



Lichfield City Council

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

21 September 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, 28 September 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 Council Meeting held on 27 July 2026 (Nos. 29-43) (**copy attached**)
5. **MATTERS ARISING ON COUNCIL MINUTES**
6. **PLANNING COMMITTEE (DELEGATED AUTHORITY)**
The Chair of the Planning Committee to move that comments submitted to Lichfield District Council for the period 9 July 2026 to 18 September 2026, and made in the name of LCC via delegated authority, be received (**copies previously circulated**).
7. **TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2)**

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. COMMERCIAL SERVICES COMMITTEE

To consider the minutes and recommendations of the meeting of the Commercial Services Committee held on 2 September 2026 (**APPENDIX 1**, attached).

Members' particular attention is drawn to the recommendations at minutes numbers 20 and 23.

RECOMMENDED: *That the minutes and recommendations of the meeting of the Commercial Services Committee held on 2 September 2026 be adopted.*

9. GRANTS ADVISORY COMMITTEE

To consider the minutes and recommendations of the meeting of the Grants Advisory Committee held on 14 September 2026 (**APPENDIX 2**, attached).

Members' particular attention is drawn to the recommendations to Council at minute numbers 18, 19 and 23.

RECOMMENDED: *That the minutes and recommendations of the meeting of the Grants Advisory Committee held on 14 September 2026 be adopted.*

10. FINANCIAL PROGRESS REPORT - 1 APRIL to 31 JULY 2026

This report (**APPENDIX 3**, attached) contains the financial progress for the period 1 April 2026 to 31 July 2026 and summarises the income and expenditure against budget for the service areas in the first four months (33%) of the financial year.

The report shows:

Column 1 – The actual income/expenditure to 31 July 2026

Column 2 – The forecast of expenditure for the remaining eight months

Column 3 – The current anticipated total spend for the year (Column 1 + 2)

Column 4 – The Budget for 2026/27

Column 5 – The anticipated variance from budget

The next financial report is to be presented to the Audit Committee at its meeting of 1 December 2026 and then considered at council on 7 December 2026.

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

11. AUDIT OF ACCOUNTS 2025/26

To note the audit of accounts for the year ending 31 March 2026 was completed on 4 September 2026. The external auditor, Mazars, report states that:

On the basis of our review... in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Auditors completion letter contained 1 item for review as detailed below. Members should note that this was recorded as a 'minor scope for improvement' only and does not constitute a qualification of the audit opinion or indicate any material weakness in the Council's financial management or governance arrangements:

The internal control objective (F), "petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for", was ticked "Yes" by the internal auditor when no petty cash was held by the Council. The box should have been ticked "not covered" and an explanation provided if no petty cash held. In future, the Council should ensure the Annual Governance and Accountability Return (AGAR) is accurate and complete.

The City Council has operated petty cash through its Imprest Account for many years, with petty cash transactions forming part of the overall Imprest Account reconciliation. However,

this results in a separate petty cash balance not being presented within the documentation provided for audit purposes. While this has not been raised as an issue previously, officers will in future provide a separate petty cash figure alongside the Imprest Account reconciliation to address the auditor's recommendation.

RECOMMENDED: *That the report be noted.*

12. LICHFIELD FROM ABOVE: A GIFT TO THE CITY/ARRANGEMENTS FOR DISPLAY

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

RECOMMENDED:

- 1. Council to formally accept 'Lichfield From Above' as a gift to the City of Lichfield and authorise its retention by LCC on behalf of the city**
- 2. Consider the appropriateness of the suggested location for the installation of the poem and resolve accordingly**
- 3. Confirm Council's preference for either a freestanding or fixed interpretation panel, and the purchase of the necessary equipment based on the estimates above**
- 4. Delegated authority be given to the Town Clerk and Museums and Heritage Officer, in consultation with the project organisers, to agree the detailed design and content of the interpretation panel.**

13. OFFICERS' REPORT

To receive the Officers' Report, **APPENDIX 5** (attached).

RECOMMENDED: *That the Report be noted*

14. PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in **APPENDIX 6 (attached)** for the periods:

- 1 July 2026 to 31 July 2026 in the sum of £142,868.33 General Account and £464.71 Imprest Account.
- 1 August 2026 to 31 August 2026 in the sum of £133,874.99 General Account and £783.90 Imprest Account.

15. EXCLUSION OF PRESS AND PUBLIC

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

16. LCC REPRESENTATIVES TO DARWIN HALL COMMUNITY ASSOCIATION

This item has been included on the agenda following the Council's resolution at its July meeting (Minute 43). Should any relevant developments occur before the meeting, this item will enable Council to consider those matters. If there are no material developments, the Town Clerk will provide a verbal update and no further discussion will be required.

PUBLIC ATTENDANCE AT CITY COUNCIL MEETINGS

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

PUBLIC PARTICIPATION SESSION AT CITY COUNCIL MEETINGS

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

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

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

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 27 July 2026 at 6.30pm

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

APOLOGIES: Councillors J Anketell, J Eagland, K Farrelly, M Field, J Marshall, S Schafer.

PRIOR TO THE MEETING, A MINUTES SILENCE WAS HELD IN MEMORY OF KEITH EAGLAND, RALPH RAY, AND GILL COOPER

29 MAYOR'S ANNOUNCEMENTS

The Mayor detailed the events and functions she had attended including the Swinfen Broun Bowls match, Speech Day at the Cathedral school and a ride on the Big Red Bike when visiting Saxon Hill school.

30 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor C Greateorex declared an interest under Appendix A of the City Council's Code of Conduct in relation to Agenda item 11 (minute 24) as he is Vice President of Lichfield District Scouts Association. Cllr Greateorex left the room during discussion and voting thereon.

Councillor R Yardley declared an interest under Appendix B of the City Council's Code of Conduct in relation to Agenda item 13 (minute 26) as he is a clock winder.

Councillor A Hughes and B Watkins declared an interest under Appendix A of the City Council's Code of Conduct in relation to Agenda item 18 (minute 31) as they are members of the Committee of Darwin Hall Community Association. Cllrs Hughes and Watkins left the room during discussion and voting thereon.

31 COUNCIL MINUTES

RESOLVED: That the minutes of the Council meeting held on 8 June 2026 (Nos 15-28) be confirmed and signed as a correct record.

32 MATTERS ARISING

None

33 PLANNING COMMITTEE

RESOLVED: That comments submitted to Lichfield District Council for the period 29 May 2026 to 8 July 2026 and made in the name of LCC via delegated authority, be received.

34 COMMERCIAL SERVICES COMMITTEE

Members considered the minutes of the Commercial Services Committee meeting held on 8 July 2026 (**AGENDA APPENDIX 1**) Councillor C Greatorex commented on the loss of Guildhall bookings following the increases in hire charge. Councillor R Bragger stated that it was hoped that more commercial bookings would be received and that an evaluation of the pricing structure would be carried out in 2027.

RESOLVED: That the minutes and recommendations of the Commercial Services Committee meeting held on 8 July 2026 be adopted.

35 RENEWAL OF LEASE - LICHFIELD DISTRICT ALLOTMENT SOCIETY

Members considered the Town Clerk's report regarding the renewal of leases for the City Council's five allotments to Lichfield District Allotment Society with an inflationary rent increase from £1,100 to approximately £1,450.

RESOLVED: That delegated authority be granted to the Town Clerk, in consultation with the Leader of the Council, to enter into a new lease with LDAS for a further period of seven years, on substantially the same terms as those contained in the 2020 lease, but with an inflationary increase applied to the rent payable.

36 GRANTS REQUEST - FRIENDS OF LICHFIELD CITY STATION

Members considered the grant request from Friends of Lichfield City Station for the sum of £400 to contribute towards the purchase of new equipment.

RESOLVED: That Council grant the sum of £400 to the Friends Of Lichfield City Station.

37 CIL REQUEST- 6th SCOUT HEADQUARTERS - £12,000

Members considered the request for £12,000 of CIL funding to contribute towards replacement of the access ramp to the 6th Lichfield Scout Headquarters on Christchurch Lane.

RESOLVED: That Council awards the sum of £12,000 of CIL funding towards the replacement of the access ramp at the 6th Lichfield Scout Headquarters.

LCC CALENDAR OF MEETINGS - ANNUAL COUNCIL/ANNUAL TOWN MEETING

Members considered an amendment to the adopted Calendar of Meetings; the date of Annual

Council be moved from 12 May to 19 May 2027, and the Annual Town Meeting be correspondingly moved from 19 May to 26 May 2027 in order to assist with the required administrative processes following the local elections on 6 May 2027.

RESOLVED: That Council amend the calendar of meetings, rescheduling Annual Council from 12 May to 19 May 2027, and the Annual Town Meeting from 19 May to 26 May 2027.

38 REQUEST TO LIGHT THE FRIARY CLOCK TOWER

Members considered the request to

- 1) Light the Friary Clock Tower pink to coincide with Lichfield Pride on 8 August 2026
- 2) Light the Friary Clock Tower blue and pink on 15 October 2026 for Baby Loss Awareness Week at a cost of £125 per occasion.

Councillor C Greateorex queried the costs involved and asked if it would be cheaper to buy the necessary equipment. The Town Clerk replied that purchase of the equipment would also generate maintenance, transportation and staff costs that are not currently applied.

RESOLVED: That the Friary Clock Tower be lit on 8 August 2026 for Lichfield Pride and 15 October for Baby Loss Awareness Week at a cost of £125 per occasion

39 DIRECT DEBIT PROVISION/LCC DEBIT CARD LIMIT EXEMPTION

Members considered the Town Clerk and Museums and Heritage Officers report at **AGENDA APPENDIX 3**

RESOLVED:

1. ***That the City Council approve Direct Debit arrangements with 'Square' (Squareup Europe Ltd), the provision to be added to the existing list of approved Direct Debits due to be considered at the June 2027 meeting of Council.***
2. ***That Council agrees an exemption to the usual £500 debit card limit to allow the initial costs associated with the 'Square' hardware provision to be paid in one transaction of £1,714.80 inc VAT.***

40 OFFICERS' REPORT

Cllr A Hughes commended the Deputy Town Clerk and Officers on the success of the recent Community Day and the museums and Heritage Officer for the variety of activities on offer at the Samuel Johnson Birthplace Museum.

Councillor D Baker noted the variety of work undertaken by the City Council and suggested that the Officers report be more widely disseminated. Councillor's A Lax and J Blackman suggested that the information be formatted into a newsletter and publicised more widely.

RESOLVED: That the report be noted.

41 PAYMENT OF ACCOUNTS

Councillor J Smith raised the following queries:

- 1) If the business rates for the market square had been reduced.
- 2) Why architects were necessary for the repair of the steps to Donegal House.
- 3) Why the cost of skip lifts had increased.

The Town Clerk responded

- 1) That there had been a re-evaluation and as a result the business rates had decreased.
- 2) The sandstone has deteriorated and architects advice was sought in regard to extent and nature of the required repairs
- 3) The additional lifts of the skip are as a result of the Sunday markets and additional Wednesday trading.

Councillor C Greateorex raised the following queries:

- 1) Why a CCTV inspection was required for the drainage at Darwin Hall.
- 2) Why there was a requirement for new Wi Fi.

The Town Clerk responded:

- 1) The affected pipe is not part of the main sewer system and rests within LCC land, making it the responsibility of the council rather than Severn Trent

- 2) The new Wi Fi was to accommodate the switch over from analogue to digital.

RESOLVED: That payment of accounts be approved and confirmed for

- a) **1 April 2026 to 30 April 2026 in the sum of £221,960.80 General Account, and £686.10 Imprest Account.**
- b) **1 May 2026 to 31 May 2026 in the sum of £109,437.37 General Account, and £7.16 Imprest Account**
- c) **1 June 2026 to 30 June 2026 in the sum of £184,792.00 General Account, and £276.01 Imprest Account**

42 EXCLUSION OF PRESS AND PUBLIC

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

43 LCC REPRESENTATIVES TO DARWIN HALL COMMUNITY ASSOCIATION

Members considered the request from Darwin Hall Community Association (DHCA) to review its appointed representatives to the DHCA management committee as detailed at **AGENDA APPENDIX 6** and the corresponding responses from LCC appointed DHCA representatives as detailed at **AGENDA APPENDIX 6B**.

Separately, Council was asked to appoint an LCC representative to DHCA as Councillor J Marshall has stood down.

It was proposed by Cllr C Ball that the matter be held in abeyance pending the outcome of enquiries being undertaken by the Monitoring Officer, with this proposal then being discussed at length. Councillor C Greatorex called for a named vote; the Town Clerk then asked each member in turn to state whether they were for or against the proposal or whether they wished to abstain. The voting is recorded below.

COUNCILLOR	YES	NO	ABSTAIN
Councillor J Anketell	APOLS		
Councillor H Ashton	✓		
Councillor D Baker		✓	
Councillor C Ball	✓		
Councillor J Blackman	✓		
Councillor R Bragger	✓		
Councillor J Christie	✓		
Councillor J Eagland	APOLS		
Councillor K Farrelly	APOLS		
Councillor M Field	APOLS		
Councillor A Fox	✓		
Councillor C Greatorex		✓	
Councillor R Harvey-Coggins (Mayor)	✓		

Councillor A Hughes	<i>Declaration of interest.</i>		
Councillor P Knight	✓		
Councillor A Lax		✓	
Councillor J Madden		✓	
Councillor J Marshall	APOLS		
Councillor P McDermott	✓		
Councillor C Pinder-Smith	✓		
Councillor P Ray	✓		
Councillor D Robertson		✓	
Councillor R Rushton	✓		
Councillor S Schafer	APOLS		
Councillor J Smith	✓		
Councillor E Strain	✓		
Councillor B Watkins	<i>Declaration of interest.</i>		
Councillor M Warfield		✓	
Councillor R Yardley		✓	
TOTAL	14	7	

RESOLVED

- 1) *That Council await the outcome of the Monitoring Officer's report before responding to DHCA representations or confirming existing appointments.*
- 2) *That this decision be communicated to DHCA.*
- 3) *That Council appoint Cllr J Blackman to DHCA to replace Cllr J Marshall.*

**THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED
THE MEETING CLOSED AT 7.28PM**

MAYOR

Lichfield City Council

**Minutes of the Meeting of the Commercial Services Committee
held on Wednesday 2 September 2026 at 6.00pm in the Ashmole Room.**

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

IN ATTENDANCE: S Thomas (Deputy Town Clerk), M Read (Office Administrator) J Williams (Markets Officer), Lisa Davies (Responsible Financial Officer)

APOLOGIES: Councillor D Baker and H Winter (Guildhall Bookings Officer),

15. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillors H Ashton, J Blackman and J Marshall declared an interest and requested dispensation in regard to agenda item 9 (minute 72), concerning the review of Guildhall prices as they have all have forthcoming bookings in the Guildhall. A dispensation to speak and vote was granted by the Committee. It was noted that the discussions taking place would not have a bearing on the existing bookings already made by the Committee Members.

16. MINUTES OF PREVIOUS MEETING

RESOLVED: The Minutes of the Commercial Services Committee meeting held on 8 July 2026 be confirmed as a correct record [Minutes adopted by Council on 27 July 2026].

17. MATTERS ARISING

None.

18. GUILDHALL UPDATE

Members considered the Guildhall Booking Officer's update report at **Agenda Appendix 1** and thanked her for compiling the data.

In the absence of the Guildhall Bookings Officer the Deputy Town Clerk updated Members on the Guildhall roof repairs noting that the majority of the scaffolding had now been dismantled. Councillor J Blackman requested that the data from 2025 bookings be included in the next report for comparison purposes.

RESOLVED: That the Guildhall Officer be commended for compiling the data enclosed in the report and the update be noted.

19. MARKETS UPDATE

Members commended the Market's Officer for the detailed report at **Agenda Appendix 2.**

The Markets Officer reported that a Young Traders market could not proceed following investigation, as it would require hired stalls and a series of consecutive Saturday markets, which LCC is unable to support. Members were also advised that one Saturday trader's licence had been terminated. Councillor J Blackman confirmed that he had written to the Leader of Lichfield District Council about the disruption caused by buskers but had not yet received a response.

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

20. TRADER REPRESENTATIONS

Members noted the Traders request to reinstate the *NO PARKING* signs on the market square at a cost of £550 plus VAT

RECOMMENDATION TO COUNCIL: That. the NO PARKING signs on the market square be reinstated at a cost of £550 plus VAT

21. FOOD FESTIVALS AND COLLABORATION WITH LDC

Members noted the Markets Officer's update and the issues arising from the recent August Food Festival, operated by LDC. It was agreed that Officers would compile a list of issues and circulate to LDC Officers for comment. Members also requested that Officers draft a policy setting out expectations and parameters that could be issued to third-party stakeholders holding events in the City on market days,

RESOLVED: That Officers update LDC Officers on the issues encountered during the August Food Festival and draft a policy to be issued to third party stakeholders who hold events on market days.

22. MARKETING

The Deputy Town Clerk and Responsible Financial Officer updated Members on the Social Media training course they had attended run by the Society of Local Council Clerks, designed specifically for Council's. This included scheduling posts, creating local content and directing traffic from Social Media to the LCC website and vice versa.

The Committee discussed paying to boost posts on Social Media or making advertisements for particular events, however agreed that due to the budget constraints this would be left in abeyance.

Councillor J Blackman requested that the prices on the Guildhall microweb site be moved from the footer of the page into the body of the text

RESOLVED: That Officers begin to implement the information gained on the social media course and the Deputy Town Clerk to contact Vision ICT to move the pricing information on the Guildhall micro website.

23. REVIEW OF GUILDHALL PRICES

Members considered the Deputy Town Clerk and Responsible Financial Officer's report at **Agenda Appendix 3** and discussed the Officers recommendations in depth and requested that a revised pricing table be written for presentation to Council

RECOMMENDATION TO COUNCIL:

- a) That Council adopts the simplified Guildhall pricing structure, discounted prices and promotional offers as detailed at ENCLOSURE 1 of these minutes.***
- b) That the revised hire conditions outlined at ENCLOSURE 1 of these minutes be adopted.***
- c) That the revised rationalisation of opening arrangements for the Guildhall as detailed at ENCLOSURE 1 of these minutes be adopted.***
- d) That the proposals detailed at ENCLOSURE 1 of these minutes be implemented when feasible and adopted for a six-month trial basis, with a review of performance, and financial outcomes reported back to the Commercial Services committee.***

24. NEWSLETTER

Members and Officers discussed the implementation of a City Council newsletter based on the current Officers report and newsletter for City Life magazine. Various software which could provide this format was also discussed,

RESOLVED: That Officers investigate the most appropriate and cost-effective software to construct a City Council Newsletter and circulate to the Commercial Services Committee for comment before wider distribution.

25. DATE AND TIME OF NEXT MEETING

Wednesday 14 October 2026 at 6.00pm in the Moulton Room, Guildhall.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 7.36pm.**

Commercial Services Committee 2 September 2026 Enclosure 1

Guildhall Pricing Review and Hire Policy Proposal

At its meeting on Wednesday 8 July, the Commercial Services Committee requested that Officers review the Guildhall pricing structure and bring forward a range of options for consideration.

Officers have also taken the opportunity to undertake a broader review of the Terms and Conditions of Hire, together with operational changes that could be implemented with immediate effect to better meet the needs of the business.

It is proposed that all recommendations arising from this review be implemented on a six-month trial basis, following which their effectiveness will be evaluated and any further changes considered

The aim of the review is to simplify the charging structure, improve the customer experience, encourage repeat business, and reduce administrative processes. It is also anticipated that the proposed changes will help to increase bookings and overall turnover.

The proposals set out below are presented for further discussion and consideration by Members of the Committee.

Proposed Changes to Room Hire Terms and Conditions

It is proposed that a comprehensive review of the Guildhall Booking Terms and Conditions be undertaken in due course, with the aim of making them more user-friendly and ensuring that they better reflect the needs of the business.

In the short term, however, the following provisions could be introduced to improve the customer hire experience and provide greater clarity, while better supporting the operational needs of the business.

- Kitchen facilities (currently charged per occasion) to be included at no additional charge for all room hires, however kitchen use will still be limited to the duration of the room booking.
- Where the kitchen is not left in satisfactory condition, a cleaning charge of **£50 per hour** will be applied based on the time required to restore it.
- Any damage to the building, fixtures, fittings or equipment will continue to be recharged to the hirer where appropriate.
- Rather than taking a £100 surety deposit, a **£0.01 card authorisation** will be taken from a valid debit or credit card 30 days prior to the event to check that the card is valid.
[The card details will be retained until it is established if there are any further charges needed following the event and if so, the necessary invoices would be raised to the customer and charged to the card]
- Wedding hirers will be advised that it would be prudent to take out appropriate event insurance.
- The current provision of 30 minutes and one hour of free hire before and after an event would be removed. Hirers would instead be charged for the full period required, including set-up and clearing away.
- That payment deadline be moved from 14 days before the booking to 30 days.
- For special package bookings payment deadline to be six months prior to the event and a deposit of £750 is required.
- For all bookings, whatever price is quoted at the time of booking remains the price that is invoiced, regardless of any subsequent changes to the charges.

- Tighter control over when hirers are permitted to deliver and collect items to/from the Guildhall. While deliveries are currently permitted by arrangement, these should, where possible, be scheduled to coincide with periods when a PA is on duty.
- Hirers will be asked to complete a sensitive information document
- All bookings will be subject to an appropriate Risk Assessment (RA), with security requirements determined by the outcome of the assessment from the information provided by the hirer on the sensitive information form.
Consideration will also be given to any other events taking place within the City, rather than security requirements being determined solely by whether alcohol is being served at the event.
- The wording on the published price list will be updated to make clear that any additional charge will be determined by the outcome of the event risk assessment, taking into account the nature of the booking, expected attendance, security requirements and any other relevant factors, and will not be based solely on whether alcohol is being served.
- A Risk Assessment specific to Guildhall Bookings is currently being compiled
[There is currently a general building RA for the Guildhall]

Proposed Pricing Structure

1) Simplified Pricing Model

It is proposed that the current Commercial and Wedding pricing categories are removed and replaced with a single standard pricing structure.

Subsidised rates will still be available for those qualifying but will not be publicly advertised, only that discounts may be available if they enquire.

The proposed standard hourly charges are:

ROOM	Proposed Hourly Rate inc VAT
Main Hall (including kitchen)	£50.00
Guildroom (including kitchen)	£35.00
Ashmole Room	£25.00
Whytmore Room	£20.00
Whole Building	£110.00
*Special Event Package	£2,000.00

* It is proposed that the price of the Special Event package remains unchanged, but that the hire period is extended to provide access to the venue from 8.00am, rather than 10.00am, with the existing end time of 1.00am retained.

Extending the access period would incur no additional cost to the Council, as contracted PAs will already be on site. The additional set-up time would also better meet the needs of the hirer and allow sufficient time for the event to be prepared prior to opening.

The Special Event package would continue to represent a saving of £460 compared with hiring the venue for the equivalent period at the standard hourly whole-building rate.

2) Discounted Rates

The following discounts are proposed:

- **Private Parties:** 20% discount (reflecting that VAT cannot be reclaimed) *[previously adopted by Council on 27 July 2026]*
- **Voluntary Organisations and Charities:** 50% discount. (reflecting the discounts already applied at the current subsidised rate)
- **Regular Hirers:** A 20% discount for organisations making regular bookings *(anticipated to be fewer than 10 bookings per year, for example one booking each quarter)*.

3) **Promotional Offer**

To encourage repeat business and increase venue utilisation, it is proposed that the following loyalty scheme be introduced:

- Hirers who book **three events within a 12-month period** will receive their **fourth booking free**.
- The free event will be equivalent to the value of the cheapest of the 3 previous bookings. [Members may wish to consider if this should be a 12-month rolling period or in line with the financial year]
- All three events must be paid for in full before the fourth event is provided free of charge.
- This promotional offer would only apply to bookings made at the full hire price where no other discount or subsidised/promotional rate is being received. For example, Bridge and Chess bookings would not be eligible for the offer, as they already benefit from a discounted rate.

The promotion may also be used to encourage traders and customers attending the Market to book events within the Guildhall. For example, the Antiques Market

This could be launched as an Autumn promotional campaign for a trial period of six months initially, stating that we are running promotional offers following the recent closure of the venue.

In addition, the Hire Terms and Conditions will be updated to state that the promotional offers may be withdrawn at any time and may not be used in conjunction with any other offer.

Operational Arrangements

The following operational changes are proposed:

- The Guildhall to rationalise opening hours and/or days. For example, following the loss of Slimming World, Thursday daytime is now consistently not booked, with the only remaining booking being the Chess Club in the evening. Closing the venue during these quieter periods could help reduce operating costs without significantly affecting current bookings.
- Rationalising opening hours would allow for more effective building management, with routine maintenance and contractor visits able to be planned more efficiently during periods when the venue is not in use. A similar arrangement is already in operation at Boley Park Community Hall.
- Bookings that are requested on these days may still be accommodated where operationally feasible.
- The introduction of Summer and Winter opening times in line with bookings.

[The Samuel Johnson Birthplace already operates seasonal opening hours.]

- All existing bookings will be honored under their current arrangements.

Financial Implications

The proposed pricing structure is intended to:

- Simplify the process for hirers and Officers.
- Improve marketing strategies with simplified pricing
- Reduce administration associated with multiple pricing categories and surety deposits.
- Encourage repeat bookings through a loyalty scheme.
- Increase venue occupancy and income.
- Ensure that additional cleaning and damage costs continue to be recovered where necessary.

The six-month trial period will enable the financial impact of the revised pricing structure to be monitored before any permanent changes are implemented.

Risk Management

Potential risks associated with removing the surety deposit will be mitigated by:

- Taking a valid debit or credit card authorisation of 00.01p
- Recovering costs for any damage caused during the hire.
- Charging for additional cleaning where required.
- Charging for additional hours that have not been pre-arranged or booked.
- Undertake a risk assessment for all events based on the nature of the booking and the expected attendees, rather than relying solely on whether alcohol is being served. Appropriate security measures should then be put in place where the risk assessment identifies a need.
- Wedding hirers will also be encouraged to obtain suitable event insurance.

RECOMMENDATION TO COUNCIL:

- a) That Council adopts the simplified Guildhall pricing structure, discounted prices and promotional offers as detailed herein.***
- b) That the revised hire conditions detailed herein be adopted.***
- c) That the revised rationalisation of opening arrangements for the Guildhall as detailed herein be adopted.***
- d) That the proposals detailed herein be implemented when feasible and adopted for a six-month trial basis, with a review of performance, and financial outcomes reported to the Commercial Services committee.***

Summary of Proposed New Pricing Structure

PROPOSED STANDARD PRICING STRUCTURE

Room	Price per hour (Inc. VAT) Rate	
Main Hall (including kitchen)	£50.00 per hour	Standard rate
Guildroom (including kitchen)	£35.00 per hour	Standard rate
Ashmole Room	£25.00 per hour	Standard rate
Whytmore Room	£20.00 per hour	Standard rate
Whole Building	£110.00 per hour	Standard rate
Special Event Package	£2,000.00	<i>See details below</i>

SPECIAL EVENT PACKAGE

Current Arrangement	Proposed Update
Package price: £2,000 inc VAT	Package price remains £2,000 inc VAT [No Change]
Venue access from 10.00am	Venue access from 8.00am
End time: 1.00am	End time remains 1.00am
15-hour access period	17-hour access period
Additional set-up time limited	Additional time available for event preparation and set-up
<i>NB. Package continues to provide a £460 saving compared with the equivalent whole-building hourly rate</i>	

PROPOSED DISCOUNTED RATES

Hirer Type	Proposed Discount	Notes
Private Bookings	20%	Reflects that VAT cannot be reclaimed by the hirer. <i>[Previously adopted by Council on 27 July 2026.]</i>
Voluntary Organisations & Charities	50%	Reflects the discount already applied under the current subsidised rate and retained for qualifying hirers
Regular Hirers	20%	For organisations making regular bookings, anticipated to be fewer than 10 bookings per year, e.g. approximately one booking per quarter.

Summary of Proposed New Pricing Structure

PROPOSED PROMOTIONAL OFFER

Hirers who book **three** events within 12 month period will receive **fourth** booking free of charge.

*All three qualifying bookings must be **paid in full** before the fourth booking is provided free of charge. This will be limited to the value of the **cheapest of the 3 previous qualifying bookings**. This would apply only to bookings made at the full standard hire price and cannot be combined with another discount, subsidised rate or promotional rate.*

ADDITIONAL CHARGES *[No Change]*

Provision of Bar including Security	£396.00 inc VAT 4 hrs	<i>To cover provision of bar and SIA security for up to 4 hours for the protection and safety of guests attending the event.</i>
Additional Bar hours including Security	£99.00 p/hour inc VAT	<i>Charged for each hour beyond the initial 4-hour provision. Maximum bar provision 6 hours in total</i>
Maximum Bar Hours including Security	£594.00 inc VAT	<i>(£396 inc VAT for the first 4 hours + £198 inc VAT for 2 additional hours)</i>
Ceremony Fee	£150.00 inc VAT	<i>For Civil Ceremonies when a registrar is in attendance</i>

For Council: 28 September 2026 APPENDIX 2

Lichfield City Council

Minutes of the Meeting of the Grants Advisory Committee held via 'Zoom' at 6.00pm on Monday 14 September 2026

PRESENT: Councillors A Hughes (Vice-Chair, in The Chair), H Ashton, D Baker, J Christie, P Knight, C Pinder-Smith, B Watkins and R Yardley.

IN ATTENDANCE: L Davies (RFO).

APOLOGIES: Councillors C Ball and J Marshall.

11. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr A Hughes declared an interest in item 10 due to ongoing matters relating to Darwin Hall, and item 11 as a Member of the Johnson Society.

12. MINUTES AND MATTERS ARISING

RESOLVED: *That the minutes of the Grants Committee meeting held on 18 May 2026 be confirmed as a correct record [Minutes adopted by Council on 8 June 2026]*

13. GENERAL REVENUE GRANTS – 2025/26 BALANCES

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

RESOLVED: *That the report be noted.*

14. IMPACT REPORT – LICHFIELD COMMUNITY SPORTS SUMMER CAMPS

Members considered the report provided by the grant recipient, detailing the impacts of the LCC funded places. The Committee commended the success of the activities.

RESOLVED: *That the report be noted.*

15. 2027/28 GRANTS ROUND

Members considered the update, which confirmed that the 2027/28 main grants round was now open and that previous recipients were to be contacted and a press release issued shortly. Cllr H Ashton highlighted the clarity of the LCC website's Grants page and associated documentation.

RESOLVED: *That the report be noted.*

16. CIL MONIES RECEIVED, COMMITTED AND FORECAST

Members considered the agenda report which provided detail of CIL available, allocated and forecast.

RESOLVED: *That the report be noted.*

17. CIL – SPEED INDICATOR DEVICES (SIDS) – PURCELL AVENUE, LICHFIELD

Members considered the update provided at agenda appendix 2. The Committee reiterated its concerns as to the proposed location of SIDs and their impact, together with the SCC documentation that suggested approval would not be given for SIDs on Purcell Avenue based on existing speed data. It was agreed that the Committee would consider further requests for SIDs should they arise in due course, pending the conclusion of SCC's review. Cllr P Knight highlighted Curborough Road as a particular concern.

RESOLVED: *That the report be noted.*

18. CIL REQUEST – HOSTILE VEHICLE MITIGATION BARRIER SYSTEMS

Members considered the agenda report prepared by the City Council's Mace Bearer and designated counter terror policy lead. The Committee generally felt that the request was disproportionate, but there was agreement that purchasing would be purchasing would be better than repeated hirings. The Town Clerk confirmed that Martyn's Law requires the consideration of appropriate protection of the public, to include HVM and other measures, but that there was no specific requirements for particular HVM barriers under the law. The Town Clerk advised members of an incident at Remembrance where the existing road closure barrier was breached, and that it could be an option to purchase a smaller number of the barriers to reduce initial cost. The Committee agreed that they felt there were better uses for CIL currently, but suggested keeping the matter under review pending legislative change, heightened risk etc.

RECOMMENDATION TO COUNCIL: That no CIL be allocated to the purchase of HVM barrier systems at this time.

19. 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. Having previously been before this Committee it was referred back following discussions at Council, pending developments with Planning consents. The Town Clerk confirmed that the Hall's Management Committee had sought pre-application advice from Lichfield District Council, and that the outcome of that process was positive.

RECOMMENDATION TO COUNCIL: That a CIL allocation of £10,500 be awarded to Darwin Hall Community Association towards the costs of air conditioning installation at the Hall.

20. CIL REQUEST – JOHNSON STATUE – MARKET SQUARE

Members considered the Museum and Heritage Officer (MHO) and Town Clerk's report, setting out the professional advice received regarding appropriate repairs to the Johnson statue and the associated costs. Several points were raised by Councillors C Pinder-Smith and D Baker, including the longevity of the proposed work, its likely cost, appropriateness of CIL funding for the purpose, lack of perceived benefit to the community, the apparent lack of any obvious defects/immediate dangers within the statue itself, and the possibility of external funding/match funding. On the latter point, Cllr P Knight specifically suggested Leche Trust as a potential funding body.

Conversely, Cllrs H Ashton and R Yardley emphasised the importance of the statue, its listed status and the duty upon the Council to appropriately maintain its assets.

The Town Clerk provided answers to queries and confirmed that additional information had been received from other specialists late last week, including work specifications and quotations, and that the MHO was analysing these currently. The Committee agreed that a report from the MHO when this new information had been considered, together with recommendations, costings, and opportunities for external funding, would be essential in forming a final view.

RESOLVED: The matter to be held in abeyance pending a report from the Museums and Heritage Officer setting out the preferred scope of work, the cost thereof, together with options for external funding/match funding. The Committee asked that the report be available for its next meeting.

21. CIL ALLOCATION UPDATES

Members considered the updates relating to projects where CIL has been allocated.

RESOLVED: That the report be noted.

22. DATE AND TIME OF NEXT MEETING

Monday 23 November at 6pm. The meeting to be held via 'Zoom'

23. ANY OTHER BUSINESS

Members considered a general grant application received from Lichfield Litter Legends (LLL). The request, in the sum of £500, was to allow for the maintenance and additional planting at the entrances to the city signage that is owned by LCC.

RECOMMENDATION TO COUNCIL: That a grant in the sum of £500 be awarded to Lichfield Litter Legends to continue their work in maintaining and planting the areas adjacent to the entrance to the city signage.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 6.58PM**

For Council: 28 September 2026 APPENDIX 3

FINANCIAL SUMMARY REPORT - 1 APRIL to 31 JULY 2026

This report contains the financial progress for the period 1 April 2026 to 31 July 2026 and summarises the income and expenditure against budget in the first four months (33%) of the financial year and the year-end projected outturn. The report shows:

Column 1 – The actual income/expenditure to 31 July 2026

Column 2 – The forecast of expenditure for the remaining eight months

Column 3 – The current anticipated total spend for the year (Column 1 + 2)

Column 4 – The budget for 2026/27

Column 5 – The anticipated variance from budget

Column 6 – Explanatory note reference (*notes overleaf*)

- Actual/Forecast/Total/Budget column figures in red represent income.
- 'Variance' column figures in red represent variance worse than budget.

<u>Net Expenditure</u>	£	£	£	£	£	
SERVICE AREAS	ACTUAL 4 MONTHS TO 31 JULY	FORECAST FOR REMAINING 8 MONTHS TO 31 MARCH	TOTAL FOR YEAR (Col. 1 + 2)	BUDGET FOR YEAR	VARIANCE	NOTES
Parks and Footpaths	111,703	191,934	303,637	299,698	3,939	1
Guildhall	41,963	125,740	167,703	157,215	10,488	2
Community Centres	11,096	8,828	19,924	14,878	5,046	3
Markets	-2,212	663	-1,549	-3,141	1,592	4
Civic	38,342	84,229	122,571	121,775	796	
Grant Aid/Partnerships	56,575	22,804	79,379	79,238	141	
Arts/Tourism/Twinning	23,022	94,021	117,043	116,723	320	
Johnson Birthplace Museum	54,775	124,200	178,975	178,965	10	
Democratic Services	63,866	124,900	188,766	187,100	1,666	
Investment Interest	-7,410	-41,940	-49,350	-49,350	0	
Loan Charges	0	0	0	0	0	
Agency	-26,190	13,314	-12,876	-11,088	-1,788	5
TOTAL SERVICE COST	£365,530	£748,693	£1,114,223	£1,092,013	£22,210	6
Repairs and Renewals	19,005	99,872	118,877	124,857	-5,980	7
Community Infrastructure Levy (CIL)	39,687	-41,130	-1,443	22,635	-24,078	8
TOTALS	£424,222	£807,435	£1,231,657	£1,239,505	-£7,848	9

Explanatory Notes:

Note 1: Includes new Litter Bins **£3,225**.

Note 2: Includes a reduction in NNDR/energy costs **£6,970**, legally required EICR (electrical) Inspection and associated remedial works **£2,094**. Reduction in commercial income **£15,000**

Note 3: Includes surface repairs to Darwin Hall grounds **£3,943** and costs associated with Boley Park Community Hall vandalism **£1,030**

Note 4: Includes costs of Markets Website **£2,250** and additional Market Square hire income **£1,600**

Note 5: Additional sum received against budget **£1,127**

Note 6: 2.0% overspend forecast across service heads

Note 7: Includes savings on Guildhall Roof repairs **£6,000**

Note 8: Based on CIL received April 2026 and forecast for October 2026, with anticipated spend that follows recommendations from the Grants Advisory Committee and subsequent adoption by Council. Initial budgets are set based upon known allocations at the time and are therefore liable to significant change throughout the year as further allocations are made by Council, CIL projects are completed, or less/more CIL is received than forecast

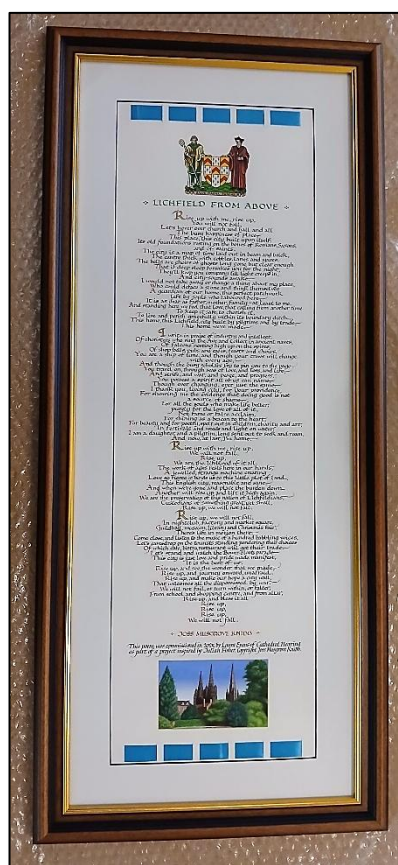
Note 9: Overall 0.6% underspend including R&R and CIL allocations. CIL is recorded separately in line with audit requirements and Repairs and Renewals spend funded from earmarked reserves

Four-Month Income Summary:

	Actual 2025/26	Actual 2026/27	Budget 2026/27
Guildhall	£32,341	£30,359	£36,420
Markets	£41,130	£43,339	£43,590
Total	£73,471	£73,698	£80,010

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

Lichfield From Above: A Gift to the City and Arrangements for Display



The City Council has been approached regarding the formal presentation to the city of 'Lichfield From Above', a new poem commissioned by Laura Evans of Cathedral Hearing and written by Lichfield poet Joss Musgrove-Knibb.

The poem has been professionally produced on vellum by specialists at Hilton Studios (the company LCC utilise for Freedom Scrolls) and is to be presented in a frame measuring (pictured). The frame size is 35cm x 80cm.

Following a public recital at the Hub at St Mary's, the intention is that the poem will be gifted to the people of Lichfield, with Lichfield City Council acting as custodian of the work on the city's behalf. The organisers describe the work as 'the first poem by a Lichfield poet to be presented to the city'. The Mayor is scheduled to attend the event and receive the poem on behalf of LCC on 14 October.

The project represents a celebration of Lichfield's cultural heritage and literary traditions, whilst creating a permanent civic artefact. The City Council's role in preserving and promoting the heritage, identity and cultural life of the city makes it the logical choice to receive the poem on behalf of the city.

Proposed Location

The Town Clerk met with organisers Julian Fisher and Laura Evans on 8 September to discuss possible locations for the poem to be displayed. The preferred location identified by the organisers is within the Main Hall of the Guildhall, above the 'Sheriff's Door' that leads to and from the Moulton Room (shown opposite, with the blue rectangle representing an approximate location); the organisers consider this location provides the prominence and prestige appropriate to a work intended as a gift to the city.

Other locations were explored, including the corridor outside the Main Hall, but while such locations may allow closer viewing, they would not provide the same civic prominence and may expose the work to greater risk of accidental damage. Consideration was given to displaying the poem within the Samuel Johnson Birthplace Museum, however, given the limited availability of appropriate display space and the fact that the poem is intended as a civic work celebrating Lichfield more broadly rather than the specific themes of the Museum's collection, the Guildhall would appear to be the more appropriate permanent home.



Accessibility and Interpretation

The preferred display location within the Main Hall provides a prestigious setting for the poem and reflects its civic significance. However, due to both the proposed mounting height and the calligraphic style of the lettering, visitors may find it difficult to read the full text directly from the framed work. It is proposed to mitigate this with a small interpretation panel below the poem. It is noteworthy that even if the poem was mounted at a lower level elsewhere, it would still likely be difficult for some to read, particularly the visually impaired, and would still benefit from the interpretation panel recommended in this report. The Museum and Heritage Officer advises this is an often-used solution at the Birthplace Museum. It is proposed that the panel should include:

- Title
- Author
- Detail of commission and dedication
- The date the poem was presented to the city
- A QR code linking to the full text of the poem in an accessible digital format

The interpretation panel could either be [fixed to the oak panelling](#) and be no larger than A4, or onto [a freestanding information stand](#).

Estimated costs vary from approximately £100 for a fixed Foamex interpretation panel, designed in-house and mounted on the oak panelling beneath the framed poem, to around £400 for a panel mounted on a freestanding information stand. For conservation reasons, the Museums and Heritage Officer's preference is that no permanent fixing be made to the historic oak panelling. However, a freestanding display would be more susceptible to accidental damage, may need to be removed for certain bookings and events, and could therefore compromise the consistent interpretation of the poem.

Following further discussion, the author and organisers have supported a proposal to include a video recording of the poem being read by the author, together with subtitles, and have agreed to progress this should council confirm its support. This would be linked via the QR code on the interpretation panel.

RECOMMENDED:

- 1. Council to formally accept 'Lichfield From Above' as a gift to the City of Lichfield and authorise its retention by LCC on behalf of the city**
- 2. Council to consider the appropriateness of the suggested location for the installation of the poem and resolve accordingly**
- 3. Council to confirm its preference for either a freestanding or fixed interpretation panel, and approve purchase of the necessary equipment based on the estimates above**
- 4. Delegated authority be given to the Town Clerk and Museums and Heritage Officer, in consultation with the project organisers, to agree the detailed design and content of the interpretation panel.**

OFFICERS' INFORMATION REPORT

1. Civic Matters: Harriet Chatwin, Civic Officer

Lichfield City Council's 'Back to School' event returned on Friday 21 August and was once again well attended, with families braving the rain to take part. The event was created to help ease the financial burden of preparing for the new school year by providing free school uniforms, refreshments, and free face painting for all children, helping to create a fun atmosphere for both children and adults.

The event was made possible thanks to the support of Lichfield City Council officers, councillors, volunteers, and local businesses, including Tesco Extra. Generous donations from residents included stationery and brand-new uniforms purchased especially for the cause.

Cllr Ann Hughes, Deputy Leader of the Council, expressed her gratitude to everyone involved, from those who helped advertise the event in local shops, to residents who donated their pre-loved uniforms, and the officers who organised and distributed the donations on the day.

On Saturday 5 September, the Sheriff of Lichfield, Cllr Andrew Fox, took part in the annual tradition of the Sheriff's Ride.



Led by the Clerk of the Course, Doug Smith, the Sheriff received a round of applause as he left the Guildhall to begin the Sheriff's Ride, taking part on foot for the first time. The Mayor also took part, as a member of the Three Spires Morris Dancers, who came along to perform the 'Sheriff's Ride' dance.



The remainder of the event, organised by the Lichfield Shrievalty Association, continued with the full route from Stowe Fields back into the city, accompanied by several horse riders and cyclists.

They were later led by the Sword and Mace Bearers back into the city via The Close, where they were welcomed at the Cathedral to toast the ride with a glass of sherry. The ride then continued via Dam Street and Market Street to the Guildhall.



The Sheriff's Ride is a tradition dating from 1553 when Queen Mary's Charter separated Lichfield from Staffordshire, making Lichfield 'A City and a County' with the right to appoint its own Sheriff. The Charter commanded the Sheriff to make a perambulation to inspect and enforce the city boundary each year. This year marks the 473rd Sheriff's Ride.

The Sheriff said: "I am very honoured to have been able to complete much of the Historic Sheriff's Ride as a runner; the first for many years. It was wonderful to have three generations running at the start. I am very grateful to the Clerk of the Course, the Ride Committee, and the Lichfield Shrievalty Association, together with the landowners, officers of Lichfield City Council and many others, for creating this opportunity. The Sheriff's Ride is one of the most historic events in Lichfield and I am sure that we all want future generations to treasure it, as we do. Long may it continue!"



The next Officers report will include detail of the Mayor and Sheriff's first charity event of the civic year, a Charity Sea Shanties Evening, as well as Samuel Johnson's Birthday Celebrations. Preparations are continuing for the upcoming Twinning Weekend, with a full account to also follow in the next Officer's Report.

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

Replacement Bins

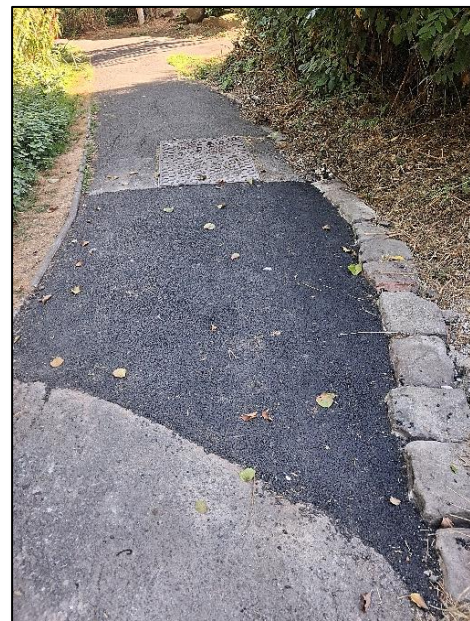
Several corroded metal bins have been replaced with new polymer recyclable bins at Friary Remains, Speakers Corner and Festival Gardens.



Festival Gardens (Site 19C)

Wilding areas have been cut back earlier than planned this year to negate heightened fire risk. Horse Chestnut near Trunkfield Brook has been felled following safety advice after large limb fall.

Repair made to subsidence on pathway, underlying sewer was investigated by Severn Trent, however no damage was found.



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

- **St Michael's Churchyard (60)** – Foliage cut back from two lime trees overhanging parking spaces at Lorne House development.
- **Fecknam Way (11C)** – Tree overgrowth cut back from cable lines on green
- **Beaconfields (15A)** – Cut back of overgrown hedge adjacent Erasmus Way property
- **Friary Remains (19a)** – Rear flower beds cut back and tidied
- **Library Corner (33)**
Realignment of dedicated signpost (pictured) ahead of Twinning Weekend scheduled for early October.



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

It has been a busy summer at the Samuel Johnson Birthplace Museum, with family craft activities, refreshed displays, and engaging events giving visitors new things to discover. In August, staff welcomed 2,510 visitors, a 22% increase compared with the same period last year.

Interpretation and Displays

Over the summer, work has been underway to refresh interpretation and displays within the Birthplace, including relocating the introductory film about Samuel Johnson to the cellar kitchen. This creates a more atmospheric visitor experience and has also enabled the former AV room to be redeveloped as a new display.

The two interpretation panels in the cellar kitchen have also been refreshed to explore whether the Johnson family's kitchen was actually located in the cellar when Samuel was a child. Drawing on changes to the building, historic auction catalogues, and an account by Johnson's friend Hester Piozzi, the interpretation explores the evidence and uncertainty surrounding the kitchen's original location and explains why the museum has chosen to recreate it in the cellar.

The former AV room is being transformed into a new display marking the 125th anniversary of the Birthplace opening as a museum ('work in progress' photo opposite). New interpretation panels tell the story of the campaign to save the Birthplace, from concerns about its future in the late nineteenth century through to its opening as a museum in 1901. The display also highlights Lieutenant John Gilbert's generosity in providing the funds that enabled the council to purchase the property in 1900, as well as the recognition he received for his contribution to the city.

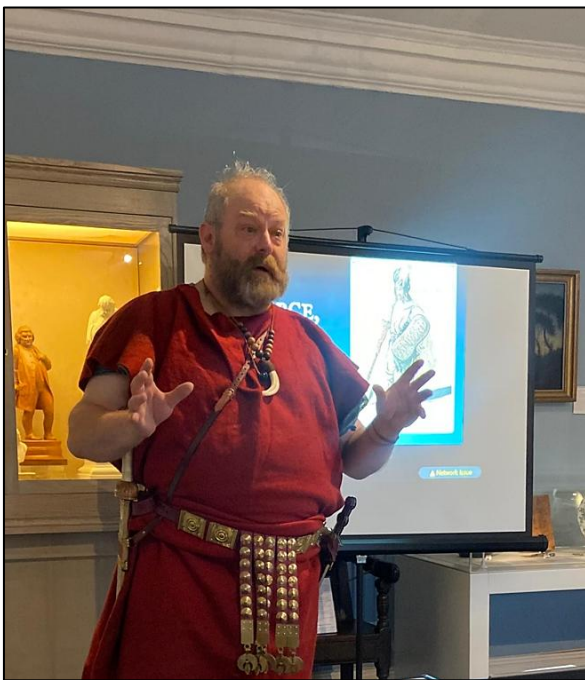


Objects connected with Gilbert have been relocated to the room, giving greater prominence to his role in securing the future of the Birthplace. Historic posters have also been displayed, including the advertisement for the 1887 auction of the building. Together, the new interpretation, posters, and objects give visitors a greater understanding of the museum's own story and of the individuals whose efforts helped ensure that Johnson's Birthplace was preserved for future generations.

The completed display will be ready to welcome visitors as part of the programme for Johnson's birthday event on 19 September, providing a timely opportunity to celebrate both Johnson's life and the Birthplace's 125-year history as a museum.

Events at the Birthplace

At the end of July, the museum hosted a relaxed evening collage workshop, offering participants the opportunity to develop their creativity and consider art as a form of wellbeing. The session was suitable for all levels of experience, with materials provided and participants encouraged to bring images from books and magazines that resonated with them. The workshop was led by Hazel Pitt, an analogue collage artist based in Staffordshire.



On 5 August, the museum hosted a talk by Rik Sowden on the relationship between Rome and Britain during the first centuries BCE and CE.

The evening event attracted a good audience, with Rik delivering the talk in costume and bringing the subject to life through an engaging and accessible presentation.

Volunteer-led family craft sessions ran throughout the school summer holidays every Thursday, providing fun and creative activities for families and encouraging them to discover more about the museum and its collections.

At the time of writing, the Birthplace team is preparing for the annual Samuel Johnson Birthday celebrations. The event will include a range of free activities for visitors of all ages, including living-history demonstrations and opportunities to meet costumed characters from the past. A skilled calligrapher will write visitors' names on bookmarks for them to take home as a memento of the day. Continuing the tradition of celebrating Johnson's birthday with cake, visitors will also be able to enjoy a slice as part of the day's celebrations.

Heavy Rainfall and Flooding

On 27 August, heavy rainfall across Lichfield caused flooding that affected a number of local businesses and residents, as well as the Birthplace Museum. The yard flooded quickly, resulting in water entering the Workroom and seeping into the cellar.

Thanks to the swift response of staff, the water was cleared promptly, and there was no significant damage to the building or collections. The museum was temporarily closed during the morning to allow staff to deal with the situation safely, with the Bookshop reopening in the afternoon. The Birthplace reopened fully as normal the following day.



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

On Sunday 9 August, the Market Square was dedicated to the Pride Weekend celebrations, with a variety of activities taking place throughout the day. The event provided an enjoyable and inclusive experience for those attending and contributed to a vibrant atmosphere in the city centre.

During the recent period of hot weather, the Markets Offices monitored all food traders to ensure compliance with food hygiene standards and the safe storage and sale of food products, including checks on stock temperatures. These inspections were recorded as part of the market's due diligence procedures, with records being retained for future reference.



Tuesday Market Update

Three traders have now successfully completed their 12-week trial period and have become permanent Tuesday market traders. These are **The Shoe Man**, **Rewind Vintage Toys**, and **Bloom & Bliss**.

This leaves one casual trading space available for Tuesday which is currently being occupied by **Greek Gyros Wraps**, who have received excellent feedback from customers.

Friday Market Update

The Friday market remains full.

Saturday Market Update

The Saturday market also remains full. Unfortunately one of the Saturday Traders had their licence revoked following breaches of Market Regulations. The vacant pitch will now be occupied by **C&T Records**, a trader who has consistently supported the market and currently trades on the Tuesday Market.

The Markets Team are still getting regular enquires for stall mainly for Friday & Saturday so a strong list is maintained of casual traders that can be invited to stand when permanent traders are absent or take holidays.



Antique & Vintage Market

The Antique and Vintage Market, organised by Dark Antiques, continues to go from strength to strength, with an increasing number of traders applying for pitches each month.

The market is receiving strong support from the people of Lichfield and continues to attract a steady number of visitors. Positive feedback has also been received on social media, with many attendees commenting positively on the quality and variety of stalls on offer.

In addition, the organisers have extended their October booking to include the Guildhall, where they will be hosting a Halloween-themed event.



Producers' Market

The Producers' Market, operated by CJ Events, is held on the first Sunday of each month. The market continues to be well supported, with around 30 traders attending on a regular basis.

The event is immensely popular with customers, many of whom return month after month. A wide variety of traders participate in the market, with the mix of stalls changing regularly, ensuring a diverse and interesting range of products for visitors. This variety helps to maintain the market's appeal and contributes to its ongoing success.

Vegan Market

The last Vegan Market was held on 17 May. The next event is scheduled to take place on 20 September and will incorporate a Biodiversity and Regenerative Food Festival.

The event is expected to attract a diverse range of traders and visitors, promoting sustainable food production, environmental awareness, and ethical consumer choices.



Other Events

On Sunday 23 August a local business hired The Square for a Spirit and Nature Festival. The event run from 10am until 4pm and footfall throughout the day was steady.

We have not had a Spirit and Nature Festival on the Market Square before, so did get several visitors interested in Yoga and Sound bath experiences.

We are hoping that the organiser will book again in the new year when the weather allows for outdoor activities.

Andrew Elson, the organiser is pictured below, along with a Yoga instructor offering taster sessions.

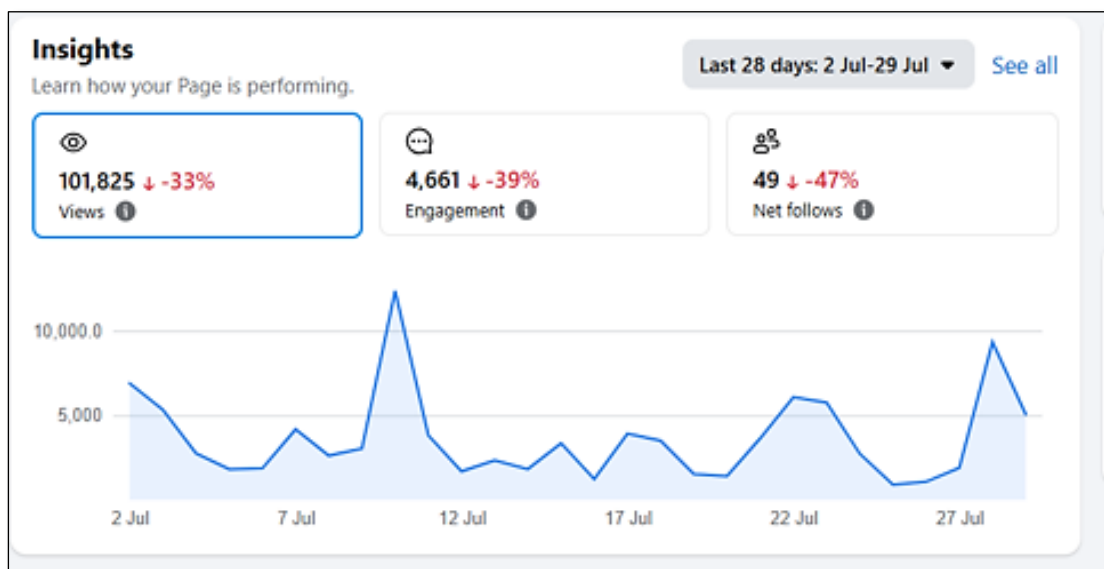


Social Media

All social media platforms continue to maintain a strong following.

Greater emphasis is now being placed on promoting the market through X and Instagram, as engagement and audience growth on these platforms have fallen behind other channels. Officers are therefore focusing on increasing content and interaction to strengthen the market's presence and reach a wider audience.

The statistics below show follower numbers and engagement levels on Facebook over a 28-day period. To support existing traders, officers regularly feature individual businesses through trader spotlights and promotional posts. New traders joining the market are also given a comprehensive social media showcase to promote their arrival, raise awareness of their products, and help increase both footfall and sales.



5. Guildhall & Boley Park Community Hall

Guildhall bookings and enquiries are currently being managed by the Office Administrator with assistance from the Deputy Town Clerk.

Roof Repairs

The roof works continue to the Guildhall, affecting availability for bookings. The repairs to the main roof are complete and have been signed off by LCC's advisors, with the lower-level repairs ongoing at the time of preparing this report. While there have been savings because of the high level leadwork being in far better condition than assumed, extra costs have been incurred due to the addition of the following:

- Replacement of the flat roof covering over the ladies toilets due to the current provision failing in the recent storms, and previous patchwork repairs and upstand additions approaching end of life. With the scaffold in place to allow relatively easy access to this otherwise difficult area – both for inspection and for remedial work - there are significant long-term savings and advantages to carrying out this work now.
- Originally the budget included for replacement/repair to 7 of the 23 lead bays that form the roof above the first-floor corridor of the Guildhall. The recent storms and a detailed inspection revealed that 12 bays require attention.

Despite the above, and with the project now being significantly over the original planned duration due to additional work and extreme weather, it is currently forecast to be slightly under budget.

Heavy Rainfall and Flooding

On 27 August there was significant water ingress as rainwater goods between the Guildhall and the George IV became overwhelmed. The main issue was traced to a plastic bottle which had found its way into a downpipe, significantly restricting flow. Despite there being a similar rainfall on the evening of 26 August, the issue did not occur at that time, suggesting the bottle may have been washed along the guttering by the previous rainfall. The resulting water ingress predominantly affected Lichfield Arts' storage area/beer cellar and the ground floor ladies toilet. The area affected is not part of the roof that is being repaired/replaced as part of the current roofing contract; the new roof over the main hall remained watertight.

The incoming rainwater quickly began to spread from the storage area and ladies toilet across the Guildhall's ground floor corridor. LCC Premises Attendant Clive Read and the Town Clerk managed to lift the inspection chamber cover in the main corridor, directing the rainwater to the drain and protecting otherwise vulnerable areas such as the Guildroom and ground floor kitchen. Contractors from Messenger BCR, together with contractors called upon by the George IV, arrived shortly afterwards and were able to rectify the immediate issue, with Messenger contractors also clearing the remaining guttering and downpipes.

Events and Bookings

The 'Back to School Event' uniform event was held on Friday 21 August, this proved to be a busy and successful event run by City Councillors and the Civic Officer. August bookings also included regulars such as Chess, U3A and Bridge, together with Market Research holding two sessions, a business launch party, a Craft Fair, two wedding ceremonies and reception, 1 wedding reception following a ceremony elsewhere, and the Royal Naval Association held their 70th Anniversary Celebration in the Guildhall, together with fly past (pictured overleaf).



Boley Park Community Hall

The Electrical Installation Condition Report (EICR) inspection has been completed. Some minor remedial work was identified and has since been undertaken. Minor repairs have also been carried out to the toilet facilities.

The five-yearly Architect's inspection has been completed and the report submitted to the Town Clerk. While a number of routine maintenance matters have been identified for further investigation in due course, no significant concerns have been raised. The Architect did question whether asbestos could be present within the Artex finish of the Hall, but LCC's asbestos report from 2021 confirms this is not the case.

During August, the Hall hosted a children's birthday party, a Stamp Fair, a holiday playscheme and an engagement party, in addition to its regular hirers, many of whom continue their activities throughout the summer period.

Following discussion and resolution at the Boley Park Community Hall Management Committee earlier this year, the Town Clerk has stepped down as Treasurer after ten years in the role. LCC's Responsible Financial Officer, Lisa Davies, has succeeded him, having been appointed as a Trustee and added as an authorised signatory to the Committee's bank account in accordance with the Committee's resolution.

The year-end accounts are currently being prepared and will be submitted for audit shortly.

6. Twinning: Gabriele Lasch-Burden, Twinning Officer

Just before the summer holidays, 2 teachers from a Limburg vocational High School, visited the Lichfield Cathedral School on the Erasmus mobility scheme for educators. The purpose of this visit was to establish and tighten links with the Cathedral School with a view to sending trainee Teaching Assistants over to Lichfield on a month placement at a time once the European Erasmus scheme will be reintroduced in 2027. This has not been possible anymore without lengthy and costly visa applications.

The photograph below shows the two teachers from the Limburg ARS High School on either side, Mr. M. Amison, and Assistant Headteacher and Head of Geography from the Cathedral School to the left of Ben and Kathy Lamb with their son, who hosted the 2 German teachers during their stay.



7. Deputy Town Clerk: Sarah Thomas

The Deputy Town Clerk continues to work closely with the RFO to review and streamline the Council's internal procedures, some of which are referenced in the Commercial Services Committee meeting minutes. In addition, the Deputy Town Clerk will support Officers during the forthcoming Twinning Weekend and provide secretariat support at the next Commercial Services Committee meeting and Full Council meeting.

Preparations continue for the Christmas Lights Switch On event, which this year will be held on Sunday 22 November.

The Council's health and safety consultants recently completed annual reviews and fire risk assessments for the Guildhall, Donegal House, and Samuel Johnson Birthplace Museum, with no issues reported.

Community Engagement



The final Community Day of the summer was held on 20 August and, despite the occasional rain shower, attracted a good footfall. A variety of organisations attended, including the RNLI, Lichfield First Responders, Pathway Project, and the Greyhound Trust.

Younger visitors enjoyed a range of activities, including the ever-popular colouring station, a penalty shoot-out football challenge, and the opportunity to get up close to some spectacular birds of prey.

A special thankyou to Jake Lane Fruit and Vegetable Stall, who kindly donated a large quantity of delicious fruit to give away, and to Bluestone Plants for supplying free daffodil bulbs to everyone who tried their hand at being a Town Crier.



8. Responsible Financial Officer – Lisa Davies

The RFO continues to work closely with the Accounts Administrative Officer and Internal Auditor in reviewing the current accounting systems. The Accounts Administrative Officer is now making regular weekly Bankline payments and this has streamlined the process making payments timelier. The accounts process now includes saving electronic copies of invoices and attaching them directly into SAGE with a view to improving our audit trail and reducing paper usage.

The RFO has renewed the real living wage accreditation. New real living wage rates are due to be published on 15 October 26 and any necessary adjustments to payroll will be processed in November. The new pay award agreed by The National Joint Council for Local Government Services (NJC) was applied in September wages.

The RFO has continued to work with the Museum Support Officer and the Markets Officer on the new point of sale systems to make improvements to both these areas.

The RFO is currently working with the Deputy Town Clerk and the Commercial Services Committee on a simplified pricing structure for Guildhall bookings and looking at utilising social media for marketing purposes.

For Council: 28 September 2026 APPENDIX 6

Current Account Payments list from 1 July to 31 July 2026

Date	Ref	Name	Budget Head	Detail	Net	Tax	Paid
01/07/2026	DD	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Regium fee for contactless donations paid to LCC	£8.39	£0.00	£8.39
01/07/2026	DD	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Monthly service fee for digital donations box - June	£12.50	£2.50	£15.00
01/07/2026	DD	Lichfield District Council	G/HALL Rates/Water	The Guildhall Rates July 26 Payment	£603.00	£0.00	£603.00
01/07/2026	DD	Lichfield District Council	BIRTHPLACE Rates/Water	Birthplace Rates July 26 Payment	£13.00	£0.00	£13.00
01/07/2026	DD	Lichfield District Council	MARKET Rates/Water	Market Square Rates July 26 Payment	£1,193.00	£0.00	£1,193.00
01/07/2026	DD	Lichfield District Council	ADMIN Office Rates/Water	Donegal House Rates July 26 Payment	£1,119.00	£0.00	£1,119.00
01/07/2026	DCard	St Giles	G/HALL Supplies/Services	Second hand desk and chair for PA room	£29.17	£5.83	£35.00
01/07/2026	DCard	Amazon	ADMIN Supplies & Services	Replacement monitor for Receptionist	£45.79	£9.16	£54.95
02/07/2026	DD	Water Plus Ltd	ADMIN Office Rates/Water	Donegal House Used water & surface drainage 12.5.26 to 12.6.26	£27.96	£0.00	£27.96
02/07/2026	DD	NPower	PARKS Energy	Clock Tower electricity April 26	£58.40	£3.84	£62.24
02/07/2026	DD	NPower	BIRTHPLACE Energy	Electricity (1st account) April 26	£133.74	£6.69	£140.43
02/07/2026	DD	NPower	BIRTHPLACE Energy	Electricity (2nd account) April 26	£81.98	£4.10	£86.08
02/07/2026	DD	NPower	PARKS Energy	Friary electricity - April 26 - under dispute re meter	£37.13	£1.86	£38.99
02/07/2026	DD	NPower	MARKET Energy	Toilet block electricity April 26	£97.39	£4.87	£102.26
02/07/2026	DD	NPower	MARKET Energy	Feeder Pillar electricity April 26	£168.53	£8.43	£176.96
02/07/2026	DD	NPower	ADMIN Donegal House Energy	Donegal House electricity April 26	£357.63	£71.53	£429.16
02/07/2026	DD	NPower	G/HALL Energy	Guildhall electricity April 26	£561.48	£112.30	£673.78
03/07/2026	BACS 3320	Cooper-Whyte Conservation Ltd	R&R FUND General	Final retention payment for Friary Wall repairs	241.26	48.25	289.51
03/07/2026	BACS 3321	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 26/4/26	14.00	0.00	14.00
03/07/2026	BACS 3321	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Proceeds of book sales to 31/5/26 (Final; remainder donated)	7.00	0.00	7.00
03/07/2026	BACS 3322	Lichfield Lock & Key Repairs	PARKS Other Repair/Maint	6 keyed-alike padlocks for Open Spaces	163.62	32.72	196.34
03/07/2026	BACS 3323	Lichfield Museum Bowling Club	CIVIC Events	Donation to club's Charity Day re annual bowls match	100.00	0.00	100.00
03/07/2026	BACS 3324	LUKG Re Banner Group Ltd	ADMIN Supplies & Services	Paper and other stationery	249.91	49.99	299.90
03/07/2026	BACS 3325	MT Services Computer Systems	ADMIN Supplies & Services	Supply & configuration of laptop for RFO	1,203.75	240.75	1,444.50
03/07/2026	BACS 3325	MT Services Computer Systems	DEM SERVICES Supplies & Services	Remote access to resolve email issue for councillor	100.00	20.00	120.00
03/07/2026	BACS 3326	PPL PRS Ltd	G/HALL Lettings	Music licence 6/3/26 - 5/6/26	583.67	116.73	700.40
03/07/2026	BACS 3327	Tom Woolley Illustration	BIRTHPLACE Stock for sale	Lichfield map postcards for sale	55.00	0.00	55.00
05/07/2026	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - June 26	£37.31	£0.00	£37.31
05/07/2026	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fees - July 26	£6.00	£1.20	£7.20
07/07/2026	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - June 26	£186.87	£0.00	£186.87
07/07/2026	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fees - July 26	£6.00	£1.20	£7.20
08/07/2026	DD	Justice Fire and Security	HALLS Boley Hall	Maintenance of Boley CCTV & fire alarms	£173.07	£34.61	£207.68
10/07/2026	DD	RICOH UK	BIRTHPLACE Supplies & Services	Museum photocopier - usage Jan-Mar 26, rental Apr-Jun 26	£155.75	£31.15	£186.90
13/07/2026	BACS 3328	E A Barnes & Sons	MARKET Supplies/Services	9 exchanges of covered skip - June	900.00	180.00	1,080.00
13/07/2026	BACS 3329	Brownhill Hayward Brown	R&R FUND Guildhall/Donegal Hs	Architects for Guildhall roof repairs & DH redecoration	1,008.58	201.72	1,210.30
13/07/2026	BACS 3330	Glasdon UK Ltd	PARKS Other Repair/Maint	New keyed, recycled litter bins for Open Spaces	2,620.68	524.14	3,144.82
13/07/2026	BACS 3331	House of Flags Ltd	ADMIN Supplies & Services	Rainbow Pride flag	70.00	14.00	84.00
13/07/2026	BACS 3332	The Johnson Society	BIRTHPLACE 3rd Party Sales	Proceeds of sales of Johnson Society booklets 25/26	24.00	0.00	24.00
13/07/2026	BACS 3332	The Johnson Society	BIRTHPLACE Sales Income	Proceeds of sales of Johnson Society giftware 25/26	22.22	4.44	26.66
13/07/2026	BACS 3333	Rhodawn Ltd t/a Bookspeed	BIRTHPLACE Stock for sale	Alphabuzzle word games & book lover trivia games	37.50	7.50	45.00
13/07/2026	BACS 3333	Rhodawn Ltd t/a Bookspeed	BIRTHPLACE Stock for sale	Various books for sale	155.18	0.00	155.18
13/07/2026	BACS 3334	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum - June	848.25	169.65	1,017.90
13/07/2026	BACS 3334	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall and Donegal House - June	1,068.80	213.76	1,282.56
13/07/2026	BACS 3335	D Moss t/a Trading Faces	CIVIC Mayor's Allowance - R Harvey-Coggins	Face painting for 'Back to School' uniform event, 21 Aug	140.00	0.00	140.00
13/07/2026	DD	BT	HALLS Boley Hall	Broadband service at Boley Hall - June 26	£56.05	£11.21	£67.26
13/07/2026	DD	Total Energies	Gas before split - Donegal 35% + Guildhall 65%	Donegal House Gas 30.4.26 to 31.5.26	£601.85	£120.37	£722.22
15/07/2026	Debit	Natwest Bankline	ADMIN Supplies & Services	Monthly online banking fee - July 26	£44.00	£0.00	£44.00
15/07/2026	DD	Elavon Financial Services	ADMIN Supplies & Services	Hire of card machine - August 26	£19.00	£3.80	£22.80
15/07/2026	DD	Elavon Financial Services	MARKET Supplies/Services	Hire of card machine - August 26	£19.00	£3.80	£22.80
15/07/2026	DD	Justice Fire and Security	BIRTHPLACE Repair/Maint	Maintenance of Birthplace alarms to 12.10.26	£276.58	£55.31	£331.89
15/07/2026	DD	Natwest Autopay	EMPLOYEE COSTS	Net Wages July 2026	£35,457.35	£0.00	£35,457.35
16/07/2026	DD	MT Services Computer Systems Ltd	DEM SERVICES Supplies & Services	Councillors' emails - June 26	£144.20	£28.84	£173.04
16/07/2026	DD	MT Services Computer Systems Ltd	ADMIN Supplies & Services	IT support, antivirus, back ups, Office 365 - June 26	£1,064.05	£212.81	£1,276.86
17/07/2026	DD	EE	CIVIC Supplies/Services	New Civic mobile - 9.6.26 to 8.7.26	£21.60	£4.32	£25.92
17/07/2026	DD	EE	G/HALL Supplies/Services	PA mobile 9.6.26 to 8.7.26	£15.97	£3.19	£19.16
17/07/2026	DD	EE	G/HALL Supplies/Services	On-call mobile 9.6.26 to 8.7.26	£17.08	£3.42	£20.50
17/07/2026	DD	EE	PARKS Other Repair/Maint	OSO mobile 9.6.26 to 8.7.26	£19.80	£3.96	£23.76
17/07/2026	DD	EE	MARKET Supplies/Services	Markets mobile 9.6.26 to 8.7.26	£19.80	£3.96	£23.76
17/07/2026	DD	EE	ADMIN Supplies & Services	Tablet for Deputy Town Clerk 9.6.26 to 8.7.26	£8.55	£1.71	£10.26
17/07/2026	DD	EE	G/HALL Supplies/Services	Tablet for CCTV monitoring 9.6.26 to 8.7.26	£8.55	£1.71	£10.26
17/07/2026	BACS 3336	AHGTC	CIVIC Supplies/Services	Guild of Town Criers membership 26/27 for A Holmes	30.00	0.00	30.00
17/07/2026	BACS 3337	Eastern Shires Purch Org	G/HALL Supplies/Services	Various cloakroom and cleaning supplies	420.25	84.05	504.30
17/07/2026	BACS 3337	Eastern Shires Purch Org	MARKET Supplies/Services	Heavy duty refuse sacks	11.25	2.25	13.50
17/07/2026	BACS 3338	Lisa Hand Illustration	BIRTHPLACE Stock for sale	Reworking of PNG design files for children's merchandise	100.00	0.00	100.00
17/07/2026	BACS 3338	Lisa Hand Illustration	BIRTHPLACE Stock for sale	Illustrated cards for sale	109.20	0.00	109.20
17/07/2026	BACS 3339	High Speed Training	ADMIN Subscript/Training	Martyn's Law accreditation	30.00	6.00	36.00
17/07/2026	BACS 3340	Justice Fire and Security	BIRTHPLACE Repair/Maint	New power supply unit & cabling for CCTV camera issues	293.50	58.70	352.20
17/07/2026	BACS 3341	Keycraft	BIRTHPLACE Stock for sale	Various kitten, egg balls & other toys for sale	155.08	31.02	186.10
17/07/2026	BACS 3342	Lichfield District Council	MARKET Supplies/Services	Annual premises licence for Market Square from 21/7/26	180.00	0.00	180.00
17/07/2026	BACS 3343	Lichfield Shrievally Assoc	CIVIC Mayor's Allowance-Harvey-Coggins	Mayor's tickets to Sheriff's Ride Fundraiser, 6 Sept	96.00	0.00	96.00
17/07/2026	BACS 3344	Love2dream	ARTS/TOURISM Expenditure	Design & print table runners for Twinning Weekend gifts	82.99	0.00	82.99
17/07/2026	BACS 3345	LUKG Re Banner Group Ltd	ADMIN Supplies & Services	Ballpoint pens	6.26	1.25	7.51
17/07/2026	BACS 3346	Living Wage Foundation	ADMIN Supplies & Services	Renewal of accreditation as Living Wage Employer	150.00	30.00	180.00
17/07/2026	BACS 3347	Mayor & Sheriff's charity acct	PARKS Misc. Income	Donation of bottlebank recycling credit for Q4 25/26	213.97	0.00	213.97
17/07/2026	BACS 3348	Messenger Construction	C I L Expenditure	2nd interim payment for Guildhall roof repairs - CIL	22,392.97	4,478.60	26,871.57
17/07/2026	BACS 3348	Messenger Construction	R&R FUND Guildhall/Donegal Hs	2nd interim payment for Guildhall roof repairs	8,645.31	1,729.06	10,374.37
17/07/2026	BACS 3349	Nisbets	G/HALL Supplies/Services	Boxes of glass jugs and glasses	86.72	17.34	104.06
17/07/2026	BACS 3350	The Rev. Petit Society	BIRTHPLACE Stock for sale	Copies of Petit books & booklets for sale	150.00	0.00	150.00
21/07/2026	DCard	Hazel Cakes Limited	ARTS/TOURISM Expenditure	50% deposit for cupcakes for Twinning weekend	100.00	0.00	100.00
21/07/2026	DD	NPower	ARTS/TOURISM Expenditure	Christmas Lights electricity June 26	£11.84	£0.59	£12.43
21/07/2026	DD	NPower	PARKS Energy	Pool Walk electricity - June 26	£53.55	£2.68	£56.23
21/07/2026	DD	HM Land Registry	ADMIN Supplies & Services	Land registry search fee	7.00	£0.00	£7.00
22/07/2026	DD	Natwest Autopay	ADMIN Supplies & Services	Autopay Online fees - June 26 payroll	£30.80	£0.00	£30.80
23/07/2026	DD	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 4.6.26 to 4.7.26	£68.14	£0.00	£68.14
23/07/2026	BACS 3351	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - July	9,121.40	0.00	9,121.40

Date	Ref	Name	Budget Head	Detail	Net	Tax	Paid
23/07/2026	BACS 3352	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - July	10,074.93	0.00	10,074.93
24/07/2026	BACS 3353	Birches Calligraphy	BIRTHPLACE Supplies & Services	Calligraphy for museum	70.00	0.00	70.00
24/07/2026	BACS 3354	Darwin Electrical Services	PARKS Other Repair/Maint	EICR inspection and report on Friary Clock Tower	204.00	40.80	244.80
24/07/2026	BACS 3355	Erasmus Darwin Foundation	BIRTHPLACE Supplies & Services	Talk by S James on 1/7/26	60.00	0.00	60.00
24/07/2026	BACS 3356	N A Harris	G/HALL Lettings	Refund of breakages deposits for booking on 11/7/26	200.00	0.00	200.00
24/07/2026	BACS 3357	G Thompson-Moss	BIRTHPLACE Supplies & Services	Historical lecture on 15/7/26	80.00	0.00	80.00
24/07/2026	BACS 3358	Nisbets	G/HALL Supplies/Services	Box of champagne flutes	50.99	10.19	61.18
24/07/2026	BACS 3359	R & J Tree Services Ltd	PARKS Other Repair/Maint	Installation of 6 new litter bins at various sites	720.00	144.00	864.00
24/07/2026	BACS 3359	R & J Tree Services Ltd	PARKS Other Repair/Maint	Fecknam Way - Crown lifts & cutting back various trees	1,500.00	300.00	1,800.00
24/07/2026	BACS 3360	UKPrinting.com	ARTS/TOURISM Expenditure	Mayor Bear enamel badges for Twinning & Community Days	836.50	167.30	1,003.80
27/07/2026	DD	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/6 - 10/7	£14,196.00	£2,839.20	£17,035.20
27/07/2026	DD	Spitfire Network Services Ltd	BIRTHPLACE Supplies & Services	Birthplace phones & broadband August 26 & calls June 26	£48.18	£9.64	£57.82
27/07/2026	DD	Spitfire Network Services Ltd	ADMIN Tel/Postage	DH broadband August 50% & phones August 26	£206.86	£41.37	£248.23
27/07/2026	DD	Spitfire Network Services Ltd	G/HALL Supplies/Services	Guildhall Broadband August 50%	£206.86	£41.37	£248.23
27/07/2026	DD	Spitfire Network Services Ltd	ADMIN Tel/Postage	Donegal House Phones August 26 & calls June 26	£250.33	£50.07	£300.40
27/07/2026	DD	British Gas	BIRTHPLACE Energy	Birthplace Gas Correction from estimates from 31/3 to 17/7	£461.37	£23.06	£484.43
28/07/2026	DCard	Amazon	ADMIN Supplies & Services	Rechargeable megaphone for Martyn's Law	21.66	4.33	25.99
28/07/2026	DCard	Lichfield Chamber of Trade and Commerce	ADMIN Training/Subs	Annual membership of Lichfield Chamber of trade 26/27	65.00	0.00	65.00
30/07/2026	DD	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Monthly service fee for digital donations box - July	£12.50	£2.50	£15.00
31/07/2026	BACS 3361	Apex Ecology Ltd	R&R FUND Guildhall/Donegal Hs	Bat emergence survey required before Guildhall roof repairs	805.00	161.00	966.00
31/07/2026	BACS 3362	Clean All (Windows) Ltd	ADMIN Supplies & Services	Quarterly window cleaning - July	78.91	15.78	94.69
31/07/2026	BACS 3362	Clean All (Windows) Ltd	BIRTHPLACE Supplies & Services	Quarterly window cleaning - July	68.96	13.79	82.75
31/07/2026	BACS 3362	Clean All (Windows) Ltd	G/HALL Supplies/Services	Quarterly window cleaning - July	83.34	16.67	100.01
31/07/2026	BACS 3363	Darwin Electrical Services	G/HALL Repair/Maint	Guildhall EICR inspection and report	2,094.00	418.80	2,512.80
31/07/2026	BACS 3363	Darwin Electrical Services	G/HALL Repair/Maint	Remedial works for Guildhall EICR certificate	344.00	68.80	412.80
31/07/2026	BACS 3364	Sign Technology Ltd	BIRTHPLACE Supplies & Services	Supply fittings & repair plaque on Reeves Lane	25.00	5.00	30.00
31/07/2026	BACS 3365	Table Football Plus	ARTS/TOURISM Expenditure	Football & putting games for Community Day, 23/7	800.00	0.00	800.00
31/07/2026	Debit	Natwest bank charges	ADMIN Supplies & Services	Bank charges 30 May to 3 July 26 - current account	£31.23	£0.00	£31.23
31/07/2026	DCard	Cathedral Hotel	ARTS/TOURISM Expenditure	Hotel rooms for coach drivers for Twinning	£405.00	£0.00	£405.00
31/07/2026	DCard	Cathedral Hotel	ARTS/TOURISM Expenditure	Hotel rooms for coach drivers for Twinning	£405.00	£0.00	£405.00
					£129,471.79	£13,396.54	£142,868.33

Imprest Account Payments list from 1 July to 31 July 2026

Date	Ref	Name	Budget Head	Detail	Net	Tax	Paid
06/07/2026	05554	Cash	BIRTHPLACE Supplies & Services	Birthplace petty cash vouchers SJ0342 - SJ0361	£160.24	£13.04	£173.28
25/07/2026	05555	Cash	Various	Petty cash vouchers 8973 - 8999	£246.38	£37.85	£284.23
31/07/2026	Debit	Nat West	ADMIN Supplies & Services	Bank charges for 30 May to 3 July - Imprest	£7.20	£0.00	£7.20
					£413.82	£50.89	£464.71
					£129,885.61	£13,447.43	£143,333.04

Current Account Payments list from 1 August to 31 August 2026

Date	Ref	Name	Budget Head	Detail	Net	Tax	Paid
03/08/2026	DD	Regium Consulting Ltd	BIRTHPLACE Supplies & Services	Regium fee for contactless donations paid to LCC	£9.22	£0.00	£9.22
03/08/2026	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - July 26	£32.46	£0.00	£32.46
03/08/2026	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fees - Aug 26	£6.00	£1.20	£7.20
03/08/2026	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - July 26	£197.44	£0.00	£197.44
03/08/2026	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fees - Aug 26	£6.00	£1.20	£7.20
03/08/2026	DD	Lichfield District Council	G/HALL Rates/Water	The Guildhall Rates July 26 Payment	£603.00	£0.00	£603.00
03/08/2026	DD	Lichfield District Council	BIRTHPLACE Rates/Water	Birthplace Rates July 26 Payment	£13.00	£0.00	£13.00
03/08/2026	DD	Lichfield District Council	MARKET Rates/Water	Market Square Rates July 26 Payment	£1,193.00	£0.00	£1,193.00
03/08/2026	DD	Lichfield District Council	ADMIN Office Rates/Water	Donegal House Rates July 26 Payment	£1,119.00	£0.00	£1,119.00
03/08/2026	DD	Water Plus Ltd	ADMIN Office Rates/Water	Donegal House Used water & surface drainage 12.6.26 to 12.7.26	£32.15	£0.00	£32.15
03/08/2026	DD	Water Plus Ltd	BIRTHPLACE Rates/Water	Museum Used water & surface drainage 12.4.26 to 14.7.26	£47.89	£0.00	£47.89
03/08/2026	DD	Pennon Water Services	BIRTHPLACE Rates/Water	Museum water 14.1.26 to 2.7.26	£63.46	£0.00	£63.46
03/08/2026	DCard	Amazon	ARTS/TOURISM Expenditure	Flags & table vases for Twinning banquet at Drayton Manor	£158.84	£32.82	£191.66
03/08/2026	Debit	Nat West	ARTS/TOURISM Expenditure	Bank charge re foreign monies received towards Twinning Hotels	£4.00	£0.00	£4.00
07/08/2026	BACS 3366	E A Barnes & Sons	MARKET Supplies/Services	9 exchanges of covered skip - July	900.00	180.00	1,080.00
07/08/2026	BACS 3367	Friends of Lichfield City Station	GRANTS General	Grant per Council 27 July 2026	400.00	0.00	400.00
07/08/2026	BACS 3368	GR8 Space Ltd	PARKS Other Repair/Maint	Reimbursement for National Grid disconnection of Friary meter	909.11	181.82	1,090.93
07/08/2026	BACS 3369	Greenlab Pest Control Ltd	PARKS Other Repair/Maint	Festival Gardens - Monthly pest control services, Aug-Oct	210.00	42.00	252.00
07/08/2026	BACS 3370	Haywoods Contracts Ltd	G/HALL Supplies/Services	Annual service of blinds in main hall	450.00	90.00	540.00
07/08/2026	BACS 3371	Sheila James	ARTS/TOURISM Expenditure	Face painting & glitter for Community Day 23/7	200.00	0.00	200.00
07/08/2026	BACS 3372	Lichfield District Council	ARTS/TOURISM Expenditure	Contribution to Stowe Rd 'Clean and Green' Scheme	200.00	0.00	200.00
07/08/2026	BACS 3373	Rhino Plumbing & Heating Servs	G/HALL Repair/Maint	Drain system, supply & replace 4 radiator valves	500.00	100.00	600.00
07/08/2026	BACS 3373	Rhino Plumbing & Heating Servs	G/HALL Repair/Maint	Replace damaged pipework in Whytmore Room	85.00	17.00	102.00
07/08/2026	BACS 3374	Rhodawn Ltd t/a Bookspeed	BIRTHPLACE Stock for sale	Various books for sale	145.60	0.00	145.60
07/08/2026	BACS 3375	R & J Tree Services Ltd	PARKS Other Repair/Maint	St Michael's - Cut back limes overhanging rear car park	2,880.00	576.00	3,456.00
07/08/2026	BACS 3376	SLCC Enterprises Ltd	ADMIN Subscript/Training	Social media training webinar on 11/8	38.50	7.70	46.20
07/08/2026	BACS 3376	SLCC Enterprises Ltd	ADMIN Subscript/Training	Training webinar re website & social media on 18/8	38.50	7.70	46.20
07/08/2026	BACS 3377	Sparkle18 Ltd	BIRTHPLACE Supplies & Services	Cleaning in Museum - July	882.18	176.44	1,058.62
07/08/2026	BACS 3377	Sparkle18 Ltd	G/HALL Supplies/Services	Cleaning in Guildhall & Donegal House - July	1,210.17	242.03	1,452.20
07/08/2026	BACS 3378	W H Darby UK Ltd t/a Vaughtons	CIVIC Supplies/Services	Replica jewel, bar, ribbon & case for Mayor 26/27	1,243.15	248.63	1,491.78
07/08/2026	BACS 3379	H Price	G/HALL Lettings	Refund of breakages deposits for booking on 1/8	200.00	0.00	200.00
07/08/2026	DCard	Justice Fire and Security	G/HALL Repair/Maint	2 visits re CCTV on office tablets	197.50	39.50	237.00
07/08/2026	DCard	Justice Fire and Security	G/HALL Repair/Maint	Call out for fault on smoke detector	172.00	34.40	206.40
07/08/2026	DD	RICOH UK	ADMIN Supplies & Services	Photocopier usage Feb-Apr 26, Rental May - Jul 26	725.82	145.17	870.99
10/08/2026	DD	BT	HALLS Boley Hall	Broadband service at Boley Hall - July 26	60.50	12.10	72.60
11/08/2026	DD	Total Energies	Gas before split - Donegal 35% + Guildhall 65%	Donegal House Gas 31.5.26 to 30.6.26	459.37	91.88	551.25
12/08/2026	DCard	Walter Tipper	ARTS/TOURISM Expenditure	Propane for Beacon for Twinning weekend	60.93	8.12	69.05
13/08/2026	DD	Justice Fire and Security	BIRTHPLACE Repair/Maint	Birthplace CCTV maintenance to 7.11.26	£49.61	£9.92	£59.53
14/08/2026	DD	Natwest Autopay	EMPLOYEE COSTS	Net Wages August 2026	£33,876.16	£0.00	£33,876.16
17/08/2026	Debit	Natwest Bankline	ADMIN Supplies & Services	Monthly online banking fee - Aug 26	£43.00	£0.00	£43.00
17/08/2026	DD	SAGE	ADMIN Supplies & Services	SAGE payroll software & support subscription	£185.49	£37.10	£222.59
17/08/2026	DD	MT Services Computer Systems Ltd	DEM SERVICES Supplies & Services	Councillors' emails - July 26	£144.20	£28.84	£173.04
17/08/2026	DD	MT Services Computer Systems Ltd	ADMIN Supplies & Services	IT support, antivirus, back ups, Office 365 - July 26	£1,056.55	£211.31	£1,267.86
17/08/2026	DD	EE	CIVIC Supplies/Services	New Civic mobile - 9.7.26 to 8.8.26	£21.60	£4.32	£25.92
17/08/2026	DD	EE	G/HALL Supplies/Services	PA mobile 9.7.26 to 8.8.26	£15.97	£3.19	£19.16
17/08/2026	DD	EE	G/HALL Supplies/Services	On-call mobile 9.7.26 to 8.8.26	£17.08	£3.42	£20.50
17/08/2026	DD	EE	PARKS Other Repair/Maint	OSO mobile 9.7.26 to 8.8.26	£19.80	£3.96	£23.76
17/08/2026	DD	EE	MARKET Supplies/Services	Markets mobile 9.7.26 to 8.8.26	£19.80	£3.96	£23.76
17/08/2026	DD	EE	ADMIN Supplies & Services	Tablet for Deputy Town Clerk 9.7.26 to 8.8.26	£8.55	£1.71	£10.26
17/08/2026	DD	EE	G/HALL Supplies/Services	Tablet for CCTV monitoring 9.7.26 to 8.8.26	£8.55	£1.71	£10.26
17/08/2026	DD	Elavon Financial Services	ADMIN Supplies & Services	Hire of card machine - September 26	£19.00	£3.80	£22.80
17/08/2026	DD	Elavon Financial Services	MARKET Supplies/Services	Hire of card machine - September 26	£19.00	£3.80	£22.80
17/08/2026	DD	Francotyp-Postalia Ltd	ADMIN Tel/Postage	Franking machine rental 15.8.26 to 14.11.26	£69.00	£13.80	£82.80
18/08/2026	DCard	LIDL	CIVIC Supplies/Services	Small cakes & biscuits for school uniform event	£3.43	£0.00	£3.43
18/08/2026	DCard	LIDL	ARTS/TOURISM Expenditure	Prosecco for welcome meeting for Twinning Weekend	£87.50	£17.50	£105.00
18/08/2026	DD	Pennon Water Services	G/HALL Rates/Water	Guildhall water 14/1/26 to 2/7/26	£192.94	£0.00	£192.94
18/08/2026	DD	Pennon Water Services	MARKET Rates/Water	Toilet Block Water 14/1/26 to 2/7/26	£109.27	£0.00	£109.27
18/08/2026	DD	Pennon Water Services	ADMIN Office Rates/Water	Donegal House water 16/01/26 to 7/7/26	£169.49	£0.00	£169.49
20/08/2026	DCard	Amazon	G/HALL Supplies/Services	Replacement set of ladders	£141.66	£28.33	£169.99
21/08/2026	BACS 3380	J Baker	G/HALL Lettings	Refund of breakages deposits for booking on 25/7/26	200.00	0.00	200.00
21/08/2026	BACS 3380	J Baker	G/HALL Lettings	Refund of security charges for booking on 25/7/26	330.00	66.00	396.00
21/08/2026	BACS 3381	Cattermole Group Ltd	G/HALL Supplies/Services	Servicing of 2 dishwashers & small repair	147.50	29.50	177.00
21/08/2026	BACS 3382	Greenlab Pest Control Ltd	G/HALL Supplies/Services	Monthly pest control services at GH & DH - Quarter 1	120.00	24.00	144.00
21/08/2026	BACS 3383	R Sowden (Historic Echoes)	BIRTHPLACE Supplies & Services	Evening talk on Roman Britain, 5/8	75.00	0.00	75.00
21/08/2026	BACS 3384	Historic Metalwork Conservn	CIVIC Supplies/Services	Repairs to 2 mace holders in main hall	993.00	198.60	1,191.60
21/08/2026	BACS 3385	G Thompson-Moss	BIRTHPLACE Supplies & Services	Talk on 'How to dress a Georgian woman', 29/7	80.00	0.00	80.00
21/08/2026	BACS 3386	The Johnson Society	CIVIC Mayor's Allowance- Harvey-Coggins	Mayor's tickets to Johnson Supper	110.00	0.00	110.00
21/08/2026	BACS 3387	6th Lichfield Scout Group	C I L Expenditure	Contribution to access ramp at Scout Hut, Min 24 of 27/7/26	12,000.00	0.00	12,000.00
21/08/2026	BACS 3388	Messenger Construction	R&R FUND Guildhall/Donegal Hs	3rd interim payment for Guildhall roof repairs	11,252.58	2,250.52	13,503.10
21/08/2026	BACS 3389	H Pitt	BIRTHPLACE Supplies & Services	Collage workshop including materials	200.00	0.00	200.00
21/08/2026	BACS 3390	The Art File	BIRTHPLACE Stock for sale	Various greeting cards for sale	172.18	34.43	206.61
21/08/2026	BACS 3391	Tonks Brothers Tree Servs	PARKS Other Repair/Maint	Festival Gdns - Felling & removal of horse chestnut	1,440.00	288.00	1,728.00
24/08/2026	DCard	Amazon	ADMIN Supplies & Services	Replacement keyboard & webcam for Town Clerk	£23.27	£4.66	£27.93
24/08/2026	DD	Natwest Autopay	ADMIN Supplies & Services	Autopay Online fees - July 26 payroll	£31.15	£0.00	£31.15
24/08/2026	DD	Spitfire Network Services Ltd	BIRTHPLACE Supplies & Services	Birthplace phones & broadband September 26 & calls July 26	£47.74	£9.55	£57.29
24/08/2026	DD	Spitfire Network Services Ltd	ADMIN Tel/Postage	DH broadband September 50% & phones September 26	£206.86	£41.37	£248.23
24/08/2026	DD	Spitfire Network Services Ltd	G/HALL Supplies/Services	Guildhall Broadband September 50%	£206.86	£41.37	£248.23
24/08/2026	DD	Spitfire Network Services Ltd	ADMIN Tel/Postage	Donegal House Phones August 26 & calls June 26	£254.12	£50.83	£304.95
24/08/2026	DD	Water Plus Ltd	G/HALL Rates/Water	Used water & surface drainage 4.7.26 to 4.8.26	£74.65	£0.00	£74.65
24/08/2026	DD	NPower	ARTS/TOURISM Expenditure	Christmas Lights electricity July 26	£16.24	£0.81	£17.05
24/08/2026	DD	NPower	PARKS Energy	Pool Walk electricity - July 26	£52.75	£2.64	£55.39
25/08/2026	DD	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/7 - 10/8	£14,196.00	£2,839.20	£17,035.20
25/08/2026	DD	HM Land Registry	ADMIN Supplies & Services	Land registry search fee	28.00	£0.00	£28.00
27/08/2026	DD	Water Plus Ltd	MARKET Rates/Water	Toilet Block Water 6/7/26 to 6/8/26	23.00	£0.00	£23.00
27/08/2026	DD	Justice Fire and Security	ADMIN Supplies & Services	Donegal House Maintenance etc CCTV, Fire, Alarm to 27.11.26	£522.48	£104.49	£626.97
28/08/2026	BACS 3392	Brownhill Hayward Brown	R&R FUND General	Architects' Quinquennial inspection of Boley Park CC	1,500.00	300.00	1,800.00

Date	Ref	Name	Budget Head	Detail	Net	Tax	Paid
28/08/2026	BACS 3393	Darwin Electrical Services	ADMIN Supplies & Services	Lighting of Clock Tower in pink for Pride, 8/8	120.00	24.00	144.00
28/08/2026	BACS 3393	Darwin Electrical Services	G/HALL Repair/Maint	Call out for CCTV back up power supply fault & battery	86.95	17.39	104.34
28/08/2026	BACS 3394	Sheila James	ARTS/TOURISM Expenditure	Face painting & glitter for Community Day, 20/8	200.00	0.00	200.00
28/08/2026	BACS 3395	Lichfield District Council	BIRTHPLACE Supplies & Services	Museum premises licence 5/9/26 - 4/9/27	70.00	0.00	70.00
28/08/2026	BACS 3396	LWM Traded Services Ltd	ARTS/TOURISM Expenditure	6 private walking tours over Twinning Weekend	700.00	140.00	840.00
28/08/2026	BACS 3397	Majestic Wine Warehouses	ARTS/TOURISM Expenditure	Wine for Twinning business lunch	68.33	13.67	82.00
28/08/2026	BACS 3398	Mayor & Sheriff's charity acct	CIVIC Mayor's Allowance- Harvey-Coggins	Mayor's tickets for own Sea Shanties Evening	40.00	0.00	40.00
28/08/2026	BACS 3398	Mayor & Sheriff's charity acct	CIVIC Sheriff's Allowance- A Fox	Sheriff's tickets for own Sea Shanties Evening	40.00	0.00	40.00
28/08/2026	BACS 3399	Nisbets	G/HALL Supplies/Services	Boxes of various plates and jugs	225.84	45.16	271.00
28/08/2026	BACS 3400	R & J Tree Services Ltd	PARKS Other Repair/Maint	Festival Gdns - Correct subsidence on footpath	1,200.00	240.00	1,440.00
28/08/2026	BACS 3400	R & J Tree Services Ltd	PARKS Other Repair/Maint	Library Corner - Reset signage following damage	600.00	120.00	720.00
28/08/2026	BACS 3401	Specialised Canvas Services	ADMIN Supplies & Services	Annual service of flagpole, August26	427.52	85.50	513.02
28/08/2026	BACS 3402	Staffs Signs & Graphics	ARTS/TOURISM Expenditure	Set up & produce bespoke Twinning bunting	455.00	91.00	546.00
28/08/2026	BACS 3402	Staffs Signs & Graphics	ARTS/TOURISM Expenditure	Twinning banner	125.82	25.16	150.98
28/08/2026	BACS 3403	Table Football Plus	ARTS/TOURISM Expenditure	Table football, goal & quiz board, Community Day 20/8	800.00	0.00	800.00
28/08/2026	BACS 3404	Robert Yardley Photography	CIVIC Supplies/Services	Official portrait photography for Mayor & Sheriff 26/27	556.35	0.00	556.35
28/08/2026	BACS 3405	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - August	11,204.98	0.00	11,204.98
28/08/2026	BACS 3406	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - August	10,336.27	0.00	10,336.27
28/08/2026	BACS 3407	Lichfield Shrievalty Assoc	G/HALL Lettings	Refund of hire for cancelled booking on 6/9/26	383.97	76.79	460.76
28/08/2026	BACS 3407	Lichfield Shrievalty Assoc	G/HALL Lettings	Refund of breakages deposits for cancelled booking	200.00	0.00	200.00
28/08/2026	Debit	Natwest bank charges	ADMIN Supplies & Services	Bank charges 4 July to 31 July 26 - current account	£22.12	£0.00	£22.12
					£124,097.97	£9,777.02	£133,874.99

Imprest Account Payments list from 1 August to 31 August 2026

Date	Ref	Name	Budget Head	Detail	Net	Tax	Paid
18/08/2026	005556	Cash	Various	Petty cash vouchers 9000 - 9012	£246.43	£46.18	£292.61
25/08/2026	BACSI62	Timpson	ARTS/TOURISM Expenditure	Engraving on Silver Salver for Twinning weekend	£179.16	£35.83	£214.99
25/08/2026	005557	Cash	Various	Petty cash vouchers 9013 - 9022	£228.05	£40.11	£268.16
28/08/2026	Debit	Nat West	ADMIN Supplies & Services	Bank charges for 4 July to 31 July - Imprest	£8.14	£0.00	£8.14
					£661.78	£122.12	£783.90
					£124,759.75	£9,899.14	£134,658.89