



Newark TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 15TH APRIL 2026

Thursday 9th April 2026

Dear Councillor

You are summonsed to attend a Meeting of the Finance & General Purposes Committee at **7.00pm** on Wednesday 15th April 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

FINANCE & GENERAL PURPOSES COMMITTEE MEETING

A G E N D A

WEDNESDAY 15TH APRIL 2026

1	Apologies for Absence		
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3	Minutes of the Extra-ordinary Meeting of the Finance & General Purposes Committee held on Tuesday 17th March 2026	Report Attached	Page 9
4	Declarations of Interest from Members <i>Relevant Legislation: Localism Act 2011 s31</i>	Verbal	
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12	Exclusion of Press and Public <i>Public Bodies (Admissions to Meetings) act 1960 s1(2)</i>	Report Attached	Page 41
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FGP057/25/26

Minutes of the Finance & General Purposes Committee held on Wednesday, 18 February 2026

There was a slight amendment as it was noted that Declarations of Interest from Cllr P Taylor and Cllr I Brown had been omitted from the Minutes.

Subject to those changes the Minutes were **APPROVED** as a correct record.

FGP058/25/26

Declarations of Interest

All Newark & Sherwood District Councillors declared non pecuniary interests in Agenda Item 7 – Local Government Re-Organisation Consultation.

Cllr B Corrigan declared a pecuniary interest in the same Agenda Item as an employee of Ashfield District Council.

FGP059/25/26

Work Planning and Agenda Items

Members raised a few queries regarding items on the report which were duly answered by the Town Clerk.

It was **RESOLVED** to note the report.

FGP060/25/26

Town Hall Roof Works Update

The report was **NOTED**.

FGP061/25/26

Cemetery Chapel Remedial Works

The report was **NOTED**.

FGP062/25/26

Local Government Re-organisation ('LGR') Consultation

Following brief discussion, Members determined that there was little merit in them completing the consultation albeit it was noted that some members had individually responded to it.

It was therefore **RESOLVED** that no formal response to the consultation would be given.

FGP063/25/26

Councillor Co-Option Policy

Members reviewed the co-option policy and approved the following amendments:

1. Removal of the need to provide a brief personal statement outlining their suitability for the role as it was considered inherent in the application form.
2. Removal of the formal need to give a presentation at the co-option meeting albeit it was noted that if a candidate was reluctant to do that, they may not be a suitable councillor.
3. The inclusion of identifying political party membership within the application form.

Subject to the amendments above, the policy was **APPROVED** and **ADOPTED**.

FGP064/25/26

Exclusion of Press and Public

It was proposed 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**.

FGP065/25/26

Appendix 2 to Agenda Item 4

The report was **NOTED**.

Meeting Closed:	8.25pm	Next Meeting:	Wednesday 17th March 2026
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Newark TOWN COUNCIL

Agenda Item No: 3

Committee Date: Wednesday 15th April 2026

EXTRAORDINARY FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Extraordinary Meeting of the Finance & General Purposes Committee held on Tuesday, 17th March 2026, at 7.00 pm, in the Council Chamber, at the Town Hall.

Membership Present:	Councillor	S Crosby (Chairman)
	Councillors	I Brown (Ap) D Campbell T Collier B Corrigan (Vice-Chairman) E Cropper S Dickinson L Geary J Kellas (Ap) D Ledger (Ap) D Moore G Rix N Ross L Roulstone M Skinner M Spoons P Taylor
Apologies for Absence:	Councillors	None
Officers Present:	Deputy Town Clerk	Anna Lawson
	No members of the press or public were in attendance.	
Venue:	Committee Room, Newark Town Hall	

FGP066/25/26 Apologies for Absence

Apologies were received from Cllrs Brown, Kellas and Ledger

FGP067/25/26 Declarations of Interest

Declarations of Interest were made by Cllrs Crosby, Moore, Spoons, Taylor and Ross in relation to Item 3, Newark Market Place RIBA 3 Design Approval.

FGP068/25/26 Newark Market Place RIBA 3 Design Approval'

- a) ***Does the Town Council support the proposed number, layout and location (i.e., in the ground) of trees within the scheme?***

Cllr Skinner requested a named vote.

Councillor	For	Against	Abstention	Absent
Irene Brown				X
Dawn Campbell	X			
Tom Collier		X		
Barbara Corrigan		X		
Esther Cropper	X			
Susan Crosby	X			
Sophie Dickinson	X			
Lisa Geary		X		
Jack Kellas				X
Diane Ledger				X
David Moore	X			
Glenis Rix	X			
Neil Ross	X			
Lynn Roulstone			X	
Mathew Skinner		X		
Matthew Spoons	X			
Paul Taylor	X			
Totals	9	4	1	3

This was proposed by Cllr P Taylor and seconded by Cllr N Ross. A vote was held to accept the proposal for the number, location, and installation in the ground of the trees, which recorded 9 In Favour, 4 against, with 1 Abstention. The motion was **AGREED**.

- b) ***Does the Town Council support the proposed fixed benches being included within the scheme?***

Cllr Skinner requested a named vote.

Councillor	For	Against	Abstention	Absent
Irene Brown				X
Dawn Campbell	X			
Tom Collier	X			
Barbara Corrigan	X			
Esther Cropper	X			
Susan Crosby	X			
Sophie Dickinson	X			
Lisa Geary	X			
Jack Kellas				X
Diane Ledger				X
David Moore	X			
Glenis Rix	X			
Neil Ross	X			
Lynn Roulstone	X			
Mathew Skinner	X			
Matthew Spoons	X			
Paul Taylor	X			
Totals	14	0	0	3

This was proposed by Cllr P Taylor and seconded by Cllr D Moore. A vote was held to accept the proposal to support the proposed fixed benches being included in the scheme, which recorded 14 In Favour, 0 against, with 0 Abstention. The motion was **AGREED**.

- c) ***Does the Town Council agree to the proposed surrender for the lease for the square during the period of development works, it being noted that an agreement to re-release will be agreed with the Town Council at the same time as agreeing to the surrender of the current lease.***

Extensive discussions took place in relation to this matter.

The following amendment to the proposal was proposed by Cllr Corrigan and seconded by Cllr Skinner.

'The motion is amended to include the clause 'subject to Newark Town Council retaining the right of veto for any significant changes to the design'.'

Cllr Skinner requested a named vote.

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

Esther Cropper			X	
Susan Crosby			x	
Sophie Dickinson		X		
Lisa Geary	X			
Jack Kellas				X
Diane Ledger				X
David Moore		X		
Glenis Rix			X	
Neil Ross		X		
Lynn Roulstone		X		
Mathew Skinner	X			
Matthew Spoons		X		
Paul Taylor		X		
Totals	3	7	4	3

This was proposed by Cllr P Taylor and seconded by Cllr D Moore. A vote was held to accept the amendment to the proposal to include the clause 'subject to Newark Town Council retaining the right of veto for any significant changes to the design', which recorded 3 In Favour, 7 Against, with 4 Abstention. The amendment to motion was **REJECTED**.

It was then proposed by Cllr Ross and seconded by Cllr Moore to accept the motion as written.

Cllr Skinner requested a recorded vote.

Councillor	For	Against	Abstention	Absent
Irene Brown				X
Dawn Campbell	X			
Tom Collier	X			
Barbara Corrigan		X		
Esther Cropper	X			
Susan Crosby		X		
Sophie Dickinson	X			
Lisa Geary	X			
Jack Kellas				X
Diane Ledger				X
David Moore	X			
Glenis Rix	X			
Neil Ross	X			
Lynn Roulstone	X			
Mathew Skinner		X		
Matthew Spoons	X			
Paul Taylor	X			
Totals	11	3	0	3

A vote was held to accept the proposal, agree to the proposed surrender for the lease for the square during the period of development works, it being noted that an agreement to re-release will be agreed with the Town Council at the same time as agreeing to the surrender of the current lease, which recorded 11 In Favour, 3 Against, with 0 Abstention. The motion was **AGREED**.

d) ***Does the Town Council agree to the removal of the canopy of lights, if an affordable alternative solution to the current lamp posts proposed cannot be found?***

At the meeting held at Newark Town Council on Monday, 16th March, NSDC Officers kindly offered to install the infrastructure to allow for a canopy pole to be installed at a later date. An amendment to the motion was made.

The Amendment states;

'Subject to an affordable alternative solution to the current lamp post, not being available, Newark Town Council would like to pursue the kind offer made by Newark and Sherwood District Council, in relation to the possible installation of infrastructure to allow a central canopy pole to be installed at a later date'.

Councillor	For	Against	Abstention	Absent
Irene Brown				X
Dawn Campbell	X			
Tom Collier	X			
Barbara Corrigan	X			
Esther Cropper	X			
Susan Crosby	X			
Sophie Dickinson	X			
Lisa Geary	X			
Jack Kellas				X
Diane Ledger				X
David Moore	X			
Glenis Rix	X			
Neil Ross	X			
Lynn Roulstone	X			
Mathew Skinner	X			
Matthew Spoons		X		
Paul Taylor	X			
Totals	13	1	0	3

This was proposed by Cllr B Corrigan and seconded by Cllr N Ross. A vote was held to accept the proposal, *agree to the removal of the canopy of lights, if an affordable alternative solution to the current lamp posts cannot be found*, subject to an affordable alternative solution to

the current lamp post, not being available, Newark Town Council would like to pursue the kind offer which recorded 13 In Favour, 1 Against, with 0 Abstention. The motion was **AGREED**.

A vote was then taken to accept the original motion.

Councillor	For	Against	Abstention	Absent
Irene Brown				X
Dawn Campbell	X			
Tom Collier	X			
Barbara Corrigan	X			
Esther Cropper	X			
Susan Crosby	X			
Sophie Dickinson	X			
Lisa Geary	X			
Jack Kellas				X
Diane Ledger				X
David Moore	X			
Glenis Rix	X			
Neil Ross	X			
Lynn Roulstone	X			
Mathew Skinner	X			
Matthew Spoons		X		
Paul Taylor	X			
Totals	13	1	0	3

This was proposed by Cllr B Corrigan and seconded by Cllr D Moore. A vote was held to accept the proposal and agree to the removal of the canopy of lights if an affordable alternative solution to the current lamp posts cannot be found, which recorded 13 In Favour, 1 against, and 0 Abstentions. The motion was **AGREED**.

9.00 pm It was proposed by Cllr S Crosby and seconded by Cllr D Moore to suspend Standing Orders. The vote was unanimous.

- ***Does the Town Council agree to the removal of Market Stalls on days when the market is not operational?***

This issue was discussed at length. Discussions did not relate to the decision but concerned the reason for the request from Newark and Sherwood District Council. Members acknowledged that removing the market stalls, as requested, was cost-prohibitive and that this fact had been previously stated to NSDC.

In addition to this, Members had previously agreed to reduce the number of stalls from 96 to 45. Minute reference FGP033/25/26 refers.

A proposal was made to REFUSE the motion from Newark and Sherwood District Council.

Members wished for the following to be noted. 'We refuse to accept the motion due to the fact that Newark Town Council is already pursuing options in relation to stall design. Newark Town Council has previously decided to reduce the number of semi-permanent stalls from 96 to 45.'

Cllr M Skinner requested a recorded vote.

Councillor	For	Against	Abstention	Absent
Irene Brown				X
Dawn Campbell	X			
Tom Collier	X			
Barbara Corrigan	X			
Esther Cropper	X			
Susan Crosby	X			
Sophie Dickinson	X			
Lisa Geary	X			
Jack Kellas				X
Diane Ledger				X
David Moore	X			
Glenis Rix		X		
Neil Ross		X		
Lynn Roulstone	X			
Mathew Skinner			X	
Matthew Spoons		X		
Paul Taylor	X			
Totals	10	3	1	3

This was proposed by Cllr L Geary and seconded by Cllr D Moore. A vote was held to REFUSE the proposal from Newark and Sherwood District Council for the removal of Market Stalls on days when the market is not operational, which recorded 10 In Favour, 3 against, and 1 Abstentions. It was **AGREED to REFUSE the motion.**

9.30 pm It was proposed by Cllr B Corrigan and seconded by Cllr D Moore to suspend Standing Orders. The vote was unanimous.

In addition to the responses above, Members wished for the following feedback to be made.

'Following the kind offer from the Director of Planning and Growth, on the evening of Monday 16th March, to allow the cobble materials to be reshaped and re-used, up to a value of £300,000. Members of Newark Town Council would like to explore options to pursue this as long as it does not affect the disability friendly nature of the design, or the budget.'

A vote was then taken.

Councillor	For	Against	Abstention	Absent
Irene Brown				X
Dawn Campbell		X		
Tom Collier	X			
Barbara Corrigan	X			
Esther Cropper	X			
Susan Crosby	X			
Sophie Dickinson	X			
Lisa Geary			X	
Jack Kellas				X
Diane Ledger				X
David Moore	X			
Glenis Rix		X		
Neil Ross			X	
Lynn Roulstone	X			
Mathew Skinner	X			
Matthew Spoor	X			
Paul Taylor		X		
Totals	9	3	2	3

This was proposed by Cllr M Skinner and seconded by Cllr M Spoor. A vote was held to accept the kind offer from the Director of Planning and Growth in relation to renovation of the cobbles, which recorded 9 In Favour, 3 against, with 2 Abstentions. The motion was **AGREED**.

FGP069/25/26 Pride In Place – Expression of Interest

Discussions took place in relation to the scope of the proposed bid, along with the benefits for residents of Newark.

This was proposed by Cllr L Geary and seconded by Cllr E Cropper. A vote was held to support the motion as written, which recorded 9 In Favour, 1 Against, with 4 Abstentions. The motion was **AGREED**.

Meeting Closed:	10.01 pm	Next Meeting:	Wednesday 15th April 2026
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FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	MONTHLY PAYMENT SCHEDULE 11/26 & 12/26
REPORT BY:	MATTHEW GLEADELL (TOWN CLERK)

1. Recommendations

1.1 Members note the payment schedule 11/26 and 12/26

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 11/26

1.2.26

Voucher Number	Payee	Budget	Amount
5073	ASD Wholesale	Bar Costs	81.59
5074-75	BT	Telephones	311.34
5076	Eposnow	Bar & Catering Equipment	100.80
5077	Gas Direct	Bar Costs	5.58
5078	HCP Capital	Mayoral Car	288.28
5079	Natwest C/C - AL	Refreshments	4.10
5079	Natwest C/C - AL	Market Maintenance & Equipment	355.87
5079	Natwest C/C - AL	Uniform & PPE	107.45
5079	Natwest C/C - AL	Mayors Allowance	70.00
5079	Natwest C/C - AL	Computers & Software	21.00
5079	Natwest C/C - AL	TH Maintenance	110.18
5080	Natwest C/C - MG	Computers & Software	169.84
5080	Natwest C/C - MG	Event Marketing & Promotions	84.99
5080	Natwest C/C - MG	Cem Equipment, Tools & Materials	96.95
5081	Nurture8020	Event Marketing & Promotions	150.00
5082-97	Worldpay	Bank charges	198.66
		Total	2156.63

AUTOPAY
ACCOUNTS FOR PAYMENT SCHEDULE 11/26

1.2.26

Voucher Number	Payee	Budget	Amount
4999	365 Security Concepts	TH Maintenance & Equipment	384.00
5000-01	Air IT	Computers	896.80
5002	Alexe Crawford	Occupational Health	29.95
5003-04	Allstar	Vehicle Running Costs	342.92
5005	Angels Takeaways	Mayors Charity	397.50
5006	Ann Et Vin	Bar Costs	260.10
5007	AO Cumbernauld	Payroll	15663.35
5008	Aquaid	Refreshments	24.30
5009	DCK Accounting Solutions	Consultancy/Proffesional	750.78
5010	East Midlands In Bloom	Floral Displays	75.00
5011	Edlin & Jarvis	Misc Creditors	14.39
5012	EE	Telephones	117.18
5013	Enva	Refuse Collection	2189.99
5014	Equals	Equals - V.Penarski	500.00
5015	Everflow	Water	1667.54
5016	Farol	Mowers & Equipment Maintenance	462.74
5017	HF Supplies Ltd	TH Maintenance & Equipment	288.63
5018	K & H Sports	Uniform	354.00

5019	Lite	Christmas Lights	15582.5
5020	MEC	Cemetery Upkeep	60.00
5021	Michael Creamer	Vehicle running costs	11.12
5022	NALC	Subscriptions	3924.34
5023	Newark & Sherwood District Council	Vehicle Running Costs	104.36
5024	Newark & Sherwood Locksmiths	Cemetery Upkeep	304.92
5025	Newark Security Services Ltd	P & O/S Security	954.48
5026	NG Magazines	Event Marketing & Promotions	291.60
5027	Notts LGPEN	Payroll	12488.58
5028	NTC Pay Account	Payroll	45306.47
5029	PAS Ltd	Consultancy/Professional	240.00
5030	PHS Group	P & O/S Maintenance & Equipment	133.72
5031	PHS Group	PC Materials inc Cleaning	222.80
5032	PHS Group	TH Maintenance & Equipment	408.55
5033	Screwfix	TH Maintenance & Equipment	39.99
5034	Second Element	TH Maintenance & Equipment	420.00
5035-36	Security 2	Event Security	1132.20
5037	Sleaford Town Council	Mayors Allowance	10.00
5038	South Kesteven District Council	Mayors Allowance	42.00
5039	Special Occasion Linen	Venue Costs	478.32
5040	Sunbelt Rentals	Market Maintenance & Equipment	238.20
5041	Surecare	TH Maintenance & Equipment	610.50
5042	TC Harrison	Vehicle Running Costs	66.00
5043-44	Thomas Ford	Consultancy/Professional	10380.00
5045	Total Energies	PC Gas	411.86
5046-47	Total Energies	PC Electricity	2619.71
5048	Total Energies	TH Gas	4363.75
5049-51	Total Energies	TH Electricity	2210.19
5052	Total Energies	Cemetery Gas	1027.34
5053-55	Total Energies	Cemetery Electricity	305.09
5056-60	Total Energies	Market Electricity	494.67
5061-62	Total Energies	Buttermarket Electricity	252.04
5063	Total Energies	P & O/S Electricity	726.60
5064	Travis Perkins	Cemetery Equipment & Tools	175.80
5065	Trisec	Office Equipment	78.00
5066-67	Ultimate Print	Events Marketing & Promotions	399.60
5068	Via East Midlands	Christmas Markets Enhancement	651.00
5069-71	Virgin Media	Telephones	397.36
5072	Walters Cleaning Services	TH Maintenance & Equipment	176.40
		Total	132159.23
		Grand Total	£134,315.86

Month 11 - 1/2/26 - 28/02/26

Created

date	Description	Name	Total credited / debited
02/02/2026	CLR*Boyes	John Green	-£20.50
03/02/2026	CLR*Boyes	John Green	-£4.00
03/02/2026	Timpson Ltd 2213	John Green	-£8.00
03/02/2026	ASDA STORES 4201	John Green	-£1.65
05/02/2026	ASDA STORES	John Green	-£10.90
05/02/2026	WM MORRISONS STORE	John Green	-£3.64
06/02/2026	SAVERS HEALTH & BEAUTY	John Green	-£1.49
06/02/2026	YTC NEWARK	John Green	-£1.79
06/02/2026	CLR*Boyes	John Green	-£5.25
09/02/2026	SCREWFIX DIRECT	John Green	-£3.79
10/02/2026	YTC NEWARK	John Green	-£5.98
10/02/2026	CLR*Boyes	John Green	-£11.99
10/02/2026	NEWARK & SHERWOOD LOCK	John Green	-£7.50
11/02/2026	YTC NEWARK	John Green	-£1.49
12/02/2026	WM MORRISONS STORE	John Green	-£5.12
18/02/2026	CLR*Boyes	John Green	-£41.20
19/02/2026	ASDA STORES 4201	John Green	-£1.65
20/02/2026	CLR*Boyes	John Green	-£11.24
24/02/2026	YTC NEWARK	John Green	-£1.99
24/02/2026	CLR*Boyes	John Green	-£7.00
24/02/2026	WM MORRISONS STORE	John Green	-£6.45
27/02/2026	SCREWFIX DIRECT	John Green	-£14.97
27/02/2026	SCREWFIX DIRECT	John Green	-£9.56
TOTAL			-£187.15
05/02/2026	MARKS&SPENCER PLC	Peter Tomlinson	-£115.00
08/02/2026	MARKS&SPENCER PLC	Peter Tomlinson	£115.00
13/02/2026	SCREWFIX DIR LTD	Peter Tomlinson	-£11.98
25/02/2026	LIZS GARDEN CENTRE	Peter Tomlinson	-£57.66
27/02/2026	Timpson Ltd 195	Peter Tomlinson	-£140.00
TOTAL			-£209.64
03/02/2026	AMAZON* KV6225WQ5	Victoria Penarski	-£4.29
05/02/2026	Spotify P3F0DDB798	Victoria Penarski	-£12.99
05/02/2026	FACEBK *M8EMLBDGB2	Victoria Penarski	-£32.00
07/02/2026	Spotify P3F1E8D431	Victoria Penarski	-£12.99

08/02/2026	NNAS TRADING LIMITED	Victoria Penarski	-£3.20
08/02/2026	NNAS TRADING LIMITED	Victoria Penarski	-£3.20
08/02/2026	FACEBK *JJYBSBMFB2	Victoria Penarski	-£32.00
10/02/2026	APPLE.COM/BILL	Victoria Penarski	-£206.94
12/02/2026	SQ *CRE8 STUDIOS	Victoria Penarski	-£4.00
12/02/2026	YMCA E AND W NEWARK	Victoria Penarski	-£2.00
18/02/2026	Argos	Victoria Penarski	-£48.00
19/02/2026	APPLE.COM/BILL	Victoria Penarski	-£9.99
19/02/2026	FREEPRINTS	Victoria Penarski	-£19.71
19/02/2026	YTC NEWARK	Victoria Penarski	-£3.48
28/02/2026	AMAZON* JT7WC80U5	Victoria Penarski	-£41.98
		TOTAL	-£436.77

DIRECT DEBITS
ACCOUNTS FOR PAYMENT SCHEDULE 12/26

1.3.26

Voucher Number	Payee	Budget	Amount
5205	ASD	Bar Costs	552.14
5206	Bridebook	Event Marketing & Promos	358.80
5207	BT	Cemetery Broadband	70.32
5208	BT	TH Broadband	110.66
5209-17	BT	TH Telephones	1746.37
5218	Epos Now	Bar & Catering Equipment	100.80
5219	Gas Direct	Bar Costs	7.81
5220	HCP	Mayoral Car	288.28
5221	Natwest C/Card - AL	Market Maintenance & Equipment	105.48
5221	Natwest C/Card - AL	Office Equipment	220.80
5221	Natwest C/Card - AL	Computers & Software	21.00
5221	Natwest C/Card - AL	Markets Equipment & Tools	131.94
5221	Natwest C/Card - AL	Printing & Stationary	5.00
5222	Nurture	Events Marketing & Promotions	150.00
5223-48	Worldpay	Bank charges	279.50
		Total	4148.90

AUTOPAY
ACCOUNTS FOR PAYMENT SCHEDULE 12/26

1.3.26

Voucher Number	Payee	Budget	Amount
5098	Agri-Gem	Cemetery Upkeep	550.79
5099	Air It	Computers & Software	875.14
5100	Allstar	Vehicle Running Costs	157.44
5101	AO Cumbernauld	Payroll	14700.52
5102	Aquaid	Refreshments	47.69
5103	Blue Kazoo	Museum Freelance Staff	800.00
5104	Bonnets & Breeches Dance Society	Museum Marketing & Promotions	250.00
5105	Burton & Dyson	Consultancy / Professional	1086.20
5106	Charlotte Marshall	Freelance Museum Staff	450.00
5107	CIA Fire & Security	Tennis Court Expenditure	771.60
5108	Cope	Occupational Health	81.11
5109	Cupids Wedding Show Ltd	Event Marketing & Promotions	217.50
5110	Derry Building Supplies	TH Maintenance & Equipment	70.68
5111	D.Odell	Museum Marketing & Promotions	250.00
5112	Easy Safety	H & S Consultancy	597.00
5113	EE	Telephones	181.38
5114	Emily Cartwright	Museum Freelance Staff	100.00
5115-16	ENVA	Refuse Collection	2054.18
5117	Equals Money	Equals Card - V.Penarski	500.00
5118-19	Equals Money	Equals Card - P.Tomlinson	875.00
5120	Equals Money	Equals Card - P.Gadd	500.00
5121	Farol	Mowers & Equipment	402.41
5122	Freedom	TH Maintenance & Equipment	90.00
5123	Grove Auto Electrical Services	Vehicle Running Costs	311.99
5124	Helen Crossland	Neighbourhood Planning	25.95
5125-28	HF Supplies Ltd	PC Materials inc Cleaning	403.62
5127	HF Supplies Ltd	Cemetery Equipment & Tools	76.92
5127-29	HF Supplies Ltd	TH Maintenance & Equipment	137.42
5130-31	Inspire	Art Council Grant	9204.99
5132	Jayne Saunders	Remembrance Sunday	420.00
5133	JJ Hilton	Event Catering	4579.00
5134	Jo Badger Historic Costumes	Museum Collections	1000.00
5135-38	Kelly Barratt Freelance Chef	Event Catering	400.00
5139-40	MEC	Cemetery Upkeep	60.00
5141	Nan's Nice Cakes	Venue Costs	65.00
5142	Newark & Sherwood District Council	Museum Payroll	7446.82
5143	Newark & Sherwood District Council	Bowling Green Maintenance	1294.80

5144	Newark & Sherwood District Council	Market Subscriptions & Licenses	295.00
5145	Newark & Sherwood District Council	Riverside Park Maintenance	570.00
5146	Newark & Sherwood Locksmiths	PC Repairs & Maintenance	45.00
5147	Newark security Services	P & O/S Security	838.08
5148	Notts LGPEN	Payroll	12631.32
5149	N Power	Market Electricity	1959.55
5150	NTC Pay Account	Payroll	46959.84
5151	Oakshire Environmental	Allotment Maintenance	860.40
5152-61	Office Friends	Printing & Stationary	333.25
5162	PAS Ltd	Consultancy / Professional	240.00
5163	Planning With People	Neighbourhood Planning	6275.00
5164	Reflect Recruitment	Consultancy / Professional	4971.46
5165	Screwfix	PC Repairs & Maintenance	118.86
5166	Screwfix	Cemetery Equipment & Tools	87.54
5167	Screwfix	TH Maintenance & Equipment	10.19
5168	Security 2	Booking costs	188.70
5169	SLCC	Staff Training	168.00
5170	Smiths Timber Merchants	Allotment Maintenance	16.74
5171-73	Smiths Timber Merchants	Cemetery Upkeep	789.33
5174	Surecare	TH Maintenance & Equipment	518.00
5175	TC Harrison	Vehicle Running Costs	66.00
5176	Total Energies	TH Gas	3644.83
5177-78	Total Energies	TH Electricity	2163.94
5179-83	Total Energies	Market Electricity	557.40
5184-85	Total Energies	Buttermarket Electricity	223.57
5186-88	Total Energies	Cemetery Electricity	285.35
5189-90	Total Energies	PC Electricity	2352.18
5191	Total Energies	P & O/S Electricity	591.15
5192	Tracker	Vehicle Running Costs	209.00
5193-94	TSG	Computers & Software	8428.79
5195-96	Tuxford Lawnmower Centre Ltd	Mower & Equipment Maintenance	2956.02
5197	Ultimate Print	Market Marketing & Promotions	76.80
5198-99	Virgin Media	Telephones	354.58
5200	Watch It	TH Maintenance & Equipment	592.92
5201	Watch It	Cemetery Upkeep	1106.09
5202-03	Wickstead	Riverside Park Maintenance	137376.36
5204	Wood Moore & Co Ltd	Professional/Consultancy	600.00
		Total	290496.39

£
Grand Total 294,645.29

Month 12 - 1/3/26 - 31/03/26

Created date (UTC)	Description	Name	Total debited
03/03/2026 08:47	WM MORRISONS STORE	Peter Tomlinson	£17.60
04/03/2026 14:12	eBay O*24-14312-90700	Peter Tomlinson	£69.50
04/03/2026 14:20	SCREWFIX DIRECT	Peter Tomlinson	£59.99
04/03/2026 16:31	ALDI	Peter Tomlinson	£2.99
06/03/2026 09:54	SCREWFIX DIRECT	Peter Tomlinson	£53.99
06/03/2026 15:09	SCREWFIX DIRECT	Peter Tomlinson	£34.99
10/03/2026 10:06	SPAR NEWARK	Peter Tomlinson	£40.00
11/03/2026 14:43	AMAZON* RC9NX2QE5	Peter Tomlinson	£9.44
11/03/2026 16:02	AMAZON* Z20DH9VI5	Peter Tomlinson	£13.41
12/03/2026 10:54	CLR*Boyes	Peter Tomlinson	£7.96
13/03/2026 18:40	ASDA STORES 4201	Peter Tomlinson	£17.40
15/03/2026 05:50	SCREWFIX DIRECT	Peter Tomlinson	£145.98
18/03/2026 10:41	SCREWFIX DIRECT	Peter Tomlinson	£29.99
19/03/2026 09:59	Newark and Sherwood	Peter Tomlinson	£2.20
19/03/2026 11:37	B AND Q NEWARK	Peter Tomlinson	£6.45
24/03/2026 15:14	ASDA STORES	Peter Tomlinson	£29.70
28/03/2026 17:36	ASDA STORES	Peter Tomlinson	£0.70
TOTAL			£542.29
03/03/2026 15:13	ASDA STORES	John Green	£1.65
10/03/2026 09:13	ASDA STORES	John Green	£3.30
11/03/2026 10:40	WM MORRISONS STORE	John Green	£1.75
17/03/2026 14:58	ASDA STORES 4201	John Green	£3.30
18/03/2026 10:58	WM MORRISONS STORE	John Green	£1.75
18/03/2026 13:34	CLR*Boyes	John Green	£2.99
26/03/2026 09:30	WM MORRISONS STORE	John Green	£2.20
30/03/2026 14:14	CLR*Boyes	John Green	£2.75
TOTAL			£19.69

05/03/2026 09:06	Spotify P4009E98F3	Victoria Penarski	£12.99
07/03/2026 09:36	Spotify P401D07F2E	Victoria Penarski	£12.99
12/03/2026 10:46	AMAZON UK* XR5FV25F5	Victoria Penarski	£36.54
14/03/2026 06:21	FACEBK *24QZTERFB2	Victoria Penarski	£13.64
15/03/2026 10:13	FACEBK *LSATCFHGB2	Victoria Penarski	£32.00
16/03/2026 20:57	FACEBK *B7Z4QEZFB2	Victoria Penarski	£32.00
17/03/2026 20:02	FACEBK *4GX7DG9GB2	Victoria Penarski	£32.00
18/03/2026 10:57	AMAZON* 214WC6VL5	Victoria Penarski	£13.59
18/03/2026 11:47	WM MORRISONS STORE	Victoria Penarski	£14.00
18/03/2026 20:50	FACEBK *2ZWBFFDGB2	Victoria Penarski	£47.00
19/03/2026 07:00	APPLE.COM/BILL	Victoria Penarski	£9.99
20/03/2026 00:50	FACEBK *E6FTZEZFB2	Victoria Penarski	£47.00
21/03/2026 09:12	FACEBK *FCZJQG9GB2	Victoria Penarski	£47.00
22/03/2026 09:37	DUNHAM BRIDGE COMPANY	Victoria Penarski	£0.50
22/03/2026 12:06	Love Coffee DUNHAM BRIDGE COMPANY	Victoria Penarski	£5.25
22/03/2026 15:41	COMPANY	Victoria Penarski	£0.50
23/03/2026 11:23	FACEBK *X3E8JF5GB2	Victoria Penarski	£2.93
23/03/2026 11:24	FACEBK *9UMDQFRFB2	Victoria Penarski	£5.86
23/03/2026 11:24	FACEBK *7SL76GHGB2	Victoria Penarski	£11.72
24/03/2026 11:23	FACEBK *27RJNJMGB2	Victoria Penarski	£3.39
24/03/2026 22:54	FACEBK *D72YHFZFB2	Victoria Penarski	£1.48
26/03/2026 22:55	FACEBK *U73UAH9GB2	Victoria Penarski	£1.39

TOTAL

£383.76

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	Annual Parish / Electors Meeting
REPORT BY:	Matthew Gleadell

1. Recommendations

1.1 That members consider and determine the format and content of the Annual Electors/Parish meeting for 2026. The proposal in 2.6 is the recommended option.

2. Background

2.1 In 2024 members adopted a new format for the Annual Parish / Electors meeting. The format involved a presentation from the Clerk in the Ballroom which gave attendees an overview of the Councils undertakings and financial position followed by a Q&A for attendees. The meeting was considered by many to be a success and an improvement on the previous format. Unfortunately, the 2025 meeting with a similar format was poorly attended.

2.2 Members are asked what format they wish to adopt for the same meeting in 2026. There is no fixed format and the business to be considered is at the discretion of the Council.

2.3 The meeting is scheduled for the 20th May 2026.

2.5 Options for meeting content could be :

1. Town Council update on services and financial position.
2. Local Government Reorganisation update.
3. Pride in Place Programme presentation.
4. Local Policing presentation
5. Market Place Development update (if possible)
6. Neighbourhood Plan engagement (the meeting is a good opportunity for consultation)

Items 2, 3, 4 and 5 would likely involve guest speakers from third party organisations who would need to be invited and be available to attend.

The meeting should always involve an open forum for questions from attendees.

2.6 As an alternative it is possible to have representatives from different third parties present with each having an information table and a chance for attendees to speak to representatives of third parties on some of the topics above without formal presentations from them.

This would be in the style of a Local Government information fair with a short Q&A meeting to cover the statutory meeting element. Some presentations can still be given as part of

such a format if desired. The information fair can be opened an hour 2 ahead of the meeting for public drop ins before the formal meeting itself.

The final option is to do the bare minimum needed to meet the statutory need for the meeting which was the pre-2024 approach. Many Town and Parishes adopt this approach as typically it is hard to get public interest in such meetings which are routinely very poorly attended.

2.7 Members are reminded this is not a Town Council meeting. It is a public meeting that the Town Council facilitates on behalf of the Chairman of the Town Council using its statutory ability to do so.

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

All relevant matters contained in the report.

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

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	250 / 400 Year Anniversaries 2026
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members determine how they wish to proceed with regard to the delivery of planned 250/400 year anniversary activity in response to this report.

It is recommended that the Clerk and Outdoor Events Co-Ordinator be given devolved authority to secure appropriate freelance consultancy support (that is not the original proposal) where necessary, subject to usual procurement procedures and budget provision.

2. Background

- 2.1 Members agreed in 2025 to the delivery of a proposed draft schedule of events to mark the 250-year anniversary of the Town Hall and 400-year anniversary of the Mayoralty.
- 2.2 Budget provision for the 26/27 financial year was made to support delivery of additional activity to mark the celebrations with a combination of commercial events, educational events, exhibitions, a time capsule and the commissioning of a book to celebrate the anniversaries (as shown on Appendix 1).
- 2.3 Officers have sought to secure the resource for delivery of the additional activity, however this particular proposal has been rejected by the Council. It remains the position of the Town Clerk and other senior Officers that the original proposal remains the best option.
- 2.4 With time now moving on and the year passing by quickly, members are asked to affirm their continued support of delivery of anniversary activity and on the assumption of ongoing support, determine their approval of a strategy for securing additional resource for a single year of additional work and activity in recognition of the anniversaries.
- 2.5 Some activity will continue regardless of additional support.
Appendix 1 details the status of various activities and undertakings.
- 2.6 In order to ensure progress, the recommendation detailed above has been made to ensure swift progression of the anniversary activity.
- 2.7 **Book Update**– It had been proposed that the author of Newark Guide be commissioned to deliver a book that explores the Town Hall and Mayoralty. The author is presently unable to commit to the commission due to other personal commitments but has indicated that their position may change later in the year.

Principal Mayoral Anniversary Celebration – There had been ambition to expand the Mayor Making Council Meeting to mark the 400 year anniversary and this remains the intent with additional refreshments and speeches as part of the meeting. In addition, it is proposed that the Mayor will host a public 400-year anniversary band concert as part of the programme of band concerts we already deliver. The concert will be given a special Mayoral theme with some suitable speeches as part of the event. We may even seek to have the Mayor conducting one of the performances !

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

All relevant matters contained in the report.

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

Recommended Anniversary Events for 2026

Date	Event	Description	Costs*	Lead	Status
14th Feb	Prosecco Afternoon Tea	2pm to 4pm - Bridgerton/Georgian themed afternoon tea bottomless prosecco, photos, fans and Georgian Hats to try on	Self funding - Income generating - £50 per ticket	Victoria	Now on the 9th May - Good ticket sales. Mayor to be invited to award best dressed prize at the event.
14th Feb	Valentine's Ball	7pm - Georgian (Bridgerton) style) Ball with live music, disco and 3 course meal, georgian photo booth with hats to try with fans.	Self funding - Income generating	Victoria	Did not proceed.
21st Feb	Glorious Georgians	Family event with Artist Emily Cartwright and Bonnet and Breeches Dance company in Ballroom and Council Chamber	£600.00 - Covered by MDEM grant	TBC	This took place. 138 families attended. Successful event. Can be done with Capacity support at later date.
21st Feb	Licentious Ladies of 18th Century	Adult Lecture in Ballroom looking women, romance and sex in the 18th Century with historian Millie Lawson	£200.00 - Covered by MDEM grant	TBC	Can be done with Capacity support at later date.
w/c 23rd Feb	Meet the Mayor	2 min video interview with Newark Mayor - A day in their life, what lead them to local politics for website	£400.00 Freelance contract Tom Cable	Helen / Becky Bonnets and Breeches	Can be done with Capacity support.
13th June	Eve of Waterloo Ball	Costume Ball where dancing is encouraged with buffet.	£60 per ticket - self funded - likely to sell out.	Dance company	Going ahead. Ticket sales are good.
June/Jul	Schools 250th Anniversary workshops	Working with 4 schools in Newark looking at John Carr building and Portraits with pupils creating their own portrait	£0 part of Glorious Georgians Schools Budget	TBC	Can be done with Capacity support at a later date.
1st July	Recreation of 30 year anniversary photo	Photo of members outside of the Town Hall.	£300.00 for print and frame.	TBC	On track.

July - Sept	250th Anniversary Exhibition - Glorious Georgians	Schools from the Glorious Georgian workshops select objects to go in time capsule	£5k - Freelance for delivery	TBC	Can be done with Capacity support at a later date. Will go ahead but without Mayoral theme unless Photographic society can be reengaged to do the work. Prep work cancelled earlier in the year.
Sept - Oct	Photography exhibition	New photos of the Town Hall with people who work here in community partnership (*photographic society or students from Newark College)	£200 for partners time and equipment, £250 separate marketing for exhibition	TBC	
July - Sept	Anniversary time capsule	Schools from the Glorious Georgian workshops select objects to go in time capsule. Capsule to go on display July - Sept to encourage consultation	£325 plus VAT and delivery plus £200 for plumbing welding seal. Part funded with stall rental - would replace steampunk market for 2026.	TBC	<u>Time Capsules Your History for future Generations.</u>
5th and 6th Dec	Georgian Christmas Market	Stall holders with crafts as well as regulars, holders encouraged to dress up as part of the event , additional workshops.	£300 per day for art handler - £600.00 in total	Combination of museum and events.	Extra museum capacity would be helpful. Can be done later in the year with capacity support.
Jan	Anniversary rehang in the Town Hall	Paintings out of stores on display throughout NTC - For Feb celebrations		TBC	
27th Nov	Son et Lumiere	Light display on town hall telling 250th story - Georgian and building themed. For Christmas light up event.	£15 k plus £5k freelance PM	Inspire via Newark Creates	May not get funding. Decision awaited.
2026	Book Commission	Book to explore history of Town Hall and Mayoralty.	£3,000		Pending author confirmation
Marketing					
Annual programme marketing - Ultimate Print - Poster leaflet design and production Museum has already updated its logo for the year to reflect the anniversaries. This is being used on promotional material.					

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	Deficit Strategy
REPORT BY:	Matthew Gleadell

1. Recommendations

1.1 That members determine where they are willing to consider potential service level changes as part of addressing future financial deficits as detailed in the attached Appendix.

2. Background

2.1 The Clerk is working on a strategy for addressing medium term financial deficit forecasts. This paper allows opportunity for members to provide a steer to the Town Clerk as to their willingness to pursue certain avenues to help address medium term financial deficits. This will ensure the Clerk does not spend time looking in detail at areas that are not supported for any changes by the Council.

2.2 There are 3 ways to address forecast deficits. They are:

1. Generate more income.
2. Reduce overhead costs.
3. Increase Council Tax.

In recent years a combination of all of the above has been implemented. Despite that, cautious medium term forecasts still envisage a level of financial deficit (around £230,000 in the 27/28 financial year which is down from £600,000 forecast in January 2024).

2.3 The impact of the 2015 Devolution agreement with NSDC, and the significantly lower than forecast housing growth upon which the devolution financial strategy was based, has been well documented in recent years and so is not repeated again in this report, but in summary far few houses have been built than anticipated and so there are fewer properties paying Council Tax than had been expected. The taxation requirements therefore falls to fewer people who between them pay more than they would if there were more properties and more tax payers in the Newark parish.

2.4 Taking each area of deficit management members are asked to consider the following:

More Income – Various efforts are underway with hospitality related activity which continues and is already factored in as part of the Medium Term plan.

Members willingness to reasonably increase fees and charges for services such as Allotments and Cemetery and Burial services helps with revenue generation. These areas of income generation are subject to separate reports through the year, and members are encouraged to support reasonably justified increases in charges for these areas when reviewed.

Reduce Overhead Costs – There are some key areas that could be targeted for cost saving efforts. Due to HR implications of the options these are detailed on the attached pink paper Appendix attached.

Increase Council Tax – Deficit forecasts are presently based on a 5% annual increase in Council Tax over the next few years. This is higher than had been envisaged in 2015 when Devolution was developed and again reflects the lower than forecast housing growth. Of course efforts will always be made to keep increases to a minimum and if possible lower than the present 5% forecasts.

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

All relevant matters within the report.

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

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	Sherwood Avenue Tennis Courts
REPORT BY:	Matthew Gleadell

1. Recommendations

1.1 That Active 4 Today are appointed to deliver park tennis at Sherwood Avenue Tennis Courts and provide marketing, promotion and booking management facilities for the site.

2. Background

2.1 In 2024 the Council secured a significant grant from the LTA for refurbishment of the tennis courts at Sherwood Avenue.

2.2 As part of the grant conditions the Council is required to deliver 'park tennis' which is free to play tennis for 1 hour on a Saturday or Sunday morning supported by appropriate volunteer activators. It is the tennis equivalent of parkrun and is designed to be led by volunteers. The Town Clerk and 2 officers from NSDC have already agreed to undertake the volunteer training and assist in getting the park tennis initiative up and running, however, it still requires a suitable body to lead, market and promote the venture and provide the consistent staff to deliver the weekly sessions. The volunteer officers are have offered 1-2 sessions per month.

2.3 Active 4 Today are happy to support with the development of park tennis utilising their coaches and staff to get the programme up and running. They will also include the facility as part of their membership package and promote the facility to their several thousand members.

2.4 Racket sports have seen a surge in demand with padel and pickleball becoming especially popular and Active 4 Today are unable to meet demand. There may be scope for the addition of pickleball court lines to at least 1 of the tennis courts at Sherwood Avenue.

2.5 There is no intent to remove the free after school access period that was set up after the refurbishment was done and non-active 4 today members would still be able to book the courts independently of Active 4 Today via the courts dedicated website.

2.6 It is anticipated that the benefits of Active 4 Today promotion will help to drive up usage of the courts which will help to offset the proposed management fee for the service.

2.7 The courts management and maintenance have previously formed part of the undertakings of Newark Northern Bowls Club in return for retention of the booking receipts (when it was dealt with by a payment meter on the site). All booking receipts are now digitised on the back of the refurbishment funding and come direct to the Town Council.

2.8 The proposed management fee for the provision of park tennis and marketing promotion and booking management is £2900.00 which is based on the current level of income generated however additional income is anticipated on the back of the involvement of Active 4 Today.

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

All relevant matters contained in the report.

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

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	Community Garden
REPORT BY:	Matthew Gleadell

1. Recommendations

1.1 It is recommended by the Environmental Stewardship Working Group that land at Barby Road be made available to a local community group for the purpose of the development of a community garden project.

2. Background

2.1 Members will recall a recent proposal for a Community Garden project at Beaumont Gardens which was rejected on the basis that the location was not deemed suitable albeit members were keen to see the idea developed at a suitable site.

2.2 The group involved in the proposal have recently presented to the Environmental Stewardship Committee their ideas, ambitions and proposals which were welcomed by the Committee who are now recommending land at Barnby Road as a suitable location to explore this venture.

2.3 At this time a simple decision in principle is sought as to the location. If agreed , further work will be done to develop the detail and heads of term as to the extent of land involved and the terms and conditions that will apply as part of any agreement with the community group.

2.4 The wider site is shown edged red on the map below however only parts of this land will be involved as the land includes a play area which cannot form part of the area covered by the project.



- 2.4 As a starting point the group will need to be responsible for health and safety and risk management, hold suitable insurance cover, have suitable processes and procedures adopted and implemented for matters such as safeguarding.
- 2.5 It is not envisaged that the grant of use the land will attract any form of rent with the Council providing the land by of some form of Lease or Licence in support of the project. This is not unlike arrangements already in place for land next to Sconce and Devon Park which is used by NSDC for community horticulture projects, but which is owned by NTC and subject to a Lease to NSDC.
- 2.6 There will need to be controls over what work is done, what changes are made on the ground and provision for ongoing oversight from the Council to ensure that the project is delivered in a way that does not prejudice the Councils underlying proprietary interest in the land. Planning considerations will need to be taken into account if the group wish to install structures such as a shed with specific elements like this subject to the need to secure Landlord approval from NTC in the future (which may not be guaranteed).

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

Financial – There will be costs for developing a suitable Lease or Licence agreement although the Clerk as a non-practicing property lawyer should be able to help by drafting a suitable legal document at no cost to either party.

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. ASB risks are also present and which have been highlighted to the community group.

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

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	Year End Internal Audit 25/26 Financial Year
REPORT BY:	Matthew Gleadell

1. Recommendations

1.1 That members approve the year end internal audit strategy for the 25/26 financial year as detailed below.

2. Background

2.1 The 24/25 internal audit was carried out by Assurance Lincolnshire (part of Lincolnshire County Council). The 24/25 internal audit was the 3rd successive internal audit carried out by Assurance Lincolnshire.

2.2 Whilst there is no strict obligation to change an internal auditor it is good practice to do so in order to get a 'fresh set of eyes'. As reported in November 2025 the Clerk has been seeking a new internal auditor for the 25/26 financial year.

2.3 A new internal auditor for the 25/26 financial year has been identified.

2.4 It is proposed that Paul Russell of PATAS be appointed as the Councils internal auditor for the 25/26 financial year. Details of the auditing business can be found at the following website: <https://www.patas.co.uk/>

2.5 Paul has submitted to the Clerk a detailed proposal for their work alongside evidence of work carried out for other Councils. The Clerk is satisfied that Paul is sufficiently qualified and experienced enough to provide suitable internal audit services. The Clerk has himself previously provided audit services to a number of Town and Parish councils (pre-employment at Newark Town Council).

2.6 As part of the formal appointment of Paul as internal auditor for the 25/26 financial year the following should be confirmed:

- a) Newark Town Council is satisfied that Paul Russell is independent of Newark Town Council but as part of their engagement for the 25/26 internal audit they will be asked to declare that they are not related in any way to any of the officers or members of Newark Town Council and have no reason to suspect any conflict of interest.
- b) Newark Town Council is satisfied that Paul Russell is competent to undertake an internal audit and has provided evidence of their competence to the Town Clerk.
- c) Newark Town Council will instruct Paul Russell to ensure that the basic requirements of internal audit for 25/26 financial year are met as specified in the Smaller Authorities Proper Practice Panel (formerly known as JPAG) Practitioners Guide to Governance and Accountability for the 25/26 financial year.

- d) In relation to control E of the Internal Auditors element of the External Audit (see below), the internal auditor will be asked to pay particular attention to the Councils Town Hall Events and Hospitality service (*For the 23/24 financial year we asked the Internal Auditor to focus on Market receipts and for 24/25 Cemetary and Allotment receipts*).

Internal control objective
A. Appropriate accounting records have been properly kept throughout the financial year.
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.
H. Asset and investments registers were complete and accurate and properly maintained.
I. Periodic bank account reconciliations were properly carried out during the year.
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.

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

Financial : Paul has submitted a quotation for their services. The costs are significantly less than Assurance Lincolnshire and consequently well within the current year budget provision for this work. The reduced cost reflects a differing approach to the audit service which should be viewed as a positive as the change in approach may help to identify areas for improvement not identified by Assurance Lincolnshire.

Paul has offered a multi-year appointment option which will fix fees for the next 3 years. The Clerk has indicated to Paul that it would be preferable for the Council to review his services following his first audit and then consider a multi-year appointment. Paul has agreed to honour the 3 year pricing structure if the Council is happy to progress with a 3 year appointment following review of his first audit.

Background Papers:	Working papers
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