Agenda Item No: 7 **Meeting Date: Wednesday 12th November 2025**

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	**Recording and Live Streaming of Newark Town Council Meetings**
REPORT BY:	**Matthew Gleadell**

1. Recommendations

That members determine their position in relation to a motion to record and broadcast Council meetings previously deferred as detailed below.

2. Background

2.1 In November 2024 members considered a motion from Cllr. Skinner regarding the recording of Council meetings (see report from that meeting as Appendix 1).

2.2 The motion was deferred to allow for development in Government proposals that may allow for Hybrid Meetings (already allowed in Wales) to be permitted for local council meetings which if implemented would force the need for investment in technology.

2.3 The government have now voiced their support for hybrid meetings and their latest position can be found here:

https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings/outcome/remote-attendance-and-proxy-voting-in-local-authorities-consultation-results-and-government-response#conclusion-and-next-steps

2.4 It is unclear when the legislative changes will be implemented however the motion to record and broadcast Council meetings requires a decision or further deferral.

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

Financial – Quotes previously obtained for relevant technology will require updating if it is resolved to implement a recording / broadcasting system for Council meetings.

Risk – The Clerk and Deputy Clerk are not IT experts or sound and audio engineers but will be expected to learn how to operate an audio-visual system. There may be occasions where technology encounters problems and the Clerk and Deputy Clerk are unable to resolve them.

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

APPENDIX 1

Agenda Item No: 12 **Committee Date: Wednesday 13th November 2024**

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	**Recording and Live Streaming of Newark Town Council Meetings**
REPORT BY:	**Matthew Gleadell**

1. Recommendations

1.1
a) That members consider the indicative costs of acquiring relevant audio visual equipment and determine if they wish to adopt live streaming / recording of Council meetings.
b) If recording and live streaming is adopted that only FGP and Full Council (or equivalent – see 2.12) meetings are live streamed.
c) If members pursue live streaming that the equipment is supplied and installed by the contractor that provided the hearing loop system to ensure compatibility between the systems.

2. Background

2.1 In response to a member motion, costings have been sought for setting up an audio-visual system that will allow the Council to live stream some or all of its meetings.

2.2 Initial costings arise at around £3000-£3500 dependant on the specification of the equipment that is utilised.

2.3 Due to the historic nature of the building mobile equipment is preferred to avoid hard wired infrastructure that damages the fabric of the building.

2.4 To allow for the equipment to be used in different rooms mobile equipment is also considered advantageous.

2.5 The equipment considered is also designed to deal with potential legislation changes that may allow hybrid Council meetings to be held.

2.6 The equipment considered is also designed to integrate with our existing hearing loop technology.

2.7 The equipment is also designed to provide opportunity for it to be used to support professional conferences and meetings being held in the building.

Equipment Proposed and Purpose

2.8
1. PTZ camera with tripod that will allow for easy set up of a view in any given meeting room. Remote controlled operation of the camera view with zoom and scan features.
2. Video Production System Hardware – This will allow for graphics to be added to the picture to ensure a professional look and feel and also help for use to support external conferences and meeting room hire.
3. A 43" screen mounted onto a mobile trolley. This will allow for a view of the stream within the meeting room but also allow for a view of Microsoft Teams if hybrid meetings are ever permitted. (Alternatively the existing projector system can be utilised albeit the projector is cumbersome and requires more heavy hardware in a system that is already hardware heavy).

4. Mounted speakers that will allow for amplification of any sound from a hybrid meeting so that those in the room can hear those speaking via the online meeting.

2.9 The Hospitality Manager has estimated that the full audio-visual package to allow for a live stream of a conference or business meeting could potentially warrant a hire charge of up to £500.00. There is therefore the potential over time to recover the cost of the proposed equipment. Caution should be taken in this area however as conferences is an area still being developed and demand is yet to be demonstrated or proven.

2.10 If members do wish to proceed with a live stream option a you tube channel for the Council will be set up.

2.11 In terms of member involvement in meetings a live recorded situation may be uncomfortable to some members who feel then less able to participate. Members may ask if this serves to dilute democracy.

2.12 It is recommended that if the live stream option is pursued only FGP and Full Council meetings (or equivalent if any reorganisation of governance is adopted) would be live streamed in the first instance. There is a resource requirement to set up the equipment and a level of technical expertise to ensure the continuity of the stream and deal with any technical glitches. That resource may not always be available for some of the smaller sub committee and working group meetings.

2.13 NSDC report that their streams will be viewed by between 2 and 20 people on average depending on the agenda content however they state that certain media outlets will view and then enable wider reporting of the Councils business.

Financial, Legal, Equality, Environmental & Risk Issues

3.1 **Financial** – The proposed cost is on the threshold of the point at which more than 1 quote is required under financial regulations. The proposed contractor to supply and set up has already provided the hearing loop system and as such in order that the 2 systems co ordinate with each other it is suggested that the same contractor is utilised. The contractor has been extremely helpful and supportive with the hearing loop and as such are highly recommended. There is no formal budget for the proposed expenditure and as such members may wish to defer the cost until the start of the new financial year where a budget provision can be made and commence any live streaming of meetings at the start of the new civic year in May 2025.

Risk Issues – There is a risk of IT failure during a meeting that then detracts from the meeting itself. It is understood that NSDC occasionally encounter difficulties. It will likely be the Clerk and Deputy Clerk due to their presence at meetings that will undertake training to set up and operate the equipment. Any difficulties may take away from their ability to as effectively advise and guide the meeting.

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

Agenda Item No: 8 **Meeting Date: Wednesday 12th November 2025**

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	**Beaumond Gardens Bowls Green**
REPORT BY:	**Matthew Gleadell**

1. Recommendations

1.1 That members determine if they wish to provide additional funding for extra maintenance on the Beaumond Gardens bowls green in response to a request from the Belvedere Bowls Club.

2. Background

2.1 Beaumond Gardens bowls green is used by 2 bowls clubs. They are Belvedere and Flowserve.

2.2 The Belvedere club, on the back of some new members who are keen to develop the club, are seeking increased maintenance levels of the bowls green.

2.3 The green is presently leased to Newark Northern Bowls Club under a 10 year lease which expires in Autumn 2026. The Lease requires that Newark Northern allows other bowls clubs to use the Beaumond Green which they do and charge a very small hire fee of £500.00 for doing so.

2.4 Under the terms of the Lease Newark Northern maintain Sherwood Avenue Bowls Club and grounds and the Beaumond Garden Green and immediately surrounding grounds and the Town Council pays them for the annual maintenance of the 2 sites.

2.5 In order to increase the desired maintenance levels at Beaumond Green, the grounds maintenance team have indicated that additional costs of around £3,000 per annum are needed. Please refer the maintenance specification attached as Appendix 1.

2.6 The Belvedere Bowls club are seeking to improve the facilities and standard of the Green. They have prepared a club development plan attached as Appendix 2.

2.7 Factors to consider:

a) Newark Northern Bowls Club and Sherwood Avenue is the home for the Nottinghamshire County fixtures. The standard of the green is higher than the Beaumond green, however, it hosts far more matches and the club has far more members.
b) The Lease of the site expires in 2026 and so any variation agreed now will apply only for 1 year.
c) There are many organisations and clubs that would be benefit from £3,000 per annum funding and clearly the Council cannot support all of them in this way. There is a danger of setting a precedent if the request for more funding is granted.
d) There is no budget in the current financial year for the extra cost albeit as much of the maintenance relates to summer 2026 the costs could be incurred and budgeted for in the next financial year.

e) The Belvedere Club feel that the Sherwood and Beaumond Greens should be of similar standard.

2.8 Maintenance of bowls greens is quite a technical process and requires very high levels of care and input as is evident from the maintenance specification.

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

Risk – Bowls participation is generally declining.

The clubs' ambitions should be applauded, however, there is a danger that additional investment is provided only for the club to potentially fold as so many other bowls clubs have done. It is a sport that typically attracts an elderly demographic, and sadly new players are not taking up the sport the way they used to and as members sadly pass away new members are not replacing them. Bowls England are however seeking to drive the sport with new initiatives especially around more casual play rather than league format play.

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

G & G GREENCARE

Work program for London Road

January- Deep slit green, apply 3 x bio tabs cut green. Apply 2 bags Autumn fertiliser.

Brush green take dew off 5/6 days week.

February- Deep slit green, apply bio tabs, cut green.

March- Deep slit green, apply 3 x bio tabs cut green. Apply moss killer beginning then 10 days later. Apply 3 x 20kg 10-0-4 granular fertiliser. Towards the end of march scarify green x2 to get rid of winter thatch and moss. Aerate green. Cutting increases from once a week to twice.

April- Apply fertiliser and wetting agent. Apply Sulphur to deter worms. Sorrell spike green.

May- Verti cut green. Sorrell spike green every 2 weeks, Apply fertiliser and wetting agent.

Cut green 3 times a week.

June- Verti cut green. Sorrell spike green every 2 weeks, Apply fertiliser and wetting agent

July- Verti cut green. Aerate green. Sorrell spike green every 2 weeks, Apply fertiliser and wetting agent

August-Verti cut green. Sorrell spike green every 2 weeks. Apply iron and wetting agent.

September-Scarify green twice. Hollow tine green. Apply wetting agent. Overseed green with a 40/60 mix. Apply 2 bags of Autumn fertiliser. Apply Sulphur to deter worms.

October-Verti drain green. Brush green take dew off 5/6 days week. Apply bio tabs, cut green. Apply iron.

November- Deep slit green, apply bio tabs, cut green. Brush green take dew off 5/6 days week.

December- Deep slit green, apply bio tabs, cut green. Brush green take dew off 5/6 days week.

The extra costs for this work and materials for this work would be as follows:

Sorrell spike green every 2 weeks instead every 6 weeks	£500.00
Verti cut green every 2 weeks instead of every 6 weeks	£400.00
Verti drain	£250.00
Overseed green	£160.00
Deep slit green once a month in winter months	£750.00
Hollow core green	£350.00
Supply 40/60 seed mix	£409.46
Supply 20 bio tabs	£252.50
Total	£3071.96

This work and materials hasn't been done before

Increased Sorrell spiking and Verti cutting

I trust this meets with your approval

Elliot Guthrie

G & G Greencare

Belvedere and Flowserve Lawn Bowls Clubs Development Plan

Present membership numbers:

Belvedere: 14 plus 1 social member and 4 new social members this year

Flowserve: 15

Current Activity:

Belvedere: Newark League Division 2 one team, singles and doubles competitions, Fun Day plus Social Evening, Hickman Cup, TSB Cup, Mill Cup, practise days two half mornings per week minimum

Flowserve: Newark League Division 2 one team, singles and doubles competitions, Hickman, TSB and Mill Cup

Context: Decline in Participation

There are several reasons why lawn bowls participation may have declined in Newark-on-Trent (and more broadly across the UK) over the past 50 years. Here's a breakdown of the likely contributing factors:

1. Aging Demographic

- Lawn bowls has long been associated with older generations, and many younger people may see it as an "old person's game."
- As older players age out and younger people aren't replacing them, club memberships naturally decline.

2. Competing Leisure Activities

- Over the last five decades, a wide range of new sports, fitness trends, and leisure options (like gyms, cycling, esports) have become popular, particularly among younger generations.
- Lawn bowls struggles to compete with more fast-paced or social media-friendly sports.

3. Changes in Community and Social Structure

- Decline in traditional community hubs (working men's clubs, local pubs and Manufacturing Companies)
- People are more transient now and less likely to join community-based clubs.

4. Lack of Visibility and Marketing

- Limited promotion of the sport locally or nationally.
- Younger generations are not often introduced to the game in schools or youth clubs.
- Little presence on social media or modern advertising platforms.

5. Perception of the Game

- Seen as outdated or slow-paced.
- Lacks the appeal of team sports or adrenaline-fueled individual sports.
- Not televised or glamorized like football or tennis.

6. Financial and Maintenance Issues

- Bowling greens are expensive to maintain.
- Clubs with dwindling membership may not afford upkeep, leading to closures and a further drop in interest.

7. Urban Development and Land Use Changes

- Some clubs may have been lost to redevelopment or sold off due to financial pressures or declining use.
- Green space in towns like Newark is under increasing pressure.

Plans to drive the clubs forward:

Additional activity: Participant numbers that may arise on the back of the clubs development efforts:

Efforts to Revitalize the Sport

We will look to actively implement strategies to revitalize interest and ensure the sport's longevity in the community.

Aging Demographics: The sport predominantly attracts older individuals, with limited influx of younger players and we will look to change that trend

Community Engagement: We will look to host events and entertainment to foster community involvement and attract new members such as the planned Beaumond House Open Day in June 2026 which will include a programme within the Bowls Rink.

Beaumond House Open Day June 20th 2026

Beaumond House is planning to expand its annual Open Day in 2026 to include the wider **Beaumond Gardens** area. In support of this expansion it is proposed to integrate the **bowling green and pavilion** as a central feature of the event. This initiative aims to enhance community engagement, promote the sport of bowls, and create a vibrant, inclusive experience for attendees.

Proposal Overview

We propose the use of the **bowling green and pavilion** for the following purposes during the Open Day:

Pavilion Use

- Designated as the **main administration hub** for the event.
- Full use of on-site **utilities** including electricity, water, and kitchen facilities.
- **Indoor seating** for:
    - Event coordination and volunteer operations
    - **First aid station**
    - Shelter for guests or vulnerable attendees in case of inclement weather

Bowling Green Activities

- **Area A: "Come & Learn" Zone**
    - Hosted by certified coach
    - Open to the public for introductory lessons and basic gameplay
- **Area B: Match Play Demonstrations**
    - Featuring **top local players** from the Newark area
    - **Invited county-level players** to showcase competitive play
    - A key attraction to draw interest and raise the profile of the sport of lawn bowls

Newark Northern Lawn Bowls Club

They will be holding a major competition in August 2026 and require an overspill Bowls Rink for the weekend and London Road has been earmarked for that occasion and therefore it is imperative that the Green is up to County standard.

Project: Introducing SEND youngsters to lawn bowls

We were approached earlier this year to hold a one day Project: Introducing SEND youngsters to lawn bowls. I have produced a full project report that covers all aspects of an event of this nature but was not able to introduce it this year due to Health and Safety and other time and finance constraints but would like to introduce it next year

Involving the Newark Advertiser

In May of this year we successfully involved the Newark Advertiser in reliving the opening of the London Road Pavilion from 2003 with a full page advertorial (page 5). This compliments the start of putting together a history of the Belvedere (formerly Conservative) Lawn Bowls Club.

New Members

This year the Belvedere Club have recruited 4 social members that play socially with us on a Tuesday morning

Social Media

We have created a Facebook page with links to many sport and associated clubs

Coaching

We have recruited a level 2 coach

Equipment

The Belvedere Lawn Bowls Club were successful in receiving a £500 grant that enabled us to buy four sets of 2nd hand Bowls for new members and two benches for the Bowls Rink

Future Events

We will actively seek new ways of attracting not just new members but to host new competitions

Health and Safety

We will actively encourage members to attend Defibrillator training

Administration and Management

I have completed a fully computerised system with hard copies for the Chairman and a copy in the Pavilion

1. Vision & Goals

- Vision: To be a welcoming, inclusive, and sustainable community bowls club where all ages enjoy sport, wellbeing, and friendship.
- Goals:
  - Increase membership by 25–30% over the next 3 years.
  - Build stronger links with local schools, businesses, and community groups.
  - Promote bowls as a sport that supports both physical and mental wellbeing.
  - Ensure the club's long-term sustainability with more volunteers and local support.

2. Membership Growth

- Taster Sessions: Host free "Come & Try Bowls" events during spring and summer. Provide equipment, light refreshments, and a friendly welcome.
- Social Memberships: Offer a low-cost "social member" option for people who want to be part of the club community without fully playing competitively.

3. Community Involvement

- Schools Engagement:
  - Contact local primary and secondary schools to run "Bowls Experience Days."
  - Offer after-school clubs in partnership with PE departments.
  - Create a youth section with fun, shorter-format bowls.
- Local Groups: Partner with U3A, Scouts/Guides, WI, and Men's Sheds for special activity sessions.

4. Marketing & Promotion

- Social Media: Post weekly updates with photos, short videos, and member stories. Highlight wellness, fun, and inclusivity.
- Local Media: Share press releases with the Newark Advertiser or local radio about events, school partnerships, and successes.
- Business Links: Offer local businesses staff wellbeing days or fun "Corporate Bowls Evenings."
- Signage & Visibility: Improve signage at the club and place posters in libraries, leisure centres, and cafés.

5. Events & Fundraising

- Community Open Day: Annual "Festival of Bowls" with music, food, and family activities in conjunction with the Beaumond House annual Open Day
- Charity Matches: Partner with local charities to raise awareness and funds.
- Fundraising: Apply for small grants

6. Volunteer & Skills Development

- Encourage members to take coaching courses.

Summary
This development plan sets out a clear strategy to reverse the decline in participation and establish Belvedere and Flowserve Bowls Clubs as thriving community assets. With council support for upgrading the bowls green and pavilion facilities, the clubs will actively seek to:

- Attract new members of all ages.
- Deliver inclusive opportunities for schools, SEND groups, and community organisations.
- Enhance Newark's sporting reputation by hosting county-standard competitions.
- Contribute to local wellbeing, social cohesion, and heritage.

Prepared by John Williams (Member Belvedere Lawn Bowls Club) and supported by both Chairman

Michael Garrett - Belvedere Lawn Bowls Club **Trevor Sale - Flowserve Lawn Bowls Club**

Investment now will secure a sustainable future for bowls in Newark-on-Trent, transforming a declining sport into a vibrant, inclusive community hub.

Members of Belvedere Bowls Club in action (back, left to right) Brian Jessop, David Rudkin, Martyn Rollitt, Kevin Devinish, Barry Braithwaite, Roy Williams, Audrey Presland, John Williams (front, left to right) Mick Garrett — club chairman, and Norman White.

Bowls club appealing for memories — as it looks to ensure its future in town

By Eloise Gilmore

A bowls club is taking strides into its future — while seeking more information about its past.

Newark's Belvedere Bowls Club, also known as the Conservative Bowls Club, is based at the Beaumond Gardens pavilion which it shares with neighbouring team Flowserve.

New member John Williams has been working on bringing the club up-to-date, including increasing its online and community presence as well as developing a new management system to help arrange the club's fixtures.

He said: "As I went through the season I kept asking questions about the history of the club, and there wasn't any.

"It prompted me to ask what else there was. There was no real management system in place, it was a proper small town club."

It sparked an interest in finding out more about the club's origins, although few records appear to have been kept.

The earliest current known record of the club dates back to 2002, in Advertiser cuttings from that year and the following, detailing the creation and opening of the new pavilion.

One, from the May 30, 2003, edition, reads: "Conservative Bowls Club member Mr Bill Littleover (76) of Hatton Gardens, Newark, said there was more room and the building looked good inside and out."

At that time the new pavilion, which incorporated and extended on a dilapidated shelter from 1953, was to be used primarily by the Conservative and Newark Ladies clubs under the management of Newark Northern Bowls Club alongside its green at Sherwood Avenue.

It is believed the Conservative Bowls Club had been established some time before the new pavilion opened.

Anyone with information or memories of the club is welcomed to share them with the Advertiser via news@newarkadvertiser.co.uk.

The Belvedere Bowls Club is also looking to its future, and is keen to attract more members. Currently, it has around 15.

It is also seeking a secretary.

John joined the club last year, his first time playing the sport, and said: "It helps with wellness as well as keeping fit.

"On a roll up morning or at a game, you're out there for two hours walking up and down maybe 20, 25 times. You're bending, kneeling, and stretching.

"It's a reasonable distance to walk, and then there's the skill element too.

"Although it's a simple game there's a technical aspect that you don't really know about until you get into it."

It also offers an opportunity for socialising and making new friends in a relaxed environment.

A coaching day has been organised for May 13, with anyone interested in trying out the sport encouraged to come along and learn the ropes.

The club offers social and competitive play, with sessions on Tuesdays at 10am, and no prior experience is needed.

Bowls has suffered from declining membership in recent years, John explained, due to being associated with older generations and a decline in traditional working men's clubs and pubs which often promoted the sport.

However, like other clubs in the area, Belvedere is looking to revitalise interest and insure the sport's longevity in the community.

A COMPETITION for the Coronation Trophy marked the opening of the new bowls pavilion at Beaumond Gardens.

Agenda Item No: 9 **Meeting Date: Wednesday 12th November 2025**

SUBJECT:	**Internal and External Audit Results**
REPORT BY:	**Matthew Gleadell**

1. Recommendations

1.1 That members note the outcomes of the Internal and External Audits for the 24/25 financial years.

1.2 That members resolve that the internal audit process for the 24/25 financial year has been effective in helping the Council identify areas for governance improvement.

2. Background

AUDIT GENERALLY

2.1 The Town Council is subject to an annual Internal and external audit.

2.2 The internal audit is commissioned by the Council and the scope of the work to a degree is influenced by the Council. The bulk of the internal audit however is dictated by the Practitioners Guide to Governance and Accountability. This document sets out the expected governance standards that the Council should be operating.

The guide can be found at the following link:

https://www.slcc.co.uk/site/wp-content/uploads/2024/03/Practitioners-Guide-2024.pdf

2.3 The External Audit is undertaken by auditors appointed by the Government and involves the submission of various documentation and information to the auditors. Members may recall the AGAR form which is the submission document which underpins the external audit process.

2.4 The 24/25 Internal and External Audit processes are now concluded and copies of both reports are attached for reference as Appendix 1 (Internal) ad Appendix 2 (external).

2.5 The External Audit is clear and no issues or concerns have been identified by the external auditor.

2.6 The Internal Audit identified concerns that budget reporting was not frequent enough in the 24/25 financial year. This will be addressed in the 25/26 financial year albeit it should be noted that the 24/25 financial year resulted in a fairly significant funds surplus. Regular budget monitoring was carried out, however the internal audit is seeking a greater audit trail of such monitoring.

INTERNAL AUDIT 25/26

2.7 NTC has now been using Assurance Lincs as its internal auditor for the past 3 financial years. It will be prudent to seek a new internal auditor for the 25/26 financial year as a fresh set of eyes, however good internal auditors for larger Town Councils are extremely difficult to secure. They are few in number and usually in high demand. The Clerk will however make enquiries for a new auditor and will report further in due course.

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

3.1 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

FINAL INTERNAL AUDIT REPORT

Annual Review of Financial Year 2024/25

Newark Town Council

Auditors: Jon Pocock & Chelsea Dickinson
Date: September 2025

1. Introduction and Background

1.1 Town councils in the UK are legally required under Section 151 of the Local Government Act 1972 and regulation 5(1) of the Accounts and Audit Regulations 2015 to conduct an annual internal audit of their financial systems and processes. The audit must evaluate the effectiveness of the council's risk management, control and governance processes.

1.2 The audit was designed in accordance with the previously agreed annual audit programme designed to cover the areas required to provide an opinion and to enable the signing of the annual governance and accountability return.

2. Audit Approach and Background Legislation

2.1 The review was undertaken remotely throughout July 2025 with a limited site visit. The areas tested during our review included:

- Governance arrangements encompassing meetings, risk registers and compliance with local policy.
- Budget setting, monitoring and reporting.
- Payroll authorisation.
- Purchasing.
- Bank accounts & reconciliation.
- VAT.
- Receipting & banking (specifically cemetery income this year)
- Debtor invoices.

2.2 No conflicts of interest were identified before or during this engagement.

2.3 The audit programme was designed to assess conformance with the guidance set out in the Joint Panel on Accountability & Governance (JPAG) Practitioners guide 2024, published by The National Association of Local Councils (NALC). The aim of the guide is to encourage proper practices in relation to governance and financial accounts preparation for smaller public authorities.

3. Management Summary

3.1 Internal Audit – Assurance Opinion

The review was able to evidence that 100% of the 2024 recommendations had been implemented. These included updates to the financial regulations, the inclusion of appointment letters in recruitment files, and the introduction of a clear separation of duties in the process for setting up direct debits.

The review for 2024/2025 identified that the formal budget monitoring reports previously introduced were not consistently applied throughout the year. A budget monitoring report had been presented to the Finance & General Purposes Committee in July 2024 however there was no evidence of subsequent quarterly reports. This inconsistency restricted financial oversight and impacted negatively upon the identification of variances and emerging risks.

Improvements in governance documentation, payroll information, and purchasing controls demonstrated progress in key areas of internal control. Testing identified an inconsistent application of formal budget monitoring throughout 2024/25, which represented a lapse in financial oversight.

Error testing of the Doris Bainbridge Bequest Trust Fund final accounts for 2024/25 identified no errors.

The internal audit of Newark Town Council's risk management, control, and governance processes provided an **adequate** level of assurance over the effectiveness and reliability of its controls and procedures.

4. Actions and Priorities

4.1 Detailed findings, recommendations and management actions are shown in the attached Action Plan (Appendix 1).

4.2 The following table shows the number of recommendations by risk category. To differentiate issues of greater significance, risks posed by each finding are categorised as critical, high, medium, or low.

	Critical	High	Medium	Low	Total
Recommendations	0	2	0	1	3

4.3 Opinion on the Adequacy of Internal Control Systems

The following overall assessment range has been used to indicate the adequacy of internal control identified within the processes reviewed:

Assurance level

Substantial: A reliable system of governance, risk management and control exists with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.

Adequate: There is a generally reliable system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited.

Limited: Significant gaps, weaknesses or non-compliance were identified. Improvement is required to the system of governance, risk management and control to effectively manage risks in the achievement of objectives in the area audited.

No assurance: Immediate action is required to address fundamental gaps, weaknesses or non-compliance identified. The system of governance, risk management and control is inadequate to effectively manage risks in the achievement of the objectives for the area audited.

Risk Analysis

Critical:	Fundamental breakdown in internal control; significant risk of fraud, irregularity, impropriety. These must be addressed as a matter of urgency.
High:	Significant weakness in internal control; non-compliance with regulations / legislation; material loss or public criticism. These risks must be completed within a short time period.
Medium:	Weakness that undermines systems of internal control. These risks should be completed within a medium time frame and can have various milestones to be adhered to over the project duration.
Low:	Best Practice. These will make the function as good as possible and should be implemented over the course of 9-12 months.

5. Positive Outcomes

5.1 Adequate governance and oversight were evidenced by Full Council meetings and the Finance & General Purposes Committee (FGP), which met regularly throughout the year. Minutes showed items were discussed, questions were asked, and decisions were made. The internal audit report from last year's review was presented to the FGP in September 2024, and the minutes showed it was noted, discussed, and accepted.

5.2 A new risk register was adopted and reviewed since the last audit. The register contained 16 risks, which was within the recommended range of 15–20 to support manageability. Each risk included impact and likelihood scores, with mitigating controls listed beneath each risk. The Town Clerk provided a summary of changes made during the July 2025 review, providing evidence that risks were discussed and changes were made during the review.

5.3 The introduction of comprehensive formal financial regulations in September 2024, clearly defining the roles of the Responsible Financial Officer (RFO) and the Finance & General Purposes (FGP) Committee, supported accountability and oversight. The document included detailed sections on key financial areas and reflected best practice in local government financial management.

5.4 Receipting controls for cemetery income were appropriate. Invoices were processed through the finance system, receipts were issued, and charges were correctly applied.

5.5 The audit of the 2024/25 final accounts for the Doris Bainbridge Bequest Trust Fund found that the statement of accounts presented the trust fund's income, expenditure, and balance sheet for the year ending 31st March 2025.

APPENDIX 1

Internal Audit – Finding Action Plans – Newark Town Council – Annual Review of Financial Year 2024/25 – September 2025

Risk 1: Budget Setting				
Audit Finding	**Rec. No.**	**Recommendation(s)**	**Management Action(s)**	**Owner and Date**
Budget monitoring and reporting lacked consistency and transparency throughout the financial year. A detailed Q1 report was presented to the Finance Committee in July 2024, no further formal monitoring reports were submitted until January 2025. That report primarily addressed the Medium-Term Financial Plan and 2025/26 budget setting, with only limited reference to in-year performance. The next formal update was the year-end accounts in June 2025. There was no evidence of regular formal budget monitoring reports being prepared or shared with the Chair of the Finance Committee between these points. Instead, the council relied on recording internal monthly monitoring , and no formal reports were published on the website. This approach reduces financial oversight, limits scrutiny by elected members, and weakens public accountability. The absence of regular, transparent reporting increases the risk of budgetary drift and undermines confidence in financial governance. **Risk: High**	1.	Implement a formal quarterly budget monitoring process, with reports prepared and reviewed by the Town Clerk and Finance Officer and presented to the Finance Committee to enhance transparency and oversight.	A formal quarterly budget monitoring process will be implemented. Budget reports will be prepared and jointly reviewed by the Town Clerk and Deputy Town Clerk, with signed documentation retained for audit purposes. These reports will be presented to the Finance Committee each quarter to support transparency, oversight, and informed decision-making.	Town Clerk 1st December 2025
	2.	Revise the formal report to include a commentary, variance analysis, and year-end forecasts to support informed scrutiny and decision-making.	We will enhance the format of the budget monitoring reports to include narrative commentary, variance analysis, and year-end forecasts. This will provide greater context and support more informed scrutiny and decision-making by the Finance Committee.	Town Clerk 1st December 2025

APPENDIX 1

Internal Audit – Finding Action Plans – Newark Town Council – Annual Review of Financial Year 2024/25 – September 2025

Inadequate budget monitoring may lead to delayed identification of budget variances, reduced financial oversight, and weakened governance.				
The minutes of the Full Town Council meeting held on 24th January 2024 did not explicitly record the approved 2024/25 revenue budget figure or precept amount. A written report and agenda item recommended approval, and supporting documentation was available, the formal minutes lacked a clear statement of the final agreed figures. Best practice in governance requires that key financial decisions—such as budget and precept approvals—are explicitly documented in the minutes to ensure transparency, provide a robust audit trail, and avoid ambiguity. The omission reduces clarity for stakeholders and weakens the formal record of decision-making, increasing the risk of misinterpretation or dispute. **Risk: Low** *If the final approved budget and precept figures are not explicitly recorded in the Full Town Council minutes, there is a risk of*	3.	The final approved budget and precept figures should be clearly recorded in the Full Town Council minutes to provide clarity and support a complete audit trail.	Going forward, the minutes of the Full Town Council meeting will include the precise income and expenditure budget figures, stated in pounds and pence, as formally agreed for the upcoming financial year.	Town Clerk 31st January 2026

misinterpretation or dispute over what was formally agreed.				

APPENDIX 2

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of Newark Town Council - NT0121

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses in relation to formal budget monitoring. The smaller authority has taken action to address this area of weakness.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF Littlejohn LLP

Date 27/09/2025

Agenda Item No: **10** **Meeting Date: Wednesday 12th November 2025**

SUBJECT:	2026 Anniversaries
REPORT BY:	Matthew Gleadell

1. **Recommendations**

That members note and endorse recommendations from the Events Arts Culture and Twinning Group for marking anniversaries in 2026.

2. **Background**

2.1 The year 2026 marks the 400 year anniversary of Newark having a Mayoralty, 250 years of the building of the Town Hall and 20 years of the town being twinned with Sandomierz.

2.2 The Events Arts Culture and Twinning Sub Committee have met recently and considered a number of options presented to them for marking these anniversaries. The following details their proposals for which budget provision will be sought in the next financial year if supported by the Council.

2.3 **400 Year Mayoralty**

To mark this anniversary the following proposals are recommended:

1. An enhanced Mayor Making service in May 2026 with additional speeches and an enhanced post meeting reception.
2. A civic photo of Councillors to replicate the photo taken of the Aldermen in 1926 on the 300 year anniversary of the Mayoralty. The photo is proposed to be taken on the 1st July being the same date it was taken in 1926. Members have already been sent a save the date.
3. The commissioning of a book that explores the Mayoralty as well as the Town Hall (see below).

2.4 **250 Year Anniversary of the Town Hall**

The focal point of the anniversary is proposed to be an afternoon tea event that coincides with the launch of the book (see below). Alongside this a range of events working with the museum and hospitality departments are proposed as detailed in Appendix 1 attached.

2.5 **20 Year Twinning Anniversary**

The proposal is that the anniversary is marked during the Newark Festival weekend in 2026. This will ensure there is entertainment for guests already in place. A ceremony is proposed to take place on the event stage to formally note the twinning relationship and include speeches and the re-signing of the twinning charters. Further details will be developed with the Newark Twinning Association.

2.6 **Book Commission**

A quote has been sought for the creation of a book that explores the history of the Town Hall and its Mayors with proposals to include art and poetry from local school children within the book as part of some form of educational competition.

The quote is very reasonable and if supported would involve a local author. A copy would be placed in the time capsule referred to in Appendix 1.

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

Financial – Budget provision for relevant events will need to be made as part of the 26/27 budget.

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

Date	Event	Description	Costs Estimates
14th Feb	Prosecco Afternoon Tea	2pm to 4pm - Georgian themed afternoon tea bottomless prosecco, photos, fans and Georgian Hats to try on	Self funding - Income generating - £50 per ticket
14th Feb	Valentine's Ball	7pm - Georgian (Bridgerton) style) Ball with live music, disco and 3 course meal, Georgian photo booth with hats to try with fans.	Self funding - Income generating
21st Feb	Glorious Georgians	Family event with Artist Emily Cartwright and Bonnet and Breeches Dance company in Ballroom and Council Chamber	£600.00 - Covered by MDEM grant
21st Feb	Licentious Ladies of 18th Century	Adult Lecture in Ballroom looking at women, romance and sex in the 18th Century with historian Millie Lawson	£200.00 - Covered by MDEM grant
w/c 23rd Feb	Meet the Mayor	2 min video interview with Newark Mayor - A day in their life, what lead them to local politics for website	£400.00 Freelance contract
13th June	Eve of Waterloo Ball	Costume Ball where dancing is encouraged with buffet.	£60 per ticket - self funded - likely to sell out.
June/Jul	Schools 250th Anniversary workshops	Working with 4 schools in Newark looking at John Carr building and Portraits with pupils creating their own portrait	£0 part of Glorious Georgians Schools Budget
July - Sept	250th Anniversary Exhibition - Glorious Georgians	Schools from the Glorious Georgian workshops select objects to go in time capsule (see below)	£5k - Freelance for delivery

Sept - Oct	Photography exhiibtion	New photos of the Town Hall with people who work here in community partnership (*photographic society or students from Newark College)	£200 for partners time and equipment, £250 separate marketing for exhibition
July - Sept	Anniversary time capsule	Schools from the Glorious Georgian workshops select objects to go in time capsule. Capsule to go on display July - Sept to encourage consultation	£325 plus VAT and delivery plus £200 for plumbing welding seal.
5th and 6th Dec	Georgian Christmas Market	Stall holders with crafts as well as regulars, holders encouraged to dress up as part of the event	Part funded with stall rental - would replace steampunk market for 2026.
Jan	Anniversary rehang in the Town Hall	Paintings out of stores on display	£300 per day for art handler - £600.00 in total
27th Nov	Son et Lumiere	Light display on town hall telling 250th story - Georgian and building themed. For Christmas light up event.	£15 k plus £5k freelance PM

Marketing

Annual programme marketing in Jan - Ultimate Print - Poster DL leaflet design and production	£600 plus VAT

Agenda Item No: **11** **Meeting Date: Wednesday 12th November 2025**

Newark
TOWN COUNCIL

Quarterly Budget Analysis Report

Financial Year : 25/26

Quarter : 2

Report Author : Matthew Gleadell

Recommendation: That the report is noted albeit questions can be raised at the meeting or in advance directly to the RFO.

Introduction and Background

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

As a reminder – Cost Centres are 3 digit codes and cover the core service areas within which there are 4 digit codes that cover income and expenditure. Codes starting with a 1 are income codes. Code starting with a 4 are expenditure codes.

Executive Summary

As at month 7 (just over the half way point) income sits at 91.4% (this is positive) of forecast for the full year and expenditure at 68.02% (assuming equal monthly expenditure this should be 58.3%) of the full year. A lot of expenditure does however incur in the early part of the year and as such there is no immediate cause for a alarm at this time.

At the time of writing this report the second half of the Precept payment from NSDC has been received hence the high income percentage at the just over mid way point of the year.

Overall, the income and expenditure position at the half year point does not cause any alarm. The Town Hall has generated a lot of repairs and maintenance that were unforeseen and this is reflected in this budget.

COMMENTARY BY SERVICE AREA
Central Establishment

101 – Page 1 of Appendix

Investment interest appears likely to exceed the budget forecast albeit will still be less than previous years due to £1million Property Fund shares being sold in the last financial year in order to correct some historic accounting errors. This was approved by members.

The only budget area that is above that budgeted for is subscriptions, however this includes the NOTALC membership which members agreed to albeit it had not been budgeted for. All other budgets meet expectations.

Mayoral / Civic

102 – Page 1 and 2 of Appendix

Overall the budget position is on course. The only area that is not on track is Mayors Badges / Insignia due to members deciding to go back to more expensive ex Mayors badges.

The Remembrance Sunday service will be more expensive than budgeted for although not yet in the accounts. This expense will be due to heightened security costs previously reported to members.

Public Realm

104 – Page 2 of Appendix

Hanging basket sales again exceeded budget forecast by some distance.

Floral display costs are below budget. Some plant replacement is necessary so additional costs will be incurred but on the whole significantly under budget.

Hospitality

200 – Page 3 of Appendix

Overall the hospitality undertakings are on course to make money and likely exceed the forecasts made by the consultant that initially advised the Council on its hospitality ambitions.

The Appendix is slightly misleading as there are some coding errors with the Salaries with some staff being coded to Hospitality that should not be. The accounts officer is in their first 6 months in their role and still learning where certain costs should be coded to. There is a planned exercise to correct a number of coding errors across the budget.

The hospitality is also a project that should be viewed across a number of years. In 2026 we have 16 weddings booked and are expecting a few more. This is a huge increase in wedding numbers compared to the 4/5 a year that we were delivering before.

Staff changes in this area have slightly compromised progress to a degree however overall viewed against a 5 year plan, the project is on course.

Town Hall

201 – Page 4 of Appendix

The 2 main areas for comment here are the Bonfire Night which if approved for next year will hopefully be delivered with a new officer for events due to commence employment in the near future.

Maintenance and Equipment of the Town Hall costs have exceeded budget. There have been numerous repairs required, new electrical boards that have failed safety tests upgraded and a variety of other issues that were not anticipated.

Events / Christmas Lighting

203 – Page 5 of Appendix

There is income from an Armed Forces Day grant still to be received which will address the budget code 1907.
The Brass Explosion budget although showing no expense is part of the Newark Festival.

Cemetery

301 – Page 5 of Appendix

Tablet and Plinth sales will significantly exceed the income forecast.

Burial Fees are on track. Income from burials typically increases during winter months and so is likely to exceed budget expectation.

Overall expenditure is on course save for Vehicle Running Costs. Unforeseen vehicle repairs have arisen.

Allotments

302 – 1350 – Page 6 of Appendix

Income is below that budgeted however there are still many tenants yet to pay following the October issue of annual invoices. Following a period of chasing and debt recovery the income should reach its target.

Water charges are high due to a very dry spring and summer which resulted in tenants using more water.

Environment and Climate Change

303 – Page 6

CIL receipts have resulted in additional income. As receipts are not guaranteed or predictable no budget forecast is made for them, however, £19,987 has been received which based on previous resolutions is allocated to Climate Change projects.

Public Conveniences

401 – Page 7

Income remains compromised pending entry payment systems being resolved.

Staff costs are being investigated. It is suspected there may be some coding / budget allocation issues again with this however this will be investigated and clarified. It is suspected that some of the toilet staff budget has found its way into the market staff budget when the budget was created hence the low market salary expenditure against the budget allocated.

Markets

420 – 1500 – 1507 – Page 7 of Appendix

All market days remain on course for hitting or exceeding their income targets albeit it should be borne in mind that these targets have steadily reduced in recent years.

Expenditure wise Security costs are higher again due to enhanced security demands for events. Newark on Sea was significantly below budget which is positive.

Maintenance costs are above that expected and is again reflective of lots of maintenance and repair challenges which keep emerging.

Newark Creates

422 – Page 8 and 9

This is external grant funds and expenditure with the next grant receipt imminent which will address the expenditure.

Parks and Open Spaces

429 – Page 9

Income wise no concerns present themselves. Expenditure wise there are some higher service costs than were expected which are being investigated.

Museum

500 – Page 11

No commentary is offered as all is as it should be, however, it is worth members noting the costs for the purpose of considering the Museum related agenda item on the same agenda as this report.

End of Year Forecasts and 25/26 Budgets

Work will soon begin on the 25/26 budgets and year end forecasts. Budget workshops are envisaged in December ahead of final budget setting at the end of January.

Appendix is attached but numbered separately.

APPENDIX L

05/11/2025

13:00

Month No: 7

Newark Town Council

Detailed Income & Expenditure by Budget Heading 05/11/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Central Establishment						
1004 Income - Civics	25	0	(25)			0.0%
1870 Income-Interest Received	63,799	80,000	16,201			79.7%
Central Establishment :- Income	**63,824**	**80,000**	**16,176**			**79.8%**
4019 Subsistence,Travel/Vehicles	215	750	535		535	28.6%
4021 Uniforms and PPE	1,151	4,000	2,849		2,849	28.8%
4022 Staff Training inc H & S	7,370	8,000	630	150	480	94.0%
4023 Appointments & Advertising	345	800	455		455	43.1%
4025 Printing & Stationery	1,114	5,000	3,886	480	3,406	31.9%
4026 NCP Car Park	701	750	49		49	93.5%
4027 Postage	1,708	2,500	792		792	68.3%
4028 Telephones	2,277	6,500	4,223		4,223	35.0%
4029 Computers	15,618	20,000	4,382	4,560	(178)	100.9%
4031 External Audit Fees	0	2,750	2,750		2,750	0.0%
4032 Office Equipment	1,806	3,000	1,194		1,194	60.2%
4036 Conferences and Seminars	35	1,400	1,365		1,365	2.5%
4037 Website & Social Media	458	600	142		142	76.3%
4038 Internal Audit Fee	(800)	4,000	4,800		4,800	(20.0%)
4039 Bank Charges	2,396	4,000	1,604		1,604	59.9%
4041 Subscriptions	3,142	800	(2,342)		(2,342)	392.8%
4059 Occupational Health	1,503	2,000	497		497	75.1%
4061 Election Costs	0	11,000	11,000		11,000	0.0%
4129 Insurance	3,741	6,000	2,259		2,259	62.3%
4131 Subscriptions/Licences	457	0	(457)		(457)	0.0%
4136 CCLA Fees	1,304	12,000	10,696		10,696	10.9%
4137 Consultancy/Professional	8,527	12,000	3,473	22,100	(18,627)	255.2%
4138 Health & Safety Consultancy	0	10,400	10,400		10,400	0.0%
4840 Depreciation	861	1,477	616		616	58.3%
4898 Pension Strain	2,384	4,376	1,992		1,992	54.5%
4900 Payroll Gross	163,053	289,083	126,030		126,030	56.4%
4901 Employers NI	21,427	37,362	15,935		15,935	57.4%
4902 Employer Pension	28,581	61,571	32,990		32,990	46.4%
4906 Recharges	47	0	(47)		(47)	0.0%
4915 Staff Overtime	2,370	6,500	4,130		4,130	36.5%
Central Establishment :- Indirect Expenditure	**271,790**	**518,619**	**246,829**	**27,290**	**219,539**	**57.7%**
Net Income over Expenditure	**(207,966)**	**(438,619)**	**(230,653)**			
102 Mayoral/Civic						
4001 Mayor's Allowance 2025/26	552	2,000	1,448		1,448	27.6%

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4002	Mayor Making	76	200	124		124	37.9%
4008	Mayors Sunday	470	550	80		80	85.5%
4009	Plough Sunday	0	250	250		250	0.0%
4010	Mayoral Car	2,658	4,029	1,371		1,371	66.0%
4011	Badges Shields Insignia	0	500	500	1,735	(1,235)	347.0%
4012	Mayoral Car Fuel	38	600	562		562	6.4%
4013	Remembrance Sunday	26	2,000	1,974	2,246	(272)	113.6%
4014	Hercules Clay	0	250	250		250	0.0%
4015	Airbridge	574	650	77		77	88.2%
4016	All Souls	317	450	134		134	70.3%
4017	Battle of Britain	458	1,500	1,042		1,042	30.5%
4020	Honoraria Payment	360	960	600		600	37.5%
4126	Security	920	0	(920)		(920)	0.0%
4137	Consultancy/Professional	1,332	2,940	1,608		1,608	45.3%
4750	Twinning	29	300	272		272	9.5%
4765	Mayoral Robes	0	100	100		100	0.0%
4915	Staff Overtime	163	850	687		687	19.2%
	Mayoral/Civic :- Indirect Expenditure	**7,972**	**18,129**	**10,157**	**3,981**	**6,177**	**65.9%**
	Net Expenditure	**(7,972)**	**(18,129)**	**(10,157)**			
103	Grants						
4044	Grants to Voluntary Bodies	2,000	7,500	5,500		5,500	26.7%
	Grants :- Indirect Expenditure	**2,000**	**7,500**	**5,500**	**0**	**5,500**	**26.7%**
	Net Expenditure	**(2,000)**	**(7,500)**	**(5,500)**			
104	Public Realm						
1055	VE Day 80th Celebration	750	0	(750)			0.0%
1341	Newark in Bloom Hanging Basket	8,596	5,000	(3,596)			171.9%
	Public Realm :- Income	**9,346**	**5,000**	**(4,346)**			**186.9%**
4042	Defibrillator	0	500	500		500	0.0%
4052	Summer Decs/Bunting	6,794	5,000	(1,794)		(1,794)	135.9%
4053	Boardwalk	0	2,000	2,000		2,000	0.0%
4055	VE Day 80th Celebration	1,536	850	(686)	500	(1,186)	239.5%
4340	Floral Displays	9,609	20,000	10,391	2,350	8,041	59.8%
4700	Music Festival	691	0	(691)		(691)	0.0%
4718	Festival Programme Events	470	0	(470)		(470)	0.0%
	Public Realm :- Indirect Expenditure	**19,100**	**28,350**	**9,250**	**2,850**	**6,400**	**77.4%**
	Net Income over Expenditure	**(9,754)**	**(23,350)**	**(13,596)**			

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Newark Town Council

Detailed Income & Expenditure by Budget Heading 05/11/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
200	Town Hall Events & Hospitality						
1159	Deposits 2027/2028	833	0	(833)			0.0%
1160	Deposits 2025/2026	833	0	(833)			0.0%
1163	Venue Hire	20,423	42,000	21,577			48.6%
1164	Ticket Sales	640	25,000	24,360			2.6%
1165	Deposits 2026/2027	3,167	0	(3,167)			0.0%
1166	Income-Additional Services	166	2,500	2,334			6.6%
1168	Income-TH Bar Apr-June	6,704	10,000	3,296			67.0%
1169	Income-TH Bar July-Sept	8,316	10,000	1,684			83.2%
1170	Income-TH Bar Oct-Dec	222	10,000	9,778			2.2%
1171	Income-TH Bar Jan-March	0	10,000	10,000			0.0%
1173	Income-Drinks Packages	3,550	10,000	6,450			35.5%
1174	Income - Venue Catering	10,201	7,000	(3,201)			145.7%
1176	Shwd Ave Refreshment Retail	0	65,000	65,000			0.0%
1723	Music Festival	200	0	(200)			0.0%
1724	Income - Comedy Show	150	0	(150)			0.0%
1746	Income - Wedding Fayre	758	0	(758)			0.0%
1747	Income - Faulty Towers	2,271	0	(2,271)			0.0%
1748	Income - Town Hall Events	414	0	(414)			0.0%
	Town Hall Events & Hospitality :- Income	**58,849**	**191,500**	**132,651**			**30.7%**
4024	Staff Uniform and PPE	0	200	200		200	0.0%
4035	Refreshments	54	0	(54)		(54)	0.0%
4101	Maintenance and Equipment	6	0	(6)		(6)	0.0%
4125	Marketing and Promotions	6,250	15,000	8,750		8,750	41.7%
4126	Security	1,064	0	(1,064)		(1,064)	0.0%
4131	Subscriptions/Licences	468	1,300	832	891	(59)	104.5%
4163	Booking Cost (Security)	0	7,000	7,000		7,000	0.0%
4164	Venue Costs	753	4,000	3,247		3,247	18.8%
4167	Bar & Catering Equipment	1,446	1,200	(246)		(246)	120.5%
4168	Bar Costs April-June	2,130	5,000	2,870		2,870	42.6%
4169	Bar Costs July-Sept	4,068	5,000	932		932	81.4%
4170	Bar Costs Oct-Dec	1,978	5,000	3,022	125	2,897	42.1%
4171	Bar Costs Jan-March	226	5,000	4,774		4,774	4.5%
4172	Event Catering	7,747	5,000	(2,747)		(2,747)	154.9%
4746	Comedy Show	338	0	(338)		(338)	0.0%
4747	Faulty Towers Experience	3,151	0	(3,151)		(3,151)	0.0%
4900	Payroll Gross	46,065	52,407	6,342		6,342	87.9%
4901	Employers NI	5,804	7,199	1,395		1,395	80.6%
4902	Employer Pension	4,592	9,584	4,992		4,992	47.9%
4904	Casual Staff	4,857	10,000	5,143		5,143	48.6%

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4915	Staff Overtime	327	0	(327)		(327)	0.0%
5019	Capital Expenditure	2,000	0	(2,000)		(2,000)	0.0%
	Town Hall Events & Hospitality :- Indirect Expenditure	**93,324**	**132,890**	**39,566**	**1,016**	**38,550**	**71.0%**
	Net Income over Expenditure	**(34,475)**	**58,610**	**93,085**			
201	Town Hall						
1019	Raday Keys	5	0	(5)			0.0%
1035	Refreshments	0	200	200			0.0%
1175	Income-Bonfire Night	0	20,000	20,000			0.0%
	Town Hall :- Income	**5**	**20,200**	**20,195**			**0.0%**
4025	Printing & Stationery	619	0	(619)	129	(748)	0.0%
4028	Telephones	2,503	0	(2,503)		(2,503)	0.0%
4029	Computers	0	0	0	1,033	(1,033)	0.0%
4035	Refreshments	402	0	(402)		(402)	0.0%
4101	Maintenance and Equipment	40,552	15,000	(25,552)	2,352	(27,904)	286.0%
4103	Electricity	8,814	28,578	19,764		19,764	30.8%
4104	Gas	7,103	24,000	16,897		16,897	29.6%
4105	Rates	15,895	24,000	8,106		8,106	66.2%
4106	Sewerage/Water Charges	2,012	4,000	1,988		1,988	50.3%
4125	Marketing and Promotions	1,081	0	(1,081)		(1,081)	0.0%
4126	Security	521	0	(521)		(521)	0.0%
4129	Insurance	8,729	14,000	5,271		5,271	62.4%
4131	Subscriptions/Licences	507	0	(507)		(507)	0.0%
4137	Consultancy/Professional	259	0	(259)		(259)	0.0%
4840	Depreciation	150,156	256,908	106,752		106,752	58.4%
4900	Payroll Gross	7,911	82,458	74,547		74,547	9.6%
4901	Employers NI	773	7,502	6,729		6,729	10.3%
4902	Employer Pension	1,020	9,035	8,015		8,015	11.3%
4915	Staff Overtime	0	2,000	2,000		2,000	0.0%
	Town Hall :- Indirect Expenditure	**248,856**	**467,481**	**218,625**	**3,514**	**215,111**	**54.0%**
	Net Income over Expenditure	**(248,851)**	**(447,281)**	**(198,430)**			
202	Buttermarket						
1103	Income Market Electricity	379	0	(379)			0.0%
1107	Rental Income	3,935	5,000	1,065			78.7%
1155	Buttermarket Unit Hire	325	2,000	1,675			16.3%
1163	Venue Hire	1,233	0	(1,233)			0.0%
	Buttermarket :- Income	**5,872**	**7,000**	**1,128**			**83.9%**

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4101	Maintenance and Equipment	15	0	(15)	1,800	(1,815)	0.0%
4103	Electricity	3,767	3,750	(17)		(17)	100.5%
4840	Depreciation	3,242	5,558	2,316		2,316	58.3%
	Buttermarket :- Indirect Expenditure	**7,025**	**9,308**	**2,283**	**1,800**	**483**	**94.8%**
	Net Income over Expenditure	**(1,153)**	**(2,308)**	**(1,155)**			
203	Events/Christmas Lighting						
1726	Income-Christmas Lights	0	1,250	1,250			0.0%
1907	Armed Forces Day	0	2,000	2,000			0.0%
	Events/Christmas Lighting :- Income	**0**	**3,250**	**3,250**			**0.0%**
4125	Marketing and Promotions	591	0	(591)		(591)	0.0%
4126	Security	777	0	(777)		(777)	0.0%
4137	Consultancy/Professional	796	0	(796)		(796)	0.0%
4720	Sunday Band Concerts	627	4,000	3,373		3,373	15.7%
4721	Brass Explosion	0	8,500	8,500		8,500	0.0%
4723	Music Festival	34,770	23,000	(11,770)	5,323	(17,093)	174.3%
4725	Christmas Lights Display	30,078	65,000	34,922	814	34,108	47.5%
4726	Christmas Lights Switch On	10,805	12,000	1,195	2,935	(1,740)	114.5%
4907	Armed Forces Day	3,271	3,000	(271)	954	(1,225)	140.8%
	Events/Christmas Lighting :- Indirect Expenditure	**81,716**	**115,500**	**33,784**	**10,026**	**23,758**	**79.4%**
	Net Income over Expenditure	**(81,716)**	**(112,250)**	**(30,534)**			
301	Cemetery						
1360	Income-Cemetery General Fees	59,024	120,000	60,976			49.2%
1362	Income-Plinths/Memorial Tablet	23,554	25,000	1,446			94.2%
1363	Deceased Online	133	200	67			66.4%
	Cemetery :- Income	**82,710**	**145,200**	**62,490**			**57.0%**
4028	Telephones	1,032	3,750	2,718		2,718	27.5%
4035	Refreshments	69	0	(69)		(69)	0.0%
4101	Maintenance and Equipment	1,614	0	(1,614)	786	(2,400)	0.0%
4103	Electricity	1,449	2,000	551		551	72.4%
4104	Gas	534	2,500	1,966		1,966	21.4%
4105	Rates	6,463	8,500	2,038		2,038	76.0%
4106	Sewerage/Water Charges	1,686	1,500	(186)		(186)	112.4%
4116	Green Flag	375	380	5		5	98.7%
4126	Security	5,607	0	(5,607)		(5,607)	0.0%
4129	Insurance	8,729	14,000	5,271		5,271	62.4%
4310	Vehicle Running Costs	6,427	6,500	73		73	98.9%

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4311	Mowers & Equip Maintenance	1,583	5,000	3,417		3,417	31.7%
4320	Equipment Tools & Materials	1,108	4,000	2,892	354	2,537	36.6%
4322	Cemetery Upkeep of Grounds	21,940	45,000	23,060	2,079	20,981	53.4%
4351	Allotment Bonds	40	0	(40)		(40)	0.0%
4360	General Cemetery Fees	0	1,000	1,000		1,000	0.0%
4362	Plinths/Memorial Tablets	4,935	6,200	1,265	2,574	(1,309)	121.1%
4363	Deceased Online	0	300	300		300	0.0%
4840	Depreciation	20,702	35,494	14,792		14,792	58.3%
4841	Deferred Grants Released	(420)	(719)	(299)		(299)	58.4%
4900	Payroll Gross	51,682	85,357	33,675		33,675	60.5%
4901	Employers NI	6,063	9,803	3,740		3,740	61.9%
4902	Employer Pension	7,636	12,458	4,822		4,822	61.3%
4915	Staff Overtime	0	1,000	1,000		1,000	0.0%
5019	Capital Expenditure	7,163	0	(7,163)		(7,163)	0.0%
	Cemetery :- Indirect Expenditure	**156,416**	**244,023**	**87,607**	**5,793**	**81,814**	**66.5%**
	Net Income over Expenditure	**(73,706)**	**(98,823)**	**(25,117)**			
302	Allotments						
1350	Income-Allotment Rents	8,302	11,000	2,698			75.5%
	Allotments :- Income	**8,302**	**11,000**	**2,698**			**75.5%**
4025	Printing & Stationery	210	0	(210)		(210)	0.0%
4101	Maintenance and Equipment	371	0	(371)		(371)	0.0%
4102	Maintenance - Allotments	2,779	8,000	5,221		5,221	34.7%
4106	Sewerage/Water Charges	6,026	5,000	(1,026)		(1,026)	120.5%
4131	Subscriptions/Licences	70	60	(10)		(10)	116.7%
4132	Gate Maintenance & Repairs	0	1,000	1,000		1,000	0.0%
4362	Plinths/Memorial Tablets	90	0	(90)		(90)	0.0%
4840	Depreciation	64	110	46		46	58.2%
	Allotments :- Indirect Expenditure	**9,609**	**14,170**	**4,561**	**0**	**4,561**	**67.8%**
	Net Income over Expenditure	**(1,307)**	**(3,170)**	**(1,863)**			
303	Environment & Climate Change						
1342	Community Infrastructure Levy	19,987	0	(19,987)			0.0%
	Environment & Climate Change :- Income	**19,987**	**0**	**(19,987)**			
4327	Tree Planting and Maintenance	0	5,000	5,000		5,000	0.0%
4328	Climate Change Projects	0	20,000	20,000	31,262	(11,262)	156.3%
4840	Depreciation	2,646	4,535	1,889		1,889	58.3%
6005	Tfr to Earmarked Reserves	19,987	0	(19,987)		(19,987)	0.0%
	Environment & Climate Change :- Indirect Expenditure	**22,633**	**29,535**	**6,902**	**31,262**	**(24,361)**	**182.5%**
	Net Income over Expenditure	**(2,646)**	**(29,535)**	**(26,889)**			

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401	Public Conveniences						
1619	Income Tolney Lane PCs	0	4,000	4,000			0.0%
1620	Income St Marks PCs	2,788	3,500	712			79.7%
1621	Income - Tolney Lane Kiosk	2,173	3,725	1,552			58.3%
	Public Conveniences :- Income	**4,961**	**11,225**	**6,264**			**44.2%**
4028	Telephones	145	715	570		570	20.3%
4035	Refreshments	8	0	(8)		(8)	0.0%
4103	Electricity	5,604	12,000	6,396		6,396	46.7%
4104	Gas	322	1,000	678		678	32.2%
4106	Sewerage/Water Charges	1,876	4,000	2,124		2,124	46.9%
4129	Insurance	1,715	2,750	1,035		1,035	62.4%
4601	Repairs & Maintenance	8,279	5,000	(3,279)		(3,279)	165.6%
4602	Material-inc Cleaning	2,018	3,000	982	150	832	72.3%
4840	Depreciation	805	1,380	575		575	58.3%
4900	Payroll Gross	58,180	59,215	1,035		1,035	98.3%
4901	Employers NI	6,595	6,632	37		37	99.4%
4902	Employer Pension	12,382	13,322	940		940	92.9%
4915	Staff Overtime	2,089	7,500	5,411		5,411	27.8%
	Public Conveniences :- Indirect Expenditure	**100,018**	**116,514**	**16,496**	**150**	**16,346**	**86.0%**
	Net Income over Expenditure	**(95,057)**	**(105,289)**	**(10,232)**			
410	Devolved Services						
1400	NSDC Grant	461,570	461,570	0			100.0%
	Devolved Services :- Income	**461,570**	**461,570**	**0**			**100.0%**
	Net Income	**461,570**	**461,570**	**0**			
420	Market Place						
1103	Income Market Electricity	84	500	416			16.7%
1107	Rental Income	1,930	0	(1,930)			0.0%
1500	Market Income - Monday	2,438	3,500	1,063			69.6%
1501	Market Income - Wednesday	14,396	25,000	10,604			57.6%
1502	Market Income - Thursday	4,901	5,000	99			98.0%
1503	Market Income - Friday	13,484	18,000	4,516			74.9%
1504	Market Income - Saturday	30,244	38,000	7,756			79.6%
1505	Market Income - Special	3,434	4,000	566			85.9%
1507	Income Caterer/Butcher	0	2,000	2,000			0.0%
1512	Armed Forces Day Market	1,062	0	(1,062)			0.0%
1514	Xmas Lights	1,320	1,200	(120)			110.0%

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1515	Xmas Markets	557	3,000	2,443			18.6%
1516	Craft & Artisan Market	507	500	(7)			101.4%
1518	Steampunk Market	680	1,000	320			68.0%
1723	Music Festival	2,139	0	(2,139)			0.0%
	Market Place :- Income	**77,175**	**101,700**	**24,525**			**75.9%**
4025	Printing & Stationery	390	900	510		510	43.3%
4065	Refuse Disposal	11,428	20,000	8,572		8,572	57.1%
4101	Maintenance and Equipment	4,753	5,000	247	416	(169)	103.4%
4103	Electricity	3,805	8,000	4,195		4,195	47.6%
4104	Gas	167	0	(167)		(167)	0.0%
4105	Rates	22,923	33,000	10,077		10,077	69.5%
4111	Equipment & Tools	480	3,500	3,020		3,020	13.7%
4124	Security - Market Place	3,931	850	(3,081)		(3,081)	462.5%
4125	Marketing and Promotions	4,739	25,000	20,261	3,825	16,436	34.3%
4129	Insurance	1,247	2,000	753		753	62.4%
4131	Subscriptions/Licences	779	750	(29)		(29)	103.9%
4426	Newark Steampunk	933	0	(933)	2,600	(3,533)	0.0%
4700	Music Festival	380	0	(380)	2,054	(2,434)	0.0%
4730	Newark on Sea Event	3,763	12,000	8,237	1,429	6,808	43.3%
4840	Depreciation	2,668	4,575	1,907		1,907	58.3%
4841	Deferred Grants Released	(210)	(358)	(148)		(148)	58.7%
4899	Newark on Sea Staff Costs	0	1,500	1,500		1,500	0.0%
4900	Payroll Gross	32,492	110,000	77,508		77,508	29.5%
4901	Employers NI	5,180	7,500	2,320		2,320	69.1%
4902	Employer Pension	8,867	17,000	8,133		8,133	52.2%
4904	Casual Staff	12,166	8,000	(4,166)		(4,166)	152.1%
4907	Armed Forces Day	1,411	0	(1,411)	2,000	(3,411)	0.0%
4915	Staff Overtime	7,073	6,000	(1,073)		(1,073)	117.9%
	Market Place :- Indirect Expenditure	**129,365**	**265,217**	**135,852**	**12,324**	**123,528**	**53.4%**
	Net Income over Expenditure	**(52,190)**	**(163,517)**	**(111,327)**			
421	Newark Heart						
4735	Xmas Markets Enhancement	0	0	0	1,094	(1,094)	0.0%
	Newark Heart :- Indirect Expenditure	**0**	**0**	**0**	**1,094**	**(1,094)**	
	Net Expenditure	**0**	**0**	**0**			
422	Newark Creates						
1005	Newark Creates Art Council	39,397	0	(39,397)			0.0%
	Newark Creates :- Income	**39,397**	**0**	**(39,397)**			

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4710	Arts Council Grant Expenses	78,329	0	(78,329)		(78,329)	0.0%
	Newark Creates :- Indirect Expenditure	**78,329**	**0**	**(78,329)**	**0**	**(78,329)**	
	Net Income over Expenditure	**(38,932)**	**0**	**38,932**			
429	P & OS General						
1109	Income - Collis Close	3,667	4,000	333			91.7%
1111	Income - Sherwood Avenue Park	2,502	0	(2,502)			0.0%
1112	Grants - Tolney Lane Play Park	1,243	0	(1,243)			0.0%
	P & OS General :- Income	**7,412**	**4,000**	**(3,412)**			**185.3%**
4080	Riverside Park Maintenance	4,590	5,000	410	124,000	(123,590)	2571.8%
4081	Shwd Ave East Maintenance	3,130	5,000	1,870		1,870	62.6%
4082	Shwd Ave West Maintenance	882	7,500	6,618		6,618	11.8%
4084	Beaumond Gdns Maintenance	0	500	500		500	0.0%
4099	Bowling Greens Maintenance	15,817	20,000	4,183		4,183	79.1%
4101	Maintenance and Equipment	12,705	15,000	2,295	10,600	(8,305)	155.4%
4103	Electricity	3,463	1,500	(1,963)		(1,963)	230.9%
4104	Gas	1,253	0	(1,253)		(1,253)	0.0%
4106	Sewerage/Water Charges	2,611	500	(2,111)		(2,111)	522.2%
4117	SLA Parks	235,301	235,300	(1)		(1)	100.0%
4126	Security	4,729	8,500	3,771		3,771	55.6%
4129	Insurance	1,247	2,000	753		753	62.4%
4131	Subscriptions/Licences	570	1,200	630		630	47.5%
4840	Depreciation	531	908	377		377	58.5%
4841	Deferred Grants Released	(322)	(555)	(233)		(233)	58.0%
	P & OS General :- Indirect Expenditure	**286,507**	**302,353**	**15,846**	**134,600**	**(118,754)**	**139.3%**
	Net Income over Expenditure	**(279,095)**	**(298,353)**	**(19,258)**			
430	P & O S - Riverside						
4840	Depreciation	3,953	6,773	2,820		2,820	58.4%
	P & O S - Riverside :- Indirect Expenditure	**3,953**	**6,773**	**2,820**	**0**	**2,820**	**58.4%**
	Net Expenditure	**(3,953)**	**(6,773)**	**(2,820)**			
431	P & O S - T Lane Play Area						
4840	Depreciation	3,270	5,607	2,337		2,337	58.3%
	P & O S - T Lane Play Area :- Indirect Expenditure	**3,270**	**5,607**	**2,337**	**0**	**2,337**	**58.3%**
	Net Expenditure	**(3,270)**	**(5,607)**	**(2,337)**			

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
433 P & O S - Beaumond Gdns/BP						
4840 Depreciation	330	568	238		238	58.1%
P & O S - Beaumond Gdns/BP :- Indirect Expenditure	**330**	**568**	**238**	**0**	**238**	**58.1%**
Net Expenditure	**(330)**	**(568)**	**(238)**			
435 P & O S - Fountain Gardens						
4840 Depreciation	1,170	2,007	837		837	58.3%
P & O S - Fountain Gardens :- Indirect Expenditure	**1,170**	**2,007**	**837**	**0**	**837**	**58.3%**
Net Expenditure	**(1,170)**	**(2,007)**	**(837)**			
436 P & O S - Sherwood Ave Pk East						
1440 Tennis Court Income	1,794	2,500	706			71.8%
P & O S - Sherwood Ave Pk East :- Income	**1,794**	**2,500**	**706**			**71.8%**
4101 Maintenance and Equipment	453	0	(453)		(453)	0.0%
4106 Sewerage/Water Charges	0	3,500	3,500		3,500	0.0%
4440 Tennis Court Expenditure	76	1,000	924		924	7.6%
4840 Depreciation	4,384	7,518	3,134		3,134	58.3%
4841 Deferred Grants Released	(3,535)	(6,059)	(2,524)		(2,524)	58.3%
P & O S - Sherwood Ave Pk East :- Indirect Expenditure	**1,378**	**5,959**	**4,581**	**0**	**4,581**	**23.1%**
Net Income over Expenditure	**417**	**(3,459)**	**(3,876)**			
437 P & O S - Sherwood Ave Park We						
4840 Depreciation	7,197	12,339	5,142		5,142	58.3%
P & O S - Sherwood Ave Park We :- Indirect Expenditure	**7,197**	**12,339**	**5,142**	**0**	**5,142**	**58.3%**
Net Expenditure	**(7,197)**	**(12,339)**	**(5,142)**			
440 POS - Farndon Rd The I						
4840 Depreciation	233	402	169		169	58.0%
POS - Farndon Rd The I :- Indirect Expenditure	**233**	**402**	**169**	**0**	**169**	**58.0%**
Net Expenditure	**(233)**	**(402)**	**(169)**			
442 POS - Newbury Rd Estat						
4840 Depreciation	1,035	1,783	748		748	58.0%
POS - Newbury Rd Estat :- Indirect Expenditure	**1,035**	**1,783**	**748**	**0**	**748**	**58.0%**
Net Expenditure	**(1,035)**	**(1,783)**	**(748)**			

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
450	POS Estates - Barnby Rd Comm P						
4840	Depreciation	1,654	2,838	1,184		1,184	58.3%
	POS Estates - Barnby Rd Comm P :- Indirect Expenditure	**1,654**	**2,838**	**1,184**	**0**	**1,184**	**58.3%**
	Net Expenditure	**(1,654)**	**(2,838)**	**(1,184)**			
453	Beastmarket Hill						
4840	Depreciation	393	676	283		283	58.1%
	Beastmarket Hill :- Indirect Expenditure	**393**	**676**	**283**	**0**	**283**	**58.1%**
	Net Expenditure	**(393)**	**(676)**	**(283)**			
500	Museum						
1537	Grants Received	1,000	0	(1,000)			0.0%
1770	Income-Museum	2,473	0	(2,473)			0.0%
	Museum :- Income	**3,473**	**0**	**(3,473)**			
4125	Marketing and Promotions	1,932	2,000	68		68	96.6%
4129	Insurance	5,610	9,000	3,390		3,390	62.3%
4776	Museum Collection Repairs	767	4,000	3,233		3,233	19.2%
4900	Payroll Gross	17,407	25,119	7,712		7,712	69.3%
4901	Employers NI	0	3,000	3,000		3,000	0.0%
4902	Employer Pension	21	5,000	4,979		4,979	0.4%
4906	Recharges	1,500	0	(1,500)		(1,500)	0.0%
	Museum :- Indirect Expenditure	**27,237**	**48,119**	**20,882**	**0**	**20,882**	**56.6%**
	Net Income over Expenditure	**(23,764)**	**(48,119)**	**(24,355)**			
501	Leisure						
4840	Depreciation	4,972	8,500	3,528		3,528	58.5%
	Leisure :- Indirect Expenditure	**4,972**	**8,500**	**3,528**	**0**	**3,528**	**58.5%**
	Net Expenditure	**(4,972)**	**(8,500)**	**(3,528)**			
601	Capital Charges						
897	Deferred Grants Released	4,487	7,691	3,204		3,204	58.3%
901	Land & Buildings	169,863	291,194	121,331	9,838	111,494	61.7%
921	Vehicles & Equipment	17,366	29,269	11,903		11,903	59.3%
941	Infrastructure Assets	20,033	34,341	14,308		14,308	58.3%
961	Community Assets	3,004	5,152	2,148		2,148	58.3%

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Detailed Income & Expenditure by Budget Heading 05/11/2025

Month No: 7

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
5040	Depreciation Reversal	(210,266)	(359,956)	(149,690)		(149,690)	58.4%
5041	Capital Charges Income	(210,266)	(359,956)	(149,690)		(149,690)	58.4%
	Capital Charges :- Indirect Expenditure	**(205,779)**	**(352,265)**	**(146,486)**	**9,838**	**(156,324)**	**55.6%**
	Net Expenditure	**205,779**	**352,265**	**146,486**			
701	Central Costs-Staff Contingen						
1900	Precept Received	1,299,163	1,299,163	0			100.0%
	Central Costs-Staff Contingen :- Income	**1,299,163**	**1,299,163**	**0**			**100.0%**
4801	PWLB - Interest	25,382	33,166	7,784		7,784	76.5%
4802	PWLB - Premium	28,479	33,116	4,637		4,637	86.0%
4903	Pension Top Up	7,175	12,300	5,125		5,125	58.3%
	Central Costs-Staff Contingen :- Indirect Expenditure	**61,035**	**78,582**	**17,547**	**0**	**17,547**	**77.7%**
	Net Income over Expenditure	**1,238,128**	**1,220,581**	**(17,547)**			
801	Doris Bainbridge I & E						
1870	Income-Interest Received	0	500	500			0.0%
	Doris Bainbridge I & E :- Income	**0**	**500**	**500**			**0.0%**
4136	CCLA Fees	0	200	200		200	0.0%
	Doris Bainbridge I & E :- Indirect Expenditure	**0**	**200**	**200**	**0**	**200**	**0.0%**
	Net Income over Expenditure	**0**	**300**	**300**			
901	Mayors Charity						
4999	Mayors Charity	100	0	(100)		(100)	0.0%
	Mayors Charity :- Indirect Expenditure	**100**	**0**	**(100)**	**0**	**(100)**	
	Net Expenditure	**(100)**	**0**	**100**			
	Grand Totals:- Income	**2,143,842**	**2,343,808**	**199,966**			**91.5%**
	Expenditure	**1,422,837**	**2,091,677**	**668,840**	**245,537**	**423,303**	**79.8%**
	Net Income over Expenditure	**721,005**	**252,131**	**(468,874)**			
	Movement to/(from) Gen Reserve	**721,005**	**252,131**	**(468,874)**			

Agenda Item No: 12 **Meeting Date: Wednesday 12th November 2025**

SUBJECT:	Museum Collections Officer / Curator
REPORT BY:	Matthew Gleadell / Rebecca Fawcett

1. Recommendations

1. That members resolve to pursue an in-house approach to the employment of the Museum Curator.

2. Background

2.1 In January 2025 NTC and NSDC entered into a contract for NSDC to provide to NTC a collections officer to support the operation of the Town Hall Museum and Art Gallery. The contract was for 1 year only and so is now coming up for review.

2.2 Overview of the Role

The role provides specialist care of the collection based at Newark Town Hall Museum and Art Gallery, along with facilitating public access to the collection through the creative use of interpretation. Currently, the role also supports the development of collections and exhibitions at the National Civil War Centre – Newark Museum.

The role currently also oversees the museum volunteers, in collaboration with the Collections and Exhibitions Manager at NSDC, offers curatorial advice, training and ensures policies and procedures are followed in line with accreditation standards, museum ethics and best practice.

2.3 Key Responsibilities of the Role

- Ensure all aspects of collections management activity, including museum documentation, strategic collections and policy development, environmental monitoring/control, interpretation and engagement etc., are carried out in compliance with SPECTRUM and ACE Accreditation national standards and NSDC's policies, procedures and regulations. Carry out collections' audits into the Newark Museum and Art Gallery collection and improve and update collections records.

- Undertake the scheduling, supervision, support, recruitment and training of the volunteers. Provide day to day leadership and contribute to the development of new ways of working that maximise efficiency and effectiveness and ensure that collections care volunteers are meeting professional standards and best practice.

- Develop the appropriate strategies, policies and procedures that provide structure to the delivery and forward planning of museum services, in collaboration with the Collections and Exhibitions Manager.

- Liaise with the Collections and Exhibitions at NSDC and the Learning and Participation Manager at NSDC to deliver the Heritage and Culture interpretation strategy, to increase levels of participation for a more diverse audience. Develop interpretative media,