



# NEWARK TOWN COUNCIL

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## FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 5<sup>th</sup> December 2018 in the Council Chamber at the Town Hall.

<b>Membership Present:</b>	<b>Councillor</b>	<b>D Lloyd (in the Chair)</b>
	Councillors	M G Cope (Vice-Chairman) Mrs C Barker-Powell Mrs I Brown (Ap) M Cleasby Mrs R Crowe R A Crowe Mrs G Dawn (Ab) P Duncan Ms H Gent K Girling L Goff S Haynes D Hyde (Ab) D Jones (A) T Roberts MBE M Skinner R Williams
<b>Apologies for Absence:</b>	<b>Councillors</b>	Mrs I Brown, D Jones
<b>Officers Present:</b>	<b>Town Clerk</b>	Alan Mellor
<b>In Attendance:</b>	<b>Managing Director, SCS</b>	Jerry Parker
<b>Taking Notes:</b>	<b>PA to the Town Clerk</b>	Helen Crossland
	There were no members of the public present.	
<b>Venue:</b>	Council Chamber, Town Hall	

**FGP48/18/19 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 7<sup>th</sup> November 2018**

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday 7<sup>th</sup> November 2018 were **AGREED** as a true and accurate record and signed by the Chairman.

**FGP49/18/19 Matters Arising**

There were no Matters Arising.

**FGP50/18/19 Declarations of Interest**

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

**FGP51/18/19 Payment Schedule 7/19**

Members **AGREED** that payment in accordance with Payment Schedule 7/19 in the sum of £157,061.25 (one hundred and fifty seven thousand and sixty one pounds and 25p) be **APPROVED**.

**FGP52/18/19 Information Technology**

Mr Jerry Parker, the Managing Director of SCS Technology Solutions was in attendance and explained the report and Options contained in the Agenda.

Members were then invited to ask questions.

Cllr S Haynes asked if anything other than emails would be able to go onto a cloud based server.

Mr Parker responded that a version of Office (365) is available; this could be deployed across all of the workstations in the Council.

The current server is probably not big enough for Office 365 at a desk based level.

Cllr S Haynes then asked why the server options were 2016 – was there not a more up to date model. Mr Parker informed Members that a 2019 model had been on the market, but Microsoft Office had currently withdrawn it owing to issues with that model.

Cllr K Girling said that he would not recommend Office 365; he thought that a cloud based server was required, 'big boxes' were not needed these days.

Cllr L Goff thought that the Town Council should be guided by the advice of Senior Officers from the District and County Councils.

Mr Parker pointed out that the proposal was only about putting email in the cloud; one benefit would be that email would still be available on mobile phones if it was cloud based.

Cllr S Haynes then asked about continuity of business issues, and remote working from the server currently based in the Town Hall. Mr Parker responded that the shared drive and remote access was available from an on premise server.

The question was raised as to whether there was slightly more risk with using back up tapes; Mr Parker said that with a device on the premises, a virtual back up could be replicated to the cloud, should the main server go down – this would be a 'belt and braces' approach.

Cllr Ms G Gent agreed with the use of the cloud and felt that the hard copy back up tape was not required.

Cllr M Skinner then asked about cyber security; as a whole he asked how this report compared with what SCS would put in to similar organisations.

Mr Parker explained about the type and size of equipment that would be required; the number of workstations would dictate this.

Cllr S Haynes then said that the recent acquisition made by the Town Council should be taken into consideration before any decision is made.

The Town Clerk explained the situation to Mr Parker with regard to the purchase of the Buttermarket and that there may be implications arising from this in the future.

The Town Clerk then informed Members that the systems the Town Council use do not have cloud versions, so for these systems we have to back them up on a tape.

Cllr L Goff asked why SCS had not provided any 'comparisons' in the report.

Cllr T Roberts MBE asked what system the Town Clerk would prefer; the Town Clerk responded that he did not understand enough about the cloud, and security, for example where the cloud information is actually stored. He liked that fact that he knew what the risks were with having the server on the premises.

Members had no more questions for Mr Parker and he left the meeting at this point.

Members then **AGREED** to defer the item in order that a small, knowledgeable and experienced Working Party could be set up, to assist the Town Clerk with this decision.

It was **AGREED** that the following Councillors would make up the Working Party:

Cllr S Haynes

Cllr Ms H Gent

Cllr K Girling

#### **FGP53/18/19 Financial Out Turn**

Members **RECEIVED** and **APPROVED** the financial out-turn report as at 31<sup>st</sup> October 2018.

#### **FGP54/18/19 Events Update**

The Chairman said each Recommendation would be discussed and voted on separately.

##### **Armed Forces Day**

Cllr P Duncan said he fully supported this important event, however, the amount of time spent on it by the Town Council should be properly assessed.

Cllr Mrs Crowe thought that the event was so much better since it had been moved to the Market Place two years ago.

Cllr K Girling then spoke; he thanked Cllr P Duncan for bringing his point to Members attention. He then gave some history of the event.

Cllr L Goff asked about free parking for Armed Forces veterans; he also mentioned that toilet facilities were not the best.

Cllr M Cope moved Recommendation (i) and it was seconded by Cllr L Goff.

Members then **AGREED**:

- (i) To support the 2019 Armed Forces Day event in the Market Place.

## **Newark Festival 2019**

Cllr Mrs Crowe asked the Town Clerk if there was any indication yet as to who would be performing; he responded that LHG were still in the process of putting together an appropriate line up. If there is any information available before Christmas it would be sent to Councillors.

(ii) Members then **NOTED** the report on the Newark Festival 2019.

## **Christmas Lights and Switch On Event**

Cllr Ms H Gent congratulated the Town Clerk on all the hard work for this event.

She also made the point that the crowds had been problematic particularly when queueing for the fairground rides; would it be possible to move some of them into the side streets.

The Town Clerk said that rides were only put where retail shops were closed. He said he would look into this.

Cllr L Goff also congratulated the Town Clerk and also said how good it was that there had been free parking on the day. He then said that a lot of people could not see the fireworks when they were set off from the top of the NCP.

Cllr L Goff also thought that there should be a bigger screen on the stage.

He spoke about lack of toilets again, and suggested that portaloos could be used, and also Riverside Park may be an alternative venue.

The Town Clerk pointed out that the whole point of the event was to switch on the Christmas lights which were in the town centre and helped support the vital retail economy as such the Riverside Park would not be a suitable alternative. He added that the capacity of the event is currently manageable and he did not want to attract more people to attend.

Cllr Mrs Crowe agreed with the Town Clerk – it was all about the Christmas lights.

Cllr S Haynes also agreed with the Town Clerk. He also said he had been to Lincoln Market and there, small children were given wrist bands to wear, bearing their information in case they got lost – would this be something to consider for the future.

Cllr Mrs Barker-Powell said she had enjoyed the whole event and she had not heard any negative comments.

Cllrs P Duncan and M Skinner congratulated the Town Clerk and the Markets Manager on the quality and size of the market.

Cllr M Cope said that next year it should be made clear that when the plunger is pressed it is to set off the fireworks, not to switch on the lights – people were confused about this. The Town Clerk agreed this needed to be made clearer.

## **Brass Band Concerts & Brass Explosion**

Cllr Mrs Crowe began the discussion on this item. She felt that the Town Council should be supporting the local bands and giving them 'first refusal'. Also, when bands are invited, they should be informed of the cap on fees – they could then make the decision as to whether to apply or not.

Cllr T Roberts MBE pointed out that the Magnus Academy now have two bands, and would love to be involved.

The Town Clerk informed Members that for the Brass Explosion he had tried to get something 'a little different' from the normal Sunday Band Concerts.

Cllr P Duncan said it had been an exceptional programme this year; it was a better disciplined and more cost effective programme.

- (iv) Members gave the Town Clerk the following guidelines to be used for the line-up and cost of the Brass Bands for both the Sunday concerts and the Brass Explosion in 2019:
  - a. The cap on fees for the Sunday Band Concerts is to be kept at £300 and all invited bands should be made aware of this in the initial invitation letter.
  - b. Newark Town Band and the Newark & Sherwood Concert Band should be invited to play at the Sunday Band Concerts and at the Brass Explosion and be given the first opportunity before other bands are engaged for the programme is finalised.

### **European Juggling Convention**

The Town Clerk informed Members that he had been told that the Arts Council had in fact given a £15,000.00 funding contribution to this event.

- (v) Members then **NOTED** the report on the European Juggling Convention to be held in Newark in 2019.

<b>Meeting Closed:</b>	<b>8.40pm</b>	<b>Next Meeting:</b>	<b>Wednesday 9<sup>th</sup> January 2019</b>
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