



NEWARK TOWN COUNCIL

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

Tel: 01636 680 333 ~ Fax: 01636 680 350

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

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 4TH OCTOBER 2017

Thursday 28th September 2017

Dear Councillor

You are summonsed to attend a meeting of the Finance & General Purposes Committee at 7.30pm on Wednesday 4th October 2017. This meeting will be held in the Council Chamber at the Town Hall.

Yours sincerely

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

Alan Mellor
Town Clerk

FINANCE & GENERAL PURPOSES COMMITTEE

A G E N D A

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Pre-Group Meetings

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

Committee Membership

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



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Agenda Item No: 2

Committee Date: Wednesday 4th October 2017

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 6th September 2017 in the Town Hall.

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

FGP20/17/18 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 12th July 2017

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday 12th July 2017 were **AGREED** as a true and accurate record and signed by the Chairman.

FGP21/17/18 Matters Arising

There were No Matters Arising.

FGP22/17/18 Declarations of Interest

Cllr L Goff declared a prejudicial interest in Agenda Item 7 (Grant Applications) and a personal interest in Agenda Item 8 (Cemetery Buildings).

Cllr R Williams declared a personal interest in Agenda Item 8 (Cemetery Buildings).

Cllr Mrs R Crowe declared a personal interest in Agenda Item 7 (Grant Applications).

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

FGP23/17/18 Payment Schedules 3/18 & 4/18

Members **AGREED** that payment in accordance with Payment Schedule 3/18 in the sum of £186,622.59 (one hundred and eighty six thousand, six hundred and twenty two pounds and 59p) and Payment Schedule 4/18 in the sum of £234,683.21 (two hundred and thirty four thousand, six hundred and eighty three pounds and 21p) be **APPROVED**.

FGP24/17/18 Street Collection Licences

Prior to discussion of this item the Town Clerk pointed that there were 3 applications for the month of December; only three were allowed, and one of those had already been agreed (Newark & District Round Table, December 16th).

a. Members **AGREED** to recommend to Newark & Sherwood District Council that the following applications be **APPROVED**:

(i) Royal Air Forces Association on Friday 29th September 2017.

Cllr L Goff declared an interest in this application.

(ii) Framework on Sunday 10th December 2017.

(b) Members then **AGREED** to recommend to Newark & Sherwood District Council that the following applications for a Street Collection Licence be **REFUSED** as they are outside of the area:

(iii) Meningitis Research Foundation on Saturday 2nd December 2017.

(iv) Age Sentinel Trust on Saturday 9th December 2017.

FGP25/17/18 Voluntary Body/Community Events Grant Applications

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

(i) Free use of the Ballroom to hold the Wolfit Choir Festival on Thursday 22nd March 2018. The cost of the room hire is £438.75.

Proposed by Cllr P Duncan and seconded by Cllr T Roberts MBE.

- (ii) Free use of rooms on Thursday 19th October 2017 to Hope House School, to hold their Speech and Prize Giving Day. The cost of the room hire is £460.00.

Proposed by Cllr M Skinner and seconded by Cllr M Cope.

It was noted that some of the pages from the accounts of this application were missing; it was agreed to provide these to Members in due course.

Cllr L Goff left the meeting at this point (interest already declared).

- (iii) Free use of the Ballroom and Kitchen on Tuesday 17th October 2017, to Newark Community First Aid to hold a Coffee Morning Concert in aid of the group. The cost of the room hire is £200.00.

Proposed by Cllr R Williams and seconded by Cllr K Girling.

Following agreement of this item Cllr L Goff returned to the meeting.

Addendum Item

It was noted that this should read *“to celebrate the 20th Anniversary....”* and not *“to celebrate the 70th Anniversary”*.

Cllr Mrs R Crowe declared a personal interest in this application.

- (iv) Free use of the Ballroom on Saturday 18th November to Newark & Sherwood Concert Band to hold an event to celebrate the 20th (amended as above) Anniversary of when the band was initially formed. The cost will be in the region of £500.00.

FGP26/17/18 Cemetery Buildings

Cllr Mrs R Crowe began the debate on this item; she thought that the Lodge required a lot of work, and currently was of the opinion that it should be demolished.

Cllr K Girling said that Members needed to know what the market value of the property was and proposed that this item should be deferred until this has been researched.

Cllr M Cope then spoke; he agreed with Cllr K Girling. He also pointed that there was already a standing Council decision to sell this property, from a number of years ago. He felt that if the building were to be demolished, that something else should be put on the same site.

Cllr L Goff felt that any new build should be at the Thoresby Road end of the site. He also felt that new toilet(s) should be provided within any new construction.

Cllr Mrs G Dawn agreed with Cllrs Girling and Cope; she also proposed that this item be deferred until there is more information on the value etc.

Cllr T Roberts MBE was of the same opinion; he said that a proper valuation of the site was required. He pointed out however, that if it is demolished, the ability to maintain workshops etc on the site would be lost.

Cllr D Lloyd then proposed the following recommendations from the Chair:

- (i) Ascertain the market value, and interest, via two expert agencies in order to make an informed decision with regard to the sale (and any related options/restrictions)
- (ii) Determine precisely what storage/staff facilities are required.
- (iii) Begin discussions with neighbouring organisations/landholders with regard to co-location/co-provision of equipment and services.

- (iv) Bring a further report forward in three months' time together with proposals for policies on benches/plaques.

These were seconded by Cllr K Girling and **AGREED**.

FGP27/17/18 Allotment Agreement Review

Cllr M Cope started discussion on this item. He felt that there was already sufficient information/terms within the allotment agreement to remove the caravan, and the tenant. Paragraphs 7, 16, 24 and C (ii) contained the said terms.

General discussion following with regard to the existing agreement.

The Town Clerk said that the report had been put to this Committee in order to strengthen the position of the Council on the various issues contained therein.

Cllr M Cope also said that currently the tenancy agreement does not state that the Town Council can amend it; the Town Clerk said that agreements last for one year. On 1st October annually a new agreement is sent out to each tenant.

- (i) Members then **AGREED** that caravans should **NOT** be permitted on allotments sites and to amend the tenancy agreement to reflect that decision as outlined in the Agenda Report.

It was also **AGREED** to add a paragraph to actually state that the agreement is for 12 months and that it is/can be subject to amendment by the Town Council.

FGP28/17/18 Rent & Rates and Car Parks & Markets Offices

- (i) Members **APPROVED** the re-decoration and improvements to the Markets Office.

Discussion then followed with regard to the old Rent & Rates office.

Cllr T Roberts MBE said he would like to know what the square footage of the space was so that various options could be looked at.

Cllr Mrs G Dawn asked if this item should be deferred; this space could be valued at the same time as the Cemetery Lodge, and this was **AGREED**.

- (ii) Members deferred the matter of the future use of this premise in order that the Town Clerk investigate possible uses for the old Rent & Rates office following the departure of the District Council and to bring a further report back to this Committee including the valuations associated with the potential uses.

FGP29/17/18 Christmas Lights

The Town Clerk went through the recommendations contained within the report and showed Members some pictures of what the new displays would look like, if agreed.

- (i) Members **AGREED** to the removal of the existing lights displays sited on the Street Lights columns in the Market Place and on the buildings along Castle Gate.

Discussion ensued with regard to the second recommendation, the installation of new Christmas Lights displays in various areas.

Cllr T Roberts MBE asked if something could be installed closer to Beaumont Cross, on Cartergate. In his opinion this area was the 'gateway' into Town from the Nottingham side. Cllr Mrs G Dawn agreed with Cllr T Roberts MBE and also said that Cartergate always appeared to be 'the odd one out' when the Christmas lights are on display.

The Chairman informed Members that they would have to prioritise the potential new light displays, there was no provision for lights at the entrance to Cartergate at the Beaumont Cross junction.

After further discussion it was **AGREED NOT TO PROCEED** with the potential Appletongate displays.

It was then **AGREED** that the proposed cross street displays in the Market Place be approved.

Further it was **AGREED** that the Cartergate/Beaumont Cross junction be prioritised for additional displays within the available resources and delegated authority be granted to the Town Clerk, in consultation with the Chairman of the Finance & General Purposes Committee, to finalise the Christmas Light displays.

Meeting Closed:	8.50pm	Next Meeting:	Wednesday 4th October 2017
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FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	PAYMENT SCHEDULES
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members to Approve the attached Payment Schedule 5/18

2. Background

2.1 Payment Schedule 5/18 appended to this report.

3. Financial, Legal, Equality and Risk Issues

3.1 None.

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

CHEQUES

ACCOUNTS FOR PAYMENT SCHEDULE 5/18

31.08.17

Voucher No	Payee	Cheque No	Budget Head	Total Amount
475	Newark Parish Bellringers	18956	Mayor Making/Mayor's Sunday	£120.00
476	Newark Municipal Church Charities	18957	TH Rents	£39.00
477	East Midlands in Bloom	18958	Newark in Bloom	£8.00
478	Baker I	18959	* Allotment Rent/Bond	£54.00
479	Austin H	18960	* Allotment Bond	£20.00
480	NKDC	18961	Mayor's Allowance	£14.00
			Total	£255.00

AUTOPAY

ACCOUNTS FOR PAYMENT SCHEDULE 5/18

31.08.17

Voucher No	Payee	Budget Head	Total Amount
481	Abevco	* TH Bar	£251.46
482	Willy Albans & Sons	Riverside Park R&R Fund	£4,434.00
483 - 484	Ann et Vin	* TH Bar	£203.04
485	A O Cumbernauld	Payroll	£11,353.22
486	Aquam Water Services	Market Water	£161.49
487	Argos	PC Materials	£42.11
488	Argos	PC Telephones	£15.18
489	Argos	Computers	£23.50
490	BIDBI	Market Promotions	£3,270.00
491 - 492	Bunzl	TH Maintenance & Equipment	£76.97
493	Bunzl	PC Materials	£91.68
494	Call Sign Alpha	* Recharges	£304.20
495	CEF	TH Maintenance & Equipment	£95.04
496	City of Lincoln Band	Sunday Band Concerts	£300.00
497	Coe Media	Town Team	£1,830.00
498	Dejex Supplies Ltd	Newark in Bloom	£83.62
499	Drain Doctor Plumbing	PC Repairs & Maintenance	£251.75
500	EE	Telephones	£86.87
501	Everest Inn	Mayor's Allowance	£270.85
502	Fattorini Ltd	Badges/Shields	£145.35
503	GMB	GMB	£39.00
504	Harrison Removals	Market Stall Clearance	£1,440.00
505	Immediate Media Co	Museum	£108.00
506 - 509	Lee Baron	TH R&R Fund	£56,052.69
510 - 512	Lidsters	* Cemetery Tablets	£1,075.47

513	Lincs Fire & Rescue Band	Sunday Band Concerts	£300.00
514	Liz Hobbs Group	Music Festival	£285.60
515	Liz Hobbs Group	Brass Explosion	£10,386.00
516	Marshall & Sons	P & O/S Repairs & Maintenance	£270.00
517	MEC Recycling	Cemetery Upkeep	£15.00
518	Metric	P & O/S Repairs & Maintenance	£139.80
519	Newark Advertiser	Market Promotions	£82.26
520	Newark Security Services	Market Security	£238.80
521	Newark Security Services	P & O/S Security	£697.50
522	Newark & Sherwood Locksmiths	PC Repairs & Maintenance	£113.94
522	Newark & Sherwood Locksmiths	Sunday Band Concerts	£39.24
523	Notts Supplies	TH Maintenance & Equipment	£15.26
524	Notts CC	Payroll	£12,137.59
525 + 526	NTC Pay Account	Payroll	£36,864.11
527	PK Pest Control	Allotment Repairs & Maintenance	£165.00
528	Pleasley Colliery Band	Sunday Band Concerts	£300.00
529 - 534	Reflect Recruitment	Payroll	£1,811.81
535	RB Solutions	Computers	£139.20
536	Royal British Legion	Mayor's Allowance	£18.50
537	Sanderson R	* Damage Waiver	£200.00
538	Sayers F	Market Promotions	£100.00
539	Screwfix	ENV Uniforms	£11.98
539	Screwfix	ENV Tools & Equipment	£12.98
540	SCS	Computers	£37.20
541	Sherwood Forest Hospitals	Health & Safety	£43.00
542 - 545	South Lincs Clothing	ENV Uniforms	£145.15
546 - 551	SSE	P & O/S Electricity	£85.68
552	SSE	PC Electricity	£700.62
553 - 555	Staples	Printing & Stationery	£58.26
556	TC Harrison	Vehicle Running Costs	£53.65
557	UK Waste	Cemetery Upkeep	£774.00
558	Unison	Unison	£216.35
559	Viking Direct	Postage	£23.40
559	Viking Direct	Printing & Stationery	£59.78
560	Virgin Media	Telephones	£532.59
561 - 562	Virgin Media	ENV Telephones	£93.66
563	Virgin Media	PC Telephones	£16.72
564	Watch it Security	Cemetery Upkeep	£513.60
565	Willows Nursery	Newark in Bloom	£5,326.30
565	Willows Nursery	Cemetery Upkeep	£2,600.00
566	Wordprint	Civics	£196.80
567	Yellow Cabs	TH Bar	£4.00

Total £157,830.82

DIRECT DEBITS

ACCOUNTS FOR PAYMENT SCHEDULE 5/18 31.08.17

Voucher No	Payee	Budget Head	Total Amount
568	BOC	* TH Bar	£76.74
569 - 572	Booker	* TH Bar	£1,504.29
573	BT	ENV Telephones	£72.84
574	Crown Gas	TH Gas	£947.21
575	Edgars Water	* Refreshments	£33.70
576	Lex Autolease	Civic Car	£274.00
577	Natwest Cards	PC Materials	£211.44
577	Natwest Cards	Th Maintenance & Equipment	£52.25
578	Natwest Cards	Brass Explosion	£21.32
578	Natwest Cards	Travel	£112.00
579	NSDC Rates	Rates	£8,549.00
580	Safety Measures	Health & safety	£88.80
581 - 582	Severn Trent Water	ENV Water	£12.84
583 - 584	SSE	TH Electricity	£1,464.18
585 - 590	SSE	Env Electricity	£345.42
591 - 594	SSE	Market Electricity	£214.17
595 - 598	SSE	PC Electricity	£2,004.09
599 - 600	Total Gas	PC Gas	£364.27
601, 604 + 605	UK Fuels	Fuel - Mowers	£171.91
602 - 603	UK Fuels	Vehicle Running Costs	£199.45
606	UK Fuels	Civic Car	£6.00
607	Waterplus	TH Water	£210.62
608	Waterplus	ENV Water	£12.19
609 - 610	Waterplus	PC Water	£1,368.23
611	Worldpay	Bank Charges	£61.51

Total £18,378.47

Grand Total £176,464.29

*** Recharges**

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

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	STREET COLLECTION LICENCES
REPORT BY:	TOWN CLERK

1. Recommendation

1.1 That following consideration of the applications received, the Newark and Sherwood District Council be advised of the recommendation of Members.

2. Background

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

2.2 Animal Defenders International Foundation

A request for a permit on Saturday 21st October 2017. See Appendix 3 attached.

3. Financial, Legal, Equality & Risk Issues

3.1 None.

Background Papers:	None.
Lead Officer:	Alan Mellor Tel: 01636 680333 Email: Alan.mellor@newark.gov.uk

STREET COLLECTION POLICY

1. The Town Council's policy will be to support locally based charities whose fund raising activities are for the benefit of those living within the local community.
2. This support will be extended to include local branches of national charities where funds are sought for use within the community.
3. The Town Council will also consistently support national appeals such as the Wings Appeal and the Poppy Appeal, where monies are collected on a branch basis.
4. The Town Council will generally not support requests for street collections from those outside the area or where the proceeds are not likely to benefit the community.
In exceptional circumstances, however, the Town Council may support such requests; and in such cases would provide Newark & Sherwood District Council with additional information to explain such decision.

STREET COLLECTIONS 2017

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

COLLECTIONS AGREED TO DATE	
January	
February 25 th	Marie Curie
March	
April	
May	
June 3 rd	Newark Community First Aid
July	
August	
September 16 th	Royal Air Forces Association
September 29 th	Royal Air Forces Association
October 28 th – 31 st	Royal British Legion
November 1 st – 11 th	Royal British Legion
December 10 th	Framework
December 16 th	Newark & District Round Table

**COPY OF APPLICATION TO LICENCE A STREET COLLECTION
Police, Factories etc (Miscellaneous Provisions) Act 1916**

ORIGINAL COPY AVAILABLE IF REQUIRED

SECTION 1

Reference: None

**Applicant Details: Nicholas Dixon
nicholasdixon@ad-international.org**

Main telephone: 020 7630 3340

Application as a business or organisation, including as a sole trader

Applicant Business:

Registered in the UK with Companies House

Registration number: 09205984

Business name: Animal Defenders International Foundation (ADI)

Not registered for VAT

Legal status: Charity or Association

Position in the business: Supported Relations Manager

Home Country: United Kingdom

**Registered Address: Millbank Tower
Millbank
London
SW1P 4QP**

SECTION 2

**Home address: 55 Russell Road
London
N13 4RS**

Date of birth: 17/01/1951

Place of birth: Enfield, Middlesex

SECTION 3

ORGANISATION WHICH IS RESPONSIBLE FOR THE COLLECTION

ADI campaigns across the globe on animals in entertainment, providing technical advice to governments, securing progressive animal protection legislation, drafting regulations and rescuing animals in distress.

The proceeds of the collection will benefit this organisation
This organisation is a registered charity – Registration number 1166558
The proceeds of the collection will be used to fund our animal rescue campaigns.

SECTION 4

No other organisation will benefit from the collection

SECTION 5

The type of collection will be a street collection
It will be carried out in Newark
The preferred date is 21/10/2017
No alternative date given
The hours of the day the collection will be held are 0900 – 1700
1 person will be the authorised collector
They will wear ADI branded sash and carry letter of authority from the charity

Not planned to hold the collection in conjunction with a carnival, procession or other event
Not planned to offer anything for sale during the collection

SECTION 6

100% of the proceeds of the collection will be donated to the charity or used for charitable purposes
A Street Collection Statement of Return will be submitted

SECTION 7

A previous application has been applied for and granted

Most recent: Wellingborough Borough Council

Date: 7th October 2017

Reference: 17/02190/EHSTCL

Expiry Date: 7th October 2017

SECTION 8

No-one association with the application has been convicted of any crime or offence

SECTION 9

No additional details

SECTION 10

DECLARATION

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	VOLUNTARY BODY/COMMUNITY EVENTS GRANT APPLICATIONS
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to consider the application from:

- (i) The Newark Emmaus Trust to hold a Christmas Ceilidh at the Town Hall.

2. Background

2.1 The Town Council's approved guidelines for this type of grant are attached as Appendix 1.

The 2017/18 agreed budget for grants to voluntary bodies is £2,500, a balance of £872 is available.

3. Specific Grants

3.1 Newark Emmaus Trust

A request for free use of rooms to hold a Christmas Ceilidh as a fundraiser for the Charity on the 2nd December 2017 6.30pm – 11.30pm at a cost of £479.17 (net). See Appendix 2 attached. Further financial information is available in the Town Clerks office.

4. Financial Legal, Equality & Risk Issues

4.1 None.

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



NEWARK TOWN COUNCIL

APPLICATION FOR VOLUNTARY BODY GRANT

Guidelines

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

The Aim of the Scheme

The Town Council is providing funding to support the work of Voluntary Bodies & Charities that provide services, support and activities to the community of Newark. The grant can be used for free or discounted hire of the function rooms within the Town Hall.

The hire of rooms can cover a wide range of activities covering; charity, cultural, community and sports events. The primary aim of the scheme is to encourage organisations to utilise the community facilities which are provided in the Town Hall and to support or promote self-help within organisations that may apply.

Funding Available

Newark Town Council has a maximum fund of £2,500 available, during the 2017/18 financial year, to support Voluntary Bodies.

Maximum funding for any one application is normally £500. Applications for grants in excess of this sum may be considered subject to the overall budget limit.

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

Eligibility

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

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

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

Applications are only invited for the use of the facilities available within the Town Hall. The Town Council will consider 'one off' bookings as well as regular or block bookings.

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

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

The Application Process

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

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



Newark Town Council

Voluntary Body Grant Application Form

Please refer to the separate guidance document when completing this form

1. Applicants Details	
Name of Organisation/Group	Newark Emmaus Trust
Applicant's Name	Christine Rose
What is the applicant's position in the organisation/community group?	Director
Contact Name	Christine Rose
Contact Address	Ivy Farm, Ferry Lane, Carlton on Trent, Newark. NG23 6NS
Contact Tel No	07989285608
Email address	chrisivyfarm@googlemail.com
2. Scheme/Project Description	
Description & Objectives	
Please include an explanation of the purpose for which the application is made	
<p>A Christmas Ceilidh to raise money for Newark Emmaus Trust and raise our profile in the community. A big proportion of our funding has been cut in the last two years and to continue to deliver a service to young homeless in Newark which supports personal needs and provides training and skills we need to raise a lot of money. With support young people can make a new start in life and contribute to our community.</p> <p>We have held two ceilidhs at smaller venues in the last year and they have been very successful and attracted support from many people in Newark. The 1st Christmas ceilidh last year was a sell out and we hope with a bigger and very attractive venue to raise more money.</p>	

Give details of any other funders approached and their responses		
Last year we were able to get support from local shops and businesses for food donations and raffle prizes. When we know we have secured a venue we will approach them again. We already have volunteer support to help on the evening		
Please detail any additional information regarding your organisation and its aims which you may feel will assist the Town Council in considering this application.		
Since 1994 NET has accommodated 696 young homeless people from 16-25 from Newark and the surrounding local area. Residents can stay up to two years and our aim is to give them enough support so that they can move on to independent lives with a chance to achieve their full potential Our overall aims are <ul style="list-style-type: none"> •Relieve, mitigate and prevent poverty, suffering and distress by the provision of social housing •Relieve hardship or distress for local young people who are in need, homeless or likely to become homeless •Give local homeless young people a better chance to achieve their full potential •Reverse the spiral of homelessness 		
Please provide details of the rooms required within the Town Hall together with dates and times of the event		
Room(s) required	Date(s) required	Time(s) required
Georgian Ballroom	Saturday 2 nd December	6.30pm-11.30pm
Kitchen	Saturday 2 nd December	6.30pm-11.30pm
Council Chamber	Saturday 2 nd December	6.30pm-11.30pm
3. Costs		
How much money do you wish to apply for in grant aid (maximum £500), please contact the Town Council (see accompanying Grant Guidelines)		
HIRE DESCRIPTION	COST	
1. Hire of above rooms for time stated	£479.17	
2.		
3.		
4.		
5.		
6.		
More:		
What is the anticipated total cost of your scheme?	£1,000	

4. Outputs and Outcomes

Outputs

Please explain the following about your scheme

(a)	How will it contribute and/or support the community of Newark?	The money will help us to provide more than housing for vulnerable young people in Newark without a home. It is needed so we can continue to staff the project 24hrs every day of the year and provide key workers for every resident as well as in house training and support to help residents into work. We also house mums and babies and these young mums need a lot of support.
(b)	Who is it open to?	Local supporters of NET, their friends and anyone in the town and surrounding area who enjoys ceilidhs! Residents will also be volunteering to help during the event.
(c)	How many participants do you anticipate will take part?	Maximum of 200 including those volunteering, performing at and running the ceilidh

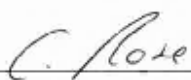
Outcomes

What other benefits will be achieved from this scheme?

Young people from the trust will get volunteering experience. Those attending will enjoy themselves and learn about NET. We will have information about volunteering and future fundraising at the ceilidh and hope that we will gain publicity in the community and volunteers to help our fundraising in the future.

Declaration

To the best of my knowledge, the information supplied on this form is correct and complete.

Signed	
Name and Position	Christine Rose Director
Date	20/9/17.

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


THE NEWARK EMMAUS TRUST (REGISTERED NUMBER: 2783331)

STATEMENT OF COMPREHENSIVE INCOME (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
YEAR ENDED 31ST MARCH 2016

	Notes	31/3/16 £	31/3/15 £
Turnover	2	563,700	706,345
Less: Operating costs	2	<u>577,682</u>	<u>630,018</u>
Operating surplus/(deficit)		(13,922)	76,311
Interest receivable and other income	6	2,740	2,262
Interest payable and similar charges		-	-
Surplus/(Deficit) on ordinary activities before taxation		(11,182)	78,593
Tax on surplus on ordinary activities		-	-
Surplus/(Deficit) for the year after tax		(11,182)	78,593
Realised surplus on investments		1,599	-
Unrealised surplus on investments		-	<u>4,914</u>
Total Comprehensive Income for the year		<u>(9,583)</u>	<u>83,507</u>

None of the Registered Social Housing Providers activities were acquired or discontinued during the current and previous year.

These financial statements were approved by the Board of Directors on 27/6/16 and were signed on its behalf by:


.....
J D Blatherwick – Director and Trustee


.....
N J Kenward – Director and Trustee

The notes on pages 11 to 19 form part of these financial statements

THE NEWARK EMMAUS TRUST (REGISTERED NUMBER: 2783331)

BALANCE SHEET
31st MARCH 2016

	Notes	31/3/16		31/3/15	
		£	£	£	£
FIXED ASSETS					
Housing and other freehold properties	11		1,077,855		887,376
Other fixed assets	11		9,955		12,062
Investments	12		<u>73,300</u>		<u>-</u>
			1,161,110		899,438
CURRENT ASSETS					
Debtors	13	22,441		34,064	
Investments	14			98,086	
Cash at bank and in hand		<u>658,698</u>		<u>846,956</u>	
		681,139		979,106	
CREDITORS					
Amounts falling due within one year	15	22,407		<u>42,459</u>	
NET CURRENT ASSETS			658,732		<u>936,647</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			1,820,042		1,836,085
PROVISIONS FOR LIABILITIES AND CHARGES					
Pensions liability	16		<u>235,980</u>		<u>242,440</u>
NET ASSETS			<u>1,584,062</u>		<u>1,593,645</u>
FUNDS					
Unrestricted funds					
General funds	17		743,535		872,854
Restricted funds	17		20,838		16,516
Endowment reserve	17		<u>819,689</u>		<u>704,275</u>
TOTAL FUNDS			<u>1,584,062</u>		<u>1,593,645</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 and section 129 of the Housing and Regeneration Act 2008 for the year ended 31st March 2016.

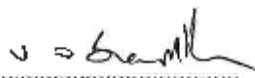
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2016 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and the Accounting Direction for Private Registered Providers of Social Housing 2015.

The financial statements were approved and authorised for issue by the Board of Directors on 27/6/16 and were signed on its behalf by:


J D Blatherwick - Director and Trustee


N J Kenward - Director and Trustee

The notes on pages 11 to 19 form part of these financial statements.

THE NEWARK EMMAUS TRUST (REGISTERED NUMBER: 2783331)

STATEMENTS OF CHANGES IN RESERVES
FOR THE YEAR ENDED 31ST MARCH 2016

	General funds £	Reversion reserve £	Designated funds £	Restricted funds £	Endowment reserve £	Total £
AT 1 ST APRIL 2014 AS PREVIOUSLY STATED	50,059	8,153	1,443,346	8,380	-	1,510,138
Changes on transition to FRS 102 (Note 23)	730,099	(8,153)	(1,443,346)	-	721,609	-
AT 1 ST APRIL 2014 AS RESTATED	<u>780,149</u>	-	-	<u>8,380</u>	<u>721,609</u>	<u>1,510,138</u>
Surplus for the year	<u>75,371</u>	-	-	<u>8,136</u>	-	<u>83,507</u>
TOTAL COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 ST MARCH 2015	75,371	-	-	8,136	-	83,507
Transfer (Housing properties depreciation)	<u>(17,334)</u>	-	-	-	<u>(17,334)</u>	-
AT 31 ST MARCH 2015 AND 1 ST APRIL 2015 AS RESTATED	872,854	-	-	16,516	704,275	1,593,645
Surplus/(deficit) for the year	<u>(13,905)</u>	-	-	<u>4,322</u>	-	<u>(9,583)</u>
TOTAL COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 ST MARCH 2016	(13,905)	-	-	4,322	-	(9,583)
Transfer (Housing properties addition)	<u>(132,748)</u>	-	-	-	<u>132,748</u>	-
Transfer (Housing properties depreciation)	<u>17,334</u>	-	-	-	<u>(17,334)</u>	-
AT 31 ST MARCH 2016	743,533	-	-	<u>20,838</u>	<u>819,689</u>	<u>1,584,062</u>

The notes on pages 11 to 19 form part of the financial statements

THE NEWARK EMMANUS TRUST (REGISTERED NUMBER : 2783331)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31ST MARCH 2016

	31/3/16		31/3/15	
	£	£	£	£
NET CASH FLOW FROM OPERATING ACTIVITIES (Note 18)		(4,227)		97,658
CASH FLOW FROM INVESTING ACTIVITIES				
Payments to acquire tangible fixed assets	(12,730)		(4,682)	
Receipts from sale of investments	99,685		-	
Purchase of investments	(73,500)		-	
Interest received	2,519		2,812	
NET CASH FLOW FROM INVESTING ACTIVITIES		(184,031)		(1,872)
CASH FLOW FROM FINANCING ACTIVITIES				
Interest paid	-		-	
NET CASH FLOW FROM FINANCING ACTIVITIES		-		-
NET CHANGE IN CASH AND CASH EQUIVALENTS		(188,258)		95,786
Cash and cash equivalents at 1st April 2015		846,956		751,170
CASH AND CASH EQUIVALENTS AT 31ST MARCH 2016		£658,698		£846,956
CASH AND CASH EQUIVALENTS CONSISTS OF:				
Cash at bank and in hand		658,698		846,956
CASH AND CASH EQUIVALENTS AT 31ST MARCH 2016		£658,698		£846,956

The notes on pages 11 to 19 form part of the financial statements

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	FINANCIAL OUT TURN
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 To receive and approve the financial out-turn report as at 31st August 2017.

2. Background

2.1 In accordance with Financial Regulations, the financial out turn for the period 1 April to 31 August 2017 is attached to this report as Appendix A.

The figures shown include:

Expenditure committed, and Invoices issued at 31 August 2017, together with other known/likely costs.

3. Financial Legal, Equality & Risk Issues

3.1 There are no significant variations that I would draw to Members attention.

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

APPENDIX A

		Original	Actual	Actual	
	Actual	Estimate	As At	As At	%
SUMMARY	2016/17	2017/18	30-Jun	31-Aug	
	£	£	£	£	
PAYROLL COSTS exc. PCs	454,875	604,000	97,803	239,388	39.6
NEWARK MARKET	92,892	-41,570	4,166	-19,601	47.2
PARKS & PLAYING FIELDS	195,836	191,010	45,458	75,467	39.5
OTHER OPEN SPACES	-24,440	-21,180	-6,341	-10,251	48.4
SHERWOOD AVENUE AMENITIES	23,157	30,290	6,000	11,561	38.2
ENVIRONMENTAL IMPROVEMENT SCHEMES	3,366	3,430	0	574	16.7
DEVOLVED SERVICES GRANT	-237,295	-240,240	-60,060	-100,100	41.7
CENTRAL ESTABLISHMENT	103,533	71,220	28,823	27,822	39.1
TOWN HALL	95,874	109,750	27,830	50,165	45.7
ENVIRONMENT	-27,202	-3,030	1,535	-540	17.8
PUBLIC CONVENIENCES	109,589	107,730	19,318	52,096	48.4
LEISURE & ECONOMIC DEVELOPMENT	163,806	176,880	68,430	81,586	46.1
TOTAL NET EXPENDITURE	953,991	988,290	232,960	408,168	41.3
Newark & Sherwood District Council Grant	29,308	0	0	0	0.0
Precept	833,838	863,734	215,934	359,889	41.7
(Deficit)/Surplus	-90,845	-124,556	-17,026	-48,279	38.8
General Fund Balance b/fwd	634,585	534,258	543,740	543,740	
General Fund Balance 31 March	543,740	409,702	526,714	495,461	

			Original	Actual	Actual	
	Code	Actual	Estimate	As At	As At	%
MARKET	420	2016/17	2017/18	30-Jun	31-Aug	
		£	£	£	£	
Printing & stationery	4025	260	1,000	0	0	0.0
Repairs & Maintenance	4101	2,741	2,800	0	140	5.0
Electricity	4103	2,760	2,750	912	1,355	49.3
Rates	4105	46,967	42,960	12,912	25,824	60.1
Sewerage/Water Charges	4106	967	0	274	690	0.0
Repairs & Renewals Fund	4110	10,200	10,400	2,600	4,333	41.7
Equipment & Tools	4111	4,423	4,590	139	295	6.4
Materials	4112	320	320	0	0	0.0
Market Management SLA	4118	99,754	0	0	0	0.0
Market Cleansing SLA	4119	94,044	94,040	23,510	39,183	41.7
Market Stall Erection & Clearance	4123	195	23,000	818	3,518	15.3
Security	4124	63,624	500	476	709	141.8
Marketing & Promotion	4125	5,237	35,000	2,830	4,666	13.3
Computers	4029	11,989	1,220	0	0	0.0
Insurance	4129	1,242	820	205	342	41.7
Licences	4131	798	330	0	0	0.0
Consultancy	4137	320	1,200	300	500	41.7
Misc. Admin	4915	1,300	5,000	2,826	4,356	87.1
GROSS EXPENDITURE		347,141	225,930	47,802	85,911	38.0
INCOME						
Market Rents	1500/05	254,249	267,500	43,636	105,512	39.4
GROSS INCOME		254,249	267,500	43,636	105,512	39.4
NET EXPENDITURE		92,892	-41,570	4,166	-19,601	47.2

			Original	Actual	Actual	
	Code	Actual	Estimate	As At	As At	%
PARKS & PLAYING FIELDS	429-434	2016/17	2017/18	30-Jun	31-Aug	
		£	£	£	£	
Bowling Green Maintenance	4099	5,000	6,000	375	375	6.3
Repairs & Maintenance	4101	3,348	3,440	2,095	3,634	105.6
Repairs & Renewals Fund	4110	12,240	12,490	3,123	5,204	41.7
Dog Litter Bins	4324	1,650	2,150	0	0	0.0
Safety Inspections	4113	253	260	0	0	0.0
CCTV	4114	384	1,250	0	0	0.0
Annual Play Equipment Inspection	4115	87	90	0	0	0.0
Security	4126	1,346	1,400	229	574	41.0
Refuse Disposal	4065	554	560	571	571	102.0
Licence Fee Public Entertainment	4131	1,070	1,110	0	0	0.0
Insurance	4129	1,153	1,170	293	488	41.7
Consultancy	4137	650	600	150	250	41.7
Collis Close	4109	5,814	6,000	0	0	0.0
Parks Service Level Agreement	4117	177,358	168,490	42,123	70,204	41.7
GROSS EXPENDITURE		210,907	205,010	48,958	81,300	39.7
INCOME						
Rents	1500/05	11,071	10,000	2,500	4,167	41.7
Collis Close	1109	4,000	4,000	1,000	1,667	41.7
GROSS INCOME		15,071	14,000	3,500	5,833	41.7
NET EXPENDITURE		195,836	191,010	45,458	75,467	39.5

			Original	Actual	Actual	
	Code	Actual	Estimate	As At	As At	%
SHERWOOD AVENUE	436/437	2016/17	2017/18	30-Jun	31-Aug	
		£	£	£	£	
Bowling Green Maintenance	4099	7,770	15,500	4,830	8,705	56.2
Repairs & Maintenance	4101	2,967	3,070	0	0	0.0
Electricity	4103	400	0	0	0	0.0
Rates	4105	1,290	0	0	0	0.0
Sewerage & Water Charges	4106	270	0	0	0	0.0
Repairs & Renewals Fund	4110	3,740	3,890	973	1621	41.7
Safety Inspections	4113	209	260	0	0	0.0
CCTV	4114	3,158	2,980	0	0	0.0
Annual Play Equipment Inspection	4115	43	80	0	0	0.0
Security	4126	2,691	2,770	458	1,148	41.4
Refuse Disposal	4065	870	0	0	903	0.0
Green Flag	4116	314	320	0	0	0.0
Licence Fee Public Entertainment	4131	70	70	0	0	0.0
Insurance	4129	725	750	0	312	41.6
Consultancy	4137	650	600	150	250	41.7
GROSS EXPENDITURE		25,167	30,290	6,411	12,939	42.7
INCOME						
Rents, Fee & Charges	1440	2010	0	411	1378	0.0
GROSS INCOME		2,010	0	411	1,378	0.0
NET EXPENDITURE		23,157	30,290	6,000	11,561	38.2

			Original	Actual	Actual	
	Code	Actual	Estimate	As At	As At	%
SHERWOOD AVENUE	436/437	2016/17	2017/18	30-Jun	31-Aug	
		£	£	£	£	
Bowling Green Maintenance	4099	7,770	15,500	4,830	8,705	56.2
Repairs & Maintenance	4101	2,967	3,070	0	0	0.0
Electricity	4103	400	0	0	0	0.0
Rates	4105	1,290	0	0	0	0.0
Sewerage & Water Charges	4106	270	0	0	0	0.0
Repairs & Renewals Fund	4110	3,740	3,890	973	1621	41.7
Safety Inspections	4113	209	260	0	0	0.0
CCTV	4114	3,158	2,980	0	0	0.0
Annual Play Equipment Inspection	4115	43	80	0	0	0.0
Security	4126	2,691	2,770	458	1,148	41.4
Refuse Disposal	4065	870	0	0	903	0.0
Green Flag	4116	314	320	0	0	0.0
Licence Fee Public Entertainment	4131	70	70	0	0	0.0
Insurance	4129	725	750	0	312	41.6
Consultancy	4137	650	600	150	250	41.7
GROSS EXPENDITURE		25,167	30,290	6,411	12,939	42.7
INCOME						
Rents, Fee & Charges	1440	2010	0	411	1378	0.0
GROSS INCOME		2,010	0	411	1,378	0.0
NET EXPENDITURE		23,157	30,290	6,000	11,561	38.2

			Original	Actual	Actual	
	Code	Actual	Estimate	As At	As At	%
OTHER OPEN SPACES	439-450	2016/17	2017/18	30-Jun	31-Aug	
		£	£	£	£	
Repairs & Maintenance	4101	3,490	3,570	150	375	10.5
Repairs & Renewals Fund	4110	1,220	1,240	310	517	41.7
Dog Litter Bins	4324	270	270	0	0	0.0
Annual Play Equipment Inspection	4115	261	220	0	0	0.0
Security	4126	1,345	1,390	229	574	41.3
Meadow Cutting	4127	250	250	0	0	0.0
Insurance	4129	396	430	108	179	41.7
GROSS EXPENDITURE		7,232	7,370	797	1,645	22.3
INCOME						
Section 106	1106	30,242	28,550	7,138	11,896	41.7
Sponsorship	1125	1,430				
GROSS INCOME		31,672	28,550	7,138	11,896	41.7
NET EXPENDITURE		-24,440	-21,180	-6,341	-10,251	48.4

			Original	Actual	Actual	
	Code	Actual	Estimate	As At	As At	%
ENVIRONMENTAL IMPROVEMENTS	451	2016/17	2017/18	30-Jun	31-Aug	
		£	£	£	£	
Repairs & Maintenance	4101	2,000	2,040	0	0	0.0
Security	4126	1,345	1,390	0	574	41.3
Insurance	4129	21			0	0
GROSS EXPENDITURE		3,366	3,430	0	574	41

	Code	Actual	Original Estimate	Actual As At	Actual As At	%
CENTRAL ESTABLISHMENT	101	2016/17	2017/18	30-Jun	31-Aug	
		£	£	£	£	
Mayoralty						
Mayor's Allowance	4001	4,490	4,580	50	567	12.4
Mayor's Sunday/Mayor Making	4002	1,151	1,170	1,040	1,204	102.9
Mayor's 'At Home'	4003	1,201	1,290	0	0	0.0
Civic Functions	4004	3,541	3,640	119	532	14.6
Mayoral Car	4010	4,453	4,290	418	1,224	28.5
Badges/Shields/Insignia	4011	2,000	2,040	1,447	1,569	76.9
Mayoral Robes	4765	300	310	0	0	0.0
Employees						
Pensions	4902	3,557	3,630	0	897	24.7
Subsistence/Travel & Vehicle Costs	4019	1,400	1,430	664	967	67.6
Honoraria Payment	4020	912	950	0	478	50.3
Advertising/Appointments	4023	250	260	0	0	0.0
Uniforms	4021	200	200	0	0	0.0
Payroll Administration	4915	1,550	1,580	395	658	41.7
Staff Training inc. Health & Safety	4022	4,000	4,080	0	950	23.3
Establishment Expenses						
Printing & Stationery	4025	6,459	6,630	173	1,410	21.3
Postage	4027	2,397	2,450	0	565	23.1
Telephones	4028	5,485	5,610	735	2,993	53.4
Information Technology	4029	11,997	12,240	6,396	6,603	53.9
Insurance	4129	3,063	3,120	742	1,300	41.7
Audit	4031	2,000	2,040	0	0	0.0
Consultancy: Personnel/Legal/Audit	4137	4,520	4,200	1,050	1,750	41.7
Office Equipment	4032	710	720	0	146	20.3
Office Equipment R & R Fund	4860	950	970	243	404	41.7
Publications	4034	50	50	0	9	18.0
Bank Charges	4039	2,369	2,450	299	906	37.0
Conferences/Seminars	4036	1,000	1,020	360	183	17.9
Other Expenditure						
Subscriptions	4041	542	560	90	90	16.1
Grant - St Marys Church	4045	1,640	1,670	418	696	41.7
Grants - Voluntary Bodies Room Hire	4044	5,706	2,500	0	1,628	65.1
Grants - Community Events	4046	8,620	0	0	0	0.0
Grants - Citizens Advice Bureau	4048	5,000	5,000	2,500	2,500	50.0
Grants - Newark Twinning Association	4049	500	500	125	208	41.7
Town Team	4050	25,000	35,000	11,875	13,705	39.2
Defibrillator	4042	100	200	0	73	36.5
Election Costs	4061	11,000	10,000	2,500	4,167	41.7
Neighbourhood Plan	4062	40,000	0	0	0	0.0
GROSS EXPENDITURE		168,113	126,380	31,638	48,382	38.3
INCOME						
Payroll Administration	1095	5,060	5,160	1,290	2,150	41.7
Investment Interest	1870	59,520	50,000	1,525	18,410	36.8
GROSS INCOME		64,580	55,160	2,815	20,560	37.3
NET EXPENDITURE		103,533	71,220	28,823	27,822	39.1

TOWN HALL	Code 201		Original	Actual	Actual	
		Actual	Estimate	As At	As At	%
		2016/17	2017/18	30-Jun	31-Aug	
		£	£	£	£	
Premises						
Developer's Maintenance Charge	4100	30,110	30,710	7,678	12,796	41.7
Maintenance & Equipment	4101	14,371	14,790	0	3,939	26.6
Electricity	4103	7,515	7,500	0	2,975	39.7
Gas	4104	14,935	15,000	1,789	4,158	27.7
Rents	4107	108	160	43	82	51.3
Rates	4105	19,632	19,380	5,808	11,607	59.9
Sewerage/Water Charges	4106	1,709	1,710	467	1,110	64.9
Town Hall Maintenance Reserve	4860	24,080	24,560	6,140	10,233	41.7
Supplies and Services						
Clothing and Uniforms	4121	199	200	50	157	78.5
Contractual Services	4122	8,338	8,320	7,506	8,189	98.4
Marketing & Promotion	4125	971	3,000	71	166	5.5
Refreshments	4035	1,650	1,560	338	771	49.4
Bookings Expenditure	4163	747	510	0	950	186.3
Bar Purchases	4168/71	7,762	7,140	1,769	4,176	58.5
Establishment Expenses						
Insurance	4129/30	10,032	9,420	2,355	3,925	41.7
Payroll Administration	4915	620	630	157	263	41.7
Consultancy: Personnel/Legal/I Audit	4137	1,300	1,200	300	500	41.7
Subscription/Licences	4131	867	890	590	920	103.4
GROSS EXPENDITURE		144,946	146,680	35,061	66,917	45.6
INCOME						
Lease of Rent & Rates Office S Wing Lease to Markets/Car Parks	1151	7,408	3,500	875	1,458	41.7
Lettings	1152	4,939	0	0	0	
Refreshments	1160/63	19,318	18,500	2,195	6,328	34.2
Town Hall Bar	1035	600	630	97	257	40.8
	1171	16,807	14,300	4,064	8,708	60.9
GROSS INCOME		49,072	36,930	7,231	16,751	45.4
NET EXPENDITURE		95,874	109,750	27,830	50,165	45.7

ENVIRONMENT	Code		Original	Actual	Actual	
		Actual	Estimate	As At	As At	%
		2016/17	2017/18	30-Jun	31-Aug	
		£	£	£	£	
Premises						
Maintenance of Allotments	4102	3,563	3,640	346	146	4.0
Dog Litter Bins	4324	5,000	6,000	0	0	0.0
Cemetery Upkeep of Grounds	4322	20,864	23,500	3,960	11,052	47.0
Street Furniture	4325	271	1,500	0	103	6.9
Rates	4105	7,381	7,890	2,375	4,745	60.1
Electricity	4103	909	800	448	538	67.3
Gas	4104	563	750	0	157	20.9
Water and Sewerage	4106	2,492	2,550	416	518	20.3
Capital Funding						
R & R Fund Cemetery	4830	5,000	5,100	1,275	2,125	41.7
Supplies and Services						
Equip, Tools & Materials	4320	1,296	1,360	59	407	29.9
Prot Clothing/Safety Equip't	4321	1,094	1,110	146	349	31.4
Promotions						
Newark in Bloom	4340	20,000	35,000	13,167	24,198	69.1
Green Flag/Heritage Site	4116		4,000	0	0	0.0
Keep Newark Tidy	4326		5,000	0	0	0.0
Vehicle & Machinery Costs	4309	12,012	11,000	3,724	6,616	60.1
Establishment Expenses						
Payroll Admin Expenses	4915	1,030	1,050	262	438	41.7
Consultancy: Personnel/Legal/ Audit	4137	1,300	1,200	300	500	41.7
Telephone	4028	2,543	2,500	673	1,350	54.0
Insurance	4129	4,818	4,920	1,230	2,050	41.7
GROSS EXPENDITURE		90,136	118,870	28,381	55,292	46.5
INCOME						
Allotment Rents	1350	5,820	5,000	111	140	2.8
Plinths/Memorial Tablets	1362	22,944	22,700	4,663	12,683	55.9
General Fees	1360	80,982	86,700	11,719	31,929	36.8
Newark in Bloom	1340	7,592	7,500	10,353	11,079	147.7
GROSS INCOME		117,338	121,900	26,846	55,831	45.8
NET EXPENDITURE		-27,202	-3,030	1,535	-540	17.8

PUBLIC CONVENIENCES	Code		Original	Actual	Actual	
		Actual	Estimate	As At	As At	%
		2016/17	2017/18	30-Jun	31-Aug	
		£	£	£	£	
Employees						
Payroll: Gross	4900	96,314	96,000	18,494	41,534	43.3
National Insurance	4901	6,525	4,500	1,218	3,089	68.6
Superannuation	4902	7,967	8,500	1,242	4,838	56.9
Payroll Administration	4915	1,240	1,270	317	529	41.7
Premises						
Repairs and Maintenance	4601	5,007	5,200	451	859	16.5
Rates	4105	14,109	12,800	3,836	7,664	59.9
Electricity	4103	10,982	9,600	2,367	5,747	59.9
Gas	4104	1,765	1,840	377	724	39.3
Water & Sewerage	4106	4,760	4,900	3,138	4,506	92.0
Repairs & Renewals Fund	4860	5,000	5,000	1,250	2,083	41.7
Supplies & Services						
Materials Inc. Cleaning	4602/4640	4,065	4,260	418	2,253	52.9
Clothing and Uniform	4121	677	520	145	444	85.4
Contractual Services	4622	6,070	6,240	0	2,374	38.0
Establishment Expenses						
Telephone Costs	4028	954	820	306	420	51.2
Consultancy	4137	650	600	150	250	41.7
Health & Safety Consultancy	4138	750	750	0	313	41.7
Insurance	4129	1,769	1,800	450	750	41.7
GROSS EXPENDITURE		168,604	164,600	34,159	78,377	47.6
INCOME						
Vending & Weighing Machines	1635/40	25	30	11	11	36.7
St Marks Charges	1620	7,028	6,000	2,374	4,184	69.7
London Road & Tolney Lane Charges	1619	117	8,000	2,634	4,236	53.0
Rents Tolney Lane Kiosk	1621	3,725	3,720	621	1,550	41.7
Rents London Road Kiosk	1622	6,950	6,950	1,159	2,896	41.7
NSDC - SLA	1650	41,170	32,170	8,043	13,404	41.7
GROSS INCOME		59,015	56,870	14,842	26,281	46.2
NET EXPENDITURE		109,589	107,730	19,318	52,096	48.4

LEISURE & ECONOMIC DEV	Code		Original	Actual	Actual	
		Actual	Estimate	As At	As At	%
		2016/17	2017/18	30-Jun	31-Aug	
		£	£	£	£	
Promotions						
Christmas Lights Displays	4725	56,969	57,740	0	0	0.0
Christmas Lights Promotions	4726	16,872	17,270	0	0	0.0
General	4745	2,104	1,940	2,760	2,550	131.4
Museum/Civic Regalia						
Museum Revenue	4770	2,609	2,650	1,273	1,807	68.2
Museum Acquisitions	4772	2,040	2,080	0	0	0.0
Museum Insurance cover	4129	6,831	6,970	1,743	2,904	41.7
Arts & Entertainment Programme						
Band Concerts/Summer Picnic	4720	8,583	9,360	85	9,361	100.0
Violin School Event	4722	250	250	0	0	0.0
Newark Festival	4723	60,260	60,000	60,000	60,000	100.0
Festival Programme Events	4718		9,000	0	0	0.0
Newark Half Marathon Grant	4051	1,000	1,000	0	0	0.0
Queens Birthday		1,050			0	0.0
Twining/Friendship Links						
Civic Twining	4750	1,037	1,060	0	896	84.5
Friends Support Groups	4760	250	250	0	0	0.0
Admin. Expenses						
Consultancy: Personnel/Legal/l						
Audit	4137	10,600	10,400	2,600	4,333	41.7
Payroll Admin	4915	620	630	157	263	41.7
GROSS EXPENDITURE		171,075	180,600	68,618	82,114	45.5
INCOME						
Sunday Band Concerts	1720	2,517	600	0	250	41.7
Christmas Lights	1726	2,035	2,100	0	0	0.0
Museum	1770	2,717	1,020	188	278	27.3
GROSS INCOME		7,269	3,720	188	528	14.2
NET EXPENDITURE		163,806	176,880	68,430	81,586	46.1

REPAIRS AND RENEWALS FUNDS 2017/18

	Balance 31.03.2017	Contrib. 2017/18	Expenditure at 31.08.17	Projects	Estimated Expend	Estimated Balance 31.03.2018
	£	£	£			£
ALLOTMENTS	4,474			Miscellaneous	-500	3,974
CEMETERY:	52,761	5,100		2017/18 Revenue provision Tree Works	-5,000	52,861
INFORMATION TECHNOLOGY	11,850	1,000		2017/18 Revenue provision Markets Transfer	-5,000	7,850
OFFICE EQUIPMENT	6,593	970		Miscellaneous Markets Transfer 2017/18 Revenue provision	-500 -5,000	2,063
MARKET PLACE	17,985	10,400		2017/18 Revenue provision Drainage Channels Market Repairs General Market Stalls Equipment	-3,000 -5,000	-11,880
PUBLIC CONVENIENCES	5,900	5,000		2017/18 Revenue provision		10,900
PARKS & PLAYING FIELDS	32,227	12,240	-9,595	Tolney Lane/Arena Play area 2017/18 Revenue provision Seat Refurbishment	-20,405 -5,000	9,467
PARKS SHERWOOD AVE.	11,756	3,890		MUGA Fencing & Surfacing Boundary Railings 2017/18 Revenue provision	-10,000 -3,000	2,646
PARKS PRIVATE ESTATES PLAY AREA	7,420	1,240		2017/18 Revenue provision		8,660
Totals	150,966	39,840	-41,860		-62,405	86,541

RESERVE FUNDS 2016/17 & 2017/18

	Balance 31.03.2017	Contrib. 2017/18	Expenditure at 31.08.17	Projects	Est. Expend	Estimated Balance 31.03.2018
	£	£	£			£
CAPITAL RECEIPTS						
	1,517,017			Town Hall External Repairs	-50,000	
			-200,000	Leisure Centre		
				Sports Hub	-447,060	
				Fountain Gardens & Friary Gardens	-100,000	
			-2,440	Toilet Improvements	-17,560	
			-14,000	Market Stalls		
				Statue Relocation	-5,000	
			-23,596	Transit Truck		
				Cemetery Improvements	-40,000	
				Built Environment Grants & Signage Strategy	-15,000	
						602,361
DORIS BAINBRIDGE INVESTMENT FUND	0			Band Concerts 2017/18	-600	
				Investment Interest	600	
						0
ELECTIONS						
	813					
		10,000		2017/18 Revenue provision		10,813
RISK MANAGEMENT						
	2,593					
			-1,647	Cemetery CCTV		946
TOWN HALL						
	201,840	30,710		2017/18 Revenue provision		
		24,560		2017/18 Revenue provision		
				Ballroom Decoration & Lighting	-6,000	
				Miscellaneous Repairs	-5,000	
			-199,690	External Repairs	-35,000	
						11,420
DEVOLUTION RESERVE						
	48,524	5,000		2017/18 Revenue provision		
						53,524
MUSEUM						
	8,808	2,080		2017/18 Revenue provision		
				New Acquisitions	-2,500	
						8,388
NEIGHBOURHOOD PLAN						
	80,000			Plan Production	-25,000	
						55000
Totals	1,859,595	72,350	-441,373		0	-748,120
						742,452

SECTION 106 AGREEMENTS 2016/17 & 2017/18						
	Balance 31.03.2017	Contrib. 2017/18	Expenditure at 31.08.17	Projects	Estimated Expend	Estimated Balance 31.03.2018
	£	£	£			£
COMMUNITY INFRASTRUCTURE LEVY	7,572					
		5,321		CIL INCOME 2017/18	7,500	
				CIL INCOME 2016/17		
				Town Centre Signage	-20,000	393
SHELTON AVENUE	269					
			-135	Revenue Expenditure		134
GRANGE ROAD	31,271					
			-3,402	Revenue Expenditure		27,869
FARNDON ROAD DE HAVILLAND WAY	3,701					
			-925	Revenue Expenditure		2,776
NEWBURY ROAD OPEN SPACE & PLAY AREA	81,759					
			-16,352	Revenue Expenditure		65,407
NEWBURY ROAD CAPITAL	53,845					
						53,845
AUTUMN CROFT	45,000					
			-5,000	Revenue Expenditure		40,000
WINTHORPE ROAD	666					
			-666	Revenue Expenditure		0
BARNBY ROAD	22,895					
			-2,069	Revenue Expenditure		20,826
MAPLE LEAF PUB	2,535					
						2,535
Totals	249,513	5,321	-28,549		-12,500	213,785

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	FINAL ACCOUNTS 2016/17 – EXTERNAL AUDIT
REPORT BY:	TOWN CLERK

1. Recommendation

1.1 Members are asked to :

- (i) Note the approval of the Town Council’s financial accounts for the 2016/17 financial year ended on 31st March 2017 by the external auditors.

2. Background

2.1 The Final Accounts for the financial year 2016/17 have been audited by the Town Council’s external auditor; Grant Thornton.

At the time of writing this report I have been advised that the audit is complete and the signed Annual Return is in the post.

I will table any comments or matters that require bringing to Member’s attention at the meeting.

3. Financial, Legal, Equality & Risk Issues

3.1 None.

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