



Newark TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 17TH JUNE 2026

Friday 12th June 2026

Dear Councillor

You are summonsed to attend a Meeting of the Finance & General Purposes Committee at **7.00pm** on Wednesday 17th June 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-Chair)
- Cllr E Cropper
- Cllr S Crosby (Chair)
- 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 17TH JUNE 2026

1	Apologies for Absence		
2	Minutes of the Finance & General Purposes Committee held on Wednesday 15th April 2026	Minutes Attached	Page 5
3	Declarations of Interest from Members <i>Relevant Legislation: Localism Act 2011 s31</i>	Verbal	
4	Payment Schedules 11/26, 12/26, 1/27 and 2/27	Report Attached	Page 9
5	Annual Governance and Accountability Return	Report Attached	Page 29
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7	Community Grant Applications	Report Attached	Page 63
8	Appointment of Representatives to Outside Bodies	Report Attached	Page 91
9	Cemetery Development Working Group appointment for 26/27 Civic Year	Report Attached	Page 95
10	Tolney Lane Play Area	Report Attached	Page 97
11	Invoice Payment Request from Supplier	Report Attached	Page 99
12	Newark Market Place Phone Boxes	Report Attached	Page 101
13	Safeguarding Policy	Report Attached	Page 105
14	Tolney Lane Fencing	Report Attached	Page 113
15	Notice of Motion	Report Attached	Page 115
16	Exclusion of Press and Public <i>Public Bodies (Admissions to Meetings) act 1960 s1(2)</i>	Report Attached	Page 117
17	Appendix 1 to Agenda Item 14	Report Attached	Page 119



Newark TOWN COUNCIL

Agenda Item No: 2

Committee Date: Wednesday 17th June 2026

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 15th April 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 (Ap) J Kellas D Ledger D Moore (Ap) G Rix (Ap) N Ross (Ap) L Roulstone M Skinner M Spoons (Ap) P Taylor
Apologies for Absence:	Councillors	L Geary, D Moore, G Rix, N Ross & M Spoons
Officers Present:	Town Clerk Deputy Town Clerk	Matthew Gleadell Anna Lawson
	1 Press member and no members of the public were in attendance.	
Venue:	Council Chamber, Newark Town Hall	

FGP061/26/27 Apologies for Absence

Apologies were received from Cllrs Geary, Moore, Rix and Ross

FGP062/26/27 Minutes of the Finance & General Purposes Committee held on Wednesday, 11th March 2026

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

FGP063/26/27 Minutes of the Extra-ordinary Meeting of the Finance & General Purposes Committee held on Tuesday, 17th March 2026

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

FGP064/26/27 Declarations of Interest

None Received

FGP065/26/27 Payment Schedule

A query was raised regarding payment 5022 to NALC. The Clerk confirmed this payment will be withheld.

The payment schedule was proposed by Cllr M Skinner, seconded by Cllr P Taylor, and **NOTED**.

FGP066/26/27 Annual Public Meeting

Recommendation 2.6 from the Clerks report was proposed by Cllr D Campbell and seconded by Cllr L Roulstone. This was unanimously **AGREED**.

FGP067/26/27 250/400 Anniversaries

The committee discussed the recommendation.

The recommendation, as stated in the report, was proposed by Cllr B Corrigan and seconded by Cllr S Dickinson. This was unanimously **AGREED**.

FGP068/26/27 Deficit Strategy

Cllr S Crosby proposed to defer the subject to a closed session at the end of the meeting and seconded by Cllr B Corrigan. This was unanimously **AGREED**.

FGP069/26/27 Sherwood Avenue Tennis Courts

Cllrs I Brown, S Crosby, J Kellas and P Taylor declared an interest due to the involvement of Active 4 Today by virtue of being District Councillors.

Proposed by Cllr B Corrigan and seconded by Cllr D Campbell to adopt the recommendation in the report to engage Active 4 Today to manage the tennis courts and associated park tennis. A vote was held, and this was **AGREED**.

FGP070/26/27 Community Garden

That a section of land at Barnby Road Play Park be made available to a local community group for the purpose of the development of a community garden project.

The Town Clerk explained that the group were looking for an agreement in principle at this stage.

Cllr B Corrigan supported the proposal, and it was seconded by Cllr E Cropper. This was unanimously **AGREED**.

FGP071/26/27 Internal Audit

It was proposed that Paul Russell of PATAS be formally appointed as the Council's Internal Auditor for 25/26.

The proposal was supported by Cllr D Campbell and seconded by Cllr B Corrigan. This was unanimously **AGREED**.

FGP072/26/27 Exclusion of the Press and Public

Cllr B Corrigan 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 remainder of the meeting on the grounds that the Committee's remaining business involves the likely disclosure of exempt information as defined in the Local Government (Access to Information) (Variation) Order 2006, and the public interest in disclosing the information.

This was Seconded by Cllr D Campbell. A vote was held and it was **AGREED**.

FGP073/26/27 Bowls Club Lease

Discussions took place regarding whether a new Lease should be granted to Newark Northern Bowls Club. Various options were considered, and it was proposed that a site visit be undertaken prior to a decision being made. A request was also made to the Town Clerk to prepare financial strategies for the Lease going forward.

Cllr B Corrigan proposed that the decision should be deferred pending a visit to the club by members however the general direction of travel preferred by members for the future Lease was noted. This was Seconded by Cllr E Cropper. This was unanimously **AGREED**.

FGP074/26/27 Deficit Strategy

The Clerk had outlined some potential cost-saving measures in his report. The four options stated in the report were discussed at length.

Cllr L Roulstone left the meeting at 8.16 pm

Cllr Dickenson left the meeting at 8.33 pm

It was proposed by Cllr D Ledger and seconded by Cllr B Corrigan to **DECLINE** pursuing any of the options tabled. A vote was held with 8 Agreed, 1 Against and 1 Abstention.

Meeting Closed:	08.37 pm	Next Meeting:	Wednesday 17th June 2026
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FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	MONTHLY PAYMENT SCHEDULES
REPORT BY:	MATTHEW GLEADELL (TOWN CLERK)

1. Recommendations

1.1 Members note the payment schedules 11/26, 12/26 and 1/27 and 2/27

2. Background

2.1 Payment Schedules 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

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DIRECT DEBITS
ACCOUNTS FOR PAYMENT SCHEDULE 11/26

1.2.26

Voucher Number	Payee	Budget	Amount
5073	ASD Wholesale	Bar Costs	81.59
5073a	Bridebook	Event Marketing & Promotions	358.80
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	2515.43

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/Professional	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

£134,674.66

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)

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 *B7Z4QEZF2	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 *2ZWBF2DGB2	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	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 *27RJNMG2	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

DIRECT DEBITS
ACCOUNTS FOR PAYMENT SCHEDULE 1/27

1.4.26

Voucher Number	Payee	Budget	Amount
5384a-c	ASD Wholesale	Bar Costs	1445.78
5385	Bridebook	Event Marketing & Promotions	358.80
5386	BT	Telephones	70.32
5387	EPOS NOW	Bar & Catering Equipment	100.80
5388-89	Gas Direct	Bar & Catering Equipment	37.56
5390	HCP Capital UK Ltd	Mayoral Car	288.28
5391	Natwest Credit Card – MG	Computers & Software	19.97
5391	Natwest Credit Card – MG	Mayors Allowance	411.77
5392	Natwest Credit Card – AL	Refuse Disposal	24.10
5392	Natwest Credit Card – AL	Subscriptions	21.00
5392	Natwest Credit Card – AL	TH Maintenance & Equipment	508.75
5393	Newark & Sherwood District Council	Rates – Town Hall	2035.00
5393	Newark & Sherwood District Council	Rates – Market	2574.00
5393	Newark & Sherwood District Council	Rates – Cemetery Lodge	941.50
5394	Nurture8020	Event Marketing & Promotions	150.00
5395	PWLB Loan	PWLB Loan	20719.77
5396-5421	Worldpay	Bank charges	346.04
		Total	28607.66

AUTOPAY
ACCOUNTS FOR PAYMENT SCHEDULE 1/27

1.4.26

Voucher Number	Payee	Budget	Amount
5249	Abevco	Bar Costs	269.72
5250	A.Crawford	Mayors Allowance	100.00
5251	Active 4 Today	Tennis Court Expenditure	3480.00
5252	ADT	TH Maintenance & Equipment	91.63
5253-54	Agri-Gem	Cemetery Upkeep	777.58
5255-58	Air IT	Computers / Software	2349.49
5259	Allstar	Vehicle Running Costs	217.41
5260-64	Ann Et Vin	Bar Costs	938.97
5265	AO Cumbernauld	Payroll	15638.18
5266	AP Lifting Gear	Market Maintenance & Equipment	1314.00
5267	Aquaid	Refreshments	24.30
5268	Canon	Printing & Stationary	212.52
5269	CCLA	CCLA	700000.00
5270	Cope	Occupational Health	755.44
5271	Derry Building Services	PC Repairs & Maintenance	630.56

5272-75	Derry Building Services	TH Maintenance & Equipment	9471.97
5276	Derry Building Services	Cemetery Upkeep	218.78
5277	EE	Telephones	203.00
5278	ENVA	Refuse Disposal	2256.78
5279	Equals	P. Tomlinson	500.00
5280	Equals	V. Penarski	500.00
5281	Flagpole Express	Cemetery Upkeep	529.80
5282	Freedom	TH Maintenance & Equipment	96.00
5283	Gills Memorials	Plinths/Memorials	2100.00
5284	Goulding, Young & Mawer Ltd	Consultancy/Professional	1080.00
5285	Gower Consultants	Computers & Software	3996.00
5286	HB Embroidery (GMB Freelance)	Uniform	74.00
5287	HF Supplies	PC Materials inc Cleaning	209.03
5288-90	Hitched	Event Marketing & Promotions	738.60
5291	Iliffe Media	Market Marketing & Promotions	354.48
5292	Inspire	Art Council Grant	9610.00
5293	JJ Hilton	Event Catering	1380.00
5294	K Barrett	Mayors Allowance	875.00
5295-97	K Barrett	Event Catering	400.00
5298	Laffey Aggregates Ltd	Cemetery Upkeep	240.00
5299-300	Lite Ltd	Christmas Lights	36434.21
5301	Lite Ltd	Summer decorations	1745.47
5302	Lodge Tyre	Mower & Equipment Maintenance	114.00
5303	M. Creamer	Market Equipment & Tools	10.00
5304	MEC	Cemetery Upkeep	30.00
5305-09	MFE Ltd	TH Maintenance & Equipment	1839.60
5310-11	MFE Ltd	Cemetery Upkeep	432.00
5312	MFE Ltd	Beaumont Gardens Maintenance	192.00
5313	MFE Ltd	Bowling Green Maintenance	192.00
5314-15	MFE Ltd	PC Repairs & Maintenance	583.20
5316	NAMBA	Subscriptions	509.00
5317	NCP Car Park	NCP Car Park	841.21
5318	Newark Glass & Glazing	Riverside Park Maintenance	564.97
5319	Newark Heritage Forum	Recharges	50.00
5320	Newark Northern Bowls Club	Bowling Green Maintenance	3500.00
5321	Newark & Sherwood District Council	TH Maintenance & Equipment	395.20
5322	Newark & Sherwood District Council	Cemetery Upkeep	5015.40
5323	Newark & Sherwood District Council	Bowling Greens Maintenance	647.40
5324	Newark & Sherwood District Council	Vehicle Running Costs	285.05
5325	Newark & Sherwood Locksmiths	PC Repairs & Maintenance	120.00
5326-27	Newark & Sherwood Locksmiths	TH Maintenance & Equipment	362.40
5328	Newark & Sherwood Locksmiths	Cemetery Upkeep	35.94

5329	Newark & Sherwood Locksmiths	Allotment maintenance	48.00
5330	NTC Account	Payroll	47456.09
5331	Notts LGPEN	Payroll	13317.06
5332	Notts LGPEN	Pensions – Cay	1192.47
5333	Notts Pipes & Drums	Newark Steampunk	800.00
5334-35	Office Friends	Printing & Stationary	345.08
5336	Old Hall Nurseries	Cemetery Upkeep	538.92
5337	Olivara Blooms	Venue Costs	59.00
5338	Orona	TH Maintenance & Equipment	1289.26
5339	PAS	Consultancy / Professional	240.00
5340-41	P. Gadd	Travel	58.50
5342	P. Tomlinson	Venue Costs	5.97
5343	Primeprint	Museum Marketing & Promotions	57.60
5344	Quadient	Postage	218.46
5345	Quadient	Printing & Stationary	173.27
5346	Rialtas	Computers / Software	2091.60
5347	Saunders, J	Hercules Clay	454.11
5348-50	Screwfix	Cemetery Upkeep	145.10
5351-53	Screwfix	TH Maintenance & Equipment	86.57
5354-55	Second Element	TH Maintenance & Equipment	1092.00
5356	Security 2	Mayoral security	120.00
5356	Security 2	TH Security	210.90
5357	Smiths Timber	Cemetery Upkeep	39.96
5358	Surecare	TH Maintenance & Equipment	518.00
5359	Timothy O Brien	Mayor Making	80.00
5360-61	The Joker	Market Marketing & Promotions	1639.20
5362	Thomas Fattorini	Badges & Shields	3845.19
5363	Total Energies	TH Gas	3712.60
5364	Total Energies	TH Electricity	2302.83
5365	Total Energies	Market Gas	348.64
5366-69	Total Energies	Market Electricity	473.28
5370	Total Energies	P & O/S Electricity	678.09
5371-72	Total Energies	PC Electricity	2417.84
5373-75	Total Energies	Cemetery Electricity	298.72
5376-78	Total Energies	Buttermarket Electricity	237.18
5379	Ultimate Print	P & O/S Maintenance	57.60
5380	Ultimate Print	Market Marketing & Promotions	76.80
5381	Unison	Unison	193.50
5382	Virgin Media	Telephones	267.24
5383	Walters Cleaning Services	TH Maintenance & Equipment	176.40
5384	Zurich Municipal	Insurance	32487.40
		Total	935382.72

£
Grand Total 963,990.38

Month 1 – 1/4/26 – 30/4/26

Created date (UTC)	Description	Name	Total credited	Total debited
31/03/2026 11:49	Asda	John Green		£13.27
01/04/2026 11:13	B AND Q NEWARK	John Green		£0.60
01/04/2026 11:31	Toolstation	John Green		£5.65
02/04/2026 12:57	YTC NEWARK	John Green		£7.67
09/04/2026 12:34	SAVERS HEALTH & BEAUTY	John Green		£8.99
09/04/2026 13:40	Boyes	John Green		£6.25
10/04/2026 10:23	Morrisons	John Green		£2.80
16/04/2026 10:50	Morrisons	John Green		£1.82
16/04/2026 13:54	Boyes	John Green		£8.25
21/04/2026 14:33	Morrisons	John Green		£2.80
22/04/2026 12:36	Morrisons	John Green		£3.30
29/04/2026 08:32	Royal Mail	John Green		£5.00
29/04/2026 08:52	Asda	John Green		£3.30

TOTAL £69.70

01/04/2026 11:56	TKMAXX_UK	Peter Tomlinson		£9.99
01/04/2026 13:13	National Car Parks (NCP)	Peter Tomlinson		£3.50
01/04/2026 13:21	Timpson Ltd 195	Peter Tomlinson		£40.00
01/04/2026 13:53	THE REAL ALE STORE	Peter Tomlinson		£240.00
07/04/2026 08:15	Boyes	Peter Tomlinson		£2.00
07/04/2026 10:11	eBay	Peter Tomlinson		£11.86
07/04/2026 12:19	Asda	Peter Tomlinson		£13.40
08/04/2026 08:10	Morrisons	Peter Tomlinson		£29.24
08/04/2026 08:45	Amazon	Peter Tomlinson		£38.76
08/04/2026 13:03	HILLS OF NEWARK LTD	Peter Tomlinson		£10.00
10/04/2026 10:49	Morrisons	Peter Tomlinson		£8.00
11/04/2026 15:42	ASDA STORES	Peter Tomlinson		£6.58
11/04/2026 15:52	Morrisons	Peter Tomlinson		£15.60
11/04/2026 19:30	ASDA STORES	Peter Tomlinson		£42.31
15/04/2026 11:53	Morrisons	Peter Tomlinson		£7.75

16/04/2026 06:54	NEWARK NEWS	Peter Tomlinson		£4.00
16/04/2026 07:53	Morrisons	Peter Tomlinson		£12.00
19/04/2026 07:34	MFG COW LANE	Peter Tomlinson		£6.00
21/04/2026 12:15	ASDA STORES	Peter Tomlinson		£7.22
21/04/2026 12:34	Morrisons	Peter Tomlinson		£15.60
21/04/2026 14:23	Boyes	Peter Tomlinson		£18.00

TOTAL £541.81

02/04/2026 09:23	Facebook	Victoria Penarski		£20.90
05/04/2026 09:06	Spotify	Victoria Penarski		£12.99
07/04/2026 09:36	Spotify	Victoria Penarski		£12.99
14/04/2026 09:53	SHEIN	Victoria Penarski		£383.62
19/04/2026 07:00	Apple / iTunes	Victoria Penarski		£9.99
19/04/2026 13:29	Facebook	Victoria Penarski		£47.00
21/04/2026 14:15	Facebook	Victoria Penarski		£47.00
21/04/2026 23:43	Amazon	Victoria Penarski		£45.18
22/04/2026 01:44	Amazon	Victoria Penarski		£29.99
22/04/2026 01:44	Amazon	Victoria Penarski		£11.28
22/04/2026 10:36	Amazon	Victoria Penarski		£37.42
23/04/2026 17:47	Facebook	Victoria Penarski		£47.00
25/04/2026 14:07	SHEIN	Victoria Penarski	£63.89	

TOTAL £641.47

02/04/2026 10:47	Austen Group Ltd	Peter Gadd		£24.24
16/04/2026 12:56	The Safety Supply Company	Peter Gadd		£116.34
24/04/2026 13:29	Amazon	Peter Gadd		£17.50
24/04/2026 13:34	Amazon	Peter Gadd		£54.99
24/04/2026 14:13	Amazon	Peter Gadd		£42.74
24/04/2026 14:15	Amazon	Peter Gadd		£55.00

TOTAL £310.81

DIRECT DEBITS
ACCOUNTS FOR PAYMENT SCHEDULE 2/27

1.5.26

Voucher Number	Payee	Budget	Amount
5543	ASD Wholesale	Bar Supplies	642.16
5544	Bridebook	Event Marketing & Promotions	358.80
5545-46	British Telecom	Telephones	334.08
5547	Epos Now	Event Marketing & Promotions	100.80
5548	Gas Direct	Bar & Catering Equipment	7.81
5549	HCP Capital Ltd	Mayoral Car	288.28
5550	Natwest Cards – AL	Market Equipment & Tools	368.18
5550	Natwest Cards – AL	TH Maintenance & Equipment	27.54
5550	Natwest Cards – AL	Mayors Allowance	10.78
5550	Natwest Cards – AL	Subscriptions	21.00
5550	Natwest Cards – AL	Vehicle Running Costd	725.00
5551	Natwest Cards – MG	Computers & Software	39.94
5551	Natwest Cards – MG	Subscriptions	245.00
5552	Newark & Sherwood District Council	Rates – Town Hall	2033.00
5552	Newark & Sherwood District Council	Rates – Market Place	2574.00
5552	Newark & Sherwood District Council	Rates – Cemetery Lodge	939.00
5553	Nurture	Event Marketing & Promotions	150.00
5554	PWLB Loan	PWLB Loan	12420.92
5555-76	Worldpay	Bank Charges	249.27
		Total	21535.56

AUTOPAY
ACCOUNTS FOR PAYMENT SCHEDULE 2/27

1.5.26

Voucher Number	Payee	Budget	Amount
5420	Agri-Gem Ltd	Cemetery Upkeep	166.80
5421	Allstar	Vehicle Running Costs	413.59
5421	Allstar	Mayoral Fuel Costs	52.01
5422	A. Lawson	Town Hall Maintenance	52.99
5423-24	Ann Et Vin	Bar Costs	875.90
5425	AO Cumbernauld	Payroll	16620.85
5426-27	Aubergine	Computers / Software	430.80
5428	Bonnets & Breeches	Venue Costs	100.00
5429	CCLA	CCLA	300000.00
5430	Closmat	PC Repairs / Maintenance	258.00
5431	Cope	Occupational Health	802.20

5432	Daniella Seaton Photography	Venue Costs	200.00
5433	Daniella Seaton Photography	Mayor Making	200.00
5434	DCK Accounting	Consultancy / Professional	774.42
5435	Derry Building supplies	PC Repairs & Maintenance	725.03
5436	Dinomania	Market Marketing & Promotions	930.00
5437	DSA Environment & Design Ltd	Neighbourhood Plan	648.00
5438	Easy Safety	Health & Safety Consultancy	597.00
5439	EE	Telephones	195.30
5440	ENVA	Refuse Disposal	1985.42
5441	E-On	P & O/S Electricity	2137.06
5442	Equals Money	V.Penarski	339.00
5443	Equals Money	Peter Gadd	369.00
5444	Equals Money	Peter Tomlinson	372.00
5445	Equals Money	John Green	334.00
5446	Friends of Newark Museum	Twinning	13.50
5447	Foxstone Forestry	P & O/S Maintenance	840.00
5448	H. Crossland	Mayor Making	39.60
5449	Henton & Chattell	Cemetery Upkeep	76.21
5450-51	HF Supplies	Venue Costs	367.01
5452-53	HF Supplies	PC Materials inc Cleaning	255.53
5454	HF Supplies	TH Maintenance & Equipment	161.45
5455	Hitched	Event Marketing & Promotions	246.20
5456-58	Iilfe Media	Markets Marketing & Promotions	730.10
5459	JJ Hilton	Event Catering	242.00
5460-61	K Barratt	Event Catering	1794.00
5462	Lincs Window Cleaning Ltd	Beaumont Gardens Maintenance	80.00
5463	Mcarthur Morgan	Staff Training	382.50
5464	M. Gleadell	Postage	12.00
5465	MEC	Cemetery Upkeep	90.00
5466	My Solution Wellbeing	Staff Training	500.00
5467	Newark & Sherwood District Council	Sherwood Avenue Maintenance	3088.88
5468	Newark & Sherwood District Council	Art Council Expenses	4711.14
5469	Newark & Sherwood District Council	Riverside Park Maintenance	220.20
5470	Newark & Sherwood District Council	Cemetery Upkeep	144.00
5471-72	Newark & Sherwood District Council	P & O/S Maintenance	1050.00
5473-75	Newark Community First Aid	Staff Training	1096.00
5476	Newark Security Services Ltd	P & O/S Security	936.00
5477	Notts Inspired	Markets Marketing & Promotions	180.00

5478	Notts LGPEN	Payroll	13512.59
5479	NTC Account	Payroll	51099.99
5480-83	Office Friends	Printing & Stationary	68.09
5484	PAS Ltd	Consultancy / Professional	240.00
5485	P. Gadd	Travel	26.00
5486	PHS Group	TH Maintenance & Equipment	410.95
5487	Saks Hair	Hanging baskets	180.00
5488	SA Plumbing	Allotment Maintenance	174.88
5489-90	Screwfix	Cemetery Upkeep	94.52
5491	Screwfix	Uniform	33.99
5492	Second Element	Sherwood Avenue West Maintenance	177.60
5493-94	Second Element	TH Maintenance & Equipment	840.00
5495	Security 2	TH Event Security	1240.20
5495	Security 2	Mayor Security	252.00
5496	SES Engineering	Markets Maintenance & Equipment	6600.00
5497	Shredall	TH Maintenance & Equipment	190.80
5498	Shredall	TH Maintenance & Equipment	-190.80
5499	Skip It	Allotment Maintenance	370.00
5500	Special Occasion Linen	Venue Costs	639.84
5501-02	TC Harrison	Vehicle Running Costs	132.00
5503	Teacups & Wishes	Venue Costs	333.00
5504	Thomas Ford & Partners	TH Maintenance & Equipment	1200.00
5505	TMS Credifon	Postage	600.00
5506	Total Energies	Town Hall Gas	3049.64
5507	Total Energies	Town Hall Electricity	1797.15
5508	Total Energies	Cemetery Gas	864.83
5509-11	Total Energies	Cemetery Electricity	282.08
5512	Total Energies	P & O/S Electricity	615.53
5513	Total Energies	PC Gas	382.36
5514-15	Total Energies	PC Electricity	1764.08
5516-29	Total Energies	Market Electricity	4314.96
5530-32	Total Energies	Buttermarket Electricity	206.97
5533	TSG	Computers / Software	2320.52
5534-36	Ultimate Print	Event Marketing & Promotions	390.00
5537	Ultimate Print	Museum Marketing & Promotions	115.20
5538-41	Virgin Media	Telephones	134.07
5542	Watch It	Cemetery Upkeep	1106.09
		Total	442404.82

£
Grand Total **463,940.38**

Month 2 – 1/5/26 – 31/5/26

Created date (UTC)	Description	Name	Total debited
01/05/2026 23:12	Facebook	Victoria Penarski	£47.00
05/05/2026 09:06	Spotify	Victoria Penarski	£12.99
06/05/2026 14:15	Amazon	Victoria Penarski	£17.59
07/05/2026 09:36	Spotify	Victoria Penarski	£12.99
07/05/2026 11:03	Morrisons	Victoria Penarski	£9.25
08/05/2026 12:49	Amazon	Victoria Penarski	£52.99
13/05/2026 09:03	Facebook	Victoria Penarski	£39.73
14/05/2026 18:28	Amazon	Victoria Penarski	£72.16
19/05/2026 07:01	Apple / iTunes	Victoria Penarski	£9.99
27/05/2026 12:44	Star Printers	Victoria Penarski	£31.49

TOTAL £306.18

02/05/2026 08:12	ASDA STORES	Peter Tomlinson	£24.81
02/05/2026 10:47	Asda	Peter Tomlinson	£4.95
07/05/2026 08:27	Waterstones	Peter Tomlinson	£66.93
07/05/2026 08:38	NEWARK BOOKSHOP	Peter Tomlinson	£8.99
07/05/2026 11:12	Morrisons	Peter Tomlinson	£135.93
08/05/2026 10:50	Morrisons	Peter Tomlinson	£4.20
08/05/2026 11:53	Amazon	Peter Tomlinson	£23.97
08/05/2026 15:13	Amazon	Peter Tomlinson	£37.96
09/05/2026 18:11	Asda	Peter Tomlinson	£21.89
13/05/2026 14:27	Welcome Break	Peter Tomlinson	£8.99
14/05/2026 07:01	Morrisons	Peter Tomlinson	£17.05
15/05/2026 10:04	Morrisons	Peter Tomlinson	£1.05
17/05/2026 10:47	WHSmith	Peter Tomlinson	£4.99

17/05/2026			
13:56	StanstedParking.com	Peter Tomlinson	£5.00
26/05/2026			
13:36	Screwfix	Peter Tomlinson	£59.97
28/05/2026			
11:46	TGJones	Peter Tomlinson	£15.99
28/05/2026			
11:53	Boyes	Peter Tomlinson	£4.35
29/05/2026			
08:16	NEWARK NEWS	Peter Tomlinson	£4.00
29/05/2026			
08:47	MFG COW LANE	Peter Tomlinson	£6.00
30/05/2026			
00:44	Amazon	Peter Tomlinson	£34.17

TOTAL £491.19

06/05/2026			
13:40	Boyes	John Green	£7.20
06/05/2026			
14:31	Boyes	John Green	£1.75
07/05/2026			
08:43	Boyes	John Green	£2.90
07/05/2026			
10:05	Morrisons	John Green	£11.05
08/05/2026			
14:13	British Heart Foundation	John Green	£10.00
11/05/2026			
07:48	ASDA STORES	John Green	£1.56
12/05/2026			
08:12	NEWARK & SHERWOOD LOCK	John Green	£7.50
13/05/2026			
08:54	YTC NEWARK	John Green	£14.97
13/05/2026			
11:54	Boyes	John Green	£1.45
20/05/2026			
11:04	YTC NEWARK	John Green	£16.97
21/05/2026			
12:52	ASDA STORES	John Green	£4.60
22/05/2026			
10:59	Boyes	John Green	£1.45
26/05/2026			
13:18	YTC NEWARK	John Green	£5.59
28/05/2026			
15:51	Lidl	John Green	£2.50

TOTAL £89.49

07/05/2026			
11:45	Austen Group Ltd	Peter Gadd	£58.00
13/05/2026			
10:25	Amazon	Peter Gadd	£99.50
14/05/2026			
08:10	NEWARK PAINT & HARDWAR	Peter Gadd	£76.00

14/05/2026			
14:15	Amazon	Peter Gadd	£63.48
		TOTAL	£296.98

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	Annual Governance and Accountability Return ('AGAR') and Year End Accounts
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 a) That members note and approve and adopt the Year End Unaudited Accounts (Appendix 1)
- b) That members confirm their response to the Declarations contained in Section 1 of the AGAR return (Appendix 2)
- c) That members adopt the accounting statements set out in Section 2 of the AGAR which are based on the year end accounts. Adoption of the Year End accounts automatically validates the figures as prepared by the accounts for the Financial Statements of the AGAR (Appendix 3)

2. Background

- 2.1 The Year End Accounts have now been produced by the Council's appointed accountants and are attached as Appendix 1. The document is relatively complex and is based on detailed local government accountancy rules. The content is based on an established format that the Council has operated for a number of years via its accountants. **Due to the nature of the document members are encouraged to raise any queries ahead of the meeting so that accountant input can where necessary be sought prior to the meeting.**
- 2.2 Every year the Council is subject to an audit by government appointed auditors.
- 2.3 The deadline for submission of all relevant documentation to the auditors is the 1st July.
- 2.4 Previous years AGAR documentation is available on the Councils website.
www.newark.gov.uk/finance
- 2.5 Members who are interested can learn more about the audit process from visiting the website of the external auditor:
<https://www.pkf-l.com/services/limited-assurance-regime/submission-requirements/>
- 2.6 As a larger authority with an income exceeding £200,000 but less than £6.5 million, we are subject to an intermediate level review. This necessitates the submission of significantly more evidential documentation than the large majority of parish councils. Every year the topic for intermediate review changes. This year the focus is on the appointment of the internal auditor and consideration of their independence.
- 2.7 Attached to this report are the 2 pages of the AGAR report which require input from the members. In relation to Section 1 the Clerk would make the following observations in support of the members response to the respective statements. Please also note the comments in the 'Yes' means that this authority' box as stated by the external auditor.

Statement 1: We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

- The Council correctly has an appointed s.151 Responsible Finance Officer.
- The Council uses industry relevant accountants to support the effective financial management.
- The Council operates a system of internal checks and balances.
- The accounting statements have been produced by the accountants.

Statement 2: We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

- The Council has maintained and developed the internal control measures in the 25/26 financial year. Some of those measures were initiated by the Clerk and Chairman of the Finance and General Purposes Committee. Other measures were recommended by the Internal Auditor.

Statement 3 – We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

- A Yes response to this question is largely determined by the level of confidence in the Clerk, Deputy Clerk and RFO's ability to advise the Council of laws, regulations and Proper Practices. A combination of a qualified Clerk and RFO supported by external advisers where necessary should give members the confidence to give a 'Yes' response to this question.

Statement 4 – We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

- The Clerk confirms all relevant notices advertising the electors' rights were correctly displayed. Evidence of this is also annually tested by the external auditors. Notices are displayed on the Council website as well as in the noticeboard.

Statement 5 – We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

- The Council reviewed its risk register during the period to which this AGAR related and is scheduled for review in the current year at a forthcoming meeting. All Council reports also prompt a consideration of risk factors. Insurance is provided by Zurich Municipal.

Statement 6: We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Internal Audit has been undertaken by Paul Russell (new internal auditor this year) whose report is expected in the near future.

Statement 7: We took appropriate action on all matters raised in reports from internal and external audit.

Yes, all matters raised from the previous internal audit and external audit reports have been addressed.

Statement 8: We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

The accountants have duly included all relevant matters arising under this statement within the year end accounts which are part of this Agenda.

Statement 9: (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

The Doris Bainbridge accounts are to be reviewed and considered as part of the Agenda to which this report relates.

Statement 10: THIS IS A NEW STATEMENT FOR 25/26. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.

The Council holds relevant policies and has provided training for staff. Member training is also being planned in support of this area. As yet it is not clear what the auditors are expecting from Councils as evidence of compliance and it is understood that the full detail of the requirements will be assessed and developed over the coming year. As this new area develops it will become more apparent what the extent of the requirements are however we are confident that what we have in place already will be close to meeting the requirements if not already.

3.0 Financial, Legal, Equality, Environmental & Risk Issues

3.1 Contained in the report.

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

Newark Town Council

Unaudited Financial Statements

For the year ended 31 March 2026

Newark Town Council

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31 March 2026

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Newark Town Council

Council Information

31 March 2026

(Information current at 17th June 2026)

Mayor

Cllr Barbara Corrigan

Councillors

Cllr Jack Kellas (Deputy Mayor)

Cllr Irene Brown

Cllr Dawn Campbell (Leader of the Council)

Cllr Tom Collier

Cllr Barbara Corrigan

Cllr Esther Cropper

Cllr Sue Crosby

Cllr Sophie Dickinson

Cllr Lisa Geary

Cllr Diane Ledger

Cllr David Moore

Cllr Glenis Rix

Cllr Neil Ross

Cllr Lynn Roulstone

Cllr Mathew Skinner

Cllr Matthew Spoons

Cllr Paul Taylor

Town Clerk

Mr Matthew Gleadell

Auditors

PKF Littlejohn

14 Westferry Circus

Canary Wharf

London

E14 4HD

Internal Auditors

Parish & Town Audit Services

No.2 School Villas

Crosslands

Tonedale

Wellington

Somerset

TA21 0AN

Newark Town Council
Statement of Responsibilities
31 March 2026

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Town Clerk, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2026 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Newark Town Council at 31 March 2026, and its income and expenditure for the year ended 31 March 2026.

Signed:

Mr Matthew Gleadell- Town Clerk

Date:

Newark Town Council
Statement of Accounting Policies
31 March 2026

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

Land and buildings are included in the balance sheet at Depreciated Replacement Cost (DRC). The DRC basis of valuation requires an estimate of the value of the land in its existing use, together with the current replacement cost of the building and its external works, from which appropriate deductions have been made to reflect the age, condition, economic, functional and environmental obsolescence and other locational factors which might result in the existing building being worth less than a new replacement building,

all other assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Investments

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at note 18.

Stocks and Work in Progress

Stocks held for resale, where significant (generally in excess of £1,000), are valued at the lower of cost or net realisable value. Consumable stocks have been treated as an expense when purchased because their value was not material.

Newark Town Council
Statement of Accounting Policies
31 March 2026

Debtors and Creditors

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 19.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 21 to 23.

Interest Income

All interest receipts are credited initially to general funds.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2028 and any change in contribution rates as a result of that valuation will take effect from 1st April 2029.

Newark Town Council
Income and Expenditure Account
31 March 2026

	Notes	2026 £	2025 £
Income			
Precept on Principal Authority		1,299,163	1,227,058
Grants Receivable		19,987	23,265
Rents Receivable, Interest & Investment Income	3	132,271	150,445
Charges made for Services		891,636	878,521
Other Income		147	-
Total Income		2,343,204	2,279,289
Expenditure			
Direct Service Costs:			
Salaries & Wages		(517,469)	(509,473)
Other Costs	1	(922,671)	(837,629)
Democratic, Management & Civic Costs:			
Salaries & Wages		(393,369)	(398,379)
Other Costs	1	(184,803)	(149,577)
Total Expenditure		(2,018,312)	(1,895,058)
Excess of Income over Expenditure for the year.		324,892	384,231
Exceptional Items			
(Loss)/Profit on the disposal of fixed assets		-	1,053,262
Net Operating Surplus for Year		324,892	1,437,493
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(34,987)	(34,038)
Capital Expenditure charged to revenue	14	(55,874)	(96,574)
Reverse profit on asset disposals		-	(1,053,262)
Transfer (to)/from Earmarked Reserves	23	(128,890)	38,614
Surplus for the Year to General Fund		105,141	292,233
Net Surplus for the Year		234,031	253,619
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to)/from Earmarked Reserves	23	128,890	(38,614)
Surplus for the Year to General Fund		105,141	292,233
		234,031	253,619

The council had no other recognisable gains and/or losses during the year.

The notes on pages 11 to 21 form part of these unaudited statements.

Newark Town Council
Statement of Movement in Reserves
31 March 2026

Reserve	Purpose of Reserve	Notes	2026	Net Movement in Year	2025
			£	£	£
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	21	2,225,427	(265,606)	2,491,033
Investment Financing Account	Store of capital resources set aside to purchase investments		1,279,920	-	1,279,920
Usable Capital Receipts	Proceeds of fixed assets sales available to meet future capital investment	22	22,763	-	22,763
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	23	1,031,921	128,890	903,031
General Fund	Resources available to meet future running costs		761,481	105,141	656,340
Total			5,321,512	(31,575)	5,353,087

The notes on pages 11 to 21 form part of these unaudited statements.