



Newark TOWN COUNCIL

EXTRAORDINARY FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 27TH MARCH 2024

Friday 22nd March 2024

Dear Councillor

You are summonsed to attend an extraordinary meeting of the Finance & General Purposes Committee at **7.00pm** on Wednesday 27th 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
4	6.00	Independent Councillors	Mayors Parlour

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 13th March 2024 in the Council Chamber, at the Town Hall.

Membership Present:	Councillor	B Corrigan (Chairman)
	Councillors	P Ball (Ap) I Brown D Campbell T Collier (Ap) E Cropper S Crosby S Dickinson (Ap) L Geary J Kellas D Ledger D Moore (Vice-Chairman) G Rix N Ross L Roulstone M Skinner M Spoors P Taylor
Apologies for Absence:	Councillors	P Ball, T Collier, S Dickinson
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:	Committee Room, Newark Town Hall	

FGP90/23/24 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 14th February 2024

The Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 14th February 2024 were proposed by Cllr B Corrigan and seconded by Cllr D Moore.

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

FGP91/23/24 Declarations of Interest

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

FGP92/23/24 Monthly Payment Schedule 11/24

Cllr B Corrigan proposed, and Cllr D Moore seconded the Monthly Payment Schedule 11/24.

Members then **NOTED** Payment Schedule 11/24 in the sum of £296,128.36p (two hundred and ninety six thousand, one hundred and twenty eight pounds and 36p).

FGP93/23/24 Cemetery Fees and Charges

The Chairman began discussion on this Agenda Item and drew Members attention to the fact that although the items below were discussed, they were not formally voted upon.

After going through the report, the Chairman proposed that the recommendations therein should be accepted. This was seconded by Cllr M Spoors.

The recommendations were as follows:

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 – to be charged at £180.00.

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

Bench Memorial Plaques – The cost is to be lowered to £150.00 in an effort to increase interest in the sale of the plaques.

Interments Outside of Specified Hours – Members to 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 – The cost of £4000.00 is to be implemented for an exhumation to cover the potential for sub-contractor involvement. This would also bring Newark more into line with other authorities.

A vote was held and all of the above was **AGREED**.

FGP94/23/24 Newark on Sea

Further information was provided to Members, in addition to the Agenda Report, at the meeting.

The Town Clerk informed Members that the Markets Manager had done some detailed work on the possibility of Newark Town Council buying the necessary equipment which was discussed. The details of this were circulated prior to the meeting, on pink (exempt) paper.

The Markets Manager pointed out that if this were to be accepted, it would enable the Town Council to better dictate the times (of the year) and how long to put the event on for.

It was generally agreed that this event was important to deliver to the people of Newark.

A suggestion was raised that if the equipment were to be purchased, it could be rented out.

Cllr M Spoors proposed the pink paper as an amendment to the Agenda Report; this was seconded by Cllr N Ross. A vote was held and this was **AGREED**.

The substantive motion was then 'To use Capital Reserves for the purchase. The Revenue will be met from the budget that will be moved across from Newark Festival to Newark on Sea. The balance will remain in the Newark Festival budget.'

The above was then proposed by Cllr L Geary and seconded by Cllr B Corrigan. A vote was held, and it was **AGREED**.

FGP95/23/24 Sherwood Avenue Park Project Funding

The Chairman began discussion on this item. Members were informed that they should stick to discussion about the report and not the other elements that are still progressing with this project.

Cllr M Skinner then talked about some decisions that had been made by N&SDC; the Chairman reminded Cllr M Skinner of her direction with regard to this Agenda item.

Cllr. Skinner raised concerns as to the removal of a number of trees on the site and way that work had been implemented.

The Town Clerk reminded Members that there was another meeting to be held on Monday 18th March where concerns could be raised.

Cllr J Kellas asked if it would be possible that the meeting could be recorded as some Town Council Members were not available at that time. The Town Clerk agreed to endeavour to achieve this.

After further discussion Cllr D Ledger proposed, Cllr B Corrigan seconded, that this item be deferred to the additional Finance & General Purposes meeting scheduled for two weeks time. A vote was held and this was **AGREED**.

FGP96/23/24 Public Toilet Access Systems

Cllr I Brown asked why there was a separate pink (exempt) paper on this item.

Cllr B Corrigan proposed that the entire report be moved to the end of the meeting.

Cllr P Taylor was opposed to not putting this into the public domain.

Cllr L Geary proposed that Newark Town Council defer this spending request.

Cllr M Skinner said he could not support deferral on this matter; the quicker the systems were installed, the quicker the Town Council would get back the revenue. There should also be an allowance in the budget for signage.

Following further discussion Cllr B Corrigan proposed the first recommendation a). This was seconded by Cllr S Crosby.

A vote was held and Members **AGREED** to use capital reserves 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).

Recommendation b) was deferred.

FGP97/23/24 Long Term Plan for Towns Fund Board Appointment

Cllr P Taylor proposed that the Leader of the Council be appointed; this was seconded by Cllr B Corrigan. A vote was held and this was **AGREED**.

FGP98/23/24 Museum Curator

There was a general discussion about the role and its means of operation.

All NSDC Councillors declared a non-pecuniary interest in the Agenda Item.

Cllr B Corrigan proposed the recommendation and Cllr D Ledger seconded.

A vote was held and Members **AGREED** that the Town Clerk should be given Delegated Authority to develop and finalise a suitable Service Level Agreement (SLA) 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.

FGP99/23/24 Recruitment Panel - Deputy Town Clerk Appointment

The recommendation was proposed by Cllr E Cropper and seconded by Cllr M Skinner.

A vote was held and Members **AGREED** to give Delegated Authority to the appointed recruitment panel to approve the final appointment.

FGP100/23/24 Meeting Dates – 2024/2025 Civic Year

It was **NOTED** that the date for Mayor Making and the Annual Meeting in May 2024 was incorrect. It should read Sunday 12th May 2024 (not Sunday 11th May).

Cllr B Corrigan proposed, Cllr D Ledger seconded the proposed Meeting Dates.

Members **AGREED** to recommend the meeting dates as proposed in the Agenda Report to the next meeting of the Full Town Council with the amendment as above.

At this point the Chairman proposed that the meeting be extended for 30 mins. A vote was held and this was **AGREED**.

It was then proposed by the Chairman, seconded by Cllr G Rix that the Press and public be allowed to remain for the first part of the next Agenda Item; this is allowed for in Standing Orders). A vote was held and this was **AGREED**.

FGP101/23/24 Estate Maintenance, Repairs and Improvements

Discussion was had about the recommendation contained in the report, particularly with regard to who would be given devolved authority for dealing with this work.

Cllr P Taylor proposed the recommendation.

After discussion it was **AGREED** to amend the recommendation as follows:

*'Members **NOTED** and **ACKNOWLEDGED** the schedule of works and gave Delegated Authority to the Town Clerk, Leader, and Chair of the Finance & General Purposes Committee, , to exercise authority over commissioning of relevant safety, maintenance, hospitality and grounds vehicle upgrade works and the determine the best approach for accounting for the costs of such work.*

Cllr D Moore seconded the proposal; a vote was held and the above was **AGREED**.

The Clerk agreed he would ensure that unaligned independents are informed and kept up to date on progress with various works.

FGP102/23/24 Exclusion of the Press and Public

Cllr B Corrian proposed, Cllr N Ross 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.

The Chairman proposed that the meeting be extended for a further 30 mins. A vote was held and this was **AGREED**.

FGP103/23/24 The Holt – Lease of Land

Discussion about the item included whether the Town Council should ask for some kind of recognition for their involvement with this, and whether a rent should be charged.

Cllr E Cropper proposed, Cllr N Ross seconded the following:

'NSDC be given a Licence to Occupy for 5 years for the land known as The Holt with a nominal licence fee with consent to install a community classroom'.

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

FGP96/23/24 Public Toilet Access Systems – Exempt Information

Members **NOTED** the Quote and Cost Detail as in the Agenda Item No 16.

Meeting Closed:	9.55pm	Next Meeting:	Wednesday 27 th March 2024
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FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	2024/2025 GRANT STRUCTURE AND GRANT REQUESTS RECEIVED
REPORT BY:	MATTHEW GLEADELL (TOWN CLERK)

1. Recommendations

- 1.1 That members determine how they wish to address financial grants in the 24/25 financial year.
- 1.2 That members determine their response to requests from the following organisations for free use of the Ballroom for charity events in 2024:
 - Newark & Sherwood Concert Band
 - Emmaus Trust
- 1.3 That members consider their policy for free use of the Ballroom for the 24/25 financial year.

2. Background**2.1 Financial Grants**

In recent years the Town Council has made the following annual grants:

Citizens Advice Bureau £5,000

Twinning Association £500.00

St Mary Magdalene Church £1700.00 (check)

- 2.2 In the 24/25 financial year a sum of money equivalent to the grant sums identified in 2.1 above has been budgeted for but is not specified in so far as its recipient is concerned.
- 2.3 Members have expressed desire to review the Councils grant policies.
- 2.4 Members are asked to determine how they wish to approach the potential distribution of the budgeted grant funds in 24/25. There are a number of possible options as detailed in 2.5 below.
- 2.5 **Options and Ideas**

The sums available are fairly small. As such, in order to benefit a higher number of organisations small grants of a few hundred pounds could be considered in response to a simple short single page application form, usually supported by a bank statement and a copy of the governing document of the organisation. A level of basic checks of the applicant are needed to ensure that the public funds are going to a valid organisation.

A £500 limit could help 14 organisations. £250.00 could help 28 organisations.

Typically, grants of this level from local authorities are only available to charitable and not for profit community organisations.

Members could make grants open to applicants from various sectors every year that it offers a grant scheme, or consider focusing each year on a particular theme such as sport, education, environment, arts and culture, social inequality, youth provision etc.

Grants could be conditional on match funding but that is not essential. Applicants can be subject to various post grant conditions such as proving the spend and providing a report on the outcomes of the grant. Grants of a few hundred pounds however should be very minimal in terms of paperwork in order not to overburden often already stretched volunteers involved in dealing with the application. Larger grants of bigger sums would necessitate more scrutiny, accountability and grant paperwork.

As an alternative to a number of small community grants, the Council could ask for bids for a smaller number of larger grants of £1000.00 plus and essentially operate a competitive process whereby a single deadline is advertised for bids each year and all grants awarded at once as opposed to an all-year-round open grant system for much smaller grants.

A combination of the above could be considered with a single large grant of say £3,000 and a number of smaller grants of up to say £250.00.

Alternatively, members could be awarded around £400.00 each to award to local causes that they would wish to support subject to the recipient meeting basic conditions. The member themselves could complete a short form to set out the purpose and benefit of the grant.

Once members have agreed an overall grant format principle, the Clerk will then develop the relevant paperwork to support that format.

2.6

Ballroom Use Applications

The Council has previously allowed applications for free use of the Ballroom up to a value of £1,500.

Members are asked if they wish to continue the scheme for the 24/25 financial year.

With the Council likely to be moving towards a much more commercially focused venue, compromises may have to be made on charitable use of the building. Financial challenges dictate that revenue and income generating functions should be prioritised over charitable free use of the building.

Applications have already been received for this year from the Newark and Sherwood Concert Band (Appendix 2) for their Christmas concert and the Emmaus Trust for a fund-raising wine tasting evening (Appendix 3). Both organisations have had free use of the Ballroom in the last 2 financial years. The existing policy does state that applicants should not benefit 2 years in a row although discretion can be applied.

A copy of the existing grant structure for the Ballroom accompanies this report as Appendix 1.

It is suggested that 1 more financial year of charitable Ballroom use policy is applied. This will allow time for development of the venue hospitality ambitions and put members in a better position next year to judge potential demand for commercial bookings.

As a Council we have certain community support expectations. The Town Hall is a publicly funded asset. Organisations that might use the Ballroom for free provide community support and benefit in their own right and raise funds to do so when using the Councils building. Supporting their efforts where reasonably possible is an entirely positive thing to do.

3.0 Financial, Legal, Equality, Environmental & Risk Issues

- 3.1 **Financial** – Even free to hire events do help with some income generation from the bar albeit by the time staff and building overhead costs are taken into account a good level of takings from the bar are necessary to generate a small profit. Free events do however use up staff time that if and when demand is present, may be better focused on income generating functions.

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

NEWARK TOWN COUNCIL

APPLICATION FOR VOLUNTARY BODY GRANT

Guidelines

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

The Aim of the Scheme

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

The hire of rooms can cover a wide range of activities covering; charity, cultural, community and sports events. The primary aim of the scheme is to encourage organisations to utilise the community facilities which are provided in the Town Hall and to support or promote self-help within organisations that may apply.

Funding Available

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

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

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

Eligibility

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

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

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

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

An individual organisation will only be eligible to apply for one event in any two year period. The Town Council will consider 'one off' bookings as well as regular or block bookings.

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

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

The Application Process

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

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

Newark Town Council

Voluntary Body Grant Application Form

Please refer to the separate guidance document when completing this form

1. Applicants Details	
Name of Organisation/Group	Newark & Sherwood Concert Band (NSCB)
Applicant's Name	
What is the applicant's position in the organisation/community group?	Secretary
Contact Name	
Contact Address	
Contact Tel No	
Email address	
2. Scheme/Project Description	
<p>Description & Objectives</p> <p>Is the application for a:</p> <p>Fund Raising Event : YES</p> <p>If yes what is the beneficiary organisation: NSCB / Mayor's Charity (50/50)</p> <p>Please include an explanation of the purpose for which the application is made</p>	
<p>We propose to perform a free Christmas concert. As in previous years, there will be a retiring collection and a raffle and the proceeds will be split 50/50 between NSCB and the Mayor's Charity(ies). In 2023 about £500 was raised.</p>	

Give details of any other funders approached and their responses

None.

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

Newark & Sherwood Concert Band is a community wind band. Together with its Development Band, we provide ensemble playing for members of the public of all ages, and for the Development Band, all abilities. Opportunities as provided by the Development Band are not really provided elsewhere and for youngsters, not in schools to the extent they used to be. The band regularly performs at public events in Newark.

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

Room(s) required	Date(s) required	Time(s) required
Ballroom	Tuesday 17 December 2025	Evening: 18.00 – 21.00

3. Costs

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

HIRE DESCRIPTION	COST
1. Hire of ballroom	TBC by NTC £ 287.50
2.	
3.	
4.	
5.	
6.	

More:

What is the anticipated total cost of your scheme?	Nil – apart from room costs
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4. Outputs and Outcomes

Outputs

Please explain the following about your scheme

(a)	How will it contribute and/or support the community of Newark?	Any money raised will be split between NSCB and the Mayor's Charity(ies). The band's share will contribute to running costs of both the Concert Band and the Development Band. The Development Band in particular provides a way for new and returning musicians of any age to participate in a musical ensemble.
(b)	Who is it open to?	Concert – members of the public NSCB / NSDB – any musician of any age
(c)	How many participants do you anticipate will take part?	100 audience plus c. 60 band members
(d)	If your event is to raise funds, how much money do you expect to achieve?	£500 split 50/50. The main objective is to perform a public Christmas concert with money raised being a good extra.

Outcomes

What other benefits will be achieved from this scheme?

As above

Declaration

To the best of my knowledge, the

Signed	
Name and Position	
Date	19 February 2024

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

Newark and Sherwood Concert Band
Income and Expenditure Account
For the year ended 31 March 2023

	2023		2022
	£		£
Income			
Amazon Smile	31		29
Carol singing donations	613		0
Concerts and performances	5,098		4,308
Contributions to travel and refres	250		0
Donations	800		806
Donations for programmes	450		489
Easy Fundraising	26		70
Gift Aid	1,878		0
Newark Lottery	270		0
PayPal Giving	91		70
Subscriptions	4,562		2,515
	<u>14,069</u>		<u>8,285</u>
Expenses			
Advertising	-705		-610
Catering	-59		-85
Celebration party	-100		0
Charity donations	-175		0
Coach hire	-610		0
Communication fees	0		-52
Equipment	-1,330		-36
Gifts	-37		0
Insurance	-239		-295
Music	-1,149		-710
Musical Director	-1,995		-1,855
NCB Festival fees	0		-185
Players	-50		-180
PRS fees	-147		-100
Rent	-2,085		-1,620
Software	-43		-115
SumUp fees	-4		-4
Ticket site fees	-64		0
Venue hire	-1,841		-1,577
	<u>-10,633</u>		<u>-7,424</u>
Excess of income over expenditure	<u>3,436</u>		<u>862</u>

From:
Sent: Monday, January 22, 2024 2:23 PM
To: Bookings <Bookings@newark.gov.uk>
Cc:
Subject: Potential Charity Booking

Good afternoon.

I hope you are well.

I was wondering if I could apply again for the complimentary hire of the town hall for our annual wine tasting event. You have kindly allowed this the past 2 years and as it is such a successful event for the charity and a much loved room by the delegates we would like to hold it there again.

If so, please could you send me the application form for completion.

Chief Executive Officer

Tweet: @newarkemmaus
Facebook: Newark Emmaus Trust
www.newarkemmaustrust.org.uk
Charity number: 1017344

Proud winners of the Newark Business Awards 'TEAM OF THE YEAR 2020' and Highly Commended for 'CUSTOMER CARE' 2021



FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	CLIMATE CHANGE WORKING GROUP Finance and Project Update / Future Finances
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 a) Climate change budget underspend from the 23/24 financial year is earmarked for spend in the 24/25 financial year.
- b) That CIL (Community Infrastructure Levy) funds which are required to be spent in the 24/25 financial year are allocated to the Climate Change Working Group. The total amounts to £4696.07.
- c) To the extent that the CIL funds allocated for the 23/24 financial year are subject to an underspend, that the extent of the underspend is allocated as spend against other Council projects in the 23/24 financial year, in order to meet the spend deadline and the corresponding budget funds saved from those other projects are then allocated for spend by the Climate Change Working Group in the 24/25 financial year. This would exchange CIL funds for Council revenue funds to ensure that the CIL spend deadlines are met. The RFO if required will identify relevant projects to which the CIL funds can be allocated as part of the year end accounts close down work.
- d) That the Climate Change Working Group are given devolved authority to incur expenditure within all available budget allocated to the group in the 24/25 financial year (Council Revenue Budget and CIL).
- e) That members note the activity and ambitions of the Climate Change working group to date.

2. Background

- 2.1 The attached schedule at Appendix 1 itemises the breakdown of the Climate Change Working Group expenditure for the 23/24 financial year and includes relevant notes for the different projects.
- 2.2 It is difficult to be accurate as to the extent of underspend at the time of writing this report as various projects are progressing and further cost could be incurred before the end of the financial year.
- 2.3 A sum of £20,000 has been allocated in the 24/25 financial year budget for climate change related projects.
- 2.4 Members will note from the attached schedule that if all projects are delivered as intended and expected costs are as currently expected, there will be a £15,000 balance for the working group to utilise in 24/25.
- 2.5 Members are asked to be mindful of the impact of a Decarbonisation report for the Town Hall. As a large old building it is incredibly inefficient but hard to change and adapt due to its listed status. A report will be helpful to guide on potential works to improve the building's efficiency but in difficult financial times the cost of delivering those works may be prohibitive. This will not however be clear until a report is available.

3.0 Financial, Legal, Equality, Environmental & Risk Issues

3.1 Contained in the report.

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

PROJECT HEADING	Cost	Notes	Committed / Spent
SOLAR PANELS			
Solar Panels Planning Application Fees NSDC	£500.00 <i>Estimate</i>	Awaiting confirmation of payment request	£5,000.00
Solar Panels Planning Consultancy	£3,087.50	Planning applications are underway.	
Solar Panels Tolney Lane	£14,709.80	Subject to securing planning permission.	£3,087.50
Solar Panels Sherwood Avenue	£13,687.50	Subject to securing planning permission.	
Town Hall Planning Consultancy and NSDC Fees	£4,000 <i>Estimate</i>	Quotes currently being sought.	
Town Hall Solar Panels	£37,903.83	Subject to securing planning permission. Further quotes awaited.	
	£69,388.63		
SUSTAINABLE PLANTING			
Sustainable Planning Feasibility Report	£5,000	Initial feasibility to develop a more sustainable town centre and hanging basket planting scheme.	£5,000.00
Planting Consultancy and Training	£4,750.00	One year support and staff training for maintenance of perennials and new planting scheme.	£4,750.00
	£9,750.00	Long term significant savings on plant costs expected of in excess of £10,000 per annum minimum. Likely to be much more but cautious estimate.	
TOWN HALL DECARBONISATION			
Town Hall Decarbonisation Report	£15,595.00	Although approved by CCWG not yet commissioned. Clerk seeking ways to combine with Town Hall general building survey to save costs. Several quotes were obtained for this work.	
NEIGHBOURHOOD PLAN			
Initial presentation on NP concept	£575.00	Opportunity to influence planning policy in a way that is helpful to climate change. Further costs if pursued to be met from Council NP budget and grant funds.	£575.00
TOTAL	£95,309		£18,412.50

Available Budgets	
23/24 NTC	£45,000
23/24 CIL	£27,756
24/25 NTC	£20,000
24/25 CIL	£4,696.07
s.106	£17,983.00
Total	£115,445
less £4783.25 of CIL applied to tennis court project	
Balance of CIL budget funds.	£110,662.00

FINANCE AND GENERAL PURPOSES

SUBJECT:	ONLINE PAYMENTS POLICY
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That the Administration Support Officer be authorised to become a Bankline user to support the online payment processes.

2. Background

- 2.1 In July 2023 members approved the addition of a 3rd Bankline user to provide an extra level of security for online payments as recommended by the internal auditor.
- 2.2 The Administration Support Officer who started work at the Council in January has been working closely on financial processes since their appointment in anticipation of the finance officer taking semi-retirement from April 1st. They will assume some of the finance officers' current duties when they move to working only 3 days per week instead of 5.
- 2.3 It is suggested that the officer is also added as a Bankline user to help support their growing work on finances. The procedure for online payments agreed in July 2023 would not change in that payments would still require log in and authorisation from 2 officers however there will be a larger pool (4 instead of 3) officers from which to secure the 2-officer payment approval process.
- 2.4 For the avoidance of any doubt Bankline access is merely day to day banking. It provides no access to the Councils investment funds. Total funds in the Bankline accounts are kept to a minimum amount needed to service day to day banking needs. The bulk of the funds are held in investment accounts and withdrawn and transferred to day to day accounts as and when needed.
- 3.0 Financial, Legal, Equality, Environmental & Risk Issues**
- 3.1 **Risk** – The greater number of people with access to online banking, the greater the risk of fraudulent access and use of council financial resources. Various checks and balances already exist however to combat against fraud.

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

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	ANNUAL PARISH/TOWN ELECTORS MEETING
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members determine their approach to the Annual Parish/Town Electors Meeting in response to this report.

2. Background

- 2.1 S9(1) of the Local Government Act 1972 states that every parish must have a parish meeting (or in the case of a town called a Town Meeting).
- 2.2 The parish meeting must assemble annually between 1 March and 1 June and must meet when convened by the Parish Council. This is specified by Local Government Act 1972 Schedule 12 paragraph 14(2).
- 2.3 With modern means of communication, especially social media, the purpose of these meetings is no longer considered as important as they once were. Parish councils now have websites and social media to keep the electorate informed, engage with them and hear their views. The legislation however remains.
- 2.4 It should be stressed that this is not a meeting of the Town Council but a meeting of the electorate. The Mayor does however have the legislative power to be the Chairman of the meeting if present.
- 2.5 Historically Newark Town Council has held the meeting in April after its Full Council meeting, and it has consisted of reports from the Chairman of the Planning committee and Chairman of the FGP committee as to the activities of those committees over the previous 12 months.
- 2.6 There is no fixed format for the meeting or specified items for discussion beyond it being a chance for the electorate to formally come together and discuss parish affairs. Only 2 members of the electorate need to be present to make the meeting quorate.
- 2.7 The Clerk is suggesting that the Council use the legislative requirement to convene a meeting as an opportunity for greater public attendance and engagement in the meeting than has occurred previously. A presentation from the Clerk as to the undertakings of the Town Council, the costs of the services we deliver and the financial challenges faced seems prudent in the current climate. This will be an opportunity to hear the views of members of the electorate as to the extent to which they value the services we provide and where they may be willing to see cuts made to help manage a difficult financial period. It is an opportunity to detail the various initiatives being pursued to try and generate new and enhanced revenue streams.
- 2.8 The Clerks presentation will be followed by a public Q&A.
- 2.9 Holding a meeting of the type envisaged by the Clerk would likely require the Full Council meeting scheduled for the same night to be rescheduled for a later date.

- 2.10 Of course, a general meeting for the Council to engage the public can be called at any time and does not have to be on the back of a statutory annual parish meeting. Commitments have been made to engage more with the public over the next 12 months as we face difficult financial challenges that may impact on services provided and the way those services are funded.
- 3.0 **Financial, Legal, Equality, Environmental & Risk Issues**
- 3.1 Contained in the report.

Background Papers:	Working papers
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