



TOWN COUNCIL MEETING

WEDNESDAY 22ND JULY 2020

Wednesday 15th July 2020

Dear Councillors

You are summonsed to attend a meeting of the Town Council at **6.00pm** on **Wednesday 22nd July 2020** to be held in the Ballroom at the Town Hall.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. C. Mellor', with a long horizontal stroke extending to the right.

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 February 2020	Minutes Attached	Page 5
3	To receive Declarations of Interest from Members and Officers	Verbal	
4	Revenue Out Turn & Final Accounts 2019/20	Report Attached	Page 11
5	Doris Bainbridge Trust Fund Final Accounts 2019/20	Report Attached	Page 39
6	To Answer Questions from Town Councillors (if any)	To Follow	
7	To Answer Questions from Members of the Public (if any)	To Follow	



Newark Town Council

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Agenda Item No: 2

Committee Date: Wednesday 22nd July 2020

Minutes of the Meeting of the Town Council held on Wednesday 12th February 2020 in the Council Chamber of the Town Hall.

Membership Present:	Town Mayor	Cllr Mrs I Brown (in the Chair)
	Councillors	J Baggaley M G Cope E Cropper Mrs R Crowe R A Crowe Mrs G Dawn L Geary L Goff J Henderson (Ap) D Jones D Ledger J Lee D Lloyd T Mathias (A) Ms J Oliver J Olson M Skinner
Apologies received from:	Councillor	J Henderson
Town Council Staff:	Town Clerk	Alan Mellor
	PA to Town Clerk	H Crossland
	Mayor's Officer	P Tomlinson
Public:	There was one member of the public present.	
Venue:	Council Chamber	Town Hall

Prior to the commencement of the meeting a minutes silence was observed in memory of ex-Town Mayor, Tom Bickley and Jim Auton who had both passed away recently.

Prayers were then said by Reverend David Pickersgill. He reminded Members about the forthcoming Hercules Clay Commemoration Service, and said everyone was welcome to attend what would be a very contemporary service.

TC41/19/20 Minutes of the Town Council Meeting held on Wednesday 11th December 2019

The Minutes of the Town Council Meeting held on Wednesday 11th December 2019 were **AGREED** as a true and accurate record, and signed by the Mayor.

TC42/19/20 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.

TC43/19/20 Minutes of the Planning Committee held on Wednesday 8th January 2020

The Vice-Chairman, Cllr E Cropper, presented the Minutes of the Meeting of the Planning Committee held on Wednesday 8th January 2020.

TC44/19/20 Minutes of the Finance & General Purposes Committee held on Wednesday 15th January 2020

The Chairman, Cllr D Jones, presented the Minutes of the Finance & General Purposes Committee held on Wednesday 15th January 2020.

TC45/19/20 Minutes of the Planning Committee held on Wednesday 29th January 2020

The Vice-Chairman, Cllr E Cropper, presented the Minutes of the Meeting of the Planning Committee held on Wednesday 29th January 2020.

TC46/19/20 Minutes of the Finance & General Purposes Committee held on Wednesday 5th February 2020

The Chairman, Cllr D Jones, presented the Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 5th February 2020.

Agenda Item No 7: Information Technology

This item was deferred to the Full Town Council meeting this evening, **FGP72/19/20** refers.

Cllr D Jones began the discussion of this item. He said that advice had been taken from the District Council, whose officers were of the opinion that the proposals and associated costs were reasonable.

He stressed that there was some urgency for these works to take place – the current system has almost reached its end of life, and capacity.

Cllr D Jones then said that he had decided to advise the Town Council to keep the quote given to the Council and go ahead with the recommendations as in the report; he requested a seconder.

Cllr J Baggaley then spoke; his only concern was that the Town Council's requirements seemed to have been 'over-egged'.

He also noted that the scope of the requirements had not been updated – the original as attached in the Agenda having been produced in 2018.

The Town Clerk responded that he had no IT expertise, and that the Town Council had engaged SCS to advise them on the IT network and systems, which had been the case for a number of years. From his perspective they provide a good, efficient and professional service. He then went through the non-compatibility of the other systems that run on the network with the Cloud (outlined in the SCS report).

Cllr D Jones spoke again; he said in his view the quote was value for money and the costs were not excessive.

Cllr L Geary thought that some more quotes should be sought; as mentioned previously, she had concerns that the one under review was out of date. She suggested that SCS should be asked if they could do this for less, or suggest alternatives.

Cllr M Cope then spoke and said he was also not an expert on IT. With regard to recommendation (iii) (exception to Standing Order 37 (2)), the Conservative Group were happy for this to happen.

Cllr D Jones' proposal was then seconded by Cllr L Goff.

Cllr J Baggaley spoke again – he suggested that moving forward, this area (IT) should be looked at with the aim of reviewing the IT requirements of the Town Council.

Cllr M Skinner then proposed an amendment; he was concerned that no work had been done on what the impact is of what we do on the environment.

It could be offset by other methods by cloud based suppliers.

Cllr M Skinner then proposed the following amendment;

The recommendations contained within the report be agreed, but with recommendation (ii) be changed to Option (2) for the replacement server equipment and systems (Cloud email hosting).

This was seconded by Cllr J Lee.

Cllr L Geary wanted time for more discussion.

Cllr M Skinner's amendment then became the substantive motion and following a vote, it was **AGREED**.

Cllr L Geary then proposed another amendment; she proposed that the decision be deferred on this in order to get more information. It could then go to the Climate Change Working Group if necessary, then back to the next Finance & General Purposes Committee.

This was seconded by Cllr D Ledger; following a vote, this amendment was **NOT AGREED**.

The substantive motion was then voted upon again and **AGREED** as follows:

- (i) Members **AGREED** to use the Cloud system for backing up all of the Town Council's email data.
- (ii) Members **AGREED** to select Option (2) for the replacement server equipment and systems.

- (iii) Members **AGREED** to make an exception to Standing Order 37 (2) to not seek quotes for the equipment replacement on the grounds that this is in the best economic interest of the Town Council.
- (iv) Members further **AGREED** to request that the Town Clerk undertake more discussions with the District Council regarding the IT security issues which are particular to the Local Government sector, and report back to this Committee if any further changes to the Town Council's IT network are recommended.

TC47/19/20 Doris Bainbridge Trust Fund

It was **NOTED** that in para 2.3 of the report, the date should read '*....funds for the 2020/21 financial year*'.

Cllr Mrs G Dawn said that she had been disappointed with the Christmas Lights located in trees in the Castle Grounds, which were mentioned in the report. Over the Christmas period, the lights had not been working for some periods and hoped that this position would not be repeated in the future.

- (i) Members **AGREED** to allocate the revised income achieved from the external investment of the Capital Sum in the 2019/20 financial year, to support the cost of holding the Sunday Band Concerts in the Castle Grounds in July and August 2019, estimated to be £2,000.
- (ii) Members also **AGREED** to allocate the estimated income achieved from the external investment of the Capital Sum in the 2020/21 financial year, to support the cost of holding the Sunday Band Concerts in the Castle Grounds in July and August 2020, estimated to be £2,000.

TC48/19/20 Medium Term Financial Strategy

The Town Clerk went through this Agenda Item; he pointed out that whilst the next 5 or 6 years the Town Council's financial position was secure, the longer term assessment was problematic. In the worst case scenario the anticipated number of new housing on Land South of Newark would not be achieved due to the Southern Link Road not being fully funded and therefore not completed in its entirety. If this position did materialise it would put the Town Council into a deficit position which could not be allowed to arise. It is for this reason that Medium Term Financial Plans are produced as they provide early warnings for future issues and enable mitigating action to be taken.

Cllr E Cropper wanted to ensure that the Climate Change Emergency that had been declared was being considered in this. The Town Clerk responded that it would be, but it was inevitable that learning would have to evolve for everyone concerned.

The Chairman reiterated what had been said at the Finance & General Purposes Committee last week; there would be a problem in the future if the Southern Link Road was not completed. There may be a reduction in potential income to this Council – in 10 years' time the fund will run out.

Members then **CONSIDERED** and **APPROVED** the Medium Term Financial Strategy covering the period 2019-2027, as in the Agenda Report.

TC49/19/20 Revenue Budget & Precept 2020/21

The Finance & General Purposes Committee on 5th February agreed to recommend to the Full Town Council the recommendations contained within the Revenue Budget

& Precept report at that meeting.

The Chairman went through the report; he pointed out that it was also part of the budget of N&SDC (with regard to the devolution agreement).

Members then **CONSIDERED** and **APPROVED**:

- (i) The budget proposals as revised 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 £1,029,030.
- (ii) The budget proposals as submitted for the financial year 2020/21 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £1,016,640.
- (iii) The projected aggregate net expenditure on Town Council services for the financial year 2020/21 be met by way of the levying of a precept of £959,387 on Newark & Sherwood District Council, leaving the sum of £181,931 in General Revenue Balances (subject to any adjustments arising from the consideration of Agenda Items 6 and 7).

The precept therefore represents a 1.94% increase from that levied in 2019/20 thus resulting in a Council Tax charge of £113.10 per annum for a Band D property, an increase of £2.15 per annum from the charge in the current financial year.

TC50/19/20 Town Mayor's Announcements

The Town Mayor informed Members that tickets for the Murder Mystery Charity Evening were selling well; anyone who wanted to book should contact Helen for tickets.

TC51/19/20 Town Council Leader's Announcements

The Town Council Leader, Cllr D Jones, brought to Members attention the local MPs proposal to close, or restrict funding, to local women's refuge services – he was not sure if it was a national proposal. Cllr D Jones said he would be looking into this and might ask the Town Council to write to the MP about the issue.

TC52/19/20 Town Clerk's Announcements

The Town Clerk, Mr Alan Mellor, had no Announcements.

TC53/19/20 Meeting Dates

Cllr M Cope spoke on this item. He said that an August recess was not required, and proposed that it be scrapped. This would allow the other meetings to be spread out a little.

The proposal was seconded by Cllr J Lee.

A vote was held and it was **NOT AGREED**.

Members then **CONSIDERED** and **AGREED** the meeting schedule as set out in the Appendix to the Agenda report.

Meeting Closed:	8.20pm	Next Meeting:	Wednesday 15th April 2020
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TOWN COUNCIL

SUBJECT:	REVENUE OUT TURN & FINAL ACCOUNTS 2019/20
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to:

- (i) Approve the Town Council’s Out Turn Revenue Expenditure & Income for the financial year 2019/20,
- (ii) Request Officers to restrict spending in the current financial year to that which is deemed to be essential to sustain the current level of service delivery,
- (iii) Request the Town Clerk to submit a revised budget for 2020/21 and a draft budget for 2021/22, taking into account the impacts arising from Coronavirus to a future meeting,
- (iv) Approve the Town Council’s Annual Governance Statement as set out in Section 1 of the attached Annual Return for the financial year ended 31st March 2020.

Once Agreed, the Annual Governance Statement must be signed by the Town Mayor and Town Clerk, before the Accounting Statements are considered
- (v) Members are asked to approve the Town Council’s financial statements as set out in Section 2 of the attached Annual Return for the financial year ended 31st March 2020.

2. Background

2.1 The external auditing arrangements for the 2019/20 financial accounts have been changed in the light of the Coronavirus and the impact that it has had on the ability of Councils to complete and approve their financial accounts and for external auditors to carry out their necessary and review and checks. These changes are set out below:

- (i) The Final Accounts and the Annual Governance & Accountability Return (AGAR) must be approved and published by 31 August 2020 at the latest. This is an extension of two months from the usual deadline.
- (ii) The Public rights to inspect the accounts have also been extended by two months; they must now start on or before 1 September 2020.
- (iii) The Final audited accounts and external auditor report and certificate must now be published by 30 November 2020.

All the other legal requirements remain unaltered.

- 2.2 The external auditor remains 'PFK Littlejohn', who will undertake any necessary review and checks.

They have set a deadline for the submission of the Town Council's AGAR as 31st July 2020; this is a month prior to the legal deadline, whilst an extension can be requested the Town Council's accounts have been finalised and this date is therefore achievable.

- 2.3 Under normal circumstances the Town Council's Final Accounts would first be submitted to the Finance & General Purposes Committee, for consideration of the detailed out turn figures and then to the Town Council for their formal approval and to sign off the AGAR return.

This report consolidates both of these in order that they can be dealt with at one meeting.

3. Revenue Budget

3.1 Format

The out turn papers, attached at Appendix A, provide the following comparative information:

- a. actual expenditure and income for 2018/19
- b. the original estimate of expenditure and income for 2019/20
- c. the revised estimate of expenditure and income for 2019/20
- d. the out turn of expenditure and income for 2019/20

3.2 Overall Financial Position

In overall terms the out turn is better than estimated with total net expenditure of £1,007,164 being some £21,866 below the revised estimate.

This is a positive outcome particularly in the light of the impact that Coronavirus has had on the Town Council's income streams during the last month of the financial year.

This has contributed to a further decline in Market Rents (this is discussed in more detail below), however this has been more than offset by savings achieved across the other service areas.

I still maintain that there is in place appropriate financial monitoring procedures at both an Officer level and Member level with the monitoring reports which have been submitted to the Finance & General Purposes Committee on a regular basis throughout the year.

The Town Council's Risk Register identifies the impact that this large Income estimate can have on the overall financial position and clearly further close monitoring of the level of stall lettings and all other income streams will be required over the next year.

The level of General Revenue Fund Reserves at 31st March 2020 is £261,050.

- 3.3 However, the impact that Coronavirus has had on the finances of the Town Council is an issue of great concern and will need to be fully assessed over the coming weeks & months.

At this stage I would suggest that it would be sensible to take the following action to mitigate against a significant downturn in the Town Council's underlying financial strength:

- (i) Request Officers to restrict spending in the current financial year to that which is deemed to be essential to sustain the current level of service delivery.

- (ii) Instruct the Town Clerk to submit a revised budget for 2020/21 and a draft budget for 2021/22, taking into account the impacts arising from Coronavirus.

Town & Parish Councils across the country are facing challenging financial impacts, these sector issues are being raised with the Government at a national level; looking for ways that financial support can be provided over the next few financial years.

3.4 **Medium Term Financial Plan**

The level of the General Fund Revenue Balance now stands at £261,050 at 31st March 2020. This is a reduction of £79,375 in the year which is less than level predicted within the Revised Estimates.

The level of reserves is slightly better than the expected position as set out in the Medium Term Financial Plan; this supports the longer term financial forecasts contained within the plan.

As Members will be aware there are further planned reductions in the level of the General Fund Revenue Balance over the next few years, to meet the expenditure arising from the Devolved Services, in advance of the anticipated new housing coming on stream with an associated increase in the Council Tax Base.

However, as discussed above, the overall impact that Coronavirus has had on the finances of the Town Council is an issue of great concern and will need to be fully assessed in the context of this longer term plan.

3.5 **Specific Issues**

The following comments are now offered where substantial variations apply in the out-turn figures:

3.5.1 **Central Establishment**

This shows a net underspend of £1,250 from the revised estimate, there are no significant variances that warrant Members consideration.

3.5.2 **Town Hall**

This shows a small underspend of £873 from the revised estimate, there are no significant variations to report.

3.5.3 **Buttermarket**

This shows an underspend of £14,855 from the Revised Estimate; this arises from a reduction in the amount set aside for Contingencies from £35,000 to £20,000. This reduced sum remains available to support further unforeseen expenditure in the current financial year.

3.5.4 **Environment**

This shows a net under spend of £9,594 from the revised estimate.

The main variance is an increase in Cemetery Fee income of £11,074.

3.5.5 **Public Conveniences**

This shows a net over spend of £3,807 from the revised estimate.

The two main variances are Payroll (£1,563) arising from a higher than anticipated cover for sickness and a reduction in income from charges (£2,091).

3.5.6 **Leisure & Economic Development**

This shows a small under spend of £55 from the revised estimate, there are no significant variations to report.

3.5.7 **Market**

This shows an over spend of £29,800 from the revised estimate which is primarily made up by a reduction in Market Rental income. Income levels were holding up at a similar level to 2018/19 but were significantly impacted by the very wet weather experienced in January/February and the near complete close down in March due to the Coronavirus restrictions.

3.5.8 **Parks & Playing Fields**

This shows a small over spend of £338 from the revised estimate; there are no significant variations to report.

3.5.9 **Sherwood Avenue**

This shows a small under spend of £671 from the revised estimate, there are no significant variations to report.

3.5.10 **Other Open Spaces and Environmental Improvements**

This shows a small under spend of £1,458 from the revised estimate, there are no significant variations to report.

3.6 Attached at Appendix B is the Town Councils' Balance Sheet as at 31st March 2020.

4. **REPAIRS AND RENEWALS FUNDS**

4.1 The Town Council operates a number of funds which have been established to meet the future costs associated with the replacement of existing assets; they cover the following areas: Allotments, Cemetery, Information Technology and Office Equipment. In addition the Devolved Services Agreement included the transfer of funds for: Public Conveniences, Market, Parks & Playing Fields, Sherwood Avenue and Playgrounds on private estates.

The total balance of these funds reduced over the year by £9,960; this is mainly a result of the expenditure to replace Computer Equipment, Skate Park equipment at Sherwood Avenue and Tree works in the Cemetery.

The closing balance now stands at £152,899; with the continuance of the current revenue contributions into these funds I am content that this level of fund balance is adequate to meet known future needs.

5. **CAPITAL RECEIPTS**

5.1 The balance of Capital Receipts from the sale of assets is shown to be in an 'overdrawn' position totalling £713,412. This has arisen from the requirement to charge the Town Council's investments in the CCLA Property Fund as expenditure to this account.

The total value of these investments (£2,279,920), has been charged against Capital Receipts, rather than charging it to a number of individual accounts.

Members are aware that I don't agree that this is an appropriate way to account for these transactions but the Town Council needs to comply with the accounting advice, against which the accounts are audited.

This however does distort the balance on the Capital Receipts Account as shown in the figures below, the true balance in hand is £1,566,508. When any of the Property Fund investments are recalled the income received will be credited back to the Capital Receipts account.

6. EARMARKED RESERVES

- 6.1 The Town Council maintains a number of Earmarked Reserve Funds covering a number of specific and general services.

The total balance of these funds increased over the year by £33,556; this is mainly a result of the receipt of part of the Local Improvement Scheme Grant totalling £37,500, however this is earmarked to repair the 'York Stone' paving on the pavements around the Market Place & Stodman Street.

The total balance in hand is £439,448; given the historic level of spending I would be confident in advising the Town Council that it has an adequate level of overall reserve funds to meet known future commitments as well as any reasonable unforeseen liabilities.

7. SECTION 106 AGREEMENTS

- 7.1 A further aspect of the Devolution Agreement was the transfer of Section 106 balances related to the provision of open spaces and playgrounds linked with new housing developments.

The sums of £32,248 was used to support the ongoing revenue costs associated with these sites.

This section also includes income and expenditure from CIL receipts. In the year additional income of £4,696 was received and expenditure of £4,500 was made as a contribution to the town centre signage project.

The balance on CIL at the year was £37,056; this has been earmarked to support ongoing schemes to improve the environment as identified through the Climate Change Working Group.

8. ANNUAL RETURN

- 8.1 The Annual Return must be approved by the full Town Council no later than 31st July 2020; a draft of the Return is submitted to this meeting see Appendix C.

The first part of the form is the Annual Internal Audit Report. Mr Ken Goddard undertakes the internal audit of the Town Councils financial systems and systems of internal controls and checks based upon an audit plan which is agreed annually by the Town Council.

He has certified this section of the form.

Section 1 is an Annual Governance Statement containing nine statements which the Town Council should consider, and, if in agreement, approve. From my perspective I am happy to advise the Town Council that a 'yes' answer for all nine statements is appropriate.

At Section 2 the accounting statements in the Annual Return present fairly the financial position of the Town Council and its income & expenditure. Upon accepting the accounts this section requires counter signing by the Town Mayor and myself.

Section 3 is the External Auditor's report which will be completed when he has completed the examination of the Annual Return and accompanying documentation.

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

9.1 As required by the Audit Regulations.

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

		Original	Revised	
	Actual	Estimate	Estimate	Actual
SUMMARY	2018/19	2019/20	2019/20	2019/20
	£	£	£	£
PAYROLL COSTS exc. PCs	642,864	670,000	680,000	671,553
NEWARK MARKET	-108,808	-115,040	-112,170	-82,370
PARKS & PLAYING FIELDS	194,583	200,510	198,100	198,438
OTHER OPEN SPACES	-20,287	-21,930	-20,620	-21,090
SHERWOOD AVENUE AMENITIES	26,274	27,010	26,720	26,049
ENVIRONMENTAL IMPROVEMENT SCHEMES	3,382	3,530	3,440	2,452
DEVOLVED SERVICES GRANT	-255,815	-277,200	-277,200	-277,200
CENTRAL ESTABLISHMENT	47,257	40,910	31,910	30,660
TOWN HALL	129,408	117,760	123,330	122,457
BUTTERMARKET	7,423	50,000	32,920	18,065
ENVIRONMENT	1,506	-15,230	-18,980	-28,574
PUBLIC CONVENIENCES	126,863	113,970	132,640	136,447
LEISURE & ECONOMIC DEVELOPMENT	174,029	165,890	162,660	162,605
PWLB LOANS	51,751	66,280	66,280	47,672
TOTAL NET EXPENDITURE	1,020,430	1,026,460	1,029,030	1,007,164
Precept	896,025	927,429	927,429	927,429
(Deficit)/Surplus	-124,405	-99,031	-101,601	-79,735
General Fund Balance b/fwd	465,190	338,625	340,785	340,785
General Fund Balance 31 March	340,785	239,594	239,184	261,050

			Original	Revised	
	Code	Actual	Estimate	Estimate	Actual
MARKET	420	2018/19	2019/20	2019/20	2019/20
		£	£	£	£
Printing & Stationery	4025	499	520	650	702
Repairs & Maintenance	4101	2,867	2,960	2,960	2,789
Electricity	4103	8,032	7,000	7,000	6,852
Rates	4105	39,933	41,130	40,820	40,824
Repairs & Renewals Fund	4110	10,660	10,980	10,980	10,980
Equipment & Tools	4111	4,095	4,120	4,000	3,573
Materials	4112	300	310	300	300
Refuse Collection	4065	13,687	14,400	18,500	19,414
Security	4124	904	1,000	1,000	986
Marketing & Promotion	4125	35,878	30,000	30,000	29,723
Computers	4029	1,236	1,370	1,000	1,018
Insurance	4129	847	500	300	648
Subscriptions/Licences	4131	320	670	320	320
GROSS EXPENDITURE		119,258	114,960	117,830	118,129
INCOME					
Market Rents	1500/05	228,066	230,000	230,000	200,499
GROSS INCOME		228,066	230,000	230,000	200,499
NET EXPENDITURE		-108,808	-115,040	-112,170	-82,370

			Original	Revised	
	Code	Actual	Estimate	Estimate	Actual
PARKS & PLAYING FIELDS	429-435	2018/19	2019/20	2019/20	2019/20
		£	£	£	£
Bowling Green Maintenance	4099	5,000	5,150	5,150	5,150
Repairs & Maintenance	4101	3,635	3,670	3,670	3,738
Repairs & Renewals Fund	4110	12,800	13,180	13,180	13,180
Safety Inspections	4113	270	280	280	280
Annual Play Equipment Inspection	4115	92	90	90	94
Security	4126	1,358	1,440	1,440	1,452
Licence Fee Public Entertainment	4131	1,070	1,130	1,000	1,000
Insurance	4129	1,208	1,210	760	761
Collis Close	4109	5,998	6,000	6,000	6,000
Parks Service Level Agreement	4117	172,000	177,160	172,530	172,533
GROSS EXPENDITURE		203,431	209,310	204,100	204,188
INCOME					
Rents	1107	4,848	4,800	2,000	1,750
Collis Close	1109	4,000	4,000	4,000	4,000
GROSS INCOME		8,848	8,800	6,000	5,750
NET EXPENDITURE		194,583	200,510	198,100	198,438

			Original	Revised	
	Code	Actual	Estimate	Estimate	Actual
SHERWOOD AVENUE	436/437	2018/19	2019/20	2019/20	2019/20
		£	£	£	£
Bowling Green Maintenance	4099	11,800	12,150	12,150	12,150
Repairs & Maintenance	4101	3,173	3,250	3,250	3,015
Repairs & Renewals Fund	4110	4,000	4,120	4,120	4,120
Safety Inspections	4113	250	260	260	250
CCTV	4114	3,060	3,150	3,150	3,000
Annual Play Equipment Inspection	4115	138	100	100	94
Security	4126	2,716	2,830	2,830	2,904
Green Flag	4116	325	340	340	0
Licence Fee Public Entertainment	4131	70	70	70	70
Insurance	4129	742	740	450	446
GROSS EXPENDITURE		26,274	27,010	26,720	26,049

			Original	Revised	
	Code	Actual	Estimate	Estimate	Actual
OTHER OPEN SPACES	439-450	2018/19	2019/20	2019/20	2019/20
		£	£	£	£
Repairs & Maintenance	4101	3,864	3,600	3,600	3,115
Repairs & Renewals Fund	4110	1,270	1,310	1,310	1,310
Annual Play Equipment Inspection	4115	230	260	280	282
Security	4126	1,358	1,440	1,440	1,452
Meadow Cutting	4127	429	200	200	200
Insurance	4129	444	440	300	299
GROSS EXPENDITURE		7,595	7,250	7,130	6,658

INCOME					
Section 106		27,882	27,750	27,750	27,748
Sponsorship	1125		1,430	0	0
GROSS INCOME		27,882	29,180	27,750	27,748
NET EXPENDITURE		-20,287	-21,930	-20,620	-21,090

			Original	Revised	
	Code	Actual	Estimate	Estimate	Actual
ENVIRONMENTAL IMPROVEMENTS	451	2018/19	2019/20	2019/20	2019/20
		£	£	£	£
Repairs & Maintenance	4101	1,994	2,060	2,000	1,000
Security	4126	1,358	1,440	1,440	1,452
Insurance	4129	30	30	0	
GROSS EXPENDITURE		3,382	3,530	3,440	2,452

	Code				
			Original	Revised	
		Actual	Estimate	Estimate	Actual
CENTRAL ESTABLISHMENT	101	2018/19	2019/20	2019/20	2019/20
		£	£	£	£
Mayoralty					
Mayor's Allowance	4001	4,700	3,000	3,000	3,000
Mayor's Sunday/Mayor Making	4002	1,321	1,370	1,370	1,166
Civic Functions	4004	3,709	3,000	3,000	2,362
Mayoral Car	4010	4,054	3,750	4,000	4,232
Badges/Shields/Insignia	4011	2,000	2,000	750	588
Mayoral Robes	4765	510	530	850	850
Employees					
Pensions	4902	3,698	3,800	4,900	4,910
Subsistence/Travel & Vehicle Costs	4019	1,720	1,750	1,750	1,573
Honoraria Payment	4020	977	1,000	1,000	1,009
Advertising/Appointments	4023	260	200	200	100
Uniforms	4021	4,139	3,220	3,220	3,351
Staff Training inc. Health & Safety	4022	3,000	2,500	2,500	2,222
Establishment Expenses					
Printing & Stationery	4025	5,983	5,000	5,000	5,722
Postage	4027	2,457	2,250	2,250	2,413
Telephones	4028	7,081	6,950	6,950	6,928
Information Technology	4029	12,679	13,000	13,000	13,315
Insurance	4129	3,139	3,170	3,600	3,598
Audit	4031	2,400	2,400	2,400	2,400
Consultancy: Personnel/Legal/Audit	4137	13,000	7,500	7,500	7,167
Office Equipment	4032	720	500	500	644
Office Equipment R & R Fund	4860	990	750	750	750
Publications	4034	50	50	50	35
Bank Charges	4039	3,212	2,480	2,500	2,748
Conferences/Seminars	4036	1,000	1,030	1,000	934
Other Expenditure					
Subscriptions	4041	794	590	750	851
Grant - St Marys Church	4045	1,710	1,760	1,760	1,760
Grants - Voluntary Bodies Room Hire	4044	3,500	3,600	3,600	3,060
Grants - Citizens Advice Bureau	4048	5,000	5,000	5,000	5,000
Grants - Newark Twinning Association	4049	510	530	530	530
Town Team	4050	36,000	37,080	37,080	34,687
Defibrillator	4042	150	150	150	153
Election Costs	4061	11,000	11,000	11,000	11,000
GROSS EXPENDITURE		141,463	130,910	131,910	129,058
INCOME					
Investment Interest	1870	94,206	90,000	100,000	98,398
GROSS INCOME		94,206	90,000	100,000	98,398
NET EXPENDITURE		47,257	40,910	31,910	30,660

TOWN HALL	Code 201		Original	Revised	
		Actual	Estimate	Estimate	Actual
		2018/19	2019/20	2019/20	2019/20
		£	£	£	£
Premises					
Maintenance & Equipment	4101	14,973	15,450	15,450	14,911
Electricity	4103	9,263	8,250	8,500	8,156
Gas	4104	15,667	15,450	17,000	16,831
Rents	4107	109	110	110	109
Rates	4105	23,720	24,430	20,380	20,376
Sewerage/Water Charges	4106	1,672	1,750	1,600	1,675
Town Hall Maintenance Reserve	4860	57,110	50,000	50,000	50,000
Supplies and Services					
Contractual Services	4122	10,242	10,560	10,560	10,089
Marketing & Promotion	4125	1,252	1,000	1,000	1,033
Refreshments	4035	1,686	1,690	1,690	1,838
Bookings Expenditure	4163	2,547	2,580	2,580	2,211
Bar Purchases	4168/71	7,637	6,500	3,000	4,428
Establishment Expenses					
Insurance	4129	10,996	7,810	5,610	5,611
Subscription/Licences	4131	922	950	950	937
GROSS EXPENDITURE		157,796	146,530	138,430	138,205
INCOME					
Lettings	1160/63	13,610	15,000	8,000	8,359
Refreshments	1035	600	770	600	540
Town Hall Bar	1168/71	14,178	13,000	6,500	6,849
GROSS INCOME		28,388	28,770	15,100	15,748
NET EXPENDITURE		129,408	117,760	123,330	122,457

BUTTERMARKET	Code 202		Original	Revised	
		Actual	Estimate	Estimate	Actual
		2018/19	2019/20	2019/20	2019/20
		£	£	£	£
Premises					
Maintenance & Equipment	4101	0		4,000	2,516
Electricity	4103	0		350	1,479
Contractual Services	4122	0		500	500
Contingency	4861	8,240	50,000	35,000	20,000
GROSS EXPENDITURE		8,240	50,000	39,850	24,495
INCOME					
Rents	1107	817	0	6,930	6,430
GROSS INCOME		817	0	6,930	6,430
NET EXPENDITURE		7,423	50,000	32,920	18,065

ENVIRONMENT	Code 301		Original	Revised	
		Actual	Estimate	Estimate	Actual
		2018/19	2019/20	2019/20	2019/20
		£	£	£	£
Premises					
Maintenance of Allotments	4102	4,853	4,120	4,120	4,348
Dog Litter Bins	4324	7,983	9,210	9,210	7,337
Cemetery Upkeep of Grounds	4322	24,859	24,820	24,820	24,797
Street Furniture	4325	1,540	1,590	1,590	1,396
Rates	4105	8,160	8,410	8,350	8,347
Electricity	4103	1,225	1,000	1,200	1,323
Gas	4104	1,173	1,030	1,400	1,430
Water and Sewerage	4106	1,250	1,290	750	785
Capital Funding					
R & R Fund Cemetery	4830	5,230	5,000	5,000	5,000
Supplies and Services					
Equip, Tools & Materials	4320	1,877	1,500	2,000	2,175
Promotions					
Newark in Bloom	4340	24,819	25,750	25,000	25,612
Green Flag/Heritage Site	4116	970	500	500	0
Keep Newark Tidy	4326	5,000	0	0	0
Vehicle & Machinery Costs	4309	12,667	12,360	12,500	13,479
Establishment Expenses					
Telephone	4028	3,367	3,090	3,090	3,180
Insurance	4129	5,771	5,050	8,090	8,088
GROSS EXPENDITURE		110,744	104,720	107,620	107,297
INCOME					
Allotment Rents	1350	5,804	6,180	5,000	6,067
Plinths/Memorial Tablets	1362	21,630	23,180	24,000	21,133
General Fees	1360	71,828	80,340	88,000	99,074
Newark in Bloom	1340	9,976	10,250	9,600	9,597
GROSS INCOME		109,238	119,950	126,600	135,871
NET EXPENDITURE		1,506	-15,230	-18,980	-28,574

			Original	Revised	
		Code	Actual	Estimate	Actual
PUBLIC CONVENIENCES		401	2018/19	2019/20	2019/20
			£	£	£
Employees					
Payroll: Gross		4900	112,448	100,000	114,446
National Insurance		4901	8,443	7,000	6,351
Superannuation		4902	17,165	15,000	17,266
Premises					
Repairs and Maintenance		4601	5,313	5,670	5,627
Rates		4105	13,152	13,550	13,453
Electricity		4103	10,409	13,000	13,725
Gas		4104	1,096	1,550	918
Water & Sewerage		4106	3,143	5,400	9,893
Repairs & Renewals Fund		4860	5,130	5,000	5,000
Supplies & Services					
Materials Inc. Cleaning		4602	3,800	4,000	3,667
Contractual Services		4622	4,998	5,000	3,793
Establishment Expenses					
Telephone Costs		4028	1,137	1,240	1,338
Insurance		4129	1,750	1,750	1,069
GROSS EXPENDITURE			187,984	178,160	196,546
INCOME					
Vending & Weighing Machines		1635/40	21	20	30
St Marks Charges		1620	9,342	10,000	7,544
London Road Charges		1618	2,504	3,000	1,709
Tolney Lane Charges		1619	5,579	6,500	5,899
Rents Tolney Lane Kiosk		1621	3,725	3,720	3,725
Rents London Road Kiosk		1622	6,950	6,950	7,192
NSDC - SLA		1650	33,000	34,000	34,000
GROSS INCOME			61,121	64,190	60,099
NET EXPENDITURE			126,863	113,970	136,447

			Original	Revised	
	Code	Actual	Estimate	Estimate	Actual
LEISURE & ECONOMIC DEV	501	2018/19	2019/20	2019/20	2019/20
		£	£	£	£
Promotions					
Christmas Lights Displays	4725	59,535	61,300	61,300	61,665
Christmas Lights Promotions	4726	15,535	14,500	15,000	15,493
General	4745	2,030	2,000	2,000	2,120
Museum/Civic Regalia					
Museum Revenue	4770	2,715	2,000	2,500	2,598
Museum Acquisitions	4772	2,129	0	0	0
Museum Insurance cover	4129	7,380	7,380	4,740	4,743
Arts & Entertainment Programme					
Band Concerts/Summer Picnic	4720	8,118	9,890	9,000	8,711
Violin School Event	4722	250	250	250	250
Newark Festival	4723	60,481	61,500	61,500	61,500
TOTAL NET EXPENDITURE	4718	9,230	0	0	0
Newark Half Marathon	4051	1,000	1,000	1,000	1,000
Twinning/Friendship Links					
Civic Twinning	4750	1,090	1,120	1,120	1,001
Friends Support Groups	4760	262	250	250	0
Admin. Expenses					
Consultancy: Personnel/Legal/I Audit	4137	8,760	9,000	8,500	8,500
GROSS EXPENDITURE		178,515	170,190	167,160	167,581
INCOME					
Sunday Band Concerts	1720	1,711	1,200	2,000	1,784
Christmas Lights	1726	1,900	2,100	1,000	1,200
Museum	1770	875	1,000	1,500	1,992
GROSS INCOME		4,486	4,300	4,500	4,976
NET EXPENDITURE		174,029	165,890	162,660	162,605

**REPAIRS AND RENEWALS FUNDS
2019/20 & 2020/21**

	Balance 31.03.2019	Contrib. 2019/20	Probable Expend	Projects	Estimated Balance 31.03.2020
	£	£	£		£
ALLOTMENTS	1,265		-1,090	Bowbridge/Barnby Road Gates	175
CEMETERY	50,841	5,000	-9,187	2019/20 Revenue provision Tree Works	46,654
INFORMATION TECHNOLOGY	13,908	4,120	-17,696	2019/20 Revenue provision IT Upgrade	332
OFFICE EQUIPMENT	8,553	750		Miscellaneous 2019/20 Revenue provision	9,303
MARKET PLACE	7,865	10,980		2019/20 Revenue provision	
			-1,281	Market Repairs General	
			-3,376	Market Stall Boards	14,188
PUBLIC CONVENIENCES	16,030	5,000		2019/20 Revenue provision	21,030
PARKS & PLAYING FIELDS	42,736	13,180		2019/20 Revenue provision	
			-3,390	Sport Grants	
			-3,205	Miscellaneous	49,321
PARKS SHERWOOD AVE.	11,731	4,120		Miscellaneous 2019/20 Revenue provision	
			-9,440	Skate Park Refurbishments	
			-1,504	Floodlights	4,907
PARKS PRIVATE ESTATES PLAY AREA	9,930	1,310		2019/20 Revenue provision	
			-4,250	Fence Replacement	6,990
Totals	162,859	44,460	-54,419		152,900

RESERVE FUNDS 2019/20 & 2020/21

	Balance 31.03.2019	Contrib. 2019/20	Probable Expend	Projects	Estimated Balance 31.03.2020
	£	£	£		£
CAPITAL RECEIPTS					
	-688,452				
			-2,110	Cemetery Improvements	
			-6,000	Statue Relocation	
			-3,500	Street Furniture Painting	
			-13,350	Town Centre Benches Town Centre Signage Town Centre Pavement Repairs	
					-713,412
DORIS BAINBRIDGE INVESTMENT FUND	0	2,000	-2,000	Band Concerts 2019/20 Investment Interest	0
ELECTIONS					
	22,813		-30,000	Town Council Elections May 2019	
		11,000		2019/20 Revenue provision	3,813
RISK MANAGEMENT					
	946			Miscellaneous	946
TOWN HALL					
	294,031	50,000		2019/20 Revenue provision	
			-9,595	Handrail	
			-7,100	Kitchen Refurbishment	
			-5,303	Miscellaneous Repairs	
					322,033
MUSEUM					
	8,102				
			-446	New Acquisitions	
					7,656
BUTTERMARKET AND NEIGHBOURHOOD PLAN	80,000				
			-12,500	Buttermarket Options Appraisal	
					67,500
Totals	-282,560	63,000	-91,904		0
					-311,464

SECTION 106 AGREEMENTS 2019/20 & 2020/21

	Balance 31.03.2019	Contrib. 2019/20	Probable Expend	Projects	Estimated Balance 31.03.2020
	£	£	£		£
COMMUNITY INFRASTRUCTURE LEVY	36,859				
		4,696		CIL Income 2019/20	
			-4,500	Newark Signage Project	
					37,055
GRANGE ROAD	24,467				
			-3,402	Revenue Expenditure	
					21,065
FARNDON ROAD DE HAVILLAND WAY	1,851				
			-925	Revenue Expenditure	
					926
NEWBURY ROAD OPEN SPACE & PLAY AREA	49,055				
			-16,352	Revenue Expenditure	
					32,703
AUTUMN CROFT	35,000				
			-5,000	Revenue Expenditure	
					30,000
BARNBY ROAD	18,757				
			-2,069	Revenue Expenditure	
					16,688
Totals	165,989	4,696	-39,748		138,437

**NEWARK TOWN COUNCIL
BALANCE SHEET FOR THE FINANCIAL YEAR
ENDED 31 MARCH 2020**

2018/19				2019/20	
£	£	Fixed Assets	£	£	£
14,428,445		Land and Buildings	14,439,840		
3,045,290		Vehicles, Plant and equipment	3,072,803		
1		Non Operational Assets	1		
971,322		Community Assets	971,322		
<u>2,279,920</u>		Long Term Investments	<u>2,279,920</u>		
	20,724,978	Total Fixed Assets			20,763,886
		Current Assets			
2,334		Stock and Work in Progress	1,541		
199,913		Debtors and Prepayments	138,022		
290,000		Short Term Investments	150,000		
<u>-3,688</u>	488,559	Cash at Bank and in Hand	<u>108,977</u>	398,540	
		Current Liabilities			
-101,486		Creditors and Receipts in advance		-120,117	
	<u>-101,486</u>				
	<u>387,073</u>	NET CURRENT ASSETS			<u>278,423</u>
		Long Term Liabilities			
	-1,330,468	Long Term Borrowing			-1,300,800
		TOTAL ASSETS less LIABILITIES			<u>19,741,509</u>
	<u>19,781,583</u>	Represented by:			
		RESERVES			
19,394,510		Capital Financing Account	19,463,086		
-688,452		Capital Receipts	-713,412		
568,750		General & Earmarked Reserves	592,347		
169,990		Section 106 Agreements	138,438		
<u>340,785</u>	<u>19,781,583</u>	General Fund	<u>261,050</u>		<u>19,741,509</u>

TOWN COUNCIL

SUBJECT:	DORIS BAINBRIDGE TRUST FUND FINAL ACCOUNTS 2019/20
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are recommended to :-

- (i) Approve the financial accounts for the 2019/20 financial year.

2. Background

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

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

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

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

This leaves a balance uncommitted of the Capital Sum of £26,098. This is available to support other projects at the Castle Grounds which support the purposes of the Trust

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

This has resulted in Investment Income increasing significantly from previous years, but has clearly been offset, to a certain extent, by the expenditure incurred as set out above, interest of £1,441.96 has been achieved in the 2019/20 financial year.

3. Annual Accounts

3.1 As a Trust the accounts should be shown separately from those of the Town Council; I have attached at Appendix 1 the accounts for 2019/20.

3.2 The revenue account shows expenditure of £1,441.96 representing the contribution to the cost of the Sunday Band Concerts held in the Castle Grounds.

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

4.1 None.

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

Trust Funds - Doris Bainbridge Bequest Trust Fund

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

The bequest of Mrs Doris Bainbridge (£56,018) was received in January 1998 and has been invested on a long term basis. In accordance with the terms of the Bequest the capital must be held for 20 years before it can be used to support the objectives of the Trust. This period expired on 31st January 2017. During the 2018/19 financial year a sum of £1,000 was spent on the Gatehouse Project in Newark Castle.

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

In the 2019/20 financial year the accrued interest was used to support the summer band concerts which were held in the Castle Grounds.

Revenue Account		
2018/19 £		2019/20 £
	Income	
1,000.00	Transfer from Reserve Fund	0
1,131.06	Interest	1,441.96
<u>2,131.06</u>	Total Income	<u>1,441.96</u>
	Expenditure	
	Newark Castle Gatehouse Project	
1000.00		0
1,131.06	Band Concerts	1,441.96
<u>2,131.06</u>	Total Expenditure	<u>1,441.96</u>
Balance Sheet		
	Assets	
26,098.00	Investments	26,098.00
<u>26,098.00</u>	Total Assets	<u>26,098.00</u>
	Represented By:	
	Reserve Funds	
26,098.00	Capital Reserve	26,098.00
<u>27,098.00</u>	Total	<u>26,098.00</u>