

Lichfield City Council

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

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

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

13 April 2026

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield on **Monday, 20 April 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 9 March 2026 (Nos. 88-100) (**copy attached**).
5. **MATTERS ARISING ON COUNCIL MINUTES**
6. **PLANNING COMMITTEE**
The Chair of the Planning Committee to move that comments submitted to Lichfield District Council for the period 18 February 2026 to 18 March 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. CURBOROUGH COMMUNITY CENTRE AND CRUCK HOUSE – RENEWAL OF LEASE

The Council owns Curborough Community Centre in Reynolds Close and Cruck House in Stowe Street. Both premises are currently leased to the Curborough (Lichfield) Community Association, with the existing leases due to expire on 15 August 2026.

Under the terms of the current arrangements, no rent is charged, and the Council retains responsibility for maintaining the external fabric of both buildings. The lease terms are set at seven years, which is the maximum duration that a local authority may grant a lease at “*less than the best consideration that can reasonably be obtained*” without obtaining specific consent from the Secretary of State.

The partnership with the Curborough (Lichfield) Community Association continues to be effective and beneficial. The Association provides strong local management and leadership, ensuring that both Curborough Community Centre and Cruck House are well maintained and heavily used by a wide range of community groups and residents.

RECOMMENDED: That delegated authority be granted to the Town Clerk to progress renewal of leases to Curborough (Lichfield) Community Association in relation to Curborough Community Centre and Cruck House for a further period of seven years, based on the terms of the existing leases. Further delegated authority be given to the Town Clerk to enter into such leases on behalf of LCC when the drafts are considered appropriate by LCC’s legal advisors.

9. TRANSFER OF LAND - HIGHWAY MAINTAINABLE AT PUBLIC EXPENSE (HMPE)

To consider the Town Clerk’s report at **APPENDIX 1** (attached).

RECOMMENDED:

a) Council to consider **whether or not** it wishes to agree in principle to the transfer of land for the reasons set out in this report

b) If council does support the transfer, it confirms that subject to (c) and (d) below, the Council agree in principle to transfer the land shown as being the footprint of the proposals at Appendix A of this document to Staffordshire County Council as Highway Maintainable at Public Expense

c) That in accordance with the provisions of the Local Government Act 1972, and the General Disposal Consent 2003, the Council advertise its proposals.

d) That the Council consider any objections received following public consultation prior to any final decision regarding transfer of the land.

10. OFFICERS’ REPORT

To receive the Officers’ Report on recent activity, **APPENDIX 2** attached.

RECOMMENDED: That the Report be noted.

11. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 3**) for the period 1 February 2026 to 28 February 2026 in the sum of **£104,138.13** General Account, and **£1,036.14** Imprest Account.

PUBLIC ATTENDANCE AT CITY COUNCIL MEETINGS

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

PUBLIC PARTICIPATION SESSION AT CITY COUNCIL MEETINGS

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

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

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

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 9 March 2026 at 6.30pm

PRESENT: Councillors C Pinder-Smith (Mayor), H Ashton, D Baker, C Ball, R Bragger, J Christie, M Field, A Fox, R Harvey-Coggins, A Hughes, P Knight, A Lax, J Madden, P Ray, D Robertson, A Rushton, J Smith, B Watkins, and R Yardley.

APOLOGIES: Councillors J Blackman, J Eagland, C Greatorex, P McDermott, S Schafer, E Strain, and M Warfield (medical advice).

88. MAYOR'S ANNOUNCEMENTS

The Mayor noted how much she had enjoyed attending International Women's Day, the annual company of Smiths Court and Feast, the pancake races and Shrovetide Fair and the Charity Ceilidh dance which raised £1,800 for the Mayor and Sheriff's charities.

89. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Several members declared in interests relating to the Grants Advisory Committee's recommendations (minute 93).

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 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 Shrievally 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

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 R Harvey-Coggins declared an interest in the application from Lichfield Fairtrade under Appendix B as a member of the organisation.

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 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 C Pinder-Smith declared an interest in the application from Lichfield Arts under Appendix B as the organisation is the Mayor's charity.

Cllr J Smith declared an interest under Appendix A in relation to the application from Lichfield Shrievalty Association (being Treasurer of the Association) and Lichfield Sheriff's Ride Committee (Treasurer of the Committee)

Also in relation to Dovehouse Community Gardens – LCC representative and plot holder

Cllr R Yardley declared an interest under Appendix A in relation to the application from Lichfield Shrievalty Association (being Chair of the Association) and Lichfield Sheriff's Ride Committee (Trustee)

90. COUNCIL MINUTES

Councillor J Christie noted that his vote had not been recorded in the second named vote at the Council meeting on the 26 January 2026.

RESOLVED: That, subject to the change above, the Minutes of the Council Meeting held on 26 January 2026 (No's 71-87) be confirmed and signed as a correct record.

91. MATTERS ARISING

Councillor J Smith asked if a date had been agreed to present Sophie Capewell with the Freedom of the City. The Town Clerk confirmed that she had been asked and a response was awaited as to a convenient date.

92. PLANNING COMMITTEE

RESOLVED: That comments submitted to Lichfield District Council for the period 16 January 2026 to 18 February 2026 and made in the name of LCC via delegated authority, be received.

93. GRANTS ADVISORY COMMITTEE

Councillor C Ball noted how many voluntary organisations there were across the City and commended Officers for their hard work in administrating the applications.

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

94. AUDIT COMMITTEE

Councillors A Fox and A Hughes commended Officers on an excellent internal audit report and took the opportunity to welcome the new RFO.

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

95. NOMINATIONS FOR CIVIC OFFICE 2026/27

a) Mayor Elect

It was proposed by Councillor A Hughes, seconded by Councillor J Marshall

RESOLVED: That Councillor Rosie Harvey -Coggins be nominated Mayor Elect for the year 2026/26.

b) Deputy Mayor Elect

It was proposed by Councillor C Ball, seconded by Councillor A Hughes

RESOLVED: That Councillor R Bragger be nominated Deputy Mayor Elect for the year 2026/26.

c) Sheriff Elect

It was proposed by Councillor P Knight, seconded by Councillor R Bragger

RESOLVED: That Councillor A Fox be nominated Sheriff Elect for the year 2026/26

96. CALENDAR OF MEETINGS 2026/27

RESOLVED: That the draft calendar of meetings be as follows:

Calendar of Meetings 2026/2027

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)

97. CONSULTATION - LOCAL GOVERNMENT REORGANISATION

Members considered the Town Clerks report provided at **AGENDA APPENDIX 4** with all parties supporting proposal 4.

RESOLVED: That 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 and that the response to be an endorsement of proposal 4 of the consultation document [the option put forward by and favoured by Lichfield District Council amongst others]

98. GRANT REQUEST - LICHFIELD COMMUNITY 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. Councillor A Hughes noted the impact report which had been provided by the club.

RESOLVED: That the Council award £3,000 to Lichfield Community Sports Club CIC to fund subsidised places at its Easter holiday sports camp.

99. OFFICERS' REPORT

Councillor A Hughes commended all at the Samuel Johnson Birthplace museum on the public consultation on ways to improve the museum.

Councillor J Smith noted the lack of Councillor support at the various church services.

RESOLVED: That the Report be noted.

100. PAYMENT OF ACCOUNTS

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

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

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.01PM

MAYOR

For Council: 20 April 2026 APPENDIX 1

TRANSFER OF LAND - HIGHWAY MAINTAINABLE AT PUBLIC EXPENSE (HMPE)

Background

Staffordshire County Council has approached Lichfield City Council regarding the transfer of land to facilitate planned infrastructure improvements along Eastern Avenue – between Irving Close and Grange Lane. The improvements have been designed to improve the safety of vulnerable road users, notably pupils attending The Friary School. The draft proposals are provided at **APPENDIX A** to this report and predominantly affect LCC open spaces 1A, 4B and 5.

SCC have requested that the area of land upon which the footprint of any *finalised proposals* sit, be transferred to SCC to become HMPE. Any such transfer would release LCC from any responsibility for the highway element.

In summary, proposals are:

1. Existing footpath to be widened to form shared use cycleway/footway between Grange Lane and existing toucan crossing facility – requiring transfer of land from LCC on site 4B
2. Widening of footways where Irving Close exits onto Eastern Avenue – requiring transfer of land from LCC on sites 1A and 4B
3. Refreshed footway between Ferndale Road and Irving Close, incorporating dropped kerb and removal of existing footway link – requiring transfer of land from LCC open space site 5

Where land will form part of the HMPE (Highway Maintainable at Public Expense), then there should be a transfer of the land to SCC. The extent of transfer was not known at the time, but Council was advised that any such transfer, if needed, would release LCC from any responsibility for the highway element.

Feedback from Ward Members and SCC Response

Preliminary scheme drawings were provided to LCC and circulated to ward members on 26 February. Response from ward members expressed concern as to the proposals, notably:

1. The cost of the scheme and the use of public funds for this purpose when other priorities abound/whether these proposals are ringfenced to these specific improvements
2. The disruption the proposals would cause during construction
3. Requests for further information as to why this is a priority, public requests, incidents etc

In response, SCC representatives provided further detail which is summarised below and was provided to ward members on 26 March.

1. Funding has partly come from grants provided by HS2 Limited to highway authorities affected by the HS2 route. The allocated money is provided for road safety type projects rather than for use on general maintenance schemes e.g. carriageway maintenance/pothole repairs.
2. A list of schemes to receive the funding was agreed with HS2.
3. This particular scheme on Eastern Avenue is aimed at enhancing the safety of vulnerable road users attending the Friary School. The scheme is aimed at improving the pedestrian and cycle infrastructure along the key 'desire lines' or routes used by the school pupils when travelling to and from school
4. The scheme now forms part of the 2026/27 approved by the SCC Cabinet.
5. The construction phase would be scheduled during the summer holidays in order to reduce the impact on the local highway network.

Transfer of Land to SCC

Disposal of City Council owned land held as open space is subject to the provisions of the Local Government Act 1972 and General Disposal Consent 2003. To progress a disposal, the City Council must consider the proposal and confirm by resolution its 'in principle' support. The proposal to transfer must then be advertised, with the opportunity given for comments to be submitted. These comments are then considered by Council at a subsequent meeting and a final decision to proceed or not being made by resolution. It therefore requires at least two council meetings to complete the process – one meeting to make an 'in principle' decision, and a second to consider representations and make a final decision.

Value of Transfer

Disposal of land should be for 'best consideration'. However, the General Disposal Consent 2003 states that a local authority may dispose of land at an undervalue (up to £2,000,000) *without* Secretary of State approval if the authority considers it will contribute to the promotion or improvement of the economic, social or environmental well-being of the whole or any part of its area. The City Council can therefore offer the transfer at nil consideration under the 'wellbeing' exemption as it has for previous similar land disposals.

The Council should however ensure that the reasonable fees associated with the transfer are covered by those who desire the land, and this is incorporated into the recommendation that follows this report.

Timescales

SCC confirm that final proposals are yet to be agreed, pending the outcome of their consultation; it is possible that one or more element of the proposals may not therefore proceed. However, should the work progress following consultation, SCC advise they wish it to go ahead during the school summer holidays in 2026. By this time, the affected land would need to have been transferred to SCC.

Given the process that LCC must follow (detailed above) this leaves little time to complete the transfer, should LCC be minded to agree to it. LCC has been asked to consider its 'in principle' support for the transfer at April council based on current proposals. If LCC does provide 'in principle' support, a further discussion at June Council would consider any representations and make a final decision.

RECOMMENDED:

a) Council to consider *whether or not* it wishes to agree in principle to the transfer of land for the reasons set out in this report

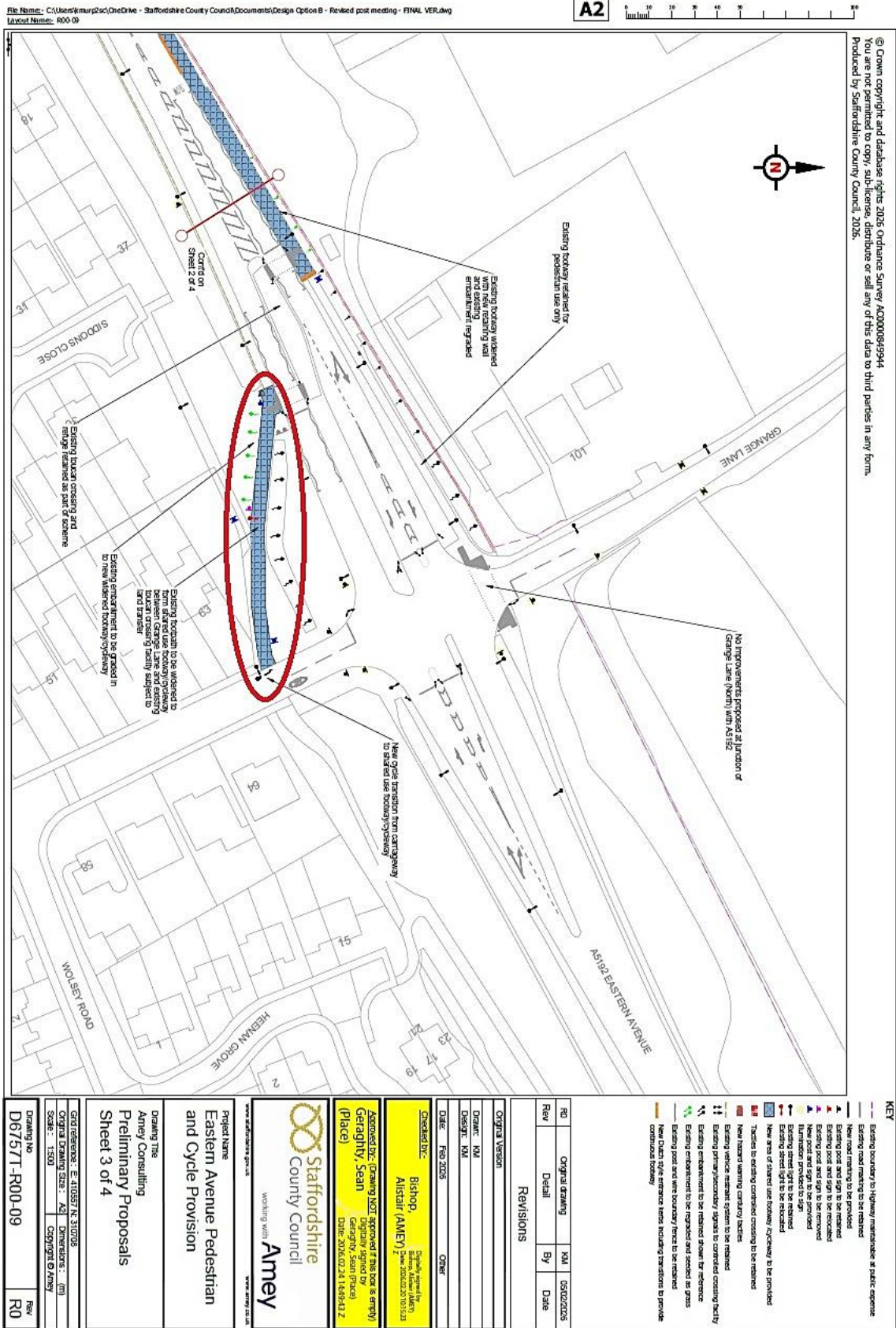
b) If council does support the transfer, it confirms that subject to (c) and (d) below, the Council agree in principle to transfer the land shown as being the footprint of the proposals at Appendix A of this document to Staffordshire County Council as Highway Maintainable at Public Expense

c) That in accordance with the provisions of the Local Government Act 1972, and the General Disposal Consent 2003, the Council advertise its proposals.

d) That the Council consider any objections received following public consultation prior to any final decision regarding transfer of the land.

TRANSFER OF LAND - HIGHWAY MAINTAINABLE AT PUBLIC EXPENSE (HMPE) - APPENDIX A

- Existing footpath to be widened to form shared use cycleway/footway between Grange Lane and existing toucan crossing facility – requiring transfer of land from LCC on site 4B



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File Name: C:\Users\mur2ac\OneDrive - Staffordshire County Council\Documents\Design Option B - Revised post meeting - FINAL VER.dwg
 Layout Name: R00-09

NO	Original drawing	NO	Date
Rev	Detail	By	Date

Original Version	Drawn	Checked	Date
Drawn: KAJ	Checked: KAJ	DATE: FEB 2025	
DESIGN: KAJ	OTHER:		

Approved/By: (drawing NOT approved) (initials & empty)
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 Date: 2025.02.24 14:58:43 Z

Checked/By: Bishop, Alistair (AMEV)
 Bishop, Alistair (AMEV)
 Date: 2025.02.20 10:52:33

Project Name: Eastern Avenue Pedestrian and Cycle Provision

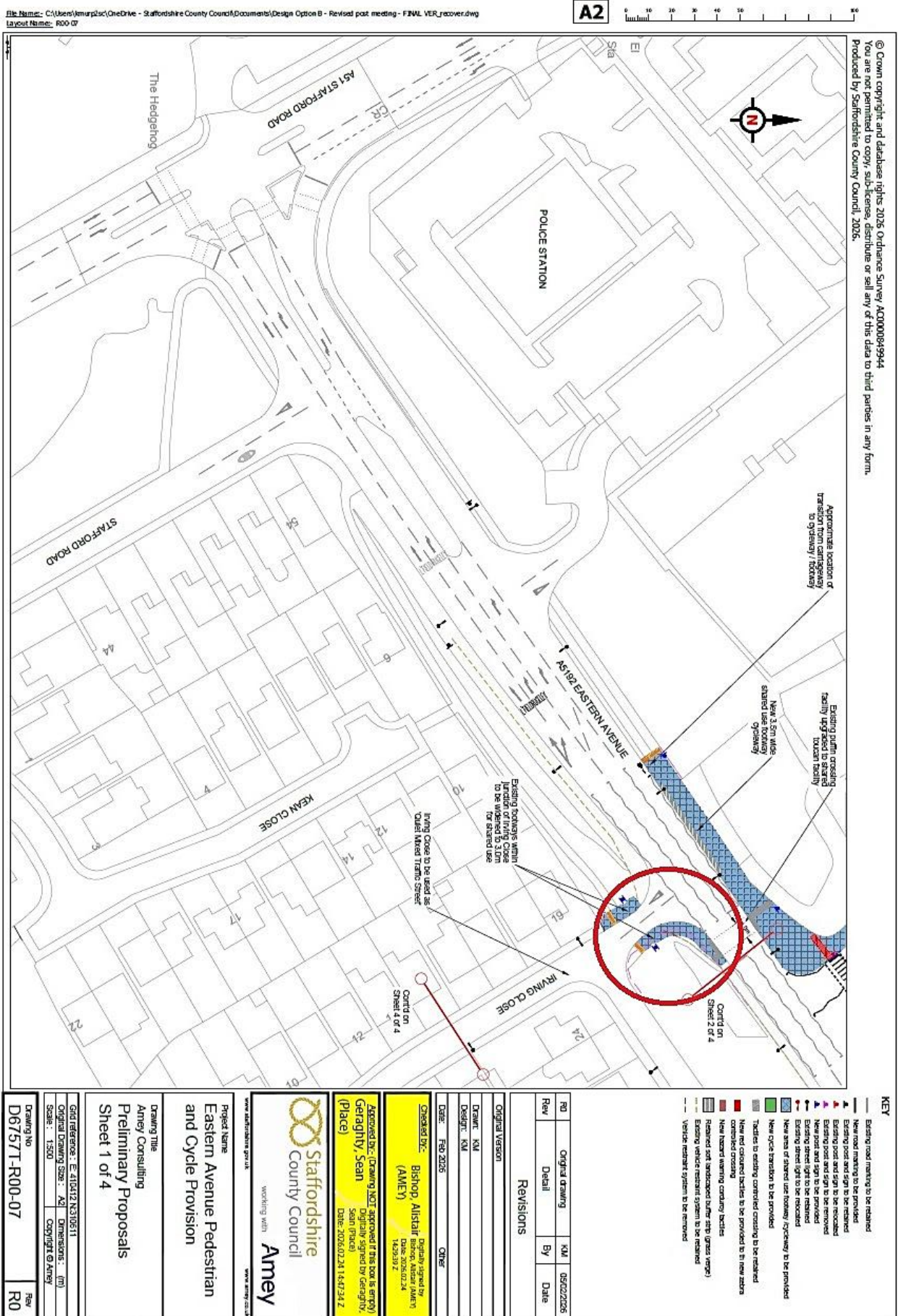
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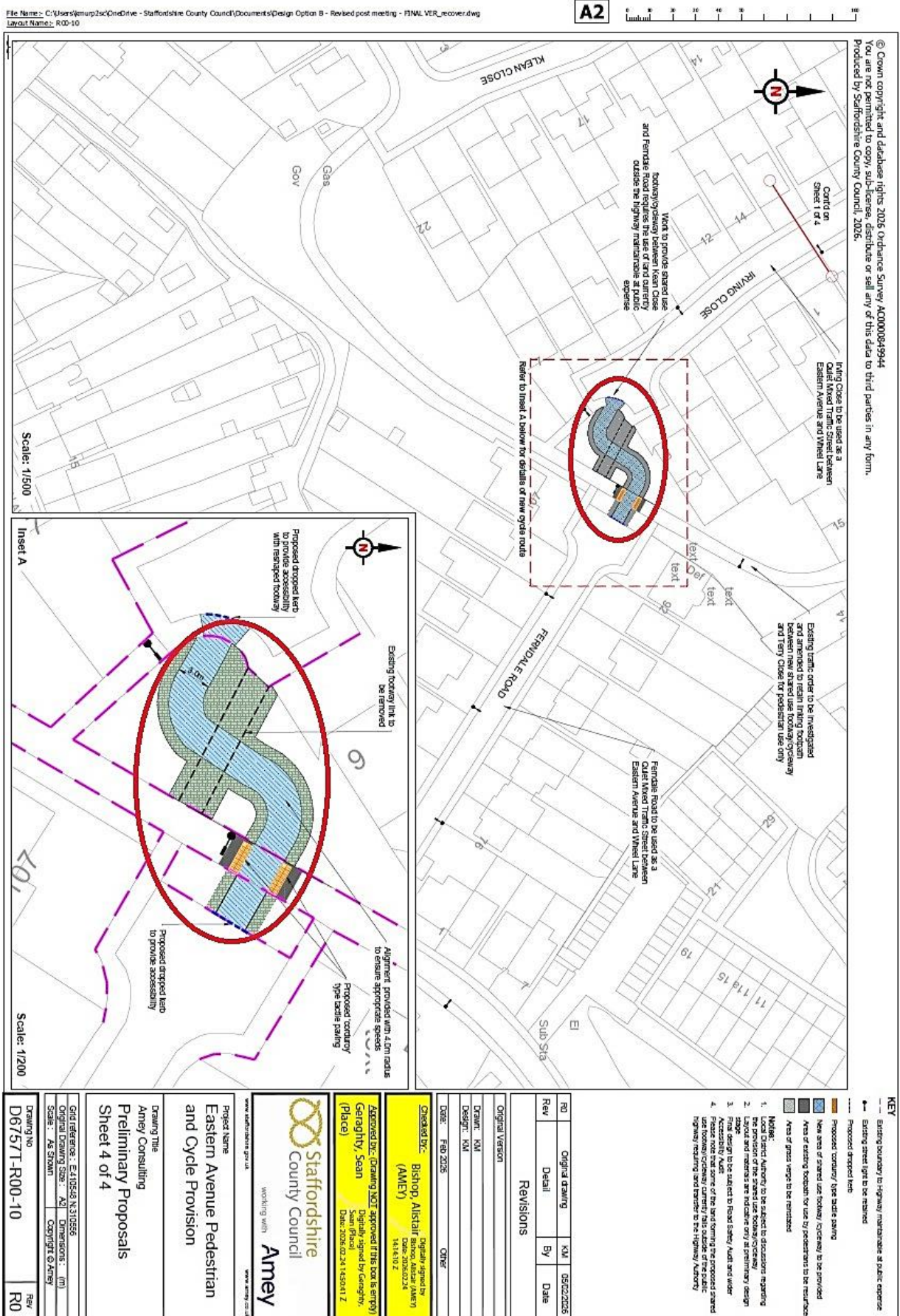
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 Rev: R0

- KEY**
- Existing boundary to Highway maintainable at public expense
 - Existing road marking to be retained
 - New road marking to be provided
 - Existing post and sign to be retained
 - Existing post and sign to be removed
 - Existing post and sign to be replaced
 - Existing post and sign to be replaced with illumination provided to sign
 - Existing street light to be retained
 - Existing street light to be replaced
 - New area of shared use (footway/cycleway) to be provided
 - Area of shared use (footway/cycleway) to be retained
 - Area of shared use (footway/cycleway) to be removed
 - Existing vehicle restraint system to be retained
 - Existing vehicle restraint system to be removed
 - Existing primary/secondary signpost to be retained
 - Existing primary/secondary signpost to be replaced
 - Existing embankment to be retained
 - Existing embankment to be replaced and sealed as grass
 - Existing post and wire boundary fence to be retained
 - Existing post and wire boundary fence to be removed
 - New chain link fence including transition to provide continuous footway

2. Widening of footways where Irving Close exits onto Eastern Avenue – requiring transfer of land from LCC on sites 1A and 4



3. Refreshed footway between Ferndale Road and Irving Close, incorporating dropped kerb and removal of existing footway link – requiring transfer of land from LCC open space site 5



For Council: 20 April 2026 APPENDIX 2

OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer



The Guildhall became a hub of celebration and empowerment for International Women's Day on Sunday 8 March, with the event beginning at 2pm. Organised by the civic officer, the afternoon was led by the Mayor of Lichfield, Cllr Claire Pinder-Smith, alongside Deputy Mayor Cllr Rosie Harvey-Coggins and Cllr Ann Hughes.

A programme of activities took place throughout the afternoon across both the Guildhall and the Guildroom and included an open mic session and live performances from Cloudy Galvez and Cathy Lamb's children's choir. Visitors also had the opportunity to browse a range of stalls from local women-led businesses and charitable organisations, including the Listening Centre, Pathway Project and local author Saida Chowdhury. The event encouraged networking, fostered new connections and promoted community engagement.

The Mayor and Sheriff once again hosted their Entertainment and Tea event for the over-70s on Friday 20 March in the Guildroom at the Guildhall. Guests enjoyed a high tea served by Lichfield City Council officers and Councillors.

The event was thoroughly enjoyed by all. Jake Lane from Lichfield General Market kindly provided bunches of daffodils for the table decorations. This year's entertainment was provided by local duo *The Two of Us*, who sang a wide variety of songs from across genres and decades, along with a surprise appearance from Queen Elizabeth I (Lesley Smith), who delivered an informative talk and stayed afterwards for photos and shout-outs.

The afternoon concluded with thanks from the Sheriff to all the helpers, with a special mention to Travelwood Ltd for providing transport and enabling many residents to attend.



This year, Easter Sunday fell on Sunday, 5 April, when the Civic party made its way from the Guildhall to the Cathedral. Following the Eucharist service at Lichfield Cathedral, guests gathered at the Guildhall for refreshments, including the traditional Simnel cake. This event provided the final opportunity for the 2025/26 Mayor and Sheriff to express their gratitude to all who had supported them throughout their tenure. Councillors Andrew Fox & Ann Hughes offered toasts, commending them for a successful year in office

Unfortunately, due to low attendance, the Mayor and Sheriff's final civic event, Curryoke, was cancelled. While disappointing, the decision was taken with careful consideration to ensure the best use of time and resources, and the Mayor and Sheriff remain grateful for the support shown throughout their civic year.

At the time of compiling this report, preparations are ongoing for April events, including the ever-popular St George's Court on Thursday 23 April and the Sheriff's Darwin Walk on Sunday 26 April.



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

Christian Fields (Site 1)

Significant site improvements funded and managed by LCC on the section of this open space that is owned by this council, to enhance the work being undertaken by LDC across other areas of the site. This work emerged from discussions instigated by LDC that only began in February of this year. The following works have now been completed:

- Car park extended and improved including replacement of height restrictor, excavation and removal of vegetation, extension of bund around new section, regrade and compact surface.
- New steps formed with sleepers and creation of woodland path.
- Pothole repairs and resurfacing to access road



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

- **Festival Gardens (19C)** – work undertaken to 14 x Lime Trees, including crown lift to 2.5m, removal of all major deadwood together with any basal growth. Also crown lift and deadwood 1 x Cherry Tree. Supplementary pest control measures introduced in identified areas
- **The Windings (Woods Croft to Swallow Croft, FP27)** – Holly tree removed at request of resident, ivy cut back from fence and holly growth cleared from around lamp post.
- **Ash Grove (17C)** – Removal of Cherry Tree leaning over into resident's garden
- **St Chad's (12A)** – high broken limb hung up on cedar tree removed by tree surgeon
- **Hazel Grove (Site 20)** Cut back of foliage and general re-establishment of green space which had become overgrown over time.
- **Kings Hill to Hill Side via Gazebo (FP5)** – fallen tree blocking path has been cleared.



Spring bulbs have brightened several LCC open spaces over the past few weeks; we are investigating opportunities for similar planting on other LCC open spaces.



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

Spring has well and truly arrived at the Birthplace, with events and seasonal activities engaging audiences of all ages. Highlights included Easter trails, family crafts, talks, and tours. Behind the scenes, the site has been busy with building improvements, staff and volunteer training, and the development of new displays and interactive content.

Building Improvements

Improvement works focused on upgrading the staff kitchen and welfare facilities have been successfully completed. All work was carefully designed to protect the integrity and historic fabric of the Grade I listed building, ensuring that modern hygiene and health and safety standards were met while respecting the character of this nationally significant site.

Works commenced on 2 February and were completed in early March. To minimise disruption to visitors, the museum and bookshop were closed for a short period from 2 to 10 February and reopened on 11 February.

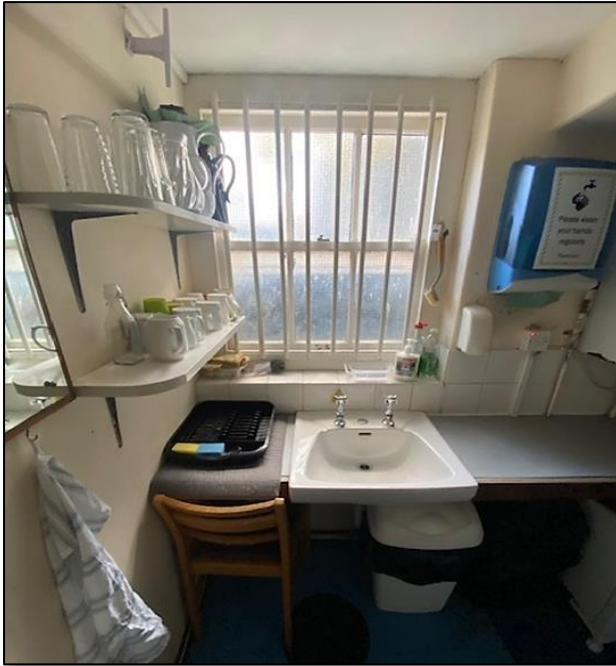
The improvements include:

- Reconfiguration and upgrading of the kitchen, including new appliances (under-counter fridge and dishwasher), stainless-steel sink and taps, improved storage, new hygienic worksurfaces, replacing tiles, replacing shelving, and painting walls/ceiling/woodwork.
- Refurbishment of the WC, including the installation of a compact two-in-one toilet and sink unit for improved hygiene and painting walls/ceiling/woodwork.
- Improved heating and ventilation, including installation of radiators and an extractor fan.
- Installation of a new water heater to replace a rusted and undersized unit, using the existing service routes.
- Plumbing and waste drainage upgrades, with new waste pipes serving the kitchen and cleaner's sinks, all connected to the existing ground drain and using existing holes.
- Installation of new electrical sockets.
- Installation of a new cleaner's sink repositioned slightly from its current location to improve usability.

Toilet – Before and After:



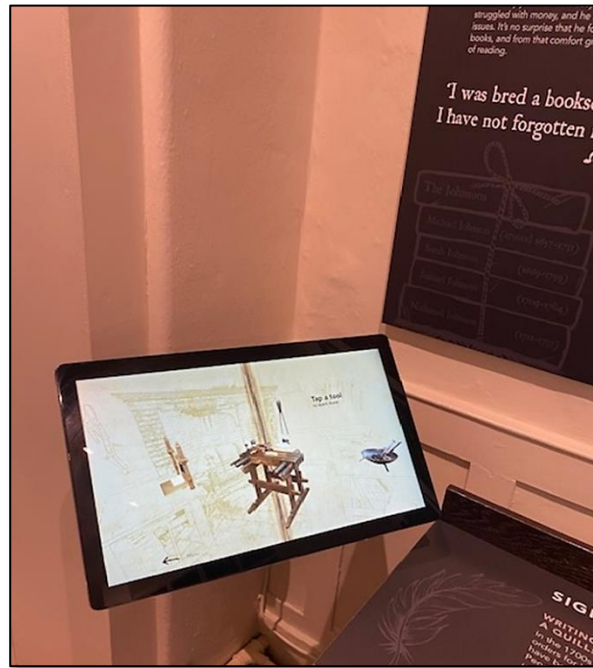
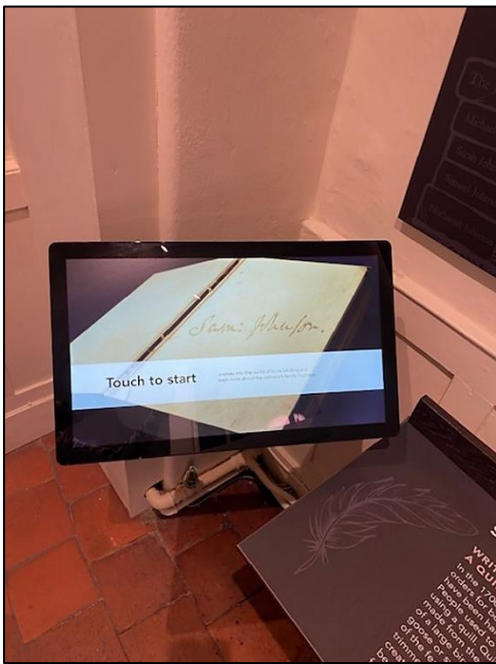
Kitchen – Before and After



Enhancing Interpretation and Displays

A new touchscreen has been installed in the Workroom to enhance interpretation and visitor engagement. The screen offers a range of interactive content, including a short film, *How to Bind a Book*, featuring bookbinder Arthur Green. The film demonstrates the skilled process of bookbinding, helping to illustrate the type of work that would have been undertaken in this room in the 1700s.

The touchscreen also features an interactive element titled *Tools of the Trade*, which supports the Workroom display. This focuses on the tools currently exhibited in the space, of the kind that would have been used by Samuel Johnson's father, Michael Johnson, in his work as a bookseller. Visitors can explore the content by touching the screen, triggering an animation that transforms the room into an illustrated scene and highlights key tools. Selecting individual items reveals further information and detailed images, offering insight into their function and historical use.



41

Once the pages of a book are sewn together, they're called a book block. This block is held tightly in a tool called a laying press. Then, a sharp tool known as a plough is used to trim the edges.

The plough moves back and forth, cutting the paper to make the sides smooth and even. The laying press sits on a strong wooden stand called a tubas a plough is used to trim the edges.

← Back Sam. Johnson.

Laying press and plough

A student placement from Keele University has curated a mini display for the Attic, including interpretive panels written by the student. In addition, three of Johnson's letters, together with a letter from Anna Seward, will be on temporary display. Installation of the panels and letters is scheduled for April.

Chair Ceremony

The Johnson Society held its annual Chair Ceremony at the Birthplace on 2 March to mark the anniversary of Samuel Johnson and David Garrick's journey from Lichfield to London. The oak chair that inspires the event is believed to have been used by Johnson at his short-lived school at Edial Hall. The chair was later donated to the Society on the understanding that the ceremony be observed each year. The ceremony includes traditional toasts to "Bon Voyage to Johnson and Garrick" and "the immortal memory of Samuel Johnson," followed by a reflective silence.

Audience Consultation

The *Opening Chapters* audience consultation project has come to a close, with findings presented to stakeholders in March. The project included workshops, focus groups, in-gallery consultation, and a new visitor survey, designed to help staff better understand the needs, expectations, and barriers experienced by existing and under-represented audiences, including why some people may not be visiting.

Bespoke voting stations invited visitors to share their views using wooden tokens, with questions updated regularly to reflect a wide range of interests. Insights from the project explored what visitors want to know more about and how they can connect with Samuel Johnson's story and the wider history of Lichfield in his era.

The consultation has provided valuable learning, helping to shape future exhibitions, displays, and programming. The Birthplace plans to continue engaging with audiences in this way to ensure experiences remain meaningful, accessible, and responsive to visitor needs.

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



Supported using public funding by

**ARTS COUNCIL
ENGLAND**

Conservation Care Training

Staff and volunteers recently took part in conservation care training led by Jane Thompson-Webb, Conservation Manager at Birmingham Museums Trust. The session, *What's Eating Your Collection?*, focused on integrated pest management, an essential practice in museum care. Participants learned how to identify pests, recognise signs of infestation, understand the damage pests can cause, and apply effective methods for treatment and prevention. Insects, the most common type of museum pest, can pose a threat not only to objects but also to the building itself. The training offered practical guidance to protect the collection and support long-term preservation.

Guildhall Cells Re-open

The Museums and Heritage Officer also manages the Guildhall Prison Cells, which reopened on 4 April. The Cells are open on Saturdays throughout the summer season until October. Preparations for reopening were led by the Museum Support Officer, including a spring clean and general tidying of the space, coordinating the volunteer rota, and ensuring that everything was in place for the start of the season.

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

On Monday, 16 February, Chinese New Year was celebrated with festivities including dragon dances and other entertainment on the Market square.



Tuesday Market/Wednesday Trading Update

There are currently three pitches available on the Tuesday market, however having additional space proved beneficial on 17 February as the Shrovetide Fair could be accommodated without losing any traders.

In addition two new casual traders *Peak Sales Basket & Giftware* and *Rewind Vintage Toys* are providing some cover.

An additional trader has joined Wednesday trading, *Poppies* now operates alongside the Fruit & Vegetable stall, offering flowers and floral displays.

Friday and Saturday Markets Update

Both the Friday and Saturday markets remain full. On 28 March, due to the predicted high winds, the market was restricted to trading from vehicles only. Unfortunately, only 8 traders attended.

Additional Sunday Markets

At its meeting on 9 March 2026 Council resolved to establish a market on each Sunday of the year under the provisions of the Food Act part III. The aim being to attract other potential market operators to the city and to the square without incurring street trading charges.

Thanks to these efforts, the Markets Officer has contacted various operators and successfully arranged a new Antiques and Vintage Fair, with its first event taking place on Sunday, 12 April, from 10:00 am to 3:00 pm. Another fair is scheduled for Sunday, 10 May, and if these events prove successful, they are expected to become regular fixtures.



Vegan Market

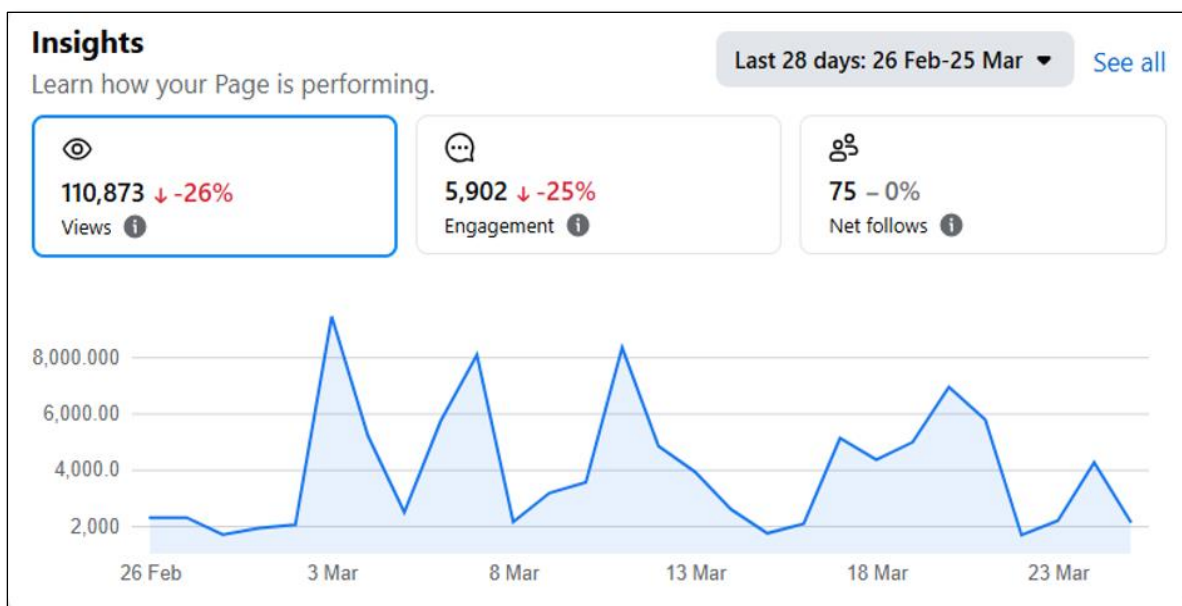
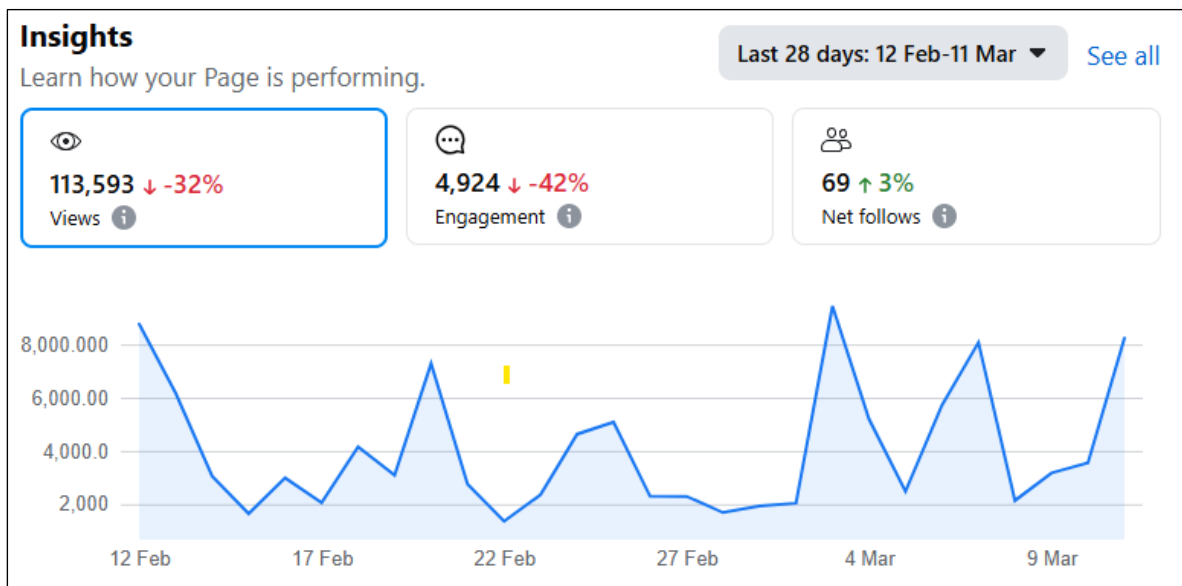
The Vegan market will return on Sunday 17 May 2026 but only has a further three dates booked for 2026 due to poor trader attendance last year. It is hoped that the same operator will also hold a biodiversity market on Sunday 20 September 2026 and that this may prove more successful.

Producers Market

The Producer's Market, managed by CJ Events, takes place on the first Sunday of each month. The event consistently attracts approximately 30 participating traders and enjoys strong customer support, with many individuals returning regularly. The market features a diverse range of vendors, which may vary from month to month, each offering a wide selection of goods.

Social Media

The statistics below shows Facebook followers and interaction over a 28-day comparison from February to March. New traders that come onto the market are given an in-depth showcase on social media to help promote their arrival on the Market and to help increase footfall and their sales.



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

Guildhall bookings have included the following since my last report.

Civic Events

The Entertainment and Tea for the Over 70's was held in the Guildroom on 20 February. The room was full to capacity, and entertainment included singers and Lesley Smith (Queen Elizabeth I). International Women's Day was also celebrated in the Main Hall. More information on these events can be found in the Civic Officer's report.

Other City Council meetings/events include Full Council, a Commercial Services Committee Meeting, Labour Group Meeting, Birthplace Museum consultation events and a College Workshop.

Charity/Voluntary Rate (SUBSIDISED RATE)

Bookings in this category include our regular hirers: Bridge, Chess, U3A, and RSPB, Chess, Band Practice, RSPB and the National Trust. The City of Lichfield Concert Band held their Spring Concert. Other bookings in this rate included 4 meetings, a workshop and educational booking.

Lichfield Arts have held a concert in March featuring the return of King Pleasure and the Biscuit Boys. They have also held volunteer training sessions.

As part of the Literature Festival, Tracy Borman presented a talk on The Stolen Crown.

Private Bookings (STANDARD RATE)

2 meetings have been held under this category. Other bookings have included 2 parties to celebrate 40th Birthdays. A local group's held auditions for a forthcoming production and a talk on ADHD has taken place in the Guildroom.

The Worshipful Company of Smiths held for their Annual Feast at the beginning of March.

Commercial Bookings

A local historian held a talk in the Main Hall, and a craft fair took place in March with a further craft fair over the Easter weekend.



It is with sadness that after almost 27 years, Slimming World held their last meeting at the Guildhall at the end of March.

The decision to leave has been attributed to the increase in the Commercial hire rate, which was recommended by the Commercial Services Committee and subsequently approved by Council. As Slimming World is part of a national company, the organiser was unable to increase her member rates to cover the increased rent.

This represents a significant loss of income to the Guildhall; Slimming World having been the main 'commercial rate' hirer for many years. We wish Lisa and her members well in her new venture at The Bowling Green.

Maintenance

The Guildhall Roof repairs are scheduled to start on 6 May and will have a major impact on weekday daytime bookings.

The Ashmole Room is looking wonderful after a new carpet was recently fitted.

Boley Park Community Hall

During February and March, apart from the regular hirers, there have been additional bookings at the hall including 6 children's birthday parties, an anniversary party, stamp fair, barn dance and holiday playscheme.

During February half term, planned maintenance work included replacing the outside lights, and the hall's periodic Electrical Certificate (EICR). There is still some minor electrical work needed, which has been scheduled in the diary.

The new price increase of 3.4% which was agreed by the Management Committee, came into force for new bookings (and regular hirers) after 1 April. There is a waiting list for regular hire slots.

6. Deputy Town Clerk: Sarah Thomas

Administrative tasks have included providing secretariat support at full Council meetings and preparing agendas for the Commercial Services Committee and Climate Change and Biodiversity Committee. Unfortunately both of which had to be cancelled due to insufficient attendance.

The Deputy Town Clerk is working closely with the new RFO in streamlining internal processes, particularly in relation to document management and much progress has already been made.

Community engagement continues with organising the next three Community Days. The Deputy Town Clerk has also worked closely with other Officers to facilitate ongoing projects, such as Sunday markets, Freedom, and the Twinning weekend.

Additionally, work on the new Markets microsite is nearly finished, and the Deputy has been supporting the Town Clerk with confidential staffing matters.

7. Responsible Financial Officer – Lisa Davies

The Responsible Financial Officer (RFO), Lisa Davies has now joined the team and over the first few months will be undergoing an induction programme. The new RFO is a qualified accountant and a Fellow member of the Association of Accounting Technicians, with experience in accounts, payroll, VAT and audit.

The RFO has already attended an Audit Committee meeting and Full Council meeting and will be involved in the upcoming year end accounts procedures and supporting the Museums & Heritage Officer, with funding and grant applications.

The RFO has identified the sales invoicing processes as an area that she would like to focus on initially. This will be to review current systems and, due to the recent price increases and potential change in usage, highlight any areas of risk or potential for improvement.

An initial and notable achievement is the completion of the FiLCA (Financial Introduction to Local Council Administration) course. This is a sector specific online training and assessment tool offered by SLCC (Society of Local Council Clerks) and provides essential, practical training on local council finance, covering subjects like audit, VAT, budgeting, and bank reconciliations

The RFO would like to thank everyone for welcoming her to the team and looks forward to meeting everyone in due course.

For Council: 20 April 2026 APPENDIX 3

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 February to 28 February 2026

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
02/02/2026	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 25/26 - 11th instalment of 12	10.00	0.00	10.00
02/02/2026	DDebit	Pennon Water Services	BIRTHPLACE Rates/Water	Water 17/7/25 - 13/1/26	68.55	0.00	68.55
02/02/2026	DDebit	Water Plus Ltd	ADMIN Offices Rates/Water	Used water & surface drainage 12/12/25-12/1/26	24.07	0.00	24.07
02/02/2026	DDebit	Water Plus Ltd	BIRTHPLACE Rates/Water	Used water & surface drainage 14/10/25-14/1/26	43.10	0.00	43.10
02/02/2026	Debit	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Regium fee for contactless donations paid to LCC on 2/2	5.40	0.00	5.40
04/02/2026	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card & activity fees - January	13.98	0.00	13.98
04/02/2026	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - February	6.00	1.20	7.20
04/02/2026	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card & activity fees - January	108.42	0.00	108.42
04/02/2026	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - February	6.00	1.20	7.20
06/02/2026	DDebit	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier - Usage Aug-Oct, rental Nov-Jan	789.42	157.89	947.31
09/02/2026	D Card	Amazon	CIVIC Events	Decorations & supplies for International Women's Day	116.09	23.22	139.31
10/02/2026	DDebit	British Telecommunications	HALLS Boley Hall	Broadband service at Boley - January	52.23	10.45	62.68
11/02/2026	DDebit	Justice Fire and Security	BIRTHPLACE Repair/Maint	Maintenance & support of museum CCTV to 7/5/26-4th qtr	47.25	9.45	56.70
13/02/2026	D Card	Amazon	MARKET Supplies/Services	Urinal mats for Toilet Block	15.82	3.17	18.99
13/02/2026	DDebit	British Gas	BIRTHPLACE Energy	Gas 24/12 - 21/1 (estimated)	583.30	116.66	699.96
13/02/2026	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - February	29,969.90	0.00	29,969.90
16/02/2026	DDebit	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine rental 15/2 - 14/5	69.00	13.80	82.80
16/02/2026	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	IT support, antivirus, backups, Office 365 - January	974.51	194.90	1,169.41
16/02/2026	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - January	45.00	9.00	54.00
16/02/2026	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - January	137.20	27.44	164.64
16/02/2026	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - January	45.00	9.00	54.00
16/02/2026	DDebit	Nat West	ADMIN Supplies & Services	Monthly online banking fee - February	32.00	0.00	32.00
16/02/2026	DDebit	Pennon Water Services	ADMIN Offices Rates/Water	Water 22/7/25 - 15/1/26	103.21	0.00	103.21
16/02/2026	DDebit	Pennon Water Services	G/HALL Rates/Water	Water 17/7/25 - 13/1/26	311.90	0.00	311.90
16/02/2026	DDebit	Pennon Water Services	MARKET Rates/Water	Water 17/7/25 - 13/1/26 (with previous credit)	37.69	0.00	37.69
17/02/2026	D Card	Argos Ltd	G/HALL Supplies/Services	New fridge for Guildhall kitchen & delivery	369.96	73.99	443.95
17/02/2026	DDebit	EE Ltd	ADMIN Supplies & Services	Tablet for Deputy Town Clerk - February	7.20	1.44	8.64
17/02/2026	DDebit	EE Ltd	G/HALL Supplies/Services	PA mobile - February	14.89	2.98	17.87
17/02/2026	DDebit	EE Ltd	G/HALL Supplies/Services	On-call mobile - February	15.00	3.00	18.00
17/02/2026	DDebit	EE Ltd	G/HALL Supplies/Services	Tablet for CCTV monitoring - February	7.20	1.44	8.64
17/02/2026	DDebit	EE Ltd	MARKET Supplies/Services	Markets mobile - February	17.10	3.42	20.52
17/02/2026	DDebit	EE Ltd	PARKS Other Repair/Maint	OSO mobile - February	17.10	3.42	20.52
17/02/2026	DDebit	Elavon Digital Europe Ltd	ADMIN Supplies & Services	Hire of card machine - February	19.00	3.80	22.80
17/02/2026	DDebit	Elavon Digital Europe Ltd	MARKET Supplies/Services	Hire of card machine - February	19.00	3.80	22.80
18/02/2026	D Card	JRS Industrial Supplies	G/HALL Supplies/Services	Assorted polo shirts & sweatshirts for PAs	249.23	49.85	299.08
19/02/2026	BACS 3094	E A Barnes & Sons	MARKET Supplies/Services	4 exchanges of covered skip - January	360.00	72.00	432.00
19/02/2026	BACS 3095	Birmingham Museums Trust	BIRTHPLACE Supplies & Services	Collection care report and staff training sessions	4,000.00	800.00	4,800.00
19/02/2026	BACS 3096	City of Lichfield Probus Club	CIVIC Mayor's Allowance - Pinder-Smith	Mayor's tickets to Probus Charity Luncheon, April	77.00	0.00	77.00
19/02/2026	BACS 3097	Clean All (Windows) Ltd	ADMIN Supplies & Services	Quarterly window cleaning - January	78.91	15.78	94.69
19/02/2026	BACS 3097	Clean All (Windows) Ltd	BIRTHPLACE Supplies & Services	Quarterly window cleaning - January	68.46	13.69	82.15
19/02/2026	BACS 3097	Clean All (Windows) Ltd	G/HALL Supplies/Services	Quarterly window cleaning - January	83.34	16.67	100.01
19/02/2026	BACS 3098	Close Invoice Finance Ltd	G/HALL Repair/Maint	Annual lightning protection service by HMM, January 2026	435.00	87.00	522.00
19/02/2026	BACS 3099	Darwin Electrical Services	ADMIN Supplies & Services	EICR electrical test & inspection & remedial works at DH	1,794.33	358.87	2,153.20
19/02/2026	BACS 3100	E.On Energy Solutions Ltd	PARKS Other Repair/Maint	Fecknam Way footpath - Column & lantern replacement	1,625.22	325.04	1,950.26
19/02/2026	BACS 3101	FASS Solutions	G/HALL Supplies/Services	Security for wedding reception 29/11/25	289.92	0.00	289.92

19/02/2026	BACS 3101	FASS Solutions	G/HALL Supplies/Services	Security for Council meeting 8/12/25	193.28	0.00	193.28
19/02/2026	BACS 3101	FASS Solutions	G/HALL Supplies/Services	Security for wedding reception 29/12/25	289.92	0.00	289.92
19/02/2026	BACS 3101	FASS Solutions	G/HALL Supplies/Services	Security for Council meeting 26/1/26	193.28	0.00	193.28
19/02/2026	BACS 3102	Geosphere Ltd	ADMIN Supplies & Services	Parish Online digital mapping software to 12/2/27	1,500.00	300.00	1,800.00
19/02/2026	BACS 3103	Greenlab Pest Control Ltd	PARKS Other Repair/Maint	Festival Gdns - Supply & install 4 heavy duty bait stations	200.00	40.00	240.00
19/02/2026	BACS 3103	Greenlab Pest Control Ltd	PARKS Other Repair/Maint	Festival Gdns - Monthly pest control services, Feb-Apr	210.00	42.00	252.00
19/02/2026	BACS 3104	Lisa Hand Illustration	BIRTHPLACE Supplies & Services	Graphic designs for retail stock & visitor feedback stations	150.00	0.00	150.00
19/02/2026	BACS 3105	Adrian Holmes	CIVIC Supplies/Services	Dry cleaning of Town Crier coats & waistcoats	49.58	9.92	59.50
19/02/2026	BACS 3106	Justice Fire and Security	G/HALL Repair/Maint	Supply & replace fire alarm panel after fault	484.66	96.93	581.59
19/02/2026	BACS 3106	Justice Fire and Security	G/HALL Repair/Maint	Call out 27/1 to resolve fault in fob access on landing	150.00	30.00	180.00
19/02/2026	BACS 3107	Lesley Smith Historians Ltd	CIVIC Mayor's Allowance - Pinder-Smith	Queen Elizabeth I performance for Entertainment & Tea	125.00	0.00	125.00
19/02/2026	BACS 3107	Lesley Smith Historians Ltd	CIVIC Sheriff's Allowance - I Hayter	Queen Elizabeth I performance for Entertainment & Tea	125.00	0.00	125.00
19/02/2026	BACS 3108	Lichfield Community Sports	GRANTS General	Grant approved 26/1/26 for February half term activities	2,000.00	0.00	2,000.00
19/02/2026	BACS 3109	Lichfield 41 Club	CIVIC Mayor's Allowance - Pinder-Smith	Mayor's guest's ticket to 41 Club President's Night	45.00	0.00	45.00
19/02/2026	BACS 3110	LUKG Re Banner Group Ltd	ADMIN Supplies & Services	Paper & other stationery from Banner	159.90	31.97	191.87
19/02/2026	BACS 3111	Mayor & Sheriff's charity acct	CIVIC Events	Quiz Night bar & tickets less petty cash spend	444.37	0.00	444.37
19/02/2026	BACS 3111	Mayor & Sheriff's charity acct	CIVIC Events	Charity Ball bar, tickets & raffle less petty cash spend	662.59	0.00	662.59
19/02/2026	BACS 3111	Mayor & Sheriff's charity acct	CIVIC Events	Other prior ticket and raffle card payments	248.26	0.00	248.26
19/02/2026	BACS 3111	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance - Pinder-Smith	Mayor's tickets to own Charity Ceilidh	50.00	0.00	50.00
19/02/2026	BACS 3111	Mayor & Sheriff's charity acct	PARKS Misc. Income	Bottlebank recycling credit for Jul-Sep, Q2 25/26	236.30	0.00	236.30
19/02/2026	BACS 3112	D McCarthy Bros (Lichfield)	C I L Expenditure	Tarmac repairs at St Michaels from CIL	3,240.00	0.00	3,240.00
19/02/2026	BACS 3113	MT Services Computer Sys	ADMIN Tel/Postage	Digital service connection hardware & installation	1,607.70	321.54	1,929.24
19/02/2026	BACS 3113	MT Services Computer Sys	BIRTHPLACE Repair/Maint	Further monitor for museum CCTV system	225.00	45.00	270.00
19/02/2026	BACS 3114	PPL PRS Ltd	G/HALL Lettings	Music licence for bookings 6/9/25 - 5/12/25	843.01	168.60	1,011.61
19/02/2026	BACS 3115	Raphael Design Limited	BIRTHPLACE Supplies & Services	Printed panel for audience consultation at Twilight event	55.00	11.00	66.00
19/02/2026	BACS 3115	Raphael Design Limited	BIRTHPLACE Supplies & Services	Interpretation panels for London Life display	290.00	58.00	348.00
19/02/2026	BACS 3116	Rhodawn Ltd t/a Bookspeed	BIRTHPLACE Stock for sale	Book trivia & literary charades games for sale	29.00	5.80	34.80
19/02/2026	BACS 3116	Rhodawn Ltd t/a Bookspeed	BIRTHPLACE Stock for sale	Various books for sale	115.02	0.00	115.02
19/02/2026	BACS 3117	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in museum - January	803.01	160.60	963.61
19/02/2026	BACS 3117	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall & Donegal House - January	1,119.69	223.94	1,343.63
19/02/2026	BACS 3118	Staffordshire Signs & Graphics	MARKET Supplies/Services	6 'Private Land' signs for Market Square	55.50	11.10	66.60
19/02/2026	BACS 3119	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of booksales, 4 weeks to 1/2/26	24.00	0.00	24.00
19/02/2026	BACS 3120	Staffordshire County Council	G/HALL Lettings	Whytmore Room (Mon-Thur)	153.44	30.69	184.13
20/02/2026	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - January	52.10	2.60	54.70
20/02/2026	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - January usage/ February rental	131.39	26.28	157.67
23/02/2026	BACS 3121	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - February	9,956.17	0.00	9,956.17
23/02/2026	BACS 3122	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - February	9,933.46	0.00	9,933.46
23/02/2026	DDebit	Spitfire Network Services Ltd	ADMIN Tel/Postage	Broadband services - March	412.63	82.53	495.16
24/02/2026	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay Online fees - January payroll	28.35	0.00	28.35
24/02/2026	DDebit	Total Energies	Gas - Donegal 35% + Guildhall 65%	Gas 30/11 - 31/12 (estimated)	1,118.71	223.74	1,342.45
25/02/2026	D Card	Amazon	BIRTHPLACE Supplies & Services	Fixtures and fittings for new kitchen/WC at museum	112.99	22.59	135.58
25/02/2026	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/1 - 10/2	13,740.47	2,748.09	16,488.56
25/02/2026	DDebit	Npower Ltd	ARTS/TOURISM Lights Costs	Christmas Lights electricity - November	133.25	6.66	139.91
25/02/2026	DDebit	Npower Ltd	ARTS/TOURISM Lights Costs	Christmas Lights electricity - December	541.31	117.93	659.24
25/02/2026	DDebit	Npower Ltd	ARTS/TOURISM Lights Costs	Christmas Lights electricity - January	50.55	2.53	53.08
26/02/2026	DDebit	Water Plus Ltd	G/HALL Rates/Water	Used water & drainage 4/1-4/2 & prior adjustments	39.23	0.00	39.23
27/02/2026	DDebit	Justice Fire and Security	G/HALL Repair/Maint	Maint & support of security alarms & CCTV to 27/5-4th qtr	452.61	90.52	543.13
27/02/2026	DDebit	Nat West	ADMIN Supplies & Services	Bank charges for 3 to 30 January - current account	25.57	0.00	25.57
27/02/2026	DDebit	Spitfire Network Services Ltd	ADMIN Tel/Postage	New phones for office, rental & configuration- 50% deposit	704.00	140.80	844.80
					<u>96,673.20</u>	<u>7,464.93</u>	<u>104,138.13</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule**From 1 February to 28 February 2026**

Date	Ref	Payee	Budget Head	Details	Nett	VAT	Gross
09/02/2026	BACS I56	Guild of Macebearers	CIVIC Supplies/Services	Membership of Guild 2026 for Senior Macebearer	10.00	0.00	10.00
09/02/2026	BACS I57	A Swallow	G/HALL Lettings	Refund of Guildhall breakages deposits for booking 25/1	200.00	0.00	200.00
12/02/2026	05548	Cash	Various	Petty cash vouchers 8893 - 8910	265.07	9.04	274.11
13/02/2026	BACS I57A	Baroco Limited	ADMIN Supplies & Services	Collection & confidential shredding of 2 paper bins, 14/1	60.00	12.00	72.00
13/02/2026	BACS I57A	Baroco Limited	ADMIN Supplies & Services	Collection & confidential shredding of 20 sacks from archive	100.00	20.00	120.00
13/02/2026	BACS I58	Up An' At 'Em! History	BIRTHPLACE Supplies & Services	Living history demonstrations at Twilight Event, 29/1	150.00	30.00	180.00
24/02/2026	05549	Cash	BIRTHPLACE Supplies & Services	Birthplace petty cash vouchers SJ0312 - SJ0318	149.15	21.90	171.05
27/02/2026	DDebit	Nat West	ADMIN Supplies & Services	Bank charges for 3 to 30 January - imprest account	8.98	0.00	8.98
					<u>943.20</u>	<u>92.94</u>	<u>1,036.14</u>