



NEWARK TOWN COUNCIL

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

Tel: 01636 680 333 ~ Fax: 01636 680 350

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

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 5TH DECEMBER 2018

Thursday 29th November 2018

Dear Councillor

You are summonsed to attend a meeting of the Finance & General Purposes Committee at 7.30pm on Wednesday 5th December 2018. This meeting will be held in the Council Chamber at the Town Hall.

Yours sincerely

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

Alan Mellor
Town Clerk

FINANCE & GENERAL PURPOSES COMMITTEE

A G E N D A

1	Apologies for Absence		
2	Minutes of the Finance & General Purposes Committee held on Wednesday 7th November 2018	Minutes Attached	Page 5
3	Matters Arising	Verbal	
4	Declarations of Interest from Members	Verbal	
5	Payment Schedules	Report Attached	Page 9
6	Information Technology	Report Attached	Page 15
7	Financial Out Turn	Report Attached	Page 25
8	Events Update	Report Attached	Page 39

Pre-Group Meetings

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

Committee Membership

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



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Agenda Item No: 2

Committee Date: Wednesday 5th December 2018

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 7th November 2018 in the Town Hall.

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

FGP38/18/19 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 3rd October 2018

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday 3rd October 2018 were **AGREED** as a true and accurate record and signed by the Chairman.

FGP39/18/19 Matters Arising

There were no Matters Arising.

FGP40/18/19 Declarations of Interest

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

FGP41/18/19 Payment Schedule 6/19

Members **AGREED** that payment in accordance with Payment Schedule 6/19 in the sum of £273,049.21 (two hundred and seventy three thousand and forty nine pounds and 21p) be **APPROVED**.

FGP42/18/19 Voluntary Body Grant Applications

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

- (1) Newark Emmaus Trust for free use of the Ballroom, Council Chamber and Kitchen on Saturday 2nd February 2019, to hold a 25th Anniversary reunion at a cost of £445.33 net.

FGP43/18/19 Street Collection Licences

- (i) Cllr Mrs R Crowe said that she could support the approval of a Licence for the RAFA, Royal British Legion, Newark & Sherwood District Round Table and the Salvation Army, on an ongoing basis and Moved this proposal; this was Seconded by Cllr K Girling.

The Town Clerk advised Members that approval would be given under the scheme of delegation for these organisations but that they would still need to submit an application to the District Council in the normal way each year.

Members **AGREED** to give the Town Clerk delegated authority, through the Scheme of Delegation, to approve the Street Collection Licence applications (should one be submitted) for the following organisations who collect on a regular annual basis:

RAFA

Royal British Legion

Newark & District Round Table

The Salvation Army

- (ii) Cllr K Girling raised concerns about Collectors who he had challenged outside W H Smith's; they had told him that they had been given permission by the shop to collect from that location.

Ian Harrison advised that any organisation collecting cash requires to have in place a Street Collection licence. The Markets Team do endeavour to police the activity of

both Street Collection Licences organisations and that of Direct Debit 'Chuggers'. If any Member has an issue then they should refer them to the market's Team and they will encourage them to undertake their operations in an appropriate manner.

The Town Clerk said that whilst the current arrangements are not ideal the procedures that are in place are the best that can be achieved without a change in legislation which controls more tightly the actions of Direct Debit collectors.

Members **NOTED** the arrangements and restrictions in place for Chuggers fundraising through the collection of direct debits.

FGP44/18/19 Final Accounts 2017/18 – External Audit

- (i) Members **NOTED** the approval of the Town Council's financial accounts for the 2017/18 financial year ended on 31st March 2018 by the external auditors.
- (ii) Members also **NOTED** the adjustments which will be required to reflect the current advice on the treatment of the CCLA Property Fund Investment which should be recorded as a Long Term Investment.

FGP45/18/19 Unitary Local Government in Nottinghamshire

Members **NOTED** and **ENDORSED** the comments submitted by the Town Clerk to the County Council, on the proposals for the introduction of a new Unitary Local Government structure in Nottinghamshire.

FGP46/18/19 Insurance Renewal

- (i) Members **AGREED** to accept the offer from Zurich Municipal Insurance of a new three year Long Term Agreement, subject to the premiums being no higher than the current year's figure.
- (ii) Members **AGREED** to **APPROVE** the exception to Standing Order 37 (2) as outlined in the Agenda Report.
- (iii) Members to **AGREED** grant delegated authority to the Town Clerk, in consultation with the Chairman of the Finance & General Purposes Committee, to approve the new Long Term Agreement subject to an appropriate renewal premium being submitted.

FGP47/18/19 Museum Update

Members requested that the document which has been prepared to make connections with St. Mary Magdalene Church be circulated to all Town Councillors.

Members thought it would be a good idea to get feedback from the coach tour parties to ascertain what can be done to attract more such visitors.

Members also felt that whilst there is a 'visitors Book' available in the Museum; the Museum Guides give a formal feedback form to visitors.

Members **NOTED** the on-going museum activities.

Meeting Closed:	8.05pm	Next Meeting:	Wednesday 5th December 2018
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FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	PAYMENT SCHEDULES
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members to Approve the attached Payment Schedule 7/19.

2. Background

2.1 Payment Schedule 7/19 appended to this report.

3. Financial, Legal, Equality and Risk Issues

3.1 None.

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

CHEQUES

ACCOUNTS FOR PAYMENT SCHEDULE 7/19

31.10.18

Voucher No	Payee	Cheque No	Budget Head	Total Amount
815	Petty Cash	19073	* Allotment Key	£40.00
815		19073	Conferences	£13.40
815		19073	Computers	£10.00
815		19073	Market Equipment	£6.34
815		19073	Civics	£9.85
815		19073	Civic Car	£43.47
815		19073	Mayor's Allowance	£74.51
815		19073	Travel	£67.50
815		19073	* Allotment Bond	£20.00
815		19073	TH Maintenance & Equipment	£11.75
815		19073	* Refreshments	£46.11
816	Nowak S	19074	* Allotment Bond	£20.00
817	Moonshiners	19075	Market Promotions	£250.00
818	Havelock E	19076	* Allotment Rents	£40.00
819	Blackmore P	19077	* Allotment Bond	£20.00
820	Petty Cash	19078	* Recharges	£100.00
821	Henderson J	19079	* Allotment Bond	£20.00

Total £792.93

AUTOPAY

ACCOUNTS FOR PAYMENT SCHEDULE 7/19

31.10.18

Voucher No	Payee	Budget Head	Total Amount
822	Abbey Flyers Ltd	Town Team	£3,234.00
823	Able Group	Market Repairs & Maintenance	£117.60
824	ADT	TH Contracts	£57.25
825	A O Cumbernauld	Payroll	£11,635.43
826 + 827	Arco	Market Equipment	£54.62
827	Arco	Market Uniforms	£64.51
828	Argos	TH Maintenance & Equipment	£68.58
829	B & H Plastics	ENV Tools & Equipment	£611.10
830	BS City Fencing	Allotment Repairs & Maintenance	£1,686.00
831 - 833	Bunzl	TH Maintenance & Equipment	£207.19
834	Bunzl	PC Materials	£292.18
835	Canon Uk	Market Printing & Stationery	£84.56

836	Doddington Farms	Christmas Lights	£700.00
837	EE	Telephones	£100.03
838	Elwood Control Hire	P & O/S R & R Fund	£1,875.00
839	Eyre & Elliston	PC Repairs & Maintenance	£47.40
840	Farmstar	ENV Tools & Equipment	£10.05
841	Faulkner C	TH Bar	£80.00
842	GMB	GMB	£39.66
843	GMS	TH Maintenance & Equipment	£118.75
844	Hills of Newark	Capital Receipts	£100.80
845	Huson S	Market Promotions	£140.00
846	Iliffe Media	Museum	£92.12
847	Iliffe Media	Market Promotions	£82.26
848	Imber Insurance	Market Insurance	£350.00
849	InTouch Now	Computers	£107.96
850	Jones Maintenance	Newark in Bloom	£540.00
851	Jones Maintenance	PC Repairs & Maintenance	£99.00
852	KG Enterprises	Consultancy Fees	£1,753.50
853	Laws AP	Market Promotions	£25.00
854	Lidsters of Worksop	* Cemetery Tablets	£795.30
855	Lidsters of Worksop	Capital Receipts	£15,360.00
856	Loo 4 a Do	Civics	£210.00
857	Marshall & Sons	P & O/S Repairs & Maintenance	£228.00
858	MEC Recycling	Cemetery Upkeep	£30.00
859	Milvill	PC Materials	£300.10
860	NEC Ltd	TH Maintenance & Equipment	£234.00
861	Newark Choral Society	Mayor's Allowance	£24.00
862	Newark Northern Bowls Club	Bowling Club Maintenance	£3,875.00
863	Newark Patriotic Fund	Mayor's Allowance	£70.00
864	Newark Security Services	P & O/S Security	£675.00
865	NSDC	P & O/S Playground Inspection	£550.80
866	Notts CC	Pensions	£924.99
867	Notts CC	Payroll	£13,625.06
868 - 872	NTC Pay Account	Payroll	£44,062.01
873	Petes Flowers	Civics	£100.00
874	PK Pest Control	P & O/S Repairs & Maintenance	£120.00
875	PK Pest Control	Allotment Repairs & Maintenance	£90.00
876	PKF Littlejohn LLP	Audit Fee	£2,880.00
877	Platts Harris	Mowers	£669.60
878	Royal British Legion	Mayor's Allowance	£74.00
879	Sayers F	Market Promotions	£140.00
880 - 881	Schofield A	Market Promotions	£200.00
882	Screwfix	ENV Uniforms	£49.99
882	Screwfix	ENV Tools & Equipment	£8.39
883 - 884	Second Element	Maintenance & Equipment	£432.00
885 - 886	Sherwood Forest Hospitals	Health & Safety	£177.00

887	SLCC	Conferences/Seminars	£414.00
888	Smith Electrical	PC Repairs & Maintenance	£305.96
889 - 890	Smith S	Market Promotions	£200.00
891	SSE	PC Electricity	£423.93
892	SSE	P & O/S Electricity	£103.76
893	Staples	Printing & Stationery	£41.94
894	South Wales Computers	Printing & Stationery	£118.80
895 - 896	Tanvic Tyres	Mowers	£19.99
897	TMS Users Fund	Postage	£600.00
898	Tracker Ltd	Vehicle Running Costs	£229.00
899	TSG	Computers	£432.00
900 - 901	UK Waste	Cemetery Upkeep	£1,335.17
902	Unison	Unison	£293.55
903	Viking	Printing & Stationery	£80.90
904 - 908	Virgin Media	Telephones	£661.24
909 - 910	Wastecycle	Market Refuse Disposal	£3,319.94
911 - 912	Watch it Security	Cemetery Upkeep	£1,022.16
913	Watch it Security	Allotment Repairs & Maintenance	£360.00
914 - 915	Waterplus	ENV Water	£68.22
916	Waterplus	TH Water	£39.91
917	Wordprint	Civics	£146.40
Total			£120,496.66

DIRECT DEBITS

ACCOUNTS FOR PAYMENT SCHEDULE 7/19 31.10.18

Voucher No	Payee	Budget Head	Total Amount
918	Crown Gas	TH Gas	£964.00
919 - 920	Edgars Water	* Refreshments	£85.25
921	ICO	Subscriptions/Licences	£35.00
922	Lex Autolease	Civic Car	£274.00
923	Museums Assoc	Museum	£18.75
924	Natwest Cards	TH Marketing & Promotions	£31.98
924		Green Flag	£234.00
924		TH Maintenance & Equipment	£10.73
924		CE Uniform	£69.00
924		Allotment Repairs & Maintenance	£155.91
925	NSDC Rates	Rates	£8,115.00
926	PWLB	PWLB	£20,719.77
927	Safety Measures	Health & Safety	£88.80
928 - 934	SSE	Electricity	£2,667.30
935	Total Gas	TH Gas	£63.44
936	UK Fuels	Civic Car	£39.18

937 - 939	UK Fuels	Vehicle Running Costs	£279.26
939 - 940	UK Fuels	Fuel - Mowers	£276.92
941 - 942	Waterplus	TH Water	£285.51
943 - 944	Waterplus	ENV Water	£28.71
945 - 946	Waterplus	PC Water	£1,113.83
947	Waterplus	P & O/S Water	£136.87
948	Worldpay	Bank Charges	£78.45
Total			£35,771.66
Grand Total			£157,061.25

*** Recharges**

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

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	INFORMATION TECHNOLOGY
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to :

- (i) Consider whether or not to use the 'Cloud Back Up' system for all of the Town Council's e-mail data,
- (ii) Subject to (i) above select either Option (1) or (2) for the replacement server equipment and systems,
- (iii) Consider making an exception to Standing Order 37 (2) and not seek quotes for the equipment replacement on the grounds that this is the best economic interest of the Town Council.

2. Background

2.1 The Town Council currently operates its own internal IT network; this has been implemented, developed and maintained by SCS Technology Solutions for many years. The service provided by them has been entirely satisfactory; it is essential that such an external support is provided as there is no internal expertise available to deal with anything other than minor problems that may occur.

2.2 Following the Town Council's consideration of last year's Internal Audit Report, I was asked to review the current arrangements for the backing up of data stored on the computer systems and seek advice from SCS on these practices and assess any alternative arrangements.

2.3 In addition the current local server, which was installed by SCS in 2013, is now reaching both the end of both its serviceable physical life and capacity to hold all the data required. It is anticipated that if it is not replaced in the near future it will become increasingly less reliable and performance will deteriorate as more of the available capacity is used up.

3. Future Proposals

3.1 SCS have been approached to undertake a review of the Town Council's current computer equipment and also to consider the options for 'Back Ups' and how these may interrelate.

Attached at Appendix 1 is the report that SCS have produced.

As Members are aware we rely on SCS to provide IT expertise and advice and having discussed the report with your Chairman, Jerry Parker the Managing Director of SCS Technology Solutions, has been invited to attend the meeting and answer any technical questions that Members may have.

3.2 With regard to the potential for a 'Cloud Back Up' solution the only viable use would be for Microsoft e-mail data to use this option.

At present the Town Council has 12 e-mail accounts which require backing up, this is below the suggested 16 which represents the breakeven point.

There are pros and cons for the Town Council to use the 'Cloud Back Up', however given the position that it can only be used for e-mail accounts, it feels a little over complicated to have two back-up systems being operated at the same time for different elements of the Town Council's data.

From a financial perspective whilst the 'Cloud Back Up' means that there is a capital saving on the equipment required this is offset by a higher ongoing revenue cost for the annual hosted exchange licences.

3.3 The total cost of the new equipment and systems is between £15,024 and £17,938, subject to which is the preferred option. The Town Council has an IT Reserve Fund, which has an estimated balance in hand of around £18,750 at 31st March 2020. The costs set out above can therefore be met from this fund.

3.4 Under the Town Council's Standing Orders for contracts, expenditure of this level would normally require three quotes to be obtained. Whilst I am sure that the new equipment can be purchased from any number of suppliers, it seems sensible to acquire it from the company that will install and maintain it in the future.

This proposal will be an exception to the Town Council's Standing Order 37 (2) and will require a specific decision to that effect.

If Members are content to accept the figures as quoted without going through a formal tender exercise, then this will also be an exception to Standing Order 37 (2) and will require a specific decision to that effect.

4. Financial Legal and Equality Issues

4.1 Contained in the report.

Background Papers:	I T working files.
Lead Officer:	Alan Mellor Tel: 01636 684801 Email: alan.mellor@newark.gov.uk

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	FINANCIAL OUT TURN
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 To receive and approve the financial out-turn report as at 31 October 2018

2. Background

2.1 In accordance with Financial Regulations, the financial out turn for the period 1 April to 31 October 2018 is attached to this report as Appendix 1.

The figures shown include:

Expenditure committed, and Invoices issued as at 31 October 2018, together with other known/likely costs.

3. Financial Legal, Equality & Risk Issues

3.1 Contained in the report.

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

		Original	Actual	Actual	
	Actual	Estimate	As At	As At	%
SUMMARY	2017/18	2018/19	31-Aug	31-Oct	
	£	£	£	£	
PAYROLL COSTS exc. PCs	607,942	645,000	251,111	352,157	54.6
NEWARK MARKET	-45,897	-133,480	-53,080	-75,173	56.3
PARKS & PLAYING FIELDS	197,513	199,070	81,878	113,051	56.8
OTHER OPEN SPACES	-22,927	-21,830	-9,909	-12,483	57.2
SHERWOOD AVENUE AMENITIES	26,499	26,970	11,357	13,250	49.1
ENVIRONMENTAL IMPROVEMENT SCHEMES	2,653	3,550	470	798	22.5
DEVOLVED SERVICES GRANT	-239,915	-255,820	-106,592	-149,228	58.3
CENTRAL ESTABLISHMENT	59,402	61,495	-2,043	14,643	23.8
TOWN HALL	113,732	122,640	49,881	69,776	56.9
ENVIRONMENT	-6,847	-4,600	-7,522	-3,803	82.7
PUBLIC CONVENIENCES	126,847	125,170	61,906	89,749	71.7
LEISURE & ECONOMIC DEVELOPMENT	177,601	182,170	68,842	73,741	40.5
PWLB LOANS		65,000	27,083	37,917	58.3
TOTAL NET EXPENDITURE	996,603	1,015,335	373,383	524,395	51.7
Precept	863,734	896,025	373,344	522,681	58.3
(Deficit)/Surplus	-132,869	-119,310	-39	-1,713	1.4
General Fund Balance b/fwd	543,740	423,534	410,871	410,871	
General Fund Balance 31 March	410,871	304,224	410,832	409,158	

			Original	Actual	Actual	
	Code	Actual	Estimate	As At	As At	%
MARKET	420	2017/18	2018/19	31-Aug	31-Oct	
		£	£	£	£	
Printing & stationery	4025	491	510	114	185	36.3
Repairs & Maintenance	4101	2,785	2,870	1,465	1,719	59.9
Electricity	4103	7,251	6,900	3,021	4,080	59.1
Rates	4105	43,040	44,110	19,968	27,954	63.4
Sewerage/Water Charges	4106	789	0	0	0	
Repairs & Renewals Fund	4110	10,400	10,660	4,442	6,218	58.3
Equipment & Tools	4111	4,099	4,100	596	666	16.2
Materials	4112	320	330	0	0	0.0
Market Cleansing SLA	4119	54,859	0	0	0	
Clothing & Uniforms	4121	1,005	1,030	344	497	48.3
Market Stall Erection & Clearance	4123	6,218	0	0	0	
Refuse Collection	4065	5,991	14,000	4,499	7,265	51.9
Security	4124	959	1,030	0	0	0.0
Marketing & Promotion	4125	35,000	35,880	8,533	12,178	33.9
Computers	4029	1,350	1,330	0	0	0.0
Insurance	4129	823	840	350	490	58.3
Licences	4131	320	330	0	0	0.0
Consultancy	4137	1,200	1,300	542	758	58.3
Payroll Admin	4915	1,270	1,300	542	758	58.3
Misc. Admin	4920	2,500	0	0	0	0.0
GROSS EXPENDITURE		180,670	126,520	44,416	62,768	49.6
INCOME						
Market Rents	1500/05	226,567	260,000	97,496	137,941	53.1
GROSS INCOME		226,567	260,000	97,496	137,941	53.1
NET EXPENDITURE		-45,897	-133,480	-53,080	-75,173	56.3

			Original	Actual	Actual	
	Code	Actual	Estimate	As At	As At	%
PARKS & PLAYING FIELDS	429-435	2017/18	2018/19	31-Aug	31-Oct	
		£	£	£	£	
Bowling Green Maintenance	4099	6,000	6,150	2,562	3,587	58.3
Repairs & Maintenance	4101	3,158	3,560	3,281	3,281	92.2
Repairs & Renewals Fund	4110	12,490	12,800	5,333	7,467	58.3
Dog Litter Bins	4324	1,853	2,200	0	0	0.0
Safety Inspections	4113	250	270	0	0	0.0
CCTV	4114	0	0	0	0	
Annual Play Equipment Inspection	4115	90	90	0	92	102.2
Security	4126	1,350	1,440	458	686	47.6
Refuse Disposal	4065	0	580	592	592	102.1
Licence Fee Public Entertainment	4131	1,070	1,140	0	0	0.0
Insurance	4129	1,162	1,190	0	694	58.3
Consultancy	4137	600	650	0	0	0.0
Collis Close	4109	6,000	6,000	2,500	3,500	58.3
Parks Service Level Agreement	4117	168,490	172,000	71,667	100,333	58.3
GROSS EXPENDITURE		202,513	208,070	86,393	120,232	57.8

INCOME

Rents	1107	1,000	5,000	2,848	4,848	97.0
Collis Close	1109	4,000	4,000	1,667	2,333	58.3

GROSS INCOME		5,000	9,000	4,515	7,181	79.8
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NET EXPENDITURE		197,513	199,070	81,878	113,051	56.8
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			Original	Actual	Actual	
	Code	Actual	Estimate	As At	As At	%
SHERWOOD AVENUE	436/437	2017/18	2018/19	31-Aug	31-Oct	
		£	£	£	£	
Bowling Green Maintenance	4099	11,500	11,800	7,750	6,883	58.3
Repairs & Maintenance	4101	3,082	3,150	445	1,713	54.4
Repairs & Renewals Fund	4110	3,890	4,000	1,667	2,333	58.3
Safety Inspections	4113	250	250	0	0	0.0
CCTV	4114	2,980	3,060	0	0	0.0
Annual Play Equipment Inspection	4115	90	80	0	138	172.5
Security	4126	2,700	2,840	916	1,372	48.3
Green Flag	4116	319	330	0	0	0.0
Licence Fee Public Entertainment	4131	70	70	0	0	0.0
Insurance	4129	721	740	308	432	58.4
Consultancy	4137	600	650	271	379	58.3
Dog Litter Bins	4324	297	0	0		
GROSS EXPENDITURE		26,499	26,970	11,357	13,250	49.1

			Original	Actual	Actual	
	Code	Actual	Estimate	As At	As At	%
OTHER OPEN SPACES	439-453	2017/18	2018/19	31-Aug	31-Oct	
		£	£	£	£	
Repairs & Maintenance	4101	3,317	3,570	80	670	18.8
Repairs & Renewals Fund	4110	1,240	1,270	529	741	58.3
Dog Litter Bins	4324	270	280	358	529	188.9
Annual Play Equipment Inspection	4115	225	250	0	759	303.6
Security	4126	1,350	1,430	458	686	48.0
Meadow Cutting	4127	250	250	104	145	58.0
Insurance	4129	400	430	179	250	58.1
GROSS EXPENDITURE		7,052	7,480	1,708	3,780	50.5
INCOME						
Section 106	1106	28,549	27,880	11,617	16,263	58.3
Sponsorship	1125	1,430	1,430	0	0	0.0
GROSS INCOME		29,979	29,310	11,617	16,263	55.5
NET EXPENDITURE		-22,927	-21,830	-9,909	-12,483	57.2

			Original	Actual	Actual	
	Code	Actual	Estimate	As At	As At	%
ENVIRONMENTAL IMPROVEMENTS	451	2017/18	2018/19	31-Aug	31-Oct	
		£	£	£	£	
Repairs & Maintenance	4101	1,280	2,090	0	95	4.6
Security	4126	1,350	1,430	458	686	48.0
Insurance	4129	23	30	12	17	56.7
GROSS EXPENDITURE		2,653	3,550	470	798	22.5

	Code		Original	Actual	Actual	
		Actual	Estimate	As At	As At	%
		2017/18	2018/19	31-Aug	31-Oct	
CENTRAL ESTABLISHMENT	101					
		£	£	£	£	
Mayoralty						
Mayor's Allowance	4001	4,580	4,700	964	1,271	27.0
Mayor's Sunday/Mayor Making	4002	1,304	1,330	871	871	65.5
Mayor's 'At Home'	4003	0	1,320	0	0	0.0
Civic Functions	4004	3,640	3,730	574	672	18.0
Mayoral Car	4010	3,957	4,100	883	1,443	35.2
Badges/Shields/Insignia	4011	2,040	2,050	10	10	0.5
Mayoral Robes	4765	500	510	0	0	0.0
Employees						
Pensions	4902	3,591	3,680	923	923	25.1
Subsistence/Travel & Vehicle Costs	4019	1,694	1,640	357	1,040	63.4
Honoraria Payment	4020	955	970	489	489	50.4
Advertising/Appointments	4023	250	260	0	0	0.0
Uniforms	4021	100	100	13	166	166.0
Payroll Administration	4915	1,580	1,600	667	933	58.3
Staff Training inc. Health & Safety	4022	4,000	4,100	0	1,652	40.3
Establishment Expenses						
Printing & Stationery	4025	6,493	6,660	1,926	1,991	29.9
Postage	4027	2,398	2,460	927	1,386	56.3
Telephones	4028	7,204	6,150	2,828	4,073	66.2
Information Technology	4029	12,239	12,550	7,458	8,027	64.0
Insurance	4129	3,075	3,160	1,316	1,843	58.3
Audit	4031	2,000	2,000	0	2,400	120.0
Consultancy: Personnel/Legal/Audit	4137	4,200	4,550	1,896	2,654	58.3
Office Equipment	4032	698	720	65	235	32.6
Office Equipment R & R Fund	4860	970	990	413	577	58.3
Publications	4034	50	50	20	20	40.0
Bank Charges	4039	2,364	2,260	1,442	1,915	84.7
Conferences/Seminars	4036	986	1,025	0	378	36.9
Other Expenditure						
Subscriptions	4041	569	570	90	90	15.8
Grant - St Marys Church	4045	1,670	1,710	713	997	58.3
Grants - Voluntary Bodies Room Hire	4044	2,492	3,500	950	1,237	35.3
Grants - Citizens Advice Bureau	4048	5,000	5,000	2,500	2,500	50.0
Grants - Newark Twinning Association	4049	500	510	0	0	0.0
Town Team	4050	35,882	35,880	3,466	15,421	43.0
Defibrillator	4042	150	150	0	0	0.0
Election Costs	4061	11,000	11,000	4,583	6,417	58.3
GROSS EXPENDITURE		128,131	130,985	36,343	61,631	47.1
INCOME						
Payroll Administration	1095	6,430	6,590	2,746	3,844	58.3
Investment Interest	1870	62,299	62,900	35,640	43,144	68.6
GROSS INCOME		68,729	69,490	38,386	46,988	67.6
NET EXPENDITURE		59,402	61,495	-2,043	14,643	23.8

TOWN HALL	Code		Original	Actual	Actual	
		Actual	Estimate	As At	As At	%
		2017/18	2018/19	31-Aug	31-Aug	
		£	£	£	£	
Premises						
Maintenance & Equipment	4101	14,494	15,000	5,510	7,003	46.7
Electricity	4103	7,535	8,250	3,023	4,867	59.0
Gas	4104	15,895	15,380	3,940	5,191	33.8
Rents	4107	109	160	82	82	51.3
Rates	4105	19,339	21,390	9,960	13,944	65.2
Sewerage/Water Charges	4106	1,708	2,000	657	538	26.9
Town Hall Maintenance Reserve	4860	55,720	57,110	23,796	33,314	58.3
Supplies and Services						
Clothing and Uniforms	4121	179	200	80	80	40.0
Contractual Services	4122	9,996	10,500	5,933	7,663	73.0
Marketing & Promotion	4125	1,500	1,540	0	0	0.0
Refreshments	4035	2,018	1,640	563	817	49.8
Bookings Expenditure	4163	1,886	2,050	903	943	46.0
Bar Purchases	4168/71	6,710	7,180	3,825	4,640	64.6
Establishment Expenses						
Insurance	4129/30	10,323	10,580	4,408	6,172	58.3
Payroll Administration	4915	630	660	275	385	58.3
Consultancy: Personnel/Legal/Audit	4137	1,200	1,300	542	758	58.3
Subscription/Licences	4131	917	980	112	442	45.1
GROSS EXPENDITURE		150,159	155,920	63,609	86,839	55.7
INCOME						
Lease of Rent & Rates Office	1151	4,027	0	0	0	
S Wing Lease to Markets/Car Parks	1152	2,848	0	0	0	
Lettings	1160/63	15,626	18,000	7,167	9,128	50.7
Refreshments	1035	952	920	255	410	44.6
Town Hall Bar	1168/71	12,974	14,360	6,306	7,525	52.4
GROSS INCOME		36,427	33,280	13,728	17,063	51.3
NET EXPENDITURE		113,732	122,640	49,881	69,776	56.9

ENVIRONMENT	Code		Original	Actual	Actual	
		Actual	Estimate	As At	As At	%
		2017/18	2018/19	31-Aug	31-Oct	
	301	£	£	£	£	
Premises						
Maintenance of Allotments	4102	3,690	3,690	2,976	3,200	86.7
Dog Litter Bins	4324	6,000	6,150	311	311	5.1
Cemetery Upkeep of Grounds	4322	22,768	24,100	10,411	18,870	78.3
Street Furniture	4325	1,500	1,540	0	33	2.1
Rates	4105	7,905	8,110	4,080	5,712	70.4
Electricity	4103	1,137	1,030	396	561	54.5
Gas	4104	797	770	798	798	103.6
Water and Sewerage	4106	924	2,820	414	520	18.4
Capital Funding						
R & R Fund Cemetery	4830	5,100	5,230	2,179	3,050	58.3
Supplies and Services						
Equip, Tools & Materials	4320	1,440	1,400	912	1,444	103.1
Prot Clothing/Safety Equip't	4321	1,024	1,030	795	845	82.0
Promotions						
Newark in Bloom	4340	25,005	27,500	14,803	24,596	89.4
Green Flag/Heritage Site	4116	3,919	1,000	0	234	23.4
Keep Newark Tidy	4326	5,000	5,000	0	0	0.0
Vehicle & Machinery Costs	4310/4311/4313	14,895	12,300	4,219	6,243	50.8
Establishment Expenses						
Payroll Admin Expenses	4915	1,050	1,070	446	624	58.3
Consultancy: Personnel/Legal/ Audit	4137	1,200	1,300	542	758	58.3
Telephone	4028	2,946	2,560	1,177	1,824	71.3
Insurance	4129	5,662	5,800	2,417	3,383	58.3
GROSS EXPENDITURE		111,962	112,400	46,876	73,006	65.0
INCOME						
Allotment Rents	1350	5,641	6,000	231	4,749	79.2
Plinths/Memorial Tablets	1362	22,966	21,500	8,671	15,914	74.0
General Fees	1360	79,123	77,000	37,822	45,923	59.6
Newark in Bloom	1340	11,079	12,500	7,673	10,223	81.8
GROSS INCOME		118,809	117,000	54,397	76,809	65.7
NET EXPENDITURE		-6,847	-4,600	-7,522	-3,803	82.7

PUBLIC CONVENIENCES	Code		Original	Actual	Actual	
		Actual	Estimate	As At	As At	%
		2017/18	2018/19	31-Aug	31-Oct	
		£	£	£	£	
Employees						
Payroll: Gross	4900	106,707	105,000	55,635	75,645	72.0
National Insurance	4901	7,152	6,400	3,681	5,558	86.8
Superannuation	4902	14,185	17,500	7,500	10,727	61.3
Payroll Administration	4915	1,270	1,300	542	758	58.3
Premises						
Repairs and Maintenance	4601	5,287	5,500	2,200	4,733	86.1
Rates	4105	12,769	13,120	6,582	9,210	70.2
Electricity	4103	14,210	13,000	1,727	4,395	33.8
Gas	4104	1,455	1,890	573	573	30.3
Water & Sewerage	4106	6,148	5,640	2,178	3,291	58.4
Repairs & Renewals Fund	4860	5,000	5,130	2,137	2,992	58.3
Supplies & Services						
Materials Inc. Cleaning	4602	3,643	4,100	1,628	2,439	59.5
Clothing and Uniform	4121	1,050	750	622	627	83.6
Contractual Services	4622	4,541	5,130	2,376	3,879	75.6
Establishment Expenses						
Telephone Costs	4028	1,598	1,100	310	629	57.2
Consultancy	4137	600	650	271	379	58.3
Insurance	4129	1,756	1,800	750	1,050	58.3
GROSS EXPENDITURE		187,371	188,010	88,712	126,885	67.5
INCOME						
Vending & Weighing Machines	1635/40	22	20	10	10	50.0
St Marks Charges	1620	9,579	9,250	3,789	5,611	60.7
London Road Charges	1618	2,913	2,900	1,074	1,400	48.3
Tolney Lane Charges	1619	6,054	7,000	2,845	3,749	53.6
Rents Tolney Lane Kiosk	1621	3,415	3,720	1,863	2,483	66.8
Rents London Road Kiosk	1622	6,371	6,950	3,475	4,633	66.7
NSDC - SLA	1650	32,170	33,000	13,750	19,250	58.3
GROSS INCOME		60,524	62,840	26,806	37,136	59.1
NET EXPENDITURE		126,847	125,170	61,906	89,749	71.7

LEISURE & ECONOMIC DEV	Code		Original	Actual	Actual	
		Actual	Estimate	As At	As At	%
		2017/18	2018/19	31-Aug	31-Oct	
		£	£	£	£	
Promotions						
Christmas Lights Displays	4725	58,000	59,500	496	1,080	1.8
Christmas Lights Promotions	4726	17,209	17,700	0	0	0.0
General	4745	1,994	2,050	1,249	1,650	80.5
Museum/Civic Regalia						
Museum Revenue	4770	15,359	2,720	1,954	2,164	79.6
Museum Acquisitions	4772	2,080	2,130	888	1,243	58.3
Museum Insurance cover	4129	7,032	7,210	3,004	4,205	58.3
Arts & Entertainment Programme						
Band Concerts/Summer Picnic	4720	9,561	9,600	2,350	2,350	24.5
Violin School Event	4722	250	250	250	250	100.0
Newark Festival	4723	60,000	61,500	52,660	52,660	85.6
Festival Programme Events	4718	9,000	9,230	0	0	0.0
Newark Half Marathon	4051	1,000	1,030	1,000	1,000	97.1
Twinning/Friendship Links						
Civic Twinning	4750	1,060	1,090	454	568	52.1
Friends Support Groups	4760	250	250	0	0	0.0
Admin. Expenses						
Consultancy: Personnel/Legal/I						
Audit	4137	11,400	11,600	4,833	6,766	58.3
Payroll Admin	4915	630	660	275	385	58.3
GROSS EXPENDITURE		194,825	186,520	69,413	74,321	39.9
INCOME						
Sunday Band Concerts	1720	1,657	1,200	571	580	48.3
Christmas Lights	1726	2,100	2,100	0	0	0.0
Museum	1770	13,467	1,050	0	0	0.0
GROSS INCOME		17,224	4,350	571	580	13.3
NET EXPENDITURE		177,601	182,170	68,842	73,741	40.5

**REPAIRS AND
RENEWALS FUNDS
2018/19**

	Balance 31.03.2018	Contrib. 2018/19	Expenditure at 31.10.18	Projects	Estimated Expenditure	Estimated Balance 31.03.2019
	£	£	£		£	£
ALLOTMENTS	4,475			Miscellaneous	-500	3,975
CEMETERY	57,119	5,230		2018/19 Revenue provision		
				Tree Works	-5,000	
				Bollards	-1,000	
						56,349
INFORMATION TECHNOLOGY	10,613	4,000		2018/19 Revenue provision		14,613
OFFICE EQUIPMENT	7,563	990		Miscellaneous	-500	
				2018/19 Revenue provision		8,053
MARKET PLACE	1,885	10,660		2018/19 Revenue provision		
			-1,330	Bollards	-3,670	
				Drainage Channels	-4,000	
				General Repairs	-1,000	
						2,545
PUBLIC CONVENIENCES	10,900	5,130		2018/19 Revenue provision		
				Miscellaneous	-1,000	15,030
PARKS & PLAYING FIELDS	79,500		-46,640	Sport & Recreation Grants	-7,205	
		12,800		2018/19 Revenue provision		
				Seat Refurbishment	-1,000	
						37,455
PARKS SHERWOOD AVE	15,646		-7,915	MUGA Fencing & Surfacing		
		4,000		2018/19 Revenue provision		11,731
PARKS PRIVATE ESTATES PLAY AREA	8,660	1,270		2018/19 Revenue provision		9,930
Totals	196,361	44,080	-55,885		-24,875	159,681

RESERVE FUNDS 2017/18 & 2018/19

	Balance 31.03.2018	Contrib. 2018/19	Exp at 31.10.18	Projects	Est Expenditure	Est Balance 31.03.2019
	£	£	£		£	£
CAPITAL RECEIPTS						
	962,560			Ransome & Marles Cricket Facilities	-100,000	
			-352,000	Sports Hub		
			-22,400	World War 100th Anniversary Commemoration	-77,600	
				Toilet Improvements	-22,000	
				Statue Relocation	-5,000	
				Church Street Improvement	-10,000	
				Street Furniture	-5,000	
			-33,134	Transit Truck		
			-1,700	Cemetery Improvements	-184,300	
				Built Environment Grants & Signage Strategy	-35,000	
				Market resurfacing	-10,000	
				Christmas Light Displays	-5,000	
			-1,278,920	Long Term Investments Prior Years Adj.		
		463		Sale of land		
		1,345,000		PWLB Loans		188,369
DORIS BAINBRIDGE INVESTMENT FUND	0	1,200	-1,200	Band Concerts 2018/19 Investment Interest		0
ELECTIONS						
	11,813					
		11,000		2018/19 Revenue provision		22,813
RISK MANAGEMENT						
	946			Miscellaneous	-500	
						446
TOWN HALL						
	257,560	57,110		2018/19 Revenue provision		
				Handrail	-8,000	
				Ballroom Decoration & Lighting	-8,928	
			-11,072	Misscellaneous repairs	-5,000	
				External Repairs	-5,000	
						287,742
DEVOLUTION RESERVE						
	54,319	5,000		2018/19 Revenue provision		
						59,319
MUSEUM						
	9,512	2,130		2018/19 Revenue provision		
				New Acquisitions	-3,000	
						8,642
NEIGHBOURHOOD PLAN						
	80,000			Plan Production	-40,000	
						40000
Totals	1,376,710	1,421,903	-1,700,426		0	607,331

SECTION 106 AGREEMENTS 2017/18 & 2018/19

	Balance 31.03.2018	Contrib. 2018/19	Expenditure at 31.10.18	Projects	Estimated Expenditure	Estimated Balance 31.03.2019
	£	£	£		£	£
COMMUNITY INFRASTRUCTURE LEVY	19,103					
		7,500		CIL INCOME 2018/19		
				Town Centre Signage	-20,000	6,603
SHELTON AVENUE	134					
			-134	Revenue Expenditure		0
GRANGE ROAD	27,869					
			-3,402	Revenue Expenditure		24,467
FARNDON ROAD DE HAVILLAND WAY	2,776					
			-925	Revenue Expenditure		1,851
NEWBURY ROAD OPEN SPACE & PLAY AREA	65,407					
			-16,352	Revenue Expenditure		49,055
AUTUMN CROFT	40,000					
			-5,000	Revenue Expenditure		35,000
BARNBY ROAD	20,826					
			-2,069	Revenue Expenditure		18,757
MAPLE LEAF PUB	2,535					
				Sport & Recreation Grants	-2,535	0
Totals	178,650	7,500	-27,882		-22,535	135,733

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	EVENTS UPDATE
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to :

- (i) Consider supporting the 2019 Armed Forces day event in the Market Place,
- (ii) Note the report on the Newark Festival 2019,
- (iii) Consider any comments on the 2018 Christmas Lights Switch On event,
- (iv) Consider what guidelines are to be used for the line-up and cost of the Brass Bands for both the Sunday concerts and the Brass Explosion in 2019,
- (v) Note the report on the European Juggling Convention to be held in Newark in 2019.

2. Armed Forces Day2.1 On Sunday 24th June 2018 the annual Armed Forces Day event was held once again in the Market Place. The organisation of the event was a collaboration between the Town Council and the Newark Armed Forces Day group who have historically staged an event in Newark at various locations around the town over many years.

It also incorporated visitors from Emmendingen, the Town Councils' twin town in Germany. This added to the occasion and was well received from all those involved in the organisation of the event.

The Town Council provides support to plan, organise and manage the event on the day. It comprised a formal parade of military groups, both serving and retired. A craft and military memorabilia market along with a number of military displays and entertainment. All the direct expenditure incurred by the Town Council was funded from two grants that were received from the National Armed Forces Day fund and the District Council. The Town Council's contribution was limited to the 'in kind' cost of officers' time.

The feedback from the days' event was very positive. It attracted an increased audience from the previous year. The Armed Forces Day group were very pleased with the outcome. They have since met with your officers and they would like to repeat the event in the Market Place next year.

2.2 The preferred date is Sunday 23rd June which is the week after the Newark Festival and the week before the National Armed Forces Day events taking place the following weekend.

If Members wish to continue supporting the event then further work will be undertaken to identify possible funding streams that will assist in facilitating it.

Members are asked to consider supporting the 2019 Armed Forces day event in the Market Place along with the possible visitors from Emmendingen.

2.3 A decision whether or not to hold this event needs to be made now in order that the necessary planning and promotion can be undertaken over the next few months.

At this stage there is no confirmed funding to facilitate it. Whilst the majority of the Town Council's commitment can be viewed as 'In Kind' support through officer's time etc. the event will require some actual expenditure which the Town Council needs to be aware of if no external financial support can be obtained.

3. Newark Festival 2019

3.1 This Committee approved an extension to the contract with the Liz Hobbs Group (LHG) at its meeting in September. This decision will sustain the Newark Festival for a further three years from 2019 – 2021.

3.2 Plans for the 2019 Newark Festival are well advanced, the line-up for Friday & Saturday nights are nearly complete and will be announced in the very near future.

The planned format for the Friday night is to try and attract a slightly younger and different audience to that of the Saturday evening with a contemporary and exciting programme reflective of this demographic. The artists being commissioned appeal on social media and Spotify as well as mainstream radio stations.

The Saturday Concert aims to cement the strong reputation of Newark Festival in being able to attract mainstream, popular talent, and draw an older demographic than Friday night. Couples, friends and neighbours, people who love to hear hits and want to hear fairly mainstream music.

The concert will revert to a later evening timing which will hopefully encourage visitors to spend more time in the town centre.

3.3 LHG have reported that there has been an encouraging response from this year's sponsors; many have re-confirmed their support for next year. In addition Ellis Mather Group have agreed to be the new headline sponsor.

4. Christmas Lights and Switch On Event

4.1 This year's event again attracted a very large attendance; whilst it is not easy to accurately assess the number of people who attended I would suggest that it was well in excess of 5,000.

The format of the event was similar to previous years but with more of a focus on local and national entertainers, which reduced the cost of this element of the event.

4.2 The traditional Charity and Craft market attracted a record number of stall holders.

4.3 The event passed off with very few incidents and has received positive feedback.

If Members have any comments on how the event can be improved in future then these would be welcome.

5. Brass Band Concerts & Brass Explosion

5.1 The traditional brass band concerts were held every Sunday in the Castle Grounds from 1st July to 19th August.

This year a cap on the fees paid to the bands was set at £300. We were able to engage bands for the 8 concerts within this maximum fee.

5.2 In order to support the two local bands, Newark Town Band and Newark & Sherwood Concert Band, I have engaged them to play on either a Sunday or at the Brass Explosion in each year.

This year they were both booked to play at the Brass Explosion as their fees were above the cap mentioned above for the Sunday concerts.

As it happened members will be aware that the Brass Explosion was abandoned due to the inclement weather that was experienced.

5.3 In preparing for the 2019 concerts I would ask Members to give clear guidelines as to the criteria for the line-up and cost of the Bands for both the Sunday concerts and the Brass Explosion, in order that I can advise bands in advance when letters of interest are sent out.

6. European Juggling Convention

- 6.1 The European Juggling Convention (EJC) is an annual event which is run by a different team of volunteers each year in a different European country. Last year the UK team bid for the honour of hosting the event in 2019 here in the UK and at the Newark Showground. The 2019 event was awarded to the UK; it will be the 42nd year that it has taken place and the event dates are the 3rd - 11th August 2019.

The Markets Manager has been working with the organisers to support the event in Newark and seek to maximise its wider benefit on the town.

- 6.2 Attendance figures for the event vary on the location, however we are expecting between 2,400 to 3,000 people who will come for the whole festival. EJC is a colourful festival of jugglers; juggler is a broad term which encompasses quite a few other skills, for example aerial, unicycling, staff spinning, diablo, flow arts, German & Cyr wheel and others. The types of people that come are a mix of professional artists and hobbyists, families, young and old. We hope to attract high numbers from the UK as it is a home event but also good numbers from abroad, the largest group being from Germany, usually at least a third of all participants come from Germany.

During the week the timetable for the showground will be full of workshops, shows and competitions, which are all included in the ticket price.

- 6.3 In addition to the events taking place at the Showground it is planned to hold a town centre event on Sunday 4th August.

This will be branded as 'The Big Day Out'. It is part of the EJC and is an opportunity for attendees to connect with the host community.

This event will be a day of circus style entertainment and music.

Participants from the EJC will be bussed from the Showground to the Riverside Park and will then participate in a colourful and musical parade to the Market Square. Once in the Market Square there will be an afternoon of circus and music entertainment. Then in the evening at around 20:45 there will be a Fire Gala show at the Riverside Park.

- 6.4 Applications for funding have been submitted to the Arts Council and to Newark & Sherwood District Council to support this element of the convention.

At this stage it is expected that the Town Council will only need to contribute 'in kind' support to facilitate the event in the town centre and at the Riverside Park. However, if there is a shortfall in funding then I would suggest that the approved budget for 'Festival Programme Events' set at £9,320 for the current year would be an appropriate use of this budget.

7. Finance, Legal, Equality & Risk Issues

- 7.1 Contained in the report.

Background Papers:	Events working files.
Lead Officer:	Alan Mellor 01636 684801 alan.mellor@newark.gov.uk