



Newark TOWN COUNCIL

EXTRAORDINARY MEETING OF
THE FINANCE & GENERAL PURPOSES COMMITTEE
WEDNESDAY 18TH FEBRUARY 2026

Thursday 12th February 2026

Dear Councillor

You are summonsed to attend an Extraordinary Meeting of the Finance & General Purposes Committee at **7.00pm** on Wednesday 18th February 2026. This meeting will be held in the Council Chamber at the Town Hall.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Gleadell'.

Matthew Gleadell
Town Clerk

Pre-Group Meetings
(if required)

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

Committee Membership

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

**EXTRAORDINARY MEETING OF THE
FINANCE & GENERAL PURPOSES COMMITTEE MEETING**

A G E N D A

WEDNESDAY 18TH FEBRUARY 2026

1	Apologies for Absence		
2	Minutes of the Finance & General Purposes Committee held on Wednesday 28th January 2026	Minutes Attached	Page 5
3	Declarations of Interest from Members <i>Relevant Legislation: Localism Act 2011 s31</i>	Verbal	
4	Payment Schedule 10/26	Report Attached	Page 9
5	Newark Community Gardens Request	Report Attached	Page 15
6	Terms of Reference for Neighbourhood Plan Steering Group	Report Attached	Page 21
7	New Twin Town Proposal	Report Attached	Page 25
8	Market Stalls, Market Charging and Market Consultation	Report Attached	Page 27
9	Exclusion of Press and Public <i>Public Bodies (Admissions to Meetings) act 1960 s1(2)</i>	Report Attached	Page 31
10	Appendix 1 to Agenda Item 8	Report Attached	Page 33



Newark TOWN COUNCIL

Agenda Item No: 2

Committee Date: Wednesday 28th January 2026

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday, 28th January 2026, at 7.00 pm, in the Council Chamber, at the Town Hall.

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

A one-minute silence was held in respect to the late Cllr Goff.

FGP043/25/26 Minutes of the Finance & General Purposes Committee held on Wednesday, 12th November 2025

The Minutes (as above) were proposed by Cllr B Corrigan, seconded by Cllr D Campbell and **AGREED** and **APPROVED** unanimously.

FGP044/25/26 Declarations of Interest

No Declarations of Interest were received.

FGP045/25/26 Payment Schedule

Amendments were requested for several of the listed names.

Declarations of Interest were made by Cllrs Crosby, Skinner, and Brown in relation to payment item 4571.

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

FGP046/25/26 2026/2027 Budget and Medium-Term Financial Plan

Cllr B Corrigan gave thanks to the Town Clerk for compiling an extensive budget.

The Budget and Medium-Term Financial Plan was proposed by Cllr B Corrigan, seconded by Cllr L Roulstone and **NOTED**.

FGP047/25/26 Meeting Dates 26/27 Civic Year

It was **AGREED** to accept the proposed dates for the 2026/2027 civic year.

The meeting dates were proposed by B Corrigan, seconded by Cllr D Campbell and **NOTED**.

FGP048/25/26 Exclusion of Press and Public

Cllr S Crosby proposed, Cllr D Ledger 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 next Agenda Item debate on the grounds that the Committee's remaining business involves the likely disclosure of exempt information as defined in the Local Government (Access to Information) (Variation) Order 2006, and the public interest in disclosing the information.

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

FGP048/25/26 Appendices to 2026/2027 Budget

The Budget details were **NOTED**.

FGP049/25/26 Museum Collections Officer

The Town Clerk provided background information and answered questions.

Extensive discussions took place on all aspects of the proposal's adoption.

A Declaration of Interest was received from Cllrs Taylor, Brown, Crosby, and Kellas.

The Personnel Sub-Committee must consider further amendments to the contract.

Adoption of the proposal to extend the contract was proposed by Cllr B Corrigan, seconded by Cllr T Collier and **NOTED**.

Meeting Closed:	19.33 pm	Next Meeting:	Wednesday 11th March 2026
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Regulation (EU) 2016/679 (GDPR) and other applicable laws.

For more information, please contact us at [email address].

Yours faithfully,
[Name]

For the purposes of this document, the following definitions apply: "Data" means any information relating to an identified or identifiable natural person; "Controller" means the natural or legal person, public authority, agency or other body which determines the purposes and means of the processing of personal data.

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1. Name of the data controller	[Name]	2. Contact information	[Address]
3. Data processing activities	[Description]	4. Data retention period	[Duration]

**EXTRAORDINARY MEETING OF THE
FINANCE & GENERAL PURPOSES COMMITTEE**

SUBJECT:	MONTHLY PAYMENT SCHEDULE 10/26
REPORT BY:	MATTHEW GLEADELL (TOWN CLERK)

1. **Recommendations**
 - 1.1 Members note the payment schedule 10/26
2. **Background**
 - 2.1 Payment Schedule appended to this report.
3. **Financial, Legal, Equality, Environmental & Risk Issues**

None.

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

DIRECT DEBITS
ACCOUNTS FOR PAYMENT SCHEDULE 10/26

1.1.26

Voucher Number	Payee	Budget	Amount
4975 - 76	ASD	Bar Costs	910.02
4977	Bridebook	Event Marketing & Promotions	358.80
4978	British Telecom	Telephones	70.32
4979	EPOS Now	Bar & Catering Equipment	100.80
4980	Gas Direct	Bar & Catering Equipment	5.40
4981	HCP Capitol Uk Ltd	Mayoral Car	288.28
4982	Natwest Cards - AL	Mayors Charity	4.50
4982	Natwest Cards - AL	Market Maint & Equipment	12.93
4982	Natwest Cards - AL	Mayors Allowance	78.86
4983	Newark & Sherwood District Council	Rates - Town Hall	2270.00
4983	Newark & Sherwood District Council	Rates - Market	3274.00
4983	Newark & Sherwood District Council	Rates - Cemetery Lodge	923.00
4984	Nurture 8020	Event Marketing & Promotions	150.00
4985 - 98	Worldpay	Bank charges	169.07
		Total	8615.98

AUTOPAY
ACCOUNTS FOR PAYMENT SCHEDULE 10/26

1.1.26

Voucher Number	Payee	Budget	Amount
4873	ADT	TH Maintenance & Equipment	91.63
4874 - 77	Air IT	Computers	2108.56
4878 - 79	AO Cumbernauld	Payroll	15972.33
4880	CAMRA Beer Festival	Venus Costs	500.00
4881 - 82	Canon	Printing & Stationary	225.90
4883	Carlos Marquez	Museum Collections	200.00
4884	CEF	TH Maintenance & Equipment	404.34
4885	Cope	Occupational Health	20.40
4886	Cupids Wedding Shows	Event Marketing & Promotions	202.50
4887	Dave Guthrie	Subsistence, Travel / Vehicles	15.00
4888	Easy Safety	H & S Consultancy	398.00
4889	EE	Telephones	141.78
4890	Enva	Refuse Collection	1841.00
4891	Equals	Equals - V.Penarski	500.00
4892 - 93	Equals	Equals - P.Tomlinson	914.00
4894	Equals	Equals - J Green	500.00
4895	Everflow	Water	1772.45
4896	Farol	Mower & equipment maintenance	109.02

4897	Farthingale Historical Hats	Museum Collections	1108.00
4898	Foxstone Forestry Ltd	P & O/S Maintenance & Equipment	420.00
4899	Glasdon	Cemetery Maintenance & Equip't	115.10
4900 - 01	GMS Ltd	Materials inc Cleaning	384.24
4902	GMS Ltd	TH Maintenance & Equipment	32.88
4903	Gower Consultants	Computers / Software	946.27
4904	Grove Auto Electrical Services	Vehicle Running Costs	311.99
4905	HB Embroidery	Uniform	89.00
4906	HF Supplies Ltd	TH Maintenance & Equipment	187.25
4907 - 08	Hitched	Event Marketing & Promotions	492.40
4909	Hyacc Services Ltd	PC Repairs & Maintenance	222.00
4910 - 11	Iliffe Media	Marketing & Promotion	192.00
4912	Inspired Publishing Ltd	Event Marketing & Promotions	96.00
4913	JJ Hilton	Event Catering	2728.75
4914	Karen Helliwell	Travel	17.55
4915	Karen Helliwell	TH Maintenance & Equipment	1.99
4916 - 17	Lilley Electrical	TH Maintenance & Equipment	2733.16
4918	Matthew Gleadell	Refreshments	27.41
4919	Matthew Gleadell	TH Maintenance & Equipment	11.51
4920	McArthur Morgan	Staff Training	135.00
4921	Mildred Freeman Lady Historian	Museum Collections	120.00
4922	Newark & Sherwood District Council	Museum Payroll	7446.82
4923	Newark & Sherwood Locksmiths	Cemetery Upkeep	60.00
4924	Newark & Sherwood Locksmiths	Market Maintenance & Equipment	45.60
4925	Newark Community First Aid	Remembrance Sunday	108.00
4926	Newark Community First Aid	Christmas Light Switch On	423.00
4927	Newark Community First Aid	Christmas Market Enhancement	768.00
4928	Newark Northern Bowls Club	Bowling Green Maintenance	4808.28
4929	Newark Security Services	P & O/S Security	954.48
4930	NTC Pay Account	Payroll	47848.89
4931	Notts CC	Pensions	1192.47
4932	Notts LGPEN	Payroll	12483.64
4933	Office Friends	Printing & Stationary	37.50
4934	PAS	Consultancy	240.00
4935	Pride Pest Control	TH Maintenance & Equipment	620.00
4936	Quadient	Postage	218.46
4937	Reflect Recruitment Group	Consultancy / Professional	4653.30
4938	Robert Marshall	Sherwood Avenue Maintenance	462.00
4939	Robert Marshall	P & O/S Maintenance & Equipment	450.00
4940	SA Plumbing	TH Maintenance & Equipment	83.91
4941	Sara Bullimore	Art Council Grant Expenses	250.00
4942 - 43	Screwfix	Cemetery Upkeep	339.83
4944	Screwfix	Vehicle Running Costs	31.89
4945	Second Element	TH Maintenance & Equipment	420.00
4946	Security 2	Event Security	1010.10

4946	Security 2	Mayor Security	144.00
4946	Security 2	Market Security	1260.00
4947	Skip It	Allotment Maintenance	355.00
4948 - 49	Surecare	TH Maintenance & Equipment	194.25
4950	TC Harrison	Vehicle Running Costs	66.00
4951	The Retronauts	Christmas Market Enhancement	150.00
4952	Total Energies	P & O/S Electricity	616.21
4953 - 54	Total Energies	PC Electricity	2652.79
4955 - 58	Total Energies	Market Electricity	584.90
4959 - 61	Total Energies	Cemetery Electricity	313.57
4962 - 63	Total Energies	Buttermarket Electricity	234.68
4964	Total Energies	Town Hall Electricity	1931.88
4965	Total Energies	TH Gas	4058.14
4966	Total Energies	Markets Gas	239.34
4967	Tracker	Vehicle Running Costs	209.00
4968	TSG	Subscriptions / Licenses	828.00
4969	Ultimate Print	Printing & Stationary	65.00
4970	Unison	Unison	193.50
4971 - 72	Virgin Media Business	Telephones	354.76
4973 - 74	Watch It	Security	2212.18
		Total	137908.78

Grand Total £ 146,524.76

Month 10 - 1/1/26 - 31/1/26

Created date (UTC)	Description	Name	Total debited
05/01/2026 09:06	Spotify P3E1C76C7F	Victoria Penarski	£12.99
05/01/2026 09:08	AMAZON* ZC21P6F04	Victoria Penarski	£74.97
06/01/2026 09:54	CLR*Boyes	Victoria Penarski	£1.15
06/01/2026 11:46	WM MORRISONS STORE	Victoria Penarski	£15.20
07/01/2026 08:36	APPLE.COM/BILL	Victoria Penarski	£172.45
07/01/2026 09:36	Spotify Limited	Victoria Penarski	£12.99
07/01/2026 14:36	AMAZON* ZC11V8MX4	Victoria Penarski	£11.99
07/01/2026 14:57	CLR*Boyes	Victoria Penarski	£4.23
07/01/2026 15:13	ASDA STORES	Victoria Penarski	£4.80
09/01/2026 14:40	Argos	Victoria Penarski	£60.00
11/01/2026 09:28	AMAZON* Z76IF03A4	Victoria Penarski	£12.99
12/01/2026 14:56	WM MORRISONS STORE	Victoria Penarski	£14.14
12/01/2026 22:51	AMAZON* Z757Z9G84	Victoria Penarski	£11.99
13/01/2026 13:10	TG Jones Newark	Victoria Penarski	£19.99

19/01/2026 08:01	APPLE.COM/BILL	Victoria Penarski	£9.99
26/01/2026 10:54	CLR*Boyes	Victoria Penarski	£4.14
29/01/2026 21:26	APPLE.COM/BILL	Victoria Penarski	£125.63

TOTAL £569.64

13/01/2026 10:58	SCREWFIX DIR LTD	Peter Tomlinson	£219.97
14/01/2026 10:59	AMAZON* Z78M63SO4	Peter Tomlinson	£39.16
15/01/2026 09:01	THE WORKS	Peter Tomlinson	£2.00
16/01/2026 13:00	ASDA STORES	Peter Tomlinson	£5.04
16/01/2026 13:24	B AND Q NEWARK	Peter Tomlinson	£27.36
16/01/2026 14:17	NEWARK NEWS	Peter Tomlinson	£3.80
20/01/2026 10:13	AMAZON* 1A32275C5	Peter Tomlinson	£21.31
20/01/2026 10:13	AMAZON* TG5LT0S45	Peter Tomlinson	£17.54
20/01/2026 12:21	ASDA STORES	Peter Tomlinson	£0.60
20/01/2026 12:42	POST OFFICE COUNTER	Peter Tomlinson	£8.40
21/01/2026 09:42	CLR*Boyes	Peter Tomlinson	£9.00
21/01/2026 09:58	WM MORRISONS STORE	Peter Tomlinson	£15.92
21/01/2026 10:45	CLR*Boyes	Peter Tomlinson	£1.75
21/01/2026 13:32	WM MORRISONS STORE	Peter Tomlinson	£19.40
21/01/2026 14:09	CLR*Boyes	Peter Tomlinson	£27.00
27/01/2026 09:02	BILTONS BLOOMS	Peter Tomlinson	£50.00
27/01/2026 15:23	CLR*Boyes	Peter Tomlinson	£9.00
28/01/2026 23:20	MARKS&SPENCER PLC	Peter Tomlinson	£115.00
29/01/2026 09:31	ASDA STORES	Peter Tomlinson	£2.99
29/01/2026 09:42	CLR*Boyes	Peter Tomlinson	£1.55
30/01/2026 19:43	WM MORRISONS STORE	Peter Tomlinson	£0.70

TOTAL £597.49

**EXTRAORDINARY MEETING OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE**

SUBJECT:	Newark Community Garden Request
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members consider the request for the use of areas of Beaumont Gardens as a Community Garden.

If members are supportive of the request, it is recommended that the Clerk be given devolved authority to ensure that all suitable paperwork is put in place including the Lease/Licence, insurance and safety paperwork.

2. Background

- 2.1 A proposal has been received for a community group to assume responsibility for areas of Beaumont Gardens to utilise as a community garden.

- 2.2 A copy of the group's proposal is attached. It should be noted the group misinterpreted the Land Registry plan. All of the area edged red is Town Council owned. After clarification the group has indicated that for the blue area on the plan they would propose soft fruit bushes, woodland bulbs, an orchard area and perennial bedding.

- 2.3 If members are minded to support this request the Clerk will ensure that the group operates appropriate safety standards and carries out relevant risk assessments and carries suitable insurance cover.

- 2.4 If members are minded to support the request it is suggested that any formal lease or licence is for a period of 12 months only after which the status and progress of the group and their work on the site can be reviewed.

- 2.5 Any Lease / Licence will cover elements such as the access to the pavilion for the water, safety obligations, access terms, restrictions on use and general obligations to act appropriately as a tenant/licensee with provisions for termination should there be a breach of the terms of the Lease/Licence.

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

- 3.1 **Financial** – There will be costs for developing a suitable Lease or Licence agreement estimated at around £750.00 - £1000.00. There will also be additional water costs albeit the amount is hard to estimate at this time. Presently the group is not in a position to support these costs.

Risks – If the group ceases to operate the Council will be left with areas of land that may need higher maintenance than what is presently required. The Council will have to absorb those extra maintenance needs or return the land back to open grassed areas for ease of maintenance.

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

NEWARK COMMUNITY GARDENS PROJECT PLAN

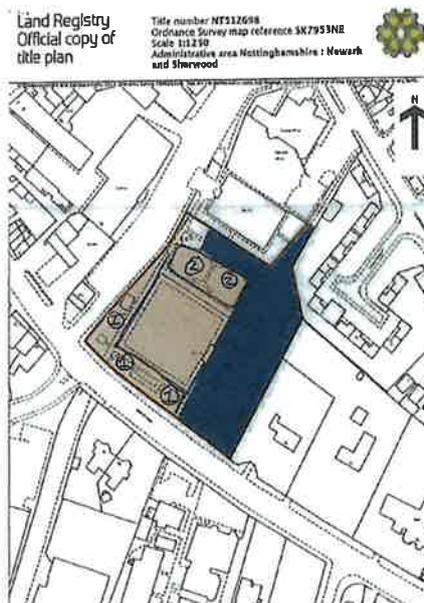
February 1st, 2026

1. Project background and description

To support the cultivation and maintenance of areas around Beaumont gardens initially, extending to other areas within Newark, for the benefit and enjoyment of the public and to encourage diversity of flora and fauna.

2. Project scope

The project involves development of a number of areas of land currently under-cultivated. The initial proposal is to cultivate two areas of land either side of the bowling pavilion in Beaumont Gardens, as well as planting the bed around the monument at the London Road end of the gardens.



As illustrated in the Land Registry map for Newark library and Beaumont Gardens above, the land is part owned by Newark Town Council (shaded mauve) and partly by Newark and Sherwood District Council (shaded blue).

We are proposing to work on the land highlighted in the above map in phases as follows:

Phase 1: creation of an orchard with wild flowers in the area marked 1 along with planting the monument bed with poppies and cornflowers.

Phase 2: will include replanting and replenishing existing beds. Current paths are to be retained. We have a number of experienced gardeners in the group and the plan is to mix plants of varying heights and forms (taller grasses and perennials) using resilient sustainable planting, moving away from high maintenance towards biodiversity focused naturalistic landscapes.

We are approaching NTC as we hope to gain support and authorization to begin work on the land currently under NTC control as marked above.

3. Project Group and volunteers

The project team consists of a chair, secretary and treasurer, and 30+ volunteers who are willing to give up their time. The group have a constitution and sets of minutes from project meetings.

4. Project Requirements

- Lease agreement to cultivate the land – to be provided by NTC, including legal surety for occupation of the land
- Public liability insurance – will be applied for
- Water source – the proposal is that this will be provided from the pavilion
- Access to the pavilion in Beaumont Gardens
- Tools, seeds and saplings – the project team will provide these
- Financial requirements – the project team will be seeking grants
- Bank account – Protect Newark Green Spaces

5. Affected parties

Belvedere Bowling club. We have made contact with the bowling club who have been in agreement about the project. We would commit to not using the pavilion during bowls matches or training sessions.

Newark Town Council

Newark and Sherwood District Council

Members of the public who use Beaumont Gardens

6. Links with other organisations

Library Gardens

Wild NG
Protect Newark Green Spaces
Newark College
Scraveton Shed
Waitrose Community Champions
Flower Pods
Grow Incredible CIC

Jenny Palmer, Community Development Officer, NSDC
Trees 4 Hawtonville project
Action for the Environment
Newark Therapists Group
FREG

7. Benefits of the project

Community involvement - mental and physical health and general wellbeing
Nature, revitalizing and enhancing the space for insects, bats, birds and small mammals
Source of food
Aesthetic benefits, including enhancing the appeal of the gardens and increasing visitor engagement
Trees improve the environment and air quality, carbon offsetting for the traffic on London road and the car park
Networking of local organisations

8. Extension ideas

Development of a small piece of land on Bamby Road will be our next project.
Incredible Edible – planting food for the benefit of the community outside business, GP surgeries, schools and colleges etc.

9. Milestones

- *Preparation and groundworks for orchard planting: February - April*
- *Planting beds; April - August*
- *Maintenance, new trees and extension of the orchard, micro allotments: September - October*

**EXTRAORDINARY MEETING OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE**

SUBJECT:	Terms of Reference for Neighbourhood Plan Working Group
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members adopt the proposed Neighbourhood Plan Working Group terms of reference attached at Appendix 1.

2. Background

- 2.1 The work to develop a Neighbourhood Plan is underway. The consultant for the project has advised setting up a working group that can be dynamic enough to drive the project forward on a day to day basis. This requires a fairly light touch on governance but with protections for key elements of the project being approved by Full Council.
- 2.2 With a desire to deliver the Neighbourhood Plan prior to elections in May 2027 there is a degree of time pressure and so providing a framework for moving the project forward quickly is essential.
- 2.3 The attached proposed Terms of Reference should be self-explanatory in terms of how they will operate.
- 2.4 The proposed Terms of Reference have been reviewed and endorsed by the Planning Committee.

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

- 3.1 All relevant matters contained in the report.

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

PHYSICS 551

PROBLEM SET 1

NAME	
STUDENT ID	

PROBLEM 1

1. A particle of mass m moves in a potential $V(x) = \frac{1}{2}kx^2$. The energy is E . Find the period of oscillation.

SOLUTION

The period of oscillation is given by $T = \frac{2\pi}{\omega}$, where $\omega = \sqrt{k/m}$. The energy $E = \frac{1}{2}kx^2$ is constant, so $x = \sqrt{2E/k}$. The period is $T = 2\pi\sqrt{m/k}$.

2. A particle of mass m moves in a potential $V(x) = \frac{1}{2}kx^2 + \frac{1}{4}bx^4$. The energy is E . Find the period of oscillation.

SOLUTION

The period of oscillation is given by $T = \frac{2\pi}{\omega}$, where $\omega = \sqrt{k/m}$. The energy $E = \frac{1}{2}kx^2 + \frac{1}{4}bx^4$ is constant, so $x = \sqrt{2E/k}$. The period is $T = 2\pi\sqrt{m/k}$.

3. A particle of mass m moves in a potential $V(x) = \frac{1}{2}kx^2 + \frac{1}{4}bx^4 + \frac{1}{6}cx^6$. The energy is E . Find the period of oscillation.

SOLUTION

The period of oscillation is given by $T = \frac{2\pi}{\omega}$, where $\omega = \sqrt{k/m}$. The energy $E = \frac{1}{2}kx^2 + \frac{1}{4}bx^4 + \frac{1}{6}cx^6$ is constant, so $x = \sqrt{2E/k}$. The period is $T = 2\pi\sqrt{m/k}$.

4. A particle of mass m moves in a potential $V(x) = \frac{1}{2}kx^2 + \frac{1}{4}bx^4 + \frac{1}{6}cx^6 + \frac{1}{8}dx^8$. The energy is E . Find the period of oscillation.

The period of oscillation is given by $T = \frac{2\pi}{\omega}$, where $\omega = \sqrt{k/m}$. The energy $E = \frac{1}{2}kx^2 + \frac{1}{4}bx^4 + \frac{1}{6}cx^6 + \frac{1}{8}dx^8$ is constant, so $x = \sqrt{2E/k}$. The period is $T = 2\pi\sqrt{m/k}$.

NAME	
STUDENT ID	

Neighbourhood Plan Working Group and Planning Committee

Terms of Reference

Purpose of the Working Group

To hold meetings, attend events, carry out consultation, review documentation and be the front line of the development of the Neighbourhood Plan.

To provide project input, guidance and support to the project consultant.

To submit updates to the Planning Committee and seek Planning Committee approval of key milestones in the plan process where necessary (see below).

To develop and progress the Plan in an efficient way with light touch procedural governance in support of this aim.

Members of the Working Group

All planning committee members shall be members of the working group.

The Chairman of the Working Group shall be whoever shall be the standing Planning Committee Chairman at all material times. Meetings of the Working Group at which the Chairman is not present will be required to appoint a member present to serve as Chairman for that meeting only. Professional Advisers can be appointed as Chairman for this purpose.

The Working Group shall have the power to invite to working group meetings third parties who are considered by the working group to be conducive to the development of the Neighbourhood Plan be it for consultation purposes, promotional purposes or to provide external expertise on the content of the evolving Plan. Whilst in attendance at meetings those third parties are deemed to be members of the Working Group.

Third party members must sign to agree to abide by the Councils Code of Conduct for Members in order to contribute to the Working Group.

Meetings of the Working Group

Meetings shall be called with such notice as is necessary to facilitate the meeting going ahead.

Meetings can be held at such time and in such locations as deemed necessary by the Working Group.

The Working Group meetings shall be quorate provided at least 1 Professional Adviser (see below) and 2 other Members of the Working Group are present.

All meetings will be minuted and recorded in writing.

Professional Advisers

The Town Clerk, Deputy Town Clerk and Neighbourhood Plan consultant Helen Metcalfe shall serve as professional advisers to the Working Group.

Decisions of the Working Group

Decisions shall be by way of majority vote for which the Chairman shall hold a casting vote. All Professional Advisers (save for the Consultant) shall be voting members of the Working Group.

Planning Committee Role

The Planning Committee will provide formal approval to key steps in the plan process as detailed in the Appendix hereto and will where necessary make formal recommendations to Full Council for certain key elements in the Plan process. The Planning Committee will be updated on progress at every meeting it holds during the development of the Plan.

Appendix – Works/Key Steps Approval Requirements

Work / Key Steps	Working Group	Planning Committee Approval	Full Council Approval
Initial scoping/ideas and vision development.	Yes	No	No
Final Vision and Objectives	Yes	Yes	Yes
Consultation Strategy and Delivery	Yes	No	No
Consultation Feedback and Review	Yes	Yes	No
Outline Policy Development	Yes	No	No
Final Policy Areas	Yes	Yes	Yes
s.19 Formal Consultation Activation	Yes	Yes	No
Examination Version Submission	Yes	Yes	Yes
Modification Version Submission	Yes	Yes	Yes
Adoption of the referendum version plan	Yes	Yes	Yes

**EXTRAORDINARY MEETING OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE**

SUBJECT:	New Twin Town Proposal from Events Arts Culture and Twinning Sub Committee
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 The Events, Arts, Culture and Twinning Sub Committee are recommending that Newark forms a new twinning relationship with Ostroh in the Ukraine.

2. Background

- 2.1 Below are the draft minutes from the Events, Arts, Culture and Twinning Sub Committee meeting at which the proposal was considered and discussed.

Cllr B Corrigan attended the meeting to speak in relation to this Agenda Item. Cllr B Corrigan answered questions raised by the Town Clerk in the meeting report:

1. What are the full names of the towns involved.?

Ostroh

2. What is the outline basis for twinning with those towns?

Ostroh is twinned with Newark's existing twin town of Sandomierz. The town has a castle, church, river and a brewery. Newark has supported the town via Sandomierz, in providing financial support in response to the war in Ukraine. This was organised by Sandomierz who reached out to their twin towns to seek donations to support this town at the outbreak of the war.

3. What type of activities are envisaged between the twin towns?

No proposed visits albeit Cllr B Corrigan explained that her contact in Ostroh had indicated that she would happily welcome and support any dignitaries from Newark that wished to attend. Cllr B Corrigan indicated that she would envisage a small delegation of dignitaries from Ostroh visiting for events in the future.

4. Who will lead in the administration of the twin town relationships?

Cllr B Corrigan indicated that this is a high level question relating to staffing structures and the council needs a point of contact for twinning that is not the Town Clerk.

5. Who will fund and finance the twin town activities?

Cllr B Corrigan indicated that funding will be provided in a similar way to existing twinning relationships. Cllr B Corrigan noted particularly that the Newark Twinning Association do provide some funding towards existing twinning relationships albeit in partnership with the Town Hall.

6. Will Newark Twinning Association be involved in any way?

Cllr B Corrigan indicated that the Twinning Association are aware of the proposal for a friendship partnership with Ostroh and are supportive of this occurring.

7. What are the benefits to Newark and its electorate for the proposed new twinning relationships?

Cllr B Corrigan indicated that the benefits are the same as existing relationships, being broadening horizons, language development and celebrating a shared European history.

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

3.1 All relevant matters contained in the report.

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

**EXTRAORDINARY MEETING OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE**

SUBJECT:	Market Stalls, Market Charging and Market Consultation
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members approve the commissioning of a prototype market stall as detailed in this report.
- 1.2 That members approve the proposed market stall charges to apply during market relocation.
- 1.3 That members note a forthcoming Consultation with market traders.
- 1.4 That members support the allocation of £125,000 in earmarked reserves towards future maintenance costs of the market.

2. Background

2.1 Market Stalls

- 2.2 The existing market stalls have for some time been identified as providing an environment that contributes to ASB in the town centre. The trading boards provide a platform for groups of youths to sit and congregate and the stall covers provide a level of shielding from CCTV images. The Police have at various points made polite requests for changes to be made that may reduce the attraction of the stalls for use in an inappropriate way.
- 2.3 The Towns Fund programme, as part of investment into the market place, has reviewed a number of types of stalls however, due to the robust nature of the existing stalls and their resistance to bad weather, the existing stalls are considered to be the best stalls available. Budget limitations also prevent a complete replacement of all stalls.
- 2.4 Away from ASB there is desire to make the market square more flexible in its use, however the existing stalls due to their difficulty in moving, prevent the level of flexibility desired.
- 2.5 The market stalls have been subject to a level of criticism over their aesthetic appeal.
- 2.6 In an effort to combat the ASB concerns, flexibility, ambition and aesthetical appeal retrofitting the stalls with adaptations and changes has been explored and a new design is close to being developed and finalised.
- 2.7 The ambition is that, subject to external funding being secured, all of the proposed 45 fixed stalls that will be part of the market post investment works will be retrofitted with the new design.
- 2.8 The new design involves retractable canopies which when retracted open up CCTV sight lines, wheels that allow for easy movement, hinged trading boards that are locked off in a

vertical position when not in use (eliminating a place to sit) and powder coated frames for aesthetical appeal.

- 2.9 It is proposed to commission a prototype stall in the first instance before committing to retrofitting all 45 stalls. Officers have been working with a local engineering company in developing a new design for the stalls.
- 2.10 EXEMPT ITEM – ATTACHED AS APPEDIX 1 to this report at the end of the Agenda.
- 2.11 A funding bid to the government funded Pride in Place programme is proposed initially for funding the works to all of the stalls once a final design is agreed.
- 2.12 **Market Stall Charges**
- 2.13 In October 2026 a level of displacement of the market will be necessary and market operations will be either wholly or partly moved to a different location.
- 2.14 The displacement of the market will cause concern for traders, some footfall may be lost, and generally the relocation will be viewed negatively by the traders. Some traders may choose not to trade in Newark at all during the relocation and may not return. Equally a new location may engage a new audience and attract different footfall. Officers are working on assessing different locations for the market final plans will be determined as quickly as possible.
- 2.15 Presently the market operates with a combination of licenced and casual traders. Licenced traders pay for securing specific locations on the market and having guaranteed stalls.
- 2.16 The relocation of the market will eliminate the perceived advantages of being a licenced trader. It is therefore proposed that during the period of relocation that fixed consistent fees for stalls are applied as it will be impossible initially to determine if certain locations carry any advantages over others.
- 2.17 Presently stall costs range from £15.00 to £25.00.
It is proposed that all stalls will be charged at £10.00 per stall per day.
- 2.18 **Market Consultation**
- 2.19 On Saturday 28th February NSDC officers and the Town Clerk will be consulting with traders over the proposed works to the market place and potential sites for a relocated market during the building works.
- 2.20 The Consultation will help to assess which traders will be wishing to continue to trade during the year of disruption and which will choose to go elsewhere. This will help to better understand the numbers that need to be accommodated and in turn help with finding a suitable site.
- 2.21 **Market Redevelopment Business Case**
- 2.22 As part of the government funding criteria for the project a business has to be approved and signed off by the s.151 officer at NSDC.
- 2.23 In order to justify the business case NSDC require confirmation from NTC that as the future custodians of the market place that it will be in a position to fund future maintenance.
- 2.24 The protective coating of the surfaces that is planned within the scheme will need renewal every 5/6 years at an estimated cost of around £125,000. NSDC are seeking written assurance that NTC will be in a position to support this requirement at the first point of

maintenance intervention. It is proposed therefore that the Council immediately ringfences these funds in the reserves to support the business case sign off process.

2.25 Lease Surrender and Re-grant

2.26 It is anticipated that due to VAT rules, NSDC will need to take back the market place during the construction works by way of surrender of the Lease. The Lease surrender is to be linked with a contract that provides for a new Lease upon completion of the works. The Town Clerk is reviewing the various provisions and will ensure that the legal framework is correct and will provide a more detailed report in this respect in due course.

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

3.1 All matters contained in the report.

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

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