



TOWN COUNCIL MEETING

WEDNESDAY 13TH FEBRUARY 2019

Thursday 7th February 2019

Dear Councillors

You are summonsed to attend a meeting of the Town Council at 7.30pm on Wednesday 13th February 2019 to be held in the Council Chamber at the Town Hall.

Yours sincerely

Mr Alan Mellor
Town Clerk



A G E N D A

1	Apologies for Absence		
2	To approve the Minutes of the Meeting of the Town Council held on Wednesday 12th December 2018	Minutes Attached	Page 5
4	To receive Declarations of Interest from Members and Officers	Verbal	
5	To receive the Minutes of the following Committees:		
5a	Planning Committee held on Wednesday 2nd January 2019	Minutes Attached	Page 9
5b	Finance & General Purposes Committee held on Wednesday 9th January 2019	Minutes Attached	Page 17
5c	Planning Committee held on Wednesday 30th January 2019	Minutes Attached	Page 21
5d	Finance & General Purposes Committee held on Wednesday 6th February 2019	Minutes Attached	Page 27
6	Doris Bainbridge Trust Fund	Report Attached	Page 31
7	Medium Term Financial Strategy	Report Attached	Page 33
8	Revenue Budget & Precept 2019/20	Report Attached	Page 51
9	Town Mayor's Announcements	Verbal Report	
10	Town Council Leader's Announcements	Verbal Report	
11	Town Clerk's Announcements	Verbal Report	
12	Meeting Dates	Report Attached	Page 75

Pre-Group Meetings:

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



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

Agenda Item No: 2

Committee Date: Wednesday 13th February 2019

Minutes of the Meeting of the Town Council held on Wednesday 12th December 2018 in the Council Chamber of the Town Hall.

Membership Present:	Town Mayor	Cllr T Roberts MBE (in the Chair)
	Councillors	Mrs C Barker-Powell Mrs I Brown (Ab) M Cleasby M G Cope Mrs R Crowe R A Crowe Mrs G Dawn (Ab) P Duncan Ms H Gent K Girling L Goff S Haynes D Hyde D Jones (Ab) D Lloyd M Skinner R Williams
Apologies received from:	Councillor	No Apologies received
Town Council Staff:	Town Clerk	Alan Mellor
	PA to the Town Clerk	H Crossland
	Mayor's Officer	P Tomlinson
Mayor's Chaplain		Rev D Pickersgill
Public:	There were 2 members of the public present.	
Venue:	Council Chamber	Town Hall

TC29/18/19 Minutes of the Town Council Meeting held on Wednesday 19th September 2018

The Minutes of the Town Council Meeting held on Wednesday 19th September 2018 were **AGREED** as a true and accurate record, and signed by the Mayor.

TC30/18/19 Declarations of Interest

It was **AGREED** to accept any Members Declarations, if any arose, during the meeting; all Declarations of Interest should already be contained within the Agenda reports.

TC31/18/19 Minutes of the Planning Committee, Wednesday 26th September 2018

The Chairman, Cllr M Skinner, presented the Minutes of the Meeting of the Planning Committee held on Wednesday 26th September 2018.

TC32/18/19 Minutes of the Finance & General Purposes Committee, Wednesday 3rd October 2018

The Chairman, Cllr D Lloyd, presented the Minutes of the Finance & General Purposes Committee held on Wednesday 3rd October 2018.

TC33/18/19 Minutes of the Planning Committee, Wednesday 31st October 2018

The Chairman, Cllr M Skinner, presented the Minutes of the Meeting of the Planning Committee held on Wednesday 31st October 2018.

TC34/18/19 Minutes of the Finance & General Purposes Committee, Wednesday 7th November 2018

The Chairman, Cllr D Lloyd, presented the Minutes of the Finance & General Purposes Committee held on Wednesday 7th November 2018.

TC35/18/19 Minutes of the Planning Committee, Wednesday 28th November 2018

The Chairman, Cllr M Skinner, presented the Minutes of the Meeting of the Planning Committee held on Wednesday 28th November 2018.

TC36/18/19 Minutes of the Finance & General Purposes Committee, Wednesday 5th December 2018

The Chairman, Cllr D Lloyd, presented the Minutes of the Finance & General Purposes Committee held on Wednesday 5th September 2018, marked '**TO FOLLOW**' in the Agenda.

TC37/18/19 Town Mayor's Announcements

The Town Mayor informed Members that Lucy Millard (who was present) would be leaving her current position at the Newark Advertiser, after Christmas. On behalf of all those present, he wished her every success and said it had been a pleasure to work with her.

The Mayor then presented Lucy with some flowers and gifts on behalf of the Town Council. He then invited all present to join him in the Parlour for refreshments following the meeting.

TC38/18/19 Town Council Leader's Announcements

The Town Council Leader, Cllr D Lloyd, iterated the Town Mayors thanks to Lucy.

He went on to give Members an update with regard to the proposals for the introduction of a new Unitary Local Government structure in Nottinghamshire which had been discussed

following the Finance & General Purposes Committee on Wednesday 3rd October.

He reported that the County Council had withdrawn their recommendations and that this was to be discussed tomorrow.

TC39/18/19 Town Clerk's Announcements

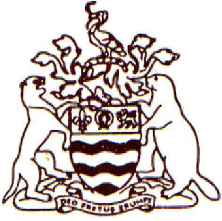
The Town Clerk, Mr Alan Mellor, also thanked Lucy for her help and hard work over during the time she had been at the Newark Advertiser.

He then wished all present a very Happy Christmas and New Year.

TC40/18/19 Exempt Notice

It was proposed by The Town Mayor and seconded by Cllr Mrs R Crowe that the Minutes of the Extraordinary Town Council Meeting held on Wednesday 28th November 2018 were **AGREED** as a true and accurate record and could be signed by the Town Mayor; there was therefore no requirement to read out the Exempt Notice and exclude anyone from the meeting.

Meeting Closed:	7.45pm	Next Meeting:	13th February 2019
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Agenda Item No: 5a

Committee Date: Wednesday 13th February 2019

PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee held on Wednesday 2nd January 2019 in the Council Chamber, Town Hall.

Membership Present:	Councillor	M Skinner (Chairman)
	Councillor	S Haynes (Vice-Chairman) (Ap) Mrs C Barker-Powell (Ap) M Cleasby Mrs G Dawn Ms H Gent (A) L Goff D Hyde D Lloyd (Ap) T Roberts MBE (Ap) R Williams
In Attendance	Town Clerk Councillor	Alan Mellor P Duncan
Apologies	Cllrs S Haynes, Mrs C Barker-Powell, D Lloyd & T Roberts MBE	
Taking Minutes:	Planning Administrator	Mrs J Hempsall
Public:	There were 2 members of the public present.	
Venue:	Council Chamber, Town Hall	

PR48/18/19 Minutes

The Minutes of the last meeting held on Wednesday 28th November 2018 were **AGREED** and signed as a true and correct record.

PR49/18/19 **Matters Arising**

PR44/18/19

18/02180/FUL – Land at Queen’s Court, Newark

Application to vary condition 4 to amend the approved plans and discharge conditions 3 and 9 attached to planning permission 18/01362/FUL. Relocation of play area and development of x6 1 bed flats and x3 2 bed flats.

No Objection was raised to this application subject to the Town Clerk confirming the changes are only of a minor nature.

The Town Clerk informed Members that the change was minor, basically to change a drainage plan that was previously agreed and everything else remains as previously approved.

PR50/18/19 **Declarations of Interest**

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

PR51/18/19 **Outstanding Planning Applications**

18/00743/FUL **80 Harcourt Street, Newark**

Change of use from residential property to a House of Multiple Occupation (7 beds).

The Chairman raised concerns regarding lack of parking provision and there not being a Resident Parking Scheme in place and also he would not want this application to set a precedent for the area.

Cllr Goff also raised the issue of parking and the fact that Harcourt Street can get quite congested with cars parking on both streets making the street narrow for cars to pass. He also raised the issue of school children using the area to walk to and from local schools.

Cllr Mrs Dawn was concerned that the Applicant’s name was not available, just the Agent.

It was agreed to raise an **Objection** to this application on the following grounds:

- (i) The development is over intensive,
- (ii) There is no parking provision which will have a significant detrimental traffic impact on a street that already suffers from traffic congestion.

18/02130/FUL **The Atrium Bar, 69 Castle Gate, Newark**

Installation of a balcony on the first floor and creation of an external smoking area on the ground floor.

The Chairman felt that the plan was not clear in showing where the proposed smoking area would be. Members liked the idea of the smoking area being elsewhere other than the public highway. Concern was expressed by Members

regarding the proposed 1st floor balcony overlooking the road. They would like to know how this would be policed.

It was decided to grant delegated authority to the Town Clerk in consultation with the Chairman of this Committee to find out more information regarding this application and, subject to the significance of the proposals, to either submit comments under the Town Council's Scheme of Delegation or to refer the application back to the Committee.

18/02135/RMAM Land South of Newark, Bowbridge Lane, Balderton, Newark

Variation of Condition 1 attached to planning permission 16/02120/RMAM to enable amendments to the site layout and substitution of house types.

No Objection was raised to this application.

18/02176/FUL 14 Castle Gate, Newark

&
18/02177/LBC Change of use from a restaurant with living accommodation above, to a dwelling with an interior design studio and showroom within the ground floor with minor alterations.

Cllr Goff was pleased to see that this application was also for living accommodation.

No Objection was raised to this application.

18/02202/FUL Balderton Business Park, Hawton Lane, Newark

Retrospective application for office attached to existing approved industrial units.

No Objection was raised to this application.

18/02279/OUTM Yorke Drive & Lincoln Road Playing Fields, Lincoln Road, Newark

Selective demolition and redevelopment of parts of the existing Yorke Drive Estate and the erection of new mixed tenure housing, community and recreational facilities on the adjoining Lincoln Road Playing Field site, resulting in the development of up to 330 homes.

Cllr Duncan joined the meeting at this point.

Cllr Mrs Dawn gave some background to this application. NSDC employed Consultants to work with the residents of Yorke Drive regarding the proposed changes. Workshops were arranged for the public to attend and plans were available for viewing, unfortunately not as many people attending as they would have liked. Residents were reasonably happy with the proposals but at the final meeting, it appeared that more houses were to be demolished than they had previously been told about. There is concern that the proposed regeneration is only for half of the estate, what is the remainder of the estate getting out of the regeneration? The proposed regeneration is taking place in phases but they would like to see the whole estate

redeveloped. Cllr Mrs Dawn expressed concern about the access/egress onto Lincoln Road, she would prefer to see an alternative to this, possibly onto the back of the industrial estate.

A query was raised regarding the proposed Community Centre and whether or not they would have the new and old Community Centres after the regeneration.

Cllr Mrs Dawn proposed to support this application and this was seconded by Cllr M Skinner.

It was agreed that **No Objection** would be made for this application.

18/02297/FUL

51 Valley Prospect, Newark

Householder application for proposed alterations and extensions.

No Objection was raised to this application.

18/02179/LBC

1-3 The Coach House, 36A Castle Gate, Newark

Erection of 3 signs to the exterior of the property and replacement of 2 external doors and 3 internal doors.

No Objection was raised to this application.

18/02282/FUL

Top Lock, Mill Gate, Newark

The proposed scheme would involve re-opening the channel through the Old Town Lock and installing within the lock:

A 200mm debris screen

An automated inlet gate

An Archimedes Screw Turbine

A brush-type eelpass alongside the Screw

A sound-proofed control shed, enclosing the gearbox, generator and control panel

A sound-proofed enclosure over the Screw helix

A power cable to the switchboard of the CRT workshops on the north bank

No Objection was raised to this application.

18/02286/FUL

5 Jallands Row, Appleton Gate, Newark

&

Householder application for erection of single storey side extension to end terraced house.

18/02315/LBC

No Objection was raised to this application.

18/02304/FUL

Newlands, Balderton Hospital, Great North Road, Fernwood, Newark

Demolish existing building and replace with 9 modular eco-homes.

There was uncertainty as to why this application had been forwarded to this Committee with it being in Balderton.

Members decided to give delegated authority to the Town Clerk in consultation with the Chairman of this Committee to determine if the Town Council should be commenting on this application and if so, to comment under the Scheme of Delegation.

18/02330/FULM Playing Field, Chestnut Avenue, Newark

New build scheme comprising 24 houses, 6 flats for supported housing and 2 shared houses for supported housing with associated staff office/overnight accommodation.

Cllr Mrs Dawn raised concerns over the lack of time that residents have been given to comment on this application. Residents only received their letters on New Year's Eve.

Cllr Mrs Dawn also expressed concern that this playing field is the last green space on the Bridge Ward. There was also concern expressed regarding the access/ egress onto Chestnut Avenue and the impact this would have on local residents. It would impact on residents on Gainsborough Drive and Winthorpe Road also, especially during the construction works.

Cllr Goff would like to see members of the public invited to the meeting and to be able to give their views.

Cllr Duncan suggested that the application would be better put in front of the next planning meeting when hopefully, there would be a larger attendance by Members.

Members voted to **DEFER** this application to the next planning meeting due to take place on 30th January, 2019 in order for more time to be given to Members to look at the proposed plans.

18/02354/LBC Newark Northgate Station, Lincoln Street, Newark

These works bring existing staircase handrails and accessible WC's up to standards outlined in British Standard BS8300 and the Office of Road and Rail – Design for Accessible Stations.

No Objection was raised to this application.

PR52/18/19 Notice of NSDC Planning Decisions

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

PR53/18/19 Miscellaneous Applications

a. Amended Applications

18/01444/FUL – 34 Castle Gate, Newark

Installation of a 1.8m high fence surrounding the beer garden (retrospective).

Amendment to the description of the proposal only.

Members were unsure as to why this application was being considered due to the fact that the Water's Edge has now closed.

After discussion regarding the application, it was decided to retain their original **Objection** as follows:

Object to recent fenced extension, not on loss of parking but on aesthetics within the area.

18/02049/FUL – Land to the rear of Bridge Cottages, Barnby Road, Newark

Erection of dwelling.

Change to the application site area.

Members could see no reason to change their original **objection** as follows:

- **Biodiversity and the impact on the local toad population.**
- **The cumulative impact on the area**

16/01958/RMAM - Land off North Gate, Newark

Reserved Matters application for the erection of retail development, bulky goods/open A1/open A1 convenience uses and provision of associated parking pursuant to outline permission 13/00997/OUTM.

Revised Site Plan and Elevations.

Cllr D Hyde didn't regard the change as substantial.

Cllr Mrs Dawn supported the application and would like to see this area redeveloped due to the unsightly nature of it now.

Cllr Mrs Dawn proposed to support this application and this was seconded by Cllr Williams.

No Objection was raised to this application.

b. Nottinghamshire County Council Applications

Proposed removal of Highway Rights from land at Pelham Close, Newark

Section 116, Highways Act 1980

Nottinghamshire County Council are instructed in relation to the making of an application to the Magistrates' Court seeking authorisation for the 'stopping up' of a small piece of land (currently recorded as within the adopted highway extent) at Pelham Close, Newark.

No Objection was raised to this application.

Land at Winthorpe Road, Newark

Members **NOTED** that an Appeal relating to the above site has been made to the Secretary of State and the appeal is to be heard at a Hearing to be held at Castle House, Great North Road, Newark on 26th February 2019.

c. Street Naming

73 Beacon Hill Road, Newark

Demolition of existing single storey house and garage, build new access and erection of 4 no. two storey houses with integral garages.

Cllr Goff suggested the name **Chris Grant Close**. The reason being that Chris Grant was a former businessman in Newark, a past Town Councillor & Town Mayor and had previously lived within the vicinity of Beacon Hill Road, on Sleaford Road.

The Town Clerk said that he would have to bring a report back to Committee regarding Street Naming as he thought Christian names could not now be used.

The Town Clerk also stressed to Members that the suggestion put forward should not be publicised until approval was formally given.

Former Newark Working Men's Club, Beacon Hill Road, Newark

Members **NOTED** the street name to be used for the above location as **Hatton Grove**.

Land at Bus Depot, Pelham Street, Newark

Members **NOTED** the street name to be used for the above location as **Bainbridge Court**.

d. Revised Application

NCC Children, Families & Cultural Services Newark Orchard School and Day Service, London Road, Balderton, Newark

The application site has been revised to include the access to the proposed Day Centre car park within the application site boundary. No other changes have been made to the application previously advertised.

No Objection was raised to this application.

Meeting Closed:	8.05pm	Next Meeting:	Wednesday 30th January 2019
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Agenda Item No: 5b

Committee Date: Wednesday 13th February 2019

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Finance & General Purposes Committee held on Wednesday 9th January 2019 in the Council Chamber, Town Hall.

Membership Present:	Councillor	D Lloyd (in the Chair)
	Councillors	M G Cope (Vice-Chairman) Mrs C Barker-Powell 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 G Dawn
Officers Present:	Town Clerk	Alan Mellor
Taking Notes:	PA to the Town Clerk	Helen Crossland
	There were no members of the public present.	
Venue:	Council Chamber, Town Hall	

FGP55/18/19 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 5th December 2018

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday 5th December 2018 were **AGREED** as a true and accurate record and signed by the Chairman.

FGP56/18/19 Matters Arising

FGP52/18/19 – Information Technology

Cllr Mrs C Barker-Powell asked if the Working Party had yet had a meeting; the Town Clerk responded that the first meeting would be taking place on Wednesday 16th January at 6.30pm.

FGP57/18/19 Declarations of Interest

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

FGP58/18/19 Payment Schedules 8/19 & 9/19

Members **AGREED** that payment in accordance with Payment Schedule 8/19 in the sum of £425,740.69 (four hundred and twenty five thousand, seven hundred and forty pounds and 69p), and Payment Schedule 9/19 in the sum of £138,718.49 (one hundred and thirty eight thousand, seven hundred and eighteen pounds and 49p) be **APPROVED**.

FGP59/18/19 Street Collection Licences

Members **AGREED** to recommend to Newark & Sherwood District Council that the following applications for Street Collection Licences be **APPROVED**:

- (i) Mind – Newark on Saturday 26th January 2019.
- (ii) Marie Curie on Saturday 6th April 2019.

Cllr D Jones suggested that N&SDC ask the applicant to say what the benefit would be to Newark residents and this was **AGREED**.

Members then **AGREED** to recommend to Newark & Sherwood District Council that the following applications for Street Collection Licences be **REFUSED**:

- (i) Action Against Hunger on Saturday 9th March 2019.
- (ii) Dig Deep – Africa on Saturday 2nd February 2019.
- (iii) Meningitis Research Foundation on Saturday 23rd February 2019.

The refusal of the applications was because they were not in accordance with the Town Council's policy for Street Collections.

Discussion took place with regard to 'national' charities knowing that the Town Council policy was to mainly support local causes; the Town Clerk agreed to talk to Newark & Sherwood District Council about this and see if the Town Council guidelines could be available when applications are being made, if they are not already.

FGP60/18/19 Internal Audit Report

Cllr Mrs R Crowe began discussion on this Agenda item and asked the following questions:

(i) **4.2 – Specimen Signatures are held by the bank**

Two Members have not had their authorisations completed. Cllr Mrs Crowe thought that this should have been done by now and the Town Clerk **AGREED** to speak to the Members concerned and remind them.

Cllr M Cope then spoke; he said if one of the Members was him, he had spoken to an Officer and informed them that he would not be providing his details.

Cllr S Haynes also spoke and said that if he was the other Member, he had given his information to the bank in the summer of last year (2018).

(ii) **7.5 – All traders should submit copies of their public liability insurance policy cover**

Cllr Mrs R Crowe thought that it was not acceptable that anyone was standing on the market without liability insurance.

Cllr M Skinner pointed out that in the Recommendation it was stated '*Casual traders with no evidence of insurance could be asked to take out the Town Council's cover*' and suggested that the word '*could*' should be replaced with '*should*'.

Cllr Ms H Gent felt that public liability insurance (PLI) should be produced by traders on their first day of trading on Newark Market and that they should not be permitted to stand without production of such.

The Town Clerk responded that the Town Council do have an insurance policy that covers any market traders that do not have their own insurance.

Mention was made of the fact that if traders are Members of the Market Traders Association insurance was fairly inexpensive.

The Town Clerk undertook to provide further information to all Members on this matter after further investigation.

(iii) **8.9 – There is a procedure for identifying and pursuing traders in arrears**

Cllr Mrs R Crowe said she would like to see a mandate on this and Cllr Ms H Gent said that traders should not be allowed to trade then not pay on the day.

The Town Clerk explained that sometimes arrears are not because traders have not paid, but because they are licensed traders and have not attended (perhaps they were on holiday for instance). This then put them into arrears which they clear upon their return.

The Town Clerk undertook to provide further information to all Members on this procedure after further investigation.

Members then **ACCEPTED** the Internal Audit Report and **ENDORSED** the proposed actions in response to the report's recommendations.

Meeting Closed:	7.55pm	Next Meeting:	Wednesday 6th February 2019
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Agenda Item No: 5c

Committee Date: Wednesday 13th February 2019

PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee held on Wednesday 30th January 2019 in the Council Chamber, Town Hall.

Membership Present:	Councillor	M Skinner (Chairman)
	Councillor	S Haynes (Vice-Chairman) Mrs C Barker-Powell M Cleasby (Ap) Mrs G Dawn Ms H Gent L Goff D Hyde (Ap) D Lloyd T Roberts MBE (Ap) R Williams
In Attendance	Deputy Town Clerk Councillors	James Radley Mrs I Brown, Mrs R Crowe, R A Crowe, P Duncan & K Girling
Apologies	Cllrs M Cleasby, D Hyde & T Roberts MBE	
Taking Minutes:	Planning Administrator	Mrs J Hempsall
Public:	There was 1 member of the public present.	
Venue:	Council Chamber, Town Hall	

PR54/18/19 Minutes

The Minutes of the last meeting held on Wednesday 2nd January 2019 were **AGREED** and signed as a true and correct record.

PR55/18/19 **Matters Arising**

The Chairman informed Members that he had attended the Planning meeting at NSDC on 15th January 2019 and the following decisions had been made:

18/00973/FULM – The Bearings, Bowbridge Road, Newark – Approved

18/02080/FUL – 40 Winthorpe Road, Newark – Refused

Cllr Mrs Dawn thanked the Chairman for attending.

The Chairman also notified Members about the following two applications presented to the Town Council Planning meeting on 2nd January 2019:

PR51/18/19 – Outstanding Planning Applications

18/02130/FUL – The Atrium, Lombard Street, Newark

Installation of a balcony on 1st floor and creation of an external smoking area on the ground floor.

This application has been withdrawn.

18/02304/FUL – Newlands, Balderton Hospital, Great North Road, Fernwood, Newark

Demolish existing building and replace with 9 modular eco homes.

This application was not for consideration by Newark Town Council.

PR56/18/19 **Declarations of Interest**

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

PR57/18/19 **Outstanding Planning Applications**

18/02330/FULM Playing Field, Chestnut Avenue, Newark

&

Amended

New build scheme comprising 24 houses, 6 flats for supported housing and 2 shared houses for supported housing with associated staff office/overnight accommodation.

Cllr D Lloyd declared a non-prejudicial interest in this application.

The Chairman updated Members on this application saying that they were waiting for a copy of the Financial Sustainability Report and on that basis, he would suggest deferring the application until the next meeting due to be held on 27th February 2019. This was **AGREED**. It was **AGREED** also to **DEFER** the amendment for this application.

18/02358/FUL South Lincs Clothing, 48 Kirk Gate, Newark

&

18/02359/LBC

Convert existing 1st floor accommodation to provide 2 no. apartments, an extension to existing hidden roof to form 3rd apartment. Change of use of existing shop area to form A1 (shops and retail) to A2 (professional services) use.

No Objection was raised to this application provided that the Town Council could be assured that bin storage space would be provided. Cllr Lloyd spoke about the problem of bin collections within the Town for living accommodation above shops. Although he was pleased to see the units being

occupied, bin collections proved to be a problem, often due to the tenant being out all day and bins being left on the street.

18/02362/FULM Land Opposite 44 to 26 Fosse Road, Farndon, Newark

Erection of a mixed use development comprising petrol filling station and associated retail unit, 2 no. drive through, 2 no. offices and 103 bed hotel with associated ancillary facilities, landscaping, flood attenuation lagoon, associated engineering operations (including flood compensation measures) and sustainable drainage system (SuDS) along with associated vehicular and cycle parking and access from Fosse Way and all ancillary works.

Cllr Mrs Barker-Powell informed Members that as a resident of Farndon, she was in opposition to this application.

Cllr Mrs Dawn said that she had not seen the plans and therefore was not qualified to give a meaningful answer.

Cllr Goff was not against the development.

Cllr Lloyd said the application had merits, it was an attractive development in a landmark location but with issues. NSDC had carried out an assessment on Newark and overnight capacity and found that people who stayed overnight rather than just for the day, were likely to spend 8 times as much. It was reported that the Showground had lost block bookings over the years due to the lack of hotels/bedroom space available.

Permission exists for the Deincourt Hotel to extend into the former Nurses home adjacent to the existing hotel. The possibility of the old Robin Hood being converted into a Travel Lodge, the former NCC Highways site suggested as a location for a hotel and the expansion of the Premier Inn. It was felt that if this application was to go ahead, existing hotels in the town would diminish.

Regarding the proposed Office accommodation, Cllr Lloyd felt that existing offices within the town would possibly relocate to these new, modern office blocks leaving empty units within the town, therefore the town would suffer the loss of daytime/lunchtime spend from these staff.

Cllr Lloyd felt the application was contentious to some extent regarding the 'open break' between Farndon and Newark. The Local Development Framework recognises the visible green space divide and this development would obliterate views of Newark and lose the break between the two. Cllr Lloyd used Southwell as an example and the Visual Impact Assessment to protect views of the Minster. He felt the same should be made available for Newark and protect views of St Mary Magdalene Church Spire and the Castle.

Cllr Mrs Gent joined the meeting at this point.

Cllr Goff felt it would be a good idea to build a hotel nearer to the Showground.

Cllr Lloyd responded saying that twice, this had been applied for and failed due to residential backlash from Winthorpe and Langford residents.

Cllr Lloyd **proposed an Objection** on the grounds of concerns of impact on the Town Centre Economy and the visibility of the town from that gateway. The application ought not to be considered until such time as a full assessment of the economic impact on office and overnight accommodation in Newark Town were evidentially understood.

Cllr Skinner **seconded the proposed objection**, he liked the application but felt it was in the wrong place.

Therefore, it was **AGREED to OBJECT** to this application.

19/00007/FUL

Turnbull Builders Merchant, Northern Road, Newark

Form new access road and gateway.

No Objection was raised to this application.

19/00014/FUL

6 Whomsley Close, Newark

Householder application for removal of existing attached flat roofed garage and passageway. Construction of new two storey side extension and single storey rear extension.

No Objection was raised to this application.

19/00045/FUL

Lincolnshire Co-Operative Travel, 24 Middle Gate, Newark

Opening up blocked off window to the rear of the premises at first floor level and inserting timber louvered frame.

No Objection was raised to this application.

19/00052/FUL

68 Wolsey Road, Newark

Change of use of the first floor from residential to children's nursery and retention of ground floor as a nursery.

No Objection was raised to this application.

18/02366/ADV

Newark Northgate Station Car Park, Appleton Gate, Newark

Erection of two directional signs (retrospective).

No Objection was raised to this application.

19/00106/FUL

1 Elm Close, Newark

Change of Use from Use Class C3 (Dwelling House) to Use Class C2 (Children's Home).

Cllr Lloyd asked if Members could be made aware of who the applicant was for all applications on the Addendum in order for Members to be able to declare an interest if needed.

Car parking was discussed but it was felt this was adequate due to the rotation of staff working at any one time.

Cllr Haynes suggested deferring this application to the next meeting in order for Members to look at the plans in more

detail.

Cllr Mrs Crowe informed the meeting that she had been contacted by nearby residents who were concerned at the implications of this application.

Cllr Mrs Gent spoke about discrimination against children in care and said she felt there was no reason for neighbours to be concerned. She said children in care are no different to a birth child, they are not troubled children and should be treated equally.

No Objection was raised to this application but Members would like to see conditions attached for i.e noise control, traffic impact from members of staff/visitors etc.

PR58/18/19 Notice of NSDC Planning Decisions

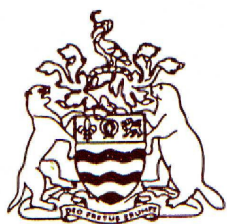
The Committee **NOTED** the District Council Planning Decisions received since the last meeting.

PR59/18/19 Miscellaneous Applications

a. Street Naming

Members **NOTED** that Newark & Sherwood District Council have confirmed the street name for the development at 73 Beacon Hill Road, Newark as '**Grant Close**'.

Meeting Closed:	7.40pm	Next Meeting:	Wednesday 27th February 2019
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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

Agenda Item No: 5d

Committee Date: Wednesday 13th February 2019

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Finance & General Purposes Committee held on Wednesday 6th February 2019 in the Council Chamber, Town Hall.

Membership Present:	Councillor	D Lloyd (in the Chair)
	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 (A) P Duncan (Ap) Ms H Gent (Ap) K Girling L Goff S Haynes D Hyde D Jones (A) T Roberts MBE M Skinner R Williams
Apologies for Absence:	Councillors	Mrs I Brown, P Duncan, Ms H Gent
Officers Present:	Town Clerk Deputy Town Clerk	Alan Mellor James Radley
Taking Notes:	PA to the Town Clerk	Helen Crossland
	There were no members of the public present.	
Venue:	Council Chamber, Town Hall	

FGP61/18/19 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 9th January 2019

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday 9th January 2019 were **AGREED** as a true and accurate record and signed by the Chairman.

FGP62/18/19 Matters Arising

There were no Matters Arising.

FGP63/18/19 Declarations of Interest

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

FGP64/18/19 Street Collection Licences

- (i) Collingham Panthers U7's on Saturday 16th February.

Discussion took place with regard to the fact that, although a worthy cause, this application would not be of benefit to local organisations and was thus outside of the Town Council's policy.

Cllr K Girling also stated that there were no local homeless veterans in Newark.

Members then **AGREED** to recommend to Newark & Sherwood District Council that the application for a Street Collection Licence be **REFUSED on the basis that it isn't providing support for local charities.**

However after further discussion it was **AGREED** that the Town Clerk be given Delegated Authority, in consultation with the Chairman of this Committee to speak to the applicant with the aim of changing the beneficiaries of the collection to local charities in which case permission could be granted.

FGP65/18/19 Voluntary Body/Community Events Grants Applications

Cllr R A Crowe noted that there was no request for refreshments in the application and asked if the Town Council were providing them free of charge.

The Town Clerk responded that if refreshments were to be required, the group would pay for them.

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

- (i) Newark District Scout Council for free use of the Council Chamber on Wednesday 1st May to hold the Annual General Meeting at a cost of £87.50 net.

FGP66/18/19 Town Hall and Buttermarket

The Town Clerk went through the Agenda Report; Members then:

- (i) **NOTED** the Heads of Agreement which has been entered into with NSDC.
- (ii) **NOTED** the decision to renew the Licences for the two existing tenants for a period of six months.
- (iii) Discussion then followed with regard to future use of the Buttermarket and Town Hall.

Cllr M Skinner congratulated the Town Clerk on the tight timescale that had secured the purchase.

He was in agreement with the idea of an enhanced Museum, but was concerned about disabled access.

Cllr R Williams then asked about progress with the handrails outside of the Buttermarket; the Town Clerk informed Members that they were on order.

The Town Clerk undertook to include these issues within any review of options for the future use of the Town Hall & Buttermarket.

It was **AGREED** that:

- a. The preferred option for the future use of the Buttermarket was a new and extended Museum offer,
- b. The Town Clerk was instructed to appoint external consultants to produce possible options for a new Museum including advice on any associated building works that would be required to facilitate a reconfiguration of the Town Hall and Buttermarket,
- c. The above review should include possible alternative ways of providing office accommodation for the Town Hall based staff.

FGP67/18/19 Review of Market Fees and Charges

Members **AGREED** the amendments to the current Market Fees and Charges, to be effective from 1st April 2019, as outlined in the Agenda Report.

FGP68/18/19 Review of Cemetery Provision, Fees and Charges

Cllr L Goff declared a personal interest in this Agenda Item.

- (i) Members **AGREED** to provide benches upon which multiple plaques could be fixed, as outlined in the Agenda Report.
- (ii) Members **AGREED**, in principle, to provide an alternative for the interment of cremated remains.
- (iii) Members **AGREED**, in principle, to provide Memorial Walls that could be used for plaques.
- (iv) Members **AGREED**, in principle, to provide a dedicated area for the interment of children.

Cllr T Roberts MBE asked if this area would be solely for cremated remains or could include burials – he thought it should be for both options.

The Town Clerk responded that he would try to include this in the scheme.

Cllr Mrs R Crowe said that there would still need to be a policy with regard to the leaving of soft toys etc in this area and it would also be nice to see some form of memorial placed there.

The Town Clerk responded that he would try to include this in the scheme.

- (v) Members **AGREED** an increase of 4% in Cemetery Fees and Charges, to be effective from 1st April 2019.
- (vi) Members **NOTED** the progress on relocating the Lodge.

FGP69/18/19 Medium Term Financial Strategy

The Town Clerk went through the Agenda Report and expanded on some of the points contained therein.

He explained that this years' budget preparations were more difficult given the additional revenue expenditure which would arise from the purchase of the Buttermarket. In this context it was recommended that the Devolution Reserve Fund be transferred to the General Fund to support expenditure over the next few years. In addition the estimates have been reviewed to achieve savings which wouldn't have a detrimental impact on current service delivery; this had identified savings of £66,980 which were shown in **RED** in the Revenue Estimate report.

If Members accepted these two recommendations then the Medium Term Financial Strategy would deliver an acceptable level of reserves in the period up to 2025/26.

Members thanked the Town Clerk for submitting a Medium Term Financial Strategy which took account of the unexpected additional cost of the Buttermarket.

Members **CONSIDERED** the Medium Term Financial Strategy and **AGREED** to recommend to the Town Council that it be adopted.

FGP70/18/19 Revenue Budget & Precept 2019/2020

Members **CONSIDERED** the Town Council's proposed Revenue Budget and Precept for the financial year 2019/2020 and it was **AGREED** to recommend to the Town Council the following:

- (i) The budget proposals as revised for the financial year 2018/19 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £1,022,590.
- (ii) The budget proposals as submitted for the financial year 2019/20 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £1,026,460.
- (iii) The level of precept required for 2019/20 to meet the net expenditure in respect of all services and functions operated by the Town Council be set at £927,429. This represents a 1.9% increase from that levied in 2018/19; this will result in a Council Tax charge of £110.95 per annum for a Band D property, an increase of £2.11 per annum from the charge in the current financial year.

FGP71/18/19 Meeting Dates

It was **NOTED** that there was a duplication of dates on the meetings schedule on Wednesday 26th June 2019 – Town Council and Planning.

It was **AGREED** to move the Town Council meeting to Tuesday 18th June 2019.

Members also **AGREED** to hold an additional Planning Meeting on Wednesday 24th April 2019 in order to keep up with outstanding applications.

Members then **AGREED** to recommend to the Town Council that the meeting schedule as in the Agenda be **APPROVED** by the Town Council, with the inclusion of the alteration as above.

Meeting Closed:	8.15pm	Next Meeting:	Wednesday 6 th March 2019
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TOWN COUNCIL

SUBJECT:	DORIS BAINBRIDGE TRUST FUND
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are recommended to consider:

- (i) Allocating the income achieved from the external investment of the Capital Sum, to support the cost of holding the Sunday Band Concerts in the Castle Grounds in July and August 2019, estimated to be £1,200.

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 A transcript of the Trust document is set out below :-

‘ for the Town Mayor and Town Councillors of Newark-on-Trent aforesaid who shall hold the same Upon Trust to invest the proceeds in or on any investments hereinafter authorised (with power from time to time to vary such investments) and to apply the net income of the Trust Fund in assisting the upkeep in the interests of social welfare as a public recreation ground the grounds of Newark Castle for the use of the inhabitants of the neighbourhood and visitors as provided by Section 1(1) of the Recreational Charities Act 1958. Provided that if after the expiration of Twenty years from the date of my death the said Town Mayor and Town Councillors or other Trustees for the time being of the said Fund, as hereinafter provided, shall so decide they may apply any part or all of the capital at their absolute discretion in furtherance of the said objects of the Charity notwithstanding that the whole of the funds of the Charity may thereby become exhausted ’.

2.3 A report was submitted to the Town Council at its meeting held on 12th October 2011 concerning the operation of the Trust. At that meeting it was agreed that decisions concerning the application of Trust funds be retained by the Full Town Council.

This report is therefore submitted in accordance with that decision; to consider the application of funds for the 2019/20 financial year.

3. Financial Arrangements

3.1 Capital Sum

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

The Town Council has previously agreed to spend £28,800 on the installation of Christmas Lights in trees located in the Castle Grounds.

A further £1,000 was allocated as a contribution to Stage1 of the Gatehouse project which is being managed by the District Council. This application has now been

submitted; it was successful and the project has been invited to move on to Stage 2 of the process. A further report will be brought back to this Committee with regard to any financial support which may be sought to support the substantive application to the Heritage Lottery Fund.

- 3.2 The remaining balance of capital funds stands at £26,218, no further uses are proposed for Councillors to consider at this point in time.

4. Investment Income

- 4.1 The interest earned from the investment of the Capital Sum is available to be spent on activities which support the objectives of the Trust.

The Capital Sum is now invested with CCLA in their Local Authority Property Fund.

It is estimated that the investment income earned in the current, 2018/19, financial year will be around £1,200.

The investment income for 2019/20 financial year is also estimated to be around £1,200.

4. Sunday Band Concerts

- 4.1 The Interest Reserve Fund has been used for a number of years to contribute towards the costs of the Sunday Band Concerts which are held in the Castle Grounds in July and August.

I would invite Members to consider supporting the Sunday Band Concerts by allocating the estimated investment interest earned in 2019/20 of £1,200, to the support of these concerts

5. Financial, Legal, Equality and Risk Issues

- 5.1 This report regularises the treatment of this Trust in accordance with current financial and legal requirements.

Background Papers:	Doris Bainbridge Trust file.
Lead Officer:	Alan Mellor Tel: 01636 684801 Email: alan.mellor@newark.gov.uk

TOWN COUNCIL

SUBJECT:	MEDIUM TERM FINANCIAL STRATEGY
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to consider and approve the attached Medium Term Financial Strategy covering the period 2018-2026.

2. Background

2.1 The report on the Medium Term Financial Strategy which was submitted to the Finance & General Purposes Committee on 6th February is attached at Appendix 2 for Members attention.

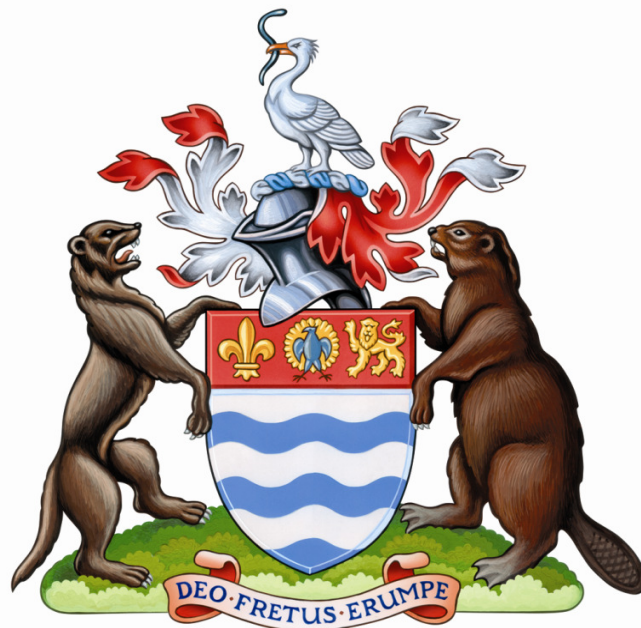
The Finance & General Purposes Committee agreed to recommend to the Town Council approval of the Medium Term Financial Strategy covering the period 2018-2026 as attached at Appendix 1 below.

3. Financial, Legal, Equality and Risk Issues

3.1 Contained in the report.

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

MEDIUM TERM FINANCIAL STRATEGY 2018-2026



C O N T E N T S

1. INTRODUCTION

2. KEY AREAS

- 2.1 Moving Resources to Meet Priorities and New Pressures
- 2.2 Setting a Minimum Level of Reserve Balances
- 2.3 Maintaining a Sound and Sustainable Financial Position
- 2.4 Earmarked Reserves & Provisions
- 2.5 External Funding
- 2.6 Local Taxes
- 2.7 Maintaining and Developing Sound Financial Management

3. FINANCIAL RISK AND SENSITIVITY ANALYSIS

- 3.1 Summary Medium Term Financial Plan
- 3.2 Budget Inflation Assumptions
- 3.3 Council Tax Base
- 3.4 Service Demands

1. **INTRODUCTION**

1.1 This strategy effectively sets out the overall framework on which the Council plans and manages its financial resources to ensure that they fit with, and support, the direction of the Council's key aims. Overall it shows that the Council has an acceptable financial risk over the six year planning horizon.

Its Objectives

1.2 In its broadest terms, the strategy is designed to ensure that:

- Finance contributes to the vision and key aims of the Council
- The Council's financial position is sustainable
- Probity and stewardship exist in the use of financial resources
- Resources are used with due regard to achieving value for money

Key Areas

1.3 The overall strategy is appropriate for all services. It identifies the key areas making up the overall framework that are considered on a regular basis. It then highlights the factors against each area that are used to meet the objectives (as set out in 1.2, above). These key areas are:

- Moving resources to meet priorities and new spending pressures (2.1)
- Setting a minimum level of reserve balances (2.2)
- Maintaining a sound and sustainable financial position (2.3)
- Maintaining other earmarked reserves (2.4)
- Generating/maximising external funding where this meets our priorities and operational objectives (2.5)
- Ensuring that local taxes play an appropriate part in providing local resources to deliver the Council's programme (2.6)
- Maintaining and developing sound financial management (2.7)

Time Frame

1.4 Clearly, the strategy needs to evolve and develop in response to new financial opportunities/risks and new policy directions. Therefore, the strategy is reviewed on a regular basis and at least annually. It is updated where necessary.

2. KEY AREAS

2.1. MOVING RESOURCES TO MEET PRIORITIES AND NEW PRESSURES

2.1.1 The Council's existing budgets at any one time are, to a certain extent, historically based. Consequently, they may not always meet the latest priorities and spending pressures.

2.1.2 The ability to move resources to meet priorities is needed if the Council's objectives are to be met. The strategy to achieve this is:

- **To identify yearly efficiency savings** and to re-direct these resources to priority areas including applying them to reductions in the Council Tax charge.
- **To gradually reduce investment in non-priority areas** by limiting increases in resources and undertaking more fundamental reviews when opportunities arise.
- **To align and examine Council spending against priorities** on an on-going basis. This may from time to time include fundamental reviews of specific areas of the Council's base budget. This could include making statements that sufficient resources have been allocated in a particular area to meet the Council's priorities.

2.1.3 In order to continue maintaining the ability to show that the Council's resources are being directed towards its priorities it is important that timely reviews of the Council's priorities are undertaken.

2.1.4 This year's Strategy reflects the significant impact that has arisen from the transfer of services from the District Council under the Devolved Services initiative.

2.2 SETTING A MINIMUM LEVEL OF RESERVE BALANCES

2.2.1 It is the role of the Council's Responsible Finance Officer (RFO) to provide advice on a minimum level of general reserves to act as a contingency against any unforeseen events or unexpected liabilities.

There is no suggested set figure and the RFO needs to advise a level to reflect local circumstances.

2.2.2 The Council faces a number of financial and business risks. These are detailed, reviewed and updated as part of the risk register. The main reason to hold reserves is to meet any unforeseen expenditure which the Town Council may become liable to meet in any given financial year. The two main risks it will face over the next few years will be to meet the additional costs associated with the acquisition of the Buttermarket and the Devolved

Services transfer in advance of additional Council Tax income generated from new housing developments. It is estimated that the General Reserve Fund will reduce for the next three years and then increase over the remaining period of the Plan. It is estimated to remain above the minimum level set by the Town Council throughout the period.

2.2.3 Whilst it is understood that the level of reserves may fluctuate from year to year and can fall below any minimum level agreed in a particular year, the Council aims to maintain a minimum General Revenue Balance of 10% of net revenue expenditure or £100,000, whichever is the higher, at the end of any 6-year planning period, as a contingency measure.

2.3 MAINTAINING A SOUND AND SUSTAINABLE FINANCIAL POSITION

2.3.1 With a principle set regarding a minimum level of general reserves, the Council plans and manages its finances within this target, which is detailed in a 6-year Medium Term Financial Plan with associated spending plans and service strategies.

2.3.2 The financial strategy effectively details the financial plan in order to deliver services set out in the Council's objectives.

- Sets out the spending and financing plans over 6 years for general fund revenue services and 3 years for capital investment.
- Assesses the affordability of proposed service developments and new capital investment over a 6 year planning period.

2.3.3 The financial strategy is constructed in detail as part of the Council's yearly budget setting process. It is reviewed and updated where necessary, following the annual budget out-turn.

2.3.4 The budget formulates spending plans in detail for the next financial year and provides forecasts over a 6-year period. As part of this process, the risk register is also reviewed and updated.

2.4 EARMARKED RESERVES AND PROVISIONS

2.4.1 In addition to general reserves, the Council maintains earmarked reserves that are held for specific purposes. They are provided to meet known commitments and in some cases, to spread expenditure over financial years.

2.4.2 These reserves can exist over a number of years. Although this is a prudent way of safeguarding the Council's financial position, it is equally important to check that resources are not being tied up unnecessarily and that they are in accordance with accounting practice.

- 2.4.3 The Council also holds provisions in respect of obligations for which the timing of payments due is uncertain.
- 2.4.4 Therefore, these reserves and provisions are reported in the Statement of Accounts and are reviewed as part of the annual budget process.
- 2.4.5 The original financial forecasts for the Devolved Services showed that the Town Council would have to use its General Reserve Fund to support the additional expenditure transferred in the short to medium term, until such time as the new houses being built to the South of Newark delivered an increase in the Council Tax Base and corresponding Council Tax income which would then meet the higher level of expenditure.

This means therefore that the Town Council's General Reserves are planned to fluctuate over the next few years but with a gradual decline. In order to preserve the Town Council's ability to meet this expenditure, as far as possible, it is proposed to continue with the policy introduced last year that any underspends in individual budget heads are transferred to a Devolution Equalisation Fund which can help meet the additional call on revenue reserves over the next few years.

- 2.4.6 In order to further protect and enhance the Town Council's General Reserve Funds, any significant items of expenditure which can legitimately be capitalised, will be considered to be funded from the balance of Useable Capital Receipts or from new PWLB borrowing. This will provide the opportunity to transfer earmarked reserve funds into the General Reserve Fund for general support of revenue expenditure.

2.5 EXTERNAL FUNDING

- 2.5.1 It is recognised that the Council has limited resources and cannot achieve all of its aims in isolation. However (apart from local taxes) the Council does have access to a variety of funding sources as set out below.

Partnership/External Funding

- 2.5.2 The Council has had a good track record of levering in such funding e.g. delivery of some of the Council's current key aims such as supporting the events programme. However this source of financial support is diminishing as public sector budgets in particular are squeezed.
- 2.5.3 Clearly, the maximisation of these resources is important and the Council channels efforts in various ways to achieve this. However, funding is only sought if it will contribute and help deliver the Council's priorities.

Where funding is for a fixed period the Council's plan should include appropriate sustainability or exit strategies.

Resources for Capital Investment

2.5.4 Plans for securing, maximising and utilising financing specifically for capital projects are detailed in the Council's Capital Investment Strategy.

This covers:

- Proceeds from selling/disposing of fixed assets (capital receipts)
- Partnerships and External Funding
- Local Businesses and Developers
- Borrowing

2.5.5 Given the current historically low level of interest rates the Town Council has successfully made applications totalling £1.345m for borrowing from the Public Works Loan Board. This is to fund the capital expenditure incurred and planned for the new Leisure Centre, the Community & Activity Village and the major repairs to the Town Hall. The loan repayments have been included in the revenue estimates for 2019/20 and in the Medium Term Financial Plan.

Fees and Charges

2.5.6 Council services generate approximately £800,000 per year (45% of gross expenditure) from various fees, sales, rents and other charges.

2.5.7 The Council has discretion to recover costs or make market level charges.

Maximising income is achieved in two ways:

- Each year, a target increase on current charges is set for each Council service. The achievement of the target should allow for some discretion with regard to certain factors. For example, price-resistance, high demand, concessionary discounts, meeting the Council's priorities etc., can be accommodated in a way that meets the overall target, whilst achieving the Council's priorities.
- The Council will also review income strategies in future budgets and service reviews.

Investment Income

2.5.8 The Council periodically has surplus cash to invest on a temporary basis. The Council's annual Investment Strategy sets out the way in which income from this source is achieved and is balanced against the security of the funds invested. The Town Council has around £3m externally invested which is producing an annual income in excess of £90,000.

2.6 LOCAL TAXES

- 2.6.1 Most Council spending is ultimately financed from the “public purse.” At a local level, the main tax that contributes to the provision of local services is the Council Tax (Precept).
- 2.6.2 The Council is mindful of the level of local tax that falls on its local residents and how much they are asked to contribute to the delivery and improvement of services.
- 2.6.3 The Council aims to set its Council Tax each year at a level which minimises the burden on Council Tax payers and is also within any central government guidelines.
- 2.6.4 The Localism Act includes provision for Councils to hold a local referendum in circumstances where the year on year increase in Council Tax Charge exceeds a pre-determined % set by the Secretary of State.

For 2019/20 the Secretary of State has set a limit of 3% for most principal authorities; however this principle has not, so far, been extended to Town & Parish Councils.

There is therefore no limit on the level of increase, which the Town Council needs to take into consideration, which would trigger a referendum for 2019/20. However the Secretary of State has made it clear that increases in Local Council precepts over the next few years will be kept under close scrutiny and if it is felt that overall increases are at a level which is considered to be excessive then he will be prepared, if necessary, to extend the referendum principle to parish & town councils in the future. It is clear that all Local Councils are on notice to keep Council Tax increases at reasonable levels if the sector is to avoid the potential for referendums being applied in the future.

2.7 MAINTAINING AND DEVELOPING SOUND FINANCIAL MANAGEMENT

- 2.7.1 Staying on track and monitoring financial plans and the use of resources is clearly a vital part of this strategy. This is achieved through a system of:
- Regular budget monitoring and analysis of spending with managers
 - Regular financial and performance reporting to the Council’s Finance General Purposes Committee and Management Team

3. **FINANCIAL RISK**

3.1 **SUMMARY MEDIUM TERM FINANCIAL PLAN (MTFP)**

Based upon latest information presented to the Town Council, the following financial plan provides a summary of the estimated position of the Town Council's revenue account over the next seven years.

Summary Medium Term Financial Plan								
	2018/ 2019	2019/ 2020	2020/ 2021	2021/ 2022	2022/ 2023	2023/ 2024	2024/ 2025	2025/ 2026
	£000	£000	£000	£000	£000	£000	£000	£000
Total Expenditure	1,213	1,237	1,261	1,288	1,311	1,340	1,367	1,393
Council Tax	-896	-927	-962	-998	-1,038	-1,085	-1,132	-1,182
Devolved Services Grant	-256	-277	-297	-326	-341	-370	-402	-426
PWLB Loans	66	66	66	66	66	66	66	66
Increase/ (Reduction) in Balances	-127	-99	-68	-30	2	49	101	149
Balance b/fwd	411	338	239	171	141	143	192	293
Balance c/fwd	284	239	171	141	143	192	293	442

3.2 **BUDGET INFLATION ASSUMPTIONS**

The above medium term plan includes provision for overall inflation increases at the rate of 3.0% per annum, which is slightly above the current rate but provides a conservative position across the 6 year period. Payroll inflation is more complex; the general pay award has been agreed for 2019/20 with a general 2% increase, however some of the lower grades have been increased by a higher %, to comply with the Government's statutory National Living wage.

It assumes an increase of 1.75% per annum in the Band D Council Tax charge in each year from 2020/21 onwards.

3.3 COUNCIL TAX BASE

The estimated Council Tax Base for 2019/20 is 8,358.87; this represents an increase of just over 1.5% from the previous year's figure, due mainly to new houses being built. For future years an annual increase of 0.8% has been allowed to reflect the general growth in new housing within Newark. It is still estimated that there will be additional increases in the Council Tax Base as the new houses being delivered from the Growth Point site come on stream, however this profile has been revised and pushed out further into the future to reflect a slower than originally expected completion rate together with an overall reduction in the number of houses now expected to be built.

Last year the Town Council requested that the District Council undertakes a Community Governance Review to look at the town boundary particularly for the new housing development on land South of Newark. The outcome of this review was successful and the whole of this new development will now fall in the town boundary.

3.4 SERVICE DEMANDS

The transfer of services from NSDC to the Town Council has had a significant financial impact on the Town Council and its MTFS. The financial arrangements which have been agreed with the District Council enable the Town Council to retain an acceptable level of General Reserves, albeit at a reduced level from the current figure. In addition there is an annual review of the District Council's grant which can then be adjusted upwards or downwards if the delivery of new houses vary from the assumed profile.

These arrangements will enable the Town Council to be in a position of accepting the increased costs associated with the transfer with a degree of security that it will be able to sustain its longer term financial stability when the new houses are achieved.

Committee Date: Wednesday 6th February 2019

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	MEDIUM TERM FINANCIAL STRATEGY
REPORT BY:	TOWN CLERK

1. Recommendations

- 1.1 Members are asked to consider the attached Medium Term Financial Strategy covering the period 2018-2026 and make recommendations to the Town Council as appropriate.

2. Background

- 2.1 As part of the budget setting process for the current financial year, 2018/19, the Town Council formally considered its revenue expenditure in the context of a Medium Term Financial Strategy (MTFS) in order to achieve a stable financial position over a number years.

- 2.2 The revised budget for 2018/19 has been taken as the base position and extrapolated forward over a future seven year period, taking into account any known changes or service enhancements which the Council has already decided upon, including an allowance for inflation. The formal Strategy is attached at Appendix 1.

3. Buttermarket

- 3.1 Members will be aware that the Town Council was successful in purchasing the Buttermarket back into its ownership. A separate report has been submitted earlier on this agenda setting out the progress to date and seeking approval of interim measures which are required to keep the premise open from an operational perspective.

- 3.2 Contingency sums of £10,000 and £50,000 respectively have been included within the Town Hall budget for the 2018/19 and 2019/20 financial years, to cover any additional costs in the short term.

The Town Council's original Medium Term Financial Strategy didn't include any provision for additional expenditure of this size. The inclusion of this new liability has had a negative overall financial impact; to the extent that corrective action is required to ensure that the medium term financial stability of the Town Council is maintained.

- 3.3 To this end a review of the current approved budgets has been undertaken to identify where savings could be made without having a significant detrimental impact on the current level and scope of service delivery. In total these reductions amount to £66,980 and these have been submitted for approval within the proposed overall estimates for 2019/20.

4. Devolved Services

- 4.1 Within the Devolved Service Agreement is provision for the grant receivable from the District Council to be re-calculated on annual basis to reflect any changes to the estimated increase in the Town Council's Council Tax Base.

This calculation has been made for 2019/20; the Council Tax Base is lower than estimated and therefore an additional £78,200 will be received as a result. Members are reminded that this is only a change to the profile of grant paid and will not affect the overall amount of £3.78m to be paid over the next twenty years.

- 4.2 A revised estimate of new housing growth over the next twenty years has now been received from the District Council. This shows an increase of 382 from last years' figure; reflecting the changes to the Town boundary following the recent Community Governance Review.

However the new estimate of 3,998 new houses in total still shows a significant reduction from the original estimate of 5,295 new houses.

This has a major impact on the profile of the Devolved Services Grant that is received from the District Council. The original profile included a declining annual payment starting at £239,000 in 2015/16 reducing to £139,000 in the final year, 2034/35.

The revised profile shows an increasing level of grant in every year up to a figure of £376,815 in 2026/27, this reduces the period over which the grant will be paid down to 10 years.

- 4.3 Furthermore the Devolution Agreement also includes a clause to the effect that; if the Town Councils, Council Tax Base doesn't reach the level originally estimated at the end of the 20 year agreement, then further grants will be paid each year until the Council Tax Base achieves this figure. The current calculations show that this clause is likely to be triggered. It is estimated that in 2035/36 a further £134,500 will be received from the District Council.

- 4.4 The original purpose of this annual calculation of the Devolved Services Grant was to protect the Town Council from a position of not to being able to afford the increased expenditure arising from the services transferred, over the medium term pending the delivery of the anticipated new houses and the increased Council Tax income which would accompany them. Alternatively it also protected the District Council from paying grant that was not required by the Town Council, if the Council Tax Base rose faster than originally estimated.

In this context the re-profile of the grant is achieving what it was set out to do and the Town Council's financial position will be protected for the next ten years, as demonstrated in the Medium Financial Strategy attached to this report see Appendix 1.

- 4.5 Extrapolating the financial position forward for a further 10 years up to 2034/35, which is the last year of the Devolution Agreement, there is an annual revenue account deficit, which can only be met in part from the Town Council's General Fund Balance. This would result in the General Reserve Fund moving into a deficit position between 2030 and 2035.

- 4.6 In addition to the savings identified above at paragraph 3.3, which will have an ongoing benefit in future years, it is also proposed that the balance of the Devolution Reserve Fund be transferred to the General Reserve Fund to support future year's budgets.

The balance on this Fund stood at £54,319 at 1st April 2018; this sum has been added to the General Reserve Fund balance brought forward as shown in the 2018/19 Revised Estimates.

5. Excessive Council Tax Referendum

- 5.1 I have submitted a number of reports to this Committee over the last few years advising Members of the Governments' consultation proposals to extend the Excessive Council Tax Increase Referendum Principles to Local Councils.

I am pleased to be able to report that the Government has once again deferred any decision on proposals to extend the referendum principles to Parish Councils for the 2019/20 financial year.

In this context the Government has set a limit in 2019/20 of 3% for all Principal Councils, at which a Referendum would be triggered.

I would strongly suggest that the Town Council should pay heed to this same limit when considering its Council Tax rate for 2019/20.

For the purposes of this report an increase of 1.9% has been assumed for 2019/20 with annual 1.75% increases for financial years beyond that.

- 5.2 Whilst ever the possibility of this Referendum being applied to Parish Councils exists, there remains an incentive for all Councils to maintain their precepts at as high a level as possible when setting budgets; such a policy preserves their position for future years as the precept for 2019/20 will be the base position from which all future Council Tax levels are judged.

However this year the Secretary of State has given further assurances that the Referendum Principle will not be applied to Local Councils for the next three years. This is a welcome announcement as it gives the Town Council a much greater degree of certainty in this context and will, hopefully, mean that Local Councils do not feel pressured to increase their Council Tax rates in order to just protect their future base financial position.

This year, therefore, I do not feel it necessary to re-iterate previous advice that; from purely a financial perspective, it would be wise to set a precept at the highest possible level which is acceptable to the Town Council.

- 5.3 The Devolved Services Agreement also assumes that the Council Tax will increase by 1% per annum.

The figures contained in the MTFs assume an increase of 1.9% in 2019/20 with further annual increases of 1.75% in the Town Council's Band D Council Tax charge for all years covered by the plan. For the 2019/20 financial year I would suggest that an increase which is below the 3% limit being set for most Principal Authorities, provides the benefit of additional income in the year as well as maintaining the cumulative impact of such an increase over the medium term.

In addition it demonstrates that the Town Council is taking responsible decisions regarding its Council Tax increase and can then support any future representations to the Government of the concept of extending Council tax referendum to Local Councils is resurrected next year.

6. Medium Term Financial Strategy

- 6.1 The financial analysis in previous year's Strategy, demonstrated that the decisions made by the Council over a number of years have achieved a stable financial position over the medium term; with the revenue account being broadly in balance and general reserves being retained at healthy levels.

The preservation and growth of these funds has enabled the Town Council to be in a position to take on the increased cost of Devolved Services pending the completion of the new housing growth as discussed above.

- 6.2 However the further inclusion of a £50,000 contingency budget for the Buttermarket, as summarised above, resulted in the General Fund going into deficit sooner than anticipated and, if no corrective action is undertaken, would have resulted in a deficit position being reached by 2022.

Therefore corrective action is required now to bring the MTFs back into a position that is acceptable in the short and medium term.

- 6.3 In this regard the Revenue Estimates for 2019/20, as discussed at paragraph 3.3, have been reviewed to achieve reductions in other budget heads wherever possible to compensate for

this new and significant additional expenditure.

This process has reduced the overall net level of expenditure by £66,980.

- 6.4 Further it is also proposed that the balance of the Devolution Reserve Fund be transferred to the General Reserve Fund to support future year's budgets.

The balance on this Fund stood at £54,319 at 1st April 2018; this sum has been added to the General Reserve Fund balance brought forward as shown in the 2018/19 Revised Estimates.

- 6.5 The above two proposals achieve an acceptable level of Revenue Balances for the General Fund over the Medium Term and maintain the Town Council's financial stability in the longer term.

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

- 7.1 The attached Financial Strategy sets out the Council's revenue spending over a seven year period using the revised budget for 2018/19 as the base position. It shows that the Council remains in a financial position that is able to accommodate the cost of Devolved Services and the financial impact of taking back ownership of the Buttermarket.

Background Papers:	None
Lead Officer:	Alan Mellor Tel: 01636 684 801 Email: alan.mellor@newark.gov.uk

TOWN COUNCIL

SUBJECT:	REVENUE BUDGET & PRECEPT 2019/20
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to consider and approve as appropriate:

- (i) The budget proposals as revised for the financial year 2018/19 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £1,022,590,
- (ii) The budget proposals as submitted for the financial year 2019/20 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £1,026,460,
- (iii) The projected aggregate net expenditure on Town Council services for the financial year 2018/19 be met by way of the levying of a precept of £927,429 on Newark & Sherwood District Council, leaving the sum of £239,594 in General Revenue Balances, subject to any adjustments arising from the consideration of the previous four Agenda Items.

This precept represents a 1.9% increase from that levied in 2018/19, this will result in a Council Tax charge of £110.95 per annum for a Band D property, an increase of £2.11 per annum from the charge in the current financial year.

2. Background

2.1 The report on the Revenue Budget & Precept which was submitted to the Finance & General Purposes Committee on 6th February is attached at Appendix 2 for Members attention.

The Finance & General Purposes Committee agreed to recommend to the Town Council approval of recommendations (i), (ii) and (iii) above.

The detailed budget figures are attached at Appendix 1 for Members consideration.

3. Precept

3.1 The Precept as now proposed for 2019/20 is £927,429. It will result in a Band D Council Tax Charge of £110.95; this is a 1.9% increase which equates to £2.11 per annum rise from the charge in the current financial year.

4. Financial, Legal, Equality and Risk Issues

4.1 Contained in the report.

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

APPENDIX 1

		Original	Revised	
	Actual	Estimate	Estimate	Estimate
SUMMARY	2017/18	2018/19	2018/19	2019/20
	£	£	£	£
PAYROLL COSTS exc. PCs	607,942	645,000	645,000	670,000
NEWARK MARKET	-48,367	-136,080	-110,380	-114,010
PARKS & PLAYING FIELDS	196,913	198,420	196,830	202,780
OTHER OPEN SPACES	-22,927	-21,830	-20,540	-21,640
SHERWOOD AVENUE AMENITIES	25,899	26,320	26,550	27,320
ENVIRONMENTAL IMPROVEMENT SCHEMES	2,653	3,550	3,430	3,530
DEVOLVED SERVICES GRANT	-239,915	-255,820	-255,820	-277,200
CENTRAL ESTABLISHMENT	72,052	74,935	46,020	37,790
TOWN HALL	111,902	120,680	136,390	167,970
ENVIRONMENT	-9,097	-6,970	-10,640	-17,040
PUBLIC CONVENIENCES	124,977	123,220	125,190	114,790
LEISURE & ECONOMIC DEVELOPMENT	174,571	178,910	174,280	165,890
PWLB LOANS		65,000	66,280	66,280
TOTAL NET EXPENDITURE	996,603	1,015,335	1,022,590	1,026,460
Precept	863,734	896,025	896,025	927,429
(Deficit)/Surplus	-132,869	-119,310	-126,565	-99,031
General Fund Balance b/fwd	543,740	423,534	410,871	338,625
General Fund Balance 31 March	410,871	304,224	284,306	239,594

			Original	Revised	
	Code	Actual	Estimate	Estimate	Estimate
MARKET	420	2017/18	2018/19	2018/19	2019/20
		£	£	£	£
Printing & Stationery	4025	491	510	500	520
Repairs & Maintenance	4101	2,785	2,870	2,870	2,960
Electricity	4103	7,251	6,900	7,000	7,000
Rates	4105	43,040	44,110	39,930	41,130
Sewerage/Water Charges	4106	789	0	0	0
Repairs & Renewals Fund	4110	10,400	10,660	10,660	10,980
Equipment & Tools	4111	4,099	4,100	4,000	4,120
Materials	4112	320	330	300	310
Market Cleansing SLA	4119	54,859	0	0	0
Clothing & Uniforms	4121	1,005	1,030	1,000	1,030
Market Stall Erection & Clearance	4123	6,218	0	0	0
Refuse Collection	4065	5,991	14,000	14,000	14,400
Security	4124	959	1,030	1,000	1,000
Marketing & Promotion	4125	35,000	35,880	35,880	30,000
Computers	4029	1,350	1,330	1,330	1,370
Insurance	4129	823	840	500	500
Subscriptions/Licences	4131	320	330	650	670
Misc. Admin	4920	2,500	0	0	0
GROSS EXPENDITURE		178,200	123,920	119,620	115,990
INCOME					
Market Rents	1500/05	226,567	260,000	230,000	230,000
GROSS INCOME		226,567	260,000	230,000	230,000
NET EXPENDITURE		-48,367	-136,080	-110,380	-114,010

			Original	Revised	
	Code	Actual	Estimate	Estimate	Estimate
PARKS & PLAYING FIELDS	429-435	2017/18	2018/19	2018/19	2019/20
		£	£	£	£
Bowling Green Maintenance	4099	6,000	6,150	5,000	5,150
Repairs & Maintenance	4101	3,158	3,560	3,560	3,670
Repairs & Renewals Fund	4110	12,490	12,800	12,800	13,180
Dog Litter Bins	4324	1,853	2,200	2,200	2,270
Safety Inspections	4113	250	270	270	280
Annual Play Equipment Inspection	4115	90	90	90	90
Security	4126	1,350	1,440	1,400	1,440
Refuse Disposal	4065	0	580	0	0
Licence Fee Public Entertainment	4131	1,070	1,140	1,100	1,130
Insurance	4129	1,162	1,190	1,210	1,210
Collis Close	4109	6,000	6,000	6,000	6,000
Parks Service Level Agreement	4117	168,490	172,000	172,000	177,160
GROSS EXPENDITURE		201,913	207,420	205,630	211,580
INCOME					
Rents	1107	1,000	5,000	4,800	4,800
Collis Close	1109	4,000	4,000	4,000	4,000
GROSS INCOME		5,000	9,000	8,800	8,800
NET EXPENDITURE		196,913	198,420	196,830	202,780

			Original	Revised	
	Code	Actual	Estimate	Estimate	Estimate
SHERWOOD AVENUE	436/437	2017/18	2018/19	2018/19	2019/20
		£	£	£	£
Bowling Green Maintenance	4099	11,500	11,800	11,800	12,150
Repairs & Maintenance	4101	3,082	3,150	3,150	3,250
Repairs & Renewals Fund	4110	3,890	4,000	4,000	4,120
Safety Inspections	4113	250	250	250	260
CCTV	4114	2,980	3,060	3,060	3,150
Annual Play Equipment Inspection	4115	90	80	100	100
Security	4126	2,700	2,840	2,750	2,830
Green Flag	4116	319	330	330	340
Licence Fee Public Entertainment	4131	70	70	70	70
Insurance	4129	721	740	740	740
Dog Litter Bins	4324	297	0	300	310
GROSS EXPENDITURE		25,899	26,320	26,550	27,320

			Original	Revised	
	Code	Actual	Estimate	Estimate	Estimate
OTHER OPEN SPACES	439-453	2017/18	2018/19	2018/19	2019/20
		£	£	£	£
Repairs & Maintenance	4101	3,317	3,570	3,500	3,600
Repairs & Renewals Fund	4110	1,240	1,270	1,270	1,310
Dog Litter Bins	4324	270	280	280	290
Annual Play Equipment					
Inspection	4115	225	250	250	260
Security	4126	1,350	1,430	1,400	1,440
Meadow Cutting	4127	250	250	200	200
Insurance	4129	400	430	440	440
GROSS EXPENDITURE		7,052	7,480	7,340	7,540
INCOME					
Section 106	1106	28,549	27,880	27,880	27,750
Sponsorship	1125	1,430	1,430	0	1,430
GROSS INCOME		29,979	29,310	27,880	29,180
NET EXPENDITURE		-22,927	-21,830	-20,540	-21,640

			Original	Revised	
	Code	Actual	Estimate	Estimate	Estimate
ENVIRONMENTAL IMPROVEMENTS	451	2017/18	2018/19	2018/19	2019/20
		£	£	£	£
Repairs & Maintenance	4101	1,280	2,090	2,000	2,060
Security	4126	1,350	1,430	1,400	1,440
Insurance	4129	23	30	30	30
GROSS EXPENDITURE		2,653	3,550	3,430	3,530

	Code	Actual	Original Estimate	Revised Estimate	Estimate
CENTRAL ESTABLISHMENT	101	2017/18	2018/19	2018/19	2019/20
		£	£	£	
Mayoralty					
Mayor's Allowance	4001	4,580	4,700	4,700	3,000
Mayor's Sunday/Mayor Making	4002	1,304	1,330	1,330	1,370
Mayor's 'At Home'	4003	0	1,320	0	0
Civic Functions	4004	3,640	3,730	3,730	3,000
Mayoral Car	4010	3,957	4,100	4,100	3,750
Badges/Shields/Insignia	4011	2,040	2,050	2,000	2,000
Mayoral Robes	4765	500	510	510	530
Employees					
Pensions	4902	3,591	3,680	3,690	3,800
Subsistence/Travel & Vehicle Costs	4019	1,694	1,640	1,700	1,750
Honoraria Payment	4020	955	970	970	1,000
Advertising/Appointments	4023	250	260	260	200
Uniforms	4021	100	100	100	100
Staff Training inc. Health & Safety	4022	4,000	4,100	3,000	2,500
Establishment Expenses					
Printing & Stationery	4025	6,493	6,660	6,000	5,000
Postage	4027	2,398	2,460	2,460	2,250
Telephones	4028	7,204	6,150	6,750	6,950
Information Technology	4029	12,239	12,550	12,550	13,000
Insurance	4129	3,075	3,160	3,170	3,170
Audit	4031	2,000	2,000	2,400	2,400
Consultancy: Personnel/Legal/Audit	4137	12,000	13,000	13,000	7,500
Office Equipment	4032	698	720	720	500
Office Equipment R & R Fund	4860	970	990	990	750
Publications	4034	50	50	50	50
Bank Charges	4039	2,364	2,260	2,400	2,480
Conferences/Seminars	4036	986	1,025	1,000	1,030
Other Expenditure					
Subscriptions	4041	569	570	570	590
Grant - St Marys Church	4045	1,670	1,710	1,710	1,760
Grants - Voluntary Bodies Room					
Hire	4044	2,492	3,500	3,500	3,600
Grants - Citizens Advice Bureau	4048	5,000	5,000	5,000	5,000
Grants - Newark Twinning					
Association	4049	500	510	510	530
Town Team	4050	35,882	35,880	36,000	37,080
Defibrillator	4042	150	150	150	150
Election Costs	4061	11,000	11,000	11,000	11,000
GROSS EXPENDITURE		134,351	137,835	136,020	127,790
INCOME					
Investment Interest	1870	62,299	62,900	90,000	90,000
GROSS INCOME		62,299	62,900	90,000	90,000
NET EXPENDITURE		72,052	74,935	46,020	37,790

TOWN HALL	Code 201		Original	Revised	
		Actual	Estimate	Estimate	Estimate
		2017/18	2018/19	2018/19	2019/20
		£	£	£	£
Premises					
Maintenance & Equipment	4101	14,494	15,000	15,000	15,450
Electricity	4103	7,535	8,250	8,250	8,250
Gas	4104	15,895	15,380	15,000	15,450
Rents	4107	109	160	110	110
Rates	4105	19,339	21,390	23,720	24,430
Sewerage/Water Charges	4106	1,708	2,000	1,700	1,750
Town Hall Maintenance Reserve	4860	55,720	57,110	57,110	50,000
Buttermarket				10,000	50,000
Supplies and Services					
Clothing and Uniforms	4121	179	200	200	210
Contractual Services	4122	9,996	10,500	10,250	10,560
Marketing & Promotion	4125	1,500	1,540	1,250	1,000
Refreshments	4035	2,018	1,640	1,640	1,690
Bookings Expenditure	4163	1,886	2,050	2,500	2,580
Bar Purchases	4168/71	6,710	7,180	6,500	6,500
Establishment Expenses					
Insurance	4129/30	10,323	10,580	10,990	7,810
Subscription/Licences	4131	917	980	920	950
GROSS EXPENDITURE		148,329	153,960	165,140	196,740
INCOME					
Lease of Rent & Rates Office S Wing Lease to Markets/Car Parks	1151	4,027	0	0	0
Lettings	1152	2,848	0	0	0
Refreshments	1160/63	15,626	18,000	15,000	15,000
Town Hall Bar	1035	952	920	750	770
	1168/71	12,974	14,360	13,000	13,000
GROSS INCOME		36,427	33,280	28,750	28,770
NET EXPENDITURE		111,902	120,680	136,390	167,970

	Code	Original			
		Actual	Estimate	Revised	Estimate
		2017/18	2018/19	2018/19	2019/20
ENVIRONMENT	301				
		£	£	£	£
Premises					
Maintenance of Allotments	4102	3,690	3,690	4,000	4,120
Dog Litter Bins	4324	6,000	6,150	6,150	6,340
Cemetery Upkeep of Grounds	4322	22,768	24,100	24,100	24,820
Street Furniture	4325	1,500	1,540	1,540	1,590
Rates	4105	7,905	8,110	8,160	8,410
Electricity	4103	1,137	1,030	1,000	1,000
Gas	4104	797	770	1,000	1,030
Water and Sewerage	4106	924	2,820	1,250	1,290
Capital Funding					
R & R Fund Cemetery	4830	5,100	5,230	5,230	5,000
Supplies and Services					
Equip, Tools & Materials	4320	1,440	1,400	1,600	1,500
Prot Clothing/Safety Equip't	4321	1,024	1,030	1,030	1,060
Promotions					
Newark in Bloom	4340	25,005	27,500	25,000	25,750
Green Flag/Heritage Site	4116	3,919	1,000	1,000	500
Keep Newark Tidy	4326	5,000	5,000	5,000	0
Vehicle & Machinery Costs					
	4309	14,895	12,300	12,000	12,360
Establishment Expenses					
Telephone	4028	2,946	2,560	3,000	3,090
Insurance	4129	5,662	5,800	5,050	5,050
GROSS EXPENDITURE		109,712	110,030	106,110	102,910
INCOME					
Allotment Rents	1350	5,641	6,000	6,000	6,180
Plinths/Memorial Tablets	1362	22,966	21,500	22,500	23,180
General Fees	1360	79,123	77,000	78,000	80,340
Newark in Bloom	1340	11,079	12,500	10,250	10,250
GROSS INCOME		118,809	117,000	116,750	119,950
NET EXPENDITURE		-9,097	-6,970	-10,640	-17,040

			Original	Revised	
	Code	Actual	Estimate	Estimate	Estimate
PUBLIC CONVENIENCES	401	2017/18	2018/19	2018/19	2019/20
		£	£	£	£
Employees					
Payroll: Gross	4900	106,707	105,000	110,000	100,000
National Insurance	4901	7,152	6,400	7,500	7,000
Superannuation	4902	14,185	17,500	18,000	15,000
Premises					
Repairs and Maintenance	4601	5,287	5,500	5,500	5,670
Rates	4105	12,769	13,120	13,150	13,550
Electricity	4103	14,210	13,000	9,500	13,000
Gas	4104	1,455	1,890	1,500	1,550
Water & Sewerage	4106	6,148	5,640	5,250	5,400
Repairs & Renewals Fund	4860	5,000	5,130	5,130	5,000
Supplies & Services					
Materials Inc. Cleaning	4602	3,643	4,100	4,100	4,000
Clothing and Uniform	4121	1,050	750	800	820
Contractual Services	4622	4,541	5,130	5,000	5,000
Establishment Expenses					
Telephone Costs	4028	1,598	1,100	1,200	1,240
Insurance	4129	1,756	1,800	1,750	1,750
GROSS EXPENDITURE		185,501	186,060	188,380	178,980
INCOME					
Vending & Weighing Machines	1635/40	22	20	20	20
St Marks Charges	1620	9,579	9,250	10,000	10,000
London Road Charges	1618	2,913	2,900	3,000	3,000
Tolney Lane Charges	1619	6,054	7,000	6,500	6,500
Rents Tolney Lane Kiosk	1621	3,415	3,720	3,720	3,720
Rents London Road Kiosk	1622	6,371	6,950	6,950	6,950
NSDC - SLA	1650	32,170	33,000	33,000	34,000
GROSS INCOME		60,524	62,840	63,190	64,190
NET EXPENDITURE		124,977	123,220	125,190	114,790

LEISURE & ECONOMIC DEV	Code		Original	Revised	
		Actual	Estimate	Estimate	Estimate
		2017/18	2018/19	2018/19	2019/20
		£	£	£	£
Promotions					
Christmas Lights Displays	4725	58,000	59,500	59,500	61,300
Christmas Lights Promotions	4726	17,209	17,700	14,500	14,500
General	4745	1,994	2,050	2,050	2,000
Museum/Civic Regalia					
Museum Revenue	4770	15,359	2,720	2,700	2,000
Museum Acquisitions	4772	2,080	2,130	2,130	0
Museum Insurance cover	4129	7,032	7,210	7,380	7,380
Arts & Entertainment Programme					
Band Concerts/Summer Picnic	4720	9,561	9,600	8,000	9,890
Violin School Event	4722	250	250	250	250
Newark Festival	4723	60,000	61,500	61,500	61,500
Festival Programme Events	4718	9,000	9,230	9,230	0
Newark Half Marathon	4051	1,000	1,030	1,000	1,000
Twinning/Friendship Links					
Civic Twinning	4750	1,060	1,090	1,090	1,120
Friends Support Groups	4760	250	250	250	250
Admin. Expenses					
Consultancy: Personnel/Legal/I Audit	4137	9,000	9,000	9,000	9,000
GROSS EXPENDITURE		191,795	183,260	178,580	170,190
INCOME					
Sunday Band Concerts	1720	1,657	1,200	1,200	1,200
Christmas Lights	1726	2,100	2,100	2,100	2,100
Museum	1770	13,467	1,050	1,000	1,000
GROSS INCOME		17,224	4,350	4,300	4,300
NET EXPENDITURE		174,571	178,910	174,280	165,890

REPAIRS AND RENEWALS FUNDS 2018/19 & 2019/20

	Balance 31.03.2018	Contrib. 2018/19	Probable Expend	Projects	Estimated Balance 31.03.2019	Contrib. 2019/20	Estimated Expend	Projects	Estimated Balance 31.03.2020
	£	£	£		£	£	£		£
ALLOTMENTS	4,475		-4,200	Tree Works	275				275
CEMETERY	57,119	5,230	-5,000	2018/19 Revenue provision Tree Works		5,000	-5,000	2019/20 Revenue provision Tree Works	
			-1,000	Bollards	56,349				56,349
INFORMATION TECHNOLOGY	10,613	4,000		2018/19 Revenue provision	14,613	4,120	-15,000	2019/20 Revenue provision IT Upgrade	3,733
OFFICE EQUIPMENT	7,563	990		2018/19 Revenue provision	8,553	750	-500	Miscellaneous 2019/20 Revenue provision	8,803
MARKET PLACE	1,885	10,660	-1,330	2018/19 Revenue provision Bollards		10,980		2019/20 Revenue provision	
			-4,000	Market Repairs General	7,215		-5,000	Market Repairs General	13,195
PUBLIC CONVENIENCES	10,900	5,130	-1,000	2018/19 Revenue provision Miscellaneous	16,030	5,000	-1,000	2019/20 Revenue provision Miscellaneous	20,030
PARKS & PLAYING FIELDS	79,500	12,800	-53,845	2018/19 Revenue provision Sport & Recreation Grants		13,180	-25,000	2019/20 Revenue provision Riverside Park Play Area	
			-1,000	Seat Refurbishment			-5,000	Miscellaneous	

			-8,500	Footpaths		28,955		7,135
<hr/>								
PARKS								
SHERWOOD AVE.	15,646							
		4,000		2018/19 Revenue provision		4,120	-5,000	Miscellaneous
								2019/20 Revenue provision
					19,646			18,766
<hr/>								
PARKS								
PRIVATE ESTATES	8,660	1,270		2018/19 Revenue provision		1,310		2019/20 Revenue provision
PLAY AREA							-2,500	Miscellaneous
					9,930			11,240
<hr/>								
Totals	196,361	44,080	-79,875		161,566	44,460	-64,000	139,526

RESERVE FUNDS 2018/19 & 2019/20

	Balance 31.03.2018	Contrib. 2018/19	Probable Expend	Projects	Estimated Balance 31.03.19	Contrib. 2019/20	Estimated Expend	Projects	Estimated Balance 31.03.202 0
	£	£	£		£	£	£		£
CAPITAL RECEIPTS									
	962,560						-100,000	Ransome & Marles Cricket Facilities	
			-235,000	Sports & Community Village Hub					
			-42,500	First World War 100th Anniversary Commemoration					
			-22,000	Toilet Improvements			-12,000	Toilet Improvements	
			-2,500	Christmas Lights			-5,000	Statue Relocation	
							-10,000	Church Street Improvement	
							-5,000	Street Furniture	
			-33,000	Transit Truck & Mower			-5,000	Vehicles	
			-117	Cemetery Improvements			-186,000	Cemetery Improvements	
							-35,000	Built Environment Grants & Signage Strategy	
			-2,500	Christmas Light Displays			-10,000	Market resurfacing	
			-280,000	Buttermarket			-25,000	Riverside Park Play Area	
			-1,278,920	Long Term Investments Prior Years Adj. Sale of Land Hounsfeld Close					
		313							
		1,345,000		PWLB Loans	411,336				18,336
DORIS BAINBRIDGE INVESTMENT FUND	0	1,200	-1,200	Band Concerts 2018/19 Investment Interest		1,200	-1,200	Band Concerts 2019/20 Investment Interest	
					0				0

ELECTIONS

11,813

-30,000 Town Council Elections
May 2019
2019/20 Revenue
provision

11,000

2018/19 Revenue provision

22,813

11,000

3,813

RISK MANAGEMENT

946

-250 Miscellaneous

946

696

TOWN HALL

257,560

57,110

2018/19 Revenue provision

50,000

2019/20 Revenue
provision

-8,000 Handrail

-15,000 Kitchen Refurbishment

-11,000 Ballroom Blinds

-15,000 Ballroom Decoration

-9,500 Ballroom Lights

-5,000 Miscellaneous Repairs

286,170

301,170

**DEVOLUTION
RESERVE**

54,319

-54,319

Transfer to General
Reserve Fund

0

0

MUSEUM

9,512

2,130

2018/19 Revenue provision

-3,000 New Acquisitions

-4,000 New Acquisitions

8,642

4,642

**NEIGHBOURHOOD
PLAN**

80,000

-25,000 Buttermarket/
Town Centre Plans

80,000

55,000

Totals 1,376,710 1,416,753 -1,983,556

0

809,907

61,000

-487,250

383,657

SECTION 106 AGREEMENTS 2018/19 & 2019/20

	Balance 31.03.2018	Contrib. 2018/19	Probable Expend	Projects	Estimated Balance 31.03.19	Contrib. 2019/20	Estimated Expend	Projects	Estimated Balance 31.03.2020
	£	£	£		£	£	£		£
COMMUNITY INFRASTRUCTURE LEVY	19,103								
		7,500		CIL INCOME 2018/19		5,000		CIL INCOME 2019/20	
			-20,000	Town Centre Signage	6,603				11,603
SHELTON AVENUE	134								
			-134	Revenue Expenditure	0				0
GRANGE ROAD	27,869								
			-3,402	Revenue Expenditure	24,467		-3,402	Revenue Expenditure	21,065
FARNDON ROAD DE HAVILLAND WAY	2,776								
			-925	Revenue Expenditure	1,851		-925	Revenue Expenditure	926
NEWBURY ROAD OPEN SPACE & PLAY AREA	65,407								
			-16,352	Revenue Expenditure	49,055		-16,352	Revenue Expenditure	32,703
AUTUMN CROFT	40,000								
			-5,000	Revenue Expenditure	35,000		-5,000	Revenue Expenditure	30,000
BARNBY ROAD	20,826								
			-2,069	Revenue Expenditure	18,757		-2,069	Revenue Expenditure	16,688

MAPLE LEAF PUB

2,535

-2,535 Sport & Recreation
Grants

0

0

Totals	178,650	7,500	-50,417	135,733	5,000	-27,748	112,985
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Committee Date: Wednesday 6th February 2019**FINANCE & GENERAL PURPOSES COMMITTEE**

SUBJECT:	REVENUE BUDGET & PRECEPT 2018/9
REPORT BY:	TOWN CLERK

1. Recommendations

Members are asked to consider the Town Council's proposed Revenue Budget and Precept for the financial year 2019/20 and make recommendations as appropriate to the Town Council on the following :

- (i) The budget proposals as revised for the financial year 2018/19 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £1,022,590
- (ii) The budget proposals as submitted for the financial year 2019/20 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £1,026,460.
- (iii) The level of precept required for 2019/20 to meet the net expenditure in respect of all services and functions operated by the Town Council and the level of the resulting Council Tax charge.

2. Background

- 2.1 Under the Town Council's Finance Standing Orders this Committee is tasked with considering the Council's revenue estimates and precept for the next financial year and to make recommendations accordingly to the Town Council.

This report provides an opportunity for this Committee to review the draft estimates for the next financial year prior to any formal recommendations being made to the Full Town Council when it sets the Precept and budgets for the 2019/20 financial year at its' meeting on 13th February 2019.

- 2.2 Attached at Appendix 1 are the draft budgets for the 2019/20 financial year; at this stage the detailed figures may still be subject to some changes to reflect more accurate information on current income & expenditure over the next few weeks.

- 2.3 The budget papers attached comprise the following principal components:

- Revenue Budget
- Repairs and Renewals Fund
- Capital Receipt
- Earmarked Reserves & Section 106 Funds

3. Revenue Budget

3.1 Format

The Revenue Budget papers now provide the following comparative information:

- a. Actual expenditure and income for 2017/18
- b. The original estimate of expenditure and income for 2018/19
- c. The probable out-turn of expenditure and income for 2018/19
- d. The proposed Budget for 2019/20

3.2 Criteria for Construction

In preparing these estimates your Officers have paid regard to:

- a. The overall need for the Town Council to exercise control of its expenditure in order that the charge it makes to Council taxpayers through Council Tax is maintained at an acceptable level.
- b. Allotment Rents are those approved by this Committee at its meeting on 11th July 2018.
- c. Each budget head has been reviewed and where considered necessary adjusted up or down to reflect the base level of need for that particular area of spending or income.
- d. An allowance for price increases in 2019/20 has been included at the 3% level and has been built into each budget head apart from those where a more specific provision is known.

4. Devolved Services

- 4.1 Within the Devolved Service Agreement is a provision for the grant receivable from the District Council to be re-calculated on annual basis to reflect any changes to the estimated increase in the Town Councils, Council Tax Base.

This calculation has been made for 2019/20; the Council Tax Base is lower than originally estimated and therefore an additional £78,200 will be received as a result. Members are reminded that this is only a change to the profile of grant paid and will not affect the overall amount of £3.78m to be paid.

- 4.2 The original financial forecasts for the Devolved Services showed that the Town Council would have to use its General Reserve Fund to support the additional expenditure transferred in the short to medium term, until such time as the new houses being built to the South of Newark delivered an increase in the Council Tax Base and corresponding Council Tax income which would then meet the higher level of expenditure.

This means therefore that the Town Council's General Reserves are planned to continue to reduce for the next few years. In order to preserve the Town Council's ability to meet this expenditure and preserve, as far as possible, its financial strength; it has been agreed that from the 2017/18 financial year any underspends in individual budget heads are transferred to a Devolution Reserve Fund which can help meet the additional call on revenue reserves over the next few years.

The balance on this Reserve Fund at 1st April 2018 stood at £54,319.

5. Council Tax Referendum

- 5.1 I have submitted a number of reports to this Committee over the last few years advising Members of the Governments' consultation proposals to extend the Excessive Council Tax Increase Referendum Principles to Local Councils.

I am pleased to be able to report that the Government has once again deferred any decision on proposals to extend the referendum principles to Parish Councils for the 2019/20 financial year.

- 5.2 In this context the Government has set a limit of 3% for all Principal Councils, at which a Referendum would be triggered.

I would strongly suggest that the Town Council should pay heed to this same limit when considering its Council Tax rate for 2019/20.

For the purposes of this report an increase of 1.9% has been assumed for 2019/20 with annual increases of 1.75% for financial years beyond that.

6. Buttermarket

- 6.1 Members will be aware that the Town Council was successful in purchasing the Buttermarket, to bring it back into its ownership. A separate report has been submitted earlier on this agenda setting out the progress to date and seeking approval of interim measures which are required to keep the premise open from an operational perspective.

- 6.2 Contingency sums of £10,000 and £50,000 respectively have been included within the Town Hall budget for the 2018/19 and 2019/20 financial years, to cover any additional costs in the short term.

The Town Council's original Medium Term Financial Strategy didn't include any provision for additional expenditure of this size. The inclusion of this new liability has had a negative overall financial impact; to the extent that corrective action is required to ensure that the medium term financial stability of the Town Council is maintained.

- 6.3 To this end a review of the current approved budgets has been undertaken to identify where savings could be made without having a significant detrimental impact on the current level and scope of service delivery. Members will see that a number of budget heads have thus been reduced across all the various cost centres. In total these reductions amount to £66,980 and I submit these changes for approval within the proposed overall estimates for 2019/20.

- 6.4 In addition to the above savings, which will have an ongoing benefit in future years, it is also proposed that the balance of the Devolution Reserve Fund be transferred to the General Reserve Fund to support future year's budgets.

The balance on this Fund stood at £54,319 at 1st April 2018; this sum has been added to the General Reserve Fund balance brought forward as shown in the 2018/19 Revised Estimate column on the attached revenue account summary sheet.

- 6.5 As Members will appreciate from the earlier report on the Medium Term Financial Strategy; these two adjustments will achieve an acceptable level of Revenue Balances for the General Fund over the Medium Term and maintain the Town Council's financial stability in the longer term.

7. Specific Issues

7.1 In addition to information provided during the year in respect of individual budgets and/or comments raised within the financial out turn statements, the following comments are now offered where significant variations apply in the revised and/or estimate costs.

7.1.1 PWLB Loans

Provision for loan repayments has been included on the General Fund summary for both 2018/19 and 2019/20, reflecting the successful application to take out new PWLB loans totalling £1.345m. The estimate for both financial years is £66,280.

7.1.2 Market

There is a significant change to the Market Rents Income budget; this has been reduced by £30,000 to reflect the decrease in income being generated, this is in line with previous reports submitted to this Committee over the last year.

7.1.3 Central Establishment

a. Investment Interest

This income budget for 2018/19 has been increased to reflect the increase in the overall level of external investments together with a continuing improvement in the returns achieved. The budget for 2019/20 has been retained at this higher level.

However future year's returns may reduce subject to any significant capital expenditure associated with the recently acquired Buttermarket.

7.1.4 Town Hall

a. A new budget head has been introduced for the Buttermarket, with contingency sums added of; £10,000 for 2018/19 and £50,000 for 2019/20.

7.1.5 Public Conveniences

a. Payroll

These budgets have increased for 2018/19; this has arisen due to a number of factors;

- (i) The impact of the new National Living Wage has seen pay increases above the base for other employees to comply with this legislative requirement,
- (ii) There has been a higher than expected level of sickness in this team which has resulted in an increased need to call upon the casual staff team,
- (iii) More employees have opted to join the Local Government Superannuation scheme which has resulted in the employer contributions rising above previous levels.

In the light of these increases in costs a review of the current operating arrangements has been undertaken. The current opening times for the PC's reflect the terms of the old SLA with the District Council, prior to the Devolution Agreement coming into force.

The three PC's operate on different times throughout the week. On a trial

basis these have been adjusted to harmonise them. This will reduce the opening times which in turn reduces the staffing hours.

The estimates for 2019/20 are submitted on the basis that this trial will be satisfactory and hence the budget can be reduced from the current year's figures.

8. Capital Receipts

- 8.1 Included within the attached Appendix 1 is the estimated financial position in respect of the proposed use of Capital Receipts.

The Balance brought forward at 1st April 2018 was £962,560; there are a number of issues regarding this account which are set in detail below for Members attention.

- 8.2 Members are aware that the Town Council took out PWLB Loans totalling £1.345m in 2018/19. These loans were to finance the contribution to the new Leisure Centre (£0.5m), the Sports Hub and Cricket Pitch (£0.5m) and renovations to the Town Hall (£0.345m). This income has been credited back to the Capital Receipts account, from which the payments had been funded pending the completion of these loans.

- 8.3 Members were advised at the meeting of this Committee on 7th November that the External Auditor required the Town Council to treat its' Long Term external investments as expenditure in its accounts. In accordance with this interpretation a sum of £1,278,920 has been shown as expenditure from the Capital Receipts account.

It is important to stress that this is purely an accounting entry and does not mean that Capital Receipts have been reduced by this sum. When the investments are redeemed the income received will be credited back to this account.

That is, unless the accounting advice changes for the 2018/19 financial accounts.

- 8.4 Payments totalling £235,000 have now been made to the YMCA; the Town Council's agreed contributions to the new Community & Activity Village. A balance of £100,000 has been agreed to support improvements to Ransome & Marles Cricket Club, this figure has been included in the estimated payments for 2019/20.

- 8.5 A sum of £280,000 has been included in 2018/19 for the purchase of the Buttermarket, along with various professional fees that have been required to deliver the acquisition.

- 8.6 There is an estimated Capital Receipts balance of £18,336 at the end of 2019/20, however this is distorted by the inclusion of the inclusion of Long Term External Investments, as discussed above, adding this accounting entry back in gives a figure of £1.3m which is available to support future capital expenditure.

9. Reserves & Section 106 Agreements

- 9.1 The various Reserve Funds and Section 106 Agreement balances are also included in the detailed estimates at Appendix 1, these are discussed below.

- 9.2 The Town Council inherited a number of Section 106 Agreement Funds, mainly linked to the provision of playgrounds across the town. These will continue to be used to meet the ongoing revenue expenditure required to maintain these facilities, the estimated balance carried forward at 31st March 2019 is £135,733.

- 9.3 The Town Council has an Election Reserve Fund; this will be used in 2019/20 to meet the estimated cost of £30,000 for the Town Council elections which are going to be held on 2nd May.

This will reduce the estimated balance at the end of 2019/20 to just under £4,000. Further

annual contributions will then be made to bring the fund up to a level to meet the cost of the next full Town Council elections in May 2023.

- 9.4 The Neighbourhood Plan Reserve was established a few years ago and revenue contributions totalling £80,000 have been made; this remains the balance in hand at 31st March 2019.

The preparation and production of such a Plan is a major piece of work, given the purchase of the Buttermarket has now been achieved this new project will, I presume, be the Town Council's top priority over the next few years.

I would suggest therefore the preparation of a Neighbourhood Plan be put on hold for the time being. Further that this Reserve Fund be used to support any work that is required to access grant aid to help finance expenditure required to deliver a change of use for this space.

An estimated £25,000 has therefore been included in 2019/20 to meet such costs.

10. Medium Term Financial Strategy

- 10.1 The Budget now presented provides for an estimated General Fund Balance at 31 March 2020 of £239,594. As anticipated this is a reduction from the estimated balance at 31st March 2019. The Medium term Financial Strategy demonstrates that the Town Council is expected to have an adequate level of reserves over the medium term.
- 10.2 A comprehensive report on the Town Council's Medium Term Financial position is submitted as a separate item on this agenda.

11. Precept

- 11.1 The Precept as proposed for 2019/20 is £927,429; this represents a small increase from the current year's precept, reflects the increased grant that will be received from NSDC and an increase in the Council Tax Base. If approved it will result in a Band D Council Tax Charge of £110.95 which is a 1.9% increase from the current years' figure.
- 11.2 It is important that the Town Council preserves the cumulative benefit of increases in the Council Tax charge to support its revenue expenditure over the medium term, whilst taking due notice of the potential for the imposition of the council Tax Referendum Principles if Local Councils are not seen to be acting reasonably with regard to increases in Council Tax Rates.

12. Financial, Legal, Equality & Risk Issues

- 12.1 Contained in the report.

Background Papers:	Estimate working papers.
Lead Officer:	Alan Mellor Tel: 01636 684 801 Email: alan.mellor@newark.gov.uk

TOWN COUNCIL

SUBJECT:	MEETING DATES
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members consider the meeting schedule as set out in Appendix 1 to this report.

2. Background

The Finance & General Purposes Committee considered the next year’s cycle of meetings at its meeting held on 6th February 2019.

The calendar of meetings attached at Appendix 1 is the recommendation made by that Committee for the Town Council’s consideration.

3. Financial Legal, Equality & Risk Issues

3.1 There is a requirement in respect of the number of meetings the Town Council must hold each year in that it must have an annual meeting, plus at least three other meetings per year (Local Government Act 1972 Schedule 12 paras 10 (1) and 26 (1)).

Background Papers:	None
Lead Officer:	Alan Mellor Tel: 01636 684801 Email: alan.mellor@newark.gov.uk

NEWARK TOWN COUNCIL			
CALENDAR OF COMMITTEE MEETINGS: MAY 2019 TO APRIL 20			
2017/2018	PLANNING	FINANCE & GENERAL PURPOSES	TOWN COUNCIL
DAYS	WEDNESDAY	WEDNESDAY	WEDNESDAY
Commencing	7.00 pm	7.30 pm	7.30 pm
[Last Cycle 2018/19]	24.04.19	03.04.19	17.04.19
MAY	29.05.19		
JUNE	26.06.19	12.06.19	18.06.19 (Tues)
JULY	31.07.19	10.07.19	
AUGUST			
SEPTEMBER	04.09.19	12.09.19 (Thurs)	18.09.19
OCTOBER	02.10.19	16.10.19	
	30.10.19		
NOVEMBER	27.11.19	06.11.19	
DECEMBER		04.12.19	11.12.19
JANUARY	08.01.20	15.01.20	
	29.01.20		
FEBRUARY	26.02.20	05.02.20	12.02.20
MARCH	25.03.20	04.03.20	
APRIL	22.04.20	01.04.20	15.04.20*

Please Note: Mayor Making will be Sunday 10th May 2020

ORANGE and WHITE indicate separate cycles in 19/20
Cycles based on NSDC planning meetings

Committee meetings in the year: **12 Planning, 10 Finance & General Purpose, 5 Town Council including * Annual Town (Parish) Meeting**