



# NEWARK TOWN COUNCIL

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

Tel: 01636 680 333 ~ Fax: 01636 680 350

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

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## **FINANCE & GENERAL PURPOSES COMMITTEE**

**WEDNESDAY 7<sup>TH</sup> FEBRUARY 2018**

**Thursday 1<sup>st</sup> February 2018**

Dear Councillor

You are summonsed to attend a meeting of the Finance & General Purposes Committee at 7.30pm on Wednesday 7<sup>th</sup> February 2018. 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

<b>1</b>	<b>Apologies for Absence</b>		
<b>2</b>	<b>Minutes of the Finance &amp; General Purposes Committee held on Wednesday 10<sup>th</sup> January 2018</b>	<b>Minutes Attached</b>	<b>Page 5</b>
<b>3</b>	<b>Matters Arising</b>	<b>Verbal</b>	
<b>4</b>	<b>Declarations of Interest from Members</b>	<b>Verbal</b>	
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<b>10</b>	<b>Medium Term Financial Strategy</b>	<b>Report Attached</b>	<b>Page 33</b>
<b>11</b>	<b>Revenue Budget &amp; Precept 2018/19</b>	<b>Report Attached</b>	<b>Page 49</b>
<b>12</b>	<b>Meeting Dates</b>	<b>Report Attached</b>	<b>Page 73</b>

### Pre-Group Meetings

<b>1</b>	<b>6.00pm</b>	<b>Conservative Group</b>	<b>Committee Room</b>
<b>2</b>	<b>7.00pm</b>	<b>Independents</b>	<b>Pickin Room</b>
<b>3</b>	<b>7.00pm</b>	<b>Labour Group</b>	<b>Old Robing Room</b>

### **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 7<sup>th</sup> February 2018

## FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 10<sup>th</sup> January 2018 in the Town Hall.

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

**FGP58/17/18 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 6<sup>th</sup> December 2017**

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday 6<sup>th</sup> December 2017 were **AGREED** as a true and accurate record and signed by the Chairman.

**FGP59/17/18 Matters Arising**

**FGP57/17/18 – Cemetery**

Cllr P Duncan spoke with regard to the Kiddey Stones which had been discussed within this Minute at the last meeting. He thought that the Town Council should at least know if there was any value to the Stones before deciding what to do with them. He suggested that someone with appropriate professional expertise should take a look at them. Cllr Duncan also had some photographs of the Stones and a report obtained from the Curator; it was agreed that a copy of them both should be circulated to Councillors for the March meeting of this Committee.

**FGP60/17/18 Declarations of Interest**

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

**FGP61/17/18 Payment Schedule 8/18**

Members **AGREED** that payment in accordance with Payment Schedule 8/18 in the sum of £164,098.46 (one hundred and sixty four thousand, and ninety eight pounds and 46p) be **APPROVED**.

**FGP62/17/18 Street Collection Licences**

Members **AGREED** to recommend to Newark & Sherwood District Council that the following application for a Street Collection Licence be **APPROVED**:

- (i) Marie Curie, on Saturday 3<sup>rd</sup> March 2018.

**FGP63/17/18 Voluntary Body/Community Events Grant Applications**

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

- (i) Free use of the Ballroom to hold a talk on 'The Death of King John, The Battle of Lincoln and the First Siege of Newark 1218, at a cost of £138.00 on Wednesday 18<sup>th</sup> July 2018, for Collingham & District Local History Society.

**FGP64/17/18 Internal Audit Report**

**Payroll – 1.4**

Cllr Mrs R Crowe said it was of concern that some overtime claims had not been authorised, but noted the proposed action.

**Payroll – 1.10**

Cllr S Haynes thought that the method of backing up was somewhat antiquated; general discussion followed and it was noted that there were a lot of other ways of backing up data, off the premises.

Cllr M Skinner suggested that the current IT provider to the Town Council be asked for

advice on this.

During the discussion, Cllr K Girling asked how long the fire-proof safe was actually fire-proof for; the Town Clerk agreed to find out and report back.

### **Asset Management – 6.8**

Cllr Mrs R Crowe asked if the time scale for the list had been given to the Officers involved; the Town Clerk said it would be issued nearer the year end with other instructions for the completion of the final accounts.

### **Newark Market – 8.9**

Cllr Mrs R Crowe asked how the arrears noted had been allowed to accumulate. The Market Manager responded that this usually happened through absenteeism of licensed traders who are required to pay rents even when they do not attend. He reported that the debts noted had now all been cleared, but in the meantime another licensed trader had been off, so there would be new arrears that will be collected.

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

## **FGP65/17/18**

### **Newark Market Strategy**

The Market Manager went through the Agenda Report. He asked that Members view the report not only for Newark Market, but also for the Town Centre.

The Market Manager pointed out that he had initiated the provision of a coach bay on Appletongate and was to request Notts. County Council to invite its use also as a bus stop on town centre routes (6.5). He also said that promotion of the market could be boosted by some further investment, involving specialist support (7.4).

Members were then invited to ask questions and the following points were raised:

- Do the markets staff check to see that the traders actually sell the goods that they have said they would; the Manager responded that they do, but this can be an issue in the run up to Christmas when 'casual' traders sometimes put out goods that they have not declared on their registration.
- The possibility of a shuttle bus service in Newark; what social media is used? The Manager informed Members that there is a Facebook page, and they also use Twitter.
- Footfall in the Market Place – technology can be used to measure this. If possible, Members asked if this could include qualitative research i.e. why visit/why not, why shop on market/why not. This information may already be available in the Carter Jonas report commissioned by the District Council.
- Incentives for second stalls – the Manager informed Members that good discounts are given to traders who take multiple stalls.
- Card payments – how many traders can accommodate this; the Manager reported that he thought 5 or 6 traders can now do this.
- Quality, not quantity, of stalls should be borne in mind.
- The stalls do not seem to have any particular 'structure'; the Manager said that this should get better once all traders use the 'skirts' that have been provided. They have all been issued, but some traders are still on holiday.
- Promote the Market on the Town Council's website.
- Do more to attract coach parties; the Town Clerk informed Members that there had

been a meeting earlier in the week of the Town Team. Over the last year there were over 100 coaches that visited Newark, and the Town Team are trying to come up with a 'package'.

- Not enough is made of the 'Royal Market' brand. More focus should be put on getting this across in a distinctive and intelligent way. The Manager responded that this could be part of the 'push' to make more use of social media to help with this.
- There is a delicate balance between trying to attract new traders, and retaining them.
- Charity stalls – if there is space could there be more than one made available; the Manager reported that he would be contacting some charities in the near future.
- Could the total stalls available graph be broken down into days (page 75 in the Agenda)? The Market Manager agreed to do this.

Members then **CONSIDERED** the proposed Action Plan for Newark Market as in the Agenda Report. It was **AGREED** that the Actions in Appendix A should be **APPROVED**.

**FGP66/17/18 Business Continuity Plan**

The Town Clerk went through the report.

Cllr Mrs R Crowe asked where the Town Council would operate from if there was a major incident, and asked if Castle House had been considered. The Town Clerk agreed to investigate this position.

She also asked where the Plan would be kept.

The Town Clerk informed Members that all the people involved would have a copy of the plans, and would be keeping them at home.

Cllr S Haynes asked if there was the facility for Officers to work remotely; the Town Clerk said that there was not currently that facility.

Members then **APPROVED** the draft Business Continuity Plan, with the following change:

- (i) To include a specific location from which to operate in the immediate aftermath of the loss of the Town Hall.

**FGP67/17/18 Personnel Sub-Committee Minutes**

Members **RECEIVED** the Minutes of the Personnel Sub-Committee Meeting held earlier in the evening.

<b>Meeting Closed:</b>	<b>8.40pm</b>	<b>Next Meeting:</b>	<b>Wednesday 7<sup>th</sup> February 2018</b>
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**FINANCE & GENERAL PURPOSES COMMITTEE**

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

**1. Recommendations**

1.1 Members to Approve the attached Payment Schedule 9/18.

**2. Background**

2.1 Payment Schedule 9/18 appended to this report.

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

3.1 None.

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



## CHEQUES

### ACCOUNTS FOR PAYMENT SCHEDULE 9/18

**31.12.17**

Voucher No	Payee	Cheque No	Budget Head	Total Amount
1064	Forest Pavings & Groundworks	18995	P & O/S Repairs & Maintenance	£680.00
1065	Newark Twinning Assoc	18996	Twining Grant	£242.40
1066	Allen Mrs P	18997	Cemetery Fees	£30.00
1067	Petty Cash	18998	Market Uniform	£24.99
1067		18998	PC Repairs & Maintenance	£20.04
1067		18998	Civic Car	£23.52
1067		18998	Printing & Stationery	£11.96
1067		18998	Market Promotions	£40.00
1067		18998	ENV Tools & Equipment	£7.45
1067		18998	* TH Bar	£34.19
1067		18998	* Refreshments	£75.89
1067		18998	TH Marketing & Promotions	£75.00
1067		18998	TH Maintenance & Equipment	£17.54
1068	Municipal General Charity	18999	TH Rents	£42.50
			<b>Total</b>	<b>£1,325.48</b>

## AUTOPAY

### ACCOUNTS FOR PAYMENT SCHEDULE 9/18

**31.12.17**

Voucher No	Payee	Budget Head	Total Amount
1069	Ann et Vin	* TH Bar	£70.98
1070	A O Cumbernauld	Payroll	£9,947.92
1071	Argos	TH Maintenance & Equipment	£29.39
1072	Bagnalls Decorators	PC Repairs & Maintenance	£437.15
1073	Bestwood Black Diamonds	Sunday Band Concerts	£260.00
1074	Big Stuff Band	Market Promotions	£450.00
1075	BS City Fencing	Allotment Repairs & Maintenance	£630.00
1076 - 1078	Bunzl	TH Maintenance & Equipment	£163.25
1079	Canon	Printing & Stationery	£690.13
1080	CEF	Cemetery Upkeep	£6.46
1081 - 1082	Corona Energy	TH Gas	£263.51
1083	Dauphin Design Ltd	Museum	£108.00
1084	Dry Clean Plus	CE Uniform	£14.70
1085 - 1086	EM Digital Radio	Market Promotions	£624.50
1087 - 1090	EDF Energy	Market Electricity	£2,472.09
1091	EE	Telephones	£85.50
1092 - 1094	Elecheck Ltd	PC Repairs & Maintenance	£1,417.62
1095	Farmstar	ENV Tools & Equipment	£51.75
1096	Farmstar	ENV Uniform	£46.70
1097 - 1098	Farmstar	Mowers	£242.47
1099 - 1100	Farmstar	Market Equipment	£342.98
1101	Flipside Party Band	Market Promotions	£565.00
1102	Gatecare Ltd	Allotment Repairs & Maintenance	£1,710.00
1103	GMS	TH Maintenance & Equipment	£86.11
1104	Gower Consultants Ltd	Computers	£646.57
1105	Grant Thornton	Audit Fee	£2,400.00
1106	Greener Security Shredding	TH Maintenance & Equipment	£39.00
1107 - 1108	Haynes RJ	Market Promotions	£450.00
1109	Hellyer B	Market Promotions	£260.00

1110 - 1111	Henton & Chattell	Mowers	£394.46
1112	Imber Insurance	Market Insurance	£350.00
1113	Jackson J	Market Promotions	£380.00
1114 + 1118	Jacksons	Cemetery Upkeep	£64.38
1115	Jacksons	PC Materials	£9.61
1116 - 1117	Jacksons	ENV Tools & Equipment	£47.52
1119	Jones Maintenance	TH Maintenance & Equipment	£393.00
1120 - 1121	Lee Baron	TH R & R Fund	£36,988.18
1122	Lidsters of Worksop	* Cemetery Tablets	£213.26
1123	LITE	Christmas Lights Display	£47,406.24
1124	Liz Hobbs	Christmas Lights Event	£13,059.60
1125	Lynx AC	TH Contracts	£594.00
1126	Mayo Crane Hire	Christmas Lights Display	£540.00
1127	MEC Recycling	Cemetery Upkeep	£15.00
1128	Murray DS	Museum	£1,000.00
1129	NEC Ltd	TH Maintenance & Equipment	£234.00
1130	Neopost Ltd	Postage	£223.08
1131 - 1132	Newark Advertiser	Market Promotions	£1,510.26
1132	Newark Advertiser	Museum	£1,013.35
1133	Newark Community First Aid	Health & Safety/Training	£140.00
1134	Newark Security Services	P & O/S Security	£675.00
1135	Newark Security Services	Christmas Lights Display	£309.60
1136	Newark & Sherwood Locksmiths	ENV Vehicle Running Costs	£24.84
1136	Newark & Sherwood Locksmiths	TH Maintenance & Equipment	£7.14
1137	NSDC	Market Equipment	£67.20
1138	NSDC	Civics	£256.10
1139	Newby V	Museum	£22.56
1140	Notts CC	Payroll	£11,676.09
1141 - 1144	NTC Pay Account	Payroll	£39,660.36
1145 - 1146	PGS Supplies Ltd	Market Equipment	£204.60
1147	PGS Supplies Ltd	Market Promotions	£9,551.70
1148	Pykett Bros	Market Promotions	£120.00
1149	Radley J	Newark in Bloom	£38.52
1150	Ramsden F	Museum	£17.46
1151 - 1155	Reflect Recruitment	Payroll	£7,757.95
1156	SCS	Market Computers	£132.00
1157	Second Element	TH Maintenance & Equipment	£216.00
1158	Smiths Timber	Cemetery Upkeep	£26.28

1159	South Lincs Clothing	Market Equipment	£24.00
1160	SSE	P & O/S Electricity	£127.60
1161	SSE	PC Electricity	£302.62
1162 - 1164	Staples	Printing & Stationery	£135.83
1165	TC Harrison	ENV Vehicle Running Costs	£53.65
1166	Tanvic	ENV Vehicle Running Costs	£156.00
1167 - 1168	Temple P	Museum	£187.70
1169	TMS Ltd	Market Promotions	£267.60
1170	UK Waste	Cemetery Upkeep	£774.00
1171	Use Locally	Market Promotions	£68.40
1172 - 1173	Viking	Printing & Stationery	£80.52
1174	Virgin Media	Telephones	£556.07
1175 - 1176	Virgin Media	ENV Telephones	£93.68
1177	Virgin Media	PC Telephones	£19.67
1178	Wastecycle Ltd	Market Refuse Disposal	£988.08
1179	Watch it Security	Cemetery Upkeep	£633.60
1180	Wordprint	Printing & Stationery	£38.40
1181	Yeomans L	PC Uniform	£24.00
<b>Total</b>			<b>£204,382.54</b>

## DIRECT DEBITS

### ACCOUNTS FOR PAYMENT SCHEDULE 9/18 31.12.17

Voucher No	Payee	Budget Head	Total Amount
1182	BOC	TH Bar	£112.86
1183 - 1184	Booker	* TH Bar	£155.16
1185 - 1186	BT	Telephones	£208.80
1187 - 1191	BT	ENV Telephones	£433.08
1192	BT	PC Telephones	£388.74
1193	Crown Gas & Power	TH Gas	£1,770.97
1194	Edgars Water	* Refreshments	£67.40
1195	Lex Autolease	Civic Car	£274.00
1196	Natwest Cards	TH Maintenance & Equipment	£57.35
1196		Christmas Lights Display	£305.19
1196		Street Furniture	£18.49

1196		Office Equipment	£418.74
1196		Market Equipment	£34.98
1196		Newark in Bloom	£20.00
1197	NSDC Rates	Rates	£8,549.00
1198	Safety Measures	Health & Safety	£88.80
1199	Severn Trent Water	ENV Water	£183.73
1200 - 1201	SSE	TH Electricity	£1,876.98
1202 - 1207	SSE	ENV Electricity	£174.04
1208 - 1211	SSE	PC Electricity	£3,102.51
1212	UK Fuels	Civic Car	£44.43
1213 - 1214	UK Fuels	ENV Vehicle Running Costs	£221.48
1214 - 1215	UK Fuels	Fuel - Mowers	£146.32
1216	Worldpay	Bank Charges	£66.86

**Total    £18,719.91**

**Grand Total    £224,427.93**

**\* Recharges**

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





**FINANCE & GENERAL PURPOSES COMMITTEE**

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

**1. Recommendation**

1.1 Members are asked to:

- (i) Note the decision to grant a Street Collection Licence for Cancer Research UK on Saturday 3<sup>rd</sup> February 2018, taken by the Town Clerk in consultation with the Chairman of this Committee, under the Scheme of Delegation.
- (ii) 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 Following the last meeting of this Committee an application was received from Cancer Research UK, for a street collection February 3<sup>rd</sup> 2018. The timescales involved didn't allow the application to be submitted to the Committee and therefore, after consulting with the Chairman of this Committee, I agreed to grant the application under the Town Council's Scheme of Delegation.

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

3.1 None.

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



**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 2018**

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

<b>COLLECTIONS AGREED TO DATE</b>	
January	
February 3 <sup>rd</sup>	Cancer Research UK
March 3 <sup>rd</sup>	Marie Curie
April	
May	
June	
July	
August	
September	
October 27 <sup>th</sup> – 31 <sup>st</sup>	Royal British Legion
November 1 <sup>st</sup> – 10 <sup>th</sup>	Royal British Legion
December	

**FINANCE & GENERAL PURPOSES COMMITTEE**

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

**1. Recommendations**

Members are asked to consider:

- (i) Holding a twinning event to celebrate the 35<sup>th</sup> Anniversary of the signing of the Town Council’s twinning agreement with Emmendingen,
- (ii) Subject to (i) above extend formal invitations for small delegations to attend from the Town Council’s other twin towns; Sandomierz and St Cyr Sur Loire,
- (iii) Charging any costs associated with the event to the Festival Programme Events budget.

**2. Background**

2.1 Every second year the Town Council has traditionally invited representatives from Emmendingen, the German twin town, to send a delegation to Newark. Over the last few years this has also included a number of German Wine Growers.

These visits have coincided with the Newark Festival weekend; however this has grown to a size where it is difficult to accommodate the wine growers on the Festival site and the weekend is too busy for us to properly oversee the Festival and host a number of civic visitors at the same time.

2.2 2018 is the 35 Anniversary of the signing of the Twinning Charter between Newark and Emmendingen. Informal discussions with Emmendingen has identified that the wine growers are keen to visit Newark again and they could also be joined by the Towns Stadt Band.

It is proposed therefore that a suitable date for a visit would be over the weekend 22-24 June. This will coincide with the planned Armed Forces Day event on Sunday 24<sup>th</sup> June which will be taking place in the Market Place. I have taken the liberty of canvassing the views of the ‘military community’ who hold this event and they are happy for it to incorporate any visitors from our twin towns.

2.3 The Twinning association will meet all transport costs and will seek to find volunteers to host as many guests as possible. The Town Council may however need to meet a small number of residual hotel accommodation costs, subject to who attends from the twin towns.

2.4 It is suggested that a formal reception is held for visitors from the twin towns on Sunday 24<sup>th</sup> June, in the Town Hall with the cost of this to be met by the Town Council.

The Twinning Association will provide assistance in arranging and organising the programme of events for the weekend. They have also undertaken to make a financial contribution to the cost of entertainment.

It is suggested that any net costs arising from this event be met from the Festival Programme Events. This budget head is included in the Town Council’s revenue estimates which are being considered later on in this agenda. In addition it can also be used to provide

support, if required, for Armed Forces Day event which is planned to be held on Sunday 24<sup>th</sup> June, alongside this twinning visit.

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

Contained in the report.

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

**FINANCE & GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>REVIEW OF MARKET FEES &amp; CHARGES</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

1.1 Members are asked to:

- (i) Consider amendments to the current Market Fees and Charges, to be effective from 1<sup>st</sup> April 2018.

**2. Background**

2.1 The current fees being applied for rents of stalls and pitches were set by the Town Council in February 2017, and are shown in the table attached at Appendix 1.

2.2 Newark Market, like most other markets in the UK, continues to have significant competition from supermarkets, out of town retail parks and on line offers/home delivery. This is in addition to the decreasing levels of footfall being experienced generally in Newark town centre. In response to this, Members, at the last meeting of this Committee, agreed to implement a market strategy action plan including various new measures to further attract and retain traders.

2.3 In 2016/17 income for the market was £254,000. At the end of period 9 in the current financial year income is £177,000 with an expectation that final year turn out will be £257,500.

2.4 Newark market rents are currently broadly in line or slightly higher than other market providers in the region.

2.5 At the January meeting, Members accepted the need for various limited period stall rent discounts to incentivise and attract new traders and also, increased winter loyalty discounts for licensed traders.

**3 Proposed amendments**

3.1 In terms of any appropriate increase in Fees & Charges I would suggest that Members should take into account the current rate on inflation together with the current level of fees charged by neighbouring Councils and the competition that exists from supermarkets etc. in the town.

The Consumer Prices Index has risen over the 12 months up to December 2017 by 2.7%

3.2 In view of the current competitive environment and challenges faced by the market and indeed Newark town centre retailers in general, it is suggested that a general inflation increase is not applied for 2018/19.

Following on from the report which this Committee considered last month I would propose to introduce two new initiatives for next year; a Winter loyalty discount and a New trader “Try market trading at Newark Market”. These are included in the proposed fees and charges table attached at Appendix 1.

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

4.1 Contained in report.

<b>Background Papers:</b>	<b>Market working files.</b>
<b>Lead Officer:</b>	<b>Alan Mellor – Town Clerk</b> <b>Tel: 01636 684801</b> <b>Email: <a href="mailto:alan.mellor@newark.gov.uk">alan.mellor@newark.gov.uk</a></b>





### NEWARK MARKET FEES AND CHARGES

		EXISTING 2017/18	PROPOSED 2018/19
Monday	Rent	£15.00	£15.00
	Extra stall	£7.50	£7.50
	Extension	£5.00 Max 3m x 1m additional space incurring further costs	£5.00 Max 3m x 1m additional space incurring further costs
	Mobile Unit	£4.95/linear metre	£4.95/linear metre
	Stodman St/Bridge St	£35-£60	£35-£60
Wednesday	Rent -Licensed	£20.00	£20.00
	Extra Licensed stall	£10.00	£10.00
	Rent – Casual	£24.00	£24.00
	Extra Casual Stall	£20.00	£20.00
	Extension	£7.00 Max 3m x 1m additional space incurring further costs	£7.00 Max 3m x 1m additional space incurring further costs
	Mobile Unit	£7.26/linear metre	£7.26/linear metre
	Farmers	£24.00	£24.00
Stodman St/Bridge St	£38-£66	£38-£66	
Thursday	Rent	£15.00	£15.00
	Extra stall	£7.50	£7.50
	Extension	£5.00 Max 3m x 1m additional space incurring further costs	£5.00 Max 3m x 1m additional space incurring further costs
	Mobile Unit	£4.95/linear metre	£4.95/linear metre
	Stodman St/Bridge St	£35-£60	£35-£60

Friday	Rent -Licensed	£16.00	£16.00
	Extra Licensed stall	£10.00	£10.00
	Rent – Casual	£19.00	£19.00
	Extra Casual Stall	£10.00	£10.00
	Extension	£6.00 Max 3m x 1m additional space incurring further costs	£6.00 Max 3m x 1m additional space incurring further costs
	Mobile Unit	£6.60/linear metre	£6.60/linear metre
	Stodman St/Bridge St	£35-£60	£35-£60
Saturday	Rent –Licensed	£20.00	£20.00
	Extra Licensed stall	£10.00	£10.00
	Rent – Casual	£24.00	£24.00
	Extra Casual Stall	£22.00	£22.00
	Extension	£7.00 Max 3m x 1m additional space incurring further costs	£7.00 Max 3m x 1m additional space incurring further costs
	Mobile Unit	£7.26/linear metre	£7.26/linear metre
	Stodman St/Bridge St	£38-£66	£38-£66
Event/Specialist Markets	All Days	£38-£60 per stall /pitch dependant on assessment of likely footfall	£38-£60 per stall /pitch dependant on assessment of likely footfall
Hire of Charity Stall		£12.00	£12.00
Offsite Hire of Market Stall		£20.00 per day	£20.00 per day
Winter loyalty discount	All days	£5 per full paying stall payable in two weeks during January and February if minimum of 7 weeks attended in preceding November and December	£6 per full paying stall payable in two weeks during January and February if minimum of 7 weeks attended in preceding November and December
New trader “Try market trading at Newark Market”	One day per month- “fiver a stall”		£5 per stall for new traders (max 2 per year per trader)

**FINANCE & GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>REVIEW OF CEMETERY FEES &amp; CHARGES</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

1.1 Members are asked to:

- (i) Consider an increase in Cemetery Fees and Charges, to be effective from 1<sup>st</sup> April 2018.

**2. Background**

2.1 Cemetery Fees were last reviewed by this committee in January 2017 when the Committee agreed to increase Cemetery Fees & Charges by 3.5% with effect from 1<sup>st</sup> April 2017.

Prices have traditionally been increased in April each year in order that an appropriate income figure can be accounted for in the revenue estimates which will be considered by the Town Council in February.

**3. Proposed increases.**

3.1 In terms of an appropriate increase in Fees & Charges I would suggest that Members should take into account the current rate of inflation together with the current level of fees charged by neighbouring Councils who have broadly speaking similar overheads and staffing levels to this authority.

The Consumer Prices Index has risen over the 12 months up to December 2017 by 2.7 %. (these are the latest figures available).

Attached at Appendix 1 is an analysis of fees charged by a number of neighbouring local authorities for comparison purposes.

This analysis shows that the current level of charges are, generally, lower than those charged by neighbouring Councils.

3.2 Appendix 2 shows the current scale of Cemetery fees, and examples of a 1%, 2% and 5% price increase on individual fees.

Based upon the current income figure for this year these increases would generate an additional of income of £750, £1,500 and £3,750 respectively.

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

4.1 Given the relatively small amounts of additional income that would be realised from an inflationary increase I would not intend adjusting the income figure which has already been included in the revenue estimates for 2018/19. The estimate figure is more likely to be affected by the number of burials etc. rather than any price increase.

<b>Background Papers:</b>	<b>Cemetery working files.</b>
<b>Lead Officer:</b>	<b>James Radley – Deputy Town Clerk</b> Tel: 01636 684803      Email: <a href="mailto:james.radley@newark.gov.uk">james.radley@newark.gov.uk</a>

## COMPARISON OF CHARGES WITH NEIGHBOURING COUNCILS

	<b>Newark Current Fee</b>	<b>Average of Available Figures</b>	<b>Lincoln</b>	<b>Grantham</b>	<b>Mansfield (inc base)</b>	<b>Nottingham</b>
	£	£	£	£	£	£
New Grave	453	900	560	497	1270	1273
Interment	453	687	1020	507	555	667
Cremation Plot	177	447	135	497	710	n/a
Interment	97	133	95	90	170	179
Headstone	167	160	88	123	135	294
Kerb	144	326	284	n/a	n/a	368
Headstone & Kerb	238	753	n/a	n/a	175	578



**APPENDIX 2**

	2017/2018	2018/2019	2018/2019	2018/2019
	Current	+1%	+2%	+5%
<b>Interment</b>				
Interment of the body of a stillborn child, or a child whose age at the time of death did not exceed 1 month.	No Charge			
Interment of the body of a child whose age at the time of death exceeded 1 month but did not exceed 12 years.	£270	£273	£275	£283
Interment of the body of a person whose age at the time of death exceeded 12 years.	£469	£474	£478	£492
Additional charge if depth of grave is for 3 persons.	£145	£146	£148	£152
For the interment of cremated remains	£100	£101	£102	£105
Additional charge for the removal of spoil	£80	£81	£82	£84
<b>Rights of burial</b>				
For exclusive rights of burial for 50 years in an earthen grave	£469	£474	£478	£492
Additional charge for exclusive Rights of burial for 50 years in an earthen grave, with a headstone base.	£152	£154	£155	£160
Exclusive rights of burial for 50 years of cremated remains in an earthen grave.	£183	£185	£197	£192
A walled grave of 8ft x 4 ft.	£878	£887	£896	£922
A vault of 8ft x 8 ft.	£1,363	£1,377	£1,390	£1,431

<b>Memorials</b>				
Headstone	£173	£175	£176	£182
Grave surround	£149	£150	£152	£156
Headstone and grave surround	£246	£248	£251	£258
Plaque	£64	£65	£66	£67
Vase with an inscription	£64	£65	£66	£67
Additional inscription	£64	£65	£66	£67
<b>Miscellaneous fees</b>				
Interment outside of specified hours	£170	£172	£173	£178
Tree Plaques				
Book of Remembrance				
2 line (inc VAT)	£53	£54	£55	£56
5 line (inc VAT)	£84	£85	£86	£88
8 line (inc VAT)	£135	£136	£138	£142
Exhumation - body	£1,628	£1,644	£1,661	£1709
Exhumation - Cremated remains	£273	£276	£278	£287
Memorial tablets - Garden of Remembrance				
East Garden (inc VAT)	£194	£196	£198	£204
West Garden (inc VAT)	£254	£257	£259	£267
Additional Inscription East or West (inc VAT)	£69	£70	£71	£72
Additional inscription existing tablet (inc VAT)	£101	£102	£103	£106
Permission to plant a memorial tree	£143	£144	£146	£150
Permission to install a memorial seat	£143	£144	£146	£150
Note: The above charges are doubled for people who live outside of the Town Council boundary.				



**FINANCE & GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>MEDIUM TERM FINANCIAL STRATEGY</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

- 1.1 Members are asked to consider the attached Medium Term Financial Strategy covering the period 2017-2025 and make recommendations to the Town Council as appropriate.

**2. Background**

- 2.1 As part of the budget setting process for the current financial year, 2017/18, the Town Council formally considered its revenue expenditure in the context of a Medium Term Financial Strategy (MTFS) in order to achieve a stable financial position over a number years.
- 2.2 The revised budget for 2017/18 has been taken as the base position and extrapolated forward over a future seven year period, taking into account any known changes or service enhancements which the Council has already decided upon, including an allowance for inflation. The formal Strategy is attached at Appendix 1.

**3. Devolved Services**

- 3.1 Within the Devolved Service Agreement is provision for the grant receivable from the District Council to be re-calculated on annual basis to reflect any changes to the estimated increase in the Town Council's Council Tax Base.  
  
This calculation has been made for 2018/19; the Council Tax Base is lower than estimated and therefore an additional £46,815 will be received as a result. Members are reminded that this is only a change to the profile of grant paid and will not affect the overall amount of £3.78m to be paid over the next twenty years.
- 3.2 A revised estimate of new housing growth over the next twenty years has now been received from the District Council. This shows a significant reduction from the original estimate of 5,295 new houses down to a revised figure of 3,616, this results from a lower number of houses now expected to be built on the two major sites on land South and East of Newark.  
  
This has a major impact on the profile of the Devolved Services Grant that is received from the District Council. The original profile included a declining annual payment starting at £239,000 in 2015/16 reducing to £139,000 in the final year, 2034/35.  
  
The revised profile shows an increasing level of grant in every year up to a figure of £412,000 in 2026/27 with a small residual payment due in the following year. This reduces the period over which the grant will be paid down to 10 years.
- 3.3 Furthermore the Devolution Agreement also includes a clause to the effect that; if the Town Councils, Council Tax Base doesn't reach the level originally estimated at the end of the 20 year agreement, then further grant sums will be paid each year until the Council Tax Base achieves this figure. The current calculations show that this clause is likely to be triggered. It

is estimated that in 2035/36 a further £178,500 will be received from the District Council.

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

In this context the re-profile of the grant is achieving what it was set out to do and the Town Council's financial position will be protected for the next ten years, as demonstrated in the Medium Financial Strategy attached to this report (see paragraph 3.1).

- 3.5 Extrapolating the financial position forward for a further 10 years up to 2034/35, which is the last year of the Devolution Agreement, there is an annual revenue account deficit, which can only be met in part from the Town Council's General Fund Balance. This would result in the General Reserve Fund moving into a deficit position between 2030 and 2036.

- 3.6 It is, in part, against this backdrop that the District Council have been asked to undertake a Community Governance Review in particular for the boundary at land South of Newark with Balderton. If successful, this will result in all the new houses in this area being included in the Town Councils, Council Tax Base. Initial estimates show that, if this is achieved, then there will be no General Fund Deficit throughout the 20 year period of the Devolution Agreement.

However even with this adjustment the estimated Council Tax Base in 2035/36 will not have achieved the original estimate level and again the continuation of the Devolution Grant receivable from the District Council will be triggered for the 2035/36 financial year.

- 3.7 At this stage I would not recommend that the Town Council needs to take any corrective action. The Devolution Agreement is providing the protection to the Town Council's overall financial position in the medium term and a positive outcome from the Community Governance Review will ensure that the Town Council has a stable and positive financial base in the long term.

This position will, of course, continue to be monitored and reviewed with further reports being submitted in the future as appropriate.

#### **4. Excessive Council Tax Referendum**

- 4.1 As Members will be aware from previous budget reports, the Government has powers to require all Councils to hold a referendum on Council Tax increases which are seen as excessive and above a pre-determined limit set by the Government.

For 2017/18 the Secretary of State set a limit of 2% for most principal authorities; however this principle was not extended to Town & Parish Councils.

For 2018/19 the Secretary of State is proposing to set a limit of 3% for most principal authorities; however this principle will again not be extended to Town & Parish Councils.

- 4.2 Whilst ever the possibility of this Referendum being applied to Parish Councils exists, there remains an incentive for all Councils to maintain their precepts at as high a level as possible when setting budgets; such a policy preserves their position for future years as the precept for 2018/19 will be the base position from which all future Council Tax levels are judged.

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

Council Tax rates in order to just protect their future base financial position.

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

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

The figures contained in the MTFS assume an increase of 1.9% in 2018/19 with further annual increases of 1.5% in the Town Council's Band D Council Tax charge for all years covered by the plan. For the 2018/19 financial year I would suggest that an increase which is below the 3% limit being set for most Principal Authorities, provides the benefit of additional income in the year as well as maintaining the cumulative impact of such an increase over the medium term.

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

## 5. Medium Term Financial Strategy

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

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

Whilst the level of the General Reserve Fund is anticipated to fluctuate over the period of the MTFS, it remains above the level anticipated when the decision to accept the Devolved Services was taken in February 2015. The use of these Reserves to meet the cost of Devolved Services is an appropriate use of the General Reserve Fund.

## 6. Financial, Legal, Equality & Risk Issues

- 6.1 The attached Financial Strategy sets out the Council's revenue spending over a seven year period using the revised budget for 2017/18 as the base position. It shows that the Council remains in a financial position that is able to accommodate the cost of Devolved Services and some service enhancements over the plan period.

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



# MEDIUM TERM FINANCIAL STRATEGY 2017-2025





# **C O N T E N T S**

## **1. INTRODUCTION**

## **2. KEY AREAS**

2.1 Moving Resources to Meet Priorities and New Pressures

2.2 Setting a Minimum Level of Reserve Balances

2.3 Maintaining a Sound and Sustainable Financial Position

2.4 Earmarked Reserves & Provisions

2.5 External Funding

2.6 Local Taxes

2.7 Maintaining and Developing Sound Financial Management

## **3. FINANCIAL RISK AND SENSITIVITY ANALYSIS**

3.1 Summary Medium Term Financial Plan

3.2 Budget Inflation Assumptions

3.3 Council Tax Base

3.4 Service Demands





## **1. INTRODUCTION**

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

### **Its Objectives**

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

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

### **Key Areas**

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

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

### **Time Frame**

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

## 2. KEY AREAS

### 2.1. MOVING RESOURCES TO MEET PRIORITIES AND NEW PRESSURES

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

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

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

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

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

### 2.2 SETTING A MINIMUM LEVEL OF RESERVE BALANCES

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

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

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

generated from new housing developments. It is estimated that whilst the General Reserve Fund will reduce over the period of the Plan it should remain above the minimum level set by the Town Council.

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

## **2.3 MAINTAINING A SOUND AND SUSTAINABLE FINANCIAL POSITION**

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

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

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

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

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

## **2.4 EARMARKED RESERVES AND PROVISIONS**

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

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

2.4.3 The Council also holds provisions in respect of obligations for which the timing of payments due is uncertain.

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

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

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

## **2.5 EXTERNAL FUNDING**

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

### **Partnership/External Funding**

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

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

### **Resources for Capital Investment**

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

This covers:

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

2.5.5 Given the current historically low level of interest rates the Town Council has made applications totalling £1.345m for borrowing from the Public Works Loan Board. This is to fund the capital expenditure incurred and planned for the new Leisure Centre, the Community & Activity Village and the major repairs to the Town Hall. The loan repayments have been included in the revenue estimates for 2018/19 and in the Medium Term Financial Plan.

### **Fees and Charges**

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

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

Maximising income is achieved in two ways:

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

### **Investment Income**

2.5.7 The Council periodically has surplus cash to invest on a temporary basis. The Council's annual Investment Strategy sets out the way in which income from this source is achieved and is balanced against the security of the funds invested. The Town Council has just over £2m externally invested which is producing an annual income in excess of £60,000.

## **2.6 LOCAL TAXES**

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

For 2018/19 the Secretary of State has set a limit of 3% for most principal authorities; however this principle has not, so far, been extended to Town & Parish Councils.

There is therefore no limit on the level of increase, which the Town Council needs to take into consideration, which would trigger a referendum for 2018/19. However the Secretary of State has made it clear that increases in Local Council precepts over the next three years will be kept under close scrutiny and if it is felt that overall increases are at a level which is considered to be excessive then he will be prepared, if necessary, to extend the referendum principle to parish & town councils in the future. It is clear that all Local Councils are on notice to keep Council Tax increases at reasonable levels if the sector is to avoid the potential for referendums being applied in the future.

## **2.7 MAINTAINING AND DEVELOPING SOUND FINANCIAL MANAGEMENT**

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

### 3. **FINANCIAL RISK**

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

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

Summary Medium Term Financial Plan								
	2017/ 2018	2018/ 2019	2019/ 2020	2020/ 2021	2021/ 2022	2022/ 2023	2023/ 2024	2025/ 2024
	£000	£000	£000	£000	£000	£000	£000	£000
Total Expenditure	1,214	1,207	1,229	1,255	1,280	1,306	1,331	1,359
Council Tax	-864	-896	-924	-961	-996	-1,039	-1,085	-1,130
Devolved Services Grant	-240	-256	-269	-283	-309	-324	-352	-383
PWLB Loans	10	65	65	65	65	65	65	65
<b>Increase/ (Reduction) in Balances</b>	<b>-120</b>	<b>-120</b>	<b>-101</b>	<b>-76</b>	<b>-40</b>	<b>-8</b>	<b>41</b>	<b>89</b>
Balance b/fwd	544	424	304	203	127	87	79	120
Balance c/fwd	424	304	203	127	87	79	120	209

#### 3.2 **BUDGET INFLATION ASSUMPTIONS**

The above medium term plan includes provision for overall inflation increases at the rate of 2.5% per annum, which is slightly above the current rate but provides a conservative position across the 6 year period. Payroll inflation is more complex; the general pay award has been agreed for a 2% increase, however some of the lower grades have been increased by a higher %, to comply with the Government's statutory National Living wage.

It assumes an increase of 1.5% per annum in the Band D Council Tax charge in each year from 2019/20 onwards.

#### 3.3 **COUNCIL TAX BASE**

The estimated Council Tax Base for 2018/19 is 8,232.54; this represents an increase of just over 1.8% from the previous year's figure, due mainly to new houses being built. For future years an annual increase of 0.8% has been allowed to reflect the general growth in new housing within Newark. It is still estimated that there will be additional

increases in the Council Tax Base as the new houses being delivered from the two Growth Point sites come on stream, however this profile has been revised and pushed out further into the future to reflect a slower than originally expected completion rate together with an overall reduction in the number of houses now expected to be built.

The Town Council has also requested that the District Council undertakes a Community Governance Review to look at the town boundary particularly for the new housing development on land South of Newark. The outcome of this review will not be known until later in the year and no resultant additional housing has been included in this plan.

### **3.4 SERVICE DEMANDS**

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

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



**FINANCE & GENERAL PURPOSES COMMITTEE**

<b>SUBJECT:</b>	<b>REVENUE BUDGET &amp; PRECEPT 2018/2019</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

Members are asked to consider the Town Council’s proposed Revenue Budget and Precept for the financial year 2018/19 and make recommendations as appropriate to the Town Council on the following :

- (i) The budget proposals as revised for the financial year 2017/18 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £983,940,
- (ii) The budget proposals as submitted for the financial year 2018/19 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £1,015,335,
- (iii) The level of precept required for 2018/19 to meet the net expenditure in respect of all services and functions operated by the Town Council and the level of the resulting Council Tax charge.

**2. Background**

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

This report provides an opportunity for this Committee to review the draft estimates for the next financial year prior to any formal recommendations being made to the Full Town Council when it sets the Precept and budgets for the 2018/19 financial year at its’ meeting on 14<sup>th</sup> February 2018.

2.2 Attached at Appendix 1 are the draft budgets for the 2018/19 financial year; at this stage the detailed figures may still be subject to some changes to reflect more accurate information on current income & expenditure over the next few weeks.

2.3 The budget papers attached comprise the following principal components:

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

**3. Revenue Budget**

**3.1 Format**

The Revenue Budget papers now provide the following comparative information:

- a. Actual expenditure and income for 2016/17
- b. The original estimate of expenditure and income for 2017/18
- c. The probable out-turn of expenditure and income for 2017/18
- d. The proposed Budget for 2018/19

### 3.2 **Criteria for Construction**

In preparing these estimates your Officers have paid regard to:

- a. The overall need for the Town Council to exercise control of its expenditure in order that the charge it makes on Council taxpayers through Council Tax is maintained at an acceptable level.
- b. Allotment Rents are those approved by this Committee at its meeting on 12th July 2017.
- d. Each budget head has been reviewed and where considered necessary adjusted up or down to reflect the base level of need for that particular area of spending or income.
- e. An allowance for price increases in 2018/19 has been included at the 2.5% level and has been built into each budget head apart from those where a more specific provision is known.
- f. Payroll inflation is more complex; the general pay award has been proposed for a 2% increase, however some of the lower grades will be increased by a higher %, to comply with the Government's statutory National Living wage.

## 4. **Devolved Services**

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

This calculation has been made for 2018/19; the Council Tax Base is lower than estimated and therefore an additional £46,815 will be received as a result. Members are reminded that this is only a change to the profile of grant paid and will not affect the overall amount of £3.78m to be paid over the next twenty years.

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

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

The balance on this Reserve Fund at 1<sup>st</sup> April 2017 stood at £48,524.

- 4.3 Members will be aware that there is currently a Community Governance Review being undertaken by the District Council; this may result in all of the new housing development on land South of Newark being taken into the town boundary. This will result in an increase in the Town Councils' Council Tax Base, however at this stage any additions have not been taken into account in either next years' estimates or the Medium Term Financial Strategy which is being considered elsewhere on this agenda.

The implications arising from this and the latest forecast of new house building over the next 15 years is discussed in more detail in the report on the Medium Term Financial Strategy which was considered earlier on in the agenda.

- 4.4 The budgets for 2018/19 reflect the decision made to bring the Markets Cleaning Service Level Agreement with the District Council 'In House'. This has resulted in an increase in the Payroll budget as shown on the summary page and changes made to some of the specific budget heads in the Markets cost centre.

## 5. Council Tax Referendum

- 5.1 I submitted a report to this Committee on 4<sup>th</sup> October 2017 advising Members of the Governments consultation proposals to extend the Excessive Council Tax Increase Referendum Principles to Local Councils.

It was agreed that the Town Council would make representations objecting to these proposals. A comprehensive letter was subsequently sent to the Government setting out the Town Council's objections and reasons why this proposal was not justified or required.

I am pleased to report back that the proposal has now been dropped for the 2018/19 financial year.

- 5.2 In announcing the decision to not implement the proposal now the Secretary of State for Communities and Local Government, Sajid Javid MP made the following comments in the House of Commons:

'The average increase set by the sector (Parish Councils) in 2017/18 was 6.3% and the Government indicated that continued deferral of referendum principles would be dependent upon it receiving clear evidence of how the sector is responding to the challenge.

In response, the sector provided details of a range of activities around fiscal responsibility, transparency and engagement, the promotion of good practice and use of other sources of income, county-level engagement regarding significant precept increases and publishing the Good Councillors' Guide to Finance & Transparency.

Having noted this work and the sector's request for longer-term certainty to aid financial planning, the Government intends to defer the setting of referendum principles for town & parish councils for three years. However, this is conditional upon:

- (i) the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for 'invest to save' projects which will lower on-going costs, and
- (ii) the Government seeing clear evidence of restraint in the increases set by the sector as a whole.'

This is a positive response from the Government; the ball is clearly in the Parish Council's court to behave in a responsible manner when considering future increases in

Council Tax Rates.

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

I would strongly suggest that the Town Council should pay heed to this same limit when considering its Council Tax rate for 2018/19.

For the purposes of this report an increase of 1.9% has been assumed for 2018/19 with annual 1.5% increases for financial years beyond that.

## **6. Specific Issues**

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

### **6.1.1 Payroll**

The budgets for both 2017/18 and 2018/19 have increased above those originally set. This reflects the additional employees now engaged to undertake the cleaning of the Market Place and general support to the Market team. The Market budget correspondingly shows a reduction and reflects an overall saving arising from this decision.

### **6.1.2 PWLB Loans**

Provision for loan repayments has been included on the General Fund summary for both 2017/18 and 2018/19, reflecting the decision taken at the last meeting of the full Town Council to make an application for new PWLB loans totalling £1.345m. This is estimated to add £65,000 to expenditure in 2018/19.

### **6.1.3 Market**

- a. The budgets reflect the termination of the Market Cleansing SLA and its replacement with manual street cleaning. The budget for refuse collection has been introduced to meet the cost of waste disposal.

The Market Stall Erection & Clearance budget has also been removed to reflect the new operating procedures.

This has resulted in an increase in the payroll budget which is included on the estimate summary page. Hence the significant increase in the overall net income being shown for the markets service.

### **6.1.4 Central Establishment**

#### **a. Investment Interest**

This income budget for 2017/18 has been increased to reflect the better than expected returns. The budget for 2018/19 has been retained at this higher level to reflect the decision to fund three major capital projects from PWLB loans as discussed above.

#### **b. Grants – Voluntary Bodies Room Hire**

It is anticipated that the budget for 2017/18 will be fully utilised. The budget for 2018/19 has therefore been increased slightly to £3,500 to accommodate applications next year, which are encouraged for

Charitable & Voluntary bodies to use the facilities available in the Town Hall.

#### 6.1.5 **Town Hall**

**a.** A number of budget heads have increased slightly in 2018/19 to reflect the additional office space that has been transferred back to the Town Council following the relocation of the District Council's 'Rates & Rents' office to their new headquarters at Castle House.

#### **b. Town Hall Maintenance Reserve**

This budget has been retained at previous levels with a proposed contribution of £57,110 for 2018/19. This may need to be reviewed during the year when further information is available on the long term future of the Buttermarket and the old 'Rates & Rates office.

#### 6.1.6 **Environment**

#### **a. Newark In Bloom**

This project was extremely successful in 2017/18, with a significant increase in the take up by town centre businesses. Both the expenditure and income budgets have been increased for 2018/19 to hopefully facilitate a further increase in the number of participating businesses.

#### **b. Cemetery Fees**

This income estimate is projected to go down in both 2017/18 and 2018/19. Whilst this doesn't assist with the Town Council's financial position, it can be viewed in a positive light; if the trend does continue in the future it will extend the current expected time period when burial spaces will be available in the Cemetery.

#### 6.1.7 **Public Conveniences**

#### **a. Payroll**

These budgets have increased for both 2017/18 and 2018/19. This has arisen due to a number of factors;

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

#### **b. PC Charges**

The income from the 20p entrance charges at all the Pc's is higher than originally estimated, particularly at St Mark's and Tolney Lane.

## 6.1.8 Leisure & Economic Development

### a. Christmas Light Displays

This year's displays were enhanced by the replacement of some of the older displays with new 'Snowflake' cross street displays.

The replacement of more of the older displays will continue and it is proposed to add further 'snowflake' displays to bring a greater degree of continuity of the effect throughout the town. This will be at no additional cost as replacements are built into the current contract.

I have some ideas on how to enhance the lights on the Town Hall; these will be discussed with the light provider to assess what can be achieved. A separate report will be brought back to this Committee to consider any options and the likely cost. At this stage it is suggested that any possible further enhancements are funded from Capital Receipts and a small contingency budget has been included to facilitate this if Members wish to make further investments in this service.

### b. Festival Programme of Events

This budget was introduced in 2017/18 to provide financial support for events that would add to the overall programme that was on offer in Newark throughout the year. This budget has been retained for both 2017/18 and 2018/19. In particular this will provide financial support, if required, for the proposed Armed Forces Day event which is planned to be held on Sunday 24<sup>th</sup> June, alongside a visit from representatives of the Town Councils twin towns over that same weekend.

## 7. Capital Receipts

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

The Balance brought forward at 1<sup>st</sup> April 2016 is £1.517m. The Town Council has made two significant commitments to support the new Leisure Centre and the planned Sports Hub. The main items to note are set out below:

- (i) Capital Receipts – Final payment made to the District Council for the Leisure Centre along with corresponding funding income from PWLB loan.
- (ii) Capital Receipts - £100,000 allocated to Ransome & Marles Cricket Club along with corresponding funding income from PWLB loan.
- (iii) Capital Receipts – Planned payment in 2018/19 of £352,000 to the YMCA as a contribution towards the new Community & Activity Village along with corresponding funding income from PWLB loan.
- (iv) Capital Receipts - Final payments for the Town Hall repairs (£318,500) along with corresponding funding income from PWLB loan.
- (v) Capital Receipts - World War 1 100<sup>th</sup> Anniversary commemoration; a provision of £100,000 has been included to facilitate works and improvements in and around St Mary's Church Gardens. This replaces the original expenditure provision for improvements to Fountain Gardens and Friary Gardens.
- (vi) Capital Receipts - a budget of £186,000 included for Cemetery Improvements as approved by the Finance & General Purposes Committee last year.

There is an estimated balance of £1.460m at the end of 2018/19, which is available to support other capital expenditure which may be required in the future.

## **8. Section 106 Agreements**

8.1 The Town Council inherited a number of Section 106 Agreement Funds mainly linked to the provision of playgrounds across the town. These will continue to be used to meet the ongoing revenue expenditure required to maintain these facilities the estimated balance carried forward at 31<sup>st</sup> March 2018 is £172,804.

8.2 The Section 106 Agreements arising from the Newbury Road and Maple Leaf Pub developments have been transferred to support new capital provision as opposed to ongoing maintenance of play & recreational facilities. In particular the Newbury Road monies (£53,845) had a deadline to be spent by December 2016. In order to comply with this time limit it is proposed that the monies be used to fund the improvements made to the Sherwood Avenue Skate Park; this expenditure was incurred within the necessary time scale and is of sufficient value to utilise the whole balance available.

A corresponding adjustment has been made to the Parks & Playing Fields reserve fund which was originally used to meet this expenditure.

8.3 The Maple leaf Pub monies (£2,535) do not have any associated time limit. It was transferred under the Devolution Agreement to be used to support the Sherwood Avenue Skate Park improvements. As this project has been fully funded by the above it is no longer required for this purpose.

It is therefore available to support the; 'provision or improvement/maintenance of public open space in the District of Newark'.

It is proposed that it be used in 2018/19 as a fund to support 'Sport & Recreational Grants' for the development of facilities within the town.

## **9. Repair & Renewal and Reserve Funds**

9.1 The Town Council has a number of specific Funds which have been established to meet known expenditure requirements. The main items to note in 2017/18 & 2018/19 are:

(i) Town Hall Reserve Fund – a budget of £8,000 has been included in 2018/19 for the installation of handrails to the front Town Hall steps. A further £20,000 has been included for internal decoration and lighting repairs to the Ballroom in particular and other areas which are in need of painting.

(ii) Market Place R&R Fund – budget for 2018/19 to meet the cost of the new Bollards and Drainage Channel repairs.

(iii) Parks & Playing Fields R&R Fund – I have recently met with representatives from Newark Rugby Club and Newark Town Bowls Club. Both sporting bodies have projects underway to improve their existing clubhouses and associated facilities. A contingency sum of £50,000 has therefore been included to provide funding for Sport & Recreation Grants, which can be available to such projects if Members consider them to be worthy of support and are providing a valuable service to the community.

9.2 I am in the process of submitting an application to Nottinghamshire County Council for a grant under their Local Improvement Scheme for capital funding of £50,000. The scheme brings together a number of projects which are included in next year's estimates; World War1 100<sup>th</sup> Anniversary commemoration, Market Improvements and new town centre signage, together with a new project to renovate town centre street

furniture and pavements both of which have been sadly neglected over recent years. If approved this will provide a further boost to the town centre environment and help show off the town as an attractive and historic place to visit.

If approved a further sum of £50,000 capital expenditure and corresponding income will be added to the estimates as now submitted.

## **10. Medium Term Financial Strategy**

10.1 The Budget now presented provides for an estimated General Fund Balance at 31 March 2019 of £304,224. As anticipated this is a reduction from the estimated balance at 31<sup>st</sup> March 2018 but is higher than was originally estimated when the Town Council formally adopted its latest Medium term Financial Strategy in February 2017.

10.2 A comprehensive report on the Town Council's Medium Term Financial position is submitted as a separate item on this agenda.

## **11. Precept**

11.1 The Precept as proposed for 2018/19 is £896,025; this represents a small increase from the current year's precept, reflects the increased grant that will be received from NSDC and a small increase in the Council Tax Base. If approved it will result in a Band D Council Tax Charge of £108.84 which is a 1.9% increase from the current years' figure.

11.2 It is important that the Town Council preserves the cumulative benefit of increases in the Council Tax charge to support its revenue expenditure over the medium term, whilst taking due notice of the potential for the imposition of the council Tax Referendum Principles if Local Councils are not seen to be acting reasonably with regard to increases in Council Tax Rates.

## **12. Financial, Legal, Equality & Risk Issues**

12.1 Contained in the report.

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



## Appendix 1

	<b>Actual</b>	<b>Original Estimate</b>	<b>Revised Estimate</b>	<b>Estimate</b>
<b>SUMMARY</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>PAYROLL COSTS exc. PCs</b>	454,875	604,000	620,000	645,000
<b>NEWARK MARKET</b>	92,892	-41,570	-77,100	-133,480
<b>PARKS &amp; PLAYING FIELDS</b>	195,836	191,010	196,820	199,070
<b>OTHER OPEN SPACES</b>	-24,440	-21,180	-22,670	-21,830
<b>SHERWOOD AVENUE AMENITIES</b>	23,157	30,290	26,250	26,970
<b>ENVIRONMENTAL IMPROVEMENT SCHEMES</b>	3,366	3,430	3,460	3,550
<b>DEVOLVED SERVICES GRANT</b>	-266,603	-240,240	-240,240	-255,820
<b>CENTRAL ESTABLISHMENT</b>	94,913	71,220	58,720	61,495
<b>TOWN HALL</b>	95,874	109,750	114,480	122,640
<b>ENVIRONMENT</b>	-27,202	-3,030	-1,950	-4,600
<b>PUBLIC CONVENIENCES</b>	109,589	107,730	118,810	125,170
<b>LEISURE &amp; ECONOMIC DEVELOPMENT</b>	172,426	176,880	177,360	182,170
<b>PWLB LOANS</b>		0	10,000	65,000
<b>TOTAL NET EXPEDITURE</b>	<b>924,683</b>	<b>988,290</b>	<b>983,940</b>	<b>1,015,335</b>
<b>Precept</b>	833,838	863,734	863,734	896,025
<b>(Deficit)/Surplus</b>	-90,845	-124,556	-120,206	-119,310
<b>General Fund Balance b/fwd</b>	634,585	534,258	543,740	423,534
<b>General Fund Balance 31 March</b>	<b>543,740</b>	<b>409,702</b>	<b>423,534</b>	<b>304,224</b>

			<b>Original</b>	<b>Revised</b>	
	<b>Code</b>	<b>Actual</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
<b>MARKET</b>	<b>420</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>
		£	£	£	£
Printing & stationery	4025	260	1,000	500	510
Repairs & Maintenance	4101	2,741	2,800	2,800	2,870
Electricity	4103	2,760	2,750	6,780	6,900
Rates	4105	46,967	42,960	43,040	44,110
Sewerage/Water Charges	4106	967	0	790	0
Repairs & Renewals Fund	4110	10,200	10,400	10,400	10,660
Equipment & Tools	4111	4,423	4,590	4,000	4,100
Materials	4112	320	320	320	330
Market Management SLA	4118	99,754	0	0	0
Market Cleansing SLA	4119	94,044	94,040	54,860	0
Clothing & Uniforms	4121	195	0	1,000	1,030
Market Stall Erection & Clearance	4123	63,624	23,000	6,500	0
Refuse Collection	4065	0	0	6,000	14,000
Security	4124	5,237	500	1,000	1,030
Marketing & Promotion	4125	11,989	35,000	35,000	35,880
Computers	4029	1,242	1,220	1,300	1,330
Insurance	4129	798	820	820	840
Licences	4131	320	330	320	330
Consultancy	4137	1,300	1,200	1,200	1,300
Payroll Admin	4915	0	0	1,270	1,300
Misc. Admin	4915	0	5,000	2,500	0
<b>GROSS EXPENDITURE</b>		<b>347,141</b>	<b>225,930</b>	<b>180,400</b>	<b>126,520</b>
<b>INCOME</b>					
Market Rents	1500/05	254,249	267,500	257,500	260,000
<b>GROSS INCOME</b>		<b>254,249</b>	<b>267,500</b>	<b>257,500</b>	<b>260,000</b>
<b>NET EXPENDITURE</b>		<b>92,892</b>	<b>-41,570</b>	<b>-77,100</b>	<b>-133,480</b>

Note: Payroll costs not included.

			Original	Revised	
	Code	Actual	Estimate	Estimate	Estimate
<b>PARKS &amp; PLAYING FIELDS</b>	<b>429-434</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>
		£	£	£	£
Bowling Green Maintenance	4099	5,000	6,000	6,000	6,150
Repairs & Maintenance	4101	3,348	3,440	3,500	3,560
Repairs & Renewals Fund	4110	12,240	12,490	12,490	12,800
Dog Litter Bins	4324	1,650	2,150	2,150	2,200
Safety Inspections	4113	253	260	260	270
CCTV	4114	384	1,250	0	0
Annual Play Equipment Inspection	4115	87	90	90	90
Security	4126	1,346	1,400	1,400	1,440
Refuse Disposal	4065	554	560	570	580
Licence Fee Public Entertainment	4131	1,070	1,110	1,110	1,140
Insurance	4129	1,153	1,170	1,160	1,190
Consultancy	4137	650	600	600	650
Collis Close	4109	5,814	6,000	6,000	6,000
Parks Service Level Agreement	4117	177,358	168,490	168,490	172,000
<b>GROSS EXPENDITURE</b>		<b>210,907</b>	<b>205,010</b>	<b>203,820</b>	<b>208,070</b>
<b>INCOME</b>					
Rents	1107	11,071	10,000	3,000	5,000
Collis Close	1109	4,000	4,000	4,000	4,000
<b>GROSS INCOME</b>		<b>15,071</b>	<b>14,000</b>	<b>7,000</b>	<b>9,000</b>
<b>NET EXPENDITURE</b>		<b>195,836</b>	<b>191,010</b>	<b>196,820</b>	<b>199,070</b>

			<b>Original</b>	<b>Revised</b>	
	<b>Code</b>	<b>Actual</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
<b>SHERWOOD AVENUE</b>	<b>436/437</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>
		£	£	£	£
Bowling Green Maintenance	4099	7,770	15,500	11,500	11,800
Repairs & Maintenance	4101	2,967	3,070	3,070	3,150
Electricity	4103	400	0	0	0
Rates	4105	1,290	0	0	0
Sewerage & Water Charges	4106	270	0	0	0
Repairs & Renewals Fund	4110	3,740	3,890	3,890	4,000
Safety Inspections	4113	209	260	250	250
CCTV	4114	3,158	2,980	2,980	3,060
Annual Play Equipment Inspection	4115	43	80	80	80
Security	4126	2,691	2,770	2,770	2,840
Refuse Disposal	4065	870	0	0	0
Green Flag	4116	314	320	320	330
Licence Fee Public Entertainment	4131	70	70	70	70
Insurance	4129	725	750	720	740
Consultancy	4137	650	600	600	650
<b>GROSS EXPENDITURE</b>		<b>25,167</b>	<b>30,290</b>	<b>26,250</b>	<b>26,970</b>
<b>INCOME</b>					
Rents, Fee & Charges	1440	2,010	0	0	0
<b>GROSS INCOME</b>		<b>2,010</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET EXPENDITURE</b>		<b>23,157</b>	<b>30,290</b>	<b>26,250</b>	<b>26,970</b>

			<b>Original</b>	<b>Revised</b>	
	<b>Code</b>	<b>Actual</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
<b>OTHER OPEN SPACES</b>	<b>439-450</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>
		£	£	£	£
Repairs & Maintenance	4101	3,490	3,570	3,500	3,570
Repairs & Renewals Fund	4110	1,220	1,240	1,240	1,270
Dog Litter Bins	4324	270	270	270	280
Annual Play Equipment Inspection	4115	261	220	240	250
Security	4126	1,345	1,390	1,390	1,430
Meadow Cutting	4127	250	250	250	250
Insurance	4129	396	430	420	430
<b>GROSS EXPENDITURE</b>		<b>7,232</b>	<b>7,370</b>	<b>7,310</b>	<b>7,480</b>
<b>INCOME</b>					
Section 106	1106	30,242	28,550	28,550	27,880
Sponsorship	1125	1,430	0	1,430	1,430
<b>GROSS INCOME</b>		<b>31,672</b>	<b>28,550</b>	<b>29,980</b>	<b>29,310</b>
<b>NET EXPENDITURE</b>		<b>-24,440</b>	<b>-21,180</b>	<b>-22,670</b>	<b>-21,830</b>

			<b>Original</b>	<b>Revised</b>	
	<b>Code</b>	<b>Actual</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
<b>ENVIRONMENTAL IMPROVEMENTS</b>	<b>451</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>
		£	£	£	£
Repairs & Maintenance	4101	2,000	2,040	2,040	2,090
Security	4126	1,345	1,390	1,390	1,430
Insurance	4129	21	0	30	30
<b>GROSS EXPENDITURE</b>		<b>3,366</b>	<b>3,430</b>	<b>3,460</b>	<b>3,550</b>

	Code				
		Actual	Original Estimate	Revised Estimate	Estimate
		2016/17	2017/18	2017/18	2018/19
<b>CENTRAL ESTABLISHMENT</b>	<b>101</b>				
		£	£	£	
<b>Mayoralty</b>					
Mayor's Allowance	4001	4,490	4,580	4,580	4,700
Mayor's Sunday/Mayor Making	4002	1,151	1,170	1,300	1,330
Mayor's 'At Home'	4003	1,201	1,290	1,290	1,320
Civic Functions	4004	3,541	3,640	3,640	3,730
Mayoral Car	4010	4,453	4,290	4,000	4,100
Badges/Shields/Insignia	4011	2,000	2,040	2,000	2,050
Mayoral Robes	4765	300	310	500	510
<b>Employees</b>					
Pensions	4902	3,557	3,630	3,590	3,680
Subsistence/Travel & Vehicle Costs	4019	1,400	1,430	1,600	1,640
Honoraria Payment	4020	912	950	950	970
Advertising/Appointments	4023	250	260	250	260
Uniforms	4021	200	200	100	100
Payroll Administration	4915	1,550	1,580	1,580	1,600
Staff Training inc. Health & Safety	4022	4,000	4,080	4,000	4,100
<b>Establishment Expenses</b>					
Printing & Stationery	4025	6,459	6,630	6,500	6,660
Postage	4027	2,397	2,450	2,400	2,460
Telephones	4028	5,485	5,610	6,000	6,150
Information Technology	4029	11,997	12,240	12,240	12,550
Insurance	4129	3,063	3,120	3,080	3,160
Audit	4031	2,000	2,040	2,000	2,000
Consultancy: Personnel/Legal/Audit	4137	4,520	4,200	4,200	4,550
Office Equipment	4032	710	720	700	720
Office Equipment R & R Fund	4860	950	970	970	990
Publications	4034	50	50	50	50
Bank Charges	4039	2,369	2,450	2,250	2,260
Conferences/Seminars	4036	1,000	1,020	1,000	1,025
<b>Other Expenditure</b>					
Subscriptions	4041	542	560	560	570
Grant - St Marys Church	4045	1,640	1,670	1,670	1,710
Grants - Voluntary Bodies Room Hire	4044	5,706	2,500	2,500	3,500
Grants - Citizens Advice Bureau	4048	5,000	5,000	5,000	5,000
Grants - Newark Twinning Association	4049	500	500	500	510
Town Team	4050	25,000	35,000	35,000	35,880
Defibrillator	4042	100	200	150	150
Election Costs	4061	11,000	10,000	11,000	11,000
Neighbourhood Plan	4062	40,000	0	0	0
<b>GROSS EXPENDITURE</b>		<b>159,493</b>	<b>126,380</b>	<b>127,150</b>	<b>130,985</b>
<b>INCOME</b>					
Payroll Administration	1095	5,060	5,160	6,430	6,590
Investment Interest	1870	59,520	50,000	62,000	62,900
<b>GROSS INCOME</b>		<b>64,580</b>	<b>55,160</b>	<b>68,430</b>	<b>69,490</b>
<b>NET EXPENDITURE</b>		<b>94,913</b>	<b>71,220</b>	<b>58,720</b>	<b>61,495</b>

TOWN HALL	Code 201		Original	Revised	
		Actual	Estimate	Estimate	Estimate
		2016/17	2017/18	2017/18	2018/19
		£	£	£	£
<b>Premises</b>					
Maintenance & Equipment	4101	14,371	14,790	14,500	15,000
Electricity	4103	7,515	7,500	7,800	8,250
Gas	4104	14,935	15,000	14,750	15,380
Rents	4107	108	160	160	160
Rates	4105	19,632	19,380	19,340	21,390
Sewerage/Water Charges	4106	1,709	1,710	1,710	2,000
Town Hall Maintenance Reserve	4860	54,190	55,270	55,720	57,110
<b>Supplies and Services</b>					
Clothing and Uniforms	4121	199	200	200	200
Contractual Services	4122	8,338	8,320	10,000	10,500
Marketing & Promotion	4125	971	3,000	1,500	1,540
Refreshments	4035	1,650	1,560	1,600	1,640
Bookings Expenditure	4163	747	510	2,000	2,050
Bar Purchases	4168/71	7,762	7,140	7,000	7,180
<b>Establishment Expenses</b>					
Insurance	4129/30	10,032	9,420	10,320	10,580
Payroll Administration	4915	620	630	630	660
Consultancy: Personnel/Legal/I Audit	4137	1,300	1,200	1,200	1,300
Subscription/Licences	4131	867	890	950	980
<b>GROSS EXPENDITURE</b>		<b>144,946</b>	<b>146,680</b>	<b>149,380</b>	<b>155,920</b>
<b>INCOME</b>					
Lease of Rent & Rates Office	1151	7,408	3,500	4,000	0
S Wing Lease to Markets/Car Parks	1152	4,939	0	0	0
Lettings	1160/63	19,318	18,500	16,000	18,000
Refreshments	1035	600	630	900	920
Town Hall Bar	1168/71	16,807	14,300	14,000	14,360
<b>GROSS INCOME</b>		<b>49,072</b>	<b>36,930</b>	<b>34,900</b>	<b>33,280</b>
<b>NET EXPENDITURE</b>		<b>95,874</b>	<b>109,750</b>	<b>114,480</b>	<b>122,640</b>

ENVIRONMENT	Code 301		Original	Revised	
		Actual	Estimate	Estimate	Estimate
		2016/17	2017/18	2017/18	2018/19
		£	£	£	£
<b>Premises</b>					
Maintenance of Allotments	4102	3,563	3,640	3,600	3,690
Dog Litter Bins	4324	5,000	6,000	6,000	6,150
Cemetery Upkeep of Grounds	4322	20,864	23,500	23,500	24,100
Street Furniture	4325	271	1,500	1,500	1,540
Rates	4105	7,381	7,890	7,910	8,110
Electricity	4103	909	800	1,000	1,030
Gas	4104	563	750	750	770
Water and Sewerage	4106	2,492	2,550	2,750	2,820
<b>Capital Funding</b>					
R & R Fund Cemetery	4830	5,000	5,100	5,100	5,230
<b>Supplies and Services</b>					
Equip, Tools & Materials	4320	1,296	1,360	1,360	1,400
Prot Clothing/Safety Equip't	4321	1,094	1,110	1,000	1,030
<b>Promotions</b>					
Newark in Bloom	4340	20,000	35,000	25,000	27,500
Green Flag/Heritage Site	4116	0	4,000	4,000	1,000
Keep Newark Tidy	4326	0	5,000	5,000	5,000
<b>Vehicle &amp; Machinery Costs</b>	4309	12,012	11,000	12,000	12,300
<b>Establishment Expenses</b>					
Payroll Admin Expenses	4915	1,030	1,050	1,050	1,070
Consultancy: Personnel/Legal/ Audit	4137	1,300	1,200	1,200	1,300
Telephone	4028	2,543	2,500	2,500	2,560
Insurance	4129	4,818	4,920	5,660	5,800
<b>GROSS EXPENDITURE</b>		<b>90,136</b>	<b>118,870</b>	<b>110,880</b>	<b>112,400</b>
<b>INCOME</b>					
Allotment Rents	1350	5,820	5,000	5,750	6,000
Plinths/Memorial Tablets	1362	22,944	22,700	21,000	21,500
General Fees	1360	80,982	86,700	75,000	77,000
Newark in Bloom	1340	7,592	7,500	11,080	12,500
<b>GROSS INCOME</b>		<b>117,338</b>	<b>121,900</b>	<b>112,830</b>	<b>117,000</b>
<b>NET EXPENDITURE</b>		<b>-27,202</b>	<b>-3,030</b>	<b>-1,950</b>	<b>-4,600</b>



PUBLIC CONVENIENCES	Code 401		Original	Revised	
		Actual	Estimate	Estimate	Estimate
		2016/17	2017/18	2017/18	2018/19
		£	£	£	£
<b>Employees</b>					
Payroll: Gross	4900	96,314	96,000	100,000	105,000
National Insurance	4901	6,525	4,500	6,000	6,400
Superannuation	4902	7,967	8,500	17,000	17,500
Payroll Administration	4915	1,240	1,270	1,270	1,300
<b>Premises</b>					
Repairs and Maintenance	4601	5,007	5,200	5,400	5,500
Rates	4105	14,109	12,800	12,800	13,120
Electricity	4103	10,982	9,600	12,500	13,000
Gas	4104	1,765	1,840	1,840	1,890
Water & Sewerage	4106	4,760	4,900	5,500	5,640
Repairs & Renewals Fund	4860	5,000	5,000	5,000	5,130
<b>Supplies &amp; Services</b>					
Materials Inc. Cleaning	4602	4,065	4,260	4,000	4,100
Clothing and Uniform	4121	677	520	750	750
Contractual Services	4622	6,070	6,240	5,000	5,130
<b>Establishment Expenses</b>					
Telephone Costs	4028	954	820	1,400	1,100
Consultancy	4137	1,400	1,350	600	650
Insurance	4129	1,769	1,800	1,760	1,800
<b>GROSS EXPENDITURE</b>		<b>168,604</b>	<b>164,600</b>	<b>180,820</b>	<b>188,010</b>
<b>INCOME</b>					
Vending & Weighing Machines	1635/40	25	30	20	20
St Marks Charges	1620	7,028	6,000	9,250	9,250
London Road Charges	1618		3,000	2,900	2,900
Tolney Lane Charges	1619	117	5,000	7,000	7,000
Rents Tolney Lane Kiosk	1621	3,725	3,720	3,720	3,720
Rents London Road Kiosk	1622	6,950	6,950	6,950	6,950
NSDC - SLA	1650	41,170	32,170	32,170	33,000
<b>GROSS INCOME</b>		<b>59,015</b>	<b>56,870</b>	<b>62,010</b>	<b>62,840</b>
<b>NET EXPENDITURE</b>		<b>109,589</b>	<b>107,730</b>	<b>118,810</b>	<b>125,170</b>

	Code				
		Actual	Original Estimate	Revised Estimate	Estimate
		2016/17	2017/18	2017/18	2018/19
<b>LEISURE &amp; ECONOMIC DEV</b>	<b>501</b>				
		£	£	£	£
<b>Promotions</b>					
Christmas Lights Displays	4725	56,969	57,740	58,000	59,500
Christmas Lights Promotions	4726	16,872	17,270	17,270	17,700
General	4745	2,104	1,940	2,000	2,050
<b>Museum/Civic Regalia</b>					
Museum Revenue	4770	2,609	2,650	2,650	2,720
Museum Acquisitions	4772	2,040	2,080	2,080	2,130
Museum Insurance cover	4129	6,831	6,970	7,030	7,210
<b>Arts &amp; Entertainment Programme</b>					
Band Concerts/Summer Picnic	4720	8,583	9,360	9,360	9,600
Violin School Event	4722	250	250	250	250
Newark Festival	4723	60,260	60,000	60,000	61,500
Festival Programme Events	4718	8,620	9,000	9,000	9,230
Newark Half Marathon	4051	1,000	1,000	1,000	1,030
Queens Birthday		1,050	0	0	0
<b>Twinning/Friendship Links</b>					
Civic Twinning	4750	1,037	1,060	1,060	1,090
Friends Support Groups	4760	250	250	250	250
<b>Admin. Expenses</b>					
Consultancy: Personnel/Legal/Audit	4137	10,600	10,400	11,400	11,600
Payroll Admin	4915	620	630	630	660
<b>GROSS EXPENDITURE</b>		<b>179,695</b>	<b>180,600</b>	<b>181,980</b>	<b>186,520</b>
<b>INCOME</b>					
Sunday Band Concerts	1720	2,517	600	1,500	1,200
Christmas Lights	1726	2,035	2,100	2,100	2,100
Museum	1770	2,717	1,020	1,020	1,050
<b>GROSS INCOME</b>		<b>7,269</b>	<b>3,720</b>	<b>4,620</b>	<b>4,350</b>
<b>NET EXPENDITURE</b>		<b>172,426</b>	<b>176,880</b>	<b>177,360</b>	<b>182,170</b>

**REPAIRS AND  
RENEWALS FUNDS  
2017/18 & 2018/19**

	Balance 31.03.2017	Contrib. 2017/18	Probable Expend	Projects	Estimated Balance 31.03.2018	Contrib. 2018/19	Estimated Expend	Projects	Estimated Balance 31.03.2019
	£	£	£		£	£	£		£
<b>ALLOTMENTS</b>	4,475				4,475		-500	Miscellaneous	3,975
<b>CEMETERY</b>	52,761	5,100		2017/18 Revenue provision		5,230		2018/19 Revenue provision	
							-5,000	Tree Works	
							-1,000	Bollards	
					57,861				57,091
<b>INFORMATION TECHNOLOGY</b>	11,850	1,500		2017/18 Revenue provision		1,500		2018/19 Revenue provision	
			-2,500	Markets Transfer	10,850				12,350
<b>OFFICE EQUIPMENT</b>	6,593	970	-5,000	Markets Transfer			-500	Miscellaneous	
				2017/18 Revenue provision	2,563	990		2018/19 Revenue provision	3,053
<b>MARKET PLACE</b>	17,985	10,400		2017/18 Revenue provision		10,660		2018/19 Revenue provision	
							-5,000	Bollards	
							-4,000	Drainage Channels	
							-4,000	Market Repairs General	
			-25,000	Market Stalls Equipment	3,385				1,045
<b>PUBLIC CONVENIENCES</b>	5,900	5,000		2017/18 Revenue provision		5,130		2018/19 Revenue provision	
					10,900		-1,000	Miscellaneous	15,030

<b>PARKS &amp; PLAYING FIELDS</b>	<b>32,227</b>		0	Arena Play Area Paving		-50,000	Sport & Recreation Grants
		12,490		2017/18 Revenue provision	12,800		2018/19 Revenue provision
			-5,000	Seat Refurbishment		-1,000	Seat Refurbishment
		53,845		Skate Park Re-funding	<b>93,562</b>		<b>55,362</b>
<b>PARKS SHERWOOD AVE.</b>	<b>11,756</b>		-10,000	MUGA Fencing & Surfacing			MUGA Fencing & Surfacing
		3,890	-3,000	Boundary Railings	4,000		Boundary Railings
				2017/18 Revenue provision			2018/19 Revenue provision
					<b>-1,244</b>		<b>2,756</b>
<b>PARKS PRIVATE ESTATES PLAY AREA</b>	<b>7,420</b>	1,240		2017/18 Revenue provision			
				College Close Repairs	1,270		2018/19 Revenue provision
					<b>8,660</b>		<b>9,930</b>
<b>Totals</b>	<b>150,967</b>	<b>94,435</b>	<b>-50,500</b>		<b>191,012</b>	<b>41,580</b>	<b>-72,000</b>
							<b>160,592</b>

## RESERVE FUNDS 2017/18 & 2018/19

	Balance 31.03.2017	Contrib. 2017/18	Probable Expend	Projects	Estimated Balance 31.03.18	Contrib. 2018/19	Estimated Expend	Projects	Estimated Balance 31.03.2019
	£	£	£		£	£	£		£
<b>CAPITAL RECEIPTS</b>									
	1,517,017		-	Town Hall External Repairs			-100,000	Ransome & Marles Cricket Facilities	
			318,500	Sports Hub			-352,000	Sports & Community Village Hub	
			-	Leisure Centre Contribution			-100,000	World War 100th Anniversary Commemoration	
			200,000	Toilet Improvements			-22,000	Toilet Improvements	
			-20,000				-5,000	Statue Relocation	
							-10,000	Church Street Improvement	
			-1,000	Street Furniture			-5,000	Street Furniture	
			-24,000	Transit Truck			-34,000	Transit Truck & Mower	
							-186,000	Cemetery Improvements	
				Built Environment Grants & Signage Strategy			-35,000	Built Environment Grants & Signage Strategy	
							-10,000	Market resurfacing	
				CIL Contribution for above			-5,000	Christmas Light Displays	
		893,000		PWLB Loans	1,871,517	452,000		PWLB Loans	1,466,517
<b>DORIS BAINBRIDGE INVESTMENT FUND</b>	0	1,500	-1,500	Band Concerts 2017/18			-1,200		
				Investment Interest		1,200		Investment Interest	
					0				0
<b>ELECTIONS</b>	813								
		11,000		2017/18 Revenue provision	11,813	11,000		2018/19 Revenue provision	22,813

<b>RISK MANAGEMENT</b>	<b>2,593</b>		Miscellaneous			-500	Miscellaneous	<b>2,093</b>
				<b>2,593</b>				
<b>TOWN HALL</b>	<b>201,840</b>	55,720	2017/18 Revenue provision		57,110		2018/19 Revenue provision	
						-8,000	Handrail	
						-20,000	Ballroom Decoration & Lighting	
						-5,000	Miscellaneous Repairs	
						-5,000	External Repairs	
				<b>257,560</b>				<b>284,670</b>
<b>DEVOLUTION RESERVE</b>	<b>48,524</b>	10,000	2017/18 Revenue provision	<b>58,524</b>	5,000		2018/19 Revenue provision	<b>63,524</b>
<b>MUSEUM</b>	<b>8,808</b>		2017/18 Revenue provision		2,130		2018/19 Revenue provision	
		2,080	Touch Screen					
		3,000	New Acquisitions					
		-3,000				-3,000	New Acquisitions	
		-2,500		<b>8,388</b>				<b>7,518</b>
<b>NEIGHBOURHOOD PLAN</b>	<b>80,000</b>							
						-40,000	Plan Production	
				<b>80,000</b>				<b>40,000</b>
<b>Totals</b>	<b>1,859,595</b>	<b>976,300</b>	<b>545,500</b>	<b>0</b>	<b>2,290,395</b>	<b>528,440</b>	<b>-939,700</b>	<b>1,887,135</b>

## SECTION 106 AGREEMENTS 2017/18 & 2018/19

	Balance 31.03.2017	Contrib. 2017/18	Probable Expend	Projects	Estimated Balance 31.03.18	Contrib. 2018/19	Estimated Expend	Projects	Estimated Balance 31.03.2019
	£	£	£		£	£	£		£
<b>COMMUNITY INFRASTRUCTURE LEVY</b>	<b>7,572</b>								
		7,500		CIL INCOME 2017/18	<b>15,072</b>	7,500		CIL INCOME 2018/19	
							-20,000	Town Centre Signage	<b>2,572</b>
<b>SHELTON AVENUE</b>	<b>269</b>								
			-135	Revenue Expenditure	<b>134</b>		-134	Revenue Expenditure	<b>0</b>
<b>GRANGE ROAD</b>	<b>31,271</b>								
			-3,402	Revenue Expenditure	<b>27,869</b>		-3,402	Revenue Expenditure	<b>24,467</b>
<b>FARNDON ROAD DE HAVILLAND WAY</b>	<b>3,701</b>								
			-925	Revenue Expenditure	<b>2,776</b>		-925	Revenue Expenditure	<b>1,851</b>
<b>NEWBURY ROAD OPEN SPACE &amp; PLAY AREA</b>	<b>81,759</b>								
			-16,352	Revenue Expenditure	<b>65,407</b>		-16,352	Revenue Expenditure	<b>49,055</b>
<b>NEWBURY ROAD CAPITAL</b>	<b>53,845</b>								
			-53,845	Skate Park Refurbishment	<b>0</b>				<b>0</b>
<b>AUTUMN CROFT</b>	<b>45,000</b>								
			-5,000	Revenue Expenditure	<b>40,000</b>		-5,000	Revenue Expenditure	<b>35,000</b>

**WINTHORPE ROAD**

666

-666 Revenue Expenditure

0

0

**BARNBY ROAD**

22,895

-2,069 Revenue Expenditure

-2,069 Revenue Expenditure

20,826

18,757

**MAPLE LEAF PUB**

2,535

-2,535 Sport &amp; Recreation Grants

2,535

0

**Totals**

249,513

7,500

-82,394

174,619

7,500

-50,417

131,702



**FINANCE & POLICY COMMITTEE**

<b>SUBJECT:</b>	<b>MEETING DATES</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

1.1 Members consider the meeting schedule as set out in Appendix 1 to this report and recommend to the Town Council accordingly.

**2. Background**

2.1 The schedule of Committee and Council meetings are arranged around the dates of the District Council's Planning Committee and key dates in relation to financial reporting.

2.2 In 2011 the Town Council Planning & Regeneration Committee dates were set to take place one week before the District Council Planning Committee to enable any comments on late items to be submitted to the District by noon of the following Monday; this ensures their submission at the District Planning Meeting.

This has worked well and the schedule as set out continues this format.

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

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

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



<b>NEWARK TOWN COUNCIL</b>			
<b>CALENDAR OF COMMITTEE MEETINGS: MAY 2018 TO APRIL 2019</b>			
<b>2017/2018</b>	<b>PLANNING</b>	<b>FINANCE &amp; GENERAL PURPOSES</b>	<b>TOWN COUNCIL</b>
<b>DAYS</b>	WEDNESDAY	WEDNESDAY	WEDNESDAY
<b>Commencing</b>	7.00 pm	7.30 pm	7.30 pm
<b>[Last Cycle 2016/17]</b>	<b>02.05.18</b>	<b>04.04.18</b>	<b>18.04.18</b>
MAY	<b>30.05.18</b>		
JUNE	<b>27.06.18</b>	<b>13.06.18</b>	<b>20.06.18</b>
JULY		<b>11.07.18</b>	
AUGUST	<b>01.08.18</b>		
	<b>29.08.18</b>		
SEPTEMBER	<b>26.09.18</b>	<b>05.09.18</b>	<b>19.09.18</b>
OCTOBER	<b>31.10.18</b>	<b>03.10.18</b>	
NOVEMBER	<b>28.10.18</b>	<b>07.11.18</b>	
DECEMBER		<b>05.12.18</b>	<b>12.12.18</b>
JANUARY	<b>02.01.19</b>	<b>09.01.19</b>	
	<b>30.01.19</b>		
FEBRUARY	<b>27.02.19</b>	<b>06.02.19</b>	<b>13.02.19</b>
MARCH	<b>27.03.19</b>	<b>06.03.19</b>	
APRIL		<b>03.04.19</b>	<b>17.04.19*</b>
MAY			

**Please Note: Mayor Making will be Sunday 12<sup>th</sup> May 2019**

**GREEN** and WHITE indicate separate cycles in 18/19  
Cycles based on NSDC planning meetings

Committee meetings in the year: **11 Planning, 10 Finance & General Purpose, 5 Town Council including \* Annual Town (Parish) Meeting**