

**FINANCE & GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>CEMETERY DEVELOPMENT WORKING GROUP</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

At the last meeting of this Committee on Wednesday 6<sup>th</sup> September 2023, the Cemetery Development Working Group report was deferred.

The Report attached at Appendix 1 is therefore submitted to Members for consideration at this meeting.

**2. Background**

As in Appendix 1.

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

Contained in the report.

<b>Background Papers:</b>	<b>Working papers and emails.</b>
<b>Lead Officer:</b>	<b>Matthew Gleadell</b> <b>Tel: 01636 684801</b> <b>Email: <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></b>



Agenda Item No: 11

Committee Date: Wednesday 6<sup>th</sup> September 2023**FINANCE & GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>CEMETERY DEVELOPMENT WORKING GROUP</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

That the Committee creates a Cemetery Development Working Group in accordance with the remit attached to this report as Appendix 1.

That the Committee appoints a Chairman and Vice Chairman of the Working Group.

That the Council resolves to host a meeting and invite to that meeting local stakeholders to discuss the provision of future burial space in and around Newark and based on the input from that meeting the working group will then meet and begin the work identified under the remit.

**2. Background**

The FGP Committee resolved at its last meeting to abandon the previous plans for development of the existing Cemetery (children's burial area being the exception) and focus efforts and resource into the provision of future burial space in Newark. As part of that resolution FGP Committee resolved to set up a Cemetery working group whose role will be to investigate and develop plans for future burial provision in Newark, consider the refurbishment of the lodge and progress plans for a children's burial area.

The Clerk has identified many stakeholders in the issue of future burial provision and considers it prudent to get all relevant parties together for an initial meeting and scope from there the direction of travel for the working group.

The proposed invitees for a meeting are detailed below. The same stakeholders may from time to time attend future working group meetings and support the work of the group.

<b>Stakeholders</b>	<b>Reason for Invitation</b>
NSDC Officers and Members	Planning Department involvement Land acquisition Funding
Nearby Parish Council Clerks and some members from each Council. -Balderton -Fernwood -Farndon -Muskham	Possible funding source. Possible site provision in other parishes. Consultation partners.

-Collingham -Winthorpe	
Local Funeral Directors -Co-Op - E Gills & Son	Input on current and future burial trends. Crematoria input. General knowledge of burial industry.
Friends of Newark Cemetery	Active partners in current and potential future sites
Institute of Cemetery and Crematoria Management	Professional Advice – National Body for Cemetery and Crematoria Management

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

**Financial** – There will be a small cost for refreshments associated with hosting an initial meeting. Long term costs will be investigated by the working group.

<b>Background Papers:</b>	<b>Working papers and emails.</b>
<b>Lead Officer:</b>	<b>Matthew Gleadell</b> <b>Tel: 01636 684801</b> <b>Email: <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></b>

## **Appendix 1 – Cemetery Development Working Group Remit**

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 tasked with the following:

1. Investigating the cost and specification for the refurbishment of the Cemetery lodge and to present proposals for refurbishment works to the FGP committee. Proposals made will have regard to potential future uses of the Cemetery lodge.
2. Investigate the cost and specification for the creation of a children's burial area in the current Cemetery and to present proposals for the same to the FGP committee.
3. Investigate future burial provision for Newark that will address community burial requirements when the existing Cemetery reaches its full burial capacity. The group will undertake relevant public consultation and subject thereto consider the location of potential future burial sites, potential costs and funding of the creation of future burial sites, planning requirements for future burial sites, logistical needs for future burial sites and generally seek to develop a plan and strategy for ensuring the long-term burial needs of Newark are met.



**FINANCE & GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>CREDIT CARD POLICY</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 That the Committee adopts the Credit Card Policy attached as Appendix 1 hereto.

**2. Background**

- 2.1 In response to concerns raised by the Internal Auditor as to the Councils Credit Card use the attached policy has been developed.
- 2.2 The policy should be self-explanatory and therefore require no commentary in this report.

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

- 3.1 Contained in the report and Appendix 1.

<b>Background Papers:</b>	<b>Working papers</b>
<b>Lead Officer:</b>	<b>Matthew Gleadell</b> <b>Tel: 01636 684801    Email: <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></b>







## Use of Credit Card Policy

Newark Town Council will make credit cards available for staff. This policy is intended to provide detailed guidance and assistance in obtaining and using Newark Town Council credit cards and describes the responsibilities and restrictions which cardholders must accept before being provided with any such card. Any attempt by the cardholder to make changes to the Council's terms and conditions of the card or the associated bank account will be reported to the Council by the Bank and will be treated as a disciplinary offence.

### 1. Obtaining Cards

1.1 All cards are issued for the sole purpose of facilitating the carrying out of Council business that cannot be paid for by invoice.

1.2 Credit cards must only be used by the authorised signatory named on the card and must not be used by any other person. Any cardholder allowing the card to be used by another person will be committing a disciplinary offence.

1.3 Staff will be required to sign a declaration form (Appendix 1) confirming they understand this policy and procedure for use of a credit card before a card can be issued to them.

### 2. Use of Cards

Cards can be used for on-line and point of sale transactions in accordance with this policy document, within the pre-defined limits of the accounts. The following procedures cover these three transaction types and reconciliation requirements:

2.1 A receipt must be obtained and provided to the Finance Officer.

2.2 Wherever possible an order should be made and paid for with an invoice. However, it is recognised that this may not always be the most efficient option in relation to low value spend and so, the use of credit cards is permitted but must only be used to acquire goods and services for approved Council business.

2.3 If any purchase contains any charges for VAT, a proper VAT receipt or invoice should be obtained.

2.4 Transactions and supporting documents (such as receipts) must be kept for a period of six years plus the current financial year by the relevant department for audit and HMRC purposes.

2.5 Payments made via credit card are limited to the cleared funds available in the pre-paid or credit account.

2.6 The Town Clerk and Operations Manager will have Credit Cards with credit limits of £2,000.

2.7 Service Managers who are authorised to have a Credit Card will be issued with pre-paid Credit Cards. The Finance Officer will transfer sufficient funds to the Credit Card ahead of any planned transaction and any funds transfer must be authorised by the Town Clerk in the same way as all other online payments through the Councils current account.

2.8 Pre-Paid Credit Cards will be subject to a funds transfer limit of £500.00.

### **3. Reconciliation and Inspection**

3.1 All credit card transactions will appear on the bank account's bank statement, the receipts/invoices obtained must be reconciled to the statement, on a monthly basis as a minimum.

3.2 All receipts and the reconciliation schedule must be checked and authorised by the Town Clerk and in the case of the Clerk reconciled by the Chair of FGP. A segregation of duties by a minimum of two persons must be maintained at all times.

3.3 A bank statement will be downloaded monthly and matched to receipts and funds transfer authorisations in the case of pre-paid credit cards.

### **4. Restrictions**

4.1 Credit cards must not be used for any non-Council business or personal expenses.

4.2 Only secure sites should be used to make purchases via the internet with a web address beginning HTTPS. If you have any doubt then you should contact the Clerk.

4.3 Credit cards can be used for subscriptions on authorisation of the Clerk and 2 Councillors.

4.4 The only person authorised to use the card is the cardholder. Card details are NOT to be retained by an online website.

4.5 The cardholder shall not make any attempt to change the terms and conditions on which the card is held.

4.6 The cardholder must not share any account details or passwords in respect of transactions with anyone else.

### **5. Security**

5.1 The card will only ever be used by the person named on the card.

5.2 It is the personal responsibility of the card holder to ensure the card is kept secure at all times and cannot be accessed by any other persons. Reasonable steps should be taken to ensure the card details cannot be viewed or overheard by any other persons.

5.3 Passwords or other details relating to the credit card or cardholder must not be written down.

5.4 Credit cards and details must not be stored where others may have access to them.

5.5 It is recommended for security reasons that wherever possible transactions are processed by the cardholder being physically present at the point of sale.

5.6 The card's Security PIN number must be kept secure and not disclosed to anyone else, under any circumstances. No officer at the Council will ever ask you for your security PIN details.

5.7 The bank must be notified immediately if the card is lost or stolen, or fraudulent use is suspected.

5.8 The cardholder will surrender their card to the Clerk when the cardholder leaves the employment of the Council, or if circumstances change so that a card is no longer required. The card should then be destroyed by the Clerk and the bank notified.

5.9 Staff will be held personally liable for any transactions processed through the card until the time when the card is physically surrendered.

5.10 If the cardholder misuses the card or fraudulently uses the card or knowingly permits any other person to use the card, this will result in disciplinary action being taken against the cardholder.

## **APPENDIX 1**

Name of Credit Card Applicant :

Employee Job Role:

Date of Application :

Declaration :

I hereby acknowledge receipt of the Newark Town Council Credit Card policy and confirm that I will comply fully with the provision of it. I acknowledge that failure to follow the provision of the policy may result in disciplinary action being taken against me.

Signed .....(Employee)

### **Town Clerk Authorisation**

I hereby authorise (name of employee) to be issued with a Council pre paid Credit Card.

Signed .....Town Clerk

Date:



FINANCE & GENERAL PURPOSES COMMITTEE



Newark  
TOWN COUNCIL

## Quarterly Budget Analysis Report

Financial Year : 23/24

Quarter : 2

Report Author : Matthew Gleadell

**Recommendation:** That the report is noted albeit questions can be raised at the meeting or in advance directly to the RFO.

### Introduction and Background

The attached Appendix 2 is a direct print out from the Councils finance software. It is income/expenditure report which is based on invoices raised and received. It is not a reflection of physical cash receipts.

### Executive Summary

As at the half way point of the financial year income sits at 83.3% of that forecast for the full year and expenditure at 44.1% of the full year. ***(Please see notes under Newark Cultural Heart for further narrative regarding overall position)***

At the time of writing this report the second half of the Precept payment from NSDC has been received hence the high income percentage at the mid way point of the year.

Overall, the income and expenditure position as at the half year point does not cause any alarm and on the whole shows a positive mid-year position compared against original budget forecasts.

#### **Cemetery**

Cemetery income for burials and memorials continues to perform considerably above the starting forecasts. Memorial fees have already exceeded their full pre year forecast and at the half way point burial fees are sat at 68.1% of their full year forecast. With the typical post Christmas spike in burials still to come Cemetery income looks set to perform well through to the year end.

### **Allotments**

Invoices for allotment rents have only recently been sent out. They are sent in late September every year. Income should therefore appear in the next quarterly report. The low income at the top of page 5 of the report should not cause alarm.

### **Markets**

Overall market income is ahead of the expected position for the mid year point. Monday, Friday and Saturday markets are however below the expected mid-year position despite cautious full year estimates.

### **Town Hall**

Town Hall Hire Fees have already exceeded the entire years forecast and with further bookings in place over the Christmas period this will be another income that performs well above expectation. Bar receipts have also performed above expectation for the second quarter of the financial year.

### **Staff Overtime**

Staff Overtime costs is an area that needs analysis and review. Overtime is considerably above the forecast albeit other salary savings by virtue of recruitment of other planned staff not taking place as quickly as envisaged compensates for the additional cost.

Overtime is typically triggered by staff working additional hours for Events and Town Hall bookings. Work has been done to recruit a number of zero hours casual staff to support events in an effort to reduce market staff overtime supporting such events and further casual cleaning and caretaking staff have been recruited to help reduce overtime from Town Hall staff who have historically helped with Town Hall function bookings. The casual staff are paid at standard hourly rates whereas other staff helping out are paid on an overtime basis as it is work over above their main contractual role.

Additional staff overtime relating to Town Hall bookings is reflected by the higher than forecast income from Town Hall bookings. Additional income from Town Hall bookings compensates for additional overtime for staff supporting those bookings and therefore the income and expenditure must be considered side by side. Despite that a review of hospitality arrangements at the Town Hall as previously suggested would be helpful. It is likely that reliance on staff overtime to support town hall bookings can be reduced as a consequence of a detailed review. Ideas around development of wedding packages and how wedding functions are staffed require further investigation.

There have been HR challenges that have necessitated staff having to work additional hours above their standard working week to cover for other staff. These challenges could not have been foreseen when budgeting for the current financial year. The staffing sub committee is aware of these challenges.

The loss of the cleaning contract for the Sconce and Devon Park and the Gilstrap Toilets from April 2024 will assist in reducing a level of overtime from full time toilet staff who sometimes have to work additional hours to cover the various toilet cleaning and attending undertakings (see separate report relating to Public Toilets).

## Newark Cultural Heart

There is approximately £30,000 due from the District Council in relation to the CHN project. In the previous financial year there was an underspend of just under £69,000 on the CHN project. In the current year the project has transferred to NSDC however separating the finances is taking some time to complete. The project transferred in May and various commitments had been made by the Town Council for event costs. A balancing payment from NSDC will occur to take account of the underspend in the previous financial year and the costs incurred by the Town Council in the current year.

Significantly for the Council, income sits at 83.3% of forecast at the half way point. This is measured however against a forecast income which includes £200,000 CHN grant which will not now be received due to the transfer of the project. If the £200,000 is discounted from the income forecast, the income percentage would in fact be 92.24%.

In the current financial year there is £69,000 CHN expenditure that is not budgeted for however the cost is offset from underspends in the previous financial year. If that £69,000 expenditure is included in the budget forecast, overall expenditure would now sit at 44.94% of the forecast. In summary taking account of the impact of the change in the CHN project delivery results in the overall financial position of the Council being improved at the half way stage having regard to percentage of actual income and expenditure against the starting budget.

Generally, as a new RFO I am continually identifying expenditure that is arising through the year that I believe has previously been allocated to budget headings that don't fully fit my own logic as to where that expense should sit in the accounts. I have previously reported on this observation. The consequence is that whilst overall the forecast for income and expenditure is on track if not slightly ahead of expectation there will be individual budget headings that don't perform as expected as certain expenditure will now be accounted to different headings. Those anomalies were not in all cases obvious when preparing the current year's budget. I therefore expect that the accuracy of forecasts across individual headings will improve over the next couple of years as those anomalies are ironed out. The Council has already stated it welcomes the revised budget headings which overall present a more accurate understanding of individual service costs.

## Closing Remarks – Executive Summary

Income at 83.3% (92.24%) and expenditure at 44.1% (44.94%) of the overall years forecast at the halfway stage represents a potential for a reasonable sum of funds surplus at the year end. This of course is welcome, however there are unforeseen costs emerging in other areas that cannot yet be quantified. This potential surplus is likely to be helpful to address unforeseen costs that are emerging on asset repairs and maintenance which will be subject to separate reports.

## Specific Items of Note

Code	Page Number	RFO Notes
101 1870	1	The next quarterly tranche of income is due for payment in October. Although income appears low for a half year report, by the end of October once the payment is received the income percentage will again appear to be on track.

101 4029	1	The balance of funds is for repairs and maintenance. The annual fixed support contract has been paid which makes the costs look to be above expected levels for the half year point.
101 4031 and 101 4038	1	These are single invoices for the year which are yet to be received.
101 4037	1	The annual website package invoice has not yet been received in the current financial year hence the absence of any expenditure.
101 4059	1	Unforeseen HR issues have resulted in a much higher Occupational Health cost for the current year. Personnel subcommittee are aware of the issues. Regrettably there are further costs to come.
102 1018	1	The Polish Cultural Institute contributed £3,000 to the Sikorski statue project. This was not expected. With 1 final invoice to be paid for the project the costs at 101 4018 will ultimately show an overall cost of circa £8,000 which corresponds with the council budget and the additional revenue.
102 4017	2	Further invoices are due to be received and so the budget will likely be spent once those invoices are received.
103 4045 – 4049	2	There will be an FGP agenda item in November to give members opportunity to determine if they wish to pay these annual grants as has been convention for a number of years.
104 4042	2	The Defib. Budget covers batteries and pad replacement. The absence of costs so far is a positive as it means that it has not been used
104 4340	2	The balance of the budget would typically be spent on winter bedding plants. With Climate Change working group investigating alternative options for more sustainable planting schemes the winter bedding may not go ahead however funds may be invested in the sustainable planting options.
201 4101	3	Although there is a big underspend here there is currently a live tender process for new boilers in the Town Hall. This work is likely to cost upwards of £50,000 and will hopefully be completed in the current financial year. One of the principal reasons for releasing reserves into this budget was for the boiler replacement works.
201 4168 and 4169	3	Bar costs in the first quarter were above the budget however the second quarter shows a big underspend.
201 4900 to 4902	3	The staff salary coding arrangements for the Town Hall are different now to what was envisaged when budgets were prepared hence the large overspend on that budget. Overall salaries are on track (save for expected NJC increases reported in the 1 <sup>st</sup> quarter budget report). There are budgets in 701 that eventually will need transferring to relevant staff salary budgets.



203 1720 and 4720	4	The income from the concessions at the band Concerts is based on a 10% of profit arrangement. The concession has had a year that has not been as profitable as hoped (evidenced by the recent sale of the food retail van by the concession provider)
401 4601	5	There have been higher than expected costs for electrical installation safety checks. These are costs that may later in the year be funded through reserves depending on how the financial year progresses. Further costs for remedial works arising from the checks are expected.
429 4083	7	The Clerk is currently exploring a grant from the Lawn Tennis Association for various works to upgrade the Sherwood Avenue tennis courts. The budget of £1500.00 may be contributed as a level of match funding. Further reports will be presented to FGP on this issue in due course.

### **End of Year Forecasts and 24/25 Budgets**

Work has now begun on year end forecasts. A report will be made to the FGP meeting in November which will present a full year end forecast on all budget codes. This will help the Council assess any likely year end underspend/surplus of funds which will help with the 24/25 budget.

Please note that provisional budgets will be presented in November/December with a view to final adoption in January. Work on the budget will be conducted through members workshops, FGP meetings and Full Council meetings.



## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>101 Central Establishment</b>						
1870 Income-Interest Received	35,361	95,000	59,639			37.2%
Central Establishment :- Income	<b>35,361</b>	<b>95,000</b>	<b>59,639</b>			<b>37.2%</b>
4019 Subsistence,Travel/Vehicles	143	1,000	857		857	14.3%
4021 Uniforms	2,871	4,000	1,129		1,129	71.8%
4022 Staff Training inc H & S	2,990	5,000	2,010		2,010	59.8%
4023 Appointments & Advertising	0	1,500	1,500		1,500	0.0%
4025 Printing & Stationery	2,021	5,000	2,979	277	2,702	46.0%
4026 NCP Car Park	668	668	0		0	99.9%
4027 Postage	1,618	3,000	1,382		1,382	53.9%
4028 Telephones	3,453	7,940	4,487		4,487	43.5%
4029 Computers	10,977	17,000	6,023	77	5,946	65.0%
4031 External Audit Fees	0	2,500	2,500		2,500	0.0%
4032 Office Equipment	438	2,000	1,562		1,562	21.9%
4033 Economic Development	1,460	5,000	3,540		3,540	29.2%
4037 Website & Social Media	0	1,000	1,000		1,000	0.0%
4038 Internal Audit Fee	0	2,450	2,450		2,450	0.0%
4039 Bank Charges	1,892	4,000	2,108		2,108	47.3%
4041 Subscriptions	590	800	210		210	73.8%
4059 Occupational Health	2,138	1,500	(638)		(638)	142.5%
4061 Election Costs	0	29,500	29,500		29,500	0.0%
4129 Insurance	3,143	4,230	1,087		1,087	74.3%
4137 Consultancy Fees	2,124	19,900	17,776		17,776	10.7%
4900 Payroll Gross	101,043	161,020	59,977		59,977	62.8%
4901 Employers NI	10,487	18,280	7,793		7,793	57.4%
4902 Employer Pension	23,494	45,037	21,543		21,543	52.2%
4915 Staff Overtime	5,399	0	(5,399)		(5,399)	0.0%
Central Establishment :- Indirect Expenditure	<b>176,947</b>	<b>342,325</b>	<b>165,378</b>	<b>355</b>	<b>165,023</b>	<b>51.8%</b>
<b>Net Income over Expenditure</b>	<b>(141,586)</b>	<b>(247,325)</b>	<b>(105,739)</b>			
<b>102 Mayoral/Civic</b>						
1018 Sikorski Statue	3,000	0	(3,000)			0.0%
Mayoral/Civic :- Income	<b>3,000</b>	<b>0</b>	<b>(3,000)</b>			
4000 Mayor's Allowance 2023/2024	1,082	2,000	918		918	54.1%
4002 Mayor Making	293	600	307		307	48.8%
4004 Civic Functions	189	0	(189)		(189)	0.0%
4008 Mayors Sunday	559	500	(59)		(59)	111.8%
4009 Plough Sunday	0	200	200		200	0.0%
4010 Mayoral Car	1,451	2,800	1,349		1,349	51.8%

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4011 Badges Shields Insignia	2,636	2,600	(36)		(36)	101.4%
4012 Mayoral Car Fuel	260	1,000	740		740	26.0%
4013 Remembrance Sunday	0	1,900	1,900	49	1,851	2.6%
4014 Hercules Clay	83	200	118		118	41.3%
4015 Airbridge	330	900	571		571	36.6%
4016 All Souls	270	250	(20)		(20)	107.8%
4017 Battle of Britain	208	1,400	1,192		1,192	14.8%
4018 Sikorski Statue	5,483	5,000	(483)		(483)	109.7%
4020 Honoraria Payment	480	800	320		320	60.0%
4137 Consultancy Fees	463	2,940	2,477		2,477	15.8%
4765 Mayoral Robes	0	300	300		300	0.0%
4900 Payroll Gross	14,285	28,382	14,097		14,097	50.3%
4901 Employers NI	768	1,529	761		761	50.2%
4902 Employer Pension	1,020	2,040	1,020		1,020	50.0%
4915 Staff Overtime	471	0	(471)		(471)	0.0%

Mayoral/Civic :- Indirect Expenditure

30,329	55,341	25,012	49	24,963	54.9%
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## Net Income over Expenditure

(27,329)	(55,341)	(28,012)
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## 103 Grants

4044 Grants to Voluntary Bodies	1,198	1,500	302		302	79.9%
4045 Grant - St Mary's Parish Chur	0	1,850	1,850		1,850	0.0%
4048 Grant - Citizens Advice Bureau	0	5,000	5,000		5,000	0.0%
4049 Grant - Nwk Twinning Assoc	0	550	550		550	0.0%

Grants :- Indirect Expenditure

1,198	8,900	7,702	0	7,702	13.5%
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## Net Expenditure

(1,198)	(8,900)	(7,702)
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## 104 Public Realm

1341 Newark in Bloom Hanging Basket	8,401	8,303	(98)			101.2%
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Public Realm :- Income

8,401	8,303	(98)			101.2%
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4042 Defibrillator	0	1,000	1,000		1,000	0.0%
4052 Town Centre Bunting	3,510	3,510	0		0	100.0%
4340 Newark in Bloom	28,811	40,000	11,189		11,189	72.0%

Public Realm :- Indirect Expenditure

32,321	44,510	12,189	0	12,189	72.6%
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## Net Income over Expenditure

(23,920)	(36,207)	(12,287)
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## 201 Town Hall

1035 Refreshments	213	50	(163)			425.5%
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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1162 Deposits 2024/2025	375	0	(375)			0.0%
1163 TH Hire Fees	10,398	8,000	(2,398)			130.0%
1168 Income-TH Bar Apr-June	3,898	2,000	(1,898)			194.9%
1169 Income-TH Bar July-Sept	3,648	3,000	(648)			121.6%
1170 Income-TH Bar Oct-Dec	0	1,000	1,000			0.0%
1171 Income-TH Bar Jan-March	0	1,041	1,041			0.0%
<b>Town Hall :- Income</b>	<b>18,532</b>	<b>15,091</b>	<b>(3,441)</b>			<b>122.8%</b>
4035 Refreshments	381	1,000	619		619	38.1%
4101 Maintenance and Equipment	32,663	107,792	75,129		75,129	30.3%
4103 Electricity	3,993	11,000	7,007		7,007	36.3%
4104 Gas	5,225	18,500	13,275		13,275	28.2%
4105 Rates	13,625	22,716	9,092		9,092	60.0%
4106 Sewerage/Water Charges	1,735	2,500	765		765	69.4%
4129 Insurance	7,337	7,810	473		473	93.9%
4131 Subscriptions/Licences	295	750	455		455	39.3%
4163 Expenditure - Bookings	1,221	0	(1,221)		(1,221)	0.0%
4168 Bar Costs April-June	2,907	1,000	(1,907)		(1,907)	290.7%
4169 Bar Costs July-Sept	1,415	5,000	3,585		3,585	28.3%
4170 Bar Costs Oct-Dec	0	500	500		500	0.0%
4171 Bar Costs Jan-March	0	1,000	1,000		1,000	0.0%
4900 Payroll Gross	14,560	13,688	(872)		(872)	106.4%
4901 Employers NI	1,849	1,261	(588)		(588)	146.6%
4902 Employer Pension	3,739	2,916	(823)		(823)	128.2%
4915 Staff Overtime	3,427	0	(3,427)		(3,427)	0.0%
<b>Town Hall :- Indirect Expenditure</b>	<b>94,372</b>	<b>197,433</b>	<b>103,061</b>	<b>0</b>	<b>103,061</b>	<b>47.8%</b>
<b>Net Income over Expenditure</b>	<b>(75,840)</b>	<b>(182,342)</b>	<b>(106,502)</b>			
<b>202 Buttermarket</b>						
1107 Rental Income	4,320	9,000	4,680			48.0%
<b>Buttermarket :- Income</b>	<b>4,320</b>	<b>9,000</b>	<b>4,680</b>			<b>48.0%</b>
4103 Electricity	1,505	4,000	2,495		2,495	37.6%
4861 Contingency	(20,512)	0	20,512		20,512	0.0%
<b>Buttermarket :- Indirect Expenditure</b>	<b>(19,007)</b>	<b>4,000</b>	<b>23,007</b>	<b>0</b>	<b>23,007</b>	<b>(475.2%)</b>
<b>Net Income over Expenditure</b>	<b>23,327</b>	<b>5,000</b>	<b>(18,327)</b>			
<b>203 Events/Christmas Lighting</b>						
1720 Sunday Band Concerts	745	1,800	1,055			41.4%
1907 Armed Forces Day	5,270	0	(5,270)			0.0%
<b>Events/Christmas Lighting :- Income</b>	<b>6,015</b>	<b>1,800</b>	<b>(4,215)</b>			<b>334.1%</b>

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4720 Sunday Band Concerts	3,389	1,800	(1,589)		(1,589)	188.3%
4721 Brass Explosion	10,876	10,000	(876)		(876)	108.8%
4723 Music Festival	50,000	50,000	0		0	100.0%
4725 Christmas Lights Display	33,641	65,000	31,359	2,000	29,359	54.8%
4726 Christmas Lights Switch On	0	13,000	13,000		13,000	0.0%
4907 Armed Forces Day	2,772	0	(2,772)		(2,772)	0.0%
Events/Christmas Lighting :- Indirect Expenditure	<b>100,678</b>	<b>139,800</b>	<b>39,122</b>	<b>2,000</b>	<b>37,122</b>	<b>73.4%</b>
<b>Net Income over Expenditure</b>	<b>(94,664)</b>	<b>(138,000)</b>	<b>(43,336)</b>			
<b>301 Cemetery</b>						
1360 Income-Cemetery General Fees	47,694	70,000	22,306			68.1%
1362 Income-Plinths/Memorial Tablet	15,309	15,000	(309)			102.1%
1363 Deceased Online	76	0	(76)			0.0%
Cemetery :- Income	<b>63,078</b>	<b>85,000</b>	<b>21,922</b>			<b>74.2%</b>
4028 Telephones	2,584	3,750	1,166		1,166	68.9%
4101 Maintenance and Equipment	760	0	(760)		(760)	0.0%
4103 Electricity	486	1,360	874		874	35.7%
4104 Gas	566	1,500	934		934	37.7%
4105 Rates	5,347	8,923	3,576		3,576	59.9%
4106 Sewerage/Water Charges	345	2,000	1,655		1,655	17.3%
4116 Green Flag	369	350	(19)		(19)	105.4%
4129 Insurance	8,588	10,900	2,312		2,312	78.8%
4310 Vehicle Running Costs	3,462	5,050	1,588		1,588	68.6%
4311 Mowers & Equip Maintenance	2,287	6,500	4,213		4,213	35.2%
4313 Fuel & Oils Mowers	95	0	(95)	14	(109)	0.0%
4314 New Cemetery Machinery	0	12,000	12,000		12,000	0.0%
4320 Equipment Tools & Materials	639	10,500	9,861	607	9,254	11.9%
4322 Cemetery Upkeep of Grounds	14,432	30,000	15,568	(102)	15,669	47.8%
4360 General Cemetery Fees	696	0	(696)		(696)	0.0%
4362 Plinths/Memorial Tablets	1,970	0	(1,970)		(1,970)	0.0%
4363 Deceased Online	279	0	(279)		(279)	0.0%
4900 Payroll Gross	42,201	84,561	42,360		42,360	49.9%
4901 Employers NI	2,775	6,485	3,710		3,710	42.8%
4902 Employer Pension	5,331	15,216	9,885		9,885	35.0%
4915 Staff Overtime	631	0	(631)		(631)	0.0%
Cemetery :- Indirect Expenditure	<b>93,845</b>	<b>199,095</b>	<b>105,250</b>	<b>520</b>	<b>104,731</b>	<b>47.4%</b>
<b>Net Income over Expenditure</b>	<b>(30,767)</b>	<b>(114,095)</b>	<b>(83,328)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>302 Allotments</b>						
1350 Income-Allotment Rents	92	8,000	7,908			1.2%
Allotments :- Income	<b>92</b>	<b>8,000</b>	<b>7,908</b>			<b>1.2%</b>
4028 Telephones	38	0	(38)		(38)	0.0%
4102 Maintenance - Allotments	1,193	10,000	8,807		8,807	11.9%
4106 Sewerage/Water Charges	212	9,000	8,788		8,788	2.4%
4126 Security	1,074	4,800	3,726		3,726	22.4%
4132 Gate Maintenance & Repairs	1,785	2,500	715		715	71.4%
Allotments :- Indirect Expenditure	<b>4,301</b>	<b>26,300</b>	<b>21,999</b>	<b>0</b>	<b>21,999</b>	<b>16.4%</b>
<b>Net Income over Expenditure</b>	<b>(4,209)</b>	<b>(18,300)</b>	<b>(14,091)</b>			
<b>303 Environment &amp; Climate Change</b>						
4328 Climate Change Projects	0	45,000	45,000		45,000	0.0%
Environment & Climate Change :- Indirect Expenditure	<b>0</b>	<b>45,000</b>	<b>45,000</b>	<b>0</b>	<b>45,000</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(45,000)</b>	<b>(45,000)</b>			
<b>401 Public Conveniences</b>						
1619 Income Tolney Lane PCs	570	2,275	1,705			25.0%
1620 Income St Marks PCs	2,408	4,000	1,592			60.2%
1621 Income - Tolney Lane Kiosk	1,863	3,725	1,862			50.0%
1650 PCs Agency Fees	35,700	35,700	0			100.0%
Public Conveniences :- Income	<b>40,541</b>	<b>45,700</b>	<b>5,159</b>			<b>88.7%</b>
4028 Telephones	284	715	431		431	39.7%
4103 Electricity	2,335	9,000	6,665		6,665	25.9%
4104 Gas	325	600	275		275	54.1%
4106 Sewerage/Water Charges	3,031	2,500	(531)		(531)	121.2%
4129 Insurance	1,371	1,475	104		104	93.0%
4601 Repairs & Maintenance NSDC	7,913	5,000	(2,913)		(2,913)	158.3%
4602 Material-inc Cleaning	1,301	2,310	1,009		1,009	56.3%
4603 Payment System Upgrade	0	10,000	10,000		10,000	0.0%
4900 Payroll Gross	41,414	100,366	58,952		58,952	41.3%
4901 Employers NI	4,321	8,957	4,636		4,636	48.2%
4902 Employer Pension	10,565	23,316	12,751		12,751	45.3%
4915 Staff Overtime	9,881	0	(9,881)		(9,881)	0.0%
Public Conveniences :- Indirect Expenditure	<b>82,741</b>	<b>164,239</b>	<b>81,498</b>	<b>0</b>	<b>81,498</b>	<b>50.4%</b>
<b>Net Income over Expenditure</b>	<b>(42,200)</b>	<b>(118,539)</b>	<b>(76,339)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>410 Devolved Services</u>						
1400 NSDC Grant	369,980	369,980	0			100.0%
Devolved Services :- Income	<b>369,980</b>	<b>369,980</b>	<b>0</b>			<b>100.0%</b>
<b>Net Income</b>	<b>369,980</b>	<b>369,980</b>	<b>0</b>			
<u>420 Market Place</u>						
1103 Income Market Electricity	551	3,000	2,449			18.4%
1125 Marketing & Promotion	250	0	(250)			0.0%
1500 Market Income - Monday	3,648	7,500	3,852			48.6%
1501 Market Income - Wednesday	19,247	31,000	11,753			62.1%
1502 Market Income - Thursday	4,773	6,000	1,228			79.5%
1503 Market Income - Friday	11,732	22,000	10,268			53.3%
1504 Market Income - Saturday	24,415	45,000	20,585			54.3%
1505 Market Income - Special	3,786	6,000	2,214			63.1%
1507 Income Caterer/Butcher	8,713	5,000	(3,713)			174.3%
1509 Newark Book Festival	80	0	(80)			0.0%
1510 Spring Food Fayre	225	0	(225)			0.0%
1511 Festival Fun Market	70	0	(70)			0.0%
1513 Newark Traditions Festival	40	0	(40)			0.0%
1514 Xmas Lights	497	1,500	1,003			33.1%
1515 Xmas Markets	3,351	5,000	1,649			67.0%
1516 Craft & Artisan Sunday Mkt	440	1,000	560			44.0%
1518 Steampunk Market	1,601	0	(1,601)			0.0%
Market Place :- Income	<b>83,418</b>	<b>133,000</b>	<b>49,582</b>			<b>62.7%</b>
4025 Printing & Stationery	422	900	478		478	46.9%
4065 Refuse Disposal	8,005	28,500	20,495		20,495	28.1%
4101 Maintenance and Equipment	3,831	2,000	(1,831)		(1,831)	191.5%
4103 Electricity	2,813	8,000	5,187		5,187	35.2%
4105 Rates	18,128	30,208	12,080		12,080	60.0%
4111 Equipment & Tools	1,508	3,500	1,992		1,992	43.1%
4124 Security - Market Place	0	850	850		850	0.0%
4125 Marketing and Promotions	10,685	30,000	19,315		19,315	35.6%
4129 Insurance	355	850	495		495	41.8%
4131 Subscriptions/Licences	704	800	96		96	88.0%
4900 Payroll Gross	67,088	129,792	62,704		62,704	51.7%
4901 Employers NI	5,774	13,104	7,330		7,330	44.1%
4902 Employer Pension	14,606	27,644	13,038		13,038	52.8%
4915 Staff Overtime	6,425	0	(6,425)		(6,425)	0.0%
Market Place :- Indirect Expenditure	<b>140,342</b>	<b>276,148</b>	<b>135,806</b>	<b>0</b>	<b>135,806</b>	<b>50.8%</b>
<b>Net Income over Expenditure</b>	<b>(56,924)</b>	<b>(143,148)</b>	<b>(86,224)</b>			



## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>421 Newark Heart</b>						
1421 CHN Grant	0	200,000	200,000			0.0%
Newark Heart :- Income	<b>0</b>	<b>200,000</b>	<b>200,000</b>			<b>0.0%</b>
4125 Marketing and Promotions	6,231	0	(6,231)		(6,231)	0.0%
4421 Newark Heart 23/24	0	200,000	200,000		200,000	0.0%
4723 Music Festival	38,838	0	(38,838)		(38,838)	0.0%
4730 Newark on Sea Event	31,566	0	(31,566)		(31,566)	0.0%
4737 Business Engagement Meetings	778	0	(778)		(778)	0.0%
4738 Kings Coronation	2,481	0	(2,481)		(2,481)	0.0%
4739 Food & Drink Festival	7,575	0	(7,575)		(7,575)	0.0%
4741 Umbrella Project	10,000	0	(10,000)		(10,000)	0.0%
4742 Newark Book Festival	2,000	0	(2,000)		(2,000)	0.0%
4900 Payroll Gross	5,859	0	(5,859)		(5,859)	0.0%
4901 Employers NI	350	0	(350)		(350)	0.0%
4902 Employer Pension	701	0	(701)		(701)	0.0%
Newark Heart :- Indirect Expenditure	<b>106,377</b>	<b>200,000</b>	<b>93,623</b>	<b>0</b>	<b>93,623</b>	<b>53.2%</b>
<b>Net Income over Expenditure</b>	<b>(106,377)</b>	<b>0</b>	<b>106,377</b>			
<b>429 P &amp; OS General</b>						
1109 Income - Collis Close	4,000	4,000	0			100.0%
P & OS General :- Income	<b>4,000</b>	<b>4,000</b>	<b>0</b>			<b>100.0%</b>
4080 Riverside Park Maintenance	0	5,000	5,000		5,000	0.0%
4081 Shwd Ave East Maintenance	3,288	5,000	1,712		1,712	65.8%
4082 Shwd Ave West Maintenance	515	5,000	4,485		4,485	10.3%
4083 Tennis Court Re-Lining	0	1,500	1,500		1,500	0.0%
4084 Beaumont Gdns Maintenance	0	500	500		500	0.0%
4099 Bowling Green Maintenance	9,319	18,500	9,181		9,181	50.4%
4101 Maintenance and Equipment	7,246	15,000	7,754	650	7,104	52.6%
4117 SLA Parks	0	186,000	186,000		186,000	0.0%
4126 Security	3,644	8,500	4,856		4,856	42.9%
4129 Insurance	1,809	1,490	(319)		(319)	121.4%
4130 Shwd Ave Insurance	0	610	610		610	0.0%
4131 Subscriptions/Licences	1,070	1,070	0		0	100.0%
P & OS General :- Indirect Expenditure	<b>26,889</b>	<b>248,170</b>	<b>221,281</b>	<b>650</b>	<b>220,631</b>	<b>11.1%</b>
<b>Net Income over Expenditure</b>	<b>(22,889)</b>	<b>(244,170)</b>	<b>(221,281)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>430 P &amp; O S - Riverside</u>						
	0	0	0		0	0.0%
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>			
<u>433 P &amp; O S - Beaumont Gdns/BP</u>						
	0	0	0		0	0.0%
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>			
<u>436 P &amp; O S - Sherwood Ave Pk East</u>						
1440 Tennis Court Income	988	250	(738)			395.2%
P & O S - Sherwood Ave Pk East :- Income	<u>988</u>	<u>250</u>	<u>(738)</u>			<u>395.2%</u>
4103 Electricity	819	0	(819)		(819)	0.0%
4106 Sewerage/Water Charges	2,303	0	(2,303)		(2,303)	0.0%
P & O S - Sherwood Ave Pk East :- Indirect Expenditure	<u>3,122</u>	<u>0</u>	<u>(3,122)</u>	<u>0</u>	<u>(3,122)</u>	
<b>Net Income over Expenditure</b>	<u>(2,134)</u>	<u>250</u>	<u>2,384</u>			
<u>437 P &amp; O S - Sherwood Ave Park We</u>						
	0	0	0		0	0.0%
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>			
<u>450 Pte Estates - Barnby Rd Comm P</u>						
	0	0	0		0	0.0%
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>			
<u>451 Environmental Improvement Sche</u>						
	0	0	0		0	0.0%
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>			
<u>500 Museum</u>						
1770 Income-Museum	177	0	(177)			0.0%
Museum :- Income	<u>177</u>	<u>0</u>	<u>(177)</u>			
4125 Marketing and Promotions	0	2,000	2,000		2,000	0.0%
4129 Insurance	5,528	6,225	697		697	88.8%
4770 Museum Revenue	40	0	(40)		(40)	0.0%
4776 Museum Collection Repairs	0	5,000	5,000		5,000	0.0%
4900 Payroll Gross	3,722	24,000	20,278		20,278	15.5%

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4901 Employers NI	0	2,385	2,385		2,385	0.0%
4902 Employer Pension	51	3,966	3,915		3,915	1.3%
Museum :- Indirect Expenditure	<u>9,342</u>	<u>43,576</u>	<u>34,234</u>	<u>0</u>	<u>34,234</u>	<u>21.4%</u>
<b>Net Income over Expenditure</b>	<u>(9,165)</u>	<u>(43,576)</u>	<u>(34,411)</u>			
<b>701 Central Costs-Staff Contingen</b>						
1900 Precept Received	1,093,359	1,093,358	(1)			100.0%
Central Costs-Staff Contingen :- Income	<u>1,093,359</u>	<u>1,093,358</u>	<u>(1)</u>			<u>100.0%</u>
4801 PWLB - Interest	16,697	33,000	16,303		16,303	50.6%
4802 PWLB - Premium	16,444	33,000	16,556		16,556	49.8%
4900 Payroll Gross	8,346	0	(8,346)		(8,346)	0.0%
4901 Employers NI	574	9,352	8,778		8,778	6.1%
4902 Employer Pension	5,954	14,860	8,906		8,906	40.1%
4903 NJC Increases	0	28,965	28,965		28,965	0.0%
4904 Overtime/Casual Staff	2,716	20,000	17,284		17,284	13.6%
4905 Additional Staff Resource	134	30,000	29,866		29,866	0.4%
4906 Recharges	5,326	0	(5,326)		(5,326)	0.0%
Central Costs-Staff Contingen :- Indirect Expenditure	<u>56,191</u>	<u>169,177</u>	<u>112,986</u>	<u>0</u>	<u>112,986</u>	<u>33.2%</u>
<b>Net Income over Expenditure</b>	<u>1,037,168</u>	<u>924,181</u>	<u>(112,987)</u>			
<b>801 Doris Bainbridge I &amp; E</b>						
1870 Income-Interest Received	611	0	(611)			0.0%
Doris Bainbridge I & E :- Income	<u>611</u>	<u>0</u>	<u>(611)</u>			
<b>Net Income</b>	<u>611</u>	<u>0</u>	<u>(611)</u>			
<b>901 Mayors Charity</b>						
1000 Mayors Charity	(2,929)	0	2,929			0.0%
Mayors Charity :- Income	<u>(2,929)</u>	<u>0</u>	<u>2,929</u>			
<b>Net Income</b>	<u>(2,929)</u>	<u>0</u>	<u>2,929</u>			
<b>Grand Totals:- Income</b>	<b>1,728,943</b>	<b>2,068,482</b>	<b>339,539</b>			<b>83.6%</b>
<b>Expenditure</b>	<b>939,988</b>	<b>2,164,014</b>	<b>1,224,026</b>	<b>3,573</b>	<b>1,220,453</b>	<b>43.6%</b>
<b>Net Income over Expenditure</b>	<u><b>788,955</b></u>	<u><b>(95,532)</b></u>	<u><b>(884,487)</b></u>			
<b>Movement to/(from) Gen Reserve</b>	<u><b>788,955</b></u>					



**FINANCE & GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>NEWARK ROYAL MARKET REVIEW</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 That members note the contents of the report and consider any action they wish to take in response thereto.

**2. Background**

- 2.1 On the 4<sup>th</sup> October members received a briefing from the Markets Manager as to the current operational arrangements of the market.
- 2.2 A decline in the market consistent with wider national retail decline is such that officers have been carefully considering the current operations of the market and assessing potential changes in response to retail decline. Ideas and options were carefully discussed as part of the members briefing.
- 2.3 Particular concern as to the Monday and Thursday pre loved and collectible market has been highlighted and consideration around the viability of those trading days has been a key feature of recent reviews.
- 2.4 Members considered various factors that may have a positive impact on the market going forward including planned Towns Fund investment into the town centre, changes to road and rail infrastructure and continuing housing growth in Newark especially in Middlebeck.
- 2.4 As with many markets across the country Newark Royal Market requires considerable subsidy from the Council to allow it to operate.
- 2.5 It was noted that despite general decline in markets across the country, Newark is still considered to be a leading market with many Councils often looking to Newark for inspiration for their own markets.
- 2.6 The general feeling from the briefing was that no changes should be made at this time and that whilst the market should continue to be closely monitored, it is sensible to assess how the factors identified at 2.4 above will impact on the market.
- 2.7 The economic importance of the market to Newark was recognised by all members and a firm commitment to supporting the market was made clear.
- 2.8 Members are asked to once again consider their position on the market at this FGP meeting and agree a formal resolution in response to the recent market review.
- 2..8 The full report from the Markets Manager provided in support of the briefing is attached to this report as Appendix 1.

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

#### **3.1 Financial**

Market operating costs for the current financial year were forecast at the start of the year to be £290,940.00.

This includes staff salaries, insurance, water and electricity, marketing and promotion, waste management, licences and business rates (£45,000).

Income from the market was forecast at £130,000.

At the mid-year point of the financial year income is marginally ahead of that forecast and overall expenditure is on track to be as forecast.

A particularly bad winter for weather would adversely impact trading income and therefore it is too early to be confident over what the end of year final financial picture for the market will be.

<b>Background Papers:</b>	<b>Working papers</b>
<b>Lead Officer:</b>	<b>Matthew Gleadell</b> <b>Tel: 01636 684801    Email:</b> <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a>

**NEWARK ROYAL MARKET****A STRATEGY TO ENSURE SUSTAINABILITY AND SUPPORT STABILITY AND GROWTH- 2023/2028****A.CURRENT MARKET OFFER AND OPERATION****1. KEY CONTEXT**

- 1.1 Newark Royal Market has operated in Newark Market Place since at least the 13<sup>th</sup> century and in that period has provided Newark with a key facility for trade and social gathering. It has a royal charter which provides it with certain protections against competition within six and two third miles of the Market Place.
- 1.2 The Market Place is the natural centre of the town with the grid system of roads and pedestrian ways, all providing nearby access to it. It has a high aesthetic and heritage value and is rich with listed buildings with some notable listings including the Old White Hart, the Governors House and the Town Hall.
- 1.3 The Market has significantly decreased in size over the past 15 years with notable reductions in traders and incomes following the opening of the Asda supermarket in 2010/11.
- 1.4 There are no bus service routes within 200 yds of the Market Place and currently taxis are not allowed into the Market Place to collect and deliver passengers thus use of the Market by the elderly or infirm is often not possible.
- 1.5 The Market Place has the capacity to accommodate some 130 stalls and pitches with additional space being available currently on Bridge Street and Stodman Street to accommodate a further 40 stalls, these additional areas being used for specialist/seasonal markets.
- 1.6 Vehicular access to the Market Place is restricted, with the aid of rising bollards allowing only for special access permit holders to enter between the hours of 10am – 4pm. Access for loading and unloading only is further allowed to any vehicle between the hours of 4pm and 10am.
- 1.7 Currently there are general weekly markets on a Wednesday, Friday and Saturday with small collectors, and bric a brac markets on each Monday and Thursday. In addition, the Council operates several specialist markets throughout the year, including Vegan, Book Festival, Steampunk, Christmas Lights and Christmas Markets and in addition, has hosted various events sponsored by the Towns Fund and the Cultural Heart of Newark project, e.g: Newark on Sea Beach. This helps to stimulate footfall to help sustain the town centre retail community.
- 1.8 It can be argued that the market is fundamentally essential to the future viability of the town centre and its retail community. Without it, footfall into the centre will reduce significantly affecting the viability of other retailers.

- 1.9 Very little promotion is currently made referencing the history of the Market Place and the Market. What is available is captured in the project report carried out in 2013 to investigate the validity of the popular misconception that there are various hidden tunnels beneath the town centre.

## 2. OPERATIONAL PERFORMANCE

- 2.1 As with all external and most internal markets in the UK, the size of the weekly markets has significantly diminished over the past 15 years with a significant decrease in the average occupancy of general markets. The National Association of British Market Authorities, (NABMA) suggests that the number of market traders in the industry, operating at weekly markets, has reduced by some 30-40% over the past 20 years with many traders retiring and not being replaced with young traders.
- 2.2 NABMA also suggests, from research, that there is a movement of traders away from attending regular general markets towards event markets and an increasing emphasis towards street food.
- 2.3 The changes in shopping behaviour over the past 15-20 years have had a dramatic impact on the high street as well as markets. Supermarkets and online shopping have changed how we shop along with the increased reliance on cars and reduced number of shopping excursions into town. Additional impact on a Wednesday has been noted by the reduction in sales and ultimate closure of the cattle market which brought many farmers and farmworkers into the town where they would use the market and other town centre retail.
- 2.4 Congestion in and around Newark has also impacted on the use of the town centre retail with Fridays being a particular day when many people look to avoid journeys into town. The impact of the construction work for the A46 dualling starting in 2025, is likely to further deter some shoppers from using the town centre on a regular basis.
- 2.5 The market trader occupancy on general market days of Wednesday, Friday and Saturday currently appears to be stable although increasing challenges around footfall. On Mondays and Thursdays, the number of traders at the preloved and collectors markets have substantially dropped since the pandemic and many of those previous traders have ceased to trade.





## 2.6 FINANCIAL OUTCOMES

	2018/19-£	2019/20-£	2020/21-£	2021/22-£	2022/23-£
MON	19,752	18,533	5,731	15,494	8,135
WED	59,530	51,209	30,626	41,052	40,167
THU	18,245	16,357	6211	13,731	13,102
FRI	39,699	35,980	20,916	26,647	26,054
SAT	69,169	65,357	39,862	59,939	55,298
EVENTS	7,749	7,472	4,930	9,801	13,621
<b>TOTAL</b>	<b>211,145</b>	<b>197,754</b>	<b>108,276</b>	<b>166,664</b>	<b>156,377</b>

It is suggested that incomes have dropped in parallel with reducing footfall resulting in less incomes to traders and ultimately less traders. As can be seen, incomes reduced in the pandemic in 20/21 by some 45% and have not regained their level since. This picture is common at many markets across the UK.

Rents: Fees for use of pitches and stalls have not risen to any significant extent in the past ten years as an incentive to retain and attract traders. A stall fee on a Saturday and Wednesday is largely what it was in 2013 and Fridays have been reduced. Discounts are given for multiple stalls and new traders. There are now a greater number of specialist event markets with income now accounting for some 8% of the total income.

### MARKET FEES 2023

MON	WED	THUR	FRI	SAT	SPECIALIST
£15	£24	£15	£19	£25	£18- £50

## 2.7 OPERATIONAL REQUIREMENTS AND TEAM

Since devolution and management of the Market by the Town Council from 2017 the delivery of the weekly market operation has been undertaken by a team comprising of 1 x manager, 1 x deputy manager, 1 x town centre officer and 2 x market cleaning assistants. For specialist markets / leave etc, overtime is used along with additional casual employees.

The Market operation is prone to peaks and troughs of activity and work demand with Saturday, Wednesdays and Fridays and events being busy requiring the full employee resource whilst currently on Mondays and Thursdays being smaller markets requiring less resource.

To partly mitigate this, currently, the team, apart from the Manager, work a 4 day increased daily hrs rota with every Tuesday and alternate Thursdays and Saturdays as rest days.

The Manager is now on flexible retirement and works 3 days per week including occasional Saturdays and at specialist event markets at weekends.

## **2.8 WEEKLY MARKET OFFER**

2.8.1 There are few if any) markets in towns the size of Newark where town centre markets are offered on a 5 day basis. The Saturday and Wednesday markets have been the historical general markets whereas it would appear that the Friday Market is a relatively recent introduction (30/50yrs?). The town centre footfall on Fridays was significant in the past with people having multiple days on which they would shop in the town centre rather than the tendency of late for one large weekly shop visit to town and Newark previously had at least two large employers with weekend working requiring many shopping visits on Fridays.

2.8.2 Footfall data collected from 10 HUB points in the town centre by NSDC confirm the busiest day in the Town Centre to be Saturdays, followed by Wednesday and Friday - our general market days.

## **2.9 TRADERS AND BALANCE OF TRADE POLICY**

2.9.1 There are some 45 regular traders attending on at least one day per week at Newark market; 20 licensed and some 25 casuals. Occupancy varies according to the time of year with January and February being the quiet months and most traders travel a maximum of 25 miles to the market.

2.9.2 A range of goods are on offer including some 25 different commodities including fruit and veg, breads, fish, meat, crafts, cheese, garden plants and flowers, belts, fabrics, clothes, blinds, disabled equipment, books, watch repairs, street food along with collectibles and preloved articles Monday and Thursday.

2.9.3 A Balance of Trade policy exists to maintain viability of trade. This restricts the number of traders selling the same commodity according to the size of market.

## **3.0 SERVICE v INCOME STREAM**

Is the Market considered as an essential service to the Newark community and key to supporting the viability of the town centre or is it seen as an essential income stream to the town council?

Possibly the preferred view is for the market to continue as an essential support to the viability of the town centre and to provide excellent value products to the local community with at least the capacity to provide such at cost neutral or at a reduced and reasonable budgetary cost.

## European Juggling Convention 2019



### 4.0 EVENTS

#### 4.1 MARKET PLACE EVENTS

Over the past 5 years there has been a substantial change in shopping behaviours in the UK, reduced footfall in town centres but also of late with a greater desire for experiential shopping as an alternative to the growing use of supermarkets, on - line and out of town retail centres. The Council and the Cultural Heart of Newark project has responded to this and increasingly provided a programme of music and entertainment to support and promote the market and town centre, especially at weekends and has increased substantially the number of “Market events”:

2023

May	Newark Food and Steampunk Festival
June	Armed Forces Day



July	Town Cycle Races Book Festival Traditions Festival
Aug	Newark On Sea Beach Newark Festival
Nov	Xmas Lights Switch On
Dec	Xmas Markets
Apr - Sep	Bi-monthly Vegan and Ethical markets and monthly Artisan markets



## 5. SWAT ANALYSIS

SWAT ANALYSIS	
STRENGTHS	WEAKNESSES
<ol style="list-style-type: none"> <li>1.Experienced and competent team</li> <li>2.Regular use of innovation</li> <li>3.Positive and essential impact to Newark town centre</li> <li>4.Attractive low risk start up opportunities to local traders.</li> <li>5.Local community engagement- effective use of social media</li> <li>6.Support and opportunities with the sustainability agenda- local traders/minimised packaging /lower carbon footprint</li> <li>7.Good regional and national reputation for providing specialist markets/ entertainment.</li> <li>8.A unique and attractive setting with high aesthetic value</li> <li>9.Multiple payment ways</li> <li>10.Loyal traders</li> </ol>	<ol style="list-style-type: none"> <li>1.Traditional trading times- possibly not relevant to current shopping culture (9am- 3.30pm). Footfall greatly reduced by 2.30.</li> <li>2.Older customer and trader base</li> <li>3.No benchmarking data</li> <li>4.Annual deficit</li> <li>5.Staff resource v demands- in - balance</li> <li>6.No general vehicle / taxi access to collect purchases-local elderly population.</li> <li>7.No nearby bus route.</li> <li>8.Excessive number of markets</li> <li>9.No dedicated website and online facility for traders to self-book stalls / download information – starter packs etc electronically</li> <li>10.Aesthetics of stalls</li> <li>11.ASB</li> </ol>
OPPORTUNITIES	THREATS
<ol style="list-style-type: none"> <li>1.Changing market times</li> <li>2.Reducing and refocusing of market days</li> <li>3.Refocusing of staffing resource to include potential new areas of town centre support and partnership initiatives.</li> <li>4.Greener model for the market and potential as a key community leader</li> <li>5.Young trader initiatives with the local college</li> <li>6.Increased residential use in the town and larger immediate customer base.</li> <li>7.Dedicated web site</li> </ol>	<ol style="list-style-type: none"> <li>1.Diminished town centre footfall</li> <li>2.Potential Govt legislation re removal of support for competition v market charters</li> <li>3.Online and out of town shopping</li> <li>4.Debate of the high street</li> <li>5.Markets not reflecting 21<sup>st</sup> century life.</li> <li>6.Congestion in and around town centre/ future impact of major road improvements in 2025</li> <li>7.Local ageing population and decreased mobility</li> <li>8.Lack of young traders entering the market industry</li> </ol>

## 6. MARKETING AND PROMOTION

- 6.1 Given the available options for shopping on - line, home deliveries, supermarkets, out of town retail centres etc, it is essential that markets use all available opportunities to market and promote their offer. For the past few

years, the Council has used the following to “sell” the market:

- (a) Social media: dedicated face book page, Instagram, and to a lesser extent; twitter, on a daily or at least a weekly basis
- (b) Local newspapers and regional magazines- articles and adverts
- (c) Posters and banners in and around the town centre
- (d) Local radio- 1 or 2 week campaigns
- (e) Leaflets and flyers
- (f) Bus advertising
- (g) Branded trader signs
- (h) Branded hessian bags

## **7. TRADER SURVEY of Monday/Thursday/Collectibles**

A survey of Monday /Thursday market traders was undertaken in July 2023 and all, whilst recognising the reduced size and staffing position of the Town Council, preferred the status quo to continue. They did however suggest that as mitigation to staffing costs that they would pay weekly for the days they stand (most of the same traders standing Mondays and Thursdays). Should one day be removed, the majority would prefer the Monday.

## **8. MARKET INFRASTRUCTURE**

### **8.1 STALLS**

- i. The Council replaced the use of POP UP stalls with heavier “permanent” stalls in 2017 prior to devolution. This provided for greater stability of stalls and protection against the need for cancellations due to winds above 35mph.
- ii. Previously the POP UP stalls, even with anchorage in place, became unstable and 10 cancellations per year was the norm.
- iii. Traders did not favour the POP UP stalls due to cancellations but also the design of the POP UP stalls does not offer sufficient canopy protection for customers from rain whilst being served and for the trader.
- iv. The use of POP UPs involved the use of a contractor to erect and dismantle several times per week with associated costs of £150,000 pa rev and a significant Repairs and Renewal budget for repairs and replacements.
- v. Whilst popular with traders, the current stalls are considered by some to be unattractive. We have however received very few, if any such comments or complaints from the public who visit the market. It is suggested the aesthetic assessment of the stalls is a subjective issue and some have suggested that as a “marketplace,” it is important for

such stalls to occupy the space.

- vi. There is an increasing need for flexibility in the market place and movement of stalls. The current stalls are moveable with wheels that can be connected to the base of the stalls but requires 6 x operatives to manually push and relocate the stalls. Even so, the movement operation is time and labour consuming.
- vii. This flexibility has allowed the staging of large events in the Market Place with the stalls being moved to the perimeter facilitating large crowds in the centre of the Market Place. Such large events with 6000 + attendees have included the European Juggling Convention in 2019 and the annual Christmas Lights Switch.
- viii. The optimum scenario would be to have stalls and canopies aesthetically pleasing with good functionality including movement capability and good resilience against adverse weather.
- ix. Currently we have a design engineer assessing options for an alternative aesthetic appearance, but it will be important to maintain functionality and moveability.
- x. We have looked at alternative management for the trading boards which are usually left in situ under the canopies but the need for different stall configurations with some traders requiring boards to be out and some requiring board to be in, along with early morning setting up by fruit and veg traders makes it largely unviable to remove boards at the end of a market. We have thus looked at alternative board fixings that are used at several other market operators in the UK. These would allow the board to be raised and locked vertical at the end of the trading preventing the gathering and sitting on boards by groups of youths and minimising the risk of ASB.
- xi. The return to the use of POP UPs would not be supported by traders and would incur estimated capital costs of £800,000 and revenue costs of some £170,000 per year for the erection and dismantling of the 93 required gazebos and would currently leave the Market Place fully empty only on Sundays and Tues days and 6 evenings per week. Cessation of either the Monday or Thursday market would add another day of clearance. Sale of the current stalls would be possible resulting in capital receipts of possibly £5000.



## Alternative board arrangements



### 8.2 SURFACE AND DRAINAGE

- 8.2.1 The surface comprises of granite setts which are largely in good condition.
- 8.2.2 Paving slabs to the walkways are often subject to damage from vehicles traversing the marketplace requiring replacement and or resetting.
- 8.2.3 A drain is at the perimeter of the market with drain covers that will require replacement in the next few years at substantial cost.
- 8.2.4 The Market Place allows easy good drainage from its risen centre to its perimeter.

### 8.3 LIGHTING and ELECTRICITY

- 8.3.1 Lighting is provided by Georgian lanterns on heritage poles. These are automatically operated by light sensors which unfortunately frequently fail.
- 8.3.2 Stall lighting to enable early stall preparation and daytime trading in winter is provided by a 110v circuit supply and traders are encouraged to use low energy LED bulbs.
- 8.3.3 Electric hubs for traders, (especially necessary at events), comprising of 64, 32 and 16 amp supplies are provided from cabinets and bollards on the Market Place, Bridge Street and Stodman Street. These help to support events.

### 8.4 AERIAL DECORATIONS AND LIGHTING

Tall poles are provided to carry catenaries for summer decorations (umbrellas in 2023), and Xmas lights. It is suggested that different aerial themes could be installed each year. The umbrellas have received substantial positive feedback and we believe have attracted new footfall to the Market Place and town centre.



## 8.5 RISING BOLLARDS AND PEDESTRIANISATION

- 8.5.1 Hydraulic demountable bollards are provided at the vehicle entrance to the Market Place at Church Street and at the egress point at Stodman Street. A traffic order allows for general access only for those with special access permits (due to significant mobility conditions). Access for others is restricted to persons requiring to load and unload outside the hours of 10am and 4pm.
- 8.5.2 Additionally, access is allowed for market traders to set up and dismantle stalls and for other vehicles authorised by the Town Clerk.
- 8.5.3 The bollards have provided excellent protection against unauthorised and unwanted vehicles, a safer environment for shoppers and risk mitigation against the threat of terrorism with vehicles, especially relevant during events.
- 8.5.4 The bollard operation is controlled by the District Council CCTV control room and is an excellent risk control factor against unauthorised vehicles using the Market Place as a rat run and as an anti - terrorism measure.
- 8.5.5 Full pedestrianisation of the Market Place perimeter and part Stodman Street would assist in the staging of more events and activity and would help in attracting additional footfall.
- 8.5.6 Alternatively, part use of the Market Place for car parking on Mon, Tue, Thur, Fri and Sunday would potentially help with attracting more retail spend in the town centre especially for the elderly and those with reduced mobility but would need to be regulated and managed.

## 8.6 SUSTAINABILITY AND ENVIRONMENT

- 8.6.1 We monitor and encourage against use of non - sustainable packaging by traders in accordance with new legislation.
- 8.6.2 Use of plastic for packaging is increasingly minimal.
- 8.6.3 We have provided start up opportunities for re-fill retailers, these have since moved into shop premises.
- 8.6.4 We hold vegan markets every 2<sup>nd</sup> month in Summer and that includes various sustainable product retailers and eco organisations.
- 8.6.5 We are exploring options for further encouraging minimal waste and plastic and these may include a monetary incentive on stall rents. Currently the market however offers a much reduced packaging and plastic use compared with supermarkets.

## **B. THE VISION FOR OUR MARKETS 2023-2030**

### **1. NATIONAL PERSPECTIVE**

Markets have an exceptionally long history and have been focal points in the centres of British towns and cities since their formation. Markets are important public spaces and can offer opportunities for local economic growth, but also importantly for people to meet, socialise and integrate. They can function as focal points for communities and a site for social interaction.

Markets have been affected by the changes in shopping behaviour in the same way as other town centre retail but numerous studies and indeed HM Govt recognise that markets play a vital role in sustaining and growing the viability of town centre retail.

Trends in markets are changing, Events and street food continue in popularity and markets will continue to evolve and adapt according to cultural changes and demand.

### **2 NEWARK PERSPECTIVE**

The first question to ask is “Does Newark need a market?”

Historically, there has been a market in Newark since it was established in at least the 13<sup>th</sup> century. The town has evolved around the market and allowed for businesses to turn to trading from stalls to shops and the market has thus encouraged new businesses. The market is an important part of the town’s heritage and an essential destination for many visitors to the town.

This strategy will seek to enhance the existing market offer, make it relevant to cultural changes and shopping behaviours and not least make it more flexible and capable of allowing and supporting a diverse range of events in the Market Place and town centre.

It will also seek to ensure the financial viability of the market and seek to minimise the current and future subsidy and strive towards a profit scenario.

The positives the Newark Market offers to the town and its communities and indeed the relevant local authorities and their ambitions include:

- Provision of a trading place and low risk start up opportunity for small independent businesses- many traders in time moving and growing permanent retail premises.
- Creation of entrepreneurship and innovation
- Access to quality food and other commodities at reasonable and often cheaper prices available elsewhere
- Creation of employment within the town
- An area that helps with community cohesion and opportunities for the understanding of different culture
- An arena for promoting sustainability, healthy living and affordable food.
- A major attraction for visitors to the town helping to increase and sustain footfall, vital to other retailers.
- A place of social and community interaction- an event arena.

- A hub point and potentially an exemplar for sustainability, refilling, recycling etc.



## C. VISION AND KEY STRATEGY THEMES

### 1. To develop and sustain an attractive, inviting and vibrant retail market which will:

- Enhance and improve the existing market, making it resilience and responsive to challenges and change.
- Add value to the economic, social, environmental and cultural fabric of Newark.
- Create a dynamic experience that is diverse, vibrant, inviting and welcoming.
- Be economically viable and acceptable.
- Be an exemplar for sustainability supporting nett zero ambitions.

### 2. KEY THEMES

- 2.1 **Market management** - Establish a proactive, effective, efficient and co-sensitive management and operation of the market.
- 2.2 **Marketing and promotion** – To maximise the marketing and promotion of the market with a view to increasing traders and footfall.

- 2.3 **Social and community** – Engage with the community and seek to provide a market that they want to visit and return to.
- 2.4 **Consultation and feedback**- To engage with both the traders and the visitors to the market.
- 2.5 **Economy and regeneration** – To increase the diversity and vitality of the market to support the Newark “offer.”
- 2.6 **Culture and tourism**- To be a major part of the town’s cultural heritage and provide support to events and create the sense of space.
- 2.7 **Environment and sustainability**- Provide an exemplar market that respects, nurtures and champions sustainability and progress towards nett zero and increases opportunities for reducing waste and increasing recycling.
- 2.8 **Safety and security**- Provide a safe environment for all traders, visitors and staff.

**Agenda Item No: 10**

**Committee Date: Wednesday 18<sup>th</sup> October 2023**

**FINANCE & GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>REPLACEMENT REPRESENTATIVE APPOINTMENT ON LILLEY &amp; STONE SCHOOL CHARITY</b>
<b>REPORT BY:</b>	<b>Councillor Neil Ross</b>

**VERBAL REPORT**

