Agenda Item No: 7 **Committee Date: Wednesday 15th June 2022**

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	**REVENUE OUT TURN & FINAL ACCOUNTS 2021/22**
REPORT BY:	**TOWN CLERK**

1. Recommendations

1.1 Members are asked to:

(i)To approve the Town Council's Out Turn Revenue Expenditure for the financial year 2021/22

2. Background

2.1 The external auditing arrangements for the 2021/22 financial accounts are unchanged from the previous year; the Town Council is still required to complete an Annual Return which has to be approved by the Full Town Council before the 30th June. The external auditor remains 'PFK Littlejohn', who will undertake any necessary review and checks.

I submit this report showing the revenue out turn in order that Members can see both the detailed individual figures compared to the approved budgets.

2.2 The out turn figures are attached at Appendix A and comprise the following principal components:

Revenue Account

Repairs and Renewals Funds

Capital Receipt & Earmarked Reserves

The Annual Return is attached at Appendix B.

The Balance Sheet as at 31st March 2022 is attached at Appendix C.

3. Revenue Account

3.1 Format

The out turn papers 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 revised estimate of expenditure and income for 2021/22

d. the out turn of expenditure and income for 2021/22

3.2 **Overall Financial Position**

In overall terms the out turn is slightly better than estimated with total net expenditure (excluding the contribution to the Devolution Agreement Reserve Fund) of £900,650 being some £8,780 below the revised estimate, which can be viewed as a positive outcome.

I still maintain that there is in place appropriate financial monitoring procedures at both an Officer level and Member level with the monitoring reports which have been submitted to this Committee on a regular basis throughout the year.

The level of the General Fund Reserve at 31st March 2022 remains at £263,930.

3.3 **Medium Term Financial Plan**

The overall level of the General Revenue Balances now stands at £429,707 at 31st March 2022. This is an increase of £90,777 in the year which is above the level predicted within the Revised Estimates.

The level of reserves is also better than the expected position, as set out in the Medium Term Financial Plan, this supports the longer term financial forecasts contained within the plan.

As Members will be aware there are further planned increases in the level of the General Revenue Balances over the next few years, to meet the additional expenditure associated with the Devolved Services in advance of the anticipated new housing coming on stream with an associated increase in the Council Tax Base.

These reserves continue to provide the financial strength which has enabled the Town Council to take on the significant level of additional expenditure linked with the Devolved Services.

3.4 **Specific Issues**

The following comments are now offered where substantial variations apply in the out-turn figures:

3.4.1 **Central Establishment**

This shows an over spend of £3,836 from the revised estimate, this is largely accounted for by a reduction in Investment Interest that has been achieved.

3.4.2 **Town Hall**

This shows an over spend of £2,085 from the revised estimate, there are no significant variations to report.

3.4.3 **Buttermarket**

This shows a small over spend of £394 from the revised estimate, there are no significant variations to report.

3.4.4 **Environment & Climate Change**

This shows a small under spend of £296 from the revised estimate, there are no significant variations to report.

3.4.5 **Cemetery & Allotments**

This shows an under spend of £1,190 from the revised estimate, this has arisen from an increase in income from Cemetery Fees offset by a number of small expenditure over spends.

3.4.4 **Public Conveniences**

This shows an under spend of £2,254 from the revised estimate, this has arisen from an increase in income from public convenience charges income offset by a number of small expenditure over spends. There are no significant variations to report.

3.4.5 **Leisure & Economic Development**

This shows a small net under spend of £817 from the revised estimate, there are no significant variations to report.

3.4.6 **Market**

This shows a small net under spend of £28,101 from the revised estimate.

This is accounted for by an increase in Market Rents Income of £20,769. This is a pleasing result with the level of rents starting to recover after the impacts from the Coronavirus lockdowns.

Whilst they haven't returned to the levels of income generated prior to the lockdowns of around £225,000, this increase is very welcome.

3.4.7 **Parks & Playing Fields**

This shows a net under spend of £2,462 from the revised estimate, there are no significant variations to report.

3.4.8 **Sherwood Avenue**

This shows a net over spend of £1,583 from the revised estimate, there are no significant variations to report.

3.4.9 **Other Open Spaces and Environmental Improvements**

This shows a small net over spend of £1,164 from the revised estimate, there are no significant variations to report.

4. Repairs and Renewals Funds

4.1 The Town Council operates a number of funds which have been established to meet the future costs associated with the replacement of existing assets. They cover the following areas; Allotments, Civic Pride, Cemetery General, Cemetery Memorials, Information Technology and Office Equipment. In addition the Devolved Services Agreement included the transfer of funds for Public Conveniences, Market, Parks & Playing Fields, Sherwood Avenue and Playgrounds on private estates.

The total balance of these funds increased over the year by £16,952; this is a result of the annual contributions being slightly higher than the expenditure incurred.

The closing balance now stands at £150,179, with the continuance of the current revenue contributions into these funds I am content that this level of fund balance is adequate to meet known future needs.

5. Capital Receipts

5.1 The balance of Capital Receipts from the sale of assets is shown to be in an 'overdrawn' position totalling £777,251. This has arisen from the requirement to charge the Town Council's investments in the CCLA Property Fund as expenditure to an account. The total value of these investments (£2,279,920), has been charged against Capital Receipts, rather than charging it to a number of individual accounts.

Members are aware that I don't agree that this is an appropriate way to account for these transactions but the Town Council needs to comply with the accounting advice, against which the accounts are audited.

This however does distort the balance on the Capital Receipts Account as shown in the figures below, the true balance in hand is £1,502,669. When any of the Property Fund investments are recalled then the income received will be credited back to the Capital Receipts account.

6. Earmarked Reserves

6.1 The Town Council maintains a number of Earmarked Reserve Funds covering a number of specific and general services.

The total balance of these funds increased over the year by £128,158; this is mainly a result of the transfer of £90,777 to the Devolution Reserve Fund from the General Fund Revenue Account as agreed in support of the Town Council's Medium Term Financial Plan.

The total balance in hand is £721,456, given the historic level of spending I would be confident in advising the Town Council that it has an adequate level of overall reserve funds to meet known future commitments as well as any reasonable unforeseen liabilities.

A further assessment of the Elections Fund will be required when the Town Council considers its Estimates for the 2023/24 financial year to ensure that there are sufficient monies to meet the cost of elections due to be held in May 2023.

7. Section 106 Agreements

7.1 A further aspect of the Devolution Agreement was the transfer of Section 106 balances related to the provision of open spaces and playgrounds linked with new housing developments.

The sum of £26,822 was used to support the ongoing revenue costs associated with these sites.

This section also includes income and expenditure from CIL receipts. In the year additional income of £8,028 was received and expenditure of £7,725 was made for tree planting schemes.

The balance on CIL at the year end was £64,685.

8. Annual Return

8.1 The Annual Return must be approved by the full Town Council no later than 30th June 2022; a draft of the Return is submitted to this meeting (see Appendix B) so that Members are aware of the details prior to the next Full Town Council meeting.

The first part of the form is the Annual Internal Audit Report. Mr Ken Goddard undertakes the internal audit of the Town Councils financial systems and systems of internal controls and checks based upon an audit plan which is agreed annually by the Town Council.

He has certified this section of the form.

Section 1 is an Annual Governance Statement containing nine statements which the Town Council should consider, and, if in agreement, approve. From my perspective I am happy to advise the Town Council that a 'yes' answer for all nine statements is appropriate.

At Section 2 the accounting statements in the Annual Return present fairly the financial position of the Town Council and its income & expenditure. Upon accepting the accounts this section requires counter signing by the Town Mayor and myself.

Section 3 is the External Auditor's report which will be completed when he has completed the examination of the Annual Return and accompanying documentation.

9. Balance Sheet

9.1 The Town Council's Balance sheet as at 31st March 2022 is attached at Appendix C.

This financial statement sets out all the Town Council's assets & liabilities at the year end.

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

10.1 As required by the Audit Regulations.

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

APPENDIX 1

SUMMARY	Actual 2020/21	Estimate 2021/22	Revised Estimate 2021/22	Actual 2021/22
	£	£	£	£
PAYROLL COSTS exc. PCs	694,962	630,000	640,000	657,277
GRANTS	-387,316	-338,500	-342,870	-342,870
NEWARK MARKET	-27,527	-25,750	-48,470	-76,571
PARKS & PLAYING FIELDS	185,631	204,690	206,390	203,928
OTHER OPEN SPACES	-18,796	-16,610	-17,580	-16,416
SHERWOOD AVENUE AMENITIES	24,467	28,760	27,920	29,503
CENTRAL ESTABLISHMENT	-21,196	-1,920	4,600	8,436
TOWN HALL	120,129	122,070	118,860	120,945
BUTTERMARKET	18,282	16,360	7,200	7,594
CEMETERY & ALLOTMENTS	-42,402	-45,170	-42,190	-43,380
ENVIRONMENT & CLIMATE CHANGE	43,376	43,480	44,630	44,334
PUBLIC CONVENIENCES	130,252	79,540	102,400	100,146
LEISURE & ECONOMIC DEVELOPMENT	95,363	192,050	142,260	141,443
DEVOLUTION AGREEMENT RESERVE FUND	75,000	37,000	83,570	92,350
PWLB LOANS	66,281	66,280	66,280	66,281
TOTAL NET EXPENDITURE	**956,507**	**992,280**	**993,000**	**993,000**
Precept	959,387	993,000	993,000	993,000
(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**

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

MARKET	Code 420	Actual 2020/21	Estimate 2021/22	Revised Estimate 2021/22	Actual 2021/22
		£	£	£	£
Printing & Stationery	4025	185	500	800	1,351
Repairs & Maintenance	4101	623	2,000	1,000	1,001
Electricity	4103	6,270	6,630	7,500	7,473
Rates	4105	41,472	42,300	45,620	41,472
Repairs & Renewals Fund	4110	5,000	7,500	7,500	7,500
Equipment & Tools	4111	400	2,000	1,000	970
Food Delivery Service	4139	10,693	10,000	1,000	852
Materials	4112	40	50	50	50
Refuse Collection	4065	22,742	23,000	26,000	25,938
Security	4124	215	1,000	500	493
Marketing & Promotion	4125	1,396	27,500	40,000	41,599
Computers	4029	500	750	500	508
Insurance	4129	655	650	710	711
Subscriptions/Licences	4131	320	370	350	350
GROSS EXPENDITURE		**90,511**	**124,250**	**132,530**	**130,268**
INCOME					
Market Rents	1500/05	108,288	150,000	150,000	170,769
Notts. CC Grant - Food Delivery Scheme	1531	9,750	0	0	852
Welcome Back Fund Grant	1536	0	0	31,000	35,218
GROSS INCOME		**118,038**	**150,000**	**181,000**	**206,839**
NET EXPENDITURE		**-27,527**	**-25,750**	**-48,470**	**-76,571**

PARKS & PLAYING FIELDS	Code 429-435	Actual 2020/21	Estimate 2021/22	Revised Estimate 2021/22	Actual 2021/22
		£	£	£	£
Bowling Green Maintenance	4099	5,310	5,310	6,000	6,000
Repairs & Maintenance	4101	2,162	4,000	4,500	2,950
Repairs & Renewals Fund	4110	7,500	10,000	10,000	10,000
Safety Inspections	4113	290	290	250	250
Annual Play Equipment Inspection	4115	100	100	100	100
Security	4126	676	1,500	1,000	1,969
Licence Fee Public Entertainment	4131	1,070	1,090	1,070	1,070
Insurance	4129	778	800	870	868
Collis Close	4109	5,843	6,000	6,000	5,971
Parks Service Level Agreement	4117	165,902	180,600	180,600	178,750
GROSS EXPENDITURE		**189,631**	**209,690**	**210,390**	**207,928**
INCOME					
Rents	1107	0	1,000	0	0
Collis Close	1109	4,000	4,000	4,000	4,000
GROSS INCOME		**4,000**	**5,000**	**4,000**	**4,000**
NET EXPENDITURE		**185,631**	**204,690**	**206,390**	**203,928**

SHERWOOD AVENUE	Code 436/437	Actual 2020/21	Estimate 2021/22	Revised Estimate 2021/22	Actual 2021/22
		£	£	£	£
Bowling Green Maintenance	4099	11,133	12,750	13,000	13,000
Repairs & Maintenance	4101	3,906	4,000	4,000	5,614
Repairs & Renewals Fund	4110	4,240	5,000	5,000	5,000
Safety Inspections	4113	270	270	250	250
CCTV	4114	3,000	3,250	3,000	3,000
Annual Play Equipment Inspection	4115	100	100	100	100
Security	4126	1,292	2,500	2,000	1,969
Green Flag	4116	0	350	0	0
Licence Fee Public Entertainment	4131	70	70	70	70
Insurance	4129	456	470	500	500
GROSS EXPENDITURE		**24,467**	**28,760**	**27,920**	**29,503**

				Revised	
	Code	Actual	Estimate	Estimate	Actual
OTHER OPEN SPACES	439-450	2020/21	2021/22	2021/22	2021/22
		£	£	£	£
Repairs & Maintenance	4101	4,771	5,580	5,000	4,480
Repairs & Renewals Fund	4110	1,350	1,350	1,350	1,350
Annual Play Equipment Inspection	4115	290	290	200	200
Security	4126	2,036	2,480	2,250	3,939
Meadow Cutting	4127	200	200	100	100
Insurance	4129	306	310	340	337
GROSS EXPENDITURE		**8,953**	**10,210**	**9,240**	**10,406**
INCOME					
Section 106	1106	27,749	26,820	26,820	26,822
GROSS INCOME		**27,749**	**26,820**	**26,820**	**26,822**
NET EXPENDITURE		**-18,796**	**-16,610**	**-17,580**	**-16,416**

CENTRAL ESTABLISHMENT	Code 101	Actual 2020/21	Estimate 2021/22	Revised Estimate 2021/22	Actual 2021/22
		£	£	£	£
Mayoralty					
Mayor's Allowance	4001	0	2,000	2,000	2,000
Mayor's Sunday/Mayor Making	4002	0	1,400	1,400	1,403
Civic Functions	4004	120	2,500	2,750	2,709
Mayoral Car	4010	2,732	3,750	3,250	3,231
Badges/Shields/Insignia	4011	161	2,000	2,000	2,000
Mayoral Robes	4765	0	250	250	250
Employees					
Pensions	4902	3,852	3,930	3,870	3,872
Subsistence/Travel & Vehicle Costs	4019	399	1,500	500	484
Honoraria Payment	4020	1,030	1,030	1,030	1,015
Advertising/Appointments	4023	200	200	1,500	1,489
Uniforms	4021	2,359	3,000	2,750	2,736
Staff Training & Health & Safety	4022	1,193	2,000	2,000	2,778
Protective Clothing & Equipment	4024	4,620	2,500	2,000	1,994
Establishment Expenses					
Printing & Stationery	4025	2,680	4,000	4,250	4,588
Postage	4027	2,143	2,400	2,500	2,485
Telephones	4028	7,544	7,500	7,750	7,753
Information Technology	4029	15,607	15,000	15,000	15,138
Insurance	4129	3,678	3,750	3,520	3,451
Audit	4031	2,000	2,400	2,000	2,000
Consultancy: Personnel/Legal/Audit	4137	2,660	7,000	10,000	9,567
Office Equipment	4032	0	500	500	426
Publications	4034	64	50	70	69
Bank Charges	4039	3,186	3,250	3,250	4,179
Conferences/Seminars	4036	0	750	500	583
Other Expenditure					
Subscriptions	4041	906	920	960	931
Grant - St Marys Church	4045	1,800	1,800	1,800	1,800
Grants - Voluntary Bodies Room Hire	4044	0	1,500	1,000	987
Grants - Citizens Advice Bureau	4048	5,000	5,000	5,000	5,000
Grants - Newark Twinning Association	4049	0	550	550	550
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**	**91,118**
INCOME					
Investment Interest	1870	90,780	90,000	85,000	82,682
GROSS INCOME		**90,780**	**90,000**	**85,000**	**82,682**
NET EXPENDITURE		**-21,196**	**-1,920**	**4,600**	**8,436**

TOWN HALL	Code 201	Actual 2020/21	Estimate 2021/22	Revised Estimate 2021/22	Actual 2021/22
		£	£	£	£
Premises					
Maintenance & Equipment	4101	9,554	12,000	12,000	14,763
Electricity	4103	5,936	8,670	7,500	7,378
Gas	4104	13,204	15,300	15,300	17,233
Rents	4107	112	110	110	115
Rates	4105	20,709	21,100	20,710	20,708
Sewerage/Water Charges	4106	1,561	1,630	1,700	2,087
Town Hall Maintenance Reserve	4860	51,500	51,500	51,500	51,500
Supplies and Services					
Contractual Services	4122	10,371	10,460	10,500	10,686
Marketing & Promotion	4125	0	500	100	142
Refreshments	4035	172	750	250	386
Bookings Expenditure	4163	0	1,000	750	863
Bar Purchases	4168/71	750	2,500	2,000	2,667
Establishment Expenses					
Insurance	4129	5,736	5,850	5,740	5,875
Subscription/Licences	4131	778	950	800	778
GROSS EXPENDITURE		**120,383**	**132,320**	**128,960**	**135,181**
INCOME					
Lettings	1160/63	0	5,000	6,000	8,523
Refreshments	1035	36	250	100	276
Town Hall Bar	1168/71	218	5,000	4,000	5,437
GROSS INCOME		**254**	**10,250**	**10,100**	**14,236**
NET EXPENDITURE		**120,129**	**122,070**	**118,860**	**120,945**

BUTTERMARKET	Code 202	Actual 2020/21	Estimate 2021/22	Revised Estimate 2021/22	Actual 2021/22
		£	£	£	£
Premises					
Maintenance & Equipment	4101	3,226	2,550	3,000	3,580
Electricity	4103	4,850	3,060	3,000	2,774
Contractual Services	4122	200	250	200	200
Contingency	4861	17,329	20,000	10,000	10,000
GROSS EXPENDITURE		**25,605**	**25,860**	**16,200**	**16,554**
INCOME					
Rents	1107	7,323	9,500	9,000	8,960
GROSS INCOME		**7,323**	**9,500**	**9,000**	**8,960**
NET EXPENDITURE		**18,282**	**16,360**	**7,200**	**7,594**

CEMETERY & ALLOTMENTS	Code 301/2	Actual 2020/21	Estimate 2021/22	Revised Estimate 2021/22	Actual 2021/22
		£	£	£	£
Premises					
Maintenance of Allotments	4102	7,261	6,120	7,500	8,767
Cemetery Upkeep of Grounds	4322	25,782	26,100	26,100	27,829
Rates	4105	8,483	8,670	8,480	8,483
Electricity	4103	1,082	1,330	1,330	1,489
Gas	4104	1,084	1,430	1,100	726
Water and Sewerage	4106	849	820	5,000	5,520
Capital Funding					
R & R Fund Cemetery	4830	2,500	2,500	2,500	2,500
Supplies and Services					
Equip, Tools & Materials	4320	1,526	2,040	2,000	1,620
Vehicle & Machinery Costs	4310-13	11,890	13,000	13,000	12,977
Establishment Expenses					
Telephone	4028	3,354	3,000	3,400	3,532
Insurance	4129	8,269	8,440	8,650	8,654
GROSS EXPENDITURE		**72,080**	**73,450**	**79,060**	**82,097**
INCOME					
Allotment Rents	1350	5,888	6,180	6,250	6,572
Plinths/Memorial Tablets	1362	22,853	22,440	25,000	24,437
General Fees	1360	85,741	90,000	90,000	94,468
GROSS INCOME		**114,482**	**118,620**	**121,250**	**125,477**
NET EXPENDITURE		**-42,402**	**-45,170**	**-42,190**	**-43,380**

ENVIRONMENT & CLIMATE CHANGE	Code 303	Actual 2020/21	Estimate 2021/22	Revised Estimate 2021/22	Actual 2021/22
		£	£	£	£
Dog Litter Bins	4324	9,490	9,680	8,000	7,938
Street Furniture	4325	125	1,500	1,500	750
Town Centre Sweeping	4050	10,500	11,220	11,000	11,850
Newark in Bloom	4340	23,130	25,750	24,000	23,652
Green Flag/Heritage Site	4116	329	330	330	329
Tree Planting	4327	4,138	7,500	7,500	7,725
Climate Change Projects	4328	0	32,000	5,000	0
GROSS EXPENDITURE		**47,712**	**87,980**	**57,330**	**52,244**
INCOME					
Newark in Bloom	1340	198	5,000	200	185
Community Infrastructure Levy	1342	4,138	39,500	12,500	7,725
GROSS INCOME		**4,336**	**44,500**	**12,700**	**7,910**
NET EXPENDITURE		**43,376**	**43,480**	**44,630**	**44,334**

PUBLIC CONVENIENCES	Code 401	Actual 2020/21	Estimate 2021/22	Revised Estimate 2021/22	Actual 2021/22
		£	£	£	£
Employees					
Payroll: Gross	4900	107,985	76,000	98,250	103,137
National Insurance	4901	5,913	5,000	5,000	4,620
Superannuation	4902	20,782	20,500	21,750	15,326
Premises					
Repairs and Maintenance	4601	3,625	4,000	4,000	4,792
Electricity	4103	13,881	10,000	11,000	13,555
Gas	4104	1,102	1,000	1,000	740
Water & Sewerage	4106	6,036	3,000	3,000	2,497
Repairs & Renewals Fund	4860	2,500	2,500	2,500	2,500
Supplies & Services					
Materials Inc. Cleaning	4602	1,298	2,250	2,250	2,691
Contractual Services	4622	2,959	4,000	3,250	1,828
Establishment Expenses					
Telephone Costs	4028	817	1,000	850	735
Insurance	4129	1,093	1,110	1,120	1,116
GROSS EXPENDITURE		**167,991**	**130,360**	**153,970**	**153,537**
INCOME					
St Marks Charges	1620	554	3,000	3,250	4,792
Tolney Lane Charges	1619	310	1,500	2,000	2,725
Rents Tolney Lane Kiosk	1621	3,725	3,720	3,720	3,415
Rents London Road Kiosk	1622	6,900	6,900	6,900	6,759
NSDC - SLA	1650	26,250	35,700	35,700	35,700
GROSS INCOME		**37,739**	**50,820**	**51,570**	**53,391**
NET EXPENDITURE		**130,252**	**79,540**	**102,400**	**100,146**

LEISURE & ECONOMIC DEV	Code 501	Actual 2020/21	Estimate 2021/22	Revised Estimate 2021/22	Actual 2021/22
		£	£	£	£
Promotions					
Christmas Lights Displays	4725	56,152	64,000	64,000	86,482
Christmas Lights Promotions	4726	2,775	18,000	12,500	12,345
Museum/Civic Regalia					
Museum Revenue	4770	372	1,000	1,000	846
Museum Insurance cover	4129	4,849	4,950	5,360	5,363
Museum Contingency	4861		30,000	15,000	15,000
Arts & Entertainment Programme					
Band Concerts	4720	0	19,000	15,000	14,482
Violin School Event	4722	0	250	0	0
Newark Festival	4723	20,000	25,000	25,000	25,000
Newark Half Marathon	4051	0	1,000	0	0
Marketing & Promotion	4745/50	14,339	22,500	7,500	7,107
Twinning/Friendship Links					
Civic Twinning	4750	0	1,000	0	0
Friends Support Groups	4760	0	100	0	0
Admin. Expenses					
Consultancy	4137	0	8,500	0	0
GROSS EXPENDITURE		**98,487**	**195,300**	**145,360**	**166,625**
INCOME					
Sunday Band Concerts	1720	0	2,000	2,000	1,882
Christmas Lights	1726	3,000	1,000	1,000	1,200
Museum	1770	124	250	100	100
Welcome Back Fund Grant	1536	0	0	0	22,000
GROSS INCOME		**3,124**	**3,250**	**3,100**	**25,182**
NET EXPENDITURE		**95,363**	**192,050**	**142,260**	**141,443**

REPAIRS AND RENEWALS FUNDS 2021/22

	Balance 31.03.2021	Contrib. 2021/22	Actual Expend	Projects	
	£	£	£		£
ALLOTMENTS					
	175				
					175
CEMETERY					
	44,344	2,500		2021/22 Revenue provision	
			-2,085	Benches	
					44,759
INFORMATION TECHNOLOGY	**1,856**	4,240		2021/22 Revenue provision	
			-3,767	Laptops	**2,329**
OFFICE EQUIPMENT	**9,303**				
					9,303
MARKET PLACE	**12,009**	7,500		2021/22 Revenue provision	
					19,509
PUBLIC CONVENIENCES	**19,943**	2,500		2021/22 Revenue provision	
			-805	Tolney Lane Works	**21,638**
PARKS & PLAYING FIELDS	**36,750**	10,000		2021/22 Revenue provision	
			-4,928	Riverside Park Lighting	
			-1,700	Riverside Play Park	
					40,122
PARKS SHERWOOD AVE.	**507**			Miscellaneous	
		5,000		2021/22 Revenue provision	
			-4,170	Re-surfacing	
					1,337
PARKS PRIVATE ESTATES PLAY AREA	**8,340**	1,350		2021/22 Revenue provision	
		8,750		Insurance Claim	
			-2,755	Miscellaneous	
			-4,015	Tree Works	**11,670**
Totals	**133,227**	**41,840**	**-24,225**		**150,842**

RESERVE FUNDS 2021/22

	Balance 31.03.2021 £	Contrib. 2021/22 £	Actual Expend £	Projects	Balance 31.03.2022 £
CAPITAL RECEIPTS					
	-769,763				
			-7,488	Cemetery Improvements	
					-777,251
DORIS BAINBRIDGE INVESTMENT FUND			-1,330	Band Concerts	
	1,084	997		Investment Interest	
					751
ELECTIONS					
	13,713		-12,608	Town Council By Election	
		5,500		2021/22 Revenue provision	**6,605**
RISK MANAGEMENT					
	946				
					946
TOWN HALL					
	363,397	51,500		2021/22 Revenue provision	
			-3,492	External Painting	
			-610	Lift Repairs	
			-1,184	CCTV Camera	
			-1,726	Pigeon Debris	
					407,885
MUSEUM	**10,243**				
					10,243
BUTTERMARKET AND NEIGHBOURHOOD PLAN	**80,000**				
					80,000
DEVOLUTION AGREEMENT RESERVE	**75,000**			2020/21 Revenue provision	
					75000
LOCAL IMPOROVEMENT SCHEME	**50,000**				
					50,000
Totals	**-175,380**	**57,997**	**-28,438**	**0**	**-145,821**

SECTION 106 AGREEMENTS 2021/22

	Balance 31.03.2021	Contrib. 2021/22	Actual Expend	Projects	Balance 31.03.2022
	£	£	£		£
COMMUNITY INFRASTRUCTURE LEVY	**64,382**				
		8,028		CIL Income 2021/22	
			-7,725	Climate Change Projects	
					64,685
GRANGE ROAD	**17,663**				
			-3,402	Revenue Expenditure	
					14,261
NEWBURY ROAD OPEN SPACE & PLAY AREA	**16,351**				
			-16,351	Revenue Expenditure	
					0
AUTUMN CROFT	**25,000**				
			-5,000	Revenue Expenditure	
					20,000
BARNBY ROAD	**14,619**				
			-2,069	Revenue Expenditure	
					12,550
Totals	**138,015**	**8,028**	**-34,547**		**111,496**

APPENDIX B

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022.** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2022
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at **31 March 2022** been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		

****Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

Annual Internal Audit Report 2021/22

NEWARK TOWN COUNCIL

www.newark.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. **If** the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")*			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

	Yes	No	Not applicable
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

05/10/2021 15/10/2021 18/01/2022

Name of person who carried out the internal audit

KENNETH GODDARD

Signature of person who carried out the internal audit

Date 03/06/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

NEWARK TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
	✓			

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

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Section 2 – Accounting Statements 2021/22 for

NEWARK TOWN COUNCIL

	Year ending 31 March 2021 £	Year ending 31 March 2022 £	Notes and guidance
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	278,423	358,706	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	959,387	993,000	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	794,718	871,850	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	829,644	780,360	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	66,281	66,281	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	777,897	907,105	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	358,706	469,810	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	289,983	403,515	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	20,861,441	20,895,346	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	1,270,305	1,238,960	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

	Yes	No	N/A	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	✓			*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.* *N.B. The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

A.C. Mutton

Date 8/6/2022

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2021/22

In respect of ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate). (continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority: (continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

Date

APPENDIX C

NEWARK TOWN COUNCIL
BALANCE SHEET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2022

2020/21			2021/22		
£	£	**Fixed Assets**	£	£	£
14,476,895		Land and Buildings	14,495,808		
3,113,496		Vehicles, Plant and equipment	3,128,488		
1		Non Operational Assets	1		
991,129		Community Assets	991,129		
2,279,920		Long Term Investments	2,279,920		
	20,861,441	**Total Fixed Assets**			**20,895,346**
		Current Assets			
790		Stock and Work in Progress	2,658		
135,770		Debtors and Prepayments	141,865		
290,000		Short Term Investments	400,000		
-17	426,543	Cash at Bank and in Hand	3,515	548,038	
		Current Liabilities			
-67,837		Creditors and Receipts in advance		-78,228	
	-67,837				
	358,706	**NET CURRENT ASSETS**			**469,810**
		Long Term Liabilities			
	-1,270,304	Long Term Borrowing			-1,238,960
	19,949,843	**TOTAL ASSETS less LIABILITIES**			**20,126,196**
		Represented by:			
		RESERVES			
19,591,137		Capital Financing Account		19,656,386	
-769,763		Capital Receipts		-777,251	
726,524		General & Earmarked Reserves		871,365	
138,015		Section 106 Agreements		111,496	
263,930	**19,949,843**	General Fund		263,930	**20,126,196**

Agenda Item No: 8 **Committee Date: Wednesday 15th June 2022**

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	**CHEQUE SIGNATORIES**
REPORT BY:	**TOWN CLERK**

1. Recommendations

1.1 Members are asked to:

(i) To approve the list of Officers authorised to act as signatories to the Town Council's main bank accounts for the Civic Year 2022 - 2023 as recommended in the report,

(ii) To approve the list of Councillors authorised to act as signatories to the Town Council's main bank accounts for the Civic Year 2022 - 2023 as recommended in the report,

(iii)To approve the list of authorised cheque signatories to the Town Mayor's Charity bank account for the Civic Year 2022 - 2023 as recommended in the report,

2. Background

2.1 Financial Regulation 6.4 currently states that 'cheques and requests for auto-payments to be processed against the Council's bank account shall be signed by two Members, normally being the Chairmen or Vice-Chairmen of the Town Council's Committees, together with one of the following Officers, the Town Clerk and the Deputy Town Clerk.

During this period of change it is suggested that the following officers be authorised signatories for the Town Councils bank accounts:

(i)Town Clerk – Matthew Gleadell

(ii)Responsible Finance Officer- Alan Mellor

(iii)Operations Manager – Sean Alcock

(iv)Markets Manager – Ian Harrison

2.2 In accordance with 2.1 above, the following Councillors be nominated cheque signatories:

Councillors:	J Henderson	Chairman	Finance & General Purposes Committee
	J Baggaley	Vice-Chairman	Finance & General Purposes Committee
Councillors:	J Olson	Chairman	Planning Committee
	L Geary	Vice-Chairman	Planning Committee

2.3 In accordance with previous practice, the Committee is also asked to approve the inclusion of the Town Mayor, Councillor L Goff, in the above list. His regular attendance at the Town Hall is helpful, particularly in providing at least one signature when urgent payments are required.

2.4 In addition to the Town Council's main bank account a separate Town Mayor's Charity bank account is open which is used for any transactions relating to the Town Mayor's charitable transactions during the year.

This is currently operated with two signatures being required; namely the Town Mayor for the civic year and the Town Clerk.

It is really helpful, in order to better facilitate the authorisation of cheques, if this arrangement includes three signatures. Cheques can then be signed in the event that one of the signatures is not available.

If Members agree with this suggestion, then any two of the following approved signatories are proposed:

Town Mayor – Cllr L Goff

Chairman of Finance & General Purposes Committee – Cllr J Henderson

Town Clerk – Matthew Gleadell

3. Financial Legal, Equality, Environmental & Risk Issues

None.

Background Papers:	**None**
Lead Officer:	**Matthew Gleadell** **Tel: 01636 684801** **Email:** matthew.gleadell@newark.gov.uk

Agenda Item No: 9 **Committee Date: Wednesday 15th June 2022**

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	**REPRESENTATION ON OUTSIDE BODIES**
REPORT BY:	**TOWN CLERK**

1. Recommendation

1.1 That Members consider the appointment of Town Council representatives on Outside Bodies for the 2022/23 Civic Year.

2. Background

2.1 In accordance with previous practice, Members are requested to consider the appointment of representatives to the Outside Bodies shown at Appendix 1.

2.2 Members are asked to review the appointments highlighted in **RED**.

2.3 The Outside Bodies listed at Appendix 1 are a mix of registered Charities and other bodies that are not so formally constituted. The role of Members when sitting on these bodies are summarised below:

(i)Charities – these organisations are seeking Town Councillors to serve as they are seen as being 'upstanding' members and representatives of the local community. Their role on the Charity is not to represent the Town Council, indeed by law they should always act in the best interest of the Charity concerned, irrespective of any implications that decision could have for the Town Council. The following organisations fall into this category:

Hospital of St Leonard of Newark

Lilley & Stone School Charities

Magnus Educational Foundation

Newark Mind

Newark Municipal Charities

Newark & Sherwood CVS

W E Knight Education Trust

(ii)Other Bodies – the remainder of outside bodies are more focussed on actual service delivery/projects often influencing other service providers in and around Newark. On these bodies the role of the Town Councillor is more as a representative of the Town Council and should be focused on what is in the Town Council's interest rather than the body itself.

3. Financial Legal, Equality, Environmental and Risk Issues

3.1 None.

Background Papers:	**None**
Lead Officer:	**Matthew Gleadell** **Tel: 01636 684801** **Email: matthew.gleadell@newark.gov.uk**

APPENDIX 1

REPRESENTATION ON OUTSIDE BODIES – CURRENT (MAY 2022)

OUTSIDE BODY	TOWN COUNCIL REPRESENTATION	TERM OF OFFICE
East Midlands Museum Service	**Town Clerk**	**Civic Year**
Hospital of St Leonard of Newark	Town Mayor – ex officio Cllr L Goff Cllr M Cope	 4 year term to June 2023 4 year term to February 2026
Lilley & Stone School Charities	Town Mayor – ex officio Cllr T Mathias Cllr E Cropper	 4 year term to June 2023 4 year term to June 2023
Magnus Educational Foundation	Town Mayor – ex officio Cllr J Baggaley Cllr J Henderson	 4 year term to June 2023 4 year term to June 2023
Newark Allotments & Gardens Assn	**Cllr J Henderson**	**Civic Year**
Newark in Bloom	**Cllr Ms J Oliver**	**Civic Year**
Newark Civic Trust Awards	Town Mayor	Civic Year
Newark Healthcare Consultative Group	**Cllr Mrs I Brown** **Cllr D Ledger**	**Civic Year** **Civic Year**
Newark Heritage Forum	**Cllr Mrs R Crowe**	**Civic Year**
Newark Mind	**Cllr J Olson**	**Civic Year**
Newark Municipal Charities	Cllr T Mathias Cllr M Skinner	4 year term to February 2026 4 year term to February 2026

Friends of Newark Cemetery	**Deputy Town Clerk** **Cllr L Goff**	**Civic Year** **Civic Year**
Newark on Trent Twinning Association	Town Mayor – ex officio **Cllr Ms J Oliver** **Cllr J Lee**	 **Civic Year** **Civic Year**
Newark & Sherwood CVS	**Cllr L Geary**	**Civic Year**
Safer Neighbourhood Groups	All Councillors	
W E Knight Education Trust	Cllr M G Cope Cllr L Geary Cllr L Goff	3 year term to October 2024 3 year term to October 2024 3 year term to October 2024