



# Newark TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 16<sup>TH</sup> APRIL 2025

Friday 11<sup>th</sup> April 2025

Dear Councillor

You are summonsed to attend a meeting of the Finance & General Purposes Committee at **7.00pm** on Wednesday 16<sup>th</sup> April 2025. This meeting will be held in the Council Chamber at the Town Hall.

***Please remember that there will be a presentation by Nottinghamshire Association of Local Councils (NOTALC) immediately prior to this meeting, which will begin at 6.00pm.***

Yours sincerely

**Matthew Gleadell**  
**Town Clerk**

**Pre-Group Meetings**  
**(if required)**

<b>1</b>	<b>6.00</b>	<b>Independents for Newark</b>	<b>Committee Room</b>
<b>2</b>	<b>6.00</b>	<b>Labour Group</b>	<b>Bar Area</b>
<b>3</b>	<b>6.00</b>	<b>Conservative Group</b>	<b>Old Robing Room</b>
<b>4</b>	<b>6.00</b>	<b>Independent Councillors</b>	<b>Mayors Parlour</b>

**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 16<sup>TH</sup> APRIL 2025

**6.00pm - Presentation by Kaffey Oxley - Nottinghamshire Association of Local Councils**

1	Apologies for Absence		
2	Minutes of the Finance & General Purposes Committee held Wednesday 12 <sup>th</sup> March 2025	Minutes Attached	Page 5
3	Declarations of Interest from Members <i>Relevant Legislation: Localism Act 2011 s31</i>	Verbal	
4	Nottinghamshire Association of Local Councils (‘NOTALC’) Membership	Report Attached	Page 9
5	Annual Public Meeting	Report Attached	Page 11
6	NSDC Concert Band – Concert Venue Request	Report Attached	Page 13
7	Meeting Dates	Report Attached	Page 15
8	Play Area Tender – Panel Appointment	Report Attached	Page 21
9	Sherwood Avenue Tennis Courts Car Park	Report Attached	Page 23
10	Community Governance Review	N&SDC Report Attached	Page 25
11	Scheme of Delegation and Town Council Meetings Remit	Report Attached	Page 27
12	Exclusion of the Press and Public <i>Public Bodies (Admissions to Meetings) Act 1960 s1 (2)</i>	Report Attached	Page 31
13	Appendix 1 to Agenda Item 9	Report Attached	Page 33

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# Newark TOWN COUNCIL

Agenda Item No: 2

Committee Date: Wednesday 16<sup>th</sup> April 2025

## FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 12<sup>th</sup> March 2025.

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

**FGP93/24/25 Minutes of the Finance & General Purposes Committee held on Wednesday 29<sup>th</sup> January 2025.**

The Minutes (as above) were proposed by Cllr D Moore, seconded by Cllr D Campbell and **APPROVED**.

**FGP94/24/25 Declarations of Interest**

No Declarations of Interest were received.

**FGP95/24/25 Payment Schedules 10/25 and 11/25**

Payment Schedules 10/25 and 11/25 in the sum of £275,630.59 (two hundred and seventy five thousand, six hundred and thirty pounds and 59p) and £141,814.98 (one hundred and forty one thousand, eight hundred and fourteen pounds and 98p) were **NOTED**.

**FGP96/24/25 Hospitality Capital Expenditure**

Discussions took place regarding the three proposals, and it was re-iterated that these actions are to complement the town and its events and not to take business away from other venues.

Recommendations were:

- a) To accept the change of use for the Pickin Room
- b) To purchase the outdoor bar for the Market Place
- c) To represent the proposal for the soft play events to include costings

Cllr D Campbell proposed, Cllr T Collier seconded the above proposals. A vote was held it they were **AGREED**.

**FGP96/24/25 Nottinghamshire Association of Local Councils Membership ('NOTALC')**

It was proposed that this decision be deferred.

The CEO of NOTALC would be invited to speak to the Council and another report would be referred back to the Committee.

This was proposed by Cllr L Goff and seconded by Cllr D Ledger. A vote was held and it was **AGREED**.

**FGP97/24/25 Newark Heart Procurement and Financials**

Cllrs Kellas, Crosby, Taylor, Spoor, Moore and Brown made non-pecuniary declarations of interest in this Agenda item.

Cllr P Taylor asked for confirmation that the situation would not happen again in relation to Newark Town Council processes.

Cllr M Spoor requested confirmation that if the council accept the proposal, that no action would be taken against NTC. The Town Clerk stated that legal advice would be sought in relation to this. Following legal advice, if the council is able to proceed then both the Leader and the Chair of FGP will be contacted to grant permission.

Cllr D Campbell asked for it to be noted that she was not comfortable with granting retrospective approval of expenditure.

The recommendation as in the Agenda Report was proposed by Cllr S Crosby and seconded by Cllr D Moore. A vote was held and it was **AGREED**.

**FGP98/24/25 Cemetery Fees and Charges**

Cllr L Goff declared a non-pecuniary interest in this Agenda Item.

Cllr S Crosby proposed that the decision on this item be deferred to the next meeting, subject to comparative data from other sites.

Cllr D Moore seconded the proposal. A vote was held it this was **AGREED**.

**FGP99/24/25 Grant Policy and Application Form**

The following amendments were proposed to the Grant Policy and Application Form.

To amend the form to request copies of bank statements and trading accounts

Proposed amendment – maximum application to be £500 over two years.

Proposed by Cllr L Geary, seconded by Cllr P Taylor. There were no votes for this amendment.

Proposed amendment – remove biannual requirement and make £250 maximum per year.

Proposed by Cllr J Kellas, seconded by Cllr D Moore. A vote was held and this was **AGREED**.

Cllr J Kellas then proposed that the proposal including the amendment were accepted, this was seconded by Cllr D Moore. A vote was held and this was **AGREED**.

**FGP100/24/25 Just Sing Grant Application**

Cllr D Ledger proposed that the application be accepted in principle, subject to dates being available. This was seconded by Cllr S Crosby. A vote was held and this was **AGREED**.

At this point, Standing Orders were suspended in order to continue the meeting for another 30 minutes. A vote was held and this was **AGREED**.

**FGP101/24/25 25/26 Meeting Dates**

Cllr P Taylor proposed, Cllr L Goff seconded that this be deferred to the next meeting.

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

Cllr T Collier left the meeting at 9.11pm.

**FGP102/24/25 Insurance Renewal**

It was proposed by Cllr L Geary, seconded by Cllr D Moore, that the insurance renewal be accepted. A vote was held and this was **AGREED**.

**FGP103/24/25 Exclusion of the Press and Public**

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

This was seconded by Cllr D Ledger; a vote was held and it was **AGREED**.

**FGP104/24/25 Hospitality Governance**

After discussion it was **AGREED** that these decisions be recorded and then reported to council. Details to be redacted.

Cllr M Skinner proposed, Cllr L Geary seconded an amendment to the proposal:

- a) To add - Profit and loss accounts for the Hospitality and Events department to be presented to the council.

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

Cllr S Dickinson and Cllr E Cropper left at 9.30pm.

It was proposed by Cllr P Taylor, seconded by Cllr M Spoors that Standing Orders be suspended again in order to continue the meeting for another 30 minutes. A vote was held and this was **AGREED**.

**FGP105/24/25 Tolney Lane Woodland – Request for Lease**

Discussions took place with concerns being raised in relation to building, cutting down trees, pesticides, and fencing.

It was proposed by Cllr L Geary and seconded by Cllr L Goff, that this request be **AGREED**.

A vote was held and with 4 in favour, 5 against and 3 abstentions the request was **NOT AGREED**.

**Amendment in RED**

Meeting Closed:	21.56pm	Next Meeting:	Wednesday 16 <sup>th</sup> April 2025
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## FINANCE AND GENERAL PURPOSES

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

1. **Recommendations**

- 1.1 That members consider if they wish to join the Nottinghamshire Association of Local Councillors following a presentation and Q&A from the CEO of NOTALC prior to the meeting at which this report will be considered.

2. **Background**

**The following text is a duplication of the report given to members at the March 2025 FGP meeting which prompted the request for the presentation from the CEO of NOTALC.**

- 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, chairing, 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](http://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 undertakings 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.

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

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

**FINANCE & GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>Annual Parish / Electors Meeting</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 That members consider and determine the date, format and content of the annual electors /parish meeting for 2025.

**2. Background**

- 2.1 In 2024 members adopted a new format for the annual parish / electors meeting. The format involved a presentation from the Clerk in the Ballroom which gave attendees an overview of the Councils undertakings and financial position followed by a Q&A for attendees. The meeting was considered by many to be a success and improvement on the previous format.
- 2.2 Members are asked what format they wish to adopt for the same meeting in 2025. There is no fixed format and the business to be considered is at the discretion of the Council.
- 2.3 The meeting is scheduled in principle for the 23<sup>rd</sup> April after a Town Council meeting; however, as there are some specific matters which require addressing at the Town Council meeting and these are expected to take some time it is not prudent to hold the annual electors meeting on the same date.
- 2.4 Subject to members approving the format of the meeting, it is suggested that it should take place after the County Council elections in mid to late May but before the statutory deadline for the meeting to be held of the 1<sup>st</sup> June 2025. A date of 29<sup>th</sup> May is proposed.
- 2.5 Options for Meeting Content :
1. Town Council update on services and financial position.
  2. Local Government Reorganisation status
  3. Towns Fund investments in Newark (where possible).

Items 2 and 3 would likely involve guest speakers from third party organisations.

The meeting should always involve an open forum for questions from attendees.

**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>

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THE PROBLEM OF THE PHYSICIAN IN THE HOSPITAL

By J. H. HARRIS, M.D., and J. H. HARRIS, M.D.

THE PROBLEM OF THE PHYSICIAN IN THE HOSPITAL

The problem of the physician in the hospital is a complex one, involving many factors, including the physician's role, the hospital's organization, and the patient's needs. This article discusses the various aspects of this problem and offers suggestions for its solution.

The physician's role in the hospital is a complex one, involving many factors, including the physician's role, the hospital's organization, and the patient's needs. This article discusses the various aspects of this problem and offers suggestions for its solution.

The hospital's organization is a complex one, involving many factors, including the hospital's organization, the physician's role, and the patient's needs. This article discusses the various aspects of this problem and offers suggestions for its solution.

The patient's needs are a complex one, involving many factors, including the patient's needs, the physician's role, and the hospital's organization. This article discusses the various aspects of this problem and offers suggestions for its solution.

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**FINANCE AND GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>Newark and Sherwood Concert Band – Concert Venue Request</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 That members support Newark and Sherwood Concert Band in hosting a concert at the Town Hall in return for their discounted attendance fee at VE Day.

**2. Background**

- 2.1 Newark & Sherwood Concert Band have been booked to perform as part of a VE Day concert and service which will take place in the market place on the 8<sup>th</sup> May.
- 2.2 The band have proposed a very small charge for performing compared to their usual fee but in return have asked if they can use the Ballroom to provide a free concert for school children and their parents / guardians at a date to be agreed. This is stated as being designed to inspire the next generation of musicians and potentially future musicians in the band.
- 2.3 The value of the Ballroom hire is £540.00.
- 2.4 Members may want to consider utilising the Council grant budget to support the hire cost unless it is viewed as an exception given the circumstances that have led to the request.
- 2.5 External grant funding to support VE Day is anticipated which will help to reduce the level of financial resource required from the Town Council to deliver the VE Day event.

**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>



**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 attached as Appendix 1 to this report.

An alternative format is attached as Appendix 2.

**2. Background**

- 2.1 This matter was deferred from the March FGP meeting. Some editing omissions had resulted in some missing Full Council dates in the schedule which caused concern and confusion. The remaining text is a repeat of the March FGP report for the same matter.

- 2.2 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.

- 2.3 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>

# THE JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION

<p>Published weekly, except the last issue which is published bi-monthly in June and July.</p>	
<p>Subscription price, \$5.00 per annum in advance.</p>	<p>Single copies, 15 cents.</p>

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## EDITORIAL

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## 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		23 <sup>rd</sup>		17 <sup>th</sup>			10 <sup>th</sup>	28 <sup>th</sup> (after FGP)			22 <sup>nd</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>		11 <sup>th</sup>	15 <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**



Date	Day	Time	Meeting
16 <sup>th</sup> April	Wednesday	7pm	FGP
23 <sup>rd</sup> April	Wednesday	7pm	Town Council
30 <sup>th</sup> April	Wednesday	7pm	Planning
11 <sup>th</sup> May	Sunday		Mayor Making
15 <sup>th</sup> May	Thursday	6.30pm	Environmental Stewardship
19 <sup>th</sup> May	Monday	6.30pm	Events, Arts, Culture Twinning
28 <sup>th</sup> May	Wednesday	7pm	Planning
4 <sup>th</sup> June	Wednesday	6.30pm	Personnel
12 <sup>th</sup> June	Thursday	6.30pm	Cemetery Working Group
18 <sup>th</sup> June	Wednesday	7pm	FGP
25 <sup>th</sup> June	Wednesday	7pm	Planning
16 <sup>th</sup> July	Wednesday	7pm	FGP
23 <sup>rd</sup> July	Wednesday	7pm	Town Council
28 <sup>th</sup> July	Monday	6.30pm	Events, Arts, Culture & Twinning
30 <sup>th</sup> July	Wednesday	7pm	Planning
14 <sup>th</sup> August	Thursday	6.30pm	Environmental Stewardship
27 <sup>th</sup> August	Wednesday	7pm	Planning
3 <sup>rd</sup> September	Wednesday	7pm	FGP
10 <sup>th</sup> September	Wednesday	6.30pm	Personnel
17 <sup>th</sup> September	Wednesday	7pm	Town Council
18 <sup>th</sup> September	Thursday	6.30pm	Cemetery Working Group
24 <sup>th</sup> September	Wednesday	7pm	Planning
8 <sup>th</sup> October	Wednesday	7pm	FGP
20 <sup>th</sup> October	Monday	6.30pm	Events, Arts, Culture & Twinning
29 <sup>th</sup> October	Wednesday	7pm	Planning
12 <sup>th</sup> November	Wednesday	7pm	FGP
20 <sup>th</sup> November	Thursday	6.30pm	Environmental Stewardship
26 <sup>th</sup> November	Wednesday	7pm	Planning
3 <sup>rd</sup> December	Wednesday	6.30pm	Personnel
10 <sup>th</sup> December	Wednesday	7pm	Town Council
<b>2026</b>			
7 <sup>th</sup> January	Wednesday	7pm	Planning
22 <sup>nd</sup> January	Thursday	6.30pm	Cemetery Working Group
28 <sup>th</sup> January	Wednesday	7pm	FGP
28 <sup>th</sup> January	Wednesday	After FGP	Town Council
4 <sup>th</sup> February	Wednesday	7pm	Planning
16 <sup>th</sup> February	Monday	6.30pm	Events, Arts, Culture & Twinning
4 <sup>th</sup> March	Wednesday	7pm	Planning
9 <sup>th</sup> March	Thursday	6.30pm	Cemetery Working Group
11 <sup>th</sup> March	Wednesday	7pm	FGP
19 <sup>th</sup> March	Thursday	6.30pm	Environmental Stewardship
25 <sup>th</sup> March	Wednesday	6.30pm	Personnel
1 <sup>st</sup> April	Wednesday	7pm	Planning
15 <sup>th</sup> April	Wednesday	7pm	FGP
22 <sup>nd</sup> April	Wednesday	7pm	Town Council
29 <sup>th</sup> April	Wednesday	7pm	Planning

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**FINANCE AND GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>Play Area Tender – Panel Appointment</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 That the Mayor, Leader and Chairman of the Finance and General Purposes Committee be appointed to form a panel to score tenders received for the refurbishment and replacement of the Tolney Lane play area.

**2. Background**

- 2.1 The Council has successfully secured a £100,000 grant towards the cost of a complete replacement of the Tolney Lane play area often referred to as the sand park.
- 2.2 A formal tender exercise is underway and a small panel of members is sought to assess and score all tenders received and to select a winning bid.
- 2.3 The deadline for submission of tenders is 2<sup>nd</sup> May 2025. Bids are scheduled for scoring and assessment on the 6<sup>th</sup> May 2025 (Tuesday).

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

All relevant matters detailed 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>



SUBJECT:	Sherwood Avenue Tennis Courts Car Park
REPORT BY:	Matthew Gleadell

## 1. Recommendations

- 1.1 That support funding of £1,000 be provided to assist Newark Northern Bowls Club in creating some additional parking space at Sherwood Avenue Bowls and Tennis club subject to the club funding the remaining costs of the work.

## 2. Background

- 2.1 Newark Town Council is the owner of the Bowls Pavilion, Bowls Green, Tennis Courts and Car Park at Sherwood Avenue.
- 2.2 The site is leased to Newark Northern Bowls Club. The lease expires in 2026.
- 2.3 The bowls club has approached the Council to seek consent to expand the car park surface area and ask for funding support towards the project.
- 2.4 The car park is used by Council staff on a daily basis for parking whilst attending work.
- 2.5 The club has secured quotes for the work which involves laying of a tarmac surface to an existing compact soil area that is devoid of plants and shrubs. The area concerned is shown edged red on the plan below. The area will accommodate an additional 8-10 cars.
- 2.6 Quotes for the work have been secured by the club. **Appendix 1 to this report (pink paper, page 33) details the costs of the work.**
- 2.7 The works will improve the functionality of the site and help to accommodate the growing number of vehicles parking on the site for bowls, tennis and council related purposes.



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

- 3. Financial** – The Council did end the year with a significant underspend.

The whole of the Sherwood Avenue recreational sites have had a lot of investment in the last year with the play area and skate park, tennis courts and solar panels on the Bowls Pavilion.

A small amount of funding to tidy up and make usable an area not presently utilised will further improve the site.

**Environmental** – Provision of parking spaces may be deemed to be encouraging travel by car rather than alternative greener methods of transport.

<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>



**FINANCE AND GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>Community Governance Review – N&amp;SDC Report</b>
<b>REPORT BY:</b>	<b>N&amp;SDC</b>

**APPENDIX B**

**Review of Parishes and Related Matters**  
**Local Government and Public Involvement in Health Act 2007**

**Review of Newark Town Council Ward Boundaries and Electoral Arrangements**

**Draft Recommendations – March 2025**

**1.0 Background Information**

- 1.1 The Council is undertaking a Community Governance Review of the Newark Town Council ward boundaries and electoral arrangements in light of future developments of housing in the town and the current electoral arrangements.
- 1.2 In undertaking the Review, the Council will be guided by Part 4 of the Local Government and Public Involvement in Health Act 2007, the relevant parts of the Local Government Act 1972 and Guidance on Community Governance Reviews issued by the Department of Communities and Local Government and the Electoral Commission.
- 1.3 The Terms of Reference for this Review were approved by the General Purposes Committee on 12 December 2024. Comments on the Terms of Reference were sought from local residents and interested parties and the results of these were considered by the General Purposes Committee on 20 March 2025. In considering those, the Committee recommended these Draft Proposals upon which we are now inviting comments.

**2.0 Draft Recommendations**

- 2.1 The Draft Recommendations are as follows:

- The Town Council retain 18 Members.
- The South Ward be renamed Middlebeck.
- The East Ward be merged with Beacon Ward.
- The electoral arrangements for Newark Town Council, effective ahead of the May 2027 elections be as follows:

Beacon Ward – 4 Members  
 Bridge Ward – 3 Members  
 Castle Ward – 2 Members  
 Devon Ward – 5 Members  
 Magnus Ward – 2 Members  
 Middlebeck Ward – 1 Members  
 Sleaford Ward – 1 Members

Note – for any Order made following this Review, any by-elections to fill casual vacancies ahead of the full 2027 elections to be undertaken in accordance with the new electoral arrangements and boundaries.

2.2 The attached map shows the proposed changes to boundaries (changes in red)

### 3.0 **Statutory Consultation**

- 3.1 The Local Government and Public Involvement in Health Act 2007 requires the Council to consult the local government electors for the area under review and any other person or body who appears to have an interest in the Review (for instance the local Member of Parliament and the County Council) and to take the representations that are received into account by judging them against the criteria in the Local Government and Public Involvement in Health Act 2007.
- 3.2 The Council will consult in an appropriate and accessible manner with the Review area ensuring that those most affected are given the opportunity to respond. Any decisions made and the reasons for those decisions will be published following the Review.
- 3.3 In accordance with the Local Government and Public Involvement in Health Act 2007, representations received in connection with the Review will be taken into account, and consultees will be informed of the outcome of the review. The mechanism for this will be through the Council's website, issuing press releases, personal communication where appropriate and through the lodging of key documents on deposit at parish council offices etc.
- 3.4 The consultation period on the draft recommendations will end on 2<sup>nd</sup> May 2025.

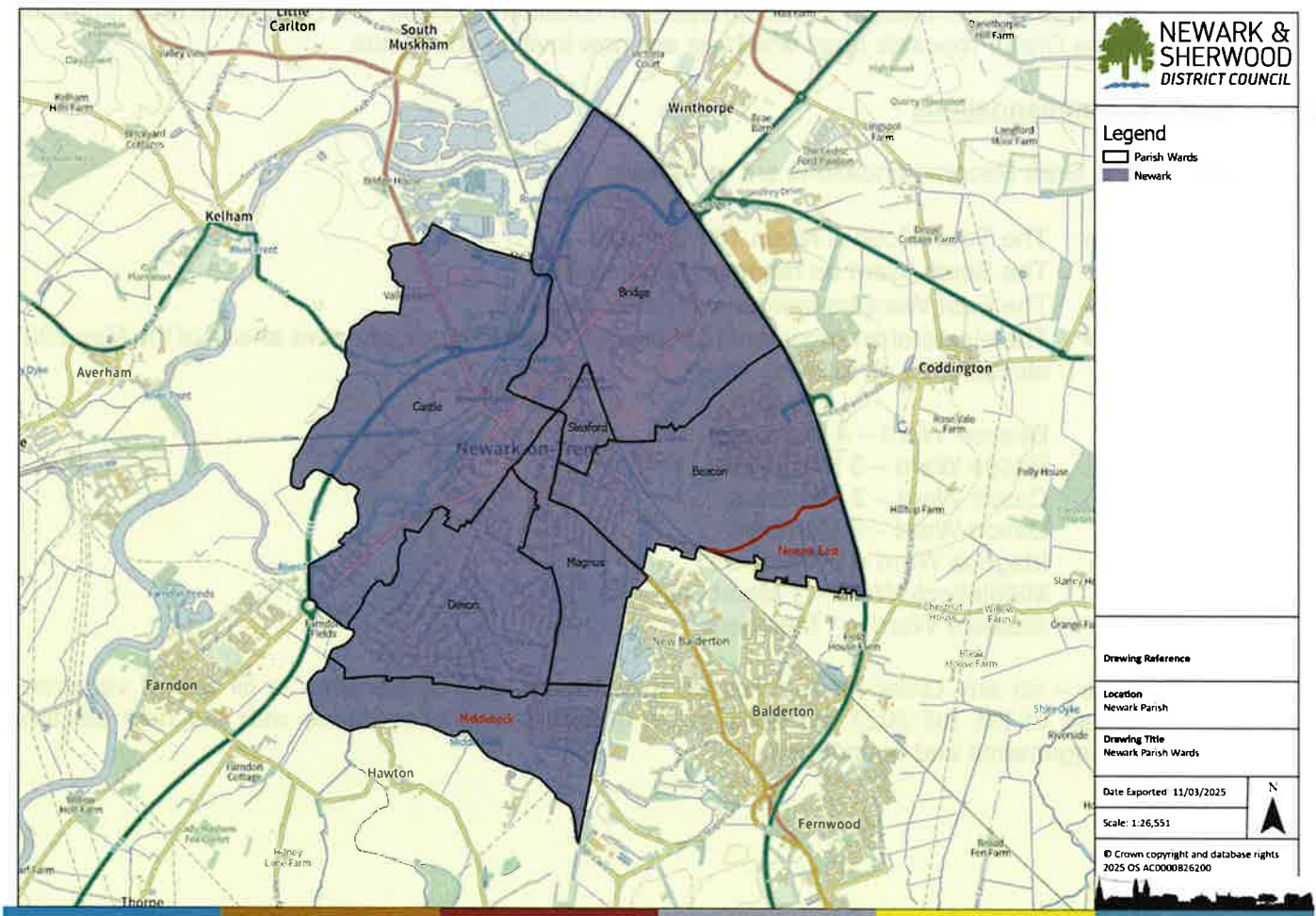
### 4.0 **How to Contact Us**

Contact details at the Council for the duration of the review are as follows:

Nigel Hill – Business Manager – Elections & Democratic Services Email [voting@newark-sherwooddc.gov.uk](mailto:voting@newark-sherwooddc.gov.uk)

### 5.0 **Date of Publication of Draft Recommendations**

Draft Recommendations due to be published 24 March 2025.



**FINANCE AND GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>Scheme of Delegation and Town Council Meetings Remit</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 That the Councils Scheme of Delegation be amended to allow for all matters that are presently reserved only to the Finance and General Purposes Committee to also be permitted for inclusion on Town Council meeting Agendas on a trial basis during the 25/26 civic year.

**2. Background**

- 2.1 Town Council meetings are presently limited in their remit. As such Agendas for Town Council meetings are often short and achieve little in the way of useful decision making.
- 2.2 FGP meetings in contrast can often be lengthy and difficult to work through in a reasonable time.
- 2.3 On a trial basis it is suggested that officers are given the ability to utilise Town Council meetings as a forum for conducting business that is currently only addressed at FGP meetings.
- 2.4 The proposal will help to spread agenda items across more meetings during the year hopefully allowing for slightly shorter FGP meetings, will give the Town Council meetings more purpose and make use of valuable members time when attending Town Council meetings.
- 2.5 The Council is delivering and exploring a number of large projects presently. There is a consequently a lot of business to be addressed and providing more opportunities for members to make critical decisions through the year is considered prudent.
- 2.6 The current remit is shown at Appendix 1 with additional proposed wording shown in red text.

**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>



***Extract from the full Scheme of Delegation:*****Town Council**

3.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate committee(s) may make recommendations for the Council's consideration:

- (i) Setting the precept
- (ii) Borrowing money  
Making, amending or revoking Standing Orders, Financial Standing Orders and this Scheme of Delegation
- (iii) Making, amending or revoking by-laws
- (iv) Making of Orders under any statutory powers  
Nomination and appointment of representatives of the Council to any other authority, organisation or body
- (v) Any proposed new undertakings
- (vi) Prosecution or defence in a court of law
- (vii) Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee.

**3.2 Urgent Matters**

3.2.1 In the event of any matter arising which requires an urgent decision the Town Clerk shall forthwith consult with the Chairman and Vice-Chairman of the appropriate Committee, before acting on behalf of the Council in respect of that particular matter.

If the matter involves expenditure not provided for in the annual budget, and not covered by 2.2 and Finance Regulation 7.4, then the Town Clerk will also consult with the Chairman and Vice-Chairman of the Finance and General Purposes Committee.

3.2.2 Before the Town Clerk exercises the delegated powers granted by paragraph 3.2.1 above, those Members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a Special Meeting of the appropriate Committee.

3.2.3 Before the Town Clerk exercises the delegated power granted by paragraph 3.2.1 above, the Members consulted shall further consider whether the matter is of sufficient importance to justify recommending to the Town Mayor that a Special Meeting of the Council should be called in accordance with Standing Order 30. (1).

3.2.4 Any decision that is taken in this way shall be reported to the next meeting of the appropriate Committee or Council, together with full details of the circumstances justifying the urgency.

3.2.5 Any decision that is taken in this way shall be accompanied by a written report which contains all necessary and appropriate professional advice and which should be retained to support the decision taken, the report will also record the Members who have been consulted on the matter and any comments made by them

**Committees**

4.1 The Finance and General Purposes Committee shall consider and determine the following matters:

- Approval of its minutes as true and correct records.
- Matters of Council administration and policy

- Consideration of the Council's budget and recommendation of consolidated finance requirements
- Budgetary control
- Investment of surplus funds
- Matters properly referred from other Committees within the requirements of Standing Orders
- Financial Grants and sponsorship
- To approve the staff establishment
- Mayoralty and Civic issues
- Health and Safety aspects affecting the Council
- To appoint the Internal Auditor for the Council and receive an annual audit report on the work carried out
- To receive any external audit reports.
- Investments in the CCLA Property Fund
- To operate and maintain the cemetery, burial responsibilities and associated duties, consequential to Statutory or Council requirements
- To maintain and operate the Council's allotments
- To be responsible for the Museum and the Town Council Treasures
- To deal with all other matters relating to amenities, festivals and the environment, including Newark in Bloom and Christmas Lights
- To be responsible for the Town Twinning functions and tourism in general
- To maintain and operate the Town Hall.
- To maintain and operate the public conveniences
- To maintain and operate Newark Market.

***Where considered expeditious to do so and in the prudent interests of the operation of the Council, matters reserved to the Finance and General Purposes Committee above may also be considered by meetings of the Town Council.***