



Newark TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 12TH MARCH 2025

Friday 7th March 2025

Dear Councillor

You are summonsed to attend a meeting of the Finance & General Purposes Committee at **7.00pm** on Wednesday 12th March 2025. 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 MEETING

A G E N D A

WEDNESDAY 12TH MARCH 2025

1	Apologies for Absence		
2	Minutes of the Finance & General Purposes Committee held Wednesday 29 th January 2025	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
5	Hospitality Capital Expenditure	Report Attached	Page 19
6	Nottinghamshire Association of Local Councils (‘NOTALC’) Membership	Report Attached	Page 21
7	Newark Heart Procurement and Financials	Report Attached	Page 23
8	Cemetery Fees and Charges	Report Attached	Page 27
9	Grant Policy and Application Form	Report Attached	Page 31
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11	25/26 Council Meeting Dates	Report Attached	Page 47
12	Governance for Hospitality	Report Attached	Page 51
13	Insurance Renewal	Report Attached	Page 53
14	Exclusion of the Press and Public <i>Public Bodies (Admissions to Meetings) Act 1960 s1 (2)</i>	Report Attached	Page 55
15	Appendix 1 to Agenda Item 12	Report Attached	Page 57
16	Tolney Lane Woodland – Request for Lease	Report Attached	Page 59



Newark TOWN COUNCIL

Agenda Item No: 2

Committee Date: Wednesday 12th March 2025

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 29th January 2025

Membership Present:	Councillor	B Corrigan (Chairman)
	Councillors	I Brown D Campbell T Collier E Cropper S Crosby (Vice-Chairman) S Dickinson (Ap) L Geary L Goff J Kellas D Ledger D Moore G Rix (Ap) N Ross (Ap) L Roulstone M Skinner M Spoors P Taylor
Apologies for Absence:	Councillors	S Dickinson, G Rix, N Ross
Officers Present:	Town Clerk	Matthew Gleadell
	There were no members of the public present and one member of the press.	
Venue:	Committee Room, Newark Town Hall	

- FGP86/24/25 Minutes of the Finance & General Purposes Committee held on Wednesday 13th November 2024.**
- The Minutes (as above) were **AGREED** and **APPROVED**.
- FGP87/24/25 Minutes of the Extraordinary Finance & General Purposes Committee held on Wednesday 20th November 2024.**
- The Minutes (as above) were **AGREED** and **APPROVED**.
- It was **NOTED** that the Deputy Clerks surname was spelled incorrectly.
- FGP88/24/25 Minutes of the Extraordinary Finance & General Purposes Committee held on Wednesday 15th January 2025**
- The Minutes (as above) were **AGREED** and **APPROVED**.
- It was **NOTED** that the Deputy Clerks surname was spelled incorrectly.
- It was **NOTED** that Minute **FGP85/24/25** did not quite reflect an increase in the budget for the grants accurately and it should be made clear that an increase of £100 to make the grant budget £7,500 should be in there.
- FGP89/24/25 Declarations of Interest**
- No Declarations of Interest were received.
- FGP90/24/25 Payment Schedules 8/25 and 9/25**
- Payment Schedules 8/25 and 9/25 in the sum of £323,859.31 (three hundred and twenty three thousand, eight hundred and fifty nine pounds and 31p) and £142,538.39 (one hundred and forty two thousand, five hundred and thirty eight pounds and 39p) were **NOTED**.
- FGP91/24/25 Community Governance Review of Newark Town Council**
- There was considerable debate and input provided from the membership in relation to this matter. There was recollection of former ward structures. It was noted how some wards have slightly bigger ratios than others in terms of numbers of electorate to each member.
- The broad consensus from the membership was that due to changes in local government proposed, following a recent government white paper, that it was not considered to be an appropriate time to be considering reviewing boundaries; it should be done when any changes are clear. Members did however note that the South Ward should be reasonably be considered to become Middlebeck Ward to reflect the areas growth and establishment as a distinct part of Newark.
- Following a vote it was **AGREED** to formally respond to NSDC to state that now is not a good time to review the ward boundaries and electoral arrangements for the Town Council, and that any such review should be deferred until the full impact of local government changes is clear and that the South Ward should be renamed as the Middlebeck Ward.
- FGP92/24/25 2025/2026 Budget and Precept and Medium-Term Financial Plan**
- The Chairman opened the discussion with a succinct summary of the budget proposals and reminded members of various factors that were pertinent in the recommendations made by the Town Clerk of an increase of 5% in the precept which

had been extensively discussed at the previous Extraordinary Finance & General Purposes Committee. The Chairman reminded Members of the continuous challenges facing local government finances along with the fact that some of the income streams are from very new income generating initiative and therefore the forecasts are not based on several years of data, therefore it's accuracy is less dependent, albeit prepared by experienced officer. It was noted that in the coming years there continues to be a deficit in the financial forecast albeit much less than had been expected previously.

The Chairman explained that she was broadly supportive of a 5% increase in the precept.

A number of Members spoke in relation to the budget precept. There was particular mention of the budget plans to deliver some pop up Newark on Sea beaches in other areas on Newark.

Some Members once again confirmed that they welcomed this for their own wards. Other Members clarified their reasoning for expressing concern as to the possible delivery of a pop up Newark on Sea in their own ward at the last meeting.

There was some discussion and debate regarding certain small items within the budget including noting that postage costs are decreasing as a result of greater use of digital technology.

It was then proposed and seconded, and a vote taken, to recommend that the starting budget for the financial year 25/26 be as presented in the Agenda paperwork and the precept level be set such that an increase of 5% to the Town Council element of Council Tax will be levied.

It was also **AGREED** to **NOTE** the draft Medium Term Financial Plan and year end forecasts accordingly.

Meeting Closed:	7.45pm	Next Meeting:	Wednesday 12 th March 2025
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FINANCE & GENERAL PURPOSES COMMITTEE

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

1. Recommendations

- 1.1 Members note the payment schedules for month 10 and 11 of the 24/25 financial year.

2. Background

- 2.1 Payment Schedules 10/25 and 11/25 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 10/25

31.1.25

Voucher Number	Payee	Budget	Amount
3140-41	ASD Wholesale	TH Bar	403.56
3142	British Telecom	Cemetery Telephones	66.08
3143	Gas Direct	TH Bar	4.32
3144	HCP Capital UK Ltd	Civic Car	288.28
3145	Natwest C/C - AL	Mayors Allowance	30.00
3146	Natwest C/C - MG	Bar & Catering Equipment	121.53
3146	Natwest C/C - MG	Appointments & Advertising	46.56
3146	Natwest C/C - MG	TH Maintenance equipment	39.58
3147	Newark & Sherwood District Council	Kiosk - Rates	259.00
3148	Newark & Sherwood District Council	TH - Rates	2270.00
3148	Newark & Sherwood District Council	Market - Rates	3221.00
3148	Newark & Sherwood District Council	Cemetery - Rates	923.00
3148	Newark & Sherwood District Council	London Rd PC - Rates	369.00
3149	Total Energies	P & O/S Electricity	239.77
3150-51	Total Energies	PC Electricity	928.92
3152-54	Total Energies	Buttermarket Electricity	886.07
3155	Total Energies	Market & TH Electricity	389.11
3156-60	Total Energies	Market Electricity	669.25
3161	Total Energies	TH Electricity	948.59
3162-63	Total Energies	TH Gas	2294.41
3164-66	Total Energies	Cemetery Electricity	108.23
3167-87	Worldpay	Bank Charges	81.56
		Total	14587.82

AUTOPAY
ACCOUNTS FOR PAYMENT SCHEDULE 10/25

31.1.25

Voucher Number	Payee	Budget	Amount
3023	ADT	TH Maintenance & Equipment	86.04
3024-26	Air IT	Computers	1257.54
3027	Allstar	Vehicle Running Costs	316.14
3028	Ann Et Vin	TH Bar	371.60
3029	AO Cumbernauld	Payroll	14201.85
3030	Aquaid	Refreshments	24.30
3031	Bangkok Express	Christmas Markets	50.00
3032	Barnett, R	Christmas Markets	83.00
3033	Bonds Catering	Christmas Markets	70.00
3034	British Heart Foundation	Christmas Markets	16.00
3035	Canon	Mkt Printing & Stationary	71.71

3036	Canon	Office Equipment	2899.02
3037	Careys Curios	Christmas Markets	70.00
3038	Carpenter, John	Christmas Markets	30.00
3039	Carr, Caroline	Christmas Markets	70.00
3040	CEF	Market Equipment	516.00
3041	Charity Link	Christmas Markets	35.00
3042-43	City Hygiene	PC Repairs & Maintenance	93.60
3044	Cope	Occupational Health	20.40
3045	Cosy Shack	Christmas Markets	64.00
3046	Derry Building Services	PC Repairs & Maintenance	1260.00
3047-48	Derry Building Services	TH Maintenance & Equipment	835.19
3049	Easy Safety	Consultancy Fees	796.00
3050-51	EE	Telephones	306.59
3052-53	ENVA	Market Refuse	2041.36
3054	Equals Money	Equals Money - D. Sales	500.00
3055	Equals Money	Equals Money - P. Tomlinson	200.00
3056	Equals Money	Equals Money - K. Wood	414.13
3057-58	Event Fire Services Ltd	Christmas Lights	600.00
3059	Eves Magical Jewellery	Christmas Markets	74.00
3060	Farmstar	Vehicle Running Costs	9.00
3061	Farrar, David	Christmas Markets	80.00
3062	Floral Media	Floral Displays	240.00
3063	Fryer, Lisa	Cemetery Fees	260.00
3064	Gleadell, M	Travel	104.00
3065	Gower Consultants	Computers	911.63
3066-67	Gregory, Kim	Christmas Markets	138.00
3068	Harrison, Lucy	Steampunk Market	70.00
3069	Harvey & Co Croc Charms	Christmas Markets	37.00
3070	Hickey, Jade	Christmas Markets	25.00
3071	Hitched	TH Events	223.84
3072-75	JJ Hilton Developments	Event Catering	1652.00
3076	KJ Bakes	Christmas Lights	25.00
3077	Laneys Lettering	Cemetery Fees	25.95
3078	Lidsters	Cemetery Tablets	298.80
3079-80	Lite	Christmas Lights	16182.50
3081	Marias Just Jackets	Christmas Markets	40.00
3082	Martin, Ben	Market & Promotions	150.00
3083	MEC	Cemetery Upkeep	125.00
3084	Newark & Sherwood District Council	Climate Change	589.68
3085	Newark & Sherwood District Council	Sale of Assets	113262.50
3086	Newark Civic Trust	Recharges	520.00
3087	Newark Emmaus Trust	Christmas Markets	16.00
3088	Newark Northern Bowls Club	Northern Bowls Club	4708.81
3089-90	Newark Security Services Ltd	P & O/S Security	1895.04
3091	Newark TC	Payroll	43781.69
3092	Niazi, Hafiza	Christmas Markets	37.00
3093	Notts County Council	Pensions	1172.55
3094-95	Notts Inspired Ltd	Marketing & Promotions	324.00

3096	Notts LGPEN	Payroll	14699.86
3097-99	Office Friends	Printing & Stationary	100.86
3100	Olivara Blooms	Event Marketing	16.94
3101	Outrageous Vintage	Christmas Markets	40.00
3102	PAS	Consultancy	240.00
3103	Peace, J	Christmas Markets	16.00
3104	Pitcairn Ceramics	Christmas Markets	37.00
3105	Pitcairn Ceramics	Christmas Lights	37.00
3106	Pitchford, Tracey	Steampunk Market	25.00
3107	Purdy, S	Christmas Markets	25.00
3108	Quadiant	Postage	211.08
3109	Read, Tobias	Newark Festival	150.00
3110	Reflect Recruitment	Casual Staff	182.40
3111	SA Plumbing	PC Repairs & Maintenance	110.59
3112	Sarakula, Joel	Newark Festival	75.00
3113-14	Second Element	TH Maintenance & Equipment	840.00
3115	Security 2	TH & Mkt Security	1260.00
3116-17	Simply Sweets	Christmas Markets	80.00
3118	Skip It	Allotment Maintenance	290.00
3119	Sleaford Town Council	Mayors Allowance	68.00
3120	Spirit of Trent	Christmas Markets	70.00
3121	Surecare Newark	TH Maintenance & Equipment	240.50
3122	Technology Services Group	Computers	828.00
3123-24	The Energy Box	Climate change	22012.80
3125	The League of Friends Newark Hospital	Christmas Markets	16.00
3126	TIS	TH Maintenance & Equipment	762.52
3127	Travis Perkins	Cemetery Tools & Equipment	45.75
3128	Trinifusion Soul Food	Christmas Markets	63.00
3129	Trisec Ltd	Cemetery Upkeep	234.00
3130	Tuxford Lawnmower Centre	Mowers	165.48
3131	Ultimate Print	Event Marketing	66.00
3132	Unison	Unison	178.65
3133-34	Virgin Media Business	Telephones	311.04
3135	Virgin Media Business	Cemetery Telephones	46.51
3136	Walters	TH Maintenance & Equipment	162.00
3137	Watch It	Cemetery Upkeep	1007.33
3138	Wildlife Trust	Christmas Markets	70.00
3139	Wood Moore & Co Ltd	Sale of Assets	1980.00
		Total	261042.77

£
Grand Total 275,630.59

CREDIT CARD PAYMENTS

Month 10 - 1/1/25 - 31/1/25

Created date	Description	Name	Total credited / debited
02/01/2025	FACEBK *QNJF7J4JK2	KIRSTY EDWARDS	-£9.99
05/01/2025	FACEBK *Y3TKSHQHK2	KIRSTY EDWARDS	-£13.00
06/01/2025	WM MORRISONS STORE	KIRSTY EDWARDS	-£3.30
08/01/2025	FACEBK *NAAPQPLHK2	KIRSTY EDWARDS	-£13.00
09/01/2025	NEWARK SHERWOOD DC	KIRSTY EDWARDS	-£23.00
09/01/2025	EB *NBC Monthly Breakf	KIRSTY EDWARDS	-£10.00
10/01/2025	FACEBK *QMZ7NHGHK2	KIRSTY EDWARDS	-£13.00
17/01/2025	FACEBK *9XEEGJUHK2	KIRSTY EDWARDS	-£13.00
17/01/2025	NEWARK NEWS	KIRSTY EDWARDS	-£3.80
22/01/2025	NEWARK NEWS	KIRSTY EDWARDS	-£3.80
23/01/2025	FACEBK *6H3NBJYHK2	KIRSTY EDWARDS	-£13.00
24/01/2025	MARKS&SPENCER PLC	KIRSTY EDWARDS	-£22.00
27/01/2025	MARKS&SPENCER PLC	KIRSTY EDWARDS	-£17.48
17/01/2025	SQ *GIZMO AND GADGETS	Daniel Sales	-£29.98
17/01/2025	W BOYES & CO LTD NEWAR	Daniel Sales	-£15.75
17/01/2025	NEWARK TOWN COUNCIL	Daniel Sales	-£0.01
18/01/2025	NEWARK TOWN COUNCIL	Daniel Sales	£0.01
09/01/2025	WWW.LOCAL.GOV.UK	Karen Wood	-£306.00
15/01/2025	YTC NEWARK	Karen Wood	-£6.86
16/01/2025	AMZNMktplace*DR8SG9ZB5	Karen Wood	-£16.98
07/01/2025	W BOYES & CO LTD NEWAR	Peter Tomlinson	-£5.00
09/01/2025	ASDA STORES	Peter Tomlinson	-£10.86
14/01/2025	SHELL Derby Road	Peter Tomlinson	-£4.48
14/01/2025	NEWARK NEWS	Peter Tomlinson	-£3.35

DIRECT DEBITS
ACCOUNTS FOR PAYMENT SCHEDULE 11/25

28.2.25

Voucher Number	Payee	Budget	Amount
3278	Bridebook Business	TH Event Marketing	358.80
3279	BT	Cemetery Telephones	66.08
3280	BT	Telephones	226.48
3280A & B	Epos Now	Bar and Catering Equipment	163.75
3281	Gas Direct	TH Bar	4.46
3282	HCP Capital UK Ltd	Civic Car	288.28
3283	Natwest C/C - MG	Bar & Catering Equipment	72.16
3283	Natwest C/C - MG	Marketing & Promotions	129.90
3284	Natwest C/C - AL	TH Maintenance & Equipment	9.98
3284	Natwest C/C - AL	Mayors Allowance	25.00
3284	Natwest C/C - AL	Recharges	25.00
3285-86	Total Energies	PC Electricity	2097.50
3287	Total Energies	PC Gas	177.24
3288	Total Energies	P & O/S Electricity	622.48
3289	Total Energies	Cemetery Gas	487.84
3290-92	Total Energies	Cemetery Electricity	313.08
3293-96	Total Energies	Market Electricity	378.75
3297	Total Energies	TH Electricity	2825.83
3298-3300	Total Energies	Buttermarket electricity	773.72
3301	Total Energies	TH Gas	2608.88
3302-3320	Worldpay	Bank charges	97.48
		Total	11752.69

AUTOPAY
ACCOUNTS FOR PAYMENT SCHEDULE 11/25

28.2.25

Voucher Number	Payee	Budget	Amount
3188	365 Security Concepts	PC Repairs & Maintenance	384.00
3189	Abevco	TH Bar	573.91
3190	Air IT	Computers	340.74
3191	Andrews, Patricia	Venue Costs	750.00
3192	Ann Et Vin	TH Bar	476.68
3193	AO Cumbernauld	Payroll	13657.73
3194	Aquaid	Refreshments	32.40
3195	Baggaley, Paul	Twinning	59.00
3196	Chevron	Recharges	413.24
3197	Childrens Bereavement Centre	Marketing promotions	250.00
3198-99	City Hygiene	PC Repair & Maintenance	93.60
3200	Cleaning Supplies 4U	TH Maintenance & Equipment	150.60

3201	Cleaning Supplies 4U	PC Materials	120.78
3202	Cope	Occupational health	106.20
3203	DCK Accounting Solutions	Consultancy	570.00
3204-07	Derry Building Services	TH Maintenance & Equipment	797.13
3208	Easy Safety	Consultancy	796.00
3209	Edwards, Kirsty	Travel	127.44
3210	EE	Telephones	183.60
3211	Enva	Market Refuse	2134.84
3212	Equals Money - DS	Equals	477.46
3213	Equals Money - KE	Equals	455.08
3214	Everflow	Water	1021.05
3215-16	Eyre & Elliston Ltd	Cemetery Equipment	61.80
3217	Farmstar	Mowers	50.81
3218	Forestry & Landbased Training Ltd	Training	360.00
3219	Funhouse Comedy Ltd	Venue Costs	360.00
3220	Gravshore	Vehicle running costs	282.00
3221	Guthrie, Dave	P & O/S Repairs & Maintenance	9.00
3222	Guy Taylor Associates	Sherwood Avenue Retail	1440.00
3223	Hitched	TH Event marketing	223.84
3224	HyAcc	PC Repair & Maintenance	216.00
3225	Iliffe Media	Marketing & Promotion	1148.40
3226	Interactive Theatre	Faulty Towers	660.00
3227	JJ Hilton	Event Catering	858.00
3228	Just Good Hygiene Ltd	TH Maintenance & Equipment	4320.00
3229	Keep Britain Tidy	Green Flag	450.00
3230	Ledger, Diane	Travel	6.30
3231	Lombard Street Mental Health	Newark Festival	75.00
3232	McArthur Morgan	Staff Training	130.00
3233	MEC	Cemetery Upkeep	50.00
3234	NABMA	Training	210.00
3235	Newark & Sherwood Locksmiths	PC Repair & Maintenance	330.00
3236	Newark & Sherwood Locksmiths	Cemetery Upkeep	25.20
3237	Newark Crusader	Newark Festival	75.00
3238	Newark Emmanus Trust	Newark Festival	75.00
3239	Newark Hospital League of Friends	Newark Festival	75.00
3240	Newark Security Services Ltd	Gate Locking	947.52
3241	Newark TC	Payroll	44754.00
3242	Notts LGPEN	Payroll	14596.86
3243	Notts Save A Life Ltd	Training	200.00
3244	Office Friends	Printing & Stationary	96.30
3245	PAS	Consultancy	240.00
3246	PHS	TH Maintenance & Equipment	357.64
3247-48	PHS	PC Repairs & Maintenance	384.33
3249	Ranyard	Chritmas market	46.00
3250	Sales, Daniel	Travel	11.05
3251-52	Saunders, Jayne	Consultancy	840.00
3253-59	Screwfix	Uniform	386.73
3260	Second Element	TH Maintenance & Equipment	420.00

3261	Security 2	TH Security	231.00
3262	Sleaford Town Council	Mayors Allowance	14.00
3263	Sweetiz Ltd	Chritmas market	74.00
3264	TC Harrison	Vehicle Running Costs	66.00
3265-66	The Energy Box	Climate Change	27456.00
3267	Toll Bar Fabriactions	Market Equipment	126.00
3268	Travis Perkins	P & O/S Repairs & Maintenance	48.00
3269	UK Point Of Sale Group Ltd	Event Marketing	228.00
3270	Virgin Media Business	Cemetery Telephones	46.61
3271-73	Virgin Media Business	Telephones	353.76
3274-76	Watch It	Cemetery Upkeep	2638.66
3277	Wilkinson, Richard	Christmas market	37.00
		Total	130062.29

£
Grand Total 141,814.98

CREDIT CARD PAYMENTS

Month 11 - 1/2/25 - 28/2/25

Created date	Description	Name	Total credited / debited
03/02/2025	B&M 359 - NEWARK	Daniel Sales	-£25.00
05/02/2025	POUNDLAND LTD - 2004	Daniel Sales	-£3.00
10/02/2025	W BOYES & CO LTD NEWAR	Daniel Sales	-£19.99
12/02/2025	POUNDLAND LTD - 2004	Daniel Sales	-£7.00
14/02/2025	WWW.AGRI-GEM.CO.UK	Daniel Sales	-£183.59
14/02/2025	B AND Q NEWARK	Daniel Sales	-£21.50
14/02/2025	ARGOS LTD	Daniel Sales	-£8.99
17/02/2025	POUNDLAND LTD - 2004	Daniel Sales	-£8.00
18/02/2025	NAPA AUTO PARTS	Daniel Sales	-£19.49
18/02/2025	NEWARK PAINT & HARDWAR	Daniel Sales	-£80.19
21/02/2025	SCREWFIX DIR LTD	Daniel Sales	-£54.98
26/02/2025	NEWARK PAINT & HARDWAR	Daniel Sales	-£124.00
31/01/2025	WM MORRISONS STORE	KIRSTY EDWARDS	-£47.19
02/02/2025	FACEBK *DKF8SJYHK2	KIRSTY EDWARDS	-£11.58
03/02/2025	NEWARK NEWS	KIRSTY EDWARDS	-£3.80
03/02/2025	AMAZON* KS2PX14A5	KIRSTY EDWARDS	-£55.41
05/02/2025	NEWARK NEWS	KIRSTY EDWARDS	-£3.80
11/02/2025	BOOKER LTD - 38534364	KIRSTY EDWARDS	-£91.90
11/02/2025	Farnsfield Bakery	KIRSTY EDWARDS	-£25.00
13/02/2025	ARRANGEMY	KIRSTY EDWARDS	-£60.00
16/02/2025	FACEBK *EZ5PVJ8HK2	KIRSTY EDWARDS	-£13.00
17/02/2025	YTC NEWARK	KIRSTY EDWARDS	-£1.49
19/02/2025	FACEBK *CHDNQKYHK2	KIRSTY EDWARDS	-£13.00
25/02/2025	SOUTH KESTEVEN DISTRIC	Karen Wood	-£65.00
18/02/2025	AMZNMktplace*R81ZF1E54	Peter Tomlinson	-£93.50
19/02/2025	WM MORRISONS STORE	Peter Tomlinson	-£15.50
19/02/2025	WM MORRISONS STORE	Peter Tomlinson	-£8.35
20/02/2025	NEWARK NEWS	Peter Tomlinson	-£3.80
21/02/2025	ASDA STORES	Peter Tomlinson	-£3.84

Finance and General Purposes Committee

SUBJECT:	Hospitality Capital Expenditure
REPORT BY:	Anna Lawson

1. Recommendations

- 1.1 To grant permission for a change of use for the Pickin Room from a traditional meeting room into a Bridal Suite. The aim is for the Bridal Suite to compliment the services available to those choosing the Town Hall for their wedding.
- 1.2 Traditional meetings will now take place either in the Council Chamber or the Committee Room.
- 1.3 To purchase a dedicated outdoor bar, which can be utilised for events such as Newark On Sea, Newark Festival, and Christmas Market.
- 1.4 To purchase soft play equipment for use at specialist children's events.

2. Background

- 2.1 Wedding venues in this area are able to offer a 'Bridal Suite' for the Bridal party. This allows the bride to prepare for the wedding at the venue, reducing the need for a wedding car.
- 2.2 This will also provide an opportunity to upsell breakfast hampers / prosecco etc. as well as entice bookings with exclusive offers and promotions i.e., book your wedding before x date and get free use of the Bridal Suite. For a £300 resale price, but to potentially get a wedding worth £5k plus, it is good to have options to upselling / giveaway accordingly depending on the couple's budgets.
- 2.3 An additional prospect is to use this Bridal Suite for wedding show rounds. Research has shown that couples are more likely to book a venue based on how welcome they feel on the day. A nice lounge area with a coffee machine/prosecco in, will set the standard for their day if they were to choose Newark Town Hall.
- 2.4 The proposed style for the Bridal Suite is very in keeping with the current trend for Bridal Suites. Photographers prefer a neutral style, as well as being a blank canvas.

Strong styling or colours may not be as appealing to bridal parties and would, in turn, make it harder to sell.

The outdoor bar will enable us to capitalize on residents and shoppers joining us for our events. It will provide a 'novelty' concept and central location to enjoy a drink whilst reveling in our entertainment and activity program

Soft play equipment will be utilized at in-house day time sessions for up to up to 50 children. This would be built and operated by our in-house team and enable us to sell sessions during half terms and holiday seasons during the week when there are no corporate events or weddings booked in. With no costs other than a staff member to take payment and track numbers in and out, it would be a simple way to make money from an empty space.

3. Financial, Legal, Equality, Environmental & Risk Issues**3.1 Financial**

Based on the figures, please see details of the costs and items involved in the project, using a Newark based furniture company:

£2850 inc VAT

Sofa

Armchair

Bench

Sideboard with baskets

Coffee Table

Lamp Table

Faux fur Rug

Sheepskin rug

Large arch mirror

Dressing Table

Dressing table mirror

Dressing table stool

(Not included are minor items like a coffee machine / small fridge/plants / flowers)

There are already several weddings that are booked in with brides who have indicated that they would hire the room for their wedding day if ready and available before their wedding. Even if only half of them follow through with the booking that would equate to almost £1,000 in revenue from the room.

An approximate cost for the outdoor bar would be £2500, with another £1000 required for furniture, lighting, and electrical installation.

Soft play equipment would also be in the region of £3000

Background Papers:	Working papers
Lead Officer:	Anna Lawson Tel: 01636 684806 Email: anna.lawson@newark.gov.uk

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	Nottinghamshire Association of Local Councils ('NOTALC') Membership
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members consider if they wish to join the Nottinghamshire Association of Local Councillors.

2. Background

- 2.1 Newark is one of the largest Town Council's in Nottinghamshire. It has not previously been a member of the Nottinghamshire Association of Local Councils.
- 2.2 The pricing structure of the Association has previously been prohibitive with costs exceeding £5,000 for annual membership.
- 2.3 NOTALC have always been keen to attract Newark Town Council to its membership both for the financial gain but also for the knowledge and experience that a larger Council can bring to the organisation.
- 2.4 NOTALC have now revised their pricing structure to cap their annual membership at £2,000. They have also secured an offer from the National Association of Local Councils for 1-year free membership which is required to also be a member of the County association.
- 2.5 NOTALC state the benefits of membership as :

Membership would entitle your council to:

- Advice on governance, communications, assets, community engagement, GDPR, FOI, legal, HR and finance matters
- Trusted sector contacts if professional support is required in finance, HR, legal, comms and land registry
- Use of NALC legal advice notes, and templates including HR policies, standing orders and financial regulations
- Put forward representatives for our Executive Committee
- Have voting rights at our AGM

All staff and councillors would be able to have:

- Our monthly newsletter packed with local and national news and initiatives
- Subsidised training courses in clerking, charring, governance, HR, finance and comms, as well as specialised courses including allotments, playgrounds and planning
- Free monthly half hour training sessions ('lunch and learn') and free briefings on key issues (e.g. employment update and new financial regulations this year)
- Individual access to the new NALC website (www.nalc.gov.uk), a fully searchable and comprehensive guide on everything to do with parish/town councils

- Ability to attend monthly NALC info and training webinars, attended by councillors from across the country

2.6 The annual cost of the National membership is 8.34p per elector (current rates). With around 10,000 registered electors this equates £834.00. Future annual membership may therefore be around £3,000.

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

Risk – Personal experience of County Associations that serve largely smaller parishes is that training and member services are often geared more towards those parishes who by definition have very different needs to a large Town Council.

Generally as Clerk I feel that the various services and benefits we are able to access in other ways at much lesser cost be it through existing contacts, networks, professional bodies and retained professional advisers already serving the Council.

Notwithstanding the above I would not wholly dismiss the benefit of NOTALC. If there is regular attendance from members at training events, webinars and use of other resources then the annual cost of up to £3,000 may be justifiable.

Members may wish to seek a presentation from the CEO of NOTALC before making a decision as to a 1 year no obligation membership.

Financial – There is adequate scope within the budget to support the cost of membership.

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

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	Newark Heart Procurement and Financials
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members confirm their support for the financial management of the Newark Heart project whilst it was under NTC sponsorship and retrospectively confirm approval of certain aspects of the project expenditure being not suitable in the circumstances for usual procurement processes.

2. Background

- 2.1 In April 2022 Newark Town Council was the project sponsor for the Towns Fund Newark Heart project. It assumed direct operational control of the project albeit with input from a variety of NSDC officers.
- 2.2 By January 2023 it was evident that the project WAS too large in scale for the Town Council to manage due to staffing difficulties and other operational priorities within the Town Council and so NSDC assumed the sponsorship role from the 1st April 2023 and took on the project themselves.
- 2.3 In the 22/23 financial there was an underspend of £68,438.00
- 2.4 In the 23/24 financial year the Town Council incurred costs of £108,771 without receiving any grant.
- 2.5 NSDC presently owe NTC the balancing sum of £40,333.00.
- 2.6 The s.151 officer at NSDC has queried some of the procurement for certain larger areas of spend within the project such as stage and sound production for Newark Festival and infrastructure for Newark on Sea.
- 2.7 Some of the larger costs may ordinarily have triggered a tender process however the niche nature of the services involved at the time and specific requirements of the work were such that no such tender exercise was carried out. The absence of a recorded minute from the Council approving such a step however leaves a small omission that the s.151 officer needs filling before being able to release the balancing payment to NTC.
- 2.8 Notwithstanding the absence of a formal tender process a level of market testing was carried out by the markets team who handled much of the Newark Heart event delivery work and a report in this regard has been presented to the s.151 officer. A copy of that report is attached for ease of reference at Appendix 1.
- 2.9 The period in which Newark Heart was under NTC was a challenging time with a new Clerk having just taken post, a project that was difficult to fully define, and a pressure on NTC to quickly deliver a number of events, recruit staff to the project, and generally manage a large undertaking that has later been recognised as being perhaps too big at the time for NTC to manage.

This has especially become apparent as the capital elements of the project are evolving and it is clear how much input has gone in from a large number of high level NSDC officers. Quite simply NTC was never well enough resourced to deliver albeit that was not clear when the project was first conceived. Difficulties were made more acute when senior officers involved in the project had to take extended time off for medical reasons in the early part of 2023.

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

3.1 All relevant matters contained in the report.

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

Newark Heart Procurement Report

Introduction

This report is provided to support procurement details and evidence for the Towns Fund Cultural Heart of Newark project.

As former sponsors of the project Newark Town Council has been involved in various procurement within the project.

Following the change of sponsor for the 24/25 financial year there has been an overlap such that NSDC are now indebted to NTC for project costs incurred by NTC.

In order to release the payment to NTC NSDC have requested procurement details for all costs that may have required a heightened procurement process.

Newark Town Council Procurement Policy

The Councils active financial regulations relevant to the period of procurement concerned are:

£3,000 or below – More than 1 quote helpful but not essential. RFO discretion over quotes required.

£3,000 to £20,000 – 3 quotes as a starting point but recognition that in some cases it may not be possible to secure those quotes.

£20,000 plus – Full formal tender process.

Principal Events – Newark Festival and Newark on Sea

Across the life of the project, the annual Newark Festival and Newark on Sea are the only events that have generated single procurement costs that exceed the £20,000 tender threshold.

The costs that have exceeded the £20,000 threshold are:

Financial Year 22/23

Hockley Hustle (Artistic Directors / Tech Support / Agents for Musicians and Live Performers) £40,000
Liz Hobbs Group (*Stage, Sound and Light and Technical Production*) £45,000
Yellow Bus Events (Urban Beach) £21,250.00

Financial Year 23/24

Hockley Hustle (Artistic Directors / Tech Support / Agents for Musicians and Live Performers) £64,760.00
Liz Hobbs Group (*Stage, Sound and Light and Technical Production*) £50,000
Yellow Bus Events (Urban Beach) £19,875.00.

Tender exercises were not undertaken in relation to the above costs albeit there was some soft market testing carried out in relation to the service provided by Liz Hobbs Group and Yellow Bus Events.

Hockley Hustle

In relation to Hockley Hustle they were specifically chosen for their services due to their niche experience in curating and delivering elements of the Newark festival. Their model in Hockley was something that was sought to be recreated in Newark. Their appointment and involvement was understood, recognised and

supported by all officers involved including the Town Council RFO. No formal Council meeting minute exists however that approves the suspension of the financial regulations.

Liz Hobbs Group

Newark Town Council have held a long-standing relationship with Liz Hobbs Group who have been an active commercial partner in delivery of the Newark Festival over many years. They are a Newark based company with a national reputation for working with some of the world's biggest music artists. Their industry contacts are unrivalled on a local level.

Yellow Bus Events

Urban beaches are a niche offer and whilst some soft market testing was undertaken as stated no formal tender process was undertaken.

Summary

The various niche elements of the above suppliers are such that proceeding without a tender process can be justified.

23/24 Arts Council Grant

In the 23/24 financial year Newark Festival was enhanced with the benefit of a £30,000 grant from the Arts Council.

Matthew Gleadell (Responsible Finance Officer)
16.10.2024

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	Cemetery Fees and Charges
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That the increases in Cemetery Fees and Charges detailed in this report be approved and to apply from the 1st April 2025.

2. Background

- 2.1 The budget for the 25/26 financial year was adopted based on an anticipation of an increase in Cemetery Fees and Charges.
- 2.2 The Cemetery is a revenue generating service. It presents an opportunity to generate income that helps to reduce dependency on Council Tax revenue.
- 2.3 The Cemetery is a high maintenance service area that only operates with the benefit of public funding. Even with service charge increases recommended herein, the Cemetery will continue to be a service that requires a level of funding support from Council Tax receipts.
- 2.4 The income and expenditure for the Cemetery in the last 2 financial years is shown below:

Year	Income	Expenditure	Net Loss
23/24	£135,392.00	£233,517.00	£98,125
24/25 (to date)	£120,220.00	£200,163.00	£79,943

- 2.5 Although subject to discussions by the Cemetery Development Working Group, the outcome of the recent Cemetery consultation does present an outcome that would support the Council seeking to develop a new Cemetery.

279 respondents completed the survey. 183 of those respondents support the Council seeking to establish a new Cemetery in the knowledge that there will likely be an impact on Council Tax in order to both pay for the creation of a new cemetery and maintain it thereafter. The percentage of those in favour is 65.59%.

With significant costs attached to creating a new Cemetery and maintaining a new one and the existing one thereafter there is merit in seeking to utilise the cemetery service to help generate revenue to support the existing and future burial provision in Newark. Members agreed this principle last year as part of increases applied ahead of the current financial year.

- 2.6 Some respondents in the consultation indicated that they feel that the users of the service should be the ones to pay for it.
- 2.7 The attached Appendix 1 sets out the impact of a £200.00 or £150.00 increase across almost all of the Cemetery services. Such an increase would help to generate additional revenue of £66,000 and £76,000 per annum respectively based on the average number of transactions for each service over the last 3 years.

- 2.8 Cremated remains are proposed to have a slightly more limited increase of only £100.00 as space for cremated remains is not an issue and we are keen to encourage cremations as a means of preserving the remaining burial space.
- 2.9 Benchmarking against other cemetery fees and charges has been carried out in the past. Caution is always encouraged however as not all Cemeteries operate in the same way. Newark Cemetery has particularly high overheads due to the maintenance levels involved with the large numbers of trees and the existence of an historic chapel within the site.
- 2.10 These proposals are now aimed at generating revenue to help with future Cemetery development and so benchmarking is less of a factor albeit the increases recommended are such that charges will remain comparable with some other Cemeteries.
- 2.11 Some services due to their infrequency are proposed to remain as they are in terms of cost.

Financial, Legal, Equality, Environmental & Risk Issues

- 3.1 All relevant matters contained in the report and appendix.

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

Please note that this has been ‘scaled down’ from A3 to A4.

Copies will be available at the meeting.

Body				Inscription			
ROB No.	£	Revenue	Current £670/£1340	AI	£	Current £100	Increase of £200
40		24165		51	3657		
44		28544		39	3048		
53		29813		30	2254		
45,67		26840,67	Additional	40,00	2989,67		Extra 8900

Right			
GOR	£	Current £150/£300	Increase of £200
34	7733		
38	9245		
42	9675		
38,00	8894,33		Extra 7600

Right			
INT	£	Current £670/£1340	Increase of £200
79	48867		
79	51982		
76	42767		
77,67	47872,00		Extra 15400

MEMTAB			
£	Current £280 / £360	Increase of £200	
68	11705		
72	12236		
76	12424		
72,00	12121,67		Extra 14400

Body			
CR	£	Current £150/£300	Increase of £100,00
92	12450		
97	13923		
109	16029		
99,33	14134,00		Extra 9900

HDST B			
£	Current £220	Increase of £200	
39	8475		
44	7920		
52	7920		
45,00	7438,33		Extra 9000

HDST			
£	Current £250	Increase of £200	
67	10885		
60	12760		
63	12567		
63,33	12100,67		Extra 12866

Depth			
BOR	£80/£120/£200	EXH	£4000/£390 ED
5	336	1	313
8	533	6	456
1	99	1	322
4,67	322,67	2,67	363,67
			2,67
			448,33
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51	52	53	54	55
56	57	58	59	60
61	62	63	64	65
66	67	68	69	70
71	72	73	74	75
76	77	78	79	80
81	82	83	84	85
86	87	88	89	90
91	92	93	94	95
96	97	98	99	100

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	Grant Policy and Application Form
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members review and adopt (with any desired changes) the new drafty Grant Policy and Application form developed following changes to the financial structure of the Councils grants.

2. Background

- 2.1 In late 2024 members agreed a revised approach to its financial grant structure.
- 2.2 In response to the changes, a new Grant policy and application form has been developed for review by members and are attached as Appendix 1 and 2 respectively.
- 2.3 Subject to approval of the documentation the grant scheme will be promoted and publicised ahead of the start of the new financial year.

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

All relevant matters contained in the report.

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

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Community Grants Policy

March 2025

Community Grants Policy

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Document History

Part A

Policy

This policy's purpose is to highlight to applicants Newark Town Council's grant funding procedure and to act as a point of reference for councillors when reviewing applications.

To ensure that fair and proper consideration can be given to all requests, the Council requires a fully completed application form to be submitted to the Town Council either through the online application form, via email or through the post.

If the organisation is a new entity with no accounts available, please provide a brief overview of what your organisation/project is, your aims and objectives and why you're seeking funding, where this is not possible applicants should seek advice from the Town Clerk. Award of the grant shall be by discretion of the Council.

Priorities

The priorities in awarding grants are set out below:

To benefit communities in the Parish of Newark by supporting organisations and projects which help to improve safety, recreation, education, community pride, sports, art and culture.

General information for applicants

Grants are available up to £500.00 and the amount awarded will be determined by the Town Council. At our discretion we will award a sum greater than £500.00 if financial resources allow and we view the grant applications as having merit.

Who is eligible to apply

The following organisations may apply to the Town Council for a Community Grant:

- a. A Newark Town based charitable and/or non-profit making organisations.
- b. Citizen(s) of Newark requesting grant aid with a project/event, which will be for the benefit of the local community
- c. A Newark based club/association/charity/sports club serving a specific section of the community or the community as a whole. The more socially inclusive groups will be more likely to be successful in their applications.
- d. Applicants not based in Newark must be providing a scheme or benefit that targets the Newark community.

While it is the Town Council's policy to give preference to groups/organisations/projects which are Newark based, applications may also be considered from:

- a. An organisation/group, local, regional or national which serves the needs of the town.

- b. A local branch of a regional or national organisation/group which serves the needs of the citizens of Newark.
- c. An organisation/group (local, regional or national) arranging a project which will be accessible and beneficial for the citizens of Newark.

To be eligible for a Community Grant an organisation must:

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes with a clearly stated social ambition for the community of Newark.
- Be able to provide a copy of its latest annual accounts and most recent bank statement.
- Have a bank account operated by a minimum of at least two joint signatories.
- Where appropriate, be able to demonstrate that Child and Vulnerable Adult Safeguarding measures are in place. This will be usually in the form of an appropriate policy that requires those working directly with children and vulnerable adults to be DBS checked and approved.

Applications do not have to be from groups that already exist but, in such circumstances, the Council will need to be satisfied as the manner in which any project for which a Community Grant is sought will be delivered and may impose additional conditions on any grant awarded or delay the award until the project has been completed.

The application must be made on the official application form and must be returned to the Town Council. Applications will be considered on a first come first served basis.

The Finance and General Purposes Committee will decide who the successful applicants are and thereafter the Community Grant will be awarded.

Who and what is not eligible to apply

We will normally reject applications from:

- Projects which are the prime statutory responsibility of other government bodies or would normally be funded by a local or regional authority
- Projects which improve or benefit privately owned land or property
- Support for private business projects
- Applications by “for – profit” commercial organisations
- Projects which have already been completed or will have been by the time the grant is issued
- From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Newark Town Council.
- From organisations with political affiliations or those established for the purpose of forwarding a party-political agenda.
- National appeals are, with limited exceptions, regrettably outside the legal scope of the Council’s grant-aid scheme

What can be funded

The project should be something that makes the local community a better place in which to live, work or visit it should be something that will provide a long lasting and sustainable benefit to our local area.

Projects may be funded if one or more of the following **criteria** are met:

- It should benefit people who live in Newark – i.e. your event/project is based within a NG24 postcode, it is accessible to anyone in Newark or is tailored to a specific target audience in the local area (i.e. a children's group).
- It must be sustainable in the longer term
- It should engender a sense of civic pride

Additionally:

- New or informal groups of people who have formed to undertake new projects - priority will be given to those who are doing something which adds value (i.e. improving facilities), rather than applications for running costs.
- Applicants may only apply for one grant in any 2 years.

The following are unlikely to be considered a grant priority

- Projects that simply replace existing facilities with no significant improvement
- Projects where there is a large shortfall in the funding required to complete the project will be reviewed differently. We may put forward an offer of a grant on the condition you receive the other funding within six months – please note, this money will not be sent through until we have evidence of other successfully awarded grants.
- However, all grant applications will be considered on their own merits.

Conditions of grant

- Newark Town Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.
- Newark Town Council can name your organisation on its own publicity of the grant awarding, including presentations, press releases, website content and social media posts (please note this is not an exhaustive list of all potential uses).
- Financial support can only be used for the purpose for which the Community Grant is given, and as such we consider our grant to be registered as "Restricted Funding". Failure to adhere to this condition could lead to the cancellation or reduction in the value of the grant.
- Grants must be used within 12 months of the date of the Grant payment.
- Grants will only be awarded for forthcoming projects – not retrospectively.
- The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred.
- If an organisation dissolves and the grant has not been spent the Council would expect the organisation to reimburse the grant-aid awarded.

- Organisations are not restricted to the number of grant applications submitted to the Council for grant-aid over a period of time, however the history of previous applications will be considered in the decision-making process.
- The giving of a grant one year does not set a precedent for another year.
- Grants must not be distributed to any other organisation.

Applications forms are available from:

Newark Town Council, Town Hall, Market Place, Newark, NG24 1DU

Tel. No. 01636 684806

Part B – Applications guidelines & procedure

Preparing your application

How to apply

Complete the application form

Submit completed application form along with all relevant additional information requested in 4.3 to the Town Council.

How decisions will be made

We may not be able to fund all projects as there may be more applications than money available. All applications will be considered but you may not receive the full amount of grant you apply for.

The application will be assessed initially by the Council based on the following criteria: -

- General eligibility
- Impact on key local need
- Community support
- Value for money
- Environmental impact
- Community involvement
- Feasibility
- Likely effectiveness

The decision of the Town Council is final, and the Council will not enter into correspondence concerning the assessment of the grant.

What happens next

- If your application is successful, you will be sent an email or a letter informing you. Included with this will be an acceptance form and the terms and conditions of funding. You need to read these, sign the acceptance form and return it to us.
- If you are unsuccessful, we will write to tell you so.
- In certain circumstances, we may ask you to meet other conditions before we issue your grant.
- When your project is finished, we will ask you to provide copies of invoices related to the project, if your grant has not been used for the purpose specified on your application, the Council may request the funds are returned in full

Newark Town Council reserves the right to vary the application of this policy in circumstances where significant benefit to the town is demonstrated.

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Volume 34 Number 1

January 2010

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The journal is a leading source of information for management educators and researchers. It covers a wide range of topics, including management theory, practice, and research.

For more information, please visit the journal's website at <http://jme.sagepub.com>.

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Community Grant Application Form

(PLEASE NOTE: Completed Application Forms are open to public inspection)

Contact Information

Name of organisation

Address of organisation

Name of applicant

Position in organisation

Telephone number

Email Address

<input type="text"/>	<input type="text"/>
----------------------	----------------------

About your organisation

Organisation type

☐ Educational Organisation

☐ Community Group/Club

☐ Registered Charity

☐ Other (Please specify)

Do you have a constitution or governing body?

☐ Yes

☐ No

How many years has your organisation been in existence?

Please provide details of your organisation's membership

How is your organisation managed?

How many trustees/committee members do you have?

How many staff does your organisation employ?

Roughly how many volunteers do you regularly have?

Project details

Please give a brief outline of the project you're seeking fund for

Please include specifics of what the funding is needed for and whether your project involves collaboration with other groups.

How many people do you expect to benefit from your project?

Project schedule

When will your project start?

How long will your project last?

Project Costs

Total cost of your project	£
How much are you seeking as a grant from Newark Town Council (max £500.00)	£

Please provide a breakdown of your project costs in the table below.
(Please continue on a separate page and attach the page to this form if there is insufficient room below)

Item	Cost
	£
	£
	£
	£
	£
	£
	£
	£
Total Cost	£

Have you applied for funding for this project from any other funders?

☐ Yes☐ No

If yes, please give details about contributions below:

If you, please give details about contributions below: