

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	IT UPGRADES
REPORT BY:	Matthew Gleadell

1. Recommendations

On the basis that the advice is taken at face value, it is recommended that the proposed additional security measures are implemented at a combined additional annual cost of £5210.16.

2. Background

- 2.1 The Councils IT support provider has undertaken a security review of the Councils IT assets.
- 2.2 The Council is reliant on external support for IT management and support. There are no internal staff with high level technical IT knowledge.
- 2.3 This report simply details the advice that is being given however officers are not sufficiently qualified to be able to comment on the advice being given.
- 2.4 The world is highly digitised, and we all understand that IT systems are vulnerable to security breaches in various forms. Some of the largest companies in the world have themselves experienced serious security breaches.
- 2.5 The Council already uses a number of security measures within its IT systems however proposals submitted by the IT provider are for enhanced security and cover, especially in relation to e-mails.

3. Email Security

- 3.1 The Council presently relies on Microsoft 365 for e-mail security. Emails are scanned by 365 on entry to the Councils system. By then however a threat is already within the system. The proposed software called Mimecast will scan suspicious e-mails in a 'sandbox' away from the Councils systems before either intercepting or allowing the e-mail into the system. The additional cost is £3667.92 per annum.
- 3.2 A recent threat scan of the Councils email domain scanned 4024 emails within which 19 active threats were found being 12 Phishing Emails, 1 Malware email and 6 Spam e-mails. All threats were delivered to end users.
- 3.3 In addition the email domain we are advised lacks a suitable level of protection leaving it vulnerable to spoofing emails. The Council has experienced this type of attack where e-mails are received purporting to be a member of the Council. They are usually obvious as the e-mail address used is unusual. Additional protection of the domain proposed helps to combat against spoofing occurring where an exact copy of the e-mail address is used so that the spoof e-mail would appear to be far more legitimate.

The additional cost for domain DMARC protection is £1542.23 per annum.

In support of the recommendation extracts from e-mail correspondence from the Councils IT account manager is provided at Appendix 1.

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

Financial : Existing IT security services incur annual costs of £8042.40. The additional costs therefore represent a considerable increase and are not costs budgeted for in the current financial year.

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

Appendix 1 – IT Upgrades - Email from IT Manager

Please see below summary, I've tried to keep the technical language to a minimum but let me know if anything needs clarification.

A recent threat scan of the newark.gov.uk email environment has revealed significant security gaps, exposing users to phishing, malware, and spam attacks:

Total Emails Scanned: 4,024

Active Threats Delivered: 19

Phishing: 12

Malware: 1

Spam: 6

All threats were **delivered to users**, indicating insufficient filtering and protection.

In addition, the domain lacks DMARC enforcement, making it vulnerable to email spoofing and impersonation attacks—key tactics used in phishing campaigns.

Key Risks Identified

Phishing and Spoofing Exposure: 12 phishing emails successfully bypassed current controls.

Malware Delivery: 1 malicious file reached a user's inbox.

No DMARC Policy Enforcement: Increases the risk of attackers spoofing the domain to target internal or external recipients.

Recommended Actions

1. Implement Mimecast Email Security:

Block malware, phishing, and spam at the gateway.

Enable URL and attachment sandboxing.

Apply impersonation protection and targeted threat defences.

2. Deploy Managed DMARC Enforcement:

Implement DMARC with a monitored rollout (p=none → p=quarantine/reject).

Align SPF and DKIM to authenticate legitimate senders.

Gain visibility and control over domain usage.

Business Impact

Adopting Mimecast's layered protection and a managed DMARC strategy will:

Prevent future threat delivery

Protect users from credential theft and malware

Safeguard the organization's brand and public trust

The first part of the chapter discusses the early history of the United States, from the time of the first European settlers to the American Revolution.

The second part of the chapter discusses the period of the American Revolution, from the time of the Declaration of Independence to the end of the war.

The third part of the chapter discusses the period of the early republic, from the time of the Constitution to the end of the war.

The fourth part of the chapter discusses the period of the Jacksonian era, from the time of Andrew Jackson to the end of the war.

The fifth part of the chapter discusses the period of the mid-19th century, from the time of the Civil War to the end of the war.

The sixth part of the chapter discusses the period of the late 19th century, from the time of the Civil War to the end of the war.

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The eighth part of the chapter discusses the period of the mid-20th century, from the time of the Civil War to the end of the war.

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The twenty-sixth part of the chapter discusses the period of the early 29th century, from the time of the Civil War to the end of the war.

The twenty-seventh part of the chapter discusses the period of the late 29th century, from the time of the Civil War to the end of the war.

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	THIRD PARTY EVENTS
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members note the Councils present support provided for Third Party events and endorse continued support as outlined in Appendix 1.
- 1.2 That members note the Steampunk Events financial detail in Appendix 2 and support the implementation of a formal partnership agreement with Newark Steampunk Society for future events.

2. Background

- 2.1 Newark Market Place and the Town Hall often host a number of events delivered or hosted by third party organisations. Examples include:
 1. Newark Book Festival
 2. Steampunk Festivals
 3. Newark Creates Events
 4. Beaumont House Events
 5. Childrens Bereavement Centre Events
 6. NSDC Events
- 2.2 Due to the location of the events Town Council staff invariably provide a level of input and support into those events. The market team in particular provide a high level of operational support to events in the Market Place.
- 2.3 In recent years the volume of events has increased, established annual events have grown and the dependency on the Town Council for supporting these events has also grown.
- 2.4 Due to enhanced safety requirements for events that are also evolving and becoming more and more onerous, more dependency on the Town Councils event safety planning experience by third parties is also growing.
- 2.5 There are also events away from the market square such as the Dragon Boat Festival where a level of logistical support is provided by the Town Council.
- 2.6 The purpose of this report is to highlight for members the nature of support provided for the various events and ensure that members remain supportive of the Town Councils involvement.
- 2.7 The attached Appendix 1 sets out details of the types of support provided for various third party events.

2.8 Appendix 2 deals specifically with Steampunk Festivals.

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

All relevant matters contained in the report.

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

Appendix 1

Event Name	Support Provided	Notes
Newark Book Festival	*Free Venue Hire – 3 days *Free Market Stalls *Additional Gazebos for Stalls *Safety Plan Support *General Staff Support around the Venue. * Infrastructure such as high viz, radios, barriers. *Licence paperwork.	Free hire and support previously resolved by Council some years ago.
Newark Creates Events	*Safety Plan Support *Stewarding *Free market stalls. * PA System * General logistical liaison ahead of events. * Infrastructure such as high viz, radios, barriers. *Road Closures	NTC is a board member of Newark Creates (meetings attended by Town Clerk) Previous events / activity : -Umbrella Installation -A Likely Story Projection -Fire Show -Light Show in Church -Book Benches -Street Art
Beaumont House / Childrens Bereavement Centre ('CBC')	*Safety Plan Support * Infrastructure such as high viz, radios, barriers. *Licence paperwork.	Examples of events: - Easter Fun Day - Santa Dash - Dragon Boat Festival
NSDC Events	* Infrastructure such as high viz, radios, barriers. *Licence paperwork. *Market team support.	Example of Event: - Festival of Food - Business Showcase NSDC do provide reciprocal support to NTC for other events.

It is reasonable to say that many of the third-party events referred to above would find it very hard to go ahead without the support and input from Newark Town Council.

The Childrens Bereavement Centre have recently indicated that they would like to do more events but could only do so with firm logistical support from NTC, in particular staff that can set up and take down event infrastructure and provide stewarding and operational support during an event.

Event Safety Plans are now becoming much greater undertakings especially in response to Martyns Law. The level of detail and planning now required for events is reaching unprecedented levels albeit understandable in the world in which we now live.

The planning and organisation of the current support to third party events falls between a number of staff, however will be more focused on a new Event Officer that is currently being recruited once they are in post.

Steampunk : Financial and Councillor Review Background

Steampunk weekends have been taking place in Newark now since 2021.

NTC have been an important partner in Steampunk events due to the use of the Town Hall and Market as the focal points of the events.

In recent years the Steampunk reputation in Newark has grown significantly but with that the level of financial and logistical support from NTC has also increased. Members are asked to consider if they remain supportive of the level of input financial and otherwise that is now involved with Steampunk weekends.

Due to the success of the Steampunk events and their growth, some greater clarity is now needed as to who actually is the primary event organiser. This is especially important where safety management is concerned.

Financials General

NTC have supported events with provision of entertainment which has typically been funded through the markets promotions budget. NTC also helped Steampunk secure a grant in previous years to support the costs of the event. There have also been other funds available such as via Newark Heart to support with event costs. Those external funds however are no longer accessible.

Event Safety

Martyns Law and increased requirements from the Safety Advisory Group have hugely increased the level and cost of event safety management.

Financial Specifics

NTC Funded Elements	Cost	Steampunk Funded Elements	Cost
Security	£360.00 for 2 nights	Ballroom Hire	Current commercial charges are £750.00 per evening. Actual hire paid for recent events £370.00.
First Aid	Additional £200.00 due to extra Steampunk numbers.	Market Entertainment	£3700.00 in May 25.
Entertainment	£550.00-£675.00 (These are Saturday in May costs – less when part of Christmas Market*)		
Road Closures and HVM	£1500.00		
Event Safety Plans	£400.00		
Additional Staff / Overtime	£1000.00 (May costs – less for December as combined with Xmas Markets)		
Ballroom Hire Discounts	£1130.00		
Fire Lamps for Parade	£200.00		
Stage / PA System	Provided as part of Xmas market. Extra cost for May event. £1000 to £3000.		
Lost booking revenue on Chuckles (Xmas 25)	£2,000		
	Total : £5565 to £10,265.00 (seasonal / stage variations)		Total : £4070.00

Financials Summary

May steampunk events attract higher costs as it is a stand-alone event and not part of the Christmas Markets. A full stage for the May event is not entirely necessary which in its absence does reduce costs significantly. In May 2025 outdoor entertainment was more modest with no stage and performances delivered under Gazebos however the NSS have indicated that it was a disappointment to the visitors and are fearful that some may not return.

Growing commerciality of the Town Hall and building is resulting in growing conflicts between community event undertakings and commercially beneficial bookings. An example has arisen this year where an opportunity for a pop up shop in the Chuckles unit has been declined due to existing bookings by indoor Artisan Markets and Steampunk. The loss of revenue is quite significant however prior bookings have to be honoured.

Going Forward

Establishing who is delivering the Steampunk Events will be helpful as that will determine how funding and resource is dealt with. It will also help to overcome decision making uncertainty that has started to emerge when co-ordinating Steampunk Events.

There are a number of options:

1. Newark Steampunk Society Event

- NSS hire the Market Place, Colonnades and Ballroom and deliver the events (where discounted hire rates are being sought applications are made to the Council in this regard).

- NSS deal with all market bookings, finances, entertainment and cover all of their event costs.

- NSS would have to manage their own safety, first aid, stewarding, safety management plans and get sign off from NTC and SAG on these elements.

- NSS would need suitable PLI insurance.

NSS recognise that they could not afford to operate based on the above and lack the necessary expertise to address all of the various safety requirements.

2. Newark Town Council Steampunk Event

NTC are the organiser of entire weekend and deal with everything from marketing, ticketing, financials, entertainment. NSS may assist and make suggestions and recommendations but have no authority on final event plans and delivery which remain at the discretion of NTC. A dedicated NTC budget is created and Steampunk is treated by NTC as it would Newark Festival, Newark on Sea and other NTC events. NSS to provide a level of budget support to enhance the events.

NTC lacks the following and reach in the Steampunk world that NSS does and success may be limited without NSS support.

3. Partnership Event

Clear contract setting out how NTC and NSS will operate. Joint marketing and promotion with both organisations recognised in any publicity. Financial contributions and undertakings from each party clearly documented alongside wider obligations of each.

NTC likely to retain ultimate discretion due to the greater financial and logistical input into the events.

NTC members are asked to determine their preferred operating model for Steampunk Events. The contractual partnership approach is the recommended option.

Wider Benefits of Steampunk

1. Town centre ambience during event days helping lift the town and its traditional market.
2. Economic contribution to the town by Steampunk guests both during event and individual return visits (not formally valued or quantified).
3. Promotion of Town Hall as a venue.
4. Newark on the map for Steampunk reputation.

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