

Evidence of need

Please outline what steps you have taken to identify that there is a need for your project or confirm how you know that there is a need for your project?

Attachments

If there are any supporting documents that you would like to provide, please include them when you submit your application.

Submission

If there is any additional information relating to your project that you want to make us aware of, please add details here:

Declaration

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Newark Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Signature

Date

**FINANCE AND GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>Just Sing Grant Application</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 That members consider their response to a grant request to support the hire of the Town Hall by Just Sing.

**2. Background**

- 2.1 Just Sing have been granted free use of the ballroom for their concert over the last few years.
- 2.2 Just Sing are now seeking to book the Town Hall on the 22<sup>nd</sup> June for a Sunday afternoon matinee.
- 2.3 The cost of the booking would ordinarily be £300.00.
- 2.4 The applicant has stated the following:

***As a Community choir we have an active membership of around 80 people. We have ages from teens to 80 year olds.***

***We rehearse every second Saturday at the London Road Congregational church hall. Subs are encouraged but not compulsory so that the choir is open to all comers regardless if they can afford to pay or not. Likewise the music can be provided for free.***

***Each year we like to put on a concert for charity. Last year this was in November and this year we would like to do a Sunday afternoon matinee performance, the date we have in mind is the 22nd June.***

***We like to support local charities by giving them 100% of our proceeds and this time our hope is to support both the Newark Children's Bereavement Centre and the Lincolnshire Air Ambulance.***

***Rising costs of the hire of the Town Hall which we have been using for years is making the holding of our yearly concert difficult as the costs are directly taken from the choir funds.***

***I am hoping that the council would consider giving us the Newark Community Choir (otherwise known as Just Sing) a grant to pay for the hire of the Hall.***

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

**Financial :** The value of grants / free use of the Ballroom in the current financial year to date is £5272.59. The current year budget is £7400.00.

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

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**FINANCE AND GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>25/26 Council Meeting Dates</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 That members adopt the recommended meeting date calendar for the 25/26 civic year as at Appendix 1.

**2. Background**

- 2.1 To assist in diary management, in addition to the usual committee dates, provisional dates have also been included for working groups and sub committees. This will aid in advance workstream planning and assist in ensuring good meeting attendance by members. Where due a lack of relevant agenda items, meetings can always be cancelled.
- 2.2 Dates can be changed with the consent of the Council and more meetings added as extraordinary meetings should the need arise.

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

All relevant matters contained in the report.

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





**Newark**  
TOWN COUNCIL

## MEETING SCHEDULE 2025/2026

Meeting	Apr *	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Town Council	23 <sup>rd</sup>	11 <sup>th</sup> MM							10 <sup>th</sup>	28 <sup>th</sup> (after FGP)		11 <sup>th</sup>	15 <sup>th</sup>
FGP	16 <sup>th</sup>		18 <sup>th</sup>	16 <sup>th</sup>		3 <sup>rd</sup>	08 <sup>th</sup>	12 <sup>th</sup>		28 <sup>th</sup>			
Planning	30 <sup>th</sup>	28 <sup>th</sup>	25 <sup>th</sup>	30 <sup>th</sup>	27 <sup>th</sup>	24 <sup>th</sup>	29 <sup>th</sup>	26 <sup>th</sup>		07 <sup>th</sup>	4 <sup>th</sup>	04 <sup>th</sup>	1 <sup>st</sup> and 29 <sup>th</sup>
Personnel			4 <sup>th</sup>			10 <sup>th</sup>			3 <sup>rd</sup>			25 <sup>th</sup>	
EATSC		19 <sup>th</sup>		28 <sup>th</sup>			20 <sup>th</sup>				16 <sup>th</sup>		
Environmental Stewardship SC		15 <sup>th</sup>			14 <sup>th</sup>			20 <sup>th</sup>				19 <sup>th</sup>	
Cemetery WG			12 <sup>th</sup>			18 <sup>th</sup>				22 <sup>nd</sup>			9 <sup>th</sup>

**Monday**  
**Wednesdays**  
**Thursdays**  
**Sunday**



**Finance and General Purposes Committee**

<b>SUBJECT:</b>	<b>Hospitality Governance</b>
<b>REPORT BY:</b>	<b>Anna Lawson</b>

**1. Recommendations**

- 1.1 To grant authority for the Hospitality and Events Sales Manager to make commercial decisions when securing business for the Town Hall. (Also see Appendix 1 at page 57).
- 1.2 That the Hospitality and Events Sales Manager has the authority to make decisions in order to secure business that is either financially or strategically beneficial to the Town Hall and/or the Town Council.
- 1.3 The delegated powers provided to the Town Clerk and Deputy Town Clerk are implemented in order to make commercially focused decisions in support of the Hospitality operations.
- 1.4 That decision-making within the venture is recorded in order to be open for inspection by the internal auditor.
- 1.5 To ratify existing sub-contract appointments to deliver services within the Hospitality operations.

**2. Background**

- 2.1 In 2024 Newark Town Council took an active decision to actively develop the Town Hall as a commercially focused wedding and events venue. The purpose of the decision was to generate revenue that would help the Town Council address medium term financial challenges and reduce dependency on Council Tax revenue.
- 2.2 In August 2024 a new officer was appointed with the specific objective of developing the venue and the Town Hall offer. The officer quickly put in place new packages, developed the branding and marketing, recruited support staff, developed procedures, and built commercial partnerships with other businesses and organisations using industry knowledge and contacts with the aim of working towards achieving the financial ambitions and targets identified by the consultancy report commissioned by the Town Council in early 2024.
- 2.3 The officer appointed was given freedom to develop the venue and begin the journey towards achieving the financial objectives of the venture. Following an initial period of development and allowing opportunity to see how the venture has progressed, it is now considered important to regularise the governance structures around the venture.
- 2.4 The wedding market particularly is competitive. It is considered important that officers are given the freedom to act commercially in an effort to secure business. This may involve negotiating hire contracts and provision of extras within packages in order to secure a booking. It is not practical to have to seek Council approval for front line commercial negotiations. Doing so would only serve to delay contracts being secured and result in lost business.
- 2.5 External, independent advice has been sourced and implemented in relation to Health and Safety aspects of Hospitality operations and new processes and procedures introduced.



- 2.6 The governance recommendations herein do not allow officers to incur expenditure above budgeted levels such as for marketing and promotion without member approval.
- 2.7 New capital expenditure not authorised by way of annual budget processes will be subject to prior member approval.

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

- 3.1 **Financial/Risk** – In order for members to monitor the progress of the hospitality operations of the Town Hall, quarterly reports will be provided as to the financial activities of the venture including income, expenditure, advance bookings, ticket sales, service developments/enhancements, event offers, package changes, marketing schemes and other significant matters relevant to the overall venture. This will allow a periodic opportunity for members to offer ideas and thoughts as to the progress of the venture.

<b>Background Papers:</b>	<b>Working papers</b>
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**FINANCE AND GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>Insurance Renewal</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 That members appoint Zurich Municipal as their chosen insurer for the next 3 years.
- 1.2 That members note and endorse the fact that due to there being only 3 providers of insurance to the town and parish sector that a tender process has not been undertaken as all providers have been approached for a quote in any event.

**2. Background**

- 2.1 The Council is legally obliged to maintain suitable insurance cover for all aspects of its undertakings.
- 2.2 The previous insurance contract expires at the end of the current financial year and quotes have been sought for a new contract.
- 2.3 All companies were advised of a quote submission deadline of the 7<sup>th</sup> March. So far 1 company (current insurer) has submitted a quote. It is hoped that further companies will have sent their quotes before the meeting. If not due to the timeframes involved a level of devolved authority to the Clerk and Chair of FGP may be required to confirm the appointed insurer before the 1<sup>st</sup> April renewal date.

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

Contained within the report.

<b>Background Papers:</b>	<b>Working papers</b>
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