



Newark TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 17TH JANUARY 2024

Friday 12th January 2024

Dear Councillor

You are summonsed to attend a meeting of the Finance & General Purposes Committee at 7.00pm on Wednesday 17th January 2024. 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	6.00	Independents for Newark	Committee Room
2	6.00	Labour Group	Pickin Room
3	6.00	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 Spoors
Cllr P Taylor

FINANCE & GENERAL PURPOSES COMMITTEE

A G E N D A

WEDNESDAY 17TH JANUARY 2024

1	Apologies for Absence		
2	Minutes of the Finance & General Purposes Committee held on Wednesday 22 nd November 2023	Minutes Attached	Page 5
3	Declarations of Interest from Members <i>Relevant Legislation: Localism Act 2011 s31</i>	Verbal	
4	Monthly Payment Schedules	Report Attached	Page 15
5	Revenue Budget and Precept 2024/2025	Report Attached	Page 23
6	Internal/External Audit	Report Attached	Page 31
7	Exclusion of the Press and Public <i>Public Bodies (Admissions to Meetings) Act 1960 s1 (2)</i>	Report Attached	Page 47
8	Tolney Lane Land	Report Attached	Page 49



Newark TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 22nd November 2023 in the Council Chamber, at the Town Hall.

Membership Present:	Councillor	B Corrigan (Chairman)
	Councillors	P Ball 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 Spoor P Taylor
Apologies for Absence:	Councillors	No Apologies
Officers Present:	Town Clerk	Matthew Gleadell
Taking Notes:	Executive Assistant	Helen Crossland
	There was one member of the public and one member of the press present.	
Venue:	Council Chamber, Newark Town Hall	

FGP55/23/24 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 18th October 2023

The Amended Minutes of the meeting held on Wednesday 6th September 2023 were brought back to the meeting and signed by the Chairman.

The Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 18th October were proposed by Cllr B Corrigan, seconded by Cllr N Ross. A vote was held and they were **AGREED**.

FGP56/23/24 Declarations of Interest

Cllr N Ross declared a prejudicial interest in Agenda Item 9 and would not take part in any discussion on that item (he would leave the meeting).

Cllrs D Moore, S Crosby, P Taylor and J Kellas declared a non-pecuniary interest in Agenda Item 9.

Cllr T Collier declared a nonpecuniary interest in Agenda Item 7.

Cllr D Ledger declared a non-pecuniary interest in Agenda Item 14.

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

FGP57/23/24 Receive and Note the Minutes of the Events, Arts, Culture and Twinning Working Group held on Thursday 5th October 2023

The Minutes of the Events, Arts, Culture and Twinning Working Group held on Thursday 5th October 2023 were proposed by Cllr B Corrigan, seconded by Cllr P Taylor, then **RECEIVED** and **NOTED**.

FGP58/23/24 Verbal Report from Chairman of the Events, Arts, Culture and Twinning Working Group

Cllr Tom Collier verbally updated Members with regard to the last meeting of the Events, Arts, Culture and Twinning Working Group which was held on Wednesday 8th November 2023.

He reported that at this second meeting of the group, the main item for discussion was Newark Festival; he went through some figures (in the previous minutes noted above).

The outcome of their discussion was to support the 'Hockney Hustle' company and continue with the Brass Explosion on the Bank Holiday.

If the Castle was not available, they would support a free event in the Market Place.

Cllr Collier said he had now been told that the Castle might be available, but his opinion was that the group should stick with their decision. If having a smaller event, bearing in mind the cost of living crisis, did not prove popular, they could go back to having a Festival the following year.

Christmas next year – some thought needs to be given about how to promote this.

Book Festival – they are looking for more support from the Town Council. The group might include other areas of the Town Hall, including some stalls but they do not want to make them dependant on Newark Town Council. The group were looking to refer the Book Festival to the new funding forms that are being talked about now.

FGP59/23/24 Monthly Payment Schedule 06/24 & 7/24

Cllr B Corrigan proposed, and Cllr P Taylor seconded the Monthly Payment Schedules 06/24 and 07/24

Members **AGREED** that payment in accordance with Payment Schedule 06/24 in the sum of £125,299.93 (one hundred and twenty five thousand, two hundred and ninety nine pounds and 93p) and Payment Schedule 07/24 in the sum of £299,103.33 (two hundred and ninety nine thousand, one hundred and three pounds and 33p) be **APPROVED**.

FGP60/23/24 Annual Grants

Prior to discussion of this item, Cllr I Brown requested a Named Vote.

Cllr L Geary declared an interest as she was a member of the Twinning Association (item 3).

Cllr T Collier declared an interest in CAB

The Chairman then went through the sums of money being given as Annual Grants.

1. CAB - £5,000

Cllr P Taylor proposed, Cllr M Spoors seconded, that this grant be paid.

A Named Vote was held, as follows:

Cllr	FOR	AGAINST	ABSTAIN	ABSENT
P Ball	√			
I Brown	√			
D Campbell	√			
T Collier			√	
B Corrigan	√			
E Cropper	√			
S Crosby	√			
S Dickinson	√			
L Geary	√			
J Kellas	√			
D Ledger	√			
D Moore	√			
G Rix	√			
N Ross	√			
L Roulstone	√			
M Skinner	√			
M Spoors	√			
P Taylor	√			
TOTAL	17		1	

Members **AGREED** to pay this Annual Grant.

2. **St Mary Magdalene Church - £1,850**

Cllr P Taylor began discussion on this item; he asked what this payment was for – there are a lot of churches in Newark, why do we support one and not another?

Cllr D Ledger said she had been led to believe that this grant was something to do with the Civic Events that are held there on behalf of the Town Council. Cllr I Brown agreed with this.

Cllr B Corrigan asked if the Town Council paid for any events at the church. She thought it would be preferable for the church to invoice Newark Town Council for events.

The Town Clerk responded that he had spoken to a previous Councillor who said that the church used to apply every year for a grant and received it. This led to the decision that it was agreed to put it into the 'annual grants' budget so that they received it automatically.

Cllr M Spoors thought it should be a budget payment, not from the grant scheme.

Cllr N Ross pointed out that it was the church used by Newark Town Council and they put on a lot of events for us. Perhaps it should be called something else, not a grant.

Cllr G Rix said it would be unfair to not pay this but supported Cllr M Spoors in that we should be funding it from a separate budget.

Cllr L Geary supported the request.

Cllr I Brown said that it was our church, and they put quite a lot of events on for the people of Newark. It was not a lot of money for the amount of civic events that we have.

Cllr B Corrigan proposed that *'the Town Council look to liaise with the church to see what money is changing hands and for what purpose'*.

A heated exchange followed between Cllr I Brown and Cllr B Corrigan with regard to various committee/working group memberships and the lack of notice Cllr I Brown felt she was given to make a decision on whether she wanted to be on any of them.

A Named Vote was held as follows:

Cllr	FOR	AGAINST	ABSTAIN	ABSENT
P Ball	√			
I Brown	√			
D Campbell	√			
T Collier	√			
B Corrigan	√			
E Cropper	√			
S Crosby	√			
S Dickinson	√			
L Geary	√			

J Kellas	√			
D Ledger	√			
D Moore	√			
G Rix	√			
N Ross	√			
L Roulstone	√			
M Skinner	√			
M Spoors	√			
P Taylor	√			
TOTAL	18			

Members **AGREED** to pay this Annual Grant.

3. **Twinning Association - £550**

The Chairman said she was unsure if it was right to be giving this money now that there is a sub-committee (Arts, Culture, Events and Twinning Working Group).

Cllr J Kellas pointed out that when this Committee had decided the Terms of Reference for that group, it was not a replacement for the Twinning Association.

Cllr N Ross said he would support the payment of this grant this year, but there should be some more governance around this; this should be the caveat around giving this grant in future years.

Cllr P Ball thought it had been made clear that the Twinning Association do not want Newark Town Council involvement.

Cllr G Rix agreed with Cllr P Ball.

Cllr P Taylor pointed out that discussions have already been had about the way this council had been treated.

Cllr D Ledger said that as it had already been budgeted for, the Town Council should honour these payments, then look at how these are budgeted for in the years going forward. She did not think that the Twinning Association should be 'singled out' this year.

Cllr J Kellas then spoke. He informed Members that the Twinning Members had not said they did not want Newark Town Council involvement, they just did not want 'representation' on their Board.

Cllr S Crosby did not think it should be paid.

Cllr M Spoors pointed out that there are new financial pressures on Newark Town Council since this was agreed.

Cllr I Brown then spoke; she said that the Twinning Association was there whether Newark Town Council liked it or not. She thought that Past Mayors should be asked what the Twinning Association brings back to Newark, and how much it costs the Town Council to send delegations of people on Twinning Visits.

A Named Vote was held as follows:

Cllr	FOR	AGAINST	ABSTAIN	ABSENT
P Ball	√			
I Brown	√			
D Campbell			√	
T Collier			√	
B Corrigan		√		
E Cropper	√			
S Crosby		√		
S Dickinson	√			
L Geary			√	
J Kellas	√			
D Ledger	√			
D Moore			√	
G Rix		√		
N Ross	√			
L Roulstone		√		
M Skinner	√			
M Spoors		√		
P Taylor		√		
TOTAL	8	6	4	

Members **AGREED** to pay this Annual Grant.

FGP61/23/24 Syerston Way

This item was discussed briefly; then owing to the sensitive nature of some of the information the Town Clerk said he would prefer to talk about this in 'closed session'.

A vote was held and it was **AGREED** to move the discussion to the end of the meeting following the Exclusion of the Press and Public.

FGP62/23/24 Kidney Stones

Cllr N Ross left the meeting having declared an interest earlier.

All other Newark & Sherwood District Councillors declared a non-pecuniary interest in this item.

Cllr D Ledger began the debate on this item; she did not think the Kidney Stones should go to Castle House.

Cllr D Moore said the stones would need to be built into the brickwork or put on top of a wall. The question was, where could they safely be put.

Cllr P Taylor informed the Committee that the idea of Newark & Sherwood District Council doing this was that they were committed to public art. Passing visitors who see them might then also come to the museum here to see work by the same artist.

Cllr M Skinner thought that Castle House might not be the best place, but at least they would be seen.

Cllr I Brown did not think they should go to Castle House. She said the Town Council had not been informed where they would be placed or asked to go and have a look at the site. She said that sometimes she thought the Newark Town Council gave too many things to Newark & Sherwood District Council. Who would be paying for it, where will they go and was it safe?

Cllr L Geary was in favour of putting them there.

Cllr B Corrigan said the first thing she had thought of was there should be CCTV on the site. Also, that the Town Council should 'loan' the stones, not give them. She did not want them to be just 'plonked' somewhere.

Cllr G Rix then spoke; she said there were other sites – the College for instance. Kidney worked there for 40 years.

Cllr P Ball thought that giving them to Newark & Sherwood District Council seemed to be the best idea.

Cllr J Kellas did not think there was enough information being presented to the Committee to enable a decision to be made. He agreed with Cllr I Brown.

It could be a 'joint' idea where we could work together. The Civil War Museum and Twinning Association have talked about a joint venture (grouping visits within the town together for tourists).

Cllr M Spoors pointed out that Newark Town Council had allowed these stones to be stored under tarpaulins until they decided where they would like them to be. Newark & Sherwood motivation was the same as Newark Town Council.

Cllr B Corrigan then proposed *'Newark Town Council is willing to consider this in principle but would want more details about where they would be sited and what security measures would be in place, before they make the decision.'*

Cllr G Rix said there was no mention of the word 'loan' from Newark & Sherwood District Council.

Cllr M Skinner proposed that an initial agreement could be looked at – ten to fifteen years for instance.

Cllr P Taylor agreed with Cllr Skinner and seconded the proposal.

The Town Clerk asked if Members would want a veto at a later stage.

Cllr L Geary said this needed to be decided and agreed with the Town Clerk. Newark Town Council should say yes in principle but need to be included in the process.

Cllr D Moore said more details were required about costings and he would like to see some 'mock up' drawings on this. We like the idea but need the details from the District Officer please.

Cllr I Brown asked if there would be a time limit for the District to have them; if they needed to be moved again it should be up to them to do it.

FGP63/23/24 Town Hall Flags

Cllr N Ross began discussion on this item and went through the report in the Agenda.

Cllr D Moore felt that it should be 'all or nothing'.

Cllr N Ross said he would be happy to just have the Union flag; he was not a fan of 'dual flagging'.

Cllr P Taylor said that although people said yes to this on the first day, there were still atrocities going on every single day.

Cllr G Rix thought there should not be any political stance.

Cllr M Skinner said it should be Cllr N Ross who makes the decision, as the Leader of the Council.

Cllr M Spoors also thought it should only be the Union flag that should be flown from the Town Hall.

Cllr I Brown suggested that a committee should be called together to make these decisions.

Cllr L Geary said that the Town Council should not be prevented from flying the flags of our twin towns when necessary.

Cllr E Cropper proposed the recommendations contained in the Agenda report; this was seconded by Cllr B Corrigan.

The Town Clerk then spoke; he talked to Members about his reasons for not flying the Israeli flag (security of staff/public/building). He also suggested that 'the Leader to consult with other groups' be included in the recommendations.

1. Members **AGREED** that, in line with N&SDC, an Israeli flag should **NOT** be flown from the Town Hall.
2. Members **AGREED** that all future decisions to fly flags or light the Town Hall in particular colours would be taken on a case-by-case basis having regard to relevant advice from HM Government and security professionals at the time.

The Leader of the Council will also consult with other groups.

3. Members **AGREED** that established flag changes as detailed in the report continue.
4. Members **AGREED** that the Union Jack be flown at all times as the principal flag.

In cases of agreed solidarity, additional flag poles and uplighting on the balcony should be utilised and not the principal flag pole.

FGP64/23/24 Meet Your Councillor Event

Cllr M Skinner asked at what point would this 'cross over' with political campaigning – he had concerns about this.

Cllr B Corrigan said she understood those concerns.

Cllr E Cropper thought that more information was required about the nature of the event.

Cllr M Spoors agreed with Cllr M Skinner – any event could be problematic and could become political.

Newark & Sherwood Community Team would like to link up and support anything arranged, particularly in relation to the gypsy/traveller community.

Cllr P Taylor said it was Councillors responsibility to meet the people; he did not support the use of any funds to do this.

Cllr G Rix suggested that the 'label' of this be changed – perhaps call it 'an information sharing event'?

Cllr D Moore said this could open a can of worms.

Cllr L Geary suggested that the AGM which is held in the Spring each year could be utilised and encourage members of the public to attend. Councillors could have a stall on the market in the meantime to advertise this day.

The Chairman then suspended Standing Order 4 (4) and extended the meeting for 30 mins. This was seconded by Cllr N Ross; a vote was held, and it was **AGREED**.

Cllr B Corrigan then said that she thought perhaps she had been naïve in thinking that this would be a good idea and accepted what had been said.

Cllr N Ross asked if the risks would outweigh the benefits of such an event.

Cllr B Corrigan then proposed, Cllr L Geary seconded, that an event should not take place. A vote was held this was **AGREED**.

FGP65/23/24 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.

FGP66/23/24 Exempt Minutes from Meeting held on 18th October 23

FGP53/23/24 – Riverside Boardwalk

Para. 5 – sentence to be amended to be factually correct.

This page will be returned to the next meeting of this Committee for signing on Wednesday 6th December 2023.

FGP67/23/24 Town Hall Replacement Boilers

Cllrs J Kellas, M Skinner, D Ledger and L Geary declared a personal interest in this item.

The Town Clerk informed Members that HC also had a personal interest in this item.

Cllr E Cropper asked if the Town Clerk had looked at using electric boilers; the Town Clerk said he had not.

Cllr B Corrigan proposed, Cllr P Taylor seconded that Paul Derry Plumbing and Heating Engineers be appointed to install new central heating boilers in Newark Town Hall and the Clerk be authorised to agree and implement the final terms and conditions of the contract of employment.

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

FGP68/23/24 Town Hall Internal Decorating Quotations

There was a general discussion about this item and some concern with regard to the difference in price.

Cllr M Skinner proposed that this decision be delegated to Cllr B Corrigan and Cllr N Ross. This was seconded by Cllr Ledger. A vote was held and this was **AGREED**.

FGP69/23/24 Sherwood Avenue Development

The Chairman began the discussion of this item and asked for comments from Members.

Cllr P Taylor pointed out that not a penny had been charged until now; he thought this was a very good deal.

Cllr B Corrigan said that communication was poor.

Cllr L Geary proposed and Cllr D Moore seconded that N&SDC be appointed to finalise the delivery of the Sherwood Avenue development project as details in the Agenda Report and that funding should come from General Reserves.

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

FGP61/23/24 Syerston Way

This agenda item was deferred from earlier in the meeting.

Cllr J Kellas proposed, Cllr D Ledger seconded, that Standing Order 4 (4) be suspended to allow the meeting to continue for another 5 minutes. A vote was held and this was **AGREED**.

The Town Clerk had earlier talked about the play area site visit due to take place on 7th December.

Discussion followed with regard to the funding; Cllr L Geary thought that s.106 monies should be used because this was time limited.

Cllr B Corrigan asked if a wider piece of work should be considered.

Cllr J Kellas informed Members that he thought this item should have been on pink papers in the first place.

Cllr M Skinner did not want to use all s.106 monies and there were other things required in the ward (where Syerston Way was located). He went through some of the things that were wrong in the area. A lot of things needed to be redesigned. He also pointed out there were no outlines of warranty with the quotes.

Meeting Closed:	9.45pm	Next Meeting:	Wednesday 6th December 2023
------------------------	---------------	----------------------	---

FINANCE & GENERAL PURPOSES COMMITTEE

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

1. Recommendations

- 1.1 Members note the payment schedules 8/24 and 9/24 attached.

2. Background

- 2.1 Payment Schedules 8/24 and 9/24 appended to this report.

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

None.

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

AUTOPAY

ACCOUNTS FOR PAYMENT SCHEDULE 8/24

30.11.23

Voucher Number	Payee	Budget	Amount
912	Ann et Vin	Mayors Charity	460.43
913	AO Cumbernauld	Payroll	12062.73
914	AP Lifting Gears	Market Equipment	475.20
915	Aquaid Ltd	Refreshments	195.78
916	Arco Ltd	Uniform	132.83
917	Ashfield DC	Mayors Allowance	25.00
918	Belvoir Surfacing Ltd	Recharges	2340.00
919	Bramley Publications Ltd	Market Promotions	427.68
920	British Telecom	Telephones	61.24
921	Cope Occupational Health	Occupational Health	198.00
922	Derry Building Services	P & O/S Repairs & Maintenance	46.50
923	Derry Building Services	PC Repairs & Maintenance	93.00
924 - 925	Derry Building Services	Cemetery Upkeep	3515.07
926	EDF	Market Electricity	10.46
927	EE	Telephones	129.14
928	ENVA Ltd	Market Refuse	2141.72
929	Everflow	Water	1167.57
930	Fools Paradise	Market Promotions	3072.00
931	Fools Paradise	Christmas Lights Event	972.00
932	Gangel N	Remembrance Sunday	40.00
933	Gleadell M	Civic Car	170.00
934	GM Imber Insurance	Market Insurance	357.00
935	Grove Auto Electrical	Vehicle Running Costs	458.40
936	Illiffe Media Ltd	Market Promotions	478.80
937 - 938	Jones Maintenance	Allotment Repairs & Maintenance	786.24
939 - 940	Jones Maintenance	P & O/S Repairs & Maintenance	2010.00
941	K & H Sports	Uniform	160.00
942	Lashford SM	Damage Waiver	200.00
943	Lexic Ltd	Occupational Health	372.00
944 - 948	Lidsters of Worksop	Cemetery Tablets	2243.37
949	LITE Ltd	Christmas Lights Display	39439.20
950 - 951	Liz Hobbs Group	Christmas Lights Event	11337.60
952	Maltby Miners Welfare Band	Sunday Band Concerts	300.00
953	Marshall & Sons	Boardwalk	30000.00
954 - 955	Marshall & Sons	Newark in Bloom	1860.00
954	Marshall & Sons	Recharges	1020.00
954	Marshall & Sons	P & O/S Repairs & Maintenance	192.00
956	MEC Recycling	Cemetery Upkeep	350.00
957 - 958	Metro Pages Ltd	Market Promotions	960.00
959	Mole Country Stores	Allotment Repairs & Maintenance	50.51
960	Newark Choral Society	Mayors Allowance	15.00
961	Newark Security Services	P & O/S Security	873.60

962 - 963	Newark Town Band	Remembrance Sunday	325.00
964	Newark Town Band	All Souls	75.00
965	Notts CC	Payroll	13190.85
966	NTC Pay Account	Payroll	57907.75
967	PAS Ltd	Consultancy Fees	240.00
968	Petes Flowers	Remembrance Sunday	82.50
969	Petes Flowers	All Souls	50.00
970	PRS Ltd	TH M&E	235.70
971	Quadient Ltd	Postage	202.96
972	Rastall C	T Lane Café Rent	50.00
973 - 974	Read Hyundai Ltd	Civic Car	1359.00
975	Rix G	Travel	7.50
976 - 977	Royal British Legion	Mayors Allowance	137.50
978	SA Plumbing	PC Repairs & Maintenance	38.30
979	Sabatini Y	Mayors Charity	132.00
980	Screwfix	Market Equipment	46.65
981	Screwfix	Allotment Repairs & Maintenance	49.98
982	Screwfix	ENV Tools & Equipment	19.98
983	Screwfix	Vehicle Running Costs	19.99
984 - 987	SCS Ltd	Computers	2037.95
988	Second Element	Maintenance & Equipment	420.00
989	Security 2	TH Bookings	514.80
990	Skipit Ltd	Cemetery Upkeep	330.00
991 - 992	Tracker Ltd	Vehicle Running Costs	468.00
993	Ultimate Print	Christmas Lights Event	832.00
994 - 995	Viking Ltd	Printing & Stationery	233.01
996	Viking Ltd	Office Equipment	95.99
997 - 1000	Virgin Media	Telephones	369.82
1001	Walters Cleaning	TH M&E	162.00
1002	Watch it Security	Cemetery Upkeep	911.42
1003	Wordprint Ltd	All Souls	95.00
1004 - 1007	Wyles S	TH M&E	89.02
1004 - 1007	Wyles S	Refreshments	117.14
1004	Wyles S	Mayors Allowance	33.50
Total			202080.38

DIRECT DEBITS

ACCOUNTS FOR PAYMENT SCHEDULE 8/24

30.11.23

Voucher Number	Payee	Budget	Amount
1008	ASD Wholesale	TH Bar	550.20
1009	British Gas	Buttermarket Electricity	25.34
1010	BT	Telephones	209.84
1011	BT	Telephones	96.37
1012	Natwest Card	TH M&E	377.07

1012		Office Equipment	211.99
1012		Market Equipment	538.56
1012		Printing & Stationery	15.94
1013	Natwest Card	Mayors Allowance	16.00
1014	NSDC	Rates	6180.00
1015	PWLB	PWLB	12420.92
1016	SSE	Market Electricity	175.80
1017	Total Energies	TH Electricity	865.64
1018 - 1020	Total Energies	ENV Electricity	120.89
1021 - 1026	Total Energies	Market Electricity	290.54
1027 - 1028	Total Energies	PC Electricity	509.95
1029 - 1031	Total Energies	Buttermarket Electricity	1068.05
1032	Total Energies	P & O/S Electricity	208.06
1033	Total Energies	TH Gas	1617.93
1034	Total Energies	ENV Gas	176.26
1035 - 1036	Total Energies	PC Gas	160.08
1037	Uk Fuels	Civic Car Fuel	28.22
1038	Uk Fuels	Fuel - Mowers	153.06
1039 - 1042	Uk Fuels	Vehicle Running Costs	289.26
1043	Worldpay	Bank Charges	247.17
Total			26553.14
Grand Total			228633.52

AUTOPAY

ACCOUNTS FOR PAYMENT SCHEDULE 9/24

31.12.23

Voucher Number	Payee	Budget	Amount
1044	Abbey Flyers Ltd	Christmas Lights Event	2448.00
1045	Alcock S	Travel	44.85
1046	Alcock S	Health & Safety	30.00
1047 - 1048	Ann et Vin	TH Bar	462.83
1049	AO Cumbernauld	Payroll	23103.33
1050	Aquaaid Ltd	Refreshments	23.39
1051	Arco Ltd	Uniform	141.11
1052	Ball P	Mayors Charity	26.60
1053	Ball P	Mayors Allowance	157.25
1054	Band from County Hell	Christmas Lights Event	350.00
1055	Beech Conservation	Museum	588.00
1056	Brett Jack	Market Promotions	300.00
1057	Brett Jack	Christmas Lights Event	150.00
1058	Bullimore S	Markets Promotions	1000.00
1059	Burton & Dyson Solicitors	Consultancy Fees	402.48
1060	Canon UK Ltd	Printing & Stationery	1131.00
1061	Chevron TM Ltd	Boardwalk	146.47
1062	Chevron TM Ltd	Christmas Lights Event	594.00
1063	Chevron TM Ltd	Remembrance Sunday	1260.00

1064	Citizens Advice Bureau	CAB Grant	5000.00
1065 - 1067	Cleaning Supplies Ltd	TH M&E	615.15
1068	Click Waste Ltd	Cemetery Upkeep	1605.58
1069	Closomat Ltd	Pc Repairs & Maintenance	234.00
1070	Colbourne Matt	Christmas Lights Event	200.00
1071	Cope Occupational Health	Occupational Health	18.00
1072	Crossland H	Mayors Charity	34.65
1072	Crossland H	Computers	12.99
1073 - 1076	Derry Building Services	TH M&E	1989.16
1077	Derry Building Services	PC Repairs & Maintenance	577.00
1078	Derry Building Services	P & O/S R&M	66.72
1079	Easy Safety	Consultancy Fees	1393.00
1080	EDF	Market Electricity	10.06
1081	Edlin S	Christmas Lights Event	250.00
1082	ENVA Ltd	Market Refuse	2018.48
1083 - 1084	Equals Money	Equals Money - KW,DJ,SW,PT	800.00
1085	Event Fire Services Ltd	Christmas Lights Event	1625.64
1086	Farmstar Ltd	ENV Tools & Equipment	55.68
1087	Floral Media	Community Infrastructure Levy	6000.00
1088	Fools Paradise	Market Promotions	972.00
1089	FPD Design	Museum	345.60
1090	Free Spirit	Christmas Lights Event	350.00
1091	Ghost Drinkers	Market Promotions	300.00
1092	Guy Taylor	Recharges	3600.00
1093	Haynes M	Market Promotions	250.00
1094	Hockley Hustle Ltd	Music Festival	2481.40
1095	Iliffe Media	Market Promotions	169.92
1096	Jones A	Christmas Lights Event	100.00
1097	K & H Sports	Uniform	187.50
1098	Kurowska J	Allotment Rent	74.66
1099	Lewis Scaffold Towers	ENV Tools & Equipment	1993.58
1100	Lexxic Ltd	Occupational Health	372.00
1101 - 1102	Lidsters of Worksop	Cemetery Tablets	836.18
1103	Lincolnshire County Council	Internal Audit Fee	2520.00
1104	Lynx AC	TH M&E	823.15
1105	Martin Ben	Market Promotions	140.00
1106	MEC Recycling	Cemetery Upkeep	25.00
1107	Newark Security Services	P & O/S Security	829.92
1108	NSDC	Allotment R&M	3780.00
1109	NSDC	Christmas Lights Event	1451.74
1110	NSDC	Boardwalk	1680.00
1111	N & S Locksmiths	ENV Tools & Equipment	54.00
1112	Newark Team PCC	St Marys Church Grant	1850.00
1113 - 1114	Newark Town Band	Market Promotions	500.00
1115	Notts CC	Payroll	19271.61
1116	Notts Pipes & Drums	Market Promotions	800.00
1117	NTC Pay Account	Payroll	43605.15

1118	Patchwork Audio	Market Promotions	2300.00
1119	Paul S	Market Promotions	250.00
1120	PKF Littlejohn	External Audit Fees	3024.00
1121	PAS Ltd	Consultancy Fees	240.00
1122	PHS Group	TH M&E	487.27
1123	Primeprint Ltd	Christmas Lights Event	204.00
1124	Quadiant Ltd	Postage	202.96
1125	Rock Choir	Market Promotions	65.00
1126	Roberts LO	Market Promotions	250.00
1127	Sabatini Y	Mayors Charity	528.00
1128	Safety Maintenance Co	Training	475.20
1129 - 1130	Saunders J	Consultancy Fees	847.75
1131	Screwfix Ltd	Uniform	199.95
1132 - 1133	Screwfix Ltd	Market Equipment	125.40
1134	Screwfix Ltd	PC Materials	24.99
1135	Screwfix Ltd	TH M&E	89.99
1136 - 1137	SCS Ltd	Computers	4344.90
1138	Second Element	Maintenance & Equipment	420.00
1139	Security 2	Christmas Lights Event	1532.40
1140	Security 2	Market Promotions	2218.20
1141	Skipit Ltd	Cemetery Upkeep	330.00
1142	Tarpaflex Ltd	Market Equipment	315.84
1143 - 1146	TC Harrison	Vehicle Running Costs	86.42
1147	TMS Credifon	Postage	600.00
1148	Ultimate Print & Design	Market Promotions	261.00
1149 - 1150	Viking UK	Printing & Stationery	243.42
1151 - 1154	Virgin Media	Telephones	370.84
1155	Walters Cleaning Services	TH M&E	162.00
1156	Watch it Security	Cemetery Upkeep	911.42
1157	Wyles S	Refreshments	21.25
1157	Wyles S	TH M&E	4.35
1157	Wyles S	Mayors Allowance	31.05
		Total	165396.43

DIRECT DEBITS

ACCOUNTS FOR PAYMENT SCHEDULE 9/24

31.12.23

Voucher Number	Payee	Budget	Amount
1158	ASD Wholesale	TH Bar	116.46
1159	British Gas	Buttermarket Electricity	30.42
1160/61/62	BT	Telephones	465.55
1163 - 1167	BT	ENV Telephones	691.53
1168	BT	PC Telephones	148.61
1169	Gas Direct Ltd	TH Bar	1.08
1170	Natwest Cards	Office Equipment	28.49
1170		TH M&E	43.70

1171	Natwest Cards	Civic Car	90.00
1171		Mayors Allowance	24.00
1171		Remembrance Sunday	79.97
1172	NSDC	Rates	6180.00
1173	Severn Trent Water	ENV Water	113.65
1174	SSE	Market Electricity	170.13
1175	Total Energies	TH Electricity	935.25
1176 - 1181	Total Energies	Market Electricity	739.32
1182/83/84	Total Energies	ENV Electricity	134.19
1185/86/87	Total Energies	PC Electricity	875.88
1188	Total Energies	Buttermarket Electricity	17.05
1189	Total Energies	P & O/S Electricity	204.42
1190	Total Energies	TH Gas	2249.80
1191/92/93	UK Fuels	Vehicle Running Costs	171.15
1194	UK Fuels	Fuel - Mowers	44.39
1195	Worldpay	Bank Charges	217.12
Total			13772.16
Grand Total			179168.59

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	REVENUE BUDGET & PRECEPT 2024/2025
REPORT BY:	MATTHEW GLEADELL (TOWN CLERK)

1. Recommendations

- 1.1 Members are asked to consider the Town Councils Revenue Budget and Precept for the 2024/2025 financial year and make recommendations to the Full Town Council as to the following:
- i) The revenue budget proposals for the financial year 2024/25 in respect of all services and functions operated by the Town Council.
 - ii) The level of precept required for 2024/25 financial year to meet the forecast expenditure in respect of all services and functions operated by the Town Council.

2. Background

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

This report provides an opportunity for this Committee to review the draft estimates for the next financial year prior to any formal recommendations being made to the Full Town Council when the Precept and budgets for the 2024/2025 financial year are set at its' meeting on the 24th January 2024.

- 2.2 Draft budget estimates for the 2024/2025 financial year are attached. Details of the basis upon which elements of the budget have been set are detailed in the schedule set out at the end of this report. Any budget lines not commented upon are simply budgets that are continued from a previous year and in some cases will have small uplifts applied to allow for inflationary increases.

- 2.3 Members have had opportunity to attend budget workshops hosted by the Clerk on the 6th December 2023 and 11th January 2024 to assist them in preparing for this Agenda item.

2.4 Council Tax Referendum Principles

For the 24/25 financial year I confirm that the Government is not proposing to extend referendum principles to the Town and Parish Council sector.

This means that as a Town Council our precept can be set at any level without triggering the need for a public referendum on the precept proposal.

Despite this, the Town and Parish sector does need to be prudent in the way it manages its Precept levels. The government clearly state they will monitor the way in which town and parishes set their precepts when considering future referendum principles.

2.5 National Pay Agreement Increases

For the second consecutive year the National Pay Agreement negotiations which determine the annual salaries of public sector staff have resulted in much higher increases for staff salaries than the sector had forecast.

The combined impact of the increases over the last 2 years have resulted in the Councils salary costs increasing significantly. In the 21/22 financial year the Councils total salary

(including overtime) and on costs (Pension and NI contributions) was **£729,340.00**. In the 24/25 financial year the basic costs for all salaries and on costs are forecast to be **£880,345.00**. This does not include any additional staff resource which in some areas is urgently required. The difference is circa **£150,000**.

By way of background to the above figures the national pay agreements have awarded staff gross increases of a minimum of £1925.00 per annum for the last 2 years totalling £3850.00 in total (some staff on higher pay scales have received slightly more than £3850.00).

Some staff at the lower end of payscales have seen increases approaching 10%. Historically increases have been around 1% per annum across all pay levels. As well as the cost-of-living crisis pushing up salaries the national minimum wage and national living wage has increased considerably and so the lower end of the national pay scales has had to increase to ensure that it stays in line with those statutory pay levels. Consequently, on the 1st April 2023 the previous Scale Point 1 was removed from the scales with all staff previously on scale point 1 moving to scale point 2.

If National Pay Agreements continue to apply increases at similar levels to the last 2 years by the 27/28 financial year total basic salary costs are estimated to be **£960,173.00**. This represents an additional £230,833.00 compared to 21/22 financial year costs (based on current staffing levels). It is hoped that if inflation drops back to more stable levels that increases will not be as high as they have been in recent years.

Historically the Town Council has increased its Council Tax levy by 1.94%. A 1.94% increase in the next financial year will generate a further **£33,505.00** of revenue income. An increase of 11% generates **£133,700** which is still less than the value of the additional salary costs that are expected when compared with the 21/22 financial year.

It should be stressed that National Pay Agreements are completely outside the control of the Town Council. The Town Council has no influence on how much individual pay points are set as part of national review processes.

2.4

Devolution, Housing Growth and Medium-Term Financial Plan

In 2015 Newark Town Council took on responsibility for a significant number of public assets from the District Council under a Devolution agreement between the 2 authorities. Such arrangements have been common place in the local government sector with many Town and Parish council's assuming responsibility for public assets previously owned and managed by District Councils.

The 2015 Agreement included support funding and annual grants from the District Council for a set period to help the Town Council adjust to its bigger asset base and allow time for housing growth to be delivered that would help the Town Council meet the cost of owning and maintaining the various assets.

Housing Growth forecasts set out in 2015 have for a number of reasons not been met. Covid 19 and the Cost of Living crisis have in recent years been a big factor in slower than expected housing growth.

In the 24/25 financial year the 2015 forecast for the Newark Tax Base (number of Band D equivalent properties) was 11,225. The actual tax base will be 9226. This is a difference of 1,999. Based on the 23/24 Band D rate of £119.82 this amounts to **£239,520.18** in revenue that has not materialised in line with 2015 housing growth forecasts and would have supported the cost of supporting a larger asset base.

In the 26/27 financial year the Council will see a big drop in the annual devolution support grant from the District Council to around half of current levels. The grant will then drop to zero in the 27/28 financial year.

In the 24/25 financial year the grant will amount to **£416,065.00**. This is revenue that the Council must seek to wholly replace over the next 3 financial years unless significant cuts to overhead costs can be achieved.

Reserve funds have been and continue to be built up to help address the end of the revenue grant however the impact of the last 2 years of increases in salary and overhead costs are such that it is evident that those funds will not go nearly as far as had originally been anticipated. The long-term revised housing projections also continue to see a big difference between 2015 forecast housing growth and actual housing growth. Consequently, the point at which the housing growth rises to a level that more helpfully supports the cost of the increased Town Council asset base is much further in the distance. Without much greater sums of revenue reserve funds to cover the extended period before housing growth meets 2015 forecasts there appears to be an unavoidable need to seek additional sums through the Precept.

The target revenue reserve levels for the close of the 23/24 set prior to the last 2 years of national pay increases and high inflation was £697,171. End of year forecasts suggest that the Council is on course for reserve levels to meet this target despite 2 years of significantly higher salary costs than has been expected. Previous target reserve levels for the end of 26/27 financial year are £950,319.00. This was designed to provide 3 years of support to the revenue costs to allow for housing growth to continue to rise to suitable levels to support the cost of the Devolution assets whilst maintaining precept increases of around 1.94%. It will now be difficult to continue to build up those reserves further due to the financial pressures detailed in this document but also due to much higher overhead costs than previous modelling had suggested, alongside a lower tax base than forecast those reserves will not support the revenue costs for as long as intended.

In simple terms when the Devolution grant expires NSDC will cease funding the various assets that were transferred to Newark Town Council. NSDC will no longer have to carry that overhead cost in their accounts. At this point paying to maintain a large number of green sites in Newark and deliver the market will shift from NSDC precepts which is funded by the whole of the District Tax Base to Newark Town Council precepts which is funded only by the Newark Tax Base. Newark tax payers will therefore be paying for their own local assets.

2.5 Cemetery and future Newark Burial Provision

The Council is in the early stages of exploring the future for burial provision in Newark. It is expected that a new Cemetery site will be needed in Newark/surrounding area in the next 6/7 years. Set up costs for a new Cemetery will be significant. Early very broad estimates are up to £1million pounds. For the Town Council as an authority with an annual turnover of circa £2million pounds this is a significant sum. External financial support for the project will of course be investigated.

The Council must however start making financial plans for the initial set up and ongoing maintenance of any new site. Whilst there is a lot of work to be done before any firm position on this project is finalised, the costs cannot be ignored.

Spreading the additional cost to the tax payer of a second site in the coming years would represent prudent financial planning so as to avoid a single large increase in one particular year. No provision has been made in the draft revenue budgets for the 24/25 financial year in respect of a new Cemetery. The longer-term position on this project will develop over the course of 2024 and the Council will be in a better position to financially assess this project and consider the need to begin to account for it as part the 25/26 budget.

2.5 Repairs & Renewal Funds

It has been customary for the Council to add to and maintain its R&R reserve funds. The current draft revenue budgets make no provision for any R&R allocation in the 24/25 financial year.

The Council has exercised diligence in recent years in building up certain reserves, especially in relation to the Town Hall which due to the nature of the building will always be an expensive asset to maintain.

The 23/24 financial year also saw no R&R allocation and whilst one year absence of R&R allocation was not too detrimental it cannot become the norm.

The Council's various assets routinely require larger repair costs. Putting funds away each year to help meet those periodic larger repair bills represents prudent financial management. As a bare minimum, having regard to the size of the Council's estate, an annual contribution to repairs and renewals of £50,000 would be prudent.

2.6 Gas and Electricity

As yet the Town Council is yet to see large hikes in gas and electricity costs as contracts for supplies were fixed for a number of years prior to the various global events that triggered big rises in these costs. Electricity tariffs are currently fixed until December 2024 and Gas in summer 2025. Current estimates are that we will see a 50% rise in these costs as the existing contracts come to an end.

Electricity Costs across the Council are around £35,000 per annum. This will rise to £52,500 approx. from December 2024. An additional **£17,500**.

Gas costs are around £20,000 per annum and expected to rise to around £30,000. An additional **£10,000** (some savings are expected from new heating boilers at the Town Hall).

Total additional costs £27,500 per annum.

2.7 New/Alternative Revenue Streams

The Council has begun to consider and investigate other potential revenue streams, and these will be the subject of further reports and debate. Capital receipt reserves held by the Council cannot be used for revenue costs. Investment of capital to generate better returns than existing investments are therefore to be fully explored and considered and new opportunities may be pursued in due course subject to all prudent due diligence.

The Clerk is already in discussions with investment managers to explore alternative investment products as part of this process.

2.8 CCLA Property Fund Income

Global financial challenges have seen returns on CCLA Property Fund investments fall significantly in recent years.

Property Fund Returns in 19/20 (pre Covid) financial year - £116,614.81

Property Fund Returns in 22/23 (post Covid/Cost of Living Crisis) financial year - £87,533.00

*Difference **£29,081.81** less revenue from investment dividends.*

2.9 Grounds Maintenance Contract

Contracts for Grounds Maintenance services from NSDC are index linked. Consequently, inflation rates have seen the cost of the service increase.

In 22/23 cost was £188,000

In 23/24 due to Consumer Price Index rises cost was £218,000

In 24/25 cost will be £222,000.

Increase in cost of £34,000 in 2 years.

2.10 Budget Strategy

The attached draft revenue budget for the 24/25 financial year adopts a Precept that will result in 88% of the tax paying public in Newark paying less than £1.00 extra per month to Newark Town Council for the 24/25 financial year. This will generate an additional £133,700 in Council Tax Revenue which is significantly less than the impact of national pay agreement increases, and the falling income identified in this report. This increase is in line with inflation levels seen in the last 2 years.

Over the next 3 years the Council has some large potential projects to develop and consider including the Cemetery, Middlebeck public space adoption and various revenue

opportunities including developing the hospitality offer of the Town Hall. All of these projects will potentially have a big impact on the Councils financial position. All of these elements will be much clearer in 12 months when the budget for the 25/26 financial year is being finalised.

It is unlikely that the Council will be able to generate additional revenue or make cuts that address projected deficits in their entirety and a combination of precept increases and new revenue streams is likely to be the solution. The attached budget helps to move the Precept towards a level that is more able to support the Councils service delivery and helps to provide time and space for the Council to further understand the impact of the projects identified.

As identified earlier the cost of maintaining a large number of green spaces, play parks, public footpaths and the Newark Royal Market operations will shift from NSDC to NTC when the Devolution grant expires. That is a cost currently being met by district wide tax payers but will move solely to Newark tax payers when the grant ceases. That move will inevitably lift the Newark Town Council precept to cover the cost of those Devolution assets which incur annual maintenance and delivery costs in excess of £400,000 per annum.

The attached budget shows a shortfall of income against expenditure of £35,121.00. If the budget performs exactly as forecast it would mean that reserves of £20,121 would be utilised in the 24/25 financial year. Generally budgeting adopts a cautious approach whereby income forecasts are cautiously low and expenditure forecasts are cautiously slightly higher than what they may actually be. This builds resilience into the budget and helps to shield against unforeseen costs.

Members are reminded that the budget is merely an educated forecast and estimate of the financial performance of the Council for the next financial year. It is inevitable that during the year there will be unforeseen income and expenditure that will impact on the budget. During the year budget virements may be made to reflect those unforeseen occurrences.

Members are free to make alternative proposals for budget and precept strategies. In doing so where lower precept levels are being proposed members are asked to identify corresponding additional income or corresponding reduced expenditure to compensate for the lower precept or clarify if revenue reserves are to be utilised to meet that precept reduction.

2.11 Budget Format and Layout

As reported at the first budget briefing due to changes in the structure of the budget codes there are a number of redundant codes on the report which remain in the finance software and have to be unused for 2 years before they can be removed. In some cases, these are codes for items which have been reallocated to a different cost centre. There are therefore a number of budget lines which show £0.00 allocation to them. This should not cause any alarm.

2.12 Executive Summary

1. Income levels are dropping whilst expenditure is increasing. This is not a sustainable financial position.
2. The cost of operating the Councils current services have increased significantly in the last 2 years due to National Pay Agreement increases and inflation. The increases are at a level that cannot be sustained by a 1.94% increase in the Town Council element of Council Tax unless significant new sources of income are secured or large cuts to expenditure is crystalised. National Pay Agreement

increases have added circa £140,000 to the Councils pay roll costs when compared to financial forecasts adopted in early 2022.

3. The impact of the lack of forecast housing growth on Devolution financial planning must be addressed ahead of the point at which the annual grant from the District Council ceases. The 25/26 grant is forecast to be £460,767. In 26/27 the grant will reduce to less than £200,000. The grant drops to £0.00 in 27/28. This revenue must be replaced to be able to continue to deliver existing services.
4. The Council is now exploring ideas for new revenue streams in order to try and go some way towards mitigating the current financial challenges however it will take time for the viability and impact of various ideas that are being considered to be assessed and where appropriate, implemented.
5. Despite the challenges the Council has invested in the current year in the Sherwood Avenue development project, is investing in much needed building repair and maintenance work in the Town Hall including a new heating system, has invested in upgrading riverside footway infrastructure, and is actively pursuing a range of projects designed to help reduce the Councils carbon footprint.
6. The current financial challenges are largely as a consequence of external factors beyond the control of the Council. Global economic challenges, pandemics and international conflicts have all contributed to recent and current financial challenges.

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

3.1 Contained in the report.

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

Cost Centre	A/C Code	Notes
101	4900-4902	Salary provision for Deputy Clerk/Finance Manager and Hospitality Manager included in accordance with recommended / desired staffing structures.
101	4029 and 4032	Computers and Office Equipment – Increased to accommodate potential additional staff.
101	4061	No elections in 24/25 so less cost than 23/24. Allocation to build up funds for next elections.
102	4010	Council Pool Car Costs have increased.
103	4044 to 4049	Grants set as a single figure to represent potential changes to scheme. Same budget total as current year.
104	1341	Hanging basket income reduced. Concern over peat free impact.
201	1163	Town Hall hire income increased from £8000 to £15,000 – fee increase and additional bookings expected on back of hospitality plans.
201	4125	£5,000 marketing and promotions budget for Town Hall to support hospitality plans.
201	41663	Town Hall security guard costs increased in hope of more bookings.
201	4168 to 4171	Bar stock costs increased in expectation of more hospitality bookings.
203	4723	Music Festival Reduced per proposal from Events Working Group – No headline act next year. Reduction of £25,000.
203	4726	Switch On Event. Increased budget to reflect higher safety costs (Martyn's Law).
203	No code at present. Previously part of Cost Centre 421.	No Beach budget currently included. Grants have been applied for to cover next 2 years and the outcome will be known at the end of February. If grant bids fail, £30k per annum. Previously funded by CHN towns fund grant.
301	1360 and 1362	Cemetery Income budget forecast increased in anticipation of fee review increases expected in February 2024.
303	4328	Reduced climate change budget in forecast of underspend for 23/24 which may be carried forward.
401	1619 and 1620	Income from toilets hard to assess with pending change to contactless entry. Cautious estimates accordingly.
410	1400	Increase in Devolution grant due to lower than forecast tax base growth.

420	1500 -1504	Fall in market receipts forecast in line with general decline in trading. Unwelcome but realistic budget planning.
420	4065	Market Manager has negotiated some significantly reduced waste service costs. Potential for reduction by 50%.
429	4117	Grounds Maintenance contract CPI increases including £10,000 contribution towards salary of town centre street cleaning staff.
701	1900	Precept set with increase that seeks less than £1.00 extra per month from 88% of the tax payers in Newark.
Various	4900 – 4902	Salary costs, Pension and NI costs increased by 5% based on recent years national pay agreement increases.
Various	4103 and 4104	Electricity costs increase December 2024 when current contracts run out. 50% increase forecast by broker. Gas costs maintained but hopefully come down with more energy efficient boilers to be installed in May 2024 in the Town Hall. Gas contracts expire in Summer 2025.
Various	4129	Insurance costs increased by 5% on advice of Zurich.

As a reminder codes beginning with 1 denote income. Codes beginning with 4 denote expenditure.

Pages 1 – 22 that follow relate to this report.

Annual Budget - By Centre (Actual YTD Month 9)

Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR

	<u>Current Yr. up to end of Dec.</u>				<u>Next Year Budget Proposals</u>		
	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101 Central Establishment							
1870 Income-Interest Received	95,000	73,412	95,000	0	85,000	0	0
Total Income	95,000	73,412	95,000	0	85,000	0	0
4000 Mayor's Allowance 2023/2024	0	0	0	0	0	0	0
4001 Mayor's Allowance 2022/2023	0	0	0	0	0	0	0
4002 Mayor Making	0	0	0	0	0	0	0
4004 Civic Functions	0	0	0	0	0	0	0
4007 Operation London Bridge	0	0	0	0	0	0	0
4010 Mayoral Car	0	0	0	0	0	0	0
4011 Badges Shields Insignia	0	0	0	0	0	0	0
4019 Subsistence, Travel/Vehicles	1,000	305	600	0	750	0	0
4020 Honoraria Payment	0	0	0	0	0	0	0
4021 Uniforms and PPE	4,000	3,625	3,850	0	4,000	0	0
4022 Staff Training inc H & S	5,000	3,416	4,750	0	6,000	0	0
4023 Appointments & Advertising	1,500	95	750	0	1,000	0	0
4024 Protective Clothing & Equipment	0	0	0	0	0	0	0
4025 Printing & Stationery	5,000	3,987	4,250	0	4,500	0	0
4026 NCP Car Park	668	668	668	0	750	0	0
4027 Postage	3,000	2,736	2,900	0	2,800	0	0
4028 Telephones	7,940	4,773	6,950	0	6,500	0	0
4029 Computers	17,000	16,740	15,500	83	19,000	0	0
4031 External Audit Fees	2,500	2,520	2,520	0	2,750	0	0
4032 Office Equipment	2,000	819	1,750	0	6,000	0	0

Continued on next page

Newark Town Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR

	Current Yr. up to end of Dec.				Next Year Budget Proposals		
	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4033 Economic Development	5,000	0	0	0	0	0	0
4034 Publications	0	0	0	0	0	0	0
4036 Conferences and Seminars	0	495	750	0	800	0	0
4037 Website & Social Media	1,000	0	299	0	500	0	0
4038 Internal Audit Fee	2,450	2,100	2,100	0	3,880	0	0
4039 Bank Charges	4,000	2,952	4,000	0	4,000	0	0
4041 Subscriptions	800	590	800	0	800	0	0
4042 Defibrillator	0	0	0	0	0	0	0
4044 Grants to Voluntary Bodies	0	0	0	0	0	0	0
4045 Grant - St Mary's Parish Chur	0	0	0	0	0	0	0
4048 Grant - Citizens Advice Bureau	0	0	0	0	0	0	0
4049 Grant - Nwk Twinning Assoc	0	0	0	0	0	0	0
4059 Occupational Health	1,500	4,153	4,000	0	2,000	0	0
4061 Election Costs	29,500	0	29,500	0	6,000	0	0
4129 Insurance	4,230	3,143	3,143	0	3,500	0	0
4137 Consultancy/Professional	19,900	5,037	17,500	1,000	20,000	0	0
4765 Mayoral Robes	0	0	0	0	0	0	0
4898 Pension Strain	0	2,188	4,376	0	4,376	0	0
4900 Payroll Gross	219,985	159,972	211,668	0	298,121	0	0
4901 Employers NI	18,280	17,663	23,416	0	61,704	0	0
4902 Employer Pension	45,037	35,981	48,000	0	58,061	0	0
4915 Staff Overtime	0	10,653	12,000	0	10,000	0	0
Overhead Expenditure	401,290	284,610	406,040	1,083	527,792	0	0
Movement to/(from) Gen Reserve	(306,290)	(211,198)	(311,040)		(442,792)		

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR

Current Yr. up to end of Dec.				Next Year Budget Proposals		
Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
102 <u>Mayoral/Civic</u>						
1018	0	3,000	3,000	0	0	0
	0	3,000	3,000	0	0	0
Total Income						
4000	2,000	1,589	2,000	0	2,000	0
4002	600	293	293	0	400	0
4008	500	559	559	0	550	0
4009	200	105	200	49	250	0
4010	2,800	3,434	4,373	0	4,029	0
4011	2,600	2,636	2,636	0	1,500	0
4012	1,000	486	800	0	800	0
4013	1,900	1,613	1,900	0	1,900	0
4014	200	83	200	0	250	0
4015	900	646	646	0	750	0
4016	250	327	225	0	250	0
4017	1,400	1,435	1,435	0	1,500	0
4018	5,000	8,073	8,073	0	0	0
4020	800	780	800	0	960	0
4137	2,940	2,563	2,940	0	2,940	0
4750	0	1,540	0	0	750	0
4765	300	0	0	0	300	0
4900	28,382	23,192	30,722	0	32,258	0
4901	1,529	1,374	1,840	0	1,932	0
4902	2,040	1,651	2,205	0	2,142	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)
Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR

Current Yr. up to end of Dec.					Next Year Budget Proposals		
	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4915 Staff Overtime	0	573	800	0	750	0	0
Overhead Expenditure	55,341	52,950	62,647	49	56,211	0	0
Movement to/(from) Gen Reserve	(55,341)	(49,950)	(59,647)		(56,211)		
103 Grants							
4044 Grants to Voluntary Bodies	1,500	1,458	1,500	0	7,400	0	0
4045 Grant - St Mary's Parish Chur	1,850	1,850	1,850	0	0	0	0
4048 Grant - Citizens Advice Bureau	5,000	5,000	5,000	0	0	0	0
4049 Grant - Nwk Twinning Assoc	550	0	0	0	0	0	0
Overhead Expenditure	8,900	8,308	8,350	0	7,400	0	0
Movement to/(from) Gen Reserve	(8,900)	(8,308)	(8,350)		(7,400)		
104 Public Realm							
1341 Newark in Bloom Hanging Basket	8,303	8,401	8,401	0	5,000	0	0
Total Income	8,303	8,401	8,401	0	5,000	0	0
4042 Defibrillator	1,000	0	500	0	1,000	0	0
4052 Town Centre Bunting	3,510	6,660	3,510	0	5,000	0	0
4053 Boardwalk	0	26,522	0	0	1,000	0	0
4340 Floral Displays	40,000	30,425	30,425	0	40,000	0	0
Overhead Expenditure	44,510	63,607	34,435	0	47,000	0	0
Movement to/(from) Gen Reserve	(36,207)	(55,206)	(26,034)		(42,000)		
201 Town Hall							

Continued on next page

Newark Town Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR

	Current Yr. up to end of Dec.				Next Year Budget Proposals		
	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1035 Refreshments	50	213	300	0	50	0	0
1162 Deposits 2024/2025	0	500	0	0	0	0	0
1163 TH Hire Fees	8,000	11,346	12,000	0	15,000	0	0
1168 Income-TH Bar Apr-June	2,000	3,898	3,898	0	3,000	0	0
1169 Income-TH Bar July-Sept	3,000	3,679	3,648	0	3,000	0	0
1170 Income-TH Bar Oct-Dec	1,000	3,521	1,603	0	2,000	0	0
1171 Income-TH Bar Jan-March	1,041	0	1,041	0	1,000	0	0
Total Income	15,091	23,157	22,490	0	24,050	0	0
4035 Refreshments	1,000	1,050	1,300	0	1,500	0	0
4101 Maintenance and Equipment	15,000	41,826	15,000	15,060	15,000	0	0
4103 Electricity	11,000	6,125	10,000	0	12,375	0	0
4104 Gas	18,500	9,433	18,500	0	18,500	0	0
4105 Rates	22,716	20,435	22,716	0	23,200	0	0
4106 Sewerage/Water Charges	2,500	2,184	2,500	0	2,500	0	0
4107 Rents	0	0	0	0	0	0	0
4122 Contractual Services	0	0	0	0	0	0	0
4125 Marketing and Promotions	0	0	0	0	5,000	0	0
4129 Insurance	7,810	7,337	7,337	0	7,703	0	0
4131 Subscriptions/Licences	750	295	750	1,450	750	0	0
4163 Booking Cost (Security)	0	2,080	2,500	0	5,000	0	0
4168 Bar Costs April-June	1,000	5,442	5,442	0	5,000	0	0
4169 Bar Costs July-Sept	5,000	1,709	1,709	0	3,500	0	0
4170 Bar Costs Oct-Dec	500	1,386	902	0	2,000	0	0
4171 Bar Costs Jan-March	1,000	0	1,000	0	2,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR

		<u>Current Yr. up to end of Dec.</u>			<u>Next Year Budget Proposals</u>			
	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
4860 R and R Fund Office Equipment	0	0	0	0	0	0	0	
4900 Payroll Gross	13,688	26,528	38,336	0	80,730	0	0	
4901 Employers NI	1,261	3,197	4,097	0	6,924	0	0	
4902 Employer Pension	2,916	6,313	8,165	0	14,462	0	0	
4915 Staff Overtime	20,000	4,465	6,000	0	3,000	0	0	
Overhead Expenditure	124,641	139,802	146,254	16,510	209,144	0	0	
Movement to/(from) Gen Reserve	(109,550)	(116,645)	(123,764)		(185,094)			
202 Buttermarket								
1107 Rental Income	9,000	6,480	9,000	0	9,000	0	0	
Total Income	9,000	6,480	9,000	0	9,000	0	0	
4101 Maintenance and Equipment	0	64	0	0	0	0	0	
4103 Electricity	4,000	2,339	4,000	0	4,000	0	0	
4122 Contractual Services	0	0	0	0	0	0	0	
4861 Contingency	0	-20,512	0	0	0	0	0	
Overhead Expenditure	4,000	-18,109	4,000	0	4,000	0	0	
Movement to/(from) Gen Reserve	5,000	24,589	5,000		5,000			
203 Events/Christmas Lighting								
1720 Sunday Band Concerts	1,800	745	745	0	500	0	0	
1726 Income-Christmas Lights	0	1,100	1,100	0	1,500	0	0	
1907 Armed Forces Day	0	1,155	2,069	0	2,500	0	0	
Total Income	1,800	3,000	3,914	0	4,500	0	0	

Continued on next page

		<u>Current Yr. up to end of Dec.</u>			<u>Next Year Budget Proposals</u>		
	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4720 Sunday Band Concerts	1,800	3,689	3,689	0	4,000	0	0
4721 Brass Explosion	10,000	10,876	10,876	0	10,000	0	0
4723 Music Festival	50,000	50,000	50,000	0	25,000	0	0
4725 Christmas Lights Display	65,000	68,507	68,507	0	65,000	0	0
4726 Christmas Lights Switch On	13,000	16,000	16,000	0	15,000	0	0
4907 Armed Forces Day	0	2,772	2,772	0	3,000	0	0
Overhead Expenditure	139,800	151,844	151,844	0	122,000	0	0
Movement to/(from) Gen Reserve	(138,000)	(148,845)	(147,930)		(117,500)		
301 Cemetery							
1350 Income-Allotment Rents	0	0	0	0	0	0	0
1360 Income-Cemetery General Fees	70,000	75,343	90,000	0	95,000	0	0
1362 Income-Plinths/Memorial Tablet	15,000	25,940	27,000	0	15,000	0	0
1363 Deceased Online	0	76	76	0	0	0	0
Total Income	85,000	101,358	117,076	0	110,000	0	0
4028 Telephones	3,750	3,822	3,750	0	3,750	0	0
4103 Electricity	1,360	815	1,360	0	1,350	0	0
4104 Gas	1,500	734	1,500	0	1,500	0	0
4105 Rates	8,923	8,017	7,127	0	8,923	0	0
4106 Sewerage/Water Charges	2,000	753	1,200	0	1,800	0	0
4116 Green Flag	350	369	369	369	380	0	0
4129 Insurance	10,900	8,588	8,588	0	9,017	0	0
4310 Vehicle Running Costs	5,050	5,680	5,200	0	6,000	0	0

Continued on next page