Newark
TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 11TH MARCH 2026

Thursday 5th March 2026

Dear Councillor

You are summonsed to attend a Meeting of the Finance & General Purposes Committee at **7.00pm** on Wednesday 11th March 2026. This meeting will be held in the Council Chamber at the Town Hall.

Yours sincerely

Matthew Gleadell
Town Clerk

Pre-Group Meetings
(if required)

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

Committee Membership

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

FINANCE & GENERAL PURPOSES COMMITTEE MEETING

A G E N D A

WEDNESDAY 11TH MARCH 2026

1	**Apologies for Absence**		
2	**Minutes of the Finance & General Purposes Committee held on Wednesday 18th February 2026**	**Minutes Attached**	**Page 5**
3	**Declarations of Interest from Members** *Relevant Legislation: Localism Act 2011 s31*	**Verbal**	
4	**Work Planning and Agenda Items**	**Report Attached**	**Page 9**
5	**Town Hall Roof Works Update**	**Report Attached**	**Page 15**
6	**Cemetery Chapel Remedial Works**	**Report Attached**	**Page 33**
7	**Local Government Re-organisation ('LGR') Consultation**	**Report Attached**	**Page 35**
8	**Councillor Co-Option Policy**	**Report Attached**	**Page 39**
9	**Exclusion of Press and Public** *Public Bodies (Admissions to Meetings) act 1960 s1(2)*	**Report Attached**	**Page 51**
10	**Appendix 2 to Agenda Item 4**	**Report Attached**	**Page 53**

Newark
TOWN COUNCIL

Agenda Item No: 2 **Committee Date: Wednesday 11th March 2026**

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday, 18th February 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 J Kellas D Ledger (Ap) D Moore G Rix N Ross L Roulstone M Skinner M Spoors P Taylor
Apologies for Absence:	**Councillors**	D Ledger
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	

Cllrs Skinner and Brown arrived 7.02 pm.

FGP050/25/26 Minutes of the Finance & General Purposes Committee held on Wednesday, 28th January 2026

The Minutes (as above) were proposed by Cllr N Ross, seconded by Cllr S Dickinson, and **AGREED** and **APPROVED** unanimously.

FGP051/25/26 Declarations of Interest

Declarations of Interest were made by Cllrs Campbell, Cropper, Geary, Roulstone and Ross in relation to Item 5, Newark Community Gardens.

FGP052/25/26 Payment Schedule

The payment schedule was proposed by Cllr B Corrigan, seconded by Cllr M Spoors, and **NOTED.**

FGP053/25/26 Newark Community Gardens Request

A request has been received to use areas of Beaumond Gardens to create a Community Garden.

Discussions took place regarding a range of matters, including the location and the project's funding and cost.

There were also discussions as to whether it should be considered by the Environmental Sub-Committee.

It was proposed by Cllr B Corrigan and seconded by Cllr L Geary to **DECLINE** the current request. The group are to consult with the Environment Sub Committee to identify alternative sites. A vote was held with 11 Agreed, 2 Against and 3 Abstentions.

The request was therefore **DECLINED**, with any further proposals to be considered by the Environmental Sub-Committee.

FGP054/25/26 Terms of Reference for Neighbourhood Plan Steering Group

The proposed Terms of Reference for the Neighbourhood Planning Steering Group were considered following the Planning Committee's approval.

Several major amendments were proposed to the original document. It was also proposed that all members be invited to join the steering group meetings.

This was proposed by Cllr J Kellas and seconded by Cllr M Skinner, that, following the amendments, the Steering Group be opened to all members. This motion was **AGREED** upon unanimously.

FGP055/25/26 New Twin Town Proposal

Cllr B Corrigan explained the background of the proposal to form a new twinning relationship with Ostroh in the Ukraine. Similar to those currently in place with Emmendingen and Sandomierz.

Extensive discussion took place in relation to the following.

- whether there should be a 'Friendship' rather than 'Twinning' agreement.

- Staff capacity to undertake this additional role.
- Whether this kind of action is relevant in current circumstances.

Cllr B Corrigan proposed that the motion wording be changed from 'Twinning' to 'Friendship.'

It was proposed by Cllr B Corrigan, and seconded by Cllr L Geary, for Newark to join with Ostroh, Ukraine, in a Friendship Agreement. A vote was held with 10 Agreed, 3 Against and 3 Abstentions.

Therefore, it was **AGREED** that Newark would commence the steps to enter into a Friendship Agreement with Ostroh in the Ukraine.

9.00 pm It was proposed by Cllr B Corrigan, and seconded by Cllr D Moore, to **suspend Standing Orders** for 30 minutes, which was **AGREED** unanimously.

FGP056/25/26 Market Stalls, Market Charging and Market Consultation

Cllrs M Spoors, S Crosby, N Ross, and D Moore made a declaration of interest as a Newark & Sherwood District Councillor. Newark and Sherwood District Council are the landowner of the Market Place.

The motion included four recommendations.

- Approve the commissioning of a prototype market stall, in order to address ASB in the Market Place.
- To approve the proposed market stalls charges during the market relocation.
- Note the plans for a consultation with market traders.
- Support the allocation of £125,000 in earmarked reserves towards future maintenance costs of the market.

This motion and the various recommendations were discussed at length. It was proposed that the recommendations be accepted in full and voted on as a block.

This was proposed by Cllr D Campbell and seconded by Cllr M Spoors. A vote was held with 11 Agreed, 5 Against and 0 Abstentions so the proposal was **AGREED** to accept the recommendations.

Meeting Closed:	**21.13pm**	**Next Meeting:**	**Wednesday 11th March 2026**

Agenda Item No: 4 **Committee Date: Wednesday 11th March 2026**

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	**WORK PLANNING AND AGENDA ITEMS**
REPORT BY:	**MATTHEW GLEADELL (TOWN CLERK)**

NEXT AGENDA – ANTICIPATED ITEMS (More may emerge post this report)

FULL COUNCIL	**Item**	**Notes**
	1. General Committee and Sub Committee Updates	

FGP	**Item**	**Notes**
	1. Provisional year end finance report.	
	2. Third party safeguarding policy.	Possible adoption of policy that dictates relevant safeguarding requirements to be operated by third party groups working in partnership with the Town Council.
	3. Cemetery Fees and Charges Review	
	4. Annual Public Meeting Proposals	

ENVIRONMENTAL STEWARDSHIP	**Item**	**Notes**
	Community Garden Presentation	

	Decarbonisation of Town Hall revised costings for report	
	Presentation from Youth Cop Speaker – Pesticides and other environmental issues	

CEMETERY DEVELOPMENT	Item	Notes
	Cemetery Lodge Future	Review of options for cemetery lodge.
	Chapel Works Update	
	Topple Testing Update	

EVENTS ARTS CULTURE AND TWINNING	Item	Notes
	Twinning 2026 15 year anniversary celebrations update	
	Ostroh friendship update	
	General events update	

PERSONNEL	Item (some items may be confidential and not noted in this document)	Notes
	Occupational Health Update	
	Recruitment Update	
	NJC Terms and Conditions Update	

TASK TRACKER / OUTSTANDING ACTIONS (in no order)

Item	Notes	Date Added	Owner	Task Status
Fencing at Tolney Lane	New quotes requested and awaited.	August 2024	Clerk / Asset Maintenance Officer	In progress.

Digital Payment Systems at Public Toilets	Recently appointed asset maintenance officer now investigation options.	October 2023	Clerk / Asset Maintenance Officer	In progress.
Claire Ward Meeting	Awaiting Dates – Helen to chase	June 2025	Clerk / Exec Assistant	In progress.
Fleming Drive Field Contamination Report	New contamination soil samples taken March 2026 by new Ops Manager.	October 2024	Asset Maintenance Officer	In progress
Land Sales	All interested parties have withdrawn.	June 2025	Clerk	Closed
Addition of Names to Cemetery War Memorial	Work being passed to new asset maintenance officer.	November 2024	Asset Maintenance Officer	In progress.
Scheme of Delegation for Planning Committee	Awaiting further review and more detailed structure proposals from Town Clerk.	February 2025	Clerk	On to do list.
Bonfire Night	Now being investigated by new Events Officer.	January 2025	Events Officer	Paused.
Sherwood Avenue Food Trailer	Trailer now up and running and used over Christmas at Christmas events. Further development this year.	January 2025	Clerk / Events Officer/ Hospitality	Ongoing development.
Indoor Soft Play Development	Delayed following departure of officer who had the idea and was keen to progress.	February 2025 as a concept	Hospitality	Paused.
Newark on Sea Pop Up Events	Outdoor Events Officer now appointed. Target for delivery 2027 when market place likely unavailable.	February 2025 as a concept	Hospitality	Paused.
Town Hall Roof	Report submitted to members March 2026.	September 2025	Clerk	In progress
Cemetery Chapel Works	Report submitted to members March 2026.	September 2025	Clerk	In progress

Town Clerk To Do List / Projects (more significant items only)

Item	Notes
Town Hall Roof Solar Panels	Likely to form part of wider roof project.
Neighbourhood Plan	Now up and running.
Town Hall Roof	Funding being sought.
Town Hall Decarbonisation	Awaiting external reports. Update given at last Environmental Stewardship. Meeting held with consultants since last FGP.
Cemetery Waterless Toilet	Conservation issues clarified. Cemetery WG developing plans.
Cemetery Chapel Remedial Works	Tender process imminent.
Cemetery Development	Letters to landowners of potential sites sent.
Internal Audit	Organise internal audit arrangements for 25/26 financial year.
Knife Angel	Ongoing knife angel meetings and support.
Market Project	Ongoing meetings and discussions. Funding application for stall adaptations.
Year End Accounts Prep	Underway
Annual Public Meeting	Prep for meeting.
Play Area Funding	Funding applications for next site to be addressed.

Deputy Clerk To Do List/Projects (more significant items only)

Item	Notes
Flood Warden Scheme	A plan of action has been created and implemented. Grant fund claim to be submitted.
Riverside Park Play Install	The park was completed and opened last week. There are a few snagging issues which are being addressed. The funding claim is being submitted.
Market Development	The 2026 programme for events and promotion has been developed and is being implemented. Weekly meetings with NSDC regarding the Towns Fund project. New stallholders have been attracted. Liaising with third parties in relation to hosting events.

Staff Induction and Support	Work is ongoing. Emphasis on dealing with difficult phone calls and conflict resolution. Working to support the integration of new members of staff.

Other News

1. Tolney Lane Play Area now complete and up and running. Formal opening event will be held in the spring.

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

Agenda Item No: 5 **Committee Date: Wednesday 11th March 2026**

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	**Town Hall Roof Works – Update**
REPORT BY:	**MATTHEW GLEADELL (TOWN CLERK)**

1. Recommendations

1.1 That members note the contents of this report and attached Appendix.

2. Background

2.1 Members are aware that concerns about the condition and repair of the roof of the Town Hall have been identified. Members recently approved the commissioning of a detailed survey.

2.2 The survey has now been concluded and the detailed findings submitted.

2.3 As a summary, the rear part of the Town Hall (mainly above the Ballroom) is assessed presently as acceptable and has quite a number of years before any serious work will be required.

2.4 The front aspect of the Town Hall above the offices on the top floor does however have issues that require urgent rectification. It is proposed that these works are addressed as Phase 1 of a wider roof scheme with the rear roofs addressed as Phase 2 in a few years' time.

2.5 A copy of the report relating to the roof inspection can be found at Appendix 1.

2.6 Internal evidence of water ingress on the ceilings of the top floor of the building which is slowly worsening supports the findings of the report.

2.4 The cost of the remedial works is significant and as previously reported external funding is to be sought. Works are now underway with an expression of interest to Heritage Lottery for funding.

2.5 A level of match funding from the Town Council is likely for the project and has again been reported previously. This could be up to £100,000.

2.6 Further reports will be provided as this project progresses.

2.7 The estimated costs of the work of Phase One are at Appendix 2 (Exempt).

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**

Newark Town Hall
Outline Cost Plan

382201/JB/15
December 2025

THOMAS FORD & PARTNERS
CHARTERED ARCHITECTS SURVEYORS

December 2025

Introduction

Newark Town Hall is listed, grade I and is one of the finest 18th century town halls to survive in England. On the site of earlier buildings and incorporating two town houses, as the north and south wings, the building was designed by the eminent architect John Carr and constructed between 1773 and 1776 at a cost of £17,000.

The building was in a poor state of repair in the 190's and was fully restored in 1990 at a cost of around £1.5m. In 1993, the conservation work received a Europa Nostra award.

The complex includes the ground floor market, museum, council camber and offices and the magnificent Assembly Room, one of the finest Georgian spaces in England.

The building is listed, grade I.

The Brief

The Town Council have been concerned for some time about the condition of the roofs of the Town Hall Complex. In late 2025, the Town Council asked Alan Staley of ASBC Heritage and Conservation Ltd to make an inspection of the roofs following water leaks and asked him for advice on necessary remedial works. Alan Staley was very concerned with regards their condition and suggested that a conservation architect should make an assessment of the roofs, and recommendations for their repair. In addition, it was suggested that a detailed cost plan should be drawn up for the conservation and repair of the roofs to the Town Hall, and discussions held as to how funding might be obtained.

Newark Twon Council asked John Bailey of Thomas Ford and Partners who were working with Newark Parish church on the major conservation, repair and alterations project at St Mary's Church to put together a team to undertake a detailed assessment of the roofs, and to draw up a cost plan for their repair. This will then form the basis for the fundraising required to deliver the project.

The in-detail inspection was undertaken on the 26th of November 2025. Thank you to Alan Staley for his invaluable assistance on the day of inspection. On the day of inspection, the weather was dry and sunny but there was frost on the roofs. The inspection is a visual one only undertaken from within the roof spaces, and the on the exterior of the roofs,

where thought sensible to access. The inspection did not open up the fabric, and hidden defects cannot be commented on.

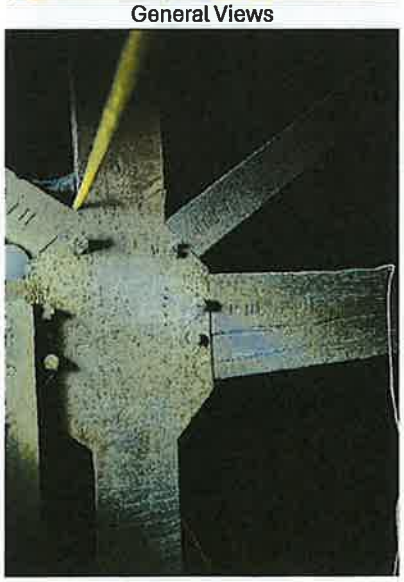
The inspection, Part One, Roof spaces.

Roof Void over the Assembly room

General Views

General Views

Previous Water Penetration



Carpenters Marks

The roof structure consists of a series King and Queen Post Trusses, still fully pegged, although with some occasional metal strapping. The trusses are supported off a substantial wall plate arrangement, and support purlins, jack rafters and sarking boards above. The roof structure generally appears to be substantially original and shows clear evidence of previous stove pipe holes. Many of the trusses have the carpenters' marks which allowed its assembly on site. In addition, noggins have been installed for the fall arrest system that is on the exterior of the roof, presumably in 1990.

Below the roof structure is the domed, lath and plaster Assembly Room ceiling. Again, much of this structure appears original. Running through the space is a walkway, there is access lighting, fire detection, and the hanging light fittings within the Assembly Room can be accessed from this space. The roof void over the Assembly Room is divided from the front roof space by a brick dividing wall, although there are substantial gaps in it.

The inspection

It is clear that there has been significant previous water penetration, presumably from the 1980's, but no clear evidence that there is large scale water penetration ongoing. In addition, while not every timber can be seen, there were no substantial areas of worm of Beatle infestation suggesting the space is generally dry and well ventilated. There is also no obvious roof spread or movement between the joints in the trusses.

The roof structure remains in remarkably good condition, and although a repair allowance should be made in the cost plan, it is unlikely this will need to be substantial.

Of concern is the fact that there is no fire separation between the front roof spaces and that over the assembly Hall. Consideration should be given to installing fire separation between the two roof spaces, which would aid in mitigating loss in the case of fire.

Dividing Wall

Roof Void over the Front Half of the Town Hall.

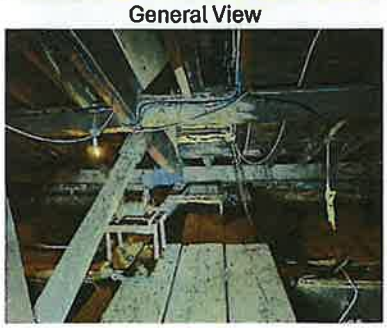
General view showing previous house wall

General View

General View

General View

Wall Plates



General View

General View

Second Former House Wall and Flues

Polythene under Insulation

General View

The roof structure is not as refined as that over the Assembly Hall, and consists of a number of trusses, with hip rafters in various locations, and dragon ties matching those on the Assembly Hall roof. The trusses support the purlins and sarking boarding above. It is clear there has been significant water penetration in the past, and significant timber repairs and reinforcement with steelwork has been undertaken presumably in 1990. In addition, the ceiling is insulated, and it is clear elements of the lath and plaster ceiling

were replaced in plasterboard with polythene above presumably acting as a vapour barrier. There is lighting, access via walkways and some fire detection.

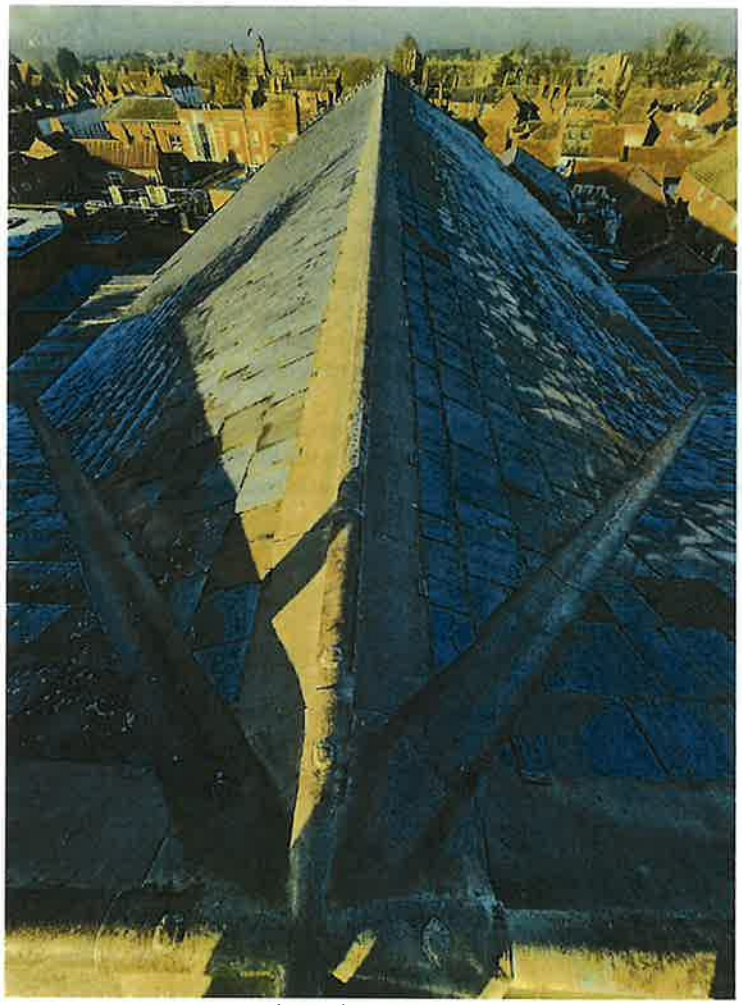
Within the space we have two brick walls, one of which incorporates former chimney flues, presumably from the two houses that were incorporated into the Town Hall structure to form the north and south wings.

The inspection.

There is potential evidence of some minor water penetration through the roofs and perhaps under the lead lined parapet gutters. No evidence of worm, or Beatle infestation, but some of the previous metal reinforcement repairs look as if they need to be reassessed. No evidence of major movement in the timber trusses, generally, but over the northern wing, there is significant movement in one of the trusses with timbers pulling out. There has been some subsequent reinforcement.

Of significant concern is the presence of the polyethene which will be trapping moist air on top of the ceiling, and this will be able to get into the timber ceiling joists and potentially cause issues in the longer term. The level of insulation is also not that great and could be improved.

Assembly Hall Roof External Inspection



Assembly Hall Roof
(standing at the apex of the intersections of both roofs)

It is presumed that the whole roof was recovered in 1990, and it would appear the slate covering is a mix of salvaged, presumably 19th century Welsh slates, and replacement material, the origins of which are not known. The ridge and hanging valley gutters are in

leadwork, although the poundage appears slightly light, and there are two lead covered lower roofs to the north and south.
From the above vantage point, there appear to be no missing slates, or cracks and splits in the lead valley gutters or ridge. However, in view of the condition of the replacement slates on the other roof slopes (to be discussed separately we should assume the replacement slates on this roof are also splitting vertically. The replacement slate material appears to be inferior quality, probably Spanish and certainly not of the thickness or robustness required for Newark.

As there are no leaks internally, this roof could be left for a few years but bearing in mind the condition of the other roofs, recovering should be considered, potentially in the next 5 to 10 years. Access to do this will be difficult, as there are 1990 curved glass roofs at ground level preventing scaffolding easily coming to ground. There would be a requirement to remove some of this glazing to allow access towers. In addition, because of the importance of the interior consideration should be given to having a temporary roof, although a cost benefit analysis may decide this is not affordable.

Town Hall front Roofs External Inspection.

General Views

General Views

General View

General View

General View

General View

General View

Slate Defects

Slate Defects

Slate Defects

The roof slopes are similarly detailed to those over the Assembly Hall but are set within lead lined parapet and eaves gutters. The front parapet is masonry and brick showing clear signs of an earlier building, and has balusters, and carved figures. The slopes have a mixture of salvaged slates and new material from 1990.

The Inspection.

The leadwork generally has some ribbing in it and cracks, the majority of which are on the southern eaves gutter, leadwork to the hanging valley gutters has some splits in it, although the ridge leadwork is better and is perhaps reusable.

A number of the slates have been fixed with tingles, but many of the replacement slates are splitting vertically and some of the salvaged material is delaminating.

Turning to the front parapet, generally in reasonable condition, although selected open joints in both the masonry and the brickwork need attention, and the lead dressings in locations need replacement. The carved figures remain in reasonable condition, but all the anti-pigeon measures need renewal. The flagpole and access dormer need repair.

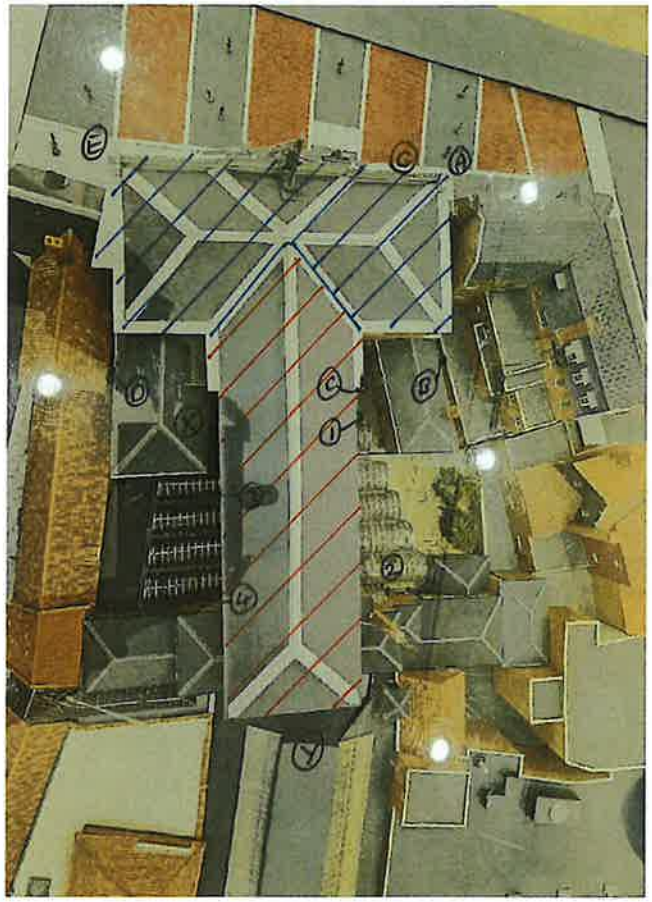
Recommendation

The good news is that there is limited water penetration through the slate roof covering, although the splits in the southern eaves leaded gutter would suggest water is entering there. The bad news is that the front roofs need recovering as soon as is possible, including the associated leadwork etc. but the Assembly Hall roof could potentially wait a little longer. Access to the front roofs is possible but will be expensive from a scaffolding point of view, and each slope could be stripped in turn, removing the need for a temporary roof. However, access to the rear Assembly Hall roof will be a challenge. In addition, because some of the work undertaken in 1990 is putting the historic fabric at risk, internal works to ceilings, revisiting some of the previous repairs, and fire compartmentation all need to be considered.

The following is the outline approach to be taken. The building can remain in use while this work is undertaken, but ideally roofing works unless there is to be a temporary roof, need to be completed in the summer months. During the inspection no evidence for Bats was observed in the roof spaces, and the roof voids are work, so their presence is unlikely. However, there will need to be an ecological survey in due course.

Funding is likely to be a challenge, and so the roof works could be split into two phases, and an approach to the National Lottery Heritage Fund could be considered. As part of this approach an activity plan will be required, and there are excellent opportunities for Heritage Skills Training, public engagement with the works, studies on the roof construction, artistic and educational events and activities, and for initiatives to allow the public to get to know what is one of the Towns most significant buildings, designed by one of the 18th centuries best architects.

Scaffolding and access.



Town Hall Model Roof Plan

Phase One.

The front roofs shown in **Blue.**

Scaffold towers at points A, B, C, D, and E and ladder beams over the adjacent buildings would allow access to all sides of the roofs. The front parapet acts as protection. Single access tower for workers, and lifting materials could be at point G. The access tower could have a compound around it for mess huts, toilets, etc.

Phase Two

The Assembly Hall roofs shown in **Red**.

In order to gain access through to the rear of the building the alley to the south shown at point H will be required. This is shared with the market stall holders.

Scaffold towers would be required at points 1, 2, 3, and 4, and potentially propping off roofs X and Y. the removal and reinstatement of curved glass elements form the roofs at ground level would be required. A temporary roof would be a real challenge as getting consistent bearing on the ground is almost impossible.

Mess facilities and storage could be in the alleyway area.

The access tower for workers and materials could also be on this southern side.

Temporary services.

For both phases it is assumed that temporary water and electrical supplies can be taken from the Town Hall. Cross charging will need to be allowed for.

The Repairs, Phase One.

The following is the outlined schedule of works.

- Carefully strip in order all 7 slopes of their existing slates and dispose.
- Carefully lift the lead rolls and ridge and hip dressings and allow for reuse, allow a 30% replacement.
- Remove the two front valley gutter linings.
- Remove the lead linings to the two eaves, and the parapet gutter, allow for 100% new boarding for repairs and reforming. Allow 50% new bearers.
- Allow 10m of wall plate soft wood, 200 x 100 mm.
- Reform the eaves gutters and parapet gutter in new code 8 lead with drips, and rolls.
- Recover all 7 slopes in new Welsh natural slate.
- Allow 10% new sarking boards, 200, 25 mm soft wood.
- Redress ridge and hip leadwork.
- Repoint open joints in front parapet, say 2 men for 5 days.
- Allow for new lead weathering around carved elements.
- New anti-pigeon measures.
- Refurbish flagpole.

Internal works.

- Install fire compartmentation to wall to Assembly Hall.
- Upgrade fire detection.
- Replace current ceiling insulation with 200mm rockwool.
- Remove all polythene and plasterboard ceilings, assume 25% at present time, and replace in lath and plaster.
- Timber beam and repairs allowance, say £15,000.

Preliminary costs.

- Attendances, profit etc.

Repairs Phase 2

The following is the suggested outline of works.

- Carefully lift the ridge and hip leadwork, and retain for reuse, allow 30% new as required.
- Allow for the relining of the two valley gutters at the junction with the front roofs.
- Replace all the guttering and downpipes with new powder coated aluminum.
- Remove the existing slates in a phased approach and dispose.
- Replace all slates with new Welsh natural slates.
- Allow sarking board repairs say 5%.
- Minor timber allowance say £10,000.

Preliminary costs.

- Attendance, profit etc.

Agenda Item No: 6 **Meeting Date: Wednesday 11th March 2026**

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	**Cemetery Chapel Remedial Works**
REPORT BY:	**Matthew Gleadell**

1. Recommendations

1.1 That members note the report.

2. Background

2.1 Members have previously been advised as to structural and repair concerns relating to the Cemetery Chapel. A full survey was recently approved and commissioned by members.

2.2 The Clerk has now received a draft detailed specification for tender and works drawings in readiness for a tender exercise for the identified works required in response to the survey.

2.3 The Clerk is now exploring funding opportunities for the work with support from the appointed heritage architect as well as progressing the tender process.

2.4 The Clerk will keep members appraised of progress at critical junctures in the project.

2.5 The specification and drawings are a lengthy document and therefore not attached to this report but are available on request for any members that wish to see them.

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**

Agenda Item No: 7 **Meeting Date: Wednesday 18th February 2026**

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	**Local Government Re-organisation ('LGR') Consultation**
REPORT BY:	**Matthew Gleadell**

1. Recommendations

1.1 That members determine if they wish to submit a formal consultation response to an LGR Consultation as a Town Council (The consultation closes on the 26th March).

1.2 If a formal response is deemed appropriate to agree the response to the questions raised within the Consultation.

2. Background

2.1 Members will now all be aware of the Local Government Reorganisation proposals for Nottinghamshire involving the likely creation of 2 new unitary authorities that will replace the existing District and County Councils in Nottinghamshire. 9 Councils will become 2 Councils.

2.2 3 separate proposals for the new unitary authorities in Nottinghamshire have been submitted to Government. Each proposal involves different geographic splits as to where new boundary lines will be drawn.

2.3 The proposals are as follows:

Option 1b is supported by Nottinghamshire County Council and Rushcliffe Borough Council. This proposal recommends the creation of two new unitary councils:

- Nottingham Council - comprising Broxtowe, Gedling, and Nottingham City.
- Nottinghamshire Council - comprising Ashfield, Bassetlaw, Mansfield, Newark and Sherwood, and Rushcliffe.

Option 1e is supported by Bassetlaw District Council, Gedling Borough Council, Mansfield District Council and Newark and Sherwood District Council. This north-south proposal recommends the creation of two new unitary councils:

- Sherwood Forest (North Nottinghamshire) – comprising Ashfield, Bassetlaw, Gedling, Mansfield, and Newark and Sherwood.
- Nottingham and South Nottinghamshire (South Nottinghamshire) – comprising Broxtowe, Nottingham City, and Rushcliffe.

Option Bii is supported by Nottingham City Council. This proposal includes a boundary review, and recommends the creation of two new unitary councils:

- Southwest - comprising parts of Broxtowe, Gedling and Rushcliffe combined with Nottingham City.
- North and East - comprising parts of Broxtowe, Gedling and Rushcliffe combined with Ashfield, Bassetlaw, Mansfield, and Newark and Sherwood.

2.2 Members are urged and encouraged to visit the following website for the full details of the LGR proposals.

https://lgrnotts.org/nottingham-and-nottinghamshire

This website has an excellent FAQ section which is worth members who are less familiar with LGR taking a look at.

2.3 The following questions are being asked by the Government in relation to each proposal.

1. To what extent do you agree or disagree that the proposal suggests councils that are based on sensible geographies and economic areas?

2. To what extent do you agree or disagree that the proposed councils will be able to deliver the outcomes they describe in the proposal?

3. To what extent do you agree or disagree that the proposed councils are the right size to be efficient, improve capacity and withstand financial shocks?

4. To what extent do you agree or disagree that the proposed councils will deliver high quality, sustainable public services?

5. To what extent do you agree or disagree that the proposal has been informed by local views and will meet local needs?

6. To what extent do you agree or disagree that establishing the councils in this proposal will support devolution arrangements?

7. To what extent do you agree or disagree that the proposal enables stronger community engagement and gives the opportunity for neighbourhood empowerment?

For each question the consultation allows the chance to respond with the following statements:

- Strongly agree
- Somewhat agree
- Neither agree nor disagree
- Somewhat disagree
- Strongly disagree
- Don't know

2.4 In relation to each proposal there is opportunity to provide comments in support of each response.

2.5 If the Town Council wishes to provide a formal response to this consultation it is essential that members take a look at the information that is available on the website referred to above.

2.6 The following webpage contains further information relating to the proposals.

https://lgrnotts.org/proposals

2.7 The following web site contains the Consultation for any members who wish to respond as individuals.

https://consult.communities.gov.uk/local-government-reorganisation/nottinghamshire-and-nottingham/

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

3.1 All relevant matters contained in the report above.

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

Agenda Item No: 8 **Meeting Date: Wednesday 11th March 2026**

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	**COUNCILLOR CO-OPTION POLICY**
REPORT BY:	**Matthew Gleadell**

1. Recommendations

1.1 That members adopt the proposed Co-option policy attached to this report.

2. Background

2.1 Following the death of Cllr Laurence Goff a casual vacancy for a Councillor arose on the Town Council.

2.2 After a relevant notice period a bi-election for the vacancy has not been called and the Council is now free to co-opt a new Councillor.

2.3 There is little legislative process around co-option however in the interests of transparency and fairness many Councils in the sector adopt a formal policy and procedure for dealing with co-option.

2.4 Newark Town Council does not presently have a co-option policy. This is likely because seats on Newark Town Council have historically been contested through elections or bi-elections.

2.5 A proposed co-option policy is attached and is recommended for adoption subject to which officers will commence the procedure set out in the document for seeking a candidate to fill the vacancy.

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

3.1 All relevant matters contained in the report above.

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

Appendix 1

Councillor Co-Option Policy

March 2026

1. Introduction	**Page 3**
2. Types of Vacancies	**Page 3**
3. Eligibility Criteria for Candidates	**Page 4**
4. Co-option Procedure	**Page 4**
5. Additional Conditions and Notes	**Page 5**
6. Conclusion	**Page 6**
APPENDIX A Application for Co-Option	**Page 7**
APPENDIX B Co-option Eligibility Form	**Page 9**

Councillor Co-option Policy

1. Introduction

This policy outlines the procedure for co-opting a new member to the Town Council, ensuring compliance with legal requirements, fairness, and transparency. It governs both **casual vacancies** and **ordinary vacancies** and ensures a consistent, equitable approach to the co-option process.

2. Types of Vacancies

2.1 Casual Vacancies

A **casual vacancy** occurs when:

- A councillor resigns.
- A councillor dies.
- A councillor fails to attend meetings for six months without an accepted reason.
- A councillor becomes disqualified (e.g., bankruptcy, criminal conviction, holding a paid office under the council).

Once a casual vacancy is confirmed, the Clerk will notify **Newark and Sherwood District Council** in accordance with Section 232 of the **Local Government Act 1972**.

2.2 Election Process for Casual Vacancies

The process is as follows.

- Following notification, the Clerk will issue a **Notice of Casual Vacancy**. Electors have 21 days to request a by-election.
- If an election is called, a polling station is set up, and electors vote for the nominated candidates.
- If no election is called, the Town Council can proceed with co-option to fill the vacancy.

2.3 Co-Option Process

If no by-election is requested, the Town Council is permitted to co-opt a person to fill the casual vacancy. The Town Council will:

- Advertise the vacancy for 21 days.
- Accept **expressions of interest** from eligible candidates and encourage local residents to apply.

2.4 Ordinary Vacancies

An **ordinary vacancy** arises when there are fewer nominations than the available seats at the time of a scheduled election. The vacancy will be advertised within 35 days following the election, and co-option may occur thereafter.

3. Eligibility Criteria for Candidates

To be eligible for co-option, candidates must meet the following criteria under **Section 79** and **Sections 80-81** of the **Local Government Act 1972**:

- Be an elector for the parish or have resided, rented, or worked in the parish for at least 12 months.
- Has resided in the parish for the last twelve months or rented/tenanted land or other premises in the parish (in accordance with the Elections Act 2022),
- Has lived within three miles of the parish boundary.
- Not be disqualified for reasons such as holding a paid office under the council, being bankrupt, having a criminal conviction, or being disqualified under corrupt practices legislation.

Candidates who offer inducements or fail to meet the eligibility requirements will be disqualified.

There are certain disqualifications for election, of which the main ones are.

- Holding a paid office under the local authority
- Been declared bankrupt.
- Have been sentenced to a term of imprisonment longer than three months during the last five years.
- On the sex offenders register.
- Been disqualified under any enactment relating to corruption or legal practices.

4. Co-option Procedure

4.1 Advertisement of Vacancy

The Town Clerk will advertise the vacancy on council noticeboards, website, and other public platforms.

4.2 Submission of Applications

Interested candidates must submit:

- A completed **expression of interest form** (Appendix A).
- A brief personal statement outlining their suitability for the role.
- Confirmation of eligibility for the position (Appendix B).

4.3 Review of Applications

Applications will be processed as follows:

- Applications will be reviewed by the Council, and all documents will be circulated to Councillors **at least 3 days before the meeting** where the co-option will be considered.
- All documents will be treated as **Strictly Private and Confidential**.

4.4 Co-option Meeting

At the next Full Council meeting, candidates will:

- Be invited to present themselves to the Council and explain why they wish to become a councillor. This will include a **five-minute-long introduction at most**.
- The Council will discuss the candidates in an open session unless discussing personal attributes, in which case the public and candidates will be excluded.

4.5 Voting Procedure

- Each candidate will be proposed and seconded before a **vote by a show of hands**.
- **Absolute Majority** (50% +1) of votes are required to co-opt a candidate. If no candidate achieves this, the candidate with the fewest votes will be eliminated, and the process will continue until one candidate secures an absolute majority.
- The Chair may use a **casting vote** in the event of a tie.

4.6 Notification of Co-Option

- The successful candidate will be **immediately** asked to sign the **Declaration of Acceptance of Office**.
- The Town Clerk will notify **Newark and Sherwood District Council** of the appointment.
- The co-opted member will complete the **Register of Interests** within 28 days and submit it to the Monitoring Officer.

5. Additional Conditions and Notes

- The Town Council may decide to readvertise the vacancy if **no suitable candidate** is found.
- Co-opted councillors are full members of the Town Council and will serve for the remainder of the term of office.
- Co-opted members will be expected to adhere to the **Code of Conduct**, **Standing Orders**, and **Financial Regulations** of the Council, which will be provided to them.

5.1 Training and Support

Co-opted councillors will be encouraged to undertake training via **NottALC (Nottinghamshire Association of Local Councils)**, and training costs will be covered by the Town Council.

5.2 Confidentiality and Publicity

All discussions and voting during the co-option process will be transparent, though candidates' personal information will remain confidential.

5.3 The outcome of the co-option will be recorded in the minutes of the meeting, and unsuccessful candidates will not receive feedback on the deliberations, unless agreed by the Council.

6. Conclusion

This policy ensures that the co-option process is transparent, fair, and compliant with all relevant legislation. The Town Council is committed to fostering an inclusive environment that encourages active community participation and ensures a broad range of skills and perspectives on the Council.

Appendices

- **Appendix A**: Expression of Interest Form
- **Appendix B**: Eligibility Confirmation Form

Newark
TOWN COUNCIL

APPENDIX A

Application for Co-Option

Thank you for your interest in becoming a Town Councillor. Please provide the information below to assist the council in making its decision.

Full Name & Title	
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	
Which Ward are you applying for?	

About You Please provide the council with background information about yourself.

Reasons for applying. Please provide the council with your reasons for wanting to become a Town Councillor.

Signature	

Your application also requires signatures of two registered electors (known as a proposer and seconder) from the parish area:

	Proposer	**Seconder**
Name		
Address		
Signature		
Date		

Please return your completed application to the Town Clerk at Matthew.gleadell@newark.gov.uk . Your application will be considered at the next available council meeting.

Data Protection Act: The information provided on this application will remain private and Confidential.

Newark
TOWN COUNCIL

APPENDIX B

Co-option Eligibility Form

1. In order to be eligible for co-option as a Newark Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. **Please tick which applies to you:**	
a) I am registered as a local government elector for the parish; or	
b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land, or other premises in the parish; or	
c) My principal or only place of work during those twelve months has been in the parish; or	
d) I have, during the whole of twelve months, resided in the parish or within three miles of it	

2. Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if they:

a) Hold any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or

b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or

c) Has, within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or

d) Is on the Sex Offenders Register; or

e) Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

a) If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged.

b) If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part.

c) If the person is discharged without such a certificate.

In a) and b) above, the disqualification ceases on the date of the annulment and discharge, respectively.

In c), it ceases on the expiry of five years from the date of discharge.

DECLARATION

I ..... hereby confirm that I am eligible for the vacancy of Newark Town Councillor, and the information given on this form is a true and accurate record.

Signature.....

Date.....

Newark Town Council is duty-bound to treat this information as strictly confidential.