



Newark TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 8TH OCTOBER 2025

Thursday 2nd October 2025

Dear Councillor

You are summonsed to attend a meeting of the Finance & General Purposes Committee at **7.00pm** on Wednesday 8th October 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 8TH OCTOBER 2025

1	Apologies for Absence		
2	Minutes of the Finance & General Purposes Committee held on Wednesday 3rd September 2025	Minutes Attached	Page 5
3	Declarations of Interest from Members <i>Relevant Legislation: Localism Act 2011 s31</i>	Verbal	
4	Payment Schedule 5/26	Report Attached	Page 11
5	Work Programme and Forward Planning	Report Attached	Page 19
6	Community Grant Application	Report Attached	Page 25
7	IT Upgrades	Report Attached	Page 43
8	Third Party Events	Report Attached	Page 47
9	Exclusion of Press and Public <i>Public Bodies (Admissions to Meetings) Act 1960 s1(2)</i>	Report Attached	Page 55
10	Land Sale Updates	Report Attached	Page 57



Newark TOWN COUNCIL

Agenda Item No: 2

Committee Date: Wednesday 8th October 2025

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 3rd September 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 N Ross L Roulstone M Skinner M Spoors P Taylor
Apologies for Absence:	Councillors	No Apologies
Officers Present:	Town Clerk Deputy Town Clerk	Matthew Gleadell Anna Lawson
	There was one member of the press present and no members of the public.	
Venue:	Committee Room, Newark Town Hall	

FGP024/25/26 Minutes of the Finance & General Purposes Committee held on Wednesday 16th July 2025

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

FGP025/25/26 Minutes of the Extraordinary Finance & General Purposes Committee held on Wednesday 6th August 2025

With one amendment – Cllr E Cropper had sent Apologies, the Minutes of the Extraordinary Finance & General Purposes Committee held on Wednesday 6th August 2025 were proposed by Cllr D Moore, seconded by Cllr P Taylor and **AGREED** and **APPROVED** unanimously.

FGP026/25/26 Declarations of Interest

No Declarations of Interest were received.

FGP027/25/26 Payment Schedule

The payment schedule was proposed by Cllr D Moore, seconded by Cllr L Geary and **NOTED**.

FGP028/25/26 Work Programme and Forward Planning

The Work Programme and Forward Planning Report was proposed by Cllr L Geary, seconded by Cllr D Campbell and **NOTED**.

FGP029/25/26 Community Grant Applications

It was proposed by Cllr D Ledger, seconded by Cllr L Goff, that the Community Grant Applications from the Emmaus Trust and Newark and Sherwood Concert Band be **ACCEPTED**.

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

FGP030/25/26 Allotment Rent Review

It was **AGREED** to accept the proposed rent increase of 4% for the period October 2026 to September 2027.

A counter proposal was made to defer this item until the next meeting in order for further information to be presented.

This was proposed by Cllr D Moore and seconded by Cllr J Kellas. A vote was held and the counter proposal was **REJECTED** by the council with 8 votes in favour and 10 against.

FGP031/25/26 Target Hardening

The various options were discussed at length.

It was proposed by Cllr E Cropper, seconded by Cllr L Geary, that the proposal for bunds that include wild flowers be adopted. A vote was held and this was **AGREED**.

Cllr M Skinner asked that the Minutes state that the current repairs to the Syerston Road play area have been completed to a poor standard.

FGP032/25/26 Notice of Motion

Three separate motions were considered.

The first motion was submitted by Cllr L Geary and seconded by Cllr L Roulstone:

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

A vote was held and it was **NOT AGREED**.

This item was then discussed at length; issues raised included:

- That the motion did not include costs and the potential impact of the loss of revenue.
- A request was made by Cllr M Skinner for the Standing Order to be amended to state that all motions must include costing and impact analysis.
- The potential risk to staff.
- The Council had previously agreed to implement a new payment system, and queries were raised as to whether all options were explored.

Cllr P Taylor made a request that it be minuted that the Council would like to praise staff for the initiative to purchase feminine hygiene products.

An amendment to the motion was proposed by Cllr P Taylor, and seconded by Cllr T Collier, that the idea should be trialled for six months and then re-evaluated. A vote was held and this was **NOT AGREED** (7 votes for and 11 against).

The second motion was submitted by Cllr L Goff and seconded by Cllr S Crosby.

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

A vote was held and it was **NOT AGREED** (3 in favour, 13 against, 2 abstentions) due to costs.

This item was then discussed at length, issues raised included:

- Queries were raised in relation to the requirement for Planning Permission and indicative costs, in the region of £10,000.
- The Town Hall looks like a Town Hall, and as such, a sign is not required.
- That the motion does not clarify what is required.

At 9.02pm Cllr L Goff proposed, Cllr S Crosby seconded that Standing Orders be suspended for 30 minutes. A vote was held and this was **AGREED**.

At 9.05pm Cllr D Ledger left the meeting.

The third motion was submitted by Cllr P Taylor and seconded by Cllr M Skinner.

'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 proposed 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. Impartial 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 a miniature version. Furthermore, the immediate past Mayor shall receive the specific version traditionally bestowed upon outgoing Mayors.***
- 6. Council Meeting Set Up: For all Full Council meetings, the traditional table arrangements shall be utilised, reinforcing the established customs of the Council.'***

This motion was discussed at length. Issues raised included:

- The cost of implementing these steps.
- The practicality of the regalia and tables during meetings.
- The understanding of previous discussions regarding the mayor's badge.

It was proposed by Cllr M Spoors and seconded by Cllr B Corrigan that each part of the motion be considered separately. A vote was held and this was **AGREED**.

1. Mayoral Regalia 8 in favour, 5 against, 4 abstentions
AGREED
2. Impartial in Debate 15 in favour, 1 against, 1 abstention
AGREED
3. Facilitate discussions impartially

An amendment was proposed by Cllr B Corrigan and seconded by Cllr S Crosby.

The motion should read:

'In return for abstaining from political debate, the Mayor retains their right to vote at the end of the debate, unless they have proposed or seconded a motion'

A vote was held and it was **AGREED**. 15 in favour, 1 against, 1 abstention

4. Civic Transport 13 in favour, 2 against, 2 abstentions
AGREED
5. Ex-Mayor's Badge 9 in favour, 5 against, 3 abstentions
AGREED
6. Council Meeting Set Up 7 in favour, 9 against, 1 abstention
NOT AGREED

Cllr M Spoors requested a full set of costs for the implementation of the motion at the next meeting.

At 9.30pm Cllr L Goff proposed and Cllr L Geary seconded that Standing Orders be suspended for 30 minutes. A vote was held and this was **AGREED**.

Cllr G Rix left the meeting at this point.

FGP033/25/26 Newark Market Place Towns Funds Investment – RIBA 2

Declarations of Interest were made by Cllrs I Brown, S Crosby, D Moore, J Kellas, M Spoors, N Ross and P Taylor as District Councillors.

This motion refers to the presentation made last night by representatives of Newark and Sherwood district Council in relation to investment plans for the renovation of the Market Place.

Cllr J Kellas left the meeting at this point.

This item was discussed at length.

The presentation made by NSDC related to the project as a whole, whilst the Council were tasked with considering elements of the proposal in relation to the submission of RIBA 2.

Cllr P Taylor encourage Members to consider the project on behalf of the Town and not individual preferences. It was also reiterated that it was imperative that the Council submit the items for inclusion, as to delay would endanger the viability of the project.

It was proposed by Cllr S Crosby and seconded by Cllr P Taylor that Standing orders be suspended for 30 minutes. A vote was held and this was **AGREED**.

The elements were voted in individually:

- The inclusion of trees (the decision to plant either in the ground or in pots to be made prior to the RIBA 3 submission)

- 10 in favour, 5 against
- The inclusion of benches
 - 15 in favour
- The inclusion of Alfresco dining areas
 - 13 in favour, 2 abstentions
- Market stalls in parts 2 & 3 of the Market Place
 - 13 in favour, 2 abstentions
- The layout of the area
 - 12 in favour, 3 abstentions
- The inclusion of amended lighting
 - 15 in favour
- The inclusion of further planting (the decision to plant either in the ground or in pots to be made prior to the RIBA 3 submission)
 - 13 in favour, 2 abstentions
- The catenary is to remain (this proposal rejects the suggestion from NSDC)
 - 15 in favour

Meeting Closed:	10.21pm	Next Meeting:	Wednesday 8th October 2025
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Agenda Item No: 4

Committee Date: Wednesday 8th October 2025

FINANCE & GENERAL PURPOSES COMMITTEE

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

1. Recommendations

1.1 Members note the payment schedules 5/26.

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

REPORT OF THE AMERICAN MEDICAL ASSOCIATION TO THE PUBLIC

No.	NAME OF THE ASSOCIATION	ADDRESS
1	AMERICAN MEDICAL ASSOCIATION	535 N. Dearborn St., Chicago, Ill.
2	AMERICAN NURSING ASSOCIATION	1111 N. Dearborn St., Chicago, Ill.
3	AMERICAN PHARMACEUTICAL ASSOCIATION	1111 N. Dearborn St., Chicago, Ill.
4	AMERICAN DENTISTS ASSOCIATION	1111 N. Dearborn St., Chicago, Ill.
5	AMERICAN VETERINARY ASSOCIATION	1111 N. Dearborn St., Chicago, Ill.

AMERICAN MEDICAL ASSOCIATION	535 N. Dearborn St., Chicago, Ill.
AMERICAN NURSING ASSOCIATION	1111 N. Dearborn St., Chicago, Ill.
AMERICAN PHARMACEUTICAL ASSOCIATION	1111 N. Dearborn St., Chicago, Ill.
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4	AMERICAN DENTISTS ASSOCIATION	1111 N. Dearborn St., Chicago, Ill.
5	AMERICAN VETERINARY ASSOCIATION	1111 N. Dearborn St., Chicago, Ill.

DIRECT DEBITS
ACCOUNTS FOR PAYMENT SCHEDULE 5/26

1.8.25

Voucher Number	Payee	Budget	Amount
4174	Bridebook	Events Marketing & Promotions	358.80
4175	British Telecom	Cemetery Telephones	70.32
4176	British Telecom	Telephones	241.02
4177	EPOS Now	Bar & Catering Equipment	100.80
4178	Gas Direct	Bar Costs	5.40
4179	HCP Capital UK Ltd	Mayoral Car	288.28
4180	Natwest C/C - AL	Uniform	142.43
4180	Natwest C/C - AL	Recharges	28.99
4180	Natwest C/C - AL	Subscriptions	120.00
4180	Natwest C/C - AL	Newark On Sea	44.18
4181	Natwest C/C - MG	Bar & Catering Equipment	167.38
4181	Natwest C/C - MG	Buttermarket Maintenance & Equipment	18.40
4182	Newark & Sherwood District Council	Rates - Town Hall	2270.00
4182	Newark & Sherwood District Council	Rates - Market Place	3274.00
4182	Newark & Sherwood District Council	Rates - Cemetery Lodge	923.00
4183 - 4186	Total Energies	Market Electricity	393.96
4187 - 4189	Total Energies	Cemetery Electricity	269.04
4190	Total Energies	Cemetery Gas	190.22
4191 - 4192	Total Energies	Buttermarket Electricity	152.01
4193 - 4194	Total Energies	PC Electricity	1037.89
4195	Total Energies	PC Gas	205.00
4196	Total Energies	TH Electricity	1722.60
4197	Total Energies	TH Gas	1254.45
4198	Total Energies	P & O/S Electricity	624.35
4199 - 4223	Worldpay	Bank charges	197.02
		Total	14099.54

AUTOPAY
ACCOUNTS FOR PAYMENT SCHEDULE 5/26

1.8.25

Voucher Number	Payee	Budget	Amount
4085	Air IT	Computers	331.14
4086	Allstar	Vehicle Running Costs	151.38
4087	AO Cumbernauld	Payroll	15311.65
4088	Aquaid	Refreshments	24.30
4089	Aubergine	Website & Social Media	72.00
4090	Barriers Direct	Mkt Maintenance & Equipment	684.72
4091	Bounceabout Inflatables	Newark Festival	380.00
4092	Chubb	Cemetery Upkeep	1162.68
4093	CMB Plant Training Ltd	Staff Training	1440.00
4094	Cope	Occupational Health	1051.50
4095	County Signs	PC Repairs & Maintenance	105.60
4096	Creamer, Michael	Vehicle Running Costs	26.32
4097	DBS	TH Maintenance & Equipment	54.60
4098	DCK Accountinf Solutions	Consultancy	772.04
4099	East Midlands In Bloom	Floral Displays	40.00
4100	Easy Safety	Consultancy	796.00
4101	EE	Telephones	2372.45
4102	Equals Money	Equals Money - P.Tomlinson	291.00
4103	Equals Money	Equals Money - D.Sales	424.00
4104	Equals Money	Equals Money - V. Penarski	500.00
4105	Everflow	Water	2790.72
4106 - 09	Foxstone Forestry Ltd	Cemetery Upkeep	9552.00
4110	Gills Memorials	Plinths & Memorials	390.00
4111	Hockley Hustle Ltd	Newark Festival	10150.00
4112 - 13	Hyacc	PC Repairs & Maintenance	532.80
4114	Ignite Performance Group	Newark On Sea	60.00
4115	Ihasco	Staff training	3227.89
4116 - 17	Iliffe Media	Marketing & Promotions	510.48
4118	JJ Hilton	Event Catering	1354.00
4119	Kirkgate Dental Practice	Recharges	64.26
4120	Laffey's Ltd	Newark On Sea	2182.50
4121	Lidsters	Plinths & Memorials	803.93
4122	Lodge Tyres	Mayoral Car	368.40
4123	Mansfield Fire & Electrical Ltd	TH Maintenance & Equipment	264.00
4124	McArthur Morgan	Staff Training	130.00
4125	MEC Recycling	Cemetery Upkeep	30.00
4126	Newark Community First Aid	Sunday Bands	72.00
4127	Newark Community First Aid	Newark On Sea	1296.00
4128	Newark Community First Aid	Armed Forces Day	144.00
4129	Newark Community First Aid	Steampunk	108.00
4130	Newark Community First Aid	Sherwood Avenue Maintenance	108.00

4131	Newark Security Services Ltd	Security	907.92
4132	Newark Steampunk Society	Recharges	250.00
4133	Newark & Sherwood Locksmith	P & O/S Maintenance	96.00
4134	Notts CC LGPEN	Payroll	12443.91
4135	NTC Pay Account	Wages Control	49696.87
4136 - 4139	Office Friends	Printing & Stationary	223.47
4140	PAS Ltd	Consultancy	240.00
4141	Patchwork Audio	Newark Festival	4875.00
4142	PHS	PC Materials & Cleaning	109.20
4143	Quadient	Postage	173.27
4144 - 4146	Robert Marshall	Riverside Park Maintenance	1296.00
4147 - 4148	Robert Marshall	Sherwood Avenue Maintenance	324.00
4149	Robert Marshall	P O/S Maintenance	156.00
4150 - 4151	SA Plumbing	Allotment Maintenance	271.15
4152	Sand Sculptor Annie	Newark On Sea	200.00
4153	Second Element	TH Maintenance & Equipment	420.00
4154	Security 2	Security - TH	266.40
4154	Security 2	Consultancy/Professional - Mayor	96.00
4155	Shaw & Sons Ltd	Printing & Stationary	117.60
4156 - 4157	Simon Tullett Machinery	Mowers & Equipment	235.64
4158	Smart Asbestos Services	Riverside Park Maintenance	168.00
4159	Sole Trader	Newark On Sea	150.00
4160	Spirit Of Trent	Bar Costs	216.00
4161	Surecare	TH Maintenance & Equipment	434.75
4162 - 4163	TC Harrison	Vehicle Running Costs	132.00
4164	Tracker	Vehicle Running Costs	250.00
4165	Trent Valley Training	Staff Training	612.00
4166	Tuxford Lawnmower	Mowers & Equipment	777.21
4167	Ultimate Print & Design Ltd	Museum Marketing & Promotions	306.00
4168	Ultimate Print & Design Ltd	Events Marketing & Promotions	74.40
4169	Ultimate Print & Design Ltd	Newark On Sea	75.00
4170	Ultimate Print & Design Ltd	Festival Program Events	470.00
4171	Walters	TH Maintenance & Equipment	162.00
4172 - 4173	Watch It	Security	1152.21
		Total	137508.36

£
Grand Total 151,607.90

Month 5 - 1/8/25 - 31/8/25

Created date	Description	Name	Total credited	Total debited
31/07/2025	HG BUILDBASE NEWARK	Peter Tomlinson		£2.76
31/07/2025	T K MAXX	Peter Tomlinson		£20.98
31/07/2025	HOME BARGAINS NEWARK	Peter Tomlinson		£19.20
05/08/2025	CLR*Boyes	Peter Tomlinson		£12.25
05/08/2025	WM MORRISONS STORE	Peter Tomlinson		£21.89
05/08/2025	B AND Q NEWARK	Peter Tomlinson		£2.87
05/08/2025	SCREWFIX DIR LTD	Peter Tomlinson		£19.89
06/08/2025	B AND Q NEWARK	Peter Tomlinson		£37.97
06/08/2025	NEWARK TOWN COUNCIL	Peter Tomlinson		£1.00
06/08/2025	NEWARK TOWN COUNCIL	Peter Tomlinson		£0.10
06/08/2025	NEWARK TOWN COUNCIL	Peter Tomlinson		£0.80
06/08/2025	NEWARK TOWN COUNCIL	Peter Tomlinson		£1.00
06/08/2025	B AND Q NEWARK	Peter Tomlinson		£14.00
06/08/2025	CLR*Boyes	Peter Tomlinson		£14.50
06/08/2025	ASDA STORES	Peter Tomlinson		£17.02
07/08/2025	NEWARK TOWN COUNCIL	Peter Tomlinson	£0.80	
07/08/2025	NEWARK TOWN COUNCIL	Peter Tomlinson	£1.00	
07/08/2025	NEWARK TOWN COUNCIL	Peter Tomlinson	£1.00	
07/08/2025	NEWARK TOWN COUNCIL	Peter Tomlinson	£0.10	
13/08/2025	WM MORRISONS STORE	Peter Tomlinson		£23.51
13/08/2025	B&M 764 MALTKILN	Peter Tomlinson		£12.00
14/08/2025	WM MORRISONS STORE	Peter Tomlinson		£31.95
14/08/2025	FACEBK *8ZH8FVUFB2	Peter Tomlinson		£1.00
15/08/2025	FACEBK *34T9DVQFB2	Peter Tomlinson		£1.00
15/08/2025	FACEBK *AHK2SVGGB2	Peter Tomlinson		£1.00
16/08/2025	FACEBK *9865GW8GB2	Peter Tomlinson		£1.00
16/08/2025	FACEBK *8EME3VYFB2	Peter Tomlinson		£1.00
16/08/2025	FACEBK *4K579V4GB2	Peter Tomlinson		£1.00
16/08/2025	FACEBK *A5UGGVQFB2	Peter Tomlinson		£1.00
17/08/2025	FACEBK *GY3UHVCGB2	Peter Tomlinson		£1.00
17/08/2025	FACEBK *N9RPNVUFB2	Peter Tomlinson		£2.00
18/08/2025	READ HYUNDAI LINCOLN	Peter Tomlinson		£299.00
18/08/2025	FACEBK *UUADMVCGB2	Peter Tomlinson		£2.00
19/08/2025	FACEBK *GQEAQW8GB2	Peter Tomlinson		£2.00
20/08/2025	FACEBK *ND74RVCGB2	Peter Tomlinson		£2.00
20/08/2025	NEWARK NEWS	Peter Tomlinson		£3.80
21/08/2025	FACEBK *W44UTVCGB2	Peter Tomlinson		£3.00
21/08/2025	3D AUTOKEYS	Peter Tomlinson		£150.00
22/08/2025	FACEBK *422MUYLGB2	Peter Tomlinson		£5.00
25/08/2025	FACEBK *ZW5J2WLF2	Peter Tomlinson		£8.00
30/08/2025	FACEBK *L6V3FWLFB2	Peter Tomlinson		£3.67
TOTAL			£2.90	£742.16

01/08/2025	Greggs Plc NEWARK & SHERWOOD	Daniel Sales		£25.35
01/08/2025	LOCK	Daniel Sales		£32.99
04/08/2025	Eyre and Elliston	Daniel Sales		£129.60
05/08/2025	AMZNMktplace*RV99K1784 NEWARK & SHERWOOD	Daniel Sales		£45.58
05/08/2025	LOCK	Daniel Sales		£12.50
16/08/2025	YTC NEWARK	Daniel Sales		£17.97
16/08/2025	CLR*Boyes	Daniel Sales		£2.00
19/08/2025	YTC NEWARK	Daniel Sales		£35.94
19/08/2025	ASDA STORES	Daniel Sales		£5.00
26/08/2025	ARGOS LTD	Daniel Sales		£6.00
26/08/2025	ASDA PETROL 5076	Daniel Sales		£138.08
26/08/2025	ASDA PETROL 5076	Daniel Sales		£37.09
26/08/2025	Argos	Daniel Sales		£34.99
27/08/2025	LIDL GB NEWARK	Daniel Sales		£25.65
31/08/2025	AMZNMktplace	Daniel Sales	£22.79	
31/08/2025	AMZNMktplace	Daniel Sales	£22.79	
TOTAL			£45.58	£548.74
22/08/2025	AMAZON* RU8OX57G4	Victoria Penarski		£21.99
28/08/2025	APPLE.COM/BILL	Victoria Penarski		£51.73
29/08/2025	APPLE.COM/BILL	Victoria Penarski		£6.23
29/08/2025	WM MORRISONS STORE	Victoria Penarski		£3.64
TOTAL				£83.59

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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.	Awaiting further detail to be provided by the Events Arts Culture and Twinning working group.
	2. Request for Council to take over a charitable trust.	Trust set up by former Mayor.

FGP	Item	Notes
	1. Quarter 2 budget review.	
	2. Cemetery Tree Works	
	3. Audit Results	
	4. 26/26 Budget Scoping	Early budget considerations for 26/27
	5. Possible LGR consideration.	Town / Parish Council Consultation events planned by NSDC end of October. Details to follow.
	6. Virtual Meetings and Recording of Meetings.	Deferred earlier in the year pending further clarification on hybrid meetings.

ENVIRONMENTAL STEWARDSHIP	Item	Notes
	Active Travel Event Proposal follow up	Proposal from member following visit to a similar event elsewhere. Currently being explored with NSDC.
	COP30 event review.	
	Neighbourhood Plan Scoping	
	Possible request to set up community garden on Town Council land.	Clerk due to meet with third party enquirer to get more detail.

CEMETERY DEVELOPMENT	Item	Notes
	NSDC Call for Sites Review	Opportunity as part of local plan review to submit potential sites.
	Consultancy Work Progress	Initial consultancy reports now coming through.
	Childrens Burial Area Progress Update	
	Waterless Toilet Provision	Conservation area concerns now resolved.

EVENTS ARTS CULTURE AND TWINNING	Item	Notes
	Newark Festival Review	
	Newark on Sea Review	
	New Twin Towns Consideration	
	Christmas Event Plans	

PERSONNEL	Item	Notes
	(some items may be confidential and not noted in this document)	
	Occupational Health Update	
	Recruitment Update	

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	Ops Manager investigation options.	October 2023	Clerk / Asset Maintenance Officer	In progress.
Claire Ward Meeting	Invitation has been submitted and dates expected soon.	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	Subject to further FGP consideration.	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 Hall Roof	Initial cost scoping and assessment commissioned.	September 2025	Clerk	In progress
Cemetery Chapel Works	RIBA 1 -4 works commissioned	September 2025	Clerk	In progress

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	Consultant appointment at next Planning meeting.
Town Hall Roof	Cost plan proposal commissioned.
Town Hall Decarbonisation	Awaiting external reports. Update given at last Environmental Stewardship. Meeting held with consultants since last FGP.
Cemetery Waterless Toilet	Conservation issues clarified. Cemetery WG to consider at next meeting.
Town Hall Roof Works	Consultant commissioned for full assessment and cost plan.
Cemetery Chapel Remedial Works	Quotes to be presented for works at next Full Council.
Cemetery Development	Initial reports now coming through.
Recruitment / Induction	Events Officer recruitment live. Part Time Admin concluded and appointment made.
Middlebeck NTC support	LGR may create a level of delay/uncertainty.
Dog Bin Review	Awaiting NSDC input.
Christmas Lights Event	General planning and developing the event with various colleagues all sharing the load underway.

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

Item	Notes
Flood Warden Scheme	Training attended on 16 th September. Had a meeting with the relevant member to develop a plan which includes an action plan in the event of an incident, as well as communication protocol, for before, during and after a flood.
Riverside Park Play Install	Currently awaiting a copy of the grant agreement and the successful supplier has been notified. Hopeful that the work can commence later this month.
Market Development	Ongoing work with NSDC, future plans, pricing review, T&C's review has been completed following consultation with Environmental Health, copies to be issued to all traders. Weekly meetings with NSDC regarding Towns Fund project. The consultant's report on options for future operational practices in the market is being revised and will be presented shortly. Visited Chesterfield Market. This market has undergone a similar project to the one currently being undertaken.

	Recruitment of new casual staff following the departure on longstanding operatives to attend university.
Staff Induction and Support	Ongoing recruitment and new starters. Ongoing work to implement policies and best practices. Introducing reporting and recording practices.

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

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	COMMUNITY GRANT APPLICATION
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 That members determine the outcome and response to the application from Village Voices Community Choir, Nowell to hold a Concert to raise funds for the Children's Bereavement Centre in Newark, on Saturday 16th May 2026. The application and accounts are attached at Appendix 2.

1.2 This would take place in the Ballroom, and they are requesting a grant of £400.00.

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.

Three applications have already been granted (£1,500) so there is £2,500 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

Journal of Management Education

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The journal is required reading for all those interested in the field of management education.

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The editorial board of the Journal of Management Education is composed of leading experts in the field of management education. The board members are responsible for selecting articles for publication and providing feedback to authors.

The editorial board members are as follows:

Dr. [Name], [Institution]

Dr. [Name], [Institution]

Dr. [Name], [Institution]

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Newark
TOWN COUNCIL

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.



Newark
TOWN COUNCIL

Community Grant Application Form

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

Contact Information

Name of organisation

VILLAGE VOICES COMMUNITY CHOIR. NORWELL.

Address of organisation

PALIS HALL, BATHLEY LANE, NORWELL. NEWARK. NOTS.

Name of applicant

Position in organisation

CHOIR ADMINISTRATOR

Telephone number

Email Address

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?

The purpose of our community choir is to bring people together through the joy of singing. The choir brings a sense of belonging, improves individual well being and enhances engagement by performing music for local audiences. It is an inclusive environment for all singing abilities.

How many years has your organisation been in existence?

We started the choir in 2015 (MARCH) - 10 years.

Please provide details of your organisation's membership.

We have a current membership of 32 people. Mainly from Norwell and surrounding villages.

How is your organisation managed?

We have a committee of 4. Choir admin, treasurer and social organiser. We have a Music Director - from Newark.

How many trustees/committee members do you have?

4 people.

How many staff does your organisation employ?

NONE.

Roughly how many volunteers do you regularly have?

All the choir are volunteers. - 32 people.

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 planning a concert to raise funds for The Childrens Bereavement Centre in Newark. They are a registered charity who accept referrals from families and professionals for children aged 3 - 18 years who have been affected by death or terminal illness.

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

Please see supporting document.

Project schedule

When will your project start?

16/5/2026 3pm

How long will your project last?

Aprox 2 hours

Project Costs

Total cost of your project	£ 550
How much are you seeking as a grant from Newark Town Council	£ 400

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 THE BALL ROOM TOWN HALL	£ 400.00
REFRESHMENT FACILITIES	£ 30.00
PIANIST AND MUSIC DIRECTOR FEE	£ 120.00
	£
	£
	£
	£
Total Cost	£ 550.00

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?

On 4th June Village Voices choir sang in Southwell Minster as part of a childrens bereavement service. I spoke to Katie Gibson from the charity who discussed the lack of funding for this invaluable service to our community. As a supporting document, I have enclosed a copy of an email sent to me from Clare Sears their community fundraiser.

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:

It would be brilliant if all money raised by ticket sales could go directly to the charity. We are charging £10.00 hoping to sell 100 tickets.

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 _____

6/08/25

Sheet1

Date	Balance	Total Income	Total Expenditure	Subs	Misc income	PETER
02/01/2024	£1,025.79	£0.00	£60.00			
09/01/2024	£1,482.89	£536.00	£78.90	£536.00		£75.00
10/01/2024	£1,482.89	£0.00	£0.00			
11/01/2024	£1,482.89	£0.00	£0.00			
12/01/2024	£1,482.89	£0.00	£0.00			
13/01/2024	£1,482.89	£0.00	£0.00			
14/01/2024	£1,482.89	£0.00	£0.00			
23/01/2024	£1,533.89	£126.00	£75.00	£126.00		£75.00
05/02/2024	£1,473.89	£0.00	£60.00			
06/02/2024	£1,479.89	£81.00	£75.00	£78.00	£3.00	£75.00
18/02/2024	£1,407.58	£79.50	£151.81	£54.00	£25.50	£75.00
03/03/2024	£1,347.58	£0.00	£60.00			
05/03/2024	£1,286.33	£36.00	£97.25	£36.00		£91.00
19/03/2024	£1,624.08	£560.00	£222.25	462	£98.00	£75.00
31/03/2024	£1,564.08	£0.00	£60.00			
02/04/2024	£1,687.08	£265.00	£142.00	228	£37.00	£130.00
16/04/2024	£1,567.03	£106.00	£226.05	52	£54.00	£130.00
02/05/2024	£1,495.03	£0.00	£72.00			
07/05/2024	£1,365.03	£0.00	£130.00			£130.00
10/05/2024	£1,315.03	£0.00	£50.00			£50.00
14/05/2024	£1,262.53	£77.50	£130.00	£72.00	£5.50	£130.00
21/05/2024	£1,361.71	£245.50	£146.32	£240.00	£5.50	£130.00
31/05/2024	£1,253.71	£0.00	£108.00			
11/06/2024	£1,228.71	£110.00	£135.00	£108.00	£2.00	£130.00
19/06/2024	£1,228.71	£0.00	£0.00			
25/06/2024	£1,282.21	£183.50	£130.00	£178.00	£5.50	£130.00
03/07/2024	£1,210.21	£0.00	£72.00			
09/07/2024	£1,134.21	£54.00	£130.00	£54.00		£130.00
23/07/2024	£1,104.11	£204.00	£234.10	£144.00	£60.00	£130.00
02/08/2024	£1,032.11	£0.00	£72.00			
03/09/2024	£1,448.11	£546.00	£130.00	£536.00	£10.00	£130.00
17/09/2024	£1,533.11	£215.00	£130.00	£210.00	£5.00	£130.00
01/10/2024	£1,378.11	£56.00	£211.00	£56.00		£130.00
08/10/2024	£1,237.86	£85.25	£225.50	£56.00	£29.25	£130.00
15/10/2024	£1,185.36	£77.50	£130.00	£56.00	£21.50	£130.00
29/10/2024	£1,515.11	£459.75	£130.00	£453.00	£6.75	£130.00
02/11/2024	£1,371.11	£0.00	£144.00			
04/11/2024	£1,463.56	£222.45	£130.00	£220.00	£2.45	£130.00
12/11/2024	£1,472.56	£139.00	£130.00	£139.00		£130.00
16/11/2024	£1,472.56	£0.00	£0.00			
26/11/2024	£1,405.56	£63.00	£130.00	£63.00		£130.00
01/12/2024	£1,315.56	£0.00	£90.00			
05/12/2024	£1,265.56	£0.00	£50.00			£50.00
10/12/2024	£1,162.46	£47.00	£150.10	£47.00		£130.00
07/01/2025	£1,132.46	£0.00	£30.00			
14/01/2025	£1,002.46	£0.00	£130.00			£130.00
21/01/2025	£1,288.40	£521.10	£235.16	£431.00	£90.10	£130.00
31/01/2025	£1,216.40	£0.00	£72.00			
04/02/2025	£1,086.45	£235.95	£365.90	142	£93.95	£130.00
25/02/2025	£963.45	£7.00	£130.00	£7.00		£130.00

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04/03/2025	£766.75	£5.30	£202.00		£5.30	£130.00
11/03/2025	£1,122.75	£486.00	£130.00	£486.00		£130.00
18/03/2025	£1,204.85	£212.10	£130.00	£197.00	£15.10	£130.00
01/04/2025	£959.70	£106.35	£351.50	£79.00	£27.35	£130.00
15/04/2025	£904.45	£74.75	£130.00	£56.00	£18.75	£130.00
29/04/2025	£867.60	£93.15	£130.00	£91.00	£2.15	£130.00
01/05/2025	£759.60	£0.00	£108.00			
13/05/2025	£1,101.60	£472.00	£130.00	£472.00		£130.00
27/05/2025	£1,096.60	£125.00	£130.00	£125.00		£130.00
03/06/2025	£1,024.60	£0.00	£72.00			
04/06/2025	£969.60	£0.00	£55.00			£55.00
10/06/2025	£839.60	£0.00	£130.00			£130.00
24/06/2025	£786.00	£82.00	£135.60	£82.00		£130.00
03/07/2025	£714.00	£0.00	£72.00			
08/07/2025	£591.00	£7.00	£130.00	£7.00		£130.00
02/09/2025	£1,238.60	£810.00	£162.40	£800.00	£10.00	£130.00
16/09/2025	£1,169.50	£165.00	£234.10	£112.50	£52.50	£130.00

Sheet1

RENTAL	TEA COFFEE	PHOTO COPYING/MUS IC	Misc
£60.00			
		£3.90	
£60.00			
		£73.81	3
£60.00			
	£6.25		
		£147.25	
£60.00			
	£12.00		
		£96.05	
£72.00			
		£16.32	
£108.00			
		£5.00	
£72.00			
		£104.10	
£72.00			
£72.00		£9.00	
		£95.50	
£144.00			
£90.00			
		£20.10	
£30.00			
		£85.16	20
£72.00			
		£165.90	70

-£60.00
 £457.10
 £0.00
 £0.00
 £0.00
 £0.00
 £0.00
 £51.00
 -£60.00
 £6.00
 -£72.31
 -£60.00
 -£61.25
 £337.75
 -£60.00
 £123.00
 -£120.05
 -£72.00

-£52.50
 £99.18
 -£108.00
 -£25.00

£53.50
 -£72.00
 -£76.00
 -£30.10
 -£72.00
 £416.00
 £85.00
 -£155.00
 -£140.25
 -£52.50
 £329.75
 -£144.00
 £92.45
 £9.00
 £0.00
 -£67.00
 -£90.00
 -£50.00
 -£103.10
 -£30.00
 -£130.00
 £285.94
 -£72.00
 -£129.95
 -£123.00

Sheet1

£72.00			
£108.00		£113.50	
£108.00			
£72.00			
		£5.60	
£72.00			
		£32.40	
		£104.10	

-£196.70
 £356.00
 £82.10
 -£245.15
 -£95.25
 -£36.85
 -£108.00
 £342.00
 -£5.00
 -£72.00
 -£55.00
 -£130.00
 -£53.60
 -£72.00
 -£123.00
 £647.60
 -£69.10