



TOWN COUNCIL MEETING

WEDNESDAY 17TH APRIL 2019

Tuesday 9th April 2019

Dear Councillors

You are summonsed to attend a meeting of the Town Council at 7.30pm on Wednesday 17th April 2019 to be held in the Council Chamber at the Town Hall.

Please note that if necessary the meeting will be adjourned at 8.00pm in order to enable the Annual Town Meeting to commence.

Yours sincerely

Mr Alan Mellor
Town Clerk



A G E N D A

1	Apologies for Absence		
2	To approve the Minutes of the Meeting of the Town Council held on Wednesday 13 th February 2019	Minutes Attached	Page 5
4	To receive Declarations of Interest from Members and Officers	Verbal	
5	To receive the Minutes of the following Committees:		
5a	Planning Committee held on Wednesday 27 th February 2019	Minutes Attached	Page 13
5b	Finance & General Purposes Committee held on Wednesday 6 th March 2019	Minutes Attached	Page 21
5c	Planning Committee held on Wednesday 27 th March 2019	Minutes Attached	Page 25
5d	Finance & General Purposes Committee held on Wednesday 3 rd April 2019	MINUTES TO FOLLOW	Page 31
6	Town Mayor's Announcements	Verbal Report	
7	Town Council Leader's Announcements	Verbal Report	
8	Town Clerk's Announcements	Verbal Report	
9	Standing Orders and Other Policy & Regulation Documents	Report Attached	Page 33

Pre-Group Meetings:

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



NEWARK TOWN COUNCIL

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

Agenda Item No: 2

Committee Date: Wednesday 17th April 2019

Minutes of the Meeting of the Town Council held on Wednesday 13th February 2019 in the Council Chamber of the Town Hall.

Membership Present:	Town Mayor	Cllr T Roberts MBE (in the Chair)
	Councillors	Mrs C Barker-Powell Mrs I Brown M Cleasby M G Cope Mrs R Crowe R A Crowe Mrs G Dawn P Duncan Ms H Gent K Girling L Goff S Haynes D Hyde D Jones D Lloyd M Skinner R Williams
Apologies received from:		There were no Apologies
Town Council Staff:	Town Clerk	Alan Mellor
	PA to the Town Clerk	H Crossland
	Mayor's Officer	P Tomlinson
Mayor's Chaplain		Rev D Pickersgill
Public:	There were four members of the public present.	
Venue:	Council Chamber	Town Hall

TC41/18/19 Minutes of the Town Council Meeting held on Wednesday 12th December 2018

The Minutes of the Town Council Meeting held on Wednesday 12th December 2018 were **AGREED** as a true and accurate record, and signed by the Mayor.

TC42/18/19 Declarations of Interest

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

TC43/18/19 Minutes of the Planning Committee, Wednesday 2nd January 2019

The Chairman, Cllr M Skinner, presented the Minutes of the Meeting of the Planning Committee held on Wednesday 2nd January 2019.

TC44/18/19 Minutes of the Finance & General Purposes Committee, Wednesday 9th January 2019

The Chairman, Cllr D Lloyd, presented the Minutes of the Finance & General Purposes Committee held on Wednesday 9th January 2019.

TC45/18/19 Minutes of the Planning Committee, Wednesday 30th January 2019

The Chairman, Cllr M Skinner, presented the Minutes of the Meeting of the Planning Committee held on Wednesday 30th January 2019.

TC46/18/19 Minutes of the Finance & General Purposes Committee, Wednesday 6th February 2019

The Chairman, Cllr D Lloyd, presented the Minutes of the Finance & General Purposes Committee held on Wednesday 6th February 2019, marked **TO FOLLOW** in the Agenda.

TC47/18/19 Doris Bainbridge Trust Fund

The recommendation was moved by Cllr R Crowe, seconded by Cllr D Hyde and following a vote Members **AGREED** to allocate the income achieved from the external investment of the Capital Sum, to support the cost of holding the Sunday Band Concerts in the Castle Grounds in July and August 2019, estimated to be £1,200.

TC48/18/19 Medium Term Financial Strategy

Cllr D Lloyd thanked the Town Clerk for producing the report; he said it was clear that the Town Council was in a 'sound' position and moved the recommendations.

Cllr M Cope seconded the recommendations and said he was delighted to echo Cllr D Lloyd.

Cllr K Girling wanted to highlight the fact that he was also confident that the Town Council had the leadership required to continue with the work that had been done so far, with regard to the recent purchase of the Buttermarket; the Town Council needs to have the courage to 'do what was right' for the Town when considering the future.

The Town Mayor pointed out that the Buttermarket was actually the part of the building under the Council Chamber on the ground floor; the other part which now belongs to N&SDC was the old indoor market.

Members then **CONSIDERED** and **APPROVED** the Medium Term Financial Strategy covering the period 2018 – 2026 as in the Agenda Report.

TC49/18/19 Revenue Budget & Precept 2019/20

Cllr D Lloyd began the debate on this Agenda Item.

He hoped that Members would agree that this was not a 'stand still' budget; he thanked Cllr Mrs G Dawn for her help in achieving the Devolution Agreement.

Cllr D Lloyd moved the recommendations then went through some of the budget heads as follows:

Markets - Newark is doing particularly well compared to others around the country and it is well positioned to sustain itself despite the challenges being faced across the retail sector.

There has been continuing investment in the town centre environment with additional bollards, planters and stalls.

Parks and Playing Fields/Open Spaces/Sherwood Avenue - there was increased investment in these services and the facilities provided.

Central Establishment - Members were asked to note that although the Mayor's Allowance had been reduced, this would not affect how the role would be maintained.

The annual grant to St Mary Magdalene Parish Church had been sustained.

Town Hall - a large investment has been made in the fabric of the building work; this was completed prior to the purchase of the Buttermarket. The budget makes for provision for ongoing maintenance to ensure that this iconic building remains in a good state of repair for the future.

Dog Bins/Litter Bins – these were now on a rolling replacement scheme.

Street Furniture is being re-painted.

In the Cemetery there are plans for major changes; these would include a separate children's burial area and new interment options as discussed at the Finance & General Purposes Committee. The Cemetery would now provide for many more years than previously forecasted.

PC's – expenditure is being capped on this and a review of working hours carried out to rationalise them across the day.

Leisure and Economic Development is still being sustained; this included the Museum, Christmas Lights, Newark Festival and the Band Concerts.

Relocation of the Cavalier Statue – this should be done soon, it is dependent upon Planning Permission.

Cllr D Lloyd then said that the Town Clerk, and Members, should be congratulated for having reserves for a Neighbourhood Plan; this will enable a plan to be prepared to implement the Town Council's aim of providing an enhanced Museum offer and link it to the Civil War Centre and Newark Castle.

Cllr M Cope then spoke; he thought it was an excellent budget and seconded the proposals; he also requested a Recorded Vote.

Cllr M Cope said that everyone was delighted that the Buttermarket was back in the ownership of Newark Town Council and he was grateful to all Councillors for their unanimous support for the purchase.

The purchase has however had an impact on the budgets for next year which has

required steps to be taken to ensure that it doesn't have a major detrimental impact on the Town Council's underlying financial position.

He thanked the Town Clerk for producing a budget taking account of this increase budget demand and identifying savings that could be achieved without adversely affecting the level and quality of service delivery.

Cllr M Cope said that he hoped the next Town Council would be able to make a huge success of the Buttermarket.

He was pleased to second the 1.9% increase this still represented excellent value for money; he pointed out that the Police were proposing a 12.2% increase.

Cllr P Duncan congratulated the Town Clerk on a very well executed year. He said that although the market was not doing as well as hoped, the retail position was difficult overall. A lot of money had been saved by taking the cleaning 'in house' and not putting up/taking down the market stalls. Cllr P Duncan said you can control costs, but only forecast income.

Cllr Mrs G Dawn also congratulated the Town Clerk and Leader of the Council. Against all odds, it was a marvellous record. The market is now, and will continue to be, a challenge.

She then asked Cllr D Lloyd that as he had alluded to all the things the Town Council had done, and what had been devolved, could he do something to educate the public about which Council does what.

Cllr D Jones said that the budget proposed looks at continuing to provide financial resources to the services that we provide. He was happy to support the 1.9% increase also.

Cllr Mrs R Crowe then spoke; she talked about the 'Promotions', particularly Newark in Bloom. The Town had received a Gold Award for the second time – things like this need to be 'put out there' to let the public know what the Town Council is doing to promote the Town.

Cllr R Crowe also said he had been privileged to be at the Cemetery to receive the fourth Green Flag.

Cllr L Goff thought that it was very important to use Social Media.

Cllr K Girling also spoke with regard to Promotions, particularly the Christmas Lights. He said he had been involved with the Business Club for some years now and the positive feedback from there about the Lights had been excellent. Visitors from all over the place come to see Newark's Lights because they are so good – it shows how much the Town Council can do with the budget that we have.

He went on to say that 79% of people who visit Newark think that it is a nice place, with friendly people. We need to continue to do the right thing and not listen to the negative comments on social media sites such as 'Spotted Newark'.

Cllr Mrs I Brown congratulated Cllr D Lloyd and thought he had the best interests of Newark in mind.

She said that the people of Newark are pleased that the Buttermarket is back under our control, but the Town Council needs to listen to the people of Newark with regard to the future of it.

Cllr Mrs I Brown also pointed out that although the Market Place is nice and clean, some of the streets that lead there are not.

Cllr D Lloyd then spoke again; he thanked Cllr P Duncan for his work on the marketing and branding project – his efforts were recognised.

He also thanked Cllr Mrs G Dawn and said he was pleased that Members work together across the whole Council – it had been a joint effort over a number of years.

He then responded to the comment about letting people know who does what; during the Winter Wonderland initiative that took place over the festive season it was discovered that there are a lot of local people that make negative comments about the Town. We need the people of Newark to be less critical – it is a big problem that there is so much negativity.

Cllr D Lloyd talked about a joint strategy between Newark Town Council and the District Council to deliver improvements across the town.

He thanked Cllr D Jones for his constructive comments.

Congratulations were given to all the volunteers who are involved with Newark in Bloom.

Cllr D Lloyd thanked Cllr R Crowe for his comments about the Green Flag award and commented that it was thanks to Cllr Crowe that there was a new flag pole.

He went on to say that there has been major investment in Newark; Devolved Services had enabled the Town Council to be more relevant and to have a bigger voice in the Town's future.

We have engaged Radio Newark to support our social media output.

The Christmas Lights are a continuing success.

Cllr D Lloyd informed Members that he had met with M&S, and there is a lot of false information in the public domain. They were not going to change their mind with regard to moving out of the premises on Stodman Street, but we still expect them to open a food store on the Retail Park at some point. Rumours about other major stores leaving the town are also untrue, in fact there are some 'national brands' that would like to come to Newark.

He pointed out that what we are doing with the Police, CCTV, PCSOs and new Town Wardens proves that we are listening to the people of Newark and have grown as a Council.

Following the recommendation from the Finance & General Purposes Committee and the discussion above, Members **CONSIDERED** and **APPROVED**:

- (i) The budget proposals as revised for the financial year 2019/19 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £1,022,590.
- (ii) The budget proposals as submitted for the financial year 2019/20 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £1,026,460.
- (iii) The projected aggregate net expenditure on Town Council services for the financial year 2018/19 be met by way of the levying of a precept of £927,429 on Newark & Sherwood District Council, leaving the sum of £239,594 in General Revenue Balances.

The Recorded Vote was:

FOR

AGAINST

Councillor Mrs C Barker-Powell

Councillor Mrs I Brown

Councillor M Cleasby

Councillor M G Cope

Councillor Mrs R Crowe

Councillor R A Crowe

Councillor Mrs G Dawn

Councillor P Duncan

Councillor Ms H Gent

Councillor K Girling

Councillor L Goff

Councillor S Haynes

Councillor D Hyde

Councillor D Jones

Councillor D Lloyd

Councillor A C Roberts MBE

Councillor M Skinner

Councillor R Williams

TC50/18/19 Town Mayor's Announcements

The Town Mayor informed Members that the Charity Quiz Night on Monday 18th February was now fully booked.

He also reminded Members about the St George's Day Dinner he was holding on Friday 26th April 2019, and tickets were now available.

TC38/18/19 Town Council Leader's Announcements

The Town Council Leader, Cllr D Lloyd, had no Announcements.

TC39/18/19 Town Clerk's Announcements

The Town Clerk, Mr Alan Mellor, reminded Members that following the Finance & General Purposes meeting last week, he had been given Delegated Authority to speak to the Collingham Panthers U7's with regard to their proposed Street Collection this coming Saturday.

They have agreed to only raise funds for the food bank in Newark on that occasion and on that basis he has advised the District Council that the Street Collection can go ahead.

TC50/18/19 Meeting Dates

Members **AGREED** the meeting schedule as in the Agenda Report.

Meeting Closed:	8.30pm	Next Meeting:	17th April 2019
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NEWARK TOWN COUNCIL

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

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Agenda Item No: 5a

Committee Date: Wednesday 17th April 2019

PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee held on Wednesday 27th February 2019 in the Council Chamber, Town Hall.

Membership Present:	Councillor	M Skinner (Chairman)
	Councillor	S Haynes (Vice-Chairman) Mrs C Barker-Powell M Cleasby Mrs G Dawn Ms H Gent L Goff D Hyde (A) D Lloyd T Roberts MBE R Williams
In Attendance	Town Clerk Councillors	Alan Mellor Mrs I Brown, Mrs R Crowe & R A Crowe
Apologies	None	
Taking Minutes:	Planning Administrator	Mrs J Hempsall
Public:	There was 1 member of the public present.	
Venue:	Council Chamber, Town Hall	

PR60/18/19 Minutes

The Minutes of the last meeting held on Wednesday 30th January 2019 were **AGREED** and signed as a true and correct record.

PR61/18/19 **Matters Arising**

There were no matters arising.

PR62/18/19 **Declarations of Interest**

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

PR63/18/19 **Outstanding Planning Applications**

18/02344/FUL **Skipton Building Society, 20 Market Place, Newark**

& Conversion of first and second floors to create 2 flats.

18/02345/LBC **No Objection** was raised to this application.

However Members were concerned about the cumulative impact that town centre dwellings such as these were having on the number and storage of refuse bins.

The Town Clerk was asked to write to the District Council requesting that they formulate a policy for town centre refuse bins that could be applied to all premises thus alleviating the proliferation of bins and the impact that they are having on the town centre environment.

19/00003/FUL **5 Mill Gate, Newark**

& Re-instatement of dwelling at No. 5 Millgate by re-insertion of dividing wall and sub-division of shared garden.

19/00107/LBC

No Objection was raised to these applications.

19/00120/FUL **27 Winthorpe Road, Newark**

Householder application for proposed two storey side extension with rear alterations to conservatory and loft conversion.

No Objection was raised to this application.

19/00141/FUL **11 Wentworth Corner, Newark**

Erection of an outbuilding to be used as a tattoo treatment room.

A discussion took place regarding whether or not this application would require a 'change of use' from a dwelling to a business premise. There was concern that should permission be given that it could then be used for other activities. A Licence would need to be sought for the Parlour if this planning application was approved by NSDC.

The Town Clerk informed Members that this property had been used as a Tattoo Parlour in the past, the business had then been moved elsewhere and was now wanting to return to this address.

It was suggested that opening times should be regulated especially with being in a residential area.

Parking was of concern, the premises currently have 2 parking spaces as a residential property. Members were concerned that parking could be a problem in the area.

It was decided that **No Objection** would be raised to this application provided that:

- The opening hours were regulated to reflect its location in a residential area,
- Any permission would specify that the use was for a Tattoo Parlour only
- Any permission would be 'tied' to the current owner and that permission would lapse on the sale of the property.

19/00157/ADV

Aldi Stores Ltd, North Gate, Newark

1 no. freestanding, non-illuminated pole mounted sign.

Cllr S Haynes declared a non-prejudicial personal interest in this application.

No Objection was raised to this application.

19/00164/LBC

125 Balderton Gate, Newark

Demolish single storey rear outshot and erect single storey rear extension to provide ground floor w.c. and dining room.

Cllr D Lloyd declared a non-prejudicial personal interest in this application.

No Objection was raised to this application.

19/00180/FUL

Castlegate Antiques Centre, 55 Castle Gate, Newark

&

19/00181/LBC

Proposed change of use of part of the basement store area to residential use and new internal walls separating existing residential areas from retail areas. Rear glazed extension, partial demolition of rear flat roof extension and new sash window to rear elevation.

No Objection was raised to these applications.

19/00182/FUL

54 Carter Gate, Newark

Change of use from A1 (Shops) to Flexible Uses A2 (Financial or Professional Services) or A3 (Restaurants and Cafes) or A5 (Hot Food Takeaway).

Members would not oppose to the Change of Use to A1 (Shops), to Flexible Uses A2 (Financial or Professional Services) or A3 (Restaurants and Cafes) but would **OBJECT** robustly to the Change of Use to A5 (Hot Food Takeaway) on the grounds that it would encourage traffic to use Cartergate which has restrictions for loading only.

19/00192/RMA

Land off Hutchinson Road, Newark

Application for variation of Condition 01 to be varied to include for Drawing No. 1B/31/2017, site plan revised and 03 to be

varied to include for the revised boundary treatments shown on the above drawing attached to planning permission 17/01573/RMA.

Members **AGREED** to **OBJECT** to this application on the following grounds:

- The application is in breach of the conditions
- Trees with TPO's on have been removed
- Should this application be permitted, it would set a precedent for other developments in the area

Further, the Town Council is of the view that the District Council should be satisfied that all existing conditions are fulfilled prior to any further development. If there is an existing breach of the conditions, then all necessary works should be completed before any further sales of properties take place.

19/00195/FUL

202 Grange Road, Newark

Householder application for single storey extension to the rear of the building.

No Objection was raised to this application.

19/00199/FUL

Christ Church C of E School, Victoria Street, Newark

Classroom extension.

Cllr T Roberts MBE declared a prejudicial interest in this application and left the room for the discussion.

No Objection was raised to this application.

Cllr T Roberts MBE returned to the meeting.

19/00207/FUL

Land adjacent, 50 Middleton Road, Newark

Erection of 4 dwellings and associated works.

Cllr Mrs Dawn gave Members some background information on this site.

The Town Clerk informed Members that permission had already been granted for the 2 properties at the front of the site.

Cllr Williams was concerned that a public footpath had previously been on this site and officially this should be to the left of the site.

It was **AGREED** to **OBJECT** to this application for the following reasons:

- It was back-land development
- The site would be over intensive
- The proposed dwellings would not be in keeping with the local street scene
- It would result in a loss of green space amenity for existing dwellings adjacent to the site.

- 19/00211/FUL 28 Fairway, Newark**
Proposed two storey side extension and ground floor rear extension.
No Objection was raised to this application.
- 19/00212/FUL 37 The Paddocks, Newark**
Householder application for erection of a two storey extension to existing property.
No Objection was raised to this application.
- 19/00216/FUL Dr Bike, Unit 1, Hardy's Business Park, Hawton Lane, Farndon, Newark**
Application to use building for a Mixed Use of A1 (Retail) and B1 (Business) with Ancillary Use for D2 (Assembly and Leisure).
No Objection was raised to this application.
- 19/00225/FUL 65A Beacon Hill Road, Newark**
Householder application for proposed single storey rear extension.
Concern was expressed by Members regarding the extended building line to the rear of the property. It was decided to **OBJECT** on the basis that it would be outside the existing building lines at the rear of the property, unless neighbours and NSDC were content with the impact of the proposed new building lines to the rear of the property.
- 19/00239/FUL 63 Valley Prospect, Newark**
Householder application for proposed rear dormer roof extension and internal alterations.
No Objection was raised to this application.
- 19/00253/FUL 1 Bentinck Road, Newark**
Householder application for single storey rear extension.
No Objection was raised to this application.
- 19/00265/LBC 119 Mill Gate, Newark**
Replacement of modern casement window with traditional Yorkshire sash window, double glazing of 1 no. existing Yorkshire sash window. Install a new conservation roof-light in the side elevation, repainting of gable-end render and placement of garden building.
No Objection was raised to this application.
- 19/00296/FUL 114 Grange Road, Newark**
Householder application for proposed single storey rear extension and internal alterations.
No Objection was raised to this application.

19/00300/FUL

Beechlea Guest House, 2 London Road, Balderton, Newark

Change of use from B & B/Guest House to a residential dwelling.

Members were disappointed to see the loss of a B & B in the area.

Concern was expressed that this proposed change of use could become a House of Multiple Occupancy.

Members decided to give Delegated Authority to the Town Clerk, in consultation with the Chairman of this Committee, in order to determine whether or not the intended use was for a HMO. Members would be happy for the change of use to a residential dwelling but not for a HMO.

19/00266/FUL

Friary Cottage, Appleton Gate, Newark

Householder application for erection of a bespoke timber framed garden room and installation of new access from proposed garden room to existing garage.

Cllr T Roberts MBE declared a personal interest in this application.

No Objection was raised to this application.

19/00305/FULM

Newark Working Men's Club, 13 Beacon Hill Road, Newark

Application to vary condition 16 (to enable the construction of all new build dwellings in one phase) and to vary Condition 8 (relating to the pedestrian access to Lindum Street) attached to planning permission 18/00125/FULM.

Cllr Lloyd declared a personal interest in this application and left the room for the discussion.

Members were concerned at the variation of Condition 16 as they felt all the new properties would be built and the conversion of Hatton House would be delayed.

They were also concerned at the variation of Condition 8, Cllr Roberts informed Members that historically, there had been a walkway from the Newark Working Men's Club onto Lindum Street but this had been repeatedly absorbed into gardens of local residents.

Cllr Mrs Gent said she felt frustrated at the fact that conditions were given with the permission and now the applicant is wanting to vary those conditions. The permission was accepted with conditions and these should remain in place.

Members felt that there was no reason to vary these conditions and that they should be sustained.

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

19/00321/FUL 45 Elm Avenue, Newark
Householder application for the construction of a two storey side extension to existing semi-detached dwelling.
No Objection was raised to this application.

19/00344/FUL Rosebanks, 10 Victoria Street, Newark
Proposed demolition of existing outbuildings at the rear of the warehouse building, historically used as a residential dwelling, to create 10 no. car parking spaces for users of the existing warehouse building.
No Objection was raised to this application.

PR64/18/19 Notice of NSDC Planning Decisions

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

PR65/18/19 Miscellaneous Applications

a. Amended Applications

16/01958/RMAM – Land off North Gate, Newark

Reserved Matters Application for the erection of retail development, Bulky Goods/Open A1/Open A1 Convenience uses and provision of associated parking pursuant to outline permission 13/00997/OUTM.

Amended drawings.

No Objection was raised to this application.

18/02279/OUTM – Yorke Drive and Lincoln Road Playing Field, Lincoln Road, Newark

Selective demolition and redevelopment of parts of the existing Yorke Drive Estate and the erection of new mixed tenure housing, community and recreational facilities on the adjoining Lincoln Road Playing Field site, resulting in the development of up to 320 homes.

Revised drawings and supporting documents.

A prejudicial interest was declared by Cllrs D Lloyd, T Roberts MBE, Mrs I Brown, Mrs R Crowe & R A Crowe.

Cllr Mrs Dawn informed Members that she had attended a Tenants Panel meeting for an update on the application. Sport England had not been happy with the open space left on the original application. The new application reduced the number of blocks and so Cllr Mrs Dawn was happy with that.

Cllr Mrs Dawn said that she and other residents were not happy with the fact that the wooded area on the new application had been removed to allow for a full sized football pitch. She would like to see a smaller 5 a side pitch instead.

Therefore, **Objection** was raised to this application regarding the loss of the small wooded area for sports provision, Members felt this should be retained.

b.

Nottinghamshire County Council Applications

**FR3/3963 – Bridge Children’s Centre, Lincoln Road,
Newark**

Erection of 5 linear meters of green 2.4m high Herra Pallas fencing with gate.

No Objection was raised to this application.

Meeting Closed:	8.20pm	Next Meeting:	Wednesday 26th June 2019
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NEWARK TOWN COUNCIL

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

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Agenda Item No: 5b

Committee Date: Wednesday 17th April 2019

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Finance & General Purposes Committee held on Wednesday 6th March 2019 in the Council Chamber, Town Hall.

Membership Present:	Councillor	D Lloyd (in the Chair)
	Councillors	M G Cope (Vice-Chairman) (Ap) Mrs C Barker-Powell Mrs I Brown M Cleasby Mrs R Crowe R A Crowe Mrs G Dawn (Ap) 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	M G Cope, Mrs G Dawn
Officers Present:	Town Clerk	Alan Mellor
Taking Notes:	PA to the Town Clerk	Helen Crossland
	There were no members of the public present.	
Venue:	Council Chamber, Town Hall	

FGP72/18/19 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 6th February 2019

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday 6th February 2019 were **AGREED** as a true and accurate record and signed by the Chairman.

FGP73/18/19 Matters Arising

There were no Matters Arising.

FGP74/18/19 Declarations of Interest

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

FGP75/18/19 Payment Schedule 10/19

Members **AGREED** that payment in accordance with Payment Schedule 10/19 in the sum of £455,513.32 (four hundred and fifty five thousand, five hundred and thirteen pounds and 32p) be **APPROVED**.

FGP76/18/19 Street Collection Licences

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

- (i) Beaumont House Community Hospice on Saturday 8th or Saturday 15th June 2019.

Members **NOTED** the request from:

- (ii) The Royal British Legion Poppy Appeal on dates 26th October to 9th November 2019, which was approved by the Town Clerk under the Delegated Authority as previously agreed.

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

- (iii) Hope for Children on 27th May 2019.

The refusal of this application was because it was not in accordance with the Town Council's policy for Street Collections – i.e., not supporting local charities.

FGP77/18/19 Risk Register

Members **CONSIDERED** the strategic risks as discussed in the report and **APPROVED** the revised Risk Management Strategy.

FGP78/18/19 Internal Audit Report

Cllr Mrs R Crowe wished to congratulate everyone who worked in the Town Hall. She was pleased to see that the actions mentioned had been put in place.

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

FGP79/18/19 Financial Out Turn

Members **RECEIVED** and **APPROVED** the financial out-turn report as at 31st January 2019.

FGP80/18/19 Investment Strategy

The Chairman thanked the Town Clerk for his work and report on this item.

- (i) Members **APPROVED** the withdrawals and additional investments made during the current financial year to date.
- (ii) Members **CONSIDERED** the performance of the investments achieved through the CCLA.

FGP81/18/19 Town Twinning

Members **CONSIDERED** the two invitations received for the Town Mayor to attend twinning celebrations.

- (i) **Sandomierz, from 22-23 June**

Following discussion it was **AGREED** to **DECLINE** this invitation because of the clash of dates with the annual Armed Forces Day Parade on Sunday 23rd June.

- (ii) **Emmendingen, from 16-20 August**

Following discussion it was **AGREED** to accept this invitation. The official delegation would be the Town Mayor, their Escort and the Town Clerk.

Meeting Closed:	7.40pm	Next Meeting:	Wednesday 3rd April 2019
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NEWARK TOWN COUNCIL

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

Tel: 01636 680 333 ~ Fax: 01636 680 350

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

Agenda Item No: 5c

Committee Date: Wednesday 17th April 2019

PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee held on Wednesday 27th March 2019 in the Council Chamber, Town Hall.

Membership Present:	Councillor	M Skinner (Chairman)
	Councillor	S Haynes (Vice-Chairman) Mrs C Barker-Powell (Ap) M Cleasby (Ap) Mrs G Dawn (A) Ms H Gent L Goff D Hyde D Lloyd (Ap) T Roberts MBE (Ap) R Williams (Ap)
In Attendance	Town Clerk Councillor	Alan Mellor R A Crowe
Apologies	Cllrs Mrs Cathy Barker-Powell, M Cleasby, D Lloyd, T Roberts MBE & R Williams	
Taking Minutes:	Planning Administrator	Mrs J Hempsall
Public:	There were 0 members of the public present.	
Venue:	Council Chamber, Town Hall	

PR66/18/19 Minutes

The Minutes of the last meeting held on Wednesday 27th February 2019 were **AGREED** and signed as a true and correct record.

PR67/18/19 **Matters Arising**

The Chairman informed Members that he had attended the Planning Committee meeting at Newark & Sherwood District Council the previous evening and was concerned to hear that residents on Lindum Street had not been informed of the original application for the Newark Working Men's Club. The Chairman asked the Town Clerk to write to Newark & Sherwood District Council, seeking clarification on the Policy they have regarding notifying residents of planning applications in proximity to their properties. Then submit a report to a future meeting of this Committee to inform Members of the arrangements and consider if any changes or enhancements can be made to improve them.

PR68/18/19 **Declarations of Interest**

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

PR69/18/19 **Outstanding Planning Applications**

- | | |
|---|--|
| 18/02295/FUL | 10 Naseby Avenue, Newark
Householder application for proposed single storey rear extension.
No Objection was raised to this application. |
| 19/00142/FUL | 125 Hawton Road, Newark
Erection of a veranda to south elevation.
No Objection was raised to this application. |
| 19/00384/RMA | Land South of Newark, Bowbridge Lane, Balderton, Newark
Application for Reserved Matters Approval for access and landscaping for Phase 1 Central Street.
No Objection was raised to this application. |
| 19/00385/RMAM | Land South of Newark, Bowbridge Lane, Balderton, Newark
Application for Reserved Matters Approval for landscaping for Hawton House Sinc and public open space.
No Objection was raised to this application. |
| 19/00394/FUL | 2 The Park, Newark
Householder application for demolition of rear outbuilding and replacement with a 2 storey extension and associated alterations. Removal of asbestos garage and replace with hardstanding area and shed. Relocation of fence and additional gates for hardstanding area.
No Objection was raised to this application. |
| 19/00399/ADV
&
Amended | Trespass, Unit 10, 6 St Mark's Place, Newark
Consent to display 2 no. non-illuminated fascia signs and 1 no. non-illuminated projection sign. |

& **Amended Application** (Revised Description and Plan) as follows:

Trespass, Unit 10, 6 St Mark's Place, Newark

Consent to display 2 no. fascia signs with internally illuminated logo and lettering and 1 no. internally illuminated projection sign.

No Objection was raised to this application on the basis that it is in compliance with the Shopfronts & Advertisements SPD.

19/00406/FUL

130 Winthorpe Road, Newark

Householder application for proposed two storey rear extension.

No Objection was raised to this application.

19/00411/FUL

32 Beacon Heights, Newark

Householder application for proposed two storey side extension and re-design of garage and porch, with alterations to windows and rendering of elevations.

No Objection was raised to this application.

19/00422/FUL

79 Wolsey Road, Newark

Householder application for single storey front and rear extension following demolition of rear outbuilding.

No Objection was raised to this application.

19/00432/FUL

Londis Newark Ltd, 22 Blatherwick Road, Newark

Extension of existing shop.

Cllr S Haynes declared a prejudicial interest in this application and left the room for the discussion.

No Objection was raised to this application.

Cllr S Haynes returned to the meeting.

19/00504/OUTM

Playing Field, Elm Avenue, Newark

Residential development for 9 detached houses and associated adoptable road, private road and other external works.

Cllr R A Crowe declared a non-prejudicial interest in this application.

The Town Clerk informed Members that this land was owned by Nottinghamshire County Council. The sports pavilion in situ was in a dilapidated state and he wasn't aware of any objections from Sports England regarding this application.

Cllr Goff said that he wasn't in favour of the application as he was sorry to see another green space being used for housing.

The Chairman pointed out that there was sufficient parking provision for the 9 properties proposed.

Cllr Ms Gent was pleased to see that a good amount of green space would be between the proposed properties. She raised concern at the planting of trees behind some existing neighbouring properties regarding the height these trees could possibly grow to and wouldn't want these properties to suffer any loss of light due to this. Cllr Ms Gent was also pleased to see ample parking for all 9 properties.

Cllr T Roberts in his absence, had asked Cllr S Haynes, to suggest on his behalf, that possibly 2-3 feet of the area be used for widening Elm Avenue.

It was decided to raise **No Objection** to this application.

19/00285/FUL Newark Hospital, Boundary Road, Newark

Proposed air handling unit associated with internal alterations for a new Breast Screening Clinic.

No Objection was raised to this application.

19/00543/LBC Friary Cottage, Appleton Gate, Newark

Bespoke timber framed garden room and installation of new access from proposed garden room to existing garage.

Cllr R A Crowe declared a personal interest in this application and left the meeting.

No Objection was raised to this application.

Cllr R A Crowe returned to the meeting.

19/00570/FUL 11 Markwick Close, Newark

Householder application for single storey extension to side of dwelling including all associated external works.

No Objection was raised to this application.

PR70/18/19 Notice of NSDC Planning Decisions

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

PR71/18/19 Adoption of the Amended Core Strategy Development Plan Document

Members **NOTED** that Newark & Sherwood District Council had now formally adopted its Amended Core Strategy Development Plan Document on 7 March 2019.

PR72/18/19 Miscellaneous Applications

a. Nomination of an Asset of Community Value in Newark Cedar Avenue Playing Fields, Newark

Members agreed to make **No Comment** on this nomination.

b. Notification of Appeals

18/01437/FUL – Profile Hair Design & Beauty, 137 Barnby Gate, Newark

Members **NOTED** that an appeal had been made to the Secretary of State for this application.

c. Amended Applications

19/00157/ADV – Aldi Stores Ltd, North Gate, Newark

1 no. single faced inset wall mounted sign.

Revised signage details and location.

Cllr S Haynes declared a prejudicial interest in this application and left the room for the discussion.

No Objection was raised to this application.

Cllr S Haynes returned to the meeting.

Meeting Closed:	7.50pm	Next Meeting:	Wednesday 24th April, 2019
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NEWARK TOWN COUNCIL

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

Agenda Item No: 5d

Committee Date: Wednesday 17th April 2019

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Finance & General Purposes Committee held on Wednesday 3rd April 2019 in the Council Chamber, Town Hall.

MINUTES TO FOLLOW

TOWN COUNCIL

SUBJECT:	STANDING ORDERS & OTHER POLICY & REGULATION DOCUMENTS
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to:

- (i) Consider the proposed updated Town Council Standing Orders,
- (ii) Consider whether or not to introduce a Public Question Agenda item at meetings of the full Town Council,
- (iii) Consider whether or not to introduce Public Speaking at meetings of the Planning Committee,
- (iv) Consider the proposed updated Town Council Scheme of Delegation,
- (v) Consider the proposed updated Town Council Financial Regulations,
- (vi) Consider the proposed updated Town Council Financial Standing Orders,
- (vii) Consider the proposed updated Town Council Financial Procedures.

2. Background

2.1 The Finance & General Purposes Committee considered the Risk Register at its meeting held on 6th March 2019.

One of the risks identified was the need for Town Council policies to be updated on a regular basis.

I have therefore undertaken a review of the following documents:

Standing Orders

Scheme of Delegation

Financial Regulations

Financial Standing Orders

Financial Procedures

2.2 Proposed changes to all of the above documents are highlighted in **RED**; in the main they reflect the current Committee structure and uplifts for some financial limits to reflect inflation since they were last reviewed.

They are attached at Appendix 1 for Members consideration.

- 2.3 The changes to these documents are in readiness for the new Town Council that will come into effect following the Town Council elections being held on 2nd May 2019.

3. Standing Orders

- 3.1 This document sets the procedures and parameters within which meetings of the Town Council and the various Committees are conducted. This has been updated to reflect the latest Town Council structure as discussed above and these minor changes are highlighted in **RED** for Members attention.

However, over recent years the issue of Public Speaking at Town Council meetings has been raised, particularly at the Planning Committee in connection with applications that are of concern to members of the public. At present Standing Orders are silent on this issue; this then places the Chairman of that Committee in an invidious position of having to deal with such requests on an ad hoc basis with no procedures to follow as to how public speaking can be controlled.

Town Councils may make Standing Orders for the regulation of their proceedings and business under Paragraph 42 of Schedule 12 to the Local Government Act 1972. It is a matter for individual Councils to reflect in their Standing Orders how and in what way any public engagement is permitted and structured.

- 3.2 Set out below is a possible addition to Standing Orders to facilitate Public Speaking at meetings of the Planning Committee. If approved I would suggest that it be an addition to: Standing Order 25. Planning Committee.

“Public Speaking is permitted at meetings of the Planning Committee but only in connection with a specific Planning Application. It is limited to one speech in favour and one speech against an individual Planning Application.

Each speech will be for a maximum of three minutes.

Speeches will only be permitted from people who either live or work within the Town Council boundary or the applicant, or applicants’ agent.

The purpose of a speech is to provide the Committee with views as to why a Planning Application should be supported or not. It is not an opportunity for people to engage in the debate by Members of the Committee leading to a decision being taken.”

- 3.3 Following on from 3.2 Members may also wish to consider how members of the public can engage more widely on issues relating to the Town Council and the services it provides. If Members wish to provide such an opportunity I would put forward, as a suggestion, that the inclusion of a Public Question time item within the Town Council agenda may present a reasonable change that allows public engagement in a way that still retains the current format and structure of the Town Council meeting.

A possible new Standing Order:

“A member of the public who lives or works within the Town Council boundary may, if notice in writing has been given to the Town Clerk by 10.00am on the Thursday immediately prior to the meeting, ask the Chairman of any Committee any question on any matter in relation to which the Council have powers or duties or which affects the town, provided that, if the Town Mayor, in consultation with the Leader of the Council or their representative, shall be of the opinion that the question is of a personal character, he/she shall so inform the member of the public and shall not allow the question to be put.

An answer may take the form of (a) a direct oral answer; or (b) where the desired information is contained in a publication of the Council, a reference to that publication; or (c) where the reply to the question cannot conveniently be given orally, a written answer circulated to the person submitting the question, members of the Council and any other members of the public present at the meeting.

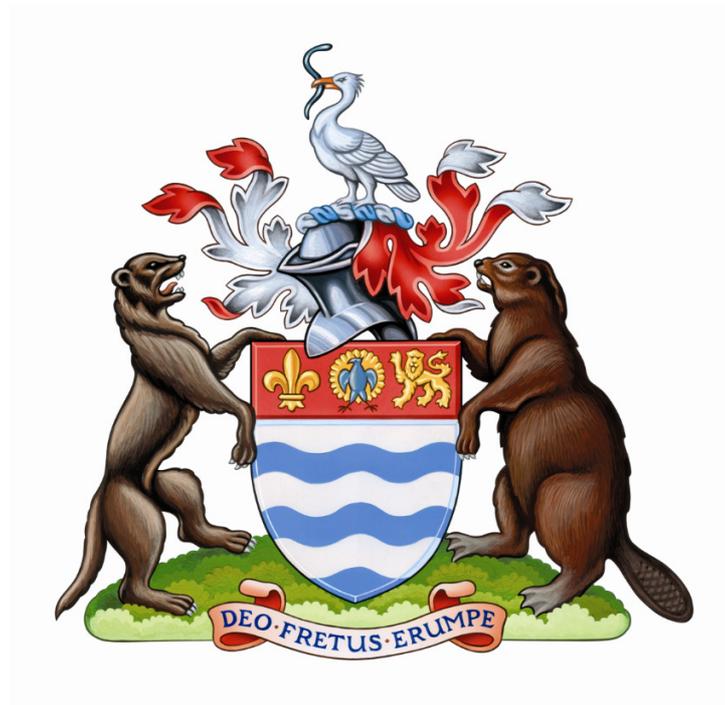
The member of public has no right of reply and cannot ask a supplementary question following the answer given.”

4. Financial, Legal, Equality & Risk Issues

- 4.1 This review has been undertaken to ensure that the Town Council’s Standing Orders and other major procedural and financial regulations are up to date in accordance with the planned action identified in the Risk Register.

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

NEWARK TOWN COUNCIL



STANDING ORDERS

1.	<u>Meetings of the Council</u>
(a)	The Annual Meeting of the Town Council, in an election year, shall be held on the Sunday next following the fourth day of election to the Council and in a year which is not an election year shall be held on the second Sunday in May.
(b)	The ordinary meetings of the Town Council, including those prescribed by statute, shall be held on such dates as shall be fixed by the Town Council on the recommendation of the Finance & General Purposes Policy -Committee.
(c)	All meetings of the Council shall be held at such time as shall be determined from time to time by the Town Council except the Annual Meeting, which shall be held at 12 noon. Prior to the commencement of business at a meeting of the Town Council prayers will be said.
(d)	At least 3 clear working days before any meeting of the Council, or its committees or sub-committees, a notice and agenda for the meeting shall be received by Members of the of the Council. A copy of the minutes of every Town Council Meeting shall be sent to each member of the Council in advance of the next meeting
(e)	Each Member of Council shall, before the Annual Meeting of the Council, receive a copy of the current Standing Orders and Financial Regulations.
(f)	Smoking shall not be permitted at meetings of the Town Council, or of its Committees, Sub-Committees or Working Parties.
2.	<u>Chairman of Meeting</u>
(a)	At the Annual Meeting of the Town Council a Mayor and Deputy Mayor shall be elected from those Council Members present.
(b)	The Town Mayor, if present, must preside at each meeting of the Town Council. In the absence of the Town Mayor, any power or duty, in relation to the conduct of a meeting, may be exercised by the person presiding at the meeting. In the Town Mayor's absence the Deputy Mayor shall preside.
(c)	In the absence of both the Town Mayor and the Deputy then the Town Clerk, or his nominee, shall call for the election of a Member to preside.

3.	<u>Quorum</u>	
(a)	The quorum for a Town Council meeting is normally one third of the whole number of members of the Town Council. Should more than one third of the members become disqualified from acting, at the same time, the quorum is one third of the number of members remaining qualified. The quorum would therefore be not less than three, except in respect of the Planning & Regeneration Committee where in certain circumstances two could be acceptable subject to the provisions of Standing Order 31(2).	
(b)	If during any meeting of the Council the Town Mayor, after counting the number of persons present, declares that there is not a quorum present the meeting shall be adjourned	
(c)	The consideration of any business not transacted shall be adjourned to a time, fixed by the Town Mayor in consultation with the Leader of the Council or his/her representative at the time the meeting is adjourned, or if he/she does not fix a time to the next ordinary meeting of the Council.	
4.	<u>Order of Business*</u>	
(1)	(A)	Except as otherwise provided by paragraph (3) of this standing order, the order of business at every meeting of the Council shall be;
	(i)	To approve as a correct record, or amend accordingly, and sign the minutes of the previous meeting of the Council.
	(ii)	To dispose of business (if any) remaining from the minutes of the previous meeting
	(iii)	To receive minutes and decisions of Committees, Sub-Committees and Working Parties taken under delegated powers.
	(iv)	To consider decisions of Committees, Sub-Committees and Working Parties referred to Town Council in accord with Standing Order 29A.
	(v)	To deal with business expressly required by statute to be done.

			(a)	Town Mayor's Announcements
			(b)	Town Clerk's Announcements
			(c)	Leader of the Council's announcements.
		(vi)		To answer questions asked under Standing Order 8.
		(vii)		To consider motions in order in which notice has been received.
		(viii)		Other business, if any specified on the summons.
	(B)	Business falling under item (a) shall not be displaced but subject thereto, the foregoing order of business may be varied (a) by the Town Mayor at his/her discretion, or (b) by a resolution passed on a motion duly moved and seconded, which shall be moved and put without discussion. (In accordance with Standing Order 7(c)).		
	(C)	*At the Annual Meeting the order of business is subject to Section 15(2) of the Local Government Act, 1972 which states:- 'The election of a Chairman shall be the first business transacted at the Annual Meeting of the Parish Council'.		
(2)	The order of business may be varied at the discretion of the Town Mayor or Chairman of the Meeting.			
(3)	A special meeting of the Council shall not address any business not referred to in the resolution of the Council directing the summoning of such a meeting, or in the requisition requiring the summoning.			
5.	<u>Leader of Council/Opposition Spokesperson</u> At the Annual Meeting the selection of the Leader of the Council shall be announced by the Leading Group on the Town Council and the Opposition Spokesperson(s) by the minority group(s) provided that any changes in those nominations may be made at any time during the Civic Year at a meeting of the Town Council.			
6.	<u>Notice of Motion</u>			
(1)	Every notice shall be in writing, stating distinctly the nature or substance thereof, signed by the member or members of the Council giving notice and by the seconder of the motion, and			

	delivered not later than 12 noon on the seventh day before the next meeting of the Council, at the office of the Town Clerk by whom it shall be dated, numbered in the order in which it is received, and entered in a book which shall be open to the inspection of every member of the Council.
(2)	The Town Clerk shall insert in the summons for every meeting of the Council all motions of which notice has been duly given in the order in which they have been received, unless the member giving such notice intimated in writing, when giving it, that he/she proposed to move it at some later meeting, or has withdrawn it in writing.
(3)	If a motion thus set out in the summons be not moved either by a member who gave notice thereof or by some other member on his behalf it shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.
(4)	If the subject matter of any motion of which notice has been duly given comes within the province of any Committee or Committees it shall, upon being moved and seconded, stand referred without discussion to such Committee or Committees, or to such Committee or Committees as the Council may determine for consideration and report. Provided that the Town Mayor, in consultation with the Leader of the Council or his/her representative may, if he/she considers it convenient and conducive to the despatch of business, allow the motion to be dealt with at the meeting at which it is brought forward, except that any motion to add to, vary or revoke these Standing Orders other than a motion moved in pursuance of a recommendation of the Finance and General Purposes Policy Committee shall upon being formally moved and seconded, stand referred without discussion to the Finance and General Purposes Policy Committee for consideration and report at the next meeting of the Council.
7.	<u>Motions and Amendments which may be moved without Notice</u>
	The following motions and amendments may be moved without notice:
a.	Appointment of a Chairman of the Meeting at which the

		motion is made.
	b.	Motions relating to the accuracy of the minutes.
	c.	That an item of business specified in the summons has precedence.
	d.	Remissions to a Committee.
	e.	Appointment of a Committee or members thereof, occasioned by an item mentioned in the summons to the meeting.
	f.	Adoption of reports and recommendations of Committees or officers and any consequent resolutions.
	g.	(i) Adoption of decisions of Committees and Sub-Committees referred to the Town Council in accord with Standing Orders.
		(ii) That leave be given to withdraw a motion.
	h.	Extending the time limit for speeches.
	i.	Amendments to motions.
	j.	That the Council proceed to next business.
	k.	That the question be now put.
	l.	That the debate be now adjourned.
	m.	That the Council do not adjourn.
	n.	Authorising the sealing of documents.
	o.	Suspending standing orders, in accordance with Standing Order 38.
	p.	Motion under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 to exclude the public and press.
	q.	That a member named under Standing Order 10(12) (f) and (g) be not heard or do leave the meeting.
	r.	Inviting a member to remain under Standing Order 17 (1) (c) (prejudicial or personal interest).
	s.	Giving consent of the Council where the consent of the Council is required by these Standing Orders.

8.	<u>Questions</u>
(1)	Any Member of the Council may ask the Chairman of a Committee any question upon any item of the minutes of the Committee then before the Council when that item is under consideration by the Council. When a question upon a minute has been raised and answered all further questions on that minute and any related minute shall be taken and individual replies given by the Chairman of the Committee before the Council's consideration of the minute is concluded.
(2)	Any Member of the Council may, if notice in writing has been given to the Town Clerk by 10.00am on the Thursday immediately prior to the meeting, ask the Chairman of any Committee any question on any matter in relation to which the Council have powers or duties or which affects the town, provided that, if the Town Mayor, in consultation with the Leader of the Council or his representative, shall be of the opinion that the question is of a personal character or that in the corporate interest it is undesirable, he/she shall so inform the member and shall not allow the question to be put.
(3)	When a question is related to a report written by an elected Member of another Local Authority (Newark & Sherwood District, or Nottinghamshire County Councils), and on the formal agenda of the meeting, the Chairman may allow the author of the report (if present) to orally reply to the question at the meeting.
(4)	Every question shall be put and answered without discussion, but the person to whom a question has been put may decline to answer. If after a reply to a question a member considers that the reply requires further clarification he/she may ask for a further reply but otherwise no further question may be put except by leave of the Town Mayor.
(5)	An answer may take the form of (a) a direct oral answer; or (b) where the desired information is contained in a publication of the Council, a reference to that publication; or (c) where the reply to the question cannot conveniently be given orally, a written answer circulated to members of the Council.
9.	<u>Minutes</u>
(1)	The Town Mayor shall put the question 'that the minutes of the

	meeting of the Council held on the day of be approved as a correct record’.
(2)	No discussion shall take place upon the minutes except upon their accuracy and any question upon their accuracy shall be raised by motion under Standing Order 7 (1) b.
(3)	If no such question is raised, or if it is raised, then as soon as it has been disposed of the Town Mayor shall sign the minutes.
10.	<u>Rules of Debate for Council Meetings</u>
(1)	A motion or amendment shall not be discussed unless it has been proposed and seconded, and unless notice has already been given in accordance with Standing Order 6 it shall, if required by the Town Mayor, be put into writing and handed to the Town Mayor before it is discussed or put to the meeting.
(2)	A member when seconding a motion or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
(3)	A member when speaking shall stand and address the Town Mayor. If two or more members rise, the Town Mayor shall call on one to speak; the other or others shall then sit. While a member is speaking the other members shall remain seated, unless rising to a point of order or in personal explanation.
(4)	A member shall direct his/her speech to the question under discussion or to a point of order. No speech shall exceed five minutes except by consent of the Council.
(5)	A member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:
[a]	To speak once on an amendment moved by another member;
[b]	If the motion has been amended since he/ she last spoke to move or speak on a further amendment;
[c]	If his/her first speech was on an amendment moved by another member, to speak on the main issue, whether or not the amendment on which he/she spoke was carried;

	[d]	In exercise of a right of reply given by paragraph (11) or (13) of this Standing Order;
	[e]	On a point of order;
	[f]	By way of personal explanation.
(6)		An amendment shall be relevant to the motion and shall be either:
	[a]	To refer a subject of debate to the Committee for consideration or re-consideration;
	[b]	To leave out words;
	[c]	To leave out words and insert or add others;
	[d]	To insert or add words;
	[e]	Any such omission, or insertion or addition of words shall not have the effect of negating the motion before the Council.
(7)		Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of, provided that the Town Mayor may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the Council's business.
(8)		If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.
(9)		A member may with the consent of the Council signified without discussion:-
	[a]	alter a motion of which he/she has given notice, or
	[b]	with the further consent of his/her seconder alter a motion which he/she has moved;
		if in either case the alteration is one which could be made as an amendment thereto.
(10)		A motion or amendment may be withdrawn by the mover with the

	consent of his/her seconder and of the Council, which shall be signified without discussion, and no member may speak upon it after the mover has asked for permission for its withdrawal, unless such permission shall have been refused.	
(11)	The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on his/her amendment.	
(12)	When a motion is under debate no other motion shall be moved except the following:	
	[a]	To amend the motion;
	[b]	To proceed to next business;
	[c]	That the question be now put;
	[d]	To adjourn the debate;
	[e]	To adjourn the meeting;
	[f]	Under Standing Order 12(1), that a member be not further heard;
	[g]	By the Town Mayor under Standing Order 12(2) that a member do leave a meeting;
	[h]	A motion under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 to exclude the public and press.
(13)	A member may move without comment at the conclusion of a speech of another member; "That the Council proceed to the next business"; "That the question be now put"; "That the debate be now adjourned", or "That the Council do now adjourn", on the seconding of which the Town Mayor shall proceed as follows:	
	(a)	On a motion to proceed to next business: unless in his/her opinion the matter before the meeting has been sufficiently discussed, he/she shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to next business;

	[b]	On a motion that the question be now put: unless in his/her opinion the matter before the meeting has been insufficiently discussed, he/she shall first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion his/her right of reply under paragraph 11 of this standing order before putting his/her motion to the vote;
	[c]	On a motion to adjourn the debate or meeting: if in his/her opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion he/she shall put the adjournment motion to the vote without giving the mover of the original motion his/her right of reply on that occasion.
(14)		A member may rise on a point of order or in personal explanation and shall be entitled to be heard forthwith. A point of order shall relate only to a procedural question or to an alleged breach of a standing order or statutory provision and the member shall if so required by the Town Mayor specify the standing order or statutory provision and the way in which he/she considers it to have been broken. A personal explanation shall be confined to some material point of a former speech by him/her which may appear to have been misunderstood in the present debate.
(15)		The ruling of the Town Mayor on a point of order, or on the admissibility of a personal explanation shall not be open to discussion.
(16)		Whenever the Town Mayor rises during a debate a member then standing shall resume his/her seat and the Council shall be silent.
11.	<u>Motions Affecting Persons Employed by the Council</u>	
		If any question arises at a meeting of the Council (or of a Committee thereof) to which the Public Bodies (Admission to Meetings) Act, 1960 applies by virtue of Section 2(1), as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person, currently or formerly, employed by the Council, such question shall not be the subject of discussion until the Council or Committee, as the case may be, has decided whether or not the power of exclusion of the public under Section 1(2) of the Public

	Bodies (Admission to Meetings) Act, 1960 shall be exercised.
12.	<u>Disorderly Conduct</u>
(1)	If at any meeting any member of the Council, in the opinion of the Town Mayor notified to the Council, misconducts himself/herself by persistently disregarding the ruling of the Town Mayor, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Council, the Town Mayor or any other member may move "That the member named be no further heard", and the motion if seconded shall be put and determined without discussion.
(2)	If the member named continues his/her misconduct after a motion under the foregoing paragraph has been carried the Town Mayor shall: either move "that the member named do leave the meeting" in which case the motion shall be put and determined without seconding or discussion, or adjourn the meeting of the Council for such period as he/she in his/her discretion shall consider expedient.
(3)	In the event of general disturbance which in the opinion of the Town Mayor renders the due and orderly dispatch of business impossible, the Town Mayor in addition to any other power vested in him/her may, without question put, adjourn the meeting of the Council for such period as he/she in his/her discretion shall consider expedient.
13.	<u>Disturbance by Members of the Public</u>
	If a member of the public interrupts the proceedings at any meeting the Town Mayor shall warn him/her. If he/she continues the interruption the Town Mayor shall order his/her removal from the Council Chamber, by the macebearer. In the case of general disturbance in any part of the Chamber open to the public the Town Mayor shall order that part to be cleared.
14.	<u>Rescission of Preceding Resolution</u>
	No motion to rescind any resolution passed within the preceding six months, and no motion or amendment to the same effect as one which has been rejected within the preceding six months, shall be proposed unless notice thereof given in pursuance of

	Standing Order 6 bears the names of at least one third of the Council. When any such motion has been disposed of by the Council it shall not be open within a further period of six months.
15.	<u>Voting</u>
(1)	The mode of voting at meetings of the Council shall be by show of hands.
(2)	On the requisition of any member of the Council, made before the vote is taken, the voting on any question shall be via a RECORDED vote. The Town Clerk shall note the vote by each Councillor and enter in the minutes so as to show whether each member present gave his/her vote for or against that question or abstained from voting.
(3)	On the requisition of any member of the Council, made before the vote is taken, the voting on any question shall be via a NAMED vote. Members will be called by name and asked to announce their vote which shall be recorded by the Town Clerk and entered in the minutes so as to show whether each member present gave his/her vote for or against that question or abstained from voting.
(4)	Subject to (5) and (6) below the Town Mayor may give an original vote on any matter put to the vote.
(5)	Subject to (6) below the Town Mayor may not give an original vote in the election of the Town Mayor on any occasion when he/she will himself/herself immediately after such election retire from the Council.
(6)	In any case of an equality of votes, the Town Mayor may give a casting vote.
16.	<u>Voting on Appointments</u>
	Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

17.	<u>Interest of Members in Contracts and other Matters</u>
(1)	If any member of the Council has any pecuniary interest direct or indirect within the meaning of Section 94 of the Local Government Act 1972 (other than an indirect interest described in Section 97 (6) of the Act), in any contract, proposed contract, or other matter, that member shall withdraw from the meeting while the contract, proposed contract, or other matter is under consideration by the Council unless:
[a]	The disability to discuss that matter imposed on him/her by the section has been removed by the Newark and Sherwood District Council under Section 97(1) of the Act;
[b]	The contract, proposed contract, or other matter is under consideration by the Council as part of the report of a Committee and is not itself the subject of debate; or
[c]	The Council invite him/her to remain.
(2)	The Town Clerk shall record in a book to be kept for the purpose, particularly of any notice given by any member or any officer of the Council of a pecuniary interest in a contract, and this book shall be open during reasonable hours of the day for the inspection of any member.
18.	<u>Custody of Seal</u>
	The Common Seal of the Council shall be kept in a safe place in the custody of the Town Clerk.
19.	<u>Sealing of Documents</u>
(1)	The Common Seal of the Council shall not be affixed to any document unless the sealing has been authorised by a resolution of the Council or of a Committee or Sub-Committee to which the Council have delegated their powers in this behalf, but a resolution of the Council (or of a Committee or Sub-Committee where that Committee or Sub-Committee has the power) authorising the acceptance of any tender, the purchase, sale, letting or taking of any property, the issue of any stock, the presentation of any petition, memorial, or address, the making of any rate or contract, or the doing of any other thing shall be sufficient authority for sealing any document necessary to give effect to the resolution.

(2)	The seal shall be attested by one of the following persons, viz, the Town Mayor or Deputy Town Mayor; the Town Clerk or Deputy Town Clerk and an entry of every sealing of a document shall be made and consecutively numbered in a book kept for the purpose and shall be signed by a person who has attested the seal.
20.	<u>Authentication of Documents for Legal Proceedings</u> Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Town Clerk unless any enactment otherwise requires or authorises, or the Council give the necessary authority to some other person for the purpose of such proceedings.
21.	<u>Inspection of Documents</u> (1) A member of the Council may for purposes of his/her duty as such member, but not otherwise, on application to the Town Clerk inspect any document which has been considered by a Committee or by the Council and if copies are available shall on request be supplied for the purposes with a copy of such document; provided that a member shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which he/she is professionally interested or in which he/she has directly or indirectly any pecuniary interest within the meaning of Section 94 of the Local Government Act 1972.
(2)	All reports made or minutes kept by the Council and by any Committee shall be open for inspection of any member of the Council subject however to strict observance by such member of Standing Order 26-24 .
(3)	The minutes of the Council shall be open to inspection by any local government elector of the town without charge.
22.	<u>Unauthorised Activities</u> A member of the Council or any Committee or Sub-Committee shall not issue any order respecting any works which are being carried out by or on behalf of the Council.
23.	<u>Appointment of Committees</u> The Council shall at the Annual Meeting appoint such

(1)	Committees as they are required to appoint by or under any statute or under Standing Order 26 (Standing Committees), and may at any time appoint such other Committees as are necessary to carry out the work of the Council but subject to any statutory provision in that behalf:
	[i] shall not appoint any member of a Committee so as to hold office later than the next Annual Meeting of the Council;
	[ii] may at any time dissolve a Committee or alter its membership.
	The Council shall at the Annual Meeting following the appointment of Committees appoint from the membership of each Committee a Chairman and Vice-Chairman for that Committee and the minority groups will announce their spokesmen.
24.	<p><u>Proceedings of Committees to be Confidential</u></p> <p>All agenda, reports and other documents and all proceedings of Committees and Sub-Committees shall be treated as confidential to the members and the officers of the Council until they become public in the ordinary course of the Council's business.</p>
25.	<p><u>Planning and Regeneration Committee</u></p> <p>The consideration of all planning applications made available to the Council by the Newark and Sherwood District Council under Article 21 of the General Development Order 1988 shall stand referred to the Planning and Regeneration Committee to consider them and to meet as often as will ensure exercising the Council's powers of comment within the period prescribed by law.</p>
26.	<p><u>Constitution of Standing Committees</u></p> <p>(1) The following Committees shall be the Standing Committees of the Council and each shall consist of the number of members as the Town Council shall from time to time determine:-</p> <p>Planning Environment & Leisure Finance and General Purposes Policy</p>

(2)	Subject to the provisions of Standing Order 23, Committees shall continue until the next Annual Meeting of the Council and shall retain their powers and membership except as regards members who are not re-elected in a year of ordinary election of members.
27. <u>Delegated Powers</u>	
(1)	<p>Committees appointed in accord with Standing Order 25 shall be deemed to have delegated authority to act on behalf of the Town Council in respect of those functions and duties of the Town Council for which it is responsible (provided that approved budgets are not exceeded).</p> <p>These functions and responsibilities are will be defined in detail within the approved Scheme of Delegation general terms in a separate document.</p> <p>No Committee however shall have the power to act on behalf of the Town Council on the following matters:</p>
[a]	Levying a precept
[b]	Borrowing money
[c]	Approving estimates, except where allowed by Standing Orders
[d]	Matters reserved to the Council by Standing Orders or Financial Regulations
[e]	Except as otherwise provided in these Standing Orders, making and revising the Standing Orders
[f]	This list is not exhaustive and in any area of doubt Committees shall refer to the approved Scheme of Delegation the point to the Council.
[g]	Except when in any particular case there is some law forbidding it when any matter arises or happens within the province of a Committee or Sub-Committee which calls for immediate action, such action may be taken on behalf of the Committee or Sub-Committee by the Town Clerk, or, in his absence, by his duly nominated substitute after consultation with the Chairman or Vice-Chairman of the appropriate Committee or Sub-Committee. Such action must, however, be stated at the next meeting of the Committee(s) or Sub-

		Committee(s) concerned as a matter of report.
28.	<u>Use of Delegated Powers by Committee</u>	
	Any Committee or Sub-Committee when making a decision within the scope of its delegated authority shall be held to be exercising that authority and the decision shall be implemented accordingly unless:-	
	[a]	it shall have resolved prior to making that decision that it is not so exercising that authority; or
	[b]	during the meeting at which the decision is made or before 5.00pm on the next working day, the Leader of the Council or the designated Spokesman for a Group at that meeting or any three members of the Committee or Sub-Committee shall state in writing to the Town Clerk or his/her representative that he/she or they require that the decision or part of it shall be reserved to the Council or in the case of a Sub-Committee to the Committee if that next meets before the Council, then in any such event the said decision or if only part has been reserved that part thereof shall not be implemented unless and until it shall have been approved at a meeting of the Council.
	[c]	A reservation may be lifted subsequent to the meeting in connection with which it is made, subject to the request for its lifting being in writing and subject to the agreement of the Town Clerk in consultation with the Leader of the Council.
	[d]	The process of reserving decisions of Committees or Sub-Committees shall not extend to matters of procedure or decisions taken in connection therewith.
29.	<u>Special Meetings of Council, Committees and Sub-Committees</u>	
(1)	The Town Mayor may summon an extraordinary meeting of the Council at any time. An extraordinary meeting may also be called by the Town Mayor on the requisition in writing of two members of the Council. If the Town Mayor does not call an extraordinary meeting within seven days after such a requisition has been presented to him/her any two members may forthwith	

	convene an extraordinary meeting of the Council.
(2)	The Town Clerk in consultation with the Leader of the Council, may summon a special meeting of any Committee or Sub-Committee at any time on the request of the Chairman or the request in writing of four members of the Committee or upon any occasion which in his or her opinion may require a meeting of such Committee or Sub-Committee.
30.	<u>Sub-Committees and Working Groups</u>
(1)	Every Committee appointed by the Council may appoint Sub-Committees for the purpose to be specified by the Committee and may delegate to that Sub-Committee such powers and duties as the Committee itself, has been delegated by the Town Council.
(2)	The Chairman of the Committee shall be ex-officio a member of every Sub-Committee appointed by that Committee.
(3)	Every Committee appointed by the Council may appoint Working Groups of Officers, Members and advisors for the purpose to be specified by the Committee but without any powers of delegation. The Chairman of the Committee shall be ex-officio a member of every working group appointed by that Committee.
31.	<u>Quorum of Committees and Sub-Committees</u>
(1)	Except where authorised by a statute or ordered by the Council, business shall not be transacted at a meeting of any Committee with the exception of the Planning and Regeneration Committee, unless at least four members of the Committee are present.
(2)	Except where authorised by Statute or ordered by the Council, business shall not be transacted at a meeting of the Planning and Regeneration Committee unless at least two members of the Committee are present, one of whom must be the Chairman or vice-Chairman.
(3)	Except as aforesaid or otherwise ordered by the Committee which has appointed it, business shall not be transacted at a meeting of a Sub-Committee unless at least two members of the Sub-Committee are present.
32.	<u>Mover of Motion may attend Committee Meeting</u>
	A member of the Council who has moved a motion which has

	<p>been referred to any Committee shall, if he/she is not a member of that Committee, have notice of the meeting of the Committee at which it is proposed to consider the motion, and if he/she attends shall have an opportunity of explaining it but shall not be entitled to vote.</p>
33.	<p><u>Standing Orders to apply to Committees and Sub-Committees</u></p> <p>Standing Order 8 headed “Questions”, Standing Order 10 headed “Rules of Debate for Council Meetings” (except those parts which relate to standing, to a time limit for speeches and to speaking more than once), Standing Order 11 headed “Motions affecting persons employed by the Council”, Standing Order 12 headed “Disorderly Conduct”, Standing Order 13 headed “Disturbance by Members of the Public”, and Standing Order 17 headed “Interests of Members in Contracts and other Matters”, shall with any necessary modification apply to Committee and Sub-Committee Meetings.</p>
34.	<p><u>Staff Vacancies</u></p> <p>All vacancies for permanent officers to be employed by the Town Council, shall be advertised in the local media, except where the appropriate Committee otherwise determine. However, those posts which are temporary (less than a year contracts), weekly waged, or are to be filled by internal promotion or transfer are exempt from this requirement.</p>
35.	<p><u>Accounts and Claims</u></p> <p>All accounts for payment by and claims upon the Council shall be duly examined and certified as correct by the appropriate Officers and shall be presented to the Finance and General Purposes Policy Committee for consideration and noting.</p>
36.	<p><u>Submissions of Estimates and Statements</u></p> <p>Every Committee shall submit to the Finance and General Purposes Policy Committee not later than the meeting of that Committee scheduled for the January/February cycle an estimate, in a form approved by the Council, of the proposed expenditure to be recommended by such Committee for the ensuing year, and as soon as possible after the end of each Quarter the Town Clerk shall submit to the Finance and General</p>

	<p>Purposes Policy Committee a statement of the revenue received and the expenditure incurred in that Quarter. A Committee shall before incurring any expenditure not included in an approved estimate submit to the Finance and General Purposes Policy Committee a supplementary estimate accompanied by a detailed statement in support of the expenditure.</p>
37.	<u>Tenders and Contracts</u>
(1)	Where it is estimated that a contract for the supply of goods or materials or the execution of works will exceed £ 3,000 1500 but not £ 20,000 15000 in value or amount at least three quotations shall be obtained. Where it is not possible due to lack of suitable firms prepared to quote or for some other valid reason the Town Clerk shall report such reason together with the quotations received to the appropriate Committee or Sub-Committee of the Town Council. Quotations shall also be obtained for contracts estimated to cost less than £ 3,000 1500 where the Town Clerk considers it desirable in the interest of economy or efficient management.
(2)	Where it is estimated that the value of an intended contract for the supply of goods or materials or for the execution of works will exceed £ 20,000 15000 the Town Clerk shall give at least ten days public notice in one or more local newspapers and in such trade journals as he/she considers desirable.
(3)	The notice shall state the general nature of the intended contract and shall in addition state the name and address and the last date by which those tenders should reach that person in the ordinary course of post.
(4)	If no tenders are received or if all the tenders are identical the Council may make such arrangements for procuring the goods or materials or executing the Works as it thinks fit.
38.	<u>Standing Orders</u>
(1)	<u>Suspension of Standing Orders</u>
(i)	Subject to paragraph (2) of this standing order any of the preceding standing orders may be suspended so far as regards any business at the meeting when its suspension is moved.

(ii)	<p>The motion to suspend standing orders shall not be moved without notice under Standing Order 7(o) unless there shall be present at least one half of the whole number of members of the Council.</p> <p>N.B. This Standing Order has been amended to allow the suspension of Standing Order 37 (Tenders and Contracts) when the Town Council deems it necessary.</p>
(2).	<p><u>Variation and Revocation of Standing Orders</u></p> <p>Any motion to add to, vary or revoke these standing orders, other than a motion moved in pursuance of a recommendation of the Finance and General Purposes Policy Committee shall upon being formally proposed and seconded stand referred without discussion to the Finance and General Purposes Policy Committee for consideration and report to the ordinary meeting of the Council.</p>
(2).	<p><u>Record of Attendance</u></p> <p>Every Member of the Council attending a meeting of the Council, its Committees or Sub-Committees shall be required to sign their name in the attendance register.</p>
(3).	<p><u>Interpretation of Standing Orders</u></p> <p>The ruling of the Town Mayor as to the construction or application of any of these Standing Orders, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council.</p>

Newark Town Council

Scheme of Delegation



April 2019

SCHEME OF DELEGATION

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer, Standing Committees and Sub-Committees of the Council to act with delegated authority in the specific circumstances detailed.

1. Responsible Financial Officer

The Town Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Town Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

The Council's Finance Standing Orders set out in detail the responsibilities and duties of the Responsible Financial Officer.

2. Proper Officer

2.1 The Town Clerk shall be the proper officer of the Council and carry out the functions of the Proper Officer as provided by the Local Government Act 1972 and as such is specifically authorised to:

- (i) Receive Declarations of Acceptance of Office
- (ii) Receive and retain a copy of Members Register of Interests return
- (iii) Sign Notices or other documents on behalf of the Council
- (iv) Receive copies of By-laws made by County and District Councils
- (v) Certify copies of By-laws made by the Council
- (vi) Sign the summons to attend meetings of the Council.

2.2 In addition the Town Clerk has delegated authority to undertake the following matters on behalf of the Council:

- (i) The day to day administration of services, together with routine inspection and control.
- (ii) The appointment and day to day supervision and control of all staff employed by the Council.
- (iii) Authorisation of routine expenditure within the agreed budget.

- (iv) Emergency expenditure up to £5,000 outside the agreed budget (Financial Regulation 7.4)
- (v) Handle and acknowledge all complaints regarding the Council (except where the complaint relates to the Town Clerk, these will be dealt with by the Personnel Sub Committee).
- (vi) Arrange and call meetings of the Council, its committees and sub-committees in consultation with the relevant Chairman.
- (vii) Carry out and implement any Council, Committee or Sub-committee decision
- (viii) **Make Investment decisions in accordance with the Town Council's Investment Strategy**

2.3 Delegated decisions and actions taken by the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

3. Town Council

- 3.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate committee(s) may make recommendations for the Council's consideration:
- (i) Setting the precept
 - (ii) Borrowing money
 - (iii) Making, amending or revoking Standing Orders, Financial Standing Orders and this Scheme of Delegation
 - (iv) Making, amending or revoking by-laws
 - (v) Making of Orders under any statutory powers
 - (vi) Nomination and appointment of representatives of the Council to any other authority, organisation or body
 - (vii) Any proposed new undertakings
 - (viii) Prosecution or defence in a court of law
 - (ix) Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee.

3.2 Urgent Matters

3.2.1 In the event of any matter arising which requires an urgent decision the Town Clerk shall forthwith consult with the Chairman and Vice-Chairman of the appropriate Committee, before acting on behalf of the Council in respect of that particular matter.

If the matter involves expenditure not provided for in the annual budget, and not covered by 2.2 and Finance Regulation 7.4, then the Town Clerk will

also consult with the Chairman and Vice-Chairman of the Finance and General Purposes Committee.

- 3.2.2 Before the Town Clerk exercises the delegated powers granted by paragraph 3.2.1 above, those Members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a Special Meeting of the appropriate Committee.
- 3.2.3 Before the Town Clerk exercises the delegated power granted by paragraph 3.2.1 above, the Members consulted shall further consider whether the matter is of sufficient importance to justify recommending to the Town Mayor that a Special Meeting of the Council should be called in accordance with Standing Order 29(1).
- 3.2.4 Any decision that is taken in this way shall be reported to the next meeting of the appropriate Committee or Council, together with full details of the circumstances justifying the urgency.
- 3.2.5 Any decision that is taken in this way shall be accompanied by a written report which contains all necessary and appropriate professional advice and which should be retained to support the decision taken, the report will also record the Members who have been consulted on the matter and any comments made by them.

4. Committees

- 4.1 The **Finance and General Purposes Committee** shall consider and determine the following matters:
- Approval of its minutes as true and correct records.
 - Matters of Council administration and policy
 - Consideration of the Council's budget and recommendation of consolidated finance requirements
 - Budgetary control
 - Investment of surplus funds
 - Matters properly referred from other Committees within the requirements of Standing Orders
 - Financial Grants and sponsorship
 - To approve the staff establishment
 - Mayoralty and Civic issues
 - Health and Safety aspects affecting the Council
 - ~~To approve the annual Corporate Performance Plan (if prepared) and arrangements for its publication~~
 - To appoint the Internal Auditor for the Council and receive an annual audit report on the work carried out
 - To receive any external audit reports.
 - **Investments in the CCLA Property Fund**

~~4.1 4.2 The **Environment and Leisure Committee** shall consider and determine the following matters:~~

- ~~• Approval of its minutes as true and correct records~~
- ~~• To maintain and operate parks and, playgrounds open spaces~~
- To operate and maintain the cemetery, burial responsibilities and associated duties, consequential to Statutory or Council requirements
- To maintain and ~~operate~~ **supervise** the Council's allotments
- To be responsible for the Museum and the Town Council Treasures
- To deal with all other matters relating to amenities, festivals and the environment, including Newark in Bloom and Christmas Lights
- To be responsible for the Town Twinning functions and tourism in general
- To maintain and operate the Town Hall.
- **To maintain and operate the public conveniences**
- **To maintain and operate Newark Market.**

4.2 The **Planning and Regeneration Committee** shall consider and determine the following matters:

- To comment on planning applications received from the local planning Authority
- Licensing matters
- Any other matter which may be delegated to it by the Council from time to time
- To comment on behalf of the Council on Local Plans, Structure Plans, Waste Management Plans, Regional Plans and any other Plans or Studies as considered appropriate
- To comment to other authorities on public transport, parking and regeneration issues
- To comment and where appropriate, work on public footpaths and bridleways.

4.3 A Committee may refer matters on which it has delegated authority to the Council for a final decision if it so wishes.

5 Sub-Committees

5.1 The **Personnel Sub-Committee** shall be delegated to make decisions on behalf of the Council in the following matters:

- Hearings for grievance, disciplinary and capability matters for the Town Clerk and senior managers only, in accordance with the Council's grievance and disciplinary procedure
- Dealing with any grievance, disciplinary and capability matters for the Town Clerk and senior managers only, to a final conclusion, only reporting to Council when the time for any appeal has passed
- Appointment of the Town Clerk

Policy on the following matters is reserved to the Finance and **General Purposes Policy** Committee for decision but the sub-committee may also make policy recommendations relating to:

- Salaries and Wages
- Conditions of Service
- Staff levels
- Consideration of staffing reviews.
- Recruitment and appointment of the Town Clerk

6 Other Sub-Committees and Working Groups

Sub-Committees and Working Groups may be formed by resolution of the Town Council or a Committee at any time in accordance with Standing Order 30. (1). The remit and any delegated powers of such a body will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each group will report back with recommendations to the Town Council or the Committee that formed it.

7 Delegation – Limitations

- 7.1 Committees and Sub-Committees shall, at all times, act in accordance with the Town Council's Standing Orders, Financial Regulations and this scheme of delegation and, where applicable, any other rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Town Council from time to time.

NEWARK TOWN COUNCIL POLICY & PROCEDURE DOCUMENT
FINANCIAL REGULATIONS

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1. INTRODUCTION

- 1.1. The Responsible Finance Officer, under the policy direction of the Finance and **General Purposes Policy** Committee, is responsible for the proper administration of the Council's financial affairs and for determining the systems, procedures and records necessary to achieve this.
- 1.2. These Financial Regulations provide the framework of financial control and standards necessary to achieve the proper administration of the Council's financial affairs and are designed to safeguard the interests of both the Council and its employees. They are supported by a Code of Procedures which must be read in conjunction with these Regulations.
- 1.3. The Responsible Finance Officer, after consultation with the Chairman of the Finance and **General Purposes Policy** Committee, may vary, waive or suspend any Regulation.
- 1.4. Where reference is made in these Regulations to Managers, they may nominate specific officers to act on their behalf.
- 1.5. Managers are responsible for ensuring that employees in their departments are aware of and comply with the Finance Standing Orders, Financial Regulations and supporting Code of Procedures, and failure to comply may result in disciplinary action.
- 1.6. Managers shall consult with the Responsible Finance Officer with respect to any matter within their purview which is liable to affect the finances of the Council before any provision or other commitment is incurred or before reporting thereon to a Committee.

2. ACCOUNTING SYSTEMS

- 2.1. All accounting systems, procedures and supporting records shall be in a form approved by the Responsible Finance Officer, as required by the Accounts and Audit Regulations 2003.
- 2.2. The Responsible Finance Officer shall approve any new systems or procedures for the maintenance of financial records or records of assets and liabilities and any changes to such systems.
- 2.3. Financial records and records of assets and liabilities shall be retained for such period as the Responsible Finance Officer may prescribe.
- 2.4. In order that these Regulations can be complied with, Managers shall provide the Responsible Finance Officer with any necessary information and in addition shall allow the Responsible Finance Officer access to all relevant documents and records under their control.
- 2.5. For detailed procedures see the Code of Financial Procedures.

3. ANNUAL ESTIMATES

- 3.1. The Finance and **General Purposes Policy** Committee at its November meeting shall consider general inflationary factors for inclusion in the preparation of the following year's Budget, together with the level of increase, if any, in respect of fees and charges.
- 3.2. Detailed estimates of income and expenditure on revenue services, and receipts and payments on the Repairs and Renewals Fund, in line with agreed budgetary guidelines, shall be prepared by the Responsible Finance Officer.

- 3.3. The Finance and **General Purposes Policy** Committee shall review the estimates and submit them to the Town Council at the January/February cycle of meetings and shall recommend the Precept to be levied for the ensuing financial year. The Responsible Finance Officer shall supply each member with a copy of the approved estimates.
- 3.4. The annual capital and revenue budgets shall form the basis of financial control for the ensuing year.

4. ASSETS

- 4.1 Managers are responsible for the security of all Council assets under their control.
- 4.2. Assets include land, property, money, stocks, stores, furniture, equipment and electronic data.
- 4.3. Records relating to these assets and the method and frequency of stores and inventory checks shall be determined by the Responsible Finance Officer.
- 4.4. Where assets are disposed of (including written-off) such disposal shall be in accordance with the procedures prescribed by the Responsible Finance Officer.
- 4.5. As a general principle, disposals shall, wherever possible, be subject to competition.
- 4.6. For detailed procedures see Code of Financial Procedures, Section 2. Assets.

5. AUDIT

- 5.1 The Responsible Finance Officer shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with the Accounts and Audit Regulations 2003. Any officer or member of the Council shall, if the Responsible Finance Officer requires, make available such documents of the Council which relate to their accounting and other records as appear to the Responsible Finance Officer to be necessary for the purpose of the audit and shall supply the Responsible Finance Officer with such information and explanation as the Responsible Finance Officer considers necessary for that purpose.

6. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 6.1. The Council's banking arrangements shall be made by the Responsible Finance Officer and approved by the Finance and **General Purposes Policy** Committee.
- 6.2. All bank accounts shall have an official title and in no circumstances shall a bank account be opened or operated in the name of an individual.
- 6.3. A schedule of the payment of money shall be prepared by the Responsible Finance Officer and, together with the relevant invoices and related papers, presented to the Finance and **General Purposes Policy** Committee. If the schedule is in order it shall be authorised by a resolution of that Committee.
- 6.4. Cheques and requests for auto payments to be processed against the Council's bank account, in accord with the schedule referred to in the previous paragraph, shall be signed by two Members,

normally being the Chair or Vice-Chair of the Town Council's Committees, together with one of the following officers, the Town Clerk (being the Responsible Finance Officer) and the Deputy Town Clerk.

7. BUDGETARY CONTROL

- 7.1. Expenditure on the revenue account may be incurred up to the amounts included in each approved committee budget.
- 7.2. No expenditure may be incurred which cannot be met from the amount provided in the appropriate committee revenue budget unless a virement has been approved by the Finance and **General Purposes Policy** Committee or the Town Council.
- 7.3. The Responsible Finance Officer shall periodically provide the Finance and **General Purposes Policy** Committee with a statement of income and expenditure to date under each head of the approved annual revenue and capital budgets.
- 7.4. The Responsible Finance Officer may incur expenditure on behalf of the Town Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of **£5,000 3500**. The Responsible Finance Officer shall report the action to the appropriate committee as soon as practicable thereafter.
- 7.5. Where expenditure is incurred in accordance with regulation 7.4. above, and the sum required cannot be met from savings made elsewhere within that committee's approved budget, it shall be subject to the provisions of a supplementary estimate approved by the Finance and **General Purposes Policy** Committee or the Town Council.
- 7.6. Unspent provisions in the revenue budget shall not be carried forward to a subsequent year except by resolution of the Finance and **General Purposes Policy** Committee or Town Council.
- 7.7. No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving expenditure against a capital account unless the committee concerned are satisfied that it is contained in the rolling capital programme and that the necessary capital funds are available, or the requisite borrowing approval can be obtained.
- 7.8. For detailed procedures see the Code of Financial Procedures.

8. FINAL ACCOUNTS

- 8.1 The Responsible Finance Officer shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and in accord with the timescale laid down in the Accounts and Audit Regulations 2003.

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the Responsible Finance Officer.
- 9.2. The Responsible Finance Officer shall prescribe the form of all receipts, invoices, debtor accounts and similar documentation and must be satisfied as to the arrangement for their control.

- 9.3. Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the Responsible Finance Officer and the Responsible Finance Officer shall be ultimately responsible for the collection of all accounts due to the Council.
- 9.4. The Council will review all fees and charges annually, following a report of the Responsible Finance Officer.
- 9.5. Any bad debts, individually amounting to more than £100 65 net, shall be reported to the Finance and ~~General Purposes Policy~~ Committee.
- 9.6. All income shall be accounted for, recorded immediately it is received and an official receipt prepared where appropriate.
- 9.7. All income shall be properly secured and safeguarded and paid into the Council's bank account promptly and intact.
- 9.8. A reference to the related debt, or otherwise, indicating the origin of each cheque, shall be entered on the paying-in slip.
- 9.9. Every transfer of official money from one member of staff to another shall be properly acknowledged and recorded.
- 9.10. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.11. For detailed procedures see the Code of Financial Procedures.

10. INSURANCE

- 10.1. The Responsible Finance Officer shall be responsible for effecting necessary insurance cover, and shall regularly review such cover in consultation with Managers.
- 10.2. Managers shall be responsible for notifying the Responsible Finance Officer of any changes in insurance risks and shall submit insurance claims in accordance with the arrangements made by the Responsible Finance Officer.
- 10.3. The Responsible Finance Officer shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 10.4. The Responsible Finance Officer shall be notified of any loss liability or damage or of any event likely to lead to a claim.
- 10.5. All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.
- 10.6. For detailed procedures see Code of Financial Procedures.

11. LAND AND BUILDINGS

- 11.1. The Responsible Finance Officer shall maintain a record of all land and buildings owned by the Council.

- 11.2. The Responsible Finance Officer shall be notified of all contracts, leases, tenancy agreements, and any other agreements involving the receipt of money by the Council.
- 11.3. The Town Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The Responsible Finance Officer shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with the Accounts and Audit Regulations 2003.
- 11.4. No property shall be sold, leased or otherwise disposed of without the authority of the Council.

12. LEGAL CLAIMS

- 12.1 Managers must inform the Town Clerk of all matters where the Council might have a legal claim against an outside body and of all occasions where there is a likelihood that the Council will be sued by an outside body.
- 12.2. The Responsible Finance Officer must be informed where the Council's finances might be affected and shall be involved in any resultant negotiations.

13. LOANS AND INVESTMENTS

- 13.1. The Responsible Finance Officer shall be responsible for arranging the investment of Council funds in accordance with the approved **Investment Strategy Council policies**. All investments of money under the control of the Town Council shall be in the name of the Council.
- 13.2. The Responsible Finance Officer shall be responsible for arranging the borrowing and lending of money on the best available terms taking into account present and anticipated economic conditions and projected flow of funds. All borrowings shall be effected in the name of the Council.
- 13.3. All investment certificates and other documents relating thereto shall be retained in the custody of the Responsible Finance Officer.

14. ORDERS FOR WORK, GOODS AND SERVICES

- 14.1. The procurement of works, goods and services, including the employment of consultants and specialist advisers shall be in accordance with the Council's Code of Financial Procedures and Purchasing Guide. The determining principle of the Code and Purchasing Guide is that where orders are to be placed, competitive quotes are sought, and that:
 - i. the Council secures the best value for money;
 - ii. the Council is seen to act fairly in giving all interested parties an opportunity to tender on equal terms;
 - iii. Government legislation and EC Directives are complied with;
 - iv. the interests of the Council and its employees are properly safeguarded.

- 14.2. Goods and services shall be procured using a Purchase Order Number issued by the Finance Section. Official orders and order variations shall be signed only by the Responsible Finance Officer or nominated officers, as set out in the Purchasing Guide.
- 14.3. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate, e.g. petty cash purposes. Copies of orders issued shall be maintained.
- 14.4. Order books shall be controlled by the Responsible Finance Officer.
- 14.5. All officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.

15. PAYMENT FOR WORKS, GOODS AND SERVICES

- 15.1. Before authorising an official order, or any process which may lead to a payment, employees shall
- i. ensure they are authorised to order or process the payment;
 - ii. satisfy themselves that the works/goods/services are a proper charge on the funds under their control;
 - iii. ensure there is adequate budget provision;
 - iv. satisfy themselves that the works/goods/services have been received, conform in all respects with an official order and are acceptable in every way;
 - v. ensure prices, arithmetic and discounts are correct.
- 15.2. Where assets are purchased see Section 4.
- 15.3. For detailed procedures see the Code of Financial Procedures.

16. REPORTING OF IRREGULARITIES

- 16.1. Managers shall be responsible for reporting to the Responsible Finance Officer any irregularity, or suspected irregularity, of which they have knowledge concerning cash, stores, or accounts that arise within their sections, other than cases arising from internal audit check.
- 16.2. The Responsible Finance Officer, in respect of 16.1. above, shall be entitled to require such explanations as he considers necessary concerning any matter under investigation, and shall report the results of those investigations to the Finance and **General Purposes Policy** Committee according to the action he considers is warranted.

17. SALARIES AND WAGES

- 17.1. The payment of salaries, wages or other emoluments shall be made by the Responsible Finance Officer through the payroll system.

17.2. Managers shall notify the Responsible Finance Officer (in the form prescribed) of all appointments, terminations of employment, absences and any other changes which may affect the pay of employees.

17.3. For detailed procedures see the Code of Financial Procedures.

18. TRAVELLING AND SUBSISTENCE ALLOWANCES

18.1. All claims for payment of subsistence allowances, travelling and incidental expenses, shall be in accordance with the Code of Financial Procedures

18.2. Employees have a responsibility to ensure that the cost to the Council of the allowances claimed is kept to a minimum without reducing unduly the efficiency with which they carry out their duties.

18.3. For detailed procedures see the Code of Financial Procedures.

Town Clerk
Reviewed and revised April 2019

NEWARK TOWN COUNCIL POLICY & PROCEDURE DOCUMENT

FINANCE STANDING ORDERS

INTRODUCTION

The Authority's Finance Standing Orders and Financial Regulations are designed to safeguard the interests of both the Council and its employees

They provide the framework of controls and standards necessary to achieve the proper administration of the Council's financial affairs.

Finance Standing Orders may only be amended or varied by resolution of the Town Council.

The Responsible Finance Officer, after consultation with the Chairman of the Finance and **General Purposes Policy** Committee, may vary, waive or suspend any part of the Financial Regulations.

The supporting Code of Procedures may be updated at any time in response to changes in working practices and to meet changed circumstances.

1. GENERAL

- 1.1. The Finance and **General Purposes Policy** Committee is responsible for regulating and controlling the finances of the Council.
- 1.2. Under the Accounts and Audit Regulations 2003, this Authority is required to appoint one of its officers as Responsible Finance Officer to administer its financial affairs. At this Council, that Officer is also the Town Clerk, who shall for the purpose of Section 151 of the Local Government Act 1972 be responsible for the proper administration of the Council's financial affairs and may, subject to the Standing Orders and any resolutions of the Finance and **General Purposes Policy** Committee or the Town Council, do all things necessary for the administration of the Council's financial affairs.
- 1.3. As the Council's financial and economic adviser the Responsible Finance Officer shall report to the Finance and **General Purposes Policy** Committee regarding the level of financial resources proposed to be utilised in each financial year.
- 1.4. The Responsible Finance Officer shall keep the Finance and **General Purposes Policy** Committee informed with such information and at such frequency as the Finance and **General Purposes Policy** Committee may determine, that will enable them to monitor the Council's overall financial performance, as compared with the approved budget.
- 1.5. The Responsible Finance Officer shall be responsible for making and amending from time to time such financial regulations and codes of procedure as he/she considers necessary for the proper administration of the Council's affairs, in conformity with these Standing Orders.
- 1.6. A copy of the current Financial Regulations shall be available for inspection to Members, Officers and the public at all reasonable times in the office of the Town Clerk.

- 1.7. Notwithstanding the provision of any scheme of delegation, each Committee and its relevant Officer shall be responsible for the observance of the Council's Finance Standing Orders and any Financial Regulations or Code of Procedures made under them throughout all sections under their control.
- 1.8. Managers are responsible for the accountability and control of staff and the security, custody and control of all other resources including plant, building materials, equipment, and cash and stores appertaining to their section. In discharging this responsibility, each Manager shall comply with any requirement of the Responsible Finance Officer under Finance Standing Order 1.2.

2. FINANCIAL PLANNING

- 2.1. At the November meeting annually the Finance and **General Purposes Policy** Committee shall make recommendations regarding the overall budget strategy for the ensuing financial year.
- 2.2. Each Committee shall, within the terms of these guidelines, submit to the Finance and **General Purposes Policy** Committee estimates of income and expenditure in respect of the revenue account and a programme of capital expenditure, where appropriate for the following financial year.
- 2.3. The Finance and **General Purposes Policy** Committee shall consider the aggregate effect of these programmes and estimates upon the Council's financial resources at its meeting in January of each year and shall agree recommendations for the precept to be levied for the ensuing financial year and thereafter report thereon to the Town Council.
- 2.4. Each Member of the Council shall be provided with a copy of the budget proposals together with a statement by the Responsible Finance Officer of the effect of the Council's finances and the precept to be levied at least seven days before the meeting of the Town Council at which such matters will be considered.

3. BUDGETARY CONTROL

- 3.1. It shall be the duty of every Committee to monitor and regulate its financial performance during the currency of each estimate period.
- 3.2. Amounts provided under the several heads of the approved annual revenue estimates shall not be diverted to other purposes by the Committee concerned except as allowed by Financial Regulations.
- 3.3. The inclusion of items in the approved revenue estimates shall constitute authority to incur such expenditure save to the extent to which the Finance and **General Purposes Policy** Committee or Financial Regulations of the Council shall have placed a reservation on any such items. Expenditure on any such reserved items may be incurred only when and to the extent that such reservation has been removed.
- 3.4. Subject to limits defined by the Responsible Finance Officer the approval of the Finance and **General Purposes Policy** Committee is required to provide additional expenditure by service committees (even though additional income may be available to finance the additional expenditure). This Standing Order shall apply both to a reduction in income and an increase in expenditure.

- 3.5. Inclusion of a project in a capital programme does not constitute authority to incur expenditure, until the service committee has received and approved a report setting out specific proposals and detailed costs.
- 3.6. Where a Committee makes a proposal which in the opinion of the Responsible Finance Officer constitutes a new policy, or which affects or may affect the Council's finances, the Responsible Finance Officer may require that it shall first submit a report thereon to the Finance and **General Purposes Policy** Committee of financial implications of the determination.
- 3.7. The Responsible Finance Officer shall submit a report to the Finance and **General Purposes Policy** Committee on each year's final accounts as soon as practicable and in line with the provisions of the Accounts and Audit Regulations 2003.

**Town Clerk
April 2019**

NEWARK TOWN COUNCIL POLICY & PROCEDURE DOCUMENT
CODE OF FINANCIAL PROCEDURES

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1. ACCOUNTING SYSTEMS AND RETENTION OF RECORDS

1.1. Accounting Systems

- 1.1.1. All staff must comply with accounting instructions issued from time to time by the Responsible Finance Officer. Accounting systems should provide information that is useful for both stewardship and management responsibilities.
- 1.1.2. Managers are responsible for ensuring that all necessary approvals for grant, reimbursements or contributions from outside bodies are obtained where appropriate towards the expenditure of their section.
- 1.1.3. All interim or final claims in respect of grants, reimbursements or contributions from outside bodies, shall be recovered by Sundry Debtor accounts and Managers shall supply the Accounts Office with the necessary information to ensure that any claims are made promptly and to enable a satisfactory cash flow to be achieved.
- 1.1.4. Managers shall be responsible for ensuring the proper transfer of all financial records and assets, e.g. stocks, stores, imprests, inventories, valuables, cash etc. when an officer ceases to be the responsible accounting officer.
- 1.1.5. The following principles shall be observed, wherever possible, in the allocation of accounting duties:
 - (a) The duties of providing information regarding sums due to or from the Council and of calculating, checking and recording these sums, shall wherever possible be separated from the duty of collecting or disbursing them;
 - (b) Officers charged with the duty of examining and checking the accounts of cash transactions should not wherever possible be engaged in any of these transactions.

1.2. Retention of Records

~~Records shall be kept as indicated below:~~

- ~~a) Current and Two Preceding Financial Years
Financial reports and information relating to documentation set out under b)~~
- ~~b) Current and Seven Preceding Financial Years
Invoices and Sundry Debtor accounts
Bank records
Payroll records~~
- ~~e) Permanently
Personal records~~

~~Records should be retained for the periods approved within the Town Council's Document Retention Policy.~~

2. ASSETS

2.1. Stocks and Stores

- 2.1.1. Managers shall be responsible for the custody and physical control of the stocks and stores in their section(s) and shall arrange for periodic stocktaking so that all items are checked at least twice per annum, or at such other frequency as the Responsible Finance Officer may agree. Test checks should also be carried out from time to time.
- 2.1.2. Records relating to stocks and stores must be kept in a form agreed with the Responsible Finance Officer.
- 2.1.3. Delivery notes must be obtained in respect of all goods received into store, and goods must be checked as regards quantity and quality at the time delivery is made.
- 2.1.4. Stocks shall not be carried by a section in excess of reasonable requirements and each Manager shall ensure that a periodic review of turnover and stock levels of all items is undertaken and that action is taken to dispose of excessive or obsolete stocks.
- 2.1.5. Managers shall notify the Responsible Finance Officer annually of the value of stocks and stores held by their section as at 31st March and shall supply such other information relating to stocks and stores as may be required by the Responsible Finance Officer.
- 2.1.6. Any surplus or deficiency revealed during stock taking must be reported to the Responsible Finance Officer, who may authorise the necessary adjustment or refer any item to the appropriate committee, and if necessary consider any internal audit checks.
- 2.1.7. Surplus stocks, stores or materials shall be disposed of at the discretion of the Responsible Finance Officer.

2.2. Security of Assets

- 2.2.1. Each manager is responsible for maintaining proper security at all times for all buildings, stocks, stores, furniture, equipment, cash, etc. under their control.
- 2.2.2. Safes and similar receptacles are to be kept locked, the key removed and carried on the person of the nominated key holder or in a secure place. The loss of such keys should be reported to the Responsible Finance Officer immediately.
- 2.2.3. Money left on the premises shall be placed in a cash box which must be kept locked in a secure place where practicable or in a safe if provided.
- 2.2.4. The Responsible Finance Officer, in consultation with Managers, shall be responsible for maintaining proper security and privacy in accordance with Data Protection legislation.

2.3. Disposal of Assets

- 2.3.1. Before disposing of an asset, managers should consult with the Responsible Finance Officer.
- 2.3.2. Unless payment for the asset is made by cash or cheque (covered by a guarantee card) the asset should not be released to the purchaser until the Responsible Finance Officer is satisfied that monies have been deposited in the Authority's bank account.

2.4. Inventories

- 2.4.1. Inventories of the Council's property (as prescribed by the Responsible Finance Officer) shall be prepared and kept up to date by each Manager or officer as the Responsible Finance Officer may authorise.
- 2.4.2. Inventories shall be in a form to be agreed by the Manager with the Responsible Finance Officer and the Manager shall arrange for the inventory to be checked with the physical asset at least annually and whenever an officer ceases to be the responsible officer.
- 2.4.3. An annual list of inventory items to be written off shall be submitted to the Responsible Finance Officer who may authorise the write-off of deficiencies due to fair wear and tear.
- 2.4.4. All deficiencies other than through fair wear and tear shall be reported by the Manager to the Responsible Finance Officer who may authorise the write-off and refer any item he considers necessary to the appropriate committee for write-off.
- 2.4.5. The Council's property shall not be removed from its usual location or used otherwise than for official purposes except with the express permission of the Responsible Finance Officer.

3. CAPITAL EXPENDITURE

- 3.1. In addition to major capital schemes which would require comprehensive report and consultation within the relevant service committee, the Town Council has established a Repairs and Renewals Fund. This Fund makes provision for the conduct of major projects of repair and development relating to the various services provided by the Town Council which can be briefly described as follows:

Allotments

The upkeep and development of Allotment Lands

Cemetery

A wide range of projects, including the provision of roadways, landscaping and arboricultural activities

Cemetery Rafts, Plinths and Tablets

~~Self-financing account in respect of memorial rafts, plinths and tablets~~

Market

~~The upkeep and development of the Market Place, stalls and equipment~~

Parks & Open Spaces

~~The upkeep and development of Parks & Open Spaces and Play Equipment~~

Civic Pride

~~To provide enhanced facilities for, and to improve the environment of the Town~~

Computers

Towards the cost of updating and replacing the computer network

Office Equipment

The replacement and maintenance of office furniture and equipment as required and in line with health and safety regulations

Public Conveniences

For the refurbishment and enhancement of public convenience facilities within the Town

Town Hall

For the funding of necessary major maintenance and refurbishment work to the building

Museum Treasures

To provide funds for the acquisition, maintenance, conservation and display of Town Council Treasures and museum exhibits.

- 3.2. A report on the level of funds held in respect of the Repairs and Renewals Fund is to be included in the summary statements presented by the Responsible Finance Officer to the Finance and ~~General Purposes Policy~~ Committee, including the year end Out Turn figures.
- 3.3. As part of the annual budgetary process, Managers must review the financial position of each fund within the relevant service committee and make detailed recommendations to the Responsible Finance Officer in respect of estimated future expenditure. Such information will be taken into account in consideration of the annual contribution to each individual fund during the next financial year.
- 3.4. No expenditure can be approved against the Repairs and Renewals Fund without the approval of the ~~Finance and General Purposes-relevant service-Committee~~.
- 3.5. ~~With the agreement of Finance and General Purposes Policy Committee any not under spend (or over spend) in respect of the following revenue budget heads will be offered in the year of their arising as supplementary contributions to the Repairs and Renewals Fund to provide financing in future years:~~

~~Central EstablishmentComputers — Office Equipment~~

~~Town Hall — Repairs and Maintenance~~

~~Environment — Repairs and Maintenance & Cemetery Upkeep of Grounds
Vehicle & Machinery Costs
Newark in Bloom
Christmas Lights~~

~~Treasures~~

4. INCOME AND BANKING

- 4.1. Money received by Members and Officers by virtue of their official position but not being official Council money shall be properly recorded in a form to be agreed by the Responsible Finance Officer.
- 4.2. All official receipt books, tickets and tokens etc. relating to the collection of income shall be ordered, controlled and issued by the Responsible Finance Officer unless otherwise agreed. Every issue of any such document shall be acknowledged by the signature of the officer to whom the issue was made.
- 4.3. Where income received is in the form of a cheque, this shall be cross-referenced on the bank paying in slip to the drawer by receipt number.

- 4.4. All monies received by an officer shall be banked as promptly as possible.
- 4.5. Monies received outside normal banking hours may be left on the premises provided that no alternative arrangements can be made and it is secured in a safe, or suitable locked container.
- 4.6. **Incoming payment of invoices etc. can also be made by the customer with a credit or debit card.**
- 4.7. If an officer fails to comply with the above guidelines and a loss occurs, the Responsible Finance Officer may, where he feels it necessary, seek restitution from the officer concerned.
- 4.8. Instructions for the stoppage of cheques shall be notified to the Bank in writing. No replacement cheques can be issued until the Bank confirms this stop.
- 4.9. The Responsible Finance Officer shall maintain a record of all items of income due to the Council classified as 'periodic income' for which fixed or varying charges apply. For this purpose the term 'periodic income' shall mean any fee or charge receivable by the Council on a recurring basis one or more times in any one year.
- 4.10. **Debtors**
 - 4.10.1 Where a debtor's account remains unpaid 21 days after the date of despatch of the account, a reminder shall be sent to the debtor. If the account remains unpaid 35 days after the date of despatch, a second reminder will be issued. Unpaid accounts will be subject to legal recourse for recovery no later than three months from the date of issue.
 - 4.10.2 'Write-off' debtor's accounts other than provided for in paragraph 4.9.3. Below, shall be authorised by resolution of the Finance and **General Purposes Policy** Committee only.
 - 4.10.3 The Responsible Finance Officer shall be authorised to 'write off' sundry debtor accounts not exceeding **£100 65**-net
 - 4.10.4 The Responsible Finance Officer shall be authorised to 'write off' sundry debtor accounts not exceeding **£100 65** net
 - 4.10.5 The Council shall submit invoices for rechargeable work within one month of the work being completed and invoiced to the Council.

5. ORDERS FOR GOODS, WORKS AND SERVICES

- 5.1. Managers shall be responsible for all official orders requested on behalf of their sections ensuring that the estimate costs are covered by an approved budget or other prior sanction.
- 5.2. Official orders shall be issued for all work, goods, and services supplied to the Council, except for supplies of public utility services, payroll costs, for periodic payments such as rent or rates, for petty cash purchases or such other exception as the Responsible Finance Officer may approve.
- 5.3. When orders are placed for goods, works and services Officers must ensure compliance with the Town Council's Standing Orders, Financial Regulations and Purchasing Guide.
- 5.4. The system of checking goods received, or works done, against official orders shall be in accordance with instruction laid down by the Responsible Finance Officer.

- 5.5. Orders, order variations, goods received notes and part-delivery forms, received by the Responsible Finance Officer, shall be checked by the Accounts staff and returned to the departments where the certification is incorrect or incomplete.

6. PAYMENT FOR WORKS, GOODS AND SERVICES

- 6.1. With the exception of petty cash, the normal method of payment of money due from the Council shall be by auto payment, cheque or exceptionally direct debit.
- 6.2. All invoices for payment shall be examined, verified and certified by the officer issuing the order and coded to the appropriate expenditure head. Before certifying an invoice, the officer shall satisfy himself that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.
- 6.3. The duties of ordering, receiving goods and certifying invoices for payment must not be performed by the same officer.
- 6.4. Duly certified invoices shall be passed to the Responsible Finance Officer who shall examine them in relation to arithmetical accuracy and authorisation, and take all possible steps to settle invoices submitted, and which are in order, within 30 days of their receipt.
- 6.5. On no account can VAT invoices be amended. A credit note or replacement invoice must be obtained from the supplier.
- 6.6. Invoices shall not be made out by officers of the Council, except in exceptional circumstances when a special form of internal invoice may be used. An officer shall not add any additional item or items to an invoice rendered by a tradesperson.
- 6.7. At the end of each financial year, Managers shall notify the Responsible Finance Officer of all outstanding expenditure relating to the previous financial year in such detail and by such date as may be required by the Responsible Finance Officer.

7. PETTY CASH

- 7.1. The Responsible Finance Officer, or nominated representative, may provide petty cash to officers for the purpose of defraying operational and other expenses.
- 7.2. Holdings of Petty Cash shall be limited to amounts prescribed by the Responsible Finance Officer and shall only be varied by authority of the Responsible Finance Officer.
- 7.3. Payments shall be limited to minor items of expenditure and to such other items as the Responsible Finance Officer may approve, and shall be supported by a receipted voucher.
- 7.4. Signatures of Petty Cash holders shall be obtained annually under audit arrangements and periodic audit checks shall be made to verify petty cash holdings.
- 7.5. The Responsible Finance Officer shall be responsible for ensuring the recording of all petty cash disbursements, the custody of supporting documents and vouchers and the safe custody of all unused balances of petty cash.
- 7.6. Reimbursement of petty cash shall be obtained by use of the appropriate voucher to the Responsible Finance Officer for inclusion in the invoice payment system.

- 7.7. Petty cash record schedules, with supporting documents and vouchers, shall be made available at the time of audit.
- 7.8. On leaving the employment of the Council or otherwise ceasing to be entitled to hold a petty cash float an officer shall account to the Responsible Finance Officer for the amount advanced to them.

8. REVENUE EXPENDITURE

8.1. Preparation of Revenue Budgets

- 8.1.1. Revenue budgets must be prepared within the resource allocation limits prescribed by the Council.
- 8.1.2. Budgets must be prepared in conformity with all instructions on budgeting issued by Responsible Finance Officer. It is the responsibility of each Manager to ensure that detailed budget preparation takes place, that the amounts included are realistic, and that there has been correct application of budget conventions and procedures.
- 8.1.3. Where there is uncertainty about the proper approach to be adopted in preparing a budget, guidance should be sought from the Responsible Finance Officer.
- 8.1.4. The Responsible Finance Officer may in exceptional circumstances seek approval for contingency allocations from the Finance and **General Purposes Policy** Committee during the year.

8.2 Control of Revenue Budgets

- 8.2.1. Managers shall have delegated authority to incur expenditure for which provision is made in the detailed annual revenue budget, provided this does not involve new policies or significant variations to existing policies, and subject to the conditions set out in section 8.1.
- 8.2.2. Where new policies or significant variations to existing policies or practices are proposed, a report shall be presented by the Responsible Finance Officer to the service committee. This report shall where appropriate provide details of the financial effect of the proposed policies for the current and next financial years.
- 8.2.3. Virement - the transfer of budget provision from one budget head to another - is permitted within each committee's revenue budgets on a basis to be agreed with the Responsible Finance Officer.
- 8.2.4. Where the Responsible Finance Officer considers that any proposed virement:
 - (a) causes a significant variation to existing policy; or
 - (b) involves significant future financial commitments; or
 - (c) represents a significant proportion of the budget,

a report shall be presented by the appropriate manager to the **Finance & General Purposes Committee**.

8.2.5. A manager may incur expenditure that is essential to meet any immediate needs created by a sudden emergency, subject to this action being reported immediately to the Responsible Finance Officer.

8.3. **Monitoring of Revenue Budgets**

8.3.1 The Responsible Finance Officer must have in place arrangements to enable Managers to monitor their budgets on a regular basis and summary statements must be presented by the Responsible Finance Officer on a regular basis.

8.3.2. Explanations of significant variations must be made by Managers to the Responsible Finance Officer when requested, together with proposals for avoiding any continuing budget problems that would not be resolved without action being taken.

8.3.3. A report on the Council's final accounts for the year compared to the revenue budget, will be prepared by the Responsible Finance Officer, presented to the Finance and **General Purposes Policy** Committee, and will include explanations of reasons for any significant variations.

8.4. **Finance Standing Order 3.4.**

8.4.1. Variations below £600 do not need to be reported to Finance and **General Purposes** Committee.

9. **SALARIES AND WAGES**

9.1. Each Manager shall notify the Responsible Finance Officer as soon as possible, and in the form prescribed by him, of all matters affecting the payment of remuneration. In particular this includes all appointments, resignations, dismissals, suspensions and transfers.

9.2. Appointments of all employees shall be made in accordance with appropriate conditions of service and approved establishments, as defined by the Town Council or manpower regulations.

9.3. All time records or other pay input documents shall be in a form prescribed or approved by the Responsible Finance Officer and shall be certified by the Manager or his/her nominated representative(s).

10. **TRAVEL AND SUBSISTENCE EXPENSES**

10.1. Travel, subsistence and incidental expenses in respect of Members and employees are determined locally, based on nationally agreed scales and the prevailing statutory limits imposed by the Inland Revenue and Contributions Agency.

10.2. In certifying a claim for payment, the Responsible Finance Officer shall need to be satisfied that the journey undertaken was legitimate and that the expenses claimed were properly and necessarily incurred. Mileage claims should be verified wherever possible.

10.3. It is important that anyone using their vehicles on Council business ensure that their own private motor car insurance policy is extended, or at least their insurers are informed, that the vehicle is being used on such business. Any mileage allowance paid to the employee or Member incorporates a proportional allowance in regard to wear and tear and any extra insurance costs. It is vital that employees or Members appreciate that when they are in their own motor vehicle, the risk is with them rather than the Town Council under the Road Traffic Act. Without this 'Business

Use' cover under their own policy, an employee or Member might leave him or herself open to claims in regard to damage to other vehicles, injury and death of other parties.

- 10.4. Staff should note that the Town Council's motor insurance covers the Council's own vehicles only and unless other arrangements are in place, staff that are required to hire a vehicle in order to carry out authorised Town Council business, must ensure that appropriate insurance cover is obtained.

Town Clerk
Reviewed and revised April 2019