



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 & POLICY COMMITTEE

WEDNESDAY 7TH AUGUST 2013

Thursday 1st August 2013

Dear Councillor

You are summonsed to attend a meeting of the Finance & Policy Committee at 7.30pm on Wednesday 7th August 2013. This meeting will be held in the Council Chamber at the Town Hall.

Yours sincerely

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

Alan Mellor
Town Clerk

FINANCE & POLICY COMMITTEE

A G E N D A

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Pre-Group Meetings

1	18:30	Conservative Group	Committee Room
2	18:30	Independent Group & Labour Group	Pickin Room
		Committee Membership	Cllr K Clayton (Chairman) Cllr P Baggaley(Vice Chairman) Cllr Mrs G Dawn Cllr M Cope Cllr L Goff Cllr D Lloyd Cllr D Payne Cllr S Wallace Cllr C Wetton



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Agenda Item No: 2

Committee Date: Wednesday 7th August 2013

FINANCE & POLICY COMMITTEE MINUTES

Minutes of the Meeting of the Finance & Policy Committee held on Wednesday, 12th June 2013 in the Town Hall.

Membership Present:	Councillor	K Clayton (in the Chair)
	Councillors	P Baggaley M G Cope Mrs G Dawn L Goff D Lloyd D Payne S Wallace C Wetton
In attendance:	Councillors	Mrs I Brown, Mrs R Crowe, R A Crowe
Apologies for Absence	Councillors	None
Officers Present:	Town Clerk	Alan Mellor
Taking Notes:		Helen Crossland
	There were no members of the public present.	
Venue:	Council Chamber, Town Hall	

FP01/13/14 Minutes

The Town Clerk pointed out that on page 8, **FP61/12/13 Environment & Leisure Committee Referrals** – para (ii), this should read:

'To increase the Newark in Bloom budget by £2,000.00' (not 32,000 as in the Minutes).

Including the amendment above, the Minutes of the meeting held on Wednesday 17th April were **AGREED** as a true and accurate record and signed by the Chairman.

FP02/13/14 Matters Arising

FP56/12/13 – Requests for Financial Aid

2. Newark Carnival CIC (Addendum)

Cllr M Cope asked the Town Clerk if any progress had been made on this. The Town Clerk said that there had not been any, but would bring a report back to the next meeting of this Committee.

FP03/13/14 Declarations of Interest

It was **AGREED** that any Declarations of Interest be taken as they arise on the Agenda.

FP04/13/14 Payment Schedules 12/13 & 1/14

Members **AGREED** that payments in accordance with Payment Schedule 12/13 in the sum of £435,695.37 (four hundred and thirty five thousand, six hundred and ninety five pounds 37p and Payment Schedule 1/14 in the sum of £83,079.32 (eighty three thousand and seventy nine pounds 32p), be **NOTED**.

FP05/13/14 Requests for Financial Aid

1. The Salvation Army - Newark

Members **AGREED** to a grant of £99.74 for a 3 in 1 volleyball net for inside use. The Town Clerk was asked to also suggest that the Salvation Army approach Balderton PC with a similar request for financial support for the initiative.

FP06/13/14 Appointments to Sub-Committees

Before discussion of this item, it was pointed out that the current composition of the Sub-Committees included 1 Labour member on all three; this is no longer representative of the political balance on the Town Council as there is now only 1 Labour member on the Town Council.

Discussion followed regarding the Committees as noted in the Agenda. A motion was proposed by Cllr D Lloyd and seconded by Cllr S Wallace, to dissolve the Service, Quality & Performance Sub-Committee and the Localism Working Group, and this was **AGREED**.

Members then considered the composition and membership of the Personnel Sub-Committee, the Service, Quality & Performance Sub-Committee and the Localism Working Group for the municipal year.

The following Members were appointed to the remaining Sub-Committee:

Personnel Sub-Committee:

Composition: 5 Members; 2 Independent, 2 Conservative and 1 Labour

Cllr K Clayton

Cllr M G Cope

Cllr D Jones

Cllr Mrs I Brown

Cllr Mrs R Crowe

FP07/13/14 Representation on Outside Bodies

Members considered the appointment of Town Council representatives on Outside Bodies for the ensuing Civic Year.

Appointments were as follows:

East Midlands Museum Service	Mrs Patty Temple – Town Hall Curator
Newark Allotments & Gardens Association	Cllr D Jones and Mrs M Tribe were proposed and seconded for this position after a vote Cllr Mrs M Tribe was appointed to serve for the 2013/14 civic year.
Newark Civic Awards	Cllr L Goff
Newark Healthcare Consultative Group	Cllr R Crowe and D Jones were proposed and seconded for this position after a vote Cllr R Crowe was appointed to serve for the 2013/14 civic year. Cllr Mrs I Brown was also appointed unopposed.
Newark MIND	Cllr L Goff
Newark on Trent Twinning Association	Town Mayor – ex officio Cllr M G Cope Cllr P Baggaley
Newark & Sherwood Council for Voluntary Services	Cllr L Goff
Newark Town Partnership	After discussion it was AGREED to defer the appointment of representatives to this group until it has been determined what support can be expected from the County Council. The Town Clerk was asked to write to the County Council in this regard, and in the meantime to attend any meeting of the Newark Town Partnership in the meantime.
Magnus Educational Foundation	There was a long discussion regarding the fact that the Town Mayor is a representative, ex officio, and that Cllr B Richardson was also being nominated, and is the Mayor this year, thus the Town Council would 'lose' one representative on this body for the next municipal year. Following a vote, Cllr B Richardson was appointed as a Town Council Representative on this outside body, for a four year term to April 2017.

FP08/13/14 Reports Back from Outside Bodies

Members received reports back from Cllr K Clayton – Newark Town Partnership and Cllrs Mrs I Brown and D Jones – Newark Healthcare Consultative Group.

A report received from Cllr M Cope – Newark on Trent Twinning Association, was circulated at the meeting.

No other reports were received.

It was reported that Cllr D Jones had not been able to attend any meetings of the Newark Allotments & Gardens Association, so had not submitted a report.

Cllr L Goff reported that there had been no meeting of the Civic Awards group, so there was nothing to report. The Town Clerk agreed to write and find out what was happening with

this group.

Cllr L Goff did not have a written report and gave a verbal report; he was requested to submit his reports to the Town Clerk for circulation to Members and put his reports in writing next time.

Cllr M G Cope reported that as the Minutes from the Twinning Association were now regularly on the Agenda of the Environment & Leisure Committee, there was no real need for another written report to be brought back to this Committee.

Cllr K Clayton requested that acknowledgement of the Twinning Association Minutes be recorded within this part of the Agenda for this Committee next time.

Discussion followed about Safer Neighbourhood Groups; Cllr Mrs I Brown said that the Town Council should contact the police and find out the dates of the various meeting of these groups as not all Councillors were aware of them happening.

Cllr D Payne said that Councillors had not all agreed to attend these meetings, but they should know when they are.

It was **AGREED** that the Town Council should find out the dates of these meetings and circulate them to all Members.

FP09/13/14 Risk Register

Members considered the strategic risks as discussed in the report.

It was **AGREED** to amend paragraph 3.10 **Risk No 10 – Localising Support for Council Tax** to high probability and high impact.

There was a lengthy discussion on the level of risk related to the **Risk No 8 – Newark Music Festival**, it was **AGREED** to retain it at its current level however the Town Clerk was asked to submit a further report on the financial outcome of the Festival to the next meeting of this Committee.

It was then **AGREED** to adopt the strategy.

FP10/13/14 Revenue Out Turn 2012/13

The Town Clerk advised Members that two very minor adjustments were required to the out turn figures, this resulted in an addition of £5 to the year-end General Fund balance.

Members received the Town Council's Out Turn Revenue Expenditure for the financial year 2012/13.

Members requested that the Town Clerk undertake a full review of the base budgets for submission back to this Committee prior to the considered of next year's revenue estimates.

Meeting Closed:	8.40pm	Next Meeting:	Wednesday 7th August 2013
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FINANCE & POLICY COMMITTEE

SUBJECT:	DEFIBRILLATORS
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to :

- (i) Consider whether or not to provide a Defibrillator to be located on a telephone box in Newark Market Place,
- (ii) Subject to the decision taken at (i) above to recommend to the Town Council that a supplementary estimate is approved to meet the estimated cost of purchase, installation and maintenance.

2. Background

2.1 Members may be aware that there has been some publicity recently given to the provision of defibrillators which can be used by members of the public in the event of someone having a cardiac arrest. In particular a number of such pieces of equipment have been located in telephone boxes which are no longer required to be used as such by British Telecom.

Cllr L Goff is very supportive of this initiative and has undertaken research into the provision of this equipment through a charitable organisation as discussed below. The Chairman of this Committee has asked me to submit this report to the Finance & Policy Committee for consideration.

3. Community HeartBeat Trust

3.1 The Community HeartBeat Trust is a charity which has been set up to promote lifesaving through the provision of defibrillation services to local communities. It has as its aims the following:

- (i) Providing a cost effective AED Community Access Defibrillation (CPAD) service to local community groups;
- (ii) The advancement of education and training in aspects of ‘First Person on Scene’, ‘Emergency First Aid’, ‘Basic Life Support’ and ‘Advanced Life Support’, and similar medical programmes.
- (iii) Support for the establishment of Community Responder Schemes (or similar schemes offering similar services) in local communities.

3.2 A representative of the Trust attended the last meeting of the Environment & Leisure Committee and handed out leaflets to those Members who were present. He has been invited to attend this meeting and will be available to answer any questions that Members may have.

3.3 The Trust has been in contact with BT concerning the possible use of one of the four telephone boxes that are located in Market Place. BT have indicated that one could be used to house a Defibrillator.

3.4 At the time of writing this report I am waiting for information of costs on the purchase and installation of this equipment, together with any ongoing costs or responsibilities if the Town Council decided to support the installation of this equipment. I hope that this information will be available before the meeting in order that an informed decision can be taken by the Town Council.

4. **Financial, Legal and Equality Issues**

3.1 The Town Council's approved revenue estimates do not include any provision for this initiative and, if approved, any additional expenditure will be required to be submitted to the Town Council for a supplementary estimate.

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

FINANCE & POLICY COMMITTEE

SUBJECT:	PAYMENT SCHEDULES
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members to **NOTE** the attached Payment Schedules 2/14 & 3/14.

2. Background

2.1 Payment Schedules 2/14 & 3/14 appended to this report.

3. Financial, Legal & Equality Issues

3.1 None

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

CHEQUES

ACCOUNTS FOR PAYMENT SCHEDULE 2/14

31.05.13

Voucher No	Cheque No	Payee	Budget Head	Total Amount
69	18457	Brown I	Mayor's Allowance	150.00
70	18458	Post Office Ltd	Vehicle Running Costs	220.00
71	18459	Brown I	Mayor's Allowance	54.20
72	18460	Trent Chamber Academy	Recharges	16.00
73	18461	Petes Flowers	Mayor Making	50.00
74	18462	Petty Cash	* TH Bar	34.14
74	18462		* Refreshments	20.83
74	18462		Civics	31.48
74	18462		Computers	8.40
74	18462		Mayor Making	14.18
74	18462		ENV Equipment	6.00
74	18462		PC Materials	4.00
74	18462		TH Maintenance & Equipment	37.43
74	18462		Mayor's Allowance	27.05
75	18463	Johnston S	* Damage Waiver	200.00
76	18465	Allen Mrs P	Civics	15.00
76	18465	Allen Mrs P	Mayor Making	15.00
77	18466	Art on Glass	Civics	425.00
78	18467	Dry Clean Plus	TH Equipment	65.45
79	18468	Guilding E	Museum	30.00
80 - 81	18469	N E Plumbing	PC Repairs & Maintenance	250.00
80 - 81	18469	N E Plumbing	TH Maintenance & Equipment	145.00
Total				1,819.16

AUTOPAY

ACCOUNTS FOR PAYMENT SCHEDULE 2/14

31.05.13

Voucher No	Payee	Budget Head	Total Amount
82	The Magic Touch	Civics	147.00
83	Dowlis.Com	Civics	207.60
84	NNAS	Music Festival	240.00
85	A O Cumbernauld	Payroll	6,786.19
86	Notts CC	Payroll	6,499.35
87	Richardson B	Mayor's Allowance	37.94
88	Town Mayor's Charity Appeal	Mayor's Allowance	1,181.00
89	NTC Pay Account	Payroll	26,023.95
90	Adcock H Ltd	Cemetery Upkeep	193.75
91 - 93	Alexandra	PC Uniforms	53.94
94	Ann et Vin	* TH Bar	228.00

95	British Seed Houses	Cemetery Upkeep	105.00
96	Eyre & Elliston	TH Maintenance & Equipment	124.20
97	Eyre & Elliston	PC Repairs & Maintenance	43.92
98	Fattorini Ltd	Badges & Shields	2,096.91
99	Vp Plc	Cemetery Upkeep	2,266.98
100	Groundsman	Cemetery Upkeep	107.66
101	Milvill	PC Materials	67.50
102	Mole Country Stores	Cemetery Upkeep	27.84
102	Mole Country Stores	ENV Equipment	14.34
103 - 104	Newark Embroidery	Civics	1,078.20
105	Nomix Enviro	Cemetery Upkeep	1,109.28
106 - 111	Reflect Recruitment	Payroll	1,766.41
112 - 114	SCS	Computers	208.80
115	Severn Trent Water	ENV Water	10.23
116	Sherwood Signs	Newark in Bloom	66.00
117	Smiths Timber	ENV Repairs & Maintenance	54.39
118 - 120	Smiths Timber	Cemetery Upkeep	77.39
121	South Lincs	PC Uniforms	34.99
122	South Lincs	ENV Uniforms	59.95
123	T Mobile	Telephones	24.03
123	T Mobile	ENV Telephones	21.16
123	T Mobile	PC Telephones	16.11
124	UK Waste	Cemetery Upkeep	516.16
125	Urban Recycling	Recycling	72.00
126	Virgin Media	Telephones	389.00
127 - 128	Virgin Media	ENV Telephones	41.22
129	Watch it Security	Cemetery Upkeep	408.00
130	Yellow Cabs	TH Bar	17.70
131	Zurich	Insurance	227.15
132 - 134	LizHobbs Group Ltd	Music Festival	124,170.00
135	Mojo Promotions Ltd	Civics	1,335.60
136	ADT	TH Maintenance & Equipment	247.20
137	Argos/Homebase	Recharges	20.02
137	Argos/Homebase	ENV Equipment	6.94
138	BT	ENV Telephones	68.40
139 - 140	Corporate Express	Printing & Stationery	57.27
141	Farmstar	ENV Equipment	43.99
142	GMS Ltd	TH Bar	27.95
142	GMS Ltd	TH Maintenance & Equipment	45.08
143	Lidsters of Worksop	* Cemetery Tablets	183.12
144	London Rd Service Station	Civic Car	93.51
144	London Rd Service Station	Vehicle Running Costs	281.62
144	London rd Service Station	Fuel Mowers	245.13
145	Milvill	PC Materials	390.96
146	Morrison Wm	* TH Bar	8.00
147 - 148	Morrison Wm	Mayor Making	23.80
148 - 149	Morrison Wm	* Refreshments	80.54
150	Neopost Ltd	Postage	187.88
151	Newark & Sherwood Locksmiths	ENV Repairs & Maintenance	71.16
151	Newark & Sherwood Locksmiths	Cemetery Upkeep	14.22
151	Newark & Sherwood	TH Maintenance & Equipment	41.52

	Locksmiths		
152	Notts Heritage Forum	Museum	25.00
153 - 155	Reflect Recruitment	Payroll	693.16
156 - 157	Ricoh UK	Printing & Stationery	7.49
158	Screwfix	ENV Equipment	38.96
159	Severn Trent Water	TH Water	311.30
160 - 162	Severn Trent Water	ENV Water	275.69
163	Severn Trent Water	PC Water	1,028.62
164	Viking Direct	Printing & Stationery	172.21
		Total	182,847.58

DIRECT DEBITS

ACCOUNTS FOR PAYMENT SCHEDULE 2/14

31.05.13

Voucher No	Payee	Budget Head	Total Amount
165	Blackhorse Fleet Finance	Ford Truck Lease	457.16
166	BOC	TH Bar	16.14
167	British Gas	TH Electricity	917.80
168 - 170	British Gas	ENV Electricity	393.23
171 - 172	British Gas	PC Electricity	870.24
173 - 174	British Gas	PC Gas	2,460.93
175	BT	Telephones	360.00
176 - 178	Classic Drinks	* TH Bar	633.36
179	NSDC	TH Rates	1,860.00
179	NSDC	ENV Rates	704.00
179	NSDC	PC Rates London Road	420.00
179	NSDC	PC Rates Riverside	496.00
180	Peugeot Contract Hire	Civic Car	312.10
180a	Safety Measures	Health & Safety	88.80
181	Streamline	Bank Charges	94.84
182	Water for Work	* Refreshments	43.70
		Total	10,128.30

Grand Total £194,795.04

* Recharges

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

CHEQUES

ACCOUNTS FOR PAYMENT SCHEDULE 3/14

30.06.13

Voucher No	Cheque No	Payee	Budget Head	Total Amount
183	18464	Hodson K	* Damage Waiver	200.00
184	18470	Newark Parish Church Society of Ringers	Mayor Making/Mayor's Sunday	100.00
185	18471	RHQ Mercian	Mayor's Allowance	15.50
186	18472	Teenage Cancer Trust	Mayor's Allowance	20.00
187	18473	Pete's Flowers	Mayor Making/Mayor's Sunday	74.00
188	18474	NSDC	Vehicle Running Costs	50.00
189	18475	Groom G	Museum	127.80
190	18476	Petty Cash	Music Festival	160.00
191	18477	NSDC	Music Festival	1,000.00
192	18478	Petty Cash	* Allotment Bond	20.00
192	18478		* Refreshments	50.38
192	18478		* ENV Repairs & Maintenance	6.00
192	18478		Civics	36.30
192	18478		* TH Bar	16.05
192	18478		PC Materials	5.00
192	18478		Newark in Bloom	1.42
192	18478		TH Marketing	15.00
192	18478		TH Maintenance & Equipment	23.08
192	18478		Twinning	12.00
193	18479		Music Festival	500.00
194	18480	Salvation Army (Newark)	Grants	99.74
195	18481	Petty Cash	TH Maintenance & Equipment	25.48
195	18481		* Refreshments	17.33
195	18481		Civics	25.20
195	18481		Music Festival	103.58
196	18482	Yates F	Civics	135.00
197	18483	Asher D	* ENV Repairs & Maintenance	6.00
197	18483	Asher D	* Allotment Bond	20.00
198	18484	LTR Trading Ltd	Mayor's Allowance	24.00
199	18485	Allen Mrs P	Cemetery Fees	25.00
199	18485	Allen Mrs P	Mayor Making/Mayor's Sunday	15.00
200	18486	Doncasters	* Refreshments	10.98
201	18487	Molloy J	Mayor Making/Mayor's Sunday	135.00
202	18488	Municipal General Charity	TH Rents	42.50
203	18489	N E Plumbing	PC Repairs & Maintenance	105.00

Total 3,222.34

AUTOPAY

ACCOUNTS FOR PAYMENT SCHEDULE 3/14

30.06.13

Voucher No	Payee	Budget Head	Total Amount
204	Name Badges International	Civics	113.17
205	The Magic Touch Ltd	Civics	90.00
206	County Signs	Sunday Band Concerts	72.00
207	Lincs Co-op	Recharges	172.00
208 -209	Liz Hobbs Group	Music Festival	96,000.00
210	NSDC	Music Festival	7,500.00
211	Party Plastics	Civics	2,248.75
212 -215	Reflect Recruitment	Payroll	1,073.22
216	Saunders J	Payroll	350.00
217	Severn Trent Water	PC Water	1,839.56
218	Notts CC	Payroll	6,499.35
219	A O Cumbernauld	Payroll	5,872.99
220	Kaltenbach Weine	Music Festival	448.80
220a	NTC Pay Account	Payroll	27,459.55
221	TMS Users	Postage	600.00
222 -225	ADT	TH Maintenance & Equipment	0.00
226	Alexandra	PC Uniform	50.33
227	Amberol Ltd	Newark in Bloom	50.64
228 -229	Ann et Vin	* TH Bar	527.36
230	Argos	TH Maintenance & Equipment	49.87
231	B & H Plastics Ltd	Cemetery Upkeep	552.90
232 -234	Bunzl	TH Maintenance & Equipment	186.07
233	Bunzl	ENV Equipment & Tools	42.43
235	Bunzl	PC Materials	239.40
236 -237	Corporate Express	Printing & Stationery	99.63
238	Farmstar Ltd	ENV Equipment & Tools	52.52
239 -240	Farmstar Ltd	Mowers	388.70
241 -242	GMS Ltd	TH Maintenance & Equipment	250.98
243	Grove Auto Electrical	Marketing & Promotions	45.60
244	Hampshire Flags	Civics	35.99
245	Jacksons	Music Festival	70.13
246	Lidsters of Worksop	* Cemetery Tablets	227.89
247	Liz Hobbs Group	Music Festival	10,307.84
248	London Road Service Station	Fuel - Mowers	346.26
248	London Road Service Station	Vehicle Running Costs	220.22
248	London Road Service Station	Civic Car	108.96
249	Mack Engineering	Newark in Bloom	245.62
250	Milvill	PC Materials	44.71

251	Mole Country Stores	Recharges	35.99
251	Mole Country Stores	ENV Uniforms	83.89
251	Mole Country Stores	ENV Repairs & Maintenance	14.28
251	Mole Country Stores	Fuel - Mowers	12.99
252	Morrison Wm	* TH Bar	6.00
252	Morrison Wm	* Refreshments	45.69
253	Morrison Wm	Mayor Making/ Mayor's Sunday	138.44
254	Morrison Wm	* Refreshments	76.85
255 -256	Morrison Wm	Mayor's Allowance	126.57
257	Newark Advertiser	Museum	88.56
258	Newark Alarm Systems	TH Contracts	888.00
259	Newark & Sherwood Locksmiths	Newark in Bloom	38.40
260	NSDC	ENV Repairs & Maintenance	89.82
261	Notts CC	Music Festival	1,000.00
262	Novar Systems	TH Maintenance & Equipment	779.92
263	Oval Insurance Broking Ltd	Music Festival	7,022.50
264	Party Plastics	Civics	2,248.50
265	PHS	TH Maintenance & Equipment	301.00
266	Platts Harris	ENV Equipment & Tools	1,197.60
267 -268	Primeprint Ltd	Civics	136.80
269	Primeprint Ltd	Museum	168.00
270 -272	Reflect Recruitment	Payroll	1,056.72
273 -274	Richardson B	Mayor Making/ Mayor's Sunday	272.56
275 -276	Screwfix	ENV Uniforms	119.97
277	Smith Ian Ltd	TH Maintenance & Equipment	122.63
278	Smiths Timber	Newark in Bloom	3.28
279 -280	Smiths Timber	Cemetery Upkeep	15.44
281	Tanvic	Mowers	6.00
282 -283	Targetfollow Ltd	Insurance	8,297.67
284	T Mobile	PC Telephones	15.87
284	T Mobile	ENV Telephones	21.87
284	T Mobile	Telephones	24.38
285	TSG	Computers	600.00
286	UK Waste	Cemetery Upkeep	516.16
287	Virgin Media	Telephones	390.52
288	Virgin Media	ENV Telephones	7.38
289	Watch It Security	Cemetery Upkeep	408.00
290	Wordprint Ltd	Mayor Making/ Mayor's Sunday	50.40
291	Yellow Cabs	TH Bar	5.70
Total			190,917.79

DIRECT DEBITS

ACCOUNTS FOR PAYMENT SCHEDULE 3/14

30.06.13

Voucher No	Payee	Budget Head	Total Amount
292	Blackhorse Fleet Finance	Ford Truck Lease	457.16
293	BOC	TH Bar	137.94
294	British Gas	TH Electricity	863.03
295	British Gas	TH Gas	1,401.63
296 -297	British Gas	ENV Electricity	29.24
298 -299	British Gas	PC Electricity	857.27
300	British Gas	ENV Gas	335.27
301	British Gas	PC Gas	159.04
302 -303	BT	Telephones	155.30
304 -308	BT	ENV Telephones	321.12
309	BT	PC Telephones	155.09
310 -311	Classic Drinks	* TH Bar	1,203.44
312	NSDC Rates	TH Rates	1,860.00
312	NSDC Rates	ENV Rates	704.00
312	NSDC Rates Riverside	PC Rates Riverside	496.00
312	NSDC Rates London Rd	PC Rates London Road	420.00
313	Peugeot Contract Hire	Civic Car	312.10
314	Safety Measures	Health & Safety	88.80
315	Streamline	Bank Charges	304.01
316	Water for Work	* Refreshments	91.04

Total 10,351.48

Grand Total £204,491.61

*** Recharges**

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

FINANCE & POLICY COMMITTEE

SUBJECT:	REQUESTS FOR FINANCIAL AID
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 That Members consider applications now received requesting Financial Aid.

2. Background

2.1 The Town council's general guidelines are attached at Appendix 1.
 The approved budget for grant aid to voluntary bodies in 2013/14 is £4,630.
 A sum of £4,108 remains available.

3. Specific Grants

3.1 Newark Civic Trust

The Newark Civic Trust have enquired whether if they can use the Ballroom in April 2014 for an event to celebrate their 50th Anniversary. The event will take the form of an evening lecture on the subject of Newark in the Civil War. They have also asked if the Town Council would be willing to support the event through a reduction in the hire fee.
 The fee for the hiring the Ballroom would be £173. Members are asked to consider granting a reduction in the hire fee for this event.

3.2 Newark Apprentice Recruitment Fair

A request has been received from Newark Business Club to ask if the Town Council would be willing to support the above event which is planned to be held in the Ballroom on 20th August. The event is being organised in conjunction with Newark & Sherwood Employer Engagement Group and is a result of local employers requesting assistance to help fill apprentice vacancies. A similar event was held in March 2012; on that occasion the Town Council granted free use of the Ballroom. A copy of the Business Clubs' accounts are attached at Appendix 1.
 The fee for hiring the Ballroom would be £300. Members are asked to consider granting a reduction in the hire fee for this event.

3.3 Newark Carnival

At the April 2013 meeting of this Committee, an application for grant aid towards the 2013 Carnival was considered and a grant of £250 was approved. During the debate it was agreed that the Town Clerk would approach the Carnival Committee to discuss the possibility of awarding a grant on a more secure basis beyond an annual application.

As Members will be aware for the last two years the Carnival has been held to coincide with the Newark Festival. This provides a number of benefits for the Carnival as some of their costs can be shared with the Town Council.

Having spoken with the Chairman of the Carnival Committee I understand that they would wish to maintain the connection with the Festival and they are appreciative of the offer from the Town Council to provide more secure funding beyond one financial year. It is proposed however that consideration of the level of any such funding is considered when the Town Council has taken a decision whether or not to hold a Newark Festival in 2014.

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

**NEWARK BUSINESS CLUB
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31 DECEMBER 2011**

	2011	2010
INCOME		
Members meeting fees	5,832	4,711
less cost of refreshments	<u>(2,524)</u>	<u>(1,243)</u>
	3,308	3,468
The Hub sponsorship	1,500	1,000
Meeting sponsorship	1,900	1,650
Hub listings	-	556
Retail Newsletter sponsorship	-	1,100
Sale of Newark Advertiser	-	59
Olde Market Place income	-	2,325
less costs	<u>-</u>	<u>(1,916)</u>
	-	409
Income from calendar sponsorship	660	660
Cost of calendars	<u>(470)</u>	<u>(460)</u>
	190	200
Sale of space at Newark Show	825	960
Cost of Newark Show	<u>(522)</u>	<u>(644)</u>
	303	316
	<u>7,201</u>	<u>8,758</u>
EXPENDITURE		
Stationery etc. including		
The Hub	2,130	2,024
Website	720	-
Retail Newsletter	-	564
Business Awards sponsorship	2,632	2,452
less sale of tickets	<u>(678)</u>	<u>(450)</u>
Cost of Christmas promotions	3,100	1,195
Income from Christmas promotions	<u>(2,719)</u>	-
Donations to schools re Christmas	200	-
Insurance	797	769
Brand Newark	175	-
Business fair	-	531
Dragons Den	-	294
Jazz Festival	-	500
Careers event	-	250
Chamber fees	192	188
Community award sponsorship	-	50
Newark Carnival sponsorship	125	-
Other	<u>30</u>	<u>232</u>
	<u>(6,704)</u>	<u>(8,599)</u>
SURPLUS FOR THE YEAR	<u>497</u>	<u>159</u>
Sale of tent	400	-
Purchase of projector	-	(441)
Funds at 1 January 2011	2,856	3,138
Funds at 31 December 2011	<u>3,753</u>	<u>2,856</u>
 Represented by:		
Bank account	5,191	1,839
Cash	250	428
Debtors	1,772	1,006
Creditors	<u>(3,460)</u>	<u>(417)</u>
	<u>3,753</u>	<u>2,856</u>

FINANCE & POLICY COMMITTEE

SUBJECT:	STREET COLLECTION LICENCES
REPORT BY:	TOWN CLERK

1. Recommendation

- 1.1 That Members note the decision taken by the Town Clerk, in consultation with the Chairman of this Committee, to refuse the application for a street collection from Parkinsons UK.
- 1.2 That Members note the update provided on the control of 'Chuggers' within the town centre.

2. Background

- 2.1 An application was received after the last meeting of this Committee for a Street Collection Permit from Parkinsons UK to collect on Saturday 20th July 2013.

As the collection date was before the date of this meeting a decision was required urgently. Following consultation with the Chairman of the Finance & Policy Committee it was agreed that the application be refused on the basis that this was a national charity which did not operate in the Newark area or have any strong local connection.

This decision was taken by the Town Clerk in accordance with the Town Council's Scheme of Delegation; Members are asked to note the decision.

- 2.2 At the meeting of this Committee held on 17th April, Members discussed concerns about the activities of 'Chuggers' who seem to operate frequently in Newark town centre. It was agreed that I should write to the District Council requesting advice on the matter.

I have now received a reply to my enquiry.

There are no controls on the activity of 'Chuggers'; the police are able to move them on if they are causing an obstruction or stopping peoples intended business. The District Council do not allow them to operate on their land; the Markets & Car Parks Manager will ask them to move if they attempt to operate in and around the Market place.

Any more formal control similar to that in place for Street Collections will require the Government to introduce legislative changes; I am not aware that there are any plans to introduce any such controls.

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

FINANCE & POLICY COMMITTEE

SUBJECT:	FINANCIAL OUT TURN
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 To receive and note the financial out-turn report as at 30 June 2013.

2. Background

2.1 In accordance with Financial Regulations, the financial out turn for the period 1 April to 30 June 2013 is attached to this report as Appendix A.

The figures shown include:

Expenditure committed, and Invoices issued at 30 June 2013, together with other known/likely costs.

3. Financial Legal and Equality Issues

3.1 Overall costs at this stage of the financial year are in line with budget provision or subsequent Committee approval. Having examined the figures in detail apart from the overspend on the Newark Festival, which is discussed in more detail elsewhere on this agenda, I have no other concerns which need to be brought to the Committee's attention.

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

		Original			
		Actual	Estimate	Actual as at	
		2012/13	2013/14	30.06.13	%
		£	£	£	£
	PAYROLL COSTS exc. PCs	427,446	455,000	81,566	18
	CENTRAL ESTABLISHMENT	73,869	79,680	6,085	8
	TOWN HALL	83,023	95,030	22,969	24
	ENVIRONMENT	-39,125	-19,290	-6,566	34
	PUBLIC CONVENIENCES	0	0	0	
	LEISURE & ECONOMIC DEVELOPMENT	152,906	158,260	95,010	60
	TOTAL	698,119	768,680	199,064	26
	Capital Charges PWLB existing	77,939			
	Capital Charges Finance Lease	5,486	5,490	1,371	25
	Net Operating Cost	781,544	774,170	200,435	26
	Newark & Sherwood District Council Grant		118,520	59,260	50
	Precept	894,039	775,532	387,266	50
	(Deficit)/Surplus	112,495	119,882	246,091	205
	General Fund Balance b/fwd	258,753	324,222	371,248	115
	General Fund Balance 31 March	371,248	444,104	617,339	139

	Code	Actual	Estimate	Actual as at	
CENTRAL ESTABLISHMENT	101	2012/13	2013/14	30.06.13	%
		£	£		
Mayoralty					
Mayor's Allowance	4001	3,810	4,000	60	2
Mayor's Sunday/Mayor Making	4002	795	950	940	99
Mayors At Home	4003	1,100	1,160	0	0
Christmas Carol Competition	4005	250	300	0	0
Civic Functions	4004	3,983	4,630	0	0
Mayoral Car	4010	3,384	5,790	949	16
Badges/Shields/Ensignia	4011	1,000	1,700	616	36
Mayoral Robes	4765	500	830	0	0
Employees					
Pensions	4902	3,345	3,520	0	0
Subsistence/Travel & Vehicle Costs	4019	626	1,000	520	52
Honoraria Payment	4020	695	780	348	45
Advertising/Appointments	4023	1,000	1,050	0	0
Uniforms	4021	220	230	0	0
Payroll Administration	4915	1,360	1,420	355	25
Staff Training inc. Health & Safety	4022	3,500	5,000	0	0
Establishment Expenses					
Printing & Stationery	4025	5,990	7,100	0	0
Postage	4027	2,565	2,890	714	25
Telephones	4028	6,031	7,350	1,482	20
Information Technology	4029	15,750	21,790	1,616	7
Insurance	4129	4,199	4,410	1,103	25
Audit	4031	3,000	2,000	0	0
Consultancy: Personnel/Legal/Audit	4137	1,003	4,620	0	0
Office Equipment	4032	680	715	0	0
Repairs & Renewals Fund	4860	830	870	218	25
Publications	4034	75	100	0	0
Bank Charges	4039	2,357	2,150	700	33
Conferences/Seminars	4036	500	1,040	0	0
Other Expenditure					
Subscriptions	4041	452	555	90	16
Grant - St Marys Church		1,500	1,500	0	0
Grants - Voluntary Bodies	4044	1,248	4,630	522	11
Newark Civic Awards (rechg 2:2:1)	4040	170	170	0	0
Quality Town Council Status	4050		0	0	
Election Costs	4061	10,000	10,000	2,500	25
Risk Management		1,000	1,050	263	25
GROSS EXPENDITURE		82,918	105,300	12,995	12
INCOME					
Payroll Administration	1095	4,410	4,630	1,158	25
Agency Services	1355	940	990	248	25
Investment Interest	1870	3,699	20,000	5,505	28
GROSS INCOME		9,049	25,620	6,910	27
NET EXPENDITURE		73,869	79,680	6,085	8

	Code	Actual	Estimate	Actual as at	
TOWN HALL	201	2012/13	2013/14	30.06.13	%
		£	£		
Premises					
Developer's Maintenance Charge	4100	26,250	27,560	6,890	25
Maintenance & Equipment	4101	12,900	15,650	2,528	16
Electricity	4103	8,137	8,500	2,246	26
Gas	4104	16,990	14,000	3,181	23
Rents	4107	109	180	43	24
Rates	4105	18,091	19,000	5,585	29
Sewerage/Water Charges	4106	1,556	1,990	311	16
Town Hall Maintenance Reserve	4860	21,000	22,050	5,513	25
Supplies and Services					
Clothing and Uniforms	4121	293	350	0	0
Contractual Services	4122	6,298	9,450	4,339	46
Marketing & Promotion	4125	538	1,100	88	8
Refreshments	4065	1,364	2,000	390	20
Bookings Expenditure	4163	1,761	1,660	0	0
Bar Purchases	4168/71	6,641	8,820	2,308	26
Refuse Disposal	4065	124	320	0	0
Establishment Expenses					
Insurance	4129/30	8,531	8,960	2,240	25
Payroll Administration	4915	540	570	143	25
Consultancy: Personnel/Legal/l Audit	4137	600	1,570	0	0
Subscription/Licences	4131	743	1,100	0	0
GROSS EXPENDITURE		132,466	144,830	35,804	25
INCOME					
Lease of Rent & Rates Office	1151	7,000	7,000	1,750	25
S Wing Lease to Markets/Car Parks	1152	4,552	4,800	1,200	25
Lettings	1160/63	23,640	20,000	3,873	19
Refreshments	1035	1,286	4,000	311	8
Town Hall Bar	1171	12,965	14,000	5,701	41
GROSS INCOME		49,443	49,800	12,835	26
NET EXPENDITURE		83,023	95,030	22,969	24

	Code	Actual	Estimate	Actual as at	
Environment inc Cemetery	301	2012/13	2013/14	30.06.13	%
		£	£		
Premises					
Maintenance of Allotments	4102	2,274	3,300	179	5
Dog Litter Bins	4324	2,200	2,300	0	0
Cemetery Upkeep of Grounds	4322	20,221	18,900	5,229	28
Street Furniture	4325	530	560	0	0
Rates	4105	6,862	7,250	2,118	29
Electricity	4103	638	480	780	163
Gas	4104	1,294	1,080	319	30
Water and Sewerage	4106	1,852	2,630	286	11
	4370				
Capital Funding					
R & R Fund Allotments	4810	3,850	4,040	1,010	25
R & R Fund Cemetery	4830	13,780	14,470	3,618	25
R & R Fund Tablets/Plinths					
Supplies and Services					
Equip, Tools & Materials	4320	804	1,160	267	23
Prot Clothing/Safety Equip't	4321	1,353	1,050	445	42
Promotions					
Newark in Bloom	1340/4340	10,618	11,340	388	3
Produce Show	4341	100	530	0	0
Garden Competition	4342	566	580	0	0
Vehicle & Machinery Costs	4309/10/11/13	10,373	11,500	1,565	14
Establishment Expenses					
Payroll Admin Expenses	4915	900	940	235	25
Consultancy: Personnel/Legal/I Audit	4137	1,120	2,940	0	0
Telephone	4028	1,994	2,300	399	17
Insurance	4129	7,437	7,820	1,955	25
GROSS EXPENDITURE		88,766	95,170	18,793	20
INCOME					
Allotment Rents	1350	4,633	4,730	0	0
Agency Storage	1351	610	640	160	25
Plinths/Memorial Tablets	1362	22,386	18,900	4,262	23
General Fees	1360	92,191	82,000	15,054	18
Newark in Bloom		8,071	8,190	5,883	72
GROSS INCOME		127,891	114,460	25,359	22
NET EXPENDITURE		-39,125	-19,290	-6,566	34

	Code	Actual	Estimate	Actual as at	
PUBLIC CONVENIENCES	401	2012/13	2013/14	30.06.13	%
		£	£		
Employees					
Payroll: Gross	4900	77,160	80,000	14,472	18
National Insurance	4901	2,521	2,750	564	21
Superannuation	4902	7,743	8,210	1,727	21
Payroll Administration	4915	1,070	1,130	283	25
Premises					
Repairs and Maintenance NSDC	4601	4,639	3,680	393	11
Rates	4105	8,933	9,390	2,759	29
Electricity	4103	8,167	8,200	2,357	29
Gas	4104	1,035	1,890	194	10
Water & Sewerage	4106	9,000	9,450	2,868	30
	4860				
Share of Vehicle Costs & Storage					
	4310	610	640	160	25
Supplies & Services					
Materials Inc. Cleaning	4602	3,368	3,950	680	17
Clothing and Uniform	4121	360	340	332	98
Contractual Services NSDC	4622	4,756	5,000	451	9
Vending Machines	4640	0	100	0	0
Establishment Expenses					
Telephone Costs	4028	633	720	156	22
Central Administration	4030	940	990	248	25
Personnel Consultancy	4137	120	320	0	0
Health & Safety Consultancy	4138	0	630	0	0
Insurance	4129	805	850	0	0
Gross Expenditure					
		131,860	138,240	27,643	20
INCOME					
Vending Machines	1640	72	20	0	0
Weighing Machines	1635	32	30	0	0
NSDC Town Hall Cleaning costs	1623	0		0	
Gross Income					
		104	50	0	0
Net Expenditure					
		131,756	138,190	27,643	20
Grant payable by NSDC					
	1650	-131,756	-138,190	-27,643	20

	Code	Actual	Estimate	Actual as at	
LEISURE & ECONOMIC DEV	501	2012/13	2013/14	30.06.13	%
		£	£		
Promotions					
Christmas Lights Displays	4725	43,236	43,000	0	0
Christmas Lights Promotions	4726	15,361	14,700	0	0
General	4745	1,500	1,730	1,634	94
Museum/Civic Regalia					
Museum Revenue	4770	2,890	3,040	206	7
Museum Capital		1,580	1,660	0	0
Museum Acquisitions		2,100	2,210	0	0
Museum Insurance cover	4775	10,537	11,070	2,768	25
Arts & Entertainment Programme					
Band Concerts Summer	4720	2,355	3,000	60	2
Queens Diamond Jubilee Event		7,594			
Summer Picnic/Brass Explosion	4721		5,000	0	0
Violin School Event		568	1,000	0	0
Music Festival		100,018	250,000	261,400	105
Twinning/Friendship Links					
Twinning	4750	712	580	997	172
Friends Support Groups	4760	490	520	0	0
Admin. Expenses					
Consultancy: Personnel/Legal/l Audit	4137	3,300	7,050	0	0
Payroll Admin	4915	540	570	143	25
Insurance	4129	3,448	530	133	25
GROSS EXPENDITURE		196,229	345,660	267,340	77
INCOME					
Music Festival		34,485	180,000	172,000	96
Sunday Band Concerts		2,355	3,000	150	5
Christmas Lights		5,770	3,470	0	0
Museum		648	560	180	32
Hire of Equipment		65	370	0	0
GROSS INCOME		43,323	187,400	172,330	92
NET EXPENDITURE		152,906	158,260	95,010	60

REPAIRS AND RENEWALS FUND 2013/14 AS AT 30.06.13

	Balance 31.03.2013	Contrib. 2013/14	Expend. At 30.06.13	Projects	Estimated Costs	Estimated Balance 31.03.14
	£	£	£		£	£
ALLOTMENTS						
	12,253	4,040	-6,000	Electric Gates		10,293
CIVIC PRIDE	3,087		-3,000	Planters		87
CEMETERY:						
				Tree Works	-5,000	
				Grave Digging Machine	-19,000	
	64,170	14,470		Pick Up Truck	-18,000	36,640
INFORMATION TECHNOLOGY						
				Replacement Equipment	-13,934	
	25,340	10,000		Improve Website	-5,000	16,406
OFFICE	5,399	870		Replacement of Equipment	-3,000	
EQUIPMENT						3,269
Totals	110,249	29,380	-9,000		-63,934	66,695

RESERVE FUNDS 2013/14 AS AT 30.06.13						
	Balance 31.03.2013	Contrib. 2013/14	Expend. At 30.06.13	Projects	Estimated Costs	Estimated Balance 31.03.14
	£	£	£		£	£
Capital Receipt						
				Cemetery Extension	-92,000	
				Leisure Centre	-500,000	
	2,122,355			Sports Hub	-500,000	
						1,214,355
GENERAL REVENUE RESERVE						
	50,154					50,154
DORIS BAINBRIDGE INVESTMENT FUND				Band Concerts 2013/14	-3,000	
		500		Investment Interest		
	3,589					1,089
EARMARKED RESERVES						
Election Costs	9,561	10,000				19,561
Risk Management	7,000	1,050				8,050
Town Hall Maintenance		27,560		2012/13 Revenue provision		
		22,050		2012/13 Revenue provision		
			-4,643	Town Hall External Repairs	-95,500	
				Fire Alarm Upgrade	-6,000	
				Ballroom Sound System	-5,000	
				Lift Replacement		
	110,369					48,836
Newarks of the World	4,070					4,070
MUSEUM		3,040		Equipment	-1,000	
		1,660		Restoration	-2,000	
	16,879					18,579
PUBLIC CONVENIENCES	22,437					22,437

FINANCE & POLICY COMMITTEE

SUBJECT:	2013-2014 NATIONAL PAY AWARD
REPORT BY:	TOWN CLERK

1. Recommendation

1.1 Members are asked to ratify the implementation of the 2013-14 pay award, agreed nationally by the National Joint Council for Local Government Services terms and conditions to be effective from 1 April 2013

2. Background

2.1 It is understood that the Town Council has used the pay scales as recommended by the National Joint Council for Local Government Services terms and conditions as the basis for paying all its staff.

The pay scales agreed for the use in Local Councils are a result of negotiations between the National Association of Local Councils and the Society of Local Council Clerks

2.2 This agreement provides for a pay increase of 1% across all individual pay points, it is the first increase in salary since April 2008.

3 Financial Legal and Equality Issues

3.1 This increase of 1% can be accommodated within the approved salary budget for 2013/14; which included an allowance for inflation of 2%.

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

FINANCE & POLICY COMMITTEE

SUBJECT:	NEWARK FESTIVAL
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to;

- (i) Note the financial out turn of the Newark Festival 2013,
- (ii) Consider, in principle, whether or not to hold a further Newark Festival in 2014,
- (iii) Consider, in principle, the level of budget to be allocated to a Newark Festival 2014,
- (iv) Consider the proposal to enter into a partnership arrangement with Liz Hobbs to share the financial risk associated with a Newark Festival in 2014.

2. Background

2.1 As Members will be aware the Newark Festival 2013 was held over the weekend of 14/16th June. This report is submitted to give some initial feedback on the Festival and give some direction on a Festival for 2014, if the Town Council wishes to continue staging such an event.

3. Success Criteria

3.1 The Newark Festival can be judged against a number of criteria from which Members can consider its overall performance and impact. These are discussed below :-

3.1.1 Community Wellbeing

This is a somewhat difficult outcome to measure and can be rather subjective. One reason for staging the Festival however was to provide the local community with a high quality weekend of entertainment including some free events.

I have set out below a number of factors which can be seen as proxies for this particular measure:-

- (a) No complaints have been received about the Festival.
- (b) A number of letters and e-mails have been received from members of the public expressing their thanks for an enjoyable Festival and congratulating the Town Council on staging it.
- (c) The local press (mainly the Newark Advertiser) can be seen as a barometer of public opinion on many issues connected with the Town Council and the services which it provides.

The reporting of the Festival was very positive with an eight page feature dedicated to the various aspects and events staged over the weekend. I would suggest that the verdict of the Newark Advertiser was very positive and is a reflection of the sense of excitement and atmosphere created in the town.

3.1.2 Economic Impact

A key objective was to make a positive contribution to the local economy by attracting significant numbers of visitors to the town who would spend money in the local shops, pubs & restaurants etc.

The recent report in the Newark Advertiser indicated that many shops saw a significant boost to

sales over the weekend. All hotel beds were fully booked over the weekend and some pubs had exhausted their stocks.

A customer survey was carried out, with the support of the District Council, over the weekend; the feedback from this has only just been received and therefore I am not able to give any definitive information. However the overwhelming message is that both residents and visitors had a positive experience at the Festival.

Whilst it is not possible at this stage to provide Members with any hard data to assess the economic benefit to the town, I would suggest that there is a lot of information and feedback to indicate that it did provide a significant boost and contribution to the economic wellbeing of businesses in the town.

3.1.3 **Budgetary Position**

The Town Council approved a net budget of £70,000 (£250,000 expenditure less £180,000 income) for the 2013 Festival. The projected out turn position is as follows:

Expenditure	£261,400
Income	£172,000
Net Expenditure	£89,482

This position is above the net budget; due to ticket sales not achieving the required level and additional expenditure incurred for the hire of the Riverside Park. As Members are aware the staging of such events, which require significant levels of income generation, is accompanied by a financial risk which has been recognised in the Town Councils' Risk Strategy.

Whilst the financial out turn position is disappointing, the level of overspend will not undermine the underlying financial wellbeing of the Town Council; as agreed in its Medium Term Financial Strategy. It does however bring into question the level of financial resources which Members may consider to be appropriate to allocate to such an event.

This is the second Festival which has been staged and whilst the number of tickets sold has increased and the level of income generated has correspondingly risen, it has not been possible to stage the Festival without a significant subsidy from the Town Council.

The current structure of the Festival is based on the concept that the income generated from the ticketed concert is sufficient to meet some of the cost of the two free events which have been held on the Friday and Sunday. It would now seem that this structure is unlikely to be successful; if a concert with such a high profile band as Madness is not able to generate the income required to bring the Festival under budget then it is difficult to see that any other concert will achieve this financial target. This issue and possible options for a Festival in 2014 are discussed in more detail below.

4. **Newark Festival 2014**

- 4.1 If Members wish to hold a further Newark Festival in 2014 then an early decision would be very helpful in order that as much time as possible is available to plan and organise it. In particular the early booking of bands will enable the Festival to be publicised and marketed much earlier providing a longer period over which to sell tickets. In addition, as with this years' Festival, a decision is required to approve the overall budget as some expenditure commitments will be required in the 2013/14 financial year.

- 4.2 I anticipate that the key factor in considering whether to hold a Newark festival in 2014 and, if so, the scale and structure of the event, is the level of financial contribution that is acceptable to the Town Council.

As has been described above this years' Festival required a net expenditure budget of £89,500 which was some £19,500 above the approved figure of £70,000. This level of budget is included in the Town Council's Medium Term financial Plan and as such should be available in the 2014/15 financial year, given there are no significant unforeseen impacts on the overall financial position. The level of budgetary provision is therefore one of Members priorities in identifying how much is to be allocated for a Newark Festival in 2014.

- 4.3 In the context of the financial cost of the Festival and the level of associated risk, initial discussions have been held with Liz Hobbs to consider possible options for another Festival in 2014. They are aware of the financial impact on the Town Council and the risk that has been accepted in order to stage the last two Festivals.

The discussions identified two possible options which could reduce the overall cost to the Town Council and also reduce the financial risk. These can be considered independently or together.

The first option is to increase the number of ticketed events to cover the Friday and/or Sunday, depending on what sort of concert is provided. Whilst this has the potential of achieving significantly more income from ticket sales, it may also add to the level of financial risk taken on by the Town Council as more expenditure may be required to engage bands for which ticket sales are viable.

The second and/or connected option is to go into a partnership with Liz Hobbs based on a model which would provide a share of the financial risk between the two organisations. No specific details have been discussed beyond the principle of such an arrangement, but they have indicated a willingness to discuss such an arrangement. Clearly this would entail the Town Council relinquishing total control of the Festival as the structure of the event will produce different financial positions particularly with regard to the number of 'free' events which are staged.

- 4.4 A factor which has only just been brought to my attention is one which needs to be taken into account in deciding whether or not to hold another Festival in 2014; it is the hire of Newark Showground over the weekend of 18/19/20 July 2014 for a weekend music festival by an organisation called Mega-Gig.

It is understood that this is an ambitious event with the intention of hiring major nationally and internationally renowned artistes. It is also understood that this will be a self-contained Festival with camping and facilities provided on site. It is not known what size of audience can be attracted but, given the profile of bands mentioned on their website, I would anticipate that an attendance in excess of 20,000 would be required to make it a financially viable venture.

Tickets appear to be available for purchase from their website priced at £95 for one day and £228 for all three days.

Liz Hobbs have been asked to make further enquiries into this organisation to determine and give a view as to whether or not it is an event that can realistically be held with the profile of acts suggested.

If this event does go ahead it would seem that it is in direct competition with the Newark Festival and can only spread the sale of tickets between the two events. I hope to provide Members with some more detail and analysis of this event at the meeting.

At this stage I would recommend that the Town Council should only consider making an 'in principle' decision to hold a Festival in 2014, subject to review when more knowledge and information is available on the proposed music festival at Newark Showground.

- 4.5 It is proposed that, if a Newark Festival is to be held in 2014, that it should be held in the middle of June. The exact dates to be set when an assessment of nearby events, festivals and concerts has been ascertained.
- 4.6 The Newark Carnival Committee was very pleased to be part of the Festival this year and have indicated a willingness to once again be part of a Festival in 2014.

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

FINANCE & POLICY COMMITTEE

SUBJECT:	APPOINTMENTS TO OUTSIDE BODIES
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to :

- (i) Note the resignation of Cllr Goff from serving on the Newark & Sherwood Council for Voluntary Services and Newark MIND,
- (ii) Consider appointing two replacement Councillors to serve on these outside bodies for the 2013/14 civic year.

2. Background

2.1 At the last meeting of this Committee appointments were made to the various outside bodies to which the Town Council nominates a representative.

Cllr. L Goff was appointed to serve on Newark & Sherwood Council for Voluntary Services and Newark MIND.

2.2 Cllr Goff has subsequently informed me of his decision to resign from these two bodies. I would therefore invite the Committee to consider appointing another Councillor to serve on these two bodies for the civic year 2013/14.

3. Financial, Legal and Equality Issues

3.1 None.

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

FINANCE & POLICY COMMITTEE

SUBJECT:	NEWARK SPORTS HUB PROJECT
REPORT BY:	TOWN CLERK

1. Recommendations

- 1.1 Members are asked to consider recommending to the Town Council the use of the budget agreed for the Sports Hub project as follows:
- (i) A sum of £7,500 as a contribution towards the production of a Playing Pitch strategy,
 - (ii) An in principle decision to fund the production of a Feasibility Study for the development of a Sports Hub on the RHP site.

2. Background

- 2.1 A working group has been established to take forward the proposed project to develop a Sports Hub on the old RHP Sports Ground on Elm Avenue. The working group includes officers from the Town & District Councils together with the Newark Sports Association and Sport Nottinghamshire.
- 2.2 Members will be aware that the Town Council has already taken a decision to allocate £500,000 of funding towards the project out of the capital receipt received from the sale of land on Bowbridge Road.
- 2.3 The basic concept is for the now neglected RHP Sports ground to be brought back into full use with a wide range of outdoor sports facilities and given the adjacent new Leisure Centre can provide a much needed sporting complex in Newark.

3. Newark & Sherwood District Council

- 3.1 The District Council remain committed to building a new Leisure Centre on the Bowbridge Road site and have continued to work to assemble the land on the old RHP Sports site from the various parties that have a land holding interest.
- To date they have concluded a long term lease for the main part of the site from Nottinghamshire County Council and are negotiating with Tarmac and NSK Ltd for the remaining parcels of land.
- 3.2 The District Council has indicated that there is no direct funding available to deliver a Sports Hub but can support the project through the provision of officer time and aim to assemble all the land in order that the maximum potential of the site can be achieved.

4. Newark Sports Association (NSA)

- 4.1 This is an Industrial & Provident Society and a Charity. It has now been formally established with the objectives to carry on any business for the benefit of the community by the provision of community participation in healthy recreation in particular by the provision of facilities for the playing of sports.

4.2 Whilst the Association's remit goes beyond that of providing sports facilities on the RHP Sports Ground, the current focus is on this site and this project.

4.3 For its part the District Council is working with the Town Council and NSA to deliver a Sports Hub on the RHP site with the understanding that it will be developed and operated by NSA in the future. Although no formal decision to this effect has yet been taken.

5. Project Funding

5.1 Apart from the Town Council's contribution there is no other cash available for the project. Therefore it will be reliant on the NSA and/or individual sports clubs to seek funding from their parent associations to produce a package of resources which can deliver the project in total or on a phased basis.

5.2 The advice provided by Sport Nottinghamshire is that before any Sport Association in considering an application for funding will expect to see two policy documents; a Facilities Improvement Plan and a Playing Pitch Strategy both based on the District Council area where the facilities will be located. Without such strategic plans any application for funding will be refused, indeed it is unlikely that an application would be accepted.

5.3 At the moment the District Council does not have up to date versions of these strategy documents. The District Council is undertaking work internally to bring the Facility Improvement Plan up to date, but at the time of writing this report I am not able to give a progress report. No decision has yet been taken with regard to the Playing Pitch Strategy, although I understand that the District Council may be looking to achieve this in collaboration with some Parish Councils.

5.4 In the meantime I have recently had a meeting with a consultant who works in this particular field. To undertake a project to deliver a Playing Pitch Strategy, together with an assessment of other outdoor sports such as athletics, tennis and bowls, for just Newark and the surrounding settlements would cost no more than £7,500.

5.5 Members are asked to consider allocating a sum of no more than £7,500 to meet some or all of the cost of achieving a Playing Pitch Strategy which can be used to support any application for funding towards the cost of delivering a Sports Hub on the RHP site. This sum to be met from the £500,000 already approved for the Sports Hub project.

6. Feasibility Study

6.1 The two strategies discussed above will provide an objective assessment of the gaps in the provision of outdoor sports facilities within the Newark area. This information can then inform the most needed sports that should take priority on the Sports Hub site and in turn can help in the design of the site. This aspect of the project will require a Feasibility Study to be undertaken specifically for the RHP site with the aim of achieving the optimum mix of sports facilities that can be accommodated on the site through balancing the need identified in the Playing Pitch Strategy with the physical constraints of the site.

6.2 No estimates of the likely cost of this study are available, at this stage I would ask Members to consider approving, in principle, the funding of this work from the £500,000 allocated to the Sports Hub.

7. Financial, Legal & Equality Issues

7.1 The Town Council has approved contributing a sum of £500,000 towards the Sports Hub project using the capital receipt from the sale of land at Bowbridge Road. This report seeks approval for the use of this budget to fund the production of a Playing Field Strategy and a Feasibility Study both of which are required if the project is to proceed.

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

FINANCE & POLICY COMMITTEE

SUBJECT:	MAYORAL TRANSPORT
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 To consider a further three year contract hire agreement to acquire a car to transport the Town Mayor to official functions and events.

2. Background

2.1 The Town Council has now entered into two contract hire agreements with a local Peugeot dealer for the use of a Peugeot 407 to transport the Town Mayor to official functions and events.

2.2 The last agreement covered a three year period 15 July 2010 to 23 September 2013, with costs as follows:

An initial payment (equivalent to 3 months)	£777.72.
Followed by 35 monthly payments of £259.24	£9,073.40.

Equivalent to an annual charge over 3 years of £3,284.

The agreement included the cost of the annual Road Fund Licence and Road Assistance Cover. The Town Council arranged and paid for insurance cover, and was responsible for annual service checks.

The agreement was based on an annual mileage of 8,000 (excess mileage to be charged at 7.87 pence per mile). This has not applied: the current mileage after 35 months being approximately 14,005 miles.

2.3 It would seem that this method of providing transport for the Town Mayor works well from an operational point of view and remains cost effective compared to the previous ad hoc arrangements when individual short term car hire was used supported by taxis.

Over the last three years the Mayoral use of a dedicated vehicle has worked extremely well, and the opportunity has been taken when appropriate for the vehicle to be used for other Town Council business.

In terms of both cost and availability it is recommended that the Town Council continues with the current hire agreement arrangement for a further three years.

2.4 Officers have recently requested quotes for contract hire from three dealers, possible options for a range of possible cars similar to the current model are set out below.

2.5 Peugeot 508 Active 1.6 Hdi

Based on 36 monthly payments of £307.82 totalling £11,082.

This will result in an equivalent annual charge over three years of £3,694.

Servicing costs would be additional and Newark Town Council to provide Insurance cover.

2.6 **Volkswagen, based on a Passat 1.4 TSI**

Based on 36 monthly payments of £318.19 totalling £11,455.

Equivalent to an annual charge £3,818.

Servicing costs would be included and Newark Town Council to provide Insurance cover.

2.7 **Ford Mondeo 1.6**

Based on 36 monthly payments of £280.32 totalling £10,092

Equivalent to an annual charge £3,364

Servicing costs would be included and Newark Town Council to provide Insurance cover.

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

As set out above.

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

Agenda Item No: 15

Committee Date: Wednesday, 7th August 2013

FINANCE & POLICY COMMITTEE

SUBJECT:	PERSONNEL SUB-COMMITTEE MINUTES
REPORT BY:	TOWN CLERK

1. Recommendations

- 1.1 To receive the minutes of the Personnel Sub-Committee being held immediately prior to this meeting.

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