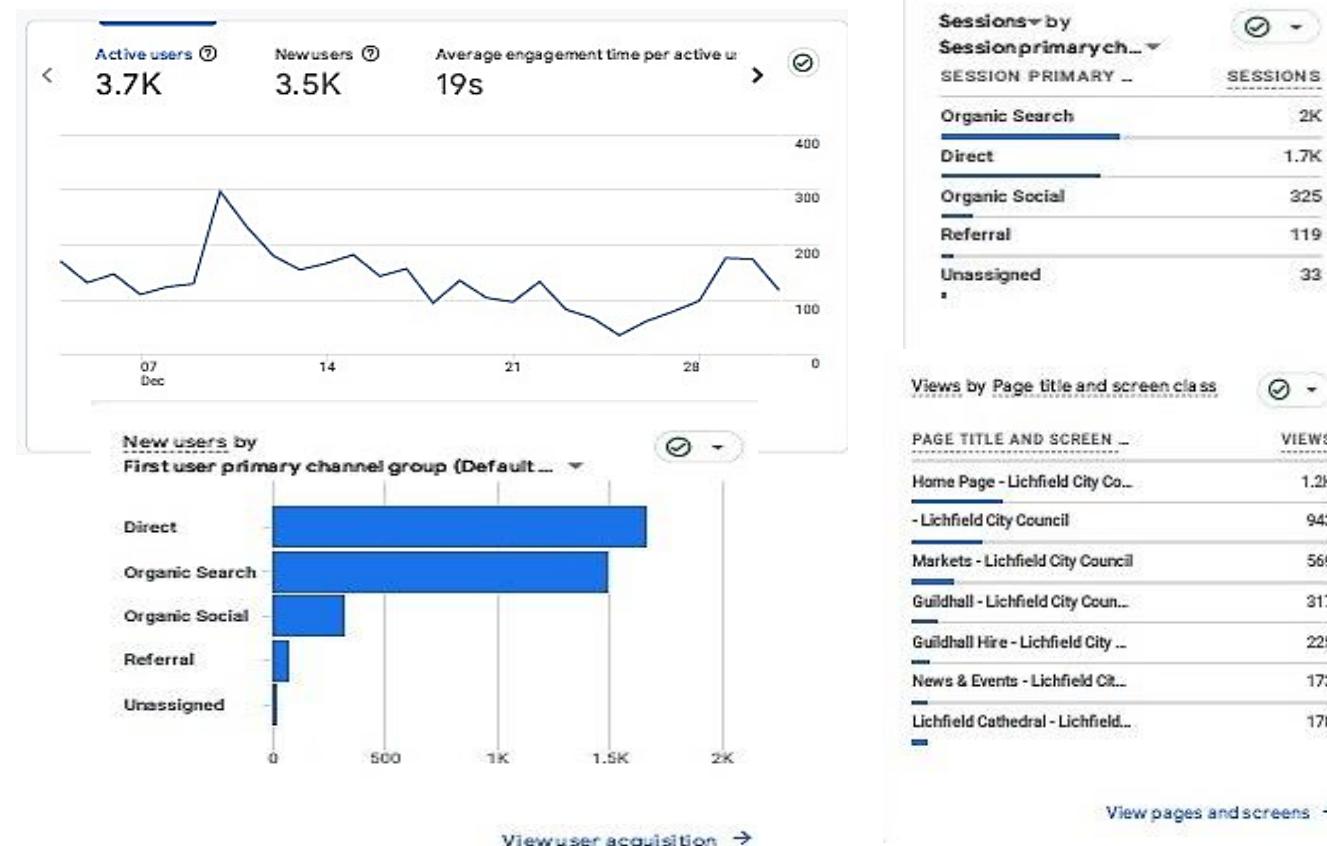
The Deputy Town Clerk will also assisted the Town Clerk with the interviewing for the post of Responsible Financial Officer.

7. LCC Website Statistics

Previous reporting period (reported to members December 2025)



Current Reporting Period



For Council: 26 January 2026 APPENDIX 9

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 October to 31 October 2025

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
01/10/2025	DDdebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 25/26 - 7th instalment of 10	973.00	0.00	973.00
01/10/2025	DDdebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 25/26 - 7th instalment of 12	10.00	0.00	10.00
01/10/2025	DDdebit	Lichfield District Council	G/HALL Rates/Water	Rates 25/26 - 7th instalment of 10	574.00	0.00	574.00
01/10/2025	DDdebit	Lichfield District Council	MARKET Rates/Water	Rates 25/26 - 7th instalment of 10	1,809.00	0.00	1,809.00
01/10/2025	DDdebit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Monthly service fee for digital donations box - Sept	12.50	2.50	15.00
02/10/2025	DDdebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 12/8 - 12/9	25.56	0.00	25.56
03/10/2025	DDdebit	Total Energies	Gas - Donegal 35% + Guildhall 65%	Gas 31/7 - 31/8 (estimated readings)	330.91	16.55	347.46
03/10/2025	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - September	19.75	0.00	19.75
03/10/2025	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - October	6.00	1.20	7.20
03/10/2025	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - September	156.40	0.00	156.40
03/10/2025	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - October	6.00	1.20	7.20
03/10/2025	Debit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Regium fee for contactless donations received 3 Oct	9.57	0.00	9.57
08/10/2025	DDdebit	Justice Fire and Security	HALLS Boley Hall	Maintenance of Boley alarms & CCTV to 2/4/26-3rd qtr	164.83	32.96	197.79
10/10/2025	BACS 2935	E A Barnes & Sons	G/HALL Supplies/Services	Permit for skip for clear out planned on 13/10	41.00	0.00	41.00
10/10/2025	BACS 2935	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip - August	360.00	72.00	432.00
10/10/2025	BACS 2935	E A Barnes & Sons	MARKET Supplies/Services	5 exchanges of covered skip - September	450.00	90.00	540.00
10/10/2025	BACS 2936	Baroco Limited	ADMIN Supplies & Services	Collection & confidential shredding of 2 paper bins, 26/9	50.00	10.00	60.00
10/10/2025	BACS 2937	Brownhill Hayward Brown	R&R FUND Guildhall/Donegal Hs	Architect fees for Guildhall roof repairs (50%)	9,095.31	1,819.06	10,914.37
10/10/2025	BACS 2938	City Life in Lichfield	DEM SERVICES Publicity	City View in City Life, October issue	1,250.00	250.00	1,500.00
10/10/2025	BACS 2939	Christina Lister Comms	BIRTHPLACE Supplies & Services	Audience Development & Diversification-Final part	1,000.00	0.00	1,000.00
10/10/2025	BACS 2940	Darwin Hall Comm Assoc	C I L Expenditure	25% deposit for solar panels at Darwin Hall	1,740.00	0.00	1,740.00
10/10/2025	BACS 2940	Darwin Hall Comm Assoc	HALLS Darwin Hall	Darwin Hall overflow parking sign - 50% contribution	72.00	0.00	72.00
10/10/2025	BACS 2941	E.On Energy Solutions Ltd	PARKS Other Repair/Maint	Manor Rise to Hillside FP - Realign 3 lamp posts & lantern	3,266.07	653.21	3,919.28
10/10/2025	BACS 2942	R Sowden (Historic Echoes)	BIRTHPLACE Supplies & Services	Food display & demonstration for Johnson Birthday event	200.00	0.00	200.00
10/10/2025	BACS 2943	LCC officer	ADMIN Subscript/Training	AAT membership for Accounts Officer 25/26	195.00	0.00	195.00
10/10/2025	BACS 2944	Justice Fire and Security	BIRTHPLACE Repair/Maint	Callout to alarm fault on office door, 29/9	150.00	30.00	180.00
10/10/2025	BACS 2945	Mrs J A Leytham-Gain	BIRTHPLACE Supplies & Services	Floral displays for Johnson Birthday weekend	200.00	0.00	200.00
10/10/2025	BACS 2946	Lich Community Media	G/HALL Supplies/Services	Advert in Lichfield & Burntwood Independent, October	100.00	0.00	100.00
10/10/2025	BACS 2947	Lich Community Sports	GRANTS General	Grant for Oct half term camp places, approved 30/9/25	1,800.00	0.00	1,800.00
10/10/2025	BACS 2948	Lichfield District Council	G/HALL Supplies/Services	Annual premises licence to 12/10/26	180.00	0.00	180.00
10/10/2025	BACS 2949	Lichfield Shrievalty Assoc	CIVIC Mayor's Allowance-Pinder-Smith	Mayor's tickets to NACTSEW conference banquet	100.00	0.00	100.00
10/10/2025	BACS 2950	Literary Emporium Ltd	BIRTHPLACE Stock for sale	Pin badges and bookmarks for sale	111.60	22.32	133.92
10/10/2025	BACS 2951	Mason Training & Consultancy	ADMIN Subscript/Training	Emergency First Aid at Work course on 23/7/25	500.00	0.00	500.00
10/10/2025	BACS 2952	D McCarthy Bros (Lichfield)	R&R FUND Guildhall/Donegal Hs	Excavation & re-tarmacing trenches for DH cabling	3,300.00	660.00	3,960.00
10/10/2025	BACS 2953	Oliver Architecture Ltd	HALLS Curborough C Centre	Quinquennial inspection at Curborough CC	950.00	190.00	1,140.00
10/10/2025	BACS 2954	The Pattern Book Press Ltd	BIRTHPLACE Stock for sale	Various greeting cards for sale	111.00	22.20	133.20
10/10/2025	BACS 2955	Pioneer Roadshows	CIVIC Events	PA service for Johnson Birthday celebrations	275.00	0.00	275.00
10/10/2025	BACS 2956	PPL PRS Ltd	G/HALL Lettings	Music licence for bookings 13/6/25 - 14/6/25	213.01	42.60	255.61
10/10/2025	BACS 2956	PPL PRS Ltd	G/HALL Lettings	Music licence for booking 11/11/23	4.20	0.84	5.04
10/10/2025	BACS 2957	Rhodawn Ltd t/a Bookspeed	BIRTHPLACE Stock for sale	Various books for sale	197.70	0.00	197.70
10/10/2025	BACS 2958	R & J Tree Services Ltd	PARKS Other Repair/Maint	Friary Remains - Trim all hedges & small trees	2,400.00	480.00	2,880.00
10/10/2025	BACS 2959	Seventeen43 Ltd	CIVIC Events	Set up & take down marquee for Johnson Birthday	360.00	0.00	360.00
10/10/2025	BACS 2960	The Art File	BIRTHPLACE Stock for sale	Christmas, birthday & other greeting cards for sale	135.00	27.00	162.00
10/10/2025	BACS 2961	D Moss t/a Trading Faces	ARTS/TOURISM Lights Costs	Face painters/glitter artists for Switch On	540.00	0.00	540.00
10/10/2025	BACS 2962	Vision ICT Ltd	ADMIN Supplies & Services	Gov.uk domain renewal to end November 2027	65.00	13.00	78.00
10/10/2025	BACS 2963	Robert Yardley Photography	CIVIC Supplies/Services	Official portrait photography for Mayor & Sheriff 25/26	588.61	0.00	588.61
10/10/2025	BACS 2964	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of booksales, 4 weeks to 14/9/25	26.00	0.00	26.00
10/10/2025	BACS 2965	The Johnson Society	G/HALL Lettings	Refund of breakages deposits for Johnson Supper	200.00	0.00	200.00

10/10/2025	BACS 2966	Lichfield Shrievalty Assoc	G/HALL Lettings	Refund of breakages deposits for Sheriff's Ride Banquet	200.00	0.00	200.00
10/10/2025	D Card	Amazon	ADMIN Supplies & Services	Union Jack bunting for King's visit	17.46	3.51	20.97
10/10/2025	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier - Usage Apr-Jun, rental Jul-Sep	144.41	28.88	173.29
13/10/2025	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/internet - Usage Jul-Sep, rental Sep-Nov	133.59	26.71	160.30
13/10/2025	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/internet - Usage Jul-Sep, rental Sep-Nov	390.34	78.07	468.41
13/10/2025	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/internet - Usage Jul-Sep, rental Sep-Nov	553.35	110.67	664.02
13/10/2025	DDebit	British Telecommunications	HALLS Boley Hall	Broadband service at Boley Hall - September	47.23	9.45	56.68
13/10/2025	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - August	282.42	56.48	338.90
13/10/2025	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - August (2nd account)	52.43	2.62	55.05
13/10/2025	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - August (1st account)	86.93	4.35	91.28
13/10/2025	DDebit	Npower Ltd	G/HALL Energy	Electricity - August	430.77	86.15	516.92
13/10/2025	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - August	46.13	2.31	48.44
13/10/2025	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - August	126.78	6.34	133.12
13/10/2025	DDebit	Npower Ltd	PARKS Energy	Friary electricity - August	23.50	1.18	24.68
13/10/2025	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - August	45.73	3.24	48.97
15/10/2025	DDebit	British Gas	BIRTHPLACE Energy	Gas 9/8 - 20/9 (Estimated)	123.89	6.19	130.08
15/10/2025	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - October	19.00	3.80	22.80
15/10/2025	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - October	19.00	3.80	22.80
15/10/2025	DDebit	Justice Fire and Security	BIRTHPLACE Repair/Maint	Maint. of alarms & emergency lighting to 12/1/26 - 4th qtr	263.41	52.68	316.09
15/10/2025	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - October	43.00	0.00	43.00
15/10/2025	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - October	34,159.96	0.00	34,159.96
16/10/2025	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office 365 etc - September	974.51	194.90	1,169.41
16/10/2025	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - September	45.00	9.00	54.00
16/10/2025	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - September	137.20	27.44	164.64
16/10/2025	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - September	45.00	9.00	54.00
16/10/2025	DDebit	Information Commissioner	ADMIN Supplies & Services	Data protection registration to 16/10/26	47.00	0.00	47.00
17/10/2025	DDebit	EE Ltd	ADMIN Supplies & Services	Tablet for Deputy Clerk - October	7.20	1.44	8.64
17/10/2025	DDebit	EE Ltd	G/HALL Supplies/Services	PA mobile - October	14.89	2.98	17.87
17/10/2025	DDebit	EE Ltd	G/HALL Supplies/Services	On-call mobile - October	15.00	3.00	18.00
17/10/2025	DDebit	EE Ltd	G/HALL Supplies/Services	Tablet for CCTV monitoring - October	7.20	1.44	8.64
17/10/2025	DDebit	EE Ltd	MARKET Supplies/Services	Markets mobile - October	17.10	3.42	20.52
17/10/2025	DDebit	EE Ltd	PARKS Other Repair/Maint	OSO mobile - October	17.10	3.42	20.52
20/10/2025	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/ internet - September usage/October rental	131.86	26.37	158.23
22/10/2025	BACS 2967	M W Brown	ADMIN Supplies & Services	Quarterly pest control at Donegal House - October	37.50	0.00	37.50
22/10/2025	BACS 2967	M W Brown	G/HALL Supplies/Services	Quarterly pest control at the Guildhall - October	37.50	0.00	37.50
22/10/2025	BACS 2967	M W Brown	PARKS Other Repair/Maint	Quarterly pest control at 6 Open Space sites - October	225.00	0.00	225.00
22/10/2025	BACS 2968	EHM Exterior Home Maint	PARKS Other Repair/Maint	Netherstowe - Re-install post with additional concreting	125.00	25.00	150.00
22/10/2025	BACS 2969	Moor Group Ltd	G/HALL Repair/Maint	Sand & apply 3 coats of varnish seal to main hall	4,000.00	800.00	4,800.00
22/10/2025	BACS 2970	Lich Community Media	G/HALL Supplies/Services	Special events package advert in Lich & Burntwood Indepdt	100.00	0.00	100.00
22/10/2025	BACS 2971	Lichfield District Council	PARKS Other Repair/Maint	Supply & install 2 new dog waste bins (Irving/Gallows)	800.00	160.00	960.00
22/10/2025	BACS 2971	Lichfield District Council	PARKS Other Repair/Maint	Supply & install 2 new litter bins (Irving/Manor Rise)	1,100.00	220.00	1,320.00
22/10/2025	BACS 2972	The Lithouses Group	BIRTHPLACE Adverts/promotion	Annual membership of Literary Houses Group 25/26	40.00	0.00	40.00
22/10/2025	BACS 2973	Marshdale Construction	C I L Expenditure	Contribution to lift at Liberty Jamboree premises	16,351.00	0.00	16,351.00
22/10/2025	BACS 2973	Marshdale Construction	C I L Expenditure	Contribution to Liberty lift to be refunded by LDC	16,000.00	0.00	16,000.00
22/10/2025	BACS 2974	Northern Platforms Ltd	G/HALL Supplies/Services	6 monthly Skywinder inspection 14/10	225.00	45.00	270.00
22/10/2025	BACS 2975	Raphael Design Limited	BIRTHPLACE Supplies & Services	Printing & delivery of display panels for Introduction Room	436.02	87.20	523.22
22/10/2025	BACS 2976	Rhino Plumbing & Heating	G/HALL Repair/Maint	Annual gas safety check of boilers etc.	240.00	48.00	288.00
22/10/2025	BACS 2976	Rhino Plumbing & Heating	G/HALL Repair/Maint	Supply & replace 2 boiler pilot assemblies	210.00	42.00	252.00
22/10/2025	BACS 2976	Rhino Plumbing & Heating	G/HALL Repair/Maint	Attend boiler breakdown	120.00	24.00	144.00
22/10/2025	BACS 2976	Rhino Plumbing & Heating	G/HALL Repair/Maint	Replace toilet syphon in ladies toilets	110.00	22.00	132.00
22/10/2025	BACS 2977	R J Lift Services Ltd	G/HALL Repair/Maint	Annual lift maintenance agreement to 31/10/26	1,500.18	300.04	1,800.22
22/10/2025	BACS 2978	R & J Tree Services Ltd	PARKS Other Repair/Maint	Verdi Ct-Reduce beech & deadwood on trees on fenceline	4,200.00	840.00	5,040.00
22/10/2025	BACS 2978	R & J Tree Services Ltd	PARKS Other Repair/Maint	Manor Rise - Cut back hedge & pathway trees	1,500.00	300.00	1,800.00
22/10/2025	BACS 2979	Smith of Derby Ltd	PARKS Other Repair/Maint	Clock Tower - Annual service visit to clock 8/10	316.00	63.20	379.20
22/10/2025	BACS 2980	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum - September	848.25	169.65	1,017.90
22/10/2025	BACS 2980	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall & Donegal House - September	1,068.80	213.76	1,282.56
22/10/2025	BACS 2981	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of booksales, 4 weeks to 12/10/25	47.00	0.00	47.00
22/10/2025	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - September payroll	30.10	0.00	30.10

24/10/2025	BACS 2982	HM Revenue & Customs	EMPLOYEE COSTS	Tax and NI contributions - October	11,328.11	0.00	11,328.11
24/10/2025	BACS 2983	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - October	10,991.96	0.00	10,991.96
24/10/2025	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - September	49.69	2.48	52.17
27/10/2025	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/9 - 10/10	13,740.47	2,748.09	16,488.56
27/10/2025	DDebit	Npower Ltd	ARTS/TOURISM Lights Costs	Xmas Lights electricity now billed monthly-June, July & Aug	158.96	7.95	166.91
27/10/2025	DDebit	Npower Ltd	ARTS/TOURISM Lights Costs	Xmas Lights electricity - September	52.47	2.62	55.09
28/10/2025	DDebit	Land Registry	ADMIN Supplies & Services	Land Registry search fee	7.00	0.00	7.00
30/10/2025	DDebit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Monthly service fee for digital donations box - October	12.50	2.50	15.00
31/10/2025	DDebit	Nat West	ADMIN Supplies & Services	Bank charges for 30 Aug to 3 Oct - current account	32.45	0.00	32.45
					159,033.37	11,328.97	170,362.34

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 October to 31 October 2025

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
16/10/2025	05537	Cash	Various	Petty cash vouchers 8796 - 8819	241.11	33.39	274.50
20/10/2025	05538	Cash	BIRTHPLACE Supplies & Services	Birthplace petty cash vouchers SJ0255 - SJ0271	180.05	19.25	199.30
31/10/2025	DDebit	Nat West	ADMIN Supplies & Services	Bank charges for 30 Aug to 3 Oct - imprest account	9.51	0.00	9.51
					430.67	52.64	483.31

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 November to 30 November 2025

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
03/11/2025	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 25/26 - 8th instalment of 10	973.00	0.00	973.00
03/11/2025	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 25/26 - 8th instalment of 12	10.00	0.00	10.00
03/11/2025	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 25/26 - 8th instalment of 10	574.00	0.00	574.00
03/11/2025	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 25/26 - 8th instalment of 10	1,809.00	0.00	1,809.00
03/11/2025	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 12/9 - 12/10	26.51	0.00	26.51
03/11/2025	DDebit	Water Plus Ltd	BIRTHPLACE Rates/Water	Used water & surface drainage 14/7/25 - 14/10/25	41.61	0.00	41.61
03/11/2025	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 4/9 - 4/10	122.85	0.00	122.85
04/11/2025	Debit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Regium fee for contactless donations received 4 Nov	8.37	0.00	8.37
05/11/2025	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card & activity fees - October	25.76	0.00	25.76
05/11/2025	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - November	6.00	1.20	7.20
05/11/2025	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card & activity fees - October	168.86	0.00	168.86
05/11/2025	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - November	6.00	1.20	7.20
07/11/2025	BACS 2984	E A Barnes & Sons	G/HALL Supplies/Services	Covered skip for Guildhall clearance, 13 October	280.00	56.00	336.00
07/11/2025	BACS 2984	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip - October	360.00	72.00	432.00
07/11/2025	BACS 2985	Cannock Sound Hire	ARTS/TOURISM Expenditure	Hire of speaker, microphone & benches for Big Lunch, 30/10	444.00	88.80	532.80
07/11/2025	BACS 2986	Clean All (Windows) Ltd	ADMIN Supplies & Services	Quarterly window cleaning - October	78.91	15.78	94.69
07/11/2025	BACS 2986	Clean All (Windows) Ltd	BIRTHPLACE Supplies & Services	Quarterly window cleaning - October	68.96	13.79	82.75
07/11/2025	BACS 2986	Clean All (Windows) Ltd	G/HALL Supplies/Services	Quarterly window cleaning - October	83.34	16.67	100.01
07/11/2025	BACS 2987	EHM Exterior Home Maint	PARKS Other Repair/Maint	Borrowcop Pavilion - Repair & paint benches	225.00	45.00	270.00
07/11/2025	BACS 2987	EHM Exterior Home Maint	R&R FUND General	Curborough CC - Roof, gutter, window & gate repairs after Q1	4,650.00	930.00	5,580.00
07/11/2025	BACS 2988	Eastern Shires Purch Org	ADMIN Supplies & Services	Paper, clipboards & DH cloakroom supplies	267.05	53.41	320.46
07/11/2025	BACS 2989	J Hobday	ADMIN Supplies & Services	Refund of BACS payment made in error on 27/10	250.00	0.00	250.00
07/11/2025	BACS 2990	Internal Audit Forum	ADMIN Subscript/Training	Internal Audit Forum membership 1/10/25 - 30/9/26	15.00	0.00	15.00
07/11/2025	BACS 2991	S James	ARTS/TOURISM Expenditure	Face painter for Community Day, 30/10	100.00	0.00	100.00
07/11/2025	BACS 2992	Lichfield Waterworks Trust	C I L Expenditure	Reimbursement for CIL-funded roof lighting at Sandfields	5,500.00	0.00	5,500.00
07/11/2025	BACS 2993	Lichfield Lighthouse Company	BIRTHPLACE Supplies & Services	Sea shanty singers for Johnson Birthday performance	70.00	0.00	70.00

07/11/2025	BACS 2994	LUKG Re Banner Group Ltd	ADMIN	Supplies & Services	Paper & other stationery	161.81	32.35	194.16
07/11/2025	BACS 2995	Mayor & Sheriff's charity acct	PARKS	Misc. Income	Donation of Q1 25/26 bottlebank recycling credit	272.27	0.00	272.27
07/11/2025	BACS 2996	Messenger Construction Ltd	R&R FUND	Guildhall/Donegal Hs	Supply and fit new external fire door & fill gap to floor	3,715.98	743.20	4,459.18
07/11/2025	BACS 2997	Michael's Menswear Ltd	CIVIC	Supplies/Services	Repairs to Macebearer's hat	35.00	7.00	42.00
07/11/2025	BACS 2998	Raphael Design Limited	G/HALL	Supplies/Services	Redesign of Guildhall brochure & design of map insert	940.00	188.00	1,128.00
07/11/2025	BACS 2999	Rhodawn Ltd t/a Bookspeed	BIRTHPLACE	Stock for sale	Various books for sale	462.18	0.00	462.18
07/11/2025	BACS 3000	R & J Tree Services Ltd	PARKS	Other Repair/Maint	Gorse Lane - Cut back self-setting trees & shrubs from road	2,400.00	480.00	2,880.00
07/11/2025	BACS 3001	Up An' At 'Em! History	BIRTHPLACE	Supplies & Services	Meet the Barber Surgeon' event, 25/10	150.00	30.00	180.00
07/11/2025	BACS 3002	Vaughtons t/a W H Darby Ltd	CIVIC	Supplies/Services	In-depth valuation of Civic regalia	2,500.00	500.00	3,000.00
07/11/2025	BACS 3003	R Howlett	G/HALL	Lettings	Refund of breakages deposits for booking 31/10	200.00	0.00	200.00
07/11/2025	BACS 3004	V Royle	G/HALL	Lettings	Refund of breakages deposit for booking 1/11	100.00	0.00	100.00
07/11/2025	D Card	Harts of Stur	G/HALL	Supplies/Services	Cake knives for weddings	60.00	12.00	72.00
07/11/2025	DDebit	Ricoh UK Ltd	ADMIN	Supplies & Services	New photocopier - Usage May-July, rental Aug-Oct	858.96	171.79	1,030.75
10/11/2025	DDebit	British Telecommunications	HALLS	Boley Hall	Broadband service at Boley Hall - October	47.23	9.45	56.68
11/11/2025	D Card	Amazon	ADMIN	Supplies & Services	Replacement monitor for Town Clerk	74.97	15.00	89.97
11/11/2025	DDebit	Land Registry	ADMIN	Supplies & Services	Land Registry search fee	7.00	0.00	7.00
12/11/2025	DDebit	Justice Fire and Security	BIRTHPLACE	Repair/Maint	Maintenance & support of museum CCTV to 7/5/26-3rd qtr	47.25	9.45	56.70
13/11/2025	D Card	Lichfield Garrick Theatre	CIVIC	Mayor's Allowance-Pinder-Smith	Mayor's tickets to LDC Chair's Liberty Jamboree show	41.50	0.00	41.50
13/11/2025	D Card	Lichfield Garrick Theatre	CIVIC	Sheriff's Allowance - I Hayter	Sheriff's tickets to LDC Chair's Liberty Jamboree show	41.50	0.00	41.50
13/11/2025	DDebit	Francotyp-Postalia Ltd	ADMIN	Tel/Postage	Postage credit for new franking machine	500.00	0.00	500.00
13/11/2025	DDebit	Total Energies		Gas - Donegal 35% + Guildhall 65%	Gas - payment on account	131.13	6.56	137.69
14/11/2025	DDebit	British Gas	BIRTHPLACE	Energy	Gas 21/9 - 21/10 (estimated reading)	186.88	9.34	196.22
14/11/2025	DDebit	NatWest Autopay	EMPLOYEE COSTS		Wages and salaries - November	32,736.86	0.00	32,736.86
14/11/2025	DDebit	Npower Ltd	ADMIN	Donegal House Energy	Electricity - September	290.05	58.01	348.06
14/11/2025	DDebit	Npower Ltd	BIRTHPLACE	Energy	Electricity - September (2nd account)	58.74	2.94	61.68
14/11/2025	DDebit	Npower Ltd	BIRTHPLACE	Energy	Electricity - September (1st account)	90.15	4.51	94.66
14/11/2025	DDebit	Npower Ltd	G/HALL	Energy	Electricity - September	578.13	115.63	693.76
14/11/2025	DDebit	Npower Ltd	MARKET	Energy	Toilet Block electricity - September	47.59	2.38	49.97
14/11/2025	DDebit	Npower Ltd	MARKET	Energy	Feeder Pillar electricity - September	101.59	5.08	106.67
14/11/2025	DDebit	Npower Ltd	PARKS	Energy	Friary electricity - September	21.86	1.09	22.95
14/11/2025	DDebit	Npower Ltd	PARKS	Energy	Clock Tower electricity - September	48.49	3.35	51.84
17/11/2025	DDebit	EE Ltd	ADMIN	Supplies & Services	Tablet for Deputy Clerk - November	7.20	1.44	8.64
17/11/2025	DDebit	EE Ltd	G/HALL	Supplies/Services	PA mobile - November	14.89	2.98	17.87
17/11/2025	DDebit	EE Ltd	G/HALL	Supplies/Services	On-call mobile - November	15.00	3.00	18.00
17/11/2025	DDebit	EE Ltd	G/HALL	Supplies/Services	Tablet for CCTV monitoring - November	7.20	1.44	8.64
17/11/2025	DDebit	EE Ltd	MARKET	Supplies/Services	Markets mobile - November	17.10	3.42	20.52
17/11/2025	DDebit	EE Ltd	PARKS	Other Repair/Maint	OSO mobile - November	17.10	3.42	20.52
17/11/2025	DDebit	Elavon Digital Europe Ltd	ADMIN	Supplies & Services	Hire of card machine - November	19.00	3.80	22.80
17/11/2025	DDebit	Elavon Digital Europe Ltd	MARKET	Supplies/Services	Hire of card machine - November	19.00	3.80	22.80
17/11/2025	DDebit	Francotyp-Postalia Ltd	ADMIN	Tel/Postage	Franking machine rental 15/11-14/2 (New contract)	69.00	13.80	82.80
17/11/2025	DDebit	Francotyp-Postalia Ltd	ADMIN	Tel/Postage	Delivery of new franking machine	7.50	1.50	9.00
17/11/2025	DDebit	MT Services Computer Sys	ADMIN	Supplies & Services	IT support, antivirus, backups, Office365 etc - October	974.51	194.90	1,169.41
17/11/2025	DDebit	MT Services Computer Sys	BIRTHPLACE	Supplies & Services	Monthly internet service - October	45.00	9.00	54.00
17/11/2025	DDebit	MT Services Computer Sys	DEM SERVICES	Supplies & Services	Councillors' emails - October	137.20	27.44	164.64
17/11/2025	DDebit	MT Services Computer Sys	G/HALL	Supplies/Services	Monthly internet service - October	45.00	9.00	54.00
17/11/2025	DDebit	Nat West	ADMIN	Supplies & Services	Monthly online banking fee - November	45.00	0.00	45.00
19/11/2025	DDebit	British Telecommunications	ADMIN	Tel/Postage	Broadband line rental Nov-Jan	133.59	26.72	160.31
20/11/2025	DDebit	Virgin Media Payments Ltd	ADMIN	Tel/Postage	Phones/internet - October usage/ November rental	132.50	26.49	158.99
21/11/2025	BACS 3005	FASS Solutions	CIVIC	Events	Security for Mercian Regiment laying up colours	1,965.80	0.00	1,965.80
21/11/2025	BACS 3005	FASS Solutions	CIVIC	Events	Security for Remembrance Sunday	1,206.84	0.00	1,206.84
21/11/2025	BACS 3005	FASS Solutions	G/HALL	Supplies/Services	Security for Council meeting on 30/9	193.28	0.00	193.28
21/11/2025	BACS 3005	FASS Solutions	G/HALL	Supplies/Services	Security for wedding reception, 31/10	289.92	0.00	289.92
21/11/2025	BACS 3005	FASS Solutions	G/HALL	Supplies/Services	Security for party booking, 1/11	193.28	0.00	193.28
21/11/2025	BACS 3005	FASS Solutions	G/HALL	Supplies/Services	Security for wedding reception, 8/11	289.92	0.00	289.92
21/11/2025	BACS 3006	JPSL Technical Services	CIVIC	Events	Radios for Mercian Regiment laying up colours	113.00	22.60	135.60
21/11/2025	BACS 3006	JPSL Technical Services	CIVIC	Events	Radios for Remembrance Sunday	113.00	22.60	135.60
21/11/2025	BACS 3007	Justice Fire and Security	G/HALL	Repair/Maint	Call out to rectify fobs not working on landing	150.00	30.00	180.00
21/11/2025	BACS 3008	Keelys LLP	ADMIN	Professional Fees	Annual Employer Support Scheme to 25/11/26	1,500.00	300.00	1,800.00

21/11/2025	BACS 3009	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance-Pinder-Smith	Mayor's tickets for own Charity Ball, 21/11	100.00	0.00	100.00
21/11/2025	BACS 3010	Medicsafe Ltd	BIRTHPLACE Supplies & Services	Security audit & risk assessment for accreditation	975.00	0.00	975.00
21/11/2025	BACS 3011	Messenger Construction Ltd	R&R FUND Guildhall/Donegal Hs	Repairs to Guildhall flooring thresholds	213.56	42.71	256.27
21/11/2025	BACS 3012	Pioneer Roadshows	CIVIC Events	PA service for Remembrance Sunday	325.00	0.00	325.00
21/11/2025	BACS 3013	PumpMaster	ADMIN Supplies & Services	Replacement part for ladies saniflow toilet in cellar	25.95	5.19	31.14
21/11/2025	BACS 3014	Rhino Plumbing & Heating	ADMIN Supplies & Services	Call out 7/11 for radiator not working in DC's office	80.00	16.00	96.00
21/11/2025	BACS 3014	Rhino Plumbing & Heating	G/HALL Repair/Maint	Various repairs in men's and ladies' toilets	205.00	41.00	246.00
21/11/2025	BACS 3014	Rhino Plumbing & Heating	G/HALL Repair/Maint	Call out 10/11 for hot water failure in kitchen & toilets	80.00	16.00	96.00
21/11/2025	BACS 3015	Smith of Derby Ltd	PARKS Other Repair/Maint	Clock Tower - 2 site visits for stopped clock	350.00	70.00	420.00
21/11/2025	BACS 3016	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum - October	893.49	178.70	1,072.19
21/11/2025	BACS 3016	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall & Donegal House - October	1,119.69	223.94	1,343.63
21/11/2025	BACS 3017	D Nimmo	G/HALL Lettings	Refund of breakages deposits for booking 8/11	175.00	0.00	175.00
21/11/2025	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Old photocopier - usage until collection	0.03	0.01	0.04
24/11/2025	BACS 3018	HM Revenue & Customs	EMPLOYEE COSTS	Tax and NI contributions - November	10,932.06	0.00	10,932.06
24/11/2025	BACS 3019	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - November	10,714.73	0.00	10,714.73
24/11/2025	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - October payroll	30.45	0.00	30.45
24/11/2025	DDebit	Npower Ltd	ARTS/TOURISM Lights Costs	Christmas Lights electricity - October	64.42	3.22	67.64
24/11/2025	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - October	51.34	2.57	53.91
25/11/2025	D Card	West Midlands Employers	ADMIN Supplies & Services	Advert for RFO post on WM Jobs	345.00	69.00	414.00
25/11/2025	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/10 - 10/11	13,740.47	2,748.09	16,488.56
25/11/2025	Debit	Festive Market stall refunds	MARKET Misc. Income	Card refund 20/11 to trader for Festive Market stall	18.20	0.00	18.20
28/11/2025	DDebit	Justice Fire and Security	G/HALL Repair/Maint	Maint & support of security alarms & CCTV to 27/5/26-3rd qtr	452.61	90.52	543.13
28/11/2025	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 4 to 31 October - current account	23.98	0.00	23.98

111,708.15 7,915.28 119,623.43

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 November to 30 November 2025

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
04/11/2025	05539	Alrewas Poppy Appeal	CIVIC Supplies/Services	10 poppy wreaths	285.00	0.00	285.00
24/11/2025	05540	Cash	Various	Petty cash vouchers 8820 - 8842	271.35	28.59	299.94
24/11/2025	05541	Cash	Various	Petty cash vouchers 8843 - 8848	239.69	42.85	282.54
27/11/2025	05542	Cash	Various	Petty cash vouchers 8849 - 8857	261.69	21.38	283.07
27/11/2025	05543	Cash	BIRTHPLACE Supplies & Services	Birthplace petty cash vouchers SJ0272 - SJ0289	170.15	24.65	194.80
28/11/2025	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 4 to 31 October - imprest account	8.19	0.00	8.19
					1,236.07	117.47	1,353.54