



Newark TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 18TH OCTOBER 2023

Friday 13th October 2023

Dear Councillor

You are summonsed to attend a meeting of the Finance & General Purposes Committee at **7.00pm** on Wednesday 18th October 2023. This meeting will be held in the Council Chamber at the Town Hall.

Yours sincerely

Matthew Gleadell
Town Clerk

Pre-Group Meetings

(if required)

1	6.30	Independents for Newark	Committee Room
2	6.30	Labour Group	Pickin Room
3	6.30	Conservative Group	Old Robing Room

Committee Membership

Cllr P Ball
Cllr I Brown
Cllr D Campbell
Cllr T Collier
Cllr B Corrigan (Chairman)
Cllr E Cropper
Cllr S Crosby
Cllr S Dickinson
Cllr L Geary
Cllr J Kellas
Cllr D Ledger
Cllr D Moore (Vice-Chairman)
Cllr G Rix
Cllr N Ross
Cllr L Roulstone
Cllr M Skinner
Cllr M Spors
Cllr P Taylor

FINANCE & GENERAL PURPOSES COMMITTEE

A G E N D A

1	Apologies for Absence		
2	Minutes of the Finance & General Purposes Committee held on Wednesday 6th September 2023	Minutes Attached	Page 5
3	Declarations of Interest from Members <i>Relevant Legislation: Localism Act 2011 s31</i>	Verbal	
4	Monthly Payment Schedule 5/24	Report Attached	Page 17
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Newark TOWN COUNCIL

Agenda Item No: 2

Committee Date: Wednesday 18th October 2023

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 6th September 2023 in the Council Chamber at the Town Hall.

Membership Present:	Councillor	B Corrigan (Chairman)
	Councillors	P Ball (Ap) I Brown D Campbell T Collier E Cropper S Crosby S Dickinson L Geary J Kellas D Ledger D Moore (Vice-Chairman) G Rix N Ross L Roulstone M Skinner M Spoors (Ap) P Taylor
Apologies for Absence:	Councillors	P Ball
Officers Present:	Town Clerk	Matthew Gleadell
Taking Notes:	PA to the Town Clerk	Helen Crossland
	There were 2 members of the public present.	
Venue:	Council Chamber, Newark Town Hall	

Prior to the meeting the Chairman proposed a one minute silence in memory of Sgt Graham Saville, a local policeman who had sadly lost his life, whilst trying to help someone else a couple of weeks ago.

Cllr Mrs I Brown then asked the Chairman to remind all present to speak up please.

FGP27/23/24 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 26th July 2023

Pages 8/9 – CCWG Recommendations

The Town Clerk identified that there had been some confusion about the allocation of funds in the Minutes of the last meeting.

A reworded copy of those Minutes had been circulated prior to this meeting and Members were being asked to accept them.

The Chairman then proposed that Members accept the Minutes as noted above.

Page 10 – Cemetery Development Plans

'The Town Clerk thought that the space would probably give around 200 years – that then gave rise to questions that if the main cemetery became full, would older people still want to be buried there'

The Chairman proposed an amendment to the above paragraph as follows:

'The Town Clerk thought that the space would probably give around 200 years – that then gave rise to the question would families still want to bury their children there if this was the case'.

Page 11 – The Chairman proposed that the word **'possible'** be inserted as follows:

'Members then AGREED to abandon the previously resolved Cemetery development plans and RESOLVED to focus effort and resource into investigation and developing plans for the delivery of a possible new burial site in, or close to Newark so as to ensure that Newark continues to have available burial space when the existing Cemetery becomes full.'

The above amendments had all been proposed by the Chairman. A vote was held and they were **AGREED**.

The Minutes of the last meeting held on Wednesday 26th July 2023 will be amended as indicated and brought back to the next meeting of the Committee on Wednesday 11th October 2023.

FGP28/23/24 Declarations of Interest

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

FGP29/23/24 Monthly Payment Schedule 04/24

Cllr D Ledger asked what Voucher Number 346 referred to and was informed that it was HMRC.

Cllr B Corrigan proposed and Cllr D Ledger seconded the Monthly Payment Schedules as follows:

Members **AGREED** that payment in accordance with Payment Schedule 04/24 in the sum of £175,614.97 (one hundred and seventy five thousand, six hundred and fourteen pounds and 97p) be **APPROVED**.

FGP30/23/24 Arts, Culture, Events and Twinning Working Group

This item began with a discussion about the Remit.

It was **AGREED** to amend some of the wording; this is indicated in **RED** below:

Appendix 1 – Remit of Arts, Culture, Civic and Events Working Group

The group shall consist of 5 Town Council members.

Meetings of the group shall be quorate with at least 3 members present.

The existence and remit of the group shall be reviewed annually at the first FGP meeting of each Civic year and as necessary the Chairman and Vice Chairman shall be appointed at the same meeting.

The group shall meet as often as it deems necessary for the effective discharge of the business of the group.

The group shall report to the FGP committee on at least a quarterly basis albeit more frequent reports may at times be submitted.

The group may from time to time invite third party stakeholders to meetings to support the working group. Representatives from third party stakeholders however shall hold no voting rights.

The group shall be responsible for oversight of the following Town Council undertakings:

- 1.Civic Events, Relationships and Activity.*
- 2.Town Council and Partner Events*
- 3.Town Hall Museum and Art Gallery*

*The purpose of the group will be to take an **influential** ~~active~~ role in the planning, organisation, delivery and evaluation of local events in which the Town Council plays an active role either as the principal delivery body or as a partner organisation. This includes all Mayoral Civic events as well as wider public events.*

The group will oversee the operation and delivery of the Town Council Museum and Art Gallery.

*The group will oversee the Town Councils Twinning activities ~~working~~ **engaging** where considered appropriate ~~alongside~~ **with** the Newark*

Twinning Association and any other individuals, groups or organisations interested in Twinning activities.

The group will be a consultative group for officers who are involved in the delivery of the various event, museum and civic activity and it is not intended for the group to micro manage every aspect of the undertakings identified above.

The group will consider community and partner proposals for arts and cultural activity where Town Council involvement financially or otherwise is being sought.

The group will report to the FGP committee at least on a quarterly basis with relevant details of any matters being dealt with by the group although more frequent updates can be provided as necessary.

Budgets for events and other activity falling under the remit of this group will be allocated annually by the Council.

Where necessary the group will make proposals to the FGP committee in relation to specific decisions that relate to the activity of the group but which can only be made by the FGP committee in accordance with Standing Orders and Financial Regulations.

In all areas of the groups work and remit, the group will seek to ensure appropriate governance and financial management is applied for any financial commitment towards the undertaking of the Group and will seek to ensure that in all areas of undertakings the Council is obtaining best value for public funds and resources.

Cllr I Brown said that she was only asked tonight if she wanted to be on this Committee. It was very short notice to decide.

Cllr P Taylor said he would like to support his paper. The fact that this council was insulted and told that they could not have membership of the group (Twinning Association), they did not want the Town Council to look at their governance. He would like to request that this group gives no money to the Twinning Association, in any form, until there is reassurance that their governance is in order.

Cllr D Ledger asked if this group would work with Newark Creates and N&SDC who already do events; the Chairman referred to paragraph 6 in the remit (above).

Cllr D Ledger then noted that the reasons for the Twinning Association not wanting to have a Town Council representative on their committee are not known and voiced her concern that the previous comments could be construed as slanderous and could be taken out of context.

Cllr I Brown said that quite a few people in the group had said not to give the Twinning Association any money, but then Cllr N Ross seems to have changed his mind.

Cllr N Ross said this was correct; we do not know the reasons for their decision. There was consultation following the elections. The Governance around the group is their responsibility.

We should expect the same from the Twinning Association. If we do not

give them the money, we have no right to ask them anything.

This proposal appears to deal with working with Newark Twinning Association. The amount given to them is a very small proportion of what we spend on events over the year.

Cllr B Corrigan said it was really about the Civic relationship with the Twinning Association.

Cllr L Geary left the meeting at this point.

Cllr S Crosby thought that the Twinning Association had made it quite clear they do not want to work with Newark Town Council.

Cllr J Kellas then spoke; he was concerned about the purpose of the group, Officers in particular. Could be much more involved – they could meet on 'Teams' for instance.

Cllr N Ross said he did not want the group doing the work of the LHG.

Cllr I Brown asked the Town Clerk what spare time any Officer(s) would have to do this (taking notes at the meetings for instance). He responded that it would depend on how active the group became.

Cllr B Corrigan said the reason we are keen on this group being set up is so that Newark Town Council will have a better idea of how much is involved.

Cllr G Rix asked if it was absolutely necessary to have staff at these meetings.

Cllr N Ross responded that the Town Council is already heavily involved in all of the events, it might be good to have some Councillors who are involved in this too.

Cllr P Taylor said this was supportive of this authority.

Cllr D Moore named some of the groups in Newark and asked if the Town Council had asked any of them if they wanted Newark Town Council to be involved; he also talked about Arts & Culture.

Cllr B Corrigan then proposed the amendments (as indicated above) to the remit.

This was seconded by Cllr G Rix; a vote was held and this was **AGREED.**

Cllr B Corrigan proposed the establishment of this Working Group.

This was seconded by Cllr G Rix; a vote was held and this was **AGREED.**

The following Members were appointed in line with the remit already discussed:

- Cllr L Roulstone (Labour)
- Cllr J Kellas (Conservative)
- Cllr S Dickinson (IfN)
- Cllr T Collier (IfN)
- Cllr D Campbell (IfN)

Cllr I Brown again said that she had not had time to think about being on

the Committee, and that other Councillors seemed to have agreed this beforehand.

Cllr B Corrigan informed Cllr I Brown that there had not been any discussions with regard to this before this meeting.

Cllr G Rix thought that if Cllr I Brown was interested in being on this group, this item should be deferred to the next meeting.

This was not agreed; Cllr G Rix said that it would be noted that not enough notice was given to some people about this item.

Cllr M Skinner proposed, Cllr D Moore seconded, that Cllr T Collier be appointed as the Chairman and Cllr S Dickinson as the Vire-chairman.

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

The remit of the group was **AGREED** as above.

FGP31/23/24 Town Centre Lighting/Festive Lighting and Newark Castle Lighting

The questions put before Members were discussed at length.

1. Do we wish to hear NSDC's proposals for the Castle Lighting and use of Doris Bainbridge funds to support his? Use of the remaining Doris Bainbridge funds will result in investment income being lost and the Council then needing to pick up the cost of the Brass Band concerts should they continue. Other reserve funds could be potentially utilised in order to leave the Dors Bainbridge trust funds in place.
2. Does the Council support additional lighting throughout the year having regard to the climate implications of heightened energy use? With green/climate change issues a focus of the Councils undertakings and a desire to be 'net zero' enhanced energy use may be a concern.
3. Does the council wish to invest in the existing Festive display this year? Allowing for wider strategies to be developed and considered makes sense before any significant investment is made.
4. Does the Council wish to support generally wider Town Centre lighting schemes through its festive lighting provision? There are potential install and removal cost where lighting can be left in situ all year round.

Cllrs D Ledger and B Corrigan thought Question 1 was a good idea. Cllr B Corrigan thought that Question 2 was premature – more information was needed from NSDC.

Cllr D Moore thought that questions 1 and 2 should be deferred.

Cllr G Rix agreed with that and objected to using the Doris Bainbridge money. She also said that if we wait for NSDC to come forward, we may end up with no lights this year.

Cllr D Moore also did not want to use the Doris Bainbridge fund and pointed out that the Gatehouse Project had already been budgeted for. He thought the Brass Bands and Brass Explosion funding was more

appealing.

Cllr P Taylor was not sure that the Town Council should 'give' money to NSDC and thought that this was going to get very complex. He supported not spending any money now. He also said that there was a significant issue in that area about the lighting disturbing the wildlife – this should be looked at; Cllr E Cropper agreed and said that there are solutions to this – timed switches for instance.

Cllr D Ledger noted that the Doris Bainbridge funds were specifically for using in the Castle Ground and thought that the Town Council needed to see what NSDC were planning. She asked if the Town Council could sustain the Brass Bands if this money were to be used.

Cllr I Brown did not understand why NSDC were being involved.

Cllr J Kellas talked about intrusive lighting and planning. He asked if there was a runout point for this year. By next year there may be a strategy in place.

Cllr B Corrigan asked if we had 'missed the boat' this year to hire Christmas lights.

The Town Clerk responded that it was not too late - he would plan to use the company that has previously worked for the Town Council if this was the case.

The Town Clerk then said he would get clarity on the Doris Bainbridge funds.

Cllr P Taylor then said that NSDC were not trying to 'take' the Town Councils money – they were looking at a partnership.

At this point Cllr G Rix asked for the vote to be taken.

Cllr B Corrigan the proposed that the Town Council wanted to be 'at the table' and may be prepared to give some of the Doris Bainbridge funds at a later stage.

Cllr E Cropper seconded the proposal; a vote was held, and this was **AGREED**.

Cllr B Corrigan then proposed that the existing festive lighting scheme be used for this year and some money spent on repairs for it for this year.

Cllr T Collier seconded the proposal; a vote was held, and this was **AGREED**.

FGP32/23/24 Christmas Lights Switch-On-Event

Cllr D Ledger began the discussion on this item. She supported having the Switch On event this year. She understood fireworks were an issue (with what happened at the Festival). The NCP let us down last year also. She said she would still like to have fireworks included and the people of Newark need to know if it is going to happen.

The Town Clerk informed Members he had been looking at other locations; there might be an occasion to 'test' it on 5th November.

The Town Clerk then talked about Lincoln Market (as outlined in the report).

Cllr G Rix opposed the use of fireworks on environmental grounds.

Cllr P Taylor said he would like to see fireworks if possible but could not condone the use of them at the Riverside Park.

Cllr M Skinner said that if there were to be fireworks the location should be on a 'need to know' basis – perhaps on pink papers. He pointed out that fireworks are very important to children and that this event was very important for charities who raise large amounts of income on this day. It was crucial to maintain this.

Cllr L Roulstone supported Cllr Rix; she thought that the money could be spent on other things to make the event better.

Cllr T Collier supported having fireworks. He did not think the Town Council should be prescriptive about where.

Cllr D Moore noted that the market fills to capacity in the time before the fireworks. It is for the town and is relatively inexpensive for what it does for the town.

Cllr N Ross agreed with Cllr M Skinner. The risk assessment is all important and the location should be on a 'need to know' basis; everything possible should be done to keep the location safe.

Cllr P Taylor suggested this could be advertised as the 'alternative Lincoln Market'.

Cllr I Brown then spoke; she said he had brought this up last year – the middle of the market is not safe. No-one could move at certain times of the night. The Town Council need to ask how many fairground rides were going to be allowed in.

Cllr B Corrigan said that this could be given to the Arts, Culture, Events and Twinning Association Working Group next year.

Cllr B Corrigan then proposed that there would be fireworks at the Christmas Light Switch on subject to safety considerations (if a safe place can be found).

Cllr P Taylor seconded the proposal; a vote was held and this was **AGREED.**

FGP33/23/24 Chairman's Update – Climate Change Working Group

Cllr D Campbell gave Members an update from the last meeting of this group and the progress that had been made.

The topics covered had been:

Inspire training, Cycle training and Town Hall Energy Survey Proposals.

Cllr D Moore reported that NSDC are just beginning an assessment of their buildings, perhaps the Town Council could 'piggy back' on this.

Cllr M Skinner also informed Members that the group had spent some money.

Cllr E Cropper said that the next meeting would be very soon, to keep the momentum going.

Cllr P Taylor thought the group had a unique opportunity in that they had some cash to spend. He urged the assessment to go ahead – could

they put solar panels on this building?.

Cllr G Rix pointed out that the church is going to have some solar panels and asked if this was a precedent.

Further details will be contained in a future report to the Finance & General Purposes Committee.

FGP34/23/24 Allotment Fees and Charges

The Chairman opened the debate on this item. She said she had done some rough calculations and to get anywhere near to breaking even on the figures provided, the cost would have to be 42.95 pence per metre – an increase of 71.8%.

Cllr G Rix opposed subsidising the allotments. She said the Town Council should write to Robert Jenrick and bring it to the attention of the Secretary of State. Perhaps they might remove the statutory duty.

Cllr P Taylor thought the cost could be raised to 50p per metre, and bring in a discount scheme for people who are on benefits and proposed this.

Cllr G Rix said there should be an increase to a reasonable rate.

Cllr D Ledger informed Members that last year, she had done this; it was not very well received by the allotment holders. She did not think it should be doubled this year.

Cllr Cropper pointed out that you cannot assume how much people can afford.

Cllr J Kellas asked what the reaction had been to the increase last year.

The Town Clerk reported that when the letter was sent out, there had been no response. At that stage, it was not an invoice.

Cllr D Ledger proposed an increase of 4%.

Cllr B Corrigan said that had already been a proposal, to raise the cost by 50% (to 50p per metre) with a 50% discount for those who are eligible.

The proposal was seconded by Cllr L Roulstone; a vote was held and this was **NOT AGREED**.

Cllr D Ledger then proposed an increase of 4% which was seconded by Cllr E Cropper. Another vote was held and this was **NOT AGREED**.

Cllr B Corrigan then proposed a 10% increase, based on inflation. Cllr N Ross seconded the proposal; a vote was held and this was **AGREED**.

Cllr E Cropper asked the Town Clerk if the rationale behind the rise could be explained when the letter is sent out to the tenants. The Town Clerk agreed that this would be done. Cllr G Rix thought that the tenants should also be informed of the size of the subsidy.

FGP35/23/24 Councillor Email Addresses

Cllr M Skinner proposed that Councillor Email Addresses should be issued to all Members. He suggested that if Members did not wish to use this email address, they could forward it to their personal email

(autoforward).

Cllr N Ross seconded the proposal; a vote was held and this was **AGREED.**

FGP36/23/24 Cemetery Development Working Group

This Agenda Item was deferred to the next meeting of this Committee.

Prior to the next Agenda Item, Cllr P Taylor spoke. He said he was concerned that the Mayor's Car was being discussed in private; he thought the Press should be able to stay.

The Chairman reminded Cllr P Taylor that there were commercial reasons for that report to be an exempt item.

FGP36/23/24 Exclusion of the Press and Public

Cllr B Corrigan proposed, Cllr D Ledger seconded, that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by Section 100 of the Local Government Act 1972) the press and public be excluded from the next Agenda Item debate on the grounds that the Committee's remaining business involves the likely disclosure of exempt information as defined in the Local Government (Access to Information) (Variation) Order 2006, and the public interest in disclosing the information.

The members of the public left the meeting.

FGP37/23/24 Council/Mayoral Car

Cllr E Cropper asked if there was an option to renew the current lease. The Town Clerk responded that there was not; the lease had already been extended by one year.

Cllr D Ledger did not agree that a small van would be suitable; the Kona would probably be too small – the middle option looked to be the best choice.

The Town Clerk explained the rationale behind the report. The paper and contents were borne out of concern that the Mayoral Car could be seen as 'frivolous'. If the Town Council is 'image conscious' then a small van would not be acceptable.

Cllr E Cropper proposed the same as we have now and the option to be used by other members of staff.

Cllr P Taylor seconded the proposal.

Cllr M Skinner then proposed to delegate this item to the Chairman of the Committee and the Leader, and to put a figure of up to £350 per month. This was seconded by Cllr B Corrigan.

Cllr E Cropper withdrew her proposal.

A vote was held on the proposal from Cllr M Skinner and this was **AGREED.**

Cllr G Rix left the meeting at this point.

FGP38/23/24 Hearing Loop

Cllr M Skinner proposed that the quote from Definition Audio be approved. This was seconded by Cllr P Taylor and was **AGREED**.

Cllrs L Roulstone and I Brown to be asked to come in when it is fitted to test it.

FGP39/23/24 London Road Toilets and former Snax Unit

Cllr B Corrigan went through the report.

Cllr D Ledger pointed out that 50 trees had been removed on Yorke Drive and wondered why NSDC were so concerned about 2 cherry trees.

Cllr I Brown said the Town Council should be challenging NSDC about this.

Cllr D Moore informed Members that there was an even split at NSDC on refusal and acceptances of applications.

Cllr T Collier left the meeting at this point.

It was proposed that the recommendation in the report be accepted.

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

Meeting Closed:	10.15pm	Next Meeting:	Wednesday 11th October 2023
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FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	MONTHLY PAYMENT SCHEDULES
REPORT BY:	MATTHEW GLEADELL (TOWN CLERK)

1. Recommendations

Members note the payment schedule 5/24 attached.

2. Background

2.1 Payment schedule 5/24 appended to this report.

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

3.1 None.

Background Papers:	Working papers
Lead Officer:	Matthew Gleadell Tel: 01636 684801 Email: matthew.gleadell@newark.gov.uk

AUTOPAY

ACCOUNTS FOR PAYMENT SCHEDULE 5/24

31.08.23

Voucher Number	Payee	Budget	Amount
473	AO Cumbernauld	Payroll	13669.28
474	Adams D	Damage Waiver	200.00
474	Adams D	TH Bar	65.00
475 - 476	ADT Ltd	TH M&E	671.70
477	Aquaid Birmingham	Refreshments	47.69
478 - 481	Arco Ltd	Uniform	211.83
482 - 484	Arco Ltd	Market Equipment	45.36
485	Ball P	Mayors Allowance	174.65
486 - 489	Banner Group Ltd	Printing & Stationery	357.13
490	Brett J	Market Promotions	150.00
491	Brett J	Newark on Sea	450.00
492	British Telecom	Telephones	403.20
493	Cartridge Save	Printing & Stationery	40.31
494	CEF Ltd	TH M&E	508.80
495	Chubb Fire & Security	Cemetery Upkeep	1025.65
496	City of Lincoln Band	Sunday Band Concerts	300.00
497 - 499	Cleaning Supplies Ltd	TH M&E	353.47
499	Cleaning Supplies Ltd	PC Materials	445.22
500	Cope Occupational Health	Occupational Health	18.00
501	Crossland H	Training	24.81
502	Derry Building Services	Buttermarket R&M	800.63
503	Derry Building Services	TH M&E	209.26
504	EDF	Market Electricity	10.03
505	Fools Paradise	Newark on Sea	2142.00
506	GMS Marketing	TH M&E	32.95
507	Hind C	Newark on Sea	100.00
508 - 509	Hockley Hustle Ltd	Music Festival	52278.60
510	iHasco Ltd	Training	1080.00
511	JCP Contractors Ltd	Market Repairs & Maintenance	236.40
512	Jackson D	Market Equipment	7.50
513	Jones Maintenance	Buttermarket R&M	196.20
514 - 516	Jones Maintenance	Market Repairs & Maintenance	762.60
517	Jones Maintenance	Cemetery Upkeep	140.40
518 - 519	Jones Maintenance	TH M&E	5368.80
520 - 523	Jones Maintenance	PC R & M	895.20
524	K & H Sports	Uniform	124.00
525	Laneys Lettering	Cemetery Fees	111.50
526	Liz Hobbs Group	Newark Festival	60000.00
527	Liz Hobbs Group	Brass Explosion	12000.00

528	Lodge Tyre	Mowers	30.00
529	Loughborough Concert Band	Sunday Band Concerts	200.00
530	Marshall & Sons	P & O/S R&M	1800.00
531 - 532	MEC Recycling	Cemetery Upkeep	75.00
533	Military Wives Choir Cranwell	Armed Forces Day	405.40
534	Modes Users Assoc	Computers	192.00
535	Moonshiners	Market Promotions	200.00
536	Newark Community First Aid	Sikorski Event	112.00
537	Newark Community First Aid	Sunday Band Concerts	294.00
538	Newark Community First Aid	Armed Forces Day	168.00
539	Newark Community First Aid	Newark on Sea	756.00
540	Newark Community First Aid	Food & Drink Festival	280.00
541	Newark Security Services	P & O/S Security	895.44
542	NSDC	P & O/S R&M	702.00
543	NSDC	Market M&E	414.00
544	N&S Locksmiths	TH M&E	82.80
545	Notts CC	Payroll	13820.85
546	NTC Pay Account	Payroll	42609.38
547	Obrien T	Civics	180.00
548	PAS Ltd	Consultancy Fees	240.00
549	Petes Flowers	Mayors Sunday	82.50
550	Phoenix Orchestra	Sunday Band Concerts	300.00
551	Roberts LO	Newark on Sea	1200.00
552	Roy D	Allotment Keys	20.00
553	Screwfix	TH M&E	15.98
554 - 555	Screwfix	Market Equipment	162.84
556 - 557	Screwfix	Uniform	229.94
558 - 559	SCS Ltd	Computers	343.36
560	Second Element	Maintenance & Equipment	420.00
561	Security 2	Sikorski Event	326.70
561	Security 2	TH Bookings	594.00
562	Seismik Ltd	Music Festival	1980.00
563	Steelgen	Newark on Sea	250.00
564 - 567	STM Co Ltd	Mowers	1679.68
568	TC Harrison	Vehicle Running Costs	60.00
569	The Ghost Drinkers	Newark on Sea	300.00
570	The Joker Entertainment	Newark on Sea	3242.40
571	The Business	Market Promotions	325.00
572	TIS Ltd	TH M&E	212.10
573	VIA EM Ltd	Recharges	888.00
574	Viking Ltd	Office Equipment	74.40
575 - 576	Viking Ltd	TH M&E	81.03
576 - 577	Viking Ltd	Postage	50.40
577	Viking Ltd	Recharges	37.20
578 - 580	Virgin Media	Telephones	537.09

581	Walker K	Mayors Sunday	50.00
582	Walker Stella	Newark on Sea	175.00
583	Walters Cleaning Services	TH M&E	162.00
584	Watch it Security	Sikorski Event	278.40
585	Watch it Security	Cemetery Upkeep	911.42
586	Wordprint Ltd	Printing & Stationery	104.40
587 - 588	Wyles S	Refreshments	64.59
587	Wyles S	Mayors Sunday	129.99
588	Wyles S	TH M&E	11.20
589	Yellow Bus Events	Newark on Sea	11925.00
Total			246339.66

DIRECT DEBITS

ACCOUNTS FOR PAYMENT SCHEDULE 5/24

31.08.23

Voucher Number	Payee	Budget	Amount
590	ASD Wholesale	TH Bar	279.70
591	British Gas	Buttermarket Electricity	24.27
592	BT	Telephones	306.21
593	Gas Direct Ltd	TH Bar	0.90
594	Hyundai Finance	Civic Car	254.40
595	Natwest Cards	Postage	12.95
595		Office Equipment	24.98
595		Uniform	90.46
595		Printing & Stationery	6.19
595		TH M&E	29.17
596	Natwest Cards	Office Equipment	197.99
596		TH Bar	100.50
596		Mayors Allowance	310.76
597	NSDC	Rates	6180.00
598	SSE	Market Electricity	346.76
599	Total Energies	TH Electricity	874.19
600	Total Energies	ENV Electricity	47.93
601 - 602	Total Energies	PC Electricity	353.34
603 - 606	Total Energies	Market Electricity	150.18
607	Total Energies	P & O/S Electricity	169.20
608	Total Energies	TH Gas	1221.46
609	Total Energies	ENV Gas	155.63
610 - 611	Total Energies	PC Gas	162.71
612 - 616	UK Fuels	Vehicle Running Costs	461.41
616a	Worldpay	Bank Charges	293.44
Total			12054.73
Grand Total			258394.39

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	VOLUNTARY BODY/COMMUNITY EVENTS GRANTS APPLICATION
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members confirm if the Children's Bereavement Centre is to be granted free use of the Ballroom and Council Chamber for a charity Christmas Concert on Saturday 2nd December 2023 and also that Newark Palace Singers are to be granted free use of the Ballroom and Kitchen for a Charity coffee morning concert in aid of Newark Dementia Care Group on Tuesday 12th December 2023.

2. Background

- 2.1 The Town Council's approved guidelines for this type of grant are attached as Appendix 1.
The 2023/24 agreed budget for grants to voluntary bodies is £1,500, see Appendix 2.

3. Specific Grants

- 3.1 A request for use of rooms on Saturday 2nd December 2023 to hold a charity Christmas Concert fund raising event. The net cost is £487.08. See Appendix 3 attached.
- 3.2 A request for use of rooms on Tuesday 12th December 2023 to hold a charity coffee morning. The net cost is £320.00. See Appendix 4 attached.

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

None.

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

NEWARK TOWN COUNCIL

APPLICATION FOR VOLUNTARY BODY GRANT

Guidelines

The following principles and guidelines have been established by Newark Town Council to assist in the consideration and determination of grant applications. Whilst these principles will act as a general guide, they are not definitive and applicants of particular worthiness may be considered on individual merit outside these criteria.

The Aim of the Scheme

The Town Council is providing funding to support the work of Voluntary Bodies & Charities that provide services, support and activities to the community of Newark. The grant can be used for free or discounted hire of the function rooms within the Town Hall.

The hire of rooms can cover a wide range of activities covering; charity, cultural, community and sports events.

The primary aim of the scheme is to encourage organisations to utilise the community facilities which are provided in the Town Hall and to support or promote self-help within organisations that may apply.

Funding Available

Newark Town Council has a maximum fund of £1,500 available, during the 2023/24 financial year, to support Voluntary Bodies.

Maximum funding for any one application is normally £500. Applications for grants in excess of this sum may be considered subject to the overall budget limit.

Applications will be considered throughout the year on a 'first come first served basis'.

Eligibility

Applications will be considered from; Community Groups, Charities, Voluntary Bodies, and Sports Clubs.

Applicants must either be located within the Newark Town boundary or the scheme which is the subject of the application must have a focus or be targeted on the community living in Newark.

Preference will be given to locally based organisations serving local needs over national organisations providing services over a wider geographic area than Newark.

Applications are only invited for the use of the facilities available within the Town Hall. They can be for either Fund Raising or Non-Fund Raising Events.

An individual organisation will only be eligible to apply for one event in any two year period.

The Town Council will consider 'one off' bookings as well as regular or block bookings.

All applicants must complete an official Voluntary Body Grant Application Form before it will be considered by the Town Council.

All applications **must** be accompanied by a copy of the organisations most recent audited accounts or a signed statement on the current financial position of the organisation.

The Application Process

Applications will generally be considered by the Town Council's Finance and General Purposes Committee.

The enclosed application form is to be completed and submitted with any request for financial assistance to Mrs Karen Wood, Newark Town Council, Town Hall, Newark, Notts, NG24 1DU.

Schedule of Voluntary Body Grants Allocated 2023 - 2024	
Budget Provision 2023 - 2024	£1500
Grants awarded to date	
Newark & Sherwood Concert Band 19.12.23	£335.42
Newark Traditions Festival 22.07.23	£383.33
Monies still available	£781.25

Newark Town Council

Voluntary Body Grant Application Form

Please refer to the separate guidance document when completing this form

1. Applicants Details	
Name of Organisation/Group	Children's Bereavement Centre
Applicant's Name	
What is the applicant's position in the organisation/community group?	Fundraising and Marketing Manager
Contact Name	
Contact Address	
Contact Tel No	01636 600120
Email address	
2. Scheme/Project Description	
<p align="center">Description & Objectives</p> <p>Is the application for a:</p> <p>Fund Raising Event : YES/NO</p> <p>If yes what is the beneficiary organisation: Children's Bereavement Centre</p> <p>Please include an explanation of the purpose for which the application is made</p>	
<p>The application is for the use of the Town Hall for a charity Christmas Concert performed by the Nottingham Symphonic Wind Orchestra to raise vital funds for the charity</p>	

Give details of any other funders approached and their responses

We haven't approached other funders.

Please detail any additional information regarding your organisation and its aims which you may feel will assist the Town Council in considering this application.

The Children's Bereavement Centre is a local registered charity that offers free of charge specialist support to children, young people and their families from across Nottinghamshire and Lincolnshire that have been bereaved or someone important to them has been diagnosed with a terminal illness.

Just 4% of the funds needed to operate are provided by any kind of statutory finding which means fundraising events like the NSWOC concert are essential to raise the rest to ensure the charity can continue.

We have held this concert on the first Saturday of December every year since 2019, apart for in 2020 and by providing the venue free of charge more money can be raised to provide support.

<https://www.childrensbereavementcentre.co.uk/>

Please provide details of the rooms required within the Town Hall together with dates and times of the event


Room(s) required	Date(s) required	Time(s) required
Ball Room	Saturday Dec 2nd	5pm-10pm
Council Chamber	Saturday Dec 2nd	5pm-10pm
Bar	Saturday Dec 2nd	Open at 7pm-9.30pm

3. Costs

How much money do you wish to apply for in grant aid (maximum £500), please contact the Town Council (see accompanying Grant Guidelines)

HIRE DESCRIPTION	COST
1. Cost of the hire of the venue	E 487-08
2.	
3.	
4.	
5.	
6.	

More:		
What is the anticipated total cost of your scheme?		Venue hire, conductor costs and marketing costs
4. Outputs and Outcomes		
Outputs		
Please explain the following about your scheme		
(a)	How will it contribute and/or support the community of Newark?	It will raise vital funds to enable the charity to continue supporting the local community through one of the most devastating times in their lives
(b)	Who is it open to?	Anyone who would like to buy a ticket
(c)	How many participants do you anticipate will take part?	50 members of the orchestra 100 audience
(d)	If your event is to raise funds, how much money do you expect to achieve?	100 tickets at £14 each - £1,400 minus conductor costs so approx £1000
Outcomes		
What other benefits will be achieved from this scheme?		
<ul style="list-style-type: none"> • It will add another event to the Christmas schedule of events in Newark supporting the night time economy • It will add diversity to the local events programme as there isn't another classical concert being organised • It will attract a different audience and support the visitor economy • It will support the hospitality sector as the orchestra members (Approx 50.) come from across Nottinghamshire and often go to local restaurants and pubs after the concert • The orchestra all pay for parking adding to the local economy 		

Declaration	
To the best of my knowledge, the information supplied on this form is correct and complete.	
Signed	

Name and Position	
Date	20/09/2013
All applications <u>must</u> be accompanied by a copy of the organisations most recent audited accounts or a signed statement on the current financial position of the organisation.	

REGISTERED NUMBER: 4747134 (England and Wales)

**CHILDREN'S BEREAVEMENT CENTRE
(LIMITED BY GUARANTEE)**

**REPORT OF THE DIRECTORS AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**



**CHILDREN'S BEREAVEMENT CENTRE
(LIMITED BY GUARANTEE)**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

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Company Information	1
Report of the Directors and Trustees	2 to 5
Summary Income and Expenditure Account	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 14
Independent Examiner's Report	15
Detailed Income and Expenditure Account (for management purposes only)	16

**CHILDREN'S BEREAVEMENT CENTRE
(LIMITED BY GUARANTEE)**

**REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022 (continued)**

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date on its incoming resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently,
- Make judgements and estimates that are reasonable and prudent,
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102) (effective January 2016) and in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006.

ON BEHALF OF THE TRUSTEES:

A. WATSON - DIRECTOR

29 November 2022



CHILDREN'S BEREAVEMENT CENTRE
(LIMITED BY GUARANTEE)

SUMMARY INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022

		<u>2022</u>	<u>2021</u>
	Notes	£	£
INCOME			
Donations, grants, and other income	3	259,301	301,142
Other operating expenses	4	<u>343,818</u>	<u>265,512</u>
OPERATING (DEFICIT)/SURPLUS		(84,517)	35,630
Interest receivable and similar income		<u>-</u>	<u>-</u>
(DEFICIT)/SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION		(84,517)	35,630
Tax on (deficit)/surplus on ordinary activities	6	<u>-</u>	<u>-</u>
(DEFICIT)/SURPLUS FOR THE FINANCIAL YEAR AFTER TAXATION		(84,517)	35,630
Retained surplus brought forward		<u>293,013</u>	<u>257,383</u>
RETAINED SURPLUS CARRIED FORWARD		<u><u>208,496</u></u>	<u><u>293,013</u></u>

The notes form part of these financial statements

**CHILDREN'S BEREAVEMENT CENTRE
(LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022**

	Note	2022		2021	
		Unrestricted Funds	Restricted funds	Unrestricted funds	Restricted funds
					Total funds
Income and endowments from:	3				
Donations and legacies		238,904	19,257	219,388	300,402
Charitable activities		1,140	-	740	740
Total		240,044	19,257	220,128	301,142
Expenditure on:	4				
Raising funds		22,465	-	15,511	15,511
Charitable activities		297,536	19,257	164,057	245,071
Other		4,560	-	4,930	4,930
Total		324,561	19,257	184,498	265,512
Net loss/income		(84,517)	-	35,630	35,630
Transfers between funds		-	-	-	-
Net movement in funds		(84,517)	-	35,630	35,630
Reconciliation of funds:					
Total funds brought forward		293,013	-	257,383	257,383
Total funds carried forward		208,496	-	293,013	293,013

The notes form part of these financial statements

**CHILDREN'S BEREAVEMENT CENTRE
(LIMITED BY GUARANTEE)**

**BALANCE SHEET
31 MARCH 2022**

		2022		2021	
	Note	£	£	£	£
FIXED ASSETS:					
Tangible assets	8		723		
CURRENT ASSETS:					
Prepayments		16,677		7,152	
Cash at bank and in hand		<u>219,709</u>		<u>303,516</u>	
		236,386		310,668	
CREDITORS: Amounts falling due within one year	9	<u>28,613</u>		<u>17,655</u>	
NET CURRENT ASSETS:			207,773		293,013
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>208,496</u>		<u>293,013</u>
FUNDS:					
Brought forward			293,013		257,383
Net (deficit), surplus			<u>(84,517)</u>		<u>35,630</u>
TOTAL FUNDS			<u>208,496</u>		<u>293,013</u>

The directors are satisfied that the company was entitled to exemption under s.477 of the Companies Act 2006 and that members have not required an audit in accordance with s.476.

The directors acknowledge their responsibilities for:

Ensuring that the company keeps accounting records which comply with section 386; and

preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of s.396 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies and with the provisions of Section 1A "Small entities" of Financial Reporting Standard 102.

ON BEHALF OF THE TRUSTEES:

A. WATSON
DIRECTOR AND TRUSTEE



Approved by the Trustees on 29 November 2022

Company Number 4747134

The notes form part of these financial statements

**CHILDREN'S BEREAVEMENT CENTRE
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 and the Companies Act 2006.

The financial statements are also prepared in accordance with the Statement of Recommended Practice for Charities (FRS 102) which was issued in 2016.

Incoming resources

Grant income and conference income are accounted for as they become receivable.

Voluntary income and donations are accounted for as received by the charity.

Resources expended

Resources expended are included in the statement of financial activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Computer equipment – 33% on cost

Taxation

These financial statements are prepared on the basis that the company is exempt under Sections 478 to 489 of the Corporation Tax Act 2010 and that no charge to taxation applies.

Funds accounting

Funds held by the charity are either:

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2. STAFF COSTS

The average number of employees during the year was 11 (2021 – 8)

Staff costs were as follows:

	2022	2021
	£	£
Salaries and social security costs	249,275	200,430
Pension contributions	<u>5,803</u>	<u>4,792</u>
	<u>255,078</u>	<u>205,222</u>

No employee received emoluments of more than £60,000.

**CHILDREN'S BEREAVEMENT CENTRE
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

3. INCOME AND ENDOWMENTS

(a) <u>Donations and legacies</u>	2022			2021		
	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
Grants -						
Bassetlaw Clinical Commissioning Group	12,500	-	12,500	12,500	-	12,500
Henry Smith Foundation	-	3,684	3,684	-	22,016	22,016
Jones 1986 Trust	-	-	-	5,000	-	5,000
Sobell Foundation	10,000	-	10,000	-	-	-
BBC Children in Need	-	15,573	15,573	-	-	-
Masonic	5,000	-	5,000	5,000	29,379	29,379
University of Nottingham	-	-	-	430	-	5,000
Local Improvement	3,750	-	3,750	5,000	-	430
Souter Charitable Trust	-	-	-	2,817	-	5,000
Coalfields Regeneration Alliance	-	-	-	-	-	2,817
February Foundation	5,000	-	5,000	3,000	24,802	24,802
Lady Hind Trust	5,000	-	5,000	5,000	-	3,000
Moto in Community	-	-	-	200	-	5,000
T K Maxx & Homesense Foundation	500	-	500	1,000	-	200
Collingham Community Trust Ltd	1,500	-	1,500	1,000	-	1,000
Jessie Spencer Trust	-	-	-	500	-	1,000
Moy Park Community Fund	-	-	-	2,000	-	500
Woodroffe Benton	-	-	-	1,000	-	2,000
Anonymous	-	-	-	2,000	-	1,000
Kelly Family Trust	5,000	-	5,000	4,000	-	2,000
J N Derbyshire Trust	2,000	-	2,000	5,000	-	4,000
Grocers Charity	-	-	-	-	4,817	5,000
Forman Hardy Charitable Trust	1,000	-	1,000	-	-	4,817
G & P Hartley Charitable Trust	1,000	-	1,000	-	-	-
Bingham United Charities	1,139	-	1,139	-	-	-
Newark & Sherwood Community & NANDS CVS	101	-	101	-	-	-
Coronavirus grants - Nottingham CC - Covid-19	-	-	-	3,640	-	3,640
HMRC CJRS - Furlough - Covid-19	-	-	-	21,941	-	21,941
Donations	39,023	-	39,023	22,641	-	22,641
Fundraising	88,963	-	88,963	56,907	-	56,907
Corporate fundraising	57,428	-	57,428	58,812	-	58,812
	238,904	19,257	258,161	219,388	81,014	300,402

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CHILDREN'S BEREAVEMENT CENTRE
(LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

3. INCOME AND EDOWMENTS (continued)

	2022		2021	
	Unrestricted funds	Restricted funds	Unrestricted funds	Restricted funds
				Total funds
(b) <u>Charitable activities</u>				
Training	1,140	-	740	740
Total	240,044	19,257	220,128	301,142

**CHILDREN'S BEREAVEMENT CENTRE
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

4. EXPENDITURE

	2022		2021	
	Unrestricted funds	Restricted funds	Unrestricted funds	Restricted funds
(a) Raising funds				
Awareness raising	198	-	3,643	-
Fundraising activities	22,267	-	11,868	-
	22,465	-	15,511	-
				15,511
(b) Charitable activities				
Wages	241,030	14,048	137,003	68,219
Group Activities	4,953	-	413	-
Training	2,182	-	2,318	209
Play equipment etc.	2,620	478	539	471
Insurance	1,973	-	1,916	-
Rent	15,487	4,731	2,483	11,817
Light and heat	1,813	-	1,719	-
Premises repairs	1,929	-	1,200	-
Stationery	3,855	-	4,070	-
IT Equipment and repairs	11,080	-	4,401	-
Telephone	4,231	-	4,263	-
Other	6,383	-	3,732	298
	297,536	19,257	164,057	81,014
				245,071
(c) Other				
Accountancy and professional costs	4,199	-	4,930	-
Depreciation	361	-	-	-
	4,560	-	4,930	-
				4,930
Total expenditure	324,561	19,257	184,498	81,014
				265,512

**CHILDREN'S BEREAVEMENT CENTRE
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

5. TRUSTEE REMUNERATION AND RELATED PARTY TRANSACTIONS

	2022 £	2021 £
The charity has paid Duncan and Toplis Limited, a firm in which trustee S. Shaw is a director:		
Payroll services	<u>2,221</u>	<u>1,481</u>

6. TAXATION

Analysis of the tax charge

No liability to UK corporation tax arose on ordinary activities for the year ended 31 March 2022 nor for the year ended 31 March 2021.

7. CHARITABLE ACTIVITIES

	2022 £	2021 £
Staff costs	255,078	205,222
Office costs	<u>89,463</u>	<u>60,290</u>
	<u>344,541</u>	<u>265,512</u>

8. FIXED ASSETS

	Computer Equipment £
<u>Cost</u>	
1 April 2021	5,500
Additions	<u>1,084</u>
31 March 2022	<u>6,584</u>
<u>Depreciation</u>	
1 April 2021	5,500
Charged	<u>361</u>
31 March 2022	<u>5,861</u>
<u>Net book value</u>	
31 March 2022	<u>723</u>
31 March 2021	<u>-</u>

**9. CREDITORS: AMOUNTS FALLING
DUE WITHIN ONE YEAR**

	2022 £	2021 £
Trade creditors	2,346	5,897
Creditors and accruals	288	288
Grants received in advance	<u>25,979</u>	<u>11,470</u>
	<u>28,613</u>	<u>17,655</u>

10. LEASE COMMITMENT

The charity has rented its premises at £14,000 a year under a lease which expires in November 2023.

**CHILDREN'S BEREAVEMENT CENTRE
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

11. OUTLINE SUMMARY OF FUND MOVEMENTS

<u>Fund name</u>	<u>Balance b/f</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers</u>	<u>Balance c/f</u>
	£	£	£	£	£
<u>Restricted funds</u>					
Henry Smith Foundation	-	3,684	3,684	-	-
BBC Children in Need	-	15,573	15,573	-	-
<u>Unrestricted funds</u>					
Bassetlaw CCG	-	12,500	12,500	-	-
General	293,013	227,544	312,061	-	208,496
Total funds	293,013	259,301	343,818	-	208,496

Newark Town Council

Voluntary Body Grant Application Form

Please refer to the separate guidance document when completing this form

1. Applicants Details	
Name of Organisation/Group	Newark Palace Singers
Applicant's Name	
What is the applicant's position in the organisation/community group?	Secretary
Contact Name	
Contact Address	
Contact Tel No	
Email address	
2. Scheme/Project Description	
<p align="center">Description & Objectives</p> <p>Is the application for a:</p> <p>Fund Raising Event : Yes</p> <p>If yes what is the beneficiary organisation: Newark Dementia Carers Group</p> <p>Please include an explanation of the purpose for which the application is made</p> <p>To hire the Town Hall Ballroom to hold a Coffee Morning Concert in aid of Newark Dementia Carers Group.</p>	

Give details of any other funders approached and their responses

Please detail any additional information regarding your organisation and its aims which you may feel will assist the Town Council in considering this application.

Newark Palace Singers holds concerts throughout the year in aid of its chosen charity for that year. We have recently supported Women's Aid and Rumbles Café, giving each charity approximately £2000, and the choir has chosen Newark Dementia Carers Group as this year's charity (our year starts in September). This is an opportunity for people in the Newark area to attend a concert during the day and to enjoy coffee with friends and family. The members of the choir provide the tea, coffee and biscuits and the choir leader and pianist give their time for free. This means we have no expenses and all of the proceeds go to the charity. A concert in December with lots of Christmas Music is a lovely way to bring people into the town centre and, hopefully, support other local businesses while they are there.

Please provide details of the rooms required within the Town Hall together with dates and times of the event

Room(s) required	Date(s) required	Time(s) required
Ballroom and kitchen	Tuesday 12 December 2023	9am to 1pm

3. Costs

How much money do you wish to apply for in grant aid (maximum £500), please contact the Town Council (see accompanying Grant Guidelines)

HIRE DESCRIPTION	COST
1, total cost of hire	£252-50
2.	
3.	
4.	
5.	
6.	

More:

What is the anticipated total cost of your scheme?

Nothing, as everything is provided by choir members

4. Outputs and Outcomes

Outputs

Please explain the following about your scheme

(a)	How will it contribute and/or support the community of Newark?	This is an opportunity for the local community to attend a daytime concert in the Town Hall at minimum cost and to spend some time in the town centre, possibly supporting other local businesses.
(b)	Who is it open to?	Everyone (but it will be ticketed to avoid having to turn people away on the door). Carers supporting people with dementia will be especially welcome.
(c)	How many participants do you anticipate will take part?	120
(d)	If your event is to raise funds, how much money do you expect to achieve?	We usually raise about £500 at a Coffee Morning Concert

Outcomes

What other benefits will be achieved from this scheme?

Singing is a great way to increase self-confidence, mood and overall wellbeing. The members of our choir are mostly retired, older people who meet each Tuesday morning to sing and socialise. Joining a choir is a great way of meeting like-minded people and taking part in community activities to raise funds for local charities. So, not only the audience but the singers themselves will benefit from the concert. People with dementia often benefit enormously from listening to and joining in singing especially if the songs are familiar. As this is a December concert we shall be singing many songs that everyone knows and can join in.

Declaration

To the best of my knowledge, the information supplied on this form is correct and complete.

Signed

Name and Position	
Date	3 October 2023
All applications <u>must</u> be accompanied by a copy of the organisations most recent audited accounts or a signed statement on the current financial position of the organisation.	

PALACE SINGERS

Financial Statement for the period 1 September 2021 - 31 August 2022

		Non-Restricted Funds	Restricted Fund 1 (note 1)	Restricted Fund 2 (note 2)
INCOME				
	Balance brought forward	£ 1,744.25	£ 1,595.70	£ 923.48
	Subscriptions	£ 4,648.00	£ -	£ -
	Monies raised for charities	£ -	£ 1,824.30	£ -
	Rehearsal refreshments	£ -	£ -	£ 177.49
	Music Fund	£ -	£ -	£ -
	Sub Total	£ 6,392.25	£ 3,420.00	£ 1,100.97

OUTGOINGS				
	Rehearsal venue hire	£ 1,292.00	£ -	£ -
	Expenses (note 3)	£ 524.00	£ -	£ -
	Professional fees	£ 4,140.00	£ -	£ -
	Music resources	£ -	£ -	£ 137.10
	Monies raised for charities	£ -	£ 1,720.00	£ -
	Sub Total	£ 5,956.00	£ 1,720.00	£ 137.10

MONIES IN ACCOUNTS		Total	£ 436.25	£ 1,700.00	£ 963.87
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BALANCE AT BANK 31 August 2020	£				3,100.12
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CASH IN HAND	£				42.53
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TOTAL	£				3,142.65
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Notes to the accounts

- 1 Monies raised from concerts for donation to local charities
- 2 Funds raised for the purchase of music
- 3 Equipment/Uniform/Refreshment/Gifts/Get Well cards etc

