



# Newark TOWN COUNCIL

## **TOWN COUNCIL MEETING**

**WEDNESDAY 10<sup>TH</sup> DECEMBER 2025**

Thursday 4<sup>th</sup> December 2025

Dear Councillors

You are summonsed to attend a meeting of the Town Council at 7.00pm on Wednesday 10<sup>th</sup> December 2025 to be held in the Council Chamber at the Town Hall.

Yours sincerely

**Matthew Gleadell**  
**Town Clerk**



## A G E N D A

### TOWN COUNCIL MEETING – WEDNESDAY 10<sup>TH</sup> DECEMBER 2025

<b>1</b>	<b>Apologies for Absence</b>		
<b>2</b>	<b>To approve the Minutes of the Town Council meeting held on Wednesday 17<sup>th</sup> September 2025</b>	<b>Minutes Attached</b>	<b>Page 5</b>
<b>3</b>	<b>To receive Declarations of Interest from Members and Officers</b> <i>Relevant Legislation: Localism Act 2011 s31</i>	<b>Verbal</b>	
<b>4</b>	<b>To receive all Adopted Minutes of the Committees held since the last Full Town Council Meeting:</b>		
	<b>4a Events, Arts, Culture &amp; Twinning Sub-Committee held on Monday 28<sup>th</sup> July 2025</b>	<b>Minutes Attached</b>	<b>Page 15</b>
	<b>4b Planning Committee held on Wednesday 27<sup>th</sup> August 2025</b>	<b>Minutes Attached</b>	<b>Page 17</b>
	<b>4c Finance &amp; General Purposes Committee held on Wednesday 3<sup>rd</sup> September 2025</b>	<b>Minutes Attached</b>	<b>Page 21</b>
	<b>4d Planning held on Wednesday 24<sup>th</sup> September 2025</b>	<b>Minutes Attached</b>	<b>Page 27</b>
	<b>4e Finance &amp; General Purposes Committee held on Wednesday 8<sup>th</sup> October 2025</b>	<b>Minutes Attached</b>	<b>Page 31</b>
	<b>4f Planning Committee held on Wednesday 29<sup>th</sup> October 2025</b>	<b>Minutes Attached</b>	<b>Page 35</b>
<b>5</b>	<b>Town Mayor's Announcements</b>	<b>Verbal</b>	
<b>6</b>	<b>Town Clerk's Announcements</b>	<b>Verbal</b>	
<b>7</b>	<b>Leader of the Council's Announcements</b>	<b>Verbal</b>	
<b>8</b>	<b>Questions from Town Councillors</b>		
<b>9</b>	<b>Questions from Members of the Public</b>		
<b>10</b>	<b>Disability Trust – Request to take over Trust</b>	<b>Report Attached</b>	<b>Page 39</b>
<b>11</b>	<b>Neighbourhood Plan</b>	<b>Report Attached</b>	<b>Page 41</b>
<b>12</b>	<b>Third Party Event Framework</b>	<b>Report Attached</b>	<b>Page 43</b>
<b>13</b>	<b>COP 30 Event - Review</b>	<b>Verbal Update</b>	
<b>14</b>	<b>Community Grant Application</b>	<b>Report Attached</b>	<b>Page 55</b>

<b>15</b>	<b>Exclusion of the Press and Public</b>	<b>Report Attached</b>	<b>Page 75</b>
<b>16</b>	<b>Appendix 1 to Agenda Report 11</b>	<b>Report Attached</b>	<b>Page 77</b>



# Newark TOWN COUNCIL

Minutes of the Town Council meeting held on Wednesday 17<sup>th</sup> September 2025 at 7.00pm in the Council Chamber at the Town Hall.

Membership Present:	Town Mayor	Cllr B Corrigan (in the Chair)
	<b>Councillors</b>	I Brown D Campbell T Collier E Cropper S Crosby S Dickinson L Geary L Goff J Kellas D Ledger D Moore (A) G Rix (Ap) N Ross (Ap) L Roulstone (Ap) M Skinner M Spoors P Taylor
<b>Apologies received from:</b>	<b>Councillor</b>	G Rix, N Ross, L Roulstone
<b>Town Council Staff:</b>	<b>Deputy Town Clerk</b>	Anna Lawson
<b>Public:</b>	There was 1 member of the press and 3 members of the public present.	
<b>Venue:</b>	Council Chamber	Town Hall

Prior to the beginning of the meeting Cllr D Ledger raised an issue in relation to the arrival of some Councillors.

For clarity in the Minutes that follow, the meeting considered the Agenda Items in the following order:

1	<b>Item 1. Apologies</b>
2	<b>Item 2. To approve the Minutes of the Town Council meeting held on Wednesday 23rd July 2025</b>
3	<b>Item 3. Declarations of Interest</b>
4	<b>Item 4. To receive all Adopted Minutes of the Committees held since the last Full Town Council Meeting:</b>
5	<b>Item 5. Town Mayor's Announcements</b>
6	<b>Item 6. Town Clerk's Announcements</b>
7	<b>Item 7. Leader of the Council's Announcements</b>
8	<b>Item 8. Questions from Town Councillors</b>
9	<b>Item 9. Questions from Members of the Public</b>
10	<b>Item 14. COP 30 School Event</b>
11	<b>Item 12. Doris Bainbridge Trust – Funding Request</b>
12	<b>Item 10. Citizens Advice Bureau Grant.</b>
13	<b>Item 11. Local Government Re-organisation</b>
14	<b>Item 13. Newark Town Hall Roof – Cost Plan</b>
15	<b>Item 15. Neighbourhood Plan</b>
16	<b>Item 16. Community Grant Application</b>
17	<b>Item 17. Newark Cemetery Chapel : Repair and Renovation</b>
18	<b>Item 18. Exclusion of the Press and Public</b>
19	<b>Item 19. Newark Cemetery Chapel : Repair and Renovation</b>

**TC15/25/26 Minutes of the Meeting of the Town Council held on Wednesday 23<sup>rd</sup> July 2025**

The Minutes of the Meeting of the Full Town Council held on Wednesday 23<sup>rd</sup> July 2025 were proposed by Cllr B Corrigan, seconded by Cllr P Taylor and **AGREED** as a true and accurate record.

**TC16/25/26 Declarations of Interest from Members and Officers**

Declarations of Interest were received from Cllrs P Taylor, M Spoors, J Kellas, S Crosby and I Brown in relation to Newark Castle and Cedar Avenue.

Cllr L Goff declared an interest in the Friends of Newark Cemetery.

Cllrs L Geary and D Campbell declared an interest in Newark Borrow and Repair.

Cllr T Collier declared an interest in the Citizens Advice Bureau.

**TC17/25/26 Adopted Minutes of the Committees held since the last Full Town Council Meeting**

**a. Events, Arts, Culture & Twinning Sub Committee held on Monday 10<sup>th</sup> April 2025**

Cllr T Collier presented the Minutes of this Meeting.

**b. Planning Committee held on Wednesday 25<sup>th</sup> June 2025**

Cllr L Geary presented the Minutes of this Meeting.

**c. Finance & General Purposes Committee held on Wednesday 16<sup>th</sup> July 2025**

Cllr B Corrigan presented the Minutes of this Meeting.

**d. Planning Committee held on Wednesday 30<sup>th</sup> July 2025**

Cllr L Geary presented the Minutes of this Meeting.

The above reports were **NOTED** and **ACCEPTED**.

**TC18/25/26 Town Mayor's Announcements**

Cllr B Corrigan thanked those who had invited her to attend an array of events over the last few months. Events attended included:

- VJ Day in both Newark and Balderton
- Newark on Sea
- Newark Festival
- Newark Half Marathon
- Merchant Navy Day
- Battle of Britain Commemoration
- Dragon Boat Race

In addition to these, there was also a visit from a local resident who had completed a three-year exchange program in Japan, who brought gifts from the council where she was based,

Finally, the highlight was the trip to RAF Northolt for the Polish Air Force Commemoration event.

**TC19/25/26 Town Clerk's Announcements**

The Town Clerk took the opportunity to provide details in relation to the following:

- Land at Cedar Avenue is still awaiting input from the Charity Commission.
- The Battle of Britain commemoration included a flypast by a Spitfire from the Battle of Britain Memorial Flight.
- Funding for the Play Park should hopefully be completed shortly.
- Organisation has commenced for the various Christmas events.

- Flood warden scheme is progressing.
- Recruitment is underway for several roles.
- The ASB update meeting will now take place on Tuesday 23<sup>rd</sup> September.
- An update on the progress of the Hospitality aspect of the council will take place in the next few weeks.
- A response has been received from the East Midlands Mayor, following the request for a meeting. Unfortunately, their diary is full until the Christmas period and it is hoped that a meeting can take place early in the New Year.
- Volunteers are required for the 'Town Clean Up' event that the Town Clerk is organising.

**TC20/25/26 Leader of the Council's Announcements**

The Leader of the Council informed members that there have been no Towns Fund meetings over the last few months, and as such, there was nothing to report.

**TC21/25/26 Questions from Town Councillors**

None received.

**TC22/25/26 Questions from Members of the Public**

None received.

**TC23/25/26 Citizens Advice Bureau Grant**

Cllr D Ledger proposed that the grant value as stated in the committee paper (£3,500) be awarded due to the excellent service that they provide to Newark residents. This was seconded by Cllr E Cropper.

Cllr M Spoors made an alternative proposal for the pre-2024 budget figure of £5,000 to be granted. The Town Clerk inquired about the source of the additional funding, specifically whether it would come from the Grant funding budget or the General Reserves. Cllr M Spoors then proposed that the funds should be taken from the General Reserves. Cllr D Ledger stated that she was happy to accommodate this amendment within her proposal.

The proposal was therefore amended to grant the Citizens Advice Bureau a grant of £5,000. This was seconded by Cllr I Brown.

Cllr M Spoors requested a Named Vote:

Councillor	For	Against	Abstention	Absent
Irene Brown	X			
Dawn Campbell	X			
Tom Collier			X	
Barbara Corrigan	X			



Esther Cropper	X			
Susan Crosby			X	
Sophie Dickinson	X			
Lisa Geary	X			
Laurence Goff	X			
Jack Kellas			X	
Diane Ledger	X			
David Moore				X
Glenis Rix				X
Neil Ross				X
Lynn Roulstone				X
Mathew Skinner			X	
Matthew Spoors	X			
Paul Taylor	X			
<b>TOTAL</b>	<b>10</b>	<b>0</b>	<b>4</b>	<b>4</b>

It was therefore **AGREED** to provide the Citizen Advice Bureau with a grant on £5,000.

#### **TC24/25/26 Local Government Re-organisation**

Cllr L Geary queried the impact of the proposed changes. Cllr P Taylor stated that there will be a period of equalisation of the council tax across the area following re-organisation. Further discussions are required in relation to the impact on the town, both from the aspect of precept, and assets to be retained. The Town Clerk advised that the Chief Executive of N&SDC has stated that the deadline for feedback is the end of November.

Cllr E Cropper proposed that this item be deferred to a separate meeting. This was seconded by Cllr L Geary. A vote was held and it was **AGREED**.

#### **TC25/25/26 Doris Bainbridge Trust – Funding Request**

A member of the public addressed the council regarding the Castlegate project, requesting funding to support either items for the exhibition space or the refurbishment of the Bandstand in the Gardens.

Discussions took place regarding the requests. The request for funding for the items for the exhibition space was rejected due to the fact that it would require all the funds within the Trust.

With regard to the refurbishment of the Bandstand, questions were raised with the member of the public in relation to requests made to other charities and grant funders. Discussions also took place with regard to the funds available from the Trust and the value of interest generated. The funds are primarily used to support the popular brass band concerts, and any donations would have a

significant impact on the future viability of these events.

Various alternative proposals were submitted, but neither were seconded nor supported.

It was proposed that £14,000 is granted to the Castlegate project from the Doris Bainbridge Trust, to cover the renovation of the Bandstand.

The proposal was put forward by Cllr D Campbell and seconded by Cllr E Cropper. A vote was held and with 8 in favour, 1 against and 5 abstentions it was **AGREED** to grant £14,000 to the Castlegate project for the refurbishment of the Bandstand.

A proposal was also put forward that a condition should be added to the funding, whereby a plaque is installed stating that the funding for the work has been granted by Newark Town Council on behalf of the Doris Bainbridge Trust. This was proposed by Cllr B Corrigan, seconded by Cllr M Spoors and unanimously supported; however, this item was not stated on the Agenda.

#### **TC26/25/26 Newark Town Hall Roof – Cost Plan**

It was proposed by Cllr P Taylor, seconded by Cllr B Corrigan, that the work be carried out as stated in the Agenda report. A vote was held and this was **AGREED**.

#### **TC27/25/26 COP 30 School Event**

Cllr L Geary presented the proposal.

A member of the public spoke about COP 30, which is taking place later this year, and the importance of involving younger residents. A request was made to use the Ballroom and Kitchen, free of charge, and all the necessary paperwork will be provided.

The Town Clerk clarified that it would be an NTC event operated in conjunction with volunteers. Queries were raised in relation to the potential for political bias with an event of this nature. It was therefore proposed that the Town Clerk and the Leader vet the content of the speeches and context of the agenda.

Cllr P Taylor congratulated the nature of the initiative and the opportunity for working with volunteers.

Cllr M Skinner queried whether this request should have been submitted as a grant application in line with other requests of this nature. He subsequently requested that the motion be deferred to the Finance and General Purposes Committee for consideration, using the Grant Policy.

Cllr J Kellas raised concerns in relation to the deliverable outcomes for such an event, especially as Newark and Sherwood District Council already leads on this kind of initiative and has designated officers. He also queried the capacity of the NTC officers to undertake observing and monitoring the event.

Cllr P Taylor asked Members not to sacrifice this initiative on the grounds that it was not perfect, as amendments can be made and the financial impact will be minimal.

Cllr L Geary suggested that Members vote on the principle of the motion, with details being brought to FGP.

It was proposed by Cllr M Skinner and seconded by Cllr S Crosby that the proposal be deferred.

Cllr L Goff requested a Named Vote:

<b>Councillor</b>	<b>For</b>	<b>Against</b>	<b>Abstention</b>	<b>Absent</b>
Irene Brown		X		
Dawn Campbell		X		
Tom Collier	X			
Barbara Corrigan		X		
Esther Cropper		X		
Susan Crosby	X			
Sophie Dickinson		X		
Lisa Geary		X		
Laurence Goff		X		
Jack Kellas	X			
Diane Ledger		X		
David Moore				X
Glenis Rix				X
Neil Ross				X
Lynn Roulstone				X
Mathew Skinner	X			
Matthew Spoors		X		
Paul Taylor		X		
<b>TOTAL</b>	<b>4</b>	<b>10</b>	<b>0</b>	<b>4</b>

The proposal to defer the motion was therefore **REJECTED**.

Another proposal was then made to accept the motion with the following amendment:

- That the Town Clerk and Leader have sight of the material being presented at the event to reduce the risk of children being indoctrinated.

This was proposed by Cllr D Ledger and seconded by Cllr L Geary.

Cllr L Goff requested a Named Vote:

<b>Councillor</b>	<b>For</b>	<b>Against</b>	<b>Abstention</b>	<b>Absent</b>
Irene Brown	X			
Dawn Campbell	X			
Tom Collier		X		

Barbara Corrigan	X			
Esther Cropper	X			
Susan Crosby	X			
Sophie Dickinson	X			
Lisa Geary	X			
Laurence Goff	X			
Jack Kellas			X	
Diane Ledger	X			
David Moore				X
Glenis Rix				X
Neil Ross				X
Lynn Roulstone				X
Mathew Skinner			X	
Matthew Spoors	X			
Paul Taylor	X			
<b>TOTAL</b>	<b>11</b>	<b>1</b>	<b>2</b>	<b>4</b>

It was therefore **AGREED** to accept the proposal with the amendment.

#### **TC28/25/26 Neighbourhood Plan**

Cllr L Geary queried why the motion was for the Full Council to delegate powers to the Environmental Stewardship Committee and not the Planning Committee.

The Town Clerk explained that due to the enormity of the project, the item was required to be considered by the Environmental Stewardship Sub-Committee as their remit was wider.

Cllr M Spoors proposed that the Chairs of all Committees and Sub-Committees form a Neighbourhood Plan Working Group to work on this project.

Cllr J Kellas queried the political bias of the formation of the Committee.

The proposal was to accept the motion to develop a Neighbourhood Plan with the following amendment:

- That the Terms of Reference for the Working Group are brought back to the Full Town Council.
- That the Planning Committee submit options for future steps for the project.

The proposal was made by Cllr L Geary and seconded by Cllr L Goff. A vote was held and with 10 in favour and 1 abstention it was **AGREED**.

#### **TC29/25/26 Community Grant Application**

Cllrs L Geary and D Campbell declared an interest in this application.

The Newark Borrow and Repair Group had submitted a grant application for £500.

Cllr B Corrigan proposed, Cllr P Taylor seconded that the application be approved. A vote was held and with 7 votes for and 2 abstentions the application was **APPROVED**.

#### **TC30/25/26 Newark Cemetery Chapel: Repair and Renovation**

The Town Clerk explained the reasons for the recommendations contained within the Agenda Report.

Cllr D Campbell proposed, Cllr P Taylor seconded, that Members devolve power to the Town Clerk, Leader and Chairman of the Finance and General Purposes Committee, to incur costs of up to £10,000 in order to pursue the project up to the RIBA 4 stage.

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

#### **TC31/25/26 Exclusion of the Press and Public**

It was proposed by Cllr B Corrigan, seconded by Cllr P Taylor that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by Section 100 of the Local Government Act 1972) the press and public be excluded from the next Agenda Item debate on the grounds that the Committee's remaining business involves the likely disclosure of exempt information as defined in the Local Government (Access to Information) (Variation) Order 2006, and the public interest in disclosing the information. This was **AGREED**.

#### **TC32/25/26 Appendix 1 to Agenda Item 17**

It was proposed by Cllr D Campbell, seconded by Cllr P Taylor, to **ACCEPT** the recommendation in the Agenda Report

#### **Councillors left the meeting at the following times:**

8.55pm Cllr D Ledger  
Cllr I Brown

9.15pm Cllr M Skinner

9.25pm Cllr L Geary  
Cllr J Kellas

#### **Suspension of Standing Orders to allow the meeting to continue for 30 minutes took place at the following times:**

9.01pm Cllr B Corrigan proposed, Cllr L Goff seconded – unanimously agreed  
9.30pm Cllr B Corrigan proposed, Cllr L Goff seconded – unanimously agreed

Meeting Closed:	9.34pm	Next Meeting:	Wednesday 10 <sup>th</sup> December 2025
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# Newark TOWN COUNCIL

**Minutes of the Meeting of the Arts, Culture, Events and Twinning Sub-Committee held at 6.30pm on Monday 28<sup>th</sup> July 2025 in the Council Chamber at the Town Hall.**

<b>Membership Present:</b>	<b>Councillor</b>	T Collier (Chairman)
	Councillors	D Moore S Dickinson (Vice-Chairman) L Roulstone
<b>Apologies for Absence:</b>		Jack Kellas
<b>In Attendance:</b>	<b>Deputy Town Clerk</b>	Anna Lawson
	There were no members of the public present	
<b>Venue:</b>	Council Chamber, Town Hall	

**ACETSC/05/25/26 Apologies for Absence**

Apologies received from Cllr Jack Kellas.

**ACETSC06/25/26 Minutes of the Meeting of the Arts, Events, Culture and Twinning Working Group held on Monday 10<sup>th</sup> April 2025**

Deferred.

**ACETSC/07/25/26 Declarations of Interest**

There were no Declarations of Interest

**ACETSC/08/25/26 Report from Cllr Barbara Corrigan re: Twinning Visit to Sandomierz**

This was **NOTED** by Members.

Cllr Corrigan advised members of her visit and provided details of other towns linked to Sandomierz.

Queries were raised concerning future reciprocal visits.

**ACETSC/09/25/26      Newark Festival Update from Cllr Tom Collier**

This was **NOTED** by members.

The potential overspend was considered with a request made to Finance and General Purposes Committee to hold an Extraordinary meeting to consider to vrie funds from an alternative budget.

**ACETSC/10/25/26      Newark on Sea Update from Council Officer**

This was **NOTED** by members.

Details regarding the event were provided.

**ACETSC/11/25/26      Museum Update**

This was **NOTED** by members.

Details regarding activities in the museum were provided

**ACETSC/12/25/26      Event Safety Updates**

This report was **NOTED** by members.

**ACETSC/13/25/26      Partner Events**

This report was **NOTED** by members.

**ACETSC/14/25/26      Christmas 2025**

This report was **NOTED** by members.

**ACETSC/15/25/26      Market Place 2026**

This report was **NOTED** by members.

<b>Meeting Closed:</b>	<b>8.10pm</b>	<b>Next Meeting:</b>	<b>Monday 20<sup>th</sup> October 2025</b>
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# Newark TOWN COUNCIL

## PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on Wednesday 27<sup>th</sup> August, 2025 in the Council Chamber, Town Hall.

Membership Present:	Councillor	L Geary (Chair)
	Councillor	T Collier (Vice Chair) D Campbell E Cropper S Dickinson L Goff N Ross (A) L Roulstone M Skinner (Ap)
In Attendance	Deputy Town Clerk	Anna Lawson
Apologies	Cllr M Skinner	
Taking Minutes:		Anna Lawson
Public:	There were 0 members of the public present and 1 member of the Press.	
Venue:	Council Chamber, Town Hall.	

### PR20/25/26 Minutes

The Minutes of the last meeting held on Wednesday 30<sup>th</sup> July, 2025 were **AGREED** and signed as a true and correct record.

### PR21/25/26 Declarations of Interest

It was **AGREED** to accept any declarations of interest as and when they arose during the meeting.

**PR22/25/26 Outstanding Planning Applications**

<b>24/01812/FULM Amended</b>	<b>Castle Gate Leisure Centre, 69 Castle Gate, Newark</b>  Subdivision of first, second and attic floors to create 24 new residential apartments and minor elevational changes.  <b>NTC wish to withdraw their previous objections to this application.</b>
<b>25/00279/FUL Amended</b>	<b>150 Beacon Hill Road, Newark, NG24 2JJ</b>  Residential development of 5 self/custom build houses with private drive.  <b>NTC wish to uphold the previous objections to this application.</b>
<b>25/00686/FUL Amended</b>	<b>Land adjacent to buildings at Trent Lane, Newark</b>  Extension to existing building to provide a shotblast and spray booth facility.  <b>NTC wish to uphold their previous comments for this application.</b>
<b>25/00940/LDCE</b>	<b>68 William Street, Newark, NG24 1QU</b>  Application for lawful development certificate for existing use of property for residential use.  <b>No Objection was raised to this application.</b>
<b>25/01066/FUL</b>	<b>Marriotts Cycles, 16A Appleton Gate, Newark</b>  Erection of a two-storey side extension and internal alterations to form seven residential units and retail unit.  <b>NTC is supportive of this application however, Members would encourage the implementation of both bin and bicycle storage.</b>  <b>No Objection was raised to this application.</b>
<b>25/01167/FUL</b>	<b>InPost Locker, Aldi Store, North Gate, Newark</b>  Siting an InPost Parcel Locker.  <b>No Objection was raised to this application.</b>
<b>25/01168/FUL</b>	<b>InPost Locker, WmMorrisons Supermarket, Kings Road, Newark</b>  Siting an InPost Parcel Locker.  <b>No Objection was raised to this application.</b>
<b>25/01197/HOUSE</b>	<b>4 Gresham Close, Newark, NG24 2LP</b>  Two storey side and single storey rear extensions.  <b>No Objection was raised to this application.</b>

- 25/01210/FUL**      **Everyday Champions' Centre (ECC), Brunel Business Park, Jessop Close, Newark**  
Change of Use from F1 to £, B2 & B8.  
**No Objection was raised to this application.**
- 25/01280/S73**      **The Old Piano School, Lincoln College, Mount Lane, Newark**  
Application for variation of condition 12 to substitute approved drawings with revised drawings attached to planning permission 24/00914/FUL.  
**NTC supports the use of solar panels and the provision of additional residential accommodation in the Town Centre.**  
**No Objection was raised to this application.**
- 25/01330/PA**      **Blueprint, Blueprint House, Northern Road, Newark**  
Application to determine if Prior Approval is required for proposed installation of roof mounted 240.24kW solar PV System, comprising of 528 x Canadian Solar 455w modules as Schedule 2 Part 14 Class J.  
**No Objection was raised to this application.**

**PR23/25/26      Notice of NSDC Planning Decisions**

The Committee **NOTED** the District Council Planning Decisions received since the last meeting.

**PR24/25/26      Urgent Decisions Taken Under the Scheme of Delegation**

Members **NOTED** the decisions taken for the following applications:

**Premises Licence Application for Ga Sushi, 2 Paxtons Court, Newark**

**No Objection was raised to this application.**

**23/02281/OUTM – Land at Godfrey Drive, Winthorpe, Newark**

Amended red line of site location plan.

**Existing objections remain for the application as follows: 'Newark Town Council Objects to this application as it considers the loss of green space and biodiversity, especially in the existing golf course area which is not justified and also on the basis of active transport comments made by other Consultees'.**

**PR25/25/26      Miscellaneous Applications**

**a. Nottinghamshire County Council Applications**

No applications had been received.

**b. Street Naming**

No applications had been received.

**c. Notification of Appeals**

No applications had been received.

**d. Licensing Applications**

**That Padel Club, Whittle Close, Newark, NG24 2DY**

Members considered this application and **No Objection** was raised.

**e. Newark Town Centre Design Code Supplementary Planning Document – First Stage Consultation**

Members discussed this report, it was **NOTED** and welcomed.

<b>Meeting Closed:</b>	<b>7.56pm</b>	<b>Next Meeting:</b>	<b>Wednesday 24<sup>th</sup> September, 2025</b>
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# Newark TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 3<sup>rd</sup> September 2025, at 7.00pm, in the Council Chamber, at the Town Hall.

<b>Membership Present:</b>	<b>Councillor</b>	S Crosby (Chairman)
	Councillors	I Brown D Campbell T Collier B Corrigan (Vice-Chairman) (arrived 7.47 pm) E Cropper S Dickinson L Geary L Goff J Kellas D Ledger D Moore G Rix N Ross (arrived 7.47 pm) L Roulstone M Skinner M Spoors P Taylor
<b>Apologies for Absence:</b>	<b>Councillors</b>	No Apologies
<b>Officers Present:</b>	<b>Town Clerk</b> <b>Deputy Town Clerk</b>	Matthew Gleadell Anna Lawson
	There was one member of the press present and no members of the public.	
<b>Venue:</b>	Committee Room, Newark Town Hall	

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

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

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

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

**FGP026/25/26 Declarations of Interest**

No Declarations of Interest were received.

**FGP027/25/26 Payment Schedule**

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

**FGP028/25/26 Work Programme and Forward Planning**

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

**FGP029/25/26 Community Grant Applications**

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

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

**FGP030/25/26 Allotment Rent Review**

It was **AGREED** to accept the proposed rent increase of 8p per metre for the period October 2026 to September 2027.

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

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

**FGP031/25/26 Target Hardening**

The various options were discussed at length.

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

held and this was **AGREED**.

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

#### **FGP032/25/26 Notice of Motion**

Three separate motions were considered.

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

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

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

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

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

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

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

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

***'We propose that the Town Hall in named for its 250<sup>th</sup> year anniversary in 2026'.***

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

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

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

- That the motion does not clarify what is required.

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

At 9.05 pm, Cllr D Ledger left the meeting.

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

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

***To this end, the Council proposed the following:***

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

This motion was discussed at length. Issues raised included:

- The cost of implementing these steps as the current civic cost is £21,000.
- The practicality of the regalia and tables during meetings.
- The understanding of previous discussions regarding the mayor’s badge.

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



1. Mayoral Regalia 8 in favour, 5 against, 4 abstentions  
**AGREED**

2. Impartial in Debate 15 in favour, 1 against, 1 abstention  
**AGREED**

3. Facilitate discussions impartially

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

The motion should read:

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

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

4. Civic Transport 13 in favour, 2 against, 2 abstentions  
**AGREED**

5. Ex-Mayor’s Badge 9 in favour, 5 against, 3 abstentions  
**AGREED**

6. Council Meeting Set Up 7 in favour, 9 against, 1 abstention  
**NOT AGREED**

Cllr M Spoors requested a complete set of costs for implementing the motion at the next meeting.

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

Cllr G Rix left the meeting at this point.

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

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

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

Cllr J Kellas left the meeting at this point.

This item was discussed at length.

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

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

delay would endanger the viability of the project.

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

The elements were voted in individually:

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

Meeting Closed:	10.21 pm	Next Meeting:	Wednesday 8 <sup>th</sup> October 2025
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# Newark TOWN COUNCIL

## PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on Wednesday 24<sup>th</sup> September, 2025 in the Council Chamber, Town Hall.

<b>Membership Present:</b>	<b>Councillor</b>	<b>L Geary (Chair)</b>
	Councillor	T Collier (Vice Chair) D Campbell (Ap) E Cropper S Dickinson L Goff N Ross L Roulstone M Skinner (A)
<b>In Attendance</b>	Town Clerk	Matthew Gleadell
<b>Apologies</b>	Cllr D Campbell	
<b>Taking Minutes:</b>		Matthew Gleadell
<b>Public:</b>	There were 0 members of the public present and 0 members of the Press.	
<b>Venue:</b>	Council Chamber, Town Hall.	

### PR26/25/26 Minutes

The Minutes of the last meeting held on Wednesday 27<sup>th</sup> August, 2025 were **AGREED** and signed as a true and correct record.

**PR27/25/26     Declarations of Interest**

It was **AGREED** to accept any declarations of interest as and when they arose during the meeting.

**PR28/25/26     Outstanding Planning Applications**

**25/01089/FUL     Former Lilley & Stone School, High School, London Road, Newark, NG24 1TT**

Demolition of detached CLASP building.

**No Objection was raised to this application.**

**25/01240/HOUSE     12 Gilstrap Close, Newark, NG24 2LB**

Rear extension, internal layout changes and to replace tile hanging with fibre cement weather board.

**Objection was raised to this application, Members were unable to determine the design of the development, from the plans provided. Members noted and supported the Ecologist report.**

**25/01334/ADV     Homebase, Northgate Retail Park, Trent Lane, Newark, NG24 1GA**

Erection of 1 no. illuminated double-sided totem sign, 2 no. illuminated building signs (1 no. Sainsbury's and 1 no. Argos), 2 no. illuminated Welcome Wall signs, 2 no. non-illuminated car park totem signs and various smaller car park signs.

**No Objection was raised to this application.**

**25/01335/FUL     Homebase, Northgate Retail Park, Trent Lane, Newark, NG24 1GA**

Proposed new plant equipment.

**No Objection was raised to this application.**

**25/01490/FUL     Homebase, Northgate Retail Park, Trent Lane, Newark, NG24 1GA**

New external walls and roof, new scissor lift and enclosure, new pedestrian crossing on Trent Lane, 1 no. new door, 2 no. trolley bays, 1 no. lighting column, 3 no. disabled parking spaces, 3 no. parent and child parking spaces, 10 no. colleague parking spaces and re-sleeving of existing bollards.

**No Objection was raised to this application however, Members would welcome 5 disabled parking spaces.**

<b>25/01404/LBC &amp; 25/01421/FUL</b>	<p><b>Palace Theatre, 16-18 Appleton Gate, Newark, NG24 1JY</b></p> <p>Install 1 no. secure gate.</p> <p>Cllr Neil Ross declared a non-pecuniary interest in these applications.</p> <p><b>No Objection was raised to these applications.</b></p>
<b>25/01418/FUL</b>	<p><b>1 Bishop Alexander Court, Newark, NG24 4WF</b></p> <p>Replace existing painted timber windows and doors with brown UPVC to match existing to residential units 1 to 25, amenity building and Warden's accommodation.</p> <p>Cllr Neil Ross declared a non-pecuniary interest in this application.</p> <p><b>No Objection was raised to this application.</b></p>
<b>25/01453/FUL</b>	<p><b>Northgate Retail Park, North Gate, Newark, NG24 1GA</b></p> <p>Provision of a feeder pillar and associated bollards to support a scheme for 2 no. electric vehicle charging spaces.</p> <p><b>No Objection was raised to this application but NTC hope that the chargers are multi use.</b></p>
<b>25/01396/HOUSE</b>	<p><b>7 Winstanley Drive, Newark, NG24 2GD</b></p> <p>Proposed extension to front to form link to garage.</p> <p><b>No Objection was raised to this application.</b></p>
<b>25/01099/HOUSE Addendum</b>	<p><b>6 Hill Vue Avenue, Newark, NG24 1PQ</b></p> <p>Two storey rear extension and conversion of loft.</p> <p><b>No Objection was raised to this application subject to the Bat Survey.</b></p>
<b>25/01485/S73M Addendum</b>	<p><b>Land South of Newark, Bowbridge Lane, Balderton, Newark</b></p> <p>Variation of Conditions 4 (Parameter Plans), 7 (Phasing Plan), 9 (Design Brief – Local Centre West) attached to planning permission 14/01978/OUTM.</p> <p><b>NTC have No Objection to the proposal but would ask that the cost savings made by the Developer and a proportion of further profits that may arise, if the land allocated for the community centre becomes housing, form part of a new or revised s106 Agreement that delivers community benefit.</b></p>

- 25/01512/FUL      The White Swan, 50 North Gate, Newark, NG24 1HF**  
 Change of use of existing redundant public house with 3 bed apartment above to provide 3 x retail units at ground floor level with 4 x short term bedroom suites (Airbnb) at first floor.  
**NTC welcomes a sensitive refurbishment of the property but has concerns about the viability of the retail premises.**
- 25/01513/LBC      Flossie & Boo, 19 Market Place, Newark, NG24 1EA**  
 Alterations to retail unit.  
**No Objection was raised to this application.**

**PR29/25/26      Notice of NSDC Planning Decisions**

The Committee **NOTED** the District Council Planning Decisions received since the last meeting.

**PR30/25/26      Miscellaneous Applications**

- a. Nottinghamshire County Council Applications**  
 No applications had been received.
- b. Street Naming**  
 No applications had been received.
- c. Notification of Appeals**  
 No applications had been received.
- d. Licensing Applications**  
 No applications had been received.

<b>Meeting Closed:</b>	<b>8pm</b>	<b>Next Meeting:</b>	<b>Wednesday 29<sup>th</sup> October, 2025</b>
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# Newark TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 8<sup>th</sup> October 2025, at 7.00pm, in the Council Chamber, at the Town Hall.

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

**FGP034/25/26 Minutes of the Finance & General Purposes Committee held on Wednesday, 3<sup>rd</sup> September 2025**

Amendments were required in relation to the wording used. Several proposed amendments were put forward but rejected due to legislation.

The Minutes were proposed by Cllr S Crosby, seconded by Cllr B Corrigan and **AGREED** and **APPROVED** unanimously, subject to the amendments as noted above.

**FGP035/25/26 Declarations of Interest**

No Declarations of Interest were received.

**FGP036/25/26 Payment Schedule**

Cllr B Corrigan requested that the Security costs be broken down in accordance with events.

The payment schedule was proposed by Cllr B Corrigan, seconded by Cllr D Ledger and **NOTED**.

**FGP037/25/26 Work Programme and Forward Planning**

The Town Clerk explained the current situation and provided updates to queries.

Cllr G Rix raised issues relating to the staff's current workload. Cllr B Corrigan enquired whether recruitment was sufficient and questioned whether a strategic overview was necessary to assess current output and staffing levels.

Cllr J Kellas questioned the progress of additional names on the Cemetery War Memorial. The Town Clerk provided an update and explained the current issues.

Cllr P Taylor stated that staff workload requirements should be included within the motions.

Cllr L Goff queried the impact on the Friends of Newark Cemetery Group of the improvement works on the Chapel.

The report was then **NOTED**.

**FGP038/25/26 Community Grant Application**

A request has been received from Village Voices Community Choir, Norwell.

Cllr G Rix raised the issue of the grant submission being made by a group that is not based in Newark. Cllr B Corrigan stated that the group is looking to raise funds for the Children's Bereavement Centre, which is based in Newark. Cllr L Geary pointed out that the application complied with Eligibility Criteria D.

*'Applicants not based in Newark must be providing a scheme or benefit*



*that targets the Newark Community’.*

Cllr B Corrigan submitted an alternative proposal for the grant to be increased from £400 to £500.

This was proposed by Cllr B Corrigan and seconded by Cllr D Moore. A vote was held with 4 Agreed, 8 Against and 4 Abstentions so the proposal was **REJECTED**.

The original application for £400 from the Village Voices Community Choir was then proposed by Cllr L Geary and seconded by Cllr J Kellas. Following a vote this was **AGREED**.

#### **FGP039/25/26 IT Upgrades**

The Town Clerk presented a proposal to update the current IT system to protect against cyber-attacks.

It was proposed by Cllr M Skinner, seconded by Cllr D Ledger, that the proposal as in the Agenda report be accepted. A vote was held and this was **AGREED**.

#### **FGP040/25/26 Third Party Events**

The Town Clerk explained the current situation regarding third-party events. Several third parties are hosting events in the Market Place. These events have grown organically and been heavily subsidised over the last five to ten years; however, the necessary safety requirements have changed significantly over the previous three years.

Martyn’s Law is having a significant impact on Event Management Plans (EMP), which must be compiled and submitted to the Safety Advisory Group at NSDC for approval prior to an event. This has resulted in substantial growth in financial and staffing input from the council. Clarification was sought as to whether the council would still be willing to support these events in a similar capacity or by using a different model.

Newark Steampunk Society host two events per year, and analysis of the financial figures shows that each festival costs the Town Council between £5,000 and £10,000.

Members were asked to consider whether they would prefer the Town Council to either:

1. Allow Newark Steampunk Society to hire the facilities at the commercial rate and manage the event themselves.
2. Newark Town Council organise the Steampunk events.
3. A partnership is created between Newark Steampunk Society and Newark Town Council to host the events.

Cllr L Geary made a non-pecuniary Declaration of Interest.

A robust and extensive discussion took place to consider all aspects of hosting third-party events. It was recognised that events support the activities within the markets and attract visitors to the town; however,

concerns were raised in relation to the impact on staff workload. In addition to this, questions were also raised as to the governance status of the organisations that have events booked in the coming months.

Members reiterated to Officers the need for a framework for external event organisers to operate within. This requirement should be enforced.

Concerns were raised in relation to the negative publicity if any event was cancelled.

An alternative proposal was put forward by Cllr B Corrigan and seconded by Cllr P Taylor as follows:

*‘That the Town Clerk and the Deputy Town Clerk be delegated the power to develop a framework for working with organisations in order to create a partnership that delivers a success event with minimal financial impact on the Council’.*

A vote was held and the proposal above was **AGREED**.

Cllr D Ledger proposed the adoption of option 1. This is due to staff capacity constraints, the additional burdensome hours required and the lack of legal paperwork being provided to the Town Council or adhered to, the event will be cancelled unless legislation and legal paperwork are provided and adhered to, ensuring staffing capacity can be met.

This was proposed by Cllr Ledger, seconded by Cllr Rix. A vote was held and with 11 in Favour, 1 abstention and 3 against, it was **AGREED** to accept the proposal, Option 1 – namely that Newark Steampunk Society is asked to organise and run their event.

#### **FGP041/25/26 Exclusion of Press and Public**

Cllr D Ledger proposed, Cllr G Rix seconded that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by Section 100 of the Local Government Act 1972) the press and public be excluded from the remainder of the meeting on the grounds that the Committee’s remaining business involves the likely disclosure of exempt information as defined in the Local Government (Access to Information) (Variation) Order 2006, and the public interest in disclosing the information.

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

#### **FGP042/25/26 Land Sales Update**

The Town Clerk provided an update in relation to the sale of two individual plots of land. Cllr M Skinner proposed, Cllr S Crosby seconded that this item be deferred until further information becomes available.

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

<b>Meeting Closed:</b>	<b>8.57pm</b>	<b>Next Meeting:</b>	<b>Wednesday 12<sup>th</sup> November 2025</b>
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# Newark TOWN COUNCIL

## PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on Wednesday 29<sup>th</sup> October, 2025 in the Council Chamber, Town Hall.

Membership Present:	Councillor	L Geary (Chair)
	Councillor	T Collier (Vice Chair) (Ap) D Campbell E Cropper S Dickinson L Goff N Ross L Roulstone M Skinner
In Attendance	Town Clerk	Matthew Gleadell
Apologies	Councillor T Collier, Cllr E Cropper joined the meeting at 7.05pm.	
Taking Minutes:		Matthew Gleadell
Public:	There were no members of the public or press present.	
Venue:	Council Chamber, Town Hall.	

### PR31/25/26 Minutes

The Minutes of the last meeting held on Wednesday 24<sup>th</sup> September, 2025 were **AGREED** and signed as a true and correct record.

**PR32/25/26     Declarations of Interest**

It was **AGREED** to accept any declarations of interest as and when they arose during the meeting.

**PR33/25/26     Neighbourhood Plan Consultant Interviews & Appointment**

Members met with a Consultant on a Teams call to discuss a possible Neighbourhood Plan for Newark. Members will also meet another Consultant at their next meeting after which they will determine who they wish to appoint to help them with the development of Neighbourhood Plan.

**PR34/25/26     Outstanding Planning Applications**

**25/00357/LBC     Betfred, 16 Market Place, Newark, NG24 1EA**

Proposed advertisement amendments to the fascia and projecting sign.

**No Objection was raised to this application.**

**25/00679/S73M     Lincoln Road Playing Field, Newark**

**Amended**

Removal of Conditions 5 (Replacement Road Network) and 16 (PROW Diversion) and to amend the wording of Condition 6 (Stopping-Up Order) and 12 (Bus Route Parking) attached to planning permission 22/01528/RMAM).

**NTC raised objection to this application and is in support of the comments by Highways.**

**25/00802/HOUSE     5 Marlborough Close, Newark, NG24 4QP**

Proposed two storey side extension with additional front porch, proposed rear single storey extension with internal reconfiguration.

Cllr N Ross declared a non-pecuniary interest in this application.

**No Objection was raised to this application.**

**25/01351/HOUSE     27 Farndon Road, Newark, NG24 4SQ**

Rear extension, alterations to the front ground floor roof, addition of a side garden room and conversion of the existing garage.

**No Objection was raised to this application.**

**25/01359/HOUSE     36 Boundary Road, Newark, NG24 4AL**

Proposed infill single storey extension.

**No Objection was raised to this application.**

**25/01521/FUL     McDonalds Restaurants Ltd, Lincoln Road, Newark, NG24 2DB**

Installation of two rapid electric vehicle charging

	stations and ancillary equipment within the car park. <b>NTC supports this application but would welcome a 250Kw charger instead of the 160Kw proposed.</b>
<b>25/01549/FUL</b>	<b>NCP Car Park (Newark Station Car Park), Appleton Gate, Newark, NG24 1LS</b> Retrospective application for siting an InPost Parcel Locker. <b>No Objection was raised to this application.</b>
<b>25/01550/FUL</b>	<b>Spar, 116 Farndon Road, Newark, NG24 4SE</b> Siting of an InPost Parcel Locker. <b>No Objection was raised to this application.</b>
<b>25/01585/HOUSE</b>	<b>8 Stoke Avenue, Newark, NG24 4PH</b> Single storey rear extension. <b>No Objection was raised to this application.</b>
<b>25/01595/LBC &amp;</b>	<b>3 Parliament Street, Newark, NG24 4UR</b> Solar Panels to rear elevation.
<b>25/01607/HOUSE</b>	<b>No Objection was raised to these applications.</b>
<b>25/01606/FUL</b>	<b>165 Hawton Road, Newark, NG24 4QG</b> Erection of proposed outbuilding for part residential use and home-based salon/trichology clinic. <b>Whilst NTC are supportive of this application, Members would welcome provision for vehicles to be able to exit the site in a forward motion.</b>
<b>25/01646/FUL &amp; 25/01647/LBC</b>	<b>Duncan &amp; Toplis, 14 London Road, Newark, NG24 1TW</b> Plane off existing tarmac surface of car park at rear and access road at side, installation of 100mm tarmac base course and wearing course. Raising of dropped ironworks. <b>No Objection was raised to these applications.</b>
<b>25/01684/LBC &amp; 25/01688/ADV</b>	<b>Newark Northgate Railway Station, Appleton Gate, Newark, NG24 1LS</b> Existing ATM and fascia to be removed and replaced by proposed ATM and updated branded fascia. <b>No Objection was raised to these applications.</b>
<b>25/01692/HOUSE</b>	<b>38 Blatherwick Road, Newark, NG24 2JY</b> Single storey rear extension. <b>No Objection was raised to this application.</b>
<b>25/01694/FUL</b>	<b>Former TSB, 37 Castle Gate, Newark, NG24 1BD</b> Erection of a new door to the front elevation in the

space of a former ATM cash machine.

**Pursuant to the Conservation Officer being content with this application, NTC have No Objection.**

**25/01710/FULM      Former Woods Court, Walker Close, Newark, NG24 4BP**

New Care Home facility (C2 use class) with associated parking, landscaping and ancillary works.

**NTC supports this application and welcomes the site being used for this type of development.**

**25/01718/LBC      HSBC, 30 Market Place, Newark, NG24 1EQ**

Works to Listed Building including section of lath and plaster ceiling removed to allow for joist repair. Lath and plaster replace with existing 'lime ash'. Floor repaired.

**No Objection was raised to this application.**

**PR35/25/26      Notice of NSDC Planning Decisions**

The Committee **NOTED** the District Council Planning Decisions received since the last meeting.

**PR36/25/26      Miscellaneous Applications**

**a. Nottinghamshire County Council Applications**

No applications had been received.

**b. Street Naming**

No applications had been received.

**c. Notification of Appeals**

No applications had been received.

**d. Licensing Applications**

No applications had been received.

**e. Newark & Sherwood District Council Applications –**

**Prior Approval**

Reference: 25/01206/CPRIOR

Proposal: Application to determine if Prior Approval is required for proposed Change of Use from Garden Office (Class E) to residential dwelling (C3) as Schedule 2 Part 3 Class MA.

Site Address: Office, 20 Pelham Street, Newark, NG24 4XD

**NTC oppose the proposed application but do believe that the development should be subject to a full application and not permitted development.**

**Meeting Closed:**

**8.15pm**

**Next Meeting:**

**Wednesday 26<sup>th</sup> November, 2025**

**FULL TOWN COUNCIL**

<b>SUBJECT:</b>	<b>Disability Trust – Request to take over Trust</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 That members determine if they wish for the Council to take over the operation of a trust that supports Disabled individuals.

**2. Background**

- 2.1 In 1982 a trust was set up by the then Mayor Jean Moore to mark the International Year of the Disabled.
- 2.2 The Trust has become dormant in recent years with very few surviving trustees remaining.
- 2.3 The Council has been contacted by a surviving trustee (former Clerk to the Town Council) to enquire if the Council is willing to take over the operation of the trust.
- 2.4 The Trust reportedly holds significant funds running into tens of thousands of pounds (exact amount not confirmed).
- 2.5 The trust was originally for the benefit of disabled people in Lincolnshire and Nottinghamshire with grants issued to support them.
- 2.6 The current Town Clerk has enquired if there is a willingness to vary the Trust to focus the Trust only on Newark. Remaining trustees have confirmed that would be acceptable.
- 2.7 As an alternative the Trust in its current form could consider advancing the funds to an organisation that undertakes similar work and close the trust down. That would however be a matter for the present trustees.

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

- 3.1 **Financial** – The terms of the trust do allow for the appointment of professional service providers to administer the trust. Indicatively costs for external secretarial support are estimated at around £500.00 per trust meeting with some up front costs to vary and change the Trust set up of around £1,000.00. These costs can be met from the Trust under its terms. Alternatively, the secretarial and administrative work could be carried out by the Council officers and a charge for that work be applied to the trust. Of course there is a need to provide the resource however to do this.

The trust will be subject to independent internal audit and will also be considered as part of the annual external audit processes. There will be a small cost for the internal audit process and advice will need to be sought as to whether the audit costs can also be met by the Trust.

- 3.2 **Legal** – The Trust can be administered with specific named Trustees or in similar style to the Doris Bainbridge Trust the Council as a legal entity be the sole trustee with all Councillors then forming the sole trustee as decision makers. The latter is easier to ensure a perpetual operation of the trust and avoids dealing with changes of trustees as they come and go for various reasons.

<b>Background Papers:</b>	<b>Working papers</b>
<b>Lead Officer:</b>	<b>Matthew Gleadell      Tel: 01636 684801</b> <b>Email: <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></b>



**FULL TOWN COUNCIL**

<b>SUBJECT:</b>	<b>Neighbourhood Plan</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 The following recommendations have been made by the Planning Committee:
1. To continue with the preparation of a Neighbourhood Plan.
  2. To appoint Helen Metcalfe from Planning with People as the consultant for the preparation and delivery of the plan.
  3. To suspend Financial Regulations to avoid the need for a tender process due to the niche area of the work involved, the limited number of potential consultants for this area of work, and that the proposed consultant is Nottinghamshire based and has a good knowledge of Newark which is considered to be an advantage for this project.

**2. Background**

- 2.1 NTC has for very many years been considering the development of a Neighbourhood Plan.
- 2.2 Greater focus by the Council on environmental stewardship and more recently changes that will arise as a consequence of LGR have now led to a point where actively pursuing the project has become reality (subject to the outcome of this item).
- 2.3 The Planning Committee has considered proposals from 2 separate consultants. 4 consultants in the Midlands were originally approached to submit proposals for this work. 2 of them declined.
- 2.4 The work is very niche and there is therefore only a small pool of potential consultants who work on such projects.
- 2.5 Subject to approval of the Consultant appointment the next step will be for the Planning Committee to consider the following:
1. The boundary of the area that will be subject to the Plan.
  2. The core issues and objectives that the plan will seek to address.
  3. Consultation strategy.
- Recommendations will be made to the Council on each of the above areas in due course.
- 2.6 It should be noted that the District Council have a statutory duty to support parishes in the preparation and development of a Neighbourhood Plan albeit the scope and extent that of that support is not defined. NSDC have been contacted to discuss the extent of any support that may be offered.

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

Financial – Please refer to Appendix 1 (Exempt Item)

Risk Issues – As previously reported there is a risk that the Council seeks to address too many issues within

<b>Background Papers:</b>	<b>Working papers</b>
<b>Lead Officer:</b>	<b>Matthew Gleadell</b> Tel: 01636 684801    Email: <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a>

<b>SUBJECT:</b>	<b>Third Party Event Framework</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

That members note the third party event guide developed and attached as Appendix 1.

**2. Background**

2.1 Members were recently presented a report which detailed the Councils support for a variety of local third party events. It was resolved to create a framework in relation to a third party events in response to that report.

2.2 The attached guide has been developed to help third party's understand their duties and obligations when organising events in the market place.

2.3 Members are asked to clarify that the document represents what was envisaged by the membership.

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

3.1 All relevant matters contained in the report.

<b>Background Papers:</b>	<b>Working papers</b>
<b>Lead Officer:</b>	<b>Matthew Gleadell</b> <b>Tel: 01636 684801</b> <b>Email: <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></b>





# Event Planning and Management

## Guide for Event Organisers

# Contents

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# Foreword

This guide has been developed to help local event organisers delivering events in the Market Place and/or the Town Hall / Buttermarket plan and manage their events in the best possible way.

Event safety has recently become ever more important in response to 'Martyns Law' (see Event Safety section) and we hope this guide can help event organisers understand their event safety obligations and also be clear on the level of support that can be offered by the Town Council.

## Event Safety Management

Public safety at events in the Market Place and Town Hall must be central to the effective planning of any events however big or small the event may be.

Recent legislative changes known as Martyns Law have placed huge focus on event safety management and being prepared for acts of terrorism. As event organisers the responsibility and duty to take appropriate steps cannot be underestimated. This guide will help event planners understand what is expected of them in organising public events.

### **The Purple Guide**

The Purple Guide is a nationally recognised industry standard for event safety.

It is an excellent resource for event organisers to refer to as a guide for planning and delivering a safe event.

The guide does require a subscription fee however for larger events the information within the guide is invaluable.

You can find out more at:

[www.thepurpleguide.co.uk](http://www.thepurpleguide.co.uk)

### **Martyns Law**

Martyns Law is the name that refers to legislation introduced to make events and venues better prepared to deal with acts of terrorism. The legislation has arisen on the back of a campaign from the mother of Martyn Hett who was a victim of the Manchester Arena bombing.

The bigger the event the greater the need to be prepared for acts of terrorism.

There is a lot of online information that can help you understand what is required. Although the legislation is not yet fully in force it is good practice to take steps to adhere to it.

Measures for addressing the requirements of Martyns Law are wide ranging and will be determined by the size and scale of the event.

### **Event Safety Management Plans**

The size and scale of the event will determine the extent to which safety plans must be developed. All events will as a minimum require a form of risk assessment. Large events will require a full event safety management plan approved by the Safety Advisory Group.

### **SAG (Safety Advisory Group)**

The Safety Advisory Group is a group comprising representatives from multiple agencies such as the Police, Ambulance, Fire, Highways, District Council. They are there to guide and advise on event safety plans and understand themselves potential demands on their services that events may generate. The hope is that pre event advice and support prevents the need to call emergency services during an event.

The Newark SAG is operated by Newark and Sherwood District Council.

Please consult Andy Hardy at NSDC for SAG advice.

[andy.hardy@newark-sherwooddc.gov.uk](mailto:andy.hardy@newark-sherwooddc.gov.uk)

## **Road Closures and Traffic Management**

Events in the Market Place often require the need to formally close roads in and around the Market Square. There is a live vehicle highway that runs around the edge of the market place.

Interactions between vehicles and pedestrians often form one of the biggest risks for larger events and as such road closures may be essential. The process of closing a road must be documented in a traffic management plan (which will form part of the wider event safety management plan).

You can apply to close the road by submitting a formal application to the County Council.

Steven Wallis at VIA is currently the primary contact for road closure applications. He is very helpful and supportive.

[steven.wallis@viaem.co.uk](mailto:steven.wallis@viaem.co.uk)

When closing a road there is a need to ensure advance warning signage and closure infrastructure is deployed. It is important that event organisers use a suitably trained company to provide suitable signage and infrastructure.



As a Town Council we use Chevron however other providers are available.

[www.chevrontm.com](http://www.chevrontm.com)

Road closures can be costly with even a basic road closure incurring costs of over £1,000. We recommend early discussions with Highways and your preferred traffic management company.

## Hostile Vehicle Mitigation

The Market Place is accessible by vehicles. Vehicles are now commonly used as weapons by terrorists to cause mass casualty situations. Steps have to be taken to combat against this risk.

The Market Place is relatively well protected with existing bollards however vehicles can often be parked within the market place as part of the event.

Where your event involves a form of parade in and around Newark a full threat assessment for Hostile Vehicle Mitigation is required and where necessary HVM defence measures and security officers deployed to guard against this risk. Some events are considered riskier than others. SAG will advise and guide on this point.

## First Aid

The size and scale of the event will determine the level of first aid cover required for your event.

There are various first aid providers available. As a Town Council we use Newark Community First Aid. They are highly regarded and will help you to determine the level of first cover you require for your event. Other first aid providers will likely also offer a similar service.

First Aid cover does come at a cost especially for larger events. Costs can reach several hundred pounds where mass attendance is expected at an event. Very small events can often be covered by first aid trained individuals within your own organisation.

[www.newarkcommunityfirstaid.co.uk](http://www.newarkcommunityfirstaid.co.uk)

## Security and Stewarding

The size of the event will determine the level of security and stewarding personnel required. Issues such as ASB, alcohol influenced behaviour, crowd control, public information, emergency response and general event management all require event personnel who will respond to and deal with such incidents.

Presently we use Sec 2 based in Newark for stewarding needs however there are other providers in the market.

<https://secutity-2.co.uk>

## The Market and Market Stalls

Events taking place on a market day must have regard for the market operations already taking place.

Your event may require additional stalls / gazebos which we would need to consider and allocate where possible.

We will need to understand your event plans so we can ensure that the market traders are not compromised with their set ups and close downs.

Where there are significantly more stalls required for your event, we may have to bring in additional staff for which there may be a charge.

## Town Council Staff Support

There is no formal adopted event support policy within the Council although invariably the Council has and does assist where it can.

You should always talk to us at an early stage about what support can be provided.

As an overview the type of support you may expecting or seeking is as follows:

1. Administrative – Safety Management Plans, Marketing and Promotion
2. Manual – Market stalls / event gazebo erection, event set up, vehicle management, stewarding.

The support detailed above may be possible however there may be charges for support provided. Please discuss your requirements with us.

## Insurance

The Town Council will not permit any organisation to host an event in the Market Place or Town Hall without holding suitable Public Liability Insurance. In addition third party contributors to an event must also be suitably insured for their activities.

It is essential that event organisers discuss with their insurers their event plans and ensure that they meet all requirements of their insurance cover.

We will ask for evidence of your cover and potentially that of any third-party contributors to your event.

## Event Equipment

As a Council we have various equipment that may be helpful to your event including:

1. Radios
2. Event Safety Barriers
3. Cable Covers
4. Power Supply Cables
5. High Viz Vests
6. Litter Pickers
7. PA System
8. Road Closure Signage
9. Deck Chairs
10. Tables and Chairs
11. Small stage platform
12. Market Stalls and Gazebos

We may be able to loan or hire to you some of the equipment. Please discuss your requirements with us.

## Market Place – Power Supplies

The market place has a number of power supplies that can be utilised to support events. It is important that you get an understanding of any power needs for your event and discuss with us what can be provided.

Power can be required for PA systems, lighting, food retailers, fairground rides and other event contributors. As event organiser you must understand what power needs there may be for your event and discuss with us if those needs can be met.

The electrical supply to the market is extensive; however, it does have a maximum capacity and therefore, we do require details of the requirements for each piece of equipment/stallholder. These requirements may affect where the equipment/stall can be sited within the Market Place.

Where power is involved there are heightened risks and this must be considered as part of your risk assessment and event management plan.

Depending on the size and scale of your event there may be a charge for any power provided.

## Event Lighting

The Town Council operates event lighting infrastructure in the town. We may be able to support your event by using the lighting to support the theme of your event. This includes projections onto the Town Hall. There are costs associated with providing lighting which may need to be covered by the event organiser if this service is requested.

## Town Hall and Colonnades

The Town Hall Ballroom and Colonnades/Buttermarket and adjoining units are available for hire. The Town Hall has a fully stocked bar that can support your indoor event.

For all booking enquiries please contact Victoria Penarski.

[victoria.penarski@newark.gov.uk](mailto:victoria.penarski@newark.gov.uk)

If your event involves activities both inside and outside it is important your Event Safety Plans account for interaction between the 2 locations.

The Colonnades and adjoining units are regularly used for indoor markets, art exhibitions and pop up shops and is a space that could compliment your outdoor event.

## Local Businesses, Traders and Residents

The market place has a number of businesses, residents and traders that live and work in and around it. It is important that you consider if your event may impact on those various stakeholders and where necessary advance notification of events or measures to minimise any negative impacts must be considered.

## Marketing and Promotion

We may be able to assist you in promoting your event through our website and social media channels. Please do ask us to assist if you believe it will be helpful to your event.

## Early Engagement

Early engagement with us is essential so we can assess your event, understand what is involved and be clear on your needs well in advance. Last minute requests may not always be deliverable.

# Funding

The Town Council operates a small grant scheme which you may consider applying to for help with the costs if your event. Full details can be found on our website.

[www.newark.gov.uk/our-community/community-grants](http://www.newark.gov.uk/our-community/community-grants)



**FULL TOWN COUNCIL**

<b>SUBJECT:</b>	<b>COMMUNITY GRANT APPLICATION</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

1.1 That members determine the outcome and response to the application from Just Sing (Newark Community Choir), to hold a Concert to raise funds for the Children's Bereavement Centre in Newark. No specific date was given. The application is attached at Appendix 2 and supporting information.

1.2 This would take place in the Ballroom, and they are requesting a grant of £500.00.

**2. Background**

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

2.2 The Council has a budget of £4,000.00 for Community Grants in the current financial year.

If this grant is approved there will be £600.00 remaining in the budget for this financial year.

**3.0 Financial, Legal, Equality, Environmental & Risk Issues**

3.1 Contained in the report.

<b>Background Papers:</b>	<b>Working papers</b>
<b>Lead Officer:</b>	<b>Matthew Gleadell</b> <b>Tel: 01636 684801</b> <b>Email: <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></b>







# **Community Grants Policy**

## **March 2025**

# Community Grants Policy

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## **Part A**

### **Policy**

This policy's purpose is to highlight to applicants Newark Town Council's grant funding procedure and to act as a point of reference for councillors when reviewing applications.

To ensure that fair and proper consideration can be given to all requests, the Council requires a fully completed application form to be submitted to the Town Council either through the online application form, via email or through the post.

If the organisation is a new entity with no accounts available, please provide a brief overview of what your organisation/project is, your aims and objectives and why you are seeking funding. Where this is not possible applicants should seek advice from the Town Clerk. Award of the grant shall be at the discretion of the Council.

### **Priorities**

The priorities in awarding grants are set out below:

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

### **General information for applicants**

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

### **Who is eligible to apply**

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

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

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

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

To be eligible for a Community Grant an organisation must:

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

Applications do not have to be from groups that already exist but, in such circumstances, the Council will need to be satisfied as to the manner in which any project for which a Community Grant is sought will be delivered and may impose additional conditions on any grant awarded or delay the award until the project has been completed.

The application must be made on the official application form and must be returned to the Town Council. Applications will be considered on a first come first served basis.

The Finance and General Purposes Committee will decide who the successful applicants are and thereafter the Community Grant will be awarded.

### ***Who and what is not eligible to apply***

We will normally reject applications from:

- Projects which are the prime statutory responsibility of other government bodies or would normally be funded by a local or regional authority
- Projects which improve or benefit privately owned land or property
- Support for private business projects
- Applications by “for – profit” commercial organisations
- Projects which have already been completed or will have been by the time the grant is issued
- From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Newark Town Council.

- From organisations with political affiliations or those established for the purpose of forwarding a party-political agenda.
- National appeals are, with limited exceptions, regrettably outside the legal scope of the Council's grant-aid scheme

### ***What can be funded***

The project should be something that makes the local community a better place in which to live, work or visit. It should be something that will provide a long lasting and sustainable benefit to our local area.

Projects may be funded if one or more of the following **criteria** are met:

- It should benefit people who live in Newark – i.e. your event/project is based within a NG24 postcode, it is accessible to anyone in Newark or is tailored to a specific target audience in the local area (e.g. a children's group).
- It must be sustainable in the longer term
- It should engender a sense of civic pride

Additionally:

- New or informal groups of people who have formed to undertake new projects - priority will be given to those who are doing something which adds value (e.g. improving facilities), rather than applications for running costs.

### **The following are unlikely to be considered a grant priority**

- Projects that simply replace existing facilities with no significant improvement
- Projects where there is a large shortfall in the funding required to complete the project will be reviewed differently. We may put forward an offer of a grant on the condition you receive the other funding within six months – please note, this money will not be sent through until we have evidence of other successfully awarded grants.
- However, all grant applications will be considered on their own merits.

### ***Conditions of grant***

- Newark Town Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.
- Newark Town Council can name your organisation on its own publicity of the grant awarding, including presentations, press releases, website content and social media posts (please note this is not an exhaustive list of all potential uses).
- Financial support can only be used for the purpose for which the Community Grant is given, and as such we consider our grant to be registered as "Restricted

Funding”. Failure to adhere to this condition could lead to the cancellation or reduction in the value of the grant.

- Grants must be used within 12 months of the date of the Grant payment.
- Grants will only be awarded for forthcoming projects – not retrospectively.
- The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred.
- If an organisation dissolves and the grant has not been spent the Council would expect the organisation to reimburse the grant-aid awarded.
- Organisations are not restricted to the number of grant applications submitted to the Council for grant-aid over a period of time, however the history of previous applications will be considered in the decision-making process.
- The giving of a grant one year does not set a precedent for another year.
- Grants must not be distributed to any other organisation.

Applications forms are available from our website :

[www.newark.gov.uk](http://www.newark.gov.uk)

or paper copies from :

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

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

## **Part B – Applications guidelines & procedure**

### ***Preparing your application***

#### **How to apply**

Complete the application form

Submit completed application form along with all relevant additional information requested.

#### **How decisions will be made**

We may not be able to fund all projects as there may be more applications than money available. All applications will be considered but you may not receive the full amount of grant you apply for.

The application will be assessed initially by the Council based on the following criteria: -

- General eligibility
- Impact on key local need
- Community support
- Value for money
- Environmental impact
- Community involvement
- Feasibility
- Likely effectiveness

The decision of the Town Council is final, and the Council will not enter into correspondence concerning the assessment of the grant.

#### **What happens next**

- If your application is successful, you will be sent an email or a letter informing you. Included with this will be an acceptance form and the terms and conditions of funding. You need to read these, sign the acceptance form and return it to us.
- If you are unsuccessful, we will write to tell you so.
- In certain circumstances, we may ask you to meet other conditions before we issue your grant.
- When your project is finished, we will ask you to provide copies of invoices related to the project. If your grant has not been used for the purpose specified on your application, the Council may request the funds are returned in full

Newark Town Council reserves the right to vary the application of this policy in circumstances where significant benefit to the town is demonstrated.





Community Fund Application Form v1.0

TOWN COUNCIL

**Community Fund Application**

1. Organisation Name: **London Road Congregational Church**

2. Location: **LONDON ROAD**

3. Contact Person: [Redacted]

4. Email: [Redacted]

5. Phone: [Redacted]

6. Website: [Redacted]

7. What is the main purpose of your organisation?

We are members of all ages who meet in London Road Congregational Church hall every second Saturday. We self fund with Choir Subs but offer a no-pay if you can't afford to pay policy. We like to put on a charity concert yearly as well as supporting local events / singing competitions / carol singing etc

How many years has your organisation been in existence?

10

Please provide details of your organisation's membership

We have regular singing

several

ag an

highly sing

100 hours of work - a full course including  
a lecturer, a teacher, a secretary, and 100 members

100 hours of work - a full course including  
a lecturer, a teacher, a secretary, and 100 members

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a lecturer, a teacher, a secretary, and 100 members

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a lecturer, a teacher, a secretary, and 100 members

100 hours of work - a full course including  
a lecturer, a teacher, a secretary, and 100 members

We are now full of students and teachers.  
We have 100 hours of work - a full course including  
a lecturer, a teacher, a secretary, and 100 members.  
In the last 5 years we have found many in the  
hall, during the last 100 hours of work - a full course including  
a lecturer, a teacher, a secretary, and 100 members.

100 hours of work - a full course including  
a lecturer, a teacher, a secretary, and 100 members

100 hours of work - a full course including  
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100 hours of work - a full course including  
a lecturer, a teacher, a secretary, and 100 members

100 hours of work - a full course including  
a lecturer, a teacher, a secretary, and 100 members

Please continue in the room below	
Item	Cost
Afternoon	£
	£
	£
	£
	£
	£

--	--

NEWARK TOWN COUNCIL  
 100-1000

100-1000

Should we not get a grant to help with costs the  
 £1000 will need to either come out of their funds or  
 charity money or even we also need to pay for their  
 material and a planet of our own request.

Attachments  
 there are any supporting documents that you should fill in please, please include the  
 then you submit your application. Only one copy of the original is needed.

Submission  
 Please send this to the relevant person in the relevant department.

We have been very successful in this fund raising endeavour  
 every year. We have donated £1000 to the CBC which  
 using the wonderful gift from the Big Give will  
 double, so they will receive £2000.

Please apply for this grant.

understand that Newark Town Council reserves  
 not being used for the purpose specified



Community



## Accounts 2025

	Jan-25		Subs	Music	Folders	tickets	cashless	dnation		Total	
Opening Figure		1767.25		472						2239.25	
Outgoings			Choir Master 260	Refreshments 24.3	Barista 25	Church Hall 30	Printing 16.8	xmas gifts 40.2	Tickets	Music	396.3
Closing Figure	1842.95										
	Feb-25		Subs	Music	Folders	tickets	cashless	dnation		Total	
Opening Figure		1842.95		494.2						2337.15	
Outgoings			Choir Master 260	Refreshments 23.87	Barista 50	Church Hall 60	Printing	domain 169.2	music 290.85	wolfit 72.5	926.42
Closing Figure	1410.73										
	Mar-25		Subs	Music	Folders	tickets	cashless	dnation		Total	
Opening Figure	1410.73			361						1771.73	

Outgoings		Choir Master		Refreshments	Barista	Church Hall		Printing	domain	music	wolfit	
		300		8.15	50		30	6.48				394.63
Closing Figure	1377.1											
Apr-25				Subs		Music	Folders	tickets	cashless	dnation		Total
Opening Figure	1377.1											1753.6
Outgoings		Choir Master		Refreshments	Barista	Church Hall		Printing	domain	music	wolfit	
		260		9.2	25		60	10.14		235.35		599.69
Closing Figure	1153.91											
May-25				Subs		Music	Folders	tickets	cashless	dnation		Total
Opening Figure	1153.91							90				1708.73
Outgoings		Choir Master		Refreshments	Barista	Church Hall		Printing	domain	music	wolfit	
		260		13.7	25		60					358.7

Closing Figure 1350.03

	Jun-25	Subs	Music	Folders	tickets	cashless	dnation	Total
Opening Figure	1350.03	803.05		5.4	459		250	1517.45
Outgoings		Choir Master 493.65	Refreshments 26.26	Barista 50	Church Hall 90	Printing	tickets 36.09	payback 39.8
Closing Figure	2131.68							735.8

	Jul-25	Subs	Music	Folders	tickets	cashless	dnation	Total
Opening Figure	2131.68	362.7			100		248.48	711.18
Outgoings		Choir Master 260	Refreshments 13.03	Barista 50	Church Hall 60	Printing 17	tickets	payback
Closing Figure	2442.83							400.03
Ringfenced donation	1050							
Actual Figure	1392.83							

Aug-25		Subs	Music	Folders	tickets	cashless	dnation	Total
Opening Figure	2442.83		164					164
Outgoings		Choir Master 130	Refreshments 2.67	Barista 25	Church Hall 30	Printing 12	tickets	payback
								199.67
Closing Figure	2407.16							
Ringfenced donation	1050							
Actual Figure	1357.16							

Sep-25		Subs	Music	Folders	tickets	cashless	dnation	Total
Opening Figure	2407.16		534.68					534.68
Outgoings		Choir Master 260	Refreshments 17.9	Barista 50	Church Hall 60	Printing 27.6	music 129	tickets payback
								544.5
Closing Figure	2397.34							
Ringfenced donation	1050							
Actual Figure	1347.34							

Oct-25		Subs	Music	Folders	tickets	cashless	dnation	Total
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Opening Figure	2397.34			514.02						514.02
Outgoings		Choir Master		Refreshments	Barista	Church Hall	Printing	music	tickets	payback
		260		14.64	25	60				359.64
Closing Figure	2551.72									
Ringfenced donation	1050									
Actual Figure	1501.72									

	Nov-25			Subs	Music	Folders	tickets	cashless	dnation	Total
Opening Figure	2551.72									603.09
Outgoings		Choir Master		Refreshments	Barista	Church Hall	Printing	music	tickets	payback
		520		36.9	125	60		467.6		1209.5
Closing Figure	1945.31									
Ringfenced donation	1050									
Actual Figure	895.31									

