



Newark TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 3RD SEPTEMBER 2025

Thursday 28th August 2025

Dear Councillor

You are summonsed to attend a meeting of the Finance & General Purposes Committee at **7.00pm** on Wednesday 3rd September 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 3RD SEPTEMBER 2025

1	Apologies for Absence		
2	Minutes of the Finance & General Purposes Committee held on Wednesday 16th July 2025	Minutes Attached	Page 5
3	Minutes of the Extraordinary Finance & General Purposes Committee held on Wednesday 6th August 2025	Minutes Attached	Page 9
4	Declarations of Interest from Members <i>Relevant Legislation: Localism Act 2011 s31</i>	Verbal	
5	Payment Schedule 4/26	Report Attached	Page 11
6	Work Programme and Forward Planning	Report Attached	Page 17
7	Community Grant Applications	Report Attached	Page 23
8	Allotment Rent Review	Report Attached	Page 45
9	Target Hardening	Report Attached	Page 49
10	Notice of Motion	Report Attached	Page 53
11	Newark Market Place – RIBA 2	Report Attached	Page 55



Agenda Item No: 2

Committee Date: Wednesday 3rd September 2025

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 16th July 2025, at 7.00pm, in the Council Chamber, at the Town Hall.

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

FGP013/25/26 Minutes of the Finance & General Purposes Committee held on Wednesday 18th June 2025.

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

However, Minute **FGP010/25/26 Appointment to Outside Bodies** needs to be amended as follows:

Proposal was by **Cllr L Geary** (not Cllr B Corrigan) and seconded by Cllr P Taylor.

FGP014/25/26 Declarations of Interest

No Declarations of Interest were received.

FGP015/25/26 Payment Schedule

The payment schedule was then proposed by Cllr B Corrigan, seconded by Cllr L Geary and **NOTED**.

FGP016/25/26 Quarter 1 Budget Report

It was proposed by Cllr L Geary, seconded by Cllr D Ledger that the report be **NOTED**. This was **AGREED**. However, some Members noted elements of the report and references to certain budget lines which they had no recollection of from budget discussions earlier in the year and asked that steps be taken to try and avoid Members not always noting individual budget lines in the future.

FGP017/25/26 Palace Singers Grant Application

Cllr L Goff and Cllr S Crosby declared a non-pecuniary interest in this application.

Cllr B Corrigan noted a small typo in the application form.

Members **RESOLVED** to **APPROVE** the Grant Application.

FGP018/25/26 Risk Register Review

The Risk Register Review was **NOTED** and **APPROVED**.

FGP019/25/26 Charity Trustee Appointment

Cllr D Ledger, Cllr I Brown and Cllr S Crosby declared non-pecuniary interests as they were already Trustees.

Cllr D Campbell was appointed as a Town Council representative to the Newark Municipal General Charity.

FGP020/25/26 Colonnades and Adjoining Units

After brief discussion, Members were supportive of the Colonnades and adjoining units remaining as flexible spaces.

Members welcomed the variety of events, markets and pop-up exhibitions taking place in those spaces.

The Town Clerk agreed to inform the enquiring party of the decision and also to tell them that the Town Council does welcome new businesses starting up in Newark and that there will be a number of vacant units across the town likely to be available.

FGP021/25/26 Work Programme and Forward Planning

Members welcomed the report and a number of questions were asked in relation to it.

Cllr J Kellas asked that some additional columns be inserted into the Task Tracker, namely:

Date Added

Task Owner

Task Status

The Town clerk confirmed he would be happy to do this.

The report was then **NOTED**.

FGP022/25/26 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.

FGP023/25/26 Exempt Minute from the Meeting on Wednesday 18th June 2025

The above Minute was **AGREED** as a true and accurate record.

Meeting Closed:	19:50	Next Meeting:	Wednesday 6 th August 2025
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Agenda Item No: 3

Committee Date: Wednesday 3rd September 2025

EXTRAORDINARY FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Extraordinary Meeting of the Finance & General Purposes Committee held on Wednesday 6th August 2025, at 7.00pm, in the Council Chamber, at the Town Hall.

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

FGP024/25/26 Declarations of Interest

Cllr T Collier declared a non-pecuniary interest in this Agenda item.

No other Declarations of Interest were received.

FGP025/25/26 Newark Festival

The shortfall between the budget and the projected costs for the Newark Festival could be addressed by using the underspend from the series of Sunday Afternoon Band Concerts.

A query was raised regarding the figures reported in the report. A request was made for the Town Clerk to clarify the figures and provide a full breakdown of the event costs.

Members of the Events, Arts, Culture and Twinning Sub-Committee explained the nature of the additional request and the associated increase in costs related to event safety.

A point was raised regarding the involvement of Councillors at the event to reduce costs. It was stated that some Councillors are involved in the organisation of the Newark Festival.

It was proposed by Cllr B Corrigan, seconded by Cllr N Ross, to provide the requested amount in full.

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

Meeting Closed:	19:17	Next Meeting:	Wednesday 3rd September 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 4/26.

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 4/26

31.7.25

Voucher Number	Payee	Budget	Amount
4032-33	ASD Wholesale	Bar costs	1527.50
4034	Bridebook	Event Marketing & Promotions	358.80
4035	British Telecom	Cemetery Telephones	70.32
4036	EPOSNOW	Bar & Catering equipment	100.80
4037	Gas Direct	Bar Costs	5.58
4038	HCP Capital UK Ltd	Mayoral Car	288.28
4039	Natwest Cards - MG	TH Maintenance & Equipment	235.00
4039	Natwest Cards - MG	Subscriptions & Licenses	30.00
4039	Natwest Cards - MG	Events Marketing & Promotions	10.00
4039	Natwest Cards - MG	Bar & Catering equipment	57.00
4039	Natwest Cards - MG	Markets marketing & Promotions	31.80
4039	Natwest Cards - MG	Gate Maintenance & Repairs	1079.80
4039	Natwest Cards - MG	Bar & Catering equipment	319.99
4039	Natwest Cards - MG	Mayor Allowance	104.99
4039	Natwest Cards - MG	Mayor Allowance	97.00
4040	Natwest Cards - AL	Markets Maintenance & Equipment	149.01
4040	Natwest Cards - AL	Subscriptions & Licenses	12.00
4040	Natwest Cards - AL	Floral Displays	259.00
4040	Natwest Cards - AL	Museum Repairs	319.99
4040	Natwest Cards - AL	Fawlty Towers Experience	257.00
4041	Newark & Sherwood District Council	Rates - Town Hall	2270.00
4041	Newark & Sherwood District Council	Rates - Market Place	3274.00
4041	Newark & Sherwood District Council	Rates - Cemetery Lodge	923.00
4042-43	Total Energies	TH Gas	1105.20
4044-45	Total Energies	TH Electricity	2161.86
4046-47	Total Energies	PC Electricity	939.00
4048	Total Energies	P & O/S Electricity	605.83
4049-52	Total Energies	Market Electricity	398.64
4053-54	Total Energies	Buttermarket Electricity	154.48
4055-57	Total Energies	Cemetery Electricity	264.17
4058-84	Worldpay	Bank charges	231.73
		Total	17641.77

AUTOPAY

ACCOUNTS FOR PAYMENT SCHEDULE 4/26

31.7.25

Voucher Number	Payee	Budget	Amount
3930	Abevco	Bar Costs	343.93
3931	ADT	TH Maintenance & Equipment	91.63
3932-35	Air IT	Computers	4006.52
3936	Allstar	Vehicle running costs	316.54
3937	AO Cumbernauld	Payroll	15479.23
3938	Aquaid	Refreshments	56.70
3939-40	Aubergine	Website	1258.80
3941-42	C21 Hygiene	PC repairs & Maintenance	422.46
3943-44	Canon	Printing & Stationery	202.08
3945	Charity Link	Christmas lights	46.00
3946	Chevron	Armed Forces Day	943.20
3947	Cope	Occupational Health	20.40
3948	DWS Ltd	PC repairs & Maintenance	1182.00
3949	DWS Ltd	TH Maintenance & Equipment	4650.00
3950	Easy Safety	Consultancy	1393.00
3951	EE	Telephones	153.64
3952	ENVA	Refuse Disposal	2239.42
3953-54	Equals Money	Equals Money - Daniel Sales	455.00
3955-56	Equals Money	Equals Money - Pete Tomlinson	773.00
3957	Everflow	Water	1221.09
3958	Farmstar	Uniform/PPE	47.39
3959	Farmstar	Cemetery Upkeep	86.38
3960	Fieldview Trailers	TH Event Catering	6480.00
3961	Foxstone Forestry Ltd	P & O/S Maintenance & Equipment	4500.00
3962	Gills Memorials	Plinths & Tablets	846.00
3963	Grant, Jake	Cemetery Equipment & Tools	4.99
3964	Grove Auto Electrical Services Ltd	Vehicle running costs	346.80
3965	Harrison, Ian	Music Festival	1790.75
3966	Hitched	Events marketing & promotions	223.76
3967	Iliffe Media	Marketing & Promotions	510.48
3968	JJ Hilton	Venue catering	640.00
3969	Johnny Victory	Armed Forces Day	375.00
3970-72	Jones Maintenance Solutions Ltd	Floral Displays	1674.00
3973	Lincs County Life	Marketing & Promotions	462.00
3974	Lodge tyre	Cemetery Equipment & Tools	36.00
3975	Madam Misfit	Newark Steampunk	125.00
3976	Mansfield Distric Corps of Drums	Armed Forces Day	300.00
3977	Mansfield Fire & Electrical Ltd	TH Maintenance & Equipment	2520.00
3978	Marshall, Charlotte	Recharges	750.00
3979	MEC Recycling Ltd	Cemetery Upkeep	30.00
3980	Military Wives Choir	Armed Forces Day	400.40
3981	Newark & Sherwood District Council	Armed Forces Day	2724.00
3982	Newark & Sherwood Locksmiths	TH Maintenance & Equipment	90.00
3983	Newark Art Gallery	Museum Collection	95.00

3984	Newark Northern Bowls Club	Bowling Green Maintenance	4808.28
3985	Newark Security Services	P & O/S Security	907.92
3986-87	Newark Town Band	Armed Forces Day	550.00
3988	Newark TC Payroll	Wage Control	44937.59
3989	Notts CC LGPEN	Payroll	14273.74
3990	Notts CC	Pensions	1191.15
3991-92	Office Friends	Printing & Stationery	115.60
3993	PAS Ltd	Consultancy	240.00
3994	Quadient	Postage	218.46
3995	Raynor Industrial Ltd	Cemetery Equipment & Tools	146.94
3996	Robert Marshall	P & O/S Maintenance & Equipment	780.00
3997	Sam Turner & Sons Ltd	Cemetery Upkeep	34.57
3998	SA Plumbing	TH Maintenance & Equipment	40.00
3999-4000	SA Plumbing	Allotment Maintenance	139.54
4001-02	SA Plumbing	Cemetery Maintenance & Equipment	566.69
4003	SA Plumbing	Cemetery Upkeep of Grounds	100.66
4004	SA Plumbing	PC repairs & Maintenance	80.00
4005	Sayers, Felicity	Music Festival	550.00
4006	Screwfix	Mowers & Equipment	8.18
4007-08	Screwfix	Cemetery Upkeep	45.94
4009	Second Element	TH Maintenance & Equipment	420.00
4010	Second Element	P & O/S Maintenance & Equipment	304.50
4011	Security 2	TH Security	488.40
4011	Security 2	Market Security	2253.30
4012	Security 2	Market Security	777.00
4012	Security 2	TH Event Security	777.00
4013	Skip It	P & O/S Depreciation	310.00
4014	SLCC	Subscriptions	480.00
4015	Sublime Science	Newark Festival	626.40
4016	Surecare	TH Maintenance & Equipment	453.25
4017	Tracker	Vehicle running costs	500.00
4018	Travis Perkins	Cemetery Upkeep	186.84
4019	Trent Valley Training	Staff Training	306.00
4020	Trisec	PC Repairs & Maintenance	133.20
4021	Ultimate Print & Design	Armed Forces Day	125.00
4022	Ultimate Print & Design	Marketing & Promotions	168.00
4023	Ultimate Print & Design	Marketing & Promotions-Newark Festival	203.00
4024	Unison	Unison	149.55
4025-26	Vertex Access	TH Maintenance & Equipment	15195.60
4027	Virgin Media	Telephones	271.66
4028	Walters	TH Maintenance & Equipment	162.00
4029	Watch It	Cemetery Security	1106.09
4030	Wordprint	Printing & Stationery Markets	450.00
4031	Yates Engineering Ltd	Markets Maintenance	3582.48
		Total	159477.12

£
Grand Total 177,118.89

Month 4 - 1/7/25 - 31/7/25

Created date	Description	Name	Total credited / debited	Totals
01/07/2025	SP SAM TURNER SONS	Daniel Sales	-34.57	
02/07/2025	CLR*Boyes	Daniel Sales	-10.47	
04/07/2025	TRP7 Ltd	Daniel Sales	-103.2	
08/07/2025	POUNDLAND LTD - 2004	Daniel Sales	-19	
08/07/2025	POUNDLAND LTD - 2004	Daniel Sales	-9	
10/07/2025	NEWARK & SHERWOOD LOCK	Daniel Sales	-75	
16/07/2025	HALFORDS 0433	Daniel Sales	-52	
17/07/2025	AMAZON* RY55U5VC4	Daniel Sales	-14.97	
24/07/2025	ASDA PETROL 5076	Daniel Sales	-85	
28/07/2025	CLR*Boyes	Daniel Sales	-2.9	-406.11
01/07/2025	NEWARK NEWS	Peter Tomlinson	-3.8	
01/07/2025	AMZNMktplace*2K4RQ26M5	Peter Tomlinson	-26.99	
03/07/2025	EB *NBC Monthly Breakf	Peter Tomlinson	-10	
04/07/2025	WM MORRISONS STORE	Peter Tomlinson	-5.8	
05/07/2025	ASDA STORES 4201	Peter Tomlinson	-10.08	
09/07/2025	B AND Q NEWARK	Peter Tomlinson	-10	
10/07/2025	COOKSMILL	Peter Tomlinson	-105.72	
10/07/2025	CLR*Boyes	Peter Tomlinson	-2.99	
10/07/2025	CLR*Boyes	Peter Tomlinson	-4.98	
10/07/2025	NEWARK NEWS	Peter Tomlinson	-3.8	
11/07/2025	WM MORRISONS STORE	Peter Tomlinson	-36.35	
12/07/2025	SQ *GOVERNORS HOUSE NE	Peter Tomlinson	-9.9	
12/07/2025	BEST4FLOORING LTD	Peter Tomlinson	-49.9	
13/07/2025	WM MORRISONS STORE	Peter Tomlinson	-27.95	
15/07/2025	WM MORRISONS STORE	Peter Tomlinson	-12.3	
15/07/2025	CURRYS ONLINE	Peter Tomlinson	-284	
22/07/2025	CLR*Boyes	Peter Tomlinson	-14.5	
22/07/2025	NEWARK NEWS	Peter Tomlinson	-3.8	
29/07/2025	CLR*Boyes	Peter Tomlinson	-2.49	
29/07/2025	WM MORRISONS STORE	Peter Tomlinson	-4.24	
30/07/2025	BRITISH HEART FOUNDATI	Peter Tomlinson	-4	
30/07/2025	CLR*Boyes	Peter Tomlinson	-5	
30/07/2025	CLR*Boyes	Peter Tomlinson	-3.25	
30/07/2025	ASDA STORES 4201	Peter Tomlinson	-11.23	-653.07

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	WORK PLANNING AND AGENDA ITEMS
REPORT BY:	MATTHEW GLEADELL (TOWN CLERK)

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

FULL COUNCIL	Item	Notes
	1. Proposals from Events Arts Culture Twinning Working Group to twin with towns in Italy and the Ukraine.	
	2. Neighbourhood Plan Planning Consultancy Support Proposals	
	3. Proposal from Environmental Stewardship Sub Committee to hold a COP30 event for local school children.	
	4. To determine if annual CAB grant is to be awarded this financial year.	
	5. Proposal to obtain cost plan for works to Town Hall roof.	
	6. LGR Consultation	
	7. Cemetery Chapel works cost proposals.	

FGP	Item	Notes
	1. Land sale updates.	Contact with all parties made.
	2. Quarter 2 budget review.	
	3. Cemetery Tree Works	Significant costs.
	4. IT Security Upgrade Proposals	
	5. Town Crier Recruitment and Cost Implications (<i>new uniform</i>)	
	6. Grant Application - Village Voices Community Choir	Funding for use of Town Hall.

ENVIRONMENTAL STEWARDSHIP	Item	Notes
	Active Travel Event Proposal follow up	Proposal from member following visit to a similar event elsewhere.
	COP30 follow up	Subject to Full Council decision

CEMETERY DEVELOPMENT	Item	Notes
	NSDC Call for Sites Review	Opportunity as part of local plan review to submit potential sites.
	Consultancy Work Progress	
	Childrens Burial Area Progress Update	
	Waterless Toilet Provision	

EVENTS ARTS CULTURE AND TWINNING	Item	Notes
	Newark Festival Review	
	Newark on Sea Review	
	New Twin Towns (subject to Full Council decisions)	
	Christmas Event Plans	

PERSONNEL	Item (some items may be confidential and not noted in this document)	Notes
	Annual NJC Pay Review Outcome	Final award is within that budgeted for.

TASK TRACKER / OUTSTANDING ACTIONS (in no order)

Item	Notes	Date Added	Owner	Task Status
Fencing at Tolney Lane	Due to significant cost seeking an element of in house work. Delays in getting suitable officer in post.	August 2024	Clerk / Asset Maintenance Officer	Paused.
Digital Payment Systems at Public Toilets	Motion to remove charges as part of this Agenda.	October 2023	Clerk / Asset Maintenance Officer	Paused.
Claire Ward Meeting	Invitation has been submitted.	June 2025	Clerk	In progress.
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.	October 2024	Asset Maintenance Officer	Paused pending clearance work to the land.
Land Sales	Considered at last FGP. Response from residents awaited. Update at next FGP expected.	June 2025	Clerk	In progress.
Addition of Names to Cemetery War Memorial	Work being progressed by Asset Maintenance officer.	November 2024	Asset Maintenance Officer	In progress.
Scheme of Delegation for Planning Committee	Awaiting further review and more detailed structure proposals from Town Clerk.	February 2025	Clerk	On to do list.
Bonfire Night	Awaiting appointment of outdoor Events officer. 2025 may be optimistic.	January 2025	Events Officer	Paused.
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.	January 2025	Clerk / Events Officer/ Hospitality	Paused.

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.	February 2025 as a concept	Hospitality	Paused.
Newark on Sea Pop Up Events	Awaiting appointment of outdoor events officer. Delivery in 2026 is new target delivery.	February 2025 as a concept	Hospitality	Paused.

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

Item	Notes
Town Hall Roof Solar Panels	Likely to form part of wider roof project.
Neighbourhood Plan	Consultancy quotes at next Full Council.
Town Hall Roof	Cost plan proposal at next Full Council.
Town Hall Decarbonisation	Awaiting external report. Update given at last Environmental Stewardship.
Cemetery Waterless Toilet	Conservation issues clarified. Cemetery WG to consider at next meeting.
Town Hall Roof Works	Surveyor / Grant Funding consultancy quotes to be sought.
Cemetery Chapel Remedial Works	Quotes to be presented for works at next Full Council.
Cemetery Development	Consultants now appointed.
Recruitment / Induction	Events Officer, Allotment and Cemetery Part Time Officer
Middlebeck NTC support	LGR may create a level of delay/uncertainty.
Dog Bin Review	Awaiting NSDC input

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

Item	Notes
Flood Warden Scheme	<p>Further development once training delivered.</p> <p>Scheduled to attend the next available training scheme on Tuesday 16th September.</p> <p>Exploring the viability of replicating advice and promotional activities currently being rolled out by other councils that are based in areas prone to flooding.</p>
Riverside Park Play Install	<p>Finalising grant conditions before commissioning install.</p> <p>Grant funding suppliers have requested a full breakdown of all aspects of the application. Online meetings, submissions and correspondence taking place at least three times a week..</p>
Market Development	<p>Ongoing work with NSDC, future plans, pricing review, T&C's review.</p> <p>Weekly meetings with NSDC regarding Towns Fund project. Ongoing work in relation to evaluation of report by consultant in relation to future market operations.</p> <p>Paperwork systems have been overhauled and are being brought up to date. Information on the website has been brought up to date. New staff member has been trained and is now dealing with enquiries regarding bookings for the general and preloved markets as well as the Christmas events.</p>

Staff Induction and Support	<p>Ongoing recruitment and new starters.</p> <p>Ongoing work to implement policies and best practices. Introducing reporting and recording practices.</p>
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OTHER ITEMS OF NOTE

In September informal briefing meetings are planned to update members on:

1. Hospitality Project Progress
2. Crime and ASB

Dates and times of meetings will be confirmed.

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

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	COMMUNITY GRANT APPLICATIONS
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 That members determine the outcome and response to the application from the Emmaus Trust Singers to hold a Wine Tasting Evening in the Ballroom, attached to this report – Appendix 2.

They are requesting the date of Thursday 5th February 2026 at a cost of **£500.00**.

1.2 That members determine the outcome and response to the application from the Newark and Sherwood Concert Band to hold a Concert in the Ballroom, attached to this report – Appendix 2.

They are requesting the date of 23rd December 2025 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).

One application has already been granted (£500) so there is £3,500 remaining in the budget.

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 are seeking funding. Where this is not possible applicants should seek advice from the Town Clerk. Award of the grant shall be at the discretion of the Council.

Priorities

The priorities in awarding grants are set out below:

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

General information for applicants

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

Who is eligible to apply

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

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

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

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

To be eligible for a Community Grant an organisation must:

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

policy that requires those working directly with children and vulnerable adults to be DBS checked and approved.

Applications do not have to be from groups that already exist but, in such circumstances, the Council will need to be satisfied as to 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 (e.g. 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 (e.g. 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.

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

Newark Emmaus Trust

Address of organisation

37 Northgate, Newark, Notts

Name of applicant

[REDACTED]

Position in organisation

[REDACTED]

Telephone number

[REDACTED]

Email Address

[REDACTED]

About your organisation

Organisation type

☐ Educational Organisation

☐ Community Group/Club

☒ Registered Charity

☐ Other (Please specify)

Registered Charity Number : 1017344

Do you have a constitution or governing body?

☒ Yes

☐ No

What is the main purpose of your organisation?

We provide a temporary home and support to homeless young people in Newark and their babies, aiming for them to become independent within 2 years

How many years has your organisation been in existence?

32

Please provide details of your organisation's membership

We have 7 Trustees and 17 staff plus 3 volunteers

How is your organisation managed?

It is managed by [REDACTED] with Trustees support. We have 2 senior support workers, a Operations and H&S manager and a Finance Manager who manage the remaining team

How many trustees/committee members do you have?

7

How many staff does your organisation employ?

17

Roughly how many volunteers do you regularly have?

3

Project details

Please give a brief outline of the project you are seeking funds for.

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

We hold our own fundraising events, and we would like to hold a wine tasting event on Feb 5th 2026. We do not require money but the use of your venue for one night only to hold the event. We will only require chairs, tables and tablecloths and the use of the kitchen and jugs of water. We will provide the nibbles and Ann et Vin will be providing the wine and glasses. We will require access from 3pm until 10pm. We will tidy up and leave the rooms as we find them.

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

All of our residents so a total of at least 41 plus there babies as any net profit goes directly to supporting them

Project schedule

When will your project start?

5th Feb – one night only

How long will your project last?

One night

Project Costs

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

Please provide a breakdown of your project costs in the table below.

(Please continue on a separate page and attach the page to this form if there is insufficient room below)

Item	Cost
Room Hire pro bono only or if not available funds to hire a room	£500.00
	£
	£
	£
	£
	£
	£
	£
Total Cost	£500.00

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

☐ Yes

☒ No

If yes, please give details about contributions below:

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.

We need to raise our own funds to bridge the gap. One of the ways of doing this is by holding our own fundraising events. We will have to pay Ann et Vin for the wine tasting and we will charge a ticket price to cover this and the cost of the nibbles. We will make a profit through the raffle and business sponsorship, 100% of which will go to the residents we house

Attachments

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

Submission

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

Declaration

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

Signature

Date

28/7/25

THE NEWARK EMMAUS TRUST (REGISTERED NUMBER: 2783331)

STATEMENT OF FINANCIAL POSITION
31st MARCH 2024

	Notes	31/3/24	31/3/23
		£	£
FIXED ASSETS			
Housing properties	11	1,039,334	964,289
Other freehold properties	11	146,431	151,250
Other fixed assets	11	63,375	70,136
Investments	12	156,382	158,964
		<u>1,405,522</u>	<u>1,344,639</u>
CURRENT ASSETS			
Debtors	13	61,354	26,080
Cash at bank and in hand		633,600	694,757
		<u>694,954</u>	<u>720,837</u>
CREDITORS			
Amounts falling due within one year	14	<u>37,252</u>	<u>69,943</u>
NET CURRENT ASSETS		<u>657,702</u>	<u>650,894</u>
NET ASSETS EXCLUDING PENSION LIABILITY		<u>2,063,224</u>	<u>1,995,533</u>
Defined benefit pension scheme liability	16	<u>(76,000)</u>	<u>(152,000)</u>
NET ASSETS		<u><u>1,987,224</u></u>	<u><u>1,843,533</u></u>
FUNDS	17		
Unrestricted funds			
General funds		1,006,150	1,019,021
Unrestricted funds excluding pension liability		<u>1,006,150</u>	<u>1,019,021</u>
Pension reserve		<u>(76,000)</u>	<u>(152,000)</u>
Total unrestricted funds		<u>930,150</u>	<u>867,021</u>
Restricted funds		17,740	12,223
Endowment reserve		<u>1,039,334</u>	<u>964,289</u>
TOTAL FUNDS		<u><u>1,987,224</u></u>	<u><u>1,843,533</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 and section 129 of the Housing and Regeneration Act 2008 for the year ended 31st March 2024.


The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2024 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and the Accounting Direction for Private Registered Providers of Social Housing 2022.

The financial statements were approved and authorised for issue by the Board of Directors on 25/07/24 and were signed on its behalf by:


J D Blatherwick - Director and Trustee


C Rose - Director and Trustee

The notes on pages 15 to 27 form part of these financial statements



Community Grant Application Form

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

Contact Information

Name of organisation

Newark and Sherwood Concert Band

Address of organisation

REDACTED

Name of applicant

REDACTED

Position in organisation

Concert Secretary

Telephone number

REDACTED

Email Address

REDACTED

About your organisation

Organisation type

☐ Educational Organisation

☒ Registered Charity

☒ Community Group/Club

☐ Other (Please specify)

Registered Charity Number : 1168029

Do you have a constitution or governing body?

☒ Yes

☐ No

What is the main purpose of your organisation?

Newark & Sherwood Concert Band is a community wind band, who, together with its Development Band, provide ensemble playing for members of the public of all ages, and within the Development Band for all abilities. The band regularly performs at public events in and around Newark.

How many years has your organisation been in existence?

28 years

Please provide details of your organisation's membership

We have 90 members who regularly attend rehearsals, ranging in age from 9 – 80 years old.

How is your organisation managed?

The organisation is run by a voluntary committee of 9 band members.

How many trustees/committee members do you have?

9

How many staff does your organisation employ?

2 conductors, although these are only paid expenses

Roughly how many volunteers do you regularly have?

9

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 would like to apply to hold a free-to-attend public Christmas Concert in the ballroom. The principal purpose is the free public concert, but we also plan to hold a raffle on the night with proceeds being split 50/50 between the band and the Mayor's Charity. Funding would be use to cover the cost of the Ballroom hire.

The band's share from the raffle will contribute to running costs of both the Concert Band and the Development Band. The Development Band in particular provides a way for new and returning musicians

of any age to participate in a musical ensemble.

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

250

Project schedule

When will your project start?

October 2025 – rehearsals in preparation for the concert on 23/12/2025

How long will your project last?

2 months

Project Costs

Total cost of your project	£500
How much are you seeking as a grant from Newark Town Council	£500

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
Room hire	£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:

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?

This project has run for a number of years now and always plays to a full ballroom. With the recent cost of living crisis, there is an even greater need for this kind of event to allow the Arts to continue to be accessed by the whole community.

Attachments

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

Submission

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

Declaration

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

Signature

Date

Newark and Sherwood Concert Band
Income and Expenditure Account
For the year ended 31 March 2025

	2025	2024
	£	£
Income		
Amazon Smile & PayPal Giving		24
Carol singing & raffle donations	575	1,010
Concerts and performances	6,155	5,798
Contributions to travel and refreshments		454
Donations	2522	1008
Donations for programmes	750	631
Easy Fundraising	100	62
Gift Aid	1,255	0
Instrument and equipment sales	375	
Interest	312	
N&SDC Lottery	467	400
Subscriptions	4,780	5,006
	<u>17,291</u>	<u>14,393</u>
Expenses		
Advertising	515	582
Catering	600	90
Charity donations	240	257
Coach hire & travel	1,595	628
Communication fees	0	61
Equipment & instruments	997	381
Gifts	0	308
Insurance	270	259
Music	1,366	1,234
Musical Director	2,960	2,145
NCB Festival fees	0	570
Players	135	30
PRS fees	272	650
Rent	2,700	2,643
Stationery & postage	136	80
Software & web hosting	259	242
SumUp fees	2	92
Ticket site fees	254	186
Uniforms	3,618	0
Venue hire	1,260	1,310
	<u>17,179</u>	<u>11,748</u>
Excess of income over expenditure	<u>112</u>	<u>2,645</u>

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	Allotment Fees and Charges
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members determine if they wish to apply any increase to allotment fees and charges as from October 2026 or make any variations to existing fee structures.

2. Background

- 2.1 Newark Town Council manages 5 allotment sites across Newark as follows:

Site Name	Number of Plots	Number on waiting List *
Barnby Road	82	17
Bowbridge Road	67	13
Fleming Drive	35	9
Hawton Road	91	11 (Hawton and St Catherines adjoin each other)
St Catherines Close	28	
Any Site		21

- 2.2 Increases in allotment charges require 12 months' notice to tenants as per the allotment tenancy agreements. Any change agreed in response to this report will be applied as from October 2026.

- 2.3 In recent years the Councils plot charges have increased as follows:

Year	Cost per square metre	Increase on previous year
17/18	13.98 pence per square metre	0.57 pence (4.25%)
18/19	14.39 pence per square metre	0.41 pence (3%)
19/20	14.89pence per square metre	0.50 pence (3.5%)
20/21	No change	No change
21/22	15.49pence per square metre	0.60 pence (4%)
22/23	16.11 pence per square metre	0.62 pence (4%)

23/24	25.00pence per square metre	8.89 pence (55%)
24/25	28.00pence per square metre	3.00 pence (12%)
25/26	32.00pence per square metre	4.00 pence (14.28%)

Plots vary in size from 33 square metres as the smallest to 480 square metres as the largest

2.4 Income and expenditure for allotments for the last 4 financial years is shown below.

Year	Income from allotment rents	Expenditure (<i>not including staff time</i>)
20/21	£5887.68	£7571.65
21/22	£6571.58	£16,759.04
23/24	£9650.00	£14,763.00
24/25	£10,175.00	£11,750.00

Expenditure figures include:

- Water charges
- Plot clearances
- Gate repairs
- Tree works
- Skips
- New key fobs for gates

In addition to the costs that can be accounted for directly for allotments there is also fuel costs for maintenance staff travelling to and from sites, depreciation of machinery and vehicles involved in maintenance and insurance costs relating to the sites. These costs are not as easy to specifically identify as they form part of larger invoices / costs covering more than just allotments. These areas of cost are estimated at around **£2,000** per annum currently.

In addition, staff costs for serving allotments both administratively and maintenance wise are estimated below.

Cost Area	Estimated Man Hours	Cost per annum including on costs (based on current pay scales)
Administration	40% of the Allotment /Cemetery Officer time plus some input from other staff. <i>(1.5 days per week)</i>	£14,000

Site Maintenance	138 man hours (1 month of a grounds operative time over the course of a year)	£4500
		£18,500

- 2.5 Allotments are the only service that the Council provides which it has a **statutory duty** to do so.

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

- 3.1 **Financial** – Allotments represent excellent value for money for tenants when considering the low cost to acquire an allotment against the amount of leisure time they provide for tenants.

Allotments are a service which do require subsidy from the Council.

Due to inflation, increased energy costs and rising staff costs and more generally increases in the cost of all goods and services the Council procures in relation to Allotments, the Councils overheads have increased significantly in recent years.

Every 1 percent increase on current charges generates an additional £101.75 in rent income for the Council.

For context the largest plot across all sites at 480 metres squared will pay from October this year £153.60 per annum.

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

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	Target Hardening
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members agree to the creation of target hardening bunds at Barnby Road, Collis Close and land between Clay Lane and Beacon Hill.

2. Background

- 2.1 At the June FGP meeting members agreed to target hardening measures on 3 Council owned/managed sites that presently don't have such protection.
- 2.2 Members asked officers to look at other innovative options.
- 2.3 The Councils Asset Maintenance and Operations Manager has investigated options.
- 2.4 Below is the text of an e-mail from the relevant officer.

As we know the bund is a relatively cheap, aesthetically pleasing, and enviro-friendly long-term option that NSDC are now adopting throughout their park areas, other alternative options could be:-

- ***Lime boulders (currently used with NSDC) however these disintegrate over time and need replacing every 3-4 years, they also absorb graffiti, so become stained (cost approx. £4k + depending on volume)***
- ***Wooden or metal bollards, work well, however not pleasing to the eye and are costly and now with battery operated grinders can be easily cut/removed***
- ***Large (pumpkin) shaped metal domes like the ones used in London, but are very costly***
- ***Tree/shrub planting, great for the enviro and look nice but take years to mature and are easily removed***
- ***Galacial boulders, a better solution to lime boulders. £270.00 each and we would need a lot (probably £8k +)***



Example above of Galacial boulder.



Example of wooden knee rail.

Issue with any boulders is getting onto the site, as they are large and heavy, also if ever we need to move them that may cause an issue.

The advantage of the boulders over the bund or planting is that once in situ, the maintenance is relatively low (just a weed strimmer a couple of times a year)

The bund when planted, would still require some form of maintenance, but if the ground crew are already there mowing the grass, it wouldn't be a great deal more cost wise.

Recommendation/thoughts:-

To continue with a wooden fence (Barnby Road) is not conducive or cost effective, the fence only lasts 10 years and is easily broken (either deliberately or accidentally) we could replace with galvanised steel, but the cost would be expensive (and with the current trend of carrying battery operated angle grinders), it's no safer now than wooden fences

The rocks are worth considering; however, the initial costs are high, and can look ugly when tagged and difficult to clean (due to the composition and location within the park (for jet washing), also from a visual perspective, they don't look as nice as other options

The bunds would be a better option, both long term and environmentally and would be a nice non-invasive part of the ambiance if planted correctly also we would need to ensure the bunds aren't too high to get the mowers in/out as we don't want a bund and a gate, as that defeats the objective.

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

Financial

The options identified below have been costed by the Asset Maintenance officer as follows.

Bunds - **£6500.00.**

Galacial Boulders - **£8,000.**

Knee Rail (new / repairs depending on site)

*(Wooden and recently partially removed/vandalised at Barnby Road so limited protection) - **£6,000.***

Risk Issues

Although some initial cost and outlay this is insignificant in comparison to the potential costs for dealing with unauthorised encampments. One of the sites has already been subject to such an encampment this year.

Background Papers:	Working Papers
Lead Officer:	Matthew Gleadell Tel: 01636 684800 Email: matthew.gleadell@newark.gov.uk

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	Notice of Motion
REPORT BY:	Matthew Gleadell

Recommendations

- 1.1 That Members consider the motions below that the Town Clerk has received in accordance with Standing Order 6 (1):

2. Background

- 2.1 The following motions have been received :

We propose that the Council removes all charges from public toilets.

Proposed by Cllr. Lisa Geary

Seconded by Cllr. Lynn Roulstone

- 2.2 **We propose that the Town Hall is named for its 250th year anniversary in 2026.**

Proposed by Cllr. Laurence Goff

Seconded by Cllr Susan Crosby

- 2.3 Newark Town Council is dedicated to preserving the historic significance of the Mayor's role and is resolute in preventing any diminishing of its esteemed status.

To this end, the Council proposes the following:

1. Mayoral Regalia: During all Full Council meetings, the Mayor shall wear the traditional Mayoral robes and chain, upholding the visual dignity of the office.
2. Impartiality in Debate: The Mayor, akin to the Speaker of the House of Commons, holds a non-political position when chairing Council meetings.
3. Their role is to facilitate discussions impartially. In return for abstaining from political debate, the Mayor retains their right to vote and, crucially, possesses a casting vote in the event of a tie.
4. Civic Transport: When attending official engagements, the Mayor shall be chauffeured in the civic car, ensuring appropriate representation of the Council.
5. Ex-Mayor's Badge: All outgoing Mayors shall be offered the traditional full-sized ex-Mayor's badge, rather than the miniature version. Furthermore, the immediate past Mayor shall receive the specific version traditionally bestowed upon outgoing Mayors.
6. Council Meeting Setup: For all Full Council meetings, the traditional table arrangements shall be utilized, reinforcing the established customs of the Council.

Proposed by Cllr. Paul Taylor

Seconded by Cllr. Mathew Skinner

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

3.1 None.

Background Papers:	Signed motions in office file.
Lead Officer:	Matthew Gleadell Tel: 01636 684800 Email: matthew.gleadell@newark.gov.uk

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	Newark Market Place Towns Fund Investment – RIBA2
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members confirm their approval of the RIBA 2 design for the Newark Market Place Towns Fund investment including confirming preference for any specific conceptual options presented at the design briefing to be held on the 2nd September.

2. Background

- 2.1 Members are all aware of planned investment into Newark Market Place.

The Newark Market Place Improvement Scheme is part of the Newark Cultural Heart programme, an agreed Newark Towns Fund project. The project will improve the public realm in Newark Market Place with aspirations for a visible and impactful transformation of the space, with associated infrastructure (power, seating, lighting) that could accommodate a range of experiences from the markets to events, to al-fresco dining, to areas to relax and play.

The project delivery budget consists of £3,610,000 capital and £93,737 revenue funding from the Towns Fund grant. The Towns Fund grant is required to be contractually committed by 31 March 2027 and spent by 31 March 2028. To secure the £3.61m Towns Fund capital grant there is a need to complete a Green Book Full Business Case (FBC) in line with requirements of the Towns Fund Programme.

- 2.2 Members have previously provided input into potential design elements for the scheme. That input has helped to shape the present RIBA 2 plans.
- 2.3 Members have been invited to attend a full design briefing on the 2nd September ahead of the meeting to which this report relates.
- 2.4 The design and construction process has reached a stage known as RIBA 2. An overview of the different RIBA stages can be found at the following webpage:

https://www.architecture.com/knowledge-and-resources/resources-landing-page/riba-plan-of-work?srsId=AfmBOopVpdVBkDMLd6FkCoj7_Ek9RNEb0gsfV4oyar5LAY7k2-IQk1I8

- 2.5 In order for the project to be delivered within deadlines, it is essential that RIBA2 approval is given at this meeting. Further delays will almost certainly prejudice the project proceeding at all.

2.6 The following explanations of the different RIBA stages and their application to this project have been provided by an NSDC officer.

2.7 **RIBA 2**

The concept design focuses on using the client brief (RIBA 0-1), getting the right look/feel of a design and a spatial fix. For the purpose of the Market Place: we know we wanted to create the larger alfresco dining area but then it's about what type of street furniture do we want, where do we want street furniture to go, what materials we want to see where, where we want lighting. All developed of course with the budget in mind (which is why we know we can't repave the entire Market Place). *If RIBA 2 was applied to a new housing estate then RIBA 2 would be the layout of the streets/houses/gardens and regard to ratio/size of flats/houses etc (provided from the design brief in RIBA 1) but not necessarily the detail of what the houses looked like or how they functioned in terms of where the sink goes in the kitchen etc.*

RIBA 3

We now know where everything will go so will work up the detail of, for example, what the benches will look like, what the lighting columns will look like, what the tree species could be (if any) (noting ground constraints. CCTV and views of buildings). We will start to look in more detail at the drainage, power requirements/pop up locations and get agreement from NCC on the road materials. Again always checking this against the budget available.

RIBA 4

The drawings needed for the contractor to build the scheme. What are the exact specification of the benches (sometimes it's even which manufacturer to use) , how the benches will be fixed to the ground, the exact make and model of the lighting and how they will all be fixed to the ground or a wall, the exact materials and detail of how the subbase of the road will be built – and how far down to dig etc. (though not wishing to confuse RIBA 3 can sometimes also do some elements of RIBA 4!) We will also get technical approval in this stage from NCC on the road construction.

RIBA 5

Construction

RIBA 6

Handover – work is completed now and the builder hand back control to NSDC/NTC for site inspections/snagging etc.

RIBA 7

Back in use (market stalls put back out etc)

RIBA 5 – 7 can happen very quickly depending on the project – and should be quick for the Market Place - *(if a builder finishes a commercial or office building – sometimes it's then handed to a different specialist team from the main builder to fit out so RIBA 5 – 7 can lengthen)*

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

Financial – NTC members will need to pay particular regard to additional maintenance costs for the market place post completion. This is estimated at up to £30,000 per annum (the bulk of this cost is a sinking fund for future maintenance of the surfacing).

Risk – The present risk is the danger of the project not being delivered if an approved RIBA 2 scheme is not agreed quickly to ensure funding deadlines are met.

Background Papers:	Working papers
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