



NEWARK TOWN COUNCIL

Town Hall, Market Place, Newark, Nottinghamshire, NG24 1DU

Tel: 01636 680 333 ~ Fax: 01636 680 350

Email: post@newark.gov.uk ~ Website: www.newark.gov.uk

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 3RD OCTOBER 2018

Thursday 27th September 2018

Dear Councillor

You are summonsed to attend a meeting of the Finance & General Purposes Committee at 7.30pm on Wednesday 3rd October 2018. This meeting will be held in the Council Chamber at the Town Hall.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. C. Mellor'.

Alan Mellor
Town Clerk

FINANCE & GENERAL PURPOSES COMMITTEE

A G E N D A

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Pre-Group Meetings

1	6.00pm	Conservative Group	Committee Room
2	7.00pm	Independents	Pickin Room
3	7.00pm	Labour Group	Old Robing Room

Committee Membership

Cllr D Lloyd (Chairman)
Cllr M G Cope (Vice Chairman)
Cllr Mrs C Barker-Powell
Cllr Mrs I Brown
Cllr M Cleasby
Cllr Mrs R Crowe
Cllr R A Crowe
Cllr Mrs G Dawn
Cllr P Duncan
Cllr Ms H Gent
Cllr S Haynes
Cllr K Girling
Cllr L Goff
Cllr D Hyde
Cllr D Jones
Cllr T Roberts MBE
Cllr M Skinner
Cllr R Williams



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Agenda Item No: 2

Committee Date: Wednesday 3rd October 2018

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 5th September 2018 in the Town Hall.

Membership Present:	Councillor	D Lloyd (in the Chair)
	Councillors	M G Cope (Vice-Chairman) Mrs C Barker-Powell (Ap) Mrs I Brown M Cleasby Mrs R Crowe R A Crowe Mrs G Dawn (Ap) P Duncan Ms H Gent K Girling L Goff S Haynes D Hyde D Jones T Roberts MBE M Skinner R Williams
Apologies for Absence:	Councillors	Mrs C Barker-Powell, Mrs G Dawn
Officers Present:	Deputy Town Clerk Markets Manager	James Radley Ian Harrison
Taking Notes:	PA to the Town Clerk	Helen Crossland
	There were 2 members of the public present.	
Venue:	Council Chamber, Town Hall	

FGP20/18/19 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 11th July 2018

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday 11th July 2018 were **AGREED** as a true and accurate record and signed by the Chairman.

FGP21/18/19 Matters Arising

There were no Matters Arising.

FGP22/18/19 Declarations of Interest

Cllr T Roberts MBE declared a personal interest in Agenda Item 7.

Cllr L Goff declared a personal interest in Agenda Item 6 and Agenda Item 8.

It was **AGREED** to accept any other Declarations of Interest as and when they arose during the meeting.

FGP23/18/19 Payment Schedules 3/19 & 4/19

Members **AGREED** that payment in accordance with Payment Schedule 3/19 in the sum of £158,280.12 (one hundred and fifty eight thousand, two hundred and eighty pounds and 12p) and Payment Schedule 4/19 in the sum of £277,456.73 (two hundred and seventy seven thousand, four hundred and fifty six pounds and 73p) be **APPROVED**.

FGP24/18/19 Street Collection Licences

Members **NOTED** the decision taken under the Town Council's Scheme of Delegation to agree a Street Collection by Newark Community First Aid on 15th September 2018.

Members **AGREED** to recommend to Newark & Sherwood District Council that the following application for a Street Collection Licence be **APPROVED**:

- (i) The Salvation Army on Saturday 15th December 2018.

FGP25/18/19 Voluntary Body Grant Applications

This item was on the Addendum circulated prior to the meeting.

Members **AGREED** to grant the following application for free use of the Town Hall:

- (i) Newark Palace Singers, for free use of the Ballroom and kitchen on Tuesday 23rd October 2018, to hold a Coffee Break Concert to raise funds for the Newark Stroke and Aphasia Group at a cost of £200.00 net.

FGP26/18/19 Markets Update

The Markets Manager went through the report; he explained the trends for attendance at the markets as outlined therein.

He also informed Members that the loss incurred for the first 5 months of this year compared to last year could be explained by the fact that some regular traders had now permanently left.

Cllr D Jones pointed out that although it was disappointing that income targets were not being met, the long term plan was looking good. It was important to keep on supporting the market.

Cllr K Girling agreed and said 'use it or lose it' was a good phrase to use to promote the market.

Cllr P Duncan thought it was good news that the specialist markets seem to be doing well and it was good to see inventive promotion. He felt that this would be a long haul as the market had been declining for years.

The promotion of the market was then discussed, in particular the proposal from Radio Newark and the use of social media.

Cllr K Girling informed Members that he thought Radio Newark's social media output was very good; they seem to get the message out. He then asked if the payment for this service would be incremental, or just a one-off; the Market Manager said that the payment would be made on a quarterly basis.

Cllr S Haynes asked if the cost would include a new website; it would not, just assistance with a Facebook page.

Cllr M Skinner said he had been pleased with the BBC coverage of the market recently. He also felt that the cost for support from Radio Newark was very good value. He asked if Members would get to see any examples of 'the brand' that was to be promoted – it was very important that it was consistent and driven.

The Markets Manager responded that this would be discussed, if the recommendation was approved, at the first meeting. Topics would include branding, quality, value, Newark Royal Market and it would also have the message 'use it or lose it'.

Cllr R Williams talked about how good the café culture had been for the market – it brought people into the town centre.

With regard to the bid to the 2018 Great British High Street Award, the Markets Manager said that the 'short-list' would be published on 10th September and he would keep Members informed of progress.

There is also a possibility that Newark Royal Market will achieve the 'Real Market' status over the next few months.

Discussion then followed with regard to VAT; the Markets Manager said that it may be that 'specialist' markets would incur VAT in the future, but 'general' markets should not.

Cllr K Girling said that as our local MP Robert Jenrick was now in the Treasury Office it might be a good idea to write a letter and tell the Town Council's concerns about the implications VAT might have on the special markets.

Members were informed that the Town Clerk had in fact already been in touch with the MP regarding this matter.

- (i) Members **CONSIDERED** the report and **NOTED** the latest income performance and additional initiatives to increase stall occupancy on Fridays and at the monthly Artisan markets.
- (ii) Members **CONSIDERED** the procurement of dedicated social media promotion through Radio Newark at an annual cost of £6,600.00 and **AGREED** that a one year contract should be entered into.

FGP27/18/19 Cemetery Update

- (i) Members **NOTED** the various works undertaken to improve the general Cemetery environment.
- (ii) Members **NOTED** the achievement in obtaining Green Flag status for the Cemetery and congratulated the staff.

- (iii) Members **AGREED** to appoint a small group of Members to visit Bramcote Crematorium as outlined in the Agenda report.

The following Members were appointed:

Cllr L Goff

Cllr Mrs I Brown

Cllr Mrs R Crowe

Cllr R A Crowe

Cllr Ms H Gent

Cllr D Lloyd

- (iv) Members **AGREED** to defer any changes to the Cemetery policy with regard to benches until after the visit in (iii) above had taken place.

FGP27/18/19 Exempt Notice

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 maintaining the exemption outweighs the public interest in disclosing the information.

FGP28/18/19 Christmas Lights

- (i) Members **NOTED** the decision taken to add curtains of lights from the first and second floor window sills and the balustrade across the balcony.
- (ii) Members **AGREED** to waive Standing Order 37 to allow a contract to be awarded to LITE for a further five year period for the installation and dismantling of Christmas Lights.

FGP29/18/19 Newark Festival

Members **AGREED** waive Standing Order 37 to allow a contract to be awarded to Liz Hobbs Group Ltd for a further three year period.

Meeting Closed:	8.05pm	Next Meeting:	Wednesday 3rd October 2018
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FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	PAYMENT SCHEDULES
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members to Approve the attached Payment Schedule.

2. Background

2.1 Payment Schedule 5/19 appended to this report.

3. Financial, Legal, Equality and Risk Issues

3.1 None.

Background Papers:	None
Lead Officer:	Alan Mellor Tel: 01636 684801 Email:

AUTOPAY

ACCOUNTS FOR PAYMENT SCHEDULE 5/19

31.08.18

Voucher No	Payee	Budget Head	Total Amount
554	Able Group	Market Repairs & Maintenance	£234.00
555	A O Cumbernauld	Payroll	£13,464.61
556	A Plant	ENV Tools & Equipment	£52.15
557 - 558	Argos	TH Maintenance & Equipment	£32.27
559	Bunzl	TH Maintenance & Equipment	£176.29
560 - 562	CEF	TH Maintenance & Equipment	£334.51
563	County Signs	Cemetery Upkeep	£324.00
564	Creamer M	Market Uniform	£31.99
565	Dejex Supplies	Newark in Bloom	£83.62
566	Donation Boxes Ltd	Museum	£390.00
567 + 569	Farmstar	Mowers	£75.37
568	Farmstar	ENV Tools & Equipment	£19.25
570	Forest Farm Tree Services	Cemetery Upkeep	£3,216.00
571	Forest Farm Tree Services	Allotment Repairs & Maintenance	£3,852.00
572	Gatecare	Allotment Repairs & Maintenance	£77.05
573	Golding Young & Mawer	Museum Acquisitions	£3,720.00
574	Grove Auto	Vehicle Running Costs	£21.62
575	Harrison I	Travel	£47.25
576	Haynes R	Market Promotions	£150.00
577	Jones Maintenance	TH Maintenance & Equipment	£138.00
578	Jones Maintenance	PC Repairs & Maintenance	£1,194.00
579	Jones Maintenance	Town Team	£4,159.20
580	Lidsters of Worksop	* Cemetery Tablets	£176.84
581	Liz Hobbs Group	Brass Explosion	£1,860.00
582 - 583	Liz Hobbs Group	Music Festival	£15,140.00
584	Loughborough Concert Band	Sunday Band Concerts	£250.00
585	Lynx AC	TH Maintenance & Equipment	£1,755.60
586 - 587	Marshall & Sons	P & O/S Repairs & Maintenance	£2,220.00
588	MEC Recyrcling	Cemetery Upkeep	£45.00
589	Mellor A	TH Bookings	£125.05
590	Milvill	PC Materials	£287.42
591	Neopost	Printing & Stationery	£137.99
592 - 593	Newark Advertiser	Market Promotions	£359.95
594	Newark Community First Aid	Armed Forces Day	£200.00
595	Newark Security	Market Promotions	£289.08
596	Newark Security Ltd	P & O/S Security	£697.50

597	Newark & Sherwood Locksmiths	PC Repairs & Maintenance	£62.04
597	Newark & Sherwood Locksmiths	Cemetery Upkeep	£244.78
597	Newark & Sherwood Locksmiths	TH Maintenance & Equipment	£60.00
598	Newark Town Bowls Club	Bowls Maintenance	£3,500.00
599	NSDC	Capital Receipts	£463.00
600	Notts CC	Payroll	£14,365.18
601	Notts CC	Pensions	£922.59
602	Nottm Concert Band	Sunday Band Concerts	£265.00
603	Notts in Focus	Market Promotions	£408.00
603 - 606	NTC Pay Account	Payroll	£42,432.97
607	Plantscape	Newark in Bloom	£2,634.00
608 - 609	Reflect Recruitment	Payroll	£387.65
610 - 611	Roberts LO	Market Promotions	£660.00
612	Sayers F	Market Promotions	£393.75
613 - 615	Screwfix	ENV Uniform	£44.97
615	Screwfix	ENV Tools & Equipment	£6.48
616	Schofield A	Market Promotions	£100.00
617	Schuller Recycling	TH Maintenance & Equipment	£28.86
618	SCS	Computers	£142.80
619	Security 2	Armed Forces Day	£388.80
620	Security 2	Market Promotions	£372.60
621	Sherwood Forest Hospitals	Health & Safety	£88.00
622	Sherwood Signs Ltd	Market Promotions	£348.00
623	Smith S	Market Promotions	£100.00
624	Smiths Timber	Newark in Bloom	£11.00
625	Smiths Timber	TH Maintenance & Equipment	£2.00
626	South Lincs Clothing	Market Uniform	£231.00
627	South Lincs Clothing	PC Uniform	£216.00
628	SSE	P & O/S Electricity	£111.67
629	SSE	PC Electricity	£270.68
630 - 631	Staples	Printing & Stationery	£118.73
632	TC Harrison	Vehicle Running Costs	£53.65
633	Tidmarsh Interiors Ltd	TH R & R Fund	£6,643.19
634 - 636	Uneek Projects	Museum	£761.00
637 - 638	Via East Midlands	Market Promotions	£708.00
639	Viking	Market Equipment	£169.87
640	Virgin Media	Telephones	£577.94
641 - 642	Virgin Media	ENV Telephones	£93.50
643	Virgin Media	PC Telephones	£17.42
644 - 648	Wastecycle Ltd	Market Recycling	£7,198.31
649	Watch it Security	Cemetery Upkeep	£662.16
650	Wordprint	Civics	£50.40
651	Yellow Cabs	TH Bookings	£12.10

Total £141,665.70

CHEQUES

ACCOUNTS FOR PAYMENT SCHEDULE 5/19

31.08.18

Voucher No	Payee	Cheque No	Budget Head	Total Amount
549	Pattison L	19060	* Allotment Bond	£20.00
550	Newark Parish Church Society of Ringers	19061	Mayor Making/Mayors Sunday	£120.00
551	Maltby Miners Welfare Band	19062	Sunday Band Concerts	£300.00
552	Melton Band	19063	Sunday Band Concerts	£300.00
553	Petty Cash	19064	* TH Bar	£27.30
553		19064	* Refreshments	£54.17
553		19064	TH Maintenance & Equipment	£42.12
553		19064	Printing & Stationery	£3.58
553		19064	PC Materials	£22.00
553		19064	Travel	£125.10
553		19064	Civic Car	£25.49
553		19064	Cemetery Upkeep	£24.00
553		19064	TH Bookings	£40.00
553		19064	Env Tools & Equipment	£24.89
			Total	£1,128.65

DIRECT DEBITS

ACCOUNTS FOR PAYMENT SCHEDULE 5/19

31.08.18

Voucher No	Payee	Budget Head	Total Amount
652 - 654	ASD Wholesale	* TH Bar	£388.05
655	BT	Telephones	£366.60
656	BT	ENV Telephones	£76.32
657	Crown Gas	TH Gas	£811.90
658	Edgars Water	* Refreshments	£126.38
659	Gas Direct Ltd	TH Bar	£21.60
660	Lex Autolease	Civic Car	£274.00
661	Natwest Cards	TH Promotions	£64.88
661		P & O/S Repairs & Maintenance	£1,026.00
661		PC Materials	£114.99
661		Computers	£213.58
661		TH Bar	£19.27
661		PC Uniform	£36.24
661		TH Maintenance & Equipment	£471.74
662		Brass Explosion	£21.00
662		Capital Receipts	£117.00
663	NSDC Rates	Rates	£8,115.00
664	Safety Measures	Health & Safety	£88.80
665 - 666	SSE	TH Electricity	£1,210.22
667	SSE	ENV Gas	£176.04
668	SSE	ENV Electricity	£28.29
669 - 671	SSE	Market Electricity	£520.60
672 - 673	SSE	PC Electricity	£745.74
674 - 675	Total Gas	PC Gas	£280.72
676 - 680	UK Fuels	Vehicle Running Costs	£329.24
681 - 683	Waterplus	ENV Water	£78.79
684 - 685	Waterplus	PC Water	£1,226.55
686	Worldpay	Bank Charges	£80.65

Total £17,030.19

Grand Total £159,824.54

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	FINANCIAL OUT TURN
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 To receive and approve the financial out-turn report as at 31 August 2018.

2. Background

2.1 In accordance with Financial Regulations, the financial out turn for the period 1 April to 31 August 2018 is attached to this report as Appendix 1.

The figures shown include:

Expenditure committed, and Invoices issued at 31 August 2018, together with other known/likely costs.

Apart from the issue of Market Income, which Members have already been advised about, there are no further issues of concern that I feel need to be brought to Members attention.

3. Financial Legal, Equality & Risk Issues

3.1 Overall costs at this stage of the financial year are in line with budget provision.

Background Papers:	Income & expenditure working papers.
Lead Officer:	Alan Mellor Tel: 01636 684801 Email: alan.mellor@newark.gov.uk

		Original	Actual	Actual	
	Actual	Estimate	As At	As At	%
SUMMARY	2017/18	2018/19	30-Jun	31-Aug	
	£	£	£	£	
PAYROLL COSTS exc. PCs	607,942	645,000	138,278	251,111	38.9
NEWARK MARKET	-45,897	-133,480	-30,049	-53,080	39.8
PARKS & PLAYING FIELDS	197,513	199,070	48,310	81,878	41.1
OTHER OPEN SPACES	-22,927	-21,830	-5,587	-9,909	45.4
SHERWOOD AVENUE AMENITIES	26,499	26,970	4,678	11,357	42.1
ENVIRONMENTAL IMPROVEMENT SCHEMES	2,653	3,550	237	470	13.2
DEVOLVED SERVICES GRANT	-239,915	-255,820	-63,955	-106,592	41.7
CENTRAL ESTABLISHMENT	59,402	61,495	18,774	-2,043	-3.3
TOWN HALL	113,732	122,640	32,220	49,881	40.7
ENVIRONMENT	-6,847	-4,600	-16,251	-7,522	163.5
PUBLIC CONVENIENCES	126,847	125,170	34,257	61,906	49.5
LEISURE & ECONOMIC DEVELOPMENT	177,601	182,170	22,889	68,842	37.2
PWLB LOANS		65,000	16,250	27,083	41.7
TOTAL NET EXPENDITURE	996,603	1,015,335	200,050	373,383	36.7
Precept	863,734	896,025	224,006	373,344	41.7
(Deficit)/Surplus	-132,869	-119,310	23,957	-39	-0.8
General Fund Balance b/fwd	543,740	423,534	410,871	410,871	
General Fund Balance 31 March	410,871	304,224	434,828	410,832	

			Original	Actual	Actual	
	Code	Actual	Estimate	As At	As At	%
MARKET	420	2017/18	2018/19	30-Jun	31-Aug	
		£	£	£	£	
Printing & stationery	4025	491	510	400	114	22.4
Repairs & Maintenance	4101	2,785	2,870	1,270	1,465	51.1
Electricity	4103	7,251	6,900	2,253	3,021	43.8
Rates	4105	43,040	44,110	11,982	19,968	45.3
Sewerage/Water Charges	4106	789	0	0	0	
Repairs & Renewals Fund	4110	10,400	10,660	2,665	4,442	41.7
Equipment & Tools	4111	4,099	4,100	354	596	14.5
Materials	4112	320	330	0	0	0.0
Market Cleansing SLA	4119	54,859	0	0	0	
Clothing & Uniforms	4121	1,005	1,030	13	344	33.4
Market Stall Erection & Clearance	4123	6,218	0	0	0	
Refuse Collection	4065	5,991	14,000	0	4,499	32.1
Security	4124	959	1,030	0	0	
Marketing & Promotion	4125	35,000	35,880	9,092	8,533	23.8
Computers	4029	1,350	1,330	0	0	0.0
Insurance	4129	823	840	210	350	41.7
Licences	4131	320	330	0	0	0.0
Consultancy	4137	1,200	1,300	0	542	41.7
Payroll Admin	4915	1,270	1,300	325	542	41.7
Misc. Admin		2,500	0	0	0	
GROSS EXPENDITURE		180,670	126,520	28,564	44,416	35.1
INCOME						
Market Rents	1500/05	226,567	260,000	58,613	97,496	37.5
GROSS INCOME		226,567	260,000	58,613	97,496	37.5
NET EXPENDITURE		-45,897	-133,480	-30,049	-53,080	39.8

			Original	Actual	Actual	
	Code	Actual	Estimate	As At	As At	%
PARKS & PLAYING FIELDS	429-435	2017/18	2018/19	30-Jun	31-Aug	
		£	£	£	£	
Bowling Green Maintenance	4099	6,000	6,150	1,538	2,562	41.7
Repairs & Maintenance	4101	3,158	3,560	274	3,281	92.2
Repairs & Renewals Fund	4110	12,490	12,800	3,200	5,333	41.7
Dog Litter Bins	4324	1,853	2,200	0	0	0.0
Safety Inspections	4113	250	270	0	0	0.0
CCTV	4114	0	0	0	0	
Annual Play Equipment Inspection	4115	90	90	0	0	0.0
Security	4126	1,350	1,440	229	458	31.8
Refuse Disposal	4065	0	580	592	592	102.1
Licence Fee Public Entertainment	4131	1,070	1,140	0	0	0.0
Insurance	4129	1,162	1,190	298	0	0.0
Consultancy	4137	600	650	0	0	0.0
Collis Close	4109	6,000	6,000	1,500	2,500	41.7
Parks Service Level Agreement	4117	168,490	172,000	43,000	71,667	41.7
GROSS EXPENDITURE		202,513	208,070	50,630	86,393	41.5
INCOME						
Rents	1107	1,000	5,000	1,320	2,848	57.0
Collis Close	1109	4,000	4,000	1,000	1,667	41.7
GROSS INCOME		5,000	9,000	2,320	4,515	50.2
NET EXPENDITURE		197,513	199,070	48,310	81,878	41.1

			Original	Actual	Actual	
	Code	Actual	Estimate	As At	As At	%
SHERWOOD AVENUE	436/437	2017/18	2018/19	30-Jun	31-Aug	
		£	£	£	£	
Bowling Green Maintenance	4099	11,500	11,800	2,950	7,750	65.7
Repairs & Maintenance	4101	3,082	3,150	85	445	14.1
Repairs & Renewals Fund	4110	3,890	4,000	1,000	1,667	41.7
Safety Inspections	4113	250	250	0	0	0.0
CCTV	4114	2,980	3,060	0	0	0.0
Annual Play Equipment Inspection	4115	90	80	0	0	0.0
Security	4126	2,700	2,840	458	916	32.3
Green Flag	4116	319	330	0	0	0.0
Licence Fee Public Entertainment	4131	70	70	0	0	0.0
Insurance	4129	721	740	185	308	41.6
Consultancy	4137	600	650	0	271	41.7
Dog Litter Bins	4324	297	0	0	0	
GROSS EXPENDITURE		26,499	26,970	4,678	11,357	42.1

			Original	Actual	Actual	
	Code	Actual	Estimate	As At	As At	%
OTHER OPEN SPACES	439-453	2017/18	2018/19	30-Jun	31-Aug	
		£	£	£	£	
Repairs & Maintenance	4101	3,317	3,570	80	80	2.2
Repairs & Renewals Fund	4110	1,240	1,270	318	529	41.7
Dog Litter Bins	4324	270	280	358	358	127.9
Annual Play Equipment Inspection	4115	225	250	0	0	0.0
Security	4126	1,350	1,430	458	458	32.0
Meadow Cutting	4127	250	250	63	104	41.6
Insurance	4129	400	430	108	179	41.6
GROSS EXPENDITURE		7,052	7,480	1,384	1,708	22.8
INCOME						
Section 106	1106	28,549	27,880	6,970	11,617	41.7
Sponsorship	1125	1,430	1,430	0	0	0.0
GROSS INCOME		29,979	29,310	6,970	11,617	39.6
NET EXPENDITURE		-22,927	-21,830	-5,587	-9,909	45.4

			Original	Actual	Actual	
	Code	Actual	Estimate	As At	As At	%
ENVIRONMENTAL IMPROVEMENTS	451	2017/18	2018/19	30-Jun	31-Aug	
		£	£	£	£	
Repairs & Maintenance	4101	1,280	2,090	0	0	0.0
Security	4126	1,350	1,430	229	458	32.0
Insurance	4129	23	30	8	12	40.0
GROSS EXPENDITURE		2,653	3,550	237	470	13.2

	Code	Original Actual	Actual Estimate	Actual As At	Actual As At	%
CENTRAL ESTABLISHMENT	101	2017/18	2018/19	30-Jun	31-Aug	
		£	£	£	£	
Mayoralty						
Mayor's Allowance	4001	4,580	4,700	568	964	20.5
Mayor's Sunday/Mayor Making	4002	1,304	1,330	700	871	65.5
Mayor's 'At Home'	4003	0	1,320	0	0	0.0
Civic Functions	4004	3,640	3,730	0	574	15.4
Mayoral Car	4010	3,957	4,100	308	883	21.5
Badges/Shields/Insignia	4011	2,040	2,050	0	10	0.5
Mayoral Robes	4765	500	510	0	0	0.0
Employees						
Pensions	4902	3,591	3,680	0	923	25.1
Subsistence/Travel & Vehicle Costs	4019	1,694	1,640	183	357	21.8
Honoraria Payment	4020	955	970	489	489	50.4
Advertising/Appointments	4023	250	260	0	0	0.0
Uniforms	4021	100	100	0	13	13.0
Payroll Administration	4915	1,580	1,600	400	667	41.7
Staff Training inc. Health & Safety	4022	4,000	4,100	0	0	0.0
Establishment Expenses						
Printing & Stationery	4025	6,493	6,660	422	1,926	28.9
Postage	4027	2,398	2,460	745	927	37.7
Telephones	4028	7,204	6,150	1,546	2,828	46.0
Information Technology	4029	12,239	12,550	6,891	7,458	59.4
Insurance	4129	3,075	3,160	790	1,316	41.7
Audit	4031	2,000	2,000	0	0	0.0
Consultancy: Personnel/Legal/Audit	4137	4,200	4,550	0	1,896	41.7
Office Equipment	4032	698	720	0	65	9.0
Office Equipment R & R Fund	4860	970	990	248	413	41.7
Publications	4034	50	50	0	20	40.0
Bank Charges	4039	2,364	2,260	797	1,442	63.8
Conferences/Seminars	4036	986	1,025	0	0	0.0
Other Expenditure						
Subscriptions	4041	569	570	90	90	15.8
Grant - St Marys Church	4045	1,670	1,710	428	713	41.7
Grants - Voluntary Bodies Room Hire	4044	2,492	3,500	567	950	27.1
Grants - Citizens Advice Bureau	4048	5,000	5,000	2,500	2,500	50.0
Grants - Newark Twinning Association	4049	500	510	0	0	0.0
Town Team	4050	35,882	35,880	0	3,466	9.7
Defibrillator	4042	150	150	0	0	0.0
Election Costs	4061	11,000	11,000	2,750	4,583	41.7
GROSS EXPENDITURE		128,131	130,985	20,421	36,343	27.8
INCOME						
Payroll Administration	1095	6,430	6,590	1,648	2,746	41.7
Investment Interest	1870	62,299	62,900	0	35,640	56.7
GROSS INCOME		68,729	69,490	1,648	38,386	55.2
NET EXPENDITURE		59,402	61,495	18,774	-2,043	-3.3

TOWN HALL	Code 201		Original	Actual	Actual	
		Actual	Estimate	As At	As At	%
		2017/18	2018/19	30-Jun	31-Aug	
		£	£	£	£	
Premises						
Maintenance & Equipment	4101	14,494	15,000	1,907	5,510	36.7
Electricity	4103	7,535	8,250	2,539	3,023	36.6
Gas	4104	15,895	15,380	2,349	3,940	25.6
Rents	4107	109	160	43	82	51.3
Rates	4105	19,339	21,390	5,976	9,960	46.6
Sewerage/Water Charges	4106	1,708	2,000	0	657	32.9
Town Hall Maintenance Reserve	4860	55,720	57,110	14,278	23,796	41.7
Supplies and Services						
Clothing and Uniforms	4121	179	200	0	80	40.0
Contractual Services	4122	9,996	10,500	5,933	5,933	56.5
Marketing & Promotion	4125	1,500	1,540	0	0	0.0
Refreshments	4035	2,018	1,640	271	563	34.3
Bookings Expenditure	4163	1,886	2,050	851	903	44.1
Bar Purchases	4168/71	6,710	7,180	1,822	3,825	53.3
Establishment Expenses						
Insurance	4129/30	10,323	10,580	2,645	4,408	41.7
Payroll Administration	4915	630	660	165	275	41.7
Consultancy: Personnel/Legal/I Audit	4137	1,200	1,300	0	542	41.7
Subscription/Licences	4131	917	980	112	112	11.4
GROSS EXPENDITURE		150,159	155,920	38,891	63,609	40.8
INCOME						
Lease of Rent & Rates Office	1151	4,027	0	0	0	
S Wing Lease to Markets/Car Parks	1152	2,848	0	0	0	
Lettings	1160/63	15,626	18,000	3,928	7,167	39.8
Refreshments	1035	952	920	108	255	27.7
Town Hall Bar	1168/71	12,974	14,360	2,635	6,306	43.9
GROSS INCOME		36,427	33,280	6,671	13,728	41.3
NET EXPENDITURE		113,732	122,640	32,220	49,881	40.7

ENVIRONMENT	Code		Original	Actual	Actual	
		Actual	Estimate	As At	As At	%
		2017/18	2018/19	30-Jun	31-Aug	
		£	£	£	£	
Premises						
Maintenance of Allotments	4102	3,690	3,690	2,452	2,976	80.7
Dog Litter Bins	4324	6,000	6,150	0	311	5.1
Cemetery Upkeep of Grounds	4322	22,768	24,100	3,800	10,411	43.2
Street Furniture	4325	1,500	1,540	0	0	0.0
Rates	4105	7,905	8,110	2,448	4,080	50.3
Electricity	4103	1,137	1,030	249	396	38.5
Gas	4104	797	770	630	798	103.6
Water and Sewerage	4106	924	2,820	294	414	14.7
Capital Funding						
R & R Fund Cemetery	4830	5,100	5,230	1,308	2,179	41.7
Supplies and Services						
Equip, Tools & Materials	4320	1,440	1,400	711	912	65.1
Prot Clothing/Safety Equip't	4321	1,024	1,030	528	795	77.2
Promotions						
Newark in Bloom	4340	25,005	27,500	12,135	14,803	53.8
Green Flag/Heritage Site	4116	3,919	1,000	0	0	0.0
Keep Newark Tidy	4326	5,000	5,000	0	0	0.0
Vehicle & Machinery Costs	4310/4311/4 313	14,895	12,300	2,505	4,219	34.3
Establishment Expenses						
Payroll Admin Expenses	4915	1,050	1,070	268	446	41.7
Consultancy: Personnel/Legal/ Audit	4137	1,200	1,300	0	542	41.7
Telephone	4028	2,946	2,560	925	1,177	46.0
Insurance	4129	5,662	5,800	1,450	2,417	41.7
GROSS EXPENDITURE		111,962	112,400	29,702	46,876	41.7
INCOME						
Allotment Rents	1350	5,641	6,000	80	231	3.9
Plinths/Memorial Tablets	1362	22,966	21,500	0	8,671	40.3
General Fees	1360	79,123	77,000	35,813	37,822	49.1
Newark in Bloom	1340	11,079	12,500	10,060	7,673	61.4
GROSS INCOME		118,809	117,000	45,953	54,397	46.5
NET EXPENDITURE		-6,847	-4,600	-16,251	-7,522	163.5

	Code	Actual	Original	Actual	Actual	
		2017/18	Estimate	As At	As At	%
PUBLIC CONVENIENCES	401	2017/18	2018/19	30-Jun	31-Aug	
		£	£	£	£	
Employees						
Payroll: Gross	4900	106,707	105,000	32,846	55,635	53.0
National Insurance	4901	7,152	6,400	2,145	3,681	57.5
Superannuation	4902	14,185	17,500	4,429	7,500	42.9
Payroll Administration	4915	1,270	1,300	325	542	41.7
Premises						
Repairs and Maintenance	4601	5,287	5,500	977	2,200	40.0
Rates	4105	12,769	13,120	3,954	6,582	50.2
Electricity	4103	14,210	13,000	0	1,727	13.3
Gas	4104	1,455	1,890	306	573	30.3
Water & Sewerage	4106	6,148	5,640	951	2,178	38.6
Repairs & Renewals Fund	4860	5,000	5,130	1,283	2,137	41.7
Supplies & Services						
Materials Inc. Cleaning	4602	3,643	4,100	933	1,628	39.7
Clothing and Uniform	4121	1,050	750	0	622	82.9
Contractual Services	4622	4,541	5,130	0	2,376	46.3
Establishment Expenses						
Telephone Costs	4028	1,598	1,100	273	310	28.2
Consultancy	4137	600	650	0	271	41.7
Insurance	4129	1,756	1,800	450	750	41.7
GROSS EXPENDITURE		187,371	188,010	48,872	88,712	47.2
INCOME						
Vending & Weighing Machines	1635/40	22	20	0	10	50.0
St Marks Charges	1620	9,579	9,250	1,956	3,789	41.0
London Road Charges	1618	2,913	2,900	402	1,074	37.0
Tolney Lane Charges	1619	6,054	7,000	1,339	2,845	40.6
Rents Tolney Lane Kiosk	1621	3,415	3,720	930	1,863	50.1
Rents London Road Kiosk	1622	6,371	6,950	1,738	3,475	50.0
NSDC - SLA	1650	32,170	33,000	8,250	13,750	41.7
GROSS INCOME		60,524	62,840	14,615	26,806	42.7
NET EXPENDITURE		126,847	125,170	34,257	61,906	49.5

LEISURE & ECONOMIC DEV	Code		Original	Actual	Actual	
		Actual	Estimate	As At	As At	%
		2017/18	2018/19	30-Jun	31-Aug	
		£	£	£	£	
Promotions						
Christmas Lights Displays	4725	58,000	59,500	0	496	0.8
Christmas Lights Promotions	4726	17,209	17,700	0	0	0.0
General	4745	1,994	2,050	0	1,249	60.9
Museum/Civic Regalia						
Museum Revenue	4770	15,359	2,720	583	1,954	71.8
Museum Acquisitions	4772	2,080	2,130	0	888	41.7
Museum Insurance cover	4129	7,032	7,210	1,803	3,004	41.7
Arts & Entertainment Programme						
Band Concerts/Summer Picnic	4720	9,561	9,600	85	2,350	24.5
Violin School Event	4722	250	250		250	100.0
Newark Festival	4723	60,000	61,500	20,000	52,660	85.6
Festival Programme Events	4718	9,000	9,230	0	0	0.0
Newark Half Marathon	4051	1,000	1,030	0	1,000	97.1
Twinning/Friendship Links						
Civic Twinning	4750	1,060	1,090	338	454	41.7
Friends Support Groups	4760	250	250	0	0	0.0
Admin. Expenses						
Consultancy: Personnel/Legal/I						
Audit	4137	11,400	11,600	0	4,833	41.7
Payroll Admin	4915	630	660	165	275	41.7
GROSS EXPENDITURE		194,825	186,520	22,974	69,413	36.7
INCOME						
Sunday Band Concerts	1720	1,657	1,200	85	571	47.6
Christmas Lights	1726	2,100	2,100	0	0	0.0
Museum	1770	13,467	1,050	0	0	0.0
GROSS INCOME		17,224	4,350	85	571	13.1
NET EXPENDITURE		177,601	182,170	22,889	68,842	37.2

**REPAIRS AND RENEWALS
FUNDS 2018/19**

	Balance 31.03.2018	Contrib. 2018/19	Expenditure at 31.08.18	Projects	Estimated Expenditure	Estimated Balance 31.03.2019
	£	£	£		£	£
ALLOTMENTS	4,475			Miscellaneous	-500	3,975
CEMETERY	57,119	5,230		2018/19 Revenue provision		
				Tree Works	-5,000	
				Bollards	-1,000	56,349
INFORMATION TECHNOLOGY	10,613	1,500		2018/19 Revenue provision		12,113
OFFICE EQUIPMENT	7,563	990		Miscellaneous	-500	
				2018/19 Revenue provision		8,053
MARKET PLACE	1,885	10,660		2018/19 Revenue provision		
			-1,330	Bollards	-3,670	
				Drainage Channels	-4,000	
				General Repairs	-1,000	2,545
PUBLIC CONVENIENCES	10,900	5,130		2018/19 Revenue provision		
				Miscellaneous	-1,000	15,030
PARKS & PLAYING FIELDS	79,500		-40,000	Sport & Recreation Grants	-10,000	
		12,800		2018/19 Revenue provision		
				Seat Refurbishment	-1,000	41,300
PARKS SHERWOOD AVE.	15,646		-7,915	MUGA Fencing & Surfacing		
		4,000		2018/19 Revenue provision		11,731
PARKS PRIVATE ESTATES PLAY AREA	8,660	1,270		2018/19 Revenue provision		9,930
Totals	196,361	41,580	-49,245		-27,670	161,026

RESERVE FUNDS 2017/18 & 2018/19

	Balance 31.03.2018	Contrib. 2018/19	Exp at 31.08.18	Projects	Estimated Expenditure	Estimated Balance 31.03.2019
	£	£	£		£	£
CAPITAL RECEIPTS						
	962,560			Ransome & Marles Cricket Facilities	-100,000	
			-352,000	Sports Hub		
				World War 100th Anniversary Commemoration	-100,000	
				Toilet Improvements	-22,000	
				Statue Relocation	-5,000	
				Church Street Improvement	-10,000	
				Street Furniture	-5,000	
			-33,134	Transit Truck		
			-1,700	Cemetery Improvements	-184,300	
				Built Environment Grants & Signage Strategy	-35,000	
				Market resurfacing	-10,000	
				Christmas Light Displays	-5,000	
		463		Sale of land		
		1,345,000		PWLB Loans		1,446,589
DORIS BAINBRIDGE INVESTMENT FUND	0	1,200	-1,200	Band Concerts 2018/19 Investment Interest		0
ELECTIONS						
	11,813					
		11,000		2018/19 Revenue provision		22,813
RISK MANAGEMENT						
	946			Miscellaneous	-500	
						446
TOWN HALL						
	257,560	57,110		2018/19 Revenue provision		
				Handrail	-8,000	
			-11,072	Ballroom Decoration & Lighting	-8,928	
				Miscellaneous repairs	-5,000	
				External Repairs	-5,000	
						287,742
DEVOLUTION RESERVE						
	54,319	5,000		2018/19 Revenue provision		59,319
MUSEUM						
	9,512	2,130		2018/19 Revenue provision		
				New Acquisitions	-3,000	
						8,642
NEIGHBOURHOOD PLAN						
	80,000			Plan Production	-40,000	
						40000
Totals	1,376,710	1,421,903	-399,106		0	1,865,551

SECTION 106 AGREEMENTS 2017/18 & 2018/19

	Balance 31.03.2018	Contrib. 2018/19	Expenditure at 31.08.18	Projects	Estimated Expenditure	Estimated Balance 31.03.2019
	£	£	£		£	£
COMMUNITY INFRASTRUCTURE LEVY	19,103					
		7,500		CIL INCOME 2018/19 Town Centre Signage	-20,000	6,603
SHELTON AVENUE	134					
			-134	Revenue Expenditure		0
GRANGE ROAD	27,869					
			-3,402	Revenue Expenditure		24,467
FARNDON ROAD DE HAVILLAND WAY	2,776					
			-925	Revenue Expenditure		1,851
NEWBURY ROAD OPEN SPACE & PLAY AREA	65,407					
			-16,352	Revenue Expenditure		49,055
AUTUMN CROFT	40,000					
			-5,000	Revenue Expenditure		35,000
BARNBY ROAD	20,826					
			-2,069	Revenue Expenditure		
MAPLE LEAF PUB	2,535					
				Sport & Recreation Grants	-2,535	0
Totals	178,650	7,500	-27,882		-22,535	135,733

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	FINAL ACCOUNTS 2017/18 – EXTERNAL AUDIT
REPORT BY:	TOWN CLERK

1. Recommendation

- 1.1 Subject to the audited Annual Return being received prior to the date of this meeting, Members are asked to :
- (i) Note the approval of the Town Council’s financial accounts for the 2017/18 financial year ended on 31st March 2018 by the external auditors.

2. Background

- 2.1 The statutory deadline for all Town/Parish Councils to publish the signed external audit report on their financial accounts is; 30th September each year.
- The Town Council approved the Annual Governance & Accountability Return for the 2017/18 financial year at its meeting held on Wednesday 20th June 2018.
- The completed return and accompanying supporting documents were sent to the external auditors, PKF Littlejohn, on 22nd June, before the appointed deadline.
- At the time of writing this report the signed Annual Return has not been received back and therefore the Town Council is not in a position to comply with the deadline for publication.
- Reminders have been sent to the external auditors, whilst these have been acknowledged no specific response has been received.
- If the audited Return is received before the meeting it will be tabled on the night.

3. Financial, Legal, Equality & Risk Issues

- 3.1 Whilst the Town Council may not be in a position to comply with the statutory deadline, this is due to circumstances outside of its control. I am not aware that there are any significant sanctions arising from this; it would normally be a matter that the external auditor would report on, in the audit for the following years’ accounts.

Background Papers:	Final Account working papers.
Lead Officer:	Alan Mellor Tel: 01636 680333 Email: Alan.mellor@newark.gov.uk