

# Lichfield City Council

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

1 June 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, 8 June 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

Anthony Briggs  
Town Clerk

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

## AGENDA

**1 APOLOGIES FOR ABSENCE**

**2 MAYOR'S ANNOUNCEMENTS**

**3 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

**4 COUNCIL MINUTES**

To confirm as a correct record the Minutes of the Annual Council Meeting held on 13 May 2026 (**copy attached**).

**5 MATTERS ARISING ON COUNCIL MINUTES**

a) Minutes of the Annual Council Meeting held on 13 May 2026.

b) Minutes of the Council Meeting held on 20 April 2026 (**copy attached**).

*[NB: **The Minutes at b)** above were confirmed as a correct record at the Annual Meeting of Council but are included for consideration of any "matters arising".]*

**6 PLANNING COMMITTEE**

The Chair of the Planning Committee to move that comments submitted to Lichfield District Council for the period 18 March 2026 to 28 May 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 AUDIT COMMITTEE

The Minutes of the Audit Committee meeting held on 2 June 2026 will follow under separate cover as **APPENDIX 1A**.

- The Out-Turn Statement 2025/26 is attached as **APPENDIX 1B**.
- The Annual Return for the year ended 31 March 2026 is **ENCLOSED**.

**RECOMMENDED: That the Minutes and recommendations of the Audit Committee meeting held on 2 June 2026 be adopted and that:**

- 1 **The Report and Out-Turn Statement 2025/26 be received.**
- 2 **The Council, acting in the capacity of sole Trustee of the Johnson Birthplace Charitable Trust, make a payment of £17,618\* from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2025/26 financial year.**
- 3 **In respect of the External Auditor Annual Return for the year ending 31 March 2026:**
  - a. **The council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council.**
  - b. **The Council approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council**
  - c. **The Council note the Annual Internal Audit Report section of the Annual Return**
  - d. **The Council note the dates for the exercise of public rights - commencing on 10 June 2026 and ending on 21 July 2026.**

\* This figure differs from the transfer reported to JBAC (minutes at item 9 of this agenda) due to the late addition of 2024/25 gift aid claim.

## 9 JOHNSON BIRTHPLACE ADVISORY COMMITTEE (JBAC)

To consider minutes of the meeting of JBAC held on 6 May 2026 (**APPENDIX 2**, attached).

**RECOMMENDED: That the Minutes of the JBAC meeting held on 6 May 2026 be adopted.**

## 10 GRANTS ADVISORY COMMITTEE

To consider the minutes and recommendations of the meeting of the Grants Advisory Committee held on 18 May 2026 (**APPENDIX 3**, attached). Members' particular attention is drawn to the recommendations to council at minute numbers 4,5,6 and 8.

In regard to Minute 8 - **the request for a CIL contribution towards air conditioning at Darwin Hall** - the Town Clerk advised Darwin Hall Community Association (DHCA, who operate the Hall on behalf of the Council) of the recommendation contained within these minutes, that £4,000 of CIL be allocated. As detailed at minute 8, DHCA had originally requested 50% funding, which would total around £11,000 based on the quotation at the time; the remaining funding to be drawn from DHCA reserves.

In response, DHCA have clarified that the intention of the air conditioning is to replace the Ground Source Heat Pump and provide both heat and cooling, and have asked that the following representation from the Chair be provided to Council:

*It is our assessment that the ground source heat pump (GSHP) is not effectively extracting heat from the ground. Analysis of the electrical consumption data suggests that the underfloor heating system is carrying the majority of the heating load. Since my involvement with the site, users have consistently raised concerns regarding excessive*

internal temperatures during the summer months. This issue appears to persist even in cooler external conditions—for example, during a recent visit when the outdoor temperature was approximately 12°C, the foyer was recorded at 19°C.

The building's window design contributes to this problem, as it traps heat and provides insufficient ventilation, with air exchange occurring only when doors are opened. Additionally, there has already been a recorded window failure, which we were advised was attributable to heat-related stress. DHCA considers the GSHP to be approaching the end of its operational life (EOL). It is increasingly difficult to maintain and inherently complex to operate. Furthermore, the system does not provide any cooling capability, which is a critical requirement for the hall.

In light of these issues, DHCA recommends replacing the GSHP with an energy-efficient air conditioning system that also provides heating. This solution would fully replace the existing GSHP, improve user comfort during warmer months, and has the potential to reduce electricity consumption during the winter period.

Council is asked to consider the above as part of the process of adopting these minutes. Including the proposed allocation of £4,000, the remaining CIL available for allocation currently is £8,149; the total maximum CIL to allocate would therefore be the currently proposed £4,000 + £8,149 = **£12,149**. A further £26,000 of CIL is scheduled to be received from Lichfield District Council in October.

**RECOMMENDED:**

1. *That the Minutes and recommendations of the Grants Advisory Committee meeting held on 18 May 2026 be adopted, with the exception of Minute no.8.*
2. *That the recommendation to allocate £4,000 of CIL be considered in conjunction with the representations made by DHCA as provided above, with Council to resolve whether to:*
  - a) *Adopt the recommendation of the Grants Committee and allocate £4,000 of CIL to the project*
  - b) *Reconsider the sum to be allocated, awarding more or less CIL than recommended by the Grants Committee, expressing that award either as a percentage of overall cost or as a stated sum (both being to a maximum of £12,149)*
  - c) *Request further information from DHCA – and specify such information – and defer the matter to a subsequent meeting of Council pending receipt.*

**11 ANNUAL TOWN MEETING**

The Minutes of the Annual Town Meeting held in the Guild Room, Guildhall on 20 May 2026 are attached at **APPENDIX 4**.

**RECOMMENDED:** *That the Minutes of the Annual Town Meeting held on 20 May 2026 be noted.*

**12 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

The appointment of representatives to serve on outside bodies, filling vacancies due during 2026/2027 (**APPENDIX 5**, attached). Where there are two or more nominations for one position, Council is asked to express its preference.

**RECOMMENDED:** *That appointments be made to the vacancies falling due in 2026/27.*

**13 PAYMENT OF REGULAR SERVICE PROVISION BY DIRECT DEBIT**

At its meeting of 28 January 2018, the City Council resolved to enter into direct debit payments with certain suppliers. It is a requirement that the resolution is renewed after a maximum of two years, however it was resolved by the Council, again at its meeting of 28 January 2018, that the resolution be considered annually.

The current Direct Debit schedule is attached at **APPENDIX 6**.

The Town Clerk has confirmed with the Internal Auditor that the list of Direct Debits should be presented to Council individually rather than being categorised under various headings such as (for example) 'energy'. Certain regular payments do not appear in the list, such as payments to SCC Pensions and HMRC, as these are paid via BACS rather than Direct Debit.

***RECOMMENDED: That the City Council renews its resolution to enter into direct debit payment arrangements with those providers listed at APPENDIX 5; the resolution to be considered for further renewal at the meeting of the City Council in June 2027.***

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

Further to the report provided to April Council and the resolutions thereon (see minute 107), the Council is now asked to consider the Town Clerk's report at **APPENDIX 7** (attached).

***RECOMMENDED:***

- 1. Council to consider the proposal, i.e. to allow SCC to establish a highway right by dedication over the land corresponding with the footprint of the proposals (and any minor variations that may emerge), allowing the proposed improvements to be progressed with maintenance responsibilities resting with SCC, but the land title to remain with LCC.***
- 2. Delegated authority be given to the Town Clerk in consultation with the Leader of the Council to progress the matter to a conclusion with SCC and legal representatives as appropriate.***

**15 OFFICERS' REPORT**

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

***RECOMMENDED: That the Report be noted.***

**16 PAYMENT OF ACCOUNTS**

To confirm payment of accounts as listed in **APPENDIX 9** for the period 1 March 2026 to 31 March 2026 in the sum of £178,282.46 General Account, and £382.30 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](mailto: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 Street 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 to be asked
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, Donegal House, Bore St.

## **Lichfield City Council**

### **Minutes of the Annual Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Wednesday 13 May 2026 at 6.30 pm**

**PRESENT:** Councillors J Anketell, H Ashton, C Ball, J Blackman, R Bragger, J Christie, M Field, A Fox, R Harvey-Coggins, A Hughes, P Knight, J Marshall, P McDermott, C Pinder-Smith, D Robertson, J Smith, E Strain, B Watkins, and R Yardley.

**APOLOGIES:** Councillors D Baker, J Eagland, C Greatorex, A Lax, J Madden, P Ray, A Rushton, S Schafer, and M Warfield.

#### **1 ELECTION OF MAYOR**

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

***RESOLVED: That Councillor Rosie Harvey-Coggins be elected Mayor of the City to hold office until the election of a successor at the Annual Meeting of Council in May 2027.***

The Mayor was invested with the Mayoral Chain and signed the Declaration of Acceptance of Office. The Mayor then took the Oath of Allegiance and occupied the Chair.

#### **2 COUNCIL MINUTES**

***RESOLVED: That the Minutes of the City Council Meeting held on 20 April 2026 (nos. 101 – 109) be confirmed and signed as a correct record.***

#### **3 APPOINTMENT OF DEPUTY MAYOR**

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

***RESOLVED: That Councillor Russ Bragger be appointed Deputy Mayor to hold office until the election of Mayor at the Annual Meeting of Council in May 2027.***

The Deputy Mayor was invested with the chain of office and signed the Declaration of Acceptance of Office.

#### **4 ELECTION OF SHERIFF**

It was proposed by Councillor B Watkins, seconded by Councillor R Bragger, and

***RESOLVED: That Councillor A Fox be elected Sheriff of the City to hold office until the election of a successor at the Annual Meeting of Council in May 2027.***

The Sheriff was invested with the Chain of Office and took the Oath of Fealty to the Crown.

#### **5 EXPRESSION OF THANKS**

The Mayor, Deputy Mayor, and Sheriff each returned thanks for their election.

#### **6 APPOINTMENT OF MAYOR'S CHAPLAIN**

The Mayor announced that Reverend Ian Hayter would be Mayor's Chaplain.

#### **7 APPOINTMENT OF MAYOR'S CADET**

The Mayor announced that Royal Air Force Cadet Amelia Wooldridge would be her Cadet and presented her with the Badge of Office.

**8 VOTE OF THANKS TO RETIRING MAYOR**

It was proposed by Councillor A Fox, seconded by Councillor A Hughes, and

***RESOLVED: That the best thanks of the citizens be accorded to Councillor C Pinder-Smith for her valuable and outstanding services as Mayor during 2025/26.***

Councillor C Pinder-Smith responded in suitable terms, thanking those who had assisted and supported him during his time in office.

**9 VOTE OF THANKS TO RETIRING SHERIFF**

It was proposed by Councillor A Hughes, seconded by Councillor B Watkins, and

***RESOLVED: That the best thanks of the citizens be accorded to Revd Ian Hayter for his valuable and outstanding services as Sheriff during 2025/26.***

The Sheriff's responded in suitable terms, thanking those who had assisted and supported him during his time in office.

**10 PRESENTATION OF BADGES OF OFFICE**

The Mayor presented the Chain of Office to the Mayor's Consort and Deputy Mayor's Consort.

**11 REPLICA BADGES OF OFFICE**

The retiring Mayor and Sheriff were presented with replica badges of office.

**12 APPOINTMENT OF LEADER OF COUNCIL**

It was proposed by Councillor C Pinder-Smith, seconded by Councillor E Strain, and

***RESOLVED: That Councillor J Marshall be appointed Leader of Council for the ensuing year.***

**13 APPOINTMENT OF DEPUTY LEADER OF COUNCIL**

It was proposed by Councillor R Bragger, seconded by Councillor A Fox, and

***RESOLVED: That Councillor A Hughes be appointed Deputy Leader of Council for the ensuing year.***

**14 APPOINTMENT OF COMMITTEES, PANELS, AND ADVISORY COMMITTEES**

***RESOLVED: That membership of Committees, Panels, and Advisory Committees be as detailed at APPENDIX 1 to these minutes.***

**THERE BEING NO FURTHER BUSINESS  
THE MAYOR DECLARED THE MEETING CLOSED AT 7.25 PM**

**MAYOR**

## Council Minutes: 13 May 2026 APPENDIX 1

### COMMITTEE, PANEL, AND ADVISORY COMMITTEE MEMBERSHIP 2026/27

| <b>PLANNING COMMITTEE</b><br><b>(All members of Council)</b> |            |                   |          |
|--------------------------------------------------------------|------------|-------------------|----------|
| <b>Chair</b>                                                 | E Strain   | <b>Vice Chair</b> | P Knight |
| <b>Ward Representative</b>                                   | Boley Park | R Yardley         |          |
|                                                              | Chadsmead  | P Ray             |          |
|                                                              | Curborough | C Ball            |          |
|                                                              | Leomansley | J Christie        |          |
|                                                              | St Johns   | D Baker           |          |
|                                                              | Stowe      | P McDermott       |          |

| <b>AUDIT COMMITTEE</b><br><b>8 members</b> |                        |                         |                  |
|--------------------------------------------|------------------------|-------------------------|------------------|
| <b>Conservative</b>                        | <b>Labour</b>          | <b>Liberal Democrat</b> | <b>Reform UK</b> |
| A Lax                                      | A Fox (Chair)          | P McDermott             | D Robertson      |
| M Warfield                                 | B Watkins (Vice Chair) | J Smith                 |                  |
|                                            | E Strain               |                         |                  |

| <b>JOHNSON BIRTHPLACE ADVISORY COMMITTEE</b><br><b>9 members + 3 non-voting</b> |                      |                                                   |                                 |
|---------------------------------------------------------------------------------|----------------------|---------------------------------------------------|---------------------------------|
| <u>Johnson Society Appointments (non-voting)</u><br>P Jones & J Winterton       |                      | <u>Honorary Member (non-voting)</u><br>A Thompson |                                 |
| <b>Conservative</b>                                                             | <b>Labour</b>        | <b>Liberal Democrat</b>                           | <b>Other</b>                    |
| J Eagland                                                                       | A Hughes (Chair)     | J Christie                                        | J Madden<br><b>Reform UK</b>    |
| R Yardley                                                                       | M Field (Vice Chair) | P McDermott                                       | S Schafer<br><b>Green Party</b> |
|                                                                                 | C Ball               |                                                   |                                 |

| <b>GRANTS ADVISORY COMMITTEE</b><br><b>10 members</b> |                       |                         |
|-------------------------------------------------------|-----------------------|-------------------------|
| <b>Conservative</b>                                   | <b>Labour</b>         | <b>Liberal Democrat</b> |
| D Baker                                               | C Ball (Chair)        | H Ashton                |
| R Yardley                                             | A Hughes (Vice Chair) | J Christie              |
|                                                       | B Watkins             |                         |
|                                                       | C Pinder-Smith        |                         |
|                                                       | P Knight              |                         |
|                                                       | J Marshall            |                         |

| <b>STAFFING COMMITTEE</b><br><b>7 members</b> |                              |                         |
|-----------------------------------------------|------------------------------|-------------------------|
| <b>Conservative</b>                           | <b>Labour</b>                | <b>Liberal Democrat</b> |
| J Eagland                                     | C Pinder- Smith (Vice Chair) | P McDermott (Chair)     |
| A Lax                                         | M Field                      | J Christie              |
|                                               | A Fox                        |                         |

| <b>TENDERS COMMITTEE</b><br><b>[Comprising Leader, Deputy Leader, Mayor, Deputy Mayor]</b><br><b>6 members</b> |                       |                         |
|----------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------|
| <b>Conservative</b>                                                                                            | <b>Labour</b>         | <b>Liberal Democrat</b> |
| D Baker                                                                                                        | J Marshall (Chair)    | P McDermott             |
|                                                                                                                | A Hughes (Vice Chair) |                         |
|                                                                                                                | R Bragger             |                         |
|                                                                                                                | R Harvey-Coggins      |                         |

| <b>COMPLAINTS PANEL</b><br><b>4 members</b> |               |                         |
|---------------------------------------------|---------------|-------------------------|
| <b>Conservative</b>                         | <b>Labour</b> | <b>Liberal Democrat</b> |
| A Lax                                       | A Fox (Chair) | P McDermott             |
|                                             | E Strain      |                         |

| <b>COMMERCIAL SERVICES COMMITTEE</b><br><b>6 members</b> |                        |                         |
|----------------------------------------------------------|------------------------|-------------------------|
| <b>Conservative</b>                                      | <b>Labour</b>          | <b>Liberal Democrat</b> |
| D Baker                                                  | J Blackman (Chair)     | P McDermott             |
|                                                          | R Bragge r(Vice Chair) | H Ashton                |
|                                                          | J Marshall             |                         |

| <b>CLIMATE CHANGE AND BIODIVERSITY COMMITTEE</b><br><b>6 members</b> |                           |                           |              |
|----------------------------------------------------------------------|---------------------------|---------------------------|--------------|
| <b>Conservative</b>                                                  | <b>Labour</b>             | <b>Liberal Democrat</b>   | <b>Green</b> |
| A Lax                                                                | C Pinder Smith<br>(Chair) | A Rushton (Vice<br>Chair) | J Anketell   |
|                                                                      | J Blackman                |                           |              |
|                                                                      | A Hughes                  |                           |              |

## **Lichfield City Council**

### **Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 20 April 2026 at 6.30pm**

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

**APOLOGIES:** Councillors C Ball, J Eagland and K Farrelly.

#### **101. MAYOR'S ANNOUNCEMENTS**

The Mayor detailed some of the events and functions she had attended since the last meeting of the Council which included the Easter Sunday service at the Cathedral and the Probus lunch which raised £500 for the Mayor and Sheriff's charities. The Mayor also commented how much she enjoyed attending the over 70's Entertainment and Tea and meeting German visitors from Lichfield's twin town at the recent Twinning Association event.

#### **102. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

Councillor E Strain declared an interest under Appendix B of the City Council's Code of Conduct in relation to Agenda item 8 (minute 106) as he is the acting Chair of Curborough Community Association.

#### **103. COUNCIL MINUTES**

The Town Clerk stated that Councillor P McDermott had made him aware of typographical errors relating to dates at minute 95 (2026/26 instead of 2026/27).

***RESOLVED: That, subject to correction of the typographical error above, the Minutes of the Council Meeting held on 9 March 2026 (No's 88-100) be confirmed and signed as a correct record.***

#### **104. MATTERS ARISING**

#### **105. PLANNING COMMITTEE**

***RESOLVED: 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.***

#### **106. CURBOROUGH COMMUNITY CENTRE AND CRUCK HOUSE – RENEWAL OF LEASE**

Councillors C Greatorex and J Marshall commended committee members of Curborough Community centre for their successful management, noting the valuable resources and activities it provided for local residents.

***RESOLVED: 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.***

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

Members considered the Town Clerk's report at **AGENDA APPENDIX 1** and were largely in support of the transfer. Councillor A Fox requested that an overage clause be included in the agreement. The Town Clerk confirmed that this could be included in readiness for the next Council meeting after the advertisement period.

Councillor S Schaffer questioned the need for the transfer and subsequently voted against the motion. Councillor J Anketell abstained from the vote.

**RESOLVED:**

***a) Council agree in principle to the transfer of land for the reasons set out in the Town Clerk's report***

***b) Council confirms that subject to (c) and (d) below, it agrees in principle to transfer the land shown as being the footprint of the proposals at Agenda Appendix A 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.***

**108. OFFICERS' REPORT**

Members commended the Markets Officer for facilitating a successful Vintage and Antiques market. Councillor A Hughes commended the variety of activities on offer at the Samuel Johnson Birthplace Museum and thanked the Civic Officer for the organisation of International Women's Day. Councillor R Bragger and A Fox commended the work carried out at Christian Fields and welcomed the collaboration with LDC.

Following comments in the Guildhall bookings' Officer's report, Members debated at length the loss of a long-standing commercial booking in the Guildhall.

**RESOLVED: That the report be noted.**

**109. PAYMENT OF ACCOUNTS**

Councillor C Greatorex queried why the Council had two water suppliers. The Town Clerk confirmed that they were split some time ago into fresh water and sewage charges.

Councillor C Greatorex queried the charges from Birmingham Museums. The Town Clerk confirmed that this was for collection care expertise at the Samuel Johnson Birthplace Museum and was an Internal Audit recommendation.

Councillor C Greatorex queried the EE charges for the Deputy Town Clerk's tablet. The Deputy Town Clerk confirmed that this was part of an offer when upgrading the City Council's mobile phones and was used for working and monitoring the CCTV system.

**RESOLVED: That payment of accounts be approved and confirmed 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.**

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

**MAYOR**

## For Council: 8 June 2026 APPENDIX 1B

### LICHFIELD CITY COUNCIL FINANCIAL OUT-TURN REPORT 2025/26

*The following notes explain the variations between the original budget and the actual year-end out-turn as detailed in the Accounts Summary table which follows*

| Note      | Details                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b>  | <b>Parks and Footpaths</b><br>Includes reduction in energy cost, numerous pathway light column repair/replacement costs following E-on inspections as part of the 25-year PFI agreement. Repairs, resurfacing and replanting, notably Heather Gardens, where the decision was taken to resurface significant areas of pathway rather than continue a programme of isolated patching, and clearing/replanting at Friary Remains. |
| <b>2</b>  | <b>Guildhall</b><br>Includes reduction in energy costs against budget, additional security costs, floor repairs and lettings income.                                                                                                                                                                                                                                                                                            |
| <b>3</b>  | <b>Community Centres</b><br>Asbestos survey and minor repairs at Curborough Community Centre. Additional Charges for Caretaking Service at Boley Park Community Centre repaid by the Hall's Management Committee from own funds                                                                                                                                                                                                 |
| <b>4</b>  | <b>Markets</b><br>Includes reduction in energy cost and NNDR, and supplies & services costs.                                                                                                                                                                                                                                                                                                                                    |
| <b>5</b>  | <b>Civic</b><br>Additional security costs included                                                                                                                                                                                                                                                                                                                                                                              |
| <b>6</b>  | <b>Grant Aid/Partnerships</b><br>Includes any grants in kind and contribution to grant aid reserve detailed at point 14                                                                                                                                                                                                                                                                                                         |
| <b>7</b>  | <b>Arts/Tourism/Twinning</b><br>Reduction in costs associated with Christmas Lights Switch on. Contribution to Twinning Reserve detailed at point 14.                                                                                                                                                                                                                                                                           |
| <b>8</b>  | <b>Johnson Birthplace Museum</b><br>Includes reduction in energy costs, additional income, and restoration costs                                                                                                                                                                                                                                                                                                                |
| <b>9</b>  | <b>Democratic Services</b><br>Contribution to election reserve detailed at point 14                                                                                                                                                                                                                                                                                                                                             |
| <b>10</b> | <b>Investment Interest</b><br>Interest rates on LCC accounts did not reduce as quickly as anticipated during 2025/26, and a higher than budget interest rate was secured on the reinvestment of council monies in January 2026.                                                                                                                                                                                                 |
| <b>11</b> | <b>Agency</b><br>Additional sum received against budget from SCC for grass cutting.                                                                                                                                                                                                                                                                                                                                             |
| <b>12</b> | <b>Repairs and Renewals</b><br>2025/26 repairs and renewals programme completed. 'Actual' figure also includes costs arising from professional support in preparing, considering and awarding the tender for the Guildhall roof repairs, which was not part of the original budget; 50% of project fees being due on acceptance of tender which occurred during 2025/26.                                                        |

| Note                                                               | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                    |            |                                           |            |                                               |         |                                    |          |                                    |       |                                     |           |                                     |                   |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------|-------------------------------------------|------------|-----------------------------------------------|---------|------------------------------------|----------|------------------------------------|-------|-------------------------------------|-----------|-------------------------------------|-------------------|
| 13                                                                 | <b>Community Infrastructure Levy (CIL)</b><br>In-year movement based on CIL receipts and spend.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                    |            |                                           |            |                                               |         |                                    |          |                                    |       |                                     |           |                                     |                   |
| 14                                                                 | <b>Total To/ (from) Balances</b> <table> <tr> <td>- Contribution from Repairs and Renewals Capital Earmarked Reserve</td><td>£ (51,329)</td></tr> <tr> <td>- Contribution from CIL Earmarked Reserve</td><td>£ (10,594)</td></tr> <tr> <td>- Contribution to Grant Aid Earmarked Reserve</td><td>£ 1,630</td></tr> <tr> <td>- Contribution to Election Reserve</td><td>£ 15,000</td></tr> <tr> <td>- Contribution to Twinning Reserve</td><td>£ 634</td></tr> <tr> <td>- Contribution from General Reserve</td><td>£ (4,702)</td></tr> <tr> <td><b>Total Transfer from Balances</b></td><td><b>£ (49,361)</b></td></tr> </table> | - Contribution from Repairs and Renewals Capital Earmarked Reserve | £ (51,329) | - Contribution from CIL Earmarked Reserve | £ (10,594) | - Contribution to Grant Aid Earmarked Reserve | £ 1,630 | - Contribution to Election Reserve | £ 15,000 | - Contribution to Twinning Reserve | £ 634 | - Contribution from General Reserve | £ (4,702) | <b>Total Transfer from Balances</b> | <b>£ (49,361)</b> |
| - Contribution from Repairs and Renewals Capital Earmarked Reserve | £ (51,329)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                    |            |                                           |            |                                               |         |                                    |          |                                    |       |                                     |           |                                     |                   |
| - Contribution from CIL Earmarked Reserve                          | £ (10,594)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                    |            |                                           |            |                                               |         |                                    |          |                                    |       |                                     |           |                                     |                   |
| - Contribution to Grant Aid Earmarked Reserve                      | £ 1,630                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                    |            |                                           |            |                                               |         |                                    |          |                                    |       |                                     |           |                                     |                   |
| - Contribution to Election Reserve                                 | £ 15,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                    |            |                                           |            |                                               |         |                                    |          |                                    |       |                                     |           |                                     |                   |
| - Contribution to Twinning Reserve                                 | £ 634                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                    |            |                                           |            |                                               |         |                                    |          |                                    |       |                                     |           |                                     |                   |
| - Contribution from General Reserve                                | £ (4,702)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                    |            |                                           |            |                                               |         |                                    |          |                                    |       |                                     |           |                                     |                   |
| <b>Total Transfer from Balances</b>                                | <b>£ (49,361)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                    |            |                                           |            |                                               |         |                                    |          |                                    |       |                                     |           |                                     |                   |

**Employee costs:** The overall employee costs totalling £636,908 are recharged across all the budget heads in the table below reflecting an overall reduction in direct employee costs of £9,702.

**Central administration:** The overall administration costs totalling £200,688 are recharged across all budget heads in the table below, reflecting a reduction in service costs of £15,513.

#### **RECOMMENDED:**

- 1 *The Report and Out-Turn Statement 2025/26 be received.*
- 2 *The Council, acting in the capacity of sole Trustee of the Johnson Birthplace Charitable Trust, make a payment of £17,618 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2025/26 financial year.*
- 3 *In respect of the External Auditor Annual Return for the year ending 31 March 2026:*
  - a. *The council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council.*
  - b. *The Council approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council*
  - c. *The Council note the Annual Internal Audit Report section of the Annual Return*
  - d. *The Council note the dates for the exercise of public rights - commencing on 10 June 2026 and ending on 21 July 2026.*

## ACCOUNTS SUMMARY TABLE

This table summarises service area income and expenditure against budget for the financial year 2025/26 and provides the year-end out-turn. Further detail relating to the headline figures is provided in the Out-Turn analysis overleaf.

The table shows:

Column 1 – 2025/26 Budget as agreed by Council on 26 January 2026

Column 2 – Actual spend during the 2025/26 financial year.

Column 3 – The variance between approved budget and actual spend for 2025/26.

Column 4 – The budget for 2026/27

Column 5 – Numbered explanatory notes.

*Budget/Actual figures in red represent income.*

*Percentage figures in red (Variance 2025/26 column) represent variance worse than budget.*

| <b><u>Net Expenditure</u></b><br><b>SERVICE AREAS</b> | <b>BUDGET<br/>2025/26</b> | <b>ACTUAL<br/>2025/26</b> | <b>VARIANCE<br/>2025/26</b> | <b>BUDGET<br/>2026/27</b> | <b>Note</b> |
|-------------------------------------------------------|---------------------------|---------------------------|-----------------------------|---------------------------|-------------|
|                                                       | £                         | £                         | %                           | £                         |             |
| <b>Parks and Footpaths</b>                            | 273,982                   | 309,761                   | 13                          | 299,698                   | 1           |
| <b>Guildhall</b>                                      | 141,786                   | 144,321                   | 2                           | 157,215                   | 2           |
| <b>Community Centres</b>                              | 15,199                    | 15,519                    | 2                           | 14,878                    | 3           |
| <b>Markets</b>                                        | 3,615                     | -4,510                    | -225                        | -3,141                    | 4           |
| <b>Civic</b>                                          | 108,287                   | 109,250                   | 1                           | 121,775                   | 5           |
| <b>Grant Aid/Partnerships</b>                         | 77,474                    | 77,332                    | 0                           | 79,238                    | 6           |
| <b>Arts/Tourism/Twinning</b>                          | 90,478                    | 86,854                    | -4                          | 116,723                   | 7           |
| <b>Johnson Birthplace Museum</b>                      | 176,020                   | 169,653                   | -4                          | 178,965                   | 8           |
| <b>Democratic Services</b>                            | 176,067                   | 155,152                   | -12                         | 187,100                   | 9           |
| <b>Investment Interest</b>                            | -61,110                   | -64,949                   | 6                           | -49,350                   | 10          |
| <b>Loan Charges</b>                                   | 0                         | 0                         | 0                           | 0                         |             |
| <b>Agency</b>                                         | -3,100                    | -12,247                   | 295                         | -11,088                   | 11          |
| <b>TOTAL SERVICE COST</b>                             | £998,698                  | £986,136                  | -1                          | £1,092,013                |             |
| <b>Repairs and Renewals</b>                           | 36,493                    | 51,329                    | 41                          | 124,857                   | 12          |
| <b>Community infrastructure Levy (CIL)</b>            | -9,846                    | 10,594                    | -208                        | 22,635                    | 13          |
| <b>SUB TOTALS</b>                                     | £1,025,345                | £1,048,059                | 2                           | £1,239,505                |             |
| <b>PRECEPT</b>                                        | £998,698                  | £998,698                  | 0                           | £1,075,013                |             |
| <b>TOTAL To/(From) balances</b>                       | (£26,647)                 | (£49,361)                 | 85                          | (£164,492)                | 14          |

| OUTTURN 2025/26 ANALYSIS        |                   |                   |                   |
|---------------------------------|-------------------|-------------------|-------------------|
| <u>Net Expenditure</u>          | BUDGET<br>2025/26 | ACTUAL<br>2025/26 | BUDGET<br>2026/27 |
| SERVICE AREAS                   | £                 | £                 | £                 |
| <b>Parks and Footpaths</b>      |                   |                   |                   |
| Employee costs                  | 42,939            | 42,295            | 45,283            |
| Central administration          | 31,349            | 29,102            | 34,100            |
| Contract repair/maintenance     | 149,510           | 149,586           | 155,865           |
| Other repair/maintenance        | 42,724            | 84,393            | 60,270            |
| Energy                          | 10,720            | 7,507             | 7,440             |
| Miscellaneous income            | -1,660            | -1,675            | -1,660            |
| Burial fees income              | -500              | -347              | -500              |
| Allotment rents                 | -1,100            | -1,100            | -1,100            |
| Total                           | 273,982           | 309,761           | 299,698           |
| <b>Guildhall</b>                |                   |                   |                   |
| Employee costs                  | 108,698           | 107,066           | 114,631           |
| Central administration          | 30,268            | 28,099            | 32,924            |
| Repair/maintenance              | 16,800            | 19,746            | 17,900            |
| Energy                          | 25,930            | 12,976            | 19,790            |
| Rates                           | 8,650             | 7,451             | 10,450            |
| Supplies and Services           | 26,510            | 36,916            | 32,940            |
| Lettings                        | -75,070           | -67,933           | -71,420           |
| Total                           | 141,786           | 144,321           | 157,215           |
| <b>Community Centres</b>        |                   |                   |                   |
| Employee costs                  | 7,957             | 7,838             | 8,391             |
| Central administration          | 3,242             | 3,010             | 3,527             |
| Boley Hall                      | 1,000             | -277              | -40               |
| Curborough                      | 1,000             | 2,386             | 1,000             |
| Cruck House                     | 1,000             | 0                 | 1,000             |
| Darwin Hall                     | 1,000             | 2,562             | 1,000             |
| Total                           | 15,199            | 15,519            | 14,878            |
| <b>Markets</b>                  |                   |                   |                   |
| Employee costs                  | 56,156            | 55,314            | 59,222            |
| Central administration          | 19,459            | 18,064            | 21,167            |
| Repair/maintenance              | 2,310             | 2,607             | 2,310             |
| Energy                          | 5,300             | 2,849             | 3,230             |
| Rates and Water                 | 19,950            | 19,118            | 13,260            |
| Supplies & Services             | 13,000            | 9,482             | 14,300            |
| Misc. lettings                  | -15,020           | -16,665           | -15,600           |
| Friday market income            | -34,150           | -32,822           | -35,340           |
| Saturday market income          | -33,780           | -31,157           | -34,960           |
| Farmers/Producers market income | -3,630            | -3,857            | -3,780            |
| Tuesday market income           | -25,980           | -26,545           | -26,950           |
| Grants in Kind                  | 0                 | -898              | 0                 |
| Total                           | 3,615             | -4,510            | -3,141            |

| <b><u>Net Expenditure</u></b>      | <b>BUDGET<br/>2025/26</b> | <b>ACTUAL<br/>2025/26</b> | <b>BUDGET<br/>2026/27</b> |
|------------------------------------|---------------------------|---------------------------|---------------------------|
| <b>SERVICE AREAS</b>               | <b>£</b>                  | <b>£</b>                  | <b>£</b>                  |
| <b>Civic</b>                       |                           |                           |                           |
| Employee costs                     | 65,872                    | 64,884                    | 69,468                    |
| Central administration             | 24,865                    | 23,081                    | 27,047                    |
| Mayor's allowance                  | 3,650                     | 1,677                     | 3,650                     |
| Sheriff's allowance                | 3,150                     | 1,548                     | 3,150                     |
| Supplies and services              | 3,100                     | 6,905                     | 4,070                     |
| Events                             | 6,210                     | 10,719                    | 12,960                    |
| Mayor's Banquet                    | 440                       | 432                       | 430                       |
| Sheriff's Ride                     | 1,000                     | 4                         | 1,000                     |
| <b>Total</b>                       | <b>108,287</b>            | <b>109,250</b>            | <b>121,775</b>            |
| <b>Grant Aid/Partnerships</b>      |                           |                           |                           |
| Employee costs                     | 6,134                     | 6,042                     | 6,469                     |
| Central administration             | 10,810                    | 10,035                    | 11,759                    |
| Grants to outside bodies           | 50,000                    | 48,370                    | 50,000                    |
| Grants for open Churchyards        | 10,530                    | 10,587                    | 11,010                    |
| Grants in Kind                     | 0                         | 2,298                     | 0                         |
| <b>Total</b>                       | <b>77,474</b>             | <b>77,332</b>             | <b>79,238</b>             |
| <b>Arts/Tourism/Twinning</b>       |                           |                           |                           |
| Employee costs                     | 33,381                    | 32,880                    | 35,203                    |
| Central administration             | 14,052                    | 13,046                    | 15,285                    |
| Arts/Culture/Tourism               | 4,535                     | 3,818                     | 23,535                    |
| Christmas Lights                   | 38,510                    | 37,110                    | 42,700                    |
| income                             | 0                         | 0                         | 0                         |
| <b>Total</b>                       | <b>90,478</b>             | <b>86,854</b>             | <b>116,723</b>            |
| <b>Johnson Birthplace Museum</b>   |                           |                           |                           |
| Employee costs                     | 125,894                   | 124,005                   | 132,766                   |
| Central administration             | 17,296                    | 16,057                    | 18,814                    |
| Repair/Maintenance                 | 4,370                     | 4,459                     | 4,410                     |
| Energy                             | 8,270                     | 5,849                     | 6,630                     |
| Rates and Water                    | 440                       | 419                       | 440                       |
| Supplies and Services              | 36,620                    | 51,386                    | 40,260                    |
| Promotion                          | 2,000                     | 1,846                     | 2,000                     |
| Restoration                        | 750                       | 300                       | 750                       |
| Grants                             | 0                         | -5,000                    | 0                         |
| Stock for sale                     | 3,000                     | 4,964                     | 6,425                     |
| Sales income                       | -10,980                   | -17,014                   | -19,160                   |
| Contribution from Birthplace Trust | -11,640                   | -17,618                   | -14,370                   |
| <b>Total</b>                       | <b>176,020</b>            | <b>169,653</b>            | <b>178,965</b>            |

| <u>Net Expenditure</u>                     | BUDGET<br>2025/26 | ACTUAL<br>2025/26 | BUDGET<br>2026/27 |
|--------------------------------------------|-------------------|-------------------|-------------------|
| SERVICE AREAS                              | £                 | £                 | £                 |
| <b>Democratic Services</b>                 |                   |                   |                   |
| Employee costs                             | 93,013            | 91,617            | 98,090            |
| Central administration                     | 61,834            | 57,402            | 67,260            |
| Supplies and Services                      | 2,060             | 1,795             | 2,140             |
| Election costs                             | 15,000            | 0                 | 15,000            |
| Newsletter                                 | 3,860             | 3,750             | 4,010             |
| Member allowances/travel etc.              | 300               | 588               | 600               |
| Total                                      | 176,067           | 155,152           | 187,100           |
| <b>Investment Interest</b>                 |                   |                   |                   |
| Interest                                   | -61,110           | -64,949           | -49,350           |
| Total                                      | -61,110           | -64,949           | -49,350           |
| <b>Agency</b>                              |                   |                   |                   |
| Employee costs                             | 3,165             | 3,117             | 3,337             |
| Central administration                     | 2,165             | 2,009             | 2,355             |
| Contract repairs/maintenance               | 14,910            | 15,001            | 15,600            |
| SCC Verge Income                           | -23,340           | -32,374           | -32,380           |
| Total                                      | -3,100            | -12,247           | -11,088           |
| Total Service Costs                        | £998,698          | £986,136          | £1,092,013        |
| <b>Repairs and Renewals</b>                |                   |                   |                   |
| Employee costs                             | 1,627             | 1,602             | 1,716             |
| Central administration                     | 866               | 803               | 941               |
| Guildhall/Donnegal House                   | 7,000             | 27,272            | 100,000           |
| Samuel Johnson Birthplace                  | 6,000             | 6,033             | 14,700            |
| Parks and Footpaths                        | 15,000            | 15,619            | 0                 |
| Community Centres                          | 6,000             | 0                 | 7,500             |
| Total                                      | 36,493            | 51,329            | 124,857           |
| <b>community Infrastructure Levy(CIL)</b>  |                   |                   |                   |
| Expenditure                                | 41,657            | 116,607           | 80,000            |
| Receipts                                   | -51,503           | -106,013          | -57,365           |
| Total                                      | -9,846            | 10,594            | 22,635            |
| <b>Johnson Birthplace Charitable Trust</b> |                   |                   |                   |
| Grant/Donations                            | -8,360            | -15,622           | -11,090           |
| Admissions income                          | -3,280            | -1,996            | -3,280            |
| Funding to LCC                             | 11,640            | 17,618            | 14,370            |
| Total                                      | 0                 | 0                 | 0                 |
|                                            |                   |                   |                   |
| TOTAL                                      | £1,025,345        | £1,048,059        | £1,239,505        |
| PRECEPT                                    | £998,698          | £998,698          | £1,075,013        |
| TOTAL To/ (From) balances                  | (£26,647)         | (£49,361)         | (£164,492)        |

| <b><u>Net Expenditure</u></b>     | <b>BUDGET<br/>2025/26</b> | <b>ACTUAL<br/>2025/26</b> | <b>BUDGET<br/>2026/27</b> |
|-----------------------------------|---------------------------|---------------------------|---------------------------|
| <b>SERVICE AREAS</b>              | <b>£</b>                  | <b>£</b>                  | <b>£</b>                  |
| <b>NOTE-Internal Recharges</b>    |                           |                           |                           |
| <b>Employee Cost</b>              |                           |                           |                           |
| Employee costs                    | 646,610                   | 636,908                   | 681,905                   |
| Recharge to Services              | -646,610                  | -636,908                  | -681,905                  |
| <b>Total</b>                      | <b>0</b>                  | <b>0</b>                  | <b>0</b>                  |
| <b>Central Administration</b>     |                           |                           |                           |
| Employee costs                    | 101,775                   | 100,228                   | 107,332                   |
| Central administration            | 0                         | 0                         | 0                         |
| Mileage Allowance                 | 500                       | 884                       | 1,000                     |
| Professional Fees/Audit Fees      | 8,900                     | 6,600                     | 9,000                     |
| Office Energy                     | 13,080                    | 7,023                     | 8,850                     |
| Office Rates/Water                | 10,370                    | 10,242                    | 11,860                    |
| Supplies & Services               | 37,230                    | 36,741                    | 45,550                    |
| Telephone/Postage                 | 4,610                     | 8,241                     | 5,500                     |
| Subscriptions. Courses/Training   | 4,720                     | 4,660                     | 9,720                     |
| Insurance                         | 40,826                    | 32,203                    | 42,456                    |
| Office Rent                       | -5,800                    | -6,077                    | -6,077                    |
| Miscellaneous Receipts            | -10                       | -57                       | -15                       |
| Recharge to Services              | -216,201                  | -200,688                  | -235,176                  |
| <b>Total</b>                      | <b>0</b>                  | <b>0</b>                  | <b>0</b>                  |
|                                   |                           |                           |                           |
| <b>Balances &amp; Reserves</b>    |                           |                           |                           |
| Opening Balance                   | 1,615,138                 | 1,669,732                 | 1,678,603                 |
| to/-from reserve                  | -26,647                   | -49,361                   | -164,492                  |
| <b>Closing Balance</b>            | <b>£1,588,491</b>         | <b>£1,620,371</b>         | <b>£1,514,111</b>         |
| <b>Breakdown of Reserve</b>       |                           |                           |                           |
| Repairs/Renewals Reserve-Building | 709,146                   | 966,351                   | 847,090                   |
| Grant Aid Reserve                 | 4,033                     | 5,663                     | 4,033                     |
| Election Reserve                  | 24,713                    | 39,713                    | 24,713                    |
| Twinning Reserve                  | 17,000                    | 17,634                    | 0                         |
| CIL Reserve                       | 114,408                   | 115,433                   | 167,748                   |
| General Revenue Reserves          | 719,191                   | 475,577                   | 470,527                   |
| <b>Closing Balance</b>            | <b>£1,588,491</b>         | <b>£1,620,371</b>         | <b>£1,514,111</b>         |
|                                   |                           |                           |                           |
| <b>Total Expenditure</b>          | <b>1,376,643</b>          | <b>1,485,856</b>          | <b>1,607,607</b>          |
| <b>Total income</b>               | <b>-351,298</b>           | <b>-437,797</b>           | <b>-368,102</b>           |
| <b>Net Expenditure</b>            | <b>1,025,345</b>          | <b>1,048,059</b>          | <b>1,239,505</b>          |
| <b>Precept</b>                    | <b>-998,698</b>           | <b>-998,698</b>           | <b>-1,075,013</b>         |
| <b>TOTAL (To)/From balances</b>   | <b>£26,647</b>            | <b>£49,361</b>            | <b>£164,492</b>           |

## For Council: 8 June 2026 APPENDIX 2

### Lichfield City Council

#### Minutes of the Johnson Birthplace Advisory Committee Meeting held in the Moulton Room, Guildhall at 10:30am on Wednesday 6 May 2026

#### **PRESENT:**

**Representing Lichfield City Council:** Councillor A Hughes, (Chair), and Councillors J Anketell, J England, M Field, J Madden, P McDermott, and R Yardley.

#### **In Attendance:**

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

#### **Apologies:**

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

*Copies of all the documents referred to in these minutes are available to members on request to the Town Clerk or Museums and Heritage Officer.*

#### **6. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

None

#### **7. MINUTES AND MATTERS ARISING**

Cllr A Hughes asked for an update on the museum's accreditation status. The Museums and Heritage Officer (MHO) was pleased to share that after a lot of hard work, the museum has received full accreditation. This will be published on social media in the next few weeks in recognition of the achievement. The MHO explained that this shows that the museum is working to the industry standard, and that the accredited status helps to boost the Birthplace's credibility. This also means that the museum has access to further funding opportunities. The Committee passed on their congratulations to the MHO and her colleagues.

***RESOLVED: That the Minutes of the Meeting held on 4 November 2025 be confirmed as a correct record.***

#### **8. SAMUEL JOHNSON BIRTHPLACE MUSEUM ANNUAL REPORT**

The Committee considered the Samuel Johnson Birthplace Museum Annual Report prepared by the MHO.

Cllr A Hughes commended the work carried out in the bookshop and the variety of wonderful cards and gifts on offer. The MHO thanked the Museum Support Officer (MSO) for finding new stockists and improving the selection. Cllr A Hughes also said that the donations figure was excellent for a small museum. Cllr M Field questioned the decrease in group bookings, asking whether the museum can be sustained by relying on sales and donations. Cllr A Hughes highlighted that while admissions are down by around £1000,

sales are up by £4000, which suggests that it is sustainable. The MHO agreed, adding that the team are currently looking at how stock, the museum, and group bookings are promoted. She also stated that the team have changed the way that visitor data is collected (going from weekly totals to daily ones), and that the team want to better understand when the busiest days/period are. This continual assessment of these trends will ensure long-term sustainability.

**RESOLVED: That the report be noted.**

## **9. DEVELOPMENT PROJECT UPDATE**

The Committee considered the Development Project Update.

The MHO thanked Cllr R Yardley for photographing the Workroom for use on the new digital interactive touchscreen.

Cllr R Yardley asked how a valuation can be made on such unique objects in the collection. The MHO explained that valuation experts will compare the items to similar things that have sold. She stated that trusted experts must be used for this process, utilising their knowledge of the items.

Cllr J Eagland asked about the findings from the audience consultation project. The MHO explained that the consultant, Gwendolen Powell, had led sessions that reported the findings of the consultation activities and events. Gwendolen also produced a report that recommended further steps and ways in which the team can continue the work established during the project. Cllr J Eagland commented that she enjoyed the evening and reading the MHO's report, and wondered if the consultant's report could be made available. The MHO stated that while she cannot share the original document due to GDPR concerns, she would make a redacted version of the report available and share the presentation slides from the feedback sessions for the next JBAC meeting in November. The MHO said that she was interested in holding similar special events more frequently. She said that Gwendolen had come up with some novel ways of collecting feedback from audiences, that the improvements made by Gwendolen and the MSO had improved the quality of feedback, and that the project was great to carry out. The MHO highlighted the importance of pooling the work that is being carried out with consultants to increase the chances of successful funding bids.

Cllr A Hughes praised the range of things on offer, and the improvements made for staff and to the collection. J Winterton congratulated the team on their hard work, asking if they had received any other feedback from visitors. The MHO explained that the team are seeing more engagement through surveys, Tripadvisor and Google Reviews, which are translating into a positive reception of the Birthplace.

**RESOLVED: That the report be noted.**

## **10. JOHNSON BIRTHPLACE CHARITABLE TRUST ACCOUNT STATEMENT**

The Town Clerk provided an explanation on the Johnson Birthplace Charitable Trust Account Statement after consulting with internal and external auditors.

**RESOLVED: That the following be noted:**

- 1. The Report and Out-Turn Statement 2025/26 will be submitted to the Audit committee 02/06/2026.**
- 2. The Council, acting in the capacity of sole Trustee of the Johnson Birthplace Charitable Trust, will be asked to make a payment of £14,753 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2025/26 financial year.**

**11. AOB**

The MHO explained that there may be two periods of closures at the museum over the next year. She stated that there may be a closure for two days in November due to electrical testing. The museum may also close due to the plasterwork needing to be repaired in the Hay Hunter Library. The MHO would ideally like to avoid closing the museum; however, the collection of books in the room will need to be removed and stored appropriately elsewhere while the work is being carried out.

**12. DATE AND TIME OF NEXT MEETING**

In the calendar of meetings as 10.30am, Wednesday 4 November 2026 in the Moulton Room, Guildhall.

**THERE BEING NO FURTHER BUSINESS  
THE CHAIR DECLARED THE MEETING CLOSED AT 10:55am**

## For Council: 8 June 2026 APPENDIX 3

### Lichfield City Council Minutes of the Meeting of the Grants Advisory Committee held via 'Zoom' at 6.00pm on Monday 18 May 2026

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

**APOLOGIES:** Councillors D Baker and C Pinder-Smith

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

**1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

None.

**2. MINUTES AND MATTERS ARISING**

**RESOLVED:** *That the minutes of the Grants Committee meeting held on 23 February 2026 be confirmed as a correct record [Minutes adopted by Council on 9 March 2026]*

**3. GENERAL REVENUE GRANTS – 2025/26 BALANCES**

The Committee considered the agenda report, setting out the 2026/27 balances.

**RESOLVED:** *That the report be noted.*

**4. GENERAL REVENUE GRANT – FORM & POLICY REVIEW**

Members carried out the annual review of the Grants Policy and associated application form. It was agreed that the policy should emphasise that other organisations had found success with match funding and that LCC would be supportive of such bids. The revised application form was considered a significant improvement.

**RECOMMENDATION TO COUNCIL:** *That the revised Grant Award Policy (Appendix A to these minutes) be adopted [additional paragraph highlighted yellow]*

**5. GENERAL GRANT REQUEST – LICHFIELD COMMUNITY SPORTS CLUB CIC**

Members considered the application for a grant in the sum of £16,800 to provide school holiday activities across the remainder of the 2026/27 financial year. The Committee discussed the application at length, agreeing that the provision has been well received in the past and that the applicant has proven their ability to deliver. There were concerns however as to the sum of money requested and its impact on the grant reserve, and the gender split of those taking part. Clarification was also requested on venue ownership.

It was agreed that the grant allocation be supported subject to clarification on these points. Funding for each holiday club, though approved across the year in principle, to be subject to satisfactory delivery and reporting of previous club/s.

**RECOMMENDATION TO COUNCIL:** *That a grant in the sum of £16,800 be approved for Lichfield Community Sports CIC subject to:*

- *satisfactory clarification of the venue ownership question mentioned above*
- *reporting on the gender split, encouraging female participation if underrepresented and reporting on outcomes*
- *funding for each holiday club being dependent on satisfactory delivery and reporting on the previous club/s across the year.*

**6. GENERAL GRANT REQUEST – LATE NIGHT LISTENERS**

Members considered the application for a grant in the sum of £500 from Late Night Listeners to assist with provision of insurance and radio communications. The Committee agreed that Late Night Listeners carried out important work and should be supported.

Cllr H Ashton advised that bank account details may be in the process of being updated.

***RECOMMENDATION TO COUNCIL:* That a grant in the sum of £500 be awarded to Late Night Listeners.**

**7. 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 £12,149.

***RESOLVED:* That the report be noted.**

**8. CIL REQUEST – AIR CONDITIONING, DARWIN HALL (MATCH FUND)**

Members considered the proposal from Darwin Hall Community Association (DHCA) to install air conditioning at Darwin Hall. DHCA had received one quotation, with another expected imminently. The sole quotation totalled approximately £21,000. The Committee noted that a 50% match fund would result in nearly all available CIL being allocated, and discussed the relative merits of the proposal, noting that no other community centre owned by the council has air conditioning.

The Town Clerk advised that the inherent design of the Hall had led to relatively low natural ventilation when compared to (for example) Boley Park Community Hall (which does have fans installed in the main hall, but no air conditioning), and that the heat inside Darwin Hall had been a main complaint from hirers such as the pre-school for some years.

The Committee wished to encourage DHCA to seek alternative sources of funding, notably CIL from Lichfield District Council, if possible. The Town Clerk advised that DHCA itself had healthy reserves, but was not aware if these were being held as free reserves or strategically for planned improvements, maintenance etc.

Following discussion, it was agreed that a sum of £4,000 be allocated; the Committee being favourably disposed to the proposal, but did not feel able to commit nearly all available CIL to meet the 50% match fund request.

***RECOMMENDATION TO COUNCIL:* That a CIL allocation of £4,000 be awarded to Darwin Hall Community Association towards the costs of air conditioning installation at the Hall.**

**9. CIL ALLOCATION UPDATES**

Town Clerk confirmed that the applicants for the Petit Plaque had withdrawn from the process due to a lack of capacity. Cllr H Ashton advised he would raise the matter of the Stowe Pool information boards at the next Friends of Lichfield Historic Parks meeting. Given the potential implications of local government reorganisation if the project is not completed relatively soon, the Chair asked the Town Clerk to raise the matter with District Council officers.

***RESOLVED:* That the report be noted.**

**10. DATE AND TIME OF NEXT MEETING**

The next meeting to be held in September via Zoom; The Town Clerk to circulate possible dates in due course.

**THERE BEING NO FURTHER BUSINESS**

**THE CHAIR DECLARED THE MEETING CLOSED AT 6.45PM**

## **Grants Committee 18 May 2026: APPENDIX A**

### **LICHFIELD CITY COUNCIL GRANT AWARD POLICY**

#### **AIMS OF THIS POLICY**

- Contribute towards a vibrant and active community in the Parish of Lichfield City
- Acknowledge the strength and diversity of the voluntary and charitable sector and the contribution it makes to the residents of the City of Lichfield
- Provide a framework by which applications are considered in order to promote transparency and fairness in the grant awarding process
- Provide benefits to the City commensurate with expenditure

#### **DEFINITION OF A GRANT**

A grant is as an award to an organisation or group to undertake voluntary or community activities for the benefit of the Parish. The organisation/group themselves determine their activities and procedures and the Council makes a financial contribution as a grant award. The Council is not and cannot be required to award any grant to any group, organisation, and must not give any grant to an individual.

#### **POWER TO AWARD GRANTS**

The City Council must have a legal power or duty before it can incur any expenditure. Parish Councils have a number of powers which enable them to make grants to local organisations including:

- Section 19 of the Local Government (Miscellaneous Provision) Act 1976 confers wide powers on a Local Council concerning recreation facilities, whether inside or outside its area, including powers to provide grants to others who provide such facilities.
- Section 145 of the Local Government Act 1972 enables a parish council to contribute to expenses associated with dancing, the theatre, bands, knowledge and practice of arts and crafts and associated refreshments, programmes and advertising
- The Local Government Act 1972, Section 142 and the Local Government and Housing Act 1989 confers wide powers on Local Councils to make grants to advice and assistance agencies
- Section 137 of the Local Government Act 1972 allows Local Councils to make grants to voluntary bodies where no specific grant-making power exists in other legislation. Such grants are subject to additional controls including expenditure limits set by the Secretary of State and based on the number of electors in the Parish. Grants made under this power must be recorded by separate account. The Council must also be satisfied that the expenditure is proportional to the benefit to the Parish.
- Powers conferred to qualifying Parish Councils under the 'General Power of Competence'.

## **AVAILABILITY OF GRANT FUNDING**

The level of funding for grant aid is dependent on the Council's overall financial position and the choices it makes when allocating its resources. There is no compulsion upon the Council to provide any grant funding in any given financial year.

## **WHO CAN APPLY?**

Local voluntary organisations, community groups and sports/recreational clubs based within the City can apply. Eligible groups will usually be expected to meet the following criteria:

- A non-profit making body or one where accrued monies are recycled for the benefit of the Parish
- Based in the Parish and operate for the benefit of the residents of the Parish
- Have a constitution, set of rules or documented objectives
- Have a bank account and appropriate financial controls in place

Eligible groups may also include voluntary organisations which employ paid staff for their expertise where the group does not have the necessary skills. Individuals are not eligible for grant support from the Council.

## **WHAT CAN THE GRANT BE USED FOR?**

Grants can be used for capital or revenue expenditure but only for the purpose specified in the grant application.

Capital expenditure – e.g. land and buildings

Revenue expenditure – e.g. insurance, heat, light

## **CITY COUNCIL PRIORITIES**

Particular weight will be given to applications that demonstrate one or more of the council's priorities:

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

## **AMOUNT OF GRANT AWARD**

Due to the level of available funding, the council is minded to support applications for smaller grants, and priority will therefore be given to grants of approximately £750 or below. Larger grants are available but the City Council reserves the right to attach greater conditions to such an award as it deems appropriate.

## **MATCH FUNDING**

The City Council recognises the value of match funding, whereby a grant from the Council is combined with funding secured from other sources. This approach can enhance the viability and impact of projects, particularly those of higher value where it may be challenging to secure full funding from a single provider.

The Council is supportive of applications that incorporate match funding and may, where appropriate, offer guidance on potential additional funding opportunities. Applicants are encouraged to contact the Council for further information and advice.

## **DEADLINES FOR SUBMISSION OF GRANT APPLICATIONS**

Application forms should be submitted by the deadline, usually mid-January each year. Application forms are available from the City Council's website or from the City Council's Offices at Donegal House, Bore St, Lichfield, WS13 6LU, telephone 01543 250011.

## **EVALUATION OF GRANT APPLICATIONS**

Applications for grant funding will be considered in the first instance by the City Council's Grants Advisory Committee which consists of nine of the City Council's 29 Councillors. The Committee usually meets in February of each year to make recommendations to Council regarding the amount (if any) of grant to be provided to those who have applied. The final decision on grant award is then made by the City Council at its March meeting.

The Council will only award a grant to eligible groups which:

- Have clear plans for the grant and the organisation
- Achieve quality and provide an effective service and/or benefit to members of the community.
- Be able to demonstrate that the funding has been used for the purpose it was awarded For larger grants and in addition to the above:
- Undertake monitoring performance and evaluation

In order to maintain a consistent approach, all requests for grant funding will be reviewed in the following areas to achieve value for money:

- Level of service and quality
- Financial management and the need for a Council grant
- Cover gaps in existing provisions
- Meeting changing needs
- Attracting new funding
- Reducing duplication of delivery

In addition, the following criteria will be used to assess applications:

- The completeness and accuracy of the application form
- Whether the organisation is based in Lichfield City and serves a significant proportion of parish residents
- The nature of the benefit it provides to residents and who it is benefitting
- The impact on the community as a whole and its target demographic (if any) if the organisation were unable to continue due to lack of funds
- The possibility of more appropriate sources of funding
- Performance in regard to City Council requests for progress reports etc. following receipt of previous grants

Decision making will be on the basis of the information provided in the completed application form, and fulfilling the requirements of this document.

Notwithstanding these guidelines, the City Council will exercise its discretion to consider

each individual application. If a prospective applicant is uncertain as to whether they may qualify for financial assistance, further advice is available from City Council officers at Donegal House, Bore St, Lichfield WS13 6LU or 01543 250011.

The City Council appreciates that the fixed deadline may result in some worthy causes not being eligible for funding due to timing. For this reason, some funds from the Grant Aid budget are held for the remainder of the year to allow the City Council to support such events or causes that may emerge prior to the next round of grant awards. In such circumstances the grant application will be considered by the City Council at its next appropriate meeting following receipt of a qualifying application. The application should be put in writing for the attention of the Town Clerk and deposited at the City Council's offices at Donegal House, Bore St, Lichfield WS13 6LU. The amount of grant awarded in such circumstances will not normally exceed £300.

## **PERFORMANCE MANAGEMENT**

The Council recognises that Performance management is an important means of showing that public money is spent the right way and achieves best value. In the allocation of funds, there will be a need to ensure effective monitoring and evaluation which focuses on outcomes. To achieve this it is proposed that:

- Monitoring should be proportionate to the funding awarded
- Monitoring should also be used to demonstrate achievement
- There is a need to keep information collecting as simple as possible for groups

## **RISK MANAGEMENT**

There are associated risks involved with providing funding support. Voluntary and Community groups are encouraged to carry out risk assessments to identify possible areas of concern, for example audit processes and systems to minimise fraud and purchasing public liability insurance. There may be other areas to consider allied to proposed activities.

## **ACCEPTANCE OF A GRANT AWARD**

As a condition of grant award and at the discretion of the City Council, the recipient will provide a report for presentation to the Council or the following Annual Town Meeting outlining how the grant has been utilised, how it has assisted the organisation and what is has achieved. The City Council may select a percentage of organisations who have been awarded a grant each year to provide this report; selected organisations will be notified of the requirement in good time, and certainly no less than two months prior to the Council or Annual Town Meeting at which the report is to be presented.

In any event, if a grant **exceeds £2,000** the Council will require a written report in the year after the Grant has been awarded explaining how the grant monies have been spent and the benefits it has brought to the community.

Acceptance of the grant award also places the following conditions upon the Body to whom the grant has been awarded. The Body;

- Agrees to the Parish Council publishing the above report and/or its own article about the grant as the Council sees fit
- Will be accountable for funds and will provide a receipt
- Will sign a disclaimer releasing the Council from any responsibility for the event or activity as appropriate
- Will comply with all prevailing legal and statutory requirements relevant to its activities

- Acknowledges that the grant does not imply or constitute any employer/employee relationship
- Will acknowledge the financial support from the Council in publicity

Failure to comply with these conditions will be considered in any future grant application.

### **RECEIPT OF GRANT AWARD**

Those bodies who successfully apply for a grant will be notified by post as soon as possible following the meeting of the City Council at which grant allocation is considered (usually the March meeting in any given year)

Grants will usually be paid by Bank Transfer.

### **PUBLICATION OF GRANT AWARD**

The names of bodies who have been awarded a grant and the amount of that grant will be a matter of public record, both in the Minutes of the Meeting of the Grants Advisory Committee and subsequent Council meeting. The name of the Body and the amount of grant awarded for the current and previous four financial years is also published on the City Council's website in the interests of transparency.

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Policy Adopted: 23 April 2018

Dates for Review:

February 2019 – July 2024: No material amendments

June 2025:

- The priorities of the Committee as shown in the Grants Form added to the Policy (p2)
- Amendments to the 'Amount of Grant Award' section to more accurately reflect the amount of grant the Committee wished to prioritise (increase from £500 to £750)
- Correction of typographical errors
- Amendment to reflect the current number of City Councillors

September 2025:

- Addition of fifth priority (promote cultural and creative life of the city), and inclusion of those suffering from isolation in priority (2).

May 2026:

- Addition of 'Match Funding' paragraph

## For Council: 8 June 2026 APPENDIX 4

### CITY OF LICHFIELD

#### Minutes of the Annual Town Meeting held in the Guildroom, Guildhall, Lichfield at 7.30pm on Wednesday, 20 May 2026

**276 PRESENT**

The Mayor of Lichfield (Cllr R Harvey-Coggins, in the Chair), and attendees and electors as entered on the attendance sheets.

**277 OPENING REMARKS AND WELCOME BY THE MAYOR**

The Mayor warmly welcomed everyone to the Annual Town Meeting and introduced the Town Clerk who outlined for the benefit of those unfamiliar with the proceedings, the order of business and conduct of the meeting.

**278 MINUTES**

***RESOLVED: That the Minutes of the Annual Town Meeting held on 21 May 2025 be confirmed as a correct record.***

**279 CITY COUNCIL ANNUAL REPORT 2025/26**

A copy of the Annual Report of City Council activities during 2025/26 was circulated for information. The Leader of the Council, Councillor J. Marshall, presented an overview of the report, with several Councillors speaking on various elements of the report. Particular praise was given to the City Council's Open Spaces Officer, and the staff and volunteers at the Johnson Birthplace Museum. The importance of the Council's Grants scheme was emphasised by Cllr C Ball, who also encouraged further applications to the fund particularly for holiday activities for young people.

**280 REPORTS FROM GRANT RECIPIENTS**

Representatives from various organisations (detailed below) in receipt of City council grants outlined the uses to which the received monies have been or are to be put:

1. CASES
2. Lichfield Arts
3. Lichfield Festival
4. Lichfield Litter Legends
5. Men's Shed
6. The Hub at St Marys
7. Lichfield Discovered
8. Big Red Bike
9. Lichfield Concert Band
10. Over 60's Club
11. Bowling Club
12. Pathway Project
13. Coffee Morning
14. The Well

**281 REQUESTS AND REPRESENTATIONS OF ELECTORS**

None. In closing the meeting the Mayor invited all attendees to stay for refreshments.

**THERE BEING NO FURTHER BUSINESS  
THE MAYOR DECLARED THE MEETING CLOSED AT 8.25PM**

## For Council: 8 June 2026 APPENDIX 5

### REPRESENTATIVES ON OUTSIDE BODIES 2026/27

- Appointments falling due during 2026/27 are highlighted yellow
- Where reappointment is assumed, the name of the current representative is highlighted yellow
- Informal nominations received are highlighted green; where more than one nomination has been received for a single position, Council is asked to express this preference (this currently applies only to Dovehouse Community Gardens)
- A summary table follows at the end of the document

| Outside Body                                   | No of Reps | Period of Office         | 2025/2026 Appt Ends      | Draft Appointments for 2026/27      |
|------------------------------------------------|------------|--------------------------|--------------------------|-------------------------------------|
| Boley Park Community Hall Management Committee | 4          | 1 Year                   | Jun-26                   | Cllr A Fox                          |
|                                                |            |                          | Jun-26                   | Cllr D Baker                        |
|                                                |            |                          | Jun-26                   | Cllr R Yardley                      |
|                                                |            |                          | Jun-26                   | Cllr J Eagland                      |
| Boley Park Community Hall Trustees             | 4          | Until retire or replaced | Until retire or replaced | Cllr J Eagland                      |
|                                                |            |                          |                          | Cllr R Yardley                      |
|                                                |            |                          |                          | C Spruce                            |
|                                                |            |                          |                          | Cllr M Warfield                     |
| Bower Committee                                | 1          | 1 Year                   | Jun-26                   | Cllr J Madden                       |
| Curborough Community Association               | 1          | 1 Year                   | Jun-26                   | Cllr C Ball                         |
| Darwin Hall Community Association              | 4          | Until retire or replaced | Until retire or replaced | Cllr J Madden                       |
|                                                |            |                          |                          | Cllr A Hughes                       |
|                                                |            |                          |                          | Cllr B Watkins                      |
|                                                |            |                          |                          | Cllr J Marshall                     |
| Dovehouse Fields Community Garden              | 2          | 1 Year                   | Jun-26                   | Cllr J Madden<br>OR<br>Cllr D Baker |
|                                                |            |                          |                          | Cllr J Smith                        |
| Dr Milley's Hospital                           | 1          | 4 Years                  | Mar-27                   | Cllr R Harvey-Coggins               |
| Erasmus Darwin Foundation                      | 1          | 1 Year                   | Jun-26                   | Cllr B Watkins                      |
| Friends of Samuel Johnson Community Hosp.      | 1          | 1 Year                   | Jun-26                   | Cllr A Lax                          |
| Friends of Lichfield Historic Parks Group      | 1          | 1 Year                   | Jun-26                   | Cllr H Ashton                       |
| Guild of St Mary's Centre Lichfield (Ltd)      | 1          | 1 Year                   | -                        | Mayor in Office                     |
| Johnson Council (non-voting observers)         | 2          | 1 Year                   | -                        | Mayor in Office                     |
|                                                |            |                          | -                        | Sheriff in Office                   |
| Lichfield Arts [non-voting observer]           | 1          | 1 Year                   | Jun-26                   | Hannah Jell                         |

| Outside Body                                                           | No of Reps | Period of Office         | 2025/2026 Appt Ends      | Draft Appointments for 2026/27 |
|------------------------------------------------------------------------|------------|--------------------------|--------------------------|--------------------------------|
| Lichfield District City of Sanctuary                                   | 3          | 3 Years                  | Mar-28                   | Cllr H Ashton                  |
|                                                                        |            |                          |                          | Cllr D Baker                   |
|                                                                        |            |                          |                          | Cllr C Ball                    |
| Lichfield Camera Club                                                  | 1          | 1 Year                   | -                        | Mayor in Office                |
| Lichfield Conduit Lands Trust                                          | 2          | 1 Year                   | -                        | Mayor in Office                |
|                                                                        |            | 4 Years                  | Jun-29                   | Kate Greening                  |
| Lichfield Rail Alliance, West Coast Rail 250 etc                       | 1          | 1 Year                   | Jun-26                   | Cllr A Fox                     |
| Mary Slater's Charity                                                  | 2          | 1 Year                   | -                        | Mayor in Office                |
|                                                                        |            |                          | -                        | Sheriff in Office              |
| Michael Lowe's and Associated Charities                                | 5          | 4 Years                  | 15 July 28               | Cllr A Hughes                  |
|                                                                        |            |                          | 23 April 30              | Donna Greateorex               |
|                                                                        |            |                          | 3 April 30               | Hannah Jell                    |
|                                                                        |            |                          | April 2029               | Cllr B Watkins                 |
|                                                                        |            |                          | Nov 28                   | Cllr J Eagland                 |
| Municipal Charities                                                    | 4          | 1 Year                   | -                        | Mayor in Office                |
|                                                                        |            | 4 Years                  | Nov-28                   | Cllr C Ball                    |
|                                                                        |            |                          | Nov-28                   | J Fox                          |
|                                                                        |            |                          | Nov-28                   | Cllr H Ashton                  |
| Purple Flag Accreditation                                              | 1          | Until retire or replaced | Until retire or replaced | Cllr B Watkins                 |
| South East Staffs CAB                                                  | 1          | 1 Year                   | Jun-26                   | Cllr D Baker                   |
| SPCA - Executive Cttee (nomination only – subject to election by SPCA) | 1          | 2 Years                  | Sep-26                   | Cllr A Hughes                  |
| St Giles Hospice Local Government Friends'                             | 1          | 4 Years                  | Jun-27                   | Cllr J Anketell                |
| Support Staffordshire                                                  | 1          | 1 Year                   | Jun-26                   | Kate Greening                  |
| Twinning Association                                                   | 3          | 1 Year                   | -                        | Mayor in Office                |
|                                                                        |            |                          | Jun-26                   | Cllr H Ashton                  |
|                                                                        |            |                          | Jun-26                   | Elaine Clark (TBC)             |

Summary of changes/informal nominations follows overleaf.

### Summary of Proposed Changes/Informal Nominations

| Outside Body                                   | Current Representative              | 2026/27 Proposal/s                      |
|------------------------------------------------|-------------------------------------|-----------------------------------------|
| Boley Park Community Hall Management Committee | Cllr S Schafer                      | Cllr A Fox                              |
| Bower Committee                                | Cllr J Marshall (standing down)     | Cllr J Madden                           |
| Darwin Hall Community Association              | 1 position vacant                   | Cllr J Madden                           |
| Dovehouse Fields Community Garden              | Naomi Lane (standing down)          | Cllr J Madden <b>OR</b><br>Cllr D Baker |
| Lichfield Arts                                 | Cllr C Pinder-Smith (standing down) | Hannah Jell                             |
| Lichfield Rail Alliance                        | Cllr M Warfield                     | Cllr A Fox                              |
| SPCA                                           | Cllr J Marshall (standing down)     | Cllr A Hughes                           |
| Twinning Association                           | Cllr S Schafer                      | Elaine Clark (TBC)                      |

**For Council: 8 June 2026 APPENDIX 6**

**PAYMENTS BY DIRECT DEBIT**

| <b>Supplier</b>                     | <b>Nature of Goods Supplied</b>                                                                                                                 | <b>Estimated Average Direct Debit Payment (including VAT)</b> | <b>Frequency of Payment</b> |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------|
| Npower                              | Utility electricity supply to City Council buildings 9 accounts                                                                                 | £1,530                                                        | Monthly                     |
| Npower Commercial Gas               | Meter operator service – Guildhall                                                                                                              | £260                                                          | Annual                      |
| British Gas                         | Utility gas supply to Birthplace Museum                                                                                                         | £420                                                          | Monthly                     |
| Lichfield District Council          | Business Rates<br>(4 accounts)                                                                                                                  | £2,930                                                        | Monthly                     |
| Lichfield District Council          | Grounds Maintenance Contract                                                                                                                    | £17,040                                                       | Monthly                     |
| Lichfield District Council          | Refuse bin collections – Donegal House, Guildhall & Market                                                                                      | £4,000                                                        | Annual                      |
| Elavon (OPAYO)                      | Card Machine hire/transaction fees, PCI fees                                                                                                    | £230                                                          | Monthly                     |
| BT Group PLC                        | Broadband                                                                                                                                       | £60                                                           | Monthly                     |
| EE Limited                          | Mobile phones – Market, Guildhall, Open Spaces                                                                                                  | £110                                                          | Monthly                     |
| MT Services                         | IT Support Contract<br>Office 365/server backup and firewall protection, LCC officer/member email account provision/administration/security etc | £1,730                                                        | Monthly                     |
| Water Plus<br>Pennon Water Services | Water Utility supply to City Council buildings ( <i>separate accounts for each applicable building</i> )                                        | £150<br>£400                                                  | Monthly<br>Half Yearly      |
| Ricoh                               | Photocopier lease/usage (Donegal House and Birthplace Museum)                                                                                   | £1,140                                                        | Quarterly                   |

| Supplier                             | Nature of Goods Supplied                                              | Estimated Average Direct Debit Payment (including VAT) | Frequency of Payment     |
|--------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------|--------------------------|
| HM Land Registry                     | Land ownership/boundary confirmation                                  | less than £10                                          | Dependant on service use |
| Information Commissioner's Office    | Annual Data Protection fee                                            | £50                                                    | Annual                   |
| Sage Accounts                        | Accounting software                                                   | £6,000                                                 | Annual                   |
| Nat West<br>- Autopay<br>- Bank Line | Banking charges for salary/<br>BACS payments                          | £105                                                   | Monthly                  |
| Franco-Postalia Ltd                  | Franking Machine rental<br>Postage                                    | £85<br>£500                                            | Quarterly<br>Half Yearly |
| Justice Security                     | Fire/Intruder alarm maintenance and monitoring across LCC owned sites | £1,350                                                 | Quarterly                |
| Spitfire                             | Office telephones/internet<br>Guildhall internet/WiFi                 | £720                                                   | Monthly                  |
| Total Energies                       | Utility gas supply – Donegal House/Guildhall                          | £680                                                   | Monthly                  |
| Regium                               | SJBM donations/Fees                                                   | £15                                                    | Monthly                  |

| Analysis                   |          |          |          |          |          |
|----------------------------|----------|----------|----------|----------|----------|
| Year                       | 2021/22  | 2022/23  | 2023/24  | 2024/25  | 2025/26  |
| Direct Debits Gross        | £249,100 | £282,217 | £330,746 | £322,909 | £321,697 |
| Direct Debits (net of VAT) | £215,112 | £242,947 | £283,715 | £276,619 | £276,196 |
| Number of Transactions     | 305      | 345      | 368      | 379      | 393      |

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

At its April meeting, this Council considered a request from Staffordshire County Council (SCC) to transfer parcels of land to facilitate proposed infrastructure improvements along Eastern Avenue - between Irving Close and Grange Lane. The improvements being designed to improve the safety of vulnerable road users, notably pupils attending The Friary School. The full minute and resolution is reproduced below

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

Members considered the Town Clerk's report at **AGENDA APPENDIX 1** and were largely in support of the transfer. Councillor A Fox requested that an overage clause be included in the agreement. The Town Clerk confirmed that this could be included in readiness for the next Council meeting after the advertisement period.

Councillor S Schaffer questioned the need for the transfer and subsequently voted against the motion. Councillor J Anketell abstained from the vote.

**RESOLVED:**

***a) Council agree in principle to the transfer of land for the reasons set out in the Town Clerk's report***

***b) Council confirms that subject to (c) and (d) below, it agrees in principle to transfer the land shown as being the footprint of the proposals at Agenda Appendix A 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.***

In regard to parts (c) and (d) above, the proposals have been advertised on the LCC website and by Public Notice on two occasions in the Lichfield Advertiser. No objections have been received.

At the time of initial consideration by this Council, the proposals were also being consulted on by SCC.

**Developments Since Previous Report and Impact on Proposals**

The Town Clerk received an update from SCC on 27 May which simplifies this matter significantly.

Following consultation, *only one* of the proposed schemes on land owned by LCC is now progressing; this is set out as a dotted line within the Plan at **APPENDIX A** of this report.

Rather than transfer title from LCC to SCC together with the associated overage agreement as discussed at April Council, SCC propose the required LCC land be dedicated to the public highway *with ownership title remaining with LCC*. This would likely be under Section 25 of the Highways Act 1980, which allows local authorities to create new public rights of way through voluntary agreement with a landowner.

The 'dedication' gives a right of way and vests control of the surface to SCC; it does not strip

LCC of the underlying ownership or the right to financial windfalls from future development of the dedicated land – negating the need for an overage clause. Such an agreement would also ensure the area is maintained by SCC as public highway.

From SCC's perspective, this solution also seems logical as they require only a highway right by dedication to accomplish their proposals, no change in title is necessary.

If the proposal is supported by Council then the final agreement will need to be assessed to ensure it is appropriate for LCC to enter into. There is also the possibility that minor variations may occur in the footprint of the land required to be subject to the dedication during the remaining planning and construction phases; the recommendation below puts measures in place to allow for such eventualities.

**RECOMMENDED:**

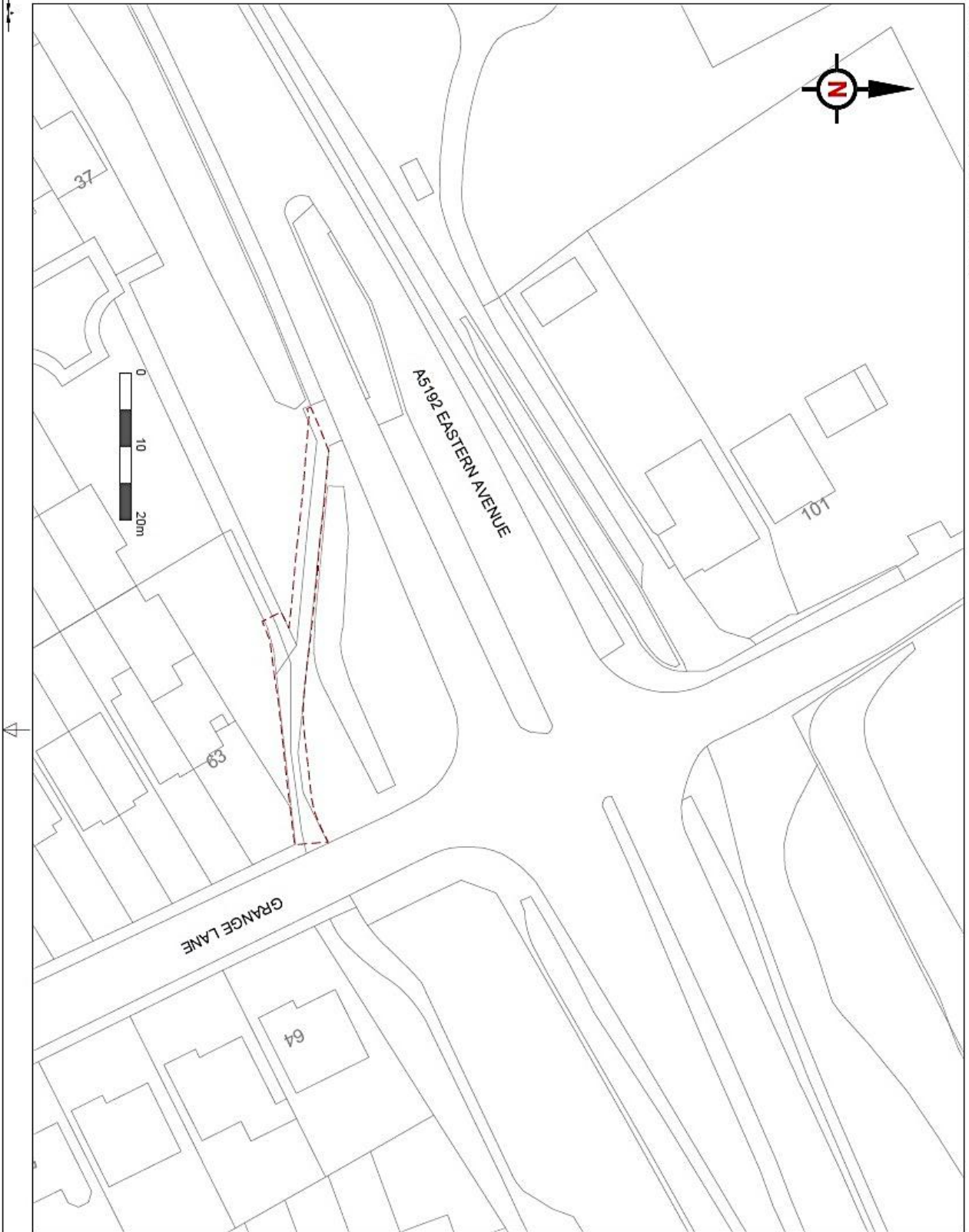
- 1. Council to consider the proposal, i.e. to allow SCC to establish a highway right by dedication over the land corresponding with the footprint of the proposals (and any minor variations that may emerge), allowing the proposed improvements to be progressed with maintenance responsibilities resting with SCC, but the land title to remain with LCC.***
- 2. Delegated authority be given to the Town Clerk in consultation with the Leader of the Council to progress the matter to a conclusion with SCC and legal representatives as appropriate.***

# APPENDIX A

File Name: C:\Users\Abhishek\OneDrive - Staffordshire County Council\Integrated Transport - 1 Live Drgs\067571-R00-01 - Land Plans.dwg  
 Layout Name: R00-18

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**KEY**  
 Approximate area of  
 200m² to be acquired  
 by Staffordshire  
 County Council

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## For Council: 8 June 2026 APPENDIX 8

### OFFICERS' INFORMATION REPORT

#### 1. Civic Matters: Harriet Chatwin, Civic Officer

The annual St George's Court was held at the Guildhall on Thursday, 23 April. This traditional manorial court was well received, with over 70 people in attendance. Ale Tasters Doug Smith and Andy Smith, in their first year in the role, delivered their witty reports, along with this year's High Constables, Mark Jones and David Mills. Following the passing of Geoff Mumford of Burton Bridge Brewery, the Duke of York kindly donated a cask of ale for taste-testing purposes. The Court was then closed, and proceedings ended with the toast to 'The Immortal Memory of St George,' led by the Chair of Lichfield District Council, Cllr Keith Vernon.



The annual Sheriff's Darwin Walk took place on Sunday, 26 April, with the Sheriff joining participants as they set off from Bunkers Hill, Beacon Park. Following a well-established route along the city boundary, walkers enjoyed stunning views of the city. Encouraged by the good weather, over 50 people took part, many bringing their dogs along to join the walk.



Final accounts are still awaited, but indications are that Cllr Claire Pinder-Smith and Revd Ian Hayter will have raised just over £5,000 during 2025–26 for their chosen charities. It is hoped that cheques will be presented to representatives of Lichfield Arts and the Pathway Project in late June.

Over the course of the year, the Mayor attended more than 44 local engagements within the city, the Deputy Mayor attended 21, and the Sheriff more than 55, visiting a wide range of local communities and organisations. The Council extends its sincere thanks for the invitations received.

The investiture of the new Mayor, Deputy Mayor and Sheriff for Lichfield City Council took place at the Guildhall during the Annual Council meeting on Wednesday, 13 May 2026.

The new Mayor of the City is Councillor Rosie Harvey-Coggins, proposed by Councillor A Hughes and seconded by Councillor J Marshall. The Mayor's Consort for the ensuing year is Andy Harvey-Coggins.

In accepting the office of Mayor for the forthcoming year, Councillor Harvey-Coggins thanked her fellow councillors for their support and stated that it was a great honour and privilege to be elected. She also paid tribute to the work of the outgoing Mayor, Cllr Claire Pinder-Smith, and Sheriff, Revd Ian Hayter, who together raised just under £5,000 for their chosen charities—Lichfield Arts and the Pathway Project—through a number of events held during their year in office.

The new Deputy Mayor is Councillor Russ Bragger, whose appointment was proposed by Councillor C Ball and seconded by Councillor A Hughes. The Deputy Mayor's Consort for the ensuing year is Catherine Bragger.

Completing the new Civic Team is Councillor Andrew Fox, who was elected Sheriff of the City, following a proposal by Councillor P Knight and secondment by Councillor R Bragger.



*L-R: Sheriff, Cllr Andrew Fox, Mayor, Cllr Rosie Harvey-Coggins & Deputy Mayor, Cllr Russ Bragger*

The Mayor proudly announced her appointment of the Mayor's Cadet, Royal Air Force Cadet Corporal Amelia Wooldridge, and the Mayor's Chaplain, Revd Ian Hayter, for her forthcoming year in office.

Following the investiture of the new Civic Team, the retiring Mayor and Sheriff were presented with replica badges of office.

During their year in office, the Mayor and Sheriff will jointly host four events to raise money for their nominated charities: Grace Cares and Friends2Friends.

Following Council, the Mayor's Banquet was held in the Guildhall. Reports on this, the traditional Court of Araye on Spring Bank Holiday Monday, and the Swinfen Broun Bowls Match will follow in the next officers' report.

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

### **Festival Gardens (Site 19C)**

Dismantling and processing of large storm damaged branch from chestnut tree which had fallen across Trunkfield Brook. Further inspection of tree to be undertaken.



### **Birch Grove (Site 17A/B)**

Local residents are in process of developing a community planting area at this site.

The trial project features bulbs and shrubs on each side of road.



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

- **Wissage Lane (site 14C)** – cut back several overgrown trees on open space which overhang pavement and roadside.
- **Netherbridge Ave & Cornfield Drive (site 14B)** - Various trees lifted and elm tree deadwooded, removing lower branches overhanging car parking area.
- **Christian Fields (site 1)** – Previously felled branches have been chipped & firepits cleared
- **Kean Close to Terry Close (site 5)** – Area of overgrown weeds removed
- **Pool Walk (site 29)** – Replacement pump fitted to Cycle Repair Station
- Debris from recent storm damaged trees and bushes cleared at various locations including: Furnivall Crescent (site 13C), The Friary to Parnell Avenue (FP41), Bishops Walk (FP20), Haymoor (site 53), St Michael's Churchyard (site 60)

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

The 2026/27 financial year has begun on an extremely positive note, with the highest number of visitors recorded for this period in any previous year. Since April, Museum Attendants have welcomed a total of 3,277 visitors to the Birthplace.

#### Museum Accreditation Achievement

We are delighted to report that the Birthplace has successfully achieved full Museum Accreditation status. This reflects the significant work undertaken to ensure the museum operates to recognised professional standards and continues to provide high-quality care for its collections and visitors. Museum Accreditation, administered by Arts Council England, is the UK industry standard for museums and galleries. Accreditation demonstrates that a museum is appropriately governed and managed, cares effectively for its collections, and provides accessible and engaging services for the public. It is widely recognised as the benchmark for well-run museums and galleries.

The Accreditation Return process required a comprehensive review and update of the museum's plans, policies, and procedures to ensure continued compliance with the Accreditation Standard. This included updating documentation, addressing outstanding recommendations from the previous assessment, and aligning procedures with current sector requirements.

Achieving full Accreditation represents a significant accomplishment for the Birthplace.

#### Interpretation and Displays

A small pop-up exhibition, *A Life in Letters*, is scheduled for installation on the top floor of the Birthplace at the end of May and will remain on public display until October. The exhibition explores how personal correspondence can provide insight into relationships, personalities, and social attitudes in the eighteenth century.

The exhibition was developed following a student placement undertaken in November 2025 by Harvey Venables, a History student from Keele University. The placement focused on museum research and interpretation, providing practical experience working with historic collections while contributing to the development of new displays at the Birthplace.

Drawing on items from the museum's collection, the exhibition features three letters written by Samuel Johnson, a letter by Anna Seward, and David Garrick's wax seal (pictured), accompanied by interpretive panels.



The display presents several perspectives on Johnson's life and reputation. One letter to the bookseller Jacob Tonson highlights Johnson's determination to defend his work and professional reputation, while correspondence with Hester Thrale reveals a more personal and humorous side to his character. A letter to Sophia Thrale demonstrates Johnson's encouragement of education and intellectual curiosity, particularly in relation to the education of young women.

### SEALING A LETTER

Like most people in the 1700s, Johnson usually wrote his letters on a single sheet of paper. The sheet was folded to create four writing pages.

When the letter was finished, it was folded again into a small packet. A blob of hot wax sealed it shut, and the address was written on the outside. The letter became its own envelope.

This careful folding protected the contents and kept the message private until it reached the person it was sent to. The wax seal also showed whether the letter had been opened along the way.



### SIGNED, SEALED, DELIVERED

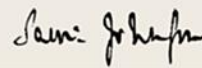
From 1635, and throughout most of the 1700s, letters were carried between towns by post-boys on horseback. It was slow and sometimes dangerous work. Riding alone with bags of mail, post-boys were easy targets for highwaymen.

In 1784, faster horse-drawn mail coaches began to replace post-boys on major routes. Each coach carried a guard armed with pistols to protect the mail.

Lichfield stood on an important coaching road. By the 1780s, the George Hotel had become a busy postal hub, with regular deliveries travelling to and from London.

Once the mail arrived, the postmaster or postmistress sorted it. Most people collected their letters in person from the local post house, often an inn, shop, or private home. In some places, a messenger called a foot-post delivered letters locally for an extra fee.

'By my absence from home, and for one reason and another I owe a great number of letters, and I assure you that I sit down to write yours first.'

A handwritten signature in cursive script, which appears to be 'Sam. Johnson'.

*Interpretation panel design proof for A Life in Letters pop-up exhibition*

The exhibition also includes a letter by Seward, known as the "Swan of Lichfield", offering a contrasting contemporary opinion of Johnson and reflecting the influence and prominence he held within literary society during the period.

### Building Maintenance

Annual building maintenance is currently underway, including CCTV system maintenance, insurer inspections of the boiler and water heater, and the annual flushing and servicing of the non-return valve to help prevent flooding. PAT testing has now been completed across the site, and arrangements are currently being made to schedule the remaining planned preventative maintenance works for the year. This includes coordinating the programme for the five-yearly electrical inspection and testing to ensure continued compliance and safe operation of building systems.

### Events and activities at the Birthplace

From family crafts and walking tours to book club, Latin classes, and evening talks, the Birthplace continues to offer a varied events programme with activities for all ages.

In May, Museum Attendant Sarah Dale led a tour titled *Portraits in Focus*, exploring the remarkable eighteenth-century paintings currently on display. Through close observation and storytelling, the tour examined the sitters, the artists who painted them, and the personal and historical stories connected to each portrait. The event gave visitors deeper insight into the people, artistry, and social history of the period.

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

The Friday and Saturday markets are fully occupied with only three pitches available on the Tuesday Market. The Fruit & Vegetable stall continues to trade on Wednesdays alongside *Poppies* floral displays; both are proving popular with shoppers.

On Thursday 6 May “*Spin on the Square*” were on the Market Square raising money for a children’s cancer charity. After a hard day pedalling they collected an amazing £911.



#### Tuesday Market Update

Officers are actively seeking new traders to fill the three vacant pitches on the Tuesday market. There are two new casual traders *Peak Sales Basket & Giftware* and *Rewind Vintage Toys*. In addition The Shoe Stall is now also standing on Tuesdays as well as Saturday.



#### Friday and Saturday Market Update

On Saturday 4 April due to the predicted high winds, a restricted market was operated allowing trading from vehicles. Unfortunately, due to the conditions only nine traders opted to stand. For safety reasons the market closed at 1:30pm on Saturday 11 April due the wind gusting at over 40mph.

The majority of new enquiries that are being received are for Friday or Saturday, as these days are currently fully occupied new traders are offered a pitch on the Tuesday market as a starting point.

## Antique & Vintage Market

The first Antique & Vintage market operated by *Dark Antiques* took place on Sunday April 12. The inaugural market was officially opened by the Sheriff of Lichfield, Revd Ian Hayter and the City Councils' Town crier, Adrian Holmes who performed a special 'cry' from the steps of the Johnson Birthplace Museum. Although the weather was inclement traders reported having a successful day. As a result the operator has booked an additional four dates in May, June, July and September and it is hoped that this will become a regular market. In addition *Dark Antiques* have booked the Guildhall in October for a Halloween themed event and a Christmas antique market on the square.



## Vegan Market

The Vegan market returned on Sunday 17 May alongside the Food Festival. It proved extremely successful with a good footfall throughout the day.

## Producers' Market

The Producers' Market, operated by CJ Events, is held on the first Sunday of the month. The market is well supported by 30 traders standing. It is immensely popular with customers, with many revisiting every month. There are a high number of traders that attend, not always the same traders each month and all have variety of goods to sell.



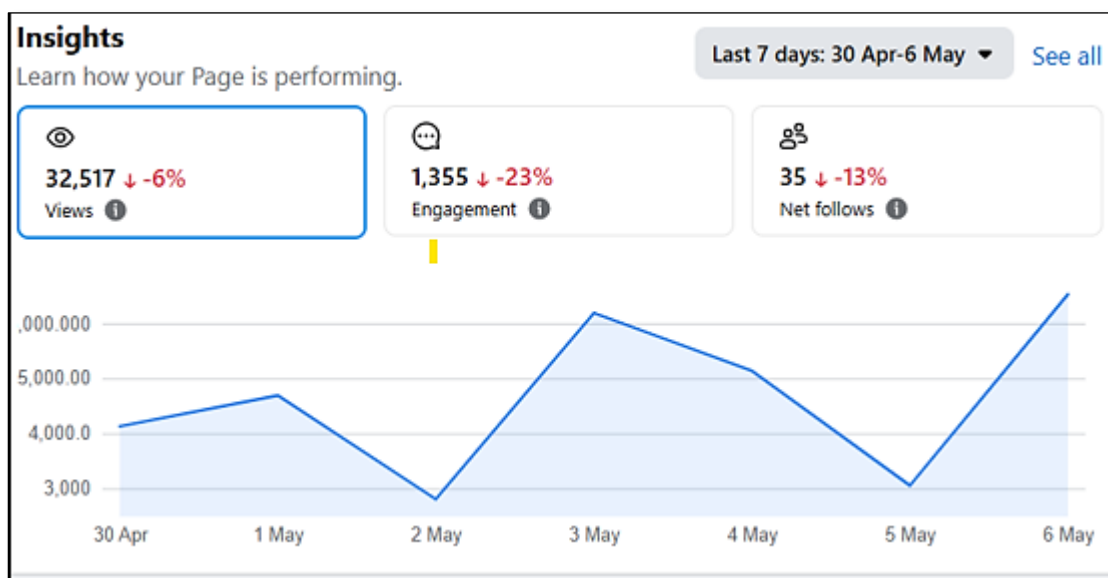
## Lichfield Food Festival

On 16 and 17 May Lichfield Food Festival, organised by Lichfield District Council, took place. Due to the rise in the UK threat level the decision was made by organisers to extend the market until 5pm in order to control the movement of vehicles. There were a number of logistical issues which have been fed back to the LDC events team. LCC Officers will continue to work closely with LDC Officers to ensure solutions are found ahead of the next Food Festival in August.



## Social Media

All social media platforms maintain a good following. The statistics below show the number of followers and interaction for a 28-day comparison from April to May on Facebook. Officers are focusing on existing traders by giving them a spotlight and promoting their stall on a regular basis. Any new traders that come onto the market are given an in-depth showcase on social media to help promote their arrival on the Market and to help increase footfall.



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

Recent Guildhall bookings and events have included the following:

### **Civic Events**

St George's Court and Annual Council/Banquet. The Court of Araye was held on 25 May. Other City Council meetings/events include Council, our Annual Town Meeting and the Johnson Museum Writers Group

### **Subsidised Rate**

Bookings in this category include our regular hirers: Bridge x 8, Chess x 7, U3A x 1, and RSPB x 2, Band Practice x 2 and the National Trust x 1. Sinfonia also held their Spring Concert.

Other bookings in this rate included 6 meetings and 3 rehearsals.

Lichfield Arts held 6 concerts during April and May and a volunteers training session and the Bower Model Fair returned to the Guildroom on Saturday 23 May.

A local group put on a History of Lichfield display/exhibition during May in the Guildroom (pictured).



### Standard Rate

1 meeting has been held under this category.

A 75<sup>th</sup> Birthday Party was held in the Guildhall.

Lichfield Society of Artists held a wonderful 5 x day Art Exhibition in the Guildroom; their next Art Exhibition will be held in October.



## Commercial Bookings

Market Research had 3 bookings during this period, we also had a first booking for a 'Flip & Thrift' clothes sale – with the queue of those attending stretching down Bore Street.

## Impact of Roof Repairs

The number of bookings will be reduced until August whilst roof repairs are taking place. The Main Hall will not be available during Monday - Friday daytime. We are continuing with evening and weekend Main Hall bookings where possible.

The daytime bookings of other rooms during this period are reviewed as necessary (hirers are likely to have noise disruption). We are continuing with evening and weekend bookings in other rooms.

The calendar has been quiet because the roof repairs were originally due to start after the Wedding on 11 April but were delayed due to an additional survey. The scaffolding is now in place at the front and rear of the Guildhall, and work to the roof is ongoing.



## **General Maintenance**

Other maintenance includes various plumbing repairs including replacing the hot water tank which supplies the first-floor kitchen, and both sets of main toilets. The Skywinder has also had its 6 monthly service. The overhead fans in the first-floor kitchen have also been serviced.

## **The Old Prison Cells**

The Old Prison Cells have reopened to the public on Saturdays during April – September, from 10:00 – 16:00, with volunteers on hand to assist visitors. The Cells will be closed during whole building bookings and weddings.

## **BOLEY PARK COMMUNITY HALL**

During April and May the following occasional bookings took place:

- 3 children's birthday parties
- Stamp Fair
- Charity Barn Dance
- 3 x pre-loved clothes sales
- Craft De-stash Event
- Holiday playscheme for 3 days over the Easter holidays.
- Vintage Valuations Day
- Pre-school's Spring Fair

Regular hirers include:

- Boley Park Pre-School – 5 mornings a week
- Zumba
- Yoga x 2 groups
- Line Dancing
- Ballroom Dancing
- Fitness/Pilates
- Total Stars Stage School
- Sequence Dancing
- Karate

Routine servicing was carried out on the CCTV and Fire Alarm.

**The NHS Breast Screening Trailer** has returned to the car park outside the hall for 12 months. An agreement has been made for invoicing electricity used.

**Following the vandalism** over the Easter Holidays which resulted in 4 broken windows, all repairs have been completed and invoices passed to the Police for their case.

## **6. Deputy Town Clerk: Sarah Thomas**

The Deputy Town Clerk has provided secretariat support at the Annual Council meeting on 13 May and Annual Town Meeting on 20 May.

The Annual Town Meeting (ATM) was attended by around 30 people. As Members know, the ATM is a meeting for the electorate of the parish of Lichfield and gives Councillors an opportunity to comment on the Council's Annual Report. Grant recipients are also invited to attend and explain how their funding has been used. This year, 14 recipients took part, each offering a helpful overview of their charity's work. This part of the meeting is both informative and valuable, giving attendees a better understanding of the charities working across the city. The meeting also ends with an opportunity to network over tea.

In addition the Deputy Town Clerk is also supporting the Town Clerk with the administration of planning applications and work continues on streamlining internal processes, particularly in relation to Guildhall bookings and markets.

The next community day is scheduled for Thursday 28 May on the Market square and will focus on services for young people. A full report will be included in the July Officers report to Council.

The Terrorism (Protection of Premise Act) 2025, otherwise known as Martyn's law received Royal Assent on 3 April 2025, and it is expected that the implementation period will be at least 24 months. In anticipation of this Officers have been working on robust processes and procedures for the last two years, which has included training for all employees. As a result the City Council is now well prepared for the anticipated enforcement in 2027. The Deputy Town Clerk will also be attending a one day conference at the beginning of June about the implantation of Martyn's law which will provide a valuable opportunity to network with other Parish authorities and share experiences.

## **7. Responsible Financial Officer – Lisa Davies**

The RFO is continuing with her induction programme, having completed her Financial Introduction to Local Council Administration (FiLCA) qualification, and introductory GDPR and critical incident training. She has also been observing and undertaking training with the Accounts Administrative Officer and Internal Auditor on the year end accounting procedures.

The RFO is looking at our sales invoicing systems and has formed a focus group with the Deputy Town Clerk and Guildhall Bookings Officer to review and improve the Guildhall Bookings procedures and is currently supporting the Museum Support Officer with comparing potential alternative point of sale (POS) systems to be introduced at the Birthplace.

The RFO has streamlined some of the processes regarding payroll which has created time efficiencies within the team, including introducing passworded electronic payslips and linking HMRC into SAGE payroll to directly update tax codes whilst complying with GDPR.

Again, the RFO would like to extend her thanks for the warm welcome she has received.

## For Council: 8 June 2026   APPENDIX 9

### Current Account Payments list from 1 March to 31 March 2026

| Date       | Ref       | Name                          | Budget Head                       | Detail                                                      | Net       | Tax    | Paid      |
|------------|-----------|-------------------------------|-----------------------------------|-------------------------------------------------------------|-----------|--------|-----------|
| 02/03/2026 | DDebit    | Lichfield District Council    | BIRTHPLACE Rates/Water            | Rates 25/26 - Final instalment of 12                        | 10.00     | 0.00   | 10.00     |
| 02/03/2026 | Debit     | Regium Consulting Ltd         | BIRTHPLACE Supplies & Services    | Regium fee for contactless donations paid to LCC on 2/3     | 4.72      | 0.00   | 4.72      |
| 03/03/2026 | DDebit    | Land Registry                 | ADMIN Supplies & Services         | Land Registry search fee                                    | 7.00      | 0.00   | 7.00      |
| 03/03/2026 | DDebit    | Regium Consulting Ltd         | BIRTHPLACE Supplies & Services    | Monthly service fee for digital donations box - February    | 12.50     | 2.50   | 15.00     |
| 04/03/2026 | Debit     | Elavon Financial Services     | BIRTHPLACE Supplies & Services    | Elavon card and activity fees - February                    | 15.70     | 0.00   | 15.70     |
| 04/03/2026 | Debit     | Elavon Financial Services     | BIRTHPLACE Supplies & Services    | Elavon PCI fees - March                                     | 6.00      | 1.20   | 7.20      |
| 04/03/2026 | Debit     | Elavon Financial Services     | MARKET Supplies/Services          | Elavon card and activity fees - February                    | 130.59    | 0.00   | 130.59    |
| 04/03/2026 | Debit     | Elavon Financial Services     | MARKET Supplies/Services          | Elavon PCI fees - March                                     | 6.00      | 1.20   | 7.20      |
| 05/03/2026 | D Card    | Amazon                        | ADMIN Supplies & Services         | 2 additional monitors for RFO and Accounts Officer          | 106.58    | 21.32  | 127.90    |
| 05/03/2026 | DDebit    | Water Plus Ltd                | ADMIN Offices Rates/Water         | Used water & surface drainage 12/1 - 12/2                   | 24.06     | 0.00   | 24.06     |
| 06/03/2026 | D Card    | Gazeboshop                    | MARKET Supplies/Services          | 2 truss bar sets for market gazebo                          | 45.83     | 9.17   | 55.00     |
| 09/03/2026 | DDebit    | Francotyp-Postalia Ltd        | ADMIN Tel/Postage                 | Franking machine postage less Mailmark & old machine credit | 401.52    | 0.00   | 401.52    |
| 11/03/2026 | DDebit    | British Telecommunications    | HALLS Boley Hall                  | Broadband service at Boley Hall - February                  | 52.23     | 10.45  | 62.68     |
| 12/03/2026 | D Card    | Ebay                          | ADMIN Supplies & Services         | Case for tablet                                             | 8.94      | 0.00   | 8.94      |
| 12/03/2026 | DDebit    | Npower Ltd                    | ADMIN Donegal House Energy        | Electricity - November (adjusted to actual meter reading)   | 373.40    | 74.68  | 448.08    |
| 13/03/2026 | BACS 3123 | First Secure Ltd              | CIVIC Events                      | Security including road closure for Shrovetide Races        | 1,110.00  | 222.00 | 1,332.00  |
| 13/03/2026 | BACS 3124 | Musicmann Ltd                 | CIVIC Events                      | Supply & erection of barriers for Shrovetide Races          | 1,950.00  | 390.00 | 2,340.00  |
| 13/03/2026 | BACS 3125 | Pioneer Roadshows             | CIVIC Events                      | PA system for Shrovetide Races                              | 275.00    | 0.00   | 275.00    |
| 13/03/2026 | BACS 3126 | R & J Tree Services Ltd       | C I L Expenditure                 | Christian Fields Woodland - Remove dead trees and branches  | 3,600.00  | 720.00 | 4,320.00  |
| 13/03/2026 | BACS 3126 | R & J Tree Services Ltd       | PARKS Other Repair/Maint          | St Chads - Emergency callout to storm-damaged tree          | 1,080.00  | 216.00 | 1,296.00  |
| 13/03/2026 | BACS 3126 | R & J Tree Services Ltd       | PARKS Other Repair/Maint          | Repair Weston Rd bus shelter after car accident             | 480.00    | 96.00  | 576.00    |
| 13/03/2026 | BACS 3126 | R & J Tree Services Ltd       | PARKS Other Repair/Maint          | Swallow Croft footpath - Cut back tree and other foliage    | 600.00    | 120.00 | 720.00    |
| 13/03/2026 | D Card    | Amazon                        | ADMIN Supplies & Services         | Tablet charger & case                                       | 9.37      | 1.87   | 11.24     |
| 13/03/2026 | D Card    | Amazon                        | ADMIN Supplies & Services         | Monitor cables                                              | 17.09     | 0.00   | 17.09     |
| 13/03/2026 | D Card    | Amazon                        | CIVIC Events                      | Biscuit packs for civic events                              | 15.90     | 0.00   | 15.90     |
| 13/03/2026 | D Card    | Amazon                        | CIVIC Sheriff's Allowance - A Fox | Boxes for Sheriff's Ale (incoming Sheriff)                  | 32.49     | 6.50   | 38.99     |
| 13/03/2026 | DDebit    | NatWest Autopay               | EMPLOYEE COSTS                    | Wages and salaries - March                                  | 31,858.55 | 0.00   | 31,858.55 |
| 16/03/2026 | DDebit    | Nat West                      | ADMIN Supplies & Services         | Monthly online banking fee - March                          | 38.00     | 0.00   | 38.00     |
| 16/03/2026 | DDebit    | Pennon Water Services         | PARKS Other Repair/Maint          | Friary Fountain water standing charges 9/7/25 - 31/1/26     | 57.13     | 0.00   | 57.13     |
| 16/03/2026 | DDebit    | Total Energies                | Gas - Donegal 35% + Guildhall 65% | Gas 31/12 - 31/1 (Estimated)                                | 1,415.04  | 283.01 | 1,698.05  |
| 17/03/2026 | D Card    | Amazon                        | ADMIN Supplies & Services         | Computer leads and desk riser                               | 23.32     | 0.00   | 23.32     |
| 17/03/2026 | DDebit    | EE Ltd                        | ADMIN Supplies & Services         | Tablet for Deputy Town Clerk - March                        | 7.20      | 1.44   | 8.64      |
| 17/03/2026 | DDebit    | EE Ltd                        | G/HALL Supplies/Services          | PA mobile - March                                           | 14.89     | 2.98   | 17.87     |
| 17/03/2026 | DDebit    | EE Ltd                        | G/HALL Supplies/Services          | On-call mobile - March                                      | 15.00     | 3.00   | 18.00     |
| 17/03/2026 | DDebit    | EE Ltd                        | G/HALL Supplies/Services          | Tablet for CCTV monitoring - March                          | 7.20      | 1.44   | 8.64      |
| 17/03/2026 | DDebit    | EE Ltd                        | MARKET Supplies/Services          | Markets mobile - March                                      | 17.10     | 3.42   | 20.52     |
| 17/03/2026 | DDebit    | EE Ltd                        | PARKS Other Repair/Maint          | OSO mobile - March                                          | 17.10     | 3.42   | 20.52     |
| 17/03/2026 | DDebit    | Elavon Digital Europe Ltd     | ADMIN Supplies & Services         | Hire of card machine - March                                | 19.00     | 3.80   | 22.80     |
| 17/03/2026 | DDebit    | Elavon Digital Europe Ltd     | MARKET Supplies/Services          | Hire of card machine - March                                | 19.00     | 3.80   | 22.80     |
| 17/03/2026 | DDebit    | Land Registry                 | ADMIN Supplies & Services         | Land Registry search fees                                   | 28.00     | 0.00   | 28.00     |
| 17/03/2026 | DDebit    | MT Services Computer Sys      | ADMIN Supplies & Services         | IT support, antivirus, backups, Office365 - February        | 959.00    | 191.80 | 1,150.80  |
| 17/03/2026 | DDebit    | MT Services Computer Sys      | BIRTHPLACE Supplies & Services    | Monthly internet service - February                         | 45.00     | 9.00   | 54.00     |
| 17/03/2026 | DDebit    | MT Services Computer Sys      | DEM SERVICES Supplies & Services  | Councillors' emails - February                              | 144.20    | 28.84  | 173.04    |
| 17/03/2026 | DDebit    | MT Services Computer Sys      | G/HALL Supplies/Services          | Monthly internet service - February                         | 45.00     | 9.00   | 54.00     |
| 17/03/2026 | DDebit    | Spitfire Network Services Ltd | BIRTHPLACE Supplies & Services    | New phones at museum - 50% deposit                          | 176.00    | 35.20  | 211.20    |
| 18/03/2026 | DDebit    | British Gas                   | BIRTHPLACE Energy                 | Gas 22/1 - 21/2 (Estimated readings)                        | 544.93    | 108.98 | 653.91    |
| 19/03/2026 | BACS 3127 | 1A Action Rotary Rod Ltd      | MARKET Repair/Maint               | Call out to clear blocked drains in Market Block            | 385.00    | 77.00  | 462.00    |
| 19/03/2026 | BACS 3128 | E A Barnes & Sons             | MARKET Supplies/Services          | 4 exchanges of covered skip - February                      | 360.00    | 72.00  | 432.00    |
| 19/03/2026 | BACS 3129 | Brownhill Hayward Brown       | R&R FUND Guildhall/Donegal Hs     | Guildhall roof repairs - Interim architect fees             | 2,728.60  | 545.72 | 3,274.32  |
| 19/03/2026 | BACS 3130 | City Life in Lichfield        | DEM SERVICES Publicity            | City View in City Life, March issue                         | 1,250.00  | 250.00 | 1,500.00  |
| 19/03/2026 | BACS 3131 | Darwin Hall Community Assoc   | C I L Expenditure                 | 75% balance for solar panel installation at Darwin Hall     | 5,220.00  | 0.00   | 5,220.00  |
| 19/03/2026 | BACS 3132 | EHM Exterior Home Maint       | MARKET Repair/Maint               | Re-bed cobble on square; new kick plate for toilet door     | 135.00    | 0.00   | 135.00    |
| 19/03/2026 | BACS 3133 | Eastern Shires Purch Org      | G/HALL Supplies/Services          | Various cloakroom & cleaning supplies                       | 290.85    | 58.17  | 349.02    |
| 19/03/2026 | BACS 3133 | Eastern Shires Purch Org      | G/HALL Supplies/Services          | Hand soap                                                   | 69.80     | 13.96  | 83.76     |
| 19/03/2026 | BACS 3134 | Claudia Galvez                | CIVIC Events                      | Live music for International Women's Day event              | 200.00    | 0.00   | 200.00    |
| 19/03/2026 | BACS 3135 | George Hotel (Lichfield) Ltd  | ARTS/TOURISM Expenditure          | 50% deposit for Limburg's Twinning weekend rooms            | 2,756.70  | 0.00   | 2,756.70  |
| 19/03/2026 | BACS 3136 | Immediate Care Medical        | CIVIC Events                      | Medical cover for Shrovetide Races                          | 810.00    | 162.00 | 972.00    |
| 19/03/2026 | BACS 3137 | JPSL Technical Services Ltd   | CIVIC Events                      | Hire of radios for Shrovetide Races                         | 134.00    | 26.80  | 160.80    |
| 19/03/2026 | BACS 3138 | Justice Fire and Security     | G/HALL Repair/Maint               | Resolve fault with Guildroom CCTV camera                    | 150.00    | 30.00  | 180.00    |
| 19/03/2026 | BACS 3138 | Justice Fire and Security     | G/HALL Repair/Maint               | Call out for car park camera; set up CCTV on DTC tablet     | 221.25    | 44.25  | 265.50    |
| 19/03/2026 | BACS 3139 | Lichfield Community Sports    | GRANTS General                    | Grant for Easter holiday camps per Council 10/3/26          | 3,000.00  | 0.00   | 3,000.00  |
| 19/03/2026 | BACS 3140 | Lichfield Lock & Key Repairs  | G/HALL Repair/Maint               | Call out for jammed key in back door & repair cylinder      | 105.00    | 21.00  | 126.00    |
| 19/03/2026 | BACS 3140 | Lichfield Lock & Key Repairs  | MARKET Repair/Maint               | Supply & fit combination lock for toilet in Market Block    | 97.03     | 19.41  | 116.44    |
| 19/03/2026 | BACS 3140 | Lichfield Lock & Key Repairs  | MARKET Repair/Maint               | Service combination lock on kitchen door                    | 60.00     | 12.00  | 72.00     |

| Date       | Ref       | Name                           | Budget Head                          | Detail                                                       | Net        | Tax       | Paid       |
|------------|-----------|--------------------------------|--------------------------------------|--------------------------------------------------------------|------------|-----------|------------|
| 19/03/2026 | BACS 3141 | Mayor & Sheriff's charity acct | CIVIC Mayor's Allowance-Pinder-Smith | Mayor's tickets to own Charity Curryoke event                | 50.00      | 0.00      | 50.00      |
| 19/03/2026 | BACS 3142 | D McCarthy Bros (Lichfield)    | C I L Expenditure                    | Christian Fields open space - install steps & handrails      | 3,960.00   | 792.00    | 4,752.00   |
| 19/03/2026 | BACS 3142 | D McCarthy Bros (Lichfield)    | C I L Expenditure                    | Christian Fields - surfacing work to woodland footpath       | 4,600.00   | 920.00    | 5,520.00   |
| 19/03/2026 | BACS 3142 | D McCarthy Bros (Lichfield)    | C I L Expenditure                    | The Plantation, Eastern Ave - Surfacing works                | 10,400.00  | 2,080.00  | 12,480.00  |
| 19/03/2026 | BACS 3143 | Messenger Construction Ltd     | C I L Expenditure                    | Museum mechanical & electrical works                         | 8,000.00   | 1,600.00  | 9,600.00   |
| 19/03/2026 | BACS 3143 | Messenger Construction Ltd     | C I L Expenditure                    | Remove kitchen & supply & fit new units at museum            | 8,000.00   | 1,600.00  | 9,600.00   |
| 19/03/2026 | BACS 3143 | Messenger Construction Ltd     | C I L Expenditure                    | Decoration, tiling & flooring works at museum                | 6,042.00   | 1,208.40  | 7,250.40   |
| 19/03/2026 | BACS 3144 | Nat Assoc of British Mkt Auths | MARKET Supplies/Services             | NABMA subscription 2026/27 (Advance for price freeze)        | 484.00     | 0.00      | 484.00     |
| 19/03/2026 | BACS 3145 | Hazel Pitt                     | BIRTHPLACE Supplies & Services       | Provision of collage workshop & materials                    | 200.00     | 0.00      | 200.00     |
| 19/03/2026 | BACS 3146 | Gwendolen Powell               | BIRTHPLACE Supplies & Services       | Consultant for audience consultation project (grant funded)  | 4,881.91   | 0.00      | 4,881.91   |
| 19/03/2026 | BACS 3147 | Rhino Plumbing & Heating Svs   | MARKET Repair/Maint                  | Supply & replace kitchen taps & syphon in Market Block       | 382.98     | 76.60     | 459.58     |
| 19/03/2026 | BACS 3148 | Rhodawn Ltd t/a Bookspeed      | BIRTHPLACE Stock for sale            | Various books for sale                                       | 120.42     | 0.00      | 120.42     |
| 19/03/2026 | BACS 3149 | R J Lift Services Ltd          | G/HALL Repair/Maint                  | Supply & fit open protocol autodialler in lift               | 1,845.00   | 369.00    | 2,214.00   |
| 19/03/2026 | BACS 3150 | Scanlans Property Management   | G/HALL Repair/Maint                  | 50% contribution to repair of Dominion Court gates           | 386.00     | 77.20     | 463.20     |
| 19/03/2026 | BACS 3151 | Sign Technology Ltd            | G/HALL Supplies/Services             | Prayer/ Quiet Room door sign                                 | 35.00      | 7.00      | 42.00      |
| 19/03/2026 | BACS 3152 | Sparkle18 Ltd                  | BIRTHPLACE Supplies & Services       | Cleaning in Museum - February                                | 769.08     | 153.82    | 922.90     |
| 19/03/2026 | BACS 3152 | Sparkle18 Ltd                  | G/HALL Supplies/Services             | Cleaning in Guildhall & Donegal House - February             | 1,017.90   | 203.58    | 1,221.48   |
| 19/03/2026 | BACS 3153 | UK Point of Sale Group         | BIRTHPLACE Supplies & Services       | Display easels for exhibitions                               | 563.08     | 112.62    | 675.70     |
| 19/03/2026 | BACS 3154 | Vertigo Creative Studio        | BIRTHPLACE Supplies & Services       | 'Tools of the trade' workroom digital interpretation         | 1,750.00   | 350.00    | 2,100.00   |
| 19/03/2026 | BACS 3154 | Vertigo Creative Studio        | BIRTHPLACE Supplies & Services       | Design, production & fitting of workroom displays - final    | 663.50     | 132.70    | 796.20     |
| 19/03/2026 | BACS 3154 | Vertigo Creative Studio        | C I L Expenditure                    | Design, production & fitting of workroom displays - CIL      | 4,812.50   | 962.50    | 5,775.00   |
| 19/03/2026 | BACS 3155 | Vision ICT Ltd                 | ADMIN Supplies & Services            | SSL certificate for LCC website Apr26 - Mar27                | 50.00      | 10.00     | 60.00      |
| 19/03/2026 | BACS 3156 | Water Plus Ltd                 | MARKET Rates/Water                   | Used water & drainage for Market Square 2026/27              | 225.54     | 0.00      | 225.54     |
| 19/03/2026 | BACS 3157 | A & JM Carroll                 | BIRTHPLACE 3rd Party Sales           | Proceeds of booksales, 4 weeks to 1/3/26                     | 37.00      | 0.00      | 37.00      |
| 19/03/2026 | BACS 3158 | Lich Diocesan Board of Educn   | G/HALL Lettings                      | Refund of Guildhall breakages deposits                       | 200.00     | 0.00      | 200.00     |
| 19/03/2026 | BACS 3159 | D Vause                        | G/HALL Lettings                      | Refund of overpayment                                        | 82.50      | 0.00      | 82.50      |
| 19/03/2026 | BACS 3159 | D Vause                        | G/HALL Lettings                      | Refund of breakages deposits                                 | 200.00     | 0.00      | 200.00     |
| 20/03/2026 | DDebit    | Npower Ltd                     | ARTS/TOURISM Lights Costs            | Christmas Lights electricity - February                      | 11.05      | 0.55      | 11.60      |
| 20/03/2026 | DDebit    | Virgin Media Payments Ltd      | ADMIN Tel/Postage                    | Phones/internet - Feb usage/ March rental                    | 126.49     | 25.29     | 151.78     |
| 23/03/2026 | BACS 3160 | HM Revenue & Customs Only      | EMPLOYEE COSTS                       | Tax and NI contributions - March                             | 10,453.56  | 0.00      | 10,453.56  |
| 23/03/2026 | BACS 3161 | Staffordshire Pension Fund     | EMPLOYEE COSTS                       | Pension Fund contributions - March                           | 10,629.02  | 0.00      | 10,629.02  |
| 23/03/2026 | D Card    | Morrisons                      | CIVIC Events                         | Beer for St George's Court                                   | 14.17      | 2.83      | 17.00      |
| 23/03/2026 | D Card    | Morrisons                      | CIVIC Events                         | Cider and beer cans for Charity Curryoke                     | 25.00      | 0.00      | 25.00      |
| 23/03/2026 | D Card    | Morrisons                      | CIVIC Events                         | Prosecco, juice and napkins for general civic supplies       | 39.06      | 7.81      | 46.87      |
| 23/03/2026 | D Card    | Morrisons                      | CIVIC Events                         | Biscuits for general civic supplies                          | 4.43       | 0.00      | 4.43       |
| 23/03/2026 | D Card    | Morrisons                      | CIVIC Mayor's Allowance-Pinder-Smith | Sandwiches, cakes & milk for Entertainment & Tea             | 149.19     | 0.00      | 149.19     |
| 23/03/2026 | D Card    | Morrisons                      | CIVIC Sheriff's Allowance - I Hayter | Sandwiches, cakes & milk for Entertainment & Tea             | 149.18     | 0.00      | 149.18     |
| 23/03/2026 | DDebit    | Npower Ltd                     | PARKS Energy                         | Pool Walk electricity - February                             | 47.88      | 2.39      | 50.27      |
| 23/03/2026 | DDebit    | Spitfire Network Services Ltd  | ADMIN Tel/Postage                    | New phones for offices, rental & configuration - 50% balance | 704.00     | 140.80    | 844.80     |
| 23/03/2026 | DDebit    | Water Plus Ltd                 | G/HALL Rates/Water                   | Used water & surface drainage 4/2 - 4/3                      | 61.86      | 0.00      | 61.86      |
| 24/03/2026 | DDebit    | NatWest Autopay                | ADMIN Supplies & Services            | Autopay Online fees - February payroll                       | 29.40      | 0.00      | 29.40      |
| 25/03/2026 | DDebit    | Justice Fire and Security      | G/HALL Repair/Maint                  | Maint. & support of access control 10/12/25-28/5/26-2nd half | 45.00      | 9.00      | 54.00      |
| 25/03/2026 | DDebit    | Lichfield District Council     | PARKS Contract Repair/Maint          | Period 11/2 - 10/3                                           | 13,740.47  | 2,748.09  | 16,488.56  |
| 25/03/2026 | DDebit    | Spitfire Network Services Ltd  | ADMIN Tel/Postage                    | Broadband services for April                                 | 413.72     | 82.74     | 496.46     |
| 27/03/2026 | D Card    | Amazon                         | ADMIN Supplies & Services            | Monitor for Deputy Town Clerk                                | 53.29      | 10.66     | 63.95      |
| 27/03/2026 | DDebit    | Justice Fire and Security      | G/HALL Repair/Maint                  | Maintenance of all fire alarms to 25/9/26 - 3rd qtr          | 151.92     | 30.38     | 182.30     |
| 31/03/2026 | DDebit    | Nat West                       | ADMIN Supplies & Services            | Bank charges 31 Jan to 27 Feb - current account              | 20.06      | 0.00      | 20.06      |
| 31/03/2026 | DDebit    | Regium Consulting Ltd          | BIRTHPLACE Supplies & Services       | Monthly service fee for digital donations box - March        | 12.50      | 2.50      | 15.00      |
| 31/03/2026 | DDebit    | Spitfire Network Services Ltd  | BIRTHPLACE Supplies & Services       | New phones for museum - 50% balance                          | 176.00     | 35.20     | 211.20     |
|            |           |                                |                                      |                                                              | 160,614.47 | 17,667.99 | 178,282.46 |

**Imprest Account payments list 1 March to 31 March 2026**

| Date       | Ref      | Name                 | Budget Head               | Detail                                          | Net    | Tax   | Paid   |
|------------|----------|----------------------|---------------------------|-------------------------------------------------|--------|-------|--------|
| 05/03/2026 | BACS I59 | J Deakin             | CIVIC Events              | 2 simnel cakes for Shrovetide and Easter Sunday | 60.00  | 0.00  | 60.00  |
| 05/03/2026 | BACS I60 | C Price              | G/HALL Lettings           | Refund of Guildhall breakages deposit           | 100.00 | 0.00  | 100.00 |
| 05/03/2026 | BACS I61 | SLCC Enterprises Ltd | ADMIN Subscript/Training  | FiLCA financial training course for RFO         | 140.00 | 28.00 | 168.00 |
| 05/03/2026 | BACS I61 | SLCC Enterprises Ltd | ADMIN Subscript/Training  | GDPR course for RFO                             | 38.50  | 7.70  | 46.20  |
| 31/03/2026 | DDebit   | Nat West             | ADMIN Supplies & Services | Bank charges 31 Jan to 27 Feb - imprest account | 8.10   | 0.00  | 8.10   |
|            |          |                      |                           |                                                 | 346.60 | 35.70 | 382.30 |

|        |            |           |            |
|--------|------------|-----------|------------|
| Totals | 160,961.07 | 17,703.69 | 178,664.76 |
|--------|------------|-----------|------------|