



TOWN COUNCIL MEETING

WEDNESDAY 14TH FEBRUARY 2018

Thursday 8th February 2018

Dear Councillors

You are summonsed to attend a meeting of the Town Council at 7.30pm on Wednesday 14th February 2018 to be held in the Council Chamber at the Town Hall.

Yours sincerely

Mr Alan Mellor
Town Clerk



A G E N D A

1	Apologies for Absence		
2	To approve the Minutes of the Meeting of the Town Council held on Wednesday 13th December 2017	Minutes Attached	Page 5
3	To receive Declarations of Interest from Members and Officers	Verbal	
4	To receive the Minutes of the following Committees:		
4a	Planning Committee held on Wednesday 3rd January 2018	Minutes Attached	Page 9
4b	Finance & General Purposes Committee held on Wednesday 10th January 2018	Minutes Attached	Page 15
4c	Planning Committee held on Wednesday 31st January 2018	Minutes Attached	Page 19
4d	Finance & General Purposes Committee held on Wednesday 7th February 2018	Minutes Attached	Page 25
5	Doris Bainbridge Trust Fund	Report Attached	Page 29
6	Medium Term Financial Strategy	Report Attached	Page 31
7	Revenue Budget & Precept 2018/2019	Report Attached	Page 49
8	Town Mayor's Announcements		
9	Town Council Leader's Announcements		
10	Town Clerk's Announcements		
11	Meeting Dates	Report Attached	Page 75

Pre-Group Meetings:

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



NEWARK TOWN COUNCIL

Town Hall, Market Place, Newark, Nottinghamshire, NG24 1DU
 Tel: 01636 680 333 ~ Fax: 01636 680 350
 Email: post@newark.gov.uk ~ Website: www.newark.gov.uk

Agenda Item No: 2

Committee Date: Wednesday 14th February 2018

Minutes of the Meeting of the Town Council held on Wednesday 13th December 2017 in the Council Chamber of the Town Hall.

Membership Present:	Town Mayor	Cllr Mrs Rita Crowe (in the Chair)
	Councillors	Mrs C Barker-Powell (Ap) Mrs I Brown M Cleasby (Ap) M G Cope Cllr R A Crowe Mrs G Dawn (Ap) P Duncan Ms H Gent K Girling L Goff S Haynes D Hyde D Jones D Lloyd T Roberts MBE M Skinner R Williams
Apologies received from:	Councillors	Mrs C Barker-Powell, M Cleasby, Mrs G Dawn
Town Council Staff:	Town Clerk	Alan Mellor
	Mayor's Officer	P Tomlinson
Public:	There was one member of the public present.	
Venue:	Council Chamber	Town Hall

Prior to the commencement of the meeting, one minute's silence was held in memory of Mr Chris Grant, a previous Town Mayor and Councillor.

TC27/17/18 Minutes of the Town Council Meeting held on Wednesday 20th September 2017

The Minutes of the Town Council Meeting held on Wednesday 20th September 2017 were **AGREED** as a true and accurate record, and signed by the Mayor.

TC28/17/18 Declarations of Interest

Cllr D Lloyd declared an interest on behalf of all District Councillors present at the meeting in pages 12, 20 and 35 of the Agenda; these involved Planning Applications for Elm Avenue.

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

TC29/17/18 Minutes of the Planning Committee, Wednesday 27th September 2017

The Chairman, Cllr T Roberts MBE, presented the Minutes of the Meeting of the Planning Committee held on Wednesday 27th September 2017.

TC30/17/18 Minutes of the Finance & General Purposes Committee, Wednesday 4th October 2017

The Chairman, Cllr D Lloyd, presented the Minutes of the Finance & General Purposes Committee held on Wednesday 4th October 2017.

TC31/17/18 Minutes of the Planning Committee, Wednesday 1st November 2017

The Chairman, Cllr T Roberts MBE, presented the Minutes of the Meeting of the Planning Committee held on Wednesday 1st November 2017.

TC32/17/18 Minutes of the Finance & General Purposes Committee, Wednesday 8th November 2017

The Chairman, Cllr D Lloyd, presented the Minutes of the Finance & General Purposes Committee held on Wednesday 8th November 2017.

TC33/17/18 Minutes of the Planning Committee, Wednesday 29th November 2017

The Chairman, Cllr T Roberts MBE, presented the Minutes of the Meeting of the Planning Committee held on Wednesday 29th November 2017.

TC34/17/18 Minutes of the Finance & General Purposes Committee, Wednesday 6th December 2017

The Chairman, Cllr D Lloyd, presented the Minutes of the Finance & General Purposes Committee held on Wednesday 6th December 2017, marked 'TO FOLLOW' in the Agenda. These Minutes had been circulated to Member prior to the meeting earlier in the evening.

Cllr L Goff asked if there was any update on **FGP49/17/18 – WW1 100th Anniversary Commemoration** with regard to relocation of the Memorial to the Fallen.

Cllr D Lloyd responded that the update was contained within that minute, in that contact would be made with the diocese of Southwell in relation to the black granite. He informed Cllr L Goff that when any further news is available it would be made public, and everyone would be informed.

FGP54/17/18 – Dog Bins – Cllr K Girling wanted to point out that he had actually said he thought **all** dog bins should be replaced with normal bins, not just some of them.

TC35/17/18 Town Mayor's Announcements

The Town Mayor, Councillor Mrs Rita Crowe, informed Members that they were all invited to attend the New Year's Hunt Meet on Monday 1st January 2018.

TC36/17/18 Town Council Leader's Announcements

The Town Council Leader, Cllr D Lloyd noted the new 'snowflake' lights that had been put up around the Market Place, and commented what an improvement they had made to the Christmas Lights in Town.

He also congratulated those who were organising a second Concert at the Riverside Park in August of next year; it proved that the Town Council's 'Newark Festival' had been successful in bringing significant numbers of people into the town, with all the benefits associated with that, to the extent that those organisers felt another Concert could be held.

TC37/17/18 Town Clerk's Announcements

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

TC38/17/18 Notice of Motion

Members **CONSIDERED** the following motion put to the Town Council in accordance with Standing Order 6 (1).

Motion proposed by Cllr D Lloyd, seconded by Cllr K Girling

- (i) Newark Police Station Custody Suite

Cllr D Lloyd moved the motion, and went through the reason for the submission of this motion.

He felt that the response from the Chief Constable was open-ended, and that the wording was a 'little loose'. The inference was that the Police Station would be maintained - Cllr D Lloyd said he was therefore seeking reassurance that the existing station would be maintained in the longer term, and also that the impact of their decision would be closely monitored.

He pointed out that there were fewer detainees arising from the police policy to detain less people. Savings in this area may enable more investment in resources in the town, however the shortfall arising from police officers being required to accompany prisoners further away from the town would have to be bridged first.

Cllr K Girling seconded the motion and reserved his right to speak.

Cllr L Goff ask how much more would be lost from the town of Newark; the Magistrates Court had now gone, as had A & E. He was very concerned about the loss of more public services and facilities in the Town.

Cllr D Jones then spoke; he said he fully supported everything that the Leader of the Council had said. He pointed out that 'maintaining' the Police Station was not the same as using it. He felt that this was short-sightedness on their part as more time would be spent by Officers now having to go somewhere else.

Cllr D Jones said that if the Town Council do not fight, they will not win.

Cllr K Girling then talked about the monetary element; he informed Members that he sits on the Police & Crime Commissioners Panel and that there was an underspend of £1m, with plenty of funds in reserve.

Cllr Mrs I Brown reiterated Cllr L Goff's concerns with regard to further loss of

services in the Town. There were already fewer police on the streets of Newark – how was the Town Council going to do what they need to, if there was no funding.

Cllr Mrs I Brown proposed that a letter should be written to Robert Jenrick MP requesting his support.

Cllr D Lloyd thanked all Members for their support.

He agreed that the loss of the Magistrates Court was regretful but pointed out that Newark had not 'lost' A & E, the facility had never been called that.

Cllr D Lloyd said that the growth of the Town would require more public services, not less and that operational policing should be provided from a Newark Base. Council budgets have been reduced, but they are still investing in community safety.

Following the above discussion it was **AGREED UNANIMOUSLY** that Newark Town Council resolves to:

- (i) Seek an assurance from the Chief Constable and the Police Commissioner for Nottinghamshire that the existing Newark Police Station will be retained in its current status in the long term.
- (ii) Request that the Chief Constable monitors the impact of this decision by measuring the change in Police Officers time that is operationally available from Newark Police Station, and provide this information to the Town and District Councils.

TC39/17/18 PWLB Loans

The Town Clerk went through the Agenda Report. He pointed out that the loan repayments had been reflected in the revised Medium Term Financial Plan, submitted with the report, which demonstrated that they were affordable without requiring any additional increases in the Town Council's precept.

The recommendations contained in the report were then **AGREED** unanimously and the Town Clerk was instructed to submit the necessary applications to obtain the borrowing approvals

Meeting Closed:	8.00pm	Next Meeting:	Wednesday 14th February 2018
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Town Hall, Market Place, Newark, Nottinghamshire, NG24 1DU

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Agenda Item No: 4a

Committee Date: Wednesday 14th February 2018

PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee held on Wednesday 3rd January 2018 in the Council Chamber, Town Hall.

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

PR48/17/18 Minutes

The Minutes of the last meeting held on Wednesday 29th November 2017 were **AGREED** and signed as a true and correct record.

PR49/17/18 **Matters Arising**

There were no matters arising.

PR50/17/18 **Declarations of Interest**

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

PR51/17/18 **Outstanding Planning Applications**

17/00954/FUL **Land off Sandhills Sconce, Tolney Lane, Newark**

Removal of Conditions attached to Planning Permission 12/00562/FUL to allow the site to be permanent.

The Chairman explained to Members that this development had previously been granted and this application was to remove the Condition attached to allow the site to become permanent.

The Chairman expressed his concern at the fact that the land in question is flood land and by making the development permanent, concrete/hard standing would undoubtedly be put down, therefore, preventing suitable drainage of flood water.

The Chairman recommended **REFUSAL** of this application, seconded by Cllr M Skinner; as there was no supporting information provided to justify removing the conditions.

It was also **AGREED** that the Town Clerk write to NSDC asking that alternative sites for Travellers are found which are not located on flood land.

Therefore, **OBJECTION** was raised to this application.

17/01476/LBC **Little Rascals, 36 Middle Gate, Newark**

External appearance to remain unaltered. The shop frontage will be painted and signage above shop. Minimal internal works required (retrospective) to alter the shop.

No Objection was raised to this application.

17/01636/LBC **Newark Northgate Station, Lincoln Street, Newark**

The installation of an interactive 'Railpoint' customer information screen within the main concourse at Newark Northgate Station.

No Objection was raised to this application.

17/01993/FUL **33 Bancroft Road, Newark**

Householder application for erection of a single storey extension to the side and rear of property.

No Objection was raised to this application provided that neighbours raised no objections.

- 17/02116/LBC** **Sir John Arderne Public House, 10 Market Place, Newark**
 Infilling of two ground floor apertures, attachment of lead flashing to property and removal and re-fixing of television aerial.
 The Chairman welcomed Mr Andrew James to the meeting, who is the Architect for the Quaker Meeting House.
 Cllr Williams asked Mr James about a drain within the site to which Mr James explained that a double sealed man hole would be put in place.
No Objection was raised to this application and Mr James left the meeting.
- 17/02138/FUL** **The Poplars, Barnby Road, Newark**
 Proposed 1.5 storey side extension to form annexe to main dwelling including new double vehicular access and front boundary wall with electric sliding gates.
No Objection was raised to this application.
- 17/02140/FUL** **Flats 1 to 12 Trent Side, Mather Road, Newark**
 Existing windows to be replaced with white residence 9 timber effect UPVC double glazed windows.
 Cllr Duncan raised concerns regarding these properties being in the north eastern part of the Conservation Area and that this could be an issue regarding this application.
 It was decided that a map of the Newark Conservation Area should be made available at future Planning Meetings in order for Members to determine exactly where the Conservation Area covers.
No Objection was raised to this application.
- 17/02162/FUL** **16 The Weavers, Newark**
 Householder application to create new bedroom/en-suite over garage, extend hall into existing porch.
No Objection was raised to this application.
- 17/02174/FUL** **43 Elm Avenue, Newark**
 Demolition of existing single storey side and rear extensions to facilitate new two-store side extension and single storey rear extension.
No Objection was raised to this application.
- 17/02193/FUL** **2 Northern Road, Newark**
 Proposed extension to provide two further service areas (full height ground and first floor).
No Objection was raised to this application.

- 17/02196/FUL** **Oscars Inn, 105 Balderton Gate, Newark**
 Two single storey rear extensions to facilitate extra dining space and kitchen area. Conversion of existing first floor residential accommodation into two residential units. Addition of external fencing, lighting and signage to existing southwest boundary wall.
 Cllrs T Roberts MBE advised that all Members declare a non-pecuniary interest in this application.
No Objection was raised to this application.
- 17/02214/FUL** **12 Winterdale Close, Newark**
 Householder application for dining room extension.
No Objection was raised to this application provided neighbours raised no objections.
- 17/02216/LBC** **19 Carter Gate, Newark**
 Conversion of the 2 upper floors to form a single apartment on each floor.
 Members were pleased to see that empty space above shops was being utilised.
No Objection was raised to this application.
- 17/02237/FUL** **AbaChem Engineering Ltd, Jessop Way, Newark**
 Proposed extension to existing industrial unit.
No Objection was raised to this application.
- 17/02249/FUL** **Land to the rear of 20 Hill Vue Gardens, Newark**
 Demolition of existing garages/outbuildings and erection of four, 3 bedroomed residential dwellings.
 Members thought this application would be a 'neat solution' to the area and that it was not over intensive.
No Objection was raised to this application provided that on-looking neighbours on both sides of the development do not raise objections.
- 17/01600/FULM** **Thorpe's Warehouse, Navigation Yard, Mill Gate, Newark**
 &
17/01601/LBC Change of use of Thorpe's Warehouse to an Apart-Hotel with alterations to internal layouts and minor amendment to the south east elevation plus 15 rentable apartments, 1 Manager's flat and associated facilities including gym, reception, laundry and office.
 A non-pecuniary interest was declared for this application by Cllrs T Roberts MBE, Mrs R Crowe & R A Crowe.
No Objection was raised to this application.

- 17/02183/FUL** **70 Barnby Gate, Newark**
Change of use from residential accommodation (C4) to 7 room house of multiple occupation (sui Generis)
No Objection was raised to this application.
- 17/02266/FUL** **28 Trent Way, Newark**
Householder application for single storey front extension and creation of pitch to dormer windows.
No Objection was raised to this application.
- 17/02269/FUL** **Amenity Land, Meldrum Crescent, Newark**
Development of 4 x 1 bed flats, regulation 3 application.
A Non-Pecuniary Interest was declared by Cllrs T Roberts MBE, Mrs R Crowe, R A Crowe and P Duncan.
No Objection was raised to this application.
- 17/02287/FUL** **31 Castle Gate, Newark**
& Proposed conversion of office building to residential HMO.
17/02288/LBC Cllr Duncan raised concerns about this proposal and the possible detrimental affect it could have on the appearance of the building.
No Objection was raised to this application provided that the developers would retain the original façade of the building.
- 17/02305/FUL** **Land to the east of Top Row, Beacon Hill Road, Newark**
Proposed development comprising of 8 no. dwellings.
No Objection was raised to this application.

PR52/17/18 **Notice of NSDC Planning Decisions**

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

PR53/17/18 **Miscellaneous Applications**

- a.** No applications received.
- b.** No applications received.
- c.** No applications received.

PR54/17/18 **Nottinghamshire Minerals Local Plan Issues and Options Consultation**

The Town Clerk circulated a response to an email received from Nottinghamshire County Council (NCC). He explained that the previous Minerals Plan had been withdrawn and any previous comments that this Committee had put forward were no longer valid.

Members discussed the issue of extracting minerals in and around Newark and concern was raised regarding the affect it would have on the area in general but mainly the impact of increased traffic flows and the additional congestion that would result.

It was AGREED that the Town clerk write to NCC asking that any site options put forward in the new Minerals Plan should pay particular regard to the consequential traffic impact, particularly if they are near to Newark. As such a full Traffic Impact Assessment should be carried out for each individual site together with any cumulative impact if there is more than one site in the same area.

Meeting Closed:	7.50pm	Next Meeting:	Wednesday 31st January 2018
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NEWARK TOWN COUNCIL

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Agenda Item No: 4b

Committee Date: Wednesday 14th February 2018

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Finance & General Purposes Committee held on Wednesday 10th January 2018 in the Council Chamber, Town Hall.

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

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

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday 6th 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 3rd 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 18th 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.

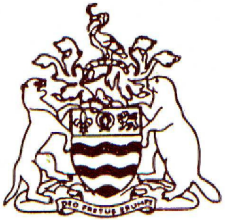
Members then **APPROVED** the draft Business Continuity Plan, with the following change:

- (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.

Meeting Closed:	8.40pm	Next Meeting:	Wednesday 7th February 2018
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Agenda Item No: 4c

Committee Date: Wednesday 14th February 2018

PLANNING COMMITTEE MINUTES

Minutes of the Meeting of the Planning Committee held on Wednesday 31st January 2018 in the Council Chamber, Town Hall.

Membership Present:	Councillor	T Roberts MBE (Chairman)
	Councillor	M Skinner (Vice-Chairman) Mrs C Barker-Powell Mrs G Dawn (A) Ms H Gent (Ap) L Goff S Haynes D Hyde (Ap) D Lloyd R Williams
In Attendance	Town Clerk Councillors	Alan Mellor Mrs R Crowe, R A Crowe & K Girling
Apologies	Cllrs Ms H Gent & D Hyde	
Taking Minutes:	Planning Administrator	Mrs J Hempsall
Public:	There were no members of the public present.	
Venue:	Council Chamber, Town Hall	

PR55/17/18 Minutes

The Minutes of the last meeting held on Wednesday 3rd January 2018 were **AGREED** and signed as a true and correct record.

PR56/17/18 **Matters Arising**

PR51/17/18 – Outstanding Planning Applications

17/02249/FUL – Land to the rear of 20 Hill Vue Gardens, Newark.

Comments for this application were as follows:

‘No Objection was raised to this application provided that on-looking neighbours on both sides of the development do not raise objections’.

The Chairman notified Members that objections had been received by the District Council from neighbouring properties, therefore this would, in effect, alter the previous **No Objection** to an **Objection**.

This change was **AGREED**.

PR57/17/18 **Declarations of Interest**

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

PR58/17/18 **Outstanding Planning Applications**

17/01994/LBC **Queen’s Head, 8 Market Place, Newark**

Retrospective painting of internal doors and floors, remove plaster from walls to expose bricks, tiling toilet floors and bar floors, installing internal wall panelling and proposed varnishing of brick work.

No Objection was raised to this application provided that the Conservation Officer was satisfied with the works completed.

17/02036/ADV **Turnbull Builders Merchants, Northern Road, Newark**

Display 7 no. Turnbills signs.

No Objection was raised to this application.

17/02339/FUL **6-8 Portland Street, Newark**

&

Conversion of former Chinese Takeaway and first floor flat to form 2 residential apartments.

17/02340/LBC

No Objection was raised to this application.

18/00028/FUL **Europe Foods, 3-5 Bar Gate, Newark**

The retrospective application for the installation of an ATM through a composite security panel to the right hand side of the shop entrance.

The Chairman expressed concern that the company who installed the ATM should have made sure that Planning Permission had been granted before the installation took place.

Objection was raised to this application on the grounds that it was contrary to the Shopfronts SPD, it abuts the Conservation Area and is not in keeping with the surrounding area.

- 18/00029/ADV Europe Foods, 3-5 Bar Gate, Newark**
Integral illumination and screen to the ATM fascia. Internally illuminated Free Cash Withdrawals sign above the ATM and blue LED halo illumination to the ATM surround.
Objection was raised to this application on the grounds that it was contrary to the Shopfronts SPD, it abuts the Conservation Area and is not in keeping with the surrounding area.
- 18/00031/FUL Bede House Garage, Bede House Lane, Newark**
Change of use of existing commercial garage to form 2 dwellings within the existing building structure. This includes demolition of the existing attached lean-to cottage to form an enclosed garden to the front dwelling. (Re-submission).
The Chairman informed Members that the re-submission of this application was due to the fact that NCC Highways had objected to the previous application on the grounds that due to the width of Bede House Lane, a vehicle would have to drive over the adjacent land of no. 6 to be able to adequately manoeuvre into the proposed driveway, also the driveway is not the required width for a single dwelling.
No Objection was raised to this application.
- 18/00040/FUL Gladstone House, Lord Hawke Way, Newark**
Provision of an additional 13 car parking spaces to existing premises.
Cllrs T Roberts MBE, D Lloyd, Mrs R Crowe, R A Crowe and K Girling all declared a non-pecuniary interest in this application.
No Objection was raised to this application.
- 18/00045/LBC 8 Parliament Street, Newark**
Replacement of single glazed window with a slim-line double glazed window, Georgian bars, integral, not planted (rear elevation).
No Objection was raised to this application.
- 18/00059/FUL Newark Sensory Gardens, Mill Lane, Newark**
Installation of painted and formed sheet steel sculpture.
Cllr Mrs R Crowe told the Committee that the work done so far at the Sensory Gardens, in her view, was amazing and felt that any ideas/plans to enhance the area would be good.
No Objection was raised to this application.
- 18/00074/FUL 59 Bancroft Road, Newark**
Householder application for removal of existing detached garage and erection of single storey rear extension.
No Objection was raised to this application.

- 18/00085/ADV** **One Stop, 60-62 Sleaford Road, Newark**
 2 x fascia signs, 5 x ADM Direct Print Panels.
 Cllr S Haynes declared a prejudicial interest in this application and left the room.
No Objection was raised to this application.
 Cllr Haynes returned to the meeting.
- 18/00103/FULM** **Land off Cross Lane, Fernwood Business Park, Fernwood, Newark**
 Development of a 4FE Secondary School, 230 place sixth form, sports hall, external play facilities, access and car parking.
Cllr M Skinner suggested that this application should be DEFERRED to the next Planning meeting scheduled for 28th February, 2018, in order to allow Members to view the plans. This was AGREED by all Members.
- 18/00123/FUL** **Land at 26-30 Wright Street, Newark**
 Reconstruction of 3 no. terraced houses, damaged and demolished circa 2015.
No Objection was raised to this application.
- 18/00125/FULM** **Newark Working Men's Club, 13 Beacon Hill Road, Newark**
 &
18/00126/LBC Proposed conversion of Hatton House (formerly Newark Working Men's Club), to form 8 apartments. Remainder of building to be demolished. To include erection of 8 new cottages and associated access and landscaping works.
 Cllr D Lloyd declared a Prejudicial Interest in this application and left the room.
 Members were of the opinion that this application was over intensive use of the site and doubt was expressed as to whether the access/egress road to the site was wide enough for 2 cars to pass.
Objection was raised on the grounds that the proposed development was over intensive and the access/egress onto Beacon Hill Road could cause further traffic congestion on an already busy road.
Members felt that this application could have a significant impact on the local community beyond the immediate neighbouring properties, particularly with respect to the traffic impact arising from such a large number of additional properties being proposed on such a small site. It was AGREED therefore, that the District Council be asked to undertake a wider direct consultation than would normally be the case to include, but not exclusively, the Ropewalk and properties on Beacon Hill Road that are close to the site.

PR59/17/18 Notice of NSDC Planning Decisions

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

PR60/17/18 Miscellaneous Applications

a. Amended Applications

17/01476/LBC – 36 Middle Gate, Newark

External appearance to remain unaltered. The shop frontage will be painted and signage above shop. Minimal internal works required (retrospective) to alter the shop.

No Objection was raised to this application.

17/01931/ADV – 36 Middle Gate, Newark

Retrospective advertisement consent for fascia signage with vinyl background and painted foamex letters.

No Objection was raised to this application.

In addition Members AGREED to ask the Town Clerk to raise concerns that the adherence to the Shopfronts SPD was not being enforced consistently. It was felt that there are many more shops that have shopfront, signs etc. that do not comply with this policy and an exercise should be undertaken to assess which other shops are contravening the policy.

b. Nottinghamshire County Council Applications

Footpath Stopping Up Order – Newark Bridleway No. 49

All Councillors present declared a non-pecuniary interest in this application.

No Objection was made to the proposed Order made by NSDC to stop up the bridleway to which this Order relates, in order to enable development to be carried out in accordance with planning permission granted under Part III of the Town and Country Planning Act 1990 namely: Use of former Tarmac land and part of existing sports ground for construction of a closed road cycle circuit. Erection of lighting columns, fencing, extension of existing car park and associated works including construction of a temporary haul road.

c. Notification of Appeals

16/01978/FUL – Land at Green Lane, Newark

Change of use from overgrown unused allotment to construction of new dwelling.

Members **NOTED** that an Appeal for the above application has been made to the Secretary of State.

d.

Notification of a Hearing

16/01884/FUL – Shannon Falls, Tolney Lane, Newark

Members **NOTED** that a Hearing was to be held at Castle House, Great North Road, Newark on 28th February 2018 at 10am.

Department for Transport

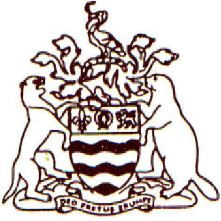
Town & Country Planning Act 1990 – Section 247

Proposed Stopping Up of Highway at Meldrum Crescent, Newark

Cllrs T Roberts MBE, D Lloyd, Mrs R Crowe, R A Crowe & K Girling declared a non-pecuniary interest in this application.

No Objection was raised to this application.

Meeting Closed:	7.40pm	Next Meeting:	Wednesday 28th February 2018
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NEWARK TOWN COUNCIL

Town Hall, Market Place, Newark, Nottinghamshire, NG24 1DU
 Tel: 01636 680 333 ~ Fax: 01636 680 350
 Email: post@newark.gov.uk ~ Website: www.newark.gov.uk

Agenda Item No: 4d

Committee Date: Wednesday 14th February 2018

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Finance & General Purposes Committee held on Wednesday 7th February 2018 in the Council Chamber, Town Hall.

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

FGP68/17/18 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 10th January 2018

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday 10th January were **AGREED** as a true and accurate record and signed by the Chairman.

FGP69/17/18 Matters Arising

There were no Matters Arising.

FGP70/17/18 Declarations of Interest

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

FGP71/17/18 Payment Schedule 9/18

Members **AGREED** that payment in accordance with Payment Schedule 9/18 in the sum of £224,427.93 (two hundred and twenty four thousand, four hundred and twenty seven pounds and 93p) be **APPROVED**.

FGP72/17/18 Street Collection Licences

Members **NOTED** the decision, under the Town Council's Scheme of Delegation, to grant a Street Collection Licence to:

- (i) Cancer Research UK on Saturday 3rd February 2018.

FGP73/17/18 Town Twinning

Cllrs M Cleasby, Mrs R Crowe, R A Crowe and D Hyde declared a non-pecuniary interest in this Agenda Item.

The recommendations were proposed from the chair:

- (i) Members then **AGREED** to hold a twinning event to celebrate the 35th Anniversary of the signing of the Town Council's twinning agreement with Emmendingen.
- (ii) Members also **AGREED** to extend formal invitations for small delegations to attend from the Town Council's other twin towns, Sandomierz and Saint-Cyr-sur-Loire.
- (iii) Members **AGREED** to charge any costs associated with the event to the Festival Programme Events budget.

FGP74/17/18 Review of Market Fees and Charges

Cllr P Duncan spoke on this item; he questioned the Winter Loyalty Discount and the New Trader offers.

He felt that for the Winter Loyalty discount, two weeks was not generous enough, and proposed that this should be altered to four weeks.

He also thought that two stalls per new trader per year for the 'fiver a stall' offer to new traders was not enough of an incentive and proposed that this too should be altered to four weeks.

The proposal was seconded by Cllr K Girling and following a vote was **AGREED**.

Cllr L Goff asked about charity stalls; he asked that if there were empty spaces, could more stalls be allocated/offered to charities, instead of just the normal one that is available.

Cllr K Girling was concerned that if more charity stalls were put on the market, this cause a loss of quality stalls with a good range of products, so did not support this.

Cllr L Goff then informed Members that Newark Community First Aid wanted to apply for such a stall; the Town Clerk recommended that Cllr L Goff should declare an interest in this Agenda Item if that was his perspective, which Cllr L Goff then did.

Cllr M Skinner pointed out that this had been discussed at the last meeting of this Committee, with the Market Manager, who had said that he would take a 'commercial decision' on this matter.

Members then **CONSIDERED** the amendments to the current Market Fees and Charges as outlined in the Agenda Report, and **AGREED** that they should be effective from 1st April 2018, with the addition of the amendment proposed by Cllr P Duncan above.

FGP75/17/18 Review of Cemetery Fees and Charges

Members **CONSIDERED** an increase in Cemetery Fees and Charges as in the Agenda Report.

After discussion it was **AGREED** to increase the fees by 3% to be brought into effect from 1st April 2018.

FGP76/17/18 Medium Term Financial Strategy

The Town Clerk went through the report.

Following discussion it was **AGREED** to recommend approval of the report to the Full Town Council.

FGP77/17/18 Revenue Budget & Precept 2018/2019

The Town Clerk gave a summary of his report on this item.

It was **AGREED** to recommend to the Full Town Council 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 next 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 be set at £896,025. This represents a 1.9% increase from that levied in 2017/18, this will result in a Council Tax charge of £108.84 per annum for a Band D property, an increase of £2.03 per annum from the charge in the current financial year.

Discussion followed with regard to the Town Council's contribution to Newark in Bloom. Cllr K Girling felt that as a 'major contributor' to this promotion, the Town Council should have a Councillor Representative on the Newark in Bloom Committee. They should have a say on the theme, and also a report from that group should be brought back to this Committee; this would ensure that the Town Council knew what was decided.

Cllr K Girling then made this a formal proposal and it was seconded by Cllr R Crowe.

Following a vote, Members **AGREED** to appoint a Town Council Representative to the Newark in Bloom Committee.

Cllr P Duncan noted that with regard to the market, and the Market Stall Erection and Clearance, and Market Cleansing, the figures contained in the report were now much better. He also said that the Devolution Agreement had protected the interests of the Town and the community.

FGP78/17/18 Meeting Dates

The Town Clerk informed Members that the Planning Meeting scheduled to be held on 2nd January 2019 may need to change as Newark & Sherwood District Council were going to reconsider the current date of their January meeting. He therefore suggested that the schedule of meetings be approved with the proviso that the Planning Committee proposed for 2nd January 2019 be moved, if necessary, to align with any changed date for the District Council's Planning Committee.

Members **CONSIDERED** the meeting schedule as in the Agenda and **AGREED** to recommend it be **APPROVED** by the Town Council, including any change required to align the 2nd January 2019 meeting with any changes made to the date of the District Council's Planning Committee for that month.

Meeting Closed:	8.00pm	Next Meeting:	Wednesday 7th March 2018
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TOWN COUNCIL

SUBJECT:	DORIS BAINBRIDGE TRUST FUND
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are recommended to consider:

- (i) Allocating the income achieved from the external investment of the Capital Sum, to support the cost of holding the Sunday Band Concerts in the Castle Grounds in July and August 2018, estimated to be £1,200.

2. Background

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

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

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

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

This report is therefore submitted in accordance with that decision; to consider the application of funds for the 2018/19 financial year.

3. Financial Arrangements

3.1 Capital Sum

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

At the corresponding meeting of the Town Council last year it was agreed to spend £28,800 on the installation of Christmas Lights in trees located in the Castle Grounds.

This was project was delivered and the lights made a positive contribution to the Christmas lights along Castlegate.

A further £1,000 was allocated as a contribution to Stage1 of the Gatehouse project which is being managed by the District Council. This application has now been submitted; it was successful and the project has been invited to move on to Stage 2 of the process. A further report will be brought back to this Committee with regard to any financial support which may be sought to support the substantive application to the Heritage Lottery Fund.

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

3.3 Investment Income

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

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

It is estimated that the investment income earned in the current, 2017/18, financial year will be around £1,500.

The investment income for 2018/19 financial year is estimated to be around £1,200.

4. Sunday Band Concerts

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

I would invite Members to consider supporting the Sunday Band Concerts by allocating the estimated investment interest earned in 2018/19 of £1,200, to the support of these concerts

5. Financial, Legal, Equality and Risk Issues

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

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

TOWN COUNCIL

SUBJECT:	MEDIUM TERM FINANCIAL STRATEGY
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to consider and approve the attached Medium Term Financial Strategy covering the period 2017-2025.

2. Background

2.1 The report on the Medium Term Financial Strategy which was submitted to the Finance & General Purposes Committee on 7^h February is attached at Appendix 2 for Members attention.

The Finance & General Purposes Committee agreed to recommend to the Town Council approval of the Medium Term Financial Strategy covering the period 2017-2025 as attached at Appendix 1 below.

3. Financial, Legal, Equality and Risk Issues

3.1 Contained in the report.

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

MEDIUM TERM FINANCIAL STRATEGY 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 channel 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
Increase/ (Reduction) in Balances	-120	-120	-101	-76	-40	-8	41	89
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

SUBJECT:	MEDIUM TERM FINANCIAL STRATEGY
REPORT BY:	TOWN CLERK

1. Recommendations

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

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

TOWN COUNCIL

SUBJECT:	REVENUE BUDGET & PRECEPT 2018/19
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to consider and approve as appropriate:

- (i) The budget proposals as revised for the financial year 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 projected aggregate net expenditure on Town Council services for the financial year 2018/19 be met by way of the levying of a precept of £896,025 on Newark & Sherwood District Council, leaving the sum of £304,224 in General Revenue Balances, subject to any adjustments arising from the consideration of the previous four Agenda Items.

This precept represents a 1.9% increase from that levied in 2017/18, this will result in a Council Tax charge of £108.84 per annum for a Band D property, an increase of £2.03 per annum from the charge in the current financial year.

2. Background

2.1 The report on the Revenue Budget & Precept which was submitted to the Finance & General Purposes Committee on 7th February is attached at Appendix 2 for Members attention.

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

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

3. Precept

3.1 The Precept as now proposed for 2018/19 is £896,025. It will result in a Band D Council Tax Charge of £108.84; this is a 1.9% increase which equates to £2.03 per annum rise from the charge in the current financial year.

4. Financial, Legal, Equality and Risk Issues

4.1 Contained in the report.

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

Appendix 1

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

			Original	Revised	
	Code	Actual	Estimate	Estimate	Estimate
MARKET	420	2016/17	2017/18	2017/18	2018/19
		£	£	£	£
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
GROSS EXPENDITURE		347,141	225,930	180,400	126,520
INCOME					
Market Rents	1500/05	254,249	267,500	257,500	260,000
GROSS INCOME		254,249	267,500	257,500	260,000
NET EXPENDITURE		92,892	-41,570	-77,100	-133,480

Note: Payroll costs not included.

			Original	Revised	
	Code	Actual	Estimate	Estimate	Estimate
PARKS & PLAYING FIELDS	429-434	2016/17	2017/18	2017/18	2018/19
		£	£	£	£
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
GROSS EXPENDITURE		210,907	205,010	203,820	208,070
INCOME					
Rents	1107	11,071	10,000	3,000	5,000
Collis Close	1109	4,000	4,000	4,000	4,000
GROSS INCOME		15,071	14,000	7,000	9,000
NET EXPENDITURE		195,836	191,010	196,820	199,070

			Original	Revised	
	Code	Actual	Estimate	Estimate	Estimate
SHERWOOD AVENUE	436/437	2016/17	2017/18	2017/18	2018/19
		£	£	£	£
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
GROSS EXPENDITURE		25,167	30,290	26,250	26,970
INCOME					
Rents, Fee & Charges	1440	2,010	0	0	0
GROSS INCOME		2,010	0	0	0
NET EXPENDITURE		23,157	30,290	26,250	26,970

			Original	Revised	
	Code	Actual	Estimate	Estimate	Estimate
OTHER OPEN SPACES	439-450	2016/17	2017/18	2017/18	2018/19
		£	£	£	£
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
GROSS EXPENDITURE		7,232	7,370	7,310	7,480
INCOME					
Section 106	1106	30,242	28,550	28,550	27,880
Sponsorship	1125	1,430	0	1,430	1,430
GROSS INCOME		31,672	28,550	29,980	29,310
NET EXPENDITURE		-24,440	-21,180	-22,670	-21,830

			Original	Revised	
	Code	Actual	Estimate	Estimate	Estimate
ENVIRONMENTAL IMPROVEMENTS	451	2016/17	2017/18	2017/18	2018/19
		£	£	£	£
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
GROSS EXPENDITURE		3,366	3,430	3,460	3,550

	Code				
		Actual	Original Estimate	Revised Estimate	Estimate
		2016/17	2017/18	2017/18	2018/19
CENTRAL ESTABLISHMENT	101				
		£	£	£	
Mayoralty					
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
Employees					
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
Establishment Expenses					
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
Other Expenditure					
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
GROSS EXPENDITURE		159,493	126,380	127,150	130,985
INCOME					
Payroll Administration	1095	5,060	5,160	6,430	6,590
Investment Interest	1870	59,520	50,000	62,000	62,900
GROSS INCOME		64,580	55,160	68,430	69,490
NET EXPENDITURE		94,913	71,220	58,720	61,495

TOWN HALL	Code 201		Original	Revised	
		Actual	Estimate	Estimate	Estimate
		2016/17	2017/18	2017/18	2018/19
		£	£	£	£
Premises					
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
Supplies and Services					
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
Establishment Expenses					
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
GROSS EXPENDITURE		144,946	146,680	149,380	155,920
INCOME					
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
GROSS INCOME		49,072	36,930	34,900	33,280
NET EXPENDITURE		95,874	109,750	114,480	122,640

ENVIRONMENT	Code 301		Original	Revised	
		Actual	Estimate	Estimate	Estimate
		2016/17	2017/18	2017/18	2018/19
		£	£	£	£
Premises					
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
Capital Funding					
R & R Fund Cemetery	4830	5,000	5,100	5,100	5,230
Supplies and Services					
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
Promotions					
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
Vehicle & Machinery Costs	4309	12,012	11,000	12,000	12,300
Establishment Expenses					
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
GROSS EXPENDITURE		90,136	118,870	110,880	112,400
INCOME					
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
GROSS INCOME		117,338	121,900	112,830	117,000
NET EXPENDITURE		-27,202	-3,030	-1,950	-4,600

PUBLIC CONVENIENCES	Code 401		Original	Revised	
		Actual	Estimate	Estimate	Estimate
		2016/17	2017/18	2017/18	2018/19
		£	£	£	£
Employees					
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
Premises					
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
Supplies & Services					
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
Establishment Expenses					
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
GROSS EXPENDITURE		168,604	164,600	180,820	188,010
INCOME					
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
GROSS INCOME		59,015	56,870	62,010	62,840
NET EXPENDITURE		109,589	107,730	118,810	125,170

	Code				
		Actual	Original Estimate	Revised Estimate	Estimate
		2016/17	2017/18	2017/18	2018/19
LEISURE & ECONOMIC DEV	501				
		£	£	£	£
Promotions					
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
Museum/Civic Regalia					
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
Arts & Entertainment Programme					
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
Twinning/Friendship Links					
Civic Twinning	4750	1,037	1,060	1,060	1,090
Friends Support Groups	4760	250	250	250	250
Admin. Expenses					
Consultancy: Personnel/Legal/Audit	4137	10,600	10,400	11,400	11,600
Payroll Admin	4915	620	630	630	660
GROSS EXPENDITURE		179,695	180,600	181,980	186,520
INCOME					
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
GROSS INCOME		7,269	3,720	4,620	4,350
NET EXPENDITURE		172,426	176,880	177,360	182,170

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

PARKS & PLAYING FIELDS	32,227		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	93,562		
PARKS SHERWOOD AVE.	11,756		-10,000	MUGA Fencing & Surfacing			MUGA Fencing & Surfacing
			-3,000	Boundary Railings			Boundary Railings
		3,890		2017/18 Revenue provision	4,000		2018/19 Revenue provision
					-1,244		
PARKS PRIVATE ESTATES PLAY AREA	7,420	1,240		2017/18 Revenue provision			
				College Close Repairs			
					1,270		2018/19 Revenue provision
					8,660		
Totals	150,967	94,435	-50,500		191,012	41,580	-72,000
							160,592

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
	£	£	£		£	£	£		£
CAPITAL RECEIPTS									
	1,517,017		-	Town Hall External Repairs			-100,000	Ransome & Marles Cricket Facilities	
			318,500	Sports Hub			-352,000	Sports & Community Village Hub	
			25,000	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
DORIS BAINBRIDGE INVESTMENT FUND	0	1,500	-1,500	Band Concerts 2017/18			-1,200		
				Investment Interest		1,200		Investment Interest	
					0				0

ELECTIONS	813								
		11,000		2017/18 Revenue provision	11,813	11,000		2018/19 Revenue provision	22,813
RISK MANAGEMENT	2,593			Miscellaneous	2,593		-500	Miscellaneous	2,093
TOWN HALL	201,840	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	
					257,560				284,670
DEVOLUTION RESERVE	48,524	10,000		2017/18 Revenue provision	58,524	5,000		2018/19 Revenue provision	63,524
MUSEUM	8,808			2017/18 Revenue provision		2,130		2018/19 Revenue provision	
		2,080		Touch Screen					
		3,000	-3,000	New Acquisitions					
			-2,500						
					8,388		-3,000	New Acquisitions	7,518
NEIGHBOURHOOD PLAN	80,000								
							-40,000	Plan Production	
					80,000				40,000
Totals	1,859,595	976,300	545,500	-	0	2,290,395	528,440	-939,700	1,887,135

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

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	-2,535	Sport & Recreation Grants	0
Totals	249,513	7,500	-82,394		174,619	7,500	-50,417	131,702

Agenda Item No: 11

Committee Date: Wednesday 7th February 2018**FINANCE & GENERAL PURPOSES COMMITTEE**

SUBJECT:	REVENUE BUDGET & PRECEPT 2018/2019
REPORT BY:	TOWN CLERK

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 14th 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 1st 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 4th 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 'Rents & 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 24th 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 1st 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 100th 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 31st 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 100th 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 31st 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.

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

TOWN COUNCIL

SUBJECT:	MEETING DATES
REPORT BY:	TOWN CLERK

1. Recommendations

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

2. Background

The Finance & General Purposes Committee considered the next year’s cycle of meetings at its meeting held on 7th February 2018.

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

This recommendation also includes moving the 2nd January 2019 meeting to align with any changes made to the date of the District Council’s Planning Committee for that month.

3. Financial Legal, Equality & Risk Issues

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

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

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

Please Note: Mayor Making will be Sunday 12th 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**