

# Community Grant Application Form

(PLEASE NOTE: Completed Application Forms are open to public inspection)

## Contact Information

Name of organisation

Palace Singers

Address of organisation

[Redacted]

Name of applicant

[Redacted]

Position in organisation

Secretary

Telephone number

[Redacted]

Email Address

[Redacted]

## About your organisation

Organisation type

- Educational Organisation       Community Group/Club  
 Registered Charity       Other (Please specify)

**Registered Charity Number :**

Do you have a constitution or governing body?

- Yes       No

What is the main purpose of your organisation?

The main purpose of the Palace Singers is to bring together local people to sing, enjoy socialising and raise funds for charity by holding concerts throughout the year. Many friendships have been made over the years, especially between people who live alone.

How many years has your organisation been in existence?

30+

Please provide details of your organisation's membership

Members of the Palace Singers are mostly retired people from the local area, around 60 women and 22 men.

How is your organisation managed?

The Palace Singers is a community organisation with a Constitution and a Committee made up of members of the group and the Musical Director.

How many trustees/committee members do you have?

There are 5 committee members

How many staff does your organisation employ?

The Musical Director is paid for each rehearsal but donates her time and expertise for fundraising concerts.

Roughly how many volunteers do you regularly have?

Everyone in the group takes turns to make coffee, put out chairs, sweep the floor at the end of a rehearsal and other jobs as necessary. The Secretary, Treasurer and Accompanist are all volunteers.

## Project details

Please give a brief outline of the project you're seeking fund for

*Please include specifics of what the funding is needed for and whether your project involves collaboration with other groups.*

We would like funding to cover the cost of the hire of the Town Hall for our Christmas Concerts on 8 December 2026. The Musical Director and Accompanist donate their time and members donate all the refreshments. This means that every penny raised goes to our designated charity which this year is Homestart Newark.

How many people do you expect to benefit from your project?

As this charity supports families with young children who are experiencing challenging circumstances, the number of people who will benefit will vary according to need. The website gives up to date information and shows that they are currently supporting 74 families. The organisation provides support in the home and runs a Family Group twice a week. The organisation has 4 paid staff and a team of trained volunteers.

### Project schedule

When will your project start?

8 December 2026

How long will your project last?

1 day

### Project Costs

Total cost of your project	£ Town Hall Fee
How much are you seeking as a grant from Newark Town Council	£ Town Hall Fee

Please provide a breakdown of your project costs in the table below.  
(Please continue on a separate page and attach the page to this form if there is insufficient room below)

Item	Cost
<b>Town Hall Fee</b>	£ 500.00
<b>Musical Director</b>	£ donation
<b>Accompanist</b>	£ donation
<b>Refreshments</b>	£ donation
<b>Publicity</b>	£ donation
	£
	£
<b>Total Cost</b>	£ 500.00

Have you applied for funding for this project from any other funders?

Yes

No

If yes, please give details about contributions below:

[Redacted area]

### **Evidence of need**

Please outline what steps you have taken to identify that there is a need for your project or confirm how you know that there is a need for your project?

Homestart Newark has been running in the town for over 40 years and has a good track record of supporting families with challenging circumstances. Their website shows details of the care they provide, the training they give to volunteers and how the charity is organised through a Board of Trustees and just 4 paid staff.  
Our project, a charity concert, would give them additional funds to carry out their good work in the local community.

### **Attachments**

If there are any supporting documents that you would like to provide, please include them when you submit your application.

### **Submission**

If there is any additional information relating to your project that you want to make us aware of, please add details here:

The Palace Singers chooses a different local charity to support each year and on average the chosen charity will receive around £3000 from the concerts we hold during the year.

### **Declaration**

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Newark Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

**Signature**

[Redacted signature]

**Date**

28 May

PALACE SINGERS - Financial Statement for the period 1 September 2024 - 31 August 2025				
		Non-Restricted Funds		Restricted Fund (note 1)
		2024/2025		2024/2025
<b>INCOME</b>	Available funds brought forward	£	4,101.47	£ 1,581.75
	Subscriptions	£	10,054.00	
	Monies raised for charity			£ 2,982.45
	Sub Total	£	14,155.47	£ 4,564.20
<b>OUTGOINGS</b>	Rehearsal venue hire	£	(1,488.00)	£ -
	Website hosting/Domain name	£	(289.06)	£ -
	Expenses (note 2)	£	(868.07)	£ -
	Professional fees	£	(3,350.00)	£ -
	Music resources	£	(1,309.36)	£ -
	Photocopying	£	(104.82)	£ -
	Refreshments	£	(330.00)	£ -
	Monies raised for charities			£ (2,590.00)
	Miscellaneous (note 3)	£	(45.00)	£ -
	Sub Total	£	(7,784.31)	£ (2,590.00)
<b>MONIES IN ACCOUNTS</b>	Total	£	6,371.16	£ 1,974.20
<b>BALANCE AT BANK 31 August 2024</b>	Sub Total	£		5,640.69
<b>CASH IN HAND</b>	Sub Total	£		42.53
<b>AVAILABLE FUNDS 31 August 2024</b>	TOTAL	£		5,683.22
<b>BALANCE AT BANK 31 August 2025</b>	Sub Total	£		8,170.30
<b>CASH IN HAND</b>	Sub Total	£		175.06
<b>AVAILABLE FUNDS 31 August 2025</b>	TOTAL	£		8,345.36

**Notes to the accounts**

1	Monies raised from concerts for donation to local charities
2	Equipment (including repairs)/Uniform/Gifts/Stationery
3	Unidentified transfer which is being investigated with the bank

*[Faint, illegible text, possibly bleed-through from the reverse side of the page]*

**FINANCE & GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>Appointment of Representatives to Outside Bodies</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendation**

1.1 That Members confirm the appointment of Town Council representatives on Outside Bodies for the 2026/27 Civic Year *(those coloured red on the attached Appendix).*

**2. Background**

2.1 In accordance with established practice, Members are requested to consider the appointment of representatives to the Outside Bodies shown at Appendix 1 and confirm new appointments for relevant bodies.

2.2 The Outside Bodies listed at Appendix 1 are a mix of registered Charities and other community bodies. The role of Members when sitting on these bodies are summarised below:

- (i) **Charities** – these organisations are seeking Town Councillors to serve as they are seen as being ‘upstanding’ members and representatives of the local community. Their role on the Charity is not to represent the Town Council, indeed by law they should always act in the best interest of the Charity concerned, irrespective of any implications that decision could have for the Town Council. The following organisations fall into this category:

Hospital of St Leonard of Newark

Lilley & Stone School Charities

Magnus Educational Foundation

Newark Mind

Newark Municipal Charities

Newark & Sherwood CVS

W E Knight Education Trust

- (ii) **Other Bodies** – the remainder of outside bodies are more focussed on actual service delivery/projects often influencing other service providers in and around Newark. On these bodies the role of the Town Councillor is as a representative of the Town Council.

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

3.1 None.

<b>Background Papers:</b>	<b>None</b>
<b>Lead Officer:</b>	<b>Matthew Gleadell      Tel: 01636 684801</b> <b>Email: <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></b>



APPENDIX 1

REPRESENTATION ON OUTSIDE BODIES  
(AS RESOLVED AT FGP 18<sup>TH</sup> JUNE 2025 WITH MID YEAR CHANGES)

OUTSIDE BODY	PREVIOUS/CURRENT TOWN COUNCIL REPRESENTATION	TERM OF OFFICE
East Midlands Museum Service	Town Clerk	Civic Year
Hospital of St Leonard of Newark	<b>Deputy Town Mayor – ex officio</b>	
	Cllr B Corrigan	4-year term to 2027
	Cllr N Ross	4-year term to 2027
Lilley & Stone School Charities	Town Mayor – ex officio	
	Cllr D Campbell	4 year term to 2027
	Cllr L Geary	4 year term to 2027
Magnus Educational Foundation	Town Mayor – ex officio	
	Cllr D Moore	4 year term to 2027
	Cllr L Geary	4-year term to 2027
W E Knight Education Trust	Cllr L Geary	3 year term to 2028
	<b>Cllr B Corrigan</b>	<b>3 year term to 2026</b>
	<b>Cllr T Collier</b>	<b>3 year term to 2026</b>
Newark Allotments & Gardens Assn	<b>Cllr D Campbell</b>	Civic Year
	<b>Vacancy</b>	Civic Year
Newark in Bloom		Civic Year
Newark Civic Trust Awards	<b>Town Mayor</b>	Civic Year

Newark Healthcare Consultative Group	<b>Cllr I Brown</b>	Civic Year
Newark Heritage Forum	<b>Cllr D Moore</b>	Civic Year
Newark Mind / Mental Health Organisations	<b>Cllr D Moore</b>	Civic Year
Newark Municipal Charities	Cllr D Campbell Cllr S Crosby	4 year term to 2027 4 year term to 2027
Friends of Newark Cemetery	<b>Cllr S Crosby</b> <b>Vacancy</b>	Civic Year
Newark & Sherwood CVS	<b>Cllr L Geary</b>	Civic Year

**FINANCE & GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>Cemetery Development Working Group appointment for 26/27 Civic Year</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 That the existing membership and remit of the Cemetery Development Working Group continues for the 26/27 Civic Year and the Chairman and Vice Chairman is re-appointed.

**2. Background**

- 2.1 The Cemetery Development Working Group is a sub group of Finance and General Purposes Committee.
- 2.2 The membership and remit of the group is subject to annual review.
- 2.3 It is recommended that the group continues for the 26/27 civic year. The current membership is :

Lisa Geary (Chairman)  
 Barbara Corrigam (Vice Chairman)  
 Diane Ledger  
 Mathew Skinner  
 Tom Collier

- 2.4 The group is progressing some very good work on what is some large and complex projects and it makes sense for the members already involved to continue that work.

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

- 3.1 All relevant matters detailed above.

<b>Background Papers:</b>	<b>Working papers</b>
<b>Lead Officer:</b>	<b>Matthew Gleadell      Tel: 01636 684801</b> <b>Email: <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></b>

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**FINANCE & GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>Tolney Lane Play Area</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

1.1 That due to a change in risk status that the Tolney Lane play area is removed due to no longer being in a safe location.

**2. Background**

2.1 NTC is responsible for a small play area on Tolney Lane. The play area is shown in the location marked A on the plan below.



2.2 In recent years the site has been regularly flooded. The frequency of flooding is increasing significantly.

2.3 More recently the site has been used to tether horses including activity associated with breeding horses. Whilst horses have historically been intermittently placed around the location of the play area, the recent use of play equipment and play area fencing for the purpose of tethering horses has not been noticed previously.

- 2.4 Due to the flooding and proximity of flood waters, combined with the extra risks now associated with use for horse activity, the site is no longer deemed a suitable site for a play area based on revised risk analysis.
- 2.5 ROSPA (Royal Society for Prevention of Accidents) guidance for the location of play areas states that play areas should not be subject to environmental hazards such as fast flowing rivers. When the site is in flood and when waters are receding clearly this guidance cannot be met. Local residents have previously raised concerns about the proximity of the site to the river.
- 2.6 Earlier this year the Council invested heavily in a nearby play area shown in the position marked with the letter B on the plan. The investment in this site mitigates the proposed loss of the play area.
- 2.7 Other local agencies have confirmed that the Council must consider and review its risk assessments associated with the site.
- 2.8 The equipment on the site is in need of upgrade however due to the more frequent flooding and the impact on the ground and surfaces caused by flooding, it would seem an inappropriate use of funds to invest in new equipment in that location.

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

All relevant matters contained in the report.

<b>Background Papers:</b>	<b>Working papers</b>
<b>Lead Officer:</b>	<b>Matthew Gleadell      Tel: 01636 684801</b> <b>Email: <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></b>

**FINANCE & GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	Invoice Payment Request from Supplier
<b>REPORT BY:</b>	Matthew Gleadell

**1. Recommendations**

1.1 That the request for payment from the supplier as outlined below is rejected.

**2. Background**

2.1 In 2025 the Council had aerial access ports installed in the roof of the Town Hall and had the gutters of the Town Hall cleaned by the same contractor.

2.2 During the works, the contractor inspected the roof and identified various repairs required for which they were asked to provide a quote.

2.3 The contractor has now been in touch to advise that they carried out the work acting in good faith. Please see extract from their email at 2.3 below.

**2.4 Email Extract :**

*To recap, the initial project to clean the gutters and install access ports has been completed and settled under the previously issued purchase orders. While the broader range of repairs proposed under quote 401833-04 was not moved forward, our team did carry out essential slate, gutter, and lead theft repairs during the initial phase. These works were outlined in quote 401833-03, which served as a time-billing record for the additional repairs required as we accessed specific areas of the roof. We undertook an additional 5 team days on site on assorted repairs which were outside the scope of work of the works issues under the PO's. including, slate repairs, gutter repairs and repairs due to lead theft. We undertook these repairs in good faith on the basis of your verbal instruction/discussions at the time.*

*After reviewing the project history with my Commercial Director, we recognise that the specific billing for these additional works was not communicated as clearly as it should have been via email. Consequently, in an effort to reach a fair resolution and cover some of the costs incurred, we would like to propose reducing the value of quote 401833-03 from £7,850 to £4,000 ex VAT.*

*I appreciate that significant time has passed since these works were conducted. I look forward to hearing your thoughts on this proposal, and clarification as to whether you consider any funds should be paid for the extra work carried out whilst on site. Please find attached a copy of the original quote for the completed additional work and the overarching completion report.*

2.5 The e-mail correspondence between myself and the contractor at the time made clear that the works came in at a cost that dictated the need for several quotes to be obtained. There was acknowledgment that the works would need to be done but at no point did the contractor

receive formal instruction to proceed however it is understood how amidst ongoing dialogue and an acceptance that work would need to be done the contractor proceeded whilst being on site completing the works that had been commissioned.

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

All relevant matters contained in the report.

<b>Background Papers:</b>	<b>Working papers</b>
<b>Lead Officer:</b>	<b>Matthew Gleadell      Tel: 01636 684801</b> <b>Email: <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></b>

**FINANCE & GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>Newark Market Place Phone Boxes</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 That NTC considers if it wishes to adopt the phone boxes in Newark Market Place as detailed in this report.

**2. Background**

- 2.1 There are 4 phone boxes in Newark Market Place (see image below).



- 2.2 Details of the status of each phone box is shown below.

**Kiosk Number: 01636703203**

Kiosk Address: Pco Barclays Bank Market Place Newark,NG24 1EJ

Kiosk Type: Listed K6 (Confirmed: [Pair of K6 Kiosks 1 Metre North West of 12 and 13, Newark - 1278217 | Historic England](#) )

Status: This one has not been adopted to date. BT formally communicated with Newark and Sherwood District Council regarding removal of the payphone on 19/03/26 and are now in a 90-day consultation period to provide the council with ample time to make any objections or representations against payphone removal. Once that period has ended (due 17/06/26) and if

there are no objections/ representations made, BT will then make a final decision on whether the payphone will be put forward for removal. If the decision is to remove the payphone, the kiosk then becomes available for adoption by an eligible party.



**Kiosk Number: 01636703264** has NOT been adopted. The payphone mechanism was removed in December 2024. This is available for adoption by an eligible party.



**Kiosk Number: 01636704609** has been adopted by THINKING OUTSIDE THE BOX (believed to no longer exist as a former charitable organisation) in April 2015.



**Kiosk Number: 01636676973** has been adopted by NEWARK TOWN COUNCIL in June 2015.



- 2.3 It is proposed that NTC take on the phone boxes not already adopted by NTC and arrange to have them refurbished.
- 2.4 The boxes are a nostalgic throwback to times gone by and now serve useful purposes as a home for a defib and bleed kit. The phone boxes not used for any purpose currently may be re-purposed in the future.
- 2.5 The Planning Committee of the Council have recently resolved to support the adoption of the phone boxes by the Town Council.

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

**Financial** – A degree of ongoing maintenance, repair and insurance costs will arise however costs will be relatively small and estimated to be a few hundred pounds at most per annum with a slightly larger up-front cost to have them repainted and tidied up.

<b>Background Papers:</b>	<b>Working papers</b>
<b>Lead Officer:</b>	<b>Matthew Gleadell      Tel: 01636 684801</b> <b>Email: <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></b>

The first part of the document is a list of names and titles, followed by a list of dates and times. The text is very faint and difficult to read, but it appears to be a record of some kind.

1. [Faint text]	2. [Faint text]	3. [Faint text]
4. [Faint text]	5. [Faint text]	6. [Faint text]
7. [Faint text]	8. [Faint text]	9. [Faint text]

**FINANCE & GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>Safeguarding Policy</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

1.1 That members approve the adoption of a Safeguarding Policy (Appendix 1 to this report).

**2. Background**

2.1 The Town Council itself does not deliver or engage in services or activity that is defined as regulated activity whereby staff, volunteers and personnel are required to undertake DBS checks albeit some staff are as a precaution subject to DBS checks.

2.2 The Council does engage with third parties and other groups who do engage in activity that is regulated such as schools and sports clubs. The Council also holds events where safeguarding issues can arise from lost children or vulnerable adults. At times the Town Hall may be hired by groups that engage in regulated activity.

2.3 The attached policy is fairly broad and reflects the fact that the Council does not engage in regulated activity itself but confirms its commitment to working as well as it can to promote good safeguarding practices.

2.4 The Town Clerk as a former Welfare Officer in a sport context and who has undertaken various safeguarding training is considered to be the best lead for this area.

2.5 In response to adoption of the Policy the Clerk will where necessary share the policy with relevant third parties, organise training for staff and volunteers, ensure that staff involved in venue hire know when to seek relevant safeguarding information from hirers and liaise where necessary with relevant third parties to highlight and promote the Councils formal commitment to good safeguarding practices.

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

All relevant matters contained in the report.

<b>Background Papers:</b>	<b>Working papers</b>
<b>Lead Officer:</b>	<b>Matthew Gleadell      Tel: 01636 684801</b> <b>Email: <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></b>





**Newark**  
TOWN COUNCIL

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# **Safeguarding Policy**

**June 2026**

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## Safeguarding Policy

### Purpose

Newark Town Council is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. This policy outlines the Council's responsibilities, principles, and procedures to ensure all individuals are protected from harm, abuse, and neglect, and can participate safely in Council services and activities.

### Scope

This policy applies to:

- All elected members
- Employees and volunteers
- Contractors and service providers
- Third parties using Council facilities
- Any individuals participating in Council-led activities

The Council will work in partnership with relevant agencies in line with its duties under safeguarding legislation.

### Definitions

- **Safeguarding:** Protecting a person's right to live in safety, free from abuse and neglect.
- **Child/Young Person:** Anyone under 18 years of age.
- **Vulnerable Adult:** A person aged 18 or over who may require care services and may be unable to protect themselves from harm or exploitation.

### Policy Principles

Newark Town Council:

- Recognises that all children and vulnerable adults have an equal right to protection
- Will prioritise their welfare and act in their best interests
- Will not tolerate abuse, neglect, or exploitation in any form
- Will respond to concerns promptly and appropriately
- Promotes a culture of openness, accountability, and safeguarding awareness
- Will not tolerate harassment of anyone raising safeguarding concerns

### Types of Abuse

Abuse may include (but is not limited to):

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse (including exploitation and inappropriate images)
- Neglect or acts of omission
- Financial or material abuse

- Discriminatory abuse
- Domestic abuse
- Modern slavery

## **Roles and Responsibilities**

### **Safeguarding Lead**

The Council will appoint a designated Safeguarding Lead responsible for:

- Receiving and recording concerns
- Making referrals to appropriate authorities
- Providing advice and guidance
- Liaising with external safeguarding agencies

### **All Members, Staff, and Volunteers**

Must:

- Be familiar with and follow this policy
- Report concerns immediately
- Maintain professional boundaries
- Treat all individuals with dignity and respect

### **Recruitment and Training**

The Council will ensure safe recruitment by:

- Conducting interviews and obtaining references
- Carrying out DBS checks where appropriate (renewed periodically)
- Implementing probationary periods for staff

Training:

- All relevant individuals will receive safeguarding training
- Staff and members must read and acknowledge this policy
- Ongoing training needs will be identified and supported

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## **Codes of Conduct**

### **Expected Behaviour**

Members, staff, and volunteers must:

- Treat everyone equally and with respect

- Act as positive role models
- Ensure activities are supervised and safe
- Respect privacy and personal boundaries
- Encourage individuals to raise concerns
- Challenge and report inappropriate behaviour

### **Prohibited Behaviour**

They must not:

- Engage in inappropriate physical or verbal conduct
- Play physical contact games or engage in horseplay
- Show favouritism
- Allow or ignore abusive behaviour
- Make assumptions without evidence
- Take unnecessary risks

Breaches may result in disciplinary action, termination, or referral to authorities.

### **Responding to Safeguarding Concerns**

#### **If a Disclosure is Made**

- Stay calm and listen carefully
- Do not interrupt or investigate
- Do not promise confidentiality
- Reassure the individual
- Record information accurately
- Report immediately to the Safeguarding Lead

#### **If Concern Arises Without Disclosure**

- Share concerns with the Safeguarding Lead
- Do not delay reporting

#### **Key Principles**

- Do not investigate
- Act promptly
- Record facts clearly
- Follow guidance from safeguarding authorities

If there is **immediate danger**, contact emergency services (999).

#### **Reporting Procedure**

- Ensure immediate safety
- Report to the Safeguarding Lead (or appropriate senior officer)
- Record details (dates, times, observations, statements)

- Refer to Social Services or appropriate authority
- Follow external agency advice

### **Confidentiality**

- Information will be shared strictly on a need-to-know basis
- Records will be stored securely in line with data protection laws
- Allegations must not be discussed outside formal processes

### **Working with Third Parties and Facility Users**

All third parties must:

- Take full responsibility for safeguarding within their activities
- Have appropriate safeguarding policies and procedures
- Ensure staff are trained, and DBS checked where required
- Provide documentation upon request
- Maintain safe supervision and working practices

### **Mandatory Hire Conditions for Hirers engaged in Regulated Activity**

Users of Council facilities must:

- Comply with this policy
- Confirm safeguarding measures are in place where necessary and provide copies of safeguarding documentation
- Accept responsibility for participant welfare

Failure to comply may result in termination of facility use.

### **Safeguarding Checklist for Bookings**

The Council will ensure:

- Safeguarding policy is provided
- DBS checks are completed where necessary
- Insurance is valid
- Safeguarding lead is identified
- Risk assessments are completed

### **Use of Images and Photography**

- Consent must be obtained from parents/guardians
- Images must be used appropriately and securely
- No unsupervised or inappropriate photography is permitted

### **First Aid**

- Administered with parental consent where possible
- Another adult should be present
- Parents/carers must be informed

- In emergencies, first aid may be given in the individual's best interests

### **Contractors and Services**

- Contractors must where appropriate comply with safeguarding requirements
- Must have equivalent safeguarding policies or adopt this one
- Non-compliance may result in contract termination

### **Legal Framework**

This policy aligns with:

- Children Act 1989 & 2004
- Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children
- Keeping Children Safe in Education
- Data Protection Act 2018 & UK GDPR

The Council will follow local safeguarding procedures and work with relevant safeguarding partnerships.

### **Monitoring and Review**

- All concerns and incidents will be recorded and monitored
- The policy will be reviewed annually or following significant incidents

### **Misuse of the Policy**

False or malicious allegations will be addressed through disciplinary procedures.

### **Contact Information**

- **Safeguarding Lead:** Matthew Gleadell
- **Local Authority Safeguarding Team:** Newark and Sherwood District Council
- **Emergency Services:** 999

### **Declaration**

Newark Town Council is fully committed to safeguarding children, young people, and vulnerable adults. All members, employees, volunteers, and contractors are required to read, understand, and adhere to this policy to ensure a safe and supportive environment for all.

**FINANCE AND GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>Tolney Lane Fencing</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 That members approve the replacement of a dilapidated fence alongside woodland at Riverside Park / Tolney Lane.

**2. Background**

- 2.1 In late 2024 members approved the provision of some fencing around areas of Riverside Park. This came in response to requests from the local community who were keen to deter quad bikes, combat fly tipping and improve safety near the play area in terms of access to the river.
- 2.2 The install of the fencing has been delayed for a variety of reasons including quotes sought from various contractors that never materialised, there has been concern over the type and style of fencing to use due to the frequent flooding, and changes in personnel at the Town Council dealing with the undertaking.
- 2.3 Subject to the outcome of the Agenda item regarding the play area, the concerns over the proximity of the play area to the river may be mitigated.
- 2.4 Actions taken by the local community to prevent quad bike access have I am informed by a representative of the community been successful.
- 2.5 The only ongoing concern remains fly tipping into the woodland and a quote has been secured for fencing that will be resilient to flooding impacts but is according to the contractor of little value for metal recycling.
- 2.6 There has previously been fencing around the woodland however it is extremely dilapidated and for some years has , I am advised , allowed the ability to quickly pull up alongside the woodland and dump waste into it. The hope is that the fencing will deter the quick and easy access for fly tipping purposes. The quote received is detailed at Appendix 1 alongside details of previous quotes obtained.

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

All relevant matters contained in the report.

<b>Background Papers:</b>	<b>Working papers</b>
<b>Lead Officer:</b>	<b>Matthew Gleadell      Tel: 01636 684801</b> <b>Email: <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></b>

STATE OF NEW YORK

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1909-1910	1908-1909
1907-1908	1906-1907
1905-1906	1904-1905
1903-1904	1902-1903
1901-1902	1900-1901

**FINANCE AND GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	Notice of Motion
<b>REPORT BY:</b>	Matthew Gleadell

**Recommendations**

- 1.1 That Members consider the motion below that the Town Clerk has received in accordance with Standing Order 6 (1):

- 2. **Background**

- 2.1 The following motion has been received :

***‘That the Town Councillors should review the remit and Terms of Reference of the Personnel Subcommittee and to consider updating the Terms of Reference of the Personnel Subcommittee’.***

Proposed by Cllr. Barbara Corrigan

Seconded by Cllr. David Moore

A signed and dated copy of the motion is held on file in the office.

- 3. **Financial, Legal, Equality, Risk and Environmental Issues**

- 3.1 None.

<b>Background Papers:</b>	Signed motions in office file
<b>Lead Officer:</b>	<b>Matthew Gleadell      Tel: 01636 684800</b> <b>Email: <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></b>

ESTADÍSTICAS DE LOS RESULTADOS DE LA EVALUACIÓN

Categoría	Porcentaje	Valor
Alto	0%	0
Medio	0%	0
Bajo	100%	1

Gráfico de barras

Categoría	Porcentaje	Valor
Alto	0%	0
Medio	0%	0
Bajo	100%	1

Gráfico de barras

Categoría	Porcentaje	Valor
Alto	0%	0
Medio	0%	0
Bajo	100%	1

Categoría	Porcentaje	Valor
Alto	0%	0
Medio	0%	0
Bajo	100%	1