



# Newark TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 28<sup>TH</sup> JANUARY 2026

**Thursday 22<sup>nd</sup> January 2026**

Dear Councillor

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

Yours sincerely

A handwritten signature in black ink, appearing to be 'M Gleadell', written in a cursive style.

**Matthew Gleadell**  
Town Clerk

**Pre-Group Meetings**  
**(if required)**

|          |             |                                |                        |
|----------|-------------|--------------------------------|------------------------|
| <b>1</b> | <b>6.00</b> | <b>Independents for Newark</b> | <b>Committee Room</b>  |
| <b>2</b> | <b>6.00</b> | <b>Labour Group</b>            | <b>Bar Area</b>        |
| <b>3</b> | <b>6.00</b> | <b>Conservative Group</b>      | <b>Old Robing Room</b> |
| <b>4</b> | <b>6.00</b> | <b>Independent Councillors</b> | <b>Mayors Parlour</b>  |

**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 Spoons  
Cllr P Taylor

**FINANCE & GENERAL PURPOSES COMMITTEE MEETING**

**A G E N D A**

**WEDNESDAY 28<sup>TH</sup> JANUARY 2026**

|          |  |                         |                |
|----------|--|-------------------------|----------------|
| <b>1</b> | <b>Apologies for Absence</b>   |                         |                |
| <b>2</b> | <b>Minutes of the Finance &amp; General Purposes Committee held on Wednesday 12<sup>th</sup> November 2025</b> | <b>Minutes Attached</b> | <b>Page 5</b>  |
| <b>3</b> | <b>Declarations of Interest from Members</b><br><i>Relevant Legislation: Localism Act 2011 s31</i>             | <b>Verbal</b>           |                |
| <b>4</b> | <b>Payment Schedules</b>   | <b>Report Attached</b>  | <b>Page 9</b>  |
| <b>5</b> | <b>2026/2027 Budget and Medium-Term Financial Plan</b>   | <b>Report Attached</b>  | <b>Page 21</b> |
| <b>6</b> | <b>Meeting Dates 26/27 Civic Year</b>  | <b>Report Attached</b>  | <b>Page 45</b> |
| <b>7</b> | <b>Exclusion of Press and Public</b><br><i>Public Bodies (Admissions to Meetings) Act 1960 s1(2)</i>           | <b>Report Attached</b>  | <b>Page 43</b> |
| <b>8</b> | <b>Appendices to Agenda Item 5</b>   | <b>Reports Attached</b> | <b>Page 49</b> |
| <b>9</b> | <b>Museum Collections Officer</b>  | <b>Report Attached</b>  | <b>Page 57</b> |





# Newark TOWN COUNCIL

Agenda Item No: 2

Committee Date: Wednesday 28<sup>th</sup> January 2026

## FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 12<sup>th</sup> November 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<br>D Campbell<br>T Collier<br>B Corrigan (Vice-Chairman)<br>E Cropper<br>S Dickinson (Ap)<br>L Geary<br>L Goff<br>J Kellas<br>D Ledger<br>D Moore<br>G Rix<br>N Ross<br>L Roulstone<br>M Skinner<br>M Spoons (Ap)<br>P Taylor |
| <b>Apologies for Absence:</b> | <b>Councillors</b>   | S Dickinson, M Spoons   |
| <b>Officers Present:</b>      | <b>Town Clerk</b><br><b>Deputy Town Clerk</b>                            | Matthew Gleadell<br>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 28<sup>th</sup> January 2026</b> |
|------------------------|---------------|----------------------|---|

**FINANCE & GENERAL PURPOSES COMMITTEE**

|                   |  |
|-------------------|--|
| <b>SUBJECT:</b>   | <b>MONTHLY PAYMENT SCHEDULES 8/26 &amp; 9/26</b> |
| <b>REPORT BY:</b> | <b>MATTHEW GLEADELL (TOWN CLERK)</b>             |

**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.

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



**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          |
|                |                    | <b>Total</b>                 | <b>21145.19</b> |

**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 Marketing & Promotions       | 354.48   |
| 4556    | Iliffe Media                       | Christmas Lights Switch On           | 749.58   |
| 4557    | James Tofalli                      | Markets Marketing & 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          |
|         |                        |                                 |                  |
|         |                        | <b>Total</b>                    | <b>149233.53</b> |

£  
**Grand Total 170,378.72**

**DIRECT DEBITS**  
**ACCOUNTS FOR PAYMENT SCHEDULE 9/26**

**1.12.25**

| <b>Voucher Number</b> | <b>Payee</b>                       | <b>Budget</b>                | <b>Amount</b>   |
|-----------------------|------------------------------------|------------------------------|-----------------|
| 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          |
|                       |                                    |                              |                 |
|                       |                                    | <b>Total</b>                 | <b>13632.40</b> |

**AUTOPAY**  
**ACCOUNTS FOR PAYMENT SCHEDULE 9/26**

**1.12.25**

| <b>Voucher Number</b> | <b>Payee</b>    | <b>Budget</b>                  | <b>Amount</b> |
|-----------------------|-----------------|--------------------------------|---------------|
| 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 Maintenance & 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 / Professional 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 Electricity                 | 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          |
|            |                              |                                      |                  |
|            |                              | <b>Total</b>                         | <b>162445.21</b> |

£  
**Grand Total 176,077.61**

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

| Created date<br>(UTC) | Description            | Name         | Total<br>debited |
|-----------------------|------------------------|--------------|------------------|
| 30/10/2025            |                        | Peter        |                  |
| 10:25                 | NEWARK NEWS            | Tomlinson    | £3.80            |
| 30/10/2025            |                        | Peter        |                  |
| 11:37                 | ASDA STORES            | Tomlinson    | £1.17            |
| 03/11/2025            |                        | Peter        |                  |
| 11:55                 | WM MORRISONS STORE     | Tomlinson    | £4.90            |
| 05/11/2025            |                        | Peter        |                  |
| 08:01                 | WM MORRISONS STORE     | Tomlinson    | £52.34           |
| 05/11/2025            |                        | Peter        |                  |
| 11:40                 | WM MORRISONS STORE     | Tomlinson    | £5.75            |
| 18/11/2025            |                        | Peter        |                  |
| 09:32                 | NEWARK NEWS            | Tomlinson    | £1.90            |
| 18/11/2025            |                        | Peter        |                  |
| 12:21                 | ASDA STORES            | Tomlinson    | £14.40           |
| 18/11/2025            |                        | Peter        |                  |
| 13:29                 | CLR*Boyes              | Tomlinson    | £5.49            |
| 19/11/2025            |                        | Peter        |                  |
| 13:16                 | AMZNMktplace*Z32NH2GD4 | Tomlinson    | £39.16           |
| 19/11/2025            |                        | Peter        |                  |
| 15:35                 | SP DISPLAYSENSE LTD    | Tomlinson    | £179.00          |
| 20/11/2025            |                        | Peter        |                  |
| 12:39                 | CLR*Boyes              | Tomlinson    | £4.98            |
| 26/11/2025            |                        | Peter        |                  |
| 11:53                 | LIDL GB NEWARK         | Tomlinson    | £2.59            |
| 27/11/2025            |                        | Peter        |                  |
| 08:25                 | NEWARK NEWS            | Tomlinson    | £1.90            |
| 27/11/2025            |                        | Peter        |                  |
| 09:37                 | CLR*Boyes              | Tomlinson    | £18.70           |
| 27/11/2025            |                        | Peter        |                  |
| 11:22                 | CLR*Boyes              | Tomlinson    | £8.42            |
| 27/11/2025            |                        | Peter        |                  |
| 13:33                 | CLR*Boyes              | Tomlinson    | £1.19            |
| 28/11/2025            |                        | Peter        |                  |
| 21:27                 | ASDA STORES            | Tomlinson    | £107.88          |
| 29/11/2025            |                        | Peter        |                  |
| 18:45                 | ASDA STORES            | Tomlinson    | £3.56            |
| <b>TOTAL</b>          |                        |              | <b>£457.13</b>   |
| 31/10/2025            | NEWARK & SHERWOOD      |              |                  |
| 09:29                 | LOCK                   | Daniel Sales | £16.00           |
| 04/11/2025            |                        |              |                  |
| 11:44                 | NEWARK SHERWOOD DC     | Daniel Sales | £24.10           |
| 07/11/2025            | NEWARK & SHERWOOD      |              |                  |
| 14:07                 | LOCK                   | Daniel Sales | £16.00           |
| 10/11/2025            |                        |              |                  |
| 11:18                 | LIDL GB NEWARK         | Daniel Sales | £5.95            |
| <b>TOTAL</b>          |                        |              | <b>£62.05</b>    |
| 02/11/2025            |                        | Victoria     |                  |
| 10:10                 | WM MORRISONS STORE     | Penarski     | £23.00           |
| 02/11/2025            |                        | Victoria     |                  |
| 10:52                 | T K MAXX               | 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   |                    | Victoria |                  |
| 15:37        | B&M 764 MALTKILN   | Penarski | £5.89            |
| 21/11/2025   |                    | Victoria |                  |
| 15:55        | T K MAXX           | Penarski | £6.99            |
| 23/11/2025   |                    | Victoria |                  |
| 13:03        | FACEBK *GURKV69GB2 | Penarski | £32.00           |
| 28/11/2025   |                    | Victoria |                  |
| 08:09        | FACEBK *RCAKW55GB2 | Penarski | £32.00           |
| 28/11/2025   | BARNBYGATE         | Victoria |                  |
| 13:43        | CONVENIENCE        | Penarski | £3.40            |
| 28/11/2025   |                    | Victoria |                  |
| 15:28        | WM MORRISONS STORE | Penarski | £6.50            |
| <b>TOTAL</b> |                    |          | <b>£1,218.25</b> |

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

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

|            |                |          |       |
|------------|----------------|----------|-------|
| 18/12/2025 |                | Victoria |       |
| 10:06      | NEWARK NEWS    | Penarski | £3.80 |
| 19/12/2025 |                | Victoria |       |
| 08:01      | APPLE.COM/BILL | Penarski | £9.99 |

**TOTAL £273.80**

|            |                   |              |         |
|------------|-------------------|--------------|---------|
| 30/11/2025 | WM MORRISONS      | Daniel Sales | £3.60   |
| 11:54      | STORE             |              |         |
| 30/11/2025 | WM MORRISONS      | Daniel Sales | £1.65   |
| 13:56      | STORE             |              |         |
| 04/12/2025 | AMAZON* Z100Z5KY4 | Daniel Sales | £108.48 |
| 15:07      |                   |              |         |

**TOTAL £113.73**

|            |                  |           |        |
|------------|------------------|-----------|--------|
| 29/11/2025 |                  | Peter     |        |
| 18:45      | ASDA STORES      | Tomlinson | £3.56  |
| 30/11/2025 |                  | Peter     |        |
| 13:26      | ASDA STORES      | Tomlinson | £21.96 |
| 05/12/2025 | WM MORRISONS     | Peter     |        |
| 16:10      | STORE            | Tomlinson | £2.00  |
| 05/12/2025 |                  | Peter     |        |
| 16:22      | ASDA STORES 4201 | Tomlinson | £3.00  |
| 06/12/2025 | WM MORRISONS     | Peter     |        |
| 17:11      | STORE            | Tomlinson | £9.60  |
| 09/12/2025 |                  | Peter     |        |
| 14:37      | ASDA STORES 4201 | Tomlinson | £13.48 |
| 18/12/2025 |                  | Peter     |        |
| 18:04      | KFC GAINSBOROUGH | Tomlinson | £8.49  |

**TOTAL £62.09**

## FINANCE AND GENERAL PURPOSES

|                   |   |
|-------------------|---|
| <b>SUBJECT:</b>   | <b>Budget Report for the 26/27 Financial Year</b> |
| <b>REPORT BY:</b> | <b>Matthew Gleadell</b>                           |

**Introduction**

This report sets out the Town Clerk / RFO's (Responsible Finance Officer) budget report and budget / precept recommendations for the 27/28 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 1 a)

## **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 2,615 – 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.

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



## **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 Councils 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 Councils 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 Councils 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 1<sup>st</sup> April 2022 the starting hourly rate was £10.50

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

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

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

On the 1<sup>st</sup> 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 1<sup>st</sup> 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 <sup>st</sup> April 2026.<br><br>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                               | <b>£254,714<br/>forecast (at<br/>year end)</b> | 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 |  |
| <b>Totals</b>          | <b>£1,856,926</b> |   |   |  |

## 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<br>66.6% | B – 7/9<br>77.78% | C – 8/9<br>88.89 | D – 9/9<br>100% | E - 11/9<br>122.2% | F – 13/9<br>144.4% | G – 15/9<br>166.67% | H – 18/9<br>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 27/28 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 Councils 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 Councils 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 250<sup>th</sup> 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 Councils 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 governments' 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  |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--|
| <b>Income</b>                    |                     |                     |                     |                     |                     |                     |                     |                     |  |
| 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. Reduction accounts for capital spend.  |
| Mayoral / Civic                  | 0.00                | 0.00                | 122.00              | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                | Never any income on Mayoral.   |
| Grants                           | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                | This cost centre is for NTC grant schemes. Expenditure only.   |
| 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          | Cautious growth estimates predicted by manager and clerk. Some subsidy of hanging baskets currently agreed by NTC. Future subsidy to be considered. Cautious estimates for future years. |
| 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            | Income now in new Cost Centre for Events and Hospitality.  |
| Town Hall                        | 26,540.00           | 882.00              | 5.00                | 15,000.00           | 15,000.00           | 15,000.00           | 15,000.00           | 15,000.00           | Cautious income estimates.   |
| 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            | Some arts council grants may come in but not guaranteed.   |
| 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            | Increases in burial charges will generate more income but suggest ringfencing income for future cemetery projects.   |
| 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          | Small increases forecast for annual fee increase.  |
| 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           | CIL receipts accounted for in reserves due to earmarked nature of them. Impossible to accurately predict CIL.  |
| Environment and Climate Change   | 0.00                | 23,265.00           | 19,987.00           | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                | Payment systems being finalised may help with some extra revenue.  |
| 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           |  |
| Devolution Grant                 | 369,980.00          | 416,632.00          | 461,570.00          | 335,758.00          | 0.00                | 0.00                | 0.00                | 0.00                | In 26/27 grant is balance of total grant amount agreed. 26/27 - market will suffer due works on market place. Subsequent years optimistic growth due to improved space.                  |
| 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          |  |
| Newark Heart / Newark Creates    | 0.00                | 40,333.00           | 78,579.00           | 0                   | 0                   | 0                   | 0                   | 0                   | No further Town Fund expected.   |
| 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            | Collis Close contributions from LCC and NSDC - agreement requires renewal.   |
| 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            | Growth in tennis revenue due to new payment system.  |
| Museum                           | 429.00              | 403.00              | 9,074.00            | 500.00              | 500.00              | 500.00              | 500.00              | 500.00              | Some grants may come in through work of Curator but not guaranteed. Income from tours possible.  |
| Doris                            | 2,988.00            | 623.00              | 1,000.00            | 150.00              | 150.00              | 150.00              | 150.00              | 150.00              | Separate from Council. Reduced after transfer of shares back to main property fund. Assumes some spend.  |
| Bainbridge                       | 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        | 5% increase year on year with tax base forecasts accounted for.  |
| Precept at 5% increase           |                     |                     |                     |                     |                     |                     |                     |                     |  |
| Reserve Allocation               |                     |                     |                     |                     |                     |                     |                     |                     |  |
| <b>Income Totals</b>             | <b>2,016,067.00</b> | <b>2,332,554.00</b> | <b>2,342,391.00</b> | <b>2,189,931.00</b> | <b>2,018,139.00</b> | <b>2,135,044.00</b> | <b>2,280,469.00</b> | <b>2,370,553.00</b> |  |
| <b>Expenditure</b>               |                     |                     |                     |                     |                     |                     |                     |                     |  |
| 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                        | 109,309.00          | 0.00                | 78,579.00           | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                |
| Parks and Open Space                                | 284,974.00          | 301,640.00          | 317,405.00          | 316,751.00          | 316,751.00          | 316,751.00          | 316,751.00          | 316,751.00          |
| Sherwood East                                       | 5,059.00            | 4,147.00            | 7,618.00            | 5,500.00            | 5,500.00            | 5,500.00            | 5,500.00            | 5,500.00            |
| Museum  | 14,289.00           | 20,232.00           | 52,447.00           | 51,840.00           | 51,840.00           | 51,840.00           | 51,840.00           | 51,840.00           |
| Doris Bainbridge                                    | 403.00              | 66.00               | 150.00              | 100.00              | 100.00              | 100.00              | 100.00              | 100.00              |
| Central Support                                     | 88,167.00           | 78,768.00           | 78,632.00           | 87,270.00           | 87,270.00           | 87,270.00           | 87,270.00           | 87,270.00           |
| Depreciation / Capital Charges                      |                     | 41,952.00           | 41,493.00           |                     |                     |                     |                     |                     |
| Capital Charges Reversal                            |                     | -356,901.00         | -352,265.00         |                     |                     |                     |                     |                     |
| <b>Expenditure Totals Provisional</b>               | <b>2,469,538.00</b> | <b>2,039,938.00</b> | <b>2,087,677.00</b> | <b>2,185,371.00</b> | <b>2,168,471.00</b> | <b>2,181,430.00</b> | <b>2,196,430.00</b> | <b>2,196,430.00</b> |
| 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 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           |
|   |                     |                     |                     |                     | <b>79,523.80</b>    | <b>162,127.34</b>   | <b>247,958.05</b>   | <b>339,756.56</b>   |
| <b>Revised Total Expenditure</b>                    |                     |                     |                     |                     | <b>2,247,994.00</b> | <b>2,343,557.00</b> | <b>2,444,388.00</b> | <b>2,536,186.00</b> |
| <b>Reserve Contributions / Deficit</b>              | N/A                 | <b>292,616.00</b>   | <b>254,714.00</b>   | <b>4,560.00</b>     | <b>-229,855.00</b>  | <b>-208,513.00</b>  | <b>-163,919.00</b>  | <b>-165,633.50</b>  |
| <b>General / Devolution Reserves Balance</b>        |                     |                     |                     | <b>1,131,391.00</b> | <b>901,536.00</b>   | <b>693,023.00</b>   | <b>529,104.00</b>   | <b>363,470.50</b>   |

|                   |                                       |
|-------------------|---------------------------------------|
| <b>SUBJECT:</b>   | <b>Meeting Dates 26/27 Civic Year</b> |
| <b>REPORT BY:</b> | <b>Matthew Gleadell</b>               |

**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.

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



APPENDIX 1

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

