



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 10TH JANUARY 2018

Thursday 4th January 2018

Dear Councillor

You are summonsed to attend a meeting of the Finance & General Purposes Committee at 7.30pm on Wednesday 10th January 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', with a long horizontal stroke extending to the right.

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 6th December 2017	Minutes Attached	Page 5
3	Matters Arising	Verbal	
4	Declarations of Interest from Members	Verbal	
5	Payment Schedules	Report Attached	Page 11
6	Street Collection Licences	Report Attached	Page 17
7	Voluntary Body/Community Events Grant Applications	Report Attached	Page 23
8	Internal Audit Report	Report Attached	Page 33
9	Newark Market Strategy	Report Attached	Page 65
10	Business Continuity Plan	Report Attached	Page 77
10	Personnel Sub-Committee Minutes	Report Attached	Page 81

Pre-Group Meetings

1	6.30pm	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 10th January 2018

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 6th December 2017 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 (A) M Cleasby Mrs R Crowe R A Crowe Mrs G Dawn (A) P Duncan Ms H Gent K Girling L Goff S Haynes D Hyde D Jones T Roberts MBE M Skinner R Williams
Apologies for Absence:	Councillors	There were no Apologies
Officers Present:	Town Clerk	Alan Mellor
	Deputy Town Clerk	James Radley
Taking Notes:	PA to the Town Clerk	Helen Crossland
	There were no members of the public present.	
Venue:	Council Chamber, Town Hall	

FGP48/17/18 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 8th November 2017

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday 8th November 2017 were **AGREED** as a true and accurate record and signed by the Chairman.

FGP49/17/18 Matters Arising

FGP45/17/18 – WW1 100TH ANNIVERSARY COMMEMORATION

Cllr L Goff said that he had been informed that black, polished granite was not permitted in the churchyard previously, and asked if this could be an issue if it was decided to relocate the Memorial to the Fallen, as discussed at the last meeting.

Cllr L Goff stated that members of the public should have a say on the matter, and asked again if there would be a Public Meeting to discuss the proposal. He felt that it was wrong that members of the public could not speak at general Council meetings.

Cllr D Lloyd that this did appear to be the policy but the Town Clerk would be writing to the Church to ask if they would consider a dispensation in these circumstances as the memorial was already in existence.

Cllr M Cope then spoke and reminded Cllr L Goff that the public are welcome to attend Town Council meetings, and that if Councillors were minded, Standing Orders could be suspended to allow them to speak.

Cllr D Jones reiterated that all meetings are open to the public; he also pointed out that currently this item is only at a feasibility study stage. A further report will be put before Councillors for discussion when there are more details.

FGP50/17/18 Declarations of Interest

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

FGP51/17/18 Payment Schedule 7/18

Members **AGREED** that payment in accordance with Payment Schedule 7/18 in the sum of £217,447.42p (two hundred and seventeen thousand, four hundred and forty seven pounds and 42p) be **APPROVED**.

FGP52/17/18 Street Collection Licences

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

- (i) The Royal British Legion between 27th October and 10th November 2018.

FGP53/17/18 Financial Out Turn

Members **RECEIVED** and **APPROVED** the financial out-turn report as at 31 October 2017.

FGP54/17/18 Dog Bins

Cllr K Girling opened the debate on this item. He said he was not convinced that the dog bins listed in the report were all on Town Council owned land; some belonged to the County Council.

The overall total cost of emptying the current bins is £4,000 per annum; he asked if pressure could be put on the District Council to replace some of them with normal bins, then there would be no charge.

The Town Clerk informed all Members that the list was historical – the Town Council had always provided some dog bins; he agreed that some of them were not on Town Council land but could not shed any light on why these bins had been provided.

Cllr L Goff thought that more bins should be located in the cemetery; he also questioned the ownership of the land behind the library; the Town Clerk said that some of that land belonged to the County Council.

Cllr M Cope also thought that more dog bins in the cemetery would be a good idea. He also said that bins should be put at the southern end of Bowbridge Road, opposite Hawton Lane. There is a dog bin under the bridge on the Sustrans track, but nothing going out south.

Cllr D Jones said that ‘ownership of the land’ was a bit of a red herring. It is not just the cost of putting the bins in, but we have to pay for them to be emptied. He felt that this was a positive service in terms of Civic Pride, but was concerned that any ‘wish list’ would become too long, with the associated costs.

Cllr P Duncan pointed out that there were many bins of many sorts all around the town. He said that as a starting point the Town Council should know what bins they have, and of what sort. An overall approach could then be taken, to get it right first time.

Cllr Mrs R Crowe informed Members that there was currently no bin on Cavendish Road and that the Thoresby Road bin was in need of repair, she thought that ‘Dog Signs’ were need at all the entrance points to the Cemetery.

Cllr K Girling agreed with Cllr P Duncan; the Town Council need to know exactly what the situation is, overall.

Cllr M Skinner thought that the frequency of emptying of the bins should be looked at. He also pointed out that Park areas have ‘normal’ bins – dog bins are generally situated away from the play areas.

Cllr L Goff reported that the bin at the London Road main entrance to the cemetery was in need of repair and that all the entrances do not currently have a dog bin there; he also did not think that ordinary bins should be used.

The Chairman then revised the recommendations as follows:

- (i) The Deputy Town Clerk to check all of the dog bins around the cemetery and report back to this Committee.
- (ii) Request to Newark & Sherwood District and Newark & Sherwood Homes to review all their current dog bin sites in Newark to assess their quality and need, together with consideration whether or not a single litter bin disposal policy could be introduced.
- (iii) Request a copy of the District Council’s Licensing Policy for Convenience Stores (re takeaways) with regard to their responsibility for litter bins in the vicinity of their shops
- (iv) Submit a further report to a future meeting when all the above information has been collated.

The above recommendations were **AGREED**.

Cllr M Skinner asked if Members could give any input, from a personal perspective (where they live for instance) and if there were any maps available showing the location of the bins.

The Town Clerk said that he would find out and let him know.

FGP55/17/18 Kelham Road Cricket Facilities

The Town Clerk went through the Agenda Report; he reported that the District Council were now leading on the project.

Cllr D Jones said that he fully supported the funding of Phase 1 (recommendation (i)), and agreed, in principle to further support Phase 2 (recommendation (ii)) with additional funding.

Cllr M Cope also supported the funding of Phase 1, but requested that the 'Kelham Road Cricket project' as noted in both recommendations, be amended to 'Newark Ransome & Marles Cricket Club'.

Cllr M Cope then suggested that a sum of £70,000 could be made available for Phase 2, but this would need to be subject to the Town Council being informed of what other contributions were being made and by whom.

Cllr L Goff thought that it would be a good idea if 'famous' people from Newark could have various parts of the new facilities named after them; it was pointed out that this could be difficult as some of the funding parties have requested that their names are used.

- (i) Members then **APPROVED** funding for the shortfall on Phase 1 of the Newark Ransome & Marles Cricket Club project estimated to be £30,000.
- (ii) Members also **AGREED** to allocate up to £70,000 to Phase 2 of the Newark Ransome & Marles Cricket Club project, provided that information is brought back to this Committee on where other funding is being obtained from, before any payment is made.

FGP56/17/18 Motion to Exclude the Press & Public

Members **AGREED** that:

Under the Public Bodies (Admission to Meetings) Act 1960 (as extended by Section 100 of the Local Government Act 1972) the press and public be excluded from the remainder of the meeting on the grounds that the committee's remaining business involves the likely disclosure of exempt information as defined in the Local Government (Access to Information) (Variation) Order 2006, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

FGP57/17/18 Cemetery

The Town Clerk went through this Agenda Item, and pointed out that some more points should be considered in conjunction with the report, as had been circulated prior to the meeting (the future need for additional space for burials within the cemetery grounds).

The Chairman said that he would take the recommendations in two parts, (i) and (ii), then (iii) and (iv).

Cllr T Roberts MBE started the discussion; he said he had long thought that the lodge was not appropriate, and concurred with the Town Clerk in that it should be demolished. He said that there was a need to take a holistic approach to this.

Cllr Mrs R Crowe said that the lodge area had caused concern for some time – it would be better to extend the memorial area there. She then asked what would happen to the Kiddey Stones which are currently stored behind the lodge.

The Town Clerk replied that until a suitable ‘home’ could be found for them, they would have to be stored – we need a site that can accommodate them. Moving them to Elm Avenue end makes sense.

Cllr Mrs R Crowe then asked why a shower was included in the new specification for facilities, and if it were to be installed, who would be responsible for the cleaning.

The Deputy Town Clerk informed her that a shower would be useful as staff members often encounter dog fouling during the course of their work. He thought that the operational staff would have to take responsibility for any cleaning of the new facility if it was decided to have one.

Cllr D Jones asked if there was a possibility that the stones could be incorporated into a new building; he then moved on to recommendation (iv) and said he supported it, but Members should be aware of the consequences of doing this (‘Children’s Burial Area’). The rules and regulations would be quite different – Members should go and have a look at a cemetery that has one of these. The Town Clerk said that he thought it would help to have a separate children’s burial area so that Cemetery Regulations could be introduced which are specific to such an area.

Cllr K Girling asked if the re-use of plots that are over a certain age had been taken into consideration; he also said that previously another site had been identified as a possible cemetery – some land at the bottom of Beacon Hill – what about this?

The Town Clerk responded that the land referred to was owned by N&SDC and that another piece of land that had been identified for possible use, on Clay Lane, was in private ownership.

He also informed Members that no calculations had been done on the re-use of burial plots.

Cllr L Goff then spoke; he did not think that the building should be demolished.

Cllr Ms H Gent disagreed with Cllr L Goff on this point.

She then went on to ask if the Kiddey Stones could be donated to The Sconce.

Cllr T Roberts said that a place ought to be found for them – they were artistic work by a notable artist.

Cllr M Cope asked if there was any mileage in tying the Town Council contribution to the cricket club to using the Kiddey Stones.

Cllr P Duncan asked if some illustrations of the Stones could be provided; he felt that the Town Council should make good use of the Town’s cultural heritage.

Cllr D Jones said he thought that the Town Council should not be considering the re-use of graves.

Members **CONSIDERED** the long term future of the Cemetery Lodge and vehicle storage facilities at the Cemetery in order to continue providing an operational service at a reasonable cost.

Subject to the points made above, the following amended recommendations and decisions were **AGREED**:

- (i) To **APPROVE** the demolition of the Cemetery Lodge and clear the accompanying site for use as a new Cremated Remains garden;

- (ii) To provide new staff facilities, garages and storage rooms in the area identified in the report, adjacent to Sparrow Lane;
- (iii) To instruct the Town Clerk to negotiate with Newark & Sherwood District Council for the transfer of land adjacent to Sparrow Lane to facilitate the new build requirements at (ii) above;
- (iv) To instruct the Town Clerk to procure professional building design expertise to draw up a scheme for the new buildings required and report back to this Committee with proposals and more detailed costings, including demolition;
- (v) To instruct the Town Clerk to apply for Planning Permission for the new buildings and the demolition of the Cemetery Lodge (if required).
- (vi) To bring the new Cemetery policy with regard to the installation of seats together with memorial inscription to the next meeting of this Committee.
- (vii) That a report be brought to a future meeting of this Committee with regard to the Kidney stones and a suitable location.

Meeting Closed:	8.50 pm	Next Meeting:	Wednesday 10th January 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 8/18

2. Background

2.1 Payment Schedule 8/18 appended to this report.

3. Financial, Legal, Equality and Risk Issues

3.1 None.

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

CHEQUES

ACCOUNTS FOR PAYMENT SCHEDULE 8/18

30.11.17

Voucher No	Payee	Cheque No	Budget Head	Total Amount
897	Newark Choral Society	18985	Mayor's Allowance	£10.00
898	Moonshiners	18986	Market Promotions	£250.00
899	Gedling Mayors Charity	18987	Mayor's Allowance	£16.00
900	Newark Team PCC	18988	Parish Church Grant	£1,670.00
901	CAB	18989	CAB Grant	£2,500.00
902	Simply Sweet	18990	* Market - Xmas Lights	£57.60
903	Carter C	18991	* Allotment Bond & Key	£40.00
904	Ilina D	18992	* Allotment Bond & Key	£40.00
905	Fairydusk	18993	* Market - Xmas Lights	£30.60
906	Petty Cash	18994	Travel	£76.95
906	Petty Cash		Civic Car	£25.50
906	Petty Cash		* Refreshments	£79.79
906	Petty Cash		TH Uniform	£27.00
906	Petty Cash		Publications	£2.85
906	Petty Cash		TH Marketing & Promotions	£30.00
906	Petty Cash		Christmas Lights Display	£4.50
906	Petty Cash		* TH Bar	£1.50
906	Petty Cash		Market Equipment	£10.32
906	Petty Cash		ENV Telephones	£3.49
906	Petty Cash		Civics	£61.57
906	Petty Cash		TH Maintenance & Equipment	£45.55
906	Petty Cash		Mayor's Allowance	£14.00
			Total	£4,997.22

AUTOPAY

ACCOUNTS FOR PAYMENT SCHEDULE 8/18

30.11.17

Voucher No	Payee	Budget Head	Total Amount
907	Adler Mfg Ltd	General Marketing	£95.39
908	ADT	TH Maintenance & Equipment	£258.00
909 - 910	Ann et Vin	* TH Bar	£121.60
910	Ann et Vin	Newark in Bloom	£67.20
911	A O Cumbernauld	Payroll	£11,173.10
912 - 913	Arco	Market Equipment	£62.33
914	Argos	Market Computers	£34.25
915	BH Plastics	Cemetery Upkeep	£599.46
916 - 917	Bunzl	TH Maintenance & Equipment	£96.46

918	Bunzl	PC Materials	£224.76
919	CJ Waterhouse Co Ltd	Market Repairs & Maintenance	£933.60
920	Crowe R	Mayor's Allowance	£238.64
921	EE	Telephones	£94.02
922 - 923	Eyre & Elliston	PC Materials	£103.44
924	Farmstar	Mowers	£186.78
925 - 926	Farmstar	ENV Tools & Equipment	£106.92
927	Faulkner C	TH Bar	£80.00
928	Gloria Sunset	Market Promotions	£260.00
929	GMS	TH Maintenance & Equipment	£11.83
930	Grove Auto Electrical	Vehicle Running Costs	£12.60
931	Hampshire Flags	TH Maintenance & Equipment	£160.56
932	Harrisons Removals	Markets Stall Clearance	£360.00
933 - 934	Haynes RJ	Market Promotions	£300.00
935	Henson's Catering	Newark in Bloom	£787.20
936	Humberside Tail Lifts	Vehicle Running Costs	£202.78
937	Huson S	Market Promotions	£185.95
938 - 940	Lee Baron	TH R & R Fund	£40,570.29
941 - 942	Lidster's of Worksop	* Cemetery Tablets	£375.41
943 - 944	Marshall & Sons	P & O/S Repairs & Maintenance	£1,634.40
945	Mec Recycling	Cemetery Upkeep	£90.00
946	Milvill	PC Materials	£163.97
947	Mole Country	Cemetery Upkeep	£22.98
948	MTN	Market Promotions	£240.00
949	NACO	Staff Training	£250.00
950	Neopost	Postage	£223.08
951	NE Plumbing	Cemetery Upkeep	£50.00
951	NE Plumbing	PC Repairs & Maintenance	£900.00
952	Newark Advertiser	Museum	£736.98
953	Newark Northern Bowls Club	Bowls Club Maintenance	£3,750.00
954	Newark & Sherwood Locksmiths	Cemetery Upkeep	£22.80
954	Newark & Sherwood Locksmiths	Vehicle Running Costs	£101.94
955	Newark Security Services	P & O/S Security	£697.50
956	NSDC	Payroll	£164.17
957	Newark Town Band	Civics	£400.00
958	Newark Traditions Festival	Market Printing & Stationery	£46.77
959	Notts CC	Payroll	£12,604.15
960	NTC Pay Account	Payroll	£36,292.47
961	Overton UK Ltd	Market Administration	£3,240.00
962 - 963	Pete's Flowers	Civics	£100.00
964	PHS	TH Maintenance & Equipment	£355.92
965	Primeprint	General Marketing	£222.00
966	Primeprint	Newark in Bloom	£187.20

967 - 968	Primeprint	Market Promotions	£112.00
969	PRS	PC Contracts	£196.22
970	PRS	TH Maintenance & Equipment	£213.78
971 - 976	Reflect Recruitment	Payroll	£7,812.58
977	Retford Poultry Partnership	Allotment Repairs & Maintenance	£226.98
978	Royal British Legion	Mayor's Allowance	£18.50
979 - 980	Saunders J	Payroll	£800.00
981	Screwfix	ENV Tools & Equipment	£95.88
982 - 983	SCS	Computers	£3,208.20
984	Second Element	TH Maintenance & Equipment	£216.00
985	Security 2	TH Bookings	£745.20
986	Smith's Timber	Cemetery Upkeep	£11.00
987 - 988	South Lincs Clothing	Market Uniform	£332.24
987	South Lincs Clothing	PC Uniform	£46.76
989 - 990	South Wales Computers	Printing & Stationery	£320.40
991	Spurcroft Civic	General Marketing	£853.80
992	SSE	P & O/S Electricity	£127.03
993 - 995	Staples	Printing & Stationery	£119.09
996 - 997	STM Co Ltd	Mowers	£644.33
998	Tanvic	Mowers	£12.60
999	TC Harrison	Vehicle Running Costs	£53.65
1000	TMS Support Solutions	Market Computers	£1,488.00
1001	Travis Perkins	Cemetery Upkeep	£60.00
1002	Travis Perkins	Market Equipment	£82.33
1003	Travis Perkins	ENV Tools & Equipment	£22.27
1004	TSG	Computers	£828.00
1005	UK Waste	Cemetery Upkeep	£387.00
1006	Use Locally	Market Promotions	£312.00
1007	Viking	Postage	£48.82
1008	Viking	ENV Uniforms	£52.00
1009	Virgin Media	Telephones	£547.53
1010 - 1011	Virgin Media	ENV Telephones	£93.94
1012	Virgin Media	PC Telephones	£17.03
1013	Watch it Security	Cemetery Upkeep	£633.60
1014	Willows Nursery	Cemetery Upkeep	£841.00
1014	Willows Nursery	Newark in Bloom	£3,043.15
1015	World's Fair Ltd	Market Promotions	£468.00
Total			£145,289.81

DIRECT DEBITS

ACCOUNTS FOR PAYMENT SCHEDULE 8/18

30.11.17

Voucher No	Payee	Budget Head	Total Amount
1016	BOC	* TH Bar	£79.44
1017	BT	Telephones	£366.60
1018	BT	ENV Telephones	£73.68
1019	Crown Gas	TH Gas	£1,458.63
1020	Edgars Water	* Refreshments	£113.76
1021	Lex Autolease	Civic Car	£274.00
1022	Natwest Cards	TH Maintenance & Equipment	£45.93
1022	Natwest Cards	ENV Telephones	£6.99
1022	Natwest Cards	PC Uniforms	£253.66
1022	Natwest Cards	* Refreshments	£43.50
1023	Natwest Cards	* Recharges	£10.35
1024	NSDC Rates	Rates	£8,549.00
1025	Safety Measures	Health & Safety	£88.80
1026	SSE	ENV Electricity	£40.23
1027 - 1046	SSE	Market Electricity	£364.73
1047	SSE	ENV Gas	£124.85
1048 - 1049	Total Gas	PC Gas	£375.31
1050 - 1054	UK Fuels	Vehicle Running Costs	£447.97
1054	UK Fuels	Fuel - Mowers	£82.60
1055 - 1056	UK Fuels	Civic Car	£66.10
1057	Waterplus	TH Water	£225.03
1058 - 1059	Waterplus	ENV Water	£64.83
1060 - 1061	Waterplus	PC Water	£444.12
1062	Waterplus	P & O/S Water	£144.98
1063	Worldpay	Bank Charges	£66.34

Total £13,811.43

Grand Total £164,098.46

*** Recharges**

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

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	STREET COLLECTION LICENCES
REPORT BY:	TOWN CLERK

- 1. Recommendation**
 - 1.1 That following consideration of the applications received, the Newark and Sherwood District Council be advised of the recommendation of Members.
- 2. Background**
 - 2.1 The Town Council has an agreed criteria for considering Street Collection Licences which is attached at Appendix 1. Also attached at Appendix 2 is a list setting out the number of permits allowed during the year. The following applications are now attached for your consideration.
 - 2.2 **Marie Curie**
A request for a permit on 3rd, 17th or 23rd March 2018) – 3rd March preferred. See Appendix 3.
- 3. Financial, Legal, Equality & Risk Issues**
 - 3.1 None.

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

STREET COLLECTION POLICY

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

STREET COLLECTIONS 2018

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

COLLECTIONS AGREED TO DATE	
January	
February	
March	
April	
May	
June	
July	
August	
September	
October 27 th – 31 st	Royal British Legion
November 1 st – 10 th	Royal British Legion
December	

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

ORIGINAL COPY AVAILABLE IF REQUIRED

SECTION 1

Reference: Newark Application

Applicant Details: Harriet Hickin
Harriet.hickin@mariecurie.org.uk

Main telephone: 01332 204221

Other telephone: 07825 044305

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

Applicant Business:

Not Registered in the UK with Companies House

Business name: Marie Curie

Not registered for VAT

Legal status: Charity or Association

Position in the business: Community Fundraiser
Home Country: United Kingdom

Business Address: 22 Brunel Parkway
Derby
DE24 8HR

SECTION 2

Home address: 22 Brunel Parkway
Derby
DE24 8HR

Date of birth: 13/01/1989

Place of birth: Boston, Lincolnshire

SECTION 3

ORGANISATION WHICH IS RESPONSIBLE FOR THE COLLECTION

To help people and their families living with a terminal illness make the most of the time they have together by delivering expert care, emotional support, research and guidance.

The proceeds of the collection will benefit this organisation

This organisation is a registered charity – Registration number 207994

The proceeds of the collection will be used to provide services in Nottinghamshire for people living with a terminal illness.

SECTION 4

No other organisation will benefit from the collection

SECTION 5

The type of collection will be a street collection

It will be carried out in Newark

The preferred date is 03/03/2018

Alternative dates – 17/03/18 or 24/03/18

The hours of the day the collection will be held are 1000 – 1600

15 people will be authorised collectors

They will wear Marie Curie tabards and hats

Not planned to hold the collection in conjunction with a carnival, procession or other event

Planning to offer Marie Curie daffodil pin badges for sale during the event

SECTION 6

100% of the proceeds of the collection will be donated to the charity or used for charitable purposes

A Street Collection Statement of Return will be submitted

SECTION 7

No previous application has been applied for and granted.

SECTION 8

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

SECTION 9

No additional details

SECTION 10

DECLARATION

FINANCE & GENERAL PURPOSES COMMITTEE

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

1. Recommendations

1.1 Members are asked to consider the application from the Nottinghamshire Federation of WI's.

2. Background

2.1 The Town Council's current approved guidelines for Voluntary Body Grants are attached at Appendix 1.

The 2017/18 agreed budget for grants to voluntary bodies is £2,500; a balance of £392.91 is available.

3. Specific Grants

3.1 A request for 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. See Appendix 2 attached.

4. Financial Legal, Equality & Risk Issues

3.1 None.

Background Papers:	
Lead Officer:	<p>Alan Mellor Tel: 01636 684801 Email: alan.mellor@newark.gov.uk</p>

NEWARK TOWN COUNCIL

APPLICATION FOR VOLUNTARY BODY GRANT

Guidelines

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

The Aim of the Scheme

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

The hire of rooms can cover a wide range of activities covering; charity, cultural, community and sports events.

The primary aim of the scheme is to encourage organisations to utilise the community facilities which are provided in the Town Hall and to support or promote self-help within organisations that may apply.

Funding Available

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

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

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

Eligibility

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

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

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

Applications are only invited for the use of the facilities available within the Town Hall. They can be for either Fund Raising or Non-Fund Raising Events.

An individual organisation will only be eligible to apply for one event in any two year period.

The Town Council will consider 'one off' bookings as well as regular or block bookings.

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

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

The Application Process

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

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

19 DEC 2017

Newark Town Council

Voluntary Body Grant Application Form

Please refer to the separate guidance document when completing this form

1. Applicants Details	
Name of Organisation/Group	46164058 COLLINGHAM & DISTRICT LOCAL HISTORY SOCIETY
Applicant's Name	MARTIN ANDERSON
What is the applicant's position in the organisation/community group?	TREASURER
Contact Name	MARTIN ANDERSON
Contact Address	102 LOW STREET COLLINGHAM NEWARK NG23 7AL
Contact Tel No	01988786288
Email address	Martin@martinanderson.me.uk
2. Scheme/Project Description	
Description & Objectives	
Is the application for a:	
Fund Raising Event : YES/NO EDUCATIONAL & FUND RAISING.	
If yes what is the beneficiary organisation: AS ABOVE	
Please include an explanation of the purpose for which the application is made	
TALK ON 'DEATH KING JOHN, THE BATTLE OF LINCOLN & FIRST SIEGE OF NEWARK 1218' (THE EVENT IS BEING HELD EXACTLY 800 YRS AFTER THE SIEGE)	

Give details of any other funders approached and their responses

Please detail any additional information regarding your organisation and its aims which you may feel will assist the Town Council in considering this application.

Please provide details of the rooms required within the Town Hall together with dates and times of the event

Room(s) required	Date(s) required	Time(s) required
GEORGIAN BALLROOM	18-7-18	6.30 8.30

3. Costs

How much money do you wish to apply for in grant aid (maximum £500), please contact the Town Council (see accompanying Grant Guidelines)

HIRE DESCRIPTION	COST
1. GEORGIAN BALLROOM	69 x 2 = £138
2.	
3.	
4.	
5.	
6.	

More:

What is the anticipated total cost of your scheme?	£80 exact bill room
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4. Outputs and Outcomes

Outputs

Please explain the following about your scheme

(a)	How will it contribute and/or support the community of Newark?	GIVE THE RESIDENTS A CHANCE TO HEAR ABOUT <u>3</u> SIGNIFICANT EVENTS IN NEWARK'S HISTORY
(b)	Who is it open to?	ANYONE ESPECIALLY THOSE IN NEWARK AREA
(c)	How many participants do you anticipate will take part?	DIFFICULT TO GUESS, SAY 50-90
(d)	If your event is to raise funds, how much money do you expect to achieve?	£300

Outcomes

What other benefits will be achieved from this scheme?

ENTRANCE FEE WILL BE £5 TO ENCOURAGE PEOPLE TO COME. A CHANCE FOR HISTORY GROUPS IN THE AREA TO COME TOGETHER. NEWARK ADVERTISER WILL BE ASKED TO GIVE PUBLICITY. THE MAYOR WILL BE INVITED

Declaration

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

Signed	
Name and Position	M ANDERSON TREASURER
Date	18/12/18

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

Collingham and District Local History Society
Charity number 1164058

RECEIPTS AND PAYMENTS ACCOUNT : YEAR ENDING 31 DECEMBER 2016

	2016	2015
	£	£
RECEIPTS		
Subscriptions	648.00	434.00
Collingham Trail leaflet	17.00	21.00
Trips [net]	0.00	40.00
Visitors	73.00	40.00
Grants, awards	600.00	300.00
Donations	82.19	197.45
Refreshments [net]	25.87	41.16
King John Lecture [net]	1605.28	-
Bank Interest	7.08	5.17
TOTAL RECEIPTS	3058.42	1078.78
PAYMENTS		
Archive materials	493.26	327.90
Hire of Hall	96.00	120.00
Cost of Speakers	70.00	194.08
Administration [inc. insurance]	365.32	207.86
Jubilee Room - storage archives, carpet, blinds	1098.07	161.71
Jubilee Room - electricity	140.89	-
TOTAL PAYMENTS	2263.54	1018.15
SURPLUS	794.88	60.63
BANK BALANCES 31 December 2016	2914.41	2119.53

M Anderson FCMA Treasurer 1st February 2017

AUDIT CERTIFICATE

Having examined the cashbook and limited available documentation, I am of the opinion that, based upon this evidence, the above accounts give a true and fair view of the financial activities of the Collingham & District Local History Society for the year ending 31st December 2016: D E BRODELL: AUDITOR 1ST February 2017

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	INTERNAL AUDIT REPORT
REPORT BY:	INTERNAL AUDITOR

1. Recommendations

1.1 Members are asked to accept the Internal Audit Report and endorse the proposed actions in response to the report’s recommendations.

2. Background

2.1 In keeping with the proposed internal audit schedule approved by the Finance & General Purposes Committee on 12th July 2017 and the Town Clerk, reviews have been conducted of a number of control systems within the Town Council during the financial year 2017/18.

The systems selected for review in the first half year were:

First Half Year

- | | |
|-------------------------|--------------------------|
| 1. Payroll - Processing | 6. Market |
| 2. Payroll - Starters | 7. Income – Room Hire |
| 3. Payroll - Leavers | 8. Purchase Ledger |
| 4. Cemetery Income | 9. Income – PC’s & Parks |
| 5. Asset Management | |

2.2 Attached at Appendix 1 is my report on the control areas that have been reviewed together with recommendations to the Town Clerk, his response and target date for action where appropriate.

Based on the sample of items selected for testing during the audit (listed above), I am pleased to report that no major exceptions have been found. One or two minor recommendations have been included in the report that will go some way to tightening controls a little further.

3. Financial, Legal, Equality and Risk Issues

None.

Background Papers:	Internal audit working papers
Lead Officer:	Ken Goddard Tel: 01636 684801 Email: ken.goddard@newark.gov.uk

INTERNAL AUDIT REPORT

System: Payroll

Auditor: Ken Goddard

Date: September 2017

Control Objective 1: To ensure all payroll processing since the last audit has been carried out correctly

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response And Date of Implementation
1.1	Payroll operations are carried out by 2 officers.	A Finance Assistant prepares the payroll and the other Finance Assistant checks it.	A Finance Assistant initiates the payroll data and then it is checked and signed off by a second Finance Assistant. This was checked for April-September 2017 and two signatures appears on each month's payroll input.	None required.
1.2	All staff are paid according to their grades and salary bands	A salaries payroll listing for the year is produced in April and used to control the monthly payroll runs	A list of staff together with their pay scales and salary is prepared for the April payroll run. Seen and examined during the audit.	None required
1.3	All promotions and salary increases are approved by the Council	All re-gradings etc are submitted to the F & G P Committee for their approval.	The rates for each pay-scale was in keeping with those agreed and published by NALC in May 2016.	None required
1.4	All overtime claims are properly authorised.	All timesheets signed by manager.	All overtime sheets were approved by a line manager except in the case of PS whose timesheets were signed or not as follows: April - all weeks authorised May - none of the weeks were authorised June – two of the three weeks were authorised July – none were authorised Aug - one of the four weeks was authorised Sept – three out of the four weeks were authorised. RECOMMENDATION: Timesheets for all staff, including PS should be duly authorised by a line manager.	Agreed; an instruction has been given to officer who processes payroll to ensure all timesheets are duly authorised.
1.5	The final payroll figures are monitored to identify and report any anomalies	The final Payroll reports are approved by a Senior Officer	All payroll runs April – September 2017 were checked and approved and signed by the Town Clerk	None required

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response And Date of Implementation
1.6	Before the credit transfer is made, the BACS figures are matched against the payroll figures.	BACS transfer report is matched to the final net figures on the Payroll run.	This is part of the check carried out by the Town Clerk before approving the payroll run.	None required
1.7	The payment of the payroll is authorised by a senior officer before finalisation	By the Town Clerk and 2 Members	All Bankline reports from April-August 2017 showing payment of net salary to staff were signed by two Members plus either the Town/Deputy Town Clerk.	None required but see comments in the report to the F&PG Committee.
1.8	The Internal Auditor checks for accuracy the payroll run including any pay rise.	This was carried out during the audit	A sample of calculations was made for the May 2017 payroll run and the results checked with no errors found. Totals were agreed between the payroll run, the salary slips, and the Bankline payment figures for May 2017. No exceptions were found.	None required
1.9	Monthly HMRC processes are carried out as per regulations	At the end of each payroll run, an e-mail is sent to HMRC together with listings of all income tax and NI deductions for each member of staff.	The exchange of e-mails between the Council and HMRC were seen on file for the May 2017 payroll. The figures sent to HMRC were checked back to the totals in the analysis for the month of May and were found to be correct.	None required
1.10	The software and data is backed up to facilitate recovery of files.	After each monthly payroll process, data is written to a memory stick and stored in the fireproof safe for emergency purposes. However, no backup of the software is made.	Software and data is backed up each evening along with all other IT data and software.	None required

INTERNAL AUDIT REPORT

System: Payroll

Auditor: Ken Goddard

Date September 2017

Control Objective 2: To ensure that all statutory and voluntary deductions are correctly deducted and paid away.

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response and Date of Implementation
2.1	All Income Tax and NI contributions are deducted from gross salary	Statutory deductions are made from gross or taxable pay.	Checks were made on the May 2017 payroll run to confirm that all statutory deductions were made.	None required
2.2	Income Tax is calculated using the latest advice from the Inland Revenue	Statutory deductions are made according to advice received from Central Government	Five notifications from HMRC were received in April and all had been used to update the tax code for the five members of staff involved.	None required
2.3	Income Tax, employee NI and employer NI contributions are forwarded to the Inland Revenue by the deadline date.	Forwarded to Inland Revenue each month.	Payments in respect of income tax and NI contributions were checked for April-July 2017 against the payroll figures and were to have been paid correctly to HMRC in a timely manner.	None required
2.4	All occupational pension contributions by the employee are matched with an agreed amount from the employer.	Employer contributes 17.7% plus a fixed sum of £2666.17 each month.	The amounts despatched to Notts County Council each month in respect of employer pension contributions were recalculated and found to be correct. The total amount of employee deductions plus the employer contributions were correctly paid to Notts. County Council each month.	None required
2.5	All occupational pension scheme deductions were made at the correct rate.	Employees' contributions based on a sliding scale.	All staff's pension deductions were checked to ensure the correct % rate was being applied, and no exceptions were found. Pension contributions for twelve members of staff were recalculated and found to be correct.	None required
2.6	All pension deductions are forwarded to the pension provider	All deductions for pension are made to Notts County Council.	All pension deductions and contributions were correctly sent monthly to Notts. County Council in respect of the April-July 2017 payroll runs.	None required

2.7	All voluntary deductions are authorised by the employee.	All deductions to pension schemes or unions etc are authorised by the employee's signature.	Applications to join the pension scheme are filed in personnel records. Also authorisations are found on their staff files regarding deductions from salary for union due etc.	None required
2.8	All voluntary deductions are paid to the third party on a timely basis.	Paid quarterly to the 2 unions involved.	Deductions for union dues April-June 2017 were paid to GMB and Unison in August. Amounts checked and found to be accurate.	None required
2.9	All Direct Earnings Attachments (DEA) are deducted from the employee(s)' net pay in accordance with the calculation set down by the DWP.	Deductions are made as per instructions received from DWP.	None were made in the period April-September 2017.	None required
2.10	All deductions made against DEAs are paid within the time-scale laid down by the BWP.	Payments should be made to the DWP by the 19 th day of the month following the month in which they were deducted.	N/A	None required

INTERNAL AUDIT REPORT

System: Payroll

Auditor:

Ken Goddard

Date: September 2017

Control Objective 3: To ensure all LEAVERS since the last audit have been removed from the payroll correctly

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response and Date of Implementation
3.1	All employees resign by submitting a letter of resignation.	Yes, a letter of resignation is required.	Only casual workers left the Council during the year in question.	None required
3.2	All resigning employees give/work an appropriate period of notice.	Yes, in most cases one month's notice is required to be given.	This applies to permanent staff but not to casual staff.	None required
3.3	All leavers are given an exit interview.	This is the policy.	This also applies to permanent staff only.	None required
3.4	Leavers are paid all entitled holidays in their final salary.	Leavers are paid to their leaving date plus any outstanding holiday entitlements and TOIL etc.	All leavers were paid up to their leaving date including any outstanding holiday entitlement and TOIL.	None required
3.5	Final salary is calculated to final day of employment.	Final salary is calculated to leaving date	The payroll applicable to their leaving date was checked for accurate final payment.	None required
3.6	All passwords, keys etc are changed/obtained from the leaver.	All keys etc are handed in to the line manager on last working day.	N/A	None required
3.7	Leavers are dormant on the payroll following their final salary payment.	Leavers are not paid after their leaving date.	The payroll following each leaver's departure date was checked to ensure they were no longer being paid a salary.	None required

INTERNAL AUDIT REPORT

System: Payroll

Auditor: Ken Goddard

Date: January 2017

Control Objective 4: To ensure all STARTERS since the last audit were entered onto the payroll correctly

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response and Date of Implementation
4.1	There is a procedure for appointing new employees	In the Council's Policy & Procedure document, there is a section for Recruitment/promotion & appointments.	The Policy Documents file contains instructions relating to recruitment	None required
4.2	This procedure includes authority to recruit.	No.	Recruitment of staff is done with the approval of members.	None required
4.3	The procedure includes advertising, vetting and interviewing applicants.	Yes, it mentions advertising both externally and internally.	Casual workers are usually recruited by word of mouth or through relatives.	None required
4.4	References are taken for all new employees	The contract with new starters states that recruitment is subject to 2 sound references	For permanent staff yes. During the year in question only casual worker were started and so no references were required.	None required
4.5	All new employees are allocated a grade and corresponding salary scale.	All new staff are offered posts at specific grades and salaries.	<p>The grade and starting salary as stated in their offer letter complied with the scales issued by the National Association of Local Councils.</p> <p>As well as new employees to the Council, as from 1st April 2017, three members of staff were transferred from NSDC and were added correctly to the payroll. Personal information regarding the three transfers was handed over by NSDC.</p> <p>It was noticed that one of three members of staff transferred from NSDC should have been upgraded from SCP19 to SCP 20 on 20 August 2017. According to the payroll for both August and September this was not actioned.</p> <p>RECOMMENDATION: An adjustment for the Market officers' grade and salary should be made and all arrears paid.</p>	Actioned in October Salary run.

4.6	New employees are not paid prior to their starting date.	Starters are paid in the month they start employment unless their start date is after the payroll run for that month.	The payroll prior to all starters commencing employment with the Council were checked to ensure they were not paid before their employment began.	None required
4.7	New starters are subject to a 6 months probationary period	All contracts to starters state that their recruitment are subject to 6 months' probation.	Permanent staff are, but it does not apply to casual workers	N/A

INTERNAL AUDIT REPORT

System: Cemetery Income

Auditor: Ken Goddard

Date: September 2017

Control Objective 5: All payments for Cemetery facilities and Allotments are correctly invoiced, received, recorded and banked.

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response and Date of Implementation
5.1	All bookings for Interments or Cremations are logged in a diary.	For interments/cremations, a phone call from the Funeral Director is recorded in the diary. The Notice of Interment from the Funeral Director arrives together with the Certificate of Burial from the Registrar and is filed. Instructions for Interment form is faxed to the grave diggers and to the Cemetery Operatives stating date and plot No. Both parties confirm receipt.	The Epilog system records all applications for interments and cremations received from the local Funeral Directors.	None required
5.2	An invoice is raised to cover the cost of the cemetery services.	Information from the Funeral Director is entered onto the Epilog system which after the burial will produce an invoice based on the official fees.	Of the 33 bookings from May-July 2017, 18 were chosen for testing. No exceptions were found.	None required
5.3	A Grant of Exclusive Right is granted for new graves.	If it is a new plot, a Grant of Exclusive Right of Burial is raised and sent to the grave owner together with a letter, the bottom part of which the owner signs as receipt and returns to the Council.	Yes this procedure is followed in all cases.	None required
5.4	Applications are received for all memorials for placement on graves etc.	The Memorial Mason will submit his application form showing the design and size of the memorial and the wording. The application will be approved and a permit is sent to the mason together with an invoice.	The applications are checked for compliance with the cemetery regulations before being approved. A sample of 10 was chosen from the 33 applications received from May-July 2017 and followed through to bank statements via invoices and receipts. No exceptions were noted.	None required
5.5	An application form is submitted from private individuals for tablets to be	Once the application has been approved and money received, the tablet is ordered from Lidsters.	Of the 24 orders for tablets, a sample of 8 orders was chosen for testing. The correct rate was used in all cases	None required

	placed in the Garden of Remembrance.		and payments from individuals were received before the order sent to Lidsters. Orders from funeral directors was paid in time and banked. No exceptions were found.	
5.6	The correct fees are used when raising the invoice	A list of current fees agreed by the Environment Committee is used when calculating the fees etc.	All fees stated on the invoices matched with the approved table of fees.	None required
5.7	All fees are approved by the Environment Committee	Rates charged for cemetery use are approved by Members.	As part of the annual review of rates by Committee.	None required
5.8	Payments are recorded and banked correctly.	Cheques and cash are banked the same day and follow the same procedure as for income from lettings.	All selected items were checked through to receipt book, daily banking ledger and the bank statements. No exceptions were found.	None required
5.9	All customers are provided with receipts for payments made.	Customers are provided with a signed receipt when payment received by the Council.	All payments received were covered by a receipt – evidenced by the copy in the receipt book.	None required

INTERNAL CONTROL QUESTIONNAIRE

System: Asset Management

Auditor: Ken Goddard

Date: October 2017

Control Objective 6: To ensure registers of assets are adequately maintained.

No	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response and date for Implementation
6.1	A statement exists explaining the Council's Policy regarding the management of assets	Section 4 of Financial Regulations and section 2 of Code of Financial Procedures explains the policies regarding management of assets	Financial Regulations and the Code of Financial Procedures seen, copy in working papers ref 14.1	None required
6.2	This policy includes a procedure for depreciation	The rate of depreciation of each type of asset is shown on the Financial Asset register.	During the review of the year-end accounts for the financial year 2014-2015, Grant Thornton, the external auditors, pointed out that local councils are required to account for fixed assets at purchase cost and not at their depreciated book value.	None required
6.3	This policy statement is subject to regular, at least annual, review and update.	There is no policy for the reviewing of policies.	Financial Regulations and Code of Procedures were last reviewed in 2009. RECOMMENDATION: These should be reviewed to ensure that they reflect the assets transferred under the Devolution Agreement.	Agreed, a review will be undertaken in the 2018/19 financial year.
6.4	All assets are purchased with proper budget approval	Very few capital purchases are made, but they are carried out with full approval as part of the budget approval.	Copies of F&GP Cttee. and Council meetings approving the budget, including the purchase of new fixed assets are in the working papers. All purchases assets were checked back to the Nominal Ledger with no exceptions.	None required
6.5	Assets are purchased only after an assessment of all alternatives have been made, ie leasing, hire etc	All options were considered when discussing the Christmas lights.	Ditto	None required

No	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response & Date of Implementation
6.6	All assets are marked with a unique asset ID No.	The Museum items are allocated a unique ID No, but otherwise this is not carried out at the moment.	Database and card system seen. Three items selected from database and matched to actual exhibits, and 3 exhibits were chosen from the exhibits and matched to the database. All ok.	None required
6.7	A register is maintained of all assets	A financial asset register is maintained office equipment etc, but although it shows the purchase price etc, it does not show the location, the user/manager, or it ID number (see 9.6 above). An adequate register is maintained of the Council's treasures.	A register of all Council assets over £100 has been prepared for inventory and insurance purposes.	None required
6.8	Periodic checks are made to ensure all assets on the register are still being used by the Council.	Section 2.4 Inventories in the Code of Financial Procedures, specifies that annual checks of the inventory against the assets should be carried out.	<p>The asset register mentioned above was distributed to all managers so an inventory check could be carried out. The check might have taken place but there was no evidence of that fact by way of a return report.</p> <p>Recommendation: The list of all assets over £100 should be sent again to managers with a request that they report when the inventory checks have been carried out and report any missing items.</p>	Agreed; an updated inventory will be carried out as part of the final accounts procedure for 2017/18.
6.9	Periodic checks are made to ensure all assets are listed on the asset register	As above	See above	
6.10	The safekeeping and security of all assets is the responsibility of the asset custodian	Section 2.2, Security of Assets in the Code of Financial Procedures stipulates that each manager is responsible for maintaining security of assets.	Observation	None required

No	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response & Date of Implementation
6.11	All assets are included in the Council's insurance policies	Regular valuations are carried out for insurance purposes.	The premium for 2017-2018 was £20,833.19 up by about 1.5% over the previous year. Items on the asset register were checked back to the insurance policy documents.	None required
6.12	The value on the asset register is reconciled to the figure for fixed assets in the Balance Sheet.	This is carried out as part of preparing the end of year accounts.	The Fixed Assets Register was reconciled to the figure on the Balance Sheet for the 2016-2017 financial year and agreed.	None required
6.13	All disposals of assets are properly authorised and the income records.	Yes. The Financial Asset register reflects the disposal of assets	There were three vehicular disposals during the financial year 2016-2017 and these were removed from the fixed assets register.	None required
6.14	The asset register is updated to record all disposals with date, sale proceeds etc.	Yes	See above.	None required
6.15	Access to the system is restricted to authorised personnel	Overall password to access the system but the individual files containing the asset register are not protected.	Access security is sufficient. Observation and personal knowledge.	None required
6.16	The IT system is secure and backed up at frequent intervals	All systems and data are backed up at mid-night each night and held off-site.	Observation. Confirmed as part of the audit of the Council's Computer Systems – to be carried later in the year.	None required
6.17	Control accounts are maintained to ensure appropriate charges are debited to the correct revenue account	Capital accounts are maintained.	This is reviewed as part of the review on the main accounting system.	None required
6.18	Lands & Buildings: Have been registered with the Land Registry in the name of the Council; Deeds of title are held secure with Adequate insurance cover.	Asset values reviewed each year to arrive at the correct insurance cover.	The current policy with Zurich was reviewed during the audit and found to be adequate.	None required

No	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response & Date of Implementation
6.19	Plant & vehicles: Registration documents are securely held; Essential insurance has been take out;	Yes, documents are held in the finance office in the Town Hall for the following: John Deere Tractor FG14 WLO John Deere Tractor FG65 UOP Ford Light Van FN08 KZA Vauxhall Movano FV17 CXN Ford Mondeo (Mayor's car) NX66 SUU	Insurance documentation was seen and examined during the audit and all were found to be in order.	None required
6.20	Furniture, Fixtures & Fittings Purchased as per policy regarding quality, price etc; Tendering process followed; Selection of suppliers;	Yes No tendering has been required in recent months.	Officers check prices or go out to quotes/tenders according to the costs etc before choosing all additional or replacement assets. Observation and interviews with Managers.	None required
6.21	Stores Protection from damage & theft; Rotation to avoid waste & obsolescence; Unofficial issues of stores; Storage levels; Regular stocktaking; Disposals are authorised.	Yes. This applies to stationery items. Yes	Observation	None required

INTERNAL AUDIT REPORT

System: Newark Market

Auditor: Ken Goddard

Date: September 2017

Control Objective 7: To ensure that market charges are regularly reviewed, and adjusted by Committee as appropriate.

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response & Date of Implementation
7.1	All charges and fees are approved by Committee	Charges are reviewed regularly by Committee	The F&GP Committee reviewed the proposed increase in market fees at their meeting on 7 th February 2017 and approved the revised fees. Minute Ref FGP88/16/17	None required
7.2	Current charges are advised to all interested parties.	The list of charges is given to all licensed and casual traders.	It was noticed during the audit that the latest fees for stall extensions had not been fully applied. RECOMMENDATION: Only current scales of fees should be used.	Agreed all current fees have now been applied.
7.3	A Licensed Agreement is arranged between the Town Council and the trader.	All regular traders are given a contract which states the regulations relating to the use of the Newark Market stalls.	A copy of the licensed agreement was seen in all the traders' files reviewed during the audit.	None required
7.4	New and casual traders are welcomed to the Market.	All new traders are given a welcome pack with guidance notes etc	A welcome pack to given to all new traders.	None required
7.5	All traders should submit copies of the public liability insurance policy cover.	Traders surrender a copy of their public liability for filing.	This an ongoing task being undertaken by the Market staff. Of the 34 traders on the market on Wednesday 27 th September 2017, there was no evidence that 8 had submitted their public liability insurance certificate. The Internal Auditor saw over a dozen such certificates that had been submitted to staff as a result of a drive to obtain them. So there is evidence that efforts have been taken to obtain copies of each trader's insurance certificate. At the moment there are gaps in the three steps: obtaining the certificates, filing them in the trader's file and updating the Bazaar system.	None required

			An Excel spreadsheet has been created that lists each trader and the date(s) when their insurance(s) fall due. This is being used to monitor the submission of such documents. The spreadsheet will be reviewed each month to identify those traders whose insurance runs out over the next few weeks so follow-up can take place.	
7.6	Full personal details of each trader is held by the Council.	All traders complete a Trader Registration Form prior to standing market.	Yes copies of these forms were seen in all files reviewed.	None required
7.7	All charges and fees levelled to traders on each market are based on the approved current scales.	Copies of current approved charges are held in the Market Office	See 1.2 above	None required

INTERNAL AUDIT REPORT

System: Newark Market

Auditor: Ken Goddard

Date September 2017

Control Objective 8: To ensure all monies for hire of stalls are collected, receipted, accounted for and banked.

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response & Date of Implementation
8.1	A safe arrangement is in place for the collection of monies from traders.	At least two members of staff collect the monies from the stall-holders	The Internal Auditor accompanied the 2 Town Centre Officers as they collected the monies from the traders.	None required
8.1	All payments are covered with a receipt.	Receipts are given to the stall-holders in return for the money paid	Once all traders are settled on their stalls, this information is keyed into the Bazaar system. One of the two Town Centre Officers carries a phone linked to the Bazaar system which indicates the fees/arrears to be collected from each trader. He also has another machine that prints and issues a receipt to each trader upon payment of fees/arrears. The other Officer receives and handles the cash/cheques.	None required
8.3	Money collected is agreed to the total receipts.	The money collected is counted and agreed to the total value of receipts give.	Back in the office, the Officer who actually handled the money from the traders counts the notes, cash and cheques and agrees the total to the number of stalls that have been hired out that day. He also agrees the total to the printout provided by the Bazaar system. I watched all this procedure for the market held on Wednesday 27 th September 2017 and was assured that all stalls used were paid for, money collected correctly and all necessary reconciliations had taken place.	None required
8.4	All notes, cash and cheques collected from traders are banked into the Town Council's bank account.	Bank paying-in slips are made out for the correct amount of cash and cheques.	When the Officer has counted and agreed all the takings, his worksheet is re-calculated and checked by the second Officer and signed as being correct. The paying-in book for the Town Council's account with NatWest is completed with the notes, cash and cheque amounts and the cash/cheques taken to the bank. The Internal Auditor accompanied the two Officers to NatWest bank to deposit the takings.	None required
8.5	At least 2 members of staff take care of the banking.	The cash and cheques are banked by 2 members of staff.	Two Town Centre Officers take the cash/cheques to the bank.	None required

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response & Date of Implementation
8.6	A Town Council Daily Remittance List is prepared for each day's banking and sent to the Accounts Section of the Town Council.	A Daily Bank Remittance List is prepared showing then amount banked in respect of the markets.	A Daily Bank Remittance List is prepared by the Officer and sent to the Accounts Section at the Town Council at the end of each month. This was evidenced during the audit. All collections for the month of August 2017 were agreed to the bank statements.	None required
8.7	Regular reconciliations are carried out to ensure all monies collected is properly and corrected banked.	Monthly reconciliations are carried out between the daily Bank Remittance Lists and the bank statements	The Accounts Section of the Town Council receives the month's Daily Remittance Lists and enters them into the Omega accounting system. The Lists are then filed. When the bank statements arrive, as part of the monthly bank reconciliation procedure, all entries relating to the Market are agreed to the entries on the bank statements. Entries for the month of August 2017 were re-checked back to the bank statements for that month and all were correctly accounted for.	None required
8.8	Arrangements are made to send invoice to organisations that use the market on a very infrequent basis eg bus companies, forces etc.	Accounts Section at the Town Council are notified of irregular customers ie bus companies, armed forces etc. From this information invoices are raised by the Town Council.	Examples of this were found in the Accounts section for the month of August 2017 – one to Lister Group 4 x £60 = £240.00; and one to Signature Spaces for £340.00	None required
8.9	There is a procedure for identifying and pursuing traders in arrears.	The system keeps a check of arrears and includes the outstanding figures in the amount to be collected each market day.	Traders are reminded each time the Town Centre Officers go to collect their fees and expect to be given some or all of the arrears. The arrears occur mainly from absences rather than non-payment of the attendant hire of stalls. There are five traders currently in arrears ranging from £130 to £378. Each has met with the Town Centre Manager and a letter has been sent to each (dated 15th September 2017) requiring arrears to be paid-off at a minimum of £25 per week.	None required but will be subject to a further audit review later on in the year.

INTERNAL AUDIT REPORT

System: Newark Market

Auditor: Ken Goddard

Date: September 2017

Control Objective 9: To ensure that the allocation of market stalls is designed to optimise use and income of all the available market spaces.

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response & Date of Implementation
9.1	Licensed traders have their own regular pitches	Licensed traders are allocated a permanent space on the market	A plan of the market stalls is used to record all traders for each market day. This was seen during the audit. About 60 different products are available to customers on the market each week.	None required
9.2	Casual traders do not take precedence over permanent licensed traders.	Casual stall-holders are allocated spare spaces after all licensed customers are in place.	On Wednesday 27 September 2017 I saw the plan completed with licensed traders' allocations firstly and the casuals traders positioned afterwards.	None required
9.3	Stalls not occupied by licensed holders are allocated to casual traders	All available pitches are utilised after the licensed traders have arrived or have notified the Market staff that they do not wish to take up their allocated spot that day.	After 8am, any casual traders are allocated to fill the available spaces on the market.	None required
9.4	Traders with the same products are allocated spaces as far away as possible from each other.	Care is taken to spread similar stall-holders across the market area to ease competition.	A spread of same/similar traders was seen on the plan and when the Internal Auditor went to see the collection of the charges etc. Consideration is also taken of local shop businesses.	None required

INTERNAL AUDIT REPORT

System: Newark Market

Auditor: Ken Goddard

Date: September 2017

Control Objective 10: To ensure that all identified risks to a successful market have been addressed and adequate arrangements made to avoid/minimise the risks.

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response & Date of Implementation
10.1	Arrangements are in place to avoid or minimise the occurrence of all risks.	Weather forecasts are monitored to identify any adverse conditions that would put holding a market at risk.	Decisions are taken regarding the cancellation of a market based on the degree of risk to both traders and members of the public. Strong winds and bad underfoot conditions could render the holding of a market untenable. A 7-days weather forecast is observed to anticipate any strong winds or gusts over the following week.	None required
10.2	In the event of a market having to be cancelled arrangements are in place to notify all traders involved.	In the event of a cancellation, all traders are notified.	Evidence of the use of this facility was demonstrated during the audit.	None required
10.3	Risks occurring on the day of a market are identified and remedied.	Regular inspections of the market are made during a market day to ensure there are no risks to the traders or members of the public.	Each morning the Town Centre Officers inspect the state of the market area to ensure there are no health & safety risk hazards.	None required

INTERNAL AUDIT REPORT

System: Newark Market

Auditor: Ken Goddard

Date: October 2017

Control Objective 11: To ensure that there is a business strategy plan to encourage more traders to use the market.

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response & Date of Implementation
11.1	A plan exists to encourage more traders to use the market.	A sum of £30k was allocated to promote the Newark Royal Market as part of the budget for the Markets for 2017.	Some of the promotion money has been spent on: Full-page advert in September 2017's edition of the Market Trade News; Production of shopping bags; Advertisements in local media, newspapers, social media, radio etc. Improvements to the appearance of the market.	None required
11.2	The scale of charges allows flexibility to encourage first time traders to the market.	To attract new traders, discounted arrangements are offered.	Stated in the Welcome Pack.	None required
11.3	Loyalty awards by way of fee reductions are used.	These are extended particularly during the Winter season.	Part of the offer in the Welcome Pack	None required
11.4	The business strategic plan for the Market coincides with the overall plan for the Town	A Town Team has been organised to oversee and co-ordinate events and activities in the town.	Discussion with the Town Centre Manager. Partners in the Team include the District, County, Church, and local business clubs	None required

INTERNAL AUDIT REPORT

System: Newark Market

Auditor: Ken Goddard

Date: October 2017

Control Objective 6: To ensure that management information is produced to allow adequate monitoring of the market operations.

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response & Date of Implementation
12.1	All relevant data regarding the operations of the market is entered into the computer system (Bazaar)	Management and staff for Newark market rely on the new Bazaar system to input all data relating to the Market. Input of key data, ie traders' insurance details need to be entered (see 1.5 above).	All manual operations have now been transferred to the Bazaar System. The system is operating at about 80% effectiveness with regular meetings with Bazaar to bring about the necessary improvements and facilities	None required.
12.2	Regular reports are produced for management to monitor the market operations	The Bazaar system is designed to provide management information, eg occupancy figures, daily takings etc. Once the system is working satisfactorily the Compliance routines can provide management with useful information.	Although the Bazaar system has seen improvements since the previous audit in January 2017, it still falls short of the expectations of the Town Council, although some reports were available and seen during the audit. In particular the Compliancy Report which shows the dates for insurance of all traders does not highlight those whose insurance policies had expired. Currently staff are dependent on an Excel spreadsheet that one of the staff has produced on his own initiative until Bazaar can produce the required monitoring information. This spreadsheet is going to be checked each month to identify insurance policies due to expire the following month.	None required.

INTERNAL CONTROL QUESTIONNAIRE

System: Room Hire

Auditor: Ken Goddard

Date: September 2017

Control Objective 13: All payments for Room Hire are correctly invoiced, received and banked.

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response & Date of Implementation
13.1	A procedure is in place to manage each stage of the hiring process	A file of Forms and a diary are used to record and manage each stage of the process by the Finance Officer (KW)	The procedure and records used at each stage of booking an event were reviewed during the audit for the period April –August 2017 and were found to be adequate and being complied with.	None required
13.2	All room hire is arranged through a booking form.	A booking form is completed by the person applying to hire the room(s)	A separate file for each booking is kept containing all application forms, correspondence, copy invoices etc. Files seen during the audit for the period in question.	None required
13.3	A log/diary book is maintained of all bookings with unique ref No	All bookings are recorded in a year diary by KW	Yes, each booking for accommodation in the Town Hall is recorded in the diary, which was reviewed during the audit.	None required
13.4	A procedure is in place to ensure invoices are raised for all chargeable bookings.	When the event has been held, all paperwork relating to the event is passed by KW to a second Finance Officer Ros Nuttall (RN) to raise the invoice.	The diary was checked against the invoices file and all chargeable events had been invoiced. Of the chargeable events from April – August 2017, 10 were chosen for testing. In all cases invoices were raised for each event. Invoices were checked and the correct fees were charged and all calculations were found to be correct with no exceptions.	None required
13.5	Payments are recorded and banked correctly.	Cheques and cash are banked the same day. Payment can be made in cash, by cheque, credit/debit card or BACS. A receipt is issued.	Receipts were raised for each payment. All payments were traced forward to the bank statement and all payments were accounted for.	None required
13.6	There is a procedure for chasing unpaid invoices	Financial Procedures describes the follow-up system to be used in cases on unpaid invoices.	There no outstanding payments in any of the events tested. All private bookings are pre-paid.	None required

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response & Date of Implementation
13.7	There is a procedure for handling bar receipts	The next working day after the bar has been used, the cash and till rolls are handed over to one of the Finance officers. The money is counted in the presence of the barman.	All 16 bar takings from April – August 2017 were checked during the audit and the amounts proved to be agreed to the till roll. The sequential control number on the till rolls were also checked and none was missing.	None required
13.8	Bar receipts are banked in a timely manner	A receipt is issued for each bar receipt and the money is then banked.	All 16 selected bar receipts for April – August were checked forward to the bank statements and were all found to have been correctly banked and in a timely manner.	None required
13.9	The float in the bar is checked on a regular basis	A Finance Officer carried out a cash count check every so often	Cash counts have been carried out by the Finance Officers during the year to the date of the audit. No cash counts were done during the audit.	None required.

INTERNAL AUDIT REPORT

System: Purchase Ledger

Auditor: Ken Goddard

Date: October 2017

Control Objective 14. To ensure all payments made for goods/services are authorised and legitimate.

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response and Target Date
14.1	There are guidelines to be followed when purchasing goods/services for the Council.	There is a Purchasing Guide approved by the Finance and Policy Committee in April 2008, and reviewed and updated in September 2009.	The Purchasing Guide was reviewed during the audit.	None required
14.2	The guidelines are being followed when seeking best value of goods or services.	All staff are aware of the Guide and seek to follow its requirements.	Yes, personal knowledge and observation.	None required
14.3	The ordering officer ensures there are funds in the appropriate budget to cover the cost of the proposed goods/services.	The officer controls the budget, s/he ensures that the budget has sufficient funds to cover new purchases – otherwise s/he will refer it to the budget holder.	The budget holder sanctions the expenditures against his/her budget.	None required
14.4	A purchase order is raised for each purchase.	Unless the purchase is made under an existing contract.	Twelve purchases for values over £1000 were selected from May and June 2017 for testing. Three did not have a purchase order raised.	None required
14.5	The purchase order No is given to the supplier for inclusion on invoices.	The supplier is given the Order No when the goods/services are ordered and asked to put the number on the invoice.	When a PO was raised the No was given to the supplier who added it to the invoice. This was seen on the nine invoices for which a purchase order had been raised.	None required

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response and Target Date
14.6	The commitment is entered onto the Orders Outstanding Spreadsheet.	From the copy order, information is entered onto an Orders Spreadsheet.	Of the 12, a purchase order could not be found for 6 orders.	None required
14.7	Goods Received Notes (GRNs) signed by the person receiving the goods/services to signify the delivery is complete, in an acceptable condition and agrees with the order.	The GRNs are checked and signed as agreed. When a GRN is received it is married up with the incoming invoice.	No GRNs were found for any of the twelve orders selected for testing.	None required.
14.8	Invoices are stamped and their details entered onto financial records.	An Invoice Certification stamp is impressed on all invoices.	Yes, the invoice certificate stamp appeared on all 12 items selected for testing.	None required
14.9	Invoices are checked for accuracy etc	Accounts check to ensure the arithmetic, VAT calculation etc is correct.	An initial was on all the certificates to indicate the arithmetic had been checked.	None required
14.10	At least 2 officers are involved in the ordering, receiving and authorising of purchases of goods or services.	The Purchasing Guide states: 12 The person receiving the goods/service should not be the same employee who authorises the payment of the invoice.	Of the 12 large valued purchases (over £1,000) chosen for May and June 2017, there were no cases where there was not at least two officers involved with ordering, receiving and authorising payment of goods/services ordered.	None required
14.11	Invoices are authorised for payment by budget holder.	The Invoice certification stamp is initialled by the budget holder as authority to pay the invoice.	All invoices were approved for payment.	None required

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response and Target Date
14.12	Payment made by Direct Debit, Autopay or cheque.	According to requests or previous arrangements, payments is made by cheque, DD or Autopay etc.	All three types of payment media are used to settle account although all 12 selected payments were paid via Autopay.	None required
14.13	All purchases valued in excess of £1,500 are subject to a formal quotation/tender exercise	The Purchasing Guide specifies that over £1500 3+ quotations should be obtained and over £15000 a tendering process should be followed.	Of the twelve purchases selected or testing, there was evidence that quotes had been sought and received for five of them. The remaining items involved suppliers used previously or passed over to the Town Council from the District.	None required
14.14	All large valued purchases are approved by Members	The Deputy/Town Clerk submit a proposal to the F&GP Committee for approval for all expensive items.	All major expenditure is included in the budget approval each financial year.	None required
14.15	VAT is properly accounted for.	VAT is recorded separately on the purchase ledger on the Omega System and summarised onto the VAT report at the end of each quarter.	The VAT amounts on the purchase invoices were checked back to the VAT returns with no variances. However, this will be more fully covered in the VAT audit review.	None required.

INTERNAL AUDIT REPORT

System: PCs and Parks/Recreation

Auditor: Ken Goddard

Date: October 2017

Control Objective 15: To ensure all monies from PCs and Parks etc are collected and deposited in the Town Council's Bank

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response and Date of Implementation
15.1	All monies used to purchase services in the PCs or the Parks are kept safe until collected and banked.	All takings at the PCs and the tennis court are kept safe until the cash is collected.	Fees for the tennis courts are kept in their depository until collected. This was examined during the audit and was found to be substantial. Monies in the PCs are retained in the kiosk.	None required.
15.2	Monies are collected frequently to reduce the risk of loss.	Monies are collected at least weekly.	As and when the tills on the tennis courts and PCs need emptying, a call is made to the Town Centre Officers who visit the sites and collect the monies. The Internal Auditor accompanied them on one occasion. The receptacle at St Mark's PC was emptied and the coins taken and emptied into the coin counting machine in NatWest bank. The receipt was then used to pay the funds into the Council's bank account. See WP 13.2	None required.
15.3	Monies are collected by two responsible persons.	Two Town Centre Officers collect the money.	All monies are collected by two Town Centre Officers. Witnessed when I accompanied them.	None required.
15.4	Monies are counted, agreed and banked in the Town Council's bank account.	The takings are counted and a paying-in slip prepared for banking the funds.	Collections of monies from the tennis court and PCs for the period April-August 2017 were checked back to the bank statements and all had been banked correctly. When the monies are collected from the tennis court, the machine provides a receipt showing the amount. See WP 13.4	None required.
15.5	The Town Council's Accounts section is notified of all deposits	A Daily Remittance List is sent to the Accounts Section by the Markets & Car Parks team at the District.	All the lists were checked back to the banking slips during the audit. No exceptions.	None required.
15.6	All deposits are reconciled bank to the bank statements	As part of the monthly banking reconciliation exercise, all deposits are agreed.	During the audit, all remittances were agreed back to the bank statement.	None required.

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	NEWARK MARKET STRATEGY
REPORT BY:	TOWN CLERK

1. Recommendations

Members are asked to consider the proposed Action Plan for Newark market attached at Appendix A.

2. Objectives

2.1 This report is submitted for Members to consider a strategy for the Market in order to support its long term viability.

2.2 The key objectives of the strategy are:

- To provide the best market possible for Newark.
- To support, sustain and grow the markets and to emphasise and acknowledge their vital importance in attracting footfall to Newark town centre and assisting with the sustainability of the town centre and its retail businesses
- To ensure an efficient, effective and responsive market management operation.
- To maximise the visitor and event potential of Newark Town Centre and Market Place

This Strategy aims to secure the future of the markets but accepts that Newark Market must adapt and be responsive to change if it is to survive as a viable entity. It also emphasises that there must be an acceptance that generally, the traditional

3. Background

3.1 Newark Market is one of the oldest markets in the UK. It has survived and prospered since it was established during the period 1156–1329 when a series of charters granted to the Bishop of Lincoln made the markets possible. With the Castle; the market place and its markets continue to provide an attractive focal point to the town. Indeed, it is suggested that the Market is fundamental to the continued viability of the Newark town centre retail community.

3.2 Whilst retail markets nationally facilitate a turnover of £3.5 billion supporting 46,000 businesses many, many markets, including Newark, are facing significant challenges including price competition from supermarkets and chain retailers especially with the loss of independent wholesalers, on line and out of town retail centres and changed customer expectations. Many markets have a shrinking customer base as traditional customers diminish with insufficient replacement by new customers.

3.3 With price competition, the retail landscape has significantly changed in the last 10 years with the loss of many national retailers leaving the high street and the emergence of new,

often international, retailers. Many of the goods traditionally sold at markets are now available at discount prices at supermarkets and stores in and around Newark town centre. The share of non-food spending achieved by supermarkets has more than doubled over the last decade and is expected to continue to rise adding further pressure on other retailers. In the case of supermarkets and retail parks, this comes with the added convenience of free adjacent parking, 'pleasant' surroundings and card transaction availability.

3.4 A further pressure on 'value' shopping is the rise of internet shopping, including eBay and Amazon but also from online retailers who originally held key positions in the high street. These provide relatively low cost products with an easy returns facility.

3.5 Newark Market has however significant positive attributes:

- The Market Place is one of the most attractive market locations in the UK
- It has a loyal fruit and veg customer following from a wide catchment area
- Newark is an increasingly significant tourist destination
- It has a number of traders with distinctive product quality and service.
- It has new attractive stalls with attractive branding
- New cleansing and recycling regimes are now in place to provide reductions in operational costs and improvements to cleansing and recycling.
- A significant promotional budget is in place providing for substantial marketing and branding.

3.6 The challenges faced by the market are similar to those faced by all retailers in Newark Town Centre. The market and the town centre are one and should not be separately considered. To sustain and grow Newark market there is a need for a holistic approach. The challenges presented by the essential upgrading of the town's sewer system and the work programme in 2018 will potentially impact on the whole of the town centre. Whilst this is a threat it also provides a unique opportunity for all stakeholders to come together to support and improve the town centre offer.

3.7 Since 2012 a wide range of initiatives have been undertaken to attempt to retain and support existing traders and attract new traders with an emphasis where possible on quality artisan offers and new lines not available on the market. These have had some success but when long standing traders have left at retirement or through lack of trade it has been difficult to replace them, notwithstanding that discounted fees and support are provided at least for the first period of trading.

Importantly it should be noted that all of the markets listed in the table in 3.2.1 have decreased in size and income over the past ten years. Chesterfield continues to offer one of the most popular, innovative and viable markets in the East Midlands. However, in its last reporting year 15/16 it too was showing a decrease in occupancy on all markets compared to 14/15 ranging from 8-13%.

4. Trader Retention

4.1 Rents:

The following table, compiled from information from market web sites shows current fees and charges for markets in the region.

Newark Market has licensed and casual traders on Wed, Fri and Sat.

Mon and Thurs.- antique and collectors all casual.

Based on 1 stall	Licensed/regular	Casual	A/C	Extensions and waste	Free Parking	New Starter discounts	Winter discount
Newark	£16(F) £20 (W&S)	£19(f)- £24	£15	£5-£7 ext Per 6 ft	Yes	40% for 1 st 4 wks	
Mansfield	£11-26	£11-26	£16	Nil	Yes	Low/no fee incubation units	Discount £5
Worksop	£13.50- £14.50	£17.00- £18.00	£13.50	£7.50- £9.50 per 6 ft	£2 per mth per market day	By neg	N/A
Retford	£13.50- £15.50	£17- £19.00	£13.50	Nil	£2 per mth per market day	By neg	N/A
Lincoln	£17	£20	n/a	Nil	No	By neg	N/A
Stamford	£23.85	£27.30	n/a	EWC £5.30	£3.50	By neg	Nil
Melton Mowbray	£22.00	£22.00?	Nil	N/A	No	By neg	N/A
Grantham	£21.50	£24.30	n/a	EWC	No	By neg	Nil
Bourne	£19.30	£21.00	n/a		No	By neg	Nil
Louth	£15	£18	n/a	Nil		Nil	£10- Jan/Feb
Chesterfield	£9.70- £31.20 Location	£9.70- £31.20 Location	£17.20- £28.20	Nil	Reduction Applies for Licensed traders	£10 for 3 mths	50% stall fee -Jan- March £5 Xmas surcharge -casuals in Nov + Dec

EWC – Excessive waste charge applies

A/C – Antique and Collectors

Location- fee determined by stall /pitch location on market

By neg- by negotiation

It is often stated by some traders that a reasonable level of rent is not the most important factor and it is footfall and spend that matters most. Rents however are relevant and

cheaper offers at other markets are often stated by other traders as reasons for non-attendance at Newark.

Newark rents are generally however in the top end of regional charges. Additional fees are charged at Newark and some other markets for extensions/builds to stalls. At Newark; extensions/ builds beyond 3 x 1 mtr of the stall incur a charge of £4.95-£7.00. The regulation and control of builds is important to maintain free flow down isles and safety of pedestrians and enables income of some £200 per week.

- 4.2 Trader incentives: Licensing/Regular attendance recognition provides an incentive to traders to attend in all weathers. Newark offer 3 days per year holiday for licensed traders who also get the same stall allocated daily. Other markets offer 5-day holiday to licensed or "regular" traders. Casual traders are not guaranteed the same stall albeit because the market is not full, they often receive same.

Newark charges missing licensed traders full price for non-attendance and £8 if their stall is relet. This varies at other markets, some charging 50% of due rent. On days of significant adverse weather, a small discount is offered to attending traders.

- 4.3 Trader and Winter Discounts: Newark currently offers up to 40 % for new starters for the start-up period- 4-6 weeks.

In addition, we offer to licensed traders on Wed, Fri and Sat markets a winter loyalty £5 per stall discount in the middle weeks of January and February when they attend 7 weeks in November and December. Members will note that some Market operators now offer a much reduced rent for all markets in January and February.

- 4.4 Member are asked to consider the following proposed actions:

- (i) Maintain current rents and holiday entitlement
- (ii) Increase the winter loyalty discount to £6 per stall
- (iii) Introduce a monthly "fiver a stall" day for new traders to try Newark and substantially promote the offer at other markets and on line.
- (iv) Increase discounted rate for new traders to £10 per stall for first two months

5. Product Offer, Demand and Competition

- 5.1 Currently there are some 30 different product lines that stand at Newark market. There has been some loss of range and it has been difficult to attract and retain several lines at general markets including cheese, pies, and local foods as well as artisan / continental foods

- 5.2 For the market to remain viable it must have traders offering products that are wanted and offer value and quality. Some of the products offered can be purchased at similar prices at nearby national chain stores and supermarkets. Fruit and vegetables continue to be competitive on price and quality but the ease of adjacent supermarket parking presents an additional element of challenge especially to a typical ageing market customer profile. In addition, those that have traditionally shopped at Newark market are not being replaced to any significant degree by younger new customers.

- 5.3 It is essential to target new traders who can offer diverse and artisan products to the younger customer and attract them to the market. Diverse non- traditional street food is one popular line that currently is missing from general markets

Members are asked to consider the following proposals:

- (i) Target directly required traders and incentivise by offer of the new

- (ii) Use specialist craft/artisan market events to identify and encourage required traders to stand regularly at Newark general markets

6. Footfall & Customers

- 6.1 There is a perception amongst traders that footfall in Newark Town Centre has decreased substantially over the past 5 years although no objective assessment has been undertaken thus there is no means of providing a base line to help evaluate impact of promotional activity and spend.

Again, I am not aware of any objective assessment on levels of congestion in Newark Town Centre but certainly it appears that traffic volumes are higher than they were two years ago and journey times through town have worsened, substantially so on specific days and times.

- 6.2 The nearest bus stops to the Market Place are on Castlegate and Bargate. The bus bay on Appletongate in front of the church has been reinitiated for use by coaches. This bay previously has served as a bus stop on the main route into town from Hawtonville prior to the one way system being introduced on Cartergate. This bus stop could potentially again be accommodated on bus route schedules providing easier access at least into the market place.
- 6.3 The Market Manager has initiated the inclusion of the Appletongate coach stop within the route for the "Hopper Bus" provided from Feb 2018 to mitigate the impact of the proposed one-way system required to facilitate the STW work on Castlegate. He has also encouraged this facility for visiting coaches as a drop off and collection point.
- 6.4 The Town Team and NSDC have promoted Newark events and offers with various coach operators. The Market Manager is, with NSDC officers, seeking a clear mechanism for engaging with coach operators and mentoring and encouraging their visits to Newark with the provision of free meals for drivers, free parking etc. The provision of "town ambassadors" to meet and greet coach passengers would further add to the Newark experience and reputation. The compilation and promotion of group visitor packages is essentially required and currently work around this aspect is being undertaken by NSDC.
- 6.5 Members are asked to consider the following proposals:
- (i) Provide an ongoing footfall counting mechanism to cover the 3 main points of access into the market place
 - (ii) Lobby for re-initiation of the Appletongate bus stop on town centre routes.
 - (iii) Support actions by NSDC to compile group visitor packages including arranged discounts on participating stalls.

7. Promotion

- 7.1 We currently use various physical and virtual means including local and regional newspapers and periodic journals, Market Traders publications, leaflets and flyers, Promotional bags, banners, local commercial radio, advertising on local buses, facebook and twitter and on line "stall finder".
- 7.2 The market has a facebook and twitter site and weekly use of these is made to highlight new products, special offers and events. The recent Xmas Market post on fb reached and was seen by at least 4000 people.
- The opportunity exists to pay for additional promotion of posts and reaching a wider audience.
- 7.3 The use of social media could be further developed with specialist support and payment to

boost posts to reach a greater audience and also target groups such as young adults who on the whole are not common users of the market.

- 7.4 Many traders do not promote their stalls nor the market through social media. Training providers offer short training sessions of maximising Business promotion using social media.

Members are asked to consider the following proposals:

- (i) Procure additional specialist support to maximise use of social media to promote the market.
- (ii) Purchase additional targeted social media promotion and branding support.
- (iii) Provide for traders; sessions on social media use and essential marketing tips.

8. Events

- 8.1 Whilst nationally, general markets are in decline the number of specialist one off markets including food, craft and artisan offers have increased significantly and are well supported by the public. The Markets Manager has significantly increased the number of these with some 10 specialist market events being held in 2017.

- 8.2 These provide for additional promotion of the town and the market, increased footfall into the Town Centre and have produced regular traders for general markets.

- 8.3 Markets struggle to compete of price, quality and comfortable environments. They can however offer an experience and social interaction with the trader. The Market Manager has attempted over the past 6 months to provide for more street entertainment at the market. This with the increased street café offer has provided for an improved ambience in the market place and an increasing facility as a community hub where shopping can be entwined with social and cultural experiences.

- 8.4 Schools and community groups have been welcomed to various markets and not least the Xmas Lights Turn On etc. This presents opportunity to introduce youngsters and their parents to the Market Experience and hopefully they will return and use the market regularly in the future.

- 8.5 Programmed for 2018 are the following specialist markets/events:

- Spring Craft and Artisan market and Caribbean Cook Off- 28/5/18
- Newark Armed Forces Day- 24/6/18
- Newark Book Festival- 14 and 15/6/18
- Newark Traditions Festival 20-22/7/18
- Xmas lights Turn On and Market

Members are asked to consider the following proposals:

- (i) In addition to programmed events: Facilitate 4/6 Sunday Artisan Markets targeting local manufacturers and suppliers and using, if appropriate specialist event market providers.
- (ii) Include in the programme for a Newark Food and Drink Street festival, targeting local providers to coincide with the Newark Festival on the 16th June and a 2 day Christmas Market and Winter Feast on the 15th and 16th December 2018.

9. Action & Performance Plan

- 9.1 Attached at Appendix A is an Action Plan to provide Members with a schedule of proposed actions together with timescales and estimated costs.
- 9.2 As requested by Members, a graph is attached as Appendix B that shows stall occupancy to date for 2017 compared with 2016/17

10. Financial, Legal, Equality and Risk Issues

- 10.1 Contained in the report.

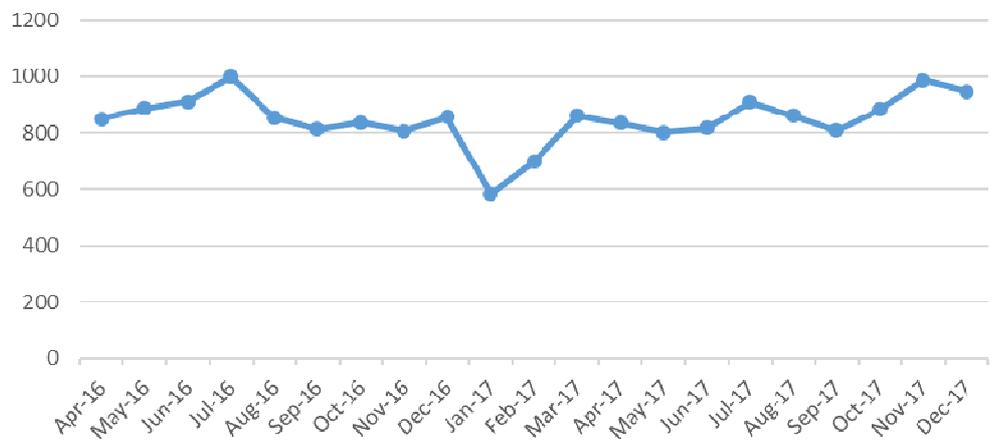
Background Papers:	Market working files.
Lead Officer:	Alan Mellor – Town Clerk Tel: 01636 684801 Email: alan.mellor@newark.gov.uk

Appendix A MARKET STRATEGY ACTION PLAN

NO	ACTION	PERFORMANCE TARGET	TIMESCALE	OUTCOME	COST
1.	Maintain current rent levels/holidays	Inform current & potential traders	Feb 2018	Awareness of traders	Nil
2.	Increase the winter loyalty discount to £6 per stall	Reaffirm amended offer to traders and include in promotion pack	March 2018	Increased demonstration of recognition of loyalty/attendance	£300
3.,	Introduce a monthly "fiver a stall" day for new traders to try Newark Market	10 new traders per month	Commence Feb 2018	Promotion of market and opportunity to secure additional future regular traders and a more attractive market	Cost neutral
4.	Increase discounted rate for new traders to £10 per stall	Offer directly to 5 potential traders and secure 4 new traders standing at least once per week for 2 months	Commence Feb	Increased number of quality traders	Cost neutral
5.	Provide an ongoing footfall counting mechanism to the market place	Secured 2 yr. lease for 3 footfall counters to give ongoing data by day and location	May 2018	Objective measurement of footfall to 3 main access points to Market	£7500 but to seek partnership funding from NSDC
6.	Lobby re-initiation of Appleton gate on bus routes	Re-establishment of bus route on Appleton gate	Sep 2018	Potential for increased footfall	Nil
7.	Support actions to compile group visitor packages	Competitive and attractive group visitor package, suitably promoted to provide for 50 additional coach trips to Newark per year	June 2018	Increased footfall to Newark town center and market	TBC
8.	Procure additional specialist support to maximise use of social media and branding	Ongoing specialist support to maximise promotion of market using social media and provision of an effective branding strategy	May 2018	Increased promotion of a Newark Royal Market brand	TBC but to fund from current available promotion budget

9.	Purchase additional targeted social media promotion.	Procure weekly boosting of fb posts	May 2018	Increased social media population x 1000 per boost	TBC but from current
10.	Provide social media and marketing training and advice to traders	Train 75% of regular traders	August 2018	50% of traders using social media by August 2018 to promote their offer and Newark Royal market	£1000
11.	Facilitate 4/6 Sunday Artisan Markets	Minimum 4 additional Sunday Artisan Markets with min of 50 stalls at each market	Commence March 2018	Increased income and traders base	TBC if specialist promoter used. In Hse: net income of £500
12.	Include Food and Drink fest and 2-day Xmas Market in 2018 events	Minimum of 70 additional stalls at each event		Increased income and promotion	Cost neutral

TOTAL STALLS (2500 Stalls available a Month)



	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
TOTAL STALLS (2500 Stalls available a Month)	849	887	912	997	853	813	837	805	857	584	698	861	834	802	816	909	861	808	883	987	947

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	BUSINESS CONTINUITY PLAN
REPORT BY:	TOWN CLERK

1. Recommendations

Members are asked to consider and approve, with any changes, the draft Business Continuity Plan.

2. Background

2.1 Previous Internal Audit reports have identified the need for the Town Council to have a 'Business Continuity Plan'. Such plans are a useful tool for any organisation to have in the event of a major incident that could impact on its ability to operate from its administrative or operational base.

2.2 In the case of the Town Council a major incident of this type would be one that resulted in the Town Hall not being available as the administrative location from which services are managed.

2.3 Whilst the Town Council already has an IT Recovery Plan in place this doesn't deal with the more fundamental loss of the Town Hall as an administrative base from which to operate.

2.4 From my experience in dealing with the aftermath of a major fire; the insurers provide an enormous amount of support and assistance at very short notice. They are geared up to deal with fires and similar incidents which is part of their day to day business.

A Business Continuity Plan can support the Town Council and give a framework within which to operate in the event of such an incident.

Attached at Appendix 1 is a draft plan which I submit for Members consideration and review.

2.5 The Town Council has all the necessary insurance policies and cover in place to protect it from the main financial impacts of a major incident such as the loss of the Town Hall. Whilst this ensures that any adverse financial impacts are kept to a minimum there is also a significant opportunity cost which will arise from staff being deflected to deal with the incident whilst endeavouring to keep normal services functioning.

3. Financial, Legal, Equality and Risk Issues

3.1 Contained in the report.

Background Papers:	Insurance working files.
Lead Officer:	Alan Mellor – Town Clerk Tel: 01636 684801 Email: alan.mellor@newark.gov.uk

NEWARK TOWN COUNCIL BUSINESS CONTINUITY PLAN

RISKS

1. UNAVAILABILITY OF TOWN HALL

1. 1 The Town Hall provides key accommodation for all of the administrative staff employed by the Town Council. Its position in the centre of Newark is key particularly for the management and operation of the Market.

Trigger to risk:

The access to or the use of the office is denied by incidents including:

Major Crime
Fire
Structural collapse

2. IMMEDIATE RESPONSE ARRANGEMENTS

- 2.1 A. Town Clerk (his Deputy or Markets Manager) is informed. Town Clerk will attend and inform the Deputy Town Clerk, Markets Manager. Museum Curator and Leader of the Council.

B. If fire or collapse- liaise with attending Fire Officer or Building Control Officer and clarify whether safe to access.

C. Contact Insurers as soon as possible details are;

Zurich Town, Parish & Community Councils
PO Box 726
Chichester
PO19 9PS

Policy No. – YLxxxxxxxxxxxxxxxx
Phone – 0800 xxxxxxxx

E-mail - jxxxxxx@zurichtogether.co.uk

D. Contact Leaseholders:

I M
Shopping Centre Director
M&M Property Asset Management LLP
4th Floor
2 Brook Street
London W1S 1BQ

Phone - 020 xxxx xxxx
Email: ixx@mandmfund.co.uk

E. If safe to access; access and assess damage and ability to continue occupation as operational base.

F. If unable to access, verify expected period of unavailability.

G. If longer than 2 weeks- arrange for two porta cabins to be sited in the South West corner of the Market Place. To be sourced from supplier identified on 'Supplier List' attached at Appendix 3.

2.2 Market Operation

- A. Remove any damaged market stalls and store at Bowbridg Road Allotments.
- B. Replace damaged stalls with 'Pop Up's from Bowbridge Road allotments.
- C. Subject to the extent of any damage to the Town Hall which could impact on the space available in the Market Place, seek to return Market to normal trading pattern as soon as possible.

2.3 Administration

- A. Town Clerk to issue Press Release advising the public of interim arrangements.
- B. Town Clerk to contact all Town Council Group Leaders to advise of the incident (see Appendix 1 for list of all Councillors and contact details)
- C. All Staff to be contacted by Deputy Town Clerk (see Appendix 2 for list of all staff and contact details)
- D. All essential staff to be located in Porta Cabin.
- E. Deputy Town Clerk to arrange for phone and other utility connections.
- F. Town Clerk's PA to arrange for interim IT connections, in accordance with IT disaster Recovery Plan.
- G. Finance Assistant to contact all major suppliers to advise of the incident and interim arrangements (see Appendix 3 for list of suppliers and contact details).

2.4 Cemetery

- A. This is probably the most time critical service that is provided by the Town Council. The continuity for the service to deal with burial requests is a top priority.
- B. The Officer responsible for the administration of the service will re-locate to the Cemetery buildings and operate the service from that location.
- C. All local undertakers are to be advised of the situation and the interim procedures in place (see Appendix 4 for list of undertakers and contact details).

2.5 Museum

- A. Museum Curator to make arrangements for the recovery of Museum items when the building is declared safe.
- B. Initial transfer of items to the District Council's Resource Centre for further assessment and conservation.
- C. Insurers to be included in the assessment & conservation review.



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: 10

Committee Date: Wednesday 10th January 2018

PERSONNEL SUB-COMMITTEE MINUTES

MINUTES TO FOLLOW