

Lichfield City Council

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

Tel: (01543) 250011 email: townclerk@lichfield.gov.uk

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

2 March 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, 9 March 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 26 January 2026, Nos.71-87 (**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 16 January to 18 February 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) IF ANY**

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. GRANTS ADVISORY COMMITTEE

To consider the Minutes of the Grants Advisory Committee meeting held on 23 February 2026. The minutes include the recommended allocations of general grants for the main 2026/27 grants round (**APPENDIX 1**, attached). Members' particular attention is drawn to the recommendations to council at minute numbers 42,43 and 46.

[A copy of all applications considered by the Grants Advisory Committee is available to members on request to the Town Clerk].

RECOMMENDED: That the Minutes and recommendations of the Grants Advisory Committee meeting held on 23 February 2026 be adopted.

9. AUDIT COMMITTEE

To consider the Minutes and recommendations of the Audit Committee meeting held on 4 March 2026, to follow under separate cover as **APPENDIX 2**. The Internal Audit report is provided as **ENCLOSURE 1**.

RECOMMENDED: That the Minutes and recommendations of the Audit Committee meeting held on 4 March 2026 be adopted.

10. NOMINATIONS FOR CIVIC OFFICE 2026/27

To consider and elect individuals to the following Offices:

- a) Mayor Elect
- b) Deputy Mayor Elect
- c) Sheriff Elect

11. CALENDAR OF MEETINGS 2026/27

To confirm the Calendar of Meetings for 2026/27, **APPENDIX 3** (attached). The meeting dates have been selected so that, **as far as possible**, they avoid conflict with the District Council's draft calendar of meetings. The meetings of the Planning Committee are listed 'if called' following the adoption of revised Terms of Reference in April 2021.

RECOMMENDED: The draft calendar of meetings be approved.

12. CONSULTATION - LOCAL GOVERNMENT REORGANISATION

To consider the Town Clerk's report **APPENDIX 4** (attached).

RECOMMENDED: Delegated authority be given to the Town Clerk, in consultation with the Leader of the Council, to submit a response to MHCLG's LGR consultation in the name of Lichfield City Council. That response to be an endorsement of the proposal that council resolves to support at this meeting.

13. GRANT REQUEST – LICHFIELD COMMUNITY SPORTS CLUB CIC

At the January meeting of Council, Council approved a grant request from Lichfield Community Sports Club CIC in the sum of £2,000. The grant significantly offsets the costs of places at their sports camps, with such places reserved for local children aged 4-12 in receipt of free school meals or who are suffering other hardship. LCC has funded such places for some time and feedback has been overwhelmingly positive.

The organisers provided an impact report from the February half term sessions which was circulated to Grants Committee members and is available to all members on request to the Town Clerk. Part of the summary is provided below:

'Overall, we feel the camp has had yet another positive impact on the families within our local community. We again have had a huge number of requests to have similar initiatives at all our future camps. We gave 125 sessions to 19 different families, saving these families around £2500 in childcare costs.'

A further funding bid along similar lines has been submitted for the Easter holidays; providing places for eight days rather than five, the sum requested has increased from £2,000 to £3,000. The application was circulated to the Grants Committee for informal comment on 27 February; a verbal update will be provided at the meeting, but initial responses were supportive.

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).

The Town Clerk is in discussion with the organisers regarding a funding bid across several school holidays at one time, rather than the repeated application process currently being undertaken. The Grants Committee will be asked to discuss any such application and the associated opportunities, reporting requirements and risks, at its next meeting.

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 £3,000 to Lichfield Community Sports Club CIC to fund subsidised places at its Easter holiday sports camps.

14. OFFICERS' REPORT

To receive the Officers' Report on recent activity at **APPENDIX 5** (attached).

RECOMMENDED: That the Report be noted.

15. PAYMENT OF ACCOUNTS

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

- 1 December to 31 December 2025 in the sum of £165,599.03 General Account, and £395.50 Imprest Account.
- 1 January to 31 January 2026 in the sum of £120,897.74 General Account, and £696.36 Imprest Account.

PUBLIC ATTENDANCE
AT CITY COUNCIL MEETINGS

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

PUBLIC PARTICIPATION SESSION AT CITY COUNCIL MEETINGS

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

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

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

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 26 January 2026 at 6.30pm

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

APOLOGIES: Councillors J Madden, C. Pinder-Smith, and M Warfield (medical advice).

71. MAYOR'S ANNOUNCEMENTS

The Deputy Mayor noted how much she had enjoyed attending the Cathedral on Christmas day and reminded Members of forthcoming civic events including the charity Ceilidh dance and the Shrovetide Pancake races.

72. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillors H Ashton and C Ball declared an interest in agenda item 12 (minute 80), regarding a question under Standing Order 8(2) as they are both members of the Municipal Charities who hire rooms in the Guildhall and took no part in the voting thereon.

73. COUNCIL MINUTES

RESOLVED: *That the Minutes of the Council Meeting held on 8 December 2025 (No's 52-70) be confirmed and signed as a correct record.*

74. MATTERS ARISING

None.

75. PLANNING COMMITTEE

RESOLVED: *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.*

THE DEPUTY MAYOR ADJOURNED THE MEETING FOR PUBLIC FORUM

Members of the public representing Lichfield Bridge Club, Lichfield Chess Club and Lichfield Arts addressed the Council regarding the proposed new hire charges for the Guildhall, specifically the removal of the charitable rate and asked members to reconsider.

The Deputy Mayor advised this would be dealt with at Agenda item **12** of the meeting.

THE MEETING WAS RECONVENED

76. COMMERCIAL SERVICES COMMITTEE (CSC)

Councillor J Blackman asked Members to note that Guildhall hire charges and market pitch fees would be discussed at Agenda items **11** and **12**.

Councillor C Greatorex expressed concern about the creation of additional markets on Sundays and the impact this would have on the current markets. Councillor R Bragger clarified that the intention was to only hold specialist, themed markets on Sundays which would not be in competition with the existing general markets.

RESOLVED: That the minutes and recommendations of the Commercial Services Committee held on 13 January 2026 be adopted and that the council creates a market on each Sunday of the year by utilising its powers under the Food Act Part III.

77. CLIMATE CHANGE AND BIODIVERSITY COMMITTEE (CCBC)

Members considered the minutes and recommendations of the CCBC held on 14 January 2026.

RESOLVED: That the minutes and recommendations of the Climate Change and Biodiversity Committee held on 14 January 2026 be adopted.

78. FINANCIAL PROGRESS REPORT 1 APRIL TO 30 NOVEMBER 2025

Members considered the financial progress report from 1 April to 30 November 2025

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

79. FEES AND CHARGES 2026/27 - MARKETS

Members considered the proposed fees and charges for 2026/27 as recommended by the City Council's cross party Commercial Services Committee (CSC) as provided at **Agenda Appendix 4**.

RESOLVED: That Market pitch fees, associated charges and Market Square/Pool Walk hire fees for 2026/27 be as provided at Agenda Appendix 4.

80. FEES AND CHARGES 2026/27 - GUILDHALL

Members considered the proposed fees and charges for 2026/27 as recommended by the City Council's cross party Commercial Services Committee (CSC) as provided at **Agenda Appendix 5**.

Councillor J Marshall thanked the members of the public representing Lichfield Bridge Club, Lichfield Chess Club and Lichfield Arts who addressed the Council in person regarding the proposed new hire charges for the Guildhall. Councillor J Blackman thanked all the hirers who had taken the time to make their representations in writing to the Council stating that their comments had been noted.

It was proposed by Councillor J Marshall and seconded by Councillor A Hughes that the charitable/voluntary rate of hire charges be reinstated and renamed '*Subsidised Rate*' to acknowledge the social and community benefits for the organisations that are eligible.

All other fees and charges to remain as per the CSC recommendations, except for the use of the CPI measure of inflation rather than RPI as set out by the CSC.

Councillor C Greatorex proposed an amendment to the motion, which was seconded by Councillor A Lax. Councillor C Greatorex suggested that due to the works scheduled to the Guildhall roof in the spring of 2026 and the subsequent loss of bookings, there be no increase to the Guildhall hire charges for 2026/27 and this be left in abeyance until the Commercial Services committee could discuss further.

Councillor A Lax called for a named vote on the amendment, the Town Clerk then asked each member in turn to state whether they were for or against the amendment or whether they wished to abstain. The voting is recorded below.

COUNCILLOR	FOR	AGAINST	ABSTAIN
Councillor J Anketell		✓	
Councillor H Ashton	Declaration of interest		
Councillor D Baker	✓		
Councillor C Ball	Declaration of interest		
Councillor J Blackman		✓	
Councillor R Bragger		✓	
Councillor J Christie		✓	
Councillor J Eagland	✓		
Councillor K Farrelly	Left at 7.25pm, not present for the vote		
Councillor M Field		✓	
Councillor A Fox		✓	
Councillor C Greatorex	✓		
Councillor R Harvey-Coggins		✓	
Councillor A Hughes		✓	
Councillor P Knight			
Councillor A Lax	✓	✓	
Councillor J Madden	<i>APOLS</i>		
Councillor J Marshall		✓	
Councillor P McDermott		✓	
Councillor C Pinder-Smith	<i>APOLS</i>		
Councillor P Ray		✓	
Councillor D Robertson		✓	
Councillor R Rushton		✓	
Councillor S Schafer		✓	
Councillor J Smith		✓	
Councillor E Strain		✓	
Councillor B Watkins		✓	
Councillor M Warfield	<i>APOLS</i>		
Councillor R Yardley	✓		
TOTAL	5	18	

The Town Clerk confirmed the result, and the amendment to the motion was declared lost. A named vote was then held on the original motion, the Town Clerk asked each member in turn to state whether they were for or against or whether they wished to abstain. The voting is recorded below.

COUNCILLOR	FOR	AGAINST	ABSTAIN
Councillor J Anketell	✓		
Councillor H Ashton	Declaration of interest		
Councillor D Baker		✓	
Councillor C Ball	Declaration of interest		
Councillor J Blackman	✓		
Councillor R Bragger	✓		
Councillor J Christie			
Councillor J Eagland	✓	✓	
Councillor K Farrelly	Left at 7.25pm, not present for the vote		
Councillor M Field	✓		
Councillor A Fox	✓		
Councillor C Greatorex		✓	
Councillor R Harvey-Coggins	✓		
Councillor A Hughes	✓		
Councillor P Knight	✓		
Councillor A Lax		✓	
Councillor J Madden	<i>APOLS</i>		
Councillor J Marshall	✓		
Councillor P McDermott	✓		
Councillor C Pinder-Smith	<i>APOLS</i>		
Councillor P Ray	✓		
Councillor D Robertson	✓		
Councillor R Rushton	✓		
Councillor S Schafer	✓		
Councillor J Smith	✓		
Councillor E Strain	✓		
Councillor B Watkins	✓		
Councillor M Warfield	<i>APOLS</i>		
Councillor R Yardley		✓	
TOTAL	18	5	

The Town Clerk confirmed the result, and the motion was carried.

RESOLVED:

- a) *The charitable hire rate be renamed 'Subsidised' rate.*
- b) *The Subsidised rate and Private Hire rate be increased by the prevailing CPI plus 1% for 2026/27.*
- c) *That the Weddings, Civil Ceremonies and Commercial hire fees be increased per room as per the CSC recommendations for 2026/27, as provided at Agenda Appendix 5.*
- d) *That the Special Event booking rate be increased as per the CSC recommendations for 2026/27 as provided at Agenda Appendix 5.*

81. BUDGET ESTIMATES 2026/2027

Councillor J Marshall commended Officers for their hard work in preparing the budget.

RESOLVED: *That the Budget Estimates and Report for the 2026/27 financial year totalling £1,239,505 be approved and the precept for 2026/27 be set at £1,075,013.00*

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

Members considered the Town Clerk's report and **Agenda Appendix 7.**

RESOLVED: *That the Report be noted*

83. SUBSIDY REVIEW – LICHFIELD ARTS AND LICHFIELD FESTIVAL

Further to Minute 99 of the Council's meeting on 28 January 2019, the arrangements between the Council, Lichfield's Arts and Lichfield Festival are to be reviewed annually by council. Members considered the current arrangements and

RESOLVED: *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.*
- c) *An inflationary increase (CPI – 3.4%) be applied to the prevailing licence charges for 2026/27.*
- d) *In compliance with point (c), the City Council reconsiders this matter at its January 2027 meeting.*

84. GRANT REQUEST - LICHFIELD COMMUNIUTY SPORTS CLUB CIC

Members considered the Agenda report noting that the application had already been circulated to the Grants committee for informal consideration and comment, with those who responded being in support of awarding the grant.

RESOLVED: *That the Council award £2,000 to Lichfield Community Sports Club CIC to fund 30 places at its February 2026 half term holiday camp.*

85. FREEDOM OF THE CITY -SOPHIE CAPEWELL

All Members agreed to acknowledge the exemplary contribution of Lichfield's professional gold medal cyclist, Sophie Capewell by bestowing her with the Freedom of the City.

RESOLVED:

- a) *That 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, confirms its intention to grant the Freedom of the City to Sophie Capewell.*
- b) *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.*

86. OFFICERS' REPORT

Councillor A Hughes commended the Open Spaces Officer for the improvements to the Heather Gardens and the Museums and Heritage Officer for the organisation of the Christmas events at the Museum.

RESOLVED: *That the Report be noted.*

87. PAYMENT OF ACCOUNTS

Councillor H Ashton asked if LDC had repaid their contribution for the installation of a lift at Liberty Jamboree's new premises. The Town Clerk confirmed that they had.

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

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

**THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED
THE MEETING CLOSED AT 8.01PM**

MAYOR

For Council: 9 March 2026 APPENDIX 1

Lichfield City Council Minutes of the Meeting of the Grants Advisory Committee held in the Moulton Room, Guildhall at 6.30pm on Monday 23 February 2026

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

APOLOGIES: None.

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

39. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr H Ashton declared an interest under Appendix A in relation to the grant request from Lichfield Fairtrade as he is a Steering Group member, and Churches Together as he is Lay Chair of the organisation. Cllr Ashton left the room during discussion and voting thereon.

Cllr Ashton also declared an interest in the following applications under Appendix B of the LCC Code of Conduct:

- LWMTS/Proms in the Park – Member of LDC's LWMTS Shareholder Advisory Board
- Games/Coffee Morning – Friend of the applicant
- Lichfield Twinning Association – LCC representative and member
- Lichfield Litter Legends – ward Cllr for event area
- Lichfield City of Sanctuary – LCC representative
- Lichfield & District over 60's Club – Suggested the grant application
- Lichfield Society of Artists – Spouse is a member

Cllr D Baker declared an interest under Appendix B in relation to the following applications:

- CASES – LCC Representative
- Voluntary Transport for the Disabled – Former Mayor's charity
- Lichfield Shrievalty Association – Friend of applicant
- Lichfield City of Sanctuary – LCC representative
- Lichfield Sheriff's Ride Committee – Friend of applicant
- Lichfield Garrick – Former Trustee

Cllr C Ball declared an interest under Appendix A in relation to the grant request from Lichfield Fairtrade as he is a Steering Group member, and left the room during discussion and voting thereon, the meeting being Chaired by Cllr A Hughes in his absence.

Cllr Ball also declared an interest under Appendix B in relation to the following as he is acquainted with the applicants:

- Coffee Morning/Dereck Jones
- The Well
- Churches Together
- Big Red Bike
- Late Night Listeners
- Lichfield Shrievalty Association

- Soroptimist International
- Lichfield Litter Legends
- Lichfield Sheriff's Ride Committee
- Lichfield Re:Cycle

Also in relation to:

- Lichfield City of Sanctuary – LCC representative and member
- CIL request – Christian Fields – ward member and involvement in site meetings and associated discussions

Cllr J Christie declared an interest under Appendix B regarding the following applications:

- The Well - Family member uses service
- Lichfield Festival - Children attend one of the schools which would benefit if awarded)
- Lichfield Discovered - Spouse is a volunteer

Cllr P Knight declared an interest in the application from Lichfield Litter Legends under Appendix B as a member of the organisation.

Cllr J Marshall declared an interest in the application from Big Red Bike as a Governor of Saxon Hill school that is mentioned in the application

Cllr A Hughes declared an interest under Appendix B in the following applications:

- Lichfield Waterworks Trust – Member
- Big Red Bike – Friend of the applicant
- City of Sanctuary – Member of the organisation
- Lichfield Discovered – Supporter
- Lichfield Festival – Volunteer, friend of applicant

Cllr R Yardley declared an interest under Appendix A in relation to the application from Lichfield Shrievally Association (being Chair of the Association) and Lichfield Sheriff's Ride Committee (Trustee); Cllr Yardley left the room during discussion and voting thereon.

40. MINUTES AND MATTERS ARISING

RESOLVED: That the minutes Grants Committee meeting held on 25 November 2025 be confirmed as a correct record [Minutes adopted by Council on 8 December 2025]

41. GENERAL REVENUE GRANTS – 2025/26 BALANCES

The Committee considered the Town Clerk's agenda report, setting out the 2025/26 balances.

RESOLVED: That the report be noted.

42. GENERAL REVENUE GRANT – 2026/27 GRANTS

Members considered the 2026/27 grant applications and reports which had been previously circulated. Members noted the total sum of grants requested as £74,393. The total sum of grant budget and earmarked grant reserve is £58,633, generating a shortfall of £15,760. The Committee's recommended grant awards are detailed in the table below.

Several applications attracted individual comments from the Committee that will be provided to applicants on confirmation of grant award.

No.	Applicant	Amount Awarded (£)
1	South East Staffordshire Citizens Advice Bureau	3000
2	Lichfield Arts	3000
3	Lichfield Greenhill Bower	3225
4	LWMTS (LDC), Proms In The Park	2000
5	Liberty Jamboree	0
6	Dereck Jones (Games/Coffee Morning)	1000
7	The Well	1000
8	Erasmus Darwin Foundation	750
9	Voluntary Transport For The Disabled	1000
10	Lichfield Waterworks Trust	0
11	Lichfield Festival	1908
12	Lichfield Hockey Club	700
13	City of Lichfield Concert Band	665
14	Churches Together	500
15	The Lichfield Trishaw Project (Big Red Bike)	800
16	Lichfield Twinning Association	120
17	Dovehouse Community Gardens	300
18	Late Night Listeners	300
19	The City of Lichfield Shrievally Association	0
20	Soroptimist International Lichfield & District	120
21	Lichfield Litter Legends	2000
22	Lichfield District City of Sanctuary	1200
23	Transition Lichfield (Repair Café)	400
24	Lichfield Garrick Theatre	923
25	Lichfield Bowling Club	300
26	Lichfield Festival of Music	0
27	Dementia Caring	0
28	The Staffordshire Pathway Project	675
29	Lichfield & District Over 60's Club	300
30	Phoenix Counselling Service	595
31	Read Easy, Birmingham North, Tamworth & Lichfield	0
32	Lichfield Sheriff's Ride Committee	690
33	Lichfield Community First Responders	0
34	Sweatbox	0
35	Lichfield Society of Artists	400
36	Lichfield Fairtrade	330
37	Lichfield Discovered	1320
38	Lichfield Re:Cycle	700
39	Men's Shed Lichfield	457
40	The Hub at St Mary's	700
Total		£32,378

The Committee agreed that the Town Clerk should prepare a press release, publicising the grants awarded and also that applications would be welcomed for the further grant funding available, particularly for events for school holiday activities.

RECOMMENDATION TO COUNCIL:

- 1. That grants for the 2026/27 financial year be awarded as set out in the table above.**
- 2. The unallocated portion of the grants fund (£26,285) be retained for possible allocation across 2026/27 or carried forward to 2027/28 as appropriate.**

43. CONSIDERATION OF LATE SUBMISSIONS

Members considered the application from the Anna Seward Primary School PTA (SOAS) for playground improvements. Following discussion, it was agreed by the Committee that the application would not be supported.

RECOMMENDATION TO COUNCIL: *That no grant be awarded to SOAS at this time.*

44. CIL MONIES RECEIVED, COMMITTED AND FORECAST

Members considered the agenda report which provided detail of completed and ongoing CIL funded projects. The current amount of CIL available for allocation being £16,076.

RESOLVED: *That the report be noted.*

45. CIL ALLOCATION UPDATES

Members considered the agenda report detailing progress with several CIL allocations including the parking prevention at Beaconfields, repairs to the driveway at St Michael's, the refurbishment of the Birthplace Museum kitchen facilities, and solar panel installation at Darwin Hall.

The Committee agreed they would be minded to withdraw funding for the Petit plaque if no significant developments were evident by the time of the next meeting. The Town Clerk confirmed that the applicant would be informed of this decision.

RESOLVED: *That the report be noted.*

46. CIL REQUEST – CHRISTIAN FIELDS

Members considered the Town Clerk's agenda report detailing LDC proposals to improve the Christian Fields open space on Eastern Avenue as part of the leisure centre offer. As site ownership is split between LDC and LCC, the District Council had approached the City Council to consider similar improvements to LCC owned land. The Town Clerk's report set out the resulting site meetings and contractor quotations that had been obtained.

RECOMMENDATION TO COUNCIL: *That a CIL allocation of £32,300 be made to facilitate the desired improvements to the Christian Fields open space, associated car park and entry road. The amount over £16,076 be allocated subject to receipt of the forecast April CIL monies from LDC.*

47. DATE AND TIME OF NEXT MEETING

Monday 18 May 2026 at 6pm. The meeting to be held via Zoom.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 8.37PM**

For Council: 9 March 2026 APPENDIX 3

Draft Calendar of Meetings 2026/27

DATE	TIME	MEETING
2026		
Wednesday, 13 May	6.30pm	ANNUAL COUNCIL
Wednesday, 20 May	7.30pm	ANNUAL TOWN MEETING
Tuesday 2 June	6.30pm	Audit Committee
Friday 5 June	6.30pm	Planning Committee (if called)
Monday 8 June	6.30pm	COUNCIL (year-end accounts)
Wednesday, 15 July	6.30pm	Planning Committee (if called)
Monday, 27 July	6.30pm	COUNCIL
Thursday, 27 August	6.30pm	Planning Committee (if called)
Monday, 28 September	6.30pm	COUNCIL
Friday, 2 October	6.30pm	Planning Committee (if called)
Wednesday, 4 November	10.30am	Johnson Birthplace Advisory Committee
Thursday, 5 November	6.30pm	Planning Committee (if called)
Thursday, 19 November	6.00pm	Staffing Committee
Tuesday, 1 December	6.30pm	Audit Committee
Monday, 7 December	6.30pm	COUNCIL
Thursday, 10 December	6.30pm	Planning Committee (if called)
2027		
Wednesday, 20 January	6.30pm	Planning Committee (if called)
Monday, 25 January	6.30pm	COUNCIL
Monday, 22 February	6.30pm	Grants Advisory Committee
Wednesday, 24 February	6.30pm	Planning Committee (if called)
Tuesday, 2 March	6.30pm	Audit Committee
Monday, 8 March	6.30pm	COUNCIL
Wednesday, 24 March	6.30pm	Planning Committee (if called)
Monday, 19 April	6.30pm	COUNCIL
Thursday, 29 April	6.30pm	Planning Committee (if called)
Wednesday, 5 May	10.30am	Johnson Birthplace Advisory Committee
Wednesday, 12 May	6.30pm	ANNUAL COUNCIL
Wednesday, 19 May	7.30pm	ANNUAL TOWN MEETING
Thursday, 3 June	6.30pm	Planning Committee (if called)

For Council: 9 March 2026 APPENDIX 4

CONSULTATION – LOCAL GOVERNMENT REORGANISATION

The Ministry of Housing, Communities and Local Government (MHCLG) has launched a statutory [consultation on Local Government Reorganisation](#) seeking views on proposals for local government reorganisation (LGR) submitted by Staffordshire and Stoke-on-Trent's principal councils. The consultation closes at 23:59 on 26th March 2026.

This report summarises the proposals put forward for LGR in Staffordshire and recommends Lichfield City Council's formal response.

Summary of Submitted Proposals

Proposal 1

Proposing authority: Cannock Chase District Council, East Staffordshire Borough Council, Stafford Borough Council, Stoke-on-Trent City Council

Number of proposed unitary councils: Two

Proposed structure and areas covered:

- **North Staffordshire:** Newcastle-under-Lyme, Staffordshire Moorlands, Stoke-on-Trent
- **South Staffordshire:** Cannock Chase, East Staffordshire, Lichfield, South Staffordshire, Stafford, Tamworth

Proposal 2

Proposing authority: Staffordshire County Council

Number of proposed unitary councils: Two

Proposed structure and areas covered:

- **East Staffordshire:** East Staffordshire, Lichfield, Staffordshire Moorlands, Stoke-on-Trent, Tamworth
- **West Staffordshire:** Cannock Chase, Newcastle-under-Lyme, South Staffordshire, Stafford

Proposal 3

Proposing authority: Staffordshire Moorlands District Council

Number of proposed unitary councils: Two

Proposed structure and areas covered:

- **North Staffordshire:** Newcastle-under-Lyme, Stoke-on-Trent, Staffordshire Moorlands, plus 16 parishes from East Staffordshire and 6 parishes from Stafford
- **Southern and Mid-Staffordshire:** Cannock Chase, Lichfield, South Staffordshire, Tamworth, plus the remaining 22 parishes of East Staffordshire and 34 parishes of Stafford

Proposal 4

Proposing authority: Lichfield District Council, South Staffordshire Borough Council, Tamworth Borough Council

Number of proposed unitary councils: Three

Proposed structure and areas covered:

- **North Staffordshire:** Newcastle-under-Lyme, Staffordshire Moorlands, Stoke-on-Trent
- **South-West Staffordshire:** Cannock Chase, South Staffordshire, Stafford
- **South-East Staffordshire:** Lichfield, East Staffordshire, Tamworth

Proposal 5

Proposing authority: Newcastle-under-Lyme Borough Council

Number of proposed unitary councils: Four

Proposed structure and areas covered:

- **Unitary Authority 1:** Newcastle-under-Lyme
- **Unitary Authority 2:** Cannock Chase, South Staffordshire, Stafford
- **Unitary Authority 3:** Staffordshire Moorlands, Stoke-on-Trent
- **Unitary Authority 4:** East Staffordshire, Lichfield, Tamworth

City Council Response

The Government's online consultation invites comments on each of the submitted LGR proposals. Except for one free-text question per proposal, responses are limited to multiple-choice answers.

While individuals may respond fully to all sections of the consultation, it would be impractical for Lichfield City Council, as a corporate body, to agree detailed responses to every question on every proposal; to do so would require the Council to comment extensively on proposals it does not support. It is therefore considered appropriate for the Council's formal response to focus on endorsing its preferred option. The consultation process allows for a separate written submission, and it is proposed that this route be used.

On 20 February, the Town Clerk circulated to all councillors a letter from the Leader of LDC urging support for the proposal put forward by Lichfield District Council (proposal 4 above) and referring to their [proposal document](#)

Council is asked to agree which proposal it supports and resolve accordingly, together with conferring delegated authority on the Town Clerk to submit the City Council's response to the consultation.

RECOMMENDED: Delegated authority be given to the Town Clerk, in consultation with the Leader of the Council, to submit a response to MHCLG's LGR consultation in the name of Lichfield City Council. That response to be an endorsement of the proposal that council resolves to support at this meeting.

For Council: 9 March 2026 APPENDIX 5

OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer

On Saturday 31 January, the Mayor and Sheriff held their third fundraiser - a Charity Ceilidh Dance in the Guildhall with 70 guests attending. The band 'Mucky Duck' & caller Mike Gentles were very well received and encouraged everyone to participate. All guests tucked into half time fish & chips from Sefton's chip shop before enjoying more dancing.

The night finished with the raffle raising an impressive £390.00 for their chosen charities, Staffordshire Blood Bikes & Lichfield Foodbank. The Mayor gave a vote of thanks to all the guests as the evening came to a close. In total, the event raised an impressive £1,794.00, including proceeds from bar sales, ticket purchases, and the raffle.



Lichfield celebrated Shrove Tuesday on 17 February with the hotly contested pancake races in the city centre. Keen entrants gathered in Bore Street at noon for the time-honoured event, determined to put in a truly "*pan-tastic*" performance. The sunshine drew in large crowds, led by our exuberant Town Crier, Adrian Holmes.

The Mayor of Lichfield, Cllr Claire Pinder-Smith, Deputy Mayor, Cllr Rosie Harvey-Coggins, Deputy Mayor's Consort, Andy Harvey-Coggins, Sheriff of Lichfield, Revd Ian Hayter, and Sheriff's Consort, Sally Hayter, oversaw the competition to ensure everyone followed the rules.

With over 50 contestants, there were plenty of enthusiastic participants. Each race saw competitors run along Bore Street towards the Guildhall, flipping their pancake once at the start and again shortly before the finish line. Larger-than-usual crowds gathered around both the start and finish, thanks in part to the half-term break. It was wonderful to see so many excited children getting involved.



The winner of the Ladies' Final was Britney Lewis from John German Estate Agents, who secured her name on the Golden Pancake Day Trophy for the third-year running. She also received a hamper of goodies courtesy of *Data Careers*.

The Gents' Race was won by Arnold Obadai of Sweatbox Boxing Club, while 10-year-old Finlay Newcombe claimed victory in the Under 10s Race. Finally, triumphing in the Mascots Race was Fin Jones from *Wynniatt Husey Accountants*, who dashed to victory dressed as a hotdog! Coincidentally, *Wynniatt Husey* also sponsored this year's Mascot Race with a £50 cash prize for the winner. All our winners also received a Pancake Race Winner medal and certificate.

Following the races, the Civic Party made its way to the Market Square, where the Mayor opened the Shrovetide Fair, courtesy of Anthony Harris of Pat Collins Funfair, with the children present able to enjoy a free ride.

The pancake races were organised by Lichfield City Council, who would like to thank the following Bore Street businesses for sponsoring this year's event: *Wynniatt-Husey Accountants* and *DataCareers*.

Planning also continues for International Women's Day at the Guildhall on Sunday 8 March and for the Mayor and Sheriff's Entertainment & Tea event for Lichfield residents over the age of 70, to be held in the Guildroom on Friday 20 March.



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

Pool Walk (Site 29)

Following recent reported instances of water build up on pathway, two blocked drains which run between path and pool have been professionally cleared.



Friary Remains (Site 19A)

Removal of fallen branch from large cedar tree and precautionary reduction of overhanging limbs to rear of Brewhouse & Kitchen premises (pictured opposite)

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

- **St Michael's Churchyard (site 60)** – Surfacing repairs to main driveway completed via CIL funding.
- **Northern Plantation (site 1)** – In support of LDC's Christian Fields Vision, initial tree works to remove dead trees and branches have been undertaken in the woodland area surrounding the small car park off Eastern Avenue (between Stychbrook Cemetery and foot underpass). Planning for improvements to the access road and car park itself are being progressed.
- **Weston Road Bus Shelter (BS3)** – Repairs following damage caused by recent road traffic incident.
- **St Chad's (site 12A)** – debris cleared from broken limb.
- **E.ON Footpath Lighting** – Fecknam Way to Johnson Close (FP32) – installation of new column and lantern complete. Gaiafields Rd to Dimbles Hill (FP29) - foliage cleared around lighting column.
- Door to door visits at **Hazel Grove and Elm Gardens** following disquiet arising from the works that began at this LCC open space following representations from a resident at December Council. The proposals have been provided to residents and are supported by a significant majority. The work was then undertaken on 23 February.



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

The Birthplace has made a strong start to the year, with Museum Attendants welcoming 1,428 visitors in January, the highest total for that month to date.

February has also been a busy month, marked by the start of a programme of building improvements focused on upgrading the staff kitchen and welfare facilities. All works have been carefully designed to protect the integrity and historic fabric of the Grade I listed building, ensuring that improvements meet modern hygiene and health and safety standards while respecting the character of this nationally significant site.

Works commenced on 2 February and are scheduled for completion on 27 February. To minimise disruption, the museum and bookshop closed briefly from 2 to 10 February and reopened to visitors on 11 February, with only the ground floor and basement remaining closed while contractors continue their work in a carefully coordinated manner.

Enhancing Interpretation and Displays

Building on the successful installation of new interpretation panels exploring the life of Francis Barber earlier this year, we have continued our programme of improvements across the museum.

In the London Life room, all existing interpretation panels have been refreshed, helping visitors gain a clearer understanding of the world in which Samuel Johnson lived.



As part of this update, a newly written panel introduces David Garrick, outlining his connection with Lichfield and his friendship with Johnson. By highlighting Garrick's significance as one of the most celebrated actors and theatre managers of the 1700s, we further emphasise Lichfield's remarkable cultural legacy.

We have also installed a new panel exploring daily life in London during the time of Johnson and Garrick. It examines key aspects of eighteenth-century social life, including the vibrant pleasure gardens, bustling coffeehouses, and influential dining clubs that brought together writers, artists,

actors, and thinkers. This broader context enables visitors to imagine the sights, sounds, and social networks that shaped their careers.

Twilight Event: Audience Consultation

As part of our *Opening Chapters* audience consultation project, we hosted a special out-of-hours *Twilight Event* on Thursday 29 January. We welcomed local community groups, organisations, and representatives from the arts, tourism, and heritage sectors for an evening of conversation, discovery, and hands-on exploration.

Opening Chapters aims to deepen our understanding of the needs, expectations and experiences of both existing and under-represented audiences. The *Twilight Event* was central to this work, creating a relaxed and informal space for honest feedback and shared ideas.

Guests explored the museum after hours, met members of our team, encountered a Georgian cook in the historic kitchen, tried quill pen writing, and enjoyed getting up close to objects from the collection. A hands-on activity invited participants to consider what everyday life was like in the 1700s, using objects as prompts for discussion.

Throughout the evening, feedback was gathered in creative and interactive ways. Guests completed surveys, voted on what they love and what they feel less connected to using emoji stickers, and shared their priorities at our voting stations. This gave us valuable insight into which stories and themes they would most like to see reflected in future displays and programmes.

The event was well attended and filled with curiosity and thoughtful discussion. Many attendees commented on how enjoyable it was to experience the museum in a different way and to feel genuinely involved in shaping its future.

The insights gathered will inform the next stage of the project, ensuring that future exhibitions, displays, and programming reflect the voices and interests of the communities we serve.

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



Supported using public funding by

**ARTS COUNCIL
ENGLAND**

Jono Oates Supports the Birthplace with Commemorative Badges

Jono Oates of Jono's Tourism has very kindly donated commemorative badges of the Johnson's Head Bust to raise funds for the Dr Johnson's Birthplace Trust. The stylish badges were produced using the remaining funds from a GoFundMe campaign set up by Jono to assist with the restoration and installation of the 1884 bust, which was unveiled in 2024 above the door of 10 Bird Street.

The Birthplace team would like to thank all those who contributed to the campaign and extend special thanks to Jono for this generous donation and for continuing to champion the Birthplace and the wider heritage of the city. The badges are available to purchase in the Birthplace Bookshop, with all proceeds going to the Dr Johnson's Birthplace Trust.

Further details about the project to repair, restore and reinstate the bust can be found on the [Birthplace website blog](#). The blog post highlights Peter Hone's donation of the bust as a gift to the people of Lichfield and acknowledges the extraordinary support of local people, organisations and businesses, including Jono, the GoFundMe campaign, The Johnson Society, Viking E-Cigs, and The George Hotel.

The bust required extensive restoration and specialist installation, carried out by Jones Carving, Messenger BCR, Brownhill Hayward Brown Chartered Architects, Hibberd Consulting Engineers and Green Power Plant Hire, all of whom kindly donated their time to the project, which was led by Lichfield City Council.



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

A new trader has joined the Fruit & Vegetable stall on Wednesdays. Following a successful Christmas on the market selling flowers and other floral items *Poppies* (pictured) has welcomed the opportunity to continue trading on a non-market day.



Tuesday Market Update

There are currently three pitches vacant on the Tuesday market with a new trader 'Joyem' selling candles and reed diffusers starting on 24 February. On Tuesday 27 January, the market was restricted due to high winds.

Friday Market Update

Unfortunately on Friday 10 January, the market was restricted due to heavy snow fall but the Square was cleared and deemed safe for trading. This did result in representations from traders who were reluctant to pay arrears, however as the market was not cancelled the arrears were not waived. The Markets Officer reiterated the severe weather policy and terms of the traders licence. Following these events the Severe Weather Policy was reviewed for clarity, with an updated version put before the Commercial Services Committee at its most recent meeting

Saturday Market Update

The Saturday market remains full. The Markets Officer maintains a list of casual traders from all the markets that are invited to stand when permanent traders are absent or take holidays.

Vegan Market

The Vegan market will return on Sunday 17 May 2026. The Vegan market has only booked three markets for 2026 due to poor trader attendance last year. They will be looking at having a biodiversity market on Sunday 20 September 2026, depending on the success of this market, other future bookings may be made.

Producers' Market

The Producers market had its first market of 2026 on Sunday 1 February and will continue throughout 2026. This market, operated by CJ Events, is held on the first Sunday of the month. The market is well supported with around 30 traders standing each month and is immensely popular with customers.

There are a high number of traders that attend, not always the same traders each month and all have variety of goods to sell.



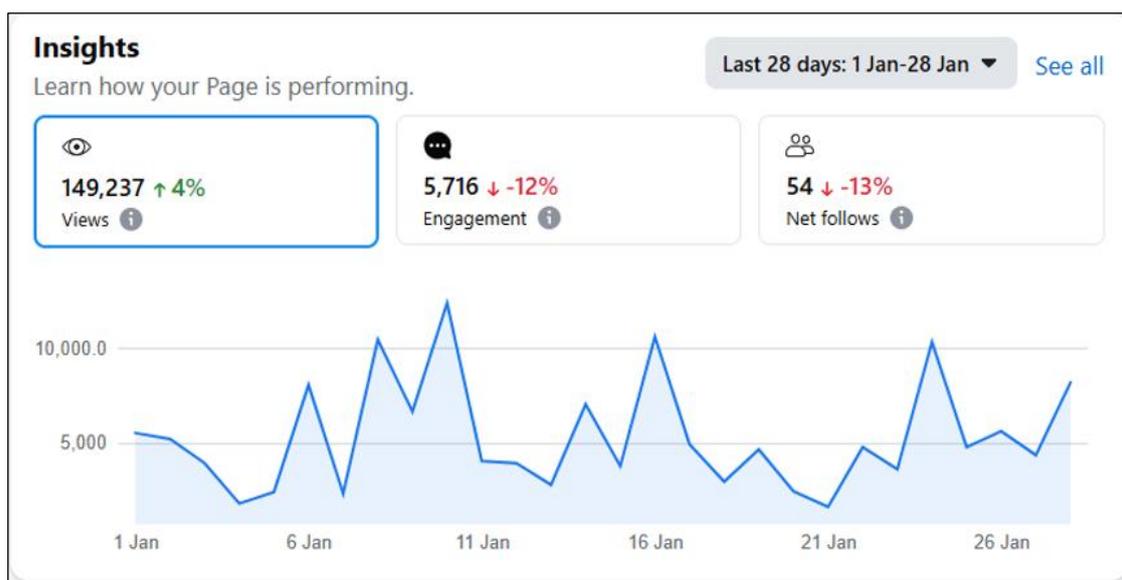
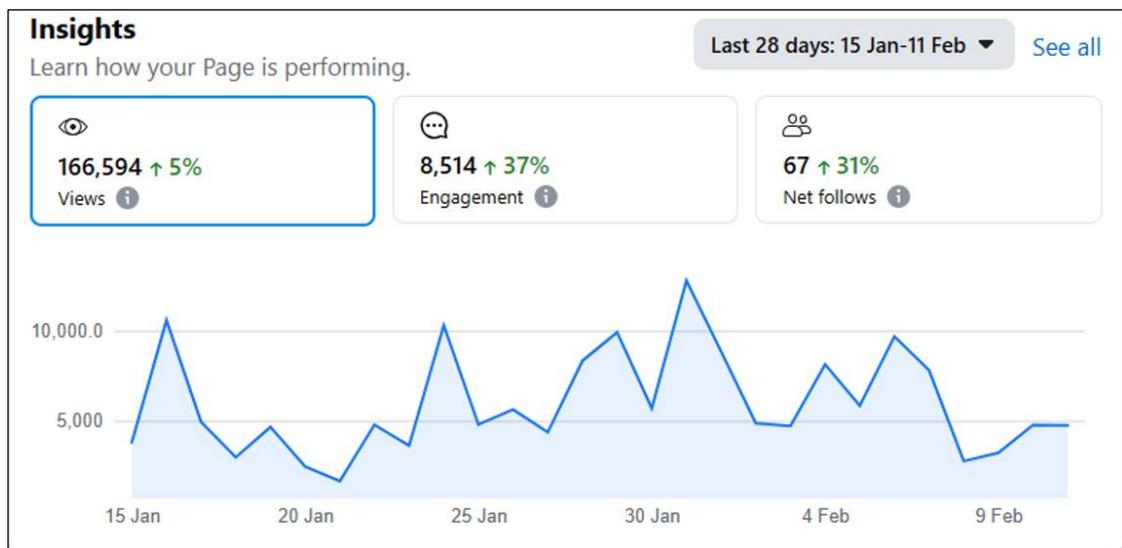
Officers continue to work on the provision of additional themed Sunday markets and Community days.

In addition, Officers have identified the possibility of holding a Young Traders market. The NMTF is organising a national initiative to provide a vital platform for young entrepreneurs to showcase their innovative products and ideas. Young traders from 16 -30 are invited to take part, as the scheme spans eleven regions across the UK. A member of the markets team will be attending a Zoom meeting to find out more details.

The market team is also looking into the possibility of celebrating the granting of the market charter, and if it is possible to have the charter regranted by the King in 2026.



Social Media Insights



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

As in previous years, the Guildhall has been quiet after Christmas.

Civic Events

The Mayor & Sheriff held a successful charity event at the end of January. Following the Shrovetide Pancake Race, refreshments were served in the Guildhall.

Charity/Voluntary Rate

Bookings in this category include our regular hirers: Bridge, Chess, U3A, and RSPB, Chess, Band Practice and the National Trust. Other charity events include 3 meetings, and 4 Lichfield Arts Concerts.

Following January Council, from April this category of bookings will be re-named the Subsidised Rate.

Private Bookings

There have been 2 meetings and an AGM.

A private dinner was held to celebrate 30 years living in Lichfield. There are also 2 40th Birthday Parties booked for February.

The Worshipful Company of Smiths are booked in for their Annual Feast at the beginning of March.

Following Council, from April, this category of bookings will be called the Standard Rate.

Commercial Bookings

1 meeting has been held in the Whytmore Room.

Slimming World use the Main Hall each Thursday and generate the most income from a single hirer. They have been meeting at the Guildhall for 27 years. They are now looking for other premises following the increase in prices from April.

Our regular Craft Fair returns to the Guildhall on 14 March.

A HS2 drop-in session used the Guildhall on 18 February.



Boley Park Community Hall

Since January, to the end of February, bookings include 5 children's birthday parties, a First Aid Course, a Stamp Fair, Craft De-Stash event, and Clothes Sale. There were also 2 meetings and an Anniversary Party. A fund raiser also raised £1500.

During February half term, planned maintenance work includes replacing the outside lights with LED lights, and the halls EICR Certificate.

The Management Committee held a meeting and AGM in February and agreed upon the annual price increase of 3.4% for all hirers.

6. Deputy Town Clerk: Sarah Thomas

The Deputy Town Clerk prepared Agendas and reports for the recent meeting of the Commercial Services Committee and is currently preparing information for the upcoming meeting of the Climate Change and Biodiversity Committee.

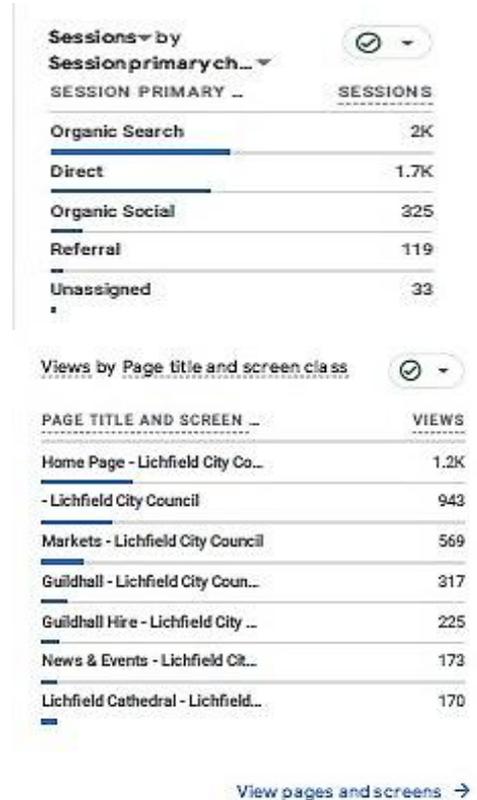
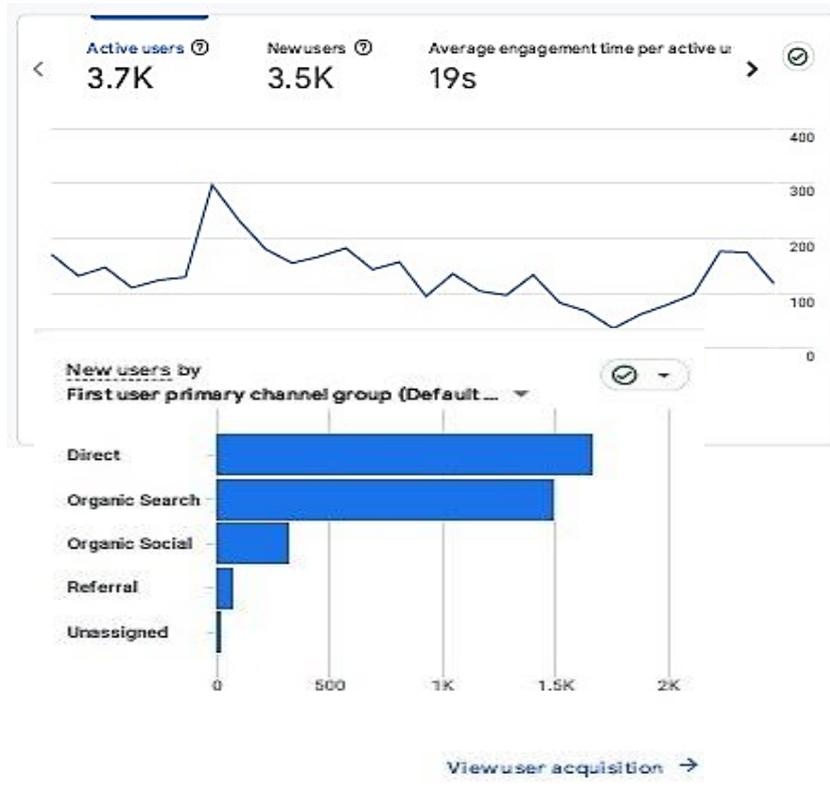
Following the resignation of the Administrative Officer, the Deputy Town Clerk will now be sharing planning responsibilities with the Town Clerk to ensure all necessary tasks are managed efficiently during the transition.

The first Community Day has been arranged for Thursday 28 May on the Market Square and will be held in conjunction with organisations from the Youth Work Alliance. The aim is to encourage a citywide partnership of organisations who can provide events during the school holidays. It will also provide an opportunity to conduct a fun consultation with young people as to the services and activities they would like to have access to in the City. Further Community days have been scheduled for Thursday 7 July and Thursday 27 August.

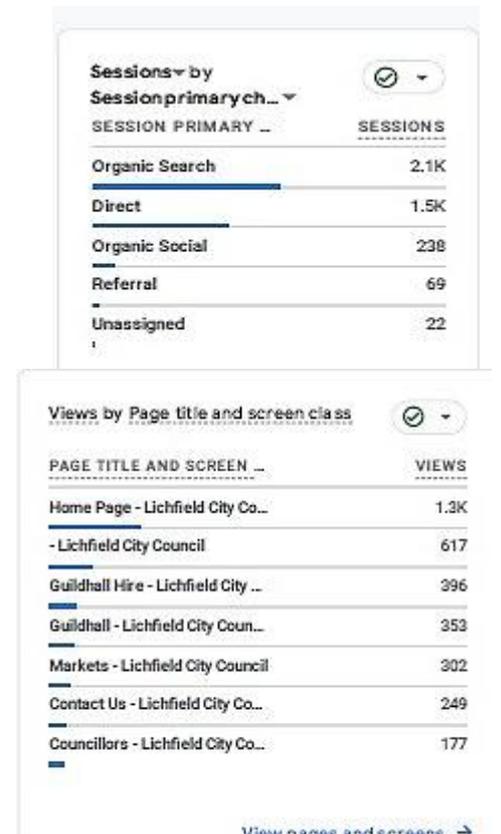
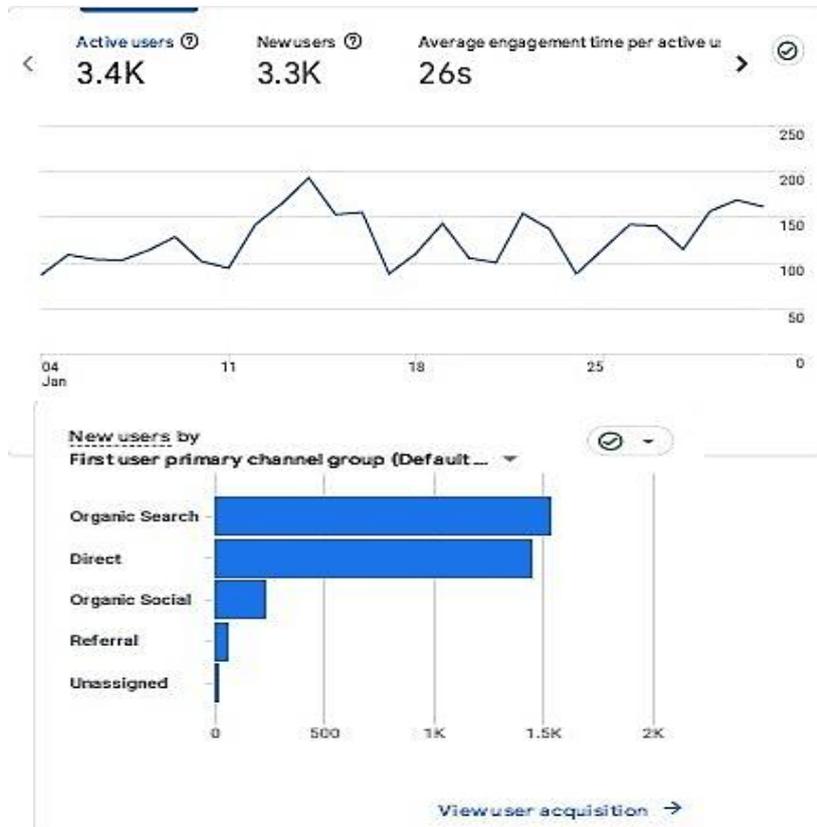
The Deputy Town Clerk is working with the Markets Officer to organise more themed Sunday markets and is also coordinating with the Civic Officer to prepare for Sophie Capewell's Freedom of the City presentation and the forthcoming Twinning weekend.

7. LCC Website Statistics

Previous reporting period (reported to members January 2026)



Current Reporting Period



For Council: 9 March 2026 APPENDIX 6

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 December to 31 December 2025

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
01/12/2025	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 25/26 - 9th instalment of 10	973.00	0.00	973.00
01/12/2025	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 25/26 - 9th instalment of 12	10.00	0.00	10.00
01/12/2025	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 25/26 - 9th instalment of 10	574.00	0.00	574.00
01/12/2025	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 25/26 - 9th instalment of 10	1,809.00	0.00	1,809.00
01/12/2025	DDebit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Monthly service fee for digital donations box - November	12.50	2.50	15.00
01/12/2025	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 12/10 - 12/11	27.05	0.00	27.05
01/12/2025	Debit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Regium fee for contactless donations paid on 1 Dec	3.89	0.00	3.89
02/12/2025	DDebit	British Gas	BIRTHPLACE Energy	Gas 22/10 - 13/11	589.20	117.84	707.04
03/12/2025	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card & activity fees - November	12.82	0.00	12.82
03/12/2025	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - December	6.00	1.20	7.20
03/12/2025	Debit	Festive Market stall fee refunds	MARKET Misc. Income	Card refund 26/11 to trader for Festive Market stall	18.20	0.00	18.20
05/12/2025	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card & activity fees - November	160.80	0.00	160.80
05/12/2025	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - December	6.00	1.20	7.20
08/12/2025	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 4/10 - 4/11	67.57	0.00	67.57
10/12/2025	Debit	American Express Merch Servs	BIRTHPLACE Supplies & Services	American Express card transaction fee	0.20	0.00	0.20
11/12/2025	DDebit	British Telecommunications	HALLS Boley Hall	Monthly broadband service at Boley Hall - November	47.23	9.45	56.68
15/12/2025	BACS 3020	Apex Ecology Ltd	R&R FUND Guildhall/Donegal Hs	Preliminary roost survey & report before roof repairs	705.00	141.00	846.00
15/12/2025	BACS 3021	S Astbury	ARTS/TOURISM Lights Costs	Band for Switch On performance	125.00	0.00	125.00
15/12/2025	BACS 3022	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip - November	360.00	72.00	432.00
15/12/2025	BACS 3023	B.A.R. (Leicester) Mech Servs	BIRTHPLACE Repair/Maint	Museum boiler service	450.00	90.00	540.00
15/12/2025	BACS 3023	B.A.R. (Leicester) Mech Servs	BIRTHPLACE Repair/Maint	Repairs & parts for boiler & radiators after service	690.00	138.00	828.00
15/12/2025	BACS 3024	Big TV (UK) Ltd	ARTS/TOURISM Lights Costs	Big TV screen, sound, stage & technicians at Switch On	6,093.00	1,218.60	7,311.60
15/12/2025	BACS 3025	Cannock Sound Hire	ARTS/TOURISM Lights Costs	Additional sound equipment & engineers at Switch On	1,300.00	260.00	1,560.00
15/12/2025	BACS 3026	CBS Complete Ltd	G/HALL Repair/Maint	Call out 23/9 to repair leaking radiator valve	100.00	20.00	120.00
15/12/2025	BACS 3027	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Installation of Christmas lights including Pool Walk	8,658.66	1,731.73	10,390.39
15/12/2025	BACS 3027	Darwin Electrical Services	G/HALL Repair/Maint	Various repairs to lights, sockets & microphone	180.00	36.00	216.00
15/12/2025	BACS 3027	Darwin Electrical Services	GRANTS General	Lighting of Clock Tower for Lichfield Sorooptimists, 25/11	120.00	24.00	144.00
15/12/2025	BACS 3028	Dovehouse Community Gdns	GRANTS General	Grant per Council 8/12/25 re water supply	183.00	0.00	183.00
15/12/2025	BACS 3029	E.On Energy Solutions Ltd	C I L Expenditure	Additional lighting in Festival Gardens from CIL	11,499.96	2,299.99	13,799.95
15/12/2025	BACS 3029	E.On Energy Solutions Ltd	PARKS Other Repair/Maint	Abbotsford Rd to Haymoor footpath - Replace light	297.86	59.57	357.43
15/12/2025	BACS 3029	E.On Energy Solutions Ltd	PARKS Other Repair/Maint	Hawkins Cl to Francis Rd FP - Replace concrete collar	120.00	24.00	144.00
15/12/2025	BACS 3029	E.On Energy Solutions Ltd	PARKS Other Repair/Maint	Gaiafields to Dimbles Hill footpath - Repair lantern	110.00	22.00	132.00
15/12/2025	BACS 3030	First Secure Ltd	ARTS/TOURISM Lights Costs	Security for Switch On event.	3,663.00	732.60	4,395.60
15/12/2025	BACS 3031	Greenlab Pest Control Ltd	PARKS Other Repair/Maint	Festival Gdns - Additional pest control for 6 weeks	600.00	120.00	720.00
15/12/2025	BACS 3032	Hirelink Uk Midlands Ltd	ARTS/TOURISM Lights Costs	Supply & erect fence panels for Switch On	1,900.00	380.00	2,280.00
15/12/2025	BACS 3033	Immediate Care Medical	ARTS/TOURISM Lights Costs	Medical cover for 7 hours for Switch On event	1,975.00	395.00	2,370.00
15/12/2025	BACS 3034	JPSL Technical Services	ARTS/TOURISM Lights Costs	Hire of radios for Switch On	155.00	31.00	186.00
15/12/2025	BACS 3034	JPSL Technical Services	CIVIC Events	4 higher quality earpieces for general events use	81.60	16.32	97.92
15/12/2025	BACS 3035	G Keatley	ADMIN Subscript/Training	AAT membership 2026 for Internal Auditor	208.00	0.00	208.00
15/12/2025	BACS 3036	R Kendrick	CIVIC Events	Bugler for Remembrance Sunday	25.00	0.00	25.00
15/12/2025	BACS 3037	Lichfield Community Media	MARKET Supplies/Services	Advert for extra Christmas markets in local Independent	100.00	0.00	100.00
15/12/2025	BACS 3038	Lichfield District Council	ARTS/TOURISM Lights Costs	Additional street cleaning & toilet facilities for Switch On	712.50	142.50	855.00
15/12/2025	BACS 3039	Lich & District Allotment Soc	PARKS Other Repair/Maint	Contribution towards Christchurch allotment fencing	750.00	0.00	750.00
15/12/2025	BACS 3040	Lich & Dist Talking Newspaper	GRANTS General	Grant per Council 8/12/25 for Talking News expansion	1,000.00	0.00	1,000.00
15/12/2025	BACS 3041	LUKG Re Banner Group Ltd	ADMIN Supplies & Services	Paper and other stationery from Banner	145.76	29.15	174.91
15/12/2025	BACS 3042	Forvis Mazars LLP	ADMIN Professional Fees	External Audit fee 2024/25	2,100.00	420.00	2,520.00

15/12/2025	BACS 3043	Messenger Construction Ltd	BIRTHPLACE	Collection Purchases	Inspection and report on Johnson Bust	300.00	60.00	360.00
15/12/2025	BACS 3044	Multi-Floor (Walsall) Limited	G/HALL	Supplies/Services	Replacement of flooring in bar area	600.00	120.00	720.00
15/12/2025	BACS 3045	Print & Digital of Lichfield	CIVIC	Supplies/Services	Printing of Civic Christmas cards	170.00	34.00	204.00
15/12/2025	BACS 3046	Rhodawn Ltd t/a Bookspeed	BIRTHPLACE	Stock for sale	Copies of Mid Georgian Britain & Johnson Works	84.95	0.00	84.95
15/12/2025	BACS 3047	SCC County Fund	ARTS/TOURISM	Lights Costs	Donation for Christchurch School choir at Switch On	100.00	0.00	100.00
15/12/2025	BACS 3048	Seventeen43 Ltd	ARTS/TOURISM	Lights Costs	Event management for Switch On	2,000.00	0.00	2,000.00
15/12/2025	BACS 3049	Sparkle18 Ltd	BIRTHPLACE	Supplies & Services	Cleaning in Museum - November	769.08	153.81	922.89
15/12/2025	BACS 3049	Sparkle18 Ltd	G/HALL	Supplies/Services	Cleaning in Guildhall and Donegal House - November	1,119.69	223.94	1,343.63
15/12/2025	BACS 3050	R & J Tree Services Ltd	C I L	Expenditure	Beaconfields - Install wooden bollards to prevent parking	2,500.00	500.00	3,000.00
15/12/2025	BACS 3050	R & J Tree Services Ltd	PARKS	Other Repair/Maint	St Michaels - Crown lift & cut back trees along footpath	1,440.00	288.00	1,728.00
15/12/2025	BACS 3050	R & J Tree Services Ltd	PARKS	Other Repair/Maint	Garrick Rd - Reduce sorbus tree	750.00	150.00	900.00
15/12/2025	BACS 3050	R & J Tree Services Ltd	PARKS	Other Repair/Maint	Woodfield Dr - Emergency callout to storm-damaged trees	1,800.00	360.00	2,160.00
15/12/2025	BACS 3051	Support Staffordshire	ADMIN	Subscript/Training	Support Staffordshire membership to November 2026	25.00	0.00	25.00
15/12/2025	BACS 3052	Table Football Plus	ARTS/TOURISM	Lights Costs	Table football, marquee & staff for Switch On	1,050.00	0.00	1,050.00
15/12/2025	BACS 3053	W Burns-Mace Ltd	ADMIN	Supplies & Services	Renewal of Tudor Row fire escape licence to 16/12/26	2,615.18	0.00	2,615.18
15/12/2025	BACS 3054	Vision ICT Ltd	BIRTHPLACE	Adverts/promotion	Museum website hosting & support, March26 to Feb27	215.00	43.00	258.00
15/12/2025	BACS 3054	Vision ICT Ltd	BIRTHPLACE	Adverts/promotion	Museum website events plug in	125.00	25.00	150.00
15/12/2025	BACS 3054	Vision ICT Ltd	G/HALL	Supplies/Services	Design & development of Guildhall 'micro' website	2,250.00	450.00	2,700.00
15/12/2025	BACS 3055	A & JM Carroll	BIRTHPLACE	3rd Party Sales	Proceeds of book sales, 4 weeks to 9/11/25	40.00	0.00	40.00
15/12/2025	BACS 3056	X Fraser	G/HALL	Lettings	Refund of breakages deposits for booking 29/11/25	200.00	0.00	200.00
15/12/2025	BACS 3057	Lichfield Cathedral School	G/HALL	Lettings	Refund of breakages deposit for booking 18/11/25	100.00	0.00	100.00
15/12/2025	BACS 3058	Lichfield Sinfonia	G/HALL	Lettings	Refund of breakages deposit for booking on 30/11/25	100.00	0.00	100.00
15/12/2025	DDebit	MT Services Computer Sys	ADMIN	Supplies & Services	IT support, antivirus, backups, Office365 etc.-November	974.51	194.90	1,169.41
15/12/2025	DDebit	MT Services Computer Sys	BIRTHPLACE	Supplies & Services	Monthly internet service - November	45.00	9.00	54.00
15/12/2025	DDebit	MT Services Computer Sys	DEM SERVICES	Supplies & Services	Councillors' emails - November	137.20	27.44	164.64
15/12/2025	DDebit	MT Services Computer Sys	G/HALL	Supplies/Services	Monthly internet service - November	45.00	9.00	54.00
15/12/2025	DDebit	Nat West	ADMIN	Supplies & Services	Monthly online banking fee - December	39.00	0.00	39.00
15/12/2025	DDebit	NatWest Autopay	EMPLOYEE COSTS		Wages and salaries - December	34,045.03	0.00	34,045.03
15/12/2025	DDebit	Npower Ltd	ADMIN	Donegal House Energy	Electricity - October	318.58	63.72	382.30
15/12/2025	DDebit	Npower Ltd	BIRTHPLACE	Energy	Electricity - October (2nd account)	66.51	3.33	69.84
15/12/2025	DDebit	Npower Ltd	BIRTHPLACE	Energy	Electricity - October (1st account)	103.96	5.20	109.16
15/12/2025	DDebit	Npower Ltd	G/HALL	Energy	Electricity - October	688.26	137.65	825.91
15/12/2025	DDebit	Npower Ltd	MARKET	Energy	Toilet Block electricity - October	65.20	3.26	68.46
15/12/2025	DDebit	Npower Ltd	MARKET	Energy	Feeder Pillar electricity - October	123.83	6.19	130.02
15/12/2025	DDebit	Npower Ltd	PARKS	Energy	Friary electricity - October	22.59	1.13	23.72
15/12/2025	DDebit	Npower Ltd	PARKS	Energy	Clock Tower electricity - October	54.43	3.67	58.10
16/12/2025	DDebit	Elavon Digital Europe Ltd	ADMIN	Supplies & Services	Hire of card machine - December	19.00	3.80	22.80
16/12/2025	DDebit	Elavon Digital Europe Ltd	MARKET	Supplies/Services	Hire of card machine - December	19.00	3.80	22.80
16/12/2025	DDebit	Land Registry	ADMIN	Supplies & Services	Land Registry search fee	7.00	0.00	7.00
17/12/2025	DDebit	EE Ltd	ADMIN	Supplies & Services	Tablet for Deputy Town Clerk - December	7.20	1.44	8.64
17/12/2025	DDebit	EE Ltd	G/HALL	Supplies/Services	PA mobile - December	14.89	2.98	17.87
17/12/2025	DDebit	EE Ltd	G/HALL	Supplies/Services	On call mobile - December	15.00	3.00	18.00
17/12/2025	DDebit	EE Ltd	G/HALL	Supplies/Services	Tablet for CCTV monitoring - December	7.20	1.44	8.64
17/12/2025	DDebit	EE Ltd	MARKET	Supplies/Services	Markets mobile - December	17.10	3.42	20.52
17/12/2025	DDebit	EE Ltd	PARKS	Other Repair/Maint	OSO mobile - December	17.10	3.42	20.52
19/12/2025	DDebit	Npower Ltd	ARTS/TOURISM	Lights Costs	Christmas Lights monthly electricity - November	62.34	3.12	65.46
19/12/2025	DDebit	Npower Ltd	PARKS	Energy	Pool Walk electricity - November	49.69	2.48	52.17
22/12/2025	D Card	Alfafado Ltd	ADMIN	Supplies & Services	Various batteries for office stocks	37.86	7.57	45.43
22/12/2025	DDebit	Virgin Media Payments	ADMIN	Tel/Postage	Phones/internet - November usage/ December rental	141.15	28.23	169.38
23/12/2025	DDebit	NatWest Autopay	ADMIN	Supplies & Services	Autopay Online fees - November payroll	29.75	0.00	29.75
23/12/2025	DDebit	Spitfire Network Services	ADMIN	Tel/Postage	New broadband services - part December & January	715.89	143.18	859.07
24/12/2025	BACS 3059	Broxap Ltd	C I L	Expenditure	Fixed & removable bollards for Open Spaces from CIL	1,930.00	386.00	2,316.00
24/12/2025	BACS 3060	Darwin Hall Community Assoc	HALLS	Darwin Hall	50% contribution to replacement of extractor fans	1,704.96	0.00	1,704.96
24/12/2025	BACS 3061	Eastern Shires Purch Org	G/HALL	Supplies/Services	Cloakroom supplies	165.55	33.11	198.66
24/12/2025	BACS 3062	Hutchinson Marketing Ltd	ADMIN	Supplies & Services	Advert for RFO post in W Mids Recruitment Today	172.80	34.56	207.36
24/12/2025	BACS 3063	Musicmann Ltd	ARTS/TOURISM	Lights Costs	Supply & erection of stage barriers for Switch On	600.00	120.00	720.00
24/12/2025	BACS 3064	Terrain HR Ltd	ADMIN	Professional Fees	Health & Safety support services - 5 days in 2026	3,000.00	600.00	3,600.00

24/12/2025	BACS 3065	Up An' At 'Em! History	BIRTHPLACE Supplies & Services	Living history demonstrations for Christmas event	300.00	60.00	360.00
24/12/2025	BACS 3066	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of booksales, 4 weeks to 7/12/25	48.67	0.00	48.67
24/12/2025	BACS 3067	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Proceeds of booksales, 4 weeks to 7/12/25	4.00	0.00	4.00
24/12/2025	BACS 3068	Lich Musical Youth Theatre	G/HALL Lettings	Refund of breakages deposit for bookings 15 & 16/12/25	100.00	0.00	100.00
24/12/2025	DDebit	Justice Fire and Security	G/HALL Repair/Maint	Maintenance of access control 10/12/25-28/5/26 - 1st half	45.00	9.00	54.00
29/12/2025	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/11 - 10/12	13,740.47	2,748.09	16,488.56
30/12/2025	DDebit	Total Energies	Gas - Donegal 35% + Guildhall 65%	Gas 31/10 - 30/11 (estimated)	630.53	126.10	756.63
31/12/2025	BACS 3069	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - December	11,168.77	0.00	11,168.77
31/12/2025	BACS 3070	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - December	10,989.09	0.00	10,989.09
31/12/2025	DDebit	Justice Fire and Security	G/HALL Repair/Maint	Maintenance of all fire alarms to 25/9/26 - 2nd qtr	151.92	30.38	182.30
31/12/2025	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 1 to 28 November - current account	26.75	0.00	26.75
31/12/2025	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 4/11 - 4/12	88.54	0.00	88.54
					149,836.02	15,763.01	165,599.03

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 December to 31 December 2025

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
08/12/2025	05544	Cash	Various	Petty cash vouchers 8858 - 8872	266.26	18.50	284.76
09/12/2025	BACS I54	R Hunt	G/HALL Lettings	Refund of breakages deposit for booking 28/11/25	100.00	0.00	100.00
31/12/2025	DDebit	Nat West	ADMIN Supplies & Services	Bank charges 1 to 28 November - imprest account	10.74	0.00	10.74
					377.00	18.50	395.50

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 January to 31 January 2026

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
02/01/2026	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 25/26 - Final instalment of 10	973.00	0.00	973.00
02/01/2026	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 25/26 - 10th instalment of 12	10.00	0.00	10.00
02/01/2026	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 25/26 - Final instalment of 10	574.00	0.00	574.00
02/01/2026	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 25/26 - Final instalment of 10	1,809.00	0.00	1,809.00
02/01/2026	DDebit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Monthly service fee for digital donations box - December	12.50	2.50	15.00
02/01/2026	Debit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Regium fee for contactless donations paid on 2 Jan	4.50	0.00	4.50
06/01/2026	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 12/11 - 12/12	22.04	0.00	22.04
06/01/2026	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - December	19.04	0.00	19.04
06/01/2026	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - January	6.00	1.20	7.20
07/01/2026	DDebit	Justice Fire and Security	HALLS Boley Hall	Maintenance of Boley alarms & CCTV to 2/4/26 - 4th qtr	164.83	32.96	197.79
07/01/2026	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - December	118.37	0.00	118.37
07/01/2026	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - January	6.00	1.20	7.20
09/01/2026	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier - Usage Jul-Sep, rental Oct-Dec	211.63	42.33	253.96
12/01/2026	D Card	Amazon	BIRTHPLACE Repair/Maint	Replacement monitor for museum CCTV	41.64	8.33	49.97
12/01/2026	DDebit	British Telecommunications	ADMIN Tel/Postage	Phones/internet - Usage Oct-Dec, rental Dec-Feb	133.59	26.71	160.30
12/01/2026	DDebit	British Telecommunications	BIRTHPLACE Supplies & Services	Phones/internet - Usage Oct-Dec, rental Dec-Feb	442.64	88.53	531.17
12/01/2026	DDebit	British Telecommunications	G/HALL Supplies/Services	Phones/internet - Usage Oct-Dec, rental Dec-Feb	558.36	111.67	670.03
12/01/2026	DDebit	British Telecommunications	HALLS Boley Hall	Broadband service at Boley Hall - December	52.23	10.45	62.68
12/01/2026	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - November (2nd account)	70.04	3.50	73.54
12/01/2026	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - November (1st account)	113.39	5.67	119.06
12/01/2026	DDebit	Npower Ltd	G/HALL Energy	Electricity - November	685.52	137.10	822.62
12/01/2026	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - November	135.58	6.78	142.36
12/01/2026	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - November	140.14	7.01	147.15
12/01/2026	DDebit	Npower Ltd	PARKS Energy	Friary electricity - November	21.86	1.09	22.95
12/01/2026	DDebit	Npower Ltd	PARKS Energy	Clock Tower electricity - November	55.62	3.70	59.32
14/01/2026	DDebit	British Gas	BIRTHPLACE Energy	Gas 14/11 - 23/12	525.03	105.00	630.03

14/01/2026	DDebit	Justice Fire and Security	BIRTHPLACE	Repair/Maint	Maint. of alarms & emerg. lighting to 12/1/27 - 1st qtr	276.58	55.31	331.89
15/01/2026	D Card	Temu	ADMIN	Supplies & Services	2 ergonomic office chairs	40.06	8.02	48.08
15/01/2026	DDebit	Elavon Digital Europe	ADMIN	Supplies & Services	Hire of card machine - January	19.00	3.80	22.80
15/01/2026	DDebit	Elavon Digital Europe	MARKET	Supplies/Services	Hire of card machine - January	19.00	3.80	22.80
15/01/2026	DDebit	Nat West	ADMIN	Supplies & Services	Monthly online banking fee - January	46.50	0.00	46.50
15/01/2026	DDebit	NatWest Autopay	EMPLOYEE COSTS		Wages and salaries - January	29,285.98	0.00	29,285.98
16/01/2026	DDebit	MT Services Computer Sys	ADMIN	Supplies & Services	IT support, antivirus, backups, Office365 etc. - December	974.51	194.90	1,169.41
16/01/2026	DDebit	MT Services Computer Sys	BIRTHPLACE	Supplies & Services	Monthly internet service - December	45.00	9.00	54.00
16/01/2026	DDebit	MT Services Computer Sys	DEM SERVICES	Supplies & Services	Councillors' emails - December	137.20	27.44	164.64
16/01/2026	DDebit	MT Services Computer Sys	G/HALL	Supplies/Services	Monthly internet service - December	45.00	9.00	54.00
19/01/2026	DDebit	EE Ltd	ADMIN	Supplies & Services	Tablet for Deputy Town Clerk - January	7.20	1.44	8.64
19/01/2026	DDebit	EE Ltd	G/HALL	Supplies/Services	PA mobile - January	14.89	2.98	17.87
19/01/2026	DDebit	EE Ltd	G/HALL	Supplies/Services	On call mobile - January	15.00	3.00	18.00
19/01/2026	DDebit	EE Ltd	G/HALL	Supplies/Services	Tablet for CCTV monitoring - January	7.20	1.44	8.64
19/01/2026	DDebit	EE Ltd	MARKET	Supplies/Services	Markets mobile - January	17.10	3.42	20.52
19/01/2026	DDebit	EE Ltd	PARKS	Other Repair/Maint	OSO mobile - January	17.10	3.42	20.52
20/01/2026	DDebit	Virgin Media Payments	ADMIN	Tel/Postage	Phones/internet - December usage/January rental	127.22	25.44	152.66
22/01/2026	D Card	Amazon	G/HALL	Supplies/Services	Safety boots for 2 new PAs	50.53	0.00	50.53
22/01/2026	D Card	Amazon	G/HALL	Supplies/Services	Hi vis jackets for PAs	49.98	10.00	59.98
22/01/2026	DDebit	NatWest Autopay	ADMIN	Supplies & Services	Autopay Online fees - December payroll	30.80	0.00	30.80
22/01/2026	DDebit	Npower Ltd	ARTS/TOURISM	Lights Costs	Christmas Lights electricity - December instalment	64.42	3.22	67.64
22/01/2026	DDebit	Npower Ltd	PARKS	Energy	Pool Walk electricity - December	52.10	2.60	54.70
23/01/2026	BACS 3071	E A Barnes & Sons	MARKET	Supplies/Services	4 exchanges of covered skip - December	360.00	72.00	432.00
23/01/2026	BACS 3072	B.A.R. (Leicester) Mech Servs	BIRTHPLACE	Repair/Maint	Call out and repairs to heating system	214.50	42.90	257.40
23/01/2026	BACS 3073	Bishops Offley Christmas Trees	ARTS/TOURISM	Lights Costs	Supply & delivery of Christmas tree for Clock Tower	660.00	0.00	660.00
23/01/2026	BACS 3074	A Briggs	ADMIN	Supplies & Services	Reimbursement for eye test	25.00	0.00	25.00
23/01/2026	BACS 3074	A Briggs	DEM SERVICES	Supplies & Services	Reimbursement for annual Zoom licence to 4/1/27	129.90	25.98	155.88
23/01/2026	BACS 3075	M W Brown	ADMIN	Supplies & Services	Quarterly pest control at Donegal Hse - January	37.50	0.00	37.50
23/01/2026	BACS 3075	M W Brown	G/HALL	Supplies/Services	Quarterly pest control at Guildhall - January	37.50	0.00	37.50
23/01/2026	BACS 3075	M W Brown	PARKS	Other Repair/Maint	Quarterly pest control at 6 open space sites - January	225.00	0.00	225.00
23/01/2026	BACS 3076	Darwin Electrical Services	ARTS/TOURISM	Lights Costs	Christmas Lights contract - 2nd half for removal	8,632.74	1,726.55	10,359.29
23/01/2026	BACS 3077	E.On Energy Solutions Ltd	PARKS	Energy	Highway lighting energy 2025/26	5,645.77	1,129.15	6,774.92
23/01/2026	BACS 3077	E.On Energy Solutions Ltd	PARKS	Other Repair/Maint	Highway lighting maintenance 2025/26	5,328.40	1,065.68	6,394.08
23/01/2026	BACS 3077	E.On Energy Solutions Ltd	PARKS	Other Repair/Maint	Borrowcop Lane footpath - Investigate & repair light	196.00	39.20	235.20
23/01/2026	BACS 3078	Justice Fire and Security	ADMIN	Supplies & Services	Call out 23/12 to rectify fault on fire alarm test	150.00	30.00	180.00
23/01/2026	BACS 3078	Justice Fire and Security	BIRTHPLACE	Repair/Maint	Replacement battery during 6-mthly intruder alarm maint.	9.00	1.80	10.80
23/01/2026	BACS 3078	Justice Fire and Security	G/HALL	Repair/Maint	Call out 15/1 to rear car park camera & replace part	195.50	39.10	234.60
23/01/2026	BACS 3079	Loyal Company of Town Criers	CIVIC	Supplies/Services	LCTC membership for Town Crier 2025/26	35.00	0.00	35.00
23/01/2026	BACS 3080	Lichfield District Council	PARKS	Other Repair/Maint	Heather Gardens - Supply new heather plants & plant up	4,000.00	800.00	4,800.00
23/01/2026	BACS 3080	Lichfield District Council	PARKS	Other Repair/Maint	Remembrance Gardens - Supply and plant box hedging	1,200.00	240.00	1,440.00
23/01/2026	BACS 3081	Lichfield District Council	CIVIC	Events	Renewal of Small Society Lottery registration from 11/2/26	20.00	0.00	20.00
23/01/2026	BACS 3082	Lichfield Lock & Key Repairs	ADMIN	Supplies & Services	Call out to repair electronic release on DH back door	60.00	12.00	72.00
23/01/2026	BACS 3083	M R S Communications Ltd	ADMIN	Supplies & Services	Annual Storenet radio to 31/12/26	260.00	52.00	312.00
23/01/2026	BACS 3083	M R S Communications Ltd	MARKET	Supplies/Services	Annual Storenet radio to 31/12/26	260.00	52.00	312.00
23/01/2026	BACS 3084	MT Services Computer Sys	G/HALL	Supplies/Services	Cable for CCTV monitor in PA office	7.97	1.59	9.56
23/01/2026	BACS 3085	Oliver Architecture Ltd	BIRTHPLACE	Supplies & Services	Rear elevation repairs - exterior inspection & work scope	1,950.00	390.00	2,340.00
23/01/2026	BACS 3086	PPL PRS Ltd	BIRTHPLACE	Supplies & Services	PPL and PRS annual music licences to 16/1/27	450.99	90.20	541.19
23/01/2026	BACS 3087	Rhino Plumbing & Heating Svs	G/HALL	Repair/Maint	Replace hot water element; attend boiler breakdown	260.00	52.00	312.00
23/01/2026	BACS 3088	R & J Tree Services Ltd	PARKS	Other Repair/Maint	Emergency call out to overhanging tree limb at Brewhouse	1,800.00	360.00	2,160.00
23/01/2026	BACS 3088	R & J Tree Services Ltd	PARKS	Other Repair/Maint	Pool Walk - Clearing of 2 blocked drains	1,000.00	200.00	1,200.00
23/01/2026	BACS 3088	R & J Tree Services Ltd	PARKS	Other Repair/Maint	Reduction of all overhanging cedar limbs at Brewhouse	2,400.00	480.00	2,880.00
23/01/2026	BACS 3089	Sparkle18 Ltd	BIRTHPLACE	Supplies & Services	Cleaning in Museum - December	780.39	156.08	936.47
23/01/2026	BACS 3089	Sparkle18 Ltd	G/HALL	Supplies/Services	Cleaning in Guildhall & Donegal House - December	967.01	193.40	1,160.41
23/01/2026	BACS 3090	A & JM Carroll	BIRTHPLACE	3rd Party Sales	Proceeds of book sales, 4 weeks to 4/1/26	27.00	0.00	27.00
23/01/2026	BACS 3091	C Tilston	G/HALL	Lettings	Refund of breakages deposits for booking 29/12/25	200.00	0.00	200.00
23/01/2026	BACS 3092	HM Revenue & Customs Only	EMPLOYEE COSTS		Tax and NI contributions - January	9,869.48	0.00	9,869.48
23/01/2026	BACS 3093	Staffordshire Pension Fund	EMPLOYEE COSTS		Pension Fund contributions - January	9,913.66	0.00	9,913.66

26/01/2026	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/12 - 10/1	13,740.47	2,748.09	16,488.56
26/01/2026	DDebit	Spitfire Network Services	ADMIN Tel/Postage	Broadband services for February	412.63	82.53	495.16
26/01/2026	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 4/12/25 - 4/1/26	94.43	0.00	94.43
27/01/2026	DDebit	Land Registry	ADMIN Supplies & Services	Land Registry search fee	7.00	0.00	7.00
29/01/2026	DDebit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Monthly service fee for digital donations box - January	12.50	2.50	15.00
30/01/2026	DDebit	Nat West	ADMIN Supplies & Services	Bank charges for 29 Nov to 2 Jan - current account	24.77	0.00	24.77
					<u>109,849.03</u>	<u>11,048.71</u>	<u>120,897.74</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 January to 31 January 2026

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
15/01/2026	05545	Cash	Various	Petty cash vouchers 8873 - 8892	225.97	37.64	263.61
22/01/2026	05546	Cash	BIRTHPLACE Supplies & Services	Birthplace petty cash vouchers SJ0290 - SJ0302	185.33	11.32	196.65
28/01/2026	BACS I55	Martindale Electric Co	ADMIN Supplies & Services	Recalibration of appliance testing equipment	60.00	12.00	72.00
29/01/2026	05547	Cash	BIRTHPLACE Supplies & Services	Birthplace petty cash vouchers SJ0303 - SJ0311	147.41	9.11	156.52
30/01/2026	DDebit	Nat West	ADMIN Supplies & Services	Bank charges for 29 Nov to 2 Jan - imprest account	7.58	0.00	7.58
					<u>626.29</u>	<u>70.07</u>	<u>696.36</u>