



Newark TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 16TH JULY 2025

Thursday 10th July 2025

Dear Councillor

You are summonsed to attend a meeting of the Finance & General Purposes Committee at **7.00pm** on Wednesday 16th July 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	Bar Area
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 (Vice-Chairman)
 Cllr E Cropper
Cllr S Crosby (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 16TH JULY 2025

1	Apologies for Absence		
2	Minutes of the Finance & General Purposes Committee held on Wednesday 18 th June 2025	Minutes Attached	Page 5
3	Declarations of Interest from Members <i>Relevant Legislation: Localism Act 2011 s31</i>	Verbal	
4	Payment Schedule	Report Attached	Page 11
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6	Palace Singers Grant Application	Report Attached	Page 21
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8	Charity Trustee Appointment	Report Attached	Page 45
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10	Work Programme and Forward Planning	Report Attached	Page 49
11	Exclusion of the Press and Public <i>Public Bodies (Admissions to Meetings) Act 1960 s1 (2)</i>	Report Attached	Page 55
12	Exempt Minute from the Meeting on Wednesday 18 th June 2025	Minute Attached	Page 57



Newark TOWN COUNCIL

Agenda Item No: 2

Committee Date: Wednesday 16th July 2025

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 18th June 2025, at 7.00pm, in the Council Chamber, at the Town Hall.

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

In the absence of the Chairman (Cllr S Crosby) and the Vice Chairman (Cllr B Corrigan), Cllr D Moore was unanimously voted in to cover the role.

FGP001/25/26 Minutes of the Finance & General Purposes Committee held on Wednesday 16th April 2025.

The Minutes (as above) were proposed by Cllr L Geary, seconded by Cllr P Taylor and **AGREED** and **APPROVED** unanimously.

FGP002/25/26 Declarations of Interest

No Declarations of Interest were received.

FGP003/25/26 Payment Schedules 12/25. 1/26 & 2/26

A query was raised in relation to the dates on the documents.

The payment schedules were then proposed by Cllr D Campbell, seconded by Cllr L Geary and unanimously **AGREED**.

FGP004/25/26 Year End Accounting Statements

A query was raised in relation to the Election costs from the 2023 election.

It was **AGREED** to accept the Year End Accounts as presented.

The document was then signed by Cllr D Moore (Acting Chairman).

FGP005/25/26 Annual Governance and Accountability Return

Section One – Annual Governance Statement 2024/25

The statement was proposed by Cllr N Ross, seconded by Cllr L Roulstone and unanimously **AGREED**.

The document was then signed by Cllr D Moore (Acting Chairman).

Section Two – Accounting Statement 2024/25

The Accounting Statement was proposed by Cllr D Campbell, seconded by Cllr S Dickinson and unanimously **AGREED**.

FGP006/25/26 Cemetery Working Group Appointment

It was unanimously **AGREED** to accept the two recommendations as contained in the Agenda Report.

FGP007/25/26 Installation of Target Hardening Bunds

It was proposed by Cllr J Kellas, seconded by Cllr D Moore and **AGREED** unanimously that Target Hardening was required.

However, Cllr M Skinner requested that other options be explored rather than the use of bunds.

FGP008/25/26 Notice of Motion

Motion No 1

Proposed by Cllr M Skinner, seconded by Cllr J Kellas:

‘10th June 2025

This council warmly invites the Mayor for the East Midlands – Claire Ward to provide a presentation and answer questions from members at her earliest convenience. The Regional Mayor was elected over 12 months ago (May 2024) for a four-year term. I believe it would be helpful to hear directly from her, what she has achieved for Newark to date and what she hopes to achieve for the town during the remainder of her term in office’.

Following a vote it was **AGREED** unanimously to invite the East Midlands Mayor, Clair Ward, to attend a non-civic meeting with Newark Town Council

Motion No 2

Proposed by Cllr J Kellas, seconded by Cllr M Skinner:

‘10th June 2025

At future meetings of the finance and general purposes committee, a schedule of actions from previous/outstanding decisions (e.g motions) and visibility of forthcoming items for decision is added to the agenda. It would help members to remain informed of key items for decision outstanding/forthcoming and better informed in advance to consider these matters carefully.

You could summarise, we are asking for a ‘Forward Plan’ and ‘Outstanding/Forthcoming items for decision’.

Following a vote it was agreed unanimously that all committee tasks be included on the schedule.

FGP009/25/26 Cemetery Fees and Charges

It was proposed by Cllr L Geary, seconded by Cllr D Cambell that the proposed fees and charges be accepted.

Following a vote this was **AGREED** unanimously.

FGP010/25/26 Appointment of Representatives to Outside Bodies

The Appointment of Representatives to Outside Bodies as shown on the next page was proposed by Cllr B Corrigan, seconded by Cllr P Taylor and **AGREED** unanimously (amendments or changes are indicated in **RED**).

APPENDIX 1
REPRESENTATION ON OUTSIDE BODIES
(AS RESOLVED AT FGP 19th JUNE 2024 WITH MID YEAR CHANGES)

OUTSIDE BODY	PREVIOUS/CURRENT TOWN COUNCIL REPRESENTATION	TERM OF OFFICE
East Midlands Museum Service	Town Clerk	Civic Year
Hospital of St Leonard of Newark	Deputy Town Mayor – ex officio Cllr B Corrigan Cllr N Ross	4-year term to 2027 4-year term to 2027
Lilley & Stone School Charities	Town Mayor – ex officio Cllr D Campbell Cllr L Geary	4 year term to 2027 4 year term to 2027
Magnus Educational Foundation	Town Mayor – ex officio Cllr D Moore Cllr L Geary	4 year term to 2027 4-year term to 2027
Newark Allotments & Gardens Assn	Cllr D Campbell	Civic Year
Newark in Bloom	Cllr L Goff	Civic Year
Newark Civic Trust Awards	Town Mayor	Civic Year
Newark Healthcare Consultative Group	Cllr I Brown	Civic Year
Newark Heritage Forum	Cllr D Moore	Civic Year
Newark Mind / Mental Health Organisations	Cllr D Moore	Civic Year
Newark Municipal Charities	Cllr G Rix	4 year term

	Cllr S Crosby	4 year term
Friends of Newark Cemetery	Cllr S Crosby Cllr L Goff	Civic Year
Newark & Sherwood CVS	Cllr L Geary	Civic Year
Safer Neighbourhoods Groups	All Councillors	
W E Knight Education Trust	Cllr L Geary Cllr B Corrigan Cllr T Collier	3 year term to 2028 3 year term to 2026 3 year term to 2026

FGP011/25/26

Exclusion of the Press and Public

It was proposed by Cllr D Campbell, seconded by Cllr L Geary that the Press and Public be excluded for the remainder of the meeting.

Following a vote this was **AGREED** unanimously.

The Press and Public left the meeting at this point.

Meeting Closed:	8.58 pm	Next Meeting:	Wednesday 16th July 2025
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FINANCE & GENERAL PURPOSES COMMITTEE

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

1. Recommendations

1.1 Members note the payment schedule 3/26.

2. Background

2.1 Payment Schedule 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 3/26

1.6.25

Voucher Number	Payee	Budget	Amount
3873	ASD Wholesale	TH Bar	871.24
3874	Bridebook	Event Marketing & Promotions	358.80
3875	British Telecom	Cemetery Telephones	70.32
3876	British Telecom	Old R & R Telephones	166.74
3877	British Telecom	TH Broadband	190.10
3878	British Telecom	TH Redcare	190.10
3879	British Telecom	T.Lane PC Telephone	173.94
3880	British Telecom	Cemetery Redcare Telephone	158.09
3881-82	British Telecom	PSTN Chapel Telephone	333.48
3883	British Telecom	Chapel Redcare Telephone	166.74
3884	British Telecom	Chapel Telephone	166.74
3885	EPOS Now	Bar & Catering Equipment	100.80
3886	Gas Direct	Bar Costs	5.40
3887	HCP Capital	Mayoral Car	288.28
3888	Natewst C/C M.Gleadell	PC Maintenance	96.38
3888	Natewst C/C M.Gleadell	Advertising	140.59
3888	Natewst C/C M.Gleadell	VE 80th Day	48.00
3888	Natewst C/C M.Gleadell	Mayors Allowance	211.83
3888	Natewst C/C M.Gleadell	Allotment Maintenance	18.00
3888	Natewst C/C M.Gleadell	TH Maintenance	88.25
3888	Natewst C/C M.Gleadell	Marketing & Promotions	599.00
3889	Natewst C/C A.Lawson	Museum Collection repairs	49.68
3889	Natewst C/C A.Lawson	Subscriptions	18.33
3889	Natewst C/C A.Lawson	Floral Displays	457.00
3890	Newark & Sherwood District Council	TH Rates	2270.00
3890	Newark & Sherwood District Council	Market Rates	3274.00
3890	Newark & Sherwood District Council	Cemetery Lodge Rates	923.00
3891	Severn Trent Water	Water	211.93
3892	Total Energies	TH Gas	980.25
3893-94	Total Energies	TH Electricity	1678.34
3895	Total Energies	P & O/S Electricity	626.41
3896-97	Total Energies	PC Electricity	1089.57
3898-99	Total Energies	Buttermarket Electricity	145.03
3900-02	Total Energies	Cemetery Electricity	238.10
3903-06	Total Energies	Market Electricity	419.81
3907-29	Worldpay	Bank Charges	212.74
		Total	17037.01

AUTOPAY

ACCOUNTS FOR PAYMENT SCHEDULE 3/26

1.6.25

Voucher Number	Payee	Budget	Amount
3777	ADT	TH Maintenance & Equipment	801.48
3778	Agri-gem Ltd	Cemetery Upkeep	1001.98
3779	Air IT	Computers	331.14
3780	Allstar	Vehicle Running Costs	254.25
3781	AO Cumbernauld	Payroll	13800.70
3782	AP Lifting Gear	Market Equipment & Tools	565.20
3783	Aquaid	Refreshments	47.69
3784	Blue Kazoo	Museum Marketing	450.00
3785-86	C21 Hygiene	PC Repairs & Maintenance	256.98
3787	Canon	Printing & Stationary	338.14
3788	Chubb	Cemetery Upkeep	304.13
3789	Cope	Occupational Health	128.40
3790	DBS	TH Maintenance & Equipment	148.50
3791	DCK Accounting	Consultancy	1019.70
3792	Easy Safety	Consultancy	796.00
3793-94	EE	Telephones	332.26
3795	ENVA	Refuse Disposal	2547.76
3796	Everflow	Water	964.17
3797	Fabian, RE & CA	Christmas Market	70.00
3798	Fawcett, Rebecca	Museum Marketing & Promotions	80.00
3799	Funhouse Comedy	Comedy Show	405.00
3800	Gills Memorials	Plinths & Memorials	2586.00
3801	Helliwell, Karen	Cemetery Upkeep	21.86
3802	Hitched	TH Market & Promotions	223.84
3803	Jack Brett Music	Marketing & Promotions	150.00
3804-05	Jones Maintenance Solutions Ltd	TH Maintenance & Equipment	302.40
3806-08	Jones Maintenance Solutions Ltd	PC Repairs	1126.80
3809-11	Jones Maintenance Solutions Ltd	Bowling Green Maintenance	471.00
3812	Jones Maintenance Solutions Ltd	Tennis court expenditure	91.20
3813	Jones Maintenance Solutions Ltd	Allotment Maintenance	49.20
3814	K & H Sports	Uniform	269.00
3815	Kompan	P & O/S Maintenance	2308.99
3816	Lawson Anna	Bar & Catering Equipment	140.00
3817	Lodge Tyes	Mowers & Equipment	60.60
3818	Marshall, Simon	Newark Steampunk	250.00
3819	Maxwell Thorpe	Newark Steampunk	150.00
3820	MEC Recycling	Cemetery Upkeep	30.00
3821	Memorabuble	Steampunk	300.00
3822	Mole	Cemetery Upkeep	46.97
3823	Newark & Sherwood District Council	Markets Maintenance & Equipment	119.65
3824-26	Newark & Sherwood District Council	P & O/S Maintenance	990.00

3827	Newark & Sherwood District Council	Vehicle Running Costs	45.00
3828	Newark & Sherwood Locksmiths	Cemetery Upkeep	497.11
3829	Newark Food Bank	Mayors Charity	1336.38
3830	Newark security services Ltd	P & O/S Security	1088.34
3831	Newark Town Council	Payroll	46439.01
3832	Newark Womens Aid	Mayors Charity	1336.38
3833	Newman, Catrina	Damage Waiver refund	200.00
3834	NG Magazines	Marketing & Promotions	280.80
3835	Notts CC LGPEN	Payroll	12038.75
3836	Office Friends	Printing & Stationary	115.40
3837	Orona	TH Maintenance & Equipment	1947.00
3838	Outwood CIC	Christmas Market / Lights	100.00
3839	PAS	Consultancy	240.00
3840-41	PK Pest Control	Allotment Maintenance	275.00
3842	Primeprint	Museum Marketing & Promotions	353.00
3843	PRS	Licenses	545.83
3844	PRS	Licenses	-545.83
3845	Robert Marshall	Floral Displays	900.00
3846	Robert Marshall	Sherwood Avenue Maintenance	462.00
3847	SA Plumbing	Allotment Maintenance	425.01
3848	Saunders, Jayne	Mayors Sunday	762.22
3849-53	Screwfix	Uniform	205.94
3854-56	Screwfix	Cemetery Upkeep	125.00
3857	Second Element	TH Maintenance & Equipment	420.00
3858	Security 2	Market Security	1531.80
3859	Skip It	Cemetery Upkeep	290.00
3860	Stakauskaite, Indra	Allotment key	4.00
3861	Stellar Duo	Marketing & Promotions	150.00
3862	Surecare	TH Maintenance & Equipment	453.25
3863	TC Harrison	Vehicle Running Costs	66.00
3864	TMS	Postage	600.00
3865	Tracker	Vehicle Running Costs	239.00
3866	Trent Valley Training	Staff Training	768.00
3867	Tuxford Lawnmower Centre	Mowers & Equipment	178.29
3868-70	Virgin Media	Telephones	353.65
3871	Walters Cleaning Services	TH Maintenance & Equipment	162.00
3872	Watch It	Security	1106.09
		Total	109825.41

£
Grand Total 126,862.42

Month 3 - 1/6/25 - 30/6/25

Created date	Description	Name	Total credited / debited	Total
25/06/2025	LIDL GB NEWARK	Daniel Sales	-£6.03	
26/06/2025	CLR*Boyes	Daniel Sales	-£2.90	
26/06/2025	KAERCHER ECOMUK	Daniel Sales	-£38.92	-£47.85
02/06/2025	WM MORRISONS STORE	Peter Tomlinson	-£28.15	
02/06/2025	NYX*Asda	Peter Tomlinson	-£3.00	
05/06/2025	YTC NEWARK	Peter Tomlinson	-£3.49	
05/06/2025	WM MORRISONS STORE	Peter Tomlinson	-£16.70	
13/06/2025	NEWARK NEWS	Peter Tomlinson	-£3.35	
17/06/2025	WM MORRISONS STORE	Peter Tomlinson	-£84.02	
18/06/2025	SAVERS HEALTH & BEAUTY	Peter Tomlinson	-£3.69	
20/06/2025	WM MORRISONS STORE	Peter Tomlinson	-£4.75	
26/06/2025	WM MORRISONS STORE	Peter Tomlinson	-£30.80	
27/06/2025	CLR*Boyes	Peter Tomlinson	-£7.50	
28/06/2025	ASDA STORES 4201	Peter Tomlinson	-£5.04	-
				£190.49

FINANCE AND GENERAL PURPOSES



Newark
TOWN COUNCIL

Quarterly Budget Analysis Report

Financial Year : 24/25

Quarter : 1 (separate Appendix 1 report attached reflects position as at end of June 2025)

Report Author : Matthew Gleadell

Recommendation: That the report is noted.

Please also note that there are a number of budget journals (reallocation of cost/income to different budgets since the end of month 3 to correct incorrect budget coding). This will be evident on the quarter 2 report.

Introduction and Background

The separate Appendix 1 report is a direct print out from the Councils finance software. It is an income/expenditure based report which is based on invoices raised and received. It is not a reflection of physical monetary receipts.

Executive Summary

As at the quarter point of the financial year income to date represents 34.9% of the total forecast annual budget income. With the first half of the annual precept received, this is a fair reflection of where income should be at this point in the year.

Expenditure stands at 17.01% of the overall forecast budget expenditure. Staff cost savings have contributed to the lower than expected expenditure at this point in the year.

Generally, there is no cause for alarm at this point of the year.

Appendix Layout

The attached appendix is a direct print from the finance software. It is split into 3 columns being the previous, current and next financial year within which further columns are applied representing the budgeted sums and actual sums.

For the current year the 'Total' column represents the starting budget. The Actual YTD column represents spend as at the end of month 3 (1st quarter).

Projected year-end figures will be applied initially at the halfway point of the year where a more accurate estimate can be achieved.

Account Codes

As a reminder to help members review the budget report produced by the finance software the codes are explained below. You will find the codes in the report on the left hand side of the page.

Cost Centres are 3-digit codes

Examples:

Mayoral and Civic is 102.

Cemetery is 301.

Allotments is 302.

Income and Expenditure Codes are 4 digits.

Codes beginning with a 1 represent income.

Codes beginning with a 4 represent expenditure. Code 4900 relates to salaries. That code will feature across different Cost Centres to reflect the staff costs across different service areas.

General Commentary

Specific Items of Note : Income

Appendix Page No.	Code	Commentary
4	104 1341	Hanging basket sales have again exceeded expectation.
6	201 1175	Unforeseen staff changes may mean that Bonfire Night could be an ambitious undertaking in the current year however recruitment for an external events officer is soon to get underway which may help to deliver.
8	301 1360	Cemetery income is slightly low however burials and interments do increase during winter months and with new charges to be applied 1 st August it is hoped that income here will recover.
10	302 1350	Allotment invoices are not sent for payment until October.
11	401 1619	Payment systems continue to be a challenge (see forward plan/task tracker report – separate agenda item).
12	410 1400	Yet to be invoiced but will be soon.
15	429 1109	Yet to be invoiced but will be soon.

Specific Items of Note : Expenditure

Costs yet to be incurred :

Some large cost areas are yet to be invoiced - being our insurance premiums (code 4129) and the annual grounds maintenance invoice from NSDC (429 4117 - Page 15)

Appendix Page No.	Code	Commentary
1	101 4041	This larger than budgeted cost includes the recently agreed NALC/NOTALC annual membership agreed to be funded from general reserves. The cost of this is £2,000.
4	104 4055	The income from the grant of £750.00 covers the additional expenditure above the budget.
8	203 4907	Although costs don't yet show as this report reflects the end of month 3 (prior to the event) there are much larger costs this year due to unforeseen heightened security requested by the Police.

Town Hall Hospitality

At the quarter point the figures look disappointing however they need to be taken in the context of a longer-term project that looks to build up the business over a period of 4/5 years (as per the original consultancy report that initiated the development of the hospitality business).

A specific project report is scheduled to be presented to FGP in the near future but is delayed due to changes in staff leading this area of work.

Many weddings are booked in but are for future financial years.

The budget figures for the current year were difficult to assess due to the work being in its infancy and lacking any previous years figures to base the numbers on.

The hospitality development commenced in August 2024 and so is less than 1 year old.

As detailed there will be a full report in the near future that reflects on the first year since work got underway in this area and this will present an opportunity for members to consider more holistically the wider hospitality undertakings.

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

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	PALACE SINGERS GRANT APPLICATION
REPORT BY:	TOWN CLERK

1. Recommendations

- 1.1 That members determine the outcome and response to the application from the Palace Singers to hold 2 Charity Concerts in the Ballroom, attached to this report – Appendix 2.

They are requesting the date of Tuesday 9th December 2025 for two sessions, one in the morning and one in the afternoon, at a cost of £500.00.

2. Background

- 2.1 A copy of the new grant policy relating to these types of applications is attached to this report for ease of reference (Appendix 1).

- 2.2 The Council has a budget of £4,000.00 for Community Grants in the current financial year (assuming that the annual agreed grant of £3,500 is given to CAB).

There have been no other applications to date.

3.0 Financial, Legal, Equality, Environmental & Risk Issues

- 3.1 Contained in the report.

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



Community Grants Policy

March 2025

Community Grants Policy

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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 Gainsborough.
- 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.

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 our website :

www.newark.gov.uk

or paper copies from :

Newark Town Council, Town Hall, Market Place, Newark, NG24 1DU
Tel. No. 01636 684806

For help completing the application form please do get in touch with us.

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.



Community Grant Application Form

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

Contact Information

Name of organisation

Palace Singers, Newark

Address of organisation

[REDACTED]

Name of applicant

[REDACTED]

Position in organisation

Secretary

Telephone number

[REDACTED]

Email Address

[REDACTED]

About your organisation

Organisation type

☐ Educational Organisation

☒ Community Group/Club

☐ Registered Charity

☐ Other (Please specify)

Registered Charity Number :

Do you have a constitution or governing body?

☐ Yes

☒ No

What is the main purpose of your organisation?

Our main purpose is to provide an opportunity for local people to come together each week to sing and to socialise whilst at the same time putting on three concerts a year in aid of a local charity. Each year a different local charity is supported and this is chosen by the members of the choir.

How many years has your organisation been in existence?

30+

Please provide details of your organisation's membership

Members are mainly older people (as we meet on Tuesday mornings), many of whom live alone and really benefit from the singing (very good for breathing and memory) and the social side (our coffee breaks tend to be quite long). Currently we have 93 registered members.

How is your organisation managed?

Our Musical Director, [REDACTED], provides her professional skills as a musician and conductor. [REDACTED] is our pianist. We have a number of volunteers who put out chairs and organise refreshments each week. We have a committee made up of Chair, Secretary, Treasurer, Musical Director and one more who ensure that the choir is well run and organised.

How many trustees/committee members do you have?

We have 5 committee members.

How many staff does your organisation employ?

We have no employed staff.

Roughly how many volunteers do you regularly have?

Around 25 people are involved in volunteering at concerts, about 6 regularly volunteer at the weekly meetings on a rota basis.

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.

We are holding two concerts on Tuesday 9 December, one in the morning and another in the afternoon. Over a number of years our audience numbers have grown so that we need to hold two concerts to accommodate everyone. This year, our chosen charity is Newark Mencap-The Avenue. Everyone involved in the concert gives their time freely and members donate the refreshments, therefore, the only cost involved is hiring the ballroom. We are seeking funding for the hire of the ballroom so that all proceeds can go to the charity.

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

Approximately 60 choir members will enjoy taking part.
Approximately 100 people served by Newark Mencap will benefit.

Project schedule

When will your project start?

This concert is the third of three concerts to be held for Newark Mencap. The first was held in May 2025 and there will be another concert at a different venue in October. This particular concert will begin and end on 9 December 2025.

How long will your project last?

One day for this concert but for a year for concerts to raise money for Newark Mencap.

Project Costs

Total cost of your project	£ Hire fee
How much are you seeking as a grant from Newark Town Council	£ Hire fee

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
Hire of Town Hall, ballroom and kitchen hire on Tuesday 9 December	£ 500
	£
	£
	£
	£
	£
	£
	£
Total Cost	£500

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

☐ Yes

☒ No

If yes, please give details about contributions below:

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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?

The aim of Newark Mencap-The Avenue is to ensure that people with learning disabilities are treated equally, valued, listened to and accepted. Each day 20 people attend the centre and receive care and are encouraged to take part in various activities. When we spoke to the staff at the centre they said that any money we raised for them would be spent in taking the service users out and about, on trips or to do special activities, some of which require qualified leaders, eg sailing or climbing. These same service users can also attend the Gateway Club, also run by Newark Mencap, which has members from 17 to 73 and which provides social activities, eg bowling, skittles, film nights, discos.

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:

Each year, choir members suggest local charities for whom we could raise some money, and one is chosen by a vote. Over recent years we have raised approximately £3000 for each charity chosen. Although this particular event is for one concert, it is part of an ongoing project which aims to enjoy singing and to raise as much money as possible for local charities.

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

10 June 2025

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	RISK REGISTER
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members note and adopt the updated risk register and schedule of review.

2. Background

- 2.1 The Council is required to review and assess its risks. This is an area that was subject to assessment by external audit in the 24/25 external audit process and is a key part of the Practitioners Guide which sets out the expected governance standards of local councils.
- 2.2 Whilst there is daily risk assessment and management from officers the attached risk register and schedule of review documents represent the high level risk register and associated mitigation actions subject to annual review.
- 2.3 A new risk has been added to cover Event Safety in light of legislative changes and heightened concerns from the local safety advisory group. See schedule for more details.
- 2.4 Members are also referred to increased risk levels in relation to staff wellbeing also more detailed in the attached schedule.

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

Name	Description	Category	Current Impact	Current Likelihood	Current Risk Score	Target Impact	Target Likelihood	Target Risk Score	Assurance Status	Direction of Travel	Control Type	Existing / New and Developing	Risk Owner	Notes
Medium Term Financial Deficit Forecasts	Financial forecasts for 26/27 and 27/28 financial year show financial deficits.	Risk	4 - Critical	4 - Certain	16	1 - Negligible	2 - Possible	2	Limited	Improving			Members, Clerk and RFO	25/26 Financial Year includes provision for improvement. Review mid way point of 25/26 financial year.
Precept	Increase to Precept in 25/26 financial year	Control									Measured	Existing		Political pressures towards not increasing Precept.
New revenue streams.	Town Hall Hospitality development / Sherwood Avenue Unit	Control									Measured	Existing		Each project is a risk in itself.
Service Charge Increases	General application of increases in fees charged for Council services.	Control									Measured	Existing		Cemetery charges increased .
Devolution Negotiation	NSDC negotiation of review of Devolution support grant.	Control									Measured	Existing		Current MTFP puts less pressure on need to negotiate.
Professional Input/Review	NSDC s.151 officer review, accountants review.	Control									Unmeasured	Existing		
Financial Forecasts	Periodic review of forecasts.	Control									Unmeasured	Existing		Salary changes have improved position quite significantly.
Budget Monitoring and Control	Budget reviews and monitoring	Control									Unmeasured	Existing		
Government Lobbying	Sector lobbying for government financial support as necessary.	Control									Unmeasured	Existing		
Investments	Review of investments.	Control									Unmeasured	New/Developing		Capitalisation of revenue restricting certain options. Difficult fiscal conditions impacting returns.
Housing Growth	Lack of housing growth over the coming years has potential to cause long term revenue funding shortfalls.	Issue												To be monitored.
Workforce Sustainability / resilience to prolonged absence	Following a long period of a static workforce with no new staff being employed or staff leaving or retiring the Council is now in a period of regular retirements and changes. This is a difficult period for managing the transition which over 5 years from 2022 to 2027 will likely see all admin staff present in 2022 fully replaced. Departures in 24/25 have added to challenges.	Risk	3 - Major	4 - Certain	12	2 - Minor	2 - Possible	4	Substantial	Improving			Personnel Committee and Town Clerk	

Recruitment	Continued recruitment of new staff to replace departures. Some recruitment exercises have failed. Markets and Events Manager as an example.	Control									Unmeasured	Existing		Project development makes it hard to assess needs so cautious approach in long term contracts adopted where possible.
Senior Management Review	Ongoing reviews and assessments and reports to Personnel.	Control									Unmeasured	Existing		Further appointments approved by Personnel 4th June 2025.
Health and Safety	Implementing and updating H&S procedures and processes across the Council following a long period of serious omissions in key areas.	Risk	2 - Minor	4 - Certain	8	1 - Negligible	4 - Certain	4	Substantial	Improving			H&S Consultant, Operations Manager and Town Clerk	Support for fasttracking development and implementation of safety structures commissioned in 2023. Significant progress. Consultant has been excellent. Situation vastly improved from May 2022 position.
Qualifications	Continued investment in training has increased the knowoeldge of staff and the workforce.	Control									Unmeasured	Existing		Staff with awareness has helped to identify and address many issues.
Consultancy	Continued appointment of consultant to provide extra resource is invaluable.	Control									Measured	Existing		Very good appointment. Consultant has been excellent.
Delivery	Wide evidence of base of implementation of new controls, systems, processes with audit trails.	Control									Measured	Existing		Refer to body of evidence for further information.
Financial Controls and Governance	Embedding new structures and procedures following a long period of questionable processes.	Risk	2 - Minor	4 - Certain	8	1 - Negligible	4 - Certain	4	Substantial	Improving			Town Clerk/RFO, Accountants, FGP Committee, Auditor	
Audit	New internal auditor appointed in 2023.	Control									Measured	Existing		New auditor needed for 2026.
Ongoing control systems.	Periodic documented checks from Chair of FGP and Clerk. Evidence of improvement in the last year.	Control									Measured	Existing		Auditor has praised systems.
External Accountants	Introduced in 2023 to provide an additional resource and extra set of eyes.	Control									Unmeasured	Existing		Very helpful to have accountants involved.
Improved Accounting Practices	Since 2022 new Clerk, Accountants and Auditors driving forward improved systems.	Control									Unmeasured	Existing		
New Finance Officer	New officer from end of April 2025. Studying for accountancy qualifcation.	Control									Unmeasured	Existing		New officer doing extremely well.

New Risk Management Template (Year 2)	Auditor initiated new risk register process.	Control									Measured	Existing		
Global Events and Economic Conditions	Pandemics, Inflation, global conflicts, cost of living and volatile conditions threat to financial planning.	Risk	3 - Major	4 - Certain	12	3 - Major	4 - Certain	12	Low	Static			Clerk and Members	Difficult to plan for. Holding reserve funds is critical.
Reserves	Holding reserves to help overcome unforeseen issues.	Control									Measured			Asset maintenance continues to use up reserves.
Workforce Mental Health and Well Being	Difficult financial challenges, significant workforce changes, high workloads, large projects, public unrest leading to staff burnout and stress related issues. Event challenges.	Risk	4 - Critical	4 - Certain	16	2 - Minor	2 - Possible	4	Limited	Improving			Clerk, Personnel Committee, HR	Providing resoure to ensure staff avoid burnout.
Support	Support availability highlighted to staff.	Control									Unmeasured	Existing		
Recruitment	Appointments in key areas to ease workload burden on some staff.	Control									Unmeasured	Existing		
HR	HR and Occ Health support.	Control									Unmeasured	Existing		
Qualifications	Staff access to online training and support.	Control									Unmeasured	Existing		
Staff 1 2 1 Meetings.	Staff meetings providing chance for staff to raise concerns.	Control									Unmeasured	Existing		
Cemetery Capacity	Reducing cemetery capacity forcing need to consider future burial provision.	Risk	3 - Major	4 - Certain	12	1 - Negligible	2 - Possible	2	Limited	Deteriorat ing			Cemetery Working Group, Clerk	Early investigations and development.
Working Group	Plans have evolved and developed. Consultation complete.	Control									Unmeasured	Existing		On track since last review.
Asset Maintenance Backlog / Investment Requirements	Key assets requiring investment, repairs and upgrades.	Risk	3 - Major	4 - Certain	12	1 - Negligible	2 - Possible	2	Substantial	Improving			Ops Manager, Clerk, Members	Issues identified. Work being progressed.
Governance	Streamlined governance for some areas of works required.	Control									Unmeasured	Existing		Internal porocesses enhanced to combat reduced member governance.
Play Areas	Grant secured for Riverside Park.	Control									Unmeasured	Existing		Works expected autumn 2025.
Future Maintenance Plan	Seeking suport to develop future asset maintenance plan.	Control									Unmeasured	Existing		Schedule recently submitted to members.

Procurement	Clerk investigating improved procurement processes to speed up implementation of works.	Control									Unmeasured	New/Developing		
Market Viability and Management	Current and future viability of the market and cost of delivery.	Risk	3 - Major	4 - Certain	12	2 - Minor	2 - Possible	4	Limited	Deteriorating			Market Manager, Clerk, FGP Committee	Recently reviewed. Wider town fund investment a large factor.
Review	Ongoing assessment linked to Towns Fund investment.	Control									Unmeasured	Existing		The market future is uncertain and awaiting clarity over Towns Fund investment.
Member Overload	A turbulent period with mutiple issues, projects, challenges leading to member overload in turn compromising effective governance.	Risk	3 - Major	2 - Possible	6	2 - Minor	2 - Possible	4	Limited	Static			Clerk and Members	Structure and distribution of roles is important.
Meeting Schedule	Meeting schedule enhanced to provide scheduled meetings for all working groups and sub committees.										Unmeasured	New/Developing		
External support.	NALC membership to provide access to resourse and peer support.	Control									Unmeasured	New/Developing		
Policy Updates and Reviews	Ongoing reviews during high workloads.	Risk	2 - Minor	2 - Possible	4	1 - Negligible	2 - Possible	2	Substantial	Improving			Clerk and Members	Steady improvements, new staff seeking a much more organised and structured environment.
Review	Deputy Clerk reviewed in 2024.	Control									Measured	New/Developing		
Tenant Management	Higher rents causing Tenants pressure/business closure.	Risk	2 - Minor	3 - Probable	6	2 - Minor	2 - Possible	4	Substantial	Static			Clerk/ RFO and Members	
Increase in rents	New rents applied in 2025 so far not presenting any challenges.										Measured	Existing		To be subject to review.
Museum and Hospitality Conflict	Increased hospitality likely to conflict with museum operations (especially on a Saturday).	Risk	2 - Minor	2 - Possible	4	2 - Minor	2 - Possible	4	Limited	Static				
Review	Ongoing review.	Control												Some challenges to date but have been addressed.
Communication	Clerk to manage expectations, communication of issues, seek solutions, support to both services.	Issue												
National NJC Employee T&C's	Rising wage costs as a consequence of National Agreements.	Risk	3 - Major	3 - Probable	9	3 - Major	3 - Probable	9	Limited	Static				
Financial Controls and Governance	Cautious budgeting for potential rises.	Control									Measured	Existing		Big overall increases in costs in recent years but understandable given financial environment.

NJC Increases	Further rises seen in last 2 years could be catastrophic for medium term financial plans.	Issue												Sector wide problem.
Loss of Town Hall Use	Destruction or damage to main offices/base	Risk	2 - Minor	1 - Unlikely	2	2 - Minor	1 - Unlikely	2	High	Static				
Business Continuity Plan	Plan in place to deal with situation	Control									Unmeasured	Existing		
Insurance	Maintaining adequence insurance.	Control									Measured	Existing		Zurich Municipal Insurance Policy Number YLL-272003-5273
Data Storage	All IT data is backed up off site.	Control									Unmeasured	Existing		
Event Safety	Martyns Law and Increased Terrorism Concerns/SAG requirements	Risk	3 - Major	4 - Certain	12	3 - Major	4 - Certain	12	Substantial	Static				Higher costs for event management.
Heightened risk management	Extra resource and cost required for local events.	Control												Members to review impact on cost and determine if all events remain viable.

Risk Register – Changes and Developments 2025 Review Schedule

Risk	Change in Risk Level	Notes
MTFP Deficits	No change.	Some control measures updated. Risk level maintained. The world remains volatile and a cautious approach is required. Although the picture has improved there is reliance on projects and new income streams performing. Asset maintenance continues to throw up unexpected costs which does hamper progress.
Staffing	No change.	Continued retirements and unforeseen departures have placed a lot of pressure on the workforce. Projects have suffered, senior staff have had to step in to cover a lot of day to day operational work especially around event management. Recruitment exercises have been regular and frequent and take up a lot of time that detracts from the work of service delivery. Long term sickness in key staff has added to challenges in recent months.
H&S	No change	An ever improving area of work. Consultant is critical to continued success. Aided by new staff coming into a culture where H&S is made clear from the start as opposed to older staff who were part of a culture where H&S was not given the attention it deserves.
Financial Controls and Governance	No change	Continued improvement. AGAR statements for 24/25 included a full 'YES' answer to all governance statements.
Global Challenges	No change	An ongoing risk. Unlikely to change. Reserve levels to be kept under review.
Workforce Mental Health and Well Being	Increase	Staff departures have increased workload pressure on other staff. Heightened pressures on event management has added to the strain recently. An incident at a recent event in which staff were subject to some hostile behaviour from a member of the public has caused concern. A large number of big complex projects ongoing alongside day to day operations with fewer staff than ever is a dangerous mix. A level of understanding from members that not everything is proceeding as quickly as hoped is requested.
Asset Maintenance	No change	Sherwood Avenue, Tennis Courts, Town Hall Roof works and a grant for Riverside Play Park have all addressed or will address important projects and issues, problems continue to arise such as the Cemetery Chapel. More roof works on the Town Hall are also required. Some large costs are expected.
Member Overload	No change	NALC membership and change in scheduled meeting structure designed to assist.
Market Viability	No change	Ongoing Towns Fund project. Likely to involve some difficult challenges around managing the construction project, displacement of the market during construction and management of the market post works.
Policy Updates and Reviews	Decrease	Deputy Clerk reviewed and updated in 2024.
Tenant Management	Decrease	Fears from impact of higher rents have not materialised.
Museum / Hospitality Conflict	Decrease	Some minor challenges but steps taken to address. As hospitality hopefully grows risk may again increase.
NJC Pay Agreement	No change.	Out of the control of the Council. Budgeting to compensate. Lower than expected rises in 24/25.
Loss of Use of Town Hall	No change.	Ongoing risk.

New Risks Added

Event Safety		Martyn's Law and heightened terrorism concerns placing extra burden on event safety management. Increased costs for some events likely especially military events.
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FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	CHARITY TRUSTEE APPOINTMENT
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members seek to appoint a representative to Newark Municipal General Charity following the resignation of previously appointed representative.

2. Background

- 2.1 A vacancy for a Town Council representative on the Newark Municipal General Charity has arisen.

- 2.2 Any appointment will be until 2027.

- 2.3 Details of the Charity taken from the Charity Commission website are as follows:

What the charity does:

- General Charitable Purposes
- The Prevention Or Relief Of Poverty

Who the charity helps:

- Children/young People
- Elderly/old People
- People With Disabilities
- Other Charities Or Voluntary Bodies
- The General Public/mankind

How the charity helps:

- Makes Grants To Individuals
- Makes Grants To Organisations

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

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	COLONNADES AND ADJOINING UNITS – FUTURE USE
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members review their approach to the use of the Chuckles and Cells units and determine if they wish to ask officers to pursue a request for a permanent let of the Chuckles unit.

2. Background

- 2.1 The Colonnades and adjoining units are regularly used for pop up exhibitions, pop up shops, craft workshops, indoor markets, Santa’s grotto, steampunk events and other short-term activities. The space also helps from to time as a storage space for Council event undertakings.
- 2.2 A request has been received for the Council to consider a long-term let of the former Chuckles unit.
- 2.3 Members are asked if they wish to explore a long term let albeit if facilitated it would compromise the indoor markets and other uses of the space.
- 2.4 The unit lacks heating and becomes uncomfortably warm during hot weather and so is not ideal for more permanent use.
- 2.5 There are no guarantees of achieving a let and is merely an enquiry at this stage.
- 2.6 Officers are keen to understand members views on the use of the space. If current arrangements are welcomed, officers will not seek valuations and undertake negotiations with the potential tenant.

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

- 3.1 A longer term let would financially be slightly more beneficial to the Council but would reduce the general community impact of the different uses of the space some of which have become popular and are complimentary to the building and the outdoor market.

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

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	WORK PROGRAMME AND FORWARD PLANNING
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members note the attached report.

2. Background

- 2.1 Members resolved at the June FGP meeting to include a forward planning / action tracker at each FGP meeting.
- 2.2 The attached schedule sets out relevant information in response to the resolution.
- 2.3 Feedback from members as to the layout, content and detail of the report is welcomed.

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

All relevant matters contained in the report and attachment.

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

NEXT AGENDA – ANTICIPATED ITEMS (More may emerge post this report)

FULL COUNCIL	Item	Notes
	1. Cemetery Development Consultancy Quotes and consultant appointment	To follow presentation made by the Clerk at the last Town Council meeting.
	2. Doris Bainbridge Trust Year End Accounts	Annual adoption of trust accounts.

FGP	Item	Notes
	1. Hospitality Finance and Operation Update	Later than planned. Allowing for new officer to get acclimatised.
	2. Bunds Update / Options	Asset Maintenance officer has submitted some options.
	3. Cemetery Tree Works	Significant cost implications.

ENVIRONMENTAL STEWARDSHIP	Item	Notes
	Presentation from Newark in Bloom	
	Active Travel Event Proposal	Proposal from member following visit to a similar event elsewhere.
	Solar Panels on Town Hall Planning Update	Pre planning advice awaited.
	Neighbourhood Plan Consultancy Quotes	In anticipation of recommendation to FGP/Town Council
	Town Hall Decarbonisation Update	Consultancy Report awaited.

CEMETERY DEVELOPMENT	Item	Notes
	NSDC Call for Sites Review	Opportunity as part of local plan review to submit potential sites.
	Consultancy Progress following Town Council Meeting	Next steps of site assessment /feasibility.
	Childrens Burial Area Progress Update	

EVENTS ARTS CULTURE AND TWINNING	Item	Notes
	Newark Festival Update	
	2025 events review	
	SAG updates	
	Christmas Event Plans	
	Newark Creates Future Review	
	Review of Sandomierz Visit by Mayor	July 2025 Visit

PERSONNEL	Item (some items may be confidential and not noted in this document)	Notes
	Nothing scheduled at present.	

TASK TRACKER / OUTSTANDING ACTIONS (in no order)

Item	Notes
Fencing at Tolney Lane	Last action from Town Clerk was chasing a contractor recommended by a resident for their relevant risk assessments, method statements and insurance in order to consider their quote however repeated requests have not resulted in the paperwork coming forward. Work to be assessed by maintenance operative due to start work with the Council on the 14 th July.
Payment Systems at Public Toilets	Several officers have looked at this at different times and have all struggled to find a solution. The next planned step is to issue hand held payment terminals to toilet staff so that the option to pay by card is available. This is much cheaper than automated entry systems which have proven difficult to procure. Changes in staff have added to delays.
Claire Ward Meeting	Letter to be drafted and sent requesting a meeting.
Fleming Drive Field Contamination Report	Clearance of field to be undertaken in the Autumn post bird nesting season and then further soil testing to be carried out.
Land Sales	Considered at last FGP. Response from residents awaited.
Addition of Names to Cemetery War Memorial	Work being progressed by Asset Maintenance officer.

Scheme of Delegation for Planning Committee	Awaiting further review and more detailed structure proposals from Town Clerk.
Bonfire Night	Awaiting appointment of outdoor Events officer. 2025 may be optimistic.
Sherwood Avenue Food Trailer	Delayed due to unforeseen staff changes but now being progressed. Planning consent was issued in June and trailer is now in Newark ready for being kitted out.
Indoor Soft Play Development	Delayed following departure of officer who had the idea and was keen to progress. Will be picked up again when staffing provision settles.
Newark on Sea Pop Up Events	Awaiting appointment of outdoor events officer.

Town Clerk To Do List / Projects (more significant items only)

Item	Notes
Town Hall Roof Solar Panels	Awaiting outcome of pre planning advice.
Neighbourhood Plan	Obtain more consultancy quotes.
Town Hall Roof	Seek surveyor / consultant costs – recent advice suggests re roof needed.
Town Hall Decarbonisation	Awaiting external report.
Cemetery Waterless Toilet	Conservation Area consent advice to be sought.
Town Hall Roof Works	Surveyor / Grant Funding consultancy quotes to be sought.
Cemetery Chapel Remedial Works	Surveyor consultancy quotes to be sought. Conservation area consent.
Cemetery Development	Awaiting further consultancy quotes.
Recruitment / Induction	Events Officer, Allotment and Cemetery Part Time Officer
Newark on Sea	SAG / Event safety plan to finalise.

Middlebeck NTC support	LGR may create a level of delay/uncertainty.
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Deputy Clerk To Do List/Projects (more significant items only)

Item	Notes
Flood Warden Scheme	Further development once training delivered.
Riverside Park Play Install	Finalising grant conditions before commissioning install.
Market Development	Ongoing work with NSDC, future plans, pricing review.
Staff Induction and Support	New starters commenced 7 th and 14 th July
Newark on Sea Co ordination	General oversight and development.

