



Newark TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 19TH JUNE 2024

Friday 14th June 2024

Dear Councillor

You are summonsed to attend a meeting of the Finance & General Purposes Committee at **7.00pm** on Wednesday 19th June 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 I Brown
Cllr D Campbell
Cllr T Collier
Cllr B Corrigan (Chairman)
Cllr E Cropper
Cllr S Crosby (Vice-Chairman)
Cllr S Dickinson
Cllr L Geary
Cllr L Goff
Cllr J Kellas
Cllr D Ledger
Cllr D Moore
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 19TH JUNE 2024

1	Apologies for Absence		
2	Minutes of the Finance & General Purposes Committee held on Wednesday 17th April 2024	Minutes Attached	Page 5
3	Declarations of Interest from Members <i>Relevant Legislation: Localism Act 2011 s31</i>	Verbal	
4	Payment Schedules	Report Attached	Page 9
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THE HISTORY OF THE UNITED STATES

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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 17th April 2024 in the Council Chamber, at the Town Hall.

Membership Present:	Councillor	B Corrigan (Chairman)
	Councillors	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 (Ap) M Spoors (Ap) P Taylor
Apologies for Absence:	Councillors	M Skinner, M Spoors
Officers Present:	Town Clerk	Matthew Gleadell
Taking Notes:	Executive Assistant	Helen Crossland
	There were 2 members of the public and 1 member of the press present.	
Venue:	Committee Room, Newark Town Hall	

FGP111/23/24 Minutes of the meeting of the Extraordinary Finance & General Purposes Committee held on Wednesday 27th March 2024

The Minutes of the last meeting of the Extraordinary Finance & General Purposes Committee held on Wednesday 27th March 2024 were proposed by Cllr B Corrigan, and seconded by Cllr N Ross.

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

FGP112/23/24 Declarations of Interest

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

FGP113/23/24 Risk Management and Risk Register

It was noted that there was nothing in the Risk Management and Risk Register about 'natural disasters'.

There was a 'business continuity plan' in place but the Town Clerk was happy to look at the point made.

Another question was raised with regard to security in and around the Town Hall building and the fact that Castle House has security personnel.

Members **NOTED** and **ADOPTED** the updated risk management strategy policy and associated risk register, with the proviso that the Town Clerk make the amendments as noted above.

FGP114/23/24 Hospitality Consultancy Report and Hospitality Manager Recruitment

There was a long discussion about this Agenda item. Some Members thought it should be deferred, in order for a more detailed report on the financial aspects.

Cllr B Corrigan proposed, Cllr E Cropper seconded that the recommendation be accepted.

The recommendation was:

To give devolved authority to the Town Clerk, in consultation with the Leader, Chair of Finance and General Purposes Committee and Chair of Personnel Committee, to conduct an appropriate recruitment process for a hospitality manager and to make an appointment as soon as reasonably possible, provided that any appointment is made within allocated budget provision available.

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

FGP115/23/24 Tree Management Policy and Tree Inspection Reports

Members had received various additional papers with regard to this Agenda Item – they were too lengthy to print, or email.

Cllr B Corrigan proposed, Cllr G Rix seconded the recommendations in the report.

Members then **ADOPTED** the proposed tree management policy as attached to the Agenda Report.

Members also **NOTED** a number of tree safety works that have been identified by the most recent tree safety survey and which will be scheduled for action in the near future.

FGP116/23/24 Town Hall Hire Fees and Charges

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

A vote was held and Members **AGREED** to a 15% increase to the Town Hall Hire Charges as recommended by the Town Clerk in the Agenda Report.

FGP117/23/24 Works Approval Schedule

The recommendation was proposed by Cllr B Corrigan and Seconded by Cllr D Moore.

Members then **NOTED** the Agenda Report and the schedule contained therein.

FGP118/23/24 CCLA Property Fund Withdrawal

The Town Clerk began the discussion on this Agenda Item and explained the background to the accounting system that had been used previously. This measure would allow the accounting systems to be corrected.

After further discussion Cllr B Corrigan proposed, Cllr P Taylor seconded the recommendation.

A vote was held and Members **AGREED** that 6 months' notice to withdraw shares to a value of £1 million be given to CCLA Property Fund.

Meeting Closed:	8.30pm	Next Meeting:	Wednesday 19 th June 2024
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FINANCE & GENERAL PURPOSES COMMITTEE

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

1. Recommendations

1.1 Members note the payment schedule 1/25 & 2/25.

2. Background

2.1 Payment Schedules 1 & 2/25 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

DIRECT DEBITS
ACCOUNTS FOR PAYMENT SCHEDULE 12/24

31.3.24

Voucher Number	Payee	Budget	Amount
1529a	ASD Wholesale	TH Bar	573.05
1530	British Gas	Electricity	28.08
1531	British Gas	Buttermarket electricity	25.43
1532-1543	British Telecom	Telephones	1524.90
1544/45	EDF Energy	Electricity	20.25
1546/47/48	Gas Direct	TH Bar	14.78
1549	HCP Capitol UK Ltd	Civic Car	288.28
1550	Natwest Cards	Cemetery Bins	87.04
1550	Natwest Cards	No Smoke signs	35.28
1550	Natwest Cards	Cemetery Bins	87.04
1550	Natwest Cards	MOT	58.60
1550	Natwest Cards	Tables	1938.69
1551	Natwest Cards	TH Maintenance & Equipment	144.20
1552	Newark & Sherwood DC	Vehicle running costs	120.00
1552	Newark & Sherwood DC	SLA Parks	137183.17
1552	Newark & Sherwood DC	P & O/S Repairs & Maintenance	1209.00
1552	Newark & Sherwood Locksmiths	Allotment Repairs & Maintenance	324.00
1553/54	SSE Energy Solutions	Market electricity	340.26
1555/56/57	Total Energies	TH Electricity	2482.31
1558 - 1563	Total Energies	Cemetery Electricity	257.61
1564 - 1573	Total Energies	Market electricity	112.27
1574 - 1579	Total Energies	PC Electricity	2230.80
1580/81	Total Energies	Buttermarket electricity	33.66
1582/83	Total Energies	P & O/S Electricity	368.83
1584/85/86	Total Energies	TH Gas	4904.18
1587/88	UK Fuels	Vehicle running costs	3.60
1589	Venners Ltd	TH Bar	220.80
1590-1607	World pay	Bank Charges	257.35
		Total	154873.46

CHEQUES

ACCOUNTS FOR PAYMENT SCHEDULE 12/24

31.3.24

Voucher Number	Cheque Number	Payee	Budget	Amount
1529	19185	Petty Cash	Vehicle running costs	40.01
1529	19185	Petty Cash	Market printing & stationary	12.00
1529	19185	Petty Cash	Allotment keys	20.00
1529	19185	Petty Cash	Refreshments	53.01
			Total	125.02

AUTOPAY

ACCOUNTS FOR PAYMENT SCHEDULE 12/24

31.3.24

Voucher Number	Payee	Budget	Amount
1429	2B fire	TH Maintenance & Equipment	330.00
1430	365 Security concepts	PC Repairs & Maintenance	888.00
1431/32	Allstar Business Solutions	Vehicle running costs	532.31
1433	Angells Takeaways	Mayors Charity	450.00
1434	Ann Et Vin	TH Bar	153.00
1435/36	AO Cumbernauld	Payroll	24830.36
1437	Aquaid	Refreshments	47.69
1438	Ashfield District Council	Mayors Allowance	45.00
1439	Bagnalls	TH maintenance and equipment	9310.56
1440	Boston Borough Council	Mayors Allowance	17.50
1441/42	Canon	Printing & Stationary	763.15
1443	Chandler, Kelly	Consultancy Fees	2520.00
1444/45/46	Cleaning Supplies	TH maintenance & equipment	589.66
1447	Cope	Occupational Health	18.00
1448	DCK Accounting Solutions	Consultancy Fees	701.04
1449	Derry Building Services	P & O/S Maintenance and equipment	69.76
1450/51	Derry Building Services	TH maintenance & equipment	952.50
1452/53	Derry Building Services	Market maintenance & Equipment	4194.00
1454/55	Derry Building Services	PC Repairs & Maintenance	375.00
1456	Earl Haig Poppy Fund	Recharges	20.00
1457/58	Easy Safety	Consultancy Fees	2985.00
1459	EE	Telephones	116.58
1460	EMIB	Newark In Bloom	75.00
1461/62	ENVA	Market refuse disposal	3859.57
1463/64	Equals Money	Equals	646.29
1465	Everflow	Water	764.49
1466	Farmstar	Uniforms	43.20
1467	Fibrous	Cemetery Tablets	143.51
1468	Harlaxton Properties	Cemetery Upkeep	480.79

1469	Heald, L	TH Bar & Damage Waiver	325.00
1470	Jones Maintenance	PC Repairs & Maintenance	1134.00
1471	Lidsters	Cemetery Tablets	526.05
1472	Lincs Association of Local Councils	Appointments & Advert	72.00
1473	Lite Ltd	Christmas light display	2592.00
1474	Mason, DJ	Mayors Allowance	20.00
1475	MEC Recycling	Cemetery Upkeep	25.00
1476	Mitchell, Sally	Allotment Rent	31.25
1477	NABMA	2024/25	384.00
1478/79	National Association of Local Councils	Appointments & Advert	190.00
1480	Newark Book Festival	Newark Festival	250.00
1481	Newark & Sherwood District Council	Vehicle running costs	120.00
1482	Newark & Sherwood District Council	SLA Parks	137183.17
1483	Newark & Sherwood District Council	Parks & O/S Repairs & Maintenance	1209.00
1484/85	Newark & Sherwood District Council	Parks & O/S Maintenance & Equipment	753.81
1486	Newark & Sherwood District Council	Battle of Britain	660.66
1487	Newark & Sherwood Locksmiths	TH maintenance and equipment	62.40
1488	Newark & Sherwood Locksmiths	Allotment repairs & maintenance	324.00
1489	Newark Security Services Ltd	Parks & O/S Security	808.08
1490	Notts CC LGPEN	Pensions	1098.93
1491	Notts CC LGPEN	Payroll	13911.54
1492	Notts CC LGPEN	Payroll	13856.82
1493	Npower	Christmas lights	3499.26
1494	NTC pay account	Payroll	42716.67
1495	PAS Ltd	Consultancy Fees	240.00
1496	Radley, J	Telephones	92.50
1497	SA Plumbing	TH Maintenance & Equipment	77.70
1498	Saunders, Jayne	Hercules Clay	441.08
1499	Saunders, Jayne	Plough Sunday	420.00
1500/01	Sayers, Felicity	Market promotions	300.00
1502	Schofield, Adam	Market promotions	100.00
1503/04/05/06	Screwfix	Uniform	52.97
1507/08/09	SCS	Computers	420.54
1510/11	Second Element	TH maintenance and equipment	2040.00
1512	Security 2	TH Bookings	168.30
1513	SLCC Enterprises Ltd	Appointments & Advert	370.80
1514	Street Master	Cemetery Tablets	152.40
1515	TC Harrison	Vehicle running costs	60.00

1516/17	Travis Perkins	Cemetery Upkeep	400.56
1518	Unison	Unison	171.15
1519/20	Viking	Printing & Stationary	126.01
1521/22	Virgin Media Business	ENV Telephones	92.99
1523/24	Virgin Media Business	Telephones	295.19
1525	Walters Cleaning Services	TH Maintenance & Equipment	162.00
1526/27	Watch It	Cemetery Upkeep	1822.84
1528	Yorkshire Local Councils	Appointments & Advert	15.00

DIRECT DEBITS
ACCOUNTS FOR PAYMENT SCHEDULE 1/25

30.4.24

Voucher Number	Payee	Budget	Amount
1659	BT	Telephones	66.08
1660	Gas Direct	TH Bar Costs	1.04
1661	HCP Capitol	Civic Car	288.28
1662	NCP	NCP carpark	841.21
1663	Newark & Sherwood District Council	TH Rates	2274.50
1663	Newark & Sherwood District Council	Market Rates	3225.00
1663	Newark & Sherwood District Council	Cemetery Lodge Rates	924.50
1663	Newark & Sherwood District Council	London Road PC	371.60
1664	PWLB Lending Facility	PWLB budget	10662.82
1664A	SSE	Electricity	176.27
1665-1665a	UK Fuels	Vehicle Running Costs	3.60
1666-1690	Worldpay	Bank Charges	288.62
		Total	19057.44

AUTOPAY
ACCOUNTS FOR PAYMENT SCHEDULE 1/25

30.4.24

Voucher Number	Payee	Budget	Amount
1608	ADT	TH Maintenance & Equipment	80.78
1609	Ann Et Vin	TH Bar	382.55
1610	Arco	Equipment & Tools	24.37
1611-1613	Banner	Printing & Stationary	87.74
1614	Bespoke Project Installation	Recharges	420.00
1615	Cleaning Supplies 4U	TH Maintenance & Equipment	153.80
1616	Community Heartbeat Trust	Defibrillator	68.34
1617	Cope	Occupational Health	18.00
1618	Derry Building Services	P & O/S Maintenance	188.26
1619	EE	Telephones	125.40
1620	Equals Money	Equals Money	437.51
1621	Hollybeck Garden Centre	Floral Displays	705.60
1622	Houston, M	Allotment Keys	20.00
1623	ICCM	Subscriptions	100.00
1624	Landscape Supply	Uniforms	213.06
1624	Landscape Supply	Tools & Equipment	803.81

1625	Lidsters	Memorial Tablets	644.52
1626	MEC	Cemetery upkeep	25.00
1627	Modes	Computers	216.00
1628	Newark Northern Bowls Club	Maintenance	4708.80
1629	Newark & Sherwood District Council	PC Repairs & Maintenance	119.65
1630-1631	Newark & Sherwood District Council	Subscriptions	865.00
1632	Newark & Sherwood District Council	P & O/S Maintenance & Equipment	420.00
1633	Newark & Sherwood Locksmiths	TH Maintenance & Equipment	87.60
1634	Newark Security Services	P & O/S Security	895.44
1635	NTC pay account	Payroll	42022.18
1636	PAS Ltd	Consultancy	240.00
1637	Quadrient	Postage	202.96
1638-1640	Rialtas	Computers	1827.60
1641	Robert Marshall	Riverside Park Maintenance	1500.00
1642	SA Plumbing	PC Repair & Maintenance	165.00
1643	Sayers, Felicity	Market & Promotions	300.00
1644	SCS	Computers	6978.00
1645	Scullion, L	Allotment Keys	20.00
1646	Shredall	TH Maintenance & Equipment	180.00
1647-1649	Skip It	Allotment maintenance	795.00
1650	SLCC	Subscriptions	475.00
1651	TC Harrison	Vehicle running costs	150.00
1652	TMS/Credifon	Postage	600.00
1653-1656	Virgin Media	Telephones	386.72
1657	Walters Cleaning Services	TH Maintenance & Equipment	162.00
1658	Zurich	Insurance	29304.91
		Total	97120.60

Grand Total £ 116,178.04

DIRECT DEBITS
ACCOUNTS FOR PAYMENT SCHEDULE 2/25

31.5.24

Voucher Number	Payee	Budget	Amount
1804-1805	ASD Wholesale Ltd	TH Bar	862.24
1807	British Gas	B.Market Electricity	16.52
1809	BT	Cemetery Telephones	66.08
1810-1811	BT	Telephones	333.03
1812	EDF	Market Electricity	6.86
1814	Gas Direct	TH Bar	1.08
1815	HCP Capitol UK Ltd	Civic Car	288.28
1816	Natwest Credit Cards	Cemetery Equipment & Tools	43.68
1816	Natwest Credit Cards	P & O/S Maintenance & Equipment	23.25
1816	Natwest Credit Cards	Vehicle Running Costs	675.00
1816	Natwest Credit Cards	Floral Displays	22.90
1816	Natwest Credit Cards	Cemetery Deceased online	279.00
1816	Natwest Credit Cards	TH Maintenance & Equipment	250.50
1817-1819	Newark & Sherwood District Council	Rates	11577.39
1820	PWLB - Lending	Interest	6181.46
1820	PWLB - Lending	Premium	6239.46
1821	Severn Trent Water	Cemetery Water	115.34
1822	SSE	Market Electricity	170.58
1823-1825	Total Energies	Cemetery Electricity	111.74
1826	Total Energies	TH Electricity	1046.86
1827-1829	Total Energies	B.Market Electricity	1223.84
1830	Total Energies	P & O/S Electricity	145.05
1831-1832	Total Energies	PC Electricity	1010.80
1833	Total Energies	TH Gas	1886.60
1834-1840	Total Energies	Market Electricity	22.47
1841-1842	Total Energies	PC Gas	199.30
1843-1860	Worldpay	Bank charges	92.80
		Total	32892.11

AUTOPAY
ACCOUNTS FOR PAYMENT SCHEDULE 2/25

31.5.24

Voucher Number	Payee	Budget	Amount
1691	2B Fire	TH Maintenance & Equipment	420.00
1692	Allstar	Vehicle running costs/Mayoral Car Fuel	261.09
1693	Ann Et Vin	TH Bar	405.88
1694	AO Cumbernauld	Payroll	11978.48

1695	Aquaid	Refreshments	24.30
1696-1699	Arco	Uniform	358.28
1700	Arco	Market Maintenance & Equipment	22.99
1701	Bullfinch	D-Day	418.80
1702	Burton & Dyson	Consultancy	426.60
1703	Canon	Printing & Stationary	848.02
1704	Chubb Fire & Security	Cemetery Upkeep	1212.23
1705	Churches Fire	TH Maintenance & Equipment	2497.72
1706-1707	CIA	P & O/S Maintenance & Equipment	6997.68
1708-1709	City Hygiene	PC Repairs & Maintenance	187.20
1710	Cleaning Supplies 4U	TH Maintenance & Equipment	422.10
1711	Cope	Occupational Health	19.80
1712-1716	Derry Building Services	Market Maintenance & Equipment	4177.41
1717	Derry Building Services	PC Repair & Maintenance	69.76
1718	Easy Safety	Consultancy	995.00
1719	EE	Telephones	125.40
1720	ENVA	Market Refuse	1893.22
1721	Equals Money	Equals	1087.09
1722	Farmstar	Cemetery Equipment & Tools	9.96
1723	Fattorini, Thomas	Badges	1257.30
1724	Harrison, Ian	Travel	39.40
1725	Helen Humpries	Market Promotions	440.00
1726	HyAcc	PC Repairs & Maintenance	369.60
1727	Jacksons Nurseries	Floral Displays	1132.98
1728	Jones Maintenance Solutions Ltd	P & O/S Maintenance & Equipment	924.00
1729	Lantern Training	Consultancy	1140.00
1730	Lidsters	Cemetery Plinths and Tablets	543.32
1731	Macpherson, B	Market Promotions	350.00
1732	Malt Whiskers	Market Promotions	100.00
1733-1737	Marshall, Robert	P & O/S Maintenance & Equipment	3978.00
1738	MEC	Cemetery Upkeep	25.00
1739	Newark Art Gallery	Twinning	120.00
1740-1741	Newark & Sherwood District Council	P & O/S Maintenance & Equipment	222.00
1742	Newark & Sherwood District Council	Play Park	36806.40
1743	Newark & Sherwood Locksmiths	PC Maintenance & Equipment	54.60
1743	Newark & Sherwood Locksmiths	Cemetery Equipment & Tools	55.86
1744-1746	Newark & Sherwood Locksmiths	TH Maintenance & Equipment	506.40
1747	Newark Security Services	P & O/S Security	879.84
1748	Nottingham In Focus Ltd	Market Promotions	114.00
1749	Notts CC LGPEN	Pensions	13461.03
1750-1751	NTC Pay Account	Payroll	43398.23
1752	Ofcom	TH Maintenance & Equipment	112.00
1753	PAS Ltd	Consultancy	240.00
1754	Patankar, Dill	Damage Waiver refund	215.00
1755	Petes Flowers	Mayors Sunday	25.00
1756-1758	PHS	PC Maintenance & Equipment	223.09

1759-1760	PHS	TH Maintenance & Equipment	406.37
1761	PRS Music	Licenses	520.13
1762	Radio Newark	Sunday Band Concerts	288.00
1763	Royal British Legion	Mayors Allowance	27.50
1764	SA Plumbing Services	Cemetery Equipment, Tools & Maintenance	124.75
1765	Sayers, Felicity	Market Promotions	150.00
1766	Screwfix	Market Maintenance & Equipment	226.73
1767	Screwfix	TH Maintenance & Equipment	139.98
1768	Screwfix	P & O/S Maintenance & Equipment	21.79
1769-1770	Screwfix	Cemetery Tools & Materials	73.55
1771-1772	Screwfix	PC Repairs & Maintenance	57.87
1773	Screwfix	Floral Displays	37.96
1774	Screwfix	Uniform	16.99
1775-1777	SCS	Computers	465.24
1778	Second Element	TH Maintenance & Equipment	420.00
1779	Security 2	TH Bookings	357.00
1780	Smiths Timber Merchants	Newark On Sea	1144.80
1781	Sole Trader	Market Promotions	150.00
1782	Southsea Deckchairs	Newark On Sea	7756.80
1783	Steel Gen	Market Promotions	280.00
1784-1785	Stellar Duo	Market Promotions	250.00
1786	TC Harrison	Vehicle Running Costs	60.00
1787	Technology Services Group	Computers	1974.24
1788	The Hot Dogs Brass Band	Market Promotions	550.00
1789-1790	Viking	Printing & Stationary	259.08
1791-1792	Virgin Media Business	Telephones	295.61
1793-1794	Virgin Media Business	Cemetery Telephones	93.04
1795-1796	Walden Consultants Ltd	Consultancy	1913.51
1797	Walters Cleaning Services	TH Maintenance & Equipment	162.00
1798-1799	Watch It	Cemetery upkeep	1990.68
1800-1801	William Saunders	Consultancy	2430.00
1802	Wordprint Ltd	Printing & Stationary	132.00
		Total	164367.68

£
Grand Total 197,259.79

FINANCE AND GENERAL PURPOSES

SUBJECT:	Annual Governance and Accountability Return ('AGAR')
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 a) That members confirm their response to the Declarations contained in Section 1 of the AGAR.
- b) That members adopt the accounting statements set out in Section 2 of the AGAR.

2. Background

- 2.1 Every year the Council is subject to an audit by government appointed auditors.
- 2.2 The deadline for submission of all relevant documentation to the auditors is the 30th June.
- 2.3 Previous years AGAR documentation is available on the Councils website.
www.newark.gov.uk/finance
- 2.4 Members who are interested can learn more about the audit process from visiting the website of the external auditor:
<https://www.pkf-l.com/services/limited-assurance-regime/submission-requirements/>
- 2.5 As a larger authority with an income exceeding £200,000 but less than £6.5 million, we are subject to an intermediate level review. This necessitates the submission of significantly more evidential documentation than the large majority of parish councils. Every year the topic for intermediate review changes with this year's focus being on the Councils approach to Internal Audit and use of General Power of Competence.
- 2.6 Notwithstanding considerable advance notice of meeting dates, the Councils accountant has indicated that he expects to be able to submit the AGAR financial information by Monday 17th June. This will therefore be shared with members as soon as it is received ahead of the meeting, with further narrative from the Clerk once received. Due to the 30th June deadline, it is essential that the AGAR is signed off by the Council at the June FGP meeting.
- 2.7 Attached to this report are the 2 pages of the AGAR report which require input from the members. In relation to Section 1 the Clerk would make the following observations in support of the members response to the respective statements. Please also note the comments in the 'Yes' means that this authority' box as stated by the external auditor.

Statement 1: We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

- The Council correctly has an appointed s.151 Responsible Finance Officer.
- The Council uses industry relevant accountants to support the effective financial management.
- The Council operates a system of internal checks and balances which have been enhanced in the last financial year.
- The accounting statements have been produced by the accountants.

Statement 2: We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

- The Council has enhanced the internal control measures in the 23/24 financial year. Some of those measures were initiated by the Clerk and Chairman of the Finance and General Purposes Committee. Other measures were recommended by the Internal Auditor. Reviews of the controls have been undertaken by the Clerk and Chairman of the Finance and General Purposes Committee and have been adapted and developed through the year.

Statement 3 - We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

- A Yes response to this question is largely determined by the level of confidence in the Clerk and RFO's ability to advise the Council of laws, regulations and Proper Practices. A combination of a qualified Clerk and RFO supported by external advisers where necessary should give members the confidence to give a 'Yes' response to this question.

Statement 4 - We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

- The Clerk confirms all relevant notices advertising the electors' rights were correctly displayed. Evidence of this is also annually tested by the external auditors. Notices are displayed on the Council website as well as in the noticeboard.

Statement 5 - We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

- The Council has very recently reviewed its risk register. This sought to place the risk register into a different format as recommended by the internal auditor. All Councils reports also prompt a consideration of risk factors. Insurance is provided by Zurich Municipal the details for which are shown below.

Mr Matthew Gleadall
Newark Town Council
Town Hall
Market Place
Newark
Nottinghamshire
NG24 1DU

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-272003-5273
Insured	Newark Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st April 2024
To	31 st March 2025
and any other period for which cover has been agreed.	
Renewal Premium	£ 29,304.91

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	127377795
Long term agreement active until	01 st April 2025
Preparation Date	29 th March 2024
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACG08

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

Statement 6: We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Internal Audit is undertaken by Assurance Lincolnshire at Lincolnshire County Council for the 22/23 financial year and 23/24 financial year. The audit for the 23/24 financial year is close to completion and expected to be presented to members at the July FGP meeting.

Statement 7: We took appropriate action on all matters raised in reports from internal and external audit.

Yes, all matters raised from the previous internal audit and external audit reports have been addressed save for one item which is the recommended review of the Financial Regulations identified in the 22/23 internal audit report. I therefore we recommend we answer 'No' to this

question but explain the item that is outstanding in a covering letter, but clarifying that it is scheduled for review (the new Deputy Clerk is set to undertake a review of all policy including financial regulations as her initial strand of work). General policy reviews have been on the Clerks 'To Do' list almost since he commenced employment however a plethora of other issues continually take priority.

Statement 8: We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

The accountants have duly included all relevant matters arising under this statement within the year end accounts.

Statement 9: (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

The Doris Bainbridge accounts are due to be presented to Full Council in July. They are however available for inspection by members ahead of the June FGP meeting and have been sent in draft format to the internal auditor who will also audit the trust.

- 2.8 Section 2 of the AGAR will be shared with members as soon as it is received from the accountant however the form is included for members to familiarise themselves with the content.

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

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

Section 2 – Accounting Statements 2023/24 for

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

FINANCE AND GENERAL PURPOSES

SUBJECT:	WORKS APPROVAL SCHEDULE
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members note the report and attached schedule.

2. Background

- 2.1 At the FGP meeting on 27th March members received a report identifying various estate maintenance, repair and investment needs. Members resolved to provide devolved authority to the Clerk, Leader and Chairman of Finance and General Purposes to progress relevant works and determine the appropriate way to account for the cost.
- 2.2 Since the meeting the Clerk has developed an internal approval document for use by the Operations Manager to seek appropriate consent for works to be undertaken. A copy of the approval note is attached to this report.
- 2.3 Since the meeting the Operations Manager has submitted a number of works approval notes to the Clerk, Leader and Chair of FGP. The Leader has suggested that a monthly report and update is provided to members to show the works which are being progressed. The attached schedule provides the detail of approved works since the last FGP meeting held on the 17th April.

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

Works Approval Notes Submitted

Taken to FGP 17th April 2024

Description / Reason for Works	Quotes Received	Officer Recommended Quote Cost	Reason for fewer quotes if less than number required	Authorisations from Clerk, Leader and FGP Chair
Essential safety repairs to Syerston Way play area arising from annual full safety check.	2 received.	£2,225.00	N/A	YES
Replacement perspex and seals in glass domed units.	1 received.	£4,332.92	8 other companies approached for further quote but have all declined.	YES
Repairs to fencing at Riverside Park	2 received.	£770.00	N/A	YES
Drone survey of Town Hall roof to aid access solutions assessment.	1 received.	£1,900.00	Specialist work.	YES

Taken to FGP 19th June 2024

Town Hall Balcony Screens	1 received	£3,680.46	Specialist work. 1 other company investigated but no quote provided.	YES
Public Convenience Contactless Payment Systems and Barrier	2 received	£13,515.00	Over 10 companies contacted.	YES
Riverside Park Play Area Multiplay Unit Walkboards	1 received	£780.00	Urgent works required, major damage to play equipment	YES

FINANCE AND GENERAL PURPOSES

SUBJECT:	GRANT APPLICATION (USE OF TOWN HALL BALLROOM)
REPORT BY:	MATTHEW GLEADELL

1. Recommendations

- 1.1 That members determine the outcome and response to the application from Newark Town Band attached to this report.

2. Background

- 2.1 The Council has not as yet determined its general grant position for the current financial year relating to Ballroom use however a copy of the previous policy relating to these types of applications is attached to this report for ease of reference (Appendix 1).
- 2.2 The Council has already approved free Ballroom hire applications in the current financial year to a value of £460.00 and relates to applications from Newark & Sherwood Concert Band and Newark Emmaus Trust.
- 2.3 A level of income from a Newark Town Band concert in the Ballroom would be generated from bar sales. There would however be staff costs for managing the event. Whilst it is difficult to forecast the level of bar sales, based on sales at previous similar events it is estimated that the profit revenue from the bar would marginally exceed the venue and staff overhead costs for hosting the event.

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

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 TOWN BAND (NTB)
Applicant's Name	
What is the applicant's position in the organisation/community group?	Band Secretary
Contact Name	
Contact Address	
Contact Tel No	
Email address	
2. Scheme/Project Description	
Description & Objectives	
Is the application for a:	
Fund Raising Event :	
If yes what is the beneficiary organisation:	
Please include an explanation of the purpose for which the application is made	
NTB is the local town band who can regularly be seen and heard in Newark and the surrounding areas. It is a thriving band with young and not so young players as members. There is also a Training Band which enables Beginners, either young or old from all backgrounds to develop their skills and join the main band when ready. We recently became a registered charity and would like to perform a Concert in the Town Hall to raise most welcome funds to enable the band to exist. We performed a Earthquake Disaster Fundraising Concert for Turkey and Syria in March 2023, and the Ballroom was a great venue to perform in. It is	

expensive to keep a band running in today's climate so we were hoping that we could put on a Charity Concert to raise funds for the band.

Give details of any other funders approached and their responses

Nobody at present.

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

The Concert would display the talent that is associated with Newark. In particular the talent within the younger players of the band. Also it could be an opportunity to showcase the band and encourage new players and followers alike.

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	Saturday 28th Sept 2024	1830hrs - 2200hrs
Bar	Saturday 28th Sept 2024	1900hrs - 2045hrs
Room to leave instrument cases, and other related kit.		

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. The Town Band are hoping to have the Ballroom for Free	£335-42.
2.	
3.	

4.	
5.	
6.	

More:

--

What is the anticipated total cost of your scheme?	
--	--

4. Outputs and Outcomes

Outputs

Please explain the following about your scheme

(a)	How will it contribute and/or support the community of Newark?	Will be an ideal opportunity to showcase the local talent, and what Newark has to offer.
(b)	Who is it open to?	The Concert would be open to all.
(c)	How many participants do you anticipate will take part?	Depending on availability of players 25/30. Then of course the audience maybe 80-100?
(d)	If you event is to raise funds, how much money do you expect to achieve?	

Outcomes

What other benefits will be achieved from this scheme?

To publicise Newark Town and possibly recruit new players and acquire further Engagements.

Declaration

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

Signed	
Name and Position	
Date	09 April 2024
All applications <u>must</u> be accompanied by a copy of the organisations most recent audited accounts or a signed statement on the current financial position of the organisation.	

For Cash Method

Newark Town Band													Petty Cash and Grand Totals	
Bank Account Transactions 1st Jan 2024 - 31st December 2024													Cumulative Totals Through Bank	Grand Total for P&L
January	February	March	April	May	June	July	August	September	October	November	December			
10693.60	10181.14	10454.73	9540.66	9540.66	9540.66	9540.66	9540.66	9540.66	9540.66	9540.66	9540.66			
INCOME														
250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	250.00
Engagements													0.00	0.00
Concert Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Collections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fundraising	0.00	0.00	64.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64.00	0.00	64.00
Donations/Gifts given	0.00	80.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	155.00	0.00	155.00
Sponsorship/CONTEST PRIZE	0.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00	0.00	80.00
NTTB SUBS	55.00	120.00	170.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	345.00	0.00	345.00
NTB SUBS	269.00	937.00	357.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1563.00	0.00	1563.00
Deposits From Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
574.00	1217.00	666.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2467.00	0.00	2467.00
Total Bank Credits for Month														
11267.60	11398.14	11120.73	9540.66	9540.66	9540.66	9540.66	9540.66	9540.66	9540.66	9540.66	9540.66	2467.00	0.00	2467.00
Total Bank Credits (Balance+Monthly Credit Total)														
EXPENDITURE														
0.00	265.00	230.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	495.00	0.00	495.00
Rent													0.00	0.00
MD Fee - Rehearsals	0.00	400.00	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00	750.00
MD Fee - Engagements	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	50.00
Deps	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Concert Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Stationery	0.00	48.99	20.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.18	0.00	69.18
Music	0.00	0.00	40.00	0.00	0.00									

[illegible]

INCOME														
From Bank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Engagements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Concert Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Collections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fundraising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donations/Gifts given	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sponsorship	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tea Money	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PC CREDITS FOR MONTH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total PC credits to date (Balance + Monthly Credit Total)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXPENDITURE														
Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MD Fee - Rehearsals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MD Fee - Engagements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deps	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Concert Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Stationery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Instruments and Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advertising and Promotion	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contesting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Misc/Sundries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
To Bank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PC DEDUCTIONS FOR MONTH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BANK BALANCE CARRIED FORWARD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**NEWARK TOWN BAND
2023**

Profit and Loss Account 2023

**Cash Based
Method**

Income

Paid Engagements	3,200	3,200 ✓
NTB Concerts		1,758
- Ticket Sales	1,368	✓
- Raffle	249	
- Tea Sales	100	
- Donation	41	
Collections		560
- Coach		
- Band Tea		
- Xmas	560	
Fundraising		100
- Easyfundraising	16	
- Race Night & Raffle		
Stalls/Collection		
Coach Raffle	93	
Donations		3,741
NYT	2,555	
Sponsorship	350	
Jobs	100	
Xmas	125	
Misc donations	425	
Coach donations	185	
Contest Prizes		170
NEMBBA	170	
Polo Shirts		529 ✓
NTTB Deposits	259	
NTB	270	
Subscriptions		2,856
NTB	2,237	
NTTB	620	
Petty cash banked	0	0
Total Income	12,922	12,922 ✓

Expenditure

Rent	2,500	2,500 ✓
MD Expenses		3,375 ✓
- Rehearsal Fee	2,655 ✓	
- Engagement Fee	360 ✓	
- NTTB MD fee	210 ✓	
- Daps	150 ✓	
Concert Costs		1,350 ✓
- Earthquake Disaster Fund	1,070	
Venue Hire	275	
- Refreshments	5	
Music and Instruments		2,943 ✓
- Music	149	
Instruments repair	2,675	
Percussion	119	
Contest Costs		1,088
- Registration	78	
- Entry Fee	400	
- Coach & Travel	538	

-Hall Hire	57	
- Trophy Engraving	15	
Stationary		162
- Paper	13	
- Ink	112	
P&P	8	
NTTB Boxes	24	
Stand light batteries	4	
Advertising and Promotion		185
Website	137	
NTTB Fliers	49	
- Ink		
Insurance and Subscriptions		288
WRS Insurance admin fee	35	
- NTB Muzodo	43	
- NTTB Muzodo	40	
-Sumup charges	9	
Bass Band England	140	
Misc/Sundries		448
Trophy	70	
DBS Checks	54	
Gifts	75	
NTB Polo Shirts	247	
Total Expenditure	12,317	12,317

Income over Expenditure

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The accounts have been checked and I am happy that they give a true and fair view of the financial position of Newark Town Band

 10/4/24