



Newark TOWN COUNCIL

TOWN COUNCIL MEETING

WEDNESDAY 1ST JULY 2026

Thursday 25th June 2026

Dear Councillors

You are summonsed to attend a meeting of the Town Council at 7.00pm on Wednesday 1st July 2026 which will be held in the Council Chamber at the Town Hall.

Yours sincerely

Matthew Gleadell
Town Clerk

A G E N D A

TOWN COUNCIL MEETING – WEDNESDAY 1ST JULY 2026

1	Apologies for Absence		
2	To approve the Minutes of the Town Council meeting held on Wednesday 22 nd April 2026	Minutes Attached	Page 5
3	To approve the Minutes of the Annual Mayor Making Meeting held on Sunday 10 th May 2026	Minutes Attached	Page 9
4	To receive Declarations of Interest from Members and Officers <i>Relevant Legislation: Localism Act 2011 s31</i>	Verbal	
5	To receive all Adopted Minutes of the Committees held since the last Full Town Council Meeting:		
	5a Planning Committee held on Wednesday 27 th May 2026	Minutes Attached	Page 17
6	Town Mayor's Announcements	Verbal	
7	Town Clerk's Announcements	Verbal	
8	Leader of the Council's Announcements	Verbal	
9	Questions from Town Councillors	None Received	
10	Questions from Members of the Public	None Received	
11	Doris Bainbridge Trust Fund Final Accounts 2025/26	Report Attached	Page 21
12	Town Crier Appointment	Report Attached	Page 25
13	Mayors 400 Anniversary Citizen of the Year Award	Report Attached	Page 27
14	15 th Anniversary of Twinning with Sandomierz	Report Attached	Page 31
15	Town Hall Roof Repairs - Grant Update	Report Attached	Page 33
16	Asset Maintenance – Lantern Repairs – Riverside Park and Pedestrian Bridge	Report Attached	Page 37
17	Exclusion of Press and Public <i>Public Bodies (Admissions to Meetings) Act 1960 s1(2)</i>	Report Attached	Page 39
18	New Cemetery Development and Associated Projects – Update	Report Attached	Page 41
19	Appendix 1 to Agenda Item 16	Report Attached	Page 45



Newark TOWN COUNCIL

TOWN COUNCIL MEETING

Minutes of the Town Council meeting held on Wednesday 22nd April 2026, at 7.00pm in the Council Chamber at the Town Hall.

Membership Present:	Town Mayor	Cllr B Corrigan (in the Chair)
	Councillors	I Brown D Campbell T Collier E Cropper S Crosby S Dickinson L Geary J Kellas D Ledger (Ap) G Rix N Ross L Roulstone M Skinner M Spoons P Taylor
Apologies received from:	Councillor	D Moore
Town Council Staff:	Deputy Town Clerk	Anna Lawson
Public:	There was 1 member of the press and 11 members of the public present.	
Venue:	Council Chamber	Town Hall

TC57/25/26 Minutes of the Meeting of the Town Council held on Wednesday, 28th January 2026

The Minutes of the Meeting of the Full Town Council held on Wednesday, 28th January 2026 were proposed by Cllr B Corrigan, seconded by Cllr G Rix, and **AGREED** as a true and accurate record.

TC58/25/26 Declarations of Interest from Members and Officers

There were no Declarations of Interest.

TC59/25/26 Adopted Minutes of the Committees held since the last Full Town Council Meeting

a. Environmental Stewardship Sub Committee held on Thursday, 21st August 2025

Cllr L Roulstone presented the Minutes of this Meeting.

b. Planning Committee held on Monday, 7th January 2026

Cllr L Geary presented the Minutes of this Meeting.

c. Finance & General Purposes Committee held on Wednesday, 28th January 2026

Cllr S Crosby presented the Minutes of this Meeting.

d. Planning Committee held on Wednesday, 4th February 2026

Cllr L Geary presented the Minutes of this Meeting.

e. Planning Committee held on Wednesday, 4th March 2026

Cllr L Geary presented the Minutes of this Meeting.

The above Minutes were **NOTED** and **ACCEPTED**.

TC60/25/26 Town Mayor's Announcements

The Town Mayor, Cllr B Corrigan, reported she has attended 11 events including The Nottingham Folk Society Ball.

Thanks were given to the businesses who donated raffle prizes and the support given to The Mayor's Charity Ball.

Anzac Day is on Saturday 25th April, we will be remembering Cllr Goff who initiated the event.

The Mayor expressed thanks to staff and her husband for their support during her term.

TC61/25/26 Town Clerk's Announcements

The Town Clerk gave thanks to those who attended the informal meeting on Monday 20th April and provided the following updates:

- Volunteer tennis advocates are required to assist at Sherwood Avenue Tennis Courts.
- The Mayor Making shall be a slightly larger event than previous years to celebrate 400 years of Mayoralty.

- The new Market stall designs look very positive.
- The Bowls Club visit invitations have been sent out.
- Elections Meeting to be held on 20th May 2026.

TC62/25/26 Leader of the Council’s Announcements

The leader attended the Towns Board Meeting in January and will be attending next weeks Meeting. The Town of Culture Submission meeting was also attended.

TC63/25/26 Questions from Town Councillors

None received.

TC64/25/26 Questions from Members of the Public

No questions were received from members of the public.

TC65/25/26 Cemetery Fees and Charges

It was proposed by Cllr B Corrigan, seconded by Cllr N Ross that the proposed fees and charges be accepted.

Following a vote this was **AGREED** unanimously.

TC66/25/26 Change of Committee Meeting Date

It was proposed by Cllr N Ross, seconded by Cllr D Cambell that the new proposed July Meeting date be accepted.

Following a vote this was **AGREED** unanimously.

TC67/25/26 Co-Option of a Councillor

It was proposed by Cllr I Brown, seconded by Cllr G Rix to accept the submission from a third candidate.

It was proposed by Cllr D Campbell, seconded by Cllr N Ross to accept all three as suitable candidates.

Following a vote this was **AGREED** unanimously.

All 3 candidates made presentations with one being via a video.

Following a secret ballot Victoria Macdonald was co-opted as a Town Councillor.

Meeting Closed:	8.08 pm	Next Meeting:	Wednesday 1st July 2026
------------------------	----------------	----------------------	--------------------------------



Newark TOWN COUNCIL

TOWN COUNCIL MEETING

Minutes of the Annual Mayor Making Meeting held on Sunday 10th May 2026, at 12 noon in the Ballroom at the Town Hall.

Membership Present:	Town Mayor	B Corrigan (in the Chair)
	Councillors	I Brown D Campbell T Collier E Cropper S Crosby S Dickinson L Geary J Kellas D Ledger (Ap) V Macdonald D Moore G Rix N Ross L Roulstone M Skinner M Spoons P Taylor
Apologies Received From	Councillor	D Ledger
Town Council Staff:	Town Clerk Deputy Town Clerk Executive Assistant Mayor's Officer	Matthew Gleadell Anna Lawson Helen Crossland Pete Tomlinson
Venue:	Ballroom	Town Hall

01/26/27 ELECTION OF TOWN MAYOR

It was proposed by Councillor L Geary, seconded by Councillor D Campbell that Councillor L Roulstone be elected Town Mayor for the Civic Year 2026/27.

There were no other nominations so a vote was held and it was **RESOLVED** that: Councillor L Roulstone be elected Town Mayor for the Civic Year 2026/27.

The Town Mayor then read and signed the Declaration of Acceptance of the Office.

02/26/27 RETIRING TOWN MAYOR

The Town Mayor, Councillor L Roulstone, called on Councillor D Campbell to propose a vote of thanks to the Retiring Town Mayor, Councillor B Corrigan, for the Civic Year 2025/2026, which was seconded by Councillor N Ross.

The Town Mayor then presented Councillor B Corrigan with her Past Mayor's Badge and a bouquet of flowers, and Mr Ben Miller with his Past Consort's Badge.

03/26/27 ELECTION OF DEPUTY TOWN MAYOR

The Town Mayor invited nominations for the position of Deputy Town Mayor for the Civic Year 2026/27.

Councillor G Rix proposed, seconded by Councillor N Ross, that Councillor J Kellas be the Deputy Town Mayor.

There were no other nominations so a vote was held and it was **RESOLVED** that: Councillor J Kellas be elected Deputy Town Mayor for the Civic Year 2026/27.

The Deputy Town Mayor then read and signed the Declaration of Acceptance of the Office.

04/26/27 ANNOUNCEMENT OF THE COUNCIL LEADER AND OPPOSITION SPOKESPERSONS

The Leader of the Council was announced to be Councillor D Campbell.

Councillor L Geary was announced as the Labour Group Spokesperson.

Councillor M Skinner was announced as the Spokesperson of the Conservative Group.

Councillor M Spoors was announced as the Spokesperson of the Green Party

05/26/27 COMPOSITION OF COMMITTEES AND MEMBERSHIP

It was **RESOLVED** that the composition of the committees for the 2026/27 civic year remain as outlined as in the Agenda Report.

Finance & General Purposes Committee

All Town Councillors

Planning Committee

9 Members: Independents for Newark and District – 4
 Labour Group – 2
 Conservative Group – 1

Green Party - 1
Un-Aligned Independents – 1

Personnel Sub-Committee

5 Members: Independents for Newark and District – 1
Labour Group – 1
Conservative Group – 1
Green Party - 0
Unaligned Independents – 2

Environmental Stewardship Sub Committee

5 Members: Independents for Newark and District – 2
Labour Group – 1
Conservative Group – 1
Green Party - 0
Unaligned Independents – 1

Events, Arts, Culture and Twinning Sub Committee

5 Members: Independents for Newark and District – 3
Labour Group – 1
Conservative Group – 0
Green Party - 0
Unaligned Independents – 1

Following a show of hands the proposed composition of Committees was **AGREED**.

It was then **RESOLVED** that the membership of the Committees was as follows:

Finance & General Purposes Committee

All Town Councillors

Planning Committee

Independents for Newark and District	Cllr D Campbell
	Cllr E Cropper
	Cllr S Dickinson
	Cllr N Ross

Labour Group Cllr L Geary
Cllr L Roulstone

Conservative Group Cllr M Skinner

Green Party Cllr M Spoons

Unaligned Independents Cllr V Macdonald

Personnel Sub-Committee

Unaligned Independents Cllr G Rix
Cllr V Macdonald

Labour Group Cllr P Taylor

Independents for Newark and District Cllr S Crosby

Conservative Group Cllr M Skinner

Environmental Stewardship Sub Committee

Labour Group Cllr L Roulstone

Independents for Newark and District Cllr E Cropper
Cllr S Crosby

Unaligned Independent Cllr G Rix

Conservative Group Cllr M Skinner

Events, Arts, Culture and Twinning Sub Committee

Independents for Newark and District Cllr T Collier
Cllr S Dickinson

Cllr D Moore

Unaligned Independent

Cllr V Macdonald

Labour Group

Cllr L Roulstone

06/26/27 APPOINTMENT OF CHAIRMEN/VICE CHAIRMEN

The Town Mayor then called for nominations for Chairmen and Vice-Chairmen of each Committee.

Finance & General Purposes Committee

Councillor E Cropper proposed, and Councillor N Ross seconded the nomination of Councillor S Crosby as Chairman of the Finance & General Purposes Committee.

There were no other nominations and following a show of hands, this nomination was **AGREED.**

Councillor T Collier proposed, and Councillor D Moore seconded the nomination of Councillor B Corrigan as the Vice-Chairman of the Finance & General Purposes Committee.

There were no other nominations and following a show of hands, this nomination was **AGREED.**

Planning Committee

Councillor N Ross proposed, and Councillor E Cropper seconded the nomination of Councillor L Geary as the Chairman of the Planning Committee.

There were no other nominations and following a show of hands, this nomination was **AGREED.**

Councillor B Corrigan proposed, and Councillor T Collier seconded the nomination of Councillor S Dickinson as the Vice-Chairman of the Planning Committee.

There were no other nominations and following a show of hands, this nomination was **AGREED.**

Personnel Sub Committee

Councillor E Cropper proposed, and Councillor B Corrigan seconded the nomination of Councillor G Rix as the Chairman of the Personnel Sub Committee.

There were no other nominations and following a show of hands, this nomination was **AGREED.**

Councillor D Campbell proposed, and Councillor S Crosby seconded the nomination of Councillor P Taylor as Vice-Chairman of the Personnel Sub Committee.

There were no other nominations and following a show of hands, this nomination was **AGREED**.

However, Councillor P Taylor **DECLINED** to accept this position.

Councillor D Campbell proposed, and Councillor G Rix seconded the nomination of Cllr S Crosby as Vice-Chairman of the Personnel Sub Committee.

Following a show of hands, this was **AGREED**.

Environmental Stewardship Sub Committee

Councillor D Campbell proposed, and Councillor D Moore seconded the nomination of Councillor E Cropper as the Chairman of the Environmental Stewardship Sub Committee.

There were no other nominations and following a show of hands, this nomination was **AGREED**.

Councillor D Campbell proposed, and Councillor D Moore seconded the nomination of Councillor M Spoor as the Vice-Chairman of the Environmental Stewardship Sub Committee.

There were no other nominations and following a show of hands, this nomination was **AGREED**.

Events, Arts, Culture and Twinning Sub Committee

Councillor T Collier proposed, and Councillor M Spoor seconded the nomination of Councillor S Dickinson as the Chairman of the Events, Arts, Culture and Twinning Sub Committee.

There were no other nominations and following a show of hands, this nomination was **AGREED**.

Councillor S Dickinson proposed, and Councillor N Ross seconded the nomination of Councillor T Collier as the Vice-Chairman of the Events, Arts, Culture and Twinning Sub Committee.

There were no other nominations and following a show of hands, this nomination was **AGREED**.

07/26/27 APPOINTMENT OF COMMITTEE SPOKESPERSONS

Appointments to the following positions were **NOTED** as follows:

Independents for Newark and District

Finance & General Purposes Committee – Councillor S Crosby

Planning Committee – Cllr S Dickinson

Personnel Sub Committee – Councillor S Crosby

Environmental Stewardship Sub Committee – Councillor L Roulstone

Events, Arts, Culture and Twinning Sub Committee – Councillor T Collier

Labour Group

Finance & General Purposes Committee – Councillor L Geary

Planning Committee – Councillor L Geary

Personnel Sub Committee – Councillor P Taylor

Environmental Stewardship Sub Committee – Councillor L Roulstone

Events, Arts, Culture and Twinning Sub Committee – Councillor L Roulstone

Conservative Group

Finance & General Purposes Committee – Councillor M Skinner

Planning Committee –

Personnel Sub Committee –

Environmental Stewardship Sub Committee – Councillor M Skinner

Events, Arts, Culture and Twinning Sub Committee – Cllr J Kellas

Green Party

Councillor M Spoor – all Committees

Unaligned Independents

08/26/27 CLOSURE

The Town Mayor thanked Town Councillors and all those present for attending before declaring the meeting closed.

TOWN COUNCIL MEETING



Newark TOWN COUNCIL

Agenda Item No: 5a

Meeting Date: Wednesday 1st July 2026

PLANNING COMMITTEE

Minutes of the Meeting of the Planning Committee held on Wednesday 27th May 2026, at 7.00 pm, in the Council Chamber, at the Town Hall.

Membership Present:	Councillor	L Geary (Chair)
	Councillor	Cllr S Dickinson (Vice Chair) Cllr D Campbell Cllr E Cropper Cllr V Macdonald Cllr N Ross Cllr M Skinner Cllr M Spoons (Ap)
In Attendance	Deputy Town Clerk	Anna Lawson
Apologies	Councillor M Spoons	
Taking Minutes:		Anna Lawson
Public:	There were 0 members of the public present and 0 members of the Press.	
Venue:	Council Chamber, Town Hall.	

PR01/26/27 Minutes

The Minutes of the last meeting held on Wednesday 29th April, 2026 were **AGREED** and signed as a true and correct record.

PR02/26/27 Declarations of Interest

It was **AGREED** to accept any declarations of interest as and when they arose during the meeting.

PR03/26/27 Neighbourhood Plan – Next Steps

The next meeting is scheduled for the 18th June at 6.30pm and all members of the Council are welcome to attend.

Members have cycled many of the routes and the project is progressing.

PR04/26/27 Outstanding Planning Applications

- | | |
|---------------------|--|
| 26/00352/FUL | 114 North Gate, Newark, NG24 1HJ
Demolition of existing timber garage and greenhouse and the erection of a 2-bedroom town house with integral garage.
No Objection was raised to this application. |
| 26/00598/FUL | Grass Verge, off Sleaford Road, Newark
Construction and operation of a micro energy storage project.
No Objection was raised to this application, however, Members have concerns regarding security; they would prefer an additional security fence and would appreciate sympathetic planting in the area. |
| 26/00653/FUL | 67 London Road, Newark, NG24 1RZ
Proposed change of use from commercial offices to independent school (E to F1).
No Objection was raised to this application, subject to the approval of NCC Highways. |
| 26/00648/FUL | 14 Market Place, Newark, NG24 1DU
Vary the use from class E to classes E and F – Ground floor only.
Cllr N Ross declared a non-pecuniary interest in this application.
No Objection was raised to this application. |
| 26/00702/LBC | Hesketh House, 84 Victoria Street, Newark, NG24 4UF
Proposed alterations to garage, re-roofing and replacement of rainwater goods.
No Objection was raised to this application. |

PR05/26/27 Notice of NSDC Planning Decisions

The Committee **NOTED** the District Council Planning Decisions received since the last meeting.

PR06/26/27 Miscellaneous Applications

a. Nottinghamshire County Council Applications

Bowbridge Road, Newark (Prohibition of Waiting) Traffic Regulation Order 2026 (3413) – Public Advert

Proposal: To introduce ‘No Waiting at any Time’ restrictions (double yellow lines) along the following lengths of the road:

Bowbridge Road, West side – from a point 12 metres north of the northern entrance to Newark Hospital in a southerly direction for 164 metres.

Members welcome the proposal for restrictions on parking on Bowbridge Road but would like to see red lines rather than yellow lines in order to prevent parking altogether.

b. Street Naming

No applications had been received.

c. Notification of Appeals

No applications had been received.

d. Licensing Applications

No applications had been received.

Meeting Closed:	7.36pm	Next Meeting:	Wednesday 24th June, 2026
------------------------	---------------	----------------------	---

TOWN COUNCIL

SUBJECT:	DORIS BAINBRIDGE TRUST FUND FINAL ACCOUNTS 2025/26
REPORT BY:	MATTHEW GLEADELL - TOWN CLERK

1. Recommendations

1.1 Members are recommended to :-

- (i) Approve the financial accounts for the 2025/26 financial year.

2. Background

2.1 In 1996 the Town Council was bequeathed the sum of £56,018 from a lady by the name of Doris Bainbridge, to be held in Trust and used for works at Newark Castle and its' grounds.

2.2 It has been agreed that, acting in their capacity as Trustees, Members of the Town Council should have regard to the best interests of the Charity as their paramount consideration, as distinct from the wider interest of the Town Council. Further, that as the Trust specifically refers to the Town Mayor and Town Councillors of Newark-on-Trent, the responsibility for making decisions on the Trust and the application of Trust Funds should be retained by the Full Town Council.

2.3 The Capital Sum became available to be spent, in accordance with the objectives of the Trust, on 1st February 2017.

At the meeting of the Full Town Council held on 22nd February 2017 it was agreed that £28,920 would be spent on the installation of Christmas Lights in trees located in the Castle Grounds. A further £1,000 has now been paid to the District Council as an initial contribution to the Gatehouse project at the Castle which was previously approved by the Council (prior to current term).

This leaves a balance uncommitted of the Capital Sum of £26,098 however members have in the 25/26 financial year approved a £14,000 grant towards refurbishment of the band stand.

2.4 I would remind Members that at the meeting of the Town Council held on 24th February 2016, approval was given to invest the capital sum with CCLA, in their Local Authority Property Fund (Minute TC45/15/16 Refers).

This has resulted in Investment Income increasing significantly from previous years, but has clearly been offset, to a certain extent, by the expenditure incurred as set out above, interest of £978.00 has been achieved in the 2025/26 financial year.

3. Annual Accounts

3.1 As a Trust the accounts should be shown separately from those of the Town Council; I have attached at Appendix 1 the accounts for 2025/26.

3.2 The revenue account does not show a transfer this year as band concerts were not held at the Castle due to refurbishment works and as such the funds cannot be spent on the Concerts.

3.3 In September 2025 members as trustees approved a £14,000 payment towards the refurbishment of the Castle bandstand. As yet funds have not been drawn down from the investment account but will be in the current financial year.

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

4.1 None.

Background Papers:	Doris Bainbridge Trust file.
Lead Officer:	Matthew Gleadell Tel: 01636 684801 Email matthew.gleadell@newark.gov.uk

Trust Funds - Doris Bainbridge Bequest Trust Fund

The Town Council is the sole managing trustee for the Doris Bainbridge Trust Fund.

The bequest of Mrs Doris Bainbridge (£56,018) was received in January 1998 and has been invested on a long term basis. In accordance with the terms of the bequest the capital must be held for 20 years before it can be used to support the objectives of the Trust. This period expired on 31st January 2017.

The investment interest achieved can also be used for the benefit of the Castle and Grounds.

In the 2021/22 financial year the accrued interest unspent due to Covid restrictions was retained in an Interest Reserve Fund to support future summer band concerts which are held in the Castle Grounds.

Revenue Account		
2024/25 £		2025/26 £
	Income	
1077.27	Interest	978.00
<u>1077.27</u>	Total Income	<u>978.00</u>
	Expenditure	
(0)	Transfer from Reserve Fund	(0)
1077.27	Band Concerts contribution	0
<u>1077.27</u>	Total Expenditure	<u>0</u>
	Balance Sheet	
	Assets	
26,098.00	Investments	26,098.00
750.98	Cash at Bank	1728.98
<u>26,848.98</u>	Total Assets	<u>27,826.98</u>
	Represented By:	
	Reserve Funds	
26,098.10	Capital Reserve	26,098.10
750.98	Interest Reserve	1728.98
<u>26,848.98</u>	Total	<u>27,826.98</u>
	Committed Expenditure	£14,000
		<u>Balance £13,826.98</u>

TOWN COUNCIL

SUBJECT:	Town Crier Appointment
REPORT BY:	Matthew Gleadell

1. Recommendations

1.1 That the Mayor’s Officer be appointed as Town Crier.

2. Background

2.1 The Newark Town Council Mayoral Civic events have historically been supported by a Town Crier, however since the retirement of the last Town Crier no appointment has been made.

2.2 An option for an in-house appointment has emerged in the form of the Mayor’s Officer.

2.3 They are often centrally involved in Civic Events in their role supporting the Mayor.

2.4 Only a small amount of the mayoral support role would be compromised at civic events if the Mayor’s Officer were to take the role of Town Crier. These elements could be picked up easily by other staff.

2.5 The role generally involves leading civic processions (usually to and from the Church to the Town Hall), making formal announcements to guests at Civic receptions and carrying the Proclamation Stool on the rare occasion of a Proclamation.

2.6 The role involves formal civic dress and some adjustments to the uniform may be necessary if the appointment is approved.

2.7 The Mayor’s Officer is considered a good candidate for the role due to his civic knowledge and familiarity with the events. He also has a lot of experience in making public announcements at civic events.

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

Financial – The role traditionally carries a small honorarium payment which if the appointment is approved will be processed through the Councils payroll system.

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

TOWN COUNCIL

SUBJECT:	Mayoral 400 Anniversary Citizen of the Year Award
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members determine if they wish to support the request from the Mayor to organise a Citizen of the Year award to mark the 400 year Mayoral anniversary.

2. Background

- 2.1 The present Mayor has requested that the Council operate a one off anniversary Citizen of the Year award. New endeavours and undertakings of the Council require Full Council approval.
- 2.2 The outline of the proposal is detailed in the attached Appendix.

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

- 3.1 Financial – The main area of expense will be staff time involved in administering the award however after assessment this can be accommodated by administrative staff who already support the Mayors endeavours.

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

Proposed Citizen of the Year Award

Proposed Marketing

As part of the celebrations marking the 400th anniversary of the Mayoralty of Newark, the Town Mayor of Newark, Councillor Lynn Roulstone, wishes to announce a special Citizen of the Year Award.

The award will recognise an individual who has made an outstanding and significant contribution to the town of Newark and the local community.

This special commemorative award forms part of the historic celebrations honouring four centuries of civic leadership in Newark and provides an opportunity to celebrate the people whose efforts help make the town a special place to live, work and visit. The award highlights the importance of community spirit, recognising those whose actions have enriched the lives of others and contributed to the town.

Proposed Marketing Platforms

- The Newark Advertiser
- Newark Radio
- Social Media

Proposed Criteria

- **Over 18s only**
- **Nominees must live in the Newark Town Council boundary**
- **Individuals nominated for the award must be happy to be nominated and, if selected, willing to be publicly recognised**
- Nominations can be made for a wide range of activities, including:
 - Community involvement – such as delivering an innovation or idea that has a profound impact in aid of the community
 - Providing extraordinary service to the community
 - Selfless actions that affect/involve others to improve the quality of life
 - An outstanding achievement
 - An act of bravery
 - Gaining exceptional recognition for Newark at Regional/National level
 - Outstanding achievement in their field
 - Significantly improving the environment of our town or village communities
 - Special service to the community

Proposed Nomination Process

- Any member of the public can nominate an individual who fits the above criteria
- No Councillor will be eligible to be nominated or to nominate
- Nomination forms are available from Newark Town Council's website or via email: post@Newark.gov.uk

- Only fully completed forms will be accepted. Please return completed forms via email to post@Newark.gov.uk or Newark Town Council Offices at Newark Town Council Town Hall, Newark, Nottinghamshire NG241DU

Proposed Panel Decision

- Nominations will be decided by a panel comprising of The Town Mayor of Newark, Deputy Town Mayor and one other Councillor

Proposed Award Presentation

- The three shortlisted nominees will be invited, together with their guests, to attend the Mayor's Quiz Night on Friday 4 December, where the winner of the Citizen of the Year Award will be announced

Proposed Award

The recipient of the Citizen of the Year Award will receive a personalised commemorative plaque in recognition of their outstanding contribution to the town of Newark and its community

TOWN COUNCIL

SUBJECT:	15th Anniversary of Twinning with Sandomierz
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members note and authorise additional budget that is likely to be required to support the planned Twinning celebrations in late August.

2. Background

- 2.1 2026 marks the 15th anniversary of the Councils twinning relationship with Sandomierz and a formal event to mark the occasion is planned to take place during the Newark Festival weekend in late August.
- 2.2 Alongside the Sandomierz celebrations, following approval of the former Mayors proposal to create a friendship with Ostroh in the Ukraine, we will also be formally marking that relationship during the same weekend.
- 2.3 A combination of the flight arrangements for visiting guests and less than expected funding from the Twinning Association is such that more funding is likely to be required to support the hosting of the celebrations. The flight options are such that some guest stays will be longer than envisaged. Guests from Poland and Ostroh require hotels whereas German guests will be hosted locally. There are expected to be around 16 guests from the 3 different European towns. Around 10 of them are requiring hotels with the others hosted locally.
- 2.4 A programme for guests is being developed with formal engagements commencing on the Thursday evening and concluding on Monday evening. The guests will take in a lot of the Newark Festival offerings as well as some specific activities for the guests.
- 2.5 There will be a number of formal gatherings across the weekend, a planned excursion to Sherwood Forest, a possible reception at the Bowls Club and a chance to have a go at Bowls, visits to ASI for a tour and a flight simulator experience and opportunities for visits to Newark based attractions.
- 2.6 The bulk of the cost arises from catering and accommodation costs. Other costs include gifts for guests, mini bus hire for transporting guests to and from airports alongside minor sundry costs.
- 2.7 The Twinning Association are seeing an annual increase in visitors from Germany for the Last Night of the Proms event which is adding to pressure on their finances. Although not a formal twinning visit event the Twinning Association do like to provide some support for those Proms visits.
- 2.8 The current budget for this year's formal Twinning event is £3,000. Whilst quotes are still being sought for various elements and some travel plans for guests are not fully confirmed to allow us to secure hotels, it is expected that costs may be closer to £5,000.
- 2.9 As those who have been to Twinning events in Germany and Poland will attest, due to the Councils there being more akin to the size of the District Council here, it is much easier for

them to provide significant funding for guest hospitality. The Newark Twinning Association have therefore always tried to fundraise to help support the events in Newark rather than rely wholly on Council funding.

3.0 It should also be noted that for UK events the guest hosts, twinning association members, council members (except for the Mayor) and staff from the Town Council attending events, functions and dining engagements are expected to pay for themselves.

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

SUBJECT:	Town Hall Roof Repairs - Grant Update
REPORT BY:	Matthew Gleadell

1. Recommendations

- 1.1 That members confirm if they are happy to continue with the proposed efforts to seek Heritage Lottery funding to support necessary roof repairs to the Town Hall as outlined in this report.

2. Background

- 2.1 Members have previously received and noted a report as to the condition of the Town Hall roof and need for significant repair works which are estimated to cost up to £1million pounds.
- 2.2 It has been reported that there is an intention that the Council pursue National Heritage Lottery (NHLF) funding to help with significant grant funding for the capital costs of carrying out relevant repair works. (This is the same funding scheme that has supported the works carried out to St Mary’s Church).
- 2.3 In order to secure the capital grant funding there is a need for the Council to take steps to increase the use of and access to the building and improve its environmental sustainability.
- 2.4 Based on advice from grant consultants the first stage is to pursue a grant from NHLF of up to £100,000 to help with the development of the larger capital grant bid. This initial grant is designed to pay for various project consultants, business plan development, promotion, marketing and pilot events that help to increase and improve the buildings use and access as well as assessment of wider work on other building improvements that would support the improved use and access to the Town Hall and improve its environmental sustainability.
- 2.5 Importantly the NHLF grants will support the costs of staff, and extra resource and capacity needed to deliver the project. It does however mean that the Town Hall will become far busier than it currently is and will add a lot of logistical undertakings to the operations of the Council within the Town Hall. This is however necessary if we stand any chance of securing a large capital grant.
- 2.6 The summary is that once we formally start the process, it will be hard to row back and whilst revenue funding can be covered by grants, the Council will have to deal with additional governance for Councillors, more Council business to address at Council meetings and just the knock on of being a bigger organisation such as payroll admin, insurance, staff management, and building overheads. Whilst much of the core cost may be covered by a grant there is a level of extra work that will be added to senior managers that will simply have to be accommodated in their workloads.
- 2.7 The attached Appendix provides the detailed advice received from the grant consultants.
- 2.8 The first stage is for the Grant Consultants to pursue a project enquiry with NHLF setting out the ambition and objectives. If NHLF are keen to see a full application further work will then be developed to go to a full application stage.

For clarity a 3 stage grant process is proposed as follows:

- 1. Project Enquiry for a Grant of up to £100,000.
- 2. Grant application for Grant of up to £100,000.

3. Grant application for Grant of over £1million pounds.

At this time members are simply asked to consider and determine if they are happy to progress stage 1 whilst understanding the implications of stage 2 and 3.

The end result of the above could be capital funding for the repair of the roof alongside other building improvements, coupled with a long-term plan for building use, access and sustainability with funding to support the delivery of that plan for a number of years.

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

Financial – The initial cost for a project enquiry is £850.00. If NHLF are happy to proceed to a full application, costs of up to £6,000 for professional grant support are likely however this will be considered and addressed if after the project enquiry we are invited to pursue a full application.

Environmental – The Council is already working on improving the environmental sustainability of the Town Hall. This project may actually help to develop that ambition with potential funding to deliver improvements to the fabric of the building that improve its energy efficiency.

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

Newark Town Hall is undoubtedly a fine building in need of urgent repair, but I feel at this stage the project needs to more clearly address the four investment principles that the National Lottery Heritage Fund needs all projects to demonstrate, (with clear evidence of need/consultation):

- 1. Saving heritage**
- 2. Protecting the environment**
- 3. Inclusion, access and participation**
- 4. Organisational sustainability**

At the moment the project can only demonstrate 1. Saving heritage. There needs to be a clearer sense of the overall vision of the project with the repairs being an important aspect. To be successful the EOI would need to show how the project will create opportunities for larger and more diverse audiences to visit and participate in activities, how organisational sustainability will be improved through this project, and how it will improve environmental sustainability. Our sense was that quite a lot of groundwork will need to be done in order to demonstrate this well enough to get through the EOI and then onto a full application (a business plan would also need to be produced as part of the full application).

The suggestion of applying instead for an under £100,000 grant as a resilience project to put these essential foundations in place will make for a much stronger full application in the future which is more likely to be successful. This may include engaging:

- A Community and Engagement Consultant to look at how to define new audiences, develop new partnerships to reach these audiences, deepen existing partnerships, undertake consultation, deliver pilot activities and draft an activity plan
- A Business Planning Consultant to write a draft business plan and vision for the Town Hall (this would then be an important part of an application to the NLHF for the over £250k application at a later stage)
- An Access Consultant to undertake an access audit
- Consultants to look at any additional surveys which need to be undertaken
- An Environment Consultant to undertake an eco audit
- A Governance Consultant to look at organisational sustainability
- Fundraising Consultant/s to write a fundraising strategy for matched funding for the main capital project and write applications to secure the 5% matched funding likely to be required (if it's under £1 million or 10% if over £1 million)
- Are there any additional capital works that would need to be undertaken? If so an Architect to scope these out

If your client is in agreement that this is a good way to proceed then we could put together a Project Enquiry. However, to do this we would need to understand more about existing audiences, who the Town Hall works with to engage these audiences and what groups they would like to work with, with some evidence of need (eg. local colleges).

We think that we could do the Project Enquiry (for grants under £250k it's a Project Enquiry rather than an EOI) and the subsequent full application for the original budget of:

SUBJECT:	Asset Maintenance – Lantern Repairs – Riverside Park and Pedestrian Bridge
REPORT BY:	Matthew Gleadell

1. Recommendations

1.1 That members determine their preferred repair / replacement options for lanterns in Riverside Park and note repairs to the Pedestrian Bridge.

2. Background

2.1 The Town Council owns Riverside Park.

2.2 There are 2 fairly costly asset repair jobs that we are addressing presently which due to quite significant costs involved have been considered worthy of report to members as they are likely to result in budgets being exceeded.

2.3 Riverside Park Lighting

2.4 The park has a number of street light columns (14 in total, some with double lanterns as shown in the image, and some as single lanterns). Unfortunately they have been subject to vandalism (presumed to be catapult damage or air rifle damage). They have been non-operational for some time and the new Operations Manager is now addressing the repairs/replacements.

2.5 Members are asked if they prefer to retain the existing historic lantern style fittings or replace with new similar style fittings. The challenge is that the operational efficacy of the existing units is not clear and inspections are required to assess them. Cost information is set out at Appendix 1 (Exempt Item).

2.6 An image of some of the existing lighting columns for reference is shown below.





2.6 **Pedestrian Wooden Bridge**

2.7 There is a small pedestrian wooden bridge which runs underneath the road bridge linking Riverside Park with the Riverside Path on the Waitrose side of the road bridge.

2.8 The bridge is in need of some extensive repairs. Quotes obtained for 'like for like' spindle and deck board replacements show that costs will be as shown on Appendix 1 (Exempt Item).

2.9 Temporary repairs have been carried out however they look unsightly and a more robust repair job is needed.

3.0 The bridge is overall still in reasonable condition given that it often finds itself submerged under water. The repairs will buy a few more years of life however the Council will need to plan for a complete replacement in a few years' time.

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

