



NEWARK TOWN COUNCIL

Town Hall, Market Place, Newark, Nottinghamshire, NG24 1DU

Tel: 01636 680 333 ~ Fax: 01636 680 350

Email: post@newark.gov.uk ~ Website: www.newark.gov.uk

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 16TH FEBRUARY 2022

Wednesday 9th February 2022

Dear Councillor

You are summonsed to attend a meeting of the Finance & General Purposes Committee at 7.30pm on Wednesday 16th February 2022. This meeting will be held in the Council Chamber at the Town Hall.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. C. Mellor'.

Alan Mellor
Town Clerk

FINANCE & GENERAL PURPOSES COMMITTEE

A G E N D A

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Committee Membership

Cllr J Henderson (Chairman)
Cllr Mrs G Dawn
Cllr J Baggaley
Cllr Mrs I Brown (Vice-Chairman)
Cllr M Cope
Cllr E Cropper
Cllr Mrs R Crowe
Cllr R A Crowe
Cllr L Geary
Cllr L Goff
Cllr D Ledger
Cllr J Lee
Cllr D Lloyd
Cllr T Mathias
Cllr Ms J Oliver
Cllr J Olson
Cllr M Skinner
Cllr S Vickers

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FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 19th January in the Council Chamber, Town Hall.

Membership Present:	Councillor	J Henderson (Chairman) (Ap)
	Councillors	J Baggaley Mrs I Brown (Vice-Chairman) (Ap) M Cope E Cropper Mrs R Crowe (Ap) R A Crowe Mrs G Dawn (A) L Geary L Goff D Ledger (Ap) J Lee D Lloyd T Mathias Ms J Oliver J Olson M Skinner (Ap) S Vickers (Ap)
Apologies for Absence:	Councillors	J Henderson, Mrs I Brown, Mrs R Crowe, D Ledger, M Skinner, S Vickers
Officers Present:	Town Clerk Town Clerk Designate Deputy Town Clerk	Alan Mellor Nigel Hill James Radley
Taking Notes:	PA to the Town Clerk	Helen Crossland
	There was one member of the public present.	
Venue:	Council Chamber, Newark Town Hall	

As the Chairman and Vice-Chairman had sent Apologies, it was necessary to appoint a Chairman for the meeting.

Cllr J Olson proposed, Cllr E Cropper seconded, that Cllr J Baggaley be appointed as Chairman for this meeting. A vote was held and this was **AGREED**.

Prior to starting the meeting, the Chairman welcomed the Town Clerk Designate, Mr Nigel Hill, to the meeting.

FGP40/21/22 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 24th November 2021

The Town Clerk pointed out that there was an error in the Minutes as published in the Agenda.

FGP34/21/22 – Land off Cedar Avenue

Para (ii) – to be amended to read:

“The Town Clerk advised that all the remaining N&SDC Councillors still present were non-voting members of the Gilstrap Trust and therefore had a non-prejudicial interest”.

With the above amendment, the Minutes of the Finance & General Purposes Committee meeting held on Wednesday 24th November 2021 were proposed by Cllr J Olson, seconded by Cllr E Cropper, and **AGREED** as a true and accurate record and would be signed by the Chairman in due course.

FGP41/21/22 Minutes of the Special Finance & General Purposes Committee held on Tuesday 7th December 2021

The Minutes of the Special Finance & General Purposes Committee held on Tuesday 7th December 2021 were proposed by Cllr M Cope, seconded by Cllr D Lloyd, and **AGREED** as a true and accurate record and would be signed by the Chairman in due course.

FGP42/21/22 Matters Arising

FGP29/21/22 – Matters Arising

FGP11/21/22 – Cllr J Olson asked if there were any further developments with regard to the Kidney Stones; the Town Clerk said there was nothing further to report, he was reliant on other people. He said he would endeavour to provide an update before he left office at the end of March.

FGP28/21/22 – Minutes of the Climate Change Working Group 20.10.21

Cllr E Cropper asked if a meeting had been arranged yet; the Town Clerk responded that he was trying to set a date and that he would speak with the Chairman.

FGP32/21/22 – Events Update

Queens Platinum Jubilee

Cllr D Lloyd asked for an update; the Town Clerk informed Members that he had sent an email earlier in the day to the Group Leaders with his proposals as follows:

“Further to our meeting on Friday 14th January to discuss the arrangements for agreeing next year’s estimates, we also discussed in outline the ideas for celebrating the Queens Platinum Jubilee.

The proposals I put forward included:

- (i) Thursday 2nd June – Lighting of a Beacon, possibly in the Market Place, along with a short ceremony.*
- (ii) Friday 3rd June – enhanced Market with some entertainment, linked in with Steam Punk activities.*
- (iii) Saturday 4th June – enhanced Market with some entertainment, linked in with Steam Punk activities. Possible informal picnic in the Castle Grounds. A Steam Punk Ball in the Town Hall in the evening, free rental but charges to cover NTC costs.*
- (iv) Sunday 5th June – Picnic in the Castle Grounds; NSDC are planning to hold this – we can support it through provision of some entertainment.*

In addition to the above, decorating the front of the Town Hall with red, white and blue swags on the pillars and the balcony balustrade.

The Steam Punk community are keen to come to Newark and have already started to book weekend accommodation in hotels and B&B's. They need to start to firm the arrangements up and are seeking as early decision as to whether or not the Town Council are happy to support the above plan. I am happy to give the green light to this if the three Group Leaders are happy for me to do that under my Delegated Powers. Can you let me know your thoughts as soon as possible”.

The Chairman agreed with the proposals set out above.

Cllr L Geary noted that her suggestion of a 1950's themed Market had not been mentioned and asked if this could be put into the picnic in the Castle Grounds instead.

The Town Clerk said that he would discuss this with the District Council, to see if it could be integrated into the Sunday Picnic.

It was **AGREED** that the Town Clerk should move the above proposals forward under his Delegated Powers.

There were no other Matters Arising.

FGP43/21/22 Declarations of Interest

It was **AGREED** to accept any Declarations of Interest as and when they arose during the meeting.

FGP44/21/22 Payment Schedules

Cllr J Baggaley proposed, Cllr Ms J Oliver seconded, the Payment Schedule report and Members **AGREED** that payment in accordance with Payment Schedule 8/22 in the sum of £243,005.49 (two hundred and forty three thousand, five pounds and 49p) be **APPROVED**.

FGP45/21/22 Meeting Dates

Cllr M Cope began discussion on this item.

He said he wanted to 'do away' with the recess in August; this was a regular request from him, when setting the dates for the following years' meetings. He proposed that the Town Clerk re-do the dates, apart from the Planning Meetings, and spread them

out more evenly, to include the month of August.

This was seconded by Cllr J Lee; a vote was held, and it was **NOT AGREED**.

Cllr J Baggaley then proposed, Cllr L Goff seconded, that Members **CONSIDER** the meeting schedule as set out in the Agenda Report and **AGREE** to recommend it to the Town Council.

A vote was held, and this was **AGREED**.

FGP46/21/22 Council Tax Base & Council Tax Referendum

The Town Clerk began discussion of this item and went through the Agenda report. He felt that most of the information contained therein was generally good news and it would assist the Town Council with setting the Precept for next year.

The recommendations were proposed by Cllr J Baggaley, seconded by Cllr L Geary.

- (i) Members **NOTED** the Council Tax Base figure for the 2022/23 financial year.
- (ii) Members **NOTED** the Government's Consultation Paper on the Local Government Finance Settlement for 2022/23.

FGP47/21/22 Parks & Open Spaces

The Town Clerk went through the Agenda Report.

Cllr J Lee proposed, Cllr Ms J Oliver seconded, that the current SLA be extended for two years, for the following reasons:

- (i) This would give the Town Clerk Designate time to settle in.
- (ii) The financial impact could be considered over this period of time.

Cllr J Olson proposed, Cllr E Cropper seconded, that the following provisos be added to the SLA:

- (i) 'No Mow May' should be observed.
- (ii) No hard pruning of hedging/shrubs at the end of the summer.
- (iii) Ban the use of pesticides.
- (iv) Peat free compost only to be used.

The Town Clerk then spoke; he said that over whatever period of time is decided, discussion needs to be had with NSDC soon about how to manage the sites in the future. There may be additional costs (or they could be lower).

He felt that the two proposals should be dealt with separately – one did not depend on the other.

The Chairman asked the Town Clerk if the SLA was a 'good deal'.

Cllr L Geary wanted to know if the additions could be brought into the next year.

The Town Clerk responded that he would need to have these discussions with NSDC;

he needed to talk through what the implications were.

It may be that any changes to the specification of the SLA need to be 'phased in', almost location by location.

Cllr L Geary said she was then not in favour of a two year extension.

Cllr J Lee noted that there was no guarantee that the Town Council would agree if the cost implications were too high.

The proposal by Cllr J Lee was then voted on, and it was **NOT AGREED**.

The Chairman proposed, Cllr E Cropper seconded, the original recommendation to extend the current SLA with the District Council for the maintenance of Parks & Open Spaces for a further year expiring on 31st March 2023 and this was **AGREED**.

Cllr D Lloyd referred to the Agenda Report, 2.3, last paragraph, which related to the proposal by the Climate Change Working Group to review each site separately, and which was subsequently accepted by this Committee in November 2020.

The Chairman asked if this had been done; the Town Clerk said that it had not, but it needed to happen, irrespective of the proposals put forward at this meeting.

Cllr D Lloyd said he would support (iii) and (iv) of Cllr J Olson's provisos, but not the other two.

Cllr J Olson said there should be a review of each and every site with a view to increase the biodiversity of the Town Council's Green Spaces and support the bee population.

Cllr L Geary suggested that the Town Clerk be asked to speak to NSDC about the 'broad' plans for the sites this year. He could then also come back with a timetable to carry out the work as recommended by the Climate Change Working Group.

The Town Clerk said he was happy to take this up and come back to this committee with the implications of this.

The proposal from Cllr J Olson (as above) was then voted upon and it was **NOT AGREED**.

FGP48/21/22 Insurance

An Addendum was circulated prior to the meeting with the details of the Insurance Quotes which had been received after the Agenda was sent out.

The Town Clerk wanted to put into context the reason for the seemingly high cost of the quotes; he pointed out that the valuation figure of £15.6m was the reason for this.

Cllr D Lloyd proposed, Cllr M Cope seconded, that all the recommendations be accepted. A vote was held and:

- (i) Members **AGREED** to accept the new three year Long Term Agreement from Zurich Municipal Insurance at a cost of £27,235 per annum.
- (ii) In view of (i) above, Members **DECLINED** to undertake a competitive tendering exercise for the Town Council's Insurance cover.
- (iii) As Members had **AGREED** to Recommendation (i) as above, Members then **APPROVED** the exception to Standing Order 38 (2) as detailed in the Report.

Cllr E Cropper asked if the Town Council had looked at where Zurich put their investments; the Town Clerk responded that he had not but was happy to ask the

question of Zurich.

FGP49/21/22 Market Fees & Charges

The Town Clerk went through the Agenda Report and recommendations.

Following a brief discussion,

- (i) Members **AGREED** that no general inflation increase be applied to market rents for 2022/23.
- (ii) Members **AGREED** to raise the fee for Promotional Pitches to £70 per day and £80 per day with a trailer, with no reduction for a weekly charge.
- (iii) Members **AGREED** to introduce a formal 'Hospitality Table & Chair space' charge for cafes using the Market Place, at a daily rate of £7 for a table and four chairs.

FGP50/21/22 Cemetery Fees & Charges

The Town Clerk went through the Agenda Report for the benefit of Members and said the Deputy Town Clerk would be happy to take any questions.

Cllr L Geary proposed, Cllr J Olson seconded, an increase in Cemetery Fees and Charges to be effective from 1st April 2022, of 7%.

The Chairman proposed, Cllr T Mathias seconded, an increase in Cemetery Fees and Charges to be effective from 1st April 2022, of 3%.

A vote was held on the first proposal (Cllr L Geary) and the increase of 7% was **NOT AGREED**.

Another vote was held on the second proposal (Cllr J Baggaley) and the increase of 3% was **AGREED**.

FGP51/21/22 Cemetery Update

Cllr E Cropper asked for clarification that the information in the Agenda Report was public knowledge.

The Town Clerk confirmed this and added that all works would be subject to a formal Planning Application.

Members then **NOTED** the progress regarding the redevelopment of the Lodge, provision of garage/storage space and the redevelopment of the area around the London Road entrance.

Meeting Closed:	8.45pm	Next Meeting:	16th February 2022
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FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	PAYMENT SCHEDULES
REPORT BY:	TOWN CLERK

- 1. Recommendations**
 - 1.1 Members to Approve the attached Payment Schedule 9/22.
- 2. Background**
 - 2.1 Payment Schedule 9/22 appended to this report.
- 3. Financial, Legal, Equality, Risk & Environmental Issues**
 - 3.1 None.

Background Papers:	None
Lead Officer:	Alan Mellor Tel: 01636 684801 Email:

CHEQUES

ACCOUNTS FOR PAYMENT SCHEDULE 9/22

31.12.21

Voucher Number	Payee	Cheque No	Budget	Amount
884	Newark Town Council	19172	Mayors Allowance	77.90
885	Petty Cash	19173	Refreshments	69.52
885		19173	Market Equipment	25.00
885		19173	Uniform	58.99
885		19173	Postage	14.57
885		19173	Printing & Stationery	18.95
885		19173	Christmas Lights	25.52
885		19173	Civic Car	15.49
885		19173	TH Bar	1.60
885		19173	PC Materials	4.78
885		19173	Civics	16.10
885		19173	TH M&E	68.07
			Total	396.49

AUTOPAY

ACCOUNTS FOR PAYMENT SCHEDULE 9/22

31.12.21

Voucher Number	Payee	Budget	Amount
886	Ann et Vin	TH Bar	182.00
887	AO Cumbernauld	Payroll	10898.19
888 - 890	Banner Group	Printing & Stationery	55.12
891	Birman EA	Xmas Market	15.00
892	Bunzl Ltd	TH M&E	498.52
893	Canon UK	Printing & Stationery	773.45
894	CH Media Publishing Ltd	Market Promotions	346.20
895	Chaddha NK	Recharges	150.00
896	Citizens Advice Bureau	Grant - CAB	5000.00
897	Colbourne M	Market Promotions	3100.00
898	Colledge A	Xmas Market	40.00
899	Crossland H	Refreshments	20.00
900	Curious Creations	Market Promotions	840.00
901	Daniel J	Christmas Lights Event	200.00
902	Derry Plumbing & Heating	TH M&E	108.00
903	EE	Telephones	91.84
904 - 905	Elwood Control Hire	Payroll	520.00
906	Fibrous Funeral Supplies	Cemetery Tablets	341.24
907	Gala Tent Ltd	Market Equipment	1499.85

908	GMS Ltd	TH M&E	144.00
909	Great Minds Creative Ltd	Market Promotions	480.00
910	Haynes M	Market Promotions	250.00
911	Hind C	Market Promotions	100.00
912	Hindson NE	Market Promotions	100.00
913	Hunter L	Damage Waiver	200.00
914 - 915	Iliffe Media	Market Promotions	1218.00
916	Jones Maintenance	P & O/S R&R	4740.00
917	Letsxcape	Appointments & Advertising	120.00
918	Lidsters of Worksop	Cemetery Tablets	686.08
919	LITE Ltd	Christmas Lights	3600.00
920	Liz Hobbs Group	Christmas Lights Event	12000.00
921	Macandrew A	Market Promotions	180.00
922	Marshall & Sons	P & O/S R&M	3630.00
923 - 924	Martin B	Market Promotions	400.00
925	Matrix LP	Recharges	500.00
926	Mayo Crane Hire	Christmas Lights	480.00
927 - 928	MEC Recycling	Cemetery Upkeep	125.90
929	Mellor A	Travel	191.25
930	Moonshiners	Christmas Lights Event	150.00
931	Naylor MA	Damage Waiver	224.00
932	Newark Community First Aid	Health & Safety	120.00
933	Newark Security Services	P & O/S Security	756.96
934	Newark & Sherwood Locksmiths	ENV Tools & Equipment	75.30
935	Newark Team PCC	Grant - St Marys Church	1800.00
936	Newark Womens Aid	Recharges	734.91
937	Notts CC	Payroll	13498.10
938 - 948	NTC Pay Account	Payroll	36128.92
949	Oliver J	Newark in Bloom	60.00
950	Primeprint Ltd	General Promotions	348.00
951	Radcomm UK Ltd	Christmas Lights Event	172.80
952 - 956	Reflect Recruitment	Payroll	1823.63
957	Rhubarb Theatre	Market Promotions	528.00
958	Rock Choir	Christmas Lights Event	75.00
959	Russells Ltd	Vehicle Running Costs	157.64
960	Russells Ltd	Fuel Mowers	77.50
961 - 963	Russells Ltd	Mowers	452.79
964	Schofield A	Market Promotions	100.00
965	SCS Ltd	Computers	546.00
966	SCS Ltd	Computers	76.18
967	Sharricks Fishbar	Appointments & Advertising	154.00
968 - 969	Shephardson M	Christmas Lights Event	350.00
970	Shredall Group	TH M&E	140.88

971	Sykes LS	Xmas Market	15.00
972 - 973	TC Harrison Ltd	Vehicle Running Costs	2207.88
974	The Business	Market Promotions	325.00
975	The Business	Christmas Lights Event	250.00
976	The Hot Dogs Brass Band	Market Promotions	450.00
977	Turners Bakery	Recharges	100.00
978	Viking	Printing & Stationery	83.99
979 - 981	Virgin Media	Telephones	646.61
982	Walden Consultants	Consultancy Fees	1725.45
983	Walker SR	Market Promotions	150.00
984	Watch it Security	Cemetery Upkeep	774.34
985	Watch it Security	Allotment Maintenance	420.77
986	Willows Nursery	Newark in Bloom	5602.00
987	Wordprint	Printing & Stationery	432.00
		Total	125558.29

DIRECT DEBITS

ACCOUNTS FOR PAYMENT SCHEDULE 9/22

31.12.21

Voucher Number	Payee	Budget	Amount
988 - 990	ASD Wholesale	TH Bar	843.42
991	British Gas	Buttermarket Electricity	64.78
992 - 1000	BT	Telephones	£1,068.35
1001	Everflow	Water	£3,690.53
1002	Hyundai Finance	Civic Car	254.40
1003	Natwest Cards	Civics	£171.20
1003		Marketing & Promotions	£171.00
1003		Christmas Lights	£5.47
1003		refreshments	£29.89
1003		Protective Clothing	£23.27
1003		TH M&E	£123.89
1003		TH Bar	£9.00
1003		PC Materials	£129.00
1004	NSDC	Rates	£7,065.00
1005	Safety Measures	Health & Safety	£88.80
1006 - 1007	SSE	Market Electricity	£327.68
1008	Total Energies	TH Gas	2011.43
1009	Total Energies	Th Electricity	2601.06
1010	Total Energies	Buttermarket Electricity	16.20
1011 - 1012	Total Energies	PC Electricity	1286.04
1013 - 1016	Total Energies	Market Electricity	441.75
1017	Total Energies	P & O/S Electricity	£249.55
1018 - 1020	UK Fuels	Vehicle Running Costs	£159.76
1021	UK Fuels	Civic Car	£29.68
1022	Worldpay	Bank Charges	£240.80
		Total	21101.95
		Grand Total	147056.73

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	STREET COLLECTION LICENCES
REPORT BY:	TOWN CLERK

1. Recommendation

1.1 Members are asked to note the decision taken by the Town Clerk to approve a Street Collection Licence for the Royal Air Force Association.

2. Background

2.1 The Town Council has an agreed criteria for considering Street Collection Licences which is attached at Appendix 1 and includes a list setting out the number of permits allowed during the year.

2.2 The following request for a permit has been received:

(i) Royal Air Forces Association (RAFA) – on Saturday 17th September 2022.

2.3 I have approved this application, in accordance with the delegated authority given to me by this Committee in 2018 to approve Street Collection Licences from:

RAFA

Royal British Legion

Newark & District Round Table

The Salvation Army

3. Financial, Legal, Equality, Risk and Environmental Issues

3.1 None.

Background Papers:	None.
Lead Officer:	<p>Alan Mellor Tel: 01636 680333 Email: Alan.mellor@newark.gov.uk</p>

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	TOWN CLERK POSITION
REPORT BY:	TOWN CLERK

1. Recommendation

1.1 Members are asked to consider:

- (i) To approve the appointment of Alan Mellor (AGM Associates) to act as a 'Locum' Town Clerk on a part time basis with effect from 1st April 2022,
- (ii) The work programme of the Locum Town Clerk to be agreed with the three Group Leaders,
- (iii) The principle of paying time limited Honoraria to staff who are required to take on additional responsibility until a permanent new Town Clerk is in post and, if agreed, to grant delegated authority to the Locum Town Clerk to agree such payments in consultation with the three Group Leaders,
- (iv) To review the recruitment process for the Town Clerk position following feedback from the Town Clerk on any identified issues which put people off from submitting an application,

2. Background

2.1 I submitted a report to this Committee on 15th September 2021 confirming my decision to retire on 31st March 2022 and put into place arrangements to advertise the post and appoint a successor.

As Members are aware interviews were held in December and the position was offered to Nigel Hill, it had been agreed that he would take up the post on 7th March.

However, he has now informed me that he will not be taking up the position, therefore action is required to undertake a further recruitment process to fill the post of Town Clerk.

3. Short Term Actions

3.1 Following a meeting with the three Group Leaders held on 3rd February, I advised them that it is still my intention to retire on 31st March.

However I re-iterated my previous undertaking that I will not leave the Town Council in a position without any leadership, as provided by the holder of the Town Clerk post. I have therefore offered to continue to work for the Town Council on a 'Locum' part time basis to bridge the gap between my departure and a new Town Clerk coming into post. This arrangement would be as a Consultant on a daily rate that can be called off on an 'as and when' basis.

This will enable the Town Council to continue to operate with a minimum of disruption, ensuring at the very least that all legal obligations are satisfied. It is further suggested that the work plan for the Locum Town Clerk is agreed following consultation with the three Group Leaders.

- 3.2 In the absence of a full time Town Clerk being in post there will, no doubt, be additional responsibilities falling on some other employees in the interim period. At this stage I would suggest that the principle of paying time limited Honoraria is considered and if accepted grant delegated authority to the Locum Town Clerk to agree such payments in consultation with the three Group Leaders.

4. Recruitment Process

- 4.1 The Town Council will now have to undertake a further recruitment process to appoint a new permanent Town Clerk. This has been discussed with the three Group Leaders; who have asked me to undertake some research along with Richard Walden (who supported the Town Council through the previous recruitment round), to try and ascertain why those people who expressed an interest in the job but didn't put an application in reached that decision. In this context there may be many reasons; level of the salary, location of Newark compared to their existing home, the number of other similar posts being advertised at the same time, the time of year (just prior to Christmas) etc.

This work will be undertaken if possible, and some feedback provided verbally at the meeting.

If it transpires that the main issue identified is the salary level, the Town Council may need to further review the salary and remuneration package on offer.

5. Financial, Legal, Equality, Risk & Environmental Issues

- 5.1 There are a number of financial implications arising from this report and the proposed actions. These have been assessed and included in the revenue budgets for this year and 2022/23 as submitted elsewhere on this agenda.

Background Papers:	None
Lead Officer:	Alan Mellor Tel: 01636 684801 Email: alan.mellor@newark.gov.uk

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	CULTURAL HEART OF NEWARK PROGRAMME
REPORT BY:	TOWN CLERK

1. Recommendations

Members are asked to:

- (i) Agree that the Town Council will become the Project Lead for the Cultural Heart of Newark project from April 2022,
- (ii) Agree that the Town Council, in partnership with Newark & Sherwood District Council, will access the £2.1m Towns Fund budget allocated to the project (pending government approval of the project business case),
- (iii) Agree that the Town Council will utilise a proportion of the £2.1m Towns Fund budget to recruit a new ‘Programme Development Officer’ (2 year fixed-term) and a ‘Town Centre Events Officer’ to facilitate delivery of the project.

2. Background

- 2.1 The cultural Heart of Newark is one of nine priority projects identified as part of the Town Investment Plan to be progressed by the Newark Towns Board. Subject to government approval of the project business case, it has been allocated a budget of £2.1m from the ‘Town Deal’ comprising £1.5m for capital investment and £0.6m for revenue costs distributed evenly over the three financial years 2022/23 to 2024/25.
- 2.2 During recent years, there has been a steady decline in footfall of town centres nationally, with online shopping, out of town retail developments and the COVID-19 pandemic contributing sharply to this. The Newark Town Investment Plan identified that there was an oversupply of retail floorspace in Newark and that a different approach was required to increase vibrancy. The Town Investment Plan further identified a need for event-based regeneration through a consultation exercise with more than 80% of respondents stating that more events would have the best improvement and impact for the town centre. The aim of the Cultural Heart of Newark project, therefore, is to build upon, coordinate, and enhance the current programme of public events and activities in Newark town centre to develop the vibrancy and cultural experience of the town centre to support growth in footfall, dwell time and consumer expenditure on retail, hospitality, and other services in the town. As well as increasing town centre footfall, dwell time and expenditure, and improving vibrancy and civic pride, the project also presents an opportunity to drive environmental change, for example by encouraging more travel to and around the town centre by walking, cycling and public transport.
- 2.3 Crucially, the Newark Town Fund allocation should be seen as just the start of the project, providing the opportunity to develop a longer-term financial sustainability model in order that a perennial programme of public events and activities can continue to thrive and grow beyond the period of funding. To this end, the production of a Business Case to activate the £2.1m Towns Funding is being developed, with success identified as increased footfall, dwell time,

expenditure and satisfaction from residents, visitors and businesses and referencing plans to future-proof the longer term financial stability of the interventions.

3. Public Realm

3.1 In developing the project business case, Newark and Sherwood District Council has appointed consultancy support to develop a vision and intent for Newark town centre alongside a range of costed options for the development of the key areas of public realm (Riverside Park, Newark Castle & Gardens, Newark Market Place). In consultation with the principal landowners/managers (including Newark Town Council) and key partners/stakeholders, the appointed consultants will consider ways in which the role and potential of the key areas of public realm, and connections between them, in Newark town centre could be appropriately developed and maximised to provide flexible, multi-purpose, connected spaces that are attractive to residents and visitors, encouraging greater, year-round use.

3.2 The proposed public realm masterplan options will include:

- (i) The physical infrastructure of the key areas of public realm identified above to provide flexible, multi-purpose, connected spaces in Newark town centre. Including, but not limited to, proposals for performance areas, power supply, access, ground covering, 'greening', seating and screening. Performance options may range from large one-off concerts and events to multi-faceted or specialist markets and fairs. Options shall include implications for operational storage, use and ongoing costs.
- (ii) Improved linkages and wayfinding around Newark town centre including to/from the key areas of public realm, to/from the public transport hubs and public facilities (incl. car parks), and to/from retail, hospitality and services in the town, building upon the wayfinding and signage already present.
- (iii) Development of options for flexible, multi-purpose use of the Market Place while maintaining an element of permanent market provision. Proposals will be descriptive as to the potential flexibility that can be afforded for different uses with innovative ideas for temporary structures and equipment as appropriate.
- (iv) Development of a storage and movement strategy for any equipment that is likely to be required for different uses of the key areas of public realm, e.g., staging, audio-visual equipment etc. Consideration is to be given to integration of the market stalls into any solutions.
- (v) Suitable provision for collecting, storing and removing waste and refuse in and around the key areas of public realm, and connections between them, in Newark town centre.
- (vi) Pedestrianising areas in and around the key areas of public realm, and connections between them, in Newark town centre and providing appropriate alternative vehicular access(es).
- (vii) Links with the Newark Cycle Town plans which include a partnership with Brompton Bike Hire to install folding bike hire docks in key strategic sites across Newark.

3.3 Subject to government approval of the project business case, the Newark Towns Fund capital budget of £1.5m will be available between 2022/23 and 2024/25 to support delivery of public realm improvements following public consultation on the costed masterplan options.

4. Events

- 4.1 A perennial programme of public events would be developed for Newark town centre, building upon the success and lessons learned from a wide range of previous events. Whilst the above delivery of public realm improvements would provide flexible, multi-purpose, connected spaces to enable a greater range of events and activities to take place, the programme would not need to wait for these improvements but could continue to current positive momentum with some events commencing soon after the start of the new financial year.
- 4.2 The programme would comprise regular events and activities potentially including performing arts, interactive experiences, sports, installations, mobile entertainers, community groups, screenings etc. It would need to be inclusive, with broad appeal to multiple audiences comprising residents of Newark and the surrounding area, as well as day trip / short break visitors to the area. It should also be informed by feedback and ideas submitted through the public consultation on the public realm masterplan options.
- 4.3 A proportion of the £0.6m revenue Towns Fund budget is required to be accessed by the Town Council to recruit a new 'Town Centre Events Officer' to lead development, delivery and evaluation of the events programme. This post would be complementary to, and work with, the existing Markets Manager to create a small team to increase capacity and deliver an enhanced events offer.

Members will be aware that from the 1st April the Town Council will only have a Locum Town Clerk in post. This position along with the above proposals have been discussed in detail with the Markets Manager who has given an undertaking that he will remain in post for the next financial year at least. On that basis it is felt that this project can be delivered satisfactorily by the Town Council.

- 4.4 The three-year period of funding provides an opportunity to trial and test these different types of events and evaluate their impact on footfall, dwell time and expenditure. This would prove the value of the programme to the town centre business and stakeholders.

5. Sustainable Delivery

- 5.1 A successful perennial programme of events needs to continue and grow beyond the three-year period of Towns Fund budget, become self-financing from April 2025. This will ensure a longer-term positive impact on town centre vibrancy and economic growth. There are a number of potential options for how this sustainability could be achieved, including the following:

- Establishing a Business Improvement District (BID) model with a paid subscription membership of businesses
- Exploring ring-fenced business rates solutions (e.g., levy for properties over £15K rateable value up to a maximum percentage or top-slicing receipts beyond a baseline position)
- Revenue from events (e.g., ticket sales, concession trade stands)
- Commercial sponsorships
- Combination(s) of the above

- 5.2 Each of these options has advantages and disadvantages that would need to be fully considered in parallel with the trialling and testing of different events and feedback from the town centre businesses and stakeholders.

5.3 In addition, it is required that a proportion of the £0.6m revenue Towns Fund budget will be accessed by the Town Council to recruit a new 'Programme Development Officer' (2 year fixed-term) to lead the development and implementation of the optimum financial sustainability model in partnership with Newark & Sherwood District Council. This will include a review of models such as a Business Improvement District (BID) and Taxation Subsidy Model to consider 'how' such a programme can be sustained financially when the grant funding ceases in 2025. Any development of delivery models and vehicles will also need to be cognisant of the Newark Heritage Action Zone proposals around tax and rate relief.

Whilst the Town Council will act as the formal employer of this post it has been agreed and is on the understanding that the District Council will provide support to enable the officer to access any necessary information such as Business Rate details etc

5.4 The delivery of the programme will be resourced through a combination of the funds from the Newark Town Fund Bid matched by the resources that the Town Council and District Councils currently provide along with other partner organisations.

At present the Town Council allocate the following resources to events:

- (i) Brass Band Concerts & Brass Explosion - £15,380
- (ii) Christmas Lights Switch On - £14,000
- (iii) Christmas Lights Displays - £65,600
- (iv) Newark Festival/or similar - £45,000
- (v) What's On Guide - £20,000
- (vi) Market Place Bunting - £5,000
- (vii) Markets Entertainment & Promotion - £35,000

The total of the above is £199,980.

Other town centre connected budgets are:

- (i) Newark In Bloom - £24,600
- (ii) Town Centre Sweeping - £11,280 (50% share with NSDC)

6. Opportunities

6.1 The Cultural Heart of Newark presents transformational opportunities for the prospects of Newark town centre including its economy, environment and appeal to residents and visitors. Building upon the current programme of public events and activities, it provides a clear opportunity to do more across a wider range of events and activities. Consequently, it provides a valuable opportunity for Newark Town Council to enhance its profile and reputation with residents, visitors, businesses and key stakeholders.

6.2 Subject to government approval of the project business case, the £0.6m revenue Towns Fund budget allocated to the project provides an opportunity to create a significantly larger operating budget for the town centre events programme than that provided by the current Town Council events budget (approx. £0.2m).

7. Next Steps

7.1 The next steps in delivering this project will include:

- Development of the vision and intent for Newark town centre alongside a range of costed masterplan options for the development of the key areas of public realm (Riverside Park, Newark Castle & Gardens, Newark Market Place)
- NSDC to complete and submit the Outline Business Case to secure £2.1m Towns Fund budget
- Creation of a Newark Town Centre Masterplan
- Establishment of a Cultural Heart of Newark Project Event Board (NPEB)
- Recruitment to the 'Town Centre Events Manager' and 'Programme Development Officer' (2 year fixed-term) positions
- Implementation of the Year 1 2022/2023 Events Programme
- Commencement in Year 1 2022/2023 of the public realm developments
- NPED to undertake modelling of options for the financial sustainability of the programme including a Business Improvement District (BID) model and a Taxation Growth model

8. Financial, Legal, Risk, Equality & Environmental Issues

8.1 There are no additional costs falling to the Town Council from this proposal. Any additional expenditure incurred will be matched by the draw down of the Towns Fund Grant.

Background Papers:	Towns Fund project files
Lead Officer:	A Mellor

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	MEDIUM TERM FINANCIAL STRATEGY
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to:

- (i) Consider the attached Medium Term Financial Strategy covering the period 2021-29 and make recommendations to the Town Council as appropriate,

2. Background

2.1 As part of the budget setting process for the current financial year, 2021/22, the Town Council formally considered its revenue expenditure in the context of a Medium Term Financial Strategy (MTFS) in order to achieve a stable financial position over a number of years.

2.2 The current years' budget has been revised to reflect the latest information on the spending to date, the ongoing Coronavirus impacts particularly with regard to income budgets and other known changes.

3. Devolved Services

3.1 Within the Devolved Service Agreement is a provision for the grant receivable from the District Council to be re-calculated on annual basis to reflect any changes to the estimated increase in the Town Councils Council Tax Base.

This calculation has been made for 2022/23; as reported to the last meeting of this Committee this calculation has improved significantly from the position outlined this time last year.

The Council Tax Base is higher than originally estimated and therefore there will be a reduction of £1,620 in the amount of grant received in 2022/23. Members are reminded that this is only a change to the profile of grant paid and will not affect the overall amount of £3.78m to be paid.

3.2 Furthermore, the Devolution Agreement also includes a clause to the effect that if the Town Councils' Council Tax Base doesn't reach the level originally estimated at the end of the 20 year agreement, then further grants will be paid each year until the Council Tax Base achieves this figure. The current calculations show that this clause is likely to be triggered.

It is estimated that in 2035/36 a further £174,000 will be received from the District Council. Further annual payments can then be anticipated with the sum reducing by around £20,000 per annum.

3.3 The original purpose of this annual calculation of the Devolved Services Grant was to protect the Town Council from a position of not being able to afford the increased expenditure arising from the services transferred over the medium term, pending the delivery of the anticipated new houses and the increased Council Tax income which would accompany them. Alternatively, it also protected the District Council from paying a grant that was not required by the Town Council, if the Council Tax Base rose faster than originally estimated.

In this context the re-profile of the grant is achieving what it was set out to do and the Town Council's financial position will be protected for the next six years, as demonstrated in the Medium Financial Strategy attached to this report - see Appendix 1.

3.4 The Council Tax Base for 2022/23 represents a more optimistic assessment of the delivery of new houses from the Middlebeck Development.

Members will be aware that the uncertainty surrounding the full completion of the Southern Link Road (SLR) has now been resolved with a funding package looking to be agreed and in place in the very near future. This removes the 'cap' of 599 dwellings that were permitted if the SLR is not fully completed, thus the future projections of new houses being delivered over the next few years on Middlebeck can return to the higher projections of some 3,000 properties.

The District Council have provided an updated forecast for new houses coming on stream over the next 10 years, which reflects this significantly more optimistic position. These projections result in a more positive and certain forecast of the Town Council's Medium Term Financial Plan.

4. Medium Term Financial Strategy

4.1 For the period of this financial plan the modelling is based on the scenario with Land South now being fully developed, this can be presented with a much higher degree of certainty than has been the case over the last few years.

This shows that for the period of this plan the level of year end reserves increase up to 2026/27, then decrease when the Devolution Grant comes to an end. However the level of General Reserves remains at an acceptable level throughout the plan period.

However taking the modelling further forward shows that the Town Council's revenue account will fall into a deficit position in the 2029/30 financial year and remain in deficit for some seven further years. After which time the Devolution Grant comes back in and brings the Revenue Account back into the 'black'.

Action needs to be taken to ensure that such a position doesn't arise; it would be unlawful for the Town Council to set a deficit budget.

4.2 Financial projections this far into the future can only provide a guide as to the trajectory that the Town Council's finances are taking and shouldn't be regarded as a definitive position. By way of example an increase of an additional 1% per annum in the Council Tax charge in 2029/30 onwards would reduce the period that the revenue account is in deficit from seven years to five. Furthermore, a reduction in net expenditure of around £75,000 per annum would bring the account back into balance.

At this stage therefore the Town Council just needs to be aware of this possible long term forecast and continue to monitor the position over the next few years. It is however also important that any future significant spending decisions are taken with an understanding of the impact they may have on the longer term finances of the Town Council.

5. Level of Revenue Reserves

5.1 The current MTFS states that the Town Council will aim to have a minimum level of Revenue Reserves for unplanned costs; this is now set at £200,000 or 10% of net expenditure, whichever is the higher.

This level was increased last year following the impact that Coronavirus had on the Town Council's income budgets, in particular the Market Rents budget, and the risk that such significant variations could have on the revenue budget.

6. Financial, Legal, Equality, Risk & Environmental Issues

6.1 The attached Financial Strategy sets out the Council's revenue spending over a seven year period using the revised budget for 2021/22 as the base position.

Background Papers:	Budget working papers
Lead Officer:	Alan Mellor Tel: 01636 684801 Email: alan.mellor@newark.gov.uk

MEDIUM TERM FINANCIAL STRATEGY 2021-2029



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2.2 Setting a Minimum Level of Reserve Balances

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1. INTRODUCTION

1.1 This strategy effectively sets out the overall framework on which the Council plans and manages its financial resources to ensure that they fit with, and support, the direction of the Council's key aims. Overall it shows that the Council has an acceptable financial risk over the six year planning horizon.

Its Objectives

1.2 In its broadest terms, the strategy is designed to ensure that:

- Finance contributes to the vision and key aims of the Council
- The Council's financial position is sustainable
- Probity and stewardship exist in the use of financial resources
- Resources are used with due regard to achieving value for money

Key Areas

1.3 The overall strategy is appropriate for all services. It identifies the key areas making up the overall framework that are considered on a regular basis. It then highlights the factors against each area that are used to meet the objectives (as set out in 1.2, above). These key areas are:

- Moving resources to meet priorities and new spending pressures (2.1)
- Setting a minimum level of reserve balances (2.2)
- Maintaining a sound and sustainable financial position (2.3)
- Maintaining other earmarked reserves (2.4)
- Generating/maximising external funding where this meets our priorities and operational objectives (2.5)
- Ensuring that local taxes play an appropriate part in providing local resources to deliver the Council's programme (2.6)
- Maintaining and developing sound financial management (2.7)

Time Frame

- 1.4 Clearly, the strategy needs to evolve and develop in response to new financial opportunities/risks and new policy directions. Therefore, the strategy is reviewed on a regular basis and at least annually. It is updated where necessary.

2. KEY AREAS

2.1. MOVING RESOURCES TO MEET PRIORITIES AND NEW PRESSURES

2.1.1 The Council's existing budgets at any one time are, to a certain extent, historically based. Consequently, they may not always meet the latest priorities and spending pressures.

2.1.2 The ability to move resources to meet priorities is needed if the Council's objectives are to be met. The strategy to achieve this is:

- **To identify yearly efficiency savings** and to re-direct these resources to priority areas including applying them to reductions in the Council Tax charge.
- **To gradually reduce investment in non-priority areas** by limiting increases in resources and undertaking more fundamental reviews when opportunities arise.
- **To align and examine Council spending against priorities** on an on-going basis. This may from time to time include fundamental reviews of specific areas of the Council's base budget. This could include making statements that sufficient resources have been allocated in a particular area to meet the Council's priorities.

2.1.3 In order to continue maintaining the ability to show that the Council's resources are being directed towards its priorities it is important that timely reviews of the Council's priorities are undertaken.

2.1.4 This year's Strategy reflects the significant impact that has arisen from the transfer of services from the District Council under the Devolved Services initiative.

2.2 SETTING A MINIMUM LEVEL OF RESERVE BALANCES

2.2.1 It is the role of the Council's Responsible Finance Officer (RFO) to provide advice on a minimum level of general reserves to act as a contingency against any unforeseen events or unexpected liabilities.

There is no suggested set figure and the RFO needs to advise a level to reflect local circumstances.

- 2.2.2 The Council faces a number of financial and business risks. These are detailed, reviewed and updated as part of the risk register. The main reason to hold reserves is to meet any unforeseen expenditure which the Town Council may become liable to meet in any given financial year. The two main risks it will face over the next few years will be to meet the additional costs associated with the Devolved Services transfer in advance of additional Council Tax income generated from new housing developments.

In addition there is an ongoing risk associated with the level of income that is generated from the operation of Newark Market in particular, as well as other smaller budgeted income from other services. The Newark market income for the 2021/22 financial year has seen a small increase up to £150,000 however this figure is some £80,000 lower than the level achieved prior to the Coronavirus Lockdowns. This highlights the risk exposure linked to large budgets for income and the impact that any shortfall can have on the Town Council's Revenue Account. This risk has been highlighted in the Risk Strategy; however it is now a real issue rather than being a potential shortfall in income.

It is estimated that whilst the General Reserve Fund will reduce for the next two years and then increase over the remaining period of the Plan. It is estimated to remain above the minimum level set by the Town Council throughout the period.

However it is now anticipated that Reserves will then decrease for the following eight years when the Devolution grants comes to an end and the gap in income isn't met by new housing coming on stream with the resultant additional Council Tax income.

- 2.2.3 In the context of the above and the significant impact that the Coronavirus has had on the Town Council's finances the Town Council has now set a minimum level of the General Revenue Account reserves at £200,000 or 10% of net revenue expenditure, whichever is the higher, at the end of any 6-year planning period, as a contingency measure.

This represented an increase of £100,000 from the previous minimum reserve figure but provides a far greater degree of protection from an event such as the Coronavirus which has been experienced over the last year.

2.3 MAINTAINING A SOUND AND SUSTAINABLE FINANCIAL POSITION

- 2.3.1 With a principle set regarding a minimum level of general reserves, the Council plans and manages its finances within this target, which is detailed in a 6-year Medium Term Financial Plan with associated spending plans and service strategies.

- 2.3.2 The financial strategy effectively details the financial plan in order to deliver services set out in the Council's objectives.

- Sets out the spending and financing plans over 6 years for general fund revenue services and 3 years for capital investment.
 - Assesses the affordability of proposed service developments and new capital investment over a 6 year planning period.
- 2.3.3 The financial strategy is constructed in detail as part of the Council's yearly budget setting process. It is reviewed and updated where necessary, following the annual budget out-turn.
- 2.3.4 The budget formulates spending plans in detail for the next financial year and provides forecasts over a 6-year period. As part of this process, the risk register is also reviewed and updated.

2.4 EARMARKED RESERVES AND PROVISIONS

- 2.4.1 In addition to general reserves, the Council maintains earmarked reserves that are held for specific purposes. They are provided to meet known commitments and, in some cases, to spread expenditure over financial years.
- 2.4.2 These reserves can exist over a number of years. Although this is a prudent way of safeguarding the Council's financial position, it is equally important to check that resources are not being tied up unnecessarily and that they are in accordance with accounting practice.
- 2.4.3 The Council also holds provisions in respect of obligations for which the timing of payments due is uncertain.
- 2.4.4 Therefore, these reserves and provisions are reported in the Statement of Accounts and are reviewed as part of the annual budget process.
- 2.4.5 The original financial forecasts for the Devolved Services showed that the Town Council would have to use its General Reserve Fund to support the additional expenditure transferred in the short to medium term, until such time as the new houses being built to South of Newark delivered an increase in the Council Tax Base and corresponding Council Tax income which would then meet the higher level of expenditure.

This means therefore that the Town Council's General Reserves are planned to fluctuate over the next few years but with a gradual decline. In order to preserve the Town Council's ability to meet this expenditure, as far as possible, it is proposed to continue with the policy introduced last year that any underspends in individual budget heads are transferred to a Devolution Equalisation Fund which can help meet the additional call on revenue reserves over the next few years.

- 2.4.6 In order to further protect and enhance the Town Council's General Reserve Funds, any significant items of expenditure which can legitimately capitalised, will be considered to be funded from the balance of Useable Capital Receipts or from

new PWLB borrowing. This will provide the opportunity to transfer earmarked reserve funds into the General Reserve Fund for general support of revenue expenditure.

2.5 EXTERNAL FUNDING

2.5.1 It is recognised that the Council has limited resources and cannot achieve all of its aims in isolation. However (apart from local taxes) the Council does have access to a variety of funding sources as set out below.

Partnership/External Funding

2.5.2 The Council has had a good track record of leveraging in such funding e.g. delivery of some of the Council's current key aims such as supporting the events programme. However this source of financial support is diminishing as public sector budgets in particular are squeezed.

2.5.3 Clearly, the maximisation of these resources is important and the Council channels efforts in various ways to achieve this. However, funding is only sought if it will contribute and help deliver the Council's priorities.

Where funding is for a fixed period the Council's plan should include appropriate sustainability or exit strategies.

Resources for Capital Investment

2.5.4 Plans for securing, maximising and utilising financing specifically for capital projects are detailed in the Council's Capital Investment Strategy.

This covers:

- Proceeds from selling/disposing of fixed assets (capital receipts)
- Partnerships and External Funding
- Local Businesses and Developers
- Borrowing

Fees and Charges

2.5.5 Council services generate approximately £800,000 per year (45% of gross expenditure) from various fees, sales, rents and other charges.

2.5.6 The Council has discretion to recover costs or make market level charges.

Maximising income is achieved in two ways:

- Each year, a target increase on current charges is set for each Council service. The achievement of the target should allow for some discretion with regard to certain factors. For example, price-resistance, high demand, concessionary discounts, meeting the Council's priorities etc., can be accommodated in a way that meets the overall target, whilst achieving the Council's priorities.
- The Council will also review income strategies in future budgets and service reviews.

Investment Income

2.5.7 The Council periodically has surplus cash to invest on a temporary basis. The Council's annual Investment Strategy sets out the way in which income from this source is achieved and is balanced against the security of the funds invested. The Town Council has just under £3m externally invested which is producing an annual income of around £90,000.

2.6 LOCAL TAXES

- 2.6.1 Most Council spending is ultimately financed from the "public purse." At a local level, the main tax that contributes to the provision of local services is the Council Tax (Precept).
- 2.6.2 The Council is mindful of the level of local tax that falls on its local residents and how much they are asked to contribute to the delivery and improvement of services.
- 2.6.3 The Council aims to set its Council Tax each year at a level which minimises the burden on Council Tax payers and is also within any central government guidelines.
- 2.6.4 The Localism Act includes provision for Councils to hold a local referendum in circumstances where the year on year increase in Council Tax Charge exceeds a pre-determined % set by the Secretary of State.

For 2022/23 the Secretary of State has set a limit of 2% for most principal authorities; however this principle has not, so far, been extended to Town & Parish Councils.

There is therefore no limit on the level of increase, which the Town Council needs to take into consideration, which would trigger a referendum for 2022/23. However the Secretary of State has made it clear that increases in Local Council precepts over the next few years will be kept under close scrutiny and if it is felt that overall increases are at a level which is considered to be excessive then he will be prepared, if necessary, to extend the referendum principle to parish & town councils in the future. It is clear that all Local Councils are on notice to keep Council Tax increases at reasonable levels if the sector is to avoid the potential for referendums being applied in the future.

2.7 MAINTAINING AND DEVELOPING SOUND FINANCIAL MANAGEMENT

2.7.1 Staying on track and monitoring financial plans and the use of resources is clearly a vital part of this strategy. This is achieved through a system of:

- Regular budget monitoring and analysis of spending with managers
- Regular financial and performance reporting to the Council's Finance & Policy Committee and Management Team

3. FINANCIAL RISK

3.1 SUMMARY MEDIUM TERM FINANCIAL PLAN (MTFP)

Based upon latest information presented to the Town Council, the following financial plan provides a summary of the estimated position of the town Council's revenue account over the next seven years.

Summary Medium Term Financial Plan								
	2021/ 2022	2022/ 2023	2023/ 2024	2024/ 2025	2025/ 2026	2026/ 2027	2027/ 2028	2028/ 2029
	£000							
Total Net Expenditure	1,177	1,283	1,368	1,396	1,423	1,423	1,460	1,521
Council Tax	-993	-1,054	-1,103	-1,151	-1,191	-1,231	-1,270	-1,325
Devolved Services Grant	-334	-333	-361	-394	-430	-333	0	0
PWLB Loans	66	66	66	66	66	66	66	66
Increase/ (Reduction) in Balances	84	38	30	83	132	38	-285	-262
Balance b/fwd	339	423	461	491	574	706	744	459
Balance c/fwd	423	461	491	574	706	744	459	197

3.2 BUDGET INFLATION ASSUMPTIONS

The above medium term plan includes provision for overall inflation increases at the rate of 3.0% per annum, which is below the current rate, however that is somewhat skewed at the moment with the effect of gas & electricity prices. It is anticipated that this provides a reasonable position across the 6 year period and is in balance with the estimated increase in the Council tax rate.

It assumes an increase of 1.9 % per annum in the Band D Council Tax charge in each year from 2022/23 onwards.

3.3 COUNCIL TAX BASE

The estimated Council Tax Base for 2022/23 is 8,972; this represents an increase of just over 4.2% from the previous year's figure, due mainly to new houses being built. For future years an annual increase of 0.8% has been allowed to reflect the general growth in new housing within Newark. It is still estimated that there will be additional increases in the Council Tax Base as the new houses being delivered from the Growth Point site come on stream. This profile has been revised to reflect the more certain position that all of the houses on land South of Newark will be delivered.

It is anticipated that this is now a more realistic and positive scenario.

3.4 SERVICE DEMANDS

The transfer of services from NSDC to the Town Council has had a significant financial impact on the Town Council and its MTFS. The financial arrangements which have been agreed with the District Council enable the Town Council to retain an acceptable level of General Reserves, albeit at a reduced level from the current figure. In addition there is an annual review of the District Council's grant which can then be adjusted upwards or downwards if the delivery of new houses varies from the assumed profile.

A more fundamental review of the financial arrangements included within the Devolution Agreement will take place with the aim of achieving an improved position for the Town Council whilst retaining the ongoing protections for both the Town & District Councils.

This will then enable the Town Council to be in a position of accepting the increased costs associated with the transfer with a degree security for the longer term.

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	REVENUE BUDGET & PRECEPT 2022/2023
REPORT BY:	TOWN CLERK

1. Recommendations

Members are asked to consider the Town Council’s proposed Revenue Budget and Precept for the financial year 2022/23 and make recommendations as appropriate to the Town Council on the following:

- (i) The budget proposals as revised for the financial year 2021/22 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £993,000,
- (ii) The budget proposals as submitted for the financial year 2022/23 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £1,054,540,
- (iii) The level of precept required for 2022/23 to meet the net expenditure in respect of all services and functions operated by the Town Council and the level of the resulting Council Tax charge.

2. Background

2.1 Under the Town Council’s Finance Standing Orders this Committee is tasked with considering the Council’s revenue estimates and precept for the next financial year and to make recommendations accordingly to the Town Council.

This report provides an opportunity for this Committee to review the draft estimates for the next financial year prior to any formal recommendations being made to the Full Town Council when the Precept and budgets for the 2022/23 financial year are set at its’ meeting on 23rd February 2022.

2.2 Attached at Appendix 1 are the draft budgets for the 2022/23 financial year; at this stage the detailed figures may still be subject to some changes to reflect more accurate information on current income & expenditure over the next few weeks.

2.3 The budget papers attached comprise the following principal components:

- Revenue Budget
- Repairs and Renewals Fund
- Capital Receipt
- Earmarked Reserves & Section 106 Funds

3. Revenue Budget

3.1 Format

The Revenue Budget papers now provide the following comparative information:

- a. Actual expenditure and income for 2020/21
- b. The original estimate of expenditure and income for 2021/22
- c. The probable out-turn of expenditure and income for 2021/22
- d. The proposed Budget for 2022/23

3.2 Criteria for Construction

In preparing these estimates your Officers have paid regard to:

- a. Each budget head has been reviewed in the light of any ongoing impacts arising from the Coronavirus, together with other specific decisions taken by the Town Council over the last year.
- b. The overall need for the Town Council to exercise control of its expenditure in order that the charge it makes to Council taxpayers through Council Tax is maintained at an acceptable level.
- c. An allowance for price increases in 2022/23 has been included at the 3% level and has been built into each budget where applicable and needed.

4. Devolved Services

- 4.1 Within the Devolved Service Agreement is a provision for the grant receivable from the District Council to be re-calculated on annual basis to reflect any changes to the estimated increase in the Town Councils Council Tax Base.

This calculation has been made for 2022/23; as reported to the last meeting of this Committee this calculation has improved significantly from the position outlined this time last year.

The Council Tax Base is higher than originally estimated and therefore there will be a reduction of £1,620 in the amount grant received in 2022/23. Members are reminded that this is only a change to the profile of grant paid and will not affect the overall amount of £3.78m to be paid.

- 4.2 The Devolved Services Agreement continues to work as it was originally intended to and the Town Council's financial position is being protected from an under delivery of new dwellings being achieved by the increase in the annual grant received from the District Council as set out above.

Members will be aware that the uncertainty surrounding the full completion of the Southern Link Road (SLR) has now been resolved with a funding package looking to be agreed and in place in the very near future. This removes the 'cap' of 599 dwellings that were permitted if the SLR is not fully completed, thus the future projections of new houses being delivered over the next few years on Middlebeck can return to the higher projections of some 3,000 properties.

The District Council have provided an updated forecast for new houses coming on stream over the next 10 years, which reflects this significantly more optimistic position. These

projections will result in a more positive forecast of the Town Council's Medium Term Financial Plan, which will be submitted to the next meeting of this Committee for consideration.

- 4.3 The original financial forecasts for the Devolved Services showed that the Town Council would have to use its General Reserve Fund to support the additional expenditure transferred in the short to medium term, until such time as the new houses being built to the South of Newark delivered an increase in the Council Tax Base and corresponding Council Tax income which would then meet the higher level of expenditure.

It is now expected that the Town Council's General Reserves will increase for the next five years before reducing when the Devolution Grant expires in 2026/27.

In order to provide further support for this potential financial issue, contributions of £83,570 and £38,700 have been made to a Devolution Agreement Reserve Fund in the 2021/22 and 2022/23 financial years respectively.

5. Council Tax Referendum

- 5.1 I submitted a report to the last meeting of this Committee advising Members of the Governments' consultation proposals to extend the Excessive Council Tax Increase Referendum Principles to Local Councils and the conclusion that once again these will not be extended to Parish Councils for the 2022/23 financial year.

- 5.2 In this context the Government has set a limit of 2% for all Principal Councils, at which a Referendum would be triggered.

I would strongly suggest that the Town Council should pay heed to this same limit when considering its Council Tax rate for 2022/23.

For the purposes of this report an increase of 1.9% has been assumed for 2022/23 with annual increases of 1.9 % for financial years beyond that.

6. Specific Issues

- 6.1 In addition to information provided during the year in respect of individual budgets and/or comments raised within the financial out turn statements, the following comments are now offered where significant variations apply in the revised and/or estimate costs.

Many budget heads have been increased back to the pre-Coronavirus levels on the basis that there will be a return to a 'normal' operations in 2022/23. The comments below therefore refer to other changes which are not Coronavirus related.

6.1.1 PWLB Loans

Provision for loan repayments has been included on the General Fund summary, reflecting the successful application to take out new PWLB loans totalling £1.345m. The estimate for both financial years is £66,280.

6.1.2 Market

Market Rents Income appears to have now levelled out at around the £150,000 figure; this has figure has been used for the income budget for both financial years.

6.1.3 Central Establishment

a. Mayor's Sunday/Mayor Making & Civic Functions

These budgets have been restored back to their levels prior to the

Coronavirus on the basis that these civic events will return to normal for 2022/23.

b. Consultancy

This budget has been increased to £10,000 for 2021/22 to reflect the cost associated with the support procured for the Town Clerk replacement process.

This has been further increased to £25,000 for 2022/23, for the cost of providing external support until such time as a new permanent Town Clerk is appointed and in office.

6.1.4 Town Hall

a. Bar Purchases/Town Hall Bar/ Lettings

These budgets have been increased to reflect the expected return of demand for events & functions now that the Town Hall is open again and not subject to Coronavirus restrictions.

6.1.5 Buttermarket

a. Contingency

A contingency sum of £10,000 has been included for 2021/22 & £20,000 for 2022/23, to support and facilitate a long term use for this space.

Such decisions will need to be taken in conjunction with proposals for the future use of the Town Hall, Museum and office space for staff.

6.1.6 Cemetery & Allotments

There are no variations of significance that need to be brought to Members attention.

6.1.7 Environment & Climate Change

This cost centre is bringing together a number of services and projects that are linked with the heading. It highlights the importance of the Environment to the Town Council and its support for Climate Change projects and stated aim to become carbon neutral.

a. Tree Planting

This reflects the decisions already taken to support tree planting projects in both 2020/21 and 2021/22 financial years.

b. Climate Change Projects & Community Infrastructure Levy

This reflects the decision taken to allocate the available balance of CIL funds to be used to support Climate Change Projects.

After accounting for the approved Tree Planting project it is estimated that some £45,000 will be available to support other projects.

The actual projects to be supported will be a matter for this Committee following recommendations from the Climate Change Working Party.

6.1.8 Public Conveniences

a. Employee Payroll and associated costs

The revised budget reflects the more intensive staffing arrangements that have remained in place for part of the current financial year to deal with the operational arrangements arising from the Coronavirus restrictions.

The budgets have been reduced for 2022/23 on the assumption that there is a return to the previous normal staffing regime.

b. Entrance Charges

The 20p entrance charge has been reintroduced following the relaxation of Coronavirus restrictions, the income budgets for St. Marks & Tolney Lane have been increased to reflect this.

6.1.9 Leisure & Economic Development

a. Museum Contingency

As Members will be aware the Museum has now re-opened to the public but with reduced hours.

The Town Council has approved in principle a project to expand the size of the Museum and look at options for the future management & operational arrangements.

A contingency budget has been included for both 2021/22 and 2022/23 to provide for support over the next year to allow the Museum to remain open and provide for professional Curatorial input into the preparation and consideration of future proposals.

b. Marketing & Promotion

This budget head has been increased back to £25,000 in 2022/23 to provide funding for the possible re-introduction of the 'What's on Guide'

This needs to be considered alongside the proposals for the Town Council's engagement with the Newark Heart project which is included elsewhere on this agenda.

7. Capital Receipts

7.1 Included within the attached Appendix 1 is the estimated financial position in respect of the proposed use of Capital Receipts.

The Balance brought forward at 1st April 2021 was minus £769,763; this however masks the true figure which is £1,510,157. This difference is a result of the Town Council having to account for the external investments in the CCLA Property Fund (£2,279,920) as capital expenditure.

When these investments are recalled to support future capital expenditure they will be accounted for as income into the Capital Receipts account.

The main projects which are planned to be funded from this account are discussed below.

7.2 A balance of £71,950 remains outstanding for the Ransome & Marles Cricket Club project; it is anticipated that this balance will be paid in 2022/23.

7.3 A sum of £227,260 has been included in 2022/232 for the project to replace the Cemetery buildings, as agreed at the last meeting of this Committee, with a further £75,000 to undertake groundworks for the provision of a new cremated remains area and dedicated children's burial area.

7.4 The scheme to establish a Street Refuse Scheme on Church Street South has been retained in the budget in the sum of £30,000. This will provide an opportunity to tidy up the town centre around the church which is currently blighted by Trade Refuse Bins being stored on the pavement. This is in addition to the transfer of all the Trade Waste Bins associated with the Market from the rear of Town Hall and which in turn will free up the Courtyard space for other uses.

The formal transfer of the land from Notts. County Council has been agreed but hasn't been legally completed yet.

7.5 A sum of £22,000 is included to meet the approved purchase of the new Christmas Cone display in 2022/23, this represents the second instalment; the purchase has been spread over three financial years.

7.6 A contingency sum of £250,000 has been included for any works relating to the expansion of the Museum using space available in the Buttermarket & Town Hall.

8. Reserves & Section 106 Agreements

8.1 The various Reserve Funds and Section 106 Agreement balances are also included in the detailed estimates at Appendix 1, these are discussed below.

8.4 Town Hall Reserve; budget provisions totalling £72,000 have been included in 2022/23 to refurbish the toilets, undertake some Ballroom decoration and a miscellaneous contingency.

A sum of £40,000 has been included in 2022/23 to facilitate the relocation of the offices to the 'Old Rent & Rates' office, subject to a wider project being agreed for the future use of the Town Hall, the Museum and the Buttermarket.

8.5 The Buttermarket & Neighbourhood Plan Reserve is available to meet the agreed Consultancy cost to prepare options for the future use of the premise together with the preparation of a Neighbourhood Plan.

8.6 The Elections Reserve estimated balance at the end of 2022/23 is £24,713. This sum together with future annual contributions will then be made to bring the fund up to a level to meet the cost of the next full Town Council elections in May 2023.

8.7 The Town Council inherited a number of Section 106 Agreement Funds, mainly linked to the provision of playgrounds across the town. These will continue to be used to meet the ongoing revenue expenditure required to maintain these facilities. The estimated balance carried forward at 31st March 2023 is £36,340.

9. Community Infrastructure Levy (CIL)

9.1 The Town Council gets 15% of all CIL receipts that the District Council receives from new developments that qualify within the town boundary. This is a statutory requirement that is applicable to all Parish Councils across the country.

The arrangements for the purposes to which this income can be applied are very flexible; they don't have to be used for the purpose that they relate to within the District Council's CIL policy.

- 9.2 The brought forward balance of this fund at 1st April 2021 was £64,382, it is estimated that further sums of £8,000 and £5,000 will be received in 2021/22 and 2022/23 respectively.
- 9.3 The estimates will include the sum of £7,500 for Tree Planting in both the 2020/21 & 2021/22 financial years. This reflects the previous decisions taken by this Committee.
- 9.4 In order to support the Town Council's policy of becoming Carbon Neutral this Committee agreed with the recommendation from the Climate Change Working Group to utilise the income received for CIL to support other projects.

The remaining estimated balance of CIL has therefore been transferred to this new cost centre with sums of £12,500 and £52,700 in 2021/22 and 2022/23 respectively.

10. Medium Term Financial Strategy

- 10.1 The Budget now presented provides for an estimated General Fund Balance at 31 March 2023 of £263,930.

This represents the similar level of reserves to that brought forward at 1st April 2021. Members should note that in addition to this is the balance in the Devolution Reserve Fund, estimated to be £197,270 at 31st March 2023.

The Medium Term Financial Strategy demonstrates that the Town Council is expected to have an adequate level of reserves over the medium term.

- 10.2 A comprehensive report on the Town Council's Medium Term Financial position is submitted as a separate item on this agenda.

11. Precept

- 11.1 The Precept as proposed for 2022/23 is £1,054,540; this represents a small increase from the current year's precept, reflects the increased grant that will be received from NSDC and an increase in the Council Tax Base. If approved it will result in a Band D Council Tax Charge of £117.54 an increase of £2.24 for the full 2022/23 financial year or 1.9% from the current years' figure.

- 11.2 It is important that the Town Council preserves the cumulative benefit of increases in the Council Tax charge to support its revenue expenditure over the medium term, whilst taking due notice of the potential for the imposition of the Council Tax Referendum Principles if Local Councils are not seen to be acting reasonably with regard to increases in Council Tax rates.

In this context it is emphasised that the Medium Term Financial Plan includes the assumption that increases in the Band D Council Tax charge will be sustained at the 1.9% level over the next five years, whilst this Town Council can't make a commitment to keep future increases at this level, any significant reduction will have a significant negative cumulative impact on the financial stability of the Town Council.

12. Financial, Legal, Equality, Risk & Environmental Issues

- 12.1 Contained in the report.

Background Papers:	Estimate working papers.
Lead Officer:	Alan Mellor Tel: 01636 684801 Email: alan.mellor@newark.gov.uk

			Revised	
	Actual	Estimate	Estimate	Estimate
SUMMARY	2019/20	2021/22	2021/22	2022/23
	£	£	£	£
PAYROLL COSTS exc. PCs	694,962	630,000	640,000	620,000
GRANTS	-387,316	-338,500	-342,870	-332,880
NEWARK MARKET	-27,527	-25,750	-48,470	-24,660
PARKS & PLAYING FIELDS	185,631	204,690	206,390	211,100
OTHER OPEN SPACES	-18,796	-16,610	-17,580	-1,000
SHERWOOD AVENUE AMENITIES	24,467	28,760	27,920	27,260
CENTRAL ESTABLISHMENT	-21,196	-1,920	4,600	20,060
TOWN HALL	120,129	122,070	118,860	121,830
BUTTERMARKE	18,282	16,360	7,200	17,360
CEMETERY & ALLOTMENTS	-42,402	-45,170	-42,190	-43,330
ENVIRONMENT & CLIMATE CHANGE	43,376	43,480	44,630	40,960
PUBLIC CONVENIENCES	130,252	79,540	102,400	91,250
LEISURE & ECONOMIC DEVELOPMENT	95,363	192,050	142,260	201,610
DEVOLUTION AGREEMENT RESERVE FUND	75,000	37,000	83,570	38,700
PWLB LOANS	66,281	66,280	66,280	66,280
TOTAL NET EXPENDITURE	956,507	992,280	993,000	1,054,540
Precept	959,387	993,000	993,000	1,054,540
(Deficit)/Surplus	2,880	720	0	0
General Fund Balance b/fwd	261,050	261,397	263,930	263,930
General Fund Balance 31 March	263,930	262,117	263,930	263,930

				Revised	
	Code	Actual	Estimate	Estimate	Estimate
GRANTS	410	2020/21	2021/22	2021/22	2022/23
		£	£	£	£
INCOME					
Devolved Services Grant		302,010	334,500	334,500	332,880
Furlough Grant		85,306	0	8,370	0
Job Retention Grant			4,000	0	0
GROSS INCOME		387,316	338,500	342,870	332,880

				Revised	
	Code	Actual	Estimate	Estimate	Estimate
MARKET	420	2019/20	2021/22	2021/22	2022/23
		£	£	£	£
Printing & Stationery	4025	185	500	800	820
Repairs & Maintenance	4101	623	2,000	1,000	2,000
Electricity	4103	6,270	6,630	7,500	7,690
Rates	4105	41,472	42,300	45,620	46,760
Repairs & Renewals Fund	4110	5,000	7,500	7,500	7,690
Equipment & Tools	4111	400	2,000	1,000	2,000
Food Delivery Service	4139	10,693	10,000	1,000	0
Materials	4112	40	50	50	50
Refuse Collection	4065	22,742	23,000	26,000	31,000
Security	4124	215	1,000	500	750
Marketing & Promotion	4125	1,396	27,500	40,000	35,000
Computers	4029	500	750	500	500
Insurance	4129	655	650	710	730
Subscriptions/Licences	4131	320	370	350	350
GROSS EXPENDITURE		90,511	124,250	132,530	135,340
INCOME					
Market Rents	1500/05	108,288	150,000	150,000	150,000
Notts. CC Grant - Food Delivery Scheme	1531	9,750	0	0	0
Welcome Back Fund Grant		0	0	31,000	0
Other Grants					10,000
GROSS INCOME		118,038	150,000	181,000	160,000
NET EXPENDITURE		-27,527	-25,750	-48,470	-24,660

				Revised	
	Code	Actual	Estimate	Estimate	Estimate
OTHER OPEN SPACES	439-450	2020/21	2021/22	2021/22	2022/23
		£	£	£	£
Repairs & Maintenance	4101	4,771	5,580	5,000	5,130
Repairs & Renewals Fund	4110	1,350	1,350	1,350	1,390
Annual Play Equipment					
Inspection	4115	290	290	200	200
Security	4126	2,036	2,480	2,250	2,300
Meadow Cutting	4127	200	200	100	100
Insurance	4129	306	310	340	350
GROSS EXPENDITURE		8,953	10,210	9,240	9,470
INCOME					
Section 106	1106	27,749	26,820	26,820	10,470
GROSS INCOME		27,749	26,820	26,820	10,470
NET EXPENDITURE		-18,796	-16,610	-17,580	-1,000

	Code	Revised			
		Actual	Estimate	Estimate	Estimate
		2020/21	2021/22	2021/22	2022/23
CENTRAL ESTABLISHMENT	101				
		£	£	£	£
Mayoralty					
Mayor's Allowance	4001	0	2,000	2,000	2,000
Mayor's Sunday/Mayor Making	4002	0	1,400	1,400	2,000
Civic Functions	4004	120	2,500	2,750	2,820
Mayoral Car	4010	2,732	3,750	3,250	3,750
Badges/Shields/Insignia	4011	161	2,000	2,000	2,050
Mayoral Robes	4765	0	250	250	250
Employees					
Pensions	4902	3,852	3,930	3,870	3,970
Subsistence/Travel & Vehicle Costs	4019	399	1,500	500	1,500
Honoraria Payment	4020	1,030	1,030	1,030	1,030
Advertising/Appointments	4023	200	200	1,500	1,500
Uniforms	4021	2,359	3,000	2,750	3,000
Staff Training & Health & Safety	4022	1,193	2,000	2,000	2,050
Protective Clothing & Equipment	4024	4,620	2,500	2,000	3,000
Establishment Expenses					
Printing & Stationery	4025	2,680	4,000	4,250	4,360
Postage	4027	2,143	2,400	2,500	2,560
Telephones	4028	7,544	7,500	7,750	7,940
Information Technology	4029	15,607	15,000	15,000	15,380
Insurance	4129	3,678	3,750	3,520	3,610
Audit	4031	2,000	2,400	2,000	2,100
Consultancy: Personnel/Legal/Audit	4137	2,660	7,000	10,000	25,000
Office Equipment	4032	0	500	500	500
Office Equipment R & R Fund	4860	0	0	0	0
Publications	4034	64	50	70	70
Bank Charges	4039	3,186	3,250	3,250	3,330
Conferences/Seminars	4036	0	750	500	750
Other Expenditure					
Subscriptions	4041	906	920	960	980
Grant - St Marys Church	4045	1,800	1,800	1,800	1,850
Grants - Voluntary Bodies Room Hire	4044	0	1,500	1,000	1,500
Grants - Citizens Advice Bureau	4048	5,000	5,000	5,000	5,000
Grants - Newark Twinning Association	4049	0	550	550	560
Defibrillator	4042	150	150	150	150
Election Costs	4061	5,500	5,500	5,500	5,500
GROSS EXPENDITURE		69,584	88,080	89,600	110,060
INCOME					
Investment Interest	1870	90,780	90,000	85,000	90,000
GROSS INCOME		90,780	90,000	85,000	90,000
NET EXPENDITURE		-21,196	-1,920	4,600	20,060

TOWN HALL	Code 201			Revised	
		Actual	Estimate	Estimate	Estimate
		2020/21	2021/22	2021/22	2022/23
		£	£	£	£
Premises					
Maintenance & Equipment	4101	9,554	12,000	12,000	12,300
Electricity	4103	5,936	8,670	7,500	7,690
Gas	4104	13,204	15,300	15,300	15,680
Rents	4107	112	110	110	110
Rates	4105	20,709	21,100	20,710	21,230
Sewerage/Water Charges	4106	1,561	1,630	1,700	1,750
Town Hall Maintenance Reserve	4860	51,500	51,500	51,500	52,800
Supplies and Services					
Contractual Services	4122	10,371	10,460	10,500	10,770
Marketing & Promotion	4125	0	500	100	500
Refreshments	4035	172	750	250	500
Bookings Expenditure	4163	0	1,000	750	2,000
Bar Purchases	4168/71	750	2,500	2,000	3,000
Establishment Expenses					
Insurance	4129	5,736	5,850	5,740	5,880
Subscription/Licences	4131	778	950	800	820
GROSS EXPENDITURE		120,383	132,320	128,960	135,030
INCOME					
Lettings	1160/63	0	5,000	6,000	7,000
Refreshments	1035	36	250	100	200
Town Hall Bar	1168/71	218	5,000	4,000	6,000
GROSS INCOME		254	10,250	10,100	13,200
NET EXPENDITURE		120,129	122,070	118,860	121,830

BUTTERMARKET	Code 202			Revised	
		Actual	Estimate	Estimate	Estimate
		2020/21	2021/22	2021/22	2022/23
		£	£	£	£
Premises					
Maintenance & Equipment	4101	3,226	2,550	3,000	3,080
Electricity	4103	4,850	3,060	3,000	3,080
Contractual Services	4122	200	250	200	200
Contingency	4861	17,329	20,000	10,000	20,000
GROSS EXPENDITURE		25,605	25,860	16,200	26,360
INCOME					
Rents	1107	7,323	9,500	9,000	9,000
GROSS INCOME		7,323	9,500	9,000	9,000
NET EXPENDITURE		18,282	16,360	7,200	17,360

CEMETERY & ALLOTMENTS	Code 301/2			Revised	
		Actual	Estimate	Estimate	Estimate
		2020/21	2021/22	2021/22	2022/23
		£	£	£	£
Premises					
Maintenance of Allotments	4102	7,261	6,120	7,500	7,690
Cemetery Upkeep of Grounds	4322	25,782	26,100	26,100	26,750
Rates	4105	8,483	8,670	8,480	8,690
Electricity	4103	1,082	1,330	1,330	1,360
Gas	4104	1,084	1,430	1,100	1,130
Water and Sewerage	4106	849	820	5,000	5,130
Capital Funding					
R & R Fund Cemetery	4830	2,500	2,500	2,500	2,560
Supplies and Services					
Equip, Tools & Materials	4320	1,526	2,040	2,000	2,050
Vehicle & Machinery Costs					
	4310-13	11,890	13,000	13,000	13,300
Establishment Expenses					
Telephone	4028	3,354	3,000	3,400	3,490
Insurance	4129	8,269	8,440	8,650	8,870
GROSS EXPENDITURE		72,080	73,450	79,060	81,020
INCOME					
Allotment Rents	1350	5,888	6,180	6,250	6,500
Plinths/Memorial Tablets	1362	22,853	22,440	25,000	25,600
General Fees	1360	85,741	90,000	90,000	92,250
GROSS INCOME		114,482	118,620	121,250	124,350
NET EXPENDITURE		-42,402	-45,170	-42,190	-43,330

ENVIRONMENT & CLIMATE CHANGE	Code			Revised	
		Actual	Estimate	Estimate	Estimate
		2020/21	2021/22	2021/22	2022/23
		£	£	£	£
Dog Litter Bins	4324	9,490	9,680	8,000	8,200
Street Furniture	4325	125	1,500	1,500	1,540
Town Centre Sweeping	4050	10,500	11,220	11,000	11,280
Newark in Bloom	4340	23,130	25,750	24,000	24,600
Green Flag/Heritage Site	4116	329	330	330	340
Tree Planting	4327	4,138	7,500	7,500	7,700
Climate Change Projects	4328	0	32,000	5,000	45,000
GROSS EXPENDITURE		47,712	87,980	57,330	98,660
INCOME					
Newark in Bloom	1340	198	5,000	200	5,000
Community Infrastructure Levy	1342	4,138	39,500	12,500	52,700
GROSS INCOME		4,336	44,500	12,700	57,700
NET EXPENDITURE		43,376	43,480	44,630	40,960

PUBLIC CONVENIENCES	Code			Revised	
		Actual	Estimate	Estimate	Estimate
		2020/21	2021/22	2021/22	2022/23
	401	£	£	£	£
Employees					
Payroll: Gross	4900	107,985	76,000	98,250	87,000
National Insurance	4901	5,913	5,000	5,000	5,500
Superannuation	4902	20,782	20,500	21,750	22,000
Premises					
Repairs and Maintenance	4601	3,625	4,000	4,000	4,100
Electricity	4103	13,881	10,000	11,000	11,280
Gas	4104	1,102	1,000	1,000	1,030
Water & Sewerage	4106	6,036	3,000	3,000	3,080
Repairs & Renewals Fund	4860	2,500	2,500	2,500	2,560
Supplies & Services					
Materials Inc. Cleaning	4602	1,298	2,250	2,250	2,310
Contractual Services	4622	2,959	4,000	3,250	3,330
Establishment Expenses					
Telephone Costs	4028	817	1,000	850	870
Insurance	4129	1,093	1,110	1,120	1,150
GROSS EXPENDITURE		167,991	130,360	153,970	144,210
INCOME					
St Marks Charges	1620	554	3,000	3,250	3,500
Tolney Lane Charges	1619	310	1,500	2,000	2,250
Rents Tolney Lane Kiosk	1621	3,725	3,720	3,720	3,720
Rents London Road Kiosk	1622	6,900	6,900	6,900	6,900
NSDC - SLA	1650	26,250	35,700	35,700	36,590
GROSS INCOME		37,739	50,820	51,570	52,960
NET EXPENDITURE		130,252	79,540	102,400	91,250

	Code	Revised			
		Actual	Estimate	Estimate	Estimate
		2020/21	2021/22	2021/22	2022/23
LEISURE & ECONOMIC DEV	501				
		£	£	£	£
Promotions					
Christmas Lights Displays	4725	56,152	64,000	64,000	65,600
Christmas Lights Promotions	4726	2,775	18,000	12,500	14,000
Museum/Civic Regalia					
Museum Revenue	4770	372	1,000	1,000	1,030
Museum Insurance cover	4129	4,849	4,950	5,360	5,500
Museum Contingency			30,000	15,000	30,000
Arts & Entertainment Programme					
Band Concerts	4720	0	19,000	15,000	15,380
Violin School Event	4722	0	250	0	250
Newark Festival	4723	20,000	25,000	25,000	45,000
Newark Half Marathon	4051	0	1,000	0	1,000
Marketing & Promotion	4745/50	14,339	22,500	7,500	25,000
Twining/Friendship Links					
Civic Twinning	4750	0	1,000	0	1,000
Friends Support Groups	4760	0	100	0	100
Admin. Expenses					
Consultancy	4137	0	8,500	0	0
GROSS EXPENDITURE		98,487	195,300	145,360	203,860
INCOME					
Sunday Band Concerts	1720	0	2,000	2,000	1,000
Christmas Lights	1726	3,000	1,000	1,000	1,000
Museum	1770	124	250	100	250
GROSS INCOME		3,124	3,250	3,100	2,250
NET EXPENDITURE		95,363	192,050	142,260	201,610

REPAIRS AND RENEWALS FUNDS 2021/22 & 2022/23

	Balance 31.03.2021	Contrib. 2021/22	Actual Expend	Projects	Estimated Balance 31.03.2022	Contrib. 2022/23	Probable Expend	Projects	Estimated Balance 31.03.2023
	£	£	£		£	£	£		£
ALLOTMENTS									
	175				175				175
CEMETERY									
	44,344	2,500		2021/22 Revenue provision		2,560		2022/23 Revenue provision	
			-2,250	Memorial Seats			-6,300	Equipment	
							-2,000	Tree Works	
					44,594				38,854
INFORMATION TECHNOLOGY									
	1,856	4,240		2021/22 Revenue provision		4,350		2022/23 Revenue provision	
			-2,000	Laptops	4,096		-1,000	Miscellaneous	7,446
OFFICE EQUIPMENT									
	9,303				9,303		-1,000	Miscellaneous	8,303
MARKET PLACE									
	12,009	7,500		2021/22 Revenue provision		7,690		2021/22 Revenue provision	
			-2,000	Market Repairs General			-2,500	Market Repairs General	
					17,509				22,699
PUBLIC CONVENIENCES									
	19,943	2,500		2021/22 Revenue provision		2,560		2022/23 Revenue provision	
			-1,500	Electrical Testing			-2,000	Painting & Redecoration Tolney Lane	
					20,943		-3,000	Electrical Testing	18,503

PARKS & PLAYING FIELDS	36,750	10,000		2021/22 Revenue provision	10,250		2022/23 Revenue provision	
			-4,000	Riverside Park Lighting				
			-5,000	Riverside Play Park		-5,000	Miscellaneous	
					37,750			43,000
PARKS SHERWOOD AVE.	507			Miscellaneous				
		5,000		2021/22 Revenue provision	5,130		2022/23 Revenue provision	
			-4,170	Re-surfacing		-5,000	Miscellaneous	
					1,337			1,467
PARKS PRIVATE ESTATES PLAY AREA	8,340	1,350		2021/22 Revenue provision	1,390		2022/23 Revenue provision	
			-2,000	Miscellaneous		-2,500	Miscellaneous	
					7,690			6,580
Totals	133,227	33,090	-22,920		143,397	33,930	-30,300	0 147,027

RESERVE FUNDS 2021/22 & 2022/23

	Balance 31.03.2021	Contrib. 2021/22	Probable Expend	Projects	Estimated Balance 31.03.2022	Contrib. 2022/23	Probable Expend	Projects	Estimated Balance 31.03.2023
	£	£	£		£	£	£		£
CAPITAL RECEIPTS									
	-769,763								
			-700	Cemetery Improvements			-	Cemetery Improvements	
							227,260	Cemetery Improvements	
							-75,000	Ground Works Ransome & Marles Cricket Club	
			-1	South Church Walk Land Purchase			-71,950		
							-30,000	Church Street Improvement Scheme	
							-22,000	Christmas Lights	
							-	Buttermarket & Museum	
							250,000		
					-770,464				-1,446,674
DORIS BAINBRIDGE INVESTMENT FUND									
			-2,000	Band Concerts			-1,000	Band Concerts Investment Interest	
	1,094	1,000		Investment Interest		1,000			
					94				94
ELECTIONS									
	13,713			Town Council By Election					
		5,500		2021/22 Revenue provision	19,213	5,500		2022/23 Revenue provision	24,713

RISK MANAGEMENT

946

-500 Miscellaneous

946

446

TOWN HALL

363,397

51,500

2021/22 Revenue provision

52,800

2022/23 Revenue provision
Toilet Refurbishment
Ballroom Decoration
Miscellaneous Repairs
Office Relocation to Old Rent & Rates

-3,492 External Painting

-12,000

-15,000

-650 Lift Repairs

-5,000

-1,250 CCTV Camera

-1,200 Pigeon Debris

-40,000

408,305

389,105

MUSEUM

10,243

-5,000 New Acquisitions

10,243

5,243

BUTTERMARKET AND NEIGHBOURHOOD PLAN

80,000

80,000

80,000

DEVOLUTION AGREEMENT RESERVE

75,000

83,570 2020/21 Revenue provision

38,700 2022/23 Revenue provision

158,570

197,270

LOCAL IMPROVEMENT SCHEME

50,000

-50,000 Town Centre Pavement Repairs

50,000

0

Totals

-175,370

58,000

74,277

0

-43,093

59,300

766,010

-

-749,803

SECTION 106 AGREEMENTS 2021/22 & 2022/23

	Balance 31.03.2021	Contrib. 2021/22	Probable Expend	Projects	Estimated Balance 31.03.2022	Contrib. 2022/23	Probable Expend	Projects	Estimated Balance 31.03.2023
	£	£	£		£	£	£		£
COMMUNITY INFRASTRUCTURE LEVY	64,382								
		8,000		CIL Income 2021/22		5,000		CIL Income 2022/23	
			-12,500	Climate Change Projects			-52,700	Climate Change Projects	
					59,882				12,182
GRANGE ROAD	17,663								
			-3,402	Revenue Expenditure			-3,402	Revenue Expenditure	
					14,261				10,859
NEWBURY ROAD OPEN SPACE & PLAY AREA	16,351								
			-16,351	Revenue Expenditure					
					0				0
AUTUMN CROFT	25,000								
			-5,000	Revenue Expenditure			-5,000	Revenue Expenditure	
					20,000				15,000
BARNBY ROAD	14,619								
			-2,069	Revenue Expenditure			-2,069	Revenue Expenditure	
					12,550				10,481
Totals	138,015	8,000	-39,322		106,693	5,000	-63,171		48,522