



Newark TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 28TH JANUARY 2026

Thursday 22nd January 2026

Dear Councillor

You are summonsed to attend a meeting of the Finance & General Purposes Committee at **7.00pm** on Wednesday 28th January 2026. This meeting will be held in the Council Chamber at the Town Hall.

Yours sincerely

Matthew Gleadell
Town Clerk

Pre-Group Meetings (if required)

1	6.00	Independents for Newark	Committee Room
2	6.00	Labour Group	Bar Area
3	6.00	Conservative Group	Old Robing Room
4	6.00	Independent Councillors	Mayors Parlour

Committee Membership	
	Cllr I Brown
	Cllr D Campbell
	Cllr T Collier
	Cllr B Corrigan (Vice-Chairman)
	Cllr E Cropper
	Cllr S Crosby (Chairman)
	Cllr S Dickinson
	Cllr L Geary
	Cllr J Kellas
	Cllr D Ledger
	Cllr D Moore
	Cllr G Rix
	Cllr N Ross
	Cllr L Roulstone
	Cllr M Skinner
	Cllr M Spoors
	Cllr P Taylor

FINANCE & GENERAL PURPOSES COMMITTEE MEETING

A G E N D A

WEDNESDAY 28TH JANUARY 2026

1	Apologies for Absence		
2	Minutes of the Finance & General Purposes Committee held on Wednesday 12th November 2025	Minutes Attached	Page 5
3	Declarations of Interest from Members <i>Relevant Legislation: Localism Act 2011 s31</i>	Verbal	
4	Payment Schedules	Report Attached	Page 9
5	2026/2027 Budget and Medium-Term Financial Plan	Report Attached	Page 21
6	Meeting Dates 26/27 Civic Year	Report Attached	Page 45
7	Exclusion of Press and Public <i>Public Bodies (Admissions to Meetings) Act 1960 s1(2)</i>	Report Attached	Page 49
8	Appendices to Agenda Item 5	Reports Attached	Page 51
9	Museum Collections Officer	Report Attached	Page 57



Newark TOWN COUNCIL

Agenda Item No: 2

Committee Date: Wednesday 28th January 2026

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 12th November 2025, at 7.00pm, in the Council Chamber, at the Town Hall.

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

FGP034/25/26 Minutes of the Finance & General Purposes Committee held on Wednesday, 3rd 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**.

Meeting Closed:	8.57pm	Next Meeting:	Wednesday 28th January 2026
------------------------	---------------	----------------------	---

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	MONTHLY PAYMENT SCHEDULES 8/26 & 9/26
REPORT BY:	MATTHEW GLEADELL (TOWN CLERK)

1. Recommendations

1.1 Members note the payment schedules 8/26 and 9/26.

2. Background

2.1 Payment Schedules appended to this report.

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

None.

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

DIRECT DEBITS
ACCOUNTS FOR PAYMENT SCHEDULE 8/26

1.11.25

Voucher Number	Payee	Budget	Amount
4634	ASD Wholesale	Bar Costs	174.56
4635	Bridebook	Event Marketing & Promotions	358.80
4636-37	British Telecom	TH Telephones	311.34
4638	EPOSNOW	Bar & Catering Equipment	100.80
4639	Gas Direct	Bar & Catering Equipment	5.40
4640	HCP Capital uk	Civic Car	288.28
4641	Natwest Cards - MG	Subscriptions	200.00
4641	Natwest Cards - MG	Mayors Car	197.50
4642	Natwest Cards - AL	Uniform/PPE	133.94
4642	Natwest Cards - AL	Printing & Stationary	16.00
4642	Natwest Cards - AL	Refreshments	3.80
4642	Natwest Cards - AL	Office Equipment	106.73
4643	NSDC	Rates - Town Hall	2270.00
4643	NSDC	Rates - Market	3274.00
4643	NSDC	Rates - Cemetery Lodge	923.00
4644	Nurture8020	Event Marketing & Promotions	150.00
4645	PWLB	PWLB Loan	12420.92
4646-66	Worldpay	Bank charges	210.12
		Total	21145.19

AUTOPAY
ACCOUNTS FOR PAYMENT SCHEDULE 8/26

1.11.25

Voucher Number	Payee	Budget	Amount
4523	Abevco	Bar Costs	358.45
4524	ADT	TH Maintenance & Equipment	-3635.62
4525-26	Air IT	Computers	592.31
4527	Allstar	Vehicle Running Costs	288.01
4528	Ann Et Vin	Bar Costs	319.58
4529	AO Cumbernauld	Payroll	14400.87
4530	Aquaid	Refreshments	179.58
4531	Band from County Hell	Christmas Lights Switch On	350.00
4532	Bourne DC	Mayors Allowance	76.00
4533	Bramley Publications Ltd	Marketing & Promotions	336.00
4534	Chubb	TH Maintenance & Equipment	-862.51
4535	Cope	Occupational Health	140.94
4536	Easy Safety	Consultancy	796.00

4537	EE	Telephones	148.51
4538	Emily Cartwright	Museum Freelance Staff	390.00
4539	ENVA	Refuse disposal	2440.55
4540-42	Equals Money	Equals - V. Penarski	1288.00
4543	Equals Money	Equals - P. Tomlinson	400.00
4544	Eurotech	Sherwood Avenue Park Maintenance	258.00
4545	Everflow	Water	1586.78
4546	Fantastic Fireworks	Christmas Lights Switch On	1794.00
4547	Farol	TH Maintenance & Equipment	43.54
4548	Fibrous	Plinths & Memorials	335.17
4549	Greatminds Creative	Event Marketing & Promotions	396.00
4550	HB Embroidery	Uniform	275.00
4551	Henton & Chattell	Cemetery upkeep	6.10
4552	Hitched	Event Marketing & Promotions	246.20
4553	Hope Community Methodist Church	Remembrance Sunday (Schools)	87.00
4554	Ian Hough	All Souls	30.00
4555	Iliffe Media	Markets Maketing & Promotions	354.48
4556	Iliffe Media	Christmas Lights Switch On	749.58
4557	James Tofalli	Markets Maketing & Promotions	140.00
4558-59	JJ Hilton Developments	Event Catering	3153.60
4560	Jones Maintenance Solutions Ltd	PC Repairs & Maintenance	41.00
4561-62	Jones Maintenance Solutions Ltd	Cemetery Maintenance & Equipment	612.00
4563	LHG Productions	Christmas Light Switch On	800.00
4564	Lincolnshire County Council	Internal Audit	4560.00
4565	LITE	Christmas Lights Display	31165.01
4566	Lynx AC	TH Maintenance & Equipment	741.98
4567/68	MEC	Cemetery upkeep	60.00
4569	MFE	Buttermarket Maintenance & Equipment	104.40
4570	Michael Creamer	TH Maintenance & Equipment	370.80
4571	Municipal General Charity	TH Rent	85.00
4572	Newark Community First Aid	All Souls	27.00
4572	Newark Community First Aid	Battle Of Britain	54.00
4573	Newark Heritage Forum	Recharges	200.00
4574	Newark & Sherwood District Council	Remembrance Sunday	1980.00
4575	Newark & Sherwood Locksmiths	Buttermarket Maintenance & Equipment	204.00
4576-77	Newark & Sherwood Locksmiths	TH Maintenance & Equipment	270.00
4578	Newark Security Services Ltd	P & O/S Security	907.92
4579	Newark Town Band	Remembrance Sunday	250.00
4580	Newark Town Band	All Souls	75.00
4581	Notts LGPEN	Payroll	11278.64
4582	NTC Account	Payroll	44830.37

4583	Oak Valley Events	Christmas Lights Switch On	1175.97
4584-86	Office Friends	Printing & Stationary	113.90
4587	Olivara Blooms	Venue Costs	189.00
4588	PAS	Consultancy	240.00
4589	Paul Derry	PC Repairs & Maintenance	110.40
4590	PHS	PC Materials/Cleaning	222.80
4591	PHS	TH Maintenance & Equipment	408.55
4592	PHS	P & O/S Maintenance & Equipment	133.72
4593	PRS Music License	Subscriptions/Licenses	281.92
4594	Royal Air Force Cadets	Grants to Voluntary Bodies	500.00
4595	Royal British Legion	Mayors Allowance	114.00
4596	Royal British Legion	Remembrance Sunday	60.00
4597	SA Plumbing	TH Maintenance & Equipment	104.39
4598	Saunders, Jayne	All Souls	500.29
4599	Saunders, Jayne	Airbridge	470.00
4600	Screwfix	Uniform & PPE	266.25
4600	Screwfix	Cemetery Equipment & Tools	36.98
4601	Screwfix	Cemetery Upkeep	17.97
4602	Second Element	Sherwood Avenue Park	222.00
4603	Second Element	TH Maintenance & Equipment	420.00
4604	Security 2	Event security	138.76
4604	Security 2	Town Mayor security	768.00
4605	Special Occasion Linen	Venue Costs	343.80
4606	Stellar Duo	Marketing & Promotions	175.00
4607	Street Hawks	Music Festival	150.00
4608	Surecare	TH Maintenance & Equipment	550.38
4609	Thomas Fattorini Ltd	Badges / Shields	2100.60
4610	TMS/Credifon	Postage	600.00
4611	Total Energies	TH Gas	2378.04
4612	Total Energies	TH Electricity	2139.23
4613	Total Energies	Cemetery gas	506.85
4614-16	Total Energies	Cemetery Electricity	303.90
4617	Total Energies	Market Electricity	235.62
4618-20	Total Energies	Buttermarket Electricity	-306.96
4621-22	Total Energies	PC Electricity	1671.78
4623-24	Ultimate Print	Markets Marketing & Promotions	274.80
4625-26	Ultimate Print	Events Marketing & Promotions	354.00
4627	Ultimate Print	Museum Marketing & Promotions	1428.00
4628-29	Virgin Media	Telephones	358.44
4630	Walters	TH Maintenance & Equipment	176.40
4631-33	Watch It	Cemetery Security	3219.51
		Total	149233.53

£
Grand Total **170,378.72**

DIRECT DEBITS
ACCOUNTS FOR PAYMENT SCHEDULE 9/26

1.12.25

Voucher Number	Payee	Budget	Amount
4822-23	ASD Wholesale Ltd	Bar Costs	1572.63
4824	Bridebook	Event Marketing & Promotions	358.80
4825-35	British telecom	Telephones	3073.95
4836	EPOS NOW	Bar & Catering Equipment	100.80
4837	Gas Direct	Bar Costs	5.58
4838	HCP Capital	Mayoral Car	288.28
4839	Natwest Cards - MG	Subscriptions	164.00
4839	Natwest Cards - MG	Computers	46.06
4839	Natwest Cards - MG	Market Equipment & Tools	186.99
4840	Natwest Cards - AL	Market Equipment & Tools	292.41
4840	Natwest Cards - AL	Mayors Car	90.00
4840	Natwest Cards - AL	Uniform	169.92
4840	Natwest Cards - AL	Buttermarket Electricity	75.00
4840	Natwest Cards - AL	Venue Costs	-409.00
4840	Natwest Cards - AL	Office Equipment	61.50
4840	Natwest Cards - AL	Refreshments	3.80
4840	Natwest Cards - AL	Mayors Allowance	56.00
4840	Natwest Cards - AL	Christmas Light Switch On	54.64
4840	Natwest Cards - AL	Bar Supplies	420.14
4841	Newark & Sherwood District Council	Rates - Town Hall	2270.00
4841	Newark & Sherwood District Council	Rates - Market	3274.00
4841	Newark & Sherwood District Council	Rates - Cemetery Lodge	923.00
4842	Nurture8020	Event Marketing & Promotions	150.00
4843	Severn Trent	Water	86.08
4844-72	Worldpay	Bank charges	317.82
		Total	13632.40

AUTOPAY
ACCOUNTS FOR PAYMENT SCHEDULE 9/26

1.12.25

Voucher Number	Payee	Budget	Amount
4667	Abevco	Bar Costs	357.34
4668	Abevco	Bar Costs	-357.34
4669-70	Air IT	Computers	4814.34
4671	Allstar	Vehicle Running Costs	182.74
4672	Ann Et Vin	Bar Costs	1008.90
4673	Anna Lawson	TH Maintenance & Equipment	17.98
4673	Anna Lawson	Mayors Allowance	22.14
4674	AO Cumbernauld	Payroll	14758.09
4675	AP Lifting Gear	Market Maintenance & Equipment	1248.00

4676	Aquaid	Refreshments	47.69
4677	Becca Brttain	Christmas market enhancement	125.00
4678	Burton & Dyson	Consultancy/Professional	734.12
4679	Butkeviciene, V	Allotment Bond	7.00
4680	C21 Hygiene	TH Maintenance & Equipment	39.00
4681	CAB	CAB Grant	5000.00
4682	CDS Group	Land & Buildings	11625.00
4683	Charlotte Marshall	Museum Freelance Staff	750.00
4684	Chevron	Remembrance Sunday	775.20
4685-86	Chevron	Christmas Lights switch On	1550.40
4687	Claire Finn	Museum Collections	229.70
4688	Cope	Occupational Health	20.40
4689	DWS Ltd	TH Maintenance & Equipment	990.00
4690	East Mids Musical Theatre Choir	Christmas Lights Switch On	175.00
4691	Easy Safety	Consultancy/Professional	995.00
4692	EE	Telephones	141.78
4693	Enva	Refuse Disposal	2086.68
4694-98	Everflow	Water	2989.14
4699	Fake It Till You Make It	Christmas market enhancement	150.00
4700	Firous Funeral Supplies	Plinths/Memorial Tablets	298.46
4701-10	Freedom	TH Maintenance & Equipment	3582.00
4711-13	Freedom	Cemetery Maintenance & Equipment	984.00
4714	Freedom	PC Repairs & Maintenance	840.00
4715	Gills Memorials	Plinths & Memorials	1170.00
4716	Gill Memorials	Cemetery Upkeep	2834.00
4717	Iliffe Media	Market Marketing & Promotions	156.00
4718	Iliffe Media	Market Marketing & Promotions	254.56
4718	Iliffe Media	Christmas Lights switch On	254.56
4718	Iliffe Media	Christmas market enhancement	254.56
4719	Jack Brett	Christmas Lights Switch On	200.00
4720-21	Jenna Williams Medical Services	Christmas Lights Switch On	366.00
4722	JJ Hilton	Event Catering	380.00
4723	Jo Badger	Museum Collection Repairs	530.00
4724	Jones Maintenance Solutions Ltd	Buttermarket Maintenance & Equipment	231.00
4725	Lizz Hobbs Group	Christmas Lights switch On	344.40
4726	Lubbe & Sons Ltd	Floral Displays	1036.80
4727	Matt Colbourne	Christmas Lights Switch On	250.00
4728	Matthew Gleadell	Refreshments	5.70
4729	Matty Haynes Music	Newark Steampunk - Christmas	375.00
4730	Melody Maison	Museum Collections Repairs	135.96
4731	Michael Creamer	Market Maintenance & Equipment	4.98
4732	Myles Knight	Newark Steampunk - Christmas	200.00
4733	Newark & Sherwood Concert Band	Christmas Lights Switch On	150.00
4734-41	Newark & Sherwood District Council	P & O/S Maintenance & Equipment	3252.00
4742-43	Newark & Sherwood Locksmiths	Allotment Maintenance	468.00
4744	Newark & Sherwood Locksmiths	Allotment Gate Maintenance	62.40

4745	Newark Security Services Ltd	P & O/S Security	931.20
4746	NG Magazines	Event Marketing & Promotions	291.60
4747	Nigel Creasey	Newark Steampunk - Christmas	80.00
4748	Notts LGPEN	Payroll	12032.90
4749	NTC Account	Payroll	47487.77
4750-55	Office Friends	Printing & Stationary	150.34
4756	PAS	Consultancy	240.00
4757	Patchwork Audio	Newark Steampunk - Christmas	3300.00
4758	Pure Entertainment Group	Venue Costs	1440.00
4759	Rebecca Fawcett	Museum Collection Repairs	189.19
4760	Rialtas	Subscriptions & Licenses	31.00
4761	Robert Marshall	P & O/S Maintenance & Equipment	510.00
4762	Robin Hood Entertainment	Christmas Lights Switch On	420.00
4763	SA Plumbing	TH Maintenance & Equipment	234.31
4764	SA Plumbing	Buttermarket Maintenance & Equipment	109.87
4765-68	Screwfix	Cemetery Maintenance & Equipment	139.48
4769-70	Screwfix	Uniform	79.98
4771-72	Second Element	TH Mainenance & Equipment	840.00
4773	Security 2	Events security	854.70
4773	Security 2	Mayor security	264.00
4773	Security 2	Market security	2390.40
4774	Sole Trader	Christmas Lights Switch On	150.00
4775	Special Occasion Linen	Venue Costs	195.84
4776	Steph Metcalfe	Allotment Bond Refund	20.00
4777	Surecare	TH Maintenance & Equipment	592.00
4778-79	TC Harrison	Vehicle Running Costs	132.00
4780	Tentacles of Time	Christmas Lights switch On	279.00
4781	The High Notes	Christmas market enhancement	300.00
4782-83	Thomas Ford & Sons	Consultancy / Proffessional Fees	2880.00
4784	Timothy O'Brien	Plinths/Memorial Tablets	30.00
4785	Total Energies	TH Gas	3627.16
4786-4801a	Total Energies	Market Electricity	4228.16
4802-04	Total Energies	Cemetery Electrcity	256.60
4805-06	Total Energies	Buttermarket Electricity	154.16
4807- 09	Total Energies	PC Electricity	2837.25
4810-11	Total Energies	Town Hall Electricity	2321.82
4812-13	Total Energies	P & O/S Electricity	1278.59
4814-16	Ultimate Print	Christmas Lights Switch On	317.80
4817-19	Virgin Media	Telephones	441.92
4820	Walters	TH Maintenance & Equipment	176.40
4821	Watch It	Cemetery Security	1106.09
		Total	162445.21

£
Grand Total 176,077.61

Month 8 - 1/11/25 - 30/11/25

Created date

(UTC)	Description	Name	Total debited
30/10/2025 10:25	NEWARK NEWS	Peter Tomlinson	£3.80
30/10/2025 11:37	ASDA STORES	Peter Tomlinson	£1.17
03/11/2025 11:55	WM MORRISONS STORE	Peter Tomlinson	£4.90
05/11/2025 08:01	WM MORRISONS STORE	Peter Tomlinson	£52.34
05/11/2025 11:40	WM MORRISONS STORE	Peter Tomlinson	£5.75
18/11/2025 09:32	NEWARK NEWS	Peter Tomlinson	£1.90
18/11/2025 12:21	ASDA STORES	Peter Tomlinson	£14.40
18/11/2025 13:29	CLR*Boyes	Peter Tomlinson	£5.49
19/11/2025 13:16	AMZN Mktplace*Z32NH2GD4	Peter Tomlinson	£39.16
19/11/2025 15:35	SP DISPLAYSENSE LTD	Peter Tomlinson	£179.00
20/11/2025 12:39	CLR*Boyes	Peter Tomlinson	£4.98
26/11/2025 11:53	LIDL GB NEWARK	Peter Tomlinson	£2.59
27/11/2025 08:25	NEWARK NEWS	Peter Tomlinson	£1.90
27/11/2025 09:37	CLR*Boyes	Peter Tomlinson	£18.70
27/11/2025 11:22	CLR*Boyes	Peter Tomlinson	£8.42
27/11/2025 13:33	CLR*Boyes	Peter Tomlinson	£1.19
28/11/2025 21:27	ASDA STORES	Peter Tomlinson	£107.88
29/11/2025 18:45	ASDA STORES	Peter Tomlinson	£3.56
TOTAL			£457.13
31/10/2025 09:29	NEWARK & SHERWOOD LOCK	Daniel Sales	£16.00
04/11/2025 11:44	NEWARK SHERWOOD DC	Daniel Sales	£24.10
07/11/2025 14:07	NEWARK & SHERWOOD LOCK	Daniel Sales	£16.00
10/11/2025 11:18	LIDL GB NEWARK	Daniel Sales	£5.95
TOTAL			£62.05
02/11/2025 10:10	WM MORRISONS STORE	Victoria Penarski	£23.00
02/11/2025 10:52	TK MAXX	Victoria Penarski	£29.99

02/11/2025 11:54	NNAS TRADING LIMITED	Victoria Penarski	£6.40
04/11/2025 12:03	WM MORRISONS STORE	Victoria Penarski	£3.84
05/11/2025 09:06	Spotify P3C20E836B	Victoria Penarski	£12.99
05/11/2025 11:19	AMAZON UK* RG9756QG5	Victoria Penarski	£11.11
07/11/2025 13:08	MYSOFABEDS	Victoria Penarski	£218.86
07/11/2025 13:18	WM MORRISONS STORE	Victoria Penarski	£3.50
07/11/2025 13:41	Argos	Victoria Penarski	£19.99
12/11/2025 12:20	WM MORRISONS STORE	Victoria Penarski	£14.80
12/11/2025 15:51	AMAZON* VE1AG3005	Victoria Penarski	£65.38
13/11/2025 06:58	FACEBK *GNMK269GB2	Victoria Penarski	£16.27
14/11/2025 10:50	AMAZON UK* W62QK4525	Victoria Penarski	£3.68
14/11/2025 11:15	WWW.JOHNLewis.COM	Victoria Penarski	£264.99
14/11/2025 12:47	CLR*Boyes	Victoria Penarski	£12.99
14/11/2025 21:42	FACEBK *FL3YF5HGB2	Victoria Penarski	£32.00
19/11/2025 08:01	APPLE.COM/BILL	Victoria Penarski	£9.99
19/11/2025 10:39	PUREGUSTO	Victoria Penarski	£95.46
19/11/2025 10:50	AMAZON* Z39OT00Q4	Victoria Penarski	£15.56
19/11/2025 10:53	AMAZON* Z32C720Q4	Victoria Penarski	£10.71
19/11/2025 10:54	AMAZON* Z388K4EF4	Victoria Penarski	£42.40
19/11/2025 10:54	AMAZON* Z38IW7EF4	Victoria Penarski	£64.71
19/11/2025 11:14	AMAZON* Z32MJ2E14	Victoria Penarski	£29.49
19/11/2025 11:17	AMAZON* Z33PO0A34	Victoria Penarski	£74.89
19/11/2025 11:18	AMAZON* Z34X64A14	Victoria Penarski	£31.49
19/11/2025 11:22	AMAZON* Z310O2AM4	Victoria Penarski	£7.99
19/11/2025 11:23	AMAZON* Z39PD6ER4	Victoria Penarski	£8.99
19/11/2025 15:32	SP DISPLAYSENSE LTD	Victoria Penarski	£0.00
19/11/2025 15:32	SP DISPLAYSENSE LTD	Victoria Penarski	£0.00

21/11/2025 15:37	B&M 764 MALKILN	Victoria Penarski	£5.89
21/11/2025 15:55	T K MAXX	Victoria Penarski	£6.99
23/11/2025 13:03	FACEBK *GURKV69GB2	Victoria Penarski	£32.00
28/11/2025 08:09	FACEBK *RCAKW55GB2	Victoria Penarski	£32.00
28/11/2025 13:43	BARNBYGATE CONVENIENCE	Victoria Penarski	£3.40
28/11/2025 15:28	WM MORRISONS STORE	Victoria Penarski	£6.50
TOTAL			£1,218.25

Month 9 - 1/12/25 - 31/12/25

Created date (UTC)	Description	Name	Total debited
28/11/2025 11:29	AMAZON* ZX2ED4NF4	Victoria Penarski	£9.99
02/12/2025 12:24	WM MORRISONS STORE	Victoria Penarski	£1.65
03/12/2025 17:01	FACEBK *NYN966ZFB2	Victoria Penarski	£32.00
04/12/2025 10:58	B AND Q NEWARK	Victoria Penarski	£51.50
04/12/2025 11:17	WM MORRISONS STORE	Victoria Penarski	£3.86
04/12/2025 15:54	FACEBK	Victoria Penarski	£7.99
05/12/2025 09:06	AMAZON* Z11064TP4	Victoria Penarski	£12.99
05/12/2025 17:17	Spotify P3D1B6B31D *SGUAB6ZFB2	Victoria Penarski	£32.00
06/12/2025 10:12	FACEBK	Victoria Penarski	£3.80
06/12/2025 10:51	NEWARK NEWS	Victoria Penarski	£5.97
06/12/2025 12:43	CLR*Boyes	Victoria Penarski	£7.40
07/12/2025 09:36	ASDA STORES	Victoria Penarski	£11.99
08/12/2025 13:43	Spotify P3D2D2981B	Victoria Penarski	£32.00
09/12/2025 17:35	FACEBK *WZ85J6ZFB2 *XA49M6ZFB2	Victoria Penarski	£32.00
10/12/2025 12:18	WM MORRISONS STORE	Victoria Penarski	£4.25
13/12/2025 08:18	FACEBK *DBHSD89GB2	Victoria Penarski	£10.62

18/12/2025 10:06	NEWARK NEWS	Victoria Penarski	£3.80
19/12/2025 08:01	APPLE.COM/BILL	Victoria Penarski	£9.99
TOTAL		£273.80	
30/11/2025 11:54	WM MORRISONS STORE	Daniel Sales	£3.60
30/11/2025 13:56	WM MORRISONS STORE	Daniel Sales	£1.65
04/12/2025 15:07	AMAZON* Z100Z5KY4	Daniel Sales	£108.48
TOTAL		£113.73	
29/11/2025 18:45	ASDA STORES	Peter Tomlinson	£3.56
30/11/2025 13:26	ASDA STORES	Peter Tomlinson	£21.96
05/12/2025 16:10	WM MORRISONS STORE	Peter Tomlinson	£2.00
05/12/2025 16:22	ASDA STORES 4201	Peter Tomlinson	£3.00
06/12/2025 17:11	WM MORRISONS STORE	Peter Tomlinson	£9.60
09/12/2025 14:37	ASDA STORES 4201	Peter Tomlinson	£13.48
18/12/2025 18:04	KFC GAINSBOROUGH	Peter Tomlinson	£8.49
TOTAL		£62.09	

FINANCE AND GENERAL PURPOSES

SUBJECT:	Budget Report for the 26/27 Financial Year
REPORT BY:	Matthew Gleadell

Introduction

This report sets out the Town Clerk / RFO's (Responsible Finance Officer) budget report and budget / precept recommendations for the **26/27** financial year.

In order to reach the recommendations set out in the report, a variety of information and detail has been assessed and analysed including:

1. Year End Forecasts for the 25/26 financial year (Appendix 1 and Appendix 7)

The forecasts are numerically detailed in the account software report (Appendix 8 – Column Title 'Projected' – Current Year). Appendix A provides narrative to explain where there are significant deviations from original budget forecasts. This report also constitutes a mid-year quarter 3 budget report.

2. Staffing Cost Forecasts and Analysis (Appendix 2)

As the largest single area of expense staffing costs have a huge impact on the Councils annual budgets. Appendix 2 takes a look at the staffing cost position and considers the impact of the national pay deal, pensions and future staffing challenges.

3. Newark Town Hall Hospitality and Events (Appendix 3)

As an area that is expected to generate significant revenue in the coming years a dedicated report has been produced in support of the budget process. This report analyses performance to date and forecasts the potential growth in this area of work. (Exempt Item – end of Agenda).

4. Reserves, Projects and Asset Maintenance (Appendix 4)

This report looks at the Councils reserves position, its impact on annual revenue budgets and a look at where large projects will impact on the future reserves position. (Partially Exempt Item – end of Agenda).

5. Devolution and the Tax Base (Appendix 5)

The Councils financial position is heavily impacted by the 2015 Devolution Deal and the towns Tax Base growth. This Appendix takes a look at current performance and future tax base growth estimates.

6. 2026/2027 Significant Changes (Appendix 6)

The large majority of budgets will be set at similar levels to previous years with small increases or decreases depending on previous years' data. Appendix 4 focuses on those areas of the budget that represent significant changes to previous years and the reasons for those changes.

7. The 2026/2027 Budget (Appendix 7)

This report constitutes the physical numerical budget for the 2027/2028 financial year. (Agreed column for 26/27 on Appendix **7**)

8. Medium Term Financial Plan (Appendix 8)

The acute financial pressures on the Council, the continued impact of the 2015 Devolution Deal and the changes to local government as a consequence of LGR have to be considered in the longer term. This report analyses the medium-term future which has to be taken into account in setting the Precept each year.

Budget Basics

1. The budget is the best educated estimate of income and expenditure for the next financial year. It will never be 100% accurate.
2. A cautious approach to budgeting is always prudent (income and expenditure forecasts set at worse case scenario – resulting in low-income forecasts and high expenditure forecasts).
3. Individual budgets are assessed by reference to previous year's trends, known changes and impacts, allowances for inflation and expected increases.
4. Generally, it is hoped that a budget surplus is achieved at the end of each financial year.
5. If a budget overspend occurs, reserves have to be utilised to meet the shortfall.

Executive Summary

The Council's financial position continues to present very difficult challenges in balancing high quality service delivery and keeping the impact of taxation on the rate payer as minimal as possible.

In recent years overhead costs for the Council have increased significantly across the board – salary cost increases under the national pay agreement, insurance, gas and electricity, third party services, consumables. Quite simply the cost to operate the Council's services is now significantly more than pre pandemic levels and far higher than medium term forecasts would have predicted pre pandemic.

Devolution added a large number of assets to the Council's undertakings and whilst support grants from NSDC have helped with the costs of servicing those assets, the 26/27 financial year is the last year in which NTC will receive a grant. The grant has been over £400,000 in recent years and so has represented a significant proportion of the Council's overall turnover (circa 20%).

Housing growth has failed to achieve anything like the levels that were forecast under the Devolution deal. That growth was critical to the Council having a sufficiently large enough tax base to cover the costs of operating the Council without unreasonable council tax increases for the Town Council element of Council Tax. The Tax Base for 26/27 was forecast to be 12,036. It will be 9,421 (a shortfall of 2615 – based on the 25/26 Band D Charge for NTC this amounts to £365,184.75 in unachieved Council Tax revenue).

The Council is facing some significant costs to address asset maintenance projects and has encountered many smaller maintenance and asset repair challenges that were unforeseen (see Appendix 5).

To combat the aforementioned financial pressures the Council has in recent years taken brave decisions to seek new revenue opportunities, seek out cost savings where possible, increased charges for burial and allotment services and reluctantly applied council tax increases.

The Council has also steadily built up its revenue reserves to help deal with the impact of the loss of the NSDC Devolution grant although original reserve level targets were based on a much higher tax base being present when those funds were needed. Project concerns detailed in Appendix 4 also present concerns over the availability of these funds.

Recommendations

1. That the Precept for the 26/27 financial year shall be £1,381,498 (this will represent an increase of £6.99 per annum on a Band D property or for the majority of Newark taxpayers as Band A properties an extra £4.61 per annum. This is equivalent to a 5% increase).
2. That the draft Budget for the 26/27 financial year is adopted.
3. That the updated Medium Term Financial Plan is adopted.

If adopted the above recommendations will be from FGP and presented to Full Council for final approval.

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

Appendix 1 – Year End Forecast Position / Quarter 3 Budget Notes

This Appendix provides narrative in support of the year-end financial position. Where there are significant variances in actual costs against original budgets these are explained below.

Year End Forecast Headlines

With just over 2 months remaining in the financial year, the present year end forecast is as follows :

Original Budget **£252,131** underspend for transfer to reserves.

Present Forecast **£254,714** underspend for transfer to reserves.

It should be noted that this is merely a forecast and will not reflect the final position but will (in the absence of any significantly high unforeseen expenditure) be relatively accurate given the proximity in time to the year end.

Budget Wide Elements

Insurance Costs

Insurance costs across the board proved to be less than the insurers had advised us to budget for ahead of the financial year. The saving against the budget amounted to **£18,732.00**.

Staff Costs

Budget provision was made for a 5% increase in salary costs but was ultimately 3.2%.

Central Establishment – Cost Centre 101

Page No.	Code	Notes
1.	1870	Income from CCLA investments has performed better than expected hence the higher year end forecast that is now £20,000 more than the original budget.
1.	4023	Due to a large number of recruitment requirements and failed attempts for some roles in house, the Personnel committee authorised use of recruitment agents and this accounts for the high year end projection.
1.	4029	Approved upgrades to security combined with a number of hardware upgrades have pushed the costs over budget.
1.	4031	External audit fees for each year do not appear until the following financial year.
1.	4041	Members approved joining NOTALC which accounts for much of the overspend.
2.	4137	Consultancy support for early stages of assessments of the Chapel and Town Hall Roof have resulted in budgets being exceeded.

Mayoral – Cost Centre 102

Page No.	Code	Notes
3	4011	Additional cost incurred for a second ex Mayors badge for the 24/25 Mayor.
3.	4013	Additional safety and security costs pushed costs over budget.
3.	4126	The present Mayor has utilised a security company for driving services instead of a staff member.

Grants – Cost Centre 103

Page No.	Code	Notes
3	4044	Members agreed to pay more than originally budgeted for to the CAB.

Public Realm – Cost Centre 104

Page No.	Code	Notes
4	1341	Hanging basket sales have again exceeded the budget albeit a cautious budget is always adopted in this area.
4.	4052	The Xmas Lights contract was based on decorations remaining up all year however additional cost to remove the canopy of lights to make way for summer decorations was necessary and therefore costs exceeded the budget.
4.	4053	This budget is designed to create an annual reserve fund for this asset.
4.	4055	The extra cost is offset by the grant shown at code 1055 (few lines above).
4.	4340	Floral display costs are lower. Work is ongoing to determine the best sustainable scheme. Sadly a very dry spring resulted in some plants being lost.

Hospitality – Cost Centre

See separate report.

Town Hall – Cost Centre 201

Page No.	Code	Notes
7	1175	This proposed event did not go ahead hence the absence of revenue. Some members have indicated they do not recall this being part of the revenue strategy. A new event officer is now in place and so such an event may now be feasible. It has been discussed through the Events group who supported the event subject to using more environmentally friendly fireworks. The figure in the budget represents anticipated net profit. A decision to go ahead or not will be required quickly.
7.	4101	A combination of large repair items such as glass doors, electrical installations, health & safety items identified by the H&S consultant, use of an external cleaning company, problems with alarm hardware and other unforeseen issues have combined to generate significant additional costs.

Events/Christmas Lights – 203

Page No.	Code	Notes
8	1726	Invoice raised and awaiting payment.
8	1907	Grant claim submitted and awaiting payment.

Cemetery – Cost Centre 301

Page No.	Code	Notes
9	1360	Income from burials is significantly lower than expected and this is reflected in a £20,000 reduction in the year-end forecast against the original budget. This perhaps reflects the ongoing cost of living crisis with families opting for cheaper cremation options.
10	4362	Although increased costs for plinths have been incurred this is offset by greater income from sales of the plinths.

Allotments – Cost Centre 302

Page No.	Code	Notes
10	4106	A combination of a very dry spring /summer and a water leak have resulted in a budget overspend.

Public Conveniences – Cost Centre 401

Page No.	Code	Notes
11	1619	Ongoing challenges with an entry system have resulted in lower income. This project will now fall to a new Ops Manager due to start in February.
12	4601	A variety of H&S related repairs and maintenance works have been undertaken.
12	4900	The addition of the toilet at Sherwood Avenue (7 hours per week – opening /closing and cleaning) and support provided by the toilet staff for cleaning welfare areas at the Cemetery and in the Markets Office welfare facilities have essentially replaced the hours that were lost when the Castle and the Sconce toilets were removed from the undertakings of this team. The additions had not been envisaged at the time of budgeting in January 2025.

Market Place – Cost Centre 420

Page No.	Code	Notes
13	1500-1504	Members will note a significant drop in market trade income in comparison to previous years. The projected year end will see a drop in income amounting to £38,744.
13	4124 and 4129	Event related security has increased massively this year with greater demands from SAG (Safety Advisory Group).
13	4900	Salary and related costs are below budget forecasts due to the market manager not being replaced following their retirement.

Appendix 2 – Staffing Costs

Introduction

By some distance staff costs represent the largest expenditure within the Council and accounts for approximately 40% of the Council's overall turnover.

Staffing Numbers

The Council currently has on its payroll 60 staff in total. There is 1 vacancy subject to recruitment. The number is broken down as follows:

Full Time : 14

Part Time : 7

Casual : 39

Staff Changes

The Council's staffing situation has been challenging in recent years due to various retirements and departures alongside new staff joining the workforce.

On an administrative level the arrival of the Clerk in 2022 was the start of a period of around 4 years in which almost all senior administrative staff and a number of operational staff present at the start of 2022 will have retired. This comes on the back of a period of around 12 years prior to 2022 when the workforce remained largely unchanged.

Roles subject to recent/imminent retirements since 2022 include :

- Town Clerk
- Operations Manager
- Finance Officer
- Market Manager
- Cemetery Supervisor
- Market Operative
- Cemetery Operative
- Executive Admin / PA to Town Clerk (March 2026)
- Cemetery and Allotments Officer (October 2026)

Other departures :

- Deputy Market Manager
- Operations Manager
- Hospitality Manager
- Caretaker
- Town Hall Facilities Manager
- Mayors Officer
- Cemetery Operative

National Pay Agreement

The Council's employees are subject to annual changes in their pay and terms and conditions. Those changes are part of a National Pay Agreement which covers almost all local government staff across the country. The Agreement is commonly referred to as the NJC (National Joint Council).

In terms of the 27/28 financial year the Unions have submitted their opening claims for the pay deal which are as follows:

- A 10% increase for all staff or £3,000 per annum whichever is higher.
- A reduction to the working week of 2 hours.
- A minimum hourly rate of £15.00.
- An extra day's holiday for all staff.

The above proposals will likely fail but represent the starting point for negotiation. In recent years the Council has budgeted annually for 5% increases and the 27/28 draft budget is prepared on that basis. Feedback from other Clerks in the sector is that a 5% increase is the level that most other Town Councils are working on by way of budget forecast.

Removal of Point 1 and 2 on the Pay Scales

The 24/25 financial year saw the removal of point 1 on the Pay Scale. The 26/27 financial year will see the removal of point 2. A number of Council staff have benefited from those changes in that their hourly rates have increased to be in accordance with the starting point in the pay scales.

On the 1st April 2022 the starting hourly rate was £10.50

On the 1st April 2023 the starting hourly rate at NJC Level 2 (lowest level) was £11.59

On the 1st April 2024 the starting hourly rate at NJC Level 2 (lowest level) £12.26.

On the 1st April 2025 the starting hourly rate at NJC Level 2 (lowest level) £12.65.

On the 1st April 2026 the starting hourly rate will be £12.85 (current level 3 and soon to be the lowest rate) (plus any increases agreed in the 26/27 Pay Deal).

National Insurance Contributions

Members are reminded that on the 1st April 2025 the National Insurance contribution rates for staff earning above the lower earnings limit increased from 13.8% to 15%. This added around £50,000 of NI contributions to the Councils overheads

Staffing Costs (Last 4 years)

Financial Year	Total Staff Costs (including NI and Pension contributions)	National Pay Increase
22/23	£872,456.00	£1925.00 for all staff
23/24	£867,661.00	£1925.00 for all staff
24/25	£918,161.00	£1290.00 for all staff and removal of bottom of the scale.
25/26 (estimate)	£880,142.00	3.2% for all staff
26/27 (forecast)	£1,024,601	Removal of NJC Level 2 from 1 st April 2026. 5% increase in salary costs forecast.

Notwithstanding significant salary increases exceeding £8,000 (NI and Pension costs included and full-time equivalent) on average per staff member over the last 4 years we have managed to maintain overall staff costs at similar levels. This has been made possible by new staff starting at the bottom of salary bands for

specific roles and other staff delivering over and above to fill gaps in resource and filling in during periods between staff retiring / or leaving to the point of new staff filling vacant roles.

In some areas the seasonal demand in service delivery has resulted in casual staff being utilised following retirements of permanent staff. This has ensured that staff costs have only been incurred when actually needed.

Pension Changes

Each year the Council will pay a lump sum of money to the pension fund. This sum is set in response to triennial valuations of the fund. If the fund is underperforming the annual lump sum is increased to help meet the liabilities of the pension fund.

In the present year the annual lump sum is £11,800.00.

In the next 3 years the lump sum will be £19,270.00 , £19,980.00 and £20,710.

The Council also makes contributions to staff pensions. The amount is a percentage of earnings.

Following the triennial valuation the pension costs in 26/27 are set to reduce from 21.3% to 20.1%. which helps to offset the increased lump sum payments.

Future Budgets

Due to the anticipated growth in the Town Hall weddings and events, casual staff costs are forecast to increase.

Appendix 3 - Hospitality – Financial Review – January 2026

Exempt Item

Appendix 4 – Projects, Reserves, and Asset Maintenance

Page 1 – Exempt Item

Reserves

Heading	Value	Committed Y/N	Can be used for revenue Y/N	Notes
CYF	£254,714 forecast (at year end)	Y (partially)	Y	This is the balance of the funds available for the current year. Any surplus will move into the General Fund.
Devolution Reserve	£215,777	N	Y	Designed to help when NSDC grant expires.
CIL	£114,484	N	N	Impossible to predict so never budgeted for.
General Fund	£656,340	N	Y	Some projects and expenditure has been funded by the general fund.
Neighbourhood Plan Reserve	£20,000	Y	Y	Now in use.
Climate Change	£45,000	Y	Y	Some allocated to Neighbourhood Plan
Capital Receipts Reserve	£22,673	N	N	
Election Reserve	£12,106	N	Y	To be added to year on year to cover costs every 4 years.
Town Hall Repair Reserve	£308,750	N	Y	Could help roof, boiler and control panel projects.
Risk Management	£946.00	N	Y	
R&R Allotments	£175.00	N	Y	
R&R Cemetery	£32,970	N	Y	
R&R Computers	£1,666	N	Y	
R&R Office Equipment	£9,303	N	Y	
R&R Museum	£10,243	N	Y	
R&R Toilets	£16,638	N	Y	
R&R Play Equipment	£13,177	Y	Y	
R&R Sherwood Avenue	£1337	Y	Y	
R&R Private Estate Play Equipment	£2920.00	Y	Y	

R&R Market Place	£16,568.00	N	Y	
Market Reserve	£4328	Y	N	
Env Improvement Scheme	£50,000	Y	N	
Grange Road	£14,261	Y	N	
Autumn Croft	£20,000	Y	N	
Barnby Road	£12,550	Y	N	
Totals	£1,856,926			

Summary

The cost of all projects and significant asset repairs/maintenance, without the benefit of external grant funding or PWLB loans, exceeds the value of the Councils reserves.

Asset Maintenance

In the last 2-3 years there has been an ongoing reactive approach to repairs and asset maintenance issues some of which were unexpected and formed part of no forward planning. Larger items include:

1. Boardwalk replacement
2. Chapel (ongoing)
3. Town Hall Roof (ongoing)
4. Aerial access systems on Town Hall roof.
5. Town Hall Boiler
6. Multiple Electrical Upgrades across various sites.
7. Fire Alarm System (ongoing)

There is a desire to try and get on the front foot and understand the maintenance and repair costs of the wider estate going forward. The time implications and costs for carrying out such an assessment are significant. An external quote for this work has been received which places costs for this work at around £30,000.

The impact of the absence of an accurate forward plan is demonstrated in the 25/26 budget where maintenance costs for the Town Hall are significantly over budget due to various unforeseen costs.

General Fund and Devolution Reserve

These reserves had been earmarked for supporting a period following the loss of the revenue grant from NSDC. By the end of the financial year these funds will amount to £1,133,604 (estimate). The devolution target was £984,384.00.

If funding for the Town Hall roof is not secured with an estimated cost of £1million pounds quite clearly there will be severe pressure on the reserves and a reduced ability to service the Councils future financial challenges.

Appendix 5 –Tax Base and Devolution

Tax Base Explained

The Tax Base is a number which represents an equivalent number of Band D properties.

Examples

100 physical Band D properties would give a Tax Base of 100.

100 physical Band A properties would give a Tax Base of 66.6.

100 physical Band H properties would give a Tax Base of 200.

The Tax Base is therefore not representative of the number of physical properties.

Current Tax Base 25/26	9294.84
Next Year Tax Base 26/27	9421.02
Increase in Tax Base	126.18
Band D cost current	£139.65
Precept Current	£1,299,163

The increase in the tax base is such that if the Council adopted a budget that resulted in no increase to the Town Council element of Council Tax the Council's precept income would increase by £17,621.04.

That sum is calculated as follows:

Increase in Tax base 126.18 x £139.65 (current Band D cost) = £17,621.04.

Percentage Increase in Council Tax

Percentage Increase	Band D	Extra Cost	Precept	Additional Revenue
1%	£141.05	£1.40	£1,328,834.87	£29,671.87
2%	£142.44	£2.79	£1,341,930.08	£42,767.08
3%	£143.84	£4.19	£1,355,119.51	£55,956.51
4%	£145.24	£5.59	£1,368,308.94	£69,145.94
5%	£146.64	£6.99	£1,381,498.37	£82,335.37
6%	£148.03	£8.38	£1,394,593.59	£95,430.59
7%	£149.43	£9.78	£1,407,783.01	£108,620.01
8%	£150.83	£11.18	£1,420,972.44	£121,809.44
9%	£152.22	£12.57	£1,434,067.66	£134,904.66
10%	£153.62	£13.97	£1,447,257.09	£148,094.09

Band Cost Data

Percentage	A – 6/9 66.6%	B – 7/9 77.78%	C – 8/9 88.89	D – 9/9 100%	E - 11/9 122.2%	F – 13/9 144.4%	G – 15/9 166.67%	H – 18/9 200%
1%	£93.93	£109.70	£125.37	£141.05	£172.36	£203.67	£234.98	£282.10
2%	£94.86	£110.78	£126.61	£142.44	£174.06	£205.68	£237.30	£284.88
3%	£95.79	£111.87	£127.85	£143.84	£175.77	£207.70	£239.63	£287.68
4%	£96.72	£112.96	£129.10	£145.24	£177.48	£209.72	£241.96	£290.48
5%	£97.66	£114.05	£130.34	£146.64	£179.19	£211.74	£244.30	£293.28
6%	£98.58	£115.13	£131.56	£148.03	£180.89	£213.75	£246.61	£296.06
7%	£99.52	£116.22	£132.82	£149.43	£182.60	£215.77	£248.95	£298.86
8%	£100.45	£117.31	£134.07	£150.83	£184.31	£217.79	£251.28	£301.66
9%	£101.37	£118.39	£135.30	£152.22	£186.01	£219.80	£253.59	£304.44
10%	£102.31	£119.48	£136.55	£153.62	£187.72	£221.82	£255.93	£307.24

How is the Tax Base Made Up?

	Band A entitled to disabled relief reduction	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	TOTAL
Number of chargeable dwellings	30	8596	2008	2218	1207	571	135	53	2	14820
Adjustments for discounts, premiums and Council Tax Reduction	-14.27	-2187.04	-308.61	-229.50	-79.25	-29.12	-4.00	-2.50	0.00	-2854.29
Total dwellings after discounts, premiums and Council Tax Reduction	15.73	6408.96	1699.39	1988.50	1127.75	541.88	131.00	50.50	2.00	11965.71
Conversion to BAND D Equivalents	8.74	4272.64	1321.74	1767.55	1127.75	662.30	189.22	84.17	4.00	9438.12
Tax Base Adjustment assumptions										-17.10
BAND D EQUIVALENT TAX BASE										9421.02

As is evident from above Band A properties make up 45% of the Tax Base. Therefore, almost half of the properties in Newark pay the lowest rate of Council Tax as Band A properties.

Precept Changes based on Tax Base Growth and Percentage Increases

Year	Tax Base	Actual / Forecast	Precept 0%	Extra	Band D
24/25	9226	9226	£1,227,058		£133
25/26	9446 (f)	9294	£1,256,278		£139.65
26/27	9553 (f)	9421	£1,381,498		£146.64
27/28	9600 (f)	9500 (NTC)	£1,462,734		£153.97
28/29		9575 (NTC)	£1,547,894		£161.66
29/30		9650 (NTC)	£1,638,019		£169.74
(f) NSDC forecast		(NTC) NTC forecast			

Devolution and the Tax Base

It is worth a reminder of the impact of lower than forecast growth in the tax base and what this means for the Councils revenue and income. The following page shows the impact of this.

The headline from the next page is that in the 26/27 financial year the Tax Base was estimated at 12,036 with a Precept of £1,394,650.72. The Tax Base will actually be 9421 with a Precept proposed of £1,381,498 (similar amount) but with far fewer taxpayers to meet that cost.

The financial impact of the lower tax base amounts to a loss in tax revenue of £364,184.75 based on the current Band D charge.

Appendix 6 – Significant Changes to the 26/27 Budget

For the most part the 26/27 budget mirrors that of the 25/26 budget save for small changes and tweaks based on previous years costs and small expected changes.

In some cases, there are wholly new costs or significantly increased costs or large variances within the budget which are worthy of specific commentary. They are detailed below.

Staff Costs and Hospitality Costs are addressed in separate reports.

Headline Changes

NSDC Devolution Grant

For the past 10 years NTC has received annual grants from NSDC as part of the Devolution deal agreed in 2015. The 26/27 financial will represent the final year of the grant being paid and will represent the balance of an original agreed total grant sum of £3,780,000. The annual grant has varied each year and been determined by the tax base (which is now significantly lower than had been forecast in 2015).

In 25/26 the grant was £461,570.00.

In **26/27** the grant will be £312,881.00.

This is a **reduction of £148,689.00** in revenue income.

Precept

The Precept is based on a 5% increase in Council Tax which generates additional revenue income of **£125,220.00**

Market Operations

With the market place set to undergo a refurbishment from October 2026 market income is expected to drop significantly due to the impact of the works. On top of that there may be costs to relocate what remains of the market. The loss of income had already been factored into medium term financial plans but presents differently when the reality hits rather than being a future forecast on a spreadsheet.

A reduction of income amounting to £45,000 compared to current year end forecasts is included in the budget.

An additional £5,000 has been added for equipment to assist with relocating the market.

Cemetery Income

At the present time the Cemetery has experienced the lowest level of burials in recent years and as such income is significantly below the sums that had been forecast. As such budget expectations for the next financial year have been reduced by £20,000.

Ongoing cost of living challenges are pushing families towards cheaper cremation options rather than burials.

Although revenue is expected to be similar to last year the increase in charges in recent years had been designed to increase revenue.

Software and IT Upgrades

Frustratingly the Council's payroll software is soon to be discontinued, and an upgrade is required. This will come at a one-off cost of £5,800.00.

In addition, upgrades to the Council's Cemetery management software are also required at a cost of £11,100.

Security upgrades agreed by Council in the present financial year now generate an annual additional IT cost.

Anniversary and Twinning Celebrations

The Council is seeking to mark the 250th Town Hall anniversary and 400-year Mayoralty anniversaries. Additional costs to curate these events are included in the budget for 26/27. Across the budget an additional £22,000 has been allocated in support of anniversary events.

Pension Triennial Valuation – Fund Top Ups

The Council's pension fund is subject to triennial valuations which determine the level of employer and employee contributions as well as the value of any top up required.

In the current year the top up sum was £11,800.00. In the 26/27 financial year the top up sum will rise to over £19,000. Despite this the employer pension contributions linked to salary will fall slightly from 21.3% to 20.1% which will assist in offsetting the increased top up sum.

Business Rates

The government's introduction of updated Rateable Values for all business premises (members may have seen news coverage of the impact on public houses) and new multipliers for determining actual rate charges have resulted in a reduction in overall business rates for 26/27 of around £13,000.

Event Security

Due to heightened anti-terrorist laws and greater need for enhanced event security and Hostile Vehicle Mitigation an additional £10,000 has been allocated in the budget.

Doris Bainbridge

Although separate to the Council, the recent agreement to support costs for works at the Castle will result in a loss of investment income into the trust.

What is not included:

The draft budget for 26/27 makes little provision for specific repairs and renewals/sinking funds. In particular the £25,000 per annum sum for future market repairs albeit that does not need to start until the 28/29 financial year (April 2028 being 6 months after works are estimated to be completed).

The budget merely allows the Council to meet its operational needs albeit in real terms cautious estimates will likely result in a level of underspend.

APPENDIX 7 – THE 2026/2027 BUDGET

ATTACHED AS A SEPARATE DOCUMENT

Appendix 8 Medium Term Financial Plan

Introduction

- The MTFP sets out forecasts for the next 5 financial years including the 26/27 financial year.
- Previous actual years and the year end forecast for the current year is also included.
- The document shows income forecasts at the top half and expenditure forecasts at the bottom half.
- Like all budgeting the numbers will not be entirely accurate and are educated estimates.
- Global issues can impact heavily on the figures and unforeseen events could wildly change the actual numbers in the future.

Basis of the Forecasts

- Annual Council Tax rises of 5%.
- Modest Tax Base increases lower than previous forecasts.
- The devolution support grant terminating at the end of the 26/27 financial year.
- No change in assets or undertakings.
- Assumptions that the hospitality efforts at the Town Hall grow to target levels.
- The market recovers fully following building works to the market place.
- Salary costs rise at 5%.
- Grounds Maintenance costs rise at similar levels to recent years.
- Inflation on all costs not covered for increases rise at around 2% per annum.

Critical Areas of the Document

- The Reserve Contributions/ Deficit shows the amount of money being added or removed from Reserves. From 27/28 financial year the forecasts show a deficit (figures in red) such that utilisation of reserves to make the accounts balance becomes necessary.
- The impact on the General and Devolution Reserves is shown in the row below the Reserves contribution / deficit.
- The purpose of the General and Devolution reserves has been to provide a buffer during the period following the end of the Devolution Grant payments however the original forecasts were based on a much higher tax base.

Summary

The forecast deficits are a cause of concern but the amounts are not at a level that are catastrophic. The forecasts are cautious and in reality in the absence of serious global incidents (such as a pandemic, or global diplomatic/warfare incidents that severely damage the economy) in reality the numbers will not be as severe. Notwithstanding that sentiment, potentially some difficult decisions may have to be made to maintain adequate reserves and avoid unreasonable Council Tax increases.

	23/24 Actual	24/25 Actual	25/26 YE Forecast	26/27 Draft Budget	27/28	28/29	29/30	30/31	Notes
Income									
Central Establishment	151,799.00	149,822.00	100,000.00	87,500.00	87,500.00	87,500.00	87,500.00	87,500.00	Income on investments is variable and subject to market conditions.
Mayoral / Civic	0.00	0.00	122.00	0.00	0.00	0.00	0.00	0.00	Reduction accounts for capital spend.
Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Never any income on Mayoral.
Town Hall Events and Hospitality	0.00	54,248.00	79,962.00	143,000.00	180,000.00	200,000.00	240,000.00	240,000.00	This cost centre is for NTC grant schemes. Expenditure only.
Public Realm	8,401.00	8,401.00	9,346.00	6,500.00	6,000.00	6,500.00	7,000.00	7,000.00	Cautious growth estimates predicted by manager and clerk.
Town Hall	26,540.00	882.00	5.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	Some subsidy of hanging baskets currently agreed by NTC. Future subsidy to be considered. Cautious estimates for future years.
Buttermarket	8,640.00	9,865.00	8,780.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	Income now in new Cost Centre for Events and Hospitality.
Events	8,630.00	2,849.00	2,750.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	Cautious income estimates.
Cemetery	135,392.00	133,258.00	135,133.00	127,700.00	130,000.00	130,000.00	132,500.00	132,500.00	Some arts council grants may come in but not guaranteed.
Allotments	9,650.00	10,175.00	11,772.00	11,500.00	11,500.00	12,000.00	12,500.00	12,500.00	Increases in burial charges will generate more income but suggest ringfencing income for future cemetery projects.
Environment and Climate Change	0.00	23,265.00	19,987.00	0.00	0.00	0.00	0.00	0.00	Small increases forecast for annual fee increase.
Public Conveniences	42,353.00	96,731.00	7,875.00	9,225.00	9,225.00	10,000.00	11,000.00	11,000.00	CIL receipts accounted for in reserves due to earmarked nature of them. Impossible to accurately predict CIL.
Devolution Grant	369,980.00	416,632.00	461,570.00	335,758.00	0.00	0.00	0.00	0.00	Payment systems being finalised may help with some extra revenue.
Market Place	152,108.00	148,145.00	107,278.00	56,100.00	100,000.00	110,000.00	120,000.00	120,000.00	In 26/27 grant is balance of total grant amount agreed.
Newark Heart / Newark Creates	0.00	40,333.00	78,579.00	0	0	0	0	0	26/27 - market will suffer due works on market place. Subsequent years optimistic growth due to improved space.
Parks and Open Space	4,000.00	7,870.00	7795	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	No further Town Fund expected.
Sherwood East	1,798.00	1,994.00	2,200.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	Collis Close contributions from LCC and NSDC - agreement requires renewal.
Museum	429.00	403.00	9,074.00	500.00	500.00	500.00	500.00	500.00	Growth in tennis revenue due to new payment system.
Doris Bainbridge	2,988.00	623.00	1,000.00	150.00	150.00	150.00	150.00	150.00	Some grants may come in through work of Curator but not guaranteed.
Precept at 5% increase	1,093,359.00	1,227,058.00	1,299,163.00	1,381,498.00	1,462,764.00	1,547,894.00	1,638,819.00	1,728,903.00	Income from tours possible.
Reserve Allocation									Separate from Council. Reduced after transfer of shares back to main property fund. Assumes some spend.
Income Totals	2,016,067.00	2,332,554.00	2,342,391.00	2,189,931.00	2,018,139.00	2,135,044.00	2,280,469.00	2,370,553.00	5% increase year on year with tax base forecasts accounted for.
Expenditure									
Central Establishment	441,786.00	472,192.00	493,935.00	556,579.00	539,679.00	539,679.00	539,679.00	539,679.00	
Mayoral / Civic	64,310.00	40,690.00	21,610.00	72,768.00	72,768.00	72,768.00	72,768.00	72,768.00	
Grants	8,308.00	3,633.00	9,000.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	
Public Realm	37,125.00	28,677.00	22,030.00	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00	

Town Hall Events and Hospitality	0.00	91,191.00	119,241.00	112,041.00	112,041.00	125,000.00	140,000.00	140,000.00
Town Hall	446,721.00	415,648.00	430,834.00	132,483.00	132,483.00	132,483.00	132,483.00	132,483.00
Buttermarket	4,000.00	10,532.00	9,558.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
Events	176,573.00	108,645.00	128,516.00	145,000.00	145,000.00	145,000.00	145,000.00	145,000.00
Cemetery	233,517.00	219,429.00	223,765.00	226,173.00	226,173.00	226,173.00	226,173.00	226,173.00
Allotments	14,555.00	11,750.00	14,280.00	15,080.00	15,080.00	15,080.00	15,080.00	15,080.00
Environment and Climate Change	63,361.00	38,179.00	4,535.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Public Conveniences	182,413.00	225,969.00	179,347.00	168,630.00	168,630.00	168,630.00	168,630.00	168,630.00
Market Place	294,668.00	283,499.00	206,967.00	247,656.00	247,656.00	247,656.00	247,656.00	247,656.00
Newark Heart/ Newark Creates Parks and Open Space	109,309.00	0.00	78,579.00	0.00	0.00	0.00	0.00	0.00
Sherwood East	284,974.00	301,640.00	317,405.00	316,751.00	316,751.00	316,751.00	316,751.00	316,751.00
Museum Doris Bainbridge Central Support	5,059.00	4,147.00	7,618.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
Depreciation / Capital Charges	14,289.00	20,232.00	52,447.00	51,840.00	51,840.00	51,840.00	51,840.00	51,840.00
Capital Charges Reversal	403.00	66.00	150.00	100.00	100.00	100.00	100.00	100.00
Expenditure Totals Provisional	2,469,538.00	2,039,938.00	2,087,677.00	2,185,371.00	2,168,471.00	2,181,430.00	2,196,430.00	2,196,430.00

Salary Increases 5% per annum	52,190.00	106,993.05	164,536.25	227,566.11
Insurance Increases	1,333.80	2,734.29	4,213.80	5,758.29
Grounds Maintenance	6,000.00	12,000.00	18,000.00	24,000.00
Agreement Increases	6,000.00	12,000.00	18,000.00	24,000.00
Inflation @ 2% on all other costs (1million approx)	20,000.00	40,400.00	61,208.00	82,432.16
	79,523.80	162,127.34	247,958.05	339,756.56

Revised Total Expenditure	2,247,994.00	2,343,557.00	2,444,388.00	2,536,186.00
---------------------------	---------------------	---------------------	---------------------	---------------------

Reserve Contributions / Deficit	N/A	292,616.00	254,714.00	4,560.00	-229,855.00	-208,513.00	-163,919.00	-165,633.50
---------------------------------	-----	-------------------	-------------------	-----------------	--------------------	--------------------	--------------------	--------------------

General / Devolution Reserves Balance		1,131,391.00	901,536.00	693,023.00	529,104.00	363,470.50		
---------------------------------------	--	---------------------	-------------------	-------------------	-------------------	-------------------	--	--

SUBJECT:	Meeting Dates 26/27 Civic Year
REPORT BY:	Matthew Gleadell

1. Recommendations

1.1 That members adopt the proposed meeting dates for the 26/27 civic year as attached to this report at Appendix 1.

2. Background

2.1 The proposed dates mirror those of the 25/26 civic year in terms of corresponding weeks in the year for each meeting.

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.leadell@newark.gov.uk

APPENDIX 1

Date	Day	Time	Meeting	N&SDC 'CLASHES'
2026				
10 th May	Sunday	12noon	Mayor Making	
14 th May	Thursday	6.30pm	Environmental Stewardship	
18 th May	Monday	6.30pm	Events, Arts, Culture Twinning	
20 th May	Wednesday	6.30pm	Annual Town Electors Meeting	
27 th May	Wednesday	7pm	Planning	
3 rd June	Wednesday	6.30pm	Personnel	
11 th June	Thursday	6.30pm	Cemetery Working Group	LICENSING
17 th June	Wednesday	7pm	FGP	
24 th June	Wednesday	7pm	Planning	
15 th July	Wednesday	7pm	FGP	
22 nd July	Wednesday	7pm	Town Council	
27 th July	Monday	6.30pm	Events, Arts, Culture & Twinning	
29 th July	Wednesday	7pm	Planning	
13 th August	Thursday	6.30pm	Environmental Stewardship	
26 th August	Wednesday	7pm	Planning	
2 nd Sept	Wednesday	7pm	FGP	
9 th Sept	Wednesday	6.30pm	Personnel	
16 th Sept	Wednesday	7pm	Town Council	
17 th Sept	Thursday	6.30pm	Cemetery Working Group	
30 th Sept	Wednesday	7pm	Planning	
7 th October	Wednesday	7pm	FGP	
19 th October	Monday	6.30pm	Events, Arts, Culture & Twinning	
28 th October	Wednesday	7pm	Planning	
11 th Nov	Wednesday	7pm	FGP	
19 th Nov	Thursday	6.30pm	Environmental Stewardship	
25 th Nov	Wednesday	7pm	Planning	
2 nd December	Wednesday	6.30pm	Personnel	
9 th December	Wednesday	7pm	Town Council	AUDIT & ACCOUNTS
6 th January 27	Wednesday	7pm	Planning	
20 th January	Wednesday	6pm	Budget Workshop	
21 st January	Thursday	6.30pm	Cemetery Working Group	
27 th January	Wednesday	7pm	FGP	
27 th January	Wednesday	After FGP	Town Council	
3 rd February	Wednesday	7pm	Planning	
15 th February	Monday	6.30pm	Events, Arts, Culture & Twinning	
3 rd March	Wednesday	7pm	Planning	AUDIT & ACCOUNTS
10 th March	Wednesday	7pm	FGP	
18 th March	Thursday	6.30pm	Environmental Stewardship	
24 th March	Wednesday	6.30pm	Personnel	
31 st March	Wednesday	7pm	Planning	
8 th April	Thursday	6.30pm	Cemetery Working Group	PLANNING
14 th April	Wednesday	7pm	FGP	
21 st April	Wednesday	7pm	Town Council	AUDIT & ACCOUNTS

