



# NEWARK TOWN COUNCIL

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

Tel: 01636 680 333 ~ Fax: 01636 680 350

Email: [post@newark.gov.uk](mailto:post@newark.gov.uk) ~ Website: [www.newark.gov.uk](http://www.newark.gov.uk)

---

## FINANCE & POLICY COMMITTEE

WEDNESDAY 8<sup>TH</sup> OCTOBER 2014

Thursday 2<sup>nd</sup> October 2014

Dear Councillor

You are summonsed to attend a meeting of the Finance & Policy Committee at 7pm on Wednesday 8<sup>th</sup> October 2014. 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 & POLICY COMMITTEE

### A G E N D A

1	Apologies for Absence		
2	Minutes of the last meeting held on Wednesday 6 <sup>th</sup> August 2014	Minutes Attached	Page 5
3	Matters Arising	Verbal	
4	Declarations of Interest from Members	Verbal	
5	Payment Schedules 4/15 & 5/15	Report Attached	Page 9
6	Voluntary Body Grant Applications	Report Attached	Page 17
7	Street Collection Licences	Report Attached	Page 31
8	Financial Out Turn	Report Attached	Page 37
9	Final Accounts 2013/14 - External Audit	Report Attached	Page 47
10	Internal Audit Plan 2014/15	Report Attached	Page 49
11	Proposed Cycle Route From Coddington to Brunel Drive	Report Attached	Page 51
12	Cemetery Security	Report Attached	Page 55
13	Exempt Notice	Report Attached	Page 57
14	Newark Market	Report Attached	Page 59

#### Pre-Group Meetings

1	18:30	Conservative Group	Committee Room
2	18:30	Independent Group	Pickin Room

#### Committee Membership

Cllr D Lloyd (Chairman)  
 Cllr B Richardson (Vice Chairman)  
 Cllr K Clayton  
 Cllr M Cope  
 Cllr Mrs G Dawn  
 Cllr L Goff  
 Cllr D Payne  
 Cllr S Wallace  
 Cllr C Wetton





# NEWARK TOWN COUNCIL

Town Hall, Market Place, Newark, Nottinghamshire, NG24 1DU  
Tel: 01636 680 333 ~ Fax: 01636 680 350  
Email: [post@newark.gov.uk](mailto:post@newark.gov.uk) ~ Website: [www.newark.gov.uk](http://www.newark.gov.uk)

Agenda Item No: 2

Committee Date: Wednesday 8<sup>th</sup> October 2014

## FINANCE & POLICY COMMITTEE MINUTES

Minutes of the Meeting of the Finance & Policy Committee held on Wednesday, 6<sup>th</sup> August 2014 in the Town Hall.

Membership Present:	Councillor	D Lloyd (in the Chair)
	Councillors	K Clayton M G Cope Mrs G Dawn L Goff D Payne B Richardson (Vice-Chairman) S Wallace C Wetton
<b>In attendance:</b>	<b>Councillors</b>	Mrs R Crowe, R A Crowe
<b>Apologies for Absence</b>	<b>Councillors</b>	No Apologies
<b>Officers Present:</b>	<b>Town Clerk</b>	Alan Mellor
<b>Taking Notes:</b>		Helen Crossland
	There was one member of the public present.	
<b>Venue:</b>	Council Chamber, Town Hall	

### FP11/14/15 Minutes

The Minutes of the meeting held on Wednesday 11<sup>th</sup> June 2014 were **AGREED** as a true and accurate record and signed by the Chairman.

### FP12/14/15 Matters Arising

There were no Matters Arising.

#### **FP13/14/15 Declarations of Interest**

It was **AGREED** that any Declarations of Interest be taken as they arise on the Agenda.

#### **FP14/14/15 Payment Schedules 2/15 & 3/15**

Members **AGREED** that payment in accordance with Payment Schedule 2/15 in the sum of £99,118.32 (ninety nine thousand, one hundred and eighteen pounds 32p), and Payment Schedule 3/15 of £133,061.72 (one hundred and thirty three thousand and sixty one pounds 72p) be **NOTED**.

#### **FP15/14/15 Voluntary Body Grant Applications**

##### **(i) Newark Live at Home Scheme**

During discussion of this application, Members felt that the applicant should also be asking Balderton and Farndon Parish Councils to contribute. It was also noted that their funds appear to be quite healthy.

Following a vote, the request for the sum of £350.00 towards the transport costs of the scheme was **DECLINED**.

##### **(ii) Newark Arts Forum**

Since the Agenda was sent out, a letter had been received informing the Town Council that the new project had also been cancelled due to lack of support. The funding of £200.00 had been returned.

##### **(iii) Friends of Sconce & Devon Park**

The request for £350.00 towards the cost of providing a defibrillator at Sconce & Devon Park was **AGREED**.

Cllr L Goff asked the Town Clerk if there was any update on a defibrillator for Newark; the Town Clerk was still awaiting further information but agreed to chase this up.

#### **FP16/14/15 Community Events Grant Applications**

##### **(i) The Great March**

The request for a £1,000 grant towards the cost of employing a traffic management company to oversee the event on Sunday 10<sup>th</sup> August was **AGREED**.

##### **(ii) Newark & Sherwood Playsupport Group**

Cllr S Wallace spoke in favour of this application, and also added that the Town Council should ask for some form of report from the group following the event, saying how many people had attended, and what benefit had been gained.

Cllr K Clayton pointed out that the request for the maximum £1,000 amounted to two thirds of the total funding; in the guidelines for these grants the amount requested should be up to fifty percent. With this in mind, Cllr K Clayton proposed that the grant be agreed, but reduced to £750.

The proposal was therefore that the grant be for the sum of £750 and the group would be requested to send a report back to the Town Council following the event on 23<sup>rd</sup> August. This was put to a vote and **AGREED**.

It was also noted that should no report be received, the Town Clerk should make contact with the group and ask why.

#### **FP17/14/15 Financial Out Turn 2013/14**

Cllr C Wetton asked what was happening with the Town Council's website. The Town Clerk informed Members that it was hoped the new site would go live on Friday. The Town Clerk's PA would email Members if that was the case, to let them know.

There was a discussion regarding the information about Councillors that would be put on the website and whether or not it would include photographs. The Town Clerk said that this would be dealt with following the elections next year.

Members **RECEIVED** and **NOTED** the Financial Out Turn Report as at 30<sup>th</sup> June 2014.

#### **FP18/14/15 Newark Festival 2015**

Councillor D Payne commented on the Agenda Report, namely Appendix 1, paragraph 5.1. and the 'obvious issues' mentioned therein. Councillor D Payne also said that the ticketing arrangements were not satisfactory, particularly the offering of '2 for 1' tickets close to the date of the Festival.

The Town Clerk said that the Liz Hobbs Group understood and accepted the issue with the tickets; there would be a clear ticketing policy, with the aim of making clear what prices the tickets would be from the start, up to the end of the sales period.

Members then **AGREED** to the pre-commitment of £60,000 from the 2015/16 revenue budget for a Newark Festival to be held in 2015, as outlined in the Agenda Report.

#### **FP19/14/15 Newark Sports Hub Project**

Councillor S Wallace spoke on this item; he said he fully supported the Newark Sports Hub project, however, it was over 2 years since Members had seen the presentation from the Sports Hub. Councillor Wallace said that he had never received any update from them, although he had asked, several times.

Councillor Wallace wanted to know 'how this will all fit together'.

Councillor Mrs G Dawn said that any meaningful update would not be possible until the Playing Pitch Strategy (PPS) had been completed.

The Town Clerk agreed and said that the PPS remained on course for completion in September. It would provide a key input into the decision making process of the make-up and scope of outdoor sports that were required and was also a requirement for any funding from Sport England into the project.

Councillor M Cope asked if the PPS was based on what sports are already being played or was it based on the current need for sporting facilities; the Town Clerk said that it was based on a sport by sport examination; for example, football – how many clubs there are, and how many people are taking part. The PPS seeks to assess demand and supply for individual sports and thus assess the current gaps in provision.

Councillor D Lloyd then said that all comments made had been quite proper and proposed a fourth recommendation as follows:

- (iv) That the Playing Pitch Strategy be presented to Councillors as soon as possible after its production, and that the proposals from Newark Sports Association are received as soon as they are ready.

This proposal was seconded by Councillor S Wallace.

A vote was taken and all the recommendations, including (iv) above, were **AGREED**, as noted below:

- (i) Members **AGREED** to grant delegated authority to the Town Clerk, in consultation with the Chairman of this Committee, to enter into a 'Heds of Agreement' with the NSA, to set out the financial arrangements for the Town Council's contribution to the Sports Hub project.
- (ii) Members **APPROVED** the sum of £1,500 to meet the building consultants fees incurred to advise on the proposed utilities work.
- (iii) Members **APPROVED** expenditure of up to £70,000 to meet the cost of providing all necessary utility connections to the Sports Hub site;  
Members **AGREED** to grant delegated authority to the Town Clerk in consultation with the Chairman of this Committee, to release the funds with the proviso that the NSA enter into a 'Heds of Agreement' with both Newark and Sherwood District Council and the Town Council.

<b>Meeting Closed:</b>	<b>8.05pm</b>	<b>Next Meeting:</b>	<b>Wednesday 8<sup>th</sup> October 2013</b>
------------------------	---------------	----------------------	--



**FINANCE & POLICY COMMITTEE**

<b>SUBJECT:</b>	<b>PAYMENT SCHEDULES</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

1.1 Members to **NOTE** the attached Payment Schedule 04/15 & 05/15

**2. Background**

2.1 Payment Schedule 04/15 & 05/15 appended to this report

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

3.1 None

<b>Background Papers:</b>	<b>None</b>
<b>Lead Officer:</b>	<b>Alan Mellor</b> <b>Tel: 01636 684801</b> <b>Email:</b>



## CHEQUES

### ACCOUNTS FOR PAYMENT SCHEDULE 4/15

**31.07.14**

Voucher No	Cheque No	Payee	Budget Head	Total Amount
271-272	18630	Lombard Medical Centre	PC Health & Safety	£40.00
273	18631	Newark Municipal Church Charities	TH Rents	£39.00
274	18632	Maltby Miners Welfare Band	Sunday Band Concerts	£250.00
		Friends of Newark & Sherwood		
275	18633	Museum Service	Youth Council	£100.00
276	18634	Indans Z	* Allotment Keys	£6.00
276	18634	Indans Z	* Allotment Bond	£20.00
			Grant - St Mary's Parish	
277	18635	Newark Parish Church	Church	£1,580.00
278	18636	Petty Cash	ENV Repairs & Maintenance	£5.00
278	18636		Newark in Bloom	£36.00
278	18636		* Refreshments	£21.77
278	18636		TH Maintenance & Equipment	£13.20
278	18636		Cemetery Upkeep	£25.48
278	18636		PC Repairs & Maintenance	£7.89
278	18636		Civic Car	£3.99
278	18636		Subsistence	£35.00
278	18636		PC Materials	£0.90
279	18637	NSDC	Brass Explosion	£42.00
280	18638	Bestwood Black Diamonds	Sunday Band Concerts	£275.00
281	18639	Lincs Fire & Rescue Concert Band	Sunday Band Concerts	£200.00
<b>Total</b>				<b>£2,701.23</b>

## AUTOPAY

### ACCOUNTS FOR PAYMENT SCHEDULE 4/15

**31.07.14**

Voucher No	Payee	Budget Head	Total Amount
282	A O Cumbernauld	Payroll	£7,586.01
283	ADT	TH Contracts	£49.70
284	Amberol Ltd	Civic Pride	£334.80
285	Bickley T	Mayor's Allowance	£96.40
286	Carlton Brass Band	Sunday Band Concerts	£375.00
287	City Hygiene	PC Contracts	£446.40
288	Corporate Express	Printing & Stationery	£39.67
289	Corporate Express	Office Equipment	£179.99
290	County Signs	Sunday Band Concerts	£72.00
291	Farmstar	ENV Repairs & Maintenance	£7.85
291 + 293	Farmstar	ENV Tools & Equipment	£138.89
292 + 293	Farmstar	ENV Uniform	£19.22
294 - 299	Farmstar	Mowers	£724.02

300	Faulkner C	TH Bar	£60.00
301	Germinal Seeds	Cemetery Upkeep	£190.00
302	Greener Security Shredding	TH Maintenance & Equipment	£58.50
303 + 304	Grove Auto	Vehicle Running Costs	£427.57
305	HCS	TH Maintenance & Equipment	£420.00
306 + 307	TC Harrison	Vehicle Running Costs	£107.30
308	Jacksons	Cemetery Upkeep	£177.12
309	Jones Maintenance	ENV Repairs & Maintenance	£1,243.80
310 + 311	Lidsters of Workstop	* Cemetery Tablets	£622.63
312	London Road Service Station	Vehicle Running Costs	£350.60
312	London Road Service Station	Civic Car	£135.14
312	London Road Service Station	Fuel - Mowers	£322.07
313	Lynx AC	TH Maintenance & Equipment	£278.93
314	Milvill	PC Materials	£45.91
315	Modes Users	Museum	£234.00
316	Mole Country Store	ENV Tools & Equipment	£9.00
317	Morrison Wm	Museum	£13.17
318	Morrison Wm	Mayor's Allowance	£29.56
319	Morrison Wm	* Refreshments	£18.18
320	Newark & Sherwood Locksmiths	Cemetery Upkeep	£47.39
320	Newark & Sherwood Locksmiths	TH Maintenance & Equipment	£44.40
321	NSDC	Music Festival	£47.80
322	Newark Town Band	Sunday Band Concerts	£400.00
323	Newport H	Music Festival	£125.00
324	Notts CC	Pensions	£877.11
325	Notts CC	Payroll	£7,538.26
326	Nottingham Concert Band	Sunday Band Concerts	£250.00
327	NTC Pay Account	Payroll	£28,758.01
328	Reflect Recruitment	Payroll	£331.90
329, 330 +			
332	Screwfix	ENV Tools & Equipment	£69.29
330 - 332	Screwfix	ENV Uniform	£95.22
332 + 333	Screwfix	Cemetery Upkeep	£36.07
334 + 335	Severn Trent Water	ENV Water	£289.91
336	T Mobile	Telephones	£23.21
336	T Mobile	ENV Telephones	£28.21
336	T Mobile	PC Telephones	£16.82
337	Tanvic	Vehicle Running Costs	£18.00
338	UK Waste	Cemetery Upkeep	£490.72
339	Viking Direct	Printing & Stationery	£121.90
340	Virgin Media	Telephones	£413.06
341 + 342	Virgin Media	ENV Telephones	£42.37
343	Watch it Security	Cemetery Upkeep	£408.00
		<b>Total</b>	<b>£55,286.08</b>

## DIRECT DEBITS

### ACCOUNTS FOR PAYMENT SCHEDULE 4/15

**31.07.14**

Voucher No	Payee	Budget Head	Total Amount
344	BOC	TH Bar	£30.60
345	British Gas	TH Gas	£940.40
346	British Gas	ENV Electricity	£8.63
347	British Gas	ENV Gas	£121.55
348	British Gas	PC Gas	£101.79
349	BT	Telephones	£361.80
350 - 351	Edgars Water	* Refreshments	£83.92
352	Museums Assoc	Museum	£16.20
353	Network	Civic Car	£332.31
354	NSDC	TH Rates	£1,903.00
354	NSDC	ENV Rates	£718.00
354	NSDC	PC Rates Riverside	£506.00
354	NSDC	PC Rates London Rd	£428.00
355	Lampsdirect	TH Maintenance & Equipment	£85.94
355	Argos	Computers	£22.99
355	Marks & Spencer	* Refreshments	£38.00
355	Glen Farrow UK Ltd	Newark in Bloom	£192.00
356	Ryanair	Twinning	£142.80
357	Safety Measures	Health & Safety	£88.80
358	Scottish Power	PC Electricity	£800.00
358	Scottish Power	ENV Electricity	£30.00
358	Scottish Power	TH Electricity	£650.00
359	Worldpay	Bank Charges	£239.09
<b>Total</b>			<b>£7,841.82</b>
<b>Grand Total</b>			<b>£65,829.13</b>

**\* Recharges**

Note. PC (Public Convenience) costs covered by Agency  
Reflects full or part  
recharge

## CHEQUES

### ACCOUNTS FOR PAYMENT SCHEDULE 5/15

**31.08.14**

Voucher No	Cheque No	Payee	Budget Head	Total Amount
360	18640	Friends of Newark & Sherwood Museum Service	Grants - Community Events	£1,000.00
361	18641	Newark & Sherwood Playsupport Group	Grants - Community Events	£750.00
362	18642	Wright K	Payroll	£89.01
363	18643	Gedling Mayor's Charity	Mayor's Allowance	£56.00

**Total    £1,895.01**

## AUTOPAY

### ACCOUNTS FOR PAYMENT SCHEDULE 5/15

**31.08.14**

Voucher No	Payee	Budget Head	Total Amount
364	Ann et Vin	* TH Bar	£226.80
365	A O Cumbernauld	Payroll	£8,047.28
366	B & H Plastics	Cemetery Upkeep	£567.45
367	Bunzl	TH Maintenance & Equipment	£97.12
368	Bunzl	PC Materials	£123.30
369 - 372	Corporate Express	Printing & Stationery	£146.73
373	Corporate Express	Refreshments	£27.95
374	Eyre & Elliston	PC repairs & Maintenance	£37.63
375	Farmstar	ENV Repairs & Maintenance	£6.36
376 - 378	Farmstar	Cemetery Upkeep	£334.96
378	Farmstar	Vehicle Running Costs	£122.22
379	Friends Devon & Sconce Park	Grant - Voluntary Bodies	£350.00
380 - 381	Gill Memorials	Cemetery Fees	£250.00
382	Grove Auto	Vehicle Running Costs	£108.05
383	Helliwell Horticulture	Newark in Bloom	£388.78
384	Hills of Newark	Museum	£68.23
385 - 386	Intouch Crm	Computers	£1,415.99
387	Jacksons	Cemetery Upkeep	£119.77
388 - 389	Lidsters of Worksop	* Cemetery Tablets	£666.22
390	Liz Hobbs Group	Brass Explosion	£12,000.00
391	Manni Developments	ENV Repairs & Maintenance	£175.00
392	Mills Ron & Co	TH Maintenance & Equipment	£104.99
393 - 395	Milvill	PC Materials	£734.03
396 - 397	Morrison Wm	* Refreshments	£22.57
398	Name Badges International	CE Uniforms	£7.37

398	Name Badges International	Museum	£88.68
399	Neopost Ltd	Postage	£187.88
400	Newark Advertiser	Garden Competition	£353.81
401	NSDC	Consultancy	£569.74
402	NSDC	ENV Repairs & Maintenance	£107.82
403	Newark & Sherwood Locksmiths	Sunday Band Concerts	£5.40
403	Newark & Sherwood Locksmiths	PC repairs & Maintenance	£69.60
403	Newark & Sherwood Locksmiths	TH Maintenance & Equipment	£5.40
404	Notts CC	Payroll	£7,531.20
405	NTC Pay Account	Payroll	£26,801.19
406	Primeprint	* Recharges	£81.60
407	Reflect Recruitment	Payroll	£385.72
408	RBS Software	Computers	£130.80
409	William Saunders	Cemetery Upkeep	£1,800.00
410	Screwfix	ENV Uniforms	£39.99
411	SCS	Consultancy	£780.00
412	Sherwood Forest Hospitals	Health & Safety	£1,578.00
413	Stocksigns Ltd	TH Maintenance & Equipment	£18.00
413	Stocksigns Ltd	Cemetery Upkeep	£173.44
414	Tanvic	Mowers	£84.00
415 - 416	T C Harrison	Vehicle Running Costs	£107.30
417	T Mobile	PC Telephones	£16.94
417	T Mobile	ENV Telephones	£27.91
417	T Mobile	Telephones	£22.47
418	UK Waste Solutions	Cemetery Upkeep	£407.16
419	Viking Direct	Office Equipment	£24.44
420	Virgin Media	Telephones	£393.68
421 - 422	Virgin Media	ENV Telephones	£43.19
423	Watch it Security	Cemetery Upkeep	£408.00
424	Willows Nursery	Newark in Bloom	£2,782.60
424	Willows Nursery	Cemetery Upkeep	£3,194.70
425	Wordprint Ltd	Printing & Stationery	£204.00
426	Wordprint Ltd	Civics	£50.40
<b>Total</b>			<b>£74,623.86</b>

## DIRECT DEBITS

### ACCOUNTS FOR PAYMENT SCHEDULE 5/15

**31.08.14**

Voucher No	Payee	Budget Head	Total Amount
427	BOC	TH Bar	£30.60
428	British Gas	TH Gas	£713.64
429	Brobot Petroleum	Fuel - Mowers	£357.26
429	Brobot Petroleum	Vehicle Running Costs	£90.03
430	Edgars Water	* Refreshments	£53.51
431	Ryanair	Twinning	£245.76
432	Simply Sound Ltd	Office Equipment	£255.95
433	Network	Civic Car	£332.31
434	NSDC	TH Rates	£1,903.00
434	NSDC	ENV Rates	£718.00
434	NSDC L	PC Rates London Road	£428.00
434	NSDC	PC Rates Riverside Park	£506.00
435	Safety Measures	Health & Safety	£88.80
436	Scottish Power	Th Electricity	£650.00
436	Scottish Power	ENV Electricity	£30.00
436	Scottish Power	PC Electricity	£800.00
437	Streamline	Bank Charges	£52.50
<b>Total</b>			<b>£7,255.36</b>
<b>Grand Total</b>			<b>£83,774.23</b>

**\* Recharges**

Note. PC (Public Convenience) costs covered by Agency  
Reflects full or part  
recharge



**FINANCE & POLICY COMMITTEE**

<b>SUBJECT:</b>	<b>VOLUNTARY BODY GRANT APPLICATIONS</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

- 1.1 That Members consider the application received from the Saturday Polish School requesting Financial Aid.

**2. Background**

- 2.1 The Town Council’s approved guidelines for this type of grant are attached as Appendix 1. The 2014/15 agreed budget for grants to voluntary bodies is £4000.  
A sum of £1,730 remains available.

**3. Specific Grants**

**3.1 Saturday Polish School**

A request for the sum of £350 towards the cost of purchasing educational items. See Appendix 2 attached.

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

None.

<b>Background Papers:</b>	<b>None</b>
<b>Lead Officer:</b>	<b>Alan Mellor</b> Tel: 01636 684801 Email: <a href="mailto:alan.mellor@newark.gov.uk">alan.mellor@newark.gov.uk</a>

# **NEWARK TOWN COUNCIL**

## **APPLICATION FOR VOLUNTARY BODY GRANT**

### **Guidelines**

The following principles and guidelines have been established by Newark Town Council to assist in the consideration and determination of grant applications. Whilst these principles will act as a general guide they are not definitive and applicants of particular worthiness may be considered on individual merit outside these criteria.

### **The Aim of the Scheme**

The Town Council is providing funding to support the work of Voluntary Bodies & Charities that provide services, support and activities to the community of Newark. The grant can be used for a wide range of activities covering; charity, cultural, community and sports events.

The primary aim of the scheme is to provide funding on a 'pump priming' basis that support or promote self-help within organisations that may apply.

### **Funding Available**

Newark Town Council has a maximum fund of £4,000 available, during the 2014/15 financial year, to support Voluntary Bodies.

Maximum funding for any one application is normally £350. Applications for grants in excess of this sum may be considered subject to the overall budget limit.

The Town Council will determine the level of grant awarded up to this maximum figure. No grant will normally exceed 50% of the total cost of a scheme.

Applications will be considered throughout the year on a 'first come first served basis'.

### **Eligibility**

Applications will be considered from; Community Groups, Charities, Voluntary Bodies, and Sports Clubs.

Applicants must either be located within the Newark Town boundary or the scheme which is the subject of the application must have a focus or be targeted on the community living in Newark.

Preference will be given to locally based organisations serving local needs over national organisations providing services over a wider geographic area than Newark.

Applications are only invited for 'one off' schemes the Town Council will not consider applications that seek ongoing funding over more than one financial year.

Applications will be considered for events which are held in the Town Hall and for which a concession on the normal hire fee is requested. These requests will be considered in the same way as all other applications and will require an application form to be completed. The financial value of any concession granted will be charged against the overall Voluntary Grant budget.

All applicants must complete an official Voluntary Body Grant Application Form before it will be considered by the Town Council.

All applications must be accompanied by a copy of the organisations most recent audited accounts or a signed statement on the current financial position of the organisation.

Grants will, wherever possible, be made for a specific service, activity item of equipment rather than general support for a particular organisation.

### **The Application Process**

Applications will generally be considered by the Town Council's Finance and Policy Committee.

The enclosed application form is to be completed and submitted with any request for financial assistance to Mrs Karen Wood, Newark Town Council, Town Hall, Newark, Notts, NG24 1DU.

























**FINANCE & POLICY COMMITTEE**

<b>SUBJECT:</b>	<b>STREET COLLECTION LICENCES</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendation**

- 1.1 That Members consider the applications for Street Collection permits in 2014/15 now received by the Newark and Sherwood District Council for the Newark Town Centre.
- 1.2 That following consideration of the applications received, the Newark and Sherwood District Council be advised of the recommendation of Members.

**2. Background**

- 2.1 The Town Council has an agreed criteria for considering Street Collection Licences which is attached at Appendix 1 also attached at Appendix 2 is a list setting out the number of permits allowed during the year. The following applications are now attached for your consideration.

**2.2 World Cancer Research Fund**

A request for a permit on Saturday October 18<sup>th</sup>. See Appendix 3 attached.

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

- 3.1 None.

<b>Background Papers:</b>	<b>None</b>
<b>Lead Officer:</b>	<b>Alan Mellor</b> Tel: 01636 684801 Email: <a href="mailto:alan.mellor@newark.gov.uk">alan.mellor@newark.gov.uk</a>





**STREET COLLECTION POLICY**

1. The Town Council's policy will be to support locally based charities whose fund raising activities are for the benefit of those living within the local community.
2. This support will be extended to include local branches of national charities where funds are sought for use within the community.
3. The Town Council will also consistently support national appeals such as the Wings Appeal and the Poppy Appeal, where monies are collected on a branch basis.
4. The Town Council would generally not support requests for street collections from those outside the area or where the proceeds are not likely to benefit the community.

**In exceptional circumstances, however, the Town Council may support such requests; and in such cases would provide Newark & Sherwood District Council with additional information to explain such decision.**

**STREET COLLECTIONS 2014/2015**

<b>NUMBER OF COLLECTIONS ALLOWED DURING THE YEAR</b>	
January	One collection
February	One collection
March	One collection
April	One collection
May	Two collections
June	Two collections
July	Two collections
August	Two collections
September	Two collections
October	One collection
November	One collection
December	Three collections

<b>COLLECTIONS AGREED TO DATE</b>	
January	
February	
22 March	Marie Curie Cancer Care
April	
May	
7 or 14 June (NSDC to advise date)	R.S.P.C.A.
5 July 12 July	Save the Children Fund Newark Community First Aid
2 August	Macmillan Cancer Support
20 September 27 September	R.A.F.A. Beaumont House Community Hospice
October	
1 – 8 November	The Royal British Legion Poppy Appeal
13 December	Newark and District Round Table



## NEWARK AND SHERWOOD DISTRICT COUNCIL

Section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916  
as amended by Section 251 and Schedule 29  
to the Local Government Act 1972

### APPLICATION FOR A PERMIT TO MAKE A STREET COLLECTION OR SALE

1. Applicant's full name:  
(BLOCK CAPITALS) MR DAVID PRITCHARD
  
2. Address:  
(BLOCK CAPITALS) WYNTHORPE FARM, HIGH ST.  
OUNSVILLE  
DONCASTER, S. YORKS  
& Telephone Number: DN7 4DB  
01302 831580
  
3. Name and address of charity or fund to which the proceeds of collection are to be applied:  
WORLD CANCER RESEARCH FUND (WCRF UK)  
28 BEDFORD SQUARE  
LONDON  
WC1B 3HH
  
4. Name and telephone number of the Secretary or Chairman of the charity or fund:  
LEANNE RICHARDS  
0207 343 4300  
Objects of the charity or fund:
  
5. WCRF UK is part of a global network of  
charities that are committed to preventing  
cancer. We fund research and provide information.
  
6. Date of proposed collection or sale and between what hours:  
1 21<sup>ST</sup> SEPT on SAT OCT 19<sup>TH</sup>
  
7. Locality within the District in which it is proposed to make the collection or sale:  
NEWARK TOWN CENTRE
  
8. The method to be adopted in making the collection or sale:  
1. Hand a TAP DANCER / Seated  
Container.

9. Disposal at receipts: A minimum of 80% of all collected proceeds must be donated to the charity on whose behalf the collection is made. If deductions are to be made, please state for what purpose and the amount below.

ALL THE PROCEEDS GO TO  
WORLD CANCER RESEARCH. D. Pritchard

10. Approximately how many persons will be authorised to act as collectors?

1 Person

11. Have any steps been taken to ensure the suitability and integrity of the collectors?

YES

12. (As to the knowledge of the applicant, anyone associated with the promotion of the collection been convicted of any offence involving dishonesty, fraud, offences against the person, indecency or offences involving the conduct of collections? Please give details:

NO

13. If the collection or sale is for a War Charity state if such charity has been registered under the War Charities Act 1940 and give name and Registration Authority and date of registration:

N/A

14. Have you held a street collection in this district on any previous occasions? Please give details:

NO

15. I hereby confirm that a) the information given above is true and accurate and I wish to apply for a licence authorising me to carry out a street collection, and b) a statement of return showing the amount received and the expenses incurred will be forwarded to the Council within one month after the date of the collection and also the date and place of the collection and amount received shall be published in a local newspaper.

Signed

D. Pritchard

Dated:

15.8.14

**FINANCE & POLICY COMMITTEE**

<b>SUBJECT:</b>	<b>FINANCIAL OUT TURN</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

1.1 Members are asked to receive and note the financial out turn report as at 31<sup>st</sup> August 2014.

**2. Background**

2.1 In accordance with Financial Regulations, the financial out turn for the period 1<sup>st</sup> April to 31<sup>st</sup> August 2014 is attached at Appendix 1.

The figures include :

Expenditure committed and invoices issued at 31<sup>st</sup> August, together with other known and likely costs.

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

3.1 In overall terms the net expenditure at this stage of the financial year is in line with the approved budget provision. Having examined the figures in detail there are no issues of concern that I need to bring to Members attention.

<b>Background Papers:</b>	Budget working papers and financial reports.
<b>Lead Officer:</b>	<b>Alan Mellor</b> Tel: 01636 684801 Email: <a href="mailto:alan.mellor@newark.gov.uk">alan.mellor@newark.gov.uk</a>





















**FINANCE & POLICY COMMITTEE**

<b>SUBJECT:</b>	<b>FINAL ACCOUNTS 2013/14 – EXTERNAL AUDIT</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendation**

1.1 Members are asked to :

- (i) Note the approval of the Town Council’s financial accounts for the 2013/14 financial year ended on 31<sup>st</sup> March 2014,
- (ii) Note the other matters which the external auditor has drawn to the attention of the Town Council and note the Town Clerk’s comments with regard to these matters.

**2. Background**

2.1 The Final Accounts for the financial year 2013/14 have been audited by the Town Council’s external auditor; Grant Thornton.

They have now completed the audit and have signed the Annual Return confirming that; “in their opinion the information in the annual return is in accordance with proper practices and no matters have come to their attention giving concern that the relevant legislation and regulatory requirements have not been met”.

2.2 They have flagged up a number of matters which, whilst not affecting their unqualified opinion on the accounts, they feel they should bring to the attention of the Town Council. These are discussed in detail below:

- (i) High Level of Reserves – they note that the Town Council holds a high level of general reserves and suggest that the Town Council should consider the level required and consider taking steps to reduce them if necessary.

In this context I would comment that the Town Council has approved a Medium Term Financial Strategy that demonstrates that the ‘General Reserve Fund’ will reduce over the next seven years to a more appropriate level. In the meantime any significant early reduction would not be advisable given the ongoing negotiations with the District Council concerning the possible transfer of services to the Town Council.

In addition the reserves figure includes a sum of just under £2m of capital receipts, £1m of this has been earmarked to support the new Leisure Centre and Sports Hub projects which will hopefully start in the near future. In any event these sums cannot be used to reduce revenue spending and all existing loans have already been repaid from the capital receipt so the Town Council is now in a debt free position.

In summary I would not advise that the Town Council needs to do anything about this issue at the moment but would suggest that the level of revenue reserves are reviewed again when next year’s budget is considered early in the new year.

- (ii) Internal Financial Controls – they considered that the internal controls are adequate for the purpose intended, however they have raised the issue that the last review of the Internal Auditors report was not considered until after the end of the

financial year; it was submitted to this Committee on 9<sup>th</sup> April. In order to avoid this occurring again in this financial year I will ensure that the work is done in time for a report to be submitted to your meeting scheduled for 11<sup>th</sup> February 2015.

They also stated that the financial control document should be explicit about the responsibility for keeping records and making statutory returns for VAT and PAYE purposes. Finally that the Town Council should have procedures in place for the appointment of an Internal Auditor.

I will raise these issues with the current Internal Auditor and include proposed actions in the next report back to this Committee.

### **3 Financial, Legal, Equality & Risk Issues**

3.1 Contained in the report.

<b>Background Papers:</b>	Final Account working papers.
<b>Lead Officer:</b>	<b>Alan Mellor</b> <b>Tel: 01636 680333</b> <b>Email: <a href="mailto:Alan.mellor@newark.gov.uk">Alan.mellor@newark.gov.uk</a></b>



**FINANCE & POLICY COMMITTEE**

<b>SUBJECT:</b>	<b>INTERNAL AUDIT PLAN 2014/15</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

- 1.1 Members are asked to approve the proposed Internal Audit work plan for the 2014/15 financial year.

**2. Background**

- 2.1 Attached at Appendix 1 is a proposed Internal Audit plan for work to be carried out during the 2014/15 financial year. This has been prepared following discussion with the Town Clerk and an assessment of audit risk.

- 2.2 In addition I have asked the Internal Auditor will look at the issues raised by the External Auditors in their report as discussed at Agenda Item 9 above.

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

- 3.1 None.

<b>Background Papers:</b>	<b>None.</b>
<b>Lead Officer:</b>	<b>Alan Mellor</b> Tel: 01636 684801 Email: <a href="mailto:alan.mellor@newark.gov.uk">alan.mellor@newark.gov.uk</a>

**APPENDIX 1**

**INTERNAL AUDIT PROGRAMME FOR FINANCIAL YEAR 2014-2015**

		<b>No of days</b>	
		<u>Sept/Oct 2014</u>	<u>Jan/Feb 2015</u>
<b><u>Annually:</u></b>			
Payroll – processing	3 days	2	1
Payroll – Starters	1 day		
Payroll – Leavers (if >3 leavers)	½ day		
Income – Lettings	1.5 days		1
Income – Cemetery/Allotments	½ day	1	
Investments (if >£1m)	½ day	.5	
Main Accounting System/VAT	1 day		1.5
Risk Management	1 day		1
Budgetary Controls	1 day	1	
IT Systems	1.5 days	1	
Bought Ledger	1 day		1
Security	1 day		1
Fixed Assets	1 day	1	
Bank Reconciliations	½ day	.5	
Investments (if <£1m)	½ day		.5
Petty cash	½ day	.5	
TOTAL No of DAYS		7.5	7
Report production and approval		.5	.5
<b>TOTAL No of AUDIT DAYS =</b>		===== <b>8 days.</b>	===== <b>7.5 days</b>

**FINANCE & POLICY COMMITTEE**

<b>SUBJECT:</b>	<b>PROPOSED CYCLE ROUTE FROM CODDINGTON TO BRUNEL DRIVE</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

1.1 Members are asked to :

- (i) Consider whether or not they wish to be involved in the project to develop a Cycle route from Coddington to Brunel Drive,
- (ii) Subject to (i) above agree a small number of Members to join the Working Party to take the project forward.

**2. Background**

2.1 I have received a request from Coddington Parish Council asking the Town Council if it would be interested in working with them to establish a cycle route between Coddington and Brunel Drive Industrial Estate. Attached at Appendix 1 is a copy of their letter.

2.2 To date Coddington Parish Council has been in discussions with Sustrans and the County Council both appear to be supportive of the initiative. The route for the proposed path is also within the Town Council boundary hence the contact to establish if there is any support for the idea and, if there is, would the Town Council wish to be join a Working Party to take the project forward.

2.3 At this stage I have no information or knowledge of any financial impacts for the Town Council if it were to accept this invitation or the level of work involved in taking the project forward.

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

3.1 Included in the report.

<b>Background Papers:</b>	None.
<b>Lead Officer:</b>	<b>Alan Mellor</b> Tel: 01636 684801 Email: <a href="mailto:alan.mellor@newark.gov.uk">alan.mellor@newark.gov.uk</a>







**FINANCE & POLICY COMMITTEE**

<b>SUBJECT:</b>	<b>CEMETERY SECURITY</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

1.1 Members are asked to approve expenditure of £3,700 to improve the security at the Cemetery Chapel store to be met from the Risk Management Fund.

**2. Background**

2.1 Over the last six months there have been two break ins at Newark Cemetery. On the first occasion equipment was stolen from the Petrol Store adjacent to the Cemetery Lodge on the second equipment was stolen from the Chapel Store room. Both events have been reported to the Police but no arrests have been made.

2.2 Whilst the Town Council is insured against such losses, clearly it is better to protect buildings from such actions rather than relying on the recovery of any financial loss from the insurers.

2.3 The Deputy Town Clerk has undertaken a review of the buildings to ascertain whether or not any improvements to their security can be achieved. Whilst no further security measures can be taken on the Petrol store he has recommended that the following works would be advisable as a deterrent to further break ins:

(i) Installation of window bars to the Chapel Store, estimated costs £1,700.

(ii) Installation of monitored alarms to the Chapel Store, estimated cost £2,000

These two items would cost a total of £3,700, there is no approved budgetary provision for this expenditure.

2.4 I would recommend that these works are carried out and would further suggest that the expenditure be met from the Risk Management Fund which had a balance of £8,000 as at 31<sup>st</sup> March 2014.

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

3.1 Contained in the report.

<b>Background Papers:</b>	<b>None</b>
<b>Lead Officer:</b>	<b>Alan Mellor</b> Tel: 01636 684801 Email: <a href="mailto:alan.mellor@newark.gov.uk">alan.mellor@newark.gov.uk</a>





**FINANCE & POLICY COMMITTEE**

<b>SUBJECT:</b>	<b>EXEMPT</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1 Recommendation**

- 1.1 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.

**Lead Officer:**

**Alan Mellor**

**Tel: 01636 684801**

**Email: [alan.mellor@newark.gov.uk](mailto:alan.mellor@newark.gov.uk)**