



Newark TOWN COUNCIL

Wednesday 13th May 2026

Dear Councillors

A meeting of the Events, Arts, Culture and Twinning Sub-Committee has been arranged for **6.30pm** on Monday 18th May 2026, 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

AGENDA

EVENTS, ARTS, CULTURE AND TWINNING SUB-COMMITTEE

Monday 18th May 2026

1	Apologies for Absence		
2	Minutes of the Meeting of the Events, Arts, Culture and Twinning Working Group held on Monday 16 th February 2026.	Minutes Attached	Page 5
3	Declarations of Interest from Members <i>Relevant Legislation: Localism Act 2011 s31</i>		
4	Town Council Events Update https://www.whatsonnewarkandsherwood.co.uk/	Verbal report from Events Officer	
5	Third Party Events Update	Verbal report from Events Officer	
6	Museum Update	Verbal report from Museum Collections Officer	
7	Anniversary Events Update	Verbal report from Town Clerk	
8	Society of Local Council Clerks Recognition	See attached report	Page 7

Committee membership

Cllr S Dickinson (Chairman)
Cllr T Collier (Vice Chairman)
Cllr V Macdonald
Cllr L Roulstone
Cllr D Moore



Newark TOWN COUNCIL

Minutes of the Meeting of the Arts, Culture, Events and Twinning Working Group held at 6.30pm on Monday 16th February 2026 in the Council Chamber at the Town Hall.


Membership Present:	Councillor	T Collier (Chairman)
	Councillors	D Campbell S Dickinson (Vice-Chairman) L Roulstone
Apologies for Absence:		Jack Kellas
In Attendance:	Town Clerk	Matthew Gleadell Melanie Brown
	There were no members of the public present	
Venue:	Council Chamber, Town Hall	

ACETSC/26/25/26	Apologies for Absence
	Apologies received from Cllr Jack Kellas.
ACETWG/27/25/26	Minutes of the Meeting of the Arts, Events, Culture and Twinning Working Group held on
	The minutes of the meeting held on 20 October 2025 were approved as a correct record.
ACETWG/28/25/26	Declarations of Interest
	There were no Declarations of Interest
ACETWG/29/25/26	Introduction to Events Officer
	The Town Clerk introduced Melanie Brown as the new Events Officer.
ACETWG/30/25/26	Town Council Events Update
	Melanie gave a detailed update to members as to progress she had made in delivering the various events that are scheduled for the coming year. Members were enthusiastic about some of the new ideas Mel discussed and presented.

ACETWG/30/25/26	Third Party Events Update
	The Town Clerk updated members as to various third party events that are scheduled through the year.
ACETWG/31/25/26	Twinning 2026
	The Clerk updated members on evolving Twinning plans for 2026 which was noted by the members.
ACETWG/32/25/26	Newark Creates and Cultural Consortium
	The Clerk reported that there may be opportunity for the Town Council to become more actively involved by way of hosting the officer that will be employed if grant funding is secured. This would allow for better integration of Newark Creates with Town Council events. Members were in support of the idea but noted that further work is required before any final decisions can be made.
ACETWG/30/25/26	Christmas 2026
	Due to the likely absence of the market place the Town Clerk discussed options for Christmas events in 2026. Use of the Wharf car park was considered to be a favourable location for a Christmas event. Members noted that further work and investigation is being carried out and members will be updated at the next meeting.

Meeting Closed:	7.45pm	Next Meeting:	Monday 18th May 2026
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SUBJECT:	SLCC Recognition
REPORT BY:	Matthew Gleadell

1.	Recommendations
1.1	That members note the contents of the report.
2.	Background
2.1	<p>Deputy Town Clerk Anna Lawson has had an article published in the SLCC Professional Magazine. The article sets out practical advice for dealing with safety management when planning and delivering events. An image of Newark on Sea was chosen for the front cover of the Magazine.</p> <p>Further, in response to the article Anna has been asked to give a presentation at a Professional Conference next year.</p> 
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

