



# Newark TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 13<sup>TH</sup> MARCH 2024

**8<sup>th</sup> March 2024**

Dear Councillor

You are summonsed to attend a meeting of the Finance & General Purposes Committee at **7.00pm** on Wednesday 13<sup>th</sup> March 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 13TH MARCH 2024

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# Newark TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 14<sup>th</sup> February 2024 in the Council Chamber, at the Town Hall.

<b>Membership Present:</b>	<b>Councillor</b>	B Corrigan (Chairman)
	Councillors	P Ball (Ap) I Brown D Campbell T Collier E Cropper S Crosby S Dickinson (Ap) L Geary J Kellas (Ap) D Ledger D Moore (Vice-Chairman) G Rix N Ross L Roulstone (Ap) M Skinner M Spoors P Taylor
<b>Apologies for Absence:</b>	<b>Councillors</b>	P Ball, S Dickinson, J Kellas, L Roulstone
<b>Officers Present:</b>	<b>Town Clerk</b>	Matthew Gleadell
<b>Taking Notes:</b>	<b>Executive Assistant</b>	Helen Crossland
	There was one member of the public and one member of the press present.	
<b>Venue:</b>	Committee Room, Newark Town Hall	

**FGP77/23/24 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 17<sup>th</sup> January 2024**

The Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 17<sup>th</sup> January 2024 were proposed by Cllr B Corrigan and seconded by Cllr D Moore.

A vote was held and they were **AGREED**.

**FGP78/23/24 Declarations of Interest**

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

**FGP79/23/24 Monthly Payment Schedule 10/24**

Cllr B Corrigan proposed, and Cllr D Campbell seconded the Monthly Payment Schedule 10/24.

Members then **NOTED** Payment Schedule 10/24 in the sum of £161,407.32 (one hundred and sixty one thousand, four hundred and seven pounds and 32p).

**FGP80/23/24 Cemetery Fees and Charges**

The Chairman began discussion on this Agenda Item and drew Members attention to the '**Changes to Services Proposed**' section on page 16.

The following recommendations were discussed:

**Triple Depth Graves** – these are to be removed as a service due to safety concerns, with the exception of those already dug and in use.

**Additional Spoil Removal Charge** – the charge of £180.00 was suggested.

**Walled Graves / Vaults** – these are to be charged bespoke as in the Agenda Report.

**Bench Memorial Plaques** – it was suggested that the cost be lowered to £150.00 in an effort to increase interest in the sale of the plaques.

**Interments Outside of Specified Hours** – Members should give the Town Clerk delegated authority to initiate consultation with staff and develop the logistics for the offer and the charges to be applied.

**Exhumations** – it was suggested that the cost of £4000.00 be implemented for an exhumation to cover the potential for sub-contractor involvement. This would also bring Newark more into line with other authorities.

There was then discussion about the recent meeting of the New Cemetery Working Group and those Members that had attended agreed that it had been very useful and brought up a lot of ideas for the future.

Members then discussed at length changes and increases to the Cemetery Fees and Charges. The following was resolved:

Cllr P Taylor then proposed an amendment that burials for '**under 18 years old Residents of Newark**' should be free of charge; this was seconded by Cllr L Geary. A vote was held and this was **AGREED**.

Cllr M Spoors proposed that interment of cremated remains also be free of charge for under 18's; this was seconded by Cllr N Ross. A vote was held and this was **AGREED**.

Cllr D Ledger proposed that there should be a 10% increase to £673 for Non-Resident children; this was seconded by Cllr M Skinner. A vote was held and this was **AGREED**. This now became the substantive motion.

Another vote was held on the substantive motion and it was **AGREED**

Cllr D Ledger proposed a 10% increase for the interment of cremated remains of Non-Resident children. This was seconded by Cllr N Ross. A vote was held and this was **AGREED**.

Cllr L Geary proposed that Non-Residents should no longer be allowed to be buried in Newark, unless they come under the 'discretionary policy'; this was seconded by Cllr M Spoors. A vote was held and it was **AGREED**.

Cllr. Corrigan proposed and Cllr. Moore seconded a 20% increase in all other burial fees, with 50% of the additional revenue going forward ringfenced towards future burial provision and the other 10% applied towards general overhead increases in delivering the burial service, as recommended in the Agenda Report.

It was also **AGREED** that any percentage increase be rounded upward to the nearest £10.00.

#### **FGP81/23/24 Lilley and Stone Trust Appointments**

It was proposed by Cllr B Corrigan, seconded by Cllr N Ross, that Cllr D Moore be appointed to one of the vacant positions on the Lilley and Stone Charitable Trust.

At this point, the Chairman suspended Standing Order 4 (4) to allow another 30 minutes for the remainder of the Agenda to be discussed. A vote was held and this was **AGREED**.

A vote was held on the proposal to appoint Cllr D Moore to the Lilley and Stone Charitable Trust and it was **AGREED**.

Cllr T Collier was proposed by Cllr I Brown but declined to accept.

There were no other nominations for the other vacant position.

#### **FGP82/23/24 Sherwood Avenue Tennis Courts Grant**

Cllr B Corrigan proposed the recommendations; this was seconded by Cllr G Rix.

A vote was held, and Members **AGREED** to **APPROVE** the acceptance of the Lawn Tennis Association grant in the sum of £21,160.40 as detailed in the Agenda Report and **AGREED** to support the provision of in-house match funding for the grant in the sum of £2,500.00 plus electrical connection work costs of £3,282.25.

#### **FGP83/23/24 Town Hall Maintenance Challenges / Issues**

Cllr M Spoors proposed that the Town Clerk provide some further information on the environmental issues contained within the report. This was seconded by Cllr P Taylor; a vote was held and this was **AGREED**.

The Chairman suspended Standing Order 4 (4) again to allow another 30 minutes for the remainder of the Agenda to be discussed.

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

Members then **NOTED** the contents of the Agenda Report.



**FGP84/23/24 Recommendations and Update from Arts, Events, Culture and Twinning Working Group**

Cllr T Collier began the debate on this item and updated Members on what the Working Group had been doing, as in the Agenda Report.

Cllr P Taylor proposed that an appeal should be made for Sponsors; this was seconded by Cllr D Moore.

Members thought that the Working Group should develop some options for the various events and bring some more details to this Committee.

The Town Clerk was asked if he could promote the group at the Newark Business Club meeting.

The Chairman proposed that this item be deferred to the next meeting; this was seconded by Cllr N Ross. A vote was held and this was **AGREED**.

**FGP85/23/24 Newark Town Hall Hospitality Business Development**

Cllr B Corrigan proposed, Cllr P Taylor seconded the recommendation in the report.

A vote was held and Members **AGREED** to **APPROVE** the appointment of Kelly Chandler to undertake a feasibility and venue revenue potential assessment of the Newark Town Hall.

**FGP86/23/24 Recruitment of Deputy Town Clerk**

Cllr P Taylor proposed, Cllr B Corrigan seconded the recommendations in the report.

A vote was held and Members **AGREED** to appoint a recruitment panel and to give that panel authority to adopt the job description, person specification and contractual terms of the post and conduct interviews with candidates.

The panel would also have authority to deal with any operational decisions required in relation to the recruitment process.

After discussion Members **AGREED** to appoint the Leader of the Council (Cllr Neil Ross), the Chair of the Personnel Sub-Committee (Cllr Paul Taylor) and the Chair of the Finance and General Purposes Committee (Cllr Barbara Corrigan).

**FGP87/23/24 Exclusion of the Press and Public**

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

The members of the public and press left the meeting.

**FGP88/23/24 Buttermarket Rents & Hire Fees Review**

The Town Clerk went through the Agenda Report.

Discussion followed with regard to the various tenants who currently have units within the Buttermarket.

It was then proposed by Cllr L Geary, seconded by Cllr D Campbell, that this Agenda Item be deferred to the next meeting as there was not enough time left at the current meeting for proper discussions to be held.



**FGP89/23/24 Additional Information from Minute FGP85/23/24**

Members **NOTED** the additional information from the Minute above.

<b>Meeting Closed:</b>	<b>10.05pm</b>	<b>Next Meeting:</b>	<b>Wednesday 13<sup>th</sup> March 2024</b>
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**FINANCE & GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>MONTHLY PAYMENT SCHEDULE</b>
<b>REPORT BY:</b>	<b>MATTHEW GLEADELL (TOWN CLERK)</b>

**1. Recommendations**

1.1 Members note the payment schedule 11/24.

**2. Background**

2.1 Payment Schedule 11/24 appended to this report.

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

None.

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



## DIRECT DEBITS

### ACCOUNTS FOR PAYMENT SCHEDULE 11/24

**29.2.24**

Voucher Number	Payee	Budget	Amount
1401	British Gas	Electricity	57.20
1401A/B	BT	Telephones	271.08
1402	Gas Direct	Town Hall Bar	1.12
1403	HCP Capitol UK Ltd	Mayoral Vehicle	288.28
1404	Natwest C/C	Computers	129.90
1405	Natwest C/C	Town Hall Maintenance & Equipment	182.34
1405	Natwest C/C	ENV Telephones	10.00
1405	Natwest C/C	Vehicle running costs	73.41
1406	SSE Energy Solutions	Electricity	175.80
1407/08/09	Total Energies	Buttermarket electricity	1048.19
1410/1411	Total Energies	PC Gas	168.40
1412/13/14	Total Energies	PC electricity	1370.22
1415/16/17/18/19	Total Energies	Market electricity	47.57
1420	Total Energies	TH Electricity	933.88
1421/22/23/24	Total Energies	Cemetery electricity	632.28
1425	Total Energies	TH Gas	2484.08
1426	Total Energies	P & O/S electricity	198.21
1427	UK Fuels	Vehicle running costs	45.67
1428	Worldpay	Bank Charges	140.84
		<b>Total</b>	<b>7930.19</b>

**29.2.24**

[illegible]

## AUTOPAY

### ACCOUNTS FOR PAYMENT SCHEDULE 11/24

**29.2.24**

<b>Voucher Number</b>	<b>Payee</b>	<b>Budget</b>	<b>Amount</b>
1316	2B Fire Ltd	Maintenance & Equipment	878.66
1317	365 Security Concepts	PC Repairs & Maintenance	384.00
1318	Aquaid	Refreshments	24.30
1319	Bagnalls	TH maintenance & Equipment	5823.66
1320	BGS Intelligent Door Solutions	Town Hall Maintenance & Equipment	180.00
1321	Burton & Dyson Solicitors	Consultancy Fees	384.48
1322	Chubb	Cemetery Upkeep	530.35
1323	Churches Fire & Security	TH maintenance & Equipment	467.89
1324	Cleaning 4U	PC Materials & cleaning	353.83
1325	Cleaning 4U	Town Hall Maintenance & Equipment	169.48
1326	Cope	Occupational Health	18.00
1327/1328	Derry Building Services	TH maintenance & Equipment	267.74
1329	Dry Clean Plus	TH maintenance & Equipment	169.70
1330	Easy Safety	Consultancy Fees	1393.00
1331/1332	EDF	Market Electricity	13.68
1333	EE	Telephones	107.64
1334/35/36/37	Enva	Market refuse	1434.42
1338/1339	Equals Money	Equals Money	680.94
1340	Everflow	Water	408.46
1341	Fuse Fireworks	Christmas lights switch on	2400.00
1342	Greatminds Cretive	Market Promotions	420.00
1343	Mr Hind	Market Promotions	100.00
1344	Hy-Acc Services	PC Repairs & Maintenance	216.00
1345	Jones Maintenance Solutions Ltd	PC Repairs & Maintenance	585.60
1346	Just Sing	Market Promotions	130.00
1347	Keep Britain Tidy	Keep Briton Tidy	442.80
1348	Kelly Chandler	Consultancy Fees	2520.00
1349	Laffeys Ltd	Cemetery Upkeep	360.00
1350	Landscape Supply Company	Cemetery Upkeep	423.96
1351	Larkin & Co	Consultancy Fees	420.00
1352	Lewis, Jason	Allotment Key	40.00
1353	Lidsters of Worksop Ltd	Memorial Tablets	604.20
1354	MEC	Cemetery Upkeep	125.00
1355	Mole Country Stores	Cemetery Equipment	6.89
1356	Municipal General Charity	TH rent	85.00
1357	Newark & Sherwood District Council	Election costs	40060.52
1358/1359	Newark & Sherwood District Council	Cemetery Upkeep	5592.48
1360/1361	Newark & Sherwood District Council	Parks & O/S repairs & Maintenance	5220.00
1362	Newark & Sherwood Locksmiths	PC Repairs & Maintenance	330.00



1363	Newark & Sherwood Locksmiths	Town Hall Maintenance & Equipment	16.80
1364	Newark Northern Bowls Club	Newark Northern Bowls Club	4659.29
1365	Newark Security Services Ltd	P & O/S Security	873.60
1366	Notts CC LGPEN	Payroll	14595.23
1367	NTC Pay Account	Payroll	135501.25
1368	PAS Ltd	Consultancy Fees	240.00
1369	PHS Group	Town Hall Maintenance & Equipment	487.27
1370	Planning With People	Consultancy Fees	575.00
1371	Quadient	Postage	147.65
1372/1373	Robert Marshall	Parks & O/S repairs & Maintenance	3780.00
1374	Robert Marshall	Allotment repairs and maintenance	1410.00
1375	S I Oglesby	Allotment Key	40.00
1376	SA Plumbing Services	PC Repairs & Maintenance	88.78
1377	Salaries Month 11	Payroll	46550.28
1378/1379	Sayers, Felicity	Market Promotions	300.00
1380	Screwfix	Uniform	37.99
1381/1382	Screwfix	Allotment repairs and maintenance	144.96
1383/1384	SCS Technology	Computers	224.70
1385/1386	Second Element	Maintenance & Equipment	840.00
1387/1388	Simon Tullett Machinery Company Ltd	Cemetery mowers & equip maintenance	1028.40
1389	TC Harrison	Vehicle running costs	60.00
1390	Travis Perkins	P & O/S Maintenance	34.98
1391	Travis Perkins	Cemetery Upkeep	261.58
1392	Ultimate Print & Design	Market Promotions	72.00
1393	Viking	Printing & stationary	100.02
1394/1395	Virgin Media Business	Cemetery Telephones	93.13
1396/1397	Virgin Media Business	Telephones	297.48
1398	Walters Cleaning Service	Town Hall Maintenance & Equipment	162.00
1399	Watch It	Cemetery Upkeep	911.42
1400	Wordprint Ltd	Printing & stationary Market	432.00
		<b>Total</b>	<b>287738.49</b>

**Grand Total    £296,128.36**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>Cemetery Fees and Charges</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 That the recommendations as set out at 2.2 below are adopted

**2. Background**

- 2.1 At the last FGP meeting on the 14<sup>th</sup> February 2024 members reviewed Cemetery fees and charges. A number of specific items although discussed were not formally voted upon. Those items are set out below.

**2.2 Triple Depth Graves**

It is recommended that triple depth graves are removed as a service due to safety concerns. The grave depths involved for the first interment in a triple depth grave are challenging due to the soil type in the Cemetery. A high-water table combined with soil conditions creates a much higher risk of grave collapse.

**Additional Spoil Removal Charge**

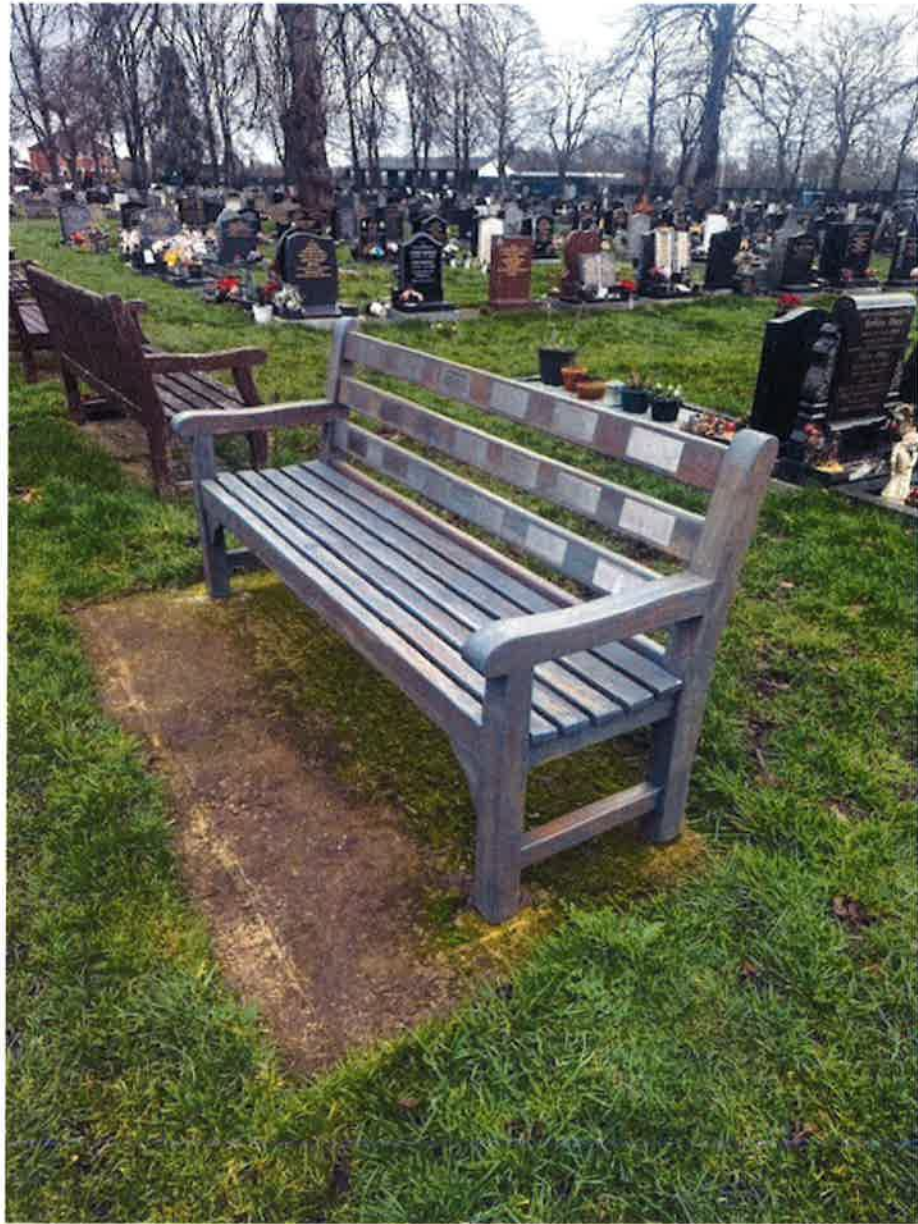
From time-to-time requests for larger graves are received that exceed the standard 7ft by 3ft grave opening. This involves additional labour and costs. This is especially so where larger coffins or caskets are involved. A charge of £180.00 is recommended. This is based on comparable costs charged by other authorities for this service. There have been approximately 10 larger grave requests in the last 12 months.

**Walled Graves / Vaults**

Although current fee schedules provide a cost for this service, building a walled grave or vault is a process that would require a third - party contractor. It is suggested that this service is charged bespoke on application rather than a fixed cost being advertised. This allows quotes to be sought and a price agreed based on actual overhead costs.

**Bench Memorial Plaques**

The Council owns 2 benches in the Cemetery which are pre prepared for the addition of memorial plaques. These have been in situ for a number of years. The demand for plaques is low with only 2 ever sold for engraving. The current cost of a plaque is £360.00. It is recommended that the cost is reduced to £150.00 in an effort to increase interest in the sale of the plaques. The Council already owns benches and plaques and the only overhead cost is engraving which costs £25.00.



### **Interments Outside of Specified Hours**

More and more regularly requests are received for burials to occur outside of ordinary working hours, namely evenings and weekends. This is not a service currently offered.

It is recommended that the Council seeks to offer out of hours burial services subject to payment of an additional burial premium. Staff consultation will need to be undertaken to assess willingness to work additional hours from time to time before offering this service.

Additional costs for staff overtime will be incurred and this will be factored in the premium charged for evening and weekend burials.

If members are willing to support this move to offering this service it is suggested the Clerk be given devolved authority to initiate consultation with staff and develop the logistics for the offer and the charges to be applied.

### **Exhumations**

Exhumations are very rare. The Clerk has only been involved in 1 private exhumation whilst being in local government and operating burial services in the last 11 years. That particular exhumation attracted officers from other burial authorities to observe and learn from the process due to the rarity of them occurring.

When exhumations do arise, they are heavily regulated and require careful planning, management and delivery. The current cost in Newark is £1923.00 for a full body. Other authorities charge much more than this. Where exhumations are for bodies that may still be decomposing, it may not be appropriate for in house staff to undertake the work and an external specialist sub contracted for the work. A cost of £4,000 is suggested for an exhumation to cover the potential for sub contractor involvement and bring Newark more in line with other authorities.

### **3.0 Financial, Legal, Equality, Environmental & Risk Issues**

#### **3.1 As set out in the report.**

<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>



**FINANCE AND GENERAL PURPOSES**

<b>SUBJECT:</b>	<b>Newark on Sea</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 That members determine their budget position for Newark on Sea in response to this report.

**2. Background**

- 2.1 At the FGP meeting held on 14<sup>th</sup> February members considered a recommendation from the Events Arts Culture and Twinning Working Group to divert a £25,000 Newark Festival budget to help pay for Newark on Sea and in doing so have to abandon plans for Newark Festival in its recent format. A copy of the previous report is attached for ease of reference.
- 2.2 Members asked at the last FGP meeting for further detail as to what compromises may have to be made for Newark on Sea as the £25,000 budget is less than the original reported budget needs to deliver the event.
- 2.3 The budget of £25,000 will support the following.  
Supply and Install (10 days)  
Additional Staffing x 3  
Security  
First Aid
- 2.4 The proposed dates for the beach are 9<sup>th</sup> to 19<sup>th</sup> August.
- 2.5 New grant applications towards the beach operating costs have been submitted for sums totalling £17,000. The expected confirmation dates on these applications are March 2024. If successful, this will ease the financial pressure on the delivery costs. It will also free up funds that will help the Council to potentially deliver a form of Newark Festival.
- 2.6 Efforts are underway to procure alternative entertainment around the beach that attracts less cost. Ian Harrison (Market Manager) will be in attendance at the FGP meeting to outline current intentions and progress in this regard. Some use of the market promotions and entertainment budget will be necessary to support this if other grants are not forthcoming.
- 3.0 Financial, Legal, Equality, Environmental & Risk Issues**
- 3.1 Contained in the report.

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





**FINANCE AND GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>Sherwood Avenue Park Project Funding</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 Members determine if they are willing to utilise reserve funds to pay for elements of the project ahead of any sale of the London Road toilet block.

**2. Background**

- 2.1 Members will be aware that the sale proceeds from the London Road toilet block are earmarked for the Sherwood Avenue project. A sum of £100,000 has notionally been earmarked for the project from the sale proceeds.

At the time of writing this report there is as yet a firm purchase offer for the toilet block. A buyer is however very keen but is reliant on selling their own premises first.

There have been multiple viewings and lots of interest but that has not yet turned into a firm transaction.

- 2.2 The lack of the funds from the toilet block sale potentially compromises some elements of the Sherwood Avenue project.

- 2.3 Members are asked if they wish to use reserve funds for the Sherwood Avenue project and to then pay back some or all of those funds if and when the toilet block sells. Of course, there are no guarantees of a sale and even if there is the value of the sale cannot be guaranteed. During a difficult financial period, this is a considerable risk. They are funds that generate a small revenue income by virtue of their investment.

- 2.4 In the absence of funding from the Town Council ahead of any sale some elements of the Sherwood Project would need to be abandoned or delayed. Until tenders are received which confirms the pricing of the various project elements it is hard to be clear at this stage which elements could be compromised. The water play as a new feature not currently on the site would be an obvious first choice and could be added at a later stage as a stand-alone element. It is expected however that the cost of this element will be less than £100,000 and so other compromises on other elements may also be necessary.

- 2.5 Specifications for all elements could be lowered to also account for the lack of the funding awaited from the toilet block sale.

**3.0 Financial, Legal, Equality, Environmental & Risk Issues**

- 3.1 Financial – Removing £100,000 from reserves will result in a loss of income on investment returns of between £4000 and £5000 per annum.

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



**FINANCE AND GENERAL PURPOSES**

<b>SUBJECT:</b>	<b>Public Toilet Access Systems</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 That members determine how they wish to proceed in relation to the public toilet digital payment systems as detailed at 2.1 of this report in terms of :
- a) The capital cost to undertake the work to install the payment systems and access gate (this cost can be attributed to capital as an enhancement to the facilities).
  - b) The access charges.

**2. Background**

- 2.1 Members have previously approved the principle of moving to both digital and coin payment systems at St Marks and Tolney Lane public toilets. That decision was at that time based on indicative costs for upgrades provided by an engineer (all cost information detailed in Pink Paper Appendix 1 to this report). Quotes now specifically obtained for the work show higher than costs than previously indicated. Members are asked to consider if they still wish to proceed.

Budget income from the 2 sites for the 24/25 financial year is estimated at £6,000. This is a cautious estimate allowing for the uncertainty of how a change to payment systems will be received.

Since the decision for payment system changes was made the Council has more intensively assessed and reviewed its medium-term financial position, and other fiscal factors are now much clearer. Opportunities to generate revenue that is not through precept taxation are valuable in helping to keep council tax levels as low as practically possible. Members may wish to consider increasing the cost of access to compensate for the higher-than-expected install costs.

It is worth noting that further staff cost increases alongside rising costs in electricity and consumables related to the sites have further increased the level of tax payer subsidy for these facilities. Mitigating that increase may be justified by an increase in the access charge.

Generally, the Council regularly receives positive comments regarding the standard of cleanliness of these toilets.

At the current £0.20 charge a positive revenue is still expected of circa £2000 - £2500 from the toilets based on current cautious revenue estimates. It is a matter for members if they wish to seek to increase the revenue with an increase to the entry fee.

As an example an increase to £0.50 would increase gross income forecasts to £15,000 and net income forecasts to circa £10,000.

As a reminder to members the public toilets are manned facilities opened 7 days per week. There are therefore significant salary costs attached to these facilities. Current tax subsidy forecast for the toilets for the 24/25 financial year is £131,415.00. This is made up of salary costs, national insurance, pension contributions, insurance, gas and electricity, water and sewage, cleaning products, sanitary services and legionella testing.

The cost may seem significant however broken down it equates to £20.45 per hour for every hour that the facilities are open.

### **3.0 Financial, Legal, Equality, Environmental & Risk Issues**

- 3.1 **Financial** – The upgrade costs of the payment systems could be met through capital funds rather than revenue costs. There is merit in utilising capital reserves to help generate revenue. This would also release the current £10,000 revenue budget for the works. All expenditure of capital does however reduce investment levels which in turn reduces the returns on those investments.

<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>

**Appendix 1 is on page 43 of the Agenda (Exempt Item)**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>MUSEUM CURATOR</b>
<b>REPORT BY:</b>	<b>MATTHEW GLEADELL</b>

**1. Recommendations**

- 1.1 That the Clerk be authorised to develop and finalise a suitable Service Level Agreement with NSDC in support of the provision of a museum curator for the Newark Town Hall Museum and Art Gallery with a view to a curator being appointed at the earliest opportunity.

**2. Background**

- 2.1 Newark Town Hall Museum and Art Gallery was established in 1997 with museum status awarded in 1999.
- 2.2 The museum operated with a curator from 1999 up until the Covid 19 pandemic forced a number of staff changes.
- 2.3 The museum has been largely static since Covid and has not returned to its pre Covid operations due to the absence of any dedicated museum staff. It has however continued to remain open and active with the help of a dedicated team of volunteers and support from other officers.
- 2.4 Budget provision was made for the 23/24 financial year to allow for recruitment of a Curator.
- 2.5 For a number of years there has been ambition from some officers and members to develop a partnership between the Civil War Museum and Town Hall Museum and Art Gallery.
- 2.6 Members elected in 2023 recognised the potential for closer working between the 2 venues. It was identified that NSDC have a number of very experienced and skilled museum staff and an industry understanding and awareness that is not existent amongst the Town Council workforce. Consequently, suggestions that NSDC employ and manage a curator, albeit funded by the Town Council were mooted.
- 2.7 NSDC were approached in summer 2023 as to the potential for them to provide a curator to the Town Hall Museum and Art Gallery. At that time relevant staff had their focus on the Castle Gatehouse project and asked if the matter could be considered once their grant work on the Gatehouse was concluded.
- 2.8 The Clerk held initial discussions with NSDC in November 2023 at which NSDC agreed to consider the options and proposals. NSDC officers have now very recently confirmed they are willing to progress a Service Level Agreement that provides curatorial support to the Town Hall Museum and Art Gallery.
- 2.9 Members are now asked to confirm they are happy for the Clerk to progress the development of an SLA.

- 2.10 There is budget provision only for a part time role of 2-3 days per week. This is however considered sufficient for requirements of the museum.

## 2.11 **Curator Focus**

- a) The initial focus of a curator will be to bring up to date all museum related paperwork including object and inventory management paperwork (the Town Clerk has been handling object entries but only covering the minimum requirements – further paperwork is necessary to update museum inventory software).
- b) The curator will initially review the Museums accreditation status and work to develop and update all necessary accreditation paperwork ahead of the next accreditation review assessment.
- c) The curator will develop their relationship and support of the volunteer workforce and Friends of Newark Town Hall Museum and Art Gallery. Their input will be critical in influencing the development of the museum and they will be given regular opportunity to feed their ideas and thoughts into the museum operations.
- d) After the initial period of stabilising the museum, the curator will then seek to re-ignite previous activities that included guided group tours for schools and community groups, develop new exhibitions, develop joint projects between the Civil War Museum and Town Hall Museum and generally identify opportunities to widen the scope and appeal of the museum. This will where possible include revenue generating opportunities (previous guided group tours have been chargeable).
- e) The curator will also be tasked with documenting an updated museum growth and development plan for consideration by the Council. This may include expansion of the museum offer into other parts of the Town Hall and generally capitalising on opportunities that can help to drive footfall into the town. Dovetailing art gallery offer with hospitality objectives will be advantageous such as exhibitions that link with musical performances for which tickets can be sold for attendance.

## 2.12 **General Principles**

Any SLA will recognise and define the scope and focus of the museum offer being a place that animates the towns civic history and serves as a venue in which to showcase Newark's very talented artists both old and new. Protection of the current scope and focus of the museum will be intrinsic to any SLA and fundamental deviation from that could only occur with the consent of the Town Council.

In seeking to secure a better candidate for the role it is recognised that any candidate will have opportunity to be part of the wider team at the Civil War Museum. Although focus is on the Town Hall venue, the attraction of access to and support from the Civil War Museum will make the role far more attractive. This will help to develop joint exhibitions and share marketing resource.

The Castle Gate house once complete will add another asset that can form part of the towns museum type offer and will deliver another venue that can collaborate with the Town Hall Museum and Art Gallery.

Any SLA will be subject to periodic review. It will have an end date and provision for dealing with any disagreements / disputes. It is an arrangement that can be re-considered if for any reason it fails to deliver the requirements of the Town Council although it must be borne in mind that NSDC are taking on the employment liabilities of being the employer. NSDC are likely to require a good period of financial commitment to an SLA in order to

take on an employee with confidence that the funding will be in place to meet the employment costs.

## **NSDC**

Please note that any SLA will be subject to member approval at NSDC.

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

### **3.1 Financial**

The budget provision for the Curator is detailed in the Councils budget for the 24/25 financial year.

#### **Legal**

The terms of an SLA will be developed and progressed based on the principles outlined herein.

#### **Risk Issues**

Placing the curator under the employment of the District Council may serve to create a divide between the executive of the Town Council and the line management of the curator. The absence of NSDC line management for the role in the Town Hall will have to be carefully considered so as to ensure that there is no conflict between the management level of the Town Council and that of NSDC. Regular meetings and communication between key representatives from both NSDC and NTC should help to overcome this.

<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>





**FINANCE & GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>Recruitment Panel - Deputy Clerk Appointment</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 That the appointed recruitment panel is given devolved authority to approve the final appointment.

**2. Background**

- 2.1 At the last FGP meeting on 14<sup>th</sup> February 2024 members appointed Cllr. Neil Ross, Cllr. Barbara Corrigan and Cllr. Paul Taylor to form the recruitment panel to conduct the recruitment and interview process for a Deputy Clerk.

The report relating to this item asked members the question as to whether they are content for the panel to be given authority to make the final appointment or if the panel is to make a recommendation to FGP as to the appointment. The constraints of time in the meeting meant this point was not considered or voted upon.

- 2.2 All members will be invited to an evening reception to meet all candidates (currently planned for the evening of the 15<sup>th</sup> April 2024) and will be given the opportunity to share their thoughts with the panel before a final decision is made. Consequently, it seems entirely reasonable that the panel is given final authority to agree the appointment.

**3.0 Financial, Legal, Equality, Environmental & Risk Issues**

- 3.1 No applicable issues.

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



**FINANCE & GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>MEETING DATES – 2024/2025 CIVIC YEAR</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

- 1.1 Members consider the meeting schedule as set out in Appendix 1 to this report and recommend to the Town Council accordingly.

**2. Background**

- 2.1 The schedule of Committee and Council meetings are arranged around the dates of the District Council's Planning Committee and key dates in relation to financial reporting.

- 2.2 The Town Council's Planning Committee dates are set to take place one week before the District Council Planning Committee to enable any comments on late items to be submitted to the District by noon of the following Monday; this ensures their submission at the District Planning Meeting.

This has worked well and the schedule as set out continues this format.

- 2.3 The Council may review its committee structure in the near future and changes may or may not be made. Dates set for meetings in this report can be changed if agreed and extraordinary meetings can be called should the need arise however it is helpful to get a framework of meeting dates established even if those dates are used for a different committee framework.

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

- 3.1 There is a requirement in respect of the number of meetings the Town Council must hold each year in that it must have an annual meeting, plus at least three other meetings per year (Local Government Act 1972 Schedule 12 paras 10 (1) and 26 (1)).

<b>Background Papers:</b>	<b>None</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>

NEWARK TOWN COUNCIL CALENDAR OF COMMITTEE MEETINGS: MAY 2024 TO APRIL 2025			
	PLANNING	FINANCE & GENERAL PURPOSES	TOWN COUNCIL
DAYS	WEDNESDAY	WEDNESDAY	WEDNESDAY
Commencing	7.00 pm	7.30 pm	7.30 pm
<b>[Last Cycle 2023/24]</b>	<b>01.05.24</b>	<b>17.04.24</b>	<b>24.04.24*</b>
MAY	<b>29.05.24</b>		<b>Sunday 11.05.24 (Mayor Making and Annual Meeting)</b>
JUNE	<b>26.06.24</b>	<b>19.06.24</b>	
JULY	<b>31.07.24</b>	<b>17.07.24</b>	<b>24.07.24</b>
AUGUST	<b>28.08.24</b>		
SEPTEMBER	<b>25.09.24</b>	<b>03.09.24</b>	<b>18.09.24</b>
OCTOBER	<b>30.10.24</b>	<b>09.10.24</b>	
NOVEMBER	<b>27.11.24</b>	<b>13.11.24</b>	
DECEMBER			<b>11.12.24</b>
JANUARY	<b>08.01.25</b>	<b>29.01.25</b>	
FEBRUARY	<b>05.02.25</b>		<b>19.02.25</b>
MARCH	<b>05.03.25</b>	<b>12.03.25</b>	
APRIL	<b>02.04.25</b>	<b>16.04.25</b>	<b>23.04.25*</b>
	<b>30.04.25</b>		

ONLY 'CLASH WITH NSDC' - 25.09.24 – AUDIT & GOVERNANCE NSDC

**Please Note: Mayor Making will be Sunday 11<sup>th</sup> May 2025**

**GREEN** and WHITE indicate separate cycles in 24/25  
Cycles based on NSDC planning meetings

Committee meetings in the year:

**12 Planning, 8 Finance & General Purpose and 6  
Town Council including \*Annual Town (Parish)  
Meeting**